



# ANNUAL SECURITY AND FIRE SAFETY REPORT

INCLUDES 2024, 2023, 2022 CRIME STATISTICS

UNION  
COLLEGE

FOUNDED 1795

This report includes crime safety policies and campus statistics, including residential fire safety policies and statistics for specific fires.

# EMERGENCY?

In an emergency, the first call should be to Campus Safety. To reach first responders, dial 911, and a dispatcher will connect the caller to Campus Safety or local law enforcement.

The responders will either provide direct assistance or connect individuals with necessary resources, including local law enforcement, health services, mental health support, Title IX, student affairs, campus life, and other relevant resources.

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# REPORTING AND SUPPORT RESOURCES

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Anyone who experiences a crime, act of violence, or sexual misconduct is encouraged to report it to the College and local law enforcement. Upon receipt of a report, the College will provide resources to support individuals, help with law enforcement communication, and referral of matters for resolution as appropriate. Responders will either provide direct assistance or connect individuals with necessary resources, including local law enforcement, health services, mental health support, Title IX, student affairs, campus life, and other relevant resources.

### On-campus Reporting

Resource	Contact Information
Union College Campus Safety	518-388-6911
Title IX Coordinator & Equal Opportunity Specialist	518-388-6865 <a href="mailto:titleix@union.edu">titleix@union.edu</a>
Deputy Title IX Coordinator & Equal Opportunity Investigator	518-388-6117
Dean of Students	518-388-5555

### Confidential Resources

Resource	Contact
Wicker Wellness Center	518-388-6120
Eppler-Wolff Counseling Center	518-388-6161
Union College Sexual Assault Resource Hotline	518-388-6600

## *Medical, Counseling, and Advocacy*

<b>Resource</b>	<b>Contact</b>
Sexual Assault and Crime Victims Services	518-346-2266
Ellis Hospital Emergency Room	518-243-4121
Schenectady County Sexual Assault Support Services	518-346-2266
Survivor Support Services (Planned Parenthood) of Schenectady County Confidential Hotline	866-307-4086
YWCA of Schenectady	518-374-3386
District Attorney's Office	518-388-4364
Schenectady Police, Fire Department or Ambulance	911
	518-630-0911 (non-emergencies)
Visa and Immigration Assistance	McCandish Holton Attorneys at Law Crystal M. Malik - Director P.O. Box 796 Richmond, VA 23218 Phone: 804-775-3811 Fax: 800-442-6672 Email: CMalik@lawmh.com Website: lawmh.com

## *National Hotlines*

<b>Resource</b>	<b>Contact</b>
<b>LGBTQ Support</b>	
<a href="#">LGBT National Center</a>	888-843-4564
<a href="#">The Trevor Project</a> Dating, Domestic, and Intimate Partner Violence	866-488-7386
<b>Violence and Sexual Assault</b>	
<a href="#">National Domestic Violence Hotline</a>	800-799-SAFE (7233) 800-787-3224 (TTY)
<a href="#">Human Options:</a> Rape, Sexual Assault, Incest, and Abuse	877-854-3594
<a href="#">National Sexual Assault Hotline</a>	800-656-HOPE (4673)
Sexual Abuse & Assault of Boys & Men Confidential Support for Men	<a href="#">1in6.org</a>
Center for Victims of Crime	202-467-8700 info@victimsofcrime.org
<b>Crisis Response and Prevention</b>	
<a href="#">National Suicide Prevention Lifeline</a>	Dial 988

# Anonymous Reporting Options

Any individual may make an anonymous report concerning an act of sexual misconduct, relationship violence, sexual harassment, or stalking. An individual may report the incident without disclosing their name, identifying the respondent, or requesting any action. Depending on the extent of information available about the incident or the individuals involved, however, the College’s ability to respond to an anonymous report may be limited. [The Anonymous Reporting Form is available online](#). Following receipt of the report, the Title IX Coordinator will determine any proper steps, including individual or community remedies as appropriate, and in consultation with the Director of Campus Safety, compliance with all Clery Act obligations.

Reporters should understand that anonymous reporting may limit the College’s ability to respond or provide supportive measures to a harmed person.

# Reporting a Crime to Local Law Enforcement

A person reporting a crime to Campus Safety has the right to report the crime to the local law enforcement. Campus Safety officers will discuss this option with the harmed person of a crime and will assist the harmed person with that process.

The filing and process for addressing a crime with a law enforcement entity is a separate process than the College’s. In most cases, the College will not wait for a conclusion from any criminal investigation or impending court proceedings, except in cases where the College temporarily delays its investigation while criminal investigators gather evidence. Law enforcement’s determination of whether to initiate prosecution will not affect the College’s decision to charge a Respondent through the College’s resolution process.

Law Enforcement Authority	Contact Numbers
Schenectady Police Department	518-630-0911 (non-emergencies)
New York State Police	518-783-3211

# Disclosures and Response

The College encourages students, employees, and third parties to disclose and seek support from campus, medical, mental health, law enforcement, and other supportive resources available on campus and in the community. For ease of reference, the contact information for those resources is listed at the beginning of this Annual Security Report. Resources are denoted as confidential or non-confidential.

The College understands that after a trauma or a crime it may be a challenge to find the exact contact information for the resource needed, or a person may not be sure which resource they need. The College encourages anyone in need of assistance in understanding the resources or getting connected to them to contact the Title IX Coordinator, Human Resources, Campus Safety, or any of the other listed resources.



While the College encourages victims of crime to seek assistance with Campus Safety and/or off campus law enforcement agencies, College employees will notify law enforcement when the victim of the crime elects to or is unable to notify. Per the Clery Act and College Policy, the victim of a crime has the right to:

- Notify College and/or local law enforcement;
- Be assisted by the College in notifying law enforcement if they choose to do so; or
- Decline to notify law enforcement.

Sexual misconduct may be a violation of College policy and a crime. Disciplinary action at the College is not a substitute for criminal or civil legal action. Therefore, the College encourages reporting criminal conduct promptly to Campus Safety/local law enforcement agencies and to the Title IX Office. Individuals have the right to simultaneously report a crime to law enforcement and to the College. If a crime related to sexual misconduct is reported to Campus Safety, they will contact the College Title IX Office. While the College can issue a mutual no contact order, meaning continued contact by the covered person or through a third party would be a violation of policy, law enforcement and the District Attorney can assist with obtaining a restraining order issued by a court.



## ***Preservation of Evidence***

Preserving evidence is essential for supporting potential criminal investigations, campus disciplinary proceedings, and ensuring access to medical care and support services. Evidence can be time-sensitive and may be lost if not properly safeguarded.

### **For Physical or Sexual Violence:**

Individuals should avoid bathing, showering, changing clothes, eating, drinking, smoking, brushing teeth, or cleaning the area where the incident occurred before seeking medical attention.

### **Digital and Electronic Evidence:**

Harmed persons and witnesses should save and not delete text messages, emails, voicemails, call logs, social media posts, screenshots, photographs, or location data related to the incident.

### **Physical Evidence:**

Clothing, bedding, or objects from the scene should be placed in a paper (not plastic) bag or cardboard box to prevent damage or contamination.

### **Witness Accounts:**

Individuals are encouraged to document the incident by writing down or recording details such as times, dates, descriptions, and the names of those involved or present. Even minor details may later prove valuable. Creating a phone recording of these details can help keep the information fresh in their memory.

## **Property Crimes (theft, vandalism, burglary, etc.):**

Do not disturb the area where the incident occurred. Secure any damaged items, locks, or equipment, and document the scene with photographs and video if possible.



## ***Resources Exempt from Reporting Under the Clery Act***

The Clery Act exempts pastoral and professional counselors from bringing forward information about Clery Act crimes reported to them in their role as a pastoral or professional counselor and not otherwise subject to an exception (such as a threat of a future crime of violence). A pastoral counselor is an employee associated with a religious order or denomination and recognized by that religious order or denomination as someone who provides confidential counseling. A professional counselor is an employee whose official job responsibilities include providing psychological counseling to members of the College's community.

While they may decline to bring forward a disclosure of a crime, consistent with their obligations, the College encourages pastoral and professional counselors, if and when they deem it appropriate, to inform the person they are counseling of voluntary and confidential reporting options where the statistic of the crime could be included in federal reporting under the Clery Act. Note that the response may be limited to anonymous reports that do not include enough information to investigate.

## ***What is a Campus Security Authority?***

The term Campus Security Authority describes the College officials required to bring forward to Campus Safety the statistic of Clery Act crimes that occur within the College's Clery geography.

Not every College employee is a Campus Security Authority. Some are confidential employees (such as pastoral and professional counselors) exempt from providing this information. Other employees do not qualify as Campus Security Authority under the Clery Act.

## ***Who is a Campus Security Authority?***

Campus Security Authorities include Campus Safety staff and any contracted safety officials, College officials designated to receive crime reports, and employees with significant responsibility for student and campus activities.

Anyone who experiences, witnesses, or learns of a crime is encouraged to contact Campus Safety using the 24/7 contact information above. These staff are trained to respond to crimes and work closely with other College offices.

Those who experience sexual or interpersonal violence or harassment are encouraged to contact the Title IX Office.

Designated CSAs include, but are not limited to: faculty/staff advisors to student organizations; athletics coaches; Residence Life directors and residence staff; Student Life staff; Title IX staff; Campus Recreation and Library staff who monitor access; Summer Program staff; and certain Human Resources staff.

If unsure whether an employee is a CSA or a confidential resource, individuals may ask about the employee's reporting obligations or contact Campus Safety or the Title IX Office directly.

The College also requests Clery Act crime statistics from local law enforcement agencies with jurisdiction over the College's Clery geography.

# EMERGENCIES INVOLVING DRUGS OR ALCOHOL

## *Call for Help*

If someone needs medical attention from using alcohol or drugs, contact Campus Safety, Residential Life, or 911 immediately. A person can call for themselves or others. If calling for another person, stay with them until help arrives.

## *Student Amnesty*

The College considers the safety of the campus community to be of paramount importance. While policy does not condone underage drinking or the use of illegal drugs; the College will extend amnesty to students who call for help for another student in need of emergency medical attention due to drug or alcohol use.

Additionally, amnesty will be granted for individuals that are Complainants, Respondents, witnesses, and others involved in a Sexual Harassment and/or Sexual Misconduct grievance process from punitive sanctioning for illegal use of drugs and/or alcohol when evidence of such use is discovered or submitted.

Notwithstanding the provision of amnesty for students as described in this paragraph, the College reserves the right to refer Complainants, Respondents, witnesses, and others involved in a grievance process for substance abuse assessment, education, and/or treatment.



# LETTER FROM LEADERSHIP

Dear Members of the Campus Community,

Please take a few moments to review this important material about the College's efforts and experience in the areas of campus safety and security. You will note the College's safety record is exceptionally good. It is an example of what can be accomplished when a community is committed to working together with a common purpose.

The Union College Campus Safety department has been proactive in promoting safety and the prevention of crime. The department has developed a number of outreach programs designed to protect, educate, and better serve the members of the campus community.

I encourage you to be an active member of the Union College community. If you have any questions or would like more information regarding campus safety and security, please contact Campus Safety and Security at 518-388-6309.

Sincerely,

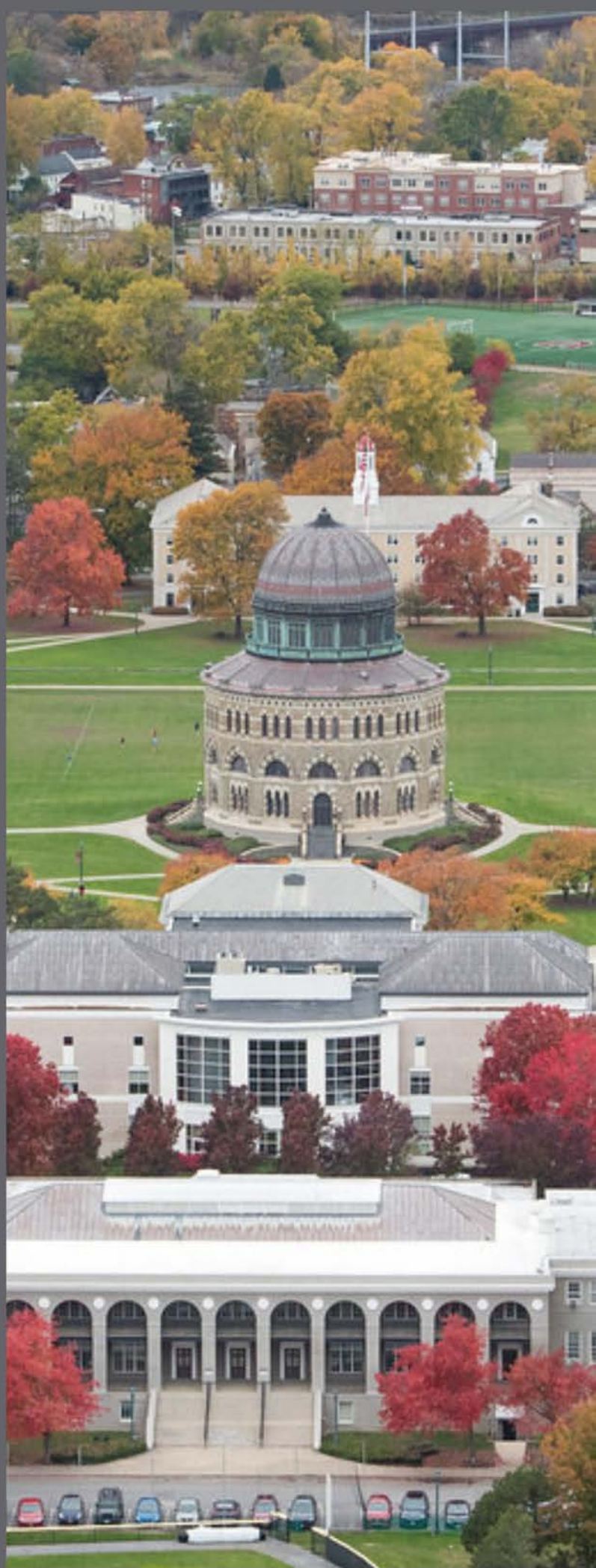
Thomas Constantine

Director, Safety and Security



# PREVENTION AND EDUCATION

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# PREVENTION AND EDUCATION

## *Bystander Intervention*

### **What is Bystander Intervention?**

Bystander intervention is crucial in keeping the campus community safe and preventing harm to others through acts of crime, hazing, sexual violence, dating violence, domestic violence, and stalking. Bystanders witness violence or its contributing factors and choose to act or speak up. The College aims to foster a culture of community accountability and encourages bystanders to intervene if the situation is safe to do so.

### **How to Be an Active Bystander.**

If someone is in immediate danger and it is unsafe to intervene, call 911. If it is safe to step in, consider the following ways to help:

**Direct:** Confront those involved. If a person appears to be in trouble or needs assistance, ask if they are okay.

- Example: “Hey, what are you doing?” “Are you OK?”

**Delegate:** Seek help from others.

- Example: Contact a friend, bartender, bouncer, police, or another appropriate individual.

**Distract:** Redirect the attention of those involved.

- Example: Speak loudly, drop something, or say that feeling unwell requires leaving and going home.

## ***Alcohol and Other Drug Prevention Programs***

Union College provides educational programs and activities, which are designed to provide information about the effects of alcohol and illicit drug use on the individual and on the life of the community.

### **New Student Orientation**

All incoming new students participate in Orientation programming which covers the topics of alcohol and drug use, consent, bias, sexual misconduct including sexual assault, stalking, dating violence, and domestic violence.

### **New Hire Orientation**

New hire orientation is for new employees to hear from representatives from key areas across the College (CHRO, CDOs, Title IX, Facilities, Campus Safety, EHS) about the services and support they provide to the community.

### **Outreach Workshops**

Counseling staff and peer educators provide workshops and outreach programs in collaboration with Residential Life, Fraternity and Sorority Life, Athletics, faculty, and other campus departments. They also partner with local agencies and regional coalitions to address broader college health needs.

Greek Life Critical Conversations Series - Party Smart – Alcohol and other drug risk reduction training for Greek Life members.

### **TIPS Training**

National alcohol server training/certification for Greek leaders.

### **Study Abroad Pre-Departure Meetings**

Review policies, procedures, and available support regarding alcohol and drug use while abroad.

### **Mental Health Fair**

Tabling to promote resources and services related to alcohol and drug use, addiction, treatment, and recovery.

### **Alcohol and Other Drug Use Risk Reduction Training (Sigma Delta Tau)**

Risk reduction training for a Panhellenic sorority.

### **Alcohol and Other Drug Trends and Usage in College Students**

Training for the Student Affairs Division on trends and risk reduction.

### **CA Training: Motivational Intervention**

Training to enhance student support and follow-up care after incidents.

### **International Student Training**

Overview of health and wellness resources, policies, and substance use support for international students.

### **Alcohol and Other Drug Use Risk Reduction Training (Gamma Phi Beta)**

Risk reduction training for a Panhellenic sorority.



## Annual Student Wellness Fair

Tabling to educate on alcohol and drug use, addiction, treatment, recovery, and harm reduction strategies.

## Cider Fest

Fall festival hosted by Residential Education with alcohol education, harm reduction information, and games.

## Student Conduct Policy and BASICS Training

Training for professional staff in Residential Education on policies and brief alcohol screening/intervention for students.

## Counseling, Treatment, And Rehabilitation

The College also regularly distributes drug and alcohol treatment resource information and holds periodic training sessions.

Early diagnosis and treatment of drug and alcohol abuse is in the best interest of an individual's health. In addition to services the College offers, the following services are locally available in the community:

- Alcoholics Anonymous: (518) 242-4989 or [aa.org](http://aa.org).
- Alcoholism and Substance Abuse Council: (518) 346-4436
- Conifer Park: (518) 399-6446
- Ellis Hospital Alcoholism Program: (518) 386-3300
- Narcotics Anonymous: (888) 459-5511 or [www.na.org](http://www.na.org)
- Bridge Center: (518) 346-1277
- Carver Community Counseling Services: (518) 382-7838

## Students

Students and student employees may seek assistance from the student health and counseling service, or through local agencies and programs.

## Employees

College employees have available counseling, treatment, and rehabilitation services through the College's health insurance plan, the Employee Assistance Program, or local agencies and programs.

Employee Assistance Program: (800) 252-4555 or [HigherEdEAP.com](http://HigherEdEAP.com)



## Health Risks of Alcohol and Other Drugs

### Alcohol

The following information on health risks is from the [Centers for Disease Control and Prevention](#): Excessive alcohol use causes significant harm in the United States. From 2011–2015, it led to about 95,000 deaths and 2.8 million years of potential life lost each year, shortening lives by an average of 29 years. Among adults aged 20–64, it accounted for roughly 1 in 8 deaths. In 2010, excessive drinking cost the U.S. economy \$249 billion, or about \$2.05 per drink.

The Dietary Guidelines define moderate drinking as up to one drink per day for women and up to two drinks per day for men and do not recommend that non-drinkers start drinking. Excessive alcohol use can cause immediate and long-term health problems, including high blood pressure, heart disease, stroke, liver disease, digestive problems, several types of cancer, mental health issues, memory and learning problems, social challenges, and alcohol dependence. Reducing alcohol consumption lowers the risk of these harms.

### Cannabis/Marijuana

The following information on health risks is from the [Centers for Disease Control and Prevention](#): Marijuana is the most commonly used drug in the United States and can have a range of effects on the body and brain. About 1 in 10 users develop cannabis use disorder, rising to 1 in 6 among those who start before age 18. Frequent or high-dose use can impair attention, memory, and learning, and may cause disorientation, anxiety, paranoia, or temporary psychosis.

Long-term use increases the risk of mental health challenges, including schizophrenia,

depression, and anxiety. Smoking marijuana can harm lung tissues, damage small blood vessels, and increase the risk of bronchitis and respiratory symptoms, which often improve after quitting. Higher THC concentrations and concentrated forms, such as dabbing or edibles, can intensify these effects.

### MDMA

The following information on health risks from the [National Institute on Drug Abuse](#): MDMA (ecstasy or Molly) is usually taken as a capsule, tablet, or liquid. “Molly” is often sold as pure powder, but may contain other substances such as synthetic cathinones (“bath salts”). Some users combine MDMA with alcohol or marijuana.

MDMA increases dopamine, norepinephrine, and serotonin, producing heightened energy, mood, empathy, and increased heart rate and blood pressure. Effects last about 3–6 hours, and high doses can impair the body’s temperature regulation, potentially causing organ failure or death. After use, individuals may experience irritability, anxiety, depression, sleep problems, memory and attention difficulties, and reduced sexual interest.

## Prescription Opioids

The following information on health risks is from the [National Institute on Drug Abuse](#): Prescription opioids used for pain relief are generally safe when taken for a short time and as prescribed by a doctor, but they can be misused. Opioids bind to and activate opioid receptors on cells located in many areas of the brain, spinal cord, and other organs in the body, especially those involved in feelings of pain and pleasure. When opioids attach to these receptors, they block pain signals sent from the brain to the body and release large amounts of dopamine throughout the body. This release can strongly reinforce the act of taking the drug, making the user want to repeat the experience. In the short term, opioids can relieve pain and make people feel relaxed and happy. However, opioids can also have harmful effects, including drowsiness, confusion, nausea, constipation, euphoria, and slow breathing.

Opioid misuse can cause slow breathing, which can cause hypoxia, a condition that results when too little oxygen reaches the brain. Hypoxia can have short- and long-term psychological and neurological effects, including coma, permanent brain damage, or death. Researchers are also investigating the long-term effects of opioid addiction on the brain, including whether damage can be reversed. People addicted to opioid medication who stop using the drug can have severe withdrawal symptoms that begin as early as a few hours after the drug was last taken. These symptoms include muscle and bone pain, sleep problems, diarrhea and vomiting, cold flashes with goose bumps, uncontrollable leg movements, and severe cravings. An opioid overdose occurs when a person uses enough of the drug to produce life-threatening symptoms or death.

When someone overdoses on opioid medication, their breathing may slow or stop, reducing the amount of oxygen reaching the brain, which can lead to coma, permanent brain damage, or death. If an overdose is suspected, the most important action is to call 911 for immediate medical attention. Once medical personnel arrive, they will administer naloxone. Naloxone is a medication that can reverse an opioid overdose when given promptly. It works by rapidly binding to opioid receptors and blocking the effects of opioid drugs. Naloxone is available as an injectable solution, a hand-held auto-injector (EVZIO®), and a nasal spray (NARCAN® Nasal Spray).



## Drug Facilitated Sexual Assault Drugs

The following information on health risks is from the [Drug Enforcement Agency](#). There are three specific drugs that are commonly utilized in drug facilitated sexual assault: Rohypnol®, GHB (Gamma Hydroxybutyric Acid), or Ketamine.

[Rohypnol®](#): Rohypnol®, also known as flunitrazepam, is not approved in the United States, although it is available for use as a prescription sleep aid in other countries. It is most commonly found as a tablet which is consumed by dissolving it in a drink or swallowing it. The possible short term health effects include drowsiness, sedation, sleep, amnesia, blackout; decreased anxiety; muscle relaxation, impaired reaction time and motor coordination; impaired mental functioning and judgment; confusion; aggression; excitability; slurred speech; headache; slowed breathing and heart rate. When combined with alcohol the possible health effects include severe sedation, unconsciousness, and slowed heart rate and breathing, which can lead to death. At this point the long-term health effects of Rohypnol® are still unknown. Rohypnol® can take between 36-72 hours to leave the body.

[GHB \(Gamma Hydroxybutyric Acid\)](#): GHB is a depressant approved for use in treatment of narcolepsy, and commonly goes by the other names of Goop, liquid ecstasy, and liquid X. It is most commonly a colorless liquid or white powder which is consumed through swallowing, often in combination with alcohol. The possible short term health effects include euphoria, drowsiness, nausea, vomiting, confusion, memory loss, unconsciousness, slowed heart rate and breath, lower body temperature, seizures, coma, and death. In combination with alcohol the possible health effects include nausea, problems with breathing, and greatly increased depressant effects. Currently, the long-term effects of GHB are unknown. GHB, unlike Rohypnol, leaves the body between 10-12 hours after consumption.

[Ketamine](#): Ketamine is a dissociative drug used as a surgical anesthetic, an anesthetic in veterinary practice, and as a prescription for treatment resistant depression under strict medical supervision. It is most commonly a liquid or white powder and is consumed through swallowing, smoking, snorting, or injections. The possible short term health effects include problems with attention, learning, and memory; dreamlike states, hallucinations; sedation; confusion; loss of memory; raised blood pressure, unconsciousness; and dangerously slow breathing. If ketamine is consumed with alcohol there is a risk of adverse effects. The possible health effects associated with long term use include ulcers and pain in the bladder; kidney problems; stomach pain; depression; and poor memory. If an individual believes they or a friend have consumed Rohypnol®, GHB, or Ketamine they should visit a local healthcare facility that can care for survivors of sexual assault and provide a forensic exam. While receiving care the individual who has ingested the drug can request the hospital to take a urine sample for drug toxicology testing, if the individual cannot immediately go to a hospital, they should save their urine in a clean, sealable container as soon as possible, and place it in the refrigerator or freezer for future toxicology testing.

## ***Crime Prevention and Safety Education***

The College is committed to fostering a safe environment through education and crime prevention training.

### **Community Advisor (CA) Training**

CAs complete annual training to prepare for their residential responsibilities. Workshops cover safety, security, sexual harassment, college policies, and diversity.

### **Active Shooter Drills**

Campus Safety hosts an annual active shooter drill, open to the entire college community and conducted in partnership with the Schenectady Police Department.

### **New Student Orientation**

All incoming students participate in Orientation sessions on alcohol and drug use, consent, bias, sexual misconduct (including sexual assault, stalking, dating violence, and domestic violence).

### **New Hire Orientation**

New employees attend orientation to hear from key College offices—such as the CHRO, CDOs, Title IX, Facilities, Campus Safety, and EHS—about services and support. The program also covers employee benefits, wellness resources, the HR team, and the College’s history, mission, vision, community values, and DEIB goals.

### **RESIST Program**

Campus Safety offers a self-defense program covering situational awareness, campus policies, and basic defense tactics.

### **Campus Safety Escorts**

24/7 foot or vehicle escorts are available for anyone on campus who requests assistance.

### **Trolley Bus Service**

The Transportation Department operates campus trolleys, with schedules available online.

### **Trolley Tracker**

An online tracker helps riders wait indoors until their trolley arrives.

### **Emergency Blue Lights and Phones**

Thirty-six blue-light phones connect directly to the Campus Safety dispatcher for immediate response.

### **Campus Crime Report**

A weekly report in *Concordiensis* keeps the community informed about on-campus crimes.

### **Crime Awareness Bulletins**

Issued by the Dean of Students and Campus Safety in response to serious incidents.

### **County Camera Group**

The Director of Campus Safety meets semi-annually with county officials to assess surveillance needs in surrounding areas.

## **Local Emergency Planning Committee (LEPC)**

The Director of Campus Safety, as LEPC Managing Director, meets monthly with local responders, the Red Cross, and partners to address county-wide concerns.

## **Shen-TAT**

The Director of Campus Safety joins monthly meetings with schools, businesses, and task forces to discuss threats and share information.

## **Annual Fall Sports Safety Conversation**

Each fall, Campus Safety, Title IX, and Athletics Compliance staff meet with athletic teams to review health and safety protocols.





# Crime Risk Reduction

The following steps are ways to contribute to a safe and healthy community.

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## 1. BE ALERT.

Stay alert and always remain aware of the surroundings.

## 2. CALL FOR HELP.

Call Campus Safety or 911 to report any suspicious activity or criminal acts immediately. Prompt reporting increases the chances of gathering critical evidence, recovering stolen property, and prosecuting offenders, particularly in cases involving sex offenses. Reporting to the police also ensures access to available victim support services.

## 3. AVOID WALKING ALONE.

Whenever possible, arrange to walk with a group.

## 4. KEEP DOORS LOCKED.

Locking doors with a key, regardless of the residence, helps reduce theft and enhance personal safety. Many thefts occur from unlocked rooms, even during brief absences.

## 5. DO NOT PROP DOORS.

Exterior doors should never be propped open, and any found in that state should be closed immediately, as they pose a significant security risk. Doors should not be opened to unknown individuals.

## 6. NEVER LEND A KEY OR KEY CARD TO ANYONE.

Doing so may lead to referral to the campus Conduct system. Report lost or stolen keys as soon as possible.

## 7. REPORT ALL SECURITY-RELATED MAINTENANCE PROBLEMS.

Campus facilities and landscaping are maintained to minimize hazardous conditions. Issues such as broken locks, malfunctioning doors or windows, inadequate lighting, or overgrown shrubbery should be reported immediately to College Facilities.

## 8. VEHICLE SAFETY.

Park vehicles in well-lit areas and ensure they are locked. Store valuables securely in the trunk.

## 9. LOCK BIKES.

Secure bicycles properly. The College strongly recommends using a U-style bike lock, as properly locked bicycles are far less likely to be stolen.

## 10. PROTECT LAPTOPS AND OTHER DEVICES.

These high-value items should always be secured, whether in a room or a study area, to reduce the risk of theft.

## 11. BE AWARE OF CAMPUS CRIME TRENDS.

Stay informed about campus crime trends. Crime-related information is available through Union College Campus Safety, including in the Daily Crime and Fire Log, which is described in this Annual Security Report and [accessible online](#).

## 12. REPORT CALLS AND MESSAGES.

Campus Safety will investigate and collaborate with Information Technology Services to identify offenders as patterns develop.

### Sex Offender Registry Information

The Campus Sex Crimes Prevention Act requires sex offenders, who must register under state law, to provide notice of enrollment or employment at any institution of higher education (IHE) in that state where the offender resides, as well as notice of each change of enrollment or employment status at the IHE.

Limited information on the Sex Offender Registry (level 2 or 3) may be accessed online.

Information about offenders of all risk levels, including those whose risk levels are pending, is available by calling 518-457-5837 or 1-800-262-3257.

Callers must have an individual's name and one of the following – an exact address, date of birth, driver's license number, or Social Security number – to learn if the individual is on the Registry.

The Schenectady Police Department may also provide Sex Offender Registry Information – Our SPD contact is the Detective Division, reached at 518-382-5245.



# FIRE SAFETY EDUCATION

All residents residing on-campus receive ongoing fire safety prevention and education sessions to promote a safe living environment.

## *Fire Safety Training*

Residents and staff receive fire safety education and training through a variety of methods in the residence halls. Educational methods include, but are not limited to, floor meetings, fire and evacuation drills, the Residential Life Handbook, electronic communication and building signage. Health and safety checks, which assess fire safety expectations, occur in all residence halls twice per semester.

## *Staff Training*

At the beginning of the academic year, the student CA staff and Greek/Minerva staff are provided a 3-hour training program that is sponsored by the New York State Office of Fire Prevention and Control and the Union College Fire Safety Compliance Office. Students are provided with the basics of fire safety and what to do in an actual emergency condition. Throughout the course of the academic year, the EHS Office offers various types of training programs as well as a newsletter related to fire safety. Faculty and Staff are provided various levels of training with respect to fire, workplace, lab, and radiation safety. Facilities personnel are provided with more advanced training geared to specific job functions.



# SEXUAL MISCONDUCT PREVENTION

## *Preventing Sexual Misconduct*

Sexual misconduct—including sexual assault, dating violence, domestic violence, and stalking—is prohibited. Individuals who engage in such behavior are fully responsible for their actions. A person's clothing, words, behavior, or level of intoxication is never an invitation to engage in sexual activity without consent. Anyone who experiences nonconsensual sexual misconduct is not at fault. Those initiating sexual activity must respect their partner's boundaries, especially if their partner declines to continue. Partners are encouraged to check in with each other throughout the interaction to ensure ongoing consent.

## *When engaging in an intimate relationship:*

- Respect personal boundaries.
- Clearly communicate intentions to a potential sexual partner before initiating any sexual act.
- Proceed slowly. Allow all partners to express their intentions clearly.
- Do not assume that someone wants to engage in sex, is available, or can give consent. If there are mixed messages or ambiguous responses, consent is not present. If there are doubts about a partner's consent to sexual activity, do not initiate it.
- Never take advantage of someone who is intoxicated from alcohol or drugs. Intoxication is never an excuse for sexual misconduct.
- Understand that a potential partner might feel intimidated or fearful. There may be a power imbalance due to gender, size, or behavior. Continue communications through intimate moments and after.

## ***Education and Prevention Programs***

The College provides comprehensive, research-informed, and culturally relevant programs to prevent dating violence, domestic violence, sexual assault, and stalking. These efforts are inclusive, sustainable, responsive to community needs, and address risk and protective factors at the individual, relationship, institutional, community, and societal levels.

The College conducts annual prevention and awareness campaigns, including educational presentations, distribution of materials, new student and employee orientation programs, and ongoing campus-wide initiatives.

### **Information about Stalking**

Looping educational content on the digital screens about stalking and healthy relationships in the dining hall.

### **One Love Facilitation, "Behind the Post"**

Workshop on healthy relationships and online behavior.

### **National Stalking Awareness Month Photo Booth**

Educational photo booth highlighting stalking awareness.

### **Community Peer Educator Training**

Training sessions for new peer educators.

### **Clothesline Project**

Campus members decorate shirts with supportive messages for survivors of DV/SAS.

### **Athletics Compliance, TIX Training**

Training sessions focused on Title IX compliance.

### **Planned Parenthood Tabling**

Distribution of resources and information to campus community.

### **Film Screening and Panel**

Screening of Promising Young Woman with discussion on sexual violence in media.

### **Self-Defense Class**

Violence prevention class led by a female instructor in partnership with Campus Safety.

### **Skeller Saturday**

Late-night event providing a safe meeting space with snacks and drinks.

### **Lisa Wade Talk**

Sociologist presentation on hook-up culture with campus discussion and resources.

### **Sexpalooza**

Interactive sex education event in partnership with Planned Parenthood.

### **Denim Day**

March and discussion supporting survivors of sexual assault.

### **Conversations on Consent**

Peer-led discussion series on consent with Greek organizations.

### **Sound Bath Meditation**

Guided meditation for reflection and wellness.

## **Resource Fair for CAs**

Information and resources for Community Advisors.

## **CA Training**

Training on Title IX and DVSAS prevention.

## **OL/Pre-O Resource Fair**

Resource fair for Orientation Leaders, Pre-O students, and families.

## **Bystander Intervention Review**

Orientation leader training on bystander intervention.

## **One Love Workshop**

Healthy relationships and online behavior session during CA training.

## **TIX Training for International Students**

Violence prevention training for international students.

## **Resource Fair**

Fair for incoming students with information and resources.

## **Orientation Training**

Bystander intervention and DVSAS prevention for new students and transfers.

## **Introductory Tabling**

Introducing the Community Peer Educator program to campus.

## **Consent Workshop**

Workshop on consent in partnership with Planned Parenthood.

## **Wellness Fair**

Health and wellness resource fair.

## **YWCA Tabling**

Annual YWCA event providing resources and support for students.

## **Healthy Relationships Panel**

Student-led panel on healthy relationship behaviors.

## **In Their Shoes**

YWCA program highlighting survivor decision-making in DV situations.

## **Movie Night**

Film screening with discussion on domestic violence, in partnership with Planned Parenthood.

## **Halloween Tabling**

Resources on safe partying and domestic violence awareness.

# THE ROLE OF BYSTANDERS

Bystanders play a critical role in the prevention of sexual and relationship violence. the College wants to promote a culture of community care where bystanders are actively engaged in the prevention of violence without causing further harm. Individuals may not always know what to do even if they want to help.

If the intervention does not seem safe or if someone appears to be in immediate danger or needs medical attention, dial 911. If the individual does not seem to need immediate medical attention, ask how they can be helped and what is needed to feel supported and safe.

## *Recognize Warning Signs:*

- Someone attempting to isolate another person who is intoxicated or vulnerable may be trying to take advantage of the situation.
- A person showing signs of unwanted touching, coercion, or persistent advances despite rejection may need assistance.
- A person appearing uncomfortable, scared, or unable to give clear consent might be signaling this through non-verbal cues. These could include making eye contact, turning their body away, or trying to look at their phone.

## *Trust Intuition and Act*

- If a person seems to be in trouble or needs help, ask if they are okay.
- With safety in mind, confront those who attempt to seclude, flirt with, kiss, or have sex with people who are incapacitated.
- Speak out when hearing discussions about plans to take sexual advantage of another person.

## *How to Help*

- Believe someone who discloses sexual assault, abusive behavior, or experiences with stalking.
- Direct individuals to on- or off-campus resources listed in this document for support in health, counseling, or legal assistance.



# SEXUAL MISCONDUCT

## RISK REDUCTION

With no intent to victim blame and recognizing that only abusers are responsible for their abuse, the following are some strategies to reduce one's risk of sexual assault or harassment.

This information is from the Rape, Abuse, & Incest National Network (RAINN).

---

**1**

### ***Stay alert.***

When moving around campus or in nearby neighborhoods, remain aware of the surroundings. Consider traveling with a friend or requesting a campus escort. When alone, use headphones in one ear only to maintain awareness.

**2**

### ***Be cautious about location sharing.***

Many social media platforms use geolocation to publicly share location. Disabling this feature and reviewing other privacy settings can help protect personal information.

**3**

### ***Allow others to earn trust.***

College environments can create a false sense of security. Although some individuals may seem friendly quickly, it is important to give them time to gain trust before relying on them.

**4**

### ***Be mindful of limits.***

Keep track of personal consumption and stay aware of others' behavior. If someone feels excessively tired or drunk, they may have been drugged. Leave the situation immediately and seek help.

**5**

### ***Have a plan.***

Consider backup options for potential problems. Memorize a few important phone numbers in case a phone battery dies and carry emergency cash in case electronic payments or credit cards are not available. Know the addresses of important locations, such as a Residence Hall.

**6**

### ***Prioritize security.***

Always lock doors and windows.  
Report frequently propped doors to Campus Safety.  
Never allow someone to "tailgate" (follow) into a building without proper access.

**7**

***It's okay to lie.***

If feeling uncomfortable, pressured, or threatened, it's acceptable to fabricate an excuse to leave.

Examples include needing to care for a friend or family member, having an urgent phone call, not feeling well, or needing to leave by a certain time.

**8**

***Watch drinks closely.***

Never leave a drink unattended and watch friends' drinks when possible. If stepping away from a drink, take it along or dispose of it. Only drink from unopened containers or watch how drinks are being made and poured, as substances with no color, taste, or odor may be added without notice.

**9**

***Stay together.***

When attending parties, go with trusted friends. Agree to watch out for each other and plan to leave together.

If plans change, touch base with others in the group.

Never leave someone behind in an unsafe or unfamiliar situation.

**10**

***Know available resources.***

Identify whom to contact for help and where to go.

Locate key resources like the campus Wicker Wellness Center, Campus Safety Office, and the Counseling Center.

Be aware of the locations of emergency phones on campus and store the campus security number and app in a cell phone for quick access.

**11**

***Be supportive.***

[RAINN encourages supporters to remember:](#)

Respect autonomy and agency. Don't press someone to talk about their trauma or what they're going through, and don't offer advice unless they ask for it. Let them lead.

Validate experiences and feelings and respond with supportive statements like: "I believe you," "You didn't do anything to deserve this," and "I'm here for you".

**12**

***Know how to help.***

If a friend has experienced sexual misconduct, know how to help.

Visit the [Title IX webpage](#) for more information on how to support a friend who's experienced sexual assault, dating violence, or stalking.



# **TIMELY WARNINGS AND EMERGENCY NOTIFICATIONS**

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## ***Emergency Notifications***

The College will promptly notify the campus community of any confirmed emergency or dangerous situation that poses an immediate threat to the health or safety of students or employees through an Emergency Notification.

The College will issue Timely Warnings for Clery Act crimes reported to Campus Safety or law enforcement that occur in Clery geography and present an ongoing threat. These warnings will be sent promptly, protect victim confidentiality, and support crime prevention efforts.

When appropriate, the College may also issue Community Safety Advisories to raise awareness of non-Clery incidents or concerns.

## **Notification Procedures**

Campus notifications are issued for any significant threat to the health or safety of students or employees. All campus notifications will be sent as quickly as possible using one or more of the following methods: text messaging, email, in-building notification systems, outdoor audible systems, computer pop-ups, or in-person communication, if necessary. A single, clear message will be shared, with follow-up information provided as needed.

The Director of Campus Safety, in consultation with the Vice President of Finance and Administration and the Vice President for Student Affairs (or designee), will assess the nature, scope, and impact of the threat to determine which segments of the community should receive notification. Depending on the incident, notifications may send to the entire campus or only those most likely to be affected.

The College's priority in any crisis is the safety and security of the campus community.

## ***Timely Warning***

Timely warnings are notifications about Clery Act crimes that may have already occurred but represent an ongoing threat and apply to crimes that occur within the College Clery Act geography and are reported to Campus Security Authorities or local law enforcement. Such warnings may include, but are not limited to the following information:

- Type of crime or incident
- Date, time, and location of crime
- Description of suspect(s)
- Public safety reminders

Timely Warnings are not required for crimes reported to pastoral or professional counselors, but all community members are strongly encouraged to report emergencies to Campus Safety immediately.

## Emergency Notifications

An emergency notification informs recipients about an event that is currently occurring or imminently threatening the campus. Such warnings may include, but are not limited to the following information:

- Type of emergency
- Date, time, and location of crime/incident
- Immediate action being recommended
- Public safety reminders

## Community Safety Advisory

A “Community Safety Advisory” may be issued in other circumstances when an emergency notification or timely warning is not required, but the College deems the information important for the safety and well-being of the community.

## Levels of Emergency

### Limited Emergency

Minor incidents with minimal impact (e.g., small fire, short power outage). Typically resolved by Campus Safety without broad notifications.

### General Emergency

Significant disruption or threat to part of the campus (e.g., serious crimes, major fire, partial infrastructure failure). May require Emergency Response Alerts.

### Major Emergency

Severe, widespread events affecting campus and possibly the surrounding community (e.g., natural disasters, terrorism, extended outages). Requires Emergency Response Alerts.

## Activating the EMP

### Reporting

Any emergency should be reported to Campus Safety at ext. 6911 (on campus) or 518-388-6911 (off campus).

### Level 1 (Limited)

Handled by Campus Safety with appropriate resources.

### Level 2 (General)

Campus Safety notifies the Director of Campus Safety, local responders, and the on-call dean.

### Level 3 (Major)

Campus Safety notifies the Director and the Emergency Management Team to activate the EMP.

### Declaring an Emergency

The Emergency Management Team evaluates serious incidents to determine the level of emergency and whether to activate the Emergency Operations Center. The President or designee makes the final declaration. Once the EMP is activated, the response plan is implemented.



# EMERGENCY RESPONSE AND EVACUATION PROCEDURES

In some emergency situations, such as severe weather, utility failures, etc., an evacuation of the campus may be ordered. A campus evacuation or closure is an organized withdrawal from campus facilities where the time of return is determined by the circumstances of the emergency event. When such action is warranted, the campus community will be appropriately advised.

## *Evacuation Procedures*

When an evacuation or shelter-in-place order is issued, vice presidents will activate division plans, which include:

- Forwarding phones
- Locking doors
- Confirming all occupants have evacuated
- Reporting completion to College officials

Each office will maintain procedures consistent with College protocols, including securing valuables, protecting records, arranging off-campus operations, and maintaining internal communication.

If the entire campus is evacuated, the community will be directed to designated primary sites, with alternative or safe-area sites used as needed. Dining Services will provide food at evacuation locations.

Medical assistance is available through Campus Safety at 518-388-6911.

Emergency communication lines outlined in the Emergency Management Procedures apply to evacuation and shelter-in-place events, but do not replace regular departmental communication protocols.

## *Things to Watch For:*

- Watch for people who need help, particularly people with limited mobility or physical disabilities.
- Activate an alarm if told to do so by police or emergency workers.
- Remain at an emergency assembly point. A head count may be taken, and emergency workers may have additional instructions.
- Do not go back into a building until firefighters, police or College officials say it is safe.

## *Prepare for Emergencies:*

- Know the building's floor plan and the locations of stairs, fire extinguishers, and emergency exits.
- For frequent visits to the same location within a building, become familiar with the number of doors passed along the evacuation route before reaching the nearest exit.
- When exiting in smoky conditions, keep a hand on the wall and crawl to the nearest exit. Always be aware of more than one path out of the location and the number of doors between the room and the exit.



## ***Leaving Campus:***

- In the event of a campus evacuation or relocation, ensure everyone is informed of the plan, including the route, transportation, and estimated arrival time.
- For those with a vehicle, ensure it is in good condition and maintain at least half a tank of gas or electric charge sufficient to drive 50-100 miles. If a personal vehicle is not available, arrange for alternative transportation.
- Bring an emergency kit when evacuating.
- Leave a note indicating the departure time and destination for others to see.
- Keep campus ID and vehicle registration accessible, as access to campus may be restricted.

## ***Shelter in Place Procedures***

Shelter in place refers to a designated area of safety when it is not safe to go outside. Use a small, interior room, if possible, with as few windows as possible, and take refuge.

Shelter in place may be necessary for severe weather, contamination, or a shooter on campus. Use common sense when determining whether to stay put. If there is contamination or a fire within the building, leave.

## **Severe Weather**

- Choose a location with as few windows as possible.
- Try to locate to the lowest level of the building.
- Keep a radio or television on to listen to news updates.

## **Chemical Contamination**

- Select an interior space above the ground floor with the fewest windows or vents. The room should have adequate space for everyone to be able to sit. Use more rooms to avoid overcrowding.
- Seal cracks around the door with material that will block air flow.
- Shut off ventilation systems and fans.
- Keep a radio or television on to listen to news updates.

## Active Shooter or Armed Intruder

**1. Secure the location.** Individuals should immediately lock doors, close blinds, and turn off lights. They should remain quiet and move away from windows and doors. If possible, furniture or other objects should be used to barricade the door.

**2. Assess escape options.** If the room cannot be locked, individuals should determine whether there is a safe route to exit the building. They should evacuate only if it is safe to do so. If gunfire is nearby, it may be safer to stay in place and hide.

**3. Stay out of sight and take cover.** Individuals should get low to the floor and remain behind solid objects if possible, avoiding windows or areas visible from outside.

**4. Silence communication devices.** Cell phones should be placed on silent mode (not vibrating) to avoid making noise that could reveal the location.

**5. Call for help when safe.** If the shooter is nearby and it is safe to use a phone, individuals should call 911, report their location and the situation, and remain on the line until directed to hang up.

**6. Avoid triggering fire alarms.** Fire alarms should not be activated, as this may draw others into dangerous areas.

**7. Be prepared to take action.** If confronted directly and escape is impossible, individuals should be ready to defend themselves using any available means.

# EMERGENCY NOTIFICATION SYSTEM

Union College has partnered with Rave Mobile Safety to provide a comprehensive emergency notification system. This system can send text, voice, and email messages to students, staff and faculty members. Additionally, emergency announcements can be simultaneously posted on social media platforms like Facebook, X/Twitter, and Union College RSS feeds.

All students, staff and faculty members are automatically enrolled in the Rave Mobile Safety platform.

Additional email addresses and U.S. cell phone numbers can be added to student and staff contacts at [www.getrave.com/login/union](http://www.getrave.com/login/union). Users are redirected through the College's single sign-on. Those with a Union College email account may sign in via their Union College Application Dashboard account.

## Testing of Notification System

Campus Safety is responsible for testing the College's Emergency Management Procedures at least once per year.

The emergency notification system is tested multiple times per year, generally each month, except where it would fall in a break or study period. This includes tests of the siren, loudspeakers, RAVE Guardian texts, voicemails, and emails. The College makes changes and updates, where relevant, based upon the results of these tests and changes to technology.





# MISSING STUDENTS

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Most missing student reports in a campus environment result from students changing their routines without informing friends. If a member of the community has reason to believe that a student is missing, all efforts will be made to locate the student to determine their state of health and well-being.

Any member of the College community who is concerned that a student is missing should contact Campus Safety immediately. Missing students may be reported at any time; there is no requirement to wait 24 hours.

### ***Missing Defined***

Missing is defined as a student not responding to the Campus Safety or Residential Life Staff for more than 24 hours and their whereabouts unknown for more than 24 hours. Campus Safety are responsible for investigating each report of a missing student and for determining whether the student is missing in accordance with the Policy.

At the beginning of each academic year, every student is asked to identify a confidential contact to be notified if that student is determined to be missing. The missing student contact information is collected and maintained by Campus Safety.

### ***Confidentiality of Emergency Contact***

Contact information is registered confidentially, and the information is accessible only to authorized campus officials and law enforcement. The contact information is not disclosed outside of a missing person's investigation and is only accessed by law enforcement and appropriate campus officials if someone is reported missing pursuant to this policy.

### ***Students Under 18***

Parents or guardians of persons under the age of 18 who are not emancipated will be notified in addition to any additional contact person designated by the student, within 24 hours of determining that they are missing.

### ***Procedure if a Student is Determined Missing***

Upon receipt of a missing person report, Campus Safety will coordinate with the appropriate offices, including Residential Life and the Dean of Students, to attempt to establish contact with the student.

### **Contact Procedures**

If the student is located or contact is successfully made, the missing person procedure is immediately concluded. If not, the following steps will occur:

- Visit the student's residence to determine if they are present.
- Attempt to contact the student by phone.
- Attempt to contact the student by email.
- Review of recent card access records.
- Contact the ID Office to review meal plan usage.
- Send a written notice to the student's residence if prior attempts are unsuccessful.

Residential Life staff will maintain a detailed timeline documenting all attempts at communication and the procedures followed.

## Staff Responsibilities

Resident Assistants must notify Residential Life Professional Staff immediately upon receiving a missing person report.

Relevant College administrators will be informed once the report is filed.

A College Official will notify the student's designated Missing Persons Contact. If this contact is unavailable, the Emergency Contact will be notified.

## ***Notifications to Law Enforcement***

Campus Safety will notify the Schenectady Police Department within 24 hours of determining that a student is missing (unless the original missing person report came from Schenectady Police) and will collaborate with law enforcement to determine the appropriate next steps. This notification is required regardless of whether the student has designated a contact person, is over 18, or is an emancipated minor.





# CAMPUS SAFETY AND CRIME PREVENTION

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## ***Campus Safety Authority***

Union College operates its own Campus Safety Department, providing security services 24 hours per day, 7 days per week. All crimes, violations, or emergencies (actual, attempted, or suspected) should be reported to Campus Safety or local law enforcement.

All officers are licensed New York State security guards with public safety authority on college property. They enforce campus rules, conduct patrols, manage emergencies, supervise fire drills, provide medical transport, assist motorists, and coordinate with other campus departments for safety and security of the campus.

Officers receive annual training in first aid, CPR/AED, active shooter response, sexual assault response, crime prevention, crisis intervention, and college policies and have the authority to make citizen's arrest. Enforcement authority comes from NY Criminal Procedure Law § 140.30 and NY Education Law § 6435, which allow warrantless arrests under certain conditions. Officers also complete Department of Criminal Justice Services–approved academy training to enforce New York State law on campus.

## ***Relationships with Other Police Departments***

Campus Safety works with local, county and state law enforcement agencies, both in the investigation of crimes and in crime prevention.

The department is in frequent contact with all area law enforcement agencies regarding crimes and the collection of information that may impact the College and/or may be reported. This includes Schenectady Police Department, Schenectady County Sheriffs, New York State Police, Mohawk Ambulance services, and the Schenectady Fire Department.

## ***Memoranda of Understanding***

The College has a written Memoranda of Understanding with the Schenectady Police Department that outlines proper response and investigation of alleged serious crimes and missing persons.

An additional Memoranda of Agreement is in place that focuses an extra patrol surrounding the college's main campus and adjacent city streets during weekend late evening to early night hours.

Union College Campus Safety Officers will respond as requested to assist in any incident off-campus whereby Union students are residing to assist with peacekeeping, verify identification, and prepare documentation.

## ***Safety and Access Policies***

All Union College buildings are equipped with exterior locks, and many buildings have electronic anti-intrusion devices. The campus is monitored with the assistance of more than ninety-one (91) exterior cameras, forty-seven (47) interior cameras, twenty-four (24) cameras with city maintenance and forty-five (45) blue phones. The College recently installed four (4) License Plate Reader Camera Units on the perimeter/exterior of the campus.

Safety inspections of buildings are conducted regularly. Campus Safety personnel and Residential Life staff make

note of damage or threats to safety to the College Facilities Department.

### **Maintenance for Safety**

The Facilities Department maintains College buildings and grounds with a concern for safety and security. Facilities Services maintains a work order system that allows students, faculty, and staff to electronically submit any maintenance or repair issues to the department so that it can be addressed in a timely manner.

To file a work order, a campus community member may call Facilities directly (518-388-6181) or [login to the work order system](#). For urgent issues discovered outside the regular business hours of Facilities, you may also contact Campus Safety at 518-388-6911.

Campus Safety, in collaboration with the Vice President of Administration & Finance office and Facilities, will conduct a quarterly meeting to assess lighting and safety. Walk-throughs of the grounds in the evening are completed to check for lighting concerns, lamp posts that need repair, or foliage in need of trimming. The recommendations lead to addressing additional emergency phones, cameras or lighting installations.



### **Campus Facilities and Grounds**

During the academic year, access to buildings is by the individual's assigned ID/ access card after 6:00 p.m. and on weekends. During out-of-term recesses, academic, administrative, student life, and recreational facilities hours are established by the individual academic department and Campus Safety.

### **Residence Halls**

All residence halls are locked 24 hours per day. All student rooms in residence halls are equipped with locks. Campus Safety patrols the campus 24 hours per day, checking all campus buildings, and placing special emphasis on residence halls during the late night and early-morning hours.

Entrances to most campus residence halls are equipped with card reader identification systems, which provide access only to residents and approved staff for maintaining and monitoring hall activity. The residence halls that do not have card reader identification systems are all community-based houses equipped with locks on all exterior doors.

### ***Monitoring and Recording Crime Activity at Non campus Locations of Student Organizations***

The College is not aware of any criminal activity monitoring by local law enforcement agencies of non- campus officially recognized student organizations. The College does not recognize any off-campus housing or off-campus student organization facilities.

## ***Crime log and Fire log***

The Department of Campus Safety maintains a Daily Crime and Fire log.

The Crime Log records all crimes that occurred within the last sixty (60) days on campus including the date of report, , date and time of occurrence, general location, and disposition (if known). Crimes will be entered into the log within two (2) business days of being reported, unless one of the following applies:

- The disclosure would jeopardize an ongoing criminal investigation or the safety of a student or other individual;
- The disclosure would cause a suspect to flee or evade detection; or
- The disclosure would result in the destruction of evidence.

Any information withheld for one of these reasons will be added to the log once the risk has passed. Entries or a change in a complaint's disposition will be recorded within two (2) business days of receipt. The College will make available any portion of the log older than sixty (60) days within two (2) business days of such request for inspection.

The Fire Log records all fires that occur in any on-campus student housing facility. This includes extinguished fires and those discovered while still burning, regardless of whether it was an emergency requiring a response from the Fire Department or a minor fire easily extinguished. All fires will be recorded by incident number, date the fire was reported, date and time of occurrence, general location, and nature of the fire.

[The Crime and Fire Log is available online.](#)



# FIRE SAFETY AND PREVENTION

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## ***Reporting a Fire***

Students and employees should immediately report any fire that occurs on campus, including in student housing, to Campus Safety. Active fires should be reported by calling 911.

Reports should be made as soon as possible to ensure proper response, documentation, and inclusion in the annual fire safety statistics.

## ***Evacuating in an Emergency or Fire***

- Leave the building immediately when the fire alarm sounds.
- Alert others, assist if safe, and wake roommates/suitemates.
- Dress appropriately for evacuation (shoes, coat).
- Check doors for heat before opening. If hot, stay inside; if cool, open slowly. Close the door if smoke/heat enters.
- Take your key/key card; close doors and windows tightly before leaving.
- Residential Life staff should assist evacuation, knock on doors, and announce the emergency.
- In smoke, crawl low and follow walls; know multiple exits and count doors to the nearest one.
- Go to assigned assembly areas; staff should account for residents.
- If trapped, signal with a flashlight, a phone flashlight, or a bright cloth from a window. Do not break glass unless necessary.
- Never use elevators; they may fill with smoke or fail during alarms.

## ***Future Improvement and Upgrades***

Each year, the institution completes upgrades to its fire alarm and sprinkler system network. These efforts include improvements to existing fire protection systems as well as annual inspections and testing of all residential fire alarm and sprinkler systems by a licensed outside company.

In 2022, fire alarm systems were replaced in houses at 319, 321, and 323 Seward Place, as well as at 702 Roger Hull Place. In 2023, sprinkler systems were added to the Fieldhouse and Achilles Center. New fire alarm systems were installed in 700, 702, and 704 Roger Hull, along with 69 Union Avenue. Upgrades to the fire alarm system were also completed at Reamer Campus Center.

Future renovations and updates will continue as budgets and circumstances allow.

## *Fire Extinguisher Use*

Using a fire extinguisher properly is crucial for effectively putting out small fires and preventing them from spreading. Here's a step-by-step guide:

### **Assess the situation:**

Before attempting to use a fire extinguisher, ensure it is safe to do so. If the fire is large, spreading quickly, or if there is uncertainty about the ability to control it, evacuate the area immediately and call emergency services.

### **Plan an exit route:**

Never fight a fire that could potentially cut off the exit path.

### **Extinguish the fire:**

Once ready, aim the nozzle at the base of the flames, not at the flames themselves, to cut off the fire's oxygen supply.

### **Watch for re-ignition:**

Even if the fire seems to be out, monitor the area for signs of re-ignition. If the fire reignites, repeat the extinguishing process.

### **Evacuate if necessary:**

If the fire cannot be extinguished or starts spreading rapidly, evacuate the area immediately and contact emergency services.

### **Inspect and recharge:**

Notify campus officials so the extinguisher can be replaced.

### **QUICK STEPS FOR USE:**

**Stand at a safe distance:** Maintain approximately 6 to 8 feet from the fire while aiming and operating the extinguisher using the “PASS” method:

**P**ull the pin to break the tamper seal.

**A**im low and direct the extinguisher nozzle or hose at the base of the fire.

**S**queeze the handle and release the extinguishing agent.

**S**pray from side to side moving the extinguisher back and forth until the fire is extinguished.

## Fire Systems and Drill

Name of Facility	Fire Alarm System	Sprinkler	Coverage: Full Sprinkler coverage includes sleeping areas, hallways, stairwells, common areas, kitchens and basements.	Drills for 2024
Beuth House	Notifier	Yes	Full	4
Breazzano House	Notifier	Yes	Full	4
College Park Hall	Notifier	Yes	Full	4
Davidson Hall	Notifier	Yes	Full	4
Edwards House	Notifier	Yes	Full	4
Fero House	Notifier	Yes	Full	4
Fox Hall	Notifier	Yes	Full	4
Golub House	Notifier	Yes	Full	4
Hickok House	Notifier	Yes	Full	4
North College	Notifier	Yes	Full	4
Potter House	Notifier	Yes	Full	4
Raymond House	Notifier	Yes	Full	4
Richmond House	Notifier	Yes	Full	4
Smith House	Notifier	Yes	Full	4
South College	Notifier	Yes	Full	4
Webster House	Notifier	Yes	Full	4
Wells House	Notifier	Yes	Full	4
West College	Notifier	Yes	Full	4
1294 Lenox Road	Notifier	Yes	Full	4
201 Seward Place	Notifier	Yes	Full	4
203 Seward Place	Notifier	Yes	Full	4
207 Seward Place	Notifier	Yes	Full	4
209 Seward Place	Notifier	Yes	Full	4
215 Seward Place	Notifier	Yes	Full	4
217 Seward Place	Notifier	Yes	Full	4
219 Seward Place	Notifier	Yes	Full	4
221 Seward Place	Notifier	Yes	Full	4
233 Seward Place	Notifier	Yes	Full	4
301 Seward Place	Notifier	Yes	Full	4
303 Seward Place	Notifier	Yes	Full	4
305 Seward Place	Notifier	Yes	Full	4
309 Seward Place	Notifier	Yes	Full	4
311 Seward Place	Notifier	Yes	Full	4
313 Seward Place	Notifier	Yes	Full	4
315 Seward Place	Notifier	Yes	Full	4
317 Seward Place	Notifier	Yes	Full	4
319 Seward Place	Notifier	Yes	Full	4
321 Seward Place	Notifier	Yes	Full	4
323 Seward Place	Notifier	Yes	Full	4
325 Seward Place	Notifier	Yes	Full	4
327 Seward Place	Notifier	Yes	Full	4
700 Roger Hull Place	Notifier	Yes	Full	4
702 Roger Hull Place	Notifier	Yes	Full	4
704 Roger Hull Place	Notifier	Yes	Full	4

## ***Approved and Prohibited items***

- Electrical Appliance Fixtures Prohibited:
- Microwave ovens that are not part of a micro fridge combination
- Water Coolers
- Air Conditioners (for non-health related use)
- Electric heaters
- Toaster Ovens
- Toasters
- Portable style grills
- Waffle Irons
- Sandwich makers
- Other electrical or heat producing devices not listed
- Halogen type lamps
- Paper Lanterns
- String Lighting
- 3D Printers
- Lava lamps
- Candles / Open Flame Policy: All types of candles that can be burned are prohibited within all Union College buildings. The actual display of candles is also prohibited, regardless of use.
- Fireworks, incense and any other flame or burn devices are prohibited in Union College Residence Halls.



## Reported Fire Statistics: 2024

	Total Number of Fires in Each Building	Date	Time	Fire Category	Fire Cause	Required Medical Attention	Deaths Related to Fire	Damage Cause by Fire	Case Number
Beuth House	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
Breazzano House	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
College Park Hall	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
Davidson House	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
Edwards House	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
Fero House	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
Fox House	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
Golub House	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
Hickok House	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
North College	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
Potter House	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
Raymond House	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
Richmond House	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
Smith House	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
South College	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
Webster House	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
Wells House	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
West College	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
1294 Lenox Road	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
201 Seward Place	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
203 Seward Place	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
207 Seward Place	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
209 Seward Place	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
215 Seward Place	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
219 Seward Place	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
221 Seward Place	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
233 Seward Place	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
301 Seward Place	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A

	Total Number of Fires in Each Building	Date	Time	Fire Category	Fire Cause	Required Medical Attention	Deaths Related to Fire	Damage Cause by Fire	Case Number
303 Seward Place	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
305 Seward Place	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
309 Seward Place	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
311 Seward Place	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
313 Seward Place	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
315 Seward Place	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
317 Seward Place	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
319 Seward Place	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
321 Seward	1	5/9/2024	1124	Unintentional	Cooking	0	0	<\$100.00	24-652
323 Seward Place	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
325 Seward Place	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
327 Seward Place	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
700 Roger Hull	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
702 Roger Hull	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
704 Roger Hull	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
706 Roger Hull	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
708 Roger Hull	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
710 Roger Hull	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
712 Roger Hull	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
32 Union Avenue	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
Garnett Commons	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
219 Park Place	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
TOTAL	1								

The College recently acquired three buildings in addition to the property shown on the campus map and will not have fire statistics available until the 2026 Annual Security and Fire Safety Report:

Name of Facility	Fire Alarm System	Sprinkler	Coverage
20 Union Ave	Notifier	No	N/A
20R Union Ave	Notifier	No	N/A
22 Union Ave	Notifier	No	N/A

## Reported Fire Statistics: 2023

	Total Number of Fires in Each Building	Date	Time	Fire Category	Fire Cause	Required Medical Attention	Deaths Related to Fire	Damage Cause by Fire	Case Number
Beuth House	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
Breazzano House	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
College Park Hall	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
Davidson House	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
Edwards House	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
Fero House	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
Fox House	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
Golub House	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
Hickok House	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
North College	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
Potter House	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
Raymond House	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
Richmond House	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
Smith House	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
South College	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
Webster House	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
Wells House	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
West College	1	10/25/2023	Unknown	Unintentional	Unknown	0	0	<\$100.00	24-978
1294 Lenox Road	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
201 Seward Place	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
203 Seward Place	1	5/9/2023	Unknown	Unintentional	Cooking	0	0	<\$100.00	23-700
207 Seward Place	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
209 Seward Place	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A



	Total Number of Fires in Each Building	Date	Time	Fire Category	Fire Cause	Required Medical Attention	Deaths Related to Fire	Damage Cause by Fire	Case Number
215 Seward Place	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
219 Seward Place	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
221 Seward Place	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
233 Seward Place	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
301 Seward Place	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
303 Seward Place	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
305 Seward Place	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
309 Seward Place	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
311 Seward Place	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
313 Seward Place	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
315 Seward Place	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
317 Seward Place	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
319 Seward Place	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
321 Seward Place	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
323 Seward Place	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
325 Seward Place	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
327 Seward Place	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
700 Roger Hull	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
702 Roger Hull	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A

	Total Number of Fires in Each Building	Date	Time	Fire Category	Fire Cause	Required Medical Attention	Deaths Related to Fire	Damage Cause by Fire	Case Number
704 Roger Hull	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
706 Roger Hull	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
708 Roger Hull	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
710 Roger Hull	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
712 Roger Hull	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
32 Union Avenue	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
Garnett Commons	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
219 Park Place	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
TOTAL	2								

## Reported Fire Statistics: 2022

	Total Number of Fires in Each Building	Date	Time	Fire Category	Fire Cause	Required Medical Attention	Deaths Related to Fire	Damage Cause by Fire	Case Number
Beuth House	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
Breazzano House	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
College Park Hall	1	12/7/2022	15:38	Unintentional	Electrical	0	0	<\$500,000	22-1608
Davidson House	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
Edwards House	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
Fero House	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
Fox House	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
Golub House	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
Hickok House	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
North College	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
Potter House	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
Raymond House	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
Richmond House	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
Smith House	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
South College	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
Webster House	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
Wells House	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
West College	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
1294 Lenox Road	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
201 Seward Place	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
203 Seward Place	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
207 Seward Place	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
209 Seward Place	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
215 Seward Place	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
219 Seward Place	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
221 Seward Place	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
233 Seward Place	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
301 Seward Place	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A

	Total Number of Fires in Each Building	Date	Time	Fire Category	Fire Cause	Required Medical Attention	Deaths Related to Fire	Damage Cause by Fire	Case Number
303 Seward Place	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
305 Seward Place	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
309 Seward Place	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
311 Seward Place	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
313 Seward Place	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
315 Seward Place	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
317 Seward Place	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
319 Seward Place	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
321 Seward Place	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
323 Seward Place	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
325 Seard Place	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
327 Seward Place	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
700 Roger Hull	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
702 Roger Hull	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
704 Roger Hull	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
706 Roger Hull	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
708 Roger Hull	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
710 Roger Hull	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
712 Roger Hull	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
32 Union Avenue	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
Garnett Commons	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
219 Park Place	0	N/A	N/A	N/A	N/A	0	0	N/A	N/A
TOTAL	1								





# CAMPUS POLICIES AND GOVERNING LAWS

UNION  
COLLEGE

## *Alcohol and Other Drug Policies*

### **Student and Employee Illicit Drug and Alcohol Policy**

#### **Illicit Drugs**

Union College prohibits the unlawful possession, use, or distribution of illicit drugs (including, but not limited to: synthetic drugs and narcotics, including but not limited to amphetamines, marijuana, cocaine, heroin, and LSD, and any associated paraphernalia) and alcohol on the campus or as part of any of its sponsored activities.

#### **Alcohol**

Students who are under the age of 21 may not possess or consume alcohol anywhere on campus including the residential spaces. Residential spaces are defined as all College-owned and administered living units. The following actions relating to alcohol are prohibited:

- Possessing, consuming or distributing alcoholic beverages by student under the age of 21 years.
- Furnishing or selling any alcoholic beverages to any person under 21 years of age.
- Possessing or consuming alcohol in any public area outside the residence halls.
- Possessing or consuming alcohol outside individual bedrooms or suites within the residence halls.
- Collecting, displaying, or storing empty alcohol containers.
- Being incapacitated by alcohol or drugs whether under or over the age of 21 years.

- Possessing or consuming alcohol from common sources including, but not limited to, kegs, beer balls, wine boxes, and punch bowls.
- Possessing or using a tap system or “regulator.”
- Possessing any binge-drinking device including, but not limited to, funnels or beer pong tables.
- Participating in flip cup, beer pong, or any other organized games intended for rapid personal consumption.

On March 31, 2021, New York State legalized adult-use cannabis for individuals 21 and older, establishing a framework for medical cannabis, recreational use, and hemp sales. Despite this change, marijuana remains illegal under federal law as a Schedule I controlled substance and is subject to the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Amendments of 1989. Accordingly, marijuana use is prohibited on campus.

#### **Employee Marijuana Policies**

In accordance with applicable state law, the College will not discipline an employee certified to use medical marijuana or to otherwise unlawfully discriminate against any employee certified by a New York State doctor to use medical marijuana. Employees who are certified to use medical marijuana and who may require a workplace accommodation must request such an accommodation following the College’s Accessibility and Workplace Accommodations policy.

Additionally, the College will not discriminate against employees who use recreational marijuana. While recreational marijuana and possession of up to 24 grams of marijuana is legal in New York, the College is subject to federal laws that continue to prohibit the possession, use, or distribution of marijuana for any reason and for any purpose. Therefore, an employee may not use, be under the influence of, possess, or distribute marijuana during work hours, on college property, in college vehicles, or as part of any college activities for any reason or under any circumstances.

## **Disciplinary sanctions**

### **Student Sanctions**

Sanctions that may be imposed upon any student found to have violated the Code of Student Conduct include, but are not limited to those listed below. More than one of the sanctions listed may be imposed for any single violation.

- Warning
- Probation
- Restriction of Privileges
- Fines
- Restitution
- Educational/Developmental Requirements
- No Contact Order
- College Suspension
- College Expulsion
- Withholding Degree/Diploma
- Special Action – Other proper measures (e.g., housing changes, graduation restrictions, required assessments).

## **Employee Sanctions**

Employees in violation of Alcohol and Other Drug Policies are subject to disciplinary procedures of the College ranging from a reprimand through termination of employment, according to procedures set out in the employee handbooks for staff employees, administrative employees, and faculty.

## ***State Laws for Alcohol and Other Drugs***

### **The ABC (Alcohol Beverage Control) Law**

#### **SECTION 65.1 PROHIBITED SALE:**

No person shall sell, deliver or give away or cause or permit or procure to be sold, delivered or given away any alcoholic beverage to any person, actually or apparently, under the age of twenty-one years.

If you are working in a store/restaurant that sells alcoholic beverages, the only acceptable identifications are:

- Valid Driver's License or Non-Driver Identification Card issued by a governmental agency
- Valid Passport
- U.S. Military ID

#### **SECTION 65-A- PROCURING ALCOHOLIC BEVERAGES FOR PERSONS UNDER THE AGE OF TWENTY-ONE YEARS**

It is a criminal offense to misrepresent the age of a person under twenty-one years to induce the sale of any alcoholic beverage.

Penalty - \$200.00 fine and /or five days in jail



## SECTION 65-B OFFENSE FOR ONE UNDER THE AGE OF TWENTY-ONE YEARS TO PURCHASE OR ATTEMPT TO PURCHASE AN ALCOHOLIC BEVERAGE THROUGH FRAUDULENT MEANS

It is an offense for one under age of twenty-one years to purchase or attempt to purchase an alcoholic beverage through fraudulent means.

### Penalties:

First violation: Fine up to \$100.00, and/or up to 30 hours of community service, and/or completion of an alcohol awareness program. In addition, if a New York State driver's license was used as identification, the court may suspend your license for three months.

Second violation: Fine between \$50.00 and \$350.00 and/or up to 30 hours of community service, and/or completion of an alcohol awareness program. In addition, if a New York State driver's license was used as identification, the court may suspend your license for six months.

Third and subsequent violations: Fine between \$50.00 and \$750.00 and/or up to 30 hours of community service, and/or evaluation by an appropriate agency to determine whether the person suffers from alcoholism or alcohol abuse. In addition, if a New York State driver's license was used as identification, the court may suspend your license for one year or until you reach twenty-one.

## SECTION 65-C UNLAWFUL POSSESSION OF AN ALCOHOLIC BEVERAGE WITH INTENT TO CONSUME BY PERSONS UNDER THE AGE OF TWENTY-ONE YEARS

No person under the age of twenty-one years shall possess any alcoholic beverage with the intent to consume such beverage, with a few exceptions.

Penalty – Fine up to \$50.00 and /or five days in jail, and/or up to 30 hours of community service, and/or completion of an alcohol awareness program.



## Federal Penalties

### Federal Trafficking Penalties for Schedules I, II, III, IV, & V (except Marijuana, App. 2)

Schedule	Substance	Quantity
II	Cocaine	500-4,999 grams mixture
II	Cocaine Base	28-279 grams mixture
IV	Fentanyl	40-399 grams mixture
I	Fentanyl Analogue	10-99 grams mixture
I	Heroin	100-999 grams mixture
I	LSD	1-9 grams mixture
II	Methamphetamine	5-49 grams pure or 50-499 grams mixture
II	PCP	10-99 grams pure or 100-999 grams mixture

First Offense: Not less than 5 yrs. and not more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual.

Second Offense: Not less than 10 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual.

Schedule	Substance	Quantity
II	Cocaine	5 kilograms or more mixture
II	Cocaine Base	280 grams or more mixture
IV	Fentanyl	400 grams or more mixture
I	Fentanyl Analogue	100 grams or more mixture
I	Heroin	1 kilogram or more mixture
I	LSD	10 grams or more mixture
II	Methamphetamine	50 grams or more pure or 500 grams or more mixture
II	PCP	100 grams or more pure or 1 kilogram or more

First Offense: Not less than 10 yrs. and not more than life. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual.

Second Offense: Not less than 20 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.

2 or More Prior Offenses: Life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.

Substance/Quantity	Penalty - First Offense	Penalty - Second Offense
Any amount of other Schedule I & II substances  OR Any amount of any drug product containing Gamma Hydroxybutyric Acid  OR Flunitrazepam (Schedule IV) 1 Gram	Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life.  Fine \$1 million if an individual, \$5 million if not an individual.	Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if not an individual.
Any amount of other Schedule III Drugs	Not more than 10 yrs. If death or serious bodily injury, not more than 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual.	Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than \$1 million if an individual, \$5 million if not an individual.
Any amount of all other Schedule IV drugs (other than Flunitrazepam)	Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual.	Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if other than an individual.
Flunitrazepam (Schedule IV) (Other than 1 gram or more)	Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual.	Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if other than an individual.
Any amount of all Schedule V drugs	Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual.	Second Offense: Not more than 4 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.

Substance/ Schedule	Quantity	Penalty - First Offense	Penalty - Second Offense
Marijuana (Schedule I)	1,000 kg or more marijuana mixture; 1,000 or more marijuana plants	Not less than 10 yrs. or more than life. If death or serious bodily injury, not less than 20 yrs., or more than life.  Fine not more than \$10 million if an individual, \$50 million if other than an individual.	Not less than 20 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$20 million if an individual, \$75 million if other than an individual.
Marijuana (Schedule I)	100 kg to 999 kg marijuana mixture; or 100 to 999 marijuana plants	Not less than 5 yrs. or more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine not more than \$5 million if an individual, \$25 million if other than an individual.	Not less than 10 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$20 million if an individual, \$75million if other than an individual.
Marijuana (Schedule I)	More than 10 kgs hashish; 50 to 99 kg marijuana mixture More than 1 kg of hashish oil; 50 to 99 marijuana plants	Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine \$1 million if an individual, \$5 million if other than an individual.	Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if other than an individual.

Substance/ Schedule	Quantity	Penalty - First Offense	Penalty - Second Offense
Marijuana (Schedule I)	Less than 50 kilograms marijuana (but does not include 50 or more marijuana plants regardless of weight)  1 to 49 marijuana plants;	Not more than 5 yrs. Fine not more than \$250,000, \$1 million if other than an individual.	Not more than 10 yrs. Fine \$500,000 if an individual, \$2 million if other than individual.
Hashish (Schedule I)	10 kg or less	Not more than 5 yrs. Fine not more than \$250,000, \$1 million if other than an individual.	Not more than 10 yrs. Fine \$500,000 if an individual, \$2 million if other than individual.
Hashish Oil (Schedule I)	1 kg or less	Not more than 5 yrs. Fine not more than \$250,000, \$1 million if other than an individual.	Not more than 10 yrs. Fine \$500,000 if an individual, \$2 million if other than individual.

# SEXUAL VIOLENCE POLICIES AND PROCEDURES

## *Title IX office*

To support an environment that is consistent with the mission and values of Union College, the College is committed to the prevention of and response to conduct prohibited by Title IX which interferes with the academic and/or professional experiences of any member of the Union College community. Union College prohibits all forms of harassment and violence including domestic violence, dating violence, sexual assault, and stalking. The College is committed to providing educational and training programs to help prevent such offenses.

The Title IX Coordinator responds to inquiries and reports related to harassment, sexual violence, and discrimination policies.

Contact Title IX staff:

**Ann Ciania, J.D., M.B.A.**

Title IX Coordinator & Director of Equal Opportunity  
titleix@union.edu

**Ben DeAngelis**

Assistant Director of Community Engagement; Deputy Title IX Coordinator  
deangelb@union.edu

**Catie Straube**

Director of Residential Education & Housing; Deputy Title IX Coordinator  
straubec@union.edu

## *College Policy*

Union College maintains three policies to address reports of sexual misconduct. The policies are:

- [Title IX Policy](#): Governs all members of the Union College community for conduct defined as Title IX sexual harassment; however, the resolution process that is utilized will depend on the responding person's status (i.e.: student or employee) at the College. When a complaint is filed against a community member who embodies more than one status at the College (e.g., the community member is a student and an employee), the Title IX Coordinator, or their designee, has the authority to determine the investigation process (student or employee) for the reported incident.
- [Student Policy and Procedures](#): Addresses reports of gender-based misconduct by students. This policy and its associated procedures will be utilized if the Title IX Coordinator determines that the reported conduct falls within its scope.
- [Employee Policy and Procedures](#): This policy and its associated procedures will be utilized if the Title IX Coordinator & Equal Opportunity Specialist determines that the conduct reported is outside of the scope of Title IX, but within the scope of other institutional policy.



Under each policy, the College offers supportive measures regardless of whether a person wishes to participate in an investigation or disciplinary process.

## ***Disclosure and Resources***

The College encourages students, employees, and third parties to seek support from campus, medical, mental health, law enforcement, and community resources.

When a student or employee reports to the institution that they have been a victim of dating violence, domestic violence, sexual assault, or stalking—whether the offense occurred on or off campus—College personnel will promptly contact individuals affected by sexual misconduct to offer supportive measures and the option to formally report.

Additionally, the harmed person will receive a written explanation of their rights and options.

Respondents are presumed not responsible until a determination is made through the grievance process.

The Title IX Coordinator will evaluate the situation, including the nature and severity of the conduct, campus safety, and the Complainant's wishes, to determine the appropriate policy and resolution option to utilize:

- **Alternative resolution:** Dispute resolution when both parties agree and it is appropriate. Where an employee is accused of harming a student, they may not enter into an alternative resolution agreement.
- **Formal investigation and adjudication:** Following College policies and procedures.
- **Interim measures:** protective actions such as no-contact

directives, academic or housing adjustments, and changes to work or class schedules.

The Complainant's preferences are considered, but the College may take necessary actions to ensure safety and legal compliance. Both Complainant and Respondent receive timely written notice of rights, resources, and procedural options, consistent with VAWA and Clery Act requirements.

Reports are managed confidentially as allowed by law, and the College maintains records to meet federal reporting and prevention obligations.

## **Immediate Needs Following a Sexual Assault and Related Violence**

Individuals impacted by sexual assault, domestic violence, dating violence, or stalking, on or off campus, receive written information on evidence preservation, reporting options, involvement of law enforcement or campus authorities, and institutional responsibilities regarding protective measures such as no-contact orders or orders of protection.

At the hospital, survivors remain in control of their treatment and may seek care for visible or hidden injuries, preventive medications, or pregnancy prevention. Adults (18+) may receive a 7-day supply of HIV PEP at no cost; minors receive the full regimen. These medications must be taken within three days of exposure.

Evidence can be collected at no cost through a Sexual Offense Evidence Collection Kit, though reporting to police is not required. Providers in New York State retain these kits for 20 years.

Survivors are encouraged to avoid showering, brushing teeth, or changing clothes before medical care; evidence is strongest when collected within four days. Exams are voluntary, and survivors may decline any portion.

Free, confidential advocates can accompany survivors at the hospital, explain reporting options, assist with paperwork, and provide ongoing services such as counseling, support, and guidance on law enforcement or campus processes.

Forensic rape exam–related services are free in New York, regardless of insurance status. Survivors may request that providers bill the Office of Victim Services (OVS) directly for exam-related costs, which include medical care, preventive medications, and evidence collection kits. OVS may also assist with additional expenses such as extended HIV PEP, counseling, lost wages, court transportation, or moving costs. A police report is not required to access compensation.

More information is available at [ovs.ny.gov](https://ovs.ny.gov). The OVS Resource Connect tool ([ovs.ny.gov/connect](https://ovs.ny.gov/connect)) helps survivors locate resources by concern, keyword, or location.

### **Hotline and Online Support (24/7):**

NYS Domestic and Sexual Violence  
Hotline: 1-800-942-6906 (multi-language)  
Deaf/Hard of Hearing: 711 or TDD  
1-800-810-7444

Text "Start" to 88788

## ***Supportive Measures***

The College provides all students and employees who report domestic violence, dating violence, sexual assault, or stalking—whether on or off campus—with written information on available supportive measures. These non-disciplinary, non-punitive services are offered at no cost to both the Complainant and Respondent, regardless of whether a Formal Complaint is filed, or law enforcement is involved. Supportive measures aim to ensure equal access to College programs while protecting safety and preventing harassment.

Supportive Measures may include access to counseling and mental health services; extensions of deadlines or other course-related adjustments; modifications to work or class schedules; campus escort services; mutual restrictions on contact between the Parties; changes to work, housing, or living arrangements; leaves of absence; increased security and monitoring of certain campus areas; visa and immigration assistance; financial aid information; and any other reasonably available measures designed to protect the safety, wellbeing, and educational or employment access of the affected Party.

The implementation of Supportive Measures is coordinated by the Title IX Coordinator and they are kept confidential to the extent possible without impairing the ability for Supportive Measures to be implemented.

The College maintains confidentiality of these supportive measures unless disclosure is necessary to implement them. While crime statistics are included in the Annual Security Report in compliance with the Clery Act, personally identifying information is excluded.

## ***Filing a Complaint***

A Complainant or anyone else who is aware of the occurrence of an incident covered by this Policy is encouraged to report the incident as soon as possible to the Title IX Coordinator(s) and/or Campus Safety.

Reports can be made in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator and Deputy Coordinator.

To file a Formal Complaint, a Complainant must provide the Title IX Coordinator with a written, signed complaint. If a Complainant does not wish to file a Formal Complaint, the Title IX Coordinator will determine whether it is necessary for the Title IX Coordinator to file a Formal Complaint so that the College may respond to the reported conduct. If the Title IX Coordinator files a Formal Complaint, the College will inform the Complainant of this decision in writing.

## **Anonymous Reporting**

While students or non-community members may choose to [complete a reporting form anonymously](#). Please be advised that limiting the information provided may restrict the College's ability to respond, follow up, or offer support services. Reports submitted without named parties can still assist the College in addressing or preventing the recurrence of discrimination, harassment, or gender-based misconduct. Additionally, this information will be used to evaluate the potential risk an incident poses to the broader community.

## ***Advisor Participation***

The Complainant and Respondent are both entitled to the same opportunities to have others present during a resolution proceeding, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice.

Officials will not limit the choice of advisor or presence for either the Complainant or the accused in any meeting or institutional disciplinary proceeding. However, the College may establish restrictions regarding the extent to which the advisor may participate in the proceedings if the restrictions apply equally to both parties.

## ***Resolution Processes***

### **Investigation and Hearing Timeline**

All proceedings will be conducted in alignment with College policies and ensure prompt and equal access to relevant information for both parties. Timely notifications will be provided about meetings where the Complainant or Respondent may be present.

Once a Formal Complaint is accepted, both parties will receive written notification of the complaint and procedures. The College will strive to complete investigations, including issuance of a report of findings to the Complainant and Respondent, in as timely and efficient a manner as possible; delays may occur based on factors such as, but not limited to, schedule and availability of witnesses, holidays or semester breaks including summer break, and complexity of the complaint.

Prior to the completion of the investigative report, the College will send to each party and the party's Advisor the evidence subject to inspection and review in a hard

copy or electronic format, and the parties will have ten (10) calendar days from the date of receipt to submit a written response to the Investigator. After the investigation, a hearing will be scheduled, and the parties will receive written notice of the hearing.

Following the hearing, the College will provide the written determination.

College proceedings are independent of the New York criminal legal process. Cases under this policy may proceed before, during, or after any civil or criminal proceedings. Decisions by law enforcement or courts do not determine whether a College policy violation has occurred.

### **Alternative Resolution**

The Title IX Coordinator may determine whether a matter is suitable for Alternate Resolution, an administrative process designed to resolve reports of prohibited conduct without a formal hearing. Participation is entirely voluntary, requires mutual agreement by both parties, and does not involve face-to-face meetings between the Complainant and Respondent. The Coordinator oversees the process, consults separately with each party, and may recommend terms, including sanctions or remedies comparable to those a Hearing Panel could impose. Both parties must agree to the terms for the resolution to become effective, and either party or the Coordinator may terminate the process at any time. Once a written agreement is signed by both parties, it is final, non-appealable, and must be honored.

### ***Outcome Notification***

The written determination of responsibility will be sent simultaneously to all parties via College email or other reasonable means. It will summarize the allegations, procedural steps from the receipt of the Formal Complaint through the determination, findings of fact, and conclusions regarding whether the Respondent violated the Code of Conduct. For each allegation, it will include the determination of responsibility and rationale, any disciplinary sanctions imposed and their rationale, remedies provided to the Complainant and their rationale, and the procedures and permissible grounds for appeal for both parties.

### ***Standard of Evidence***

The College uses a “preponderance of the evidence” standard to determine responsibility. A preponderance of the evidence standard means the fact(s) in issue is more probably true than not.

### ***Disclosure to Victim or Next of Kin***

Upon written request, the College will disclose to the reporting victim of a crime of violence, incest, or statutory rape, the report on the results of any disciplinary proceeding conducted. If the victim is deceased because of such crime or offense, the next of kin of such victim shall be treated as the victim.



## Sanctions

In some cases, a finding of responsibility for one violation may be combined with another (e.g., sexual harassment, Code of Conduct, or Acceptable Use Policy). Additional sanctions—such as educational requirements, fines, or those outlined in the relevant policies—may apply to these separate violations, beyond the sanctions for the four violations listed above.

When an individual is found responsible for sexual assault, the following sanctions are available:

- Expulsion or Termination
- Revocation of Tenure
- Suspension of 1, 2, 3, 4, 5, 6, 7, or 8 semesters
- Deferred Suspension of 1, 2, 3, 4, 5, 6, 7, or 8 semesters
- Administrative Leave without Pay
- Revocation of Admission and/or Degree
- Withholding Degree
- Demotion
- College Housing Suspension, Expulsion, or Restrictions
- No-Contact Requirements
- Social Restrictions
- Loss of Privileges
- Educational
- Mandated Assessment(s)
- Removal from Grants
- Revocation of Scholarship(s)
- Revocation of Award(s)

When an individual is found responsible for domestic violence, the following sanctions are available:

- Expulsion or Termination
- Revocation of Tenure
- Suspension of 1, 2, 3, 4, 5, 6, 7, or 8 semesters
- Deferred Suspension of 1, 2, 3, 4, 5, 6, 7, or 8 semesters
- Administrative Leave without Pay
- Revocation of Admission and/or Degree
- Withholding Degree
- Demotion
- College Housing Suspension, Expulsion, or Restrictions
- No-Contact Requirements
- Social Restrictions
- Loss of Privileges
- Educational
- Mandated Assessment(s)
- Removal from Grants
- Revocation of Scholarship(s)
- Revocation of Award(s)

When an individual is found responsible for dating violence, the following sanctions are available:

- Expulsion or Termination
- Revocation of Tenure
- Suspension of 1, 2, 3, 4, 5, 6, 7, or 8 semesters
- Deferred Suspension of 1, 2, 3, 4, 5, 6, 7, or 8 semesters
- Administrative Leave without Pay
- Revocation of Admission and/or Degree
- Withholding Degree
- Demotion
- College Housing Suspension, Expulsion, or Restrictions
- No-Contact Requirements
- Social Restrictions
- Loss of Privileges
- Educational
- Mandated Assessment(s)
- Removal from Grants
- Revocation of Scholarship(s)
- Revocation of Award(s)

When an individual is found responsible for stalking, the following sanctions are available:

- Expulsion or Termination
- Revocation of Tenure
- Suspension of 1, 2, 3, 4, 5, 6, 7, or 8 semesters
- Deferred Suspension of 1, 2, 3, 4, 5, 6, 7, or 8 semesters
- Administrative Leave without Pay
- Revocation of Admission and/or Degree
- Withholding Degree
- Demotion
- College Housing Suspension, Expulsion, or Restrictions
- No-Contact Requirements
- Social Restrictions
- Loss of Privileges
- Educational
- Mandated Assessment(s)
- Removal from Grants
- Revocation of Scholarship(s)
- Revocation of Award(s)

## ***New York State Laws***

### **Penal Law §130.20 Sexual Misconduct**

This offense includes sexual intercourse (vaginal, oral, anal) without consent or sexual conduct with an animal or a dead human body. Class A Misdemeanor.

### **Penal Law §130.25/130.30/130.35 Rape in the Third Degree, Second Degree, First Degree (Statutory Rape)**

Third Degree includes sexual contact (vaginal, oral, anal) with someone incapable of consent, someone less than 17 years old when the person is at least 21 years old, or engages in sexual contact (vaginal, oral, anal) where lack of consent is for another reason other than incapacity. Class E Felony.

Second Degree includes sexual contact (vaginal, oral, anal) with someone less than 15 years old when the person is at least 18 years old (an affirmative defense is that the age difference is less than four years), someone mentally disabled or mentally incapacitated. Class E Felony.

First Degree includes sexual contact (vaginal, oral, anal) with another person by forcible compulsion or who is incapable of consent by reason of being physically helpless or who is less than eleven years old or who is less than thirteen years old and the actor is eighteen years old or more. Class B Felony.

### **Penal Law §130.40/130.45/130.50 Criminal Sexual Act in the Third Degree, Second Degree, First Degree**

Third Degree includes oral or anal sexual conduct with a person incapable of consent, under 17 years old, or who otherwise doesn't consent. Class E Felony.

Second Degree includes oral or anal sexual conduct with a person under 15

years old (an affirmative defense is that the age difference is less than four years) or incapable of consent because they are mentally disabled or mentally incapacitated. Class D Felony.

First Degree includes oral or anal sexual conduct by forcible compulsion, with a person who is incapable of consent by reason of being physically helpless, or who is less than eleven years old or who is less than thirteen years old and the actor is eighteen years old or more. Class B Felony.

### **Penal Law §130.52 Forcible Touching**

Forcible Touching includes touching (including squeezing, grabbing, and pinching) when such person intentionally, and for no legitimate purpose, forcibly touches the sexual or other intimate parts of another person for the purpose of degrading or abusing such person or gratifying the actor's sexual desire or subjects another person to sexual contact for the purpose of gratifying the actor's sexual desire and with intent to degrade or abuse while the other person is a passenger on a bus, train, or subway. Class A Misdemeanor.

### **Penal Law §130.53 Persistent Sexual Abuse**

Forcible Touching, sexual abuse in the third, or second degree where someone was in the past 210 years incarcerated, convicted twice or more of these offenses or any other offense in this section of the penal law. Class E Felony.

**Penal Law §130.55/130.60/130.65/130.65-Q/130.66/130.67/130.70 Sexual Abuse in the Third Degree, Second Degree, First Degree, Aggravated Sexual Abuse in the Fourth Degree, Third Degree, Second Degree, First Degree**

Sexual Abuse Third Degree includes sexual contact without consent of consent (an affirmative defense is that they are less than 17 and age difference is less than four years). Class B Misdemeanor.

Sexual Abuse Second Degree includes sexual contact with someone unable to consent other than age or less than 14 years old. Class A Misdemeanor.

Sexual Abuse First Degree includes sexual contact with another person by forcible compulsion or who is incapable of consent by reason of being physically helpless or who is less than eleven years old or who is less than thirteen years old and the actor is eighteen years old or more. Class D Felony.

Aggravated Sexual Abuse Fourth Degree includes inserting a foreign object or finger in the vagina, urethra, penis, rectum, or anus of another person incapable of consent for a reason other than age. Class E Felony.

Aggravated Sexual Abuse Third Degree includes inserting a foreign object or finger in the vagina, urethra, penis, rectum, or anus of another person by forcible compulsion or who is incapable of consent by reason of being physically helpless or who is less than eleven years old or who is less than thirteen years old and the actor is eighteen years old or more or the same action causing physical injury if the person is incapable of consent by reason of being mentally disabled or mentally incapacitated. Class D Felony.

Aggravated Sexual Abuse Second Degree includes inserting a finger in the vagina, urethra, penis, rectum, or anus of another person causing physical injury by forcible compulsion or who is incapable of consent by reason of being physically helpless or who is less than eleven years old. Class C Felony.

Aggravated Sexual Abuse First Degree includes inserting a foreign object in the vagina, urethra, penis, rectum, or anus of another person causing physical injury by forcible compulsion or who is incapable of consent by reason of being physically helpless or who is less than eleven years old. Class B Felony.

**Penal Law §130.95 Predatory Sexual Assault**

Predatory Sexual Assault includes the crime of Rape, Aggravated Sexual Abuse First Degree, or Course of Sexual Conduct Against a Child First Degree where in the course they cause serious physical injury, use or threaten immediate use of a dangerous instrument or has prior committed the same act or been incarcerated for other violations of this section of the law. Class A-II Felony.

**Penal Law §130.96 Predatory Sexual Assault Against a Child**

Predatory Sexual Assault Against a Child includes, when at least 18, the crime of Rape, Aggravated Sexual Abuse First Degree, or Course of Sexual Conduct Against a Child First Degree, and the victim is less than 13. Class A-II Felony.

### Penal Law §255.25/225.26/225.27 Incest in the Third Degree, Second Degree, First Degree

Third Degree includes marrying or engaging in sexual contact (vaginal, oral, anal) against a person that they know to be related to them, through marriage or not, as ancestor, descendent, or sibling (including half-sibling), uncle, aunt, nephew, or niece. Class E Felony.

Second Degree includes Rape in the Second Degree against a person that they know to be related to them, through marriage or not, as ancestor, descendent, or sibling (including half-sibling), uncle, aunt, nephew, or niece. Class D Felony.

First Degree includes Rape in the First Degree against a person that they know to be related to them, through marriage or not, as ancestor, descendent, or sibling (including half-sibling), uncle, aunt, nephew, or niece. Class B Felony.

### Dating Violence

Dating violence is not specifically defined under New York State law, but certain intimate relationships are covered under the definitions within domestic violence.

### Domestic Violence: Social Services Law §459-A Domestic Violence Definitions

Domestic Violence is not specifically defined in New York State Penal law. Social Services law defines victim of domestic violence as any person over the age of sixteen, any married person or any parent (natural or adoptive) accompanied by their minor child or children in situations in which such person or such person's child is a victim of an act which would constitute a violation of the penal law, including, but not limited to acts constituting disorderly conduct, harassment, aggravated harassment,

sexual misconduct, forcible touching, sexual abuse, stalking, criminal mischief, menacing, reckless endangerment, kidnapping, assault, attempted assault, attempted murder, criminal obstruction of breathing or blood circulation, strangulation, identity theft, grand larceny or coercion; and the acts have resulted in the act or acts have resulted in actual physical or emotional injury or have created a substantial risk of physical or emotional harm to such person or such person's child; and are alleged to have been committed by a family or household member.

Family or household member includes (a) persons related by consanguinity or affinity; (b) persons legally married to one another; (c) persons formerly married to one another regardless of whether they still reside in the same household; (d) persons who have a child in common regardless of whether such persons are married or have lived together at any time; (e) unrelated persons who are continually or at regular intervals living in the same household or who have in the past continually or at regular intervals lived in the same household; (f) persons who are not related by consanguinity or affinity and who are or have been in an intimate relationship regardless of whether such persons have lived together at any time; or (g) any other category of individuals deemed to be a victim of domestic violence as defined by the office of children and family services in regulation.



**Penal Law §120.45/120.50/120.55/120.60  
Stalking in the Fourth Degree, Third  
Degree, Second Degree, First Degree**

Fourth Degree includes intentionally, and for no legitimate purpose, engaging in a course of conduct directed at a specific person, and knows or reasonably should know that such conduct is likely to cause fear of material harm to the physical safety, health, safety, or property of such person, a member of their immediate family or a third party they are acquainted with; causes material harm to the mental or emotional health of such person (by following [including tracking with a GPS device or other technology], phoning or contacting) and they were previously clearly informed to cease conduct; or is likely to cause such person to reasonably fear that their employment, business, or career is threatened, where conduct consists of appearing, phoning, or communicating contact at their place of employment or business and they were previously clearly informed to cease conduct. Class B Misdemeanor.

Third Degree includes committing Stalking in the Fourth Degree against three or more persons, in three or more separate transactions, for which they have not been previously convicted; committing Stalking in the Fourth Degree having previously been convicted of a related crime against this person or an immediate family member in the last 10 years; with intent to harass, annoy or alarm a specific person, intentionally engages in a course of conduct directed at such person which is likely to cause such person to reasonably fear physical injury or serious physical injury, the commission of a sex offense against, or the kidnapping, unlawful imprisonment or death of such person or a member of such person's immediate family; or committing Stalking in the Fourth

Degree having previously been convicted of Stalking in the Fourth Degree in the last 10 years. Class A Misdemeanor.

Second Degree includes committing Stalking in the Third Degree and in the course of doing so displays one of a list of weapons; committing Stalking in the Third Degree having previously been convicted of a related crime against this person or an immediate family member in the last 5 years; committing Stalking in the Third Degree having been previously convicted of that crime against any person; being at least 21 and repeatedly following a person under 14 or engages in a course of conduct or repeatedly commits acts over a period of time intentionally placing or attempting to place such person who is under the age of 14 in reasonable fear of physical injury, serious physical injury or death; committing Stalking in the Third Degree against 10 or more people in 10 or more separate transactions for which they have not been previously convicted. Class E Felony.

First Degree includes committing Stalking in the Third Degree and in the course or doing so intentionally or recklessly causes physical injury to the victim or commits a Class A Misdemeanor, Class E Felony, or Class D Felony. Class D Felony.

**Consent**

**Education Law §6441 Affirmative Consent**

Affirmative consent: a knowing, voluntary, and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create 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.

Consent to any sexual act or prior consensual activity between or with any party does not necessarily constitute consent to any other sexual act.

Consent is required regardless of whether the person initiating the act is under the influence of drugs and/or alcohol.

Consent may be initially given but withdrawn at any time.

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

Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm.

When consent is withdrawn or can no longer be given, sexual activity must stop.

# REPORT PREPARATION AND CRIME STATISTICS

UNION  
COLLEGE



# PREPARATION OF THE ANNUAL SECURITY REPORT

This report is prepared in collaboration with multiple campus offices, including the Office of Campus Safety, the Office of Title IX and Equal Opportunity, and the Office of Community Standards & Accountability, as well as local law enforcement agencies. Union College also accepts confidential crime reports and encourages mental health and pastoral counselors to contribute statistics related to reportable violations.

Union College has a Clery Compliance Team that meets quarterly. The members include the Director of Equal Opportunity and Title IX Coordinator, Director of Student Conduct and Conflict Resolution, Sergeant of Access Systems Administrator/Rave, Clery Compliance Officer, and the Director of Campus Safety.

The report is published in compliance with the Higher Education Act and the Jeanne Clery Campus Safety Act. Crime statistics are compiled by the College's Clery Compliance Officers, who meet weekly to review reports submitted through Union's two primary reporting systems, Maxient and D3.

The report is distributed electronically to all faculty, staff, and enrolled students. Printed copies are available upon request at the Office of Campus Safety, located at 645 Nott Street, Schenectady, NY 12308, or by calling 518-388-6911. The ASR can also be found on the admissions website as well as the employment or open positions website.

Union College adheres to all federal, state, and local nondiscrimination laws and provides equal opportunity to all persons regardless of race, color, religion, sex, sexual orientation, gender identity or expression, age, marital status, national origin, citizenship status, disability, military status, veteran status, or any other characteristic protected by law.

## Incidents that Occur Outside Clery Geography

It is important to note that members of the community may be impacted by crime or incidents occurring outside of Clery Act geography. These incidents may be subject to a policy, but will not appear in the Clery Act statistics. At the same time, incidents that occur in Clery Act geography that do not involve members of the community would be included in these statistics.

## *Reporting Geography*

The Clery Act defines the College's reporting geography for crimes, arrests, and disciplinary referrals. The Annual Security Report discloses federally defined crimes and state law violations resulting in arrests or referrals.

## ON CAMPUS

- i. Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and
- ii. Any building or property that is within or reasonably contiguous to the area identified in paragraph (i) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor)

## ON CAMPUS RESIDENTIAL FACILITIES

Crimes that occur in on campus residence halls are counted in the On Campus category as well as the On Campus residential category. On Campus Residential is a sub-set of On Campus, and the crime counts should not be added together.

## NON-CAMPUS

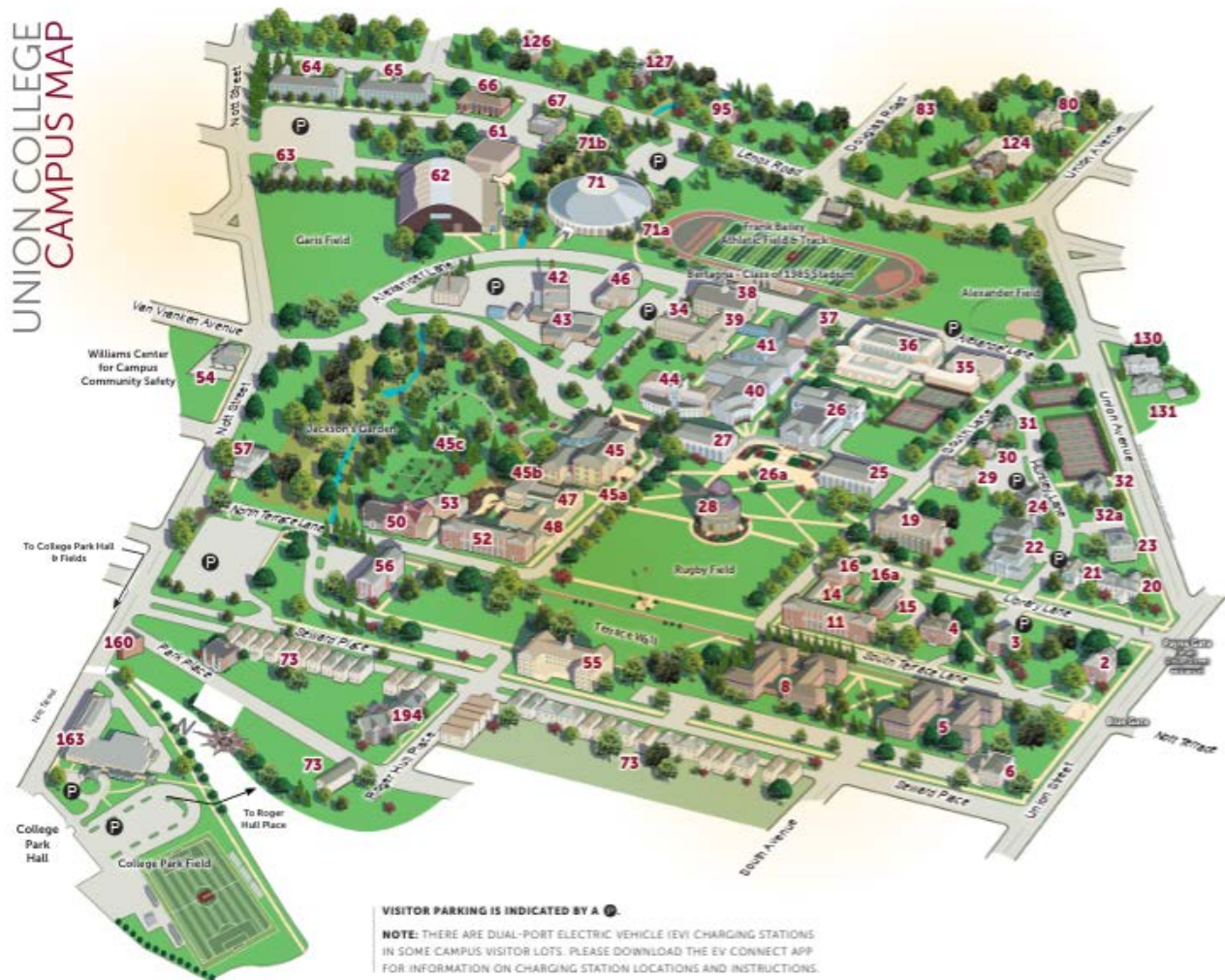
- i. Any building or property owned or controlled by a student organization that is officially recognized by the institution; or
- ii. Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently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

## PUBLIC PROPERTY

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



## College Geography



The College recently acquired three buildings in addition to the property shown on the campus map:

- 20 Union Ave #R, Schenectady, NY 12308
- 20 Union Ave, Schenectady, NY 12308
- 22 Union Ave, Schenectady, NY 12308

# Clery Act Crime Definitions

The following are definitions of crimes that are reportable under the Clery Act reporting requirements.

## *Primary Crimes*

### **MURDER AND NON-NEGLIGENT MANSLAUGHTER**

The willful (non-negligent) killing of one human being by another.

### **MANSLAUGHTER BY NEGLIGENCE**

The killing of another person through gross negligence.

### **SEX OFFENSES**

Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

### **RAPE**

The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

### **FONDLING**

The touching of the private parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental incapacity.

### **INCEST**

Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

### **STATUTORY RAPE**

Sexual intercourse with a person who is under the statutory age of consent.

### **ROBBERY**

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

### **AGGRAVATED ASSAULT**

An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by a means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)

## **BURGLARY**

The unlawful entry of a structure to commit a felony or a theft. For reporting purposes, this definition includes: unlawful entry with intent to commit a felony; breaking and entering with intent to commit a larceny; housebreaking and safecracking; and all attempts to commit any of the aforementioned acts.

## **MOTOR VEHICLE THEFT**

The theft or attempted theft of a motor vehicle. Motor vehicle theft is classified as any case where an automobile is taken by a person not having lawful access, even if the vehicle is later abandoned, including joy riding.

## **ARSON**

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

## ***Drug, Alcohol, and Weapons Violations***

### **LIQUOR LAW VIOLATIONS**

The violation of State or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.

## **DRUG ABUSE VIOLATIONS**

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

## **WEAPON LAW VIOLATIONS**

The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

## ***Hate/Bias-Related Crime***

A hate crime is a criminal offense committed against a person or property that is motivated, in whole or in part, by the offender's bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their actual or perceived race, gender, gender identity, religion, disability, sexual orientation, or ethnicity/national origin.

In addition to the Primary Crime offenses mentioned above, there are also four additional criminal offenses related to Hate Crimes, they are: larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property. The following are definitions of Hate/Bias crimes that are reportable under the Clery Reporting Requirements:

### **LARCENY-THEFT**

The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Attempted larcenies are included. Embezzlement, confidence games, forgery, worthless checks, etc., are excluded.

### **SIMPLE ASSAULT**

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

### **INTIMIDATION**

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

### **DESTRUCTION/DAMAGE/ VANDALISM OF PROPERTY**

To willfully or maliciously destroy, damage, deface or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

## **VAWA Crimes**

### **DOMESTIC VIOLENCE**

A felony or misdemeanor crime of violence committed:

- By a current or former spouse or intimate partner of the victim;
- By a person with whom the victim shares a child in common;
- By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; 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 the jurisdiction in which the crime of violence occurred.

### **DATING VIOLENCE**

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

1. The existence of such a relationship shall be based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship.

For the purposes of this definition:

- Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- Dating violence does not include acts covered under the definition of domestic violence.

### **STALKING**

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- Fear for the person's safety or the safety of others; or
- Suffer substantial emotional distress.

For the purposes of this definition:

- Course of conduct means two or more acts, including, but not limited to, acts that 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.
- Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
- Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.



# CRIME STATISTICS

## PART I CRIMES

Incident	On-campus 2022	On-campus 2023	On-campus 2024	On-campus, Residential 2022	On-campus, Residential 2023	On-campus, Residential 2024	Non-campus 2022	Non-campus 2023	Non-campus 2024	Public Property 2022	Public Property 2023	Public Property 2024
Murder and Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0	0	0	0
Rape	8	2	2	0	2	2	0	0	0	0	0	0
Fondling	7	0	3	0	0	3	0	0	0	0	0	2
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	2	1	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	1	1	0	0	1	0	0	0	0	0	1
Burglary	10	1	3	0	1	3	0	0	0	0	0	0
Motor Vehicle Theft	11	17	4	0	0	0	0	0	0	0	0	0
Arson	1	1	0	0	1	0	0	0	0	0	0	0

## ARRESTS

Incident	On-campus 2022	On-campus 2023	On-campus 2024	On-campus, Residential 2022	On-campus, Residential 2023	On-campus, Residential 2024	Non-campus 2022	Non-campus 2023	Non-campus 2024	Public Property 2022	Public Property 2023	Public Property 2024
Weapons Law Violation	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violation	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violation	0	0	0	0	0	0	0	0	0	0	0	0

## REFERRALS

Incident	On-campus 2022	On-campus 2023	On-campus 2024	On-campus, Residential 2022	On-campus, Residential 2023	On-campus, Residential 2024	Non-campus 2022	Non-campus 2023	Non-campus 2024	Public Property 2022	Public Property 2023	Public Property 2024
Weapons Law Violation	0	1	2	0	1	1	0	0	0	0	0	0
Drug Law Violation	6	37	95	0	37	95	0	0	0	0	0	0
Liquor Law Violation	69	60	186	69	56	186	0	0	0	0	0	0

## VAWA OFFENSES

Incident	On-campus 2022	On-campus 2023	On-campus 2024	On-campus, Residential 2022	On-campus, Residential 2023	On-campus, Residential 2024	Non-campus 2022	Non-campus 2023	Non-campus 2024	Public Property 2022	Public Property 2023	Public Property 2024
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	3	2	0	3	2	0	0	0	0	0	0	0
Stalking	7	6	3	7	2	2	1	0	0	0	0	0

## HATE CRIMES

2022:

- 1 Vandalism/Racial Bias On-Campus Non-Housing.
- 1 Intimidation/Gender Bias On-Campus Residential Hall

2023:

- 2 Intimidation/Ethnic Bias On-Campus Non-Housing.

2024:

- 1 Theft/Larceny/National Origin Bias/Religion Bias On-Campus Non-Housing.
- 1 Vandalism/National Origin Bias On-Campus Non-Housing.

## UNFOUNDED CRIMES

If a Clery Act crime is reported as occurring in any of the College's Clery Act geographic categories and the reported crime is investigated by law enforcement authorities and found to be false or baseless, the crime is "unfounded." Only sworn or commissioned law enforcement personnel may unfound a crime after a thorough investigative process.

2024: No crimes unfounded.

2023: No crimes unfounded.

2022: No crimes unfounded.