

# Skidmore College

## Campus Safety and Security Report

Containing statistics for 1998, 1999, 2000



Published Fall 2001  
Skidmore College  
815 North Broadway  
Saratoga Springs, New York 12866

## Introduction

Skidmore College has issued this report to inform the Skidmore community, campus visitors, and the general public of the College's policies and procedures for campus safety and security. Skidmore has made a firm commitment, one that it has held for many years, to maintain a safe campus environment in which to live, learn, and work. Though emergencies and incidents of serious crime are relatively few at Skidmore, it is crucial that all members of the campus community know how to report such situations and have an understanding of our security operation.

Skidmore's security program includes awareness seminars for all students, thorough training of residential-life staff, and a professional campus security force. The Department of Campus Safety emphasizes open communication with students and employees and has a close working relationship with local, county, and state law enforcement agencies. When necessary, campus safety posts security alerts on e-mail, on the campus safety Webpage ([http://www.skidmore.edu/administration/business/security/safety\\_alerts.htm](http://www.skidmore.edu/administration/business/security/safety_alerts.htm)), and at key locations on campus. The office works with the student newspaper to report on safety and security issues.

This report follows the guidelines of Public Law 101-542, the "Student Right-to-Know and Campus Security Act," renamed the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act," or more simply, the "Clery Act." In accordance with this law, the annual crime statistics provided in this report cover the period of January 1-December 31 (this report gives statistics for 2000 and the two previous years). Skidmore distributes this information to all current students and employees, and makes it available upon request to anyone applying for admission or employment at the College, and to the general public.

Skidmore College is located in Saratoga Springs, N.Y., a small cosmopolitan city with a population of approximately 28,000. Saratoga Springs is known for its health spas, horseracing, lively cultural life, and history. Skidmore's core campus consists of 48 buildings on 650 wooded acres at the northwest edge of the city, just over one mile from the downtown area. The College's property includes an additional 150 acres of open space and athletic fields near the main campus. The core campus offers nine residence halls as well as Scribner Village, an apartment-style living option; Moore Hall, a residence hall for 160 students, is located in town about two miles from campus (with bus service to and from the main campus). The College has an enrollment of approximately 2,200 students and a work force of some 750, including about 185 fulltime faculty.

## The Skidmore College Department of Campus Safety

Skidmore College employs a security force of 27 people—17 full-time and 10 part-time employees. All members of the Skidmore Department of Campus Safety receive extensive training, and many have had police training and experience. The director of campus safety is in charge of the department. He and the associate director of campus safety share the responsibility of being on call 24 hours a day, 365 days a year. Between them, they have over 45 years of state police experience. In case of a serious crime or emergency, the on-call director is notified immediately and then supervises the investigation.

Skidmore campus safety personnel are all New York State-licensed security guards empowered by the College to enforce the institution's rules and regulations, with the authority to make citizen's arrests. The safety officers receive annual training that includes first aid, CPR, use of force, crime-scene preservation, interviewing techniques, and diversity and conflict resolution skills. The officers provide campus patrols 24 hours a day and are responsible for enforcing safety rules and regulations, supervising all fire and safety drills, and handling all emergency situations on campus. In addition, they work closely with the residential-life staff, facilities services staff, and the Student Government Association to address quality-of-life issues on the campus.

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

## Reporting Crimes and Emergencies

Witnesses and victims of a campus crime or emergency, as well as anyone who is suspicious of people or situations on campus, are urged to contact campus safety or local authorities immediately. The Campus Safety Office can be reached at campus **extension 5566** (for emergencies) and **5567** (for non-emergencies), or from an outside line at **518-584-2021**. In addition, the department has a confidential "tips" line for anyone to report suspicious activity anonymously (**580-TIPS**). The Saratoga Springs Police Department can be reached at **911** for emergencies (**9-911** from campus phones) and **518-584-1800** for non-emergencies.

Each residence hall room is equipped with a campus telephone, and a phone is also located at the main entrance of each residence hall. In addition, Skidmore has a system of emergency phones located at key points on campus. Marked with blue lights that become flashing strobes when the

phone is activated, the hands-free phone kiosks offer a direct line to the Department of Campus Safety. One can also report incidents in person to the Campus Safety Office, located on the ground level of Jonsson Tower. If a person is unable to contact Campus Safety directly to report an emergency, that person should notify a staff member, administrator in charge, or residence hall staff member, who, in turn, will contact campus safety.

In the case of sexual assault, an incident is officially reported resulting in the incident being listed in on-campus crime statistics when it is reported to one of the individuals listed in the College's sexual assault policy, including the dean of student affairs, assistant dean of student affairs/director of residential life, and the director of campus safety, as well as any member of the residential-life staff or the Department of Campus Safety. In addition, while not mandated by law, Skidmore's mental-health and pastoral counselors voluntarily report sexual assaults for inclusion in these statistics.

## Response to Reports of Crimes and Emergencies

If a crime or emergency is reported to the Skidmore Department of Campus Safety, the following steps are taken:

- A safety officer is dispatched immediately to assess the situation and secure the scene, if needed. The safety officers are trained to attend to the needs of victims and to take control of the situation. If the incident warrants, outside services such as the police, EMS, and fire department are called. At the scene, the safety officer is responsible for maintaining order, interviewing and counseling victims and witnesses, and preserving evidence.
- In the case of injury or illness, the individual may be cared for at the College's health services facility or he or she may choose the Saratoga Hospital emergency room.
- The director or associate director of campus safety notifies the appropriate Skidmore officials of the incident as needed in accordance with the College's emergency communications plan.
- The investigating officer files a written incident report that is forwarded to the appropriate College officials. All serious crimes and accidents occurring on campus are reported to and investigated by the Saratoga Springs Police, New York State Police, or the Saratoga County Sheriff.
- If an incident is considered serious and poses an immediate threat to people and/or property, a safety alert with an identifiable logo

printed on specially colored paper is posted at specified locations on campus to alert the entire campus community. The bulletins are also sent to the student newspaper. In addition, e-mails are utilized when appropriate.

- When a sexual assault is reported to one of the College's designated officials, the College initiates an investigation and informs victims of their options for having the investigation handled by Skidmore's judicial system or by the criminal justice system of the State of New York. The College and/or the victims may file formal charges through Skidmore's judicial system (when the alleged assailant is a Skidmore student), and either party may also file criminal charges with local or state police. When appropriate, Skidmore issues a campus safety alert and uses other means of communication to inform all members of the Skidmore community. Skidmore's resources (e.g., medical, legal, and counseling options) are available whether or not the alleged assailant is a Skidmore community member.

## Security and Access to Campus Facilities

All Skidmore buildings are equipped with exterior locks, and many buildings have electronic anti-intrusion devices. All residence halls are locked 24 hours a day on Saturday and Sunday, and from evening to morning Monday through Friday. Moore Hall, a residence hall located about two miles from the main campus (the College's only downtown building), has a campus safety officer on duty overnight seven days a week. All student rooms in residence halls are equipped with locks.

The Skidmore Department of Campus Safety patrols the campus 24 hours a day, checking all campus buildings, and placing special emphasis on residence halls during the late-night and early-morning hours. Safety personnel conduct daily fire and safety checks on all floors of all residence halls during the late-night and early-morning hours.

As part of the safety and security sessions held for all students each year, students are reminded that it is not permissible under any circumstances to prop open the doors of campus buildings. Campus safety officers and residential hall staff are instructed to report and close any doors found propped open. The hours that administrative and classroom buildings are open vary depending on the patterns of usage for the specific buildings and the needs of students and employees. During the academic year, Scribner Library is open until 2 a.m. Sunday through Thursday and until 10 p.m.

on Friday and Saturday (extended hours are offered at the library during exam time). The Department of Campus Safety offers an escort service for any member of the campus community who requests this service.

Skidmore has no organizations, such as fraternities and sororities, that operate off-campus facilities or residences.

The College also has a maintenance staff on duty 24 hours a day, seven days a week. This crew has radio contact with the Department of Campus Safety and is available immediately to carry out building maintenance or repairs related to security and safety. In addition, all maintenance jobs with security and/or safety ramifications are given a special priority designation.

## Awareness Programs

Skidmore College offers many programs specifically designed to inform members of the campus community about security procedures and policies, personal safety, and crime prevention. In addition to a number of programs tailored for students, the College offers this information to employees through new-employee orientation, the employee handbook, and a brochure on Skidmore policies regarding drug and alcohol use/abuse.

Residence hall staff, all of whom are students, undergo extensive training each fall in preparation for their responsibilities. As part of this training, staff members must attend a series of workshops focusing on such issues as security and safety, disciplinary procedures for infractions of rules, fire safety, sexual harassment, and sexual assault. They are also advised of their reporting requirements according to the Clery Act. The residence hall staff, in turn, hold sessions each fall in their buildings to inform the general student body about security and safety issues—one meeting for the entire residence hall and then smaller meetings on individual floors. Campus safety officers are also involved with many of these informational meetings. These sessions are complemented by a special session in each residence hall conducted by the Department of Campus Safety, which reviews crime prevention, fire safety, and the College's policies and procedures regarding safety issues.

Skidmore's orientation of first-year students includes sessions on the prevention of sexual assault, alcohol and drug abuse, and safety precautions. In addition, the College's residence hall staff and campus safety officers receive special training in sexual assault awareness, and they provide ongoing education and support for students in the residence halls. To assist in this effort, the College has developed a special brochure on its sexual assault policy for the purpose of community awareness. Also, stickers are

posted in residence halls that guide students regarding actions they should take, and what people to contact, if they believe they have been sexually assaulted. Each fall, new students receive information on safety and security through sessions with the dean of student affairs and the director of campus safety.

Each new student is issued the Skidmore College Student Handbook (also available online) at the start of the academic year. It presents information on fire prevention and campus security issues, as well as Skidmore's policies on alcohol and drugs.

## Sexual Assault Policy, Overview

- The College will make reasonable efforts to change an alleged victim's academic and living situation and provide these options after an alleged sex offense.
- The alleged victim and alleged perpetrator are entitled to have others present during any disciplinary proceeding.
- Both the alleged victim and alleged perpetrator must be informed of the outcome of any College disciplinary proceeding regarding an alleged sex offense. For purposes of this section, the outcome of a disciplinary proceeding means only the College's final determination with respect to the alleged sex offense and any sanction that is imposed against the accused.
- The sanctions that the College may impose on the accused, following a final determination of the disciplinary proceeding regarding rape, acquaintance rape, or any other forcible or non-forcible sex offense, are detailed in the Skidmore Sexual Assault Policy, which is available through Residential Life, Student Affairs, and the Department of Campus Safety.

## Statement of Policy for Possession, Use, and Sale of Alcoholic Beverages

New York State law states that no person under the age of 21 years may possess or consume alcoholic beverages.

While Skidmore College complies with New York State Alcohol Beverage Control laws, campus policy goes beyond mere compliance by defining acceptable behavior with regard to alcohol and by placing emphasis on individual responsibility and educational awareness. Violations of the

College's alcohol policy are considered infractions of the Skidmore Honor Code and are subject to appropriate campus disciplinary action.

Key points of the College alcohol policy are given below:

1. No person under the age of 21 shall possess or consume any alcoholic beverage on campus.
2. At all-College academic, cultural, athletic, and social events, alcohol may be served to those who are 21 years or older. Alcoholic beverages may only be served and consumed within a roped-off area. The Skidmore College ID card and driver's license (passport or military ID) shall be the only form of accepted proof-of-age. Also, campus safety officers are present to oversee every event at which alcohol is served.
3. At all events where alcoholic beverages are served, nonalcoholic beverages shall also be made available throughout the event.
4. Exclusive of those provided by the College-approved vendor or College-sponsoring group, no opened or unopened containers of alcoholic beverages are permitted at official all-College events.
5. Sponsors who intend to sell alcohol at an all-College event must complete the All-College Event Notification Form with the program coordinator. This form is used by the Food Service Office to apply for a caterer's permit.
6. Alcoholic beverages may be consumed by those persons of legal age in the common areas of the residence halls.
7. All mass-consumption containers (kegs, beerballs, containers of punch, etc.) are permitted only at sponsored all-College events and only in those College facilities where such containers are not banned. Mass containers are not permitted in the dining hall, Case Center, academic buildings, and the residence hall system, including Scribner Village.
8. At private, "by-invitation-only," functions, alcoholic beverages may be available on an open-bar basis. Individual sponsors of and guests at private functions are subject to compliance with New York State Alcohol Beverage Control laws.

## Statement of Policy for Possession, Use, and Sale of Illegal Drugs

The New York State Public Health Law: Article 33, Mental Hygiene Law: Article 81, and Penal Law: Article 220 mandate that it is unlawful for any citizen to sell or possess certain drugs, defined by law as “controlled substances,” except as expressly allowed by law. In addition, the Drug-Free Workplace Act (Public Law 100-690, 102 Stat. 4304) and the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226, Section 22) require colleges and universities to show good-faith effort toward combating illegal drugs and alcohol abuse in the workplace.

Skidmore policy states that the manufacture, distribution, dispensation, possession, or use of controlled substances without explicit and current prescription from one’s medical doctor, or from a Skidmore physician, are prohibited. Violation of this policy on Skidmore College property will result in College sanctions appropriate to the situation and will not protect employees or students from arrest or prosecution by local criminal justice authorities for illegal involvement with drugs or alcohol.

The College is prepared to enforce its drug policy vigorously and will bring disciplinary charges against students involved with illegal drug use and distribution. The College also reserves the right to contact police authorities regarding violations of law pertaining to controlled substances. The College may summarily dismiss students found to be selling illegal drugs, pending any appropriate disciplinary hearings. Students who seek medical or psychiatric counseling with regard to drug abuse will be helped and will not be reported by the privileged counselors. However, a student cannot be protected if he or she continues illegal use of drugs and is detected by legal or College authorities.

Since drug abuse is a serious legal and medical problem, all members of the College community are encouraged to seek assistance for themselves or others from appropriate College services.

The Skidmore College Student Handbook outlines the specifics of the College’s policies regarding alcoholic beverages and illegal drugs. The College also publishes an employee brochure on these policies.

## Drug and Alcohol Counseling and Education

Students with drug- or alcohol-related problems are encouraged to seek confidential counseling and referral services through the College Counseling Center and/or the Health and Wellness Center. To assist students, Skidmore has on staff a substance-abuse prevention educator.

Employees with such problems are encouraged to use the confidential referral service offered through the Employee Assistance Program. All medical and rehabilitation records concerning student or employee drug or alcohol use/abuse, including records of the identity, diagnosis, prognosis, or treatment, are confidential and may be disclosed only as authorized by law.

Skidmore College is committed to sponsoring a full range of educational, training, and counseling programs to ensure that all members of the College community know the dangers of drug and alcohol use/abuse, the College's policies regarding drug and alcohol use/abuse, and the availability of its counseling and referral services.

## Skidmore College Statistics for On-campus Crimes

### **Procedures for preparing the annual Campus Safety and Security Report**

The Department of Campus Safety compiles the annual statistics for crimes that are included in this report. The information included is acquired from various sources, including the Department of Campus Safety, local police agencies, and all officials of the College who have significant responsibility for student and campus activities. These officials include residential-life staff, student affairs staff, faculty advisors, and athletic team coaches. In addition, Skidmore accepts confidential reporting of crimes and encourages mental-health and pastoral counselors to report statistics regarding these violations of law. These statistics indicate crimes for the calendar year in which they are reported.

The following statistics represent all official reports of these crimes on the Skidmore campus and are reported in compliance with the "Clery Act." They conform to the FBI Uniform Crime Reporting System. (Crime and sex offense definitions are listed after the statistics.)

## Statistics for on-campus crimes (calendar years 2000, 1999, 1998)

	2000 on-campus property	2000 †non-campus property	2000 public property	2000 total	2000 ††on-campus residential only	1999 total	1998 total
Murder/Negligent Manslaughter & Non-Negligent Manslaughter	0	0	0	0	0	0	0
Sexual offenses							
*Rape	0	1	0	1	0	0	0
*Forcible offenses (other than rape)	0	1	0	1	0	3	0
*Nonforcible offenses	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	2	2
Burglary	20	1	0	21	13	29	10
Motor vehicle theft	0	0	0	0	0	0	0
Arson	1	0	0	1	0	2	0
Arrests for liquor law violations	0	0	0	0	0	0	0
Arrests for drug abuse violations	0	0	0	0	0	0	0
Arrests for weapons possession	0	0	0	0	0	0	0
**Hate crimes	***1	0	0	0	1	0	0

## Violations referred for disciplinary action (no arrests involved)

	2000 on-campus property	2000 †non-campus property	2000 public property	2000 total	2000 ††on-campus residential only	1999 total	1998 total
Alcohol violations	123	14	0	137	108	164	NA
Drug violations	33	9	0	42	33	36	NA
Illegal weapons	\$4	0	0	4	2	4	NA

§ Three weapons violations involved BB guns/pellet guns, and one involved a switchblade knife.

\* The statistics for sexual offenses include all allegations officially reported to College officials. These statistics are reported even if alleged victims requested that no investigation be carried, and without regard to outcome of the judicial process.

\*\*Hate Crimes—Any of the above-listed crimes plus any other crimes involving bodily injury reported to local police or a campus security authority that were committed based on race, gender, religion, sexual orientation, ethnicity, or disability.

\*\*\*Simple assault based on sexual orientation.

†Non-campus property constitutes the Moore Residence Hall, located downtown; Ingram Park (Castle Baseball Diamond); and the Skidmore Boathouse. See map on pages 3 and 4.

††Crimes that took place in on-campus residence halls; these numbers are included in the 2000 total in the previous column.

The following statistics are not required by the Clery Act but have been officially reported as having occurred on campus. They are provided to assist members of the campus community in making informed judgments about their personal safety and the security of their property.

	Jan. 1, 2000 – Dec. 31, 2000	Jan. 1, 1999 – Dec. 31, 1999	Jan. 1, 1998– Dec. 31, 1998
Larceny/Theft	69	79	86
Criminal trespass	13	11	21
Criminal mischief	86	29	96

### **Crime Definitions from the Uniform Crime Reporting Handbook**

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

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

**Burglary**—The unlawful entry of a structure to commit a felony or a theft. For reporting purposes, this definition includes unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safe-cracking; and all attempts to commit any of the aforementioned.

**Criminal Homicide—Manslaughter by Negligence**—The killing of another person through gross negligence.

**Criminal Homicide—Murder and Non-negligent Manslaughter**—The willful (non-negligent) killing of one human being by another.

**Motor Vehicle Theft**—The theft or attempted theft of a motor vehicle.

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

## **Sex Offense Definitions from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Program**

### *Sex Offenses—Forcible*

**Forcible Rape**—The carnal knowledge of a person, forcibly and/or against that person's will, or not forcibly or against the person's will, where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

**Forcible Sodomy**—Oral or anal sexual intercourse with another person, forcibly and/or against that person's will, or not forcibly against the person's will, where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

**Sexual Assault with an Object**—The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will, or not forcibly or against the person's will, where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

**Forcible Fondling**—The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will, or not forcibly or against the person's will, where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

### *Sex Offenses—Non-forcible*

**Incest**—Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

**Statutory Rape**—Non-forcible sexual intercourse with a person who is under the statutory age of consent.

## Skidmore Department of Campus Safety

**Location:** Jonsson Tower, ground level  
**Phones:** Emergency: ext. 5566  
Non-emergency: ext. 5567  
From off campus: 518-584-2021  
Confidential Tips Line: 580-TIPS  
**Hours:** open 24 hours a day  
**Director:** Dennis S. Conway  
**Associate Director:** Lawrence R. Britt

## Other Important Phone Numbers

### Skidmore Campus:

Health Services	5550
Dean of Student Affairs	5760
Office of Residential Life	5765
Counseling Center	5555
Assistant to the President	5700

### Saratoga Springs Police Department:

Emergency	911 (9-911 from campus phones)
Non-emergency	518-584-1800