“SAFETY is our core RESPONSIBILITY, which we shoulder with PRIDE.”
As an RIT alumnus ('03), I’m extremely pleased to welcome you to RIT’s Public Safety Department. The safety, security, and crime prevention services delivered to students and employees is our unwavering commitment. Above and beyond RIT’s state-of-the art security systems, cameras, and programs, you should know that each Public Safety member proudly provides exemplary involvement. We genuinely care about student success, routinely demonstrated by our commitment to safety and security.

The information included in this report provides an overview of services, prevention strategies, and crime statistics. It’s extremely important for all students and employees to remember that we are part of a larger community, not apart from it, and criminal behavior does occur on campus. Public Safety uniformed officers patrol around the clock, seven days a week, 52 weeks a year, conducting visible patrols campus-wide and providing safety services to the community. Safety is our core responsibility, which we shoulder with PRIDE. We believe crime prevention is a responsibility shared by everyone engaged in learning, living, and working at RIT. Practicing simple prevention techniques and knowing how to report emergencies or criminal behavior to Public Safety are actions we can all take to ensure RIT remains a safe environment.

I hope you find this year’s Security Report to be a helpful resource. Please feel free to stop by our offices located on the first floor of Grace Watson Hall or contact me directly if you have any questions about security issues that are important to you. Thank you for taking time to become better acquainted with our safety services, tips and procedures.
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Mission Statement

The mission of Rochester Institute of Technology’s Public Safety Department is to work cooperatively with the diverse members of our University community to enhance the quality of life on our campus. Our ultimate goal is to deliver professional services and initiatives that provide a safe and pleasant community sensitive to the uniqueness of individuals and groups engaged in the learning process.

Public Safety’s mission incorporates the following values:

**PRIDE** We are proud of our chosen profession in public safety and responsibilities. We remain directly accountable by those we have pledged to serve so diligently.

**RESPECT** To ensure that everyone receives a comprehensive and professional service in a manner that respects the dignity of all persons.

**INTEGRITY** We recognize integrity as the hallmark of a public safety professional and pledge to maintain the highest professional ethical standards as set forth in University policies and procedures.

**DIVERSITY** We value the rich diversity abundant in our campus community and view any diversity education opportunities or initiatives as essential core organization development components.

**EMPOWERMENT** We pledge to develop and empower our members with the authority to use their individual and collective knowledge, skills and resources to resolve the needs of our University community.

Proud To Be Accredited

In March 2014 the Public Safety Department earned reaccreditation status by the International Association of Campus Law Enforcement Administrators (IACLEA). In order to be awarded accreditation Public Safety had to prove the organization was complying with nearly 200 IACLEA standards. The organization is extremely proud of this accomplishment and considers accreditation as a terrific opportunity to better serve the RIT community.

The Public Safety Department entered into the voluntary accreditation process in July 2008, and it will undergo a thorough reaccreditation review every three years during which time the department will submit annual reports attesting to the continued compliance with the standards.
ABOUT PUBLIC SAFETY

About RIT

Rochester Institute of Technology is a privately endowed, coeducational Institute with more than 18,000 students and 3,600 faculty and staff. RIT is also the proud home of the National Technical Institute for the Deaf, which enrolls over 1,400 deaf and hard of hearing students.

RIT grants certificates, associate, baccalaureate, masters, and doctoral degrees and has the nation’s only doctoral program in Imaging Science and Microsystems Engineering. Its Cooperative Education Program is the fourth oldest and one of the largest in the world. The 1,300 acre modern campus is located in Henrietta, NY, a suburb of Rochester, NY, and minutes away from the Greater Rochester International Airport. As part of a larger community, RIT shares many of the same interests and concerns, including a concern about safety. Because offenses do occur on college campuses, the Public Safety Department utilizes a number of measures to ensure that all RIT persons and property are protected as much as possible.

About Public Safety

The Department of Public Safety is staffed by 33 full-time, uniformed, registered New York State Public Safety Officers. All Officers are trained in emergency medical procedures, CPR, automated external defibrillators, American Sign Language, and crisis intervention. A complete background investigation, fingerprint and records check is conducted for all Public Safety Officers. In addition to meeting all training requirements as outlined in the New York State Guard Act, Public Safety Officers also receive over 13 weeks of classroom and field training.

Public Safety Authority

Public Safety Officers are proprietary security officers of the University and receive their authority to maintain public order on the campus from the New York Education Law. Officers do not have the authority to make arrests on RIT owned or controlled property. This requires all colleges and universities in New York to adopt and file with the regents and commissioner of education “rules and regulations for the maintenance of public order on college campuses and other college property”. In protecting the academic interests of the University and ensuring an orderly environment for the promotion of educational progress, Public Safety is empowered to enforce institutional regulations and policy. Public Safety coordinates all requests for services from all law enforcement agencies, fire departments, and other emergency medical and environmental response teams to campus. They conduct foot, mobile, and bike patrols of campus residence halls, apartments, and academic buildings 24 hours a day, with five patrol vehicles and 2 bicycles. The Public Safety Department is located on the first floor of Grace Watson Hall.
Local Law Enforcement

The Public Safety Department maintains a close working relationship with area law enforcement agencies, including the Monroe County Sheriff's Department; the New York State Police; Rochester Police Department and various other federal, state, and local agencies. Regular informational meetings are held with representatives from these agencies, as well as other area campus security departments to discuss local trends and formulate coordinated preventive programs and efforts.

How to Report a Crime

RIT community members are encouraged to accurately and promptly report all crimes and safety related incidents to the Public Safety Department in a timely manner by dialing (585) 475-3333 from an off-campus telephone, or 3333 (TTY) from an on-campus telephone or TTY, download the TigerSafe app, or text to (585) 205-8333. Crimes should be reported to the Public Safety Department for the purpose of making timely warning reports and the annual statistical disclosure. Public Safety Officers will provide information and resources on reporting a crime to the appropriate law enforcement agency when requested by the victim. The New York State Department of Motor Vehicles has authorized Public Safety to file motor vehicle reports. Copies of these accident reports may be obtained from Public Safety by individuals involved in an accident. Incidents involving student records are requested through the Office of Student Conduct.

Public Safety investigates violations of criminal law and the RIT Student Code of Conduct. Alleged violations of the Student Code of Conduct are generally referred to the Student Conduct Office. Criminal prosecutions of incidents that occur on campus, or elsewhere in Monroe County, are coordinated by the Monroe County District Attorney's Office.

Dispatchers are available 24 hours a day to answer your calls. Public Safety will take the required action, whether dispatching an officer or asking the victim to report to our main office in Grace Watson Hall. There are several on campus direct dial emergency telephones and free on campus public telephones located in lobbies and public areas of many buildings.

Additional information obtained via the investigation will also be forwarded to the Office of Student Conduct. If assistance is needed from the Monroe County Sheriff's Office, Public Safety will contact 9-1-1. RIT does not have a formal memorandum of understanding with the Sheriff's Office regarding the investigation of criminal incidents; all crime victims are provided their services as specified on the student’s rights.

Fire Arms: Dangerous Weapons

Firearms, dangerous weapons of any kind, fireworks, or explosive devices are not permitted on the RIT campus. Possession of any of the above could result in arrest and university judicial sanction. Confiscated illegal items are turned over to appropriate law enforcement agencies.

PUBLIC SAFETY SERVICES & RESOURCES

- Lost items online reporting: https://www.rit.edu/fa/publicsafety/safety/lostitems.html
- Blue light courtesy call boxes located campus-wide
- Escort services (mobile and walking)
- Confidential Tip Line: www.rit.edu/fa/publicsafety/forms/tipline
- Safety Voice: www.rit.edu/fa/publicsafety/forms/safetyvoice
- New York State registry and the sex offender Registration Act (SORA): http://www.criminaljustice.ny.gov/nsor/
- Tiger Safe app for apple or android
- Crime prevention awareness programs and information displays
- National Bike registration
- Lost and found
- Motorist assists, jumpstarts and lock-outs
- Residential lock-outs
- Emergency notifications
- Emergency first aid
- Security surveys
- Crisis intervention
- Check on the welfare of students
- Victim/Witness advocacy
- NIMS Compliant

MAINTENANCE OF PUBLIC ORDER ON CAMPUS

The RIT Board of Trustees has delegated authority in security matters to Public Safety and, on May 13, 1996, ratified a delegation stating that Public Safety is empowered and directed to maintain public order on campus for the general safety and protection of RIT students, employees and their guests and such authority includes:

- Enforcement and administration of RIT rules and regulations concerning traffic on campus
- Enforcement of RIT rules and regulations concerning behavior on campus
- The investigation and reporting of suspected violations of RIT rules and regulations to the designated RIT disciplinary authority
- Issuance and enforcement of persona non grata orders pursuant to established policy
- Response to and assistance in campus emergencies and other related activities
Missing Student Notification Procedure
If an individual believes an on-campus student resident to be missing for 24 hours, the Public Safety Department should be contacted immediately at (585) 475-3333, or at IM: ritpublicsafety, or text at (585) 205-8333. The emergency dispatch center is open 24 hours a day, 365 days per year and is located on the first floor of Grace Watson Hall. Local law enforcement will be contacted within 24 hours by the Public Safety Department in all instances of resident students being determined to be missing.

In order to facilitate timely notification, each on campus resident has the option of registering a confidential contact person to be notified if they are determined to be missing. This contact person would be contacted by on campus authorities such as RIT’s Public Safety Department, Division of Student Affairs member(s), or law enforcement officials. Law enforcement will be contacted even if on campus residents do not register a contact person and telephone number. A parent or guardian of a student who is under 18 years of age and not emancipated will be notified by campus officials within 24 hours after he/she is determined to be missing. All reports of missing resident students should be referred immediately to the Public Safety Department.

To register a confidential contact person to be notified in the event that you are determined to be missing, go to Infocenter.rit.edu and select the Student Info System link. Login using your RIT computer account. Click on Personal Information. Select add an Emergency Contact. Enter the name and contact information, select save. You have the option to enter more than one person. The contact information will be registered confidentially, and will be accessible only to authorized campus officials and to law enforcement to conduct a missing person investigation. The Public Safety Department will initiate an investigation of a missing person as soon as possible after receiving a report.

An activities matrix is used so that this type of investigation follows a standard path relative to engaging appropriate resources and technologies both on and off campus. Several campus departments and centers are engaged during the investigation such as Student Affairs; Academic Affairs; Residence Life; Dining Services; and Information & Technology Services to assist Public Safety and law enforcement in the investigation.

Security Policies and Procedures

Academic and Recreational Facilities
All campus roadways, parking lots, and buildings are regularly patrolled by contract officers. All vehicles operated on campus must be registered with the Public Safety Parking office.

Several campus buildings are equipped with intrusion alarms and access control systems which are monitored by Public Safety’s 24 hour central monitoring station. Communication Officers monitor all alarms and incoming telephone emergencies and coordinate the response of all emergency personnel and equipment to campus.

Students, faculty and staff at RIT have access to academic, recreational, and administrative facilities on campus during normal hours of business and designated hours on weekends. Deans, directors, and department heads may submit After-Hours Authorization Forms to Public Safety that allow individuals access beyond normal building hours. This process is initiated through academic department heads and the information is then forwarded to Public Safety.

Residence Areas
Residence Life staff members are trained and instructed in the enforcement of residence hall policies. Doors and elevators leading to residential floors are locked 24 hours a day. Student rooms in the residence halls are equipped with deadbolt locks and all windows have locking devices. Students are provided with individual keys to their rooms and swipe card access to the exterior doors of the residence hall in which they live.

Facilities and landscaping are maintained in a manner that minimizes hazardous conditions. Public Safety Officers regularly patrol the campus and report malfunctioning lights and unsafe conditions to Facilities Management for correction.
Safety Awareness Programs

Public Safety offers a variety of educational and prevention programs on personal safety, responding to armed intruder incidents, cash handling, playing it safe at the front desk and alcohol/drug awareness during each academic semester. Information on safety and security related issues is regularly provided to students and employees through incident notifications, RIT READY newsletters, and brochures. Safety and security information is also communicated over the campus-wide electronic mail system and via Message Center notifications.

Blue Light Call Boxes

Highly visible blue light call boxes, located campus-wide, are not just for reporting emergencies. If you need a vehicle jumpstart, an escort to your car, or are locked out, press the large red button and your call will automatically be connected to the Public Safety Dispatcher. After the button is pushed a small red light will appear which means your call is being dialed to Public Safety. The light turns green when your call is answered. The dispatcher knows your exact location and if you cannot communicate for any reason, an Officer quickly responds to assist you.

Cyber Safety

- Be aware that most users online will remain anonymous and you should treat unknown users as strangers.
- Do not give out personal contact information including address, phone number(s), class schedules, clubs/groups, etc.
- If you’re being harassed online, terminate all contact with the user and report it to Public Safety.
- Online social website users (Myspace, Facebook, etc.) should restrict their profiles to known friends.
- Cyberstalking is real and your personal information should be as secure as your residence or vehicle.
- The fact that “cyberstalking” does not involve physical contact may lead to the misconception that it is less dangerous than “real life” stalking.

Online Services

Three online services aimed at assisting all RIT members are available on the Public Safety website [www.rit.edu/fa/publicsafety/safety/lostitems.html](http://www.rit.edu/fa/publicsafety/safety/lostitems.html). The Lost Items Reporting system enables an RIT member to report lost items to the Public Safety office without having to contact the on-duty dispatcher or visit the office. The report is reviewed on a daily basis and compared against all property secured in the Public Safety office. The report is maintained for a period of 30 days and you will be contacted to claim the property if it is turned into the office. The Confidential Tipline was created to provide all RIT members with the ability to report conditions which may be considered suspicious or endangering behavior. All reports are considered confidential and you will only be contacted if you provide your contact information. We encourage all RIT members to report any immediate condition which could affect the safety or security of the RIT campus through the Public Safety dispatcher. Safety Voice is an online forum available to all RIT community members designed to report safety or security related conditions observed on campus (i.e., burned-out walkway or parking lot light). The Public Safety Department encourages community members to report safety-related issues in a timely manner so that they are appropriately addressed.
Preparation

Take the time to think through your upcoming travel and use this information to plan for emergencies and other special contingencies. Hopefully, you will never be required to act upon your plan, but if an emergency does develop, the time spent planning may ensure your safety (and that of your family). Cultural misunderstandings and inadequate local support services often make crises abroad more intense than similar situations in the United States. Overseas, we must assume greater responsibility for our own safety.

Safety in Numbers

As you consider the issues of safety and security remember you are not alone. Overseas, you have the support and guidance of your University, the U.S. Embassy, colleagues and their families. The best security results from information and support flowing between these resources.

What You Can Do

Keep abreast of current events, not only in the country, but internationally. Know what’s going on in the world that could affect that country. Watch TV news programs, read newspapers and attend embassy security briefings periodically. It is your responsibility to remain current.

Additional Resources

Additional personal safety information pertaining to overseas travel can be found at http://www.travel.state.gov. Click on the Overseas Security Advisory Council section and select the desired topic.

Studying & Working Safely Overseas

RIT maintains academic programs in Dubrovnik and Zagreb, Croatia at the American College of Management and Technology (ACMT) and RIT Dubai in the United Arab Emirates. Specific security information is provided to faculty and students attending the Croatia-ACMT program. Campus authorities such as the RIT Public Safety Department do not exist at Croatia-ACMT.

Because of the cultural differences of foreign countries, students who become victims of crime are encouraged to work through the study abroad site director to assist with reporting crimes to local police. Nonetheless, in the event of an emergency, the local police department should be contacted immediately. Campus law enforcement authorities, such as Public Safety, do not exist at any of the SU Abroad sites.

Campus security procedures, practices, and programs designed to inform students about the prevention of crime are provided during orientation. Students are encouraged to be responsible for their own security and the security of others. RIT’s policies relative to the illegal possession, use, and sale of alcoholic beverages and the possession, use, and sale of illegal drugs are applicable to students completing coursework in foreign countries.

Students should immediately report any sexual assault or attempted sexual assault to the director or staff designee of the study abroad site. This individual will work with you to explain all available options to obtain police assistance, medical attention, and counseling services.
OVERSEAS SAFETY & SECURITY RESOURCES

RIT Protocol

- Names and contact information should be forwarded to the Emergency Dispatcher located in Grace Watson Hall. The Emergency Dispatch Center is open 24 hours a day, 7 days a week, and the telephone number is (585) 475-3333 V/TTY, text (585) 205-8333.

- Prepare a wallet card identifying your blood type, known allergies, required medications, insurance company, and name of person and phone number to contact in case of emergency.

- Remove from wallet all credit cards and other items not necessary for the trip.

- Remove the non-essential papers, such as military or humorous cards, e.g., "Honorary Sheriff".

- Put a plain cover on your passport (covers available in stationery stores).

- Use hard, lockable luggage.

- Be sure luggage tags contain your name, phone number, and full street address; that information is concealed from casual observation; and that company logos are not displayed on luggage.

- Inform family members or friend(s) of specific travel plans.

- Give your family and office a complete itinerary.

- Stay informed! Check for any travel advisories pertinent to countries you plan to visit. Call the Department of State’s Overseas Citizens Services. [Link](http://travel.state.gov/content/travel/english.html)

- Obtain small amount of local currency if possible.

- Do not settle into a routine. Vary times and routes to and from work, school, or social engagements.

- Remember, there is safety in numbers. Avoid going out alone. When traveling long distances by automobile go in a convoy. Avoid back-country roads and dangerous areas of the city.

Emergency Contact

While abroad you may need to be notified of an emergency involving someone in the United States. During a political, social, or natural crisis abroad, your family in the United States will be anxious to get news from you. In preparation for your travels, you should consider gathering the following phone numbers:

- U.S. Embassy/Consulate (Day) (Night)
- Host Country Embassy, Washington, D.C.
- Residence
- RIT Public Safety Department
- International Operator
- Local Police
- Relatives
- Airline(s)
- Department of State
- RIT’s Study Abroad Program

Other Useful Tips

- Assemble a list of telephone numbers.
- Know the location of nearest hospitals and clinics.
- Maintain a set of local maps.
- Know how to get accurate information.
- Meet neighbors and friendly people in your neighborhood.
- Don’t repeat rumors.
- Locate fire department and police stations.
- Establish and participate in a buddy system.
Emergency Preparedness

RIT uses a comprehensive approach to emergency management. This approach includes pre-incident planning, emergency response capabilities, a crisis management program, and operational recovery strategies. The approach is tied together with a robust communication system that allows the university to respond to and recover from critical incidents.

Our approach integrates fully with local, state and federal emergency service professionals. RIT regularly communicates, prepares, and practices emergency management with area service providers through Monroe County’s Office of Emergency Preparedness. In an emergency situation, we are prepared to work together to stabilize the situation, maintain the safety of all, take action to minimize the impact, and prepare for the transition to normal business operations.

We ask for your support by staying alert to any suspicious behavior and securing your property, vehicle and residences. Report any emergencies to Public Safety at 585-475-3333 (V/TTY). You can also support emergency preparedness and response by becoming familiar with the emergency and safety procedures on the Public Safety web site and follow instructions when an emergency happens.

Evacuation Procedures:

Four evacuation levels are used on campus:

**LEVEL 1** – Individual Building Evacuation. These are initiated by appropriate alarms (fire), and require all individuals to immediately evacuate a building. Evacuation routes and procedures are posted inside campus buildings. Center for Residence Life personnel and facility managers are trained how to appropriately evacuate campus buildings. RIT’s Fire Safety Technician coordinates regular unscheduled fire drills in residential areas during the year.

**LEVEL 2** – Temporary Sector Evacuation (short term). These are initiated by the appropriate emergency response organization based on the individual threat to the sector. These apply most specifically to the need to evacuate student residence halls. Resident students will be accommodated in community mass care shelters and other temporary housing for a short term.

**LEVEL 3** – Temporary Full Evacuation (short term). The entire campus must be evacuated due to a university-wide threat (i.e. flood, pandemic). All non-essential staff and faculty will be released, classes and events cancelled as necessary. Student residence areas will be evacuated as in a Level 2 evacuation.

**LEVEL 4** – Full Evacuation (long term). The entire campus community will be evacuated with limited essential staff remaining. Classes and events will be cancelled as necessary. Resident students will be asked to go to their home of record for the duration of the emergency (i.e. high severity index pandemic flu).
Timely Warnings

The law requires “timely reports to the campus community on crimes considered to be a serious on-going threat to students and employees”. These crimes may include, but are not limited to: criminal homicides, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft and arson as well as hate crimes. The investigating officer or an investigator will collect all of the necessary facts in order to formulate the crime alert with relevant facts and crime prevention information. The Public Safety Director or Assistant Director authors Crime Alert notifications regarding more serious incidents and distributes them electronically via email and Message Center to the entire campus community. Electronic Crime Alerts are also available at: http://www.rit.edu/fa/publicsafety/crime-alert-archives

Campus Community Notifications

RIT uses some or all of the available options in the emergency notification system to notify the campus community of any situation that presents an immediate threat to the health or safety of students or employees occurring on campus. The forms of communication available are: RIT Alert, Alertus beacons, RIT Message Center (email), voicemail messages to all business phones, message on the RIT emergency closing phone line (585-475-7075v or 585-475-7076tty), www.rit.edu, www.rit.edu/news, http://emergency.rit.edu, RIT Facebook and RIT University News Twitter. Local media outlets may also be used including television and radio.

Prompt confirmation that a significant campus emergency or dangerous situation has occurred is made by the Public Safety Department, the Environmental Health & Safety Office or the principal office/person in a position to confirm an emergency. Supervisory personnel in the Public Safety Department are regularly trained in the procedure to activate RIT Alert system and the ALERTUS beacons during table top training.

The on-duty Public Safety Supervisor is the person primarily responsible to determine the content of a message and promptly initiate the initial immediate notification. A supervisor is on-duty 24/7, 365 days a year. The RIT Emergency Manager can also initiate notifications, as well as the Public Information Officer (PIO) and the Business Continuity Director.

Appropriate segments of the community to notify are determined by the facts on hand. For example, a severe weather alert impacting the entire campus would be communicated to all students and employees as well as using the appropriate internal and external communications channels. The first message is initiated by the on-duty Public Safety supervisor and subsequent messages are sent by the PIO or his/her designee at the University News Service. Several pre-scripted messages are programmed into the RIT Alert system. These messages cover campus emergencies taking into account the safety of the campus community as well as commuters, residents, employees and visitors. Fact gathering is conducted by the Public Safety Department prior to the decision to activate RIT Alert. These emergencies include severe weather, incidents that may require to shelter in place, individual building emergencies, bomb threats, hazardous material incidents, and any other incident which may cause immediate danger to the health and safety of the community. These messages can be modified prior to sending a notification or a new message can be created depending on the specific emergency. Personnel can activate RIT Alert from a departmental cellular telephone or from a desk top computer.

Testing the Notification Process

RIT Alert is tested at least annually by the Public Safety Department. Tests are announced to ensure the system is working properly. Data is used to improve the notification system. Internal communication systems are tested in conjunction with RIT Alert, including Message Center, voice mail blasts to all campus telephones and updates to RIT’s main telephone number and “Emergency Closing Line”. As part of communicating the test, RIT describes its emergency notification procedures and the communication methods used.

Testing Emergency Response and Evacuation

Evacuation drills are coordinated by the Environmental Health and Safety office and the Business Continuity Office. Two drills per year are coordinated for administrative and academic facilities, while three drills per year are coordinated for Residence Halls. The purpose of the evacuation drills is to prepare building occupants for an organized evacuation in case of an emergency. During the drill, occupants “practice” drill procedures and familiarize themselves with exits and the sound/sight of the fire alarm. The drills are monitored by Environmental Health and Safety. Information regarding evacuation and shelter-in-place procedures is at http://emergency.rit.edu, and in the Emergency Action Plan, https://www.rit.edu/~w-emg/pdfs/basic.pdf

In addition to the evacuation drills, RIT Public Safety and the Business Continuity Office conduct numerous drills and exercises throughout the year, and conduct follow through activities designed for assessment and evaluation of emergency plans and capabilities. RIT publishes a summary of its emergency response and evacuation procedures in conjunction with at least one drill or exercise each calendar year. Please visit http://emergency.rit.edu to learn more about emergency planning, response, and communication at RIT.
Prohibiting Discrimination & Harassment Policy

RIT prohibits discrimination and harassment on campus, or at any RIT activities off campus, by its administrators, faculty, staff, students and student organizations and external organizations in their operations with RIT. RIT defines discrimination as behavior that uses age, citizenship, color, creed, disabilities, gender, marital status, national origin, political affiliation or preference, race or sexual orientation as a basis for:

- making hiring or admission decisions at RIT.
- determining participation in programs at RIT or sponsored by RIT.
- making decisions affecting an individual’s employment or advancement, grade or academic standing, or access to any benefit or privilege at RIT, except where distinctions are bona fide or otherwise permitted or required by law.

RIT defines harassment as unwelcome physical contact, conduct, or communication that has the purpose or effect of:

- unreasonably interfering with an employee’s or student’s work, academic activities, or residential life at RIT or participation in RIT-sponsored programs or events.
- creating an intimidating, hostile, or abusive environment for an employee or student at RIT or in RIT-sponsored programs or events, as determined by RIT’s process for resolution.

RIT is committed to an environment that encourages, promotes, and protects free inquiry and free expression. Members of the RIT community have the right to hold, express vigorously, defend and openly promote their ideas and opinions. The RIT policy prohibiting discrimination and harassment is not intended to restrict freedom of speech or any form of artistic or visual expression.

The entire RIT Policy Prohibiting Discrimination and Harassment can be found at the following link: http://www.rit.edu/academicaffairs/policiesmanual/sectionC/C6.html

Prohibited Conduct: What is Stalking?

According to the National Center for Victims Crime, 1 in 12 women and 1 in 45 men will be stalked in their lifetime. Stalking can be simply defined as a course of conduct directed at a person designed to cause a reasonable person to feel fear. The RIT Student Code of Conduct defines stalking as “a person engages in a course of conduct directed to a specific individual that is likely to cause such individual to have a reasonable fear of harm to his or her physical or emotional health, safety or property. Such conduct may include, but is not limited to: repeatedly engaging in unwanted contact or communication (including but not limited to, face-to-face communication, telephone calls or messages, electronic mail, written letters, gifts, or threatening or obscene gestures); surveillance; followings; trespassing; or vandalism”.

The National College Women Victimization study in 2000 reported that 83% of all stalking incidents were not reported to campus law enforcement authorities and 80% of the victims knew or had seen the stalker before. Three of the 10 victims surveyed reported emotional or physical injuries and 3% sought some type of counseling. In most instances immediate action taken by the victim will result in the stalking behavior to cease immediately.

Documentation of the incident including dates and times, statements, emails / notes / IM’s / etc, witness copies of photographs, and audio recordings can be helpful in a future proceeding with the office of Student Conduct and in criminal courts. Public Safety will discuss all options with a victim including investigating and reporting options both on and off campus and take immediate steps to enhance the safety of the victim. Additional campus resources include the RIT Women’s Center, CARES Program, the Office of Student Conduct, and the RIT Human Resources Department.
Handling Bias-Related Offenses

Under the New York State Hate Crimes Prevention Act of 2000, a bias-related crime is committed when a person commits a specified offense such as murder, assault, kidnapping, arson, vandalism, or other crimes against an individual because of his or her Race, Religion, Ethnicity, National Origin, Gender, Sexual Orientation, Disability, or Gender Identity. The new law helps reinforce the message that hate crimes will not be tolerated.

This law also helps ensure that college students are informed about bias crimes and RIT policies and procedures address these offenses. Circumstances of reported bias-related incidents at RIT include verbal and written harassment directed against an individual. Public Safety vigorously and thoroughly investigates these offenses. Each case involving student misconduct is forwarded to Student Conduct and Mediation Services for adjudication. Victims are routinely encouraged to request the Monroe County Sheriffs’ Office to pursue criminal charges in local courts, and the Institute fully cooperates with law enforcement and other agencies in the enforcement of criminal law on campus. Sanctions against perpetrators may include, but are not limited to, disciplinary probation, suspension, termination of employment, criminal prosecution, and civil prosecution. In all cases, the medical and psychological needs of the victim are the top priority, and professionally trained RIT Counselors are available 24/7 for anyone who has been victimized. The RIT Counseling Center is located on the second floor of the August Center and appointments can be made by calling 475-2261/475-6897-(TTY).

Each year, RIT community members are advised about security policies and procedures in RIT’s Safety and Security Report. Included in the report is information on how to report a crime, available safety awareness programs, RIT drug and alcohol polices, and reported campus crime statistics. Crime alerts are electronically distributed on campus when serious crimes are reported. Our Community is welcome to view the crime log located in the Public Safety office. The Safety and Security report is available on Public Safety’s website at www.rit.edu/~w-policy/sectionD/D18.html.

Procedures for Reporting

RIT has procedures in place that serve to be sensitive to those who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges as well as the availability of counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance and other services on and/or off campus as well as additional remedies to prevent contact between a complainant and an accused party, such as housing, academic, transportation and working accommodations, if reasonably available. RIT will make such accommodations, if the victim requests them and if they are reasonable available, regardless of whether the victim chooses to report the crime to Public Safety or local law enforcement.

After an incident of sexual assault and/or domestic violence, the victim should consider seeking medical attention as soon as possible. In New York evidence may be collected even if you chose not to make a report to law enforcement. It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours so that evidence may be preserved that may assist in proving that the alleged criminal offense occurred/or is occurring or may be helpful in obtaining a protection order. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted disease. Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to the RIT conduct process, investigators or police. Although the RIT strongly encourages all members of its community

Handling Of Sexual Assaults, Sexual Harassment, Dating Or Domestic Violence And Stalking Incidents

Rochester Institute of Technology does not discriminate on the basis of sex in its educational programs, sexual harassment and sexual violence are types of sex discrimination. Other acts can also be forms of sex-based discrimination and are also prohibited whether sexually based or not and include dating violence, domestic violence, and stalking. As a result, RIT issues this statement of policy to inform the community

of our comprehensive plan addressing sexual misconduct, educational programs, and procedures that address sexual assault, domestic violence, dating violence, and stalking, whether the incident occurs on or off campus and when it is reported to a University official. In this context, RIT prohibits the offenses of domestic violence, dating violence, sexual assault and stalking and reaffirms its commitment to maintain a campus environment emphasizing the dignity and worth of all members of the university community. For a complete copy of the RIT policy governing sexual misconduct visit:


In situations of domestic violence, stalking, and dating violence, the RIT strongly encourages all members of its community
to report violations of this policy to law enforcement, it is the victim’s choice whether or not to make such a report and victims have the right to decline involvement with the police. RIT will assist any victim with notifying local police if they so desire. The Monroe County Sheriff’s Department may also be reached directly by calling 911, or in person at

**Monroe County Sheriff’s Department**
245 Summit Point Dr.
Henrietta, NY 14467

Additional information about the Monroe County Sheriff’s Department may be found online at: [http://www2.monroecounty.gov/sheriff-index.php](http://www2.monroecounty.gov/sheriff-index.php)

If you have been the victim of domestic violence, dating violence, sexual assault, or stalking, you should report the incident promptly to the Title IX Coordinator:

**Judy Bender**
Assistant Vice President
Human Resources
5000 George Eastman Hall
12 Lomb Memorial Dr.
585-475-4315
jebpsn@rit.edu

by calling, writing or coming into the office to report in person or to Public Safety. RIT will provide resources, on campus off campus or both, to include medical, health, to persons who have been victims of sexual assault, domestic violence, dating violence, or stalking, and will apply appropriate disciplinary procedures to those who violate this policy.

As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. If a victim chooses not to make a complaint regarding an incident, he or she nevertheless should consider speaking with Public Safety or other law enforcement to preserve evidence in the event that the victim changes her/his mind at a later date.

**Responding to and Preventing Sexual Harassment, Sexual Assault, Dating Violence, Domestic Violence, and Stalking**

Statistics in recent years have shown that reported incidents of rape and other forms of sexual assault on college campuses have increased nationwide. These types of incidents can be perpetrated by strangers, acquaintances, or dates. In fact, contrary to the belief that most rapists are strangers, women are actually much more likely to be abused by someone they know.

RIT is committed to creating and maintaining a community in which students, faculty, and staff can work, learn, and live together in an atmosphere free of all forms of harassment, exploitation, intimidation, or assault. RIT seeks to maintain a community in which men and women are equally respected.

RIT seeks to educate the campus community about the common circumstances that can lead to such offenses, possible methods of prevention and available resources for victims and accused. Individuals who commit these crimes are subject to severe sanctions through the student conduct process, the Human Resources office and/or the local criminal justice system. Upon completion of an impartial investigation, trained staff in the Student Conduct Office or Human Resources Department will conduct a hearing to determine outcomes from the complaint. Sanctions may include warning, disciplinary probation, suspension, expulsion, termination of employment, criminal prosecution and civil suits. Victims are informed of their options and supported and assisted by RIT in pursuing the desired judicial process. The student conduct process maintains a different standard of proof than the criminal process in determining accountability. The student conduct process uses the preponderance of evidence standard of proof while most criminal processes use beyond a reasonable doubt.

Sexual assaults and any other sex crimes should be reported to Public Safety as soon as possible. Victims may also report these crimes to the Monroe County Sheriff’s Department and RIT personnel are available to assist the victim in notifying these authorities if he or she requests the assistance of the police. When the victim of a crime elects to or is unable (physically/mentally) to make such a report, Public Safety will assist with contacting the Monroe County Sheriff’s Department. When an incident is reported to any campus representative (Public Safety, Student Affairs, Residence Life staff, the Counseling Center, Student Health Services) the medical and psychological needs of the victim become top priority. Staffs in all of these areas are trained to provide immediate support to victims while seeking the appropriate professional resources from other campus services. Immediate referral to appropriate counseling services is encouraged for all victims.

Public Safety staff trained in conducting prompt and fair sexual assault, domestic violence, dating violence, and stalking investigations will conduct a thorough and well documented investigation of the incident and provide resources and support throughout the process. Preserving evidence is very important for proof of a criminal offense in court as well as during the student conduct process. Victims may also contact Rape Crisis Services of Planned Parenthood (now called RESTORE) at their 24 hour confidential line (585-546-2777 or 585-546-7582(TTY) for counseling and support services provided beyond those provided by RIT. RIT makes...
referrals to numerous Rochester area agencies including Alternatives for Battered Women and the Monroe County Sheriff's Department Victims’ assistance advocates.

Following the report of an incident, University officials will seek to identify appropriate alternative living and academic arrangements until such time as the conduct process is complete. Campus judicial process allows for victims and accused to have others present during conduct proceedings. Victims and those accused of all sexual assault cases are informed of the outcomes of the conduct process. The student conduct process can be viewed in its entirety at:

http://www.rit.edu/~w-policy/sectionD/D18.html
http://www.rit.edu/~w-policy/sectionD/D18_1.html

RIT has a Security Advisory Committee representing students, faculty and staff. Each year this committee makes a report to the president on the following issues:

- How RIT educates the University community about sexual assault, personal safety and crime prevention.
- How reporting of sexual assaults and victims are managed at RIT.
- How RIT refers complaints to appropriate authorities.
- What provisions RIT has for counseling victims.
- How RIT responds to inquiries from concerned persons.

**SEXUAL HARASSMENT & SEXUAL ASSAULT AWARENESS**

Communicate your limits clearly. It is your right to say “no” when you mean “no”, even if you are attracted to someone or previously had sex with that person.

Be assertive. Don’t worry about being polite if someone is not respecting your wishes.

Be alert. Alcohol and other drugs can impair your judgment and ability to make good decisions.

Always have a plan to get yourself home.

Trust your instincts. If you feel uneasy, uncomfortable, or confused. It is important to protect yourself.

Remember that it’s okay not to “score” on a date. It is never acceptable to use pressure or force in sexual situations.

Be aware that having sex with someone who is mentally or physically incapable of giving consent is legally defined as rape. This definition includes anyone who is high or drunk and unable to consent.

Interrupt someone whom you see violating (verbally or physically) another person’s space.

**Commons myths about acquaintance/date rape:**

- Women say “no” when they really mean yes. This is a dangerous myth. Take no for an answer or ask for clarification!

- Women who don’t fight back haven’t been raped.

- Intimate kissing or certain kinds of touching mean that intercourse is inevitable.

**Sexual Assault Risk Reduction Tips:**

- Communicate your limits clearly. It is your right to say “no” when you mean “no”, even if you are attracted to someone or previously had sex with that person.

- Be assertive. Don’t worry about being polite if someone is not respecting your wishes.

- Be alert. Alcohol and other drugs can impair your judgment and ability to make good decisions.

- Always have a plan to get yourself home.

- Trust your instincts. If you feel uneasy, uncomfortable, or confused. It is important to protect yourself.

- Remember that it’s okay not to “score” on a date. It is never acceptable to use pressure or force in sexual situations.

- Be aware that having sex with someone who is mentally or physically incapable of giving consent is legally defined as rape. This definition includes anyone who is high or drunk and unable to consent.

- Interrupt someone whom you see violating (verbally or physically) another person’s space.
Definitions

There are numerous terms used by RIT in our policy and procedures.

**Consent** is defined in New York Penal Law 130.05 as Sex offenses; Lack of Consent

1. Whether or not specifically stated, it is an element of every offense defined in this article that the sexual act was committed without consent of the victim.

2. Lack of consent results from:
   a. Forcible compulsion; or
   b. Incapacity to consent; or
   c. Where the offense charged is sexual abuse or forcible touching, any circumstances in addition to forcible compulsion or incapacity to consent, in which the victim does not expressly or impliedly acquiesce in the actor’s conduct; or
   d. Where the offense charged is rape in the third degree as defined in subdivision three of section 130.40 in addition to forcible compulsion, circumstances under which, at the time of the act of intercourse, oral sexual conduct or anal sexual conduct, the victim clearly expressed that he or she did not consent to engage in such act, and a reasonable person in the actor’s situation would have understood such person’s words and acts as an expression of lack of consent to such act under all circumstances.

3. A person is deemed incapable of consent when he or she is:
   a. Less than 17 years old; or
   b. Mentally disabled; or
   c. Mentally incapacitated; or
   d. Physically helpless; et al

**Sexual Assault** is an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI’s Uniform Crime Reporting system. A sex offense is any act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

**Rape** is 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. This definition includes any gender of victim or perpetrator.

**Fondling** is defined as the touching of the private parts of another person for the purposes of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

**Incest** is defined as nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

**Statutory Rape** is defined as nonforcible sexual intercourse with a person who is under the statutory age of consent.

**Forcible Rape** (through 2012) is the Carnal knowledge of a person, forcibly and/or against that person’s will; or not forcibly against the person’s will when the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth). This offense includes the forcible rape of both males and females.

**Stalking** (42 U.S.C. 13925(a)) is engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
   a. Fear for the person’s safety or the safety of others; or
   b. Suffer substantial emotional distress

For the purposes of this definition—

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

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

(iii) Reasonable persons means a reasonable person under similar circumstances and with similar identities to the victim.

For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.
Domestic Violence (42 U.S.C 13925(a)) Includes felony or misdemeanor crimes of violence committed by:

- a. A current or former spouse or intimate partner of the victim
- b. By a person with whom the person shares a child in common
- c. By a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner
- d. 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
- e. 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 (42 U.S.C 13925(a)) is a violation committed by a person

- a. Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- b. The existence of such a relationship shall be determined based on the reporting party's statement with consideration of:
  - i. The length of the relationship,
  - ii. The type of relationship,
  - iii. The frequency of interaction between the persons involved in the relationship

For the purposes of this definition:

(i) Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

(ii) Dating violence does not include acts covered under the definition of domestic violence.

Incapacitation means the inability, temporarily or permanently, to give consent because the individual is mentally and/or physically helpless, asleep, unconscious, or unaware that sexual activity is occurring.

Incapacitation may result from the use of alcohol and/or drugs. Incapacitation is a state beyond drunkenness or intoxication. The impact of alcohol and other drugs varies from person to person; however, warning signs that a person may be incapacitated may include slurred speech, vomiting, unsteady gait, odor of alcohol, combativeness, or emotional volatility.

Accused means any member of the RIT community alleged to have engaged in conduct in violation of this Policy.

Complainant means RIT. In matters involving sex discrimination, sexual harassment, sexual misconduct, sexual violence, dating violence, domestic violence, or stalking the Complainant will also include the recipient of alleged misconduct, provided that the Complainant is a Student. Complainants in these cases will have the same rights under the Student Code as are provided to the Accused.

Unwelcomed Conduct means conduct that is not initiated by the recipient or which is regarded as offensive to the recipient, without regard to the intent of the individual engaging in the conduct. Unwelcomed conduct can be persistent, pervasive, or severe and can include sexual misconduct or sexual violence.

HARASSMENT: Abuse, threats, intimidation, assault, coercion and/or conduct, by physical, verbal, signed, written, photographic or electronic means, which unreasonably interferes, threatens or endangers any person on RIT premises or at university sponsored or supervised functions. Harassment includes sexual harassment which is Unwelcomed Conduct of a sexual nature which is made a condition of employment or academic status, or unreasonably interferes with the work or educational environment.

Discrimination. The treatment of an individual based on that individual’s group, class, or category. Group, class, or category includes, but is not limited to, race, religion, age, citizenship, color, creed, culture, including deaf culture, actual or perceived disabilities, gender, marital status, ethnic or national origin, political affiliation or preference, military or veteran status, sexual orientation, gender identity, gender expression, or genetic predisposition.

(CONTINUED ON THE NEXT PAGE)
DEFINITIONS / NEW YORK STATE SEX OFFENSE LAWS

**Sex Discrimination** The treatment of an individual based on that individual’s gender. Sex discrimination includes sexual misconduct, and sexual violence. Sexual Misconduct is any form of unwanted sexual contact. Unwanted sexual contact means against a person’s wishes or without consent, including those instances in which the individual is unable to give consent because of unconsciousness, sleep, impairment, incapacitation, or intoxication due to alcohol or other drugs. Sexual Violence is any act of a sexual nature prohibited by applicable federal, state, or local laws including, but not limited to, rape, sexual abuse, sexual assault, sexual battery, and sexual coercion.

**STALKING** Stalking occurs when a person engages in a course of conduct directed at a specific individual that is likely to cause such individual to have a reasonable fear of harm to his or her physical or emotional health, safety, or property. Such conduct may include, but is not limited to: repeatedly engaging in unwanted contact or communication (including but not limited to face-to-face communication, telephone calls or messages, electronic mail, written letters, gifts, or threatening or obscene gestures); surveillance; following; trespassing; or vandalism.

**Dating Violence** Violence by an individual who has been in a romantic or intimate relationship with another individual and which violence unreasonably interferes with the work or educational environment. Whether there was such a relationship will be gauged by its length, type, and frequency of interaction.

**Domestic Violence** Violent misdemeanors and felony offenses committed by an individual’s current or former spouse, current or former cohabitant, an individual similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law and which violence unreasonably interferes with the work or educational environment.

**NEW YORK STATE SEX OFFENSE LAWS**

**Sexual Misconduct** Sexual intercourse with another person without such person’s consent.

Penalty: Class A misdemeanor

**Rape** Sexual intercourse with another person who is incapable of consent by reason of some factor other than being less than seventeen years old.

Being eighteen years old or more, engages in sexual intercourse with another person less than fifteen years old; by reason of being mentally disabled or mentally incapacitated.

By forcible compulsion; or who is incapable of consent by reason of being physically helpless.

Penalty: Class E to Class B felony.

**Sexual Abuse** Subjects another person to sexual contact without the latter’s consent; by forcible compulsion; when such other person is incapable of consent by reason of age; by reason of being physically helpless; or when the other person is less than eleven years old.

Penalty: Class B misdemeanor to Class D felony.

**Aggravated Sexual Abuse** He or she inserts a foreign object or finger in the vagina, urethra, penis, or rectum of another person and the other person is incapable of consent by reason of some factor other than being less than seventeen years old; causing physical injury to such person and such person is incapable of consent by reason of some factor other than being less than seventeen years old. Use of force, being physically helpless, and age of the victim impacts severity of penalties.

Penalty: Class E to Class B felony.

**Stalking** When a person intentionally, and for no legitimate purpose, engages in a course of conduct directed at a specific person, and knows or reasonably should know that such conduct:

1. is likely to cause reasonable fear of material harm to the physical health, safety or property of such person, a member of such person’s immediate family or a third party with whom such person is acquainted; or

2. causes material harm to the mental or emotional health of such person, where such conduct consists of following, telephoning or initiating communication or contact with such person, a member of such person’s immediate family or a third party with whom such person is acquainted, and the actor was previously clearly informed to cease that conduct; or

3. is likely to cause such person to reasonably fear that his or her employment, business or career is threatened, where such conduct consists of appearing, telephoning or initiating communication or contact at such person’s place of employment or business, and the actor was previously clearly informed to cease that conduct.

Penalty: Class E to Class B felony.
Sexual Assault Prevention & Awareness Programs

In 2013, 379 faculty and staff participated in Harassment and Discrimination training. Early intervention training, which provides information about reporting behaviors of concern and crimes to the appropriate campus department, was presented to 131 more faculty and staff members. Over 350 faculty and staff members have received training on an overview of Title IX including reporting options. Campus Security Authority training has been presented to over 250 faculty, staff, and students who provide direct services to students. RIT sponsors programs annually such as Take Back the Night.

All new students are required to participate in the Campus Clarity Program titled Think about it and Talk about it which included topics of consent and what it means to be impaired. 2400 new students participated in the Fall. Most of the Greek community and all Athletes attended a presentation on Title IX and the Violence against Women act.

How to be an Active Bystander

Bystanders play a critical role in the prevention of sexual and relationship violence. They are “individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it.”1 We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. Below is a list2 of some ways to be an active bystander. If you or someone else is in immediate danger, dial 911 or call Public Safety. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

1. Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are ok.
2. Confront people who seclude, hit on, try to make out with, or have sex with people who are incapacitated.
3. Speak up when someone discusses plans to take sexual advantage of another person.
4. Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
5. Refer people to on or off campus resources listed in this document for support in health, counseling, or with legal assistance.

Good Samaritan Protocol

Student health and safety is a primary concern for the university community. Students are expected to contact Public Safety when it is believed an individual needs medical attention due to the abuse of alcohol or other drugs including prescription, over the counter, or other. The Good Samaritan Protocol is designed to provide education rather than discipline when a student voluntarily contacts university personnel (e.g., Public Safety, Resident Advisor/Community Advocate) or outside emergency services for medical assistance related to alcohol or other drugs. Individuals covered by the Good Samaritan Protocol are the caller, the person in need of assistance, the host Student organization, and any witnesses named in the incident report.

Center for Student Conduct staff determine whether or not the Good Samaritan Protocol is applicable for each incident. Incidents involving sex discrimination, sexual harassment, sexual misconduct, sexual violence, dating violence, domestic violence, or stalking shall be covered by the Good Samaritan Protocol for those students reporting or intervening to prevent harm to a particular student. Incidents involving other violence or serious code violations, such as hazing, will not apply. A conduct officer will contact the Student or the Student organization involved in the incident to arrange for a meeting. There will be no official charges or conduct status from the university through the Good Samaritan Protocol. The person who made the call to university personnel may be invited to the meeting. At the meeting, the incident will be reviewed with the Student or the Student organization involved in the incident to determine an appropriate educational response, which could include participation in an educational group or class, program presentations, counseling intake session, or substance abuse education and/or evaluation. A response may also include parental/guardian notification of the incident.

If a Student or Student organization fails to attend the initial meeting with the conduct officer or complete the educational responses following the meeting, the incident will be referred to the Student Conduct Process.

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2 Bystander intervention strategies adapted from Stanford University’s Office of Sexual Assault & Relationship Abuse
RIT engages in a comprehensive, intentional and integrated programming, initiatives, strategies and campaigns intended to end dating violence, domestic violence, sexual assault and stalking.

RIT Public Safety can assist when a victim has obtained an order of protection or if he or she is interested in obtaining one. Information about obtaining an order of protection can be found at:

A copy of an order of protection should be given to RIT Public Safety. A complainant may then meet with Public Safety to develop a Safety Action Plan, which is a plan for Public Safety and the victim to reduce risk of harm while on campus or coming and going from campus. This plan may include, but is not limited to: escorts, special parking arrangements, changing classroom location or allowing a student to complete assignments from home, etc.) RIT cannot apply for a legal order of protection, no contact order or restraining order for a victim from Monroe County Criminal or family courts. RIT may issue an institutional no contact order if deemed appropriate or at the request of the victim or accused. To the extent of the victim’s cooperation and consent, RIT offices will work cooperatively to ensure that the complainant’s health, physical safety, work and academic status are protected, pending the outcome of a formal university investigation of the complaint. For example, if reasonably available, a complainant may be offered changes to academic, living, or working situations in addition to counseling, health services, visa and immigration assistance and assistance in notifying appropriate local law enforcement.

The University does not publish the name of crime victims nor house identifiable information regarding victims in the campus’ Daily Crime Log or online.

For those who have experienced a traumatic event the road to recovery can be difficult and exhausting. RIT community members should know that the Public Safety Department is always available to help if you need assistance. Sometimes you might have questions about RIT’s Student Conduct process or the criminal justice system. Other times you might just want to talk to someone about what you are going through.

Our program can be helpful immediately following an event or it might be several months before you have questions. No matter what has happened to you or the time that has elapsed since the incident, RIT cares about your healing journey following victimization. The program is designed to help alleviate emotional and social injuries after a crime.

Resource and assistance services typically include:
- Consultation about a problem situation, incident or crime.
- Exploring options available for healing or counseling.
- Information and referral to police and related agencies.
- Explanation of court and legal procedures.
- Assistance in preparing for, and accompaniment to, hearings and court appearances.

If you or your family is experiencing difficult times, please call Assistant Director Stacy DeRooy directly during business hours at (585)475-7158 (V/TTY), or e-mail to sadcpsa@rit.edu. She will help you or find caring people in our community that specialize in your particular need. You are not alone in this process and we will work together to lend assistance.

RIT C.A.R.E.S Program

The 24 hour CARES (Campus Advocacy, Response, and Support) Program is a comprehensive service for victims of sexual assault, domestic violence, dating violence, and stalking. The CARES program is a service of the RIT Women’s Center, in collaboration with campus and community partners. Calling this confidential service will provide access to trained advocates but not require filing a formal report of the incident to Public Safety or a local law enforcement agency.

Phone/Pager: (585)295-3533
AIM: RITCARES
E-mail: CARES01@Tmail.com
Reports can be filed at: www.rit.edu/studentaffairs/womenandgender

Additional Support Services

Counseling Center: (585) 475-2261 or 475-6897 (TTY)
Center for Religious Life: (585) 475-2135 (V/TTY)
The Center for Women & Gender: (585) 475-7464 (V/TTY)

Student Health Center: (585) 475-2255 or 475-5515 (TTY)
Legal Services for Students (585) 475-4063 or sgstaff@rit.edu
International Student Services (585)475-6943
New York State & Local Alcohol Laws

It is against New York State law to sell, deliver, or give away alcoholic beverages, or to knowingly allow alcoholic beverages to be sold, delivered, or given away, to anyone under the age of 21, to anyone actually intoxicated or seemingly under the influence of alcohol, or to anyone known to have a drinking problem. It is also illegal to purchase alcoholic beverages for anyone under the age of 21 or to use a falsified identification or someone else’s identification for the purpose of purchasing alcoholic beverages.

RIT Drug & Alcohol Policies

RIT drug and alcohol policies comply with all federal, state and local laws that prohibit the possession, use, sale, or distribution of illicit drugs and/or alcohol by students or employees on any campus property or as any part of any RIT sponsored activity. The RIT Student Rights and Responsibilities Handbook is distributed to each student annually and contains the complete RIT Drug and Alcohol Policy. The Student Code of Conduct states that students are held responsible for their behavior even though they may be impaired due to alcohol or other drugs. The Division of Student Affairs coordinates all drug and alcohol educational programming.

New York State has very strict laws about driving while intoxicated. A driver of any age who is intoxicated and causes another’s death in an accident may be charged with vehicular manslaughter in the second degree and can be sentenced up to a maximum of seven years in prison. Injured persons also have a right of action against the person who caused or contributed to such intoxication and have the right to recover damages.
**The Students’ Responsibility**

Individual responsibility is an important component of personal safety. Students must assume responsibility for their own safety and the security of their belongings by taking simple, common sense precautions.

Although the RIT campus is well lighted, everyone is encouraged to use the Escort Services, especially at night. Use the blue light courtesy call boxes or dial (585) 475-2853 (V/TTY).

Residence hall rooms and apartment doors and windows should be locked at all times. Even the best locks won’t work if they aren’t used.

Students should not carry large amounts of money or valuable property and should not leave their belongings unattended, even for a few seconds.

Valuables such as stereos, camera equipment, computers, DVDs and televisions, should be marked with engravers. Engravers are available at the Public Safety Office in Grace Watson Hall or at any of the residence hall area offices at no charge.

Students should park in designated areas and keep their vehicles locked at all times. Valuables should be locked out of sight or in the student’s residence.

When going to your vehicle have your keys ready and always check your back seat area before getting in.

While driving always keep your doors locked and avoid traveling alone in areas of the community you are not familiar with.

Students should consider personal property insurance coverage.

Walking or jogging routes should be planned in advance. Stay away from dark areas, avoid shortcuts and go with a friend.

Students should memorize the Public Safety telephone number (585) 475-3333 V/TTY or AOL messenger "RIT Public Safety " and immediately report any suspicious individuals, activity, or incidents.

The Transportation Office provides campus-wide shuttle services to approximately 12,000 students weekly and accessible van service for students with mobility needs. Vans are also available for RIT groups, clubs, and organizations.

**Maintenance/Security of Campus Facilities**

Campus lighting is a priority in RIT’s total commitment to a safe campus environment. Parking lots, pedestrian walkways, building interiors and exteriors are patrolled by Public Safety Officers. All lighting problems are immediately reported to our Facilities Management Services. Comprehensive monthly safety and security inspections of all campus buildings are also conducted by Public Safety. Public Safety staff report all other safety hazards and security related problems to appropriate departments for immediate correction.

RIT’s Facilities Management Services works closely with Public Safety to ensure that RIT’s buildings and grounds are as safe as possible from hazards or security risks. Potential safety and security hazards, such as broken doors, windows and locks are repaired promptly. Campus landscaping is also maintained with safety in mind as shrubbery and trees are trimmed regularly.

Public Safety has significant input into the design of all campus security alarm systems. Specially trained crime prevention staff review all new building plans and major renovation projects to ensure security related issues are properly addressed.

Fire prevention education is also conducted by Environmental Health & Safety personnel. Specially trained and certified staff design and coordinate the installation of all fire safety systems on campus for compliance with fire and building codes. Public Safety reviews all workers compensation claims, as well as its work with a variety of campus groups on issues such as the Right-to-Know Law, OSHA compliance standards, back safety and ergonomically safe work areas.
Crime Statistics

In accordance with the federal Student Right-to-Know Act, RIT annually provides statistics for crimes reported to Public Safety, local law enforcement agencies and individuals on campus defined as campus security authorities. A person reporting a crime to the Public Safety Department also has the right to report it to the Monroe County Sheriff's Office. The Public Safety Officer taking the report will assist the victim with that process upon request. Written requests for statistical information are made on an annual basis to the local police department as well as campus security authorities at RIT who have responsibility for student and campus activities.

All of the statistics are gathered, compiled and reported to the University community via the Annual Report published by the Public Safety Department. A notice of the availability of the Annual Report is emailed to every enrolled student and employee on an annual basis. Other campus authorities such as Student Affairs, Student Conduct and Residence Life also report criminal incidents to the Department for inclusion in RIT’s Crime Statistics. Although information contained in the Annual Report also includes information about on and off campus resources, the official reporting entity for criminal offenses that occur at RIT is the Public Safety Department. Reporting incidents to the Department will aid in providing timely warning notices to the community, when appropriate, and will ensure inclusion of that reported incident in the annual disclosure of crime statistics for the institute. Public Safety also publishes safety notifications regarding more serious incidents and distributes them campus wide. The student magazine is also provided with a weekly summary of campus crime related incidents. For statistics regarding RIT campus policy violations, please go to the RIT Center for Student Conduct and Conflict Management Services web page at www.rit.edu/conduct or contact their office at (585) 475-5662 (VTTY).

Incidents of theft from unlocked rooms or unattended property are crimes of opportunity and can easily be avoided. Ninety percent of reported thefts and burglaries in residential facilities occurred in unlocked rooms. Whether sleeping or away, students should always lock their door to enhance their personal safety and protect personal property. Residents can call Public Safety at (585) 475-2853 (TTY) to schedule a crime prevention program in your residence hall and apartment.

Crime Prevention Programs

Public Safety conducts programs for the community on a quarterly basis on a variety of crime prevention and safety and security procedures including: personal safety, driver safety, alcohol safety, drug awareness and safety, and cash handling. In addition, Residential students can call to schedule customized crime prevention programs in the Residence Halls or Apartments. Public Safety works in conjunction with Residence Life and Student Conduct to present mock hearings and works with Student Affairs to present Early Intervention training to all faculty and staff on the importance of making notifications and referrals when members of the campus community are exhibiting behaviors which are alarming and in need of intervention or when incidents of sexual violence or sexual harassment have been reported to them.

Tiger Safe
CLERY CRIME DEFINITIONS

Crime Definitions

On campus includes any building or property owned or controlled by an institution of higher education within the same reasonably contiguous geographic area of the institution and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, including residence halls, and property that is frequently used by students.

Residential facilities includes residence halls and on campus apartment housing.

Public property includes thoroughfares, streets, sidewalks, and parking facilities within the campus, or immediately adjacent to and accessible from the campus.

Non-campus sites means any property owned or controlled by a student organization officially recognized by the institution and is used in direct support of, or in relation to, the institution’s educational purposes, and is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution. The RIT Inn & Conference Center located at 5257 West Henrietta Road is included in the Non-Campus Site category. 40 Franklin Street and Gallery R

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Crime Definitions: The following definitions are those outlined in the US Department of Justice Uniform Crime Reporting Manual which colleges and universities are required to use in reporting crime statistics.

Murder & Non-Negligent Manslaughter: The willful (non-negligent) killing of one human being by another.

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

Sex Offense: “Sexual assault” means an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI’s Uniform Crime Reporting system. A sex offense is any act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

Rape is defined as 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 is defined as the touching of the private parts of another person for the purposes of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

Incest is defined as nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape is defined as nonforcible sexual intercourse with a person who is under the statutory age of consent.

Robbery: The taking, or attempted taking, of anything of value from one person by another, in which the offender uses force or the threat of violence.

Aggravated Assault: An attack by one person upon another, in which the offender uses or displays a weapon in a threatening manner or the victim suffers severe injury involving apparent broken bones, loss of teeth, possible internal injuries, severe lacerations, or loss of consciousness.

Burglary: The unlawful entry into a building or other structure with the intent to commit a felony or a theft.

Motor Vehicle Theft: The theft of a motor vehicle, including automobiles, trucks, motorcycles, and mopeds.

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.

Liquor Law Violations: The violations of state laws or local ordinances prohibiting the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; furnishing liquor to minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned.
Drug Abuse Violations: Violations of federal, state, and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs or marijuana.

Illegal Weapons Possession Violations: The violations of law and ordinances dealing with weapon offenses.

Hate Crimes: Directed at individuals because of race, gender, national origin, religion, ethnicity, sexual orientation, gender identity, or disability for the crime categories listed above. The disclosure above includes all crimes reported in the general disclosures as well as any other crime involving bodily injury and reported to local police or campus security authorities.

2013 Hate Crime Statistics

# OF INCIDENTS 1

TYPE Intimidation

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GEOGRAPHY On Campus Residential
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Dave Edborg, Patrol Major
An Alumnus of RIT’s Criminal Justice Program, Dave has demonstrated his PRIDE each day at Public Safety for 26 years. He is Patrol Major, and in 1998, Dave received the Life Saving Award from the Northeast Colleges and Universities Security Association and The Rochester Safety Council for saving a student’s life during a fire on campus. In 1998 Dave also received the Satisfying Customer Service Award at the Second Annual RIT Staff Recognition Awards Ceremony. He served with distinction for six years on RIT’s Staff Council, three of which as Chair. Dave believes and demonstrates that “each of us at the Public Safety Department recognizes our responsibility for providing a safe environment in which to learn, work, live, recreate, and visit”.

Lt. Jim Entwistle, Patrol Lt.
Lt. Jim Entwistle began his career at RIT in August of 1990 after receiving his degree in Criminal Justice from MCC. He manages the 2nd platoon and special events. In addition, Lt. Entwistle is a state certified instructor for police general topics and NYS Guard Law.

Sgt. Linda Durfee, Patrol Sgt.
Sgt. Linda Durfee is an RIT alumnus who graduated from the Management Certificate program. Linda enjoys 30 years of service with Public Safety and manages our Communications Center.

Lt. DJ Robinson, Patrol Lt.
Lt. DJ Robinson joined the Public Safety Department in 1998 and earned his B.S. in Criminal Justice from RIT. He currently manages the 1st platoon. Lt. Robinson manages the department training program as well as the department key control program.

Sgt. Mark Koehler, Patrol Sgt.
Sgt. Mark Koehler has worked at RIT in the Public Safety Department since 1997. He earned a degree in Criminal Justice from MCC. Sgt. Koehler assists in supervising the 2nd Platoon and manages the department fleet.

Lt. John Connelly, Patrol Lt.
Lt. John Connelly is an Alumnus of RIT who graduated from the Criminal Justice program in 1997. In 2006 he earned a professional certificate in the Disaster and Emergency Management Program at RIT. Lt. Connelly currently manages the 3rd platoon and the Crime Prevention programming for the department. He has been serving in the Public Safety Department for 11 years.

Sgt. Tim Quartley, Patrol Sgt.
Sgt. Tim Quartley earned a B.S. degree in Criminal Justice from SUNY Brockport and has worked in the Public Safety Department for five years. He currently helps supervise the 1st. platoon and runs the department’s Field Training Officer program.
Rodney Lezette, Assistant Director

Rod has been with the Public Safety Department since 1996 serving as an Officer, Supervisor, and Investigator. Rod holds a BA Degree from SUNY Potsdam and is currently studying for certification as a Physical Security Professional through ASIS. Rod manages the Communications area, campus physical security design, alarm monitoring, and is the application administrator for the campus access control and CCTV platform. Rod can be reached at 585-475-6675 or rglcps@rit.edu.

Stacy DeRooy, Assistant Director

Stacy has been in Public Safety since 1996 working first as an Officer and Supervisor. She is currently an Assistant Director and Investigator. Stacy has an AS degree from MCC in Criminal Justice, a Bachelor's degree in Organizational Management from Roberts Wesleyan College and an MS in Professional Studies from RIT. Stacy serves as the department’s Accreditation Manager as well as the institute Clery Compliance Officer, Hiring, and Professional Standards Manager. Stacy may be reached at 585-475-7158 or sadcpsa@rit.edu

Tony Yazback, Investigator

Tony Yazback joined the RIT Public Safety Department in 1999 and has a total of 18 years public safety experience. Tony earned an AAS degree in criminal justice and has successfully completed instruction at the Monroe County Public Safety Training Center and the Department of Justice for Intimate Partner Stalking. Tony has conducted awareness programs to RIT employees, and students on identity theft, crime prevention, personal safety, and drug/alcohol abuse. Tony can be contacted at 585-475-6192 and at axycps@rit.edu.

Lynn B. Daly, Director of Business Continuity

Lynn currently serves as the Director of Business Continuity at the Rochester Institute of Technology (RIT). She retired from the U.S. Army Reserve in 2007 at the rank of Major. She is a former equal employment specialist, military logistics plans and operations officer, as well as a contingency plans manager in the private sector. She holds a Bachelors Degree in Biology from Thomas Edison State University and a Masters Degree in Professional Partner Stalking. Tony has conducted awareness programs to RIT employees, and students on identity theft, crime prevention, personal safety, and drug/alcohol abuse. Tony can be contacted at 585-475-6192 and at axycps@rit.edu.

Studies from RIT. Lynn is an Operation Iraqi Freedom veteran, and received the Joint Service Commendation Medal while serving as the Chief of Transportation and Security and the Multinational Security Transition Command – Iraq. Lynn received $392,000 Emergency Management for Higher Education (EMHE) grant in May 2008 from the U.S. Department of Education which enables the university to greatly enhance its emergency management posture.
Environmental Health & Safety

GRACE WATSON HALL
61 LOMB MEMORIAL DRIVE
ROCHESTER, NY 14623

(585) 475-2040
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RIT is committed to ensuring the health and safety of all employees, students, and visitors while they are on RIT’s campus. The Environmental Health and Safety Department is charged with developing and implementing programs to ensure this health and safety, while being compliant with federal, state and local regulations/requirements. Through program implementation (including proper training) and health and safety awareness, RIT faculty, staff, and students should feel confident that they are working and learning in a safe and healthy environment.

**Mailing Address:**
Environmental Health & Safety
Grace Watson Hall
61 Lomb Memorial Drive
Rochester, NY 14623-5603

**Contact Numbers:**
General: 585.475.2040
Fax: 585.475.2966
[http://www.rit.edu/fa/grms/ehs/](http://www.rit.edu/fa/grms/ehs/)

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**David A. Armanini**
Director, Environmental Health & Safety Department
Rochester Institute of Technology
585.475.2040
daaehs@rit.edu

**Gary Zinsmeister**
Technician, Environmental Health & Safety Department
Rochester Institute of Technology
585.475.2043
gwzehs@rit.edu
Fire System Descriptions in RIT Student Housing

Residence Halls
Each of the 1,757 rooms in the residence halls is equipped with sprinklers and automatic smoke detection. Fire system signals report directly to the RIT Public Safety Department from the fire panels. The Public Safety dispatcher immediately notifies the Henrietta Fire District via direct phone line located in Grace Watson Hall. The dispatch center is staffed 24/7, 365 days per year.

Colony Manor Apartment Complex
Each building is equipped with automatic smoke and fire detection systems. Fire systems report directly to RIT Public Safety Department. RIT Public Safety immediately notifies the Henrietta Fire Department via direct phone line.

Perkins Green Apartment Complex
All buildings are equipped with automatic smoke/fire detection and alarm systems. Fire systems report directly to RIT Public Safety. RIT Public Safety immediately notifies the Henrietta Fire Department via direct phone line.

University Commons Apartment Complex
All buildings are equipped with automatic smoke/fire detection and alarm systems. Fire systems report directly to RIT Public Safety. RIT Public Safety immediately notifies the Henrietta Fire Department via direct phone line.

Riverknoll (apartment complex)
3 buildings are equipped with automatic smoke/fire detection and alarm systems. Systems report directly to the RIT Public Safety Department. Public Safety immediately notifies the Henrietta Fire Department via direct phone line. The other buildings are equipped with local smoke detectors.

Greek Houses (6 Freestanding Fraternity/Sorority Houses)
All buildings are equipped with sprinkler systems and automatic smoke and fire detection systems. These systems report directly to RIT Public Safety who immediately notifies the Henrietta Fire Department via direct phone line.

Racquet Club (2 Apartment Buildings)
Both buildings are equipped with automatic smoke and fire detection systems that report directly to RIT’s Public Safety Department. Public Safety immediately notifies the Henrietta Fire District via direct phone line.

RIT Inn & Conference Center Hotel/residential rooms
The building is equipped with sprinklers and automatic smoke and fire detection system. System reports simultaneously to the Henrietta Fire District and the RIT Public Safety Department.
How to Report a Fire
If a fire occurs in a RIT building, community members should immediately contact the Public Safety Department at (585) 475-3333. If a member of the RIT community finds evidence of a fire that has been extinguished, and the person is not sure whether Public Safety has already responded, the community member should immediately notify Public Safety to investigate and document the incident.

Supervised Fire Drills
Campus fire protection and detection systems are tested regularly to ensure they function properly, and fire drills are performed to verify that facilities are evacuated appropriately. The Environmental Health and Safety Department coordinates these fire drills. Drills are to be treated as actual alarms with full evacuation of all occupants. Although drills are intended to be a surprise, the EH&S department schedules them with building managers and campus coordinators to avoid times where special events or activities may be taking place. A fire drill is conducted in each campus building at minimum one time a year.

During 2011, 36 fire drills were completed in the RIT residence halls, and 252 fire drills were conducted in the on-campus apartment complexes. RIT’s Fire Safety Technician, the Center for Residence Life staff, Housing Operations personnel, and campus facility managers coordinate and supervise these drills.

Fire Safety Inspections
On an annual basis, RIT is inspected by The New York State Office of Fire Prevention and Control (OFPC). The OFPC has been given the authority to inspect public and private facilities, including colleges and universities, to insure campuses are in compliance with the New York State Fire Safety Code.
RIT Housing Rules

Fire safety information contained in this report is also included in the RIT Housing Terms and Conditions which can be viewed at www.rit.edu/fa/housing/content/housing-terms-conditions-2014-2015. Each student resident is given a copy of the terms and conditions prior to signing their lease for on-campus housing. RIT Housing Operations staff will enter all apartments on a monthly basis for the purpose of inspecting fire alarm systems, including, but not limited to, fire extinguishers, smoke detectors, sprinklers, and carbon monoxide detectors (where applicable). These inspections are required by the New York State Office of Fire Prevention and Control (OFPC). You do not need to be home at the time of the inspection. Housing Operations will leave a notice in your apartment if no one is home at the time of inspection. In all RIT buildings, including housing, tampering with, altering, or changing any building system (i.e., safety equipment, lock, elevator, fire alarm, fire extinguisher, smoke detector, telephone equipment, TV cable, computer cable or pathway, plumbing/electrical system, etc) is prohibited. Strobe lights, smoke detectors, sprinklers, etc cannot be obstructed by any material or object. In the event a unit is found to have any of the above violations, each resident on contract for that unit will be charged individually $100.00 each. A second violation will result in removal from RIT housing.

Possession or use of candles or other open flame devices (even if for religious purposes) is not permitted in RIT housing. The burning of incense and potpourri is also prohibited. Setting materials on fire, possession or use of flammable or highly combustible material is prohibited.

All torchiere style lamps, including but not limited to those that use a halogen, (incandescent, or fluorescent bulbs), are prohibited. All rope lighting and traditional holiday lights are prohibited. LED twinkle/mini lights are permitted on a temporary basis. Any style lamp that uses a halogen bulb 300 watts or more is likewise prohibited.

Fog machines and similar devices are prohibited as well as portable space heaters and free-standing air conditioners. Extension cords and multi-plug adapters are prohibited. Residents may use a UL listed plug strip that has a circuit breaker. No more than one strip can be used per outlet. The strip should not pose a safety hazard.

Tips to Reduce Avoidable Fire Alarms

Stay with any food you are cooking.
Do not leave food cooking in microwave ovens unattended.
Always use the stove top hood fan.
Use a lid whenever possible.
Use good judgment when selecting cooking temperatures.
Close the bathroom door while running the shower and turn on the fan.
Fire Safety Rules in the Residence Halls & RIT Inn & Conference Center

Cooking meals in student rooms is not allowed. All microwave ovens are prohibited in student rooms. Only microwave ovens purchased by RIT Housing Operations can be used in public areas. Hot air popcorn poppers, coffee pots, and hot pots with automatic shutoffs are allowed in kitchens and lounges. Appliances that create excessive heat or are open-flame/open-element are prohibited in any area of residence halls and the RIT Inn. This includes, but is not limited to, toasters, toaster ovens, hot plates, George Forman grills, heaters, gas grills, etc. Air conditioners are not allowed in student rooms. Refrigerators are allowed in students’ rooms not to exceed 5 cubic feet. Violations of the policy related to candles, halogen lamps, torchiere-style lamps with halogen bulbs, and other fire hazards will result in the student being responsible for discarding the item immediately and at his/her cost. A violation will result in the student facing disciplinary action or termination of housing contract.

Carbon monoxide warning devices have been installed in select apartments which have furnaces contained in the unit. The sounding of a carbon monoxide alarm should be taken seriously and residents shall immediately vacate the apartment in accordance with RIT’s policy and procedure. Tampering with a carbon monoxide alarm or any other emergency equipment is a criminal offense and the responsible person will face judicial action, restitution charges and/or termination of his/her housing contract. Strobe lights and smoke detectors located in RIT housing cannot be obstructed by any material or object.

The Town of Henrietta and RIT’s terms and conditions strictly prohibit the use of Colony Manor basements for sleeping quarters or the storage of beds, mattresses, bed frames, futons, or hide-a-beds. Violators of this policy, which shall include all co-residents in the living unit, will be subject to judicial action which may result in removal from RIT housing and their participation in the Housing Selection process revoked. Due to the safety risk involved, RIT shall have the right to make random inspections of all Colony Manor basements.

Fire Alarm System Evacuation Procedures

In all campus buildings, including housing, when a fire alarm is activated, students and/or occupants must immediately vacate the building. Refusal to leave a building during a fire alarm, to cooperate with any reasonable request by an RIT official, or to produce identification upon request, is prohibited. This specific expectation is also included in Housing Operations’ terms and conditions. When a fire alarm system activates, Resident Assistants (RA) and Public Safety personnel evacuate on-campus residential facilities and do not allow re-entry until the Henrietta Fire Department determines the cause of the alarm and deems the area to be safe. Staging areas are established for each fire alarm so that Public Safety personnel, Residence Life professional staff and fire department representatives can share evacuation information. Each RA attends fire safety training in the fall quarter which is conducted by RIT’s Fire Safety Technician. Students with disabilities must contact RIT Disability Services, RIT Housing Operations, the Center for Residence Life and Public Safety Department prior to moving in if assistance during a fire alarm is needed. Necessary precautions for safe departure will then be put in place for the student in case of fire alarm activation. Students whose mobility becomes impaired during their stay in RIT housing are required to notify RIT Disability Services, RIT Housing Operations, Center for Residence Life, and Public Safety so assistance during an emergency can be given if needed and their participation in the Housing Selection process revoked. Due to the safety risk involved, RIT shall have the right to make random inspections of all Colony Manor basements.

Fire Alarm System Evacuation Procedures

In the event of an evacuation, all occupants of the building will exit the area via the nearest unaffected exit quickly. Floor plans with evacuation routes are located in building lobbies and occupants should take time to familiarize themselves with the fire exits.

When Evacuating

**DO**
- Use the stairs
- Move with deliberate speed
- Assist others as needed

**DO NOT**
- Use the elevators
- Rush or scream
- Re-enter the building until it’s rendered safe
**FLAMMABLE LIQUIDS / FIRE SAFETY EDUCATION & TRAINING**

**Flammable Liquids & Chemicals**

Possession in any RIT room/apartment/suite or floor/house, closet, hallway, or basement of any flammable liquids, propane tank, fireworks, explosive devices, canned or compressed gases, poisons, highly combustible substances, chemicals, etc., is prohibited. The possession or use of gasoline or electric powered vehicles or engines regardless of their state or dismantlement in RIT housing is likewise prohibited.

The Town of Henrietta prohibits the use of kerosene heaters within RIT housing. The use of exterior fireplaces (chimineas, patio fire pits, etc.) is also prohibited.

Material, curtains, flags, tapestries, as well as other hangings in your room/apartment/suite must be flame resistant or noncombustible and cannot exceed 20% of the aggregate area of the walls. Items may not cover outlets, panic buttons, or fire safety equipment. In addition, hangings must be placed directly against a wall and should not interrupt the operation of the smoke detector. Nothing can be attached in any way to or on the ceiling.

**Overseas Fire Safety**

You must aggressively take responsibility for your safety. Think “contingency plan” and discuss it with your family and friends. Begin planning your escape from a fire as soon as you check into a hotel. Should a fire occur you can act without panic and wasting time.

Stay in the most modern hotel and consider a U.S. chain. Request a lower floor, ideally the second or third. Selecting a room no higher than the second floor enables you to jump to safety.

**Procedures For Evacuation, and Policies Regarding Fire Safety Education and Training Programs Provided to Students, Faculty, and Staff**

Evacuation procedures are posted in all buildings near elevators, stair towers and exits. Fire safety education and training is available and given to faculty, staff and students through orientations, student requested programming events, disciplinary sanctions, and employee fire extinguisher training for Margaret’s House; Dining Services; Student Health; residential advisors and house managers. Fire safety information is available in RIT’s Terms and Conditions handbook and by contacting RIT’s Environmental Health and Safety Department.

Monthly fire safety inspections are performed in all apartment complexes and Greek free standing houses. Yearly campus wide fire inspection is performed by the New York State Office of Fire Prevention and Control.

Regular Fire Extinguisher Training is provided to all applicable RIT employees.
A daily fire log is maintained recording all fires at on-campus student housing facilities, including the nature, date, time, and general location of each fire. The log is available for review between 8:30 AM and 5:00 PM Monday thru Friday at the Public Safety Department offices located on the first floor of Grace Watson Hall.
IMPORTANT PHONE NUMBERS, E-MAILS & WEB ADDRESSES

**EMERGENCY** .................................................................(585) 475-3333 (V/TTY)
General Information .....................................................(585) 475-2853 (V/TTY)
Public Safety Text .........................................................(585) 205-8333
Sexual Assault Info Hotline (24 HOUR) ......................(585) 546-2777 (V/TTY)
Transportation ..............................................................(585) 475-7300 (V/TTY)
Parking Office ...............................................................(585) 475-2074 (V/TTY)
Mobile Escort Service ..................................................(585) 475-2853 (V/TTY)
Alarm / Communications Service Manager
Linda Fuller-Durfee(ldcps@rit.edu).............................(585) 475-2853 (V/TTY)
Field Supervisors........................................................(585) 475-2038 (V/TTY)
Public Safety AIM Screen Name..................................RITPUBLICSAFETY

Public Safety's Website: [www.rit.edu/fa/publicsafety](http://www.rit.edu/fa/publicsafety)
Federal Compliance: [www.rit.edu/fa/publicsafety/federalcompliance.html](http://www.rit.edu/fa/publicsafety/federalcompliance.html)
NYS Sex Offender Registry Information: [www.criminaljustice.ny.gov/nsor/](http://www.criminaljustice.ny.gov/nsor/)
Confidential Tip Line: [www.rit.edu/fa/publicsafety/forms/tipline](http://www.rit.edu/fa/publicsafety/forms/tipline)
RIT Emergency Information: [www.emergency.rit.edu](http://www.emergency.rit.edu)
Department of State Travel Advisory: [http://travel.state.gov/content/passports/english/alertswarnings.html](http://travel.state.gov/content/passports/english/alertswarnings.html)
Bicycle lock Information: [www.kryptonitelock.com](http://www.kryptonitelock.com)
National Bike Registry: [www.nationalbikeregistry.com](http://www.nationalbikeregistry.com)
Public Safety Department:
Emergency (585) 475-3333 (V/TTY)
Public Safety (585) 475-2853 (V/TTY)
Text (585) 205-8333

Public Safety IM:
ritpublicsafety

Emergency and RIT Alert Information:
http://emergency.rit.edu