

Orange-Ulster BOCES
Newburgh Adult Learning Center
Safety and Security Report



TABLE OF CONTENTS

Executive Summary	3
Campus Locations and Staffing	3
Directory	3
Campus Security Objective	4
Access to Campus Facilities	4
Campus Security Relationship with Law Enforcement	4
Reporting of On-Campus Crimes and Incidents	5
Daily Crime Log	5
Confidential Crime Reporting	5
Advisory Committee on Campus Security	5
Crime Prevention Activities	5
Emergency Response and Notification Procedure	6
Bias Crimes Information	6
Violence Against Women Act	7
Sex Crimes Information	7
Sexual Harassment	10
Alcohol and Drug Regulations	15
Loitering	18
Weapons and Other Prohibited Items on Campus	18
Campus Parking Regulations	18
Emergencies on Campus	18
Emergency Evacuations	19
Crime Offense Definitions	20
Orange-Ulster BOCES Crime Statistics	22

EXECUTIVE SUMMARY

A safe, welcoming and productive environment is critical to the educational mission of Orange-Ulster BOCES. One of the purposes of the Orange-Ulster BOCES Operations and Maintenance/Risk Management Departments is to provide security enforcement and safety services for the agency. Orange-Ulster BOCES Safety and Security Officers/School Resource Officers (SSDs) play a significant role in the agency's ability to establish an educational environment and to maintain the wellbeing and personal safety of all who study at, are employed by or visit the Orange-Ulster BOCES campus.

This report is designed to deliver campus safety and security information to faculty, staff and students and to help ensure that their experiences at Orange-Ulster BOCES may be safe and enjoyable. This report is prepared by the Orange-Ulster BOCES Risk Management Department and any questions regarding it should be directed to the Coordinator of Safety, Duane Lopez, (845) 781-4887.

This report is filed as required by the federal "Crime Awareness and Campus Security Act," (hereafter referred to as the Campus Safety Act) which was last amended in 1998. This report includes statistics for the previous three years concerning reported crimes that occurred on campus or on property owned or controlled by Orange-Ulster BOCES, and on public property within, immediately adjacent to, or accessible from the campuses. This report also includes policies concerning campus security, alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters.

For general information on Orange-Ulster BOCES Safety and Security procedures, contact the Risk Management Department at (845) 781-4887. To get a copy of the full report and crime statistics, please visit <https://ope.ed.gov/campussafety/#/>. The Operations and Maintenance / Risk Management Departments also utilize the following methods to inform students, faculty and staff about security measures on campus: website, the annual Orange-Ulster BOCES Safety and Security Report, student handbook, professional staff policies, and informational brochures and posters issued by the Human Resources department.

CAMPUS LOCATIONS AND STAFFING

Orange-Ulster BOCES operates a Satellite Program in the City of Newburgh located at 3 Washington Center, Newburgh, New York 12550. In addition to an on-duty Deputy Sheriff (School Safety Deputy), the security staff are licensed N.Y.S. Security Guards. The Security Officers and SSDs consists of a pool of personnel charged with meeting the safety and security needs of that program / campus. At the Newburgh Adult Learning Center our Security Officers/SSDs enforce parking rules and regulations and assist in all vehicle and student parking problems.

DIRECTORY

Newburgh Adult Learning Center, Main (845) 781-6715
Security - Extension 10810
School Safety Deputy Sheriff – Extension 10811
Risk Management Department (845) 781-4887
City of Newburgh Police Department (845) 561-3131
City of Newburgh Fire Department (845) 562-1212
Orange County Sheriff's Office (845) 291-4033 / 845-291-2329
All Emergencies – Dial 911

CAMPUS SECURITY OBJECTIVE

The objective of Campus Security is to provide a safe environment for teaching and social endeavors and to protect the lives and property of students, employees and visitors at Orange-Ulster BOCES. This objective is pursued within the framework of Orange-Ulster BOCES rules and regulations and all local,

state and federal laws. The investigation of crimes committed on the campus falls under the jurisdiction of Newburgh Police Department, with assistance from the Security Officers/SSDs. Orange-Ulster BOCES maintains an excellent rapport with the local law enforcement agencies and works closely with them to maintain a safe campus.

Orange-Ulster BOCES upholds the rights of students and staff to know of incidents which occur on campus, measures taken to promote precautions, and swift effective responses to crises. The responsibility for maintaining personal and campus safety is shared by all students, faculty and staff of Orange-Ulster BOCES.

Orange-Ulster BOCES recognizes the necessity of a community which is open and intellectually stimulating, where diversity of ideas is valued and every person's safety, dignity and autonomy is respected whether that person is a student, faculty member or staff member, and regardless of race, ethnicity, age, religion, class, national origin, gender, sexual orientation or disability.

ACCESS TO CAMPUS FACILITIES

Orange-Ulster BOCES provides vehicle and foot patrol protection to its campus. At night and during the times that the campus is officially closed, buildings are locked and only faculty and staff are admitted. Campus employees with assigned offices are issued keys and are responsible for reporting missing or stolen keys. Security Officers / SSDs and maintenance personnel regularly check to assure that all pathways are well lighted and egress lighting is working in hallways and stairwells.

CAMPUS SECURITY AND ITS RELATIONSHIP WITH LAW ENFORCEMENT

Orange-Ulster BOCES enforces the Code of Conduct located on the website, and is responsible for the investigation and documentation of incidents that occur on campus. The Newburgh Police Department holds the primary law enforcement jurisdiction on the Newburgh Adult Learning Center Campus. A Memo of Agreement is also established with the Orange County Sheriff's Office to provide an onsite Law Enforcement presence.

Faculty, staff and students are encouraged to promptly report all crimes to the Security Office, School Safety Deputy and to appropriate law enforcement agencies. Crimes should be reported to the Security Office to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community.

Security Officers / SSDs have received all training mandated by the State of New York including First Aid, CPR and AED training. Additional education has been provided in areas including Advanced Law Enforcement Rapid Response Training, security dispatching and incident reporting. Security staffing support is as follows:

- The Newburgh Adult Learning Center is staffed during school hours by uniformed security personnel.
- Uniformed security staffing levels are adjusted throughout the year as appropriate.

- Immediate response to emergencies is provided by Security Officers / SSDs and, if necessary, by Newburgh Police Department, fire personnel and Mobile Life Support Services personnel.
- Orange-Ulster BOCES also arranges with the local police departments and Orange County Sheriff's Office to provide additional patrols when necessary.
- Additional security personnel and local law enforcement officers may be provided as needed for special events.

REPORTING OF ON-CAMPUS CRIME OR INCIDENT

To report an emergency or serious incident at the Newburgh Adult Learning Center Campus, dial 911 and notify on site security staff at (845) 781-6715 ext 10810, 10811. Incidents may also be reported in person at the Security Office located inside the main entrance of the Newburgh Adult Learning Center Campus Building.

Upon receipt of your call, appropriate security and / or emergency personnel will be dispatched to your location. The SSD will initially investigate any criminal offenses and if necessary, additional resources authorities will be brought in for future investigation and prosecution. The Operations and Maintenance / Risk Management Departments will issue a timely warning notice for situations that may pose a threat to the personal safety and well-being of anyone at the campus through the following methods of communication: email, fax, indoor and exterior emergency speaker system.

DAILY CRIME LOG

Safety and Security maintains a daily log of crimes and incidents occurring on campus that is available for the public to view. This information is recorded by date, time, general location and disposition of the complaint. The daily log is available through the Safety and Security Office at the Newburgh Adult Learning Center Campus upon request.

CONFIDENTIAL CRIME REPORTING

Persons wanting to report a crime or incident can do so confidentially by contacting the security office at Newburgh Adult Learning Center Campus at (845) 781-6715. The reporting person's name will be kept confidential, but the incident may be included in the annual crime statistics report without divulging the person's name or any other information that would infringe on his / her confidentiality.

ADVISORY COMMITTEE ON CAMPUS SECURITY

The Orange-Ulster BOCES Health and Safety Committee, composed of faculty, staff and students, addresses security/safety issues, in addition to various other health and safety matters in a formal setting at regular meetings. It is the committee's charge to review campus safety, security and health issues and concerns. The committee evaluates campus security policies and procedures, recommending changes when needed.

CRIME PREVENTION ACTIVITIES

The Orange-Ulster BOCES campuses are safe and secure environments. Orange-Ulster BOCES cannot guarantee who is on the campus and for what purpose. Individuals should remain alert for their own safety and security. Listed below are some key safety suggestions:

- Pay attention to your personal belongings; keep purses, gym bags, book bags and wallets in your view or under lock and key. Because textbooks are expensive, they may be a temptation to a thief. Put your name on each book and do not leave your books unattended.
- Lock your car doors each time you leave the car.
- Leave nothing in your car within view of a potential thief. Do not, for instance, store your book on the back seat.
- Have your car keys in hand before leaving a building.
- Evening students in particular are encouraged to walk in groups to cars after leaving class.
- If you need to contact the security office from a cell phone, dial (845) 781-6715, ext 10810 / 10811

EMERGENCY RESPONSE AND NOTIFICATION PROCEDURE

In the event that a report of a significant emergency or dangerous situation is received, Security will respond to assess and evaluate the situation. If it is determined that there is a situation which poses a risk to the campus population, the appropriate outside agencies will be notified and the building Principal, or his/her designee, will without delay initiate the chain of command. The District Superintendent will disseminate information regarding the emergency to the larger community as necessary.

It is the policy of Orange-Ulster BOCES to utilize its website or Blackboard Connect as the primary method of contacting the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring on the campus unless issuing a notification will compromise efforts to contain the emergency.

BIAS CRIMES INFORMATION

It is an Orange-Ulster BOCES safety and security priority to protect all members of its campus by preventing and prosecuting bias or hate crimes that occur within the campus' jurisdiction. Hate crimes, also called bias crimes or bias-related crimes, are criminal activities motivated by the perpetrator's bias or attitude against an individual victim or group based on perceived or actual personal characteristics, such as their race, religion, ethnicity, gender, sexual orientation, or disability. Hate/bias crimes have received renewed attention in recent years, particularly since the passage of the federal Hate/Bias Crime Reporting Act of 1990 and the New York State Hate Crimes Act of 2000 (Penal Law Article 485).

Penalties for bias-related crimes are very serious and range from fines to imprisonment for lengthy periods, depending on the nature of the underlying criminal offense, the use of violence or previous convictions of the offender. Perpetrators who are students will also be subject to disciplinary procedures where sanctions including dismissal are possible.

In addition to preventing and prosecuting hate/bias crimes, the Orange-Ulster BOCES Operations and Maintenance/Risk Management Departments also assist in addressing bias-related activities that do not rise to the level of a crime. These activities, referred to as bias incidents and defined as acts of bigotry, harassment, or intimidation directed at a member or group within the Orange-Ulster BOCES community based on national origin, ethnicity, race, age, religion, gender, sexual orientation, disability, veteran status, color, creed, or marital status, may be addressed through the Code of Conduct and the Amended Code of Conduct for Adult Education students. Bias incidents can be reported to the security desk at the Newburgh Adult Learning Center Campus as well as the Human Resources Department.

If you are a victim of, or witness to, a hate/bias crime on the Newburgh Adult Learning Center Campus, report it to the Security Office by calling (845) 781-6715 or stopping by the Security Office. The Security Officers/SSDs will investigate and follow the appropriate adjudication procedures.

VIOLENCE AGAINST WOMEN ACT

The Violence Against Women Reauthorization Act (VAWA) signed into law on March 7, 2013. VAWA closes critical gaps in services and justice. Orange-Ulster BOCES complies with the requirements of this recently adopted act.

SEXUAL CRIMES INFORMATION

If you witness a sexual assault on campus or encounter a potential victim, contact the security office immediately. If immediate medical attention is needed, dial 911.

Remember, assaults—sexual or otherwise—are crimes; they are not the victim’s fault. Victims have the right to pursue adjudication of crimes that occur on our campus through criminal courts and/or through the internal disciplinary process.

Disciplinary Action

Where there is probable cause to believe Orange-Ulster BOCES’ regulations prohibiting sexual misconduct have been violated, strong disciplinary action will be pursued through its own channels. This discipline includes the possibility of suspension or dismissal.

An individual charged with sexual misconduct will be subject to disciplinary procedures, whether or not prosecution under New York State Criminal Statutes is pending. Orange-Ulster BOCES will make every effort to be responsive and sensitive to the victims of these serious crimes.

The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding. Both the accuser and the accused must be informed of the outcome of any institutional disciplinary proceeding that is brought alleging a sex offense.

Applicable Laws & Penalties

New York State laws applicable to sexual assault are found in Article 130 of the New York State Penal Code. The laws provide the legal definitions of sex offenses. One significant element of every sex offense is the lack of consent.

Forcing or coercing someone to have sexual intercourse or engage in other sexual behavior is against the law. Specifically, in New York State, if a person has sexual intercourse because they are fearful for their life or safety, or if they are unable to consent, the behavior of the perpetrator is considered rape. The perpetrator does not need to use a weapon or beat them to make them fearful for their safety.

In part, the law defines various offenses and applicable penalties as follows:

- Sexual Misconduct, a class A misdemeanor, up to 1 year imprisonment
- Rape in the Third Degree, a class E felony, up to 3 years imprisonment
- Rape in the Second Degree, a class D felony, up to 19 years imprisonment
- Rape in the First Degree, a class B felony, up to 25 years imprisonment

- Sodomy in the Third Degree, a class E felony, up to 3 years imprisonment
- Sodomy in the Second Degree, a class D felony, up to 10 years imprisonment
- Sodomy in the First Degree, a class B felony, up to 25 years imprisonment
- Sexual Abuse in the Second Degree, a class A misdemeanor, up to 1 year imprisonment
- Sexual Abuse in the First Degree, a class D felony, up to 10 years imprisonment.
- Stalking in the Fourth Degree, a class B misdemeanor, up to 6 months imprisonment and a fine.
- Stalking in the Third Degree, a class A misdemeanor.
- Stalking in the Second Degree, a class E Felony.
- Stalking in the First Degree, a class D Felony.

Substance Abuse and Sexual Assault

Following are some basic facts on the criminal use of sedating substances to facilitate sexual assault:

- For centuries alcohol has been used to facilitate sexual assault. Today it remains the substance most frequently associated with date rape, and the most accessible sedating substance. Other sedating drugs are increasingly being misused to commit sexual assault by spiking victims' beverages. These are referred to by a number of street names of which you should be aware. These include Liquid Ecstasy, Liquid X, Grievous Bodily Harm and Easy Lay for GHB, and Special K for ketamine. Common street names for Rohypnol include Roofies, Roachies, La Rocha and the forget pill.
- The physical effects of alcohol and sedating drugs are very similar and include impaired judgment and motor coordination, dizziness, confusion and extreme drowsiness. If enough alcohol or sedating substances are consumed, an individual may fall unconscious or may not remember the details of what occurred. *Depending on the substance and the presence of alcohol and other drugs in the person's system, more dangerous and sometimes life-threatening side effects may occur.*

Precautions

Even the best self-defense program cannot completely prevent sexual assault. Be aware that everyone is a potential victim of sexual assault. The most vulnerable target is a woman alone. It is a myth that assault is provoked by a woman's dress or mannerisms. Opportunity and vulnerability are the key factors. Over 80 percent of all sexual assaults are committed by an acquaintance of the victim, but almost half of these victims tell no one about the attack. Many attacks begin with casual conversation. If your gut-level response to a stranger or friend is uneasiness, try and get out of the situation as quickly as possible, even if it means being rude or making a scene. The keys to prevention are awareness, trusting your intuition, and assertive behavior. Take the time to think ahead what you might do in the event of an attack.

The following tips are designed to increase your awareness of personal safety and to encourage you to think ahead about how you would react if assaulted:

- **Be alert to your surroundings**
 - Know your route and stay in well-lighted areas. Walk confidently.
 - Walk with other people whenever possible.
 - Consider carrying a whistle on your key chain and use it if you find yourself in danger.
 - Know the locations of public and blue light telephones, and keep change handy.
 - If you are walking alone, don't use headphones; they distract you and prevent you from being alert.

- **If you travel by car**
 - Always keep your car locked, while you are riding and when it is parked.
 - When returning to your car, do so with your keys in your hand.
 - Check the back seat before you get in.
 - After you get in, re-lock the car immediately and keep the windows up.
 - Do not stop to assist stalled drivers. Drive on and call the police.
 - Do not accept assistance if your car is stalled. Tell anyone who offers help to call the police.
 - Do not pick up hitchhikers.
- **If you travel by bus**
 - Go to the bus stop with other people whenever possible, particularly at night.
 - Don't accept rides from strangers.
- **If you feel you are being followed**
 - Walk to the nearest occupied or well-lighted building, *not* to your car or a bus stop. If on campus, contact campus security for assistance; if off-campus, call the police. Note the appearance of the person or persons; note the license plate number of the car. Your personal safety should come before the security of belongings, such as books, bags, etc. When in doubt, leave them behind.
- **If you feel threatened**
 - Shout "Leave me alone." Others may hear you and/or the potential criminal may be frightened away.
 - Trust your instincts. If you feel in danger, you probably are; don't be embarrassed to seek assistance.
- **At home**, keep the doors and windows locked. Ask repair, service or delivery persons for identification or have them wait outside while you call to verify their employment.
- Learn to **defend yourself**.
- **Teach children** about the potential for sexual assault and what to do if they are ever approached inappropriately. Children should be told that they are never responsible for sexual assault and to tell a trusted adult if an assault should ever occur.

Report all incidents to the Security Office if on campus, to the police if off campus.

SEXUAL HARASSMENT

Introduction

Orange-Ulster BOCES has the responsibility for preventing sexual harassment of our workforce and of our student body. The Equal Employment Opportunity Commission enforces sexual harassment guidelines. Sexual harassment is a violation of federal law under Section 703 of Title VII of the 1964 Civil Rights Act, as amended by the Equal Employment opportunity Act of 1972; under the Title IX of the Education Amendments of 1972; and other human rights and equal opportunity laws.

What is the Law?

Employees

In 1980, the Equal Employment Opportunity Commission issued guidelines under Title VII which state that unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment, submission or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Students

Sexual harassment of students is a violation of Title IX of the Education Amendments of 1972, which prohibits sex discrimination in education. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature where grades or educational progress are made contingent upon submission to such conduct, or where the conduct has the purpose or effect of interfering with the individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment.

What Can You Do?

1. Indicate that the conduct is unwelcome. Be firm.
2. Keep a record of what happened and when. Include dates, times, places, names of persons involved and witnesses, and who said what to whom.
3. File a report with the Security Office located at the Newburgh Adult Learning Center Campus.

Frequently Asked Questions on Sexual Harassment:

Can I be engaging in sexually harassing behavior even if I have no intention of sexually harassing?

Yes. The law says that behavior can be sexually harassing if it has the purpose or effect of substantially interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working environment. In cases where the alleged harasser did not intend harm, the courts have decided that it is not the intent of the doer that matters, but the impact (i.e., the effect) of the behavior on the person being harassed, or more specifically, on any reasonable person standing in that person's shoes. If any reasonable person, standing in the shoes of the recipient, would find the behavior to be sexual harassment, then it is sexual harassment. Recognizing that men and women often have different life experiences and views as to what constitutes sexual harassment, some courts apply the reasonable woman standard when the harassed person is a woman, and the reasonable man standard when the harassed person is a man. See, e.g., *Ellison v. Brady*, 924 F.2d 872 (9th Cir. 1991).

Can I assume that my behavior is welcome, and thus not sexual harassment, if the recipient does not object?

No. While this is particularly true for supervisors, everyone should be cautious about assuming that silence implies consent. In the *Meritor* case, decided in 1986 by the U.S. Supreme Court, the Court found that a supervisor's sexual advances to a subordinate were unwelcome and were sexual harassment, even though the subordinate's response to those advances was to have sexual intercourse with the supervisor on several occasions. *Meritor Savings Bank v. Vinson*, 477 U.S. 57 (1986). The court said, in essence that the critical question was not, "How did the recipient of the advances respond?" but "Were the advances unwelcome?" It found that the advances were unwelcome and noted

that the employee felt that decisions affecting her career might be affected by her response to the advances. It found that any reasonable person standing in her shoes would have found the advances to be unwelcome and that they constituted sexual harassment.

Do men and women have different perceptions of what constitutes sexual harassment?

Of course, generalizations can be misleading and do not apply to everyone. However, several studies suggest that many men and women do see things differently, and that their experiences are quite different. According to a study cited in *Sexual Harassment on the Job*, by attorneys William Petrocelli and Barbara Kate Repa, Nolo Press, 1994, 15% of the men said they would be offended by sexual advances at work, while 75% said they would be flattered. Over 75% of the women said they would be offended by sexual advances at work.

Are there hypotheses for why many men and women have significantly different experiences?

Socialization probably explains most of the difference. Over the years, our society seems to have developed different standards of behavior for men and women. We have accepted a “boys will be boys” mentality, excusing those boys and men who harass girls and women because it’s “natural” for boys and men to behave that way. Instead, it is probably learned behavior, and as such it is behavior that can be unlearned.

Can faculty and staff be guilty of sexually harassing students?

Yes. According to a 1984 study, 30% of undergraduate women experienced one or more levels of sexual harassment from a professor during their undergraduate years. Dzeich and Weiner, 1984, cited in *Educator’s Guide to Controlling Sexual Harassment*, Thompson Publishing Group, June 1994.

Can students be guilty of sexually harassing faculty and staff?

Yes. Students can create a sexually hostile work environment for faculty and staff. Some of the literature refers to this type of harassment as contra-power sexual harassment, since we often think of harassers as people who are in positions of power. However, people who are not in positions of power can be found guilty of sexual harassment.

Can an employee be guilty of sexually harassing another co-worker?

Yes, co-workers may have been in a workplace longer or have more influence with other co-workers or the supervisor. A co-worker making sexual comments, touching or intimidating another worker is engaging in sexually harassing behavior.

What about my right to freedom of speech?

The law makes it clear that we do not have an absolute right to say whatever we want whenever we want without regard to the impact of our comments on the recipients of our speech. But we have never had an absolute right to free speech. We have no right to yell “Fire!” in a crowded movie theater when there is no fire. Nor do we have the right to spread damaging lies about others; we’ll be sued for libel or slander if we do.

Yes, the rules regarding sexual harassment place consequences on us if we subject others to unwelcome behavior of a sexual nature. Indeed, we may not speak freely about sexual matters and ignore the impact our conversation is having on others. Nor may we display sexually explicit material in our work space if it is having the impact of being sexually harassing on others. *Robinson v. Jacksonville Shipyards*, 760 F. Supp. 1486 (1991). The rules say that unwelcome behavior or comments of a sexual nature must stop. Those rules are actually just prodding us to behave professionally and respectfully.

How can I avoid sexually harassing coworkers and students?

Here are a variety of suggestions, which come from a variety of perspectives:

- Observe the “platinum rule”— treat people the way they want to be treated.
- Ask yourself if you would want your parent, spouse, sibling, or child subjected to the kind of behavior you are considering. Or, ask how you would feel if any of those people were to see you behave the way you are considering behaving.
- Ask how you would feel about having your behavior published in the newspaper.
- Become more keyed in to how people respond to your comments. If people wince when you talk about certain things, or if you are the only one initiating conversations on certain topics, then perhaps those topics are not welcome and you should drop them.
- You might consider talking only about work when at work. Remind yourself when you enter your place of employment that the standards for the appropriateness of dialogue are not the same at work as they might be among good friends or in other social settings.
- You might consider adding sex to the list of things one doesn’t discuss in certain settings, along with politics, religion, and sports.
- Always keep in mind the potential costs to your finances, to your reputation, and to your career that a lawsuit for sexual harassment would entail.

How do I avoid even the appearance of impropriety?

To avoid even the appearance of impropriety, keep office and work area doors open whenever possible. Avoid sexist remarks, off-color stories, or lewd jokes. Ask someone to accompany you if you suspect that a meeting you are planning will be uncomfortable for you or for the other party. Make it plain that your intentions are not sexual in nature. Focus on the business at hand. Make it clear, through your behavior, conversation, and actions, that you find sexual harassment offensive and inappropriate. Treat others respectfully and professionally.

Methods for Dealing with Sexual Harassment (Not listed in order of preference or importance)

- Handle the situation yourself:
 - Say “NO”; say it firmly, without smiling, without apologizing.
 - Keep a diary or log. Write down what is happening to you. Include direct quotes, any witnesses, or patterns to the harassment. Have your log witnessed periodically. Save any letters, cards, or notes sent to you. Keep both the log and notes in a secure place, preferably at home.
 - Tell the harasser, in writing, that you object to this behavior. Describe the specific things which offend or upset you. Give the letter to the harasser in front of a witness. Keep a copy of this letter.
- Discuss the harassment with others: friends, fellow students, colleagues, support groups.
- Report incidents to your supervisor or the Human Resources Department.
- File a written complaint. Contact the Human Resources Department, which is a resource for people who believe they have been subjected to discrimination. While identifying yourself generally helps us investigate your concern most effectively, if you prefer, leave an anonymous message.
- Employees may also seek relief through the Equal Employment Opportunity Commission, NY Regional Office, Room 1615, 26 Federal Plaza, New York, NY 10007; or through court action.

Students may also seek relief through the Office of Civil Rights, U.S. Department of Education, 75 Park Place, 14th Floor, New York, NY 10007 or through court action.

Further information concerning Orange-Ulster BOCES's commitment to non-discrimination is available from the Human Resources Department.

Internal Resources

The Human Resources Office is always available to discuss alleged incidents or problems associated with sexual harassment. Employees and students may simply inquire in confidence about their options or they may choose to file an internal complaint using Grievance Procedure for the Review of Allegations of Sexual Harassment. The Orange-Ulster BOCES Title IX Coordinator is Deputy Superintendent, Kerri B. Stroka. For further information, contact: 845-291-0100 or visit <https://www.ouboces.org/contact-us/contact-human-resources>.

Confidentiality

Because of the sensitive nature and potential consequences of a sexual harassment complaint, every effort will be made to maintain confidentiality within the limits of the law. All participants in a complaint must maintain due regard to confidentiality.

External Resources

Equal Employment Opportunity Commission

90 Church Street
New York, NY 10007

Office of Sexual Harassment Issues

NYS Division of Human Rights
55 Hanson Place, Suite 307
Brooklyn, NY 11217 1-800-427-2773

ALCOHOL AND DRUG REGULATIONS

Employee and Student Regulations on Alcohol and Drug Use

In compliance with "the Drug-Free Schools and Communities Amendments of 1989" as mandated by section 22 of public law 101-226, and the Drug-free Workplace act of 1988, Orange-Ulster BOCES will make the following information available to all its students and employees annually:

Employees

As an employee of Orange-Ulster BOCES, one should be aware of the following policy that must be adhered to as a condition of employment:

The unlawful use, possession, manufacture, dispensation, or distribution of controlled substances at all work locations is prohibited.

Employees who unlawfully manufacture, distribute, possess, or use a controlled substance will be subject to disciplinary procedures consistent with applicable board policies for staff.

Employees must notify the Human Resource Office of any criminal drug statute conviction for a violation occurring in the workplace, or at a work site, no later than five (5) working days after such a conviction.

Disciplinary Sanctions

Local, state and federal laws stipulate mandatory fines and imprisonment of individuals convicted of possessing, using or distributing illicit drugs or alcohol on campus. Orange-Ulster BOCES will strictly enforce the Code of Conduct that specifies the disciplinary measures for students who have been found to have possessed, used or distributed drugs or alcohol on campus.

The disciplinary measures specified for employees include: completion of an appropriate rehabilitation program; sanctions resulting from a hearing pursuant to Section 75 of the New York State Civil Service Law for Civil Service Employees and Section 3020A of the New York State Education Law for Certified Staff. These sanctions include one of the following; a reprimand, a fine, suspension without pay, demotion, or dismissal.

Students

In accordance with the Orange-Ulster BOCES Student Code of Conduct, students are prohibited from using alcohol, tobacco, electric cigarettes or illegal substances on school grounds and at school sponsored events.

Students will be subject to progressive disciplinary action, depending upon the severity of the incident. These actions may range from reminders and instruction up to suspension from school. A full description of the expectations of students can be found in the Student Code of Conduct.

In addition to disciplinary actions, students and employees found possessing, using, or distributing illegal drugs and alcohol on college property may be referred to local authorities for prosecution.

Health Risks from Alcohol and Drugs

There are both physical and emotional risks associated with the excessive use of alcohol and the use of illegal drugs. A partial list of these risks includes:

- Alcohol - cirrhosis of the liver, toxic psychosis, neurological damage, physical and emotional dependency. Alcohol use is also a factor in 40-60 percent of all personal injury auto accidents.
- Illegal Drugs - physical and emotional dependency, depression, convulsions (possibly resulting in death), toxic psychosis.
- Any hallucinogenic drug may intensify an existing psychosis.

Counseling / Information / Rehabilitation

Assistance is available for any student or employee who believes he or she has a drug or alcohol related problem. In addition, assistance may be available for immediate family members of employees. One is encouraged to seek assistance from professional services.

Employee Assistance Program (EAP) 1-800-962-7487

ADDITIONAL SERVICES MAY BE FOUND BY CONTACTING:

Alcoholics Anonymous – 845-534-8525

Group support and informational services.

National Institute on Drug Abuse Hotline

1-800-378-4435

An information and referral line that directs caller to treatment centers in the community.

SUBSTANCE ABUSE RESOURCES DIRECTORY

New York State Hot Line 1-800-522-5353 (Monday-Friday)

8:00 a.m. to 12:00 midnight

AA (Alcoholics Anonymous)

(845) 534-8525

Alcohol Crisis Center

(Non-Medical)

(845) 343-1443

Alcoholism & Drug Abuse Council of Orange County

244A Main Street, Goshen

(845) 294-9000

Orange County Drinking Driver Program

(845) 341-4892

Orange County Stop DWI

(845) 294-9000

Catholic Charities Community Services of Orange County

224 Main St., Goshen

(845) 294-5888

305 North St., Middletown

(845) 343-7675

101 Carpenter Place, Monroe

(845) 782-0295

62 Grand Street, Newburgh

(845) 562-8255

RECAP Trust Center

40 Smith St., Middletown

(845) 342-5380

Warwick Community Bandwagon

11 Hamilton Avenue, Warwick

(845) 986-6422

Alcohol & Substance Abuse Treatment at Garnet Health Medical Center

75 Crystal Run Road, Middletown

(845) 333-7818

Counseling Services at Garnet Health Medical Center

75 Crystal Run Road, Middletown

(845) 333-7800

Bon Secours Community Hospital

160 E. Main St., Port Jervis

Detox program: (845) 858-7233

Rehab program: (845) 858-7234

LOITERING

All visitors to the Newburgh Adult Learning Center Campus not having an acceptable, legitimate reason for being on campus are subject to prosecution for loitering under the provisions of Section 240.35 of the New York State Penal Law.

WEAPONS AND OTHER PROHIBITED ITEMS ON CAMPUS

Firearms and dangerous weapons of any type are not permitted on campus. Intentional use, possession, or sale of firearms or other dangerous weapons by anyone is strictly forbidden and is a violation of state and federal law. Other prohibited items include:

- Smoking is prohibited on all Orange-Ulster BOCES grounds, including vaping.
- Use of alcoholic beverages is prohibited anywhere on campus.
- Firearms are strictly prohibited on campus.

CAMPUS PARKING REGULATIONS

Violators of campus parking regulations are subject to prosecution.

- Parking is restricted to vehicles of Orange-Ulster BOCES staff, students and guests.
- During the day, students are permitted to park only in identified student parking lots.
- Parking in the lots is permitted only within the stalls. Drivers should be careful to park within the painted lines. Parking is prohibited adjacent to curbing or lanes painted yellow.
- Overnight or weekend parking is not permitted.

Violations and Parking Security

Security Officers / SSDs will provide security. Violators of the parking regulations are subject to fines. Cars, where necessary, may be towed away at the owner's expense.

EMERGENCIES ON CAMPUS

To report an emergency, **dial 911** and contact Security at (845) 781-6715, ext. 10810, 10811. In order to assist in processing the call quickly and efficiently, please be prepared to give the following information:

- What you saw, heard or found
- The exact location of the incident
- The phone number you are calling from
- Details of the situation
- Your name and address
- **Stay on the line** until you are told to hang up

In the event of any accident or medical emergency on campus:

- **Dial 911 immediately**
- Provide the following information:
 - Immediately notify emergency personnel if the victim is unconscious or not breathing.
 - Describe the type of emergency and assistance needed to the best of your ability.
 - Give your name and location from which you are calling.
 - Give name of victim if known, and their exact location.
 - Hang up last to ensure that emergency personnel have no further questions.

- Be prepared to handle an emergency with the following advance planning:
 - Know the location of nearest first aid kit and AED in your building.
 - Have someone meet the nurse or ambulance attendants at a specified location.
 - Be ready to give as much detail as possible regarding the situation (time of occurrence, potential injuries and possible causes).
- Following are additional emergency phone numbers:
 - Orange-Ulster BOCES Risk Management Office: (845) 781-4887
 - Security: (845) 781-6715, Ext. 10810, 10811
 - City of Newburgh Police: (845) 561-3131
 - Orange County Sheriff's Office (845) 291-4033 / 845-291-2329
- Please be aware that an incident report must be filled out on all accidents involving staff or students

EMERGENCY EVACUATIONS

BUILDING EVACUATIONS: All buildings evacuations will occur when a building alarm (fire alarm) sounds and / or upon notification by Orange-Ulster BOCES personnel, local police or local fire officers. When the building evacuation alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same. Each room in the building has an evacuation map located next to the door to exit that will direct you to the nearest exit. Once outside, proceed to a clear area that is at least 500 feet away from affected building. Keep streets, fire lanes, hydrants, lawns and walkways clear for emergency vehicles and personnel. DO NOT return to an evacuated building unless told to do so by Orange-Ulster BOCES personnel.

ORANGE-ULSTER BOCES CRIME STATISTICS

The Orange-Ulster BOCES Crime Statistics will be made available on the Orange-Ulster BOCES website, at <https://www.ouboces.org/>.

OFFENSE DEFINITIONS: The following definitions for murder, robbery, aggravated assault, burglary, motor vehicle theft, weapons law violations, drug abuse violations, and liquor law violations

are excerpted from the Uniform Crime Reporting Handbook. The definitions of forcible and non-forcible sex offenses are excerpted from the national incident-based reporting edition of the Uniform Crime Reporting Handbook.

Murder / Non-Negligent Manslaughter: The willful (non-negligent) killing of one human being by another. Deaths caused by negligence, suicide, accidental deaths, and justifiable homicides are excluded.

Negligent Manslaughter: The killing of another person through gross negligence.

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

- Forcible Rape is the carnal knowledge of a person, forcibly and / or against the person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity or because of his/her youth.
- Forcible Sodomy is oral or anal sexual intercourse with another person, forcibly and /or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his / her youth or because of his/her temporary or permanent mental or physical incapacity.
- Sexual Assault with An Object is the use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will, or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
- Forcible Fondling is the touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will, or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

Sex Offenses, Non-Forcible: Unlawful, non-forcible sexual intercourse limited to Incest and Statutory Rape.

- Incest is the non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Statutory Rape is the non-forcible 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 inflicting severe or aggravated bodily injury. This type of assault is usually accompanied by the use of a weapon or by 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 larceny or felony, breaking and entering with intent to commit larceny, house-breaking, safe-cracking, and all attempts to commit any of the aforementioned.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle. This includes cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned, including joyriding.

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

Weapons Law Violations: The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as manufacture, sale, or possession of deadly weapons, carrying deadly weapons, concealed or openly, furnishing deadly weapons to minors, aliens possessing deadly weapons, all attempts to commit any of the aforementioned.

Liquor Law Violations: The violation of laws or ordinance prohibiting: the manufacture, sale, transportation, furnishing, possessing of intoxicating liquor, maintaining unlawful drinking places, bootlegging, operating a still, furnishing liquor to a minor or intemperate person, using a vehicle for illegal transportation of liquor, drinking on a train or public conveyance, all attempts to commit any of the aforementioned. (Drunkness and driving under the influence are not included in this definition.)

Drug Abuse Violations: Violations of state and local laws relating to the unlawful possession, sale, use, manufacturing, and making of narcotic drugs. The relevant substances include opium or cocaine and their derivatives (morphine, heroin, codeine), marijuana, synthetic narcotics (Demerol, Methadone) and dangerous non-narcotic drugs (Barbiturates, Benzedrine.)

Hate 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.

UCR Reference Materials

[The NYS Supplement to the FBI UCR Handbook \(June 2013\)](#) (28 pages, 151 KB) is a supplement to the FBI's UCR Handbook. It provides reporting agencies with the definitions and procedures for accurately reporting crime within New York State, and provides guidance on how to correctly classify crime. This manual includes the UCR Cross-Reference Table.

[The DCJS Law Section Reference Table \(March 2023\)](#) (61 pages, 300 KB) identifies all New York State statutes required for Uniform Crime Reporting.

[The UCR Cross-Reference Table \(March 2023\)](#) (70 pages, 271 KB) is a quick-reference of New York State laws by UCR classification. The listing follows the Uniform Crime Reporting classification hierarchy. Adjacent to each UCR Classification are the corresponding New York State Law Codes.

[FBI UCR Summary Manual](#) (179 pages, 1 MB) This link takes you to the central reference for the FBI national crime reporting program. It provides reporting agencies with the definitions, processes and procedures for accurately reporting crime for comparison on the national level. The NYS supplement should be used in conjunction with this handbook.

[Crime Reporting Data Submission Timeline](#) (5 Pages, 64 KB) This calendar provides an overview of the data quality activities DCJS conducts organized by when they occur. Each month is an outline with what agencies can expect to receive from DCJS if follow-up is needed, and tools that agencies can access to help correct any issues that are identified.

Orange-Ulster BOCES Newburgh Adult Learning Center

Criminal Offenses on Campus

	2020	2021	2022
Murder/Non-Negligent Manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0

Orange-Ulster BOCES Newburgh Adult Learning Center Criminal Offenses Noncampus

	2020	2021	2022

Murder/Non-Negligent Manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	1	0	0
Fondling	1	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	1	0
Aggravated Assault	0	3	0
Burglary	1	2	0
Motor Vehicle Theft	1	0	0
Arson	0	1	0

Orange-Ulster BOCES Newburgh Adult Learning Center
Criminal Offenses - Public Property

	2020	2021	2022
Murder/Non-Negligent Manslaughter	0	0	0

Manslaughter by Negligence	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0

Orange-Ulster BOCES Newburgh Adult Learning Center
Hate Crimes - On Campus

	2020	2021	2022
Murder/Non-Negligent Manslaughter	0	0	0
Manslaughter by Negligence	0	0	0

Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Simple Assault	0	0	0
Larceny - Theft	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0

Orange-Ulster BOCES Newburgh Adult Learning Center
Hate Crimes - Noncampus

	2020	2021	2022
Murder/Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0

Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Simple Assault	0	0	0
Larceny - Theft	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0

Orange-Ulster BOCES Newburgh Adult Learning Center
Hate Crimes - Public Property

	2020	2021	2022
Murder/Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0

Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Simple Assault	0	0	0
Larceny - Theft	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0

Orange-Ulster BOCES Newburgh Adult Learning Center

VAWA Offenses on Campus

	2020	2021	2022
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

VAWA Offenses Noncampus

	2020	2021	2022
Domestic Violence	3	1	0
Dating Violence	0	0	0

Stalking	0	0	0
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VAWA Offenses Public Property

	2020	2021	2022
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

Orange-Ulster BOCES Newburgh Adult Learning Center

Arrests on Campus

	2020	2021	2022
Weapons: Carrying, possessing, etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

Arrests Noncampus

	2020	2021	2022
Weapons: Carrying, possessing, etc.	0	0	0
Drug Abuse Violations	3	0	0
Liquor Law Violations	0	0	0

Arrests Public Property

	2020	2021	2022
Weapons: Carrying, possessing, etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

Orange-Ulster BOCES Newburgh Adult Learning Center

Disciplinary Actions on Campus

	2020	2021	2022
Weapons: Carrying, Possessing, Etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

Disciplinary Actions Noncampus

	2020	2021	2022
Weapons: Carrying, Possessing, Etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

Disciplinary Actions Public Property

	2020	2021	2022
Weapons: Carrying, Possessing, Etc.	0	0	0

Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0