ANNUAL SECURITY
AND
FIRE SAFETY REPORT
FOR CALENDAR YEAR

2013

St. Bonaventure University Web site:
http://www.sbu.edu
http://www.sbu.edu/security

U.S. Department of Education Web site link:
http://ope.ed.gov/security
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Important Phone Numbers</td>
<td>3</td>
</tr>
<tr>
<td>Mission Statement</td>
<td>4</td>
</tr>
<tr>
<td>Values Statement</td>
<td>4</td>
</tr>
<tr>
<td>Statement of Distinction</td>
<td>4</td>
</tr>
<tr>
<td>Campus Security Act of 1990</td>
<td>5</td>
</tr>
<tr>
<td>Bias Related Crime Act 2000 – Hate Crimes</td>
<td>5-8</td>
</tr>
<tr>
<td>Counseling and Support Services</td>
<td>6</td>
</tr>
<tr>
<td>St. Bonaventure University Security Procedures</td>
<td>6-7</td>
</tr>
<tr>
<td>New York State Penal Law: 485.05 Hate Crimes/485.10 Sentencing</td>
<td>6-7</td>
</tr>
<tr>
<td>Introduction/Office of Safety and Security</td>
<td>7-9</td>
</tr>
<tr>
<td>MERT</td>
<td>9</td>
</tr>
<tr>
<td>SBU Timely Warning</td>
<td>9-10</td>
</tr>
<tr>
<td>Emergency Response Team</td>
<td>10-14</td>
</tr>
<tr>
<td>Crime Prevention</td>
<td>14-16</td>
</tr>
<tr>
<td>Crime Reporting</td>
<td>16-19</td>
</tr>
<tr>
<td>It Happened to Alexa Foundation</td>
<td>19</td>
</tr>
<tr>
<td>Crime Statistics</td>
<td>20-23</td>
</tr>
<tr>
<td>Relationship and Sexual Violence</td>
<td>24-35</td>
</tr>
<tr>
<td>Prevention Programming</td>
<td>24</td>
</tr>
<tr>
<td>University’s Procedures for Reporting Sexual Violence</td>
<td>24-25</td>
</tr>
<tr>
<td>Survivor Right to Notify Local Law Enforcement</td>
<td>26</td>
</tr>
<tr>
<td>Relationship and Sexual Violence Policy/Definitions</td>
<td>28-31</td>
</tr>
<tr>
<td>University Judicial Board Procedures/Sanctions</td>
<td>31-32</td>
</tr>
<tr>
<td>Access to University Facilities</td>
<td>35</td>
</tr>
<tr>
<td>Residential Facilities and Policies</td>
<td>35</td>
</tr>
<tr>
<td>Drug and Alcohol Policy</td>
<td>35-38</td>
</tr>
<tr>
<td>University Policies on Weapons and Other Dangerous Chemicals</td>
<td>38</td>
</tr>
<tr>
<td>Fire Safety Procedures and Policies</td>
<td>39-42</td>
</tr>
</tbody>
</table>

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St. Bonaventure University provides equal opportunity without regard to race, creed, color, gender, age, national or ethnic origin, marital status, veteran status, or disability in admission, employment, and in all of its educational programs and activities. Any grievance pertaining to discrimination should be directed to the Advocacy Officers.
IMPORTANT TELEPHONE NUMBERS

Office of Safety and Security .................................................. (716) 375-2525
Student Affairs ................................................................. (716) 375-2513
Residential Education ......................................................... (716) 375-2512
Residential Living ................................................................. (716) 375-2512
Center for Student Wellness .................................................. (716) 375-2310

http://www.sbu.edu/security
Mission Statement

Founded in 1858, St. Bonaventure is a Catholic university dedicated to educational excellence in the Franciscan tradition. We are committed to the constant pursuit of distinction in our undergraduate and graduate programs, our innovative liberal arts core and all of our courses of study. At St. Bonaventure University, we come to know our students on an individual basis and become their mentors. We strive to bring out the best in every individual. As an academic and spiritual community, we endeavor to prepare our students for the challenges they will face in their professional careers as well as in their personal lives. True to our Franciscan heritage, we encourage students to manifest our values through lives of citizenship and service.

Values Statement

As a Catholic university in the Franciscan tradition, we dedicate ourselves to the following Core Values and to making them live and thrive at St. Bonaventure:

**Discovery**
We steadfastly pursue intellectual, spiritual and personal growth in a way that reflects our belief in the wonder, excitement and joy of discovery along life’s good journey. Central to that journey is an appreciation for the best that has been thought, written and discovered. It is our firm intent that our faculty and students add to this body of knowledge, sharing the adventure of inquiry in an atmosphere of academic freedom, both within and outside the classroom.

**Community**
We believe in an inclusive community that values diversity as a strength. We foster and celebrate practices that nurture living and learning in an atmosphere of caring, respect and mutual accountability. We seek to enhance the quality of life in the world around us, particularly by reaching out to the poor, the less fortunate and the disadvantaged. We not only demonstrate this spirit of community on our campus, we manifest it wherever we go.

**Individual Worth**
At the core of our identity is a strong belief in the goodness of life and the God-given worth of every individual. We treat all members of our community with dignity and strive to help them reach their full potential. We commit ourselves to actions that empower all members of the St. Bonaventure community and encourage their full participation in creating our future.

Statement of Distinction

At St. Bonaventure University, we strive to foster the development of knowledgeable, skilled, compassionate, and ethical individuals by mentoring students within vitally engaging learning environments, ever mindful of such Franciscan values as individual dignity, community inclusiveness, and service to others.
Campus Security Act of 1990

Pursuant to Federal Regulation 34.688.47, St. Bonaventure University makes available to prospective students and employees, distributes to all enrolled students and active employees, an annual security report which lists information about campus crime and criminal arrests. This annual report is available in booklet form through the Office of Safety and Security, and the Office of Human Resources. St. Bonaventure University also distributes the report electronically. Access to this report is available through the University Web site: [http://www.sbu.edu/security](http://www.sbu.edu/security). The Advisory Committee on Campus Safety will provide upon request all campus crime statistics as reported to the United States Department of Education.

St. Bonaventure University, in compliance with Crime Awareness and Campus Security Act of 1990, is concerned about the safety and welfare of all campus members and guests. St. Bonaventure University has developed a series of policies and procedures that are designed to ensure that every possible precautionary measure is taken. In the interest of prevention, the Residential Living staff, a trained Safety and Security team, and the faculty, staff and students are responsible for a number of measures to ensure that they and their possessions are adequately protected. St. Bonaventure University is not liable for damages to vehicles parked on campus or for the loss of content/property from said vehicles. This policy also applies to personal belongings within all University facilities.

Article 129-A of the New York State Education Law; Section 6436 – Bias-Related Crime Act of 2000

In compliance with the New York State Education Law, Section 6436, Bias-Related Crime Act of 2000, the following information is designed to outline to the St. Bonaventure University Community the applicable laws on bias-related crimes, the penalties for the commission of bias-related crimes, the procedures for reporting crimes, the availability of counseling and support services, the nature of and common circumstances relating to bias-related crimes, and the methods used by St. Bonaventure University to advise and to update students about security procedures.

**Reporting a Crime:** If you are the victim of a bias-related crime, or you know or suspect that a member of the University community is a victim of a bias-related crime the following resources are available to you:

- **St. Bonaventure University Office of Safety and Security**
  First Floor Robinson Hall – telephone 716-375-2525 (on-campus ext. 2525)
- **Office of the Vice President for Student Affairs**
  Room 203 Reilly Center - telephone 716-375-2513 (on-campus ext. 2513)
- **St. Bonaventure University Center for Student Wellness**
  Room 127 Doyle Hall – telephone 716-375-2310 (on-campus ext. 2310)
- **St. Bonaventure University Advocacy Officers**

Individual Names and telephone numbers are listed in the campus telephone directory.
Counselors, Safety and Security staff and members of the Office of Student Life are available to assist you.

Counseling & Support Services: The St. Bonaventure University Safety and Security booklet outlines the many counseling and support services available to the University Community who may be victims of bias related crimes. The Table of Contents references the page numbers outlining support services related to violent felonies, harassment, sexual assault, University counseling services and county support agencies. The St. Bonaventure University Student Code of Conduct is another valuable resource and may be accessed through the University Web site: http://www.sbu.edu/codeofconduct.

Crime Statistics: Crime statistics (the nature and common circumstances) associated with bias related crime is found in this publication on pages 20-23.

St. Bonaventure University Security Procedures: If you are the victim of a bias-related (or other) crime, St. Bonaventure University employs a variety of security procedures. Security procedures are referenced during New Student Orientation, New Student Welcome Days, New Employee training, Student Code of Conduct (http://www.sbu.edu/codeofconduct), the St. Bonaventure University Traffic Regulations Book, and the annual Campus Safety & Security Booklet, Web site: http://www.sbu.edu/security.

Applicable laws, ordinances and regulations on bias related crime; New York State Penal Law, Article 485 HATE CRIMES; 485.00 Legislative findings.

“...criminal acts involving violence, intimidation and destruction of property based upon bias and prejudice have become more prevalent in New York State in recent years. The intolerable truth is that in these crimes, commonly and justly referred to as “hate crimes”, victims are intentionally selected, in whole or in part, because of their race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation... our laws must be strengthened to provide clear recognition of the gravity of hate crimes and the compelling importance of preventing their recurrence.”

New York State Penal Law; 485.05 Hate Crimes.

A person commits a hate crime when he or she commits a specified offense and either:

Intentionally selects the person against whom the offense is committed or intended to be committed, or intentionally commits the act or acts constituting the offense in whole, or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation of a person, regardless of whether the belief or perception is correct.

1 New York State Penal Law, Article 485 HATE CRIMES; 485.00 Legislative findings; New York State Handbook of Consolidated Laws, 2004
A “specified offense” is an offense defined by any of the following provisions of the New York State Penal Law: assault in the first, second or third degree; aggravated assault upon a person less than eleven years old; menacing in the first, second or third degree; reckless endangerment in the first or second degree; manslaughter in the first or second degree; murder in the second degree; stalking in the first, second, third or fourth degree; rape in the first degree; criminal sexual act in the first degree; sexual abuse in the first degree; aggravated sexual abuse in the first or second degree; unlawful imprisonment in the first or second degree; kidnapping in the first or second degree; coercion in the first or second degree; criminal trespass in the first, second or third degree;burglary in the first, second or third degree; criminal mischief in the first, second, third or fourth degree; arson in the first, second, third or fourth degree; petit larceny; grand larceny in the first, second, third or fourth degree; robbery in the first, second or third degree; harassment in the first degree; aggravated harassment in the second degree; or any attempt or conspiracy to commit any of the foregoing offenses.

Penalties for commission of bias related crimes; *New York State Penal Law 485.10 Sentencing*

1) When a person is convicted of a hate crime pursuant to this article, and the specified offense is a violent felony offense, as defined in section 70.02 of the NYSPL, the hate crime shall be deemed a violent felony offense.

2) When a person is convicted of a hate crime pursuant to this article and the specified offense is a misdemeanor or a class C, D or E felony, the hate crime shall be deemed to be one category higher than the specified offense the defendant committed, or one category higher than the offense level applicable to the defendant’s conviction for an attempt or conspiracy to commit a specified offense, whichever is applicable.

3) Notwithstanding any other provision of law, when a person is convicted of a hate crime pursuant to this article and the specified offense is a class B felony:
   a) The maximum term of the indeterminate sentence must be at least six years if the defendant is sentenced pursuant to section 70.00 of the NYSPL.
   b) The term of the determinate sentence must be at least eight years if the defendant is sentenced pursuant to section 70.02 of the NYSPL.
   c) The term of the determinate sentence must be at least twelve years if the defendant is sentenced pursuant to section 70.04 of the NYSPL.
   d) The maximum term of the indeterminate sentence must be at least four years if the defendant is sentenced pursuant to section 70.05 of the NYSPL.

4) The maximum term of the indeterminate sentence or term of the determinate sentence must be at least ten years if the defendant is sentenced pursuant to section 70.06 of the NYSPL.

5) Notwithstanding any other provision of law, when a person is convicted of a hate crime pursuant to this article and the specified offense is a class A-1 felony, the minimum period of the indeterminate sentence shall not be less than twenty years.

I. INTRODUCTION

The St. Bonaventure University campus consists of more than 31 academic, residential and recreational buildings and facilities located between the city of Olean, N.Y., and the village of Allegany, N.Y., on Route 417. The University presently enrolls 2,200 undergraduate and
graduate students, of which approximately 1,350 are residents. In addition, the University employs 550 full-time and part-time employees. The Office of Safety and Security, along with Residential Living/Judicial Affairs, CARL (Center for Activities, Recreation and Leadership) the Center for Student Wellness and the CPRC (Career and Professional Readiness Center) report to the Vice President for Student Affairs. At St. Bonaventure University, safety is the primary consideration in the maintenance, grounds keeping and lighting of the campus. If a Security officer should discover a broken window or non-functional light, the officer informs the maintenance department. The Office of Safety and Security also works closely with the Office of Judicial Affairs (Student Affairs Division) to ensure that safety policies and procedures are uniformly executed and conveyed in a clear and consistent manner to the university students, as well as to its faculty and staff.

II. THE OFFICE OF SAFETY AND SECURITY

The Office of Safety and Security, located on the first floor of Robinson Hall, is open 24 hours a day providing around-the-clock services to the campus community. Officers are on duty 24 hours a day, seven (7) days a week, 365 days a year. The office aids in enforcement of federal, state and local statutes and St. Bonaventure University regulations.

All University security officers must meet the training requirements of the State of New York Security Guard Act. St. Bonaventure University personnel operate in the capacity of ordinary citizens. Under New York State law, every citizen has a right to make an arrest. St. Bonaventure Safety and Security personnel can make an arrest for a criminal offense without a warrant if the arrested person has committed a felony in his/her presence or if the arrested person has committed a felony offense outside the presence of the officer, but the arresting person has reasonable cause to believe that a felony has been committed. Law enforcement agencies within close proximity of St. Bonaventure, (the NYS Police, Cattaraugus County Sheriff’s Department, Olean Police Department and the Allegany Police Department) have entered into a Memorandum of Understanding with St. Bonaventure for responding to emergencies on campus.

A director, officers and dispatchers staff the office. The primary objective of the department is to encourage a safe and healthy experience that enhances the campus learning experience and complements the University’s educational mission. The Office of Safety and Security advocates law enforcement, security and emergency response at St. Bonaventure University. The Office of Safety and Security provides support services tailored to meet the needs of the St. Bonaventure University community. Some of those services are:

- register and provide parking registration for students, faculty and staff
- assist campus motorists with minor vehicle problems
- test and maintain all fire-prevention equipment and alarms
- inspect buildings for safety compliance
- maintain a lost-and-found department

A number of well-marked exterior emergency telephones are located throughout the campus. These telephone boxes are easily identified by a blue light, which is mounted directly above the box. They can be used to report a criminal incident, fire or any other type
of emergency. Additionally, emergency telephones are located at the main entrance of most residence hall facilities.

To reach the Office of Safety and Security from off-campus or from a cell phone, dial (716) 375-2525; from an on-campus networked phone dial, extension 2525. The Office of Safety and Security maintains a close working relationship with all appropriate law enforcement agencies and criminal justice systems. Regular meetings are held with those agencies, both on a formal and informal basis, and crime-related reports and statistics are routinely exchanged in accordance with accepted legal procedure and maintaining appropriate levels of confidentiality.

M.E.R.T. (Medical Emergency Response Team) is a volunteer organization that is staffed by certified students, who in conjunction with the Center for Student Wellness and the Office of Safety and Security, respond to campus medical emergencies. M.E.R.T. is dispatched by calling the Office of Safety and Security at ext. 2525.

**SBU Timely Warning Policy**

In accordance with The Jeanne Clery Act, SBU established a “Timely Warning Policy” in the form of a “Policy Statement” and the “Timely Warning Matrix”, (pgs. 43 & 44) for all members of the campus community. In disclosing this information we address who is responsible for initiating the warnings, what communications means will be used to provide the notification, when the notifications will be given and for what scenario that they will be given for. SBU utilizes overlapping means of communication in case one method fails or malfunctions when executing its “Timely Warning Policy”.

We will immediately notify the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus. An “immediate” threat as used here encompasses an imminent or impending threat, such as an approaching forest fire, as well as a fire currently raging in one of our buildings. Confirmation means that an SBU official (or officials) have verified that a legitimate emergency or dangerous situation exists. Confirmation doesn’t necessarily mean that all of the pertinent details are known or even available. Some other examples of significant emergencies or dangerous situations are listed in the attached Matrix.

The SBU Emergency Plan contains all of the specific emergency response procedures and describes them in a manner that lets the campus community and others know what we will do and who or what office or organization will be responsible for each step along the way. This plan is available to all members of the Campus Community. The plan also provides information about how to report an emergency.

Upon notification of an emergency situation, the Safety and Security dispatcher will activate the campus crisis communications plan and is responsible for notifying appropriate emergency response agencies and the Emergency Management Coordinator. A detailed checklist of required dispatcher actions is available in the Campus Safety and Security office. Upon notification from the dispatcher, the EMC will initiate notification of Emergency Management Team members and specify the time and location to assemble. Unless designated otherwise, the Emergency Management Team will assemble in the Hayes Conference Room in Hopkins Hall.
The authority to declare a campus state of emergency rests with the President of the University. In the absence of the President, the Provost and Vice President of Academic Affairs will assume this responsibility.

Administrators, upon receiving notification of a Campus Emergency, will notify personnel under their direction of the emergency by utilizing either phone trees or other designated communication measures. Additional campus wide notification means include; a steam powered siren, CISCO telephone alerts to classrooms and offices, the E2Campus text alert system, campus email to include the Notice Board, and the St. Bonaventure University website, www.sbu.edu. Timely warnings will never include the specific names of victims in the message.

During an emergency, the Safety and Security Office, with the EMC’s authorization, shall place into immediate effect the appropriate procedures necessary to meet the emergency and to safeguard persons and property. The University’s Communication Office, under the direction of the Vice President for University Relations, is the authority for all release of all information to the public.

When this declaration is made, only registered students, faculty, staff and administrators are authorized to remain on campus. Those who cannot present proper identification (registration or employee identification card, or other ID) showing their legitimate business on campus will be asked to leave the campus. Unauthorized persons remaining on campus are subject to arrest.

In addition, only those university employees who have been assigned emergency response team duties are allowed to enter the designated emergency areas. (See Emergency Response Team below)

Campus staff and students should not discuss any details concerning a campus emergency with any media personnel. All questions, communications or requests for information by news media will be directed to the Emergency Operations Center. Within one hour of notification, the Vice President for University Relations will designate the location of the media holding area/briefing area and assign members of her staff to set up the area and liaison with arriving media personnel.

The Emergency Plan and notification procedures will be tested at least on an annual basis using either a full scale exercise, tabletop exercise(s), drills, or a combination of these. Scenarios will vary from year to year based on local risk analysis.

**Emergency Response Team (ERT)**

The ERT is comprised of university staff personnel and outside agency personnel who have a direct or indirect support role when the Emergency Preparedness Plan is activated. All or some persons in the following positions may serve as response personnel depending on the threat or emergency.

- Aramark Director
- Assistant Director for Residential Living
- Associate Athletic Director for Internal Operations
Key Personnel Responsibilities

President

- Approve policies that govern the Emergency Preparedness Plan
- Overall decision making authority during a crisis or emergency
- Declare a campus emergency when required

Vice President for Student Affairs

- Serve as the Emergency Management Coordinator
- Oversee the development, testing and execution of the Emergency Preparedness Plan
- Authorize implementation of Emergency Preparedness Plan
- Assign duties and responsibilities to both the Emergency Management Team and Emergency Response Team
- Provide the Emergency Management Team with information and recommendations to make decisions on campus closings, evacuation and physical recovery
- Ensure the safety and well being of all students on campus
- Provide resources and information necessary for implementing the student related aspect of the plan
- In the absence of the University President and University Provost, assume responsibility for declaring a campus emergency

Provost and Vice President for Academic Affairs

- Serve as a member of the Emergency Management Team
- In the absence of the Vice President for Student Affairs, assume duties as the Emergency Management Coordinator
Provide the Emergency Management Team with information and recommendations to make decisions on campus closings, evacuation and physical recovery

In the absence of the University President, assume responsibility for declaring an emergency

Senior Vice President for Finance and Administration

Serve as a member of the Emergency Management Team

In the absence of the Vice President for Student Affairs and the University Provost, assume duties as the Emergency Management Coordinator

Establish priorities for use of personnel and resources

Provide the Emergency Management Team with information and recommendations to make decisions on campus closings, evacuation and physical recovery

Develop emergency accounting disbursement procedures

Determine cost implications for various emergency planning alternatives

Vice President for University Relations

Serve as a member of the Emergency Management Team

Immediately implement the crisis communication plan

Establish a media holding area and briefing area either on campus or off campus within one hour of the declaration of emergency

Direct the release of all public information and respond to all inquiries

Responsible for all briefing plans, press releases, internal communication and media

Monitor weather reports, emergency channels and news

Provide an appropriate staff member to serve as the coordinator of the Family Support Center. Training of this individual will be coordinated by the Executive Director of Residential Living and Conduct

Director of Safety and Security

Serve as a member of the Emergency Management Team

Responsible for initial notification to the Emergency Management Team, campus community and community emergency response personnel

Establish traffic control points at the West Entrance, Main Entrance and Francis Entrance within 10 minutes of emergency notification

Support and assist the Emergency Management Coordinator in implementing the Emergency Preparedness Plan

Set priorities, delegate tasks and manage the Emergency Operations Center

Provide the Emergency Response Team with current information on the status of the emergency and emergency response

Responsible for liaison with government authorities and outside agencies

Assist the Emergency Management Coordinator with emergency transportation assets, evacuations, crowd control, access control, investigations, etc., as necessary
**Associate Vice President for Facilities**

- Serve as a member of the Emergency Management Team
- Assist the Vice President for Student Affairs as required
- Provide the Emergency Management Team with personnel and resources necessary to respond to the threat or emergency
- Provide the Emergency Management Team with recommendations and information to make decisions on campus infrastructure, campus evacuation, campus closings and recovery operations.
- Provide one complete set of building, gas and sewer blueprints to the Emergency Operations Center and the Law Enforcement Tactical Operations Center immediately upon notification of an emergency
- Install and maintain the steam powered emergency notification system and voice alert speaker system
- Ensure that the primary and alternate Emergency Operations Centers have a back up power capability
- Assess transportation resources on campus and develop an emergency usage plan
- Ensure OSHA compliance during emergency response

**Director of Human Resources**

- Support the Emergency Management Coordinator by providing employee records and emergency information
- Coordinate faculty and staff replacements as required
- Coordinate for, collect and maintain accurate phone rosters for all departments

**Executive Director of Technology**

- Serve as a member of the Emergency Management Team
- Coordinate procedures for the restoration of essential campus computer records
- Determine what records are vital to the continued operation of the campus via Internet sites
- Update, maintain and conduct periodic testing of the CISCO telephonic campus alert system

**Director of the Center for Student Wellness**

- Serve as a member of the Emergency Management Team
- Advise the Emergency Management Coordinator on the proper medical response to any campus emergency
- Develop and implement the university’s triage/morgue plan in the event of an emergency
- Maintain adequate medical equipment stockage to support an emergency
- Maintain liaison with local hospitals and county/state health departments
- Serve as a member of the Emergency Response Team
- Serves as source of information for EMT in implementing the plan
- Provide Emergency and Recovery Counseling Services
**Director of Food Services**

- Provide routine feeding of campus community and plan for emergency feeding requirement of emergency response personnel and off campus community members
- Ensure maintenance of long-term dining supplies

**Director of Athletics**

- Develop a plan to utilize the Reilly Center and Butler Gymnasium as evacuation sites in the event of a partial campus evacuation or an evacuation of Allegany Limestone school children to St. Bonaventure
- Assess athletic activities and events affected by the emergency

**Executive Director of Residential Living and Conduct**

- Serve as a member of the Emergency Management Team
- Train all Residence Directors and Resident Assistants to serve as guides and mentors for the student body in the event of an emergency
- Responsible for coordinating the training of the appointed Coordinator of the Family Support Center
- Responsible for accountability of all on campus students in the event of an emergency
- In the absence of the Executive Director of Residential Living and Conduct, the Asst. Director of Residential Living and/or the Director of Leadership will act on his or her behalf

**III. CRIME PREVENTION**

We believe that nearly every violation committed on campus is preventable. As part of the University’s education mission, the Office of Safety and Security attempts to educate members of the campus community on how to reduce their chances of suffering from violation of their property or themselves.

The crime prevention program is based upon the dual concepts of eliminating or minimizing criminal opportunities and encourages students and employees to be responsible for their own security and security of others. The following is a listing of the crime prevention programs and projects employed by St. Bonaventure.

**New Student Orientation:** A crime prevention presentation, accompanied by brochures and other printed material, is made available to residence hall students on a routine basis.

**Residence Hall Security:** Crime prevention presentations, accompanied by brochures and other printed material, are made available to residence hall students on a routine basis.

**Crime Prevention Presentation:** Crime prevention presentations are made available upon request to the campus community including resident students, commuter students, international students and professional and support staff.
New Employee Orientation: Crime prevention materials are available to new employees throughout the year.

Printed Crime Prevention Materials: Printed crime prevention brochures and posters related to motor vehicle security, bicycle security, residence hall security, health services, employee security and library security are distributed at various locations throughout campus.

Burglar Alarm System: Security Services monitors burglar alarm systems on campus. These systems offer intrusion detection, are noise-activated and have duress alarms.

Fire Alarm System: Security Services monitors and maintains fire alarm systems on campus.

Safety and Security Surveys: Comprehensive security surveys or audits are made for all campus facilities each year by the Safety and Security Committee and residence life staff.

Facilities Surveys: Comprehensive surveys of exterior lighting, exterior doors and grounds are conducted each year by the Safety and Security Committee.

Video Surveillance: Video surveillance cameras are located in strategic areas on campus and are monitored by the Office of Safety and Security Services.

Operation Identification: Operation identification, the engraving of a person’s Social Security number on items of value, is strongly suggested in student residence halls.

Crime Prevention Policy: Crime prevention articles and material are routinely made available to the student newspaper and the University’s radio station via the University Office of Communications.

Rape Awareness/Education and Prevention: In cooperation with the University's Center for Student Wellness, rape awareness, education and prevention presentations are made each year to members of the campus community.

Architectural Design: The Director of Safety and Security makes recommendations relating to physical and electronic security systems for new and renovated campus facilities.

Enhanced Emergency Telephone System: All on-campus telephone calls made to the Office of Safety and Security are identified and the telephone number and location of the telephone are displayed on a screen to the Office of Safety and Security dispatcher. This enhanced emergency telephone system was installed to ensure that Safety and Security Services knows the on-campus origin of an emergency call, even if the caller is unable to communicate verbally.
Crime Prevention and Personal Safety:

- Do not leave valuables (including cash) in your room unattended. Take valuables home with you over the Christmas break period.
- Doors and windows to your residence halls should be locked. Peep holes should be used when allowing anyone access to your room and should not be removed. Always lock your doors when you are absent. Do not loan out your key or ID card.
- Never compromise your safety for a roommate who asks you to leave the door unlocked.
- Do not prop doors open and leave them unsecured day or night.
- Do not leave your identification, wallets, checkbooks, jewelry, cameras, and other valuables in open view.
- Program your phone's speed dial memory with emergency numbers that include Campus Security, family and friends.
- Know your neighbors and don't be reluctant to report illegal activities and suspicious loitering.
- Non-residents of a hall should not be allowed access to the hall unless they are the guests of a resident of that hall
- All guests must be properly registered and should never be left unattended.
- Stay alert at all times and tuned in to the surroundings.
- Trust your instincts; get help right away if the situation or place is uncomfortable.

Anyone with information on any suspicious or illegal activities is asked to provide information to the Office of Safety & Security at x2525. If you prefer to remain anonymous, you can submit a report through http://www.sbu.edu/life-at-sbu/campus-safety/silent-witness

IV. CRIME REPORTING
Numerous efforts are made to advise members of the campus community on a timely basis about campus crime and crime-related problems. Any reports of crimes on campus will be investigated thoroughly by the Director of Safety & Security or a member of the Safety and Security staff, or the local law enforcement agency. These efforts include the following:

Annual Report: A comprehensive annual report of crime-related information is compiled and published. This annual report is distributed to all active students and current employees and is available upon request. http://www.sbu.edu/security

Web site Access: Listed are two websites which you may access in order to learn more about campus crime and crime-related problems. To view the St. Bonaventure University crime reporting web page, please go to http://www.sbu.edu/security

- To view the U.S. Department of Education crime reporting site, please go to http://ope.ed.gov/security
- Special Alert: If circumstances warrant, a specially printed crime alert bulletin can be prepared and distributed either selectively or throughout campus.

St. Bonaventure University monitors and records, through the local police agencies, criminal activities for all recognized off-campus student organizations which maintain off-campus housing facilities. NOTE: At this time, St. Bonaventure University student organizations do not own or operate off-campus housing facilities.
**Violent Felony Offenses**

All violent felony offenses reported to the University, occurring on campus or on University-owned property will be reported to the appropriate law enforcement agency for further investigation.

**Missing Persons**

If a member of the University community has reason to believe that a student who resides in on-campus housing is missing, he or she should immediately notify SBU Safety & Security at ext. 2525. SBU Safety & Security will initiate an investigation.

In addition to registering a general emergency contact, students residing in on-campus housing have the option to identify confidentially an individual to be contacted by SBU in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, SBU will notify that individual no later than 24 hours after the student is determined to be missing. A student who wishes to identify a confidential contact can do so through the SBU Residential Living Department. A student’s confidential contact information will be accessible only by authorized campus officials and law enforcement in the course of the investigation. This information can be edited or changed any time by the student by contacting a residential living staff member.

After investigating a missing person report, should the SBU Safety & Security Department determine that the student has been missing for 24 hours, SBU will notify the Cattaraugus County Sheriff’s Department or another available law enforcement agency (NYS Police, Allegany Police or Olean Police Department) and the student’s emergency contact no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, SBU will notify the student’s parent or legal guardian immediately after the SBU Safety & Security Department has determined that the student has been missing for 24 hours.

**How to Report a Crime and/or Emergency On-Campus**

**Medical Emergency**
Dial 716-375-2525 or 911

Every student, faculty and staff member should take a moment to input the number for Safety and Security Services into their phone (716-375-2525). You can also dial 911, whether you are on campus or off. To expedite appropriate emergency response, be prepared to give your exact location, the nature of the emergency, and as many details about the situation as possible (see “Medical Emergencies” in your Emergency Response Guide”).

The Medical Emergency Response Team (MERT), a volunteer organization staffed by certified students who are advised and work with the Center for Student Wellness, assists Safety and Security Services in responding to medical and other emergencies. Calling Safety and Security Services dispatches MERT until additional personnel can arrive from off-campus agencies if needed.
There are “blue light” phones located around campus in case of emergency. Picking up the phone will immediately put you in touch with Safety and Security Services. Additionally, there are yellow emergency call boxes located at the entrance of most residence halls on campus. If you push the large red button, it will immediately put you in touch with Safety and Security Services.

**Reporting a Crime in Progress/Active Threat**
Dial 716-375-2525 or 911

If you are a witness to a crime in progress, stay calm and assess the situation. Determine the location of the threat if possible, and dial either Safety and Security Services or 911 as soon as it is safe to do so. Be prepared to give the location and nature of the threat/incident, the name and/or description of all persons involved, and the person’s direction of travel and description of vehicles if applicable (see “Crime In Progress/Active Threat” in your Emergency Response Guide).

**Reporting a Crime**

Students and employees should report criminal offenses in a timely manner to the following:

**Safety and Security Services – 716-375-2525**, located on the First Floor of Robinson Hall

**Director of Safety and Security Services, 716-375-2526**

**Vice President for Student Affairs, 716-375-2513**

**St. Bonaventure University Silent Witness Program** - St. Bonaventure University also utilizes a program by which a student or employee may report a crime anonymously, voluntarily and confidentially. The link to this is on the Safety and Security web page and listed below: [http://www.sbu.edu/life-at-sbu/campus-safety/silent-witness](http://www.sbu.edu/life-at-sbu/campus-safety/silent-witness)

**Cattaraugus County Sheriff – 716-938-9191**

**New York State Police – 585-268-9030**

**Executive Director for Residential Living/Chief Judicial Officer – 716-375-2572**

**Counseling Center – 716-375-2310**

*Also, you may contact a Residence Director or Resident Assistant AT ANY TIME to report a crime. If you cannot locate a residence life staff member, you can call Safety and Security Services, and they will contact the Residence Director on-duty to assist you.

**Pastoral and professional counselors, when they deem appropriate, may inform individuals they are counseling of the procedure to report crimes on a voluntary or confidential basis for follow up and inclusion into the university crime statistics.*
Students, Faculty or Staff wishing to report Sexual Violence or Harassment should follow procedures outlined in the “University’s Procedures for Reporting Sexual Violence and Harassment” section of this document, also located in Appendix S of the Code of Conduct.

V. IT HAPPENED TO ALEXA FOUNDATION
“It Happened to Alexa Foundation” is a resource available to colleges and students to assist victims and their families with travel expenses related to criminal trials.

Contact Information:
- 1-877-77ALEXA
- www.ithappenedtoalexa.org
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<th>On Campus Residence Facilities (Calendar Year)</th>
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<tr>
<td>• Sex Offenses/Non-forcible* (include only incest and Statutory rape)</td>
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<td>• Aggravated Assault</td>
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<tr>
<td>• Motor Vehicle Theft</td>
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</tr>
<tr>
<td>• Arson (Only include fires that are investigated by law enforcement and determined to be arson.)</td>
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Simple Assault           | 0    | 0    | 0    |
Intimidation             | 0    | 0    | 0    |
Destruction, Damage, Vandalism of Property | 0    | 0    | 0    |
## Non-Campus (Calendar Year)

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<tr>
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<td>*Stalking</td>
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<td>*New additions for 2013</td>
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### Hate Crimes (Race, Gender, *Gender Identity*, Religion, Sexual Orientation, Ethnicity, *National Origin*, Disability)

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<td>Intimidation</td>
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### On-Campus (Calendar Year)

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<td>Murder/Non-negligent manslaughter</td>
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*New additions for 2013

### Hate Crimes (Race, Gender, *Gender Identity*, Religion, Sexual Orientation, Ethnicity, *National Origin*, Disability)

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<td>Destruction, Damage, Vandalism of Property</td>
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VI. Relationship and Sexual Violence

**For ease of use within the document, the term “Relationship and Sexual Violence” shall include any behavior outlined in the Relationship and Sexual Violence Policy outlined in the Code of Conduct, and includes Stalking, Domestic Violence, Relationship/Intimate Partner Violence (Dating Violence), Sexual Harassment, Non-Consensual Sexual Intercourse, Non-Consensual Sexual Contact, and Sexual Exploitation.**

**Education and Prevention Programming**

In an effort to reduce the risk of sexual misconduct as well as the crimes of rape, sexual assault, sexual harassment, stalking, dating violence and domestic violence occurring among its students, St. Bonaventure University utilizes a range of campaigns, strategies and initiatives to provide awareness, educational, risk reduction and prevention programming.

It is the policy of the St. Bonaventure University to offer programming to prevent domestic violence, relationship/intimate partner violence, sexual violence (including stranger and known offender assaults) and stalking each year. Educational programs are offered to raise awareness for all incoming students and employees, and are often conducted during new student and new employee orientation and throughout an incoming student’s first semester. These programs and others offered throughout the year include strong messages regarding not just awareness, but also primary prevention (including normative messaging, environmental management and bystander intervention), and discuss institutional policies on relationship and sexual violence as well as the New York State definitions of domestic violence, dating violence, sexual assault, stalking and consent in reference to sexual activity. Bystander engagement is encouraged through safe and positive intervention techniques and by empowering third-party intervention and prevention such as calling for help, using intervention-based apps, identifying allies and/or creating distractions.

Additionally, programming will include:

- A statement prohibiting domestic violence, dating violence, sexual assault, and stalking.
- The applicable jurisdiction’s definition of domestic violence, dating violence, sexual assault, and stalking.
- The jurisdiction’s definition of consent with regard to sexual activity.
- Safe and positive options that a bystander can take when he or she witnesses potential domestic violence, dating violence, sexual assault, or stalking.
- Information about risk reduction to recognize warning signs of abusive behavior and how to avoid potential attacks.

Programs also offer information on risk reduction that strives to empower victims, how to recognize warning signals and how to avoid potential attacks, and do so without victim-blaming approaches. Throughout the year, ongoing awareness and prevention campaigns are directed to students and employees, including faculty, often taking the form of campaigns, guest speakers and events such as “Drunk Sex or Date Rape” (an NCHERM Program), “Sex Signals”, and other programs promoted by VOICES (the University women’s issues student organization). In addition, the University requires all first year students to complete Haven, an online sexual violence education program presented by EverFi.
University’s Procedures for Reporting Sexual Violence

All reports of relationship and sexual violence must be investigated by the University. For Title IX complaints, all students are subject to the policies and procedures outlined in the Code of Conduct. All faculty, staff, and third party vendors are subject to the policies and procedures outlined in the Council on Discrimination and Harassment (CODAH) Document found at http://www.sbu.edu/about-sbu/university-information/conduct-at-sbu for Title IX complaints. In accordance with standards set forth by Title IX, all investigations and hearings shall adhere to the preponderance of the evidence standard, also defined as “more likely than not”, or “50% plus a feather”. Anyone wishing to report such incidents should do so through Safety and Security Services, located on 1st floor Robinson Hall, 716-375-2525. Investigations will be handled in the following ways:

1. Students wishing to report being a victim of relationship or sexual violence, or knowledge of another student(s) being a victim, where such behavior was allegedly perpetrated by another student, should do so through Safety and Security Services. The report will be investigated through University appointed Title IX Investigators. Investigator will submit his/her findings and recommendations for further action to the Title IX Coordinator.

2. Students wishing to report being a victim of relationship or sexual violence and/or harassment, or knowledge of another student(s) being a victim, where such behavior was allegedly perpetrated by a faculty or staff member, may do so through Safety and Security Services. The report will be investigated through University appointed Title IX Investigators, in cooperation with University CODAH advocacy officers, and Title IX would submit his/her findings to the Title IX Coordinator and the Director of the CODAH. Said reports would be handled through the University's CODAH policy, and not through the judicial process.

3. Faculty or staff wishing to report being a victim of relationship or sexual violence or knowledge of another faculty or staff being a victim, where such behavior was allegedly perpetrated by a student, should do so through Safety and Security Services. The report will be investigated through University appointed Title IX Investigators. Investigator will submit his/her findings and recommendations for further action to the Title IX Coordinator.

4. Faculty or staff person wishing to report being a victim of relationship or sexual violence and/or harassment, or knowledge of another faculty or staff being a victim, where such behavior was allegedly perpetrated by a faculty or staff person, is not subject to this policy or procedure outlined here, but is subject to the St. Bonaventure University CODAH policies and procedures.

Importance of Preserving Evidence

Olean General Hospital has a Sexual Assault Forensic Examiner program, designed specifically to conduct physical examinations after an incident of sexual violence, and evidence is collected during this examination. Having this examination does not commit a person to pursuing legal charges against an individual. However, failure to have an accurate examination to collect physical evidence in a timely manner may negatively affect a person’s ability to pursue legal charges in the future.

It is of the utmost importance to preserve any and all physical evidence from incidents of sexual violence. To properly preserve evidence, it is recommended that you do not bathe, shower, douche, eat, drink, smoke, brush your teeth, urinate, defecate or change clothes before receiving medical attention. Even if you have already taken any of these actions, you are still encouraged to have prompt medical care, and evidence may still be
recoverable. Typically, if police are involved or will be involved, they will obtain evidence from the scene, and it is best to leave things undisturbed until their arrival. They will gather bedding, linens or unlaundered clothing and any other pertinent articles that may be used for evidence. It is best to allow police to secure items in evidence containers, but if you are involved in transmission of items of evidence, such as to the hospital, secure them in a clean paper bag or clean sheet, to avoid contamination. If you have physical injuries, photograph or have them photographed, with a date stamp on the photo. Record the names of any witnesses, and their contact information. This information may be helpful to the proof of a crime, to obtain an order of protection or to offer proof of a campus policy violation. Try to memorize details (physical description, names, license plate number, car description,), or even better, write notes to remind you of details, if you have time and the ability to do so. If you obtain external orders of protection (e.g. restraining orders, injunctions, protection from abuse), please notify [Campus Police/Public Safety] or the campus Title IX Coordinator so that those orders can be observed on campus.

**Survivor Right to Notify Local Law Enforcement**
Survivors are encouraged to report incidents of sexual violence to appropriate local law enforcement agencies. If the crime occurred on campus the appropriate police agency to report such crime is the NYS Police Bureau of Criminal Investigation (BCI). If the crime occurred off-campus, it would depend on where the crime occurred which agency should receive the report. All numbers are located below. Safety and Security Services and other student life professional staff members are willing and able to assist survivors in contacting local authorities. In the event any crime is reported to a Campus Security Authority, a report is automatically filed with appropriate local law enforcement, and as a statistic in the University Crime Statistics Report. This does not mean a student is obligated to speak with the police or press charges.

**Law Enforcement Agency Information:**
- Emergency – dial 911
  - New York State Police Bureau of Criminal Investigation – 716-373-2552
  - New York State Police – 716-373-2550
  - Cattaraugus County Sheriff’s Department – 716-938-9191
  - Allegany Police Department (A.P.D.) – 716-373-0873

**On and Off Campus Support Services for Survivors**
Students who are survivors of sexual violence are strongly encouraged to utilize the Center for Student Wellness on campus to begin to cope with feelings that will likely arise in the aftermath of a traumatic incident. Immediately below is contact information for the Center for Student Wellness on campus, and other off-campus support services in the local community. Safety and Security Services and other student life professionals are willing and able to help survivors contact these support services.

1. **St. BONAVENTURE UNIVERSITY CENTER FOR STUDENT WELLNESS**
   - Room 127 Doyle Hall
   - Phone: 716-375-2310
   - Office Hours are:
     - Monday - Friday 8 AM - 5 PM
     - After hours – call 716-969-3947 for confidential crisis assistance through the counseling center

   The Center for Student Wellness staff provides both confidential crisis-oriented and follow-up counseling to victims of sexual violence.
2. CATTARAUGUS COMMUNITY ACTION/VICTIMS’ SERVICES DIVISION  
Phone: 716-945-1041  24-hour HOTLINE: 716-945-3970

The Cattaraugus Community Action/Victims’ Services Division offers a Domestic Violence Program, Rape/Sexual Assault Program and AVOW (Aid to Victims or Witnesses) Program.

3. OLEAN COUNSELING CENTER  
Phone: 716-373-8040

**Interim Protective Measures and Accommodations**

Certain accommodations may be made by the Vice President for Student Affairs or his designee in an effort to mitigate any situations where further threat and/or harassment could occur as a result of a victim filing a report or bringing forward allegations of relationship or sexual violence. These accommodations could include, but are not limited to: changes to academic, living, transportation and working situations if those changes are requested by the victim and reasonably available; “No Contact” orders; summary suspension; attendant restrictions; all other restrictions outlined in the Code of Conduct under “Interim Sanctions”; any other interim restriction or sanction deemed appropriate by the Vice President for Student Affairs or his designee.

**Safety Suggestions for Survivors**

If you are the victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence or domestic violence, some or all of these safety suggestions may guide you after an incident has occurred:

1. Go to a safe place and speak with someone you trust. Tell this person what happened. If there is any immediate danger, contact Safety and Security, 716-375-2525, if you are on campus or call 911 if you are off campus.
2. Consider securing immediate professional support (e.g.: counseling, victim advocacy, medical services, etc.) to assist you in the crisis.
3. If you are on campus during regular business hours, you may go to the Center for Student Wellness and the Counseling Center on the 1st Floor of Doyle Hall. These are both confidential resources.
4. For your safety and well-being, immediate medical attention is encouraged. Further, being examined as soon as possible, ideally within 120 hours, is important in the case of rape or sexual assault. The hospital will arrange for a specific medical examination at no charge. Additionally, see information under “The Importance of Preserving Evidence”.
5. Even after the immediate crisis has passed, consider seeking support from St. Bonaventure University Counseling Center and/or Cattaraugus County Victim Services (contact information listed above).
6. Contact Safety and Security or the Vice President of Student Affairs with safety concerns, such as no-contact orders or other protective measures. Safety and Security will also assist in any needed advocacy for students who wish to obtain protective or restraining orders from local authorities. The University is able to offer reasonable academic accommodations, changes to living arrangements, transportation accommodations, escorts, no contact orders, counseling services access and other supports and resources as needed by a victim.
**University Relationship and Sexual Violence Policy**

**Statement of Intent:**

St. Bonaventure University promotes the respect for the dignity and integrity of each person. Therefore, acts of relationship and sexual violence are not acceptable in our community, and will not be tolerated. This policy is designed to give all students the knowledge and ability to make informed choices, and the information to understand when they have been wronged. While the University expects all students to abide by NYS laws with regards to Sex Offenses (see NYS Penal Code, Article 130, Sex Offenses), Stalking, Domestic Violence, and Relationship/Intimate Partner Violence (Dating Violence), students must understand that the University treats this issue very seriously. Any violation of said laws, and/or the below-stated University policy, will be subject to a hearing by the University Judicial Board and the full range of its sanctioning power, up to and including expulsion. See “Reporting Procedures” near the end of this appendix

**Relationship and Sexual Violence Policy**

Relationship violence is any sort of violent behavior directed at a victim where the victim has a perceived or actual relationship with the alleged perpetrator. Acts of relationship violence include:

1. Stalking
2. Domestic Violence
3. Relationship/Intimate Partner Violence (Dating Violence)

Sexual Violence, according to the following standards set forth by St. Bonaventure University, is defined as any unwanted sexual contact, or behavior of a sexual nature, committed by an individual or group of individuals, against another individual(s) without expressed consent from the victim(s). Sexual misconduct can be committed by a male or female, against someone of the opposite or same sex.

Sexual Violence offenses include, but are not limited to:

1. Sexual Harassment
2. Non-Consensual Sexual Intercourse
3. Non-Consensual Sexual Contact
4. Sexual Exploitation

**Definitions:**

1. **Stalking:** Intentionally engaging in repeated acts directed at a specific person, where such behaviors result in fear of physical harm or injury, or results in significant emotional distress. This includes any behavior which attempts to establish power or control over another person. Examples of stalking behavior include but are not limited to: repeated attempts at communication (phoning, texting, emailing, messaging), physical and/or verbal confrontations, entering one’s residence hall room/apartment or vehicle without permission, following a student, vandalizing, gaining access to personal online accounts, etc.

2. **Domestic Violence:** Any violent behavior committed by a current or former spouse of a victim, by a person with whom a victim shares a child, or by a person with whom the victim currently or previously has cohabitated.
3. **Relationship/Intimate Partner Violence (Dating Violence):** Any violent behavior committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim, where the existence of such a relationship is determined based on a consideration of length of the relationship and frequency and nature of the interactions involved in the relationship.

4. **Harassment (Sexual)** - Sexual Harassment is a form of harassment with specific distinguishing characteristics, which are described below. Sexual harassment has been defined by the EEOC as a type of prohibited sex-based discrimination. According to the EEOC guidelines, supported by St. Bonaventure University, unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when
   a. submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's education/employment;
   b. submission to or rejection of such conduct by an individual is used as the basis for education/employment decisions affecting such individual; or
   c. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive educational/working environment. For example, sexual harassment would include the following kinds of behavior, or other kinds of behavior with a similar harassing effect:
      i) abusing an employee or student through insulting, degrading, or oppressive sexual remarks, jokes, innuendoes, or other sexually oriented conduct (including, among other things, graphic or descriptive comments relating to an individual's body or physical appearance; sexually oriented teasing or pranks; improper suggestions, objects, or pictures; unwanted physical contact); or
      ii) threats, demands, or suggestions that an employee's working conditions or a student's grade depends in any way upon tolerating or accepting sexual advances or sexually oriented conduct.

5. **Non-Consensual Sexual Intercourse** – engaging in, or attempting to engage in, anal, vaginal, or oral penetration of any kind, however brief that penetration may be, with another person without the person's expressed consent (see “consent” defined below). Intercourse includes: vaginal penetration by a penis, object, tongue or finger, and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight.

6. **Non-Consensual Sexual Contact** – intentionally having any physical contact of a sexual nature with another person without his/her expressed consent (see “consent” defined below). Acts of unwanted sexual contact may include but are not limited to the touching a person's buttocks, penis, vagina, breasts; and/or touching of another person with said body parts; and/or making another touch you in said manner; and/or taking clothes off of another person.

7. **Sexual Exploitation** – any behavior pertaining to sexual activity, which knowingly degrades or subjects a victim to degradation, without that person's consent, and does not fall under the category of Non-Consensual Sexual Intercourse or Contact. Said behaviors may include but are not limited to any audio and/or visual recording of a consensual sexual act without the person's knowledge; distributing, without the
prior consent or knowledge of the victim of exploitation, an audio and/or visual recording of a consensual sexual act; voyeurism; knowingly spreading HIV or STI to another person without his or her knowledge; attempting to incapacitate someone for the purposes of committing sexual assault or unwanted sexual contact defined above; exposing one’s genitals in non-consensual circumstances or inducing another to expose their genitals.

Additional Applicable Definitions:

Consent
Consent is defined as a clear, verbal and voluntary “yes”. The following conditions apply to the term “consent” according to the University:

1. Silence, lack of physical resistance, and/or the absence of a verbal “no” are not forms of effective consent.
2. Once a person says “no,” it is established that he or she is not giving consent to a sexual act. Any activity or further encouragement beyond that point could be construed as force, coercion or intimidation.
3. Prior relationship, existing relationship, or prior sexual contact does not pre-suppose consent. A sexual act must be mutually agreed upon each time it occurs.
4. Consent to one sexual act does not indicate consent to all sexual acts.
5. Effective consent cannot be given if a person is incapacitated (see below).
6. Effective consent cannot be given under coercion, force, or threat of physical harm or injury.

A person is considered unable to give effective consent under the following conditions according NYS Penal Law, Article 130, Sex Offenses:

1. He/she is unconscious or otherwise physically unable to communicate consent or lack of consent to an act.
2. He/she is mentally disabled, or suffers from a mental disorder, which renders him/her incapable of appraising or controlling his/her conduct.
3. He/she is mentally incapacitated, rendering him/her temporarily incapable of appraising the nature of his/her conduct, due to the influence of alcohol or other drugs, administered to him/her without his/her consent.
4. He/she is less than 17 years old.

Force
Force is the use of physical violence and/or imposing on someone physically to gain sexual access. It includes threats, intimidation (implied threats) and coercion that overcome resistance or produce consent.

Coercion
Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes it clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

Incapacitation
Incapacitation is a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the “who,
what, when, where, why or how” of the sexual interaction). Incapacitation can result from disability, sleep, involuntary restraint, or the taking of drugs or alcohol.

**Disciplinary Action**

All reports of sexual violence will be investigated, and a recommendation will be made to the Vice President for Student Affairs whether or not the case should be referred through the campus disciplinary process. Should the case be referred for judicial action, it will likely be heard through the University Judicial Board (procedures outlined below). In judicial cases of sexual violence, both the complainant and the accused are permitted to have advisors present with them within the guidelines outlined in the University Judicial Board Procedures below.

**University Judicial Board Procedures**

All judicial proceedings are closed to anyone who is not a student, faculty, staff or religious member of the University. All hearings shall be held in appropriate University facilities designated by the CJAO and shall be private. The University does not permit observers, relatives, or legal counsel for either the complainant or the accused to be present at or participate in hearings.

The Chairperson will inform the student(s) of the policies and procedures for the hearing. The accused student must cooperate fully with the Board. If the accused student fails to appear at the scheduled hearing and the Chairperson does not excuse his/her absence, the hearing may proceed without him/her.

The complainant and the accused student will present statements concerning the alleged violation and may present relevant witnesses. Students shall provide a list of witnesses to the Judicial Affairs Office prior to the hearing. The VPSA and/or his designee, or the board Chairperson, has the option of granting immunity to a witness should the witness be in fear of testifying because his or her testimony may reveal he or she is in violation of University policies. However, it is the witness’s responsibility to request such immunity. The accused student, the complainant and the UJB may review all evidence presented at the hearing.

Hearings shall be conducted in such a manner as to permit the panel to achieve substantial justice. Participants will conduct themselves in accordance with these objectives. Therefore, no board member (other than the Chairperson) shall discuss the case with anyone prior to or after the proceedings. Formal rules of evidence shall not apply. Evidence shall be admitted if it is relevant, reliable, and is not unduly repetitious, and it is the sort of evidence on which responsible persons are accustomed to rely on in the conduct of serious affairs. Hearsay evidence is not permissible. Questions regarding the admissibility of any evidence shall be within the Board’s discretion.

After all statements have been presented, the complainant and the accused student may summarize their positions. Subsequently and in private, the UJB will determine by a preponderance of evidence with a majority vote whether the accused student has violated the Code. The UJB will make known its decision and the basis for the decision to the Chairperson. The Chairperson will inform the accused student and the complainant of the UJB’s decision and basis for the decision verbally, subject to the limitations of federal law. The University will follow up with written results and sanction notification to the complainant and the accused within 24 hours. Should the victim be deceased as a result
of the crime or offense, the next of kin of the victim shall be treated as the victim for purposes of sanction notification.

Should a student be found responsible for any violation of the Code of Conduct or any related policies, the Board will then determine appropriate sanctions (see “Sanctions” section below.

**Sanctions**
If a student is found responsible for any violation outlined in the Relationship and Sexual Violence Policy, or related allegations through the judicial process, all sanction definitions found in the “Sanctions” section of the Code of Conduct would be considered possible outcomes, up to and including expulsion from the University. The sanctions possible if someone is found responsible for the Relationship and Sexual Violence are: Written Warning, Disciplinary Fines, Community Service, Attendant Restrictions, Disciplinary Probation, Loss of Campus Residency, Suspension, or Expulsion. Should it be deemed a student could reasonably be a continued threat to the University community, there would be special consideration given to suspension or expulsion from the University.

Both the alleged perpetrator and the victim shall be notified verbally and in writing of the outcome of, and/or changes to the outcome of, any investigation, hearing, and sanctions or changes.

**Retaliation**
Survivors of sexual violence have the right to continue their educational endeavors free from retaliation or further harassment as a result of filing a report or participating in a judicial process, regardless of the outcome. ANY evidence of such behavior from the alleged perpetrator, or on behalf of the alleged perpetrator, could warrant immediate summary suspension from the University pending judicial proceedings.

**Distribution of Policies and Procedures**
The University Policy and Procedures for Sexual Violence as they relate to SBU students can be found in the Student Code of Conduct, Appendix S. The Code of Conduct is located online at [www.sbu.edu/codeofconduct](http://www.sbu.edu/codeofconduct) or by going to the student affairs webpage at [www.sbu.edu](http://www.sbu.edu). Students, faculty and staff can also locate the Code of Conduct on MySBU under general links. Hard copies of the Code of Conduct can be obtained by contacting Student Affairs, 716-375-2512, or by going to the Student Affairs Office, Reilly Center 201.

**Title IX Coordinator**
In accordance with Office of Civil Rights legislation pertaining to Title IX of the Education Amendments of 1972, the University is required to appoint and maintain a coordinator for Title IX Compliance on campus. St. Bonaventure University’s Title IX Coordinator is the Director of Human Resources. All reported incidents of sexual violence and subsequent documentation of investigations, findings, and judicial hearing outcomes will be kept on record with the Title IX Coordinator in accordance with University policies regarding records management.

**VII. Sex Offender Registry**
In accordance to the Campus Sex Crimes Prevention Act of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the
Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, St. Bonaventure University is providing a link to the New York State Sex Offender Registry, [http://criminaljustice.state.ny.us/nsor/](http://criminaljustice.state.ny.us/nsor/) and the Cattaraugus County Sheriff’s Website, [www.cattco.org/sheriffs-office](http://www.cattco.org/sheriffs-office). All sex offenders are required to register in the state of New York and to provide notice of each institution of higher education in New York at which the person is employed, carries a vocation or is a student.

In addition to the above notice to the State of New York, all sex offenders are required to deliver written notice of their status as a sex offender to St. Bonaventure University Safety and Security Office no later than three (3) business days prior to their enrollment in, employment with, volunteering at or residence in St. Bonaventure University. Such notification may be disseminated by the University to, and for the safety and well-being of, the St. Bonaventure University community, and may be considered by the University for enrollment and discipline purposes.

**New York State Laws Pertaining to Domestic Violence, Dating Violence and Stalking**

**NYS Penal Law: Stalking**

S 120.45 Stalking in the fourth degree.

A person is guilty of stalking in the fourth degree when he or she 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. Stalking in the fourth degree is a class B misdemeanor.

* NB Effective until October 21, 2014

*S 120.45 Stalking in the fourth degree.*

A person is guilty of stalking in the fourth degree when he or she 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 appearing, 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.

For the purposes of subdivision two of this section, "following" shall include the unauthorized tracking of such person's movements or location through the use of a global positioning system or other device. Stalking in the fourth degree is a class B misdemeanor.

* NB Effective October 21, 2014

Stalking in the fourth degree is a class B misdemeanor.

S 120.50 Stalking in the third degree.
A person is guilty of stalking in the third degree when he or she:
1. Commits the crime of stalking in the fourth degree in violation of section 120.45 of this article against three or more persons, in three or more separate transactions, for which the actor has not been previously convicted; or
2. Commits the crime of stalking in the fourth degree in violation of section 120.45 of this article against any person, and has previously been convicted, within the preceding ten years of a specified predicate crime, as defined in subdivision five of section 120.40 of this article, and the victim of such specified predicate crime is the victim, or an immediate family member of the victim, of the present offense; or
3. With intent to harass, annoy or alarm a specific person, intentionally engages in a course of conduct directed at such person which is likely to cause such person to reasonably fear physical injury or serious physical injury, the commission of a sex offense against, or the kidnapping, unlawful imprisonment or death of such person or a member of such person`s immediate family; or
4. Commits the crime of stalking in the fourth degree and has previously been convicted within the preceding ten years of stalking in the fourth degree.

Stalking in the third degree is a class A misdemeanor.

S 120.55 Stalking in the second degree.
A person is guilty of stalking in the second degree when he or she:
1. Commits the crime of stalking in the third degree as defined in subdivision three of section 120.50 of this article and in the course of and in furtherance of the commission of such offense: (i) displays, or possesses and threatens the use of, a firearm, pistol, revolver, rifle, shotgun, machine gun, electronic dart gun, electronic stun gun, cane sword, billy, blackjack, bludgeon, plastic knuckles, metal knuckles, chuka stick, sand bag, sandclub, slingshot, slungshot, shirken, "Kung Fu Star", dagger, dangerous knife, dirk, razor, stiletto, imitation pistol, dangerous instrument, deadly instrument or deadly weapon; or (ii) displays what appears to be a pistol, revolver, rifle, shotgun, machine gun or other firearm; or
2. Commits the crime of stalking in the third degree in violation of subdivision three of section 120.50 of this article against any person, and has previously been convicted, within the preceding five years, of a specified predicate crime as defined in subdivision five of section 120.40 of this article, and the victim of such specified predicate crime is the victim, or an immediate family member of the victim, of the present offense; or
2. Commits the crime of stalking in the third degree in violation of subdivision three of section 120.50 of this article against any person, and has previously been convicted, within
the preceding five years, of a specified predicate crime as defined in subdivision five of section 120.40 of this article, and the victim of such specified predicate crime is the victim, or an immediate family member of the victim, of the present offense; or

3. Commits the crime of stalking in the fourth degree and has previously been convicted of stalking in the third degree as defined in subdivision four of section 120.50 of this article against any person; or

4. Being twenty-one years of age or older, repeatedly follows a person under the age of fourteen or engages in a course of conduct or repeatedly commits acts over a period of time intentionally placing or attempting to place such person who is under the age of fourteen in reasonable fear of physical injury, serious physical injury or death; or

5. Commits the crime of stalking in the third degree, as defined in subdivision three of section 120.50 of this article, against ten or more persons, in ten or more separate transactions, for which the actor has not been previously convicted.

Stalking in the second degree is a class E felony.

S 120.60 Stalking in the first degree.

A person is guilty of stalking in the first degree when he or she commits the crime of stalking in the third degree as defined in subdivision three of section 120.50 or stalking in the second degree as defined in section 120.55 of this article and, in the course and furtherance thereof, he or she:

1. intentionally or recklessly causes physical injury to the victim of such crime; or

2. commits a class A misdemeanor defined in article one hundred thirty of this chapter, or a class E felony defined in section 130.25, 130.40 or 130.85 of this chapter, or a class D felony defined in section 130.30 or 130.45 of this chapter.

Stalking in the first degree is a class D felony.

VIII. ACCESS TO UNIVERSITY FACILITIES

Most University buildings and facilities are accessible to members of the campus community and both guests and visitors during normal hours of business, Monday through Friday, and for limited designated hours on Saturday, during periods of time the University is in normal operation (this includes most holidays). For information regarding access to campus facilities, contact Security Services at 716-375-2525.

IX. RESIDENTIAL FACILITIES AND POLICIES

The St. Bonaventure University residence community houses students in varied accommodations ranging from single and double dormitory-style rooms to fully furnished apartments and townhouses. Services and programs intended to enhance the quality of life and to assure the security and safety of the resident student body is a priority for the residence life administration.

All facilities are served by live-in residence directors, resident assistants, student mentors and counselors (ministers-in-residence). At least one professional staff member is on duty at all times, 24 hours a day, 7 days a week.

Security and safety policies and procedures, especially regarding locking individual rooms and building doors and related precautions, are discussed with residents in crime prevention seminars, in routine floor meetings conducted by the residence life staff and in printed material that is posted and distributed by the staff.
X. DRUG AND ALCOHOL POLICIES

The University complies with federal, state and local laws including those which regulate the possession, use and sale of alcoholic beverages and controlled substances. The below policies are enforced consistently by Safety and Security Services and residence hall staff. All documented violations of these policies will be heard through the University’s judicial process, outlined beginning on page 38 of the Code of Conduct, and sanctioned accordingly. Sanctions for these violations include written warning, disciplinary fines, community services, attendant restrictions, disciplinary probation, loss of campus residency suspension and/or expulsion.

The following represent policies of St. Bonaventure University regarding possession, use and sale of alcoholic beverages, taken from Appendix D of the Code of Conduct:

**Policies Regarding Possession, Use, and Distribution of Alcoholic Beverages**
St. Bonaventure University does not condone the underage use of alcoholic beverages. Therefore, underage possession and consumption of alcoholic beverages is not permitted on this campus. Persons twenty-one (21) years of age or older are permitted to possess and consume alcohol, provided they do so within the specified guidelines outlined below. In all cases of substance abuse or misuse, individuals will be advised, and in some cases mandated, to attend University-sponsored educational and/or formal counseling programs. Within the definitions below, “residence hall rooms” applies to all singles, doubles, triples, suites and apartments.

**Possession of Alcoholic Beverages** – Alcoholic beverages and beverage containers (glass or can, empty, full or partially full) are prohibited in residence hall rooms where any or all occupants of the room are under 21 years of age. When alcoholic beverages are permitted, the limit is not to exceed more than one case of beer, one liter of liquor or one gallon of wine. Persons under 21 years of age are not permitted to be in the presence of alcoholic beverages, or beverage containers.

**Consumption of Alcoholic Beverages** – Consumption of alcoholic beverages is strictly prohibited if a student is under the age of 21. Persons 21 years of age or older who choose to consume alcohol may do so only in the presence of other persons 21 years of age or older, and must remain in control of their behavior. They will be responsible for their actions and must respect the rights of others.

**Giving/Selling Alcohol to Persons Under the Age of 21** – including but not limited to buying alcohol for, or otherwise supplying alcohol to, a person(s) under the age of 21.

The following represent policies of St. Bonaventure University regarding possession, use and sale of controlled substances, taken from Appendix G:

**Policies Regarding Possession, Use, and Distribution of Controlled Substances**
St. Bonaventure University expects all students to abide by NYS and federal laws pertaining to possession, use and/or distribution of controlled and illicit substances. For the definitions below, controlled or illicit substances include, but are not limited to, marijuana,
cocaine, heroin, acid, etc. The following behaviors are strictly prohibited at St. Bonaventure University:

**Possession of a Controlled Substance** – having on one’s person, or knowingly being in the presence of, any controlled or illicit substances. Additionally, no one shall possess any prescription medication that is not specifically prescribed to him/her.

**Use of a Controlled Substance** – taking or consuming a controlled or illicit substance. Methods of use include, but are not limited to, smoking, injecting, snorting, inhaling, ingesting, etc.

**Distribution of a Controlled Substance** – providing controlled or illicit substances to others. This includes selling and/or giving a substance to someone else. Giving or selling to someone else medication prescribed to you is strictly prohibited. Additionally, aiding someone else in the distribution of controlled or illicit substances is strictly prohibited.

**Possession of Drug Paraphernalia** – having on one’s person and/or knowingly being in the presence of any device or materials utilized for the consumption and/or distribution of controlled or illicit substances. These include, but are not limited to, bowls, bongs, hookahs, scales, etc.

***Also, the following acts are prohibited on University premises or at any University-sponsored activities: Illegal possession of an open container of an alcoholic beverage, public intoxication, driving while intoxicated and consumption of alcoholic beverages while in unauthorized areas.

### ON-CAMPUS SUBSTANCE ABUSE PREVENTION PROGRAMMING AND COUNSELING SERVICES

**First Year Experience Mandatory Programming:** Each year, as part of Welcome Days programming, freshmen are required to attend a presentation that specifically addresses issues surrounding alcohol and other drug abuse among college-age students.

**Assessment and Substance Abuse Counseling:** Assessment and substance abuse counseling is primarily provided as an educational sanction for St. Bonaventure students who have violated the University’s alcohol and/or drug policies. As part of the judicial process, students in repeat violation of institutional policies, or other students who may be considered at risk, are referred to counselors in the Center for Student Wellness for assessment by the Vice President for Student Affairs, the Chief Judicial Affairs Officer or by the Judicial Board. Additionally, evaluation from a counselor in the Center for Student Wellness is generally required of any student needing medical attention as a result of over-consumption of alcohol or other drugs. All students and employees of the University are welcome to voluntarily utilize these programs, or speak to a counselor about referring another person. Referrals to outside agencies and local substance abuse treatment centers are also available.

**ResEd and C.A.R.L. Programming:** The Residential Education Office works to provide educational programming on a wide range of topics, including drug and alcohol awareness.
Additionally, the Center for Activities, Recreation and Leadership consistently provides alcohol-free late-night programming.

**Commission on the Responsible Use of Alcohol:** As a result of the President’s Task Force on the Responsible Use of Alcohol established in 2005, a working commission was been established and met regularly to evaluate and address the campus climate involving alcohol. It now operates as an advisory committee.

The University reserves the right, as a separate jurisdiction, to conduct judicial proceedings according to the procedures outlined in the Code of Conduct before, during or at the completion of the extra-University criminal proceedings.

The **Code of Conduct** includes a section of offenses and discipline for students. The **Hourly Staff Handbook** includes a section of offenses and discipline for staff. The **Administrators Handbook** includes a section on offenses and discipline for administrators. The **Faculty Handbook** includes a section on offenses and discipline for faculty.

**XI. University Policies on Weapons and Other Dangerous Chemicals**

**Possession/Use of Firearms and/or Dangerous Weapons** - possession or use of any object or substance designed to inflict a wound or injury, or to incapacitate. Such objects or substances include but are not limited to: firearms, BB guns, pellet guns, air soft guns, knives other than kitchen utensils, billies, sling shots, black jacks, metal knuckles, martial arts weapons, mace, tear gas, etc.

**Possession/Use of Fireworks, Explosives or Other Dangerous Chemicals** – possession and use of all fireworks and explosive materials are prohibited on campus.
St. Bonaventure University
Fire Alarm Statistics 2013

There were a total of 74 fire alarm incident responses in 2013 up from 59 in 2012. Four (4) of those were reported as actual fires, the rest were fire alarm responses for various reasons. Two fires occurred in Residence Halls, one was reported as possible arson, caused from smoking and the other from cooking.
See the chart below for Residence Hall alarm cause details.

![Total Fire Alarms for 2013](chart)

Annual Fire Safety Report, 2013

Overview
The Higher Education Opportunity Act (Public Law 110-315) became law in August 2008, requiring all United States academic institutions to produce an annual fire safety report outlining fire safety practices, standards, and all fire-related on-campus statistics. The following public disclosure report details all information required by this law as it relates to fire safety at St. Bonaventure University.
### Actual Resident Hall Fire Statistics

<table>
<thead>
<tr>
<th>Building</th>
<th># Of Fires</th>
<th>Cause</th>
<th># Of Injuries</th>
<th># Of Deaths</th>
<th>Damage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Devereux Hall</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Doyle Hall</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Francis Hall</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Gardens East</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Gardens West</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Robinson/Falconio Hall</td>
<td>1</td>
<td>Arson/Open</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Shay/Loughlen Hall</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Townhouse 11</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Townhouse 12</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Townhouse 13</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Townhouse 21</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Townhouse 22</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Townhouse 23</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Townhouse 24</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Townhouse 25</td>
<td>1</td>
<td>cooking</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Townhouse 26</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Townhouse 31</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Townhouse 32</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Townhouse 33</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

### General Statement of St. Bonaventure-Owned Student Housing

College- owned housing at St. Bonaventure University consists of dormitories and apartments.

**Dormitories**
- Devereux Hall (*)
- Doyle Hall (*)
- Francis Hall
- Robinson/Falconio Hall (*)
- Shay/Loughlen Hall

These halls all have smoke detection and fire alarm systems that are monitored 24 hours per day, seven days a week by the Safety and Security department. Each bedroom has smoke detection, and each hallway has fire extinguishers. In addition, Shay/Loughlen Hall is covered by an automatic sprinkler system. These halls are steam heated and also have required carbon monoxide detectors where required as indicated (*).
Apartment buildings
Gardens East
Gardens West
Townhouse A
Townhouse B
Townhouse C
Townhouses 21 thru 26
Townhouse 31 thru 33

Each of the 14 apartment buildings is protected by fire alarm systems. The fire alarm systems are also monitored 24 hours per day, seven days per week by the Safety and Security department. Each bedroom has smoke detection. Each apartment and each common area has fire extinguishers. All Apartments and areas where required have carbon monoxide detection. There are a total of 98 carbon monoxide detectors in the apartment buildings.

Complete Listing of Residence Hall Fire Safety Features

<table>
<thead>
<tr>
<th>Building</th>
<th>Alarm Type</th>
<th>Smoke Detection</th>
<th>Pull Stations</th>
<th>Notification Capability</th>
<th>Sprinkler System</th>
<th>Drills Per-Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Devereux Hall</td>
<td>Simplex 4020</td>
<td>YES</td>
<td>YES</td>
<td>Centrally Monitored</td>
<td>No</td>
<td>4 minimum</td>
</tr>
<tr>
<td>Doyle Hall</td>
<td>Simplex 2001-3080</td>
<td>YES</td>
<td>YES</td>
<td>Centrally Monitored</td>
<td>No</td>
<td>4 minimum</td>
</tr>
<tr>
<td>Francis Hall</td>
<td>Simplex 4100U</td>
<td>YES</td>
<td>YES</td>
<td>Centrally Monitored</td>
<td>No</td>
<td>4 minimum</td>
</tr>
<tr>
<td>Gardens East</td>
<td>Simplex 4004</td>
<td>YES</td>
<td>YES</td>
<td>Centrally Monitored</td>
<td>No</td>
<td>4 minimum</td>
</tr>
<tr>
<td>Gardens West</td>
<td>Simplex 4004</td>
<td>YES</td>
<td>YES</td>
<td>Centrally Monitored</td>
<td>No</td>
<td>4 minimum</td>
</tr>
<tr>
<td>Robinson/Falconio</td>
<td>Simplex 4002-9101</td>
<td>YES</td>
<td>YES</td>
<td>Centrally Monitored</td>
<td>No</td>
<td>4 minimum</td>
</tr>
<tr>
<td>Shay/Loughlen</td>
<td>Simplex 4100U</td>
<td>YES</td>
<td>YES</td>
<td>Centrally Monitored</td>
<td>Yes-All</td>
<td>4 minimum</td>
</tr>
<tr>
<td>Townhouse Building 11</td>
<td>Simplex 4020-8001</td>
<td>YES</td>
<td>NO</td>
<td>Centrally Monitored</td>
<td>No</td>
<td>4 minimum</td>
</tr>
<tr>
<td>Townhouse Building 12</td>
<td>Simplex 4020-8001</td>
<td>YES</td>
<td>NO</td>
<td>Centrally Monitored</td>
<td>No</td>
<td>4 minimum</td>
</tr>
<tr>
<td>Townhouse Building 13</td>
<td>Simplex 4020-8001</td>
<td>YES</td>
<td>NO</td>
<td>Centrally Monitored</td>
<td>No</td>
<td>4 minimum</td>
</tr>
<tr>
<td>Townhouse Building 21</td>
<td>Notifier SFP-1024</td>
<td>YES</td>
<td>YES</td>
<td>Phone Line</td>
<td>No</td>
<td>4 minimum</td>
</tr>
<tr>
<td>Townhouse Building 22</td>
<td>Notifier SFP-1024</td>
<td>YES</td>
<td>YES</td>
<td>Phone Line</td>
<td>No</td>
<td>4 minimum</td>
</tr>
<tr>
<td>Townhouse Building 23</td>
<td>Notifier SFP-1024</td>
<td>YES</td>
<td>YES</td>
<td>Phone Line</td>
<td>No</td>
<td>4 minimum</td>
</tr>
<tr>
<td>Townhouse Building 24</td>
<td>Notifier SFP 1024</td>
<td>YES</td>
<td>YES</td>
<td>Phone Line</td>
<td>No</td>
<td>4 minimum</td>
</tr>
<tr>
<td>Townhouse Building 25</td>
<td>Notifier SFP-1024</td>
<td>YES</td>
<td>YES</td>
<td>Phone Line</td>
<td>No</td>
<td>4 minimum</td>
</tr>
<tr>
<td>Townhouse Building 26</td>
<td>Simplex 4006</td>
<td>YES</td>
<td>YES</td>
<td>Phone Line</td>
<td>No</td>
<td>4 minimum</td>
</tr>
<tr>
<td>Townhouse Building 31</td>
<td>Simplex 4005</td>
<td>YES</td>
<td>YES</td>
<td>Centrally Monitored</td>
<td>No</td>
<td>4 minimum</td>
</tr>
<tr>
<td>Townhouse Building 32</td>
<td>Simplex 4005</td>
<td>YES</td>
<td>YES</td>
<td>Centrally Monitored</td>
<td>No</td>
<td>4 minimum</td>
</tr>
<tr>
<td>Townhouse Building 33</td>
<td>Simplex 4005</td>
<td>YES</td>
<td>YES</td>
<td>Centrally Monitored</td>
<td>No</td>
<td>4 minimum</td>
</tr>
</tbody>
</table>

The Safety and Security Department coordinates with the Police, Fire Department, State Fire Marshal; and Emergency Services in the investigation of any all fire incidents as necessary.
## Report of Fires

### 2013 Fire Log

<table>
<thead>
<tr>
<th>Reported Fire</th>
<th>Confirmed</th>
<th>Building/Location</th>
<th>Report #</th>
<th>Cause/suspected</th>
<th># Of Injuries</th>
<th># Of Deaths</th>
<th>Estimated Damage</th>
<th>Disposition</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/27/2013</td>
<td>Yes</td>
<td>Falconio Hall</td>
<td>277-13-F</td>
<td>Arson</td>
<td>0</td>
<td>0</td>
<td>$0</td>
<td>Open</td>
</tr>
<tr>
<td>10/3/2013</td>
<td>Yes</td>
<td>Townhouse 257</td>
<td>581-12-F</td>
<td>Cooking</td>
<td>0</td>
<td>0</td>
<td>$0</td>
<td>Closed</td>
</tr>
</tbody>
</table>

## Specific Fire-Prevention-Related Policies in Residence Halls

**Appendix I (Student Code of Conduct) – Fire Safety Policies and Procedures**

St. Bonaventure University adheres to all standards set forth by the New York State Department of Fire Safety, and requires that all students living in residence halls, including Townhouses, Apartments and Gardens, abide by the standards set forth below.

### Fire Safety Policies

**Appliances:** The uncontrolled use of appliances can cause the overloading of circuits and result in fires in residence halls. Students are permitted to bring approved appliances provided they are all in good working order. The following are approved appliances: televisions, irons, refrigerators (not to exceed 4.5 cubic feet). Large appliances, such as refrigerators, must be plugged directly into a wall outlet. Students are encouraged to unplug appliances when not in use, and **ALL items must be unplugged from outlets during breaks where the University closes its residence halls** (please reference the Academic Calendar for dates which residence halls close). Many appliances **are not permitted** in the residence halls, including in Townhouses, Apartments and Gardens. These appliances include **BUT ARE NOT LIMITED TO:** microwaves, all sandwich and indoor grills, toaster ovens, toasters, waffle irons, hot plates, deep fryers, space heaters, propane tanks, electric frying pans or skillets, halogen lamps, etc.
Bonfires/Other Outdoor Fires – All burning or creating fires outdoors is strictly prohibited on campus grounds or property, including but not limited to creating bonfires, campfires, burning leaves, etc. Should a club or organization wish to host an organized event that includes a bonfire, special permission may be obtained only through the Office of Safety and Security.

Candles and Other Sources of Ignition: All candles, regardless of whether or not they are for decorative purposes, are strictly prohibited in all residence hall facilities. Additional sources of ignition that are prohibited in all residence hall facilities include, but are not limited to, the following: incense, lanterns, charcoal, lighter fluid of all kinds. Additionally, smoking is strictly prohibited within all residence hall facilities, and within 30 feet of the entrance/exit of all facilities.

Evacuation During the Sounding of an Alarm: All persons are required to follow evacuation procedures listed below in “Fire Safety Procedures.” Failing to do so will be considered a violation of this policy.

Extension Cords, Multi-plug Adapters, Power Strips: The New York State Fire Code has specific rules regarding the use of extension cords and similar devices. All extension cords and multi-plug adapters are strictly prohibited in all residence hall facilities. Surge protected power strips are permitted, but only power strips of the polarized or ground type, equipped with over-current protection. Power strips must be plugged directly into a permanent wall outlet. The daisy chaining of power strips (plugging one power strip into another) is strictly prohibited.

Holiday Lights Christmas Trees, Cable Cords, Electrical Wires, etc.: Holiday lights are only permitted to be hung for 30 days. Real Christmas trees are prohibited in all residence hall facilities. Electrical and cable cords must not be stapled or nailed to a wall or floor. Tape may be used if necessary. Additionally, no cable or electrical wiring may run underneath carpeting, through doors or windows, or along the ceiling.

Keeping Clear Exit Pathway: Students are responsible for maintaining a safe, healthy and clean living environment. Therefore, students must maintain a clear exit and entrance pathway free from obstruction in and out of their residence hall room and/or apartment, in case of emergencies. Additionally, all hallways, stairwells, building entrances and exits, are to be kept clear of debris, furniture, etc.

Outdoor Grills: Students living in Townhouses, Apartments and Gardens are permitted to have outdoor grills, provided they remain outdoors and at least 30 feet away from the building. Students are also reminded that the storage of charcoal and lighter fluid indoors is strictly prohibited. Grills may not be chained or otherwise attached to any facility on campus.

Tampering with Fire Safety Equipment: Tampering with any fire safety equipment in any facility is strictly prohibited, and punishable by law. Actions such as removing batteries from smoke detectors, covering smoke detectors, tampering with sprinkler heads, affixing items to sprinkler pipes, setting off fire extinguishers, falsely pulling or otherwise activating a fire alarm, are extremely dangerous to the health and welfare of everyone, and are strictly prohibited.
Wall and Window Coverings/Ceilings: Students are prohibited from covering more than 10% of a given wall in any residence facility. Therefore all tapestries and most window coverings (other than those provided by the University) are strictly prohibited. Additionally, hanging any objects from ceilings is strictly prohibited.

Fire Safety Procedures

St. Bonaventure will consistently abide by and enforce all fire safety policies. Students living in residence halls are subject to the following procedures with regards to fire safety:

Fire Alarms and Evacuation: Whenever a fire alarm sounds, students must exit the residence facility immediately, and remain at least 50 ft. away from the building, until appropriate Residence Life or Safety and Security personnel announce that students are permitted to re-enter. Students failing to exit the residence hall during the sounding of an alarm, or re-entering the residence hall before given permission, will be subject to the judicial hearing process. In the event of a real fire, please EXIT THE BUILDING IMMEDIATELY utilizing the nearest clear exit. If there is no alarm sounding, and there is a pull box along your exit pathway, please pull the fire alarm. However, if there is no pull box on your way out of the building, continue your exit and notify the Office of Safety and Security using the nearest emergency phone, or by calling 375-2525. All fire alarms must be taken seriously, and students must evacuate the residence hall immediately during any sounding of an alarm.

Inspection: All residence hall facilities are subject to unannounced fire safety inspections throughout the year. These inspections may be conducted by authorized personnel from the student life division, maintenance department, and the New York State Office of Fire Prevention and Control. Inspections will occur regardless of whether students are present in the room at the time.

Violations: If violations of the above mentioned fire safety policies are found during inspections, or at any other time, students occupying the room or apartment may be subject to automatic fines, and/or the judicial hearing process. Students found to be in violation of the New York State Fire Code are responsible for their individual actions and will pay restitution to St. Bonaventure University for any and all fines levied by New York state to the University as a result of their actions or violation of the law.

Education and Training Programs
The Fire/Life Safety Officer in accordance with the office of fire prevention and Control (OFPC), conducts training in the form of a minimum of four drills in each campus building per year. Seminars are conducted to update and train residence life and security staff. Residence life staff trains the student community in the form of documented floor meetings.

To Report a Fire
If a fire is discovered all campus community members are to call 911/or 2525 to report a fire.
Plans for Fire Safety Improvements
St. Bonaventure University plans include continual educational and technological advancements to improve life safety for the community. Recent proposals are in place to advance significantly electronic reporting of exact alarm locations directly to Safety and Security. This will cut response/corrective actions time down and improve overall safety.

Appendix T (Student Code of Conduct) – Smoking Policy
The New York State Legislature has determined that there is a significant body of scientific literature showing that breathing second-hand smoke is a health hazard for nonsmokers. To protect nonsmokers from involuntary exposure to secondhand tobacco smoke in indoor areas, and to preserve the health, comfort and environment of the people of New York, the Legislature has enacted a law regulating smoking in certain public areas, including private educational institutions. St. Bonaventure University, as an educational community and consistent with the Franciscan values recognizing the sanctity of human life, complies with this New York state mandated health policy.

In compliance with state law, then, and faithful to the core values of St. Bonaventure University, the following smoking regulations have been adopted:

1. **Smoke-free Workplace**: St. Bonaventure University guarantees its employees and students a smoke-free workplace.
   a) Smoking is prohibited in **ALL** indoor areas of the University, including University vehicles.
   b) Smoking is not permitted in any residence facility, at anytime.
   c) Smoking is prohibited within 30 feet or less distance from all entrances/exits to all University buildings.

2. **Tobacco Products**: Sale of tobacco products is restricted on campus.

3. **Posting of Signs**: “No Smoking” signs will be prominently displayed. Additionally, copies of this policy will be posted on the University Web site, employee handbooks and available to all employees and prospective employees upon request.

4. **Enforcement**: Failure to comply with this policy places both the smoker and the University at risk of substantial civil penalty.
   a) Sanctions: Sanctions will be imposed as a result of a University judicial hearing.
   b) Flagrant repeated violations of this policy may be cause for severe disciplinary action up to and including dismissal (for employees) or expulsion (for students). These sanctions will be assessed through already existing University procedures.

5. **Responsible Person**: Complaints may be directed to the director of Safety and Security, the University’s agent responsible for enforcing this policy, and/or the residence life staff for violations occurring in the residence halls.
<table>
<thead>
<tr>
<th>Event</th>
<th>Timing of Warning</th>
<th>Steam Whistle</th>
<th>Cisco Phone Alert</th>
<th>E2 Text</th>
<th>Blast E-Mail</th>
<th>Notice Board</th>
<th>Bulletin Board Postings</th>
<th>Face to Face</th>
</tr>
</thead>
<tbody>
<tr>
<td>Large Fire</td>
<td>VP Student Affairs/Safety &amp; Security Director</td>
<td>0-4 Hours</td>
<td>Yes</td>
<td>Yes</td>
<td>Possible</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Outbreak of meningitis, norovirus or other serious illness</td>
<td>VP Student Affairs/Wellness Center Director</td>
<td>0-72 Hours</td>
<td>No</td>
<td>Yes</td>
<td>Possible</td>
<td>Yes</td>
<td>Possible</td>
<td>Yes</td>
</tr>
<tr>
<td>approaching Tornado or extreme weather condition</td>
<td>VP Student Affairs/Safety &amp; Security Director</td>
<td>0-2 Hours</td>
<td>Yes</td>
<td>Yes</td>
<td>Possible</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Earthquake</td>
<td>VP Student Affairs/Safety &amp; Security Director/ VP Facilities</td>
<td>0-3 Hours</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Gas Leak</td>
<td>VP Student Affairs/Safety &amp; Security Director/ VP Facilities</td>
<td>0-2 Hours</td>
<td>No</td>
<td>Yes</td>
<td>Possible</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Terrorist Incident</td>
<td>VP Student Affairs/Safety &amp; Security Director</td>
<td>0-2 Hours</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Armed Intruder</td>
<td>VP Student Affairs/Safety &amp; Security Director</td>
<td>0-1 Hour</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Bomb Threat</td>
<td>VP Student Affairs/Safety &amp; Security Director</td>
<td>0-1 Hour</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Civil Unrest or Rioting</td>
<td>VP Student Affairs/Safety &amp; Security Director/Human Resources/VP Media Relations</td>
<td>0-72 Hours</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>Possible</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Explosion</td>
<td>VP Student Affairs/Safety &amp; Security Director/ VP Facilities</td>
<td>0-2 Hours</td>
<td>Yes</td>
<td>Yes</td>
<td>Possible</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Timely Warning Matrix</strong></td>
<td><strong>St. Bonaventure University</strong></td>
<td><strong>Continued</strong></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>-------------------------</td>
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<td>---------------</td>
<td>---------------</td>
</tr>
<tr>
<td>Event</td>
<td>Imminent Threat Determination Made By</td>
<td>Timing of Warning</td>
<td>Steam Whistle</td>
<td>Cisco Phone Alert</td>
<td>E2 Text</td>
<td>Blast E-Mail</td>
<td>Notice Board</td>
<td>Bulletin Board Postings</td>
</tr>
<tr>
<td>Criminal Assault on Campus if assailant is unknown, unidentified and at large</td>
<td>VP Student Affairs/Safety &amp; Security Director</td>
<td>0-8 Hours</td>
<td>Possible</td>
<td>Possible</td>
<td>Yes</td>
<td>Possible</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Nearby chemical or hazardous waste spill</td>
<td>VP Student Affairs/Safety &amp; Security Director/ VP Facilities/Environmental Officer</td>
<td>0-8 Hours</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Power Outage</td>
<td>VP Facilities</td>
<td>0-48 Hours</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>Possible</td>
</tr>
<tr>
<td>Snow Closure</td>
<td>VP Student Affairs/Safety &amp; Security Director/ VP Facilities</td>
<td>0-8 Hours</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Possible</td>
</tr>
<tr>
<td>String of Larcenies or Burglaries</td>
<td>VP Student Affairs/Safety &amp; Security Director</td>
<td>0-72 Hours</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>All Other Emergencies</td>
<td>VP Student Affairs &amp; TBD</td>
<td>0-TBD</td>
<td>Possible</td>
<td>Possible</td>
<td>Possible</td>
<td>Possible</td>
<td>Possible</td>
<td>Possible</td>
</tr>
</tbody>
</table>