A SAFE CAMPUS ENVIRONMENT

FOSTERING A TEAM EFFORT
At The Culinary Institute of America, ensuring a safe campus for students, faculty, staff, and visitors is of paramount importance. While safety officers maintain a 24-hour presence, the entire CIA community is involved in fostering an environment where everyone can feel secure. Campus safety is everyone’s responsibility; together, we can continue to make the CIA a wonderful place to work, live, and learn.

PROVIDING SECURE ACCESS TO FACILITIES
While many campus buildings and facilities are accessible to all during the CIA’s normal business hours, the exterior doors of most residence halls are controlled by an electronic card access system and remain locked at all times. You can get into your own residence hall 24 hours a day and can enter other halls until 11 p.m. Visitors to other residence halls are restricted between 11 p.m. and 6 a.m.; visitors can use telephones located at the main entrance of each hall to contact residents, who can then grant access. The townhouses on the north end of campus use a key entry system.

All exterior doors on campus are periodically inspected by the Facilities Department to ensure that their locking mechanisms are working properly. Safety officers will also report any problems with locks.

MAINTAINING A WELL-LIT CAMPUS
Exterior lighting is an important part of our commitment to campus safety. Parking lots, pedestrian walkways, and building exteriors are well lit. Lighting inspections are conducted by the Campus Safety Department and the Facilities Department on a regular basis. Please let us know if you notice any problems with the lighting anywhere on campus, and we will fix them right away.

WORKING TO KEEP YOU SAFE
Even while you sleep, we’re still looking out for your safety here on campus. During late evening hours, safety officers are stationed in the gatehouse at the north entrance to the campus, checking identification of anyone who is entering the campus.

Campus Safety personnel are hired by the CIA and have no police powers, so we maintain a close working relationship with the Dutchess County Sheriff’s Office, as well as with local and state police agencies. Formal and informal meetings are held to report crime-related incidents. While no written memoranda of understanding with state and local police exist, students are offered the option to report crimes to local authorities. The college often utilizes the services of local police agencies to assist in the investigation of crimes on campus. Also, emergency fire and rescue services are provided by the Roosevelt, Hyde Park, and Fairview Fire Departments.

On a routine basis, emergency service teams train on the CIA property for a variety of scenarios. In the event of an emergency, the following means of mass notification will be implemented to notify faculty, staff, and students.

Siren/Alert System
Two six-speaker arrays have been mounted at outdoor locations. During an emergency, Campus Safety will send a siren tone to alert people walking on campus that an emergency message is to follow. A pre-scripted or live message can be broadcast to alert the college community.

Cable TV Interface
The campus cable television system is tied into the siren alert system. If a message is broadcast over the siren alert system, the same message will be aired on all campus televisions.

Mass Notification System
The college utilizes Everbridge for our mass notification needs. All faculty, staff, and students have been encouraged to register their personal “paths,” or means, by which they should be notified during an emergency. Text messages, voice mail, and e-mail are just a few of the notification methods. Members of the Campus Safety Department are authorized to activate the emergency notification system upon determining that a significant emergency exists, and will immediately notify the Dutchess County 911 Center for law enforcement and emergency service assistance. Once activated, the system will provide specific information and instructions to students. Emergency notification testing is done two to three times a year. Students, faculty, and staff are advised of the testing prior to the test dates.

Details on how to register for notification is e-mailed to all students, and additional information is available through the Campus Safety Department.

SAFETY PROGRAMS AND SERVICES

THE IMPORTANCE OF CRIME PREVENTION
The old saying—“an ounce of prevention is worth a pound of cure”—definitely applies to campus safety. Our goal is to prevent crimes rather than react to them after they have occurred. Toward that end, the college’s Crime Prevention Program seeks to help minimize criminal opportunities and encourage students and employees to be responsible for their own security and the security of others on campus. Here are some features of the program that help achieve these goals:

Escort Program
Provided on request for persons walking on campus, particularly after dark.

Residence Hall Security
Crime prevention programs presented by the Residence Life staff.

Emergency Telephones
Interior and exterior phones that connect to the Campus Safety Department.

Closed-Circuit Cameras
Located at strategic areas—both indoors and out—throughout campus.

Crime Prevention Brochures
Provided at various locations throughout the campus and included in orientation packages to all new students.
Operation Identification
Serial numbers or owner-recognized numbers engraved on all valuable items on campus.

Bicycle Registration
Through Residence Life; requiring students to provide serial numbers and other data useful in the event of theft.

Crime Prevention Committee
CIA staff members who meet to discuss campus crime-prevention issues.

EDUCATION IS KEY
At Student Orientation for all incoming freshmen, Campus Safety offers a crime-prevention presentation dealing with personal and fire safety. Then, within their first week on campus, students attend a required classroom presentation—“Creating a Positive Campus Climate”—which includes discussions designed to increase awareness of sexual harassment and offenses. This proactive education is ongoing. Throughout the academic year, the Student Health Services Office and the Counseling and Psychological Services Department present campus-wide programs and information stations on topics such as rape and acquaintance rape, avoiding and responding to sexual offenses, and sexually transmitted diseases.

CAMPUS SAFETY AWARENESS
REPORTING CRIMINAL ACTIONS
OR EMERGENCIES
The Campus Safety Department is responsible for the enforcement of campus rules and regulations, and encourages you to report any criminal activity or emergency to a safety officer as soon as possible. The sooner an incident is reported, the better the chance that we can conduct an effective—and successful—investigation. Crimes may also be reported to area police agencies. The Safety Office is conveniently located adjacent to the maintenance garage behind Roth Hall, and is staffed 24 hours a day, seven days a week. If you’re some distance from the Safety Office, you can use one of the many blue-light, direct-ring phones located throughout the campus. These emergency phones can be used to report a criminal incident, a fire, any other emergency, or to request an escort from the Safety Department. Also, free on-campus public telephones are located in various center hallways in the residence halls. The Campus Safety Department can be contacted by dialing ext. 1268 on these easily accessible phones.

If you have concerns involving the reporting of sexual offenses or crimes, we encourage you to meet with a college counselor and confidentially discuss those concerns. The counselors will respect requests for confidentiality, within the limits of applicable laws. The CIA does not have a voluntary confidential reporting system for annual crime statistics. If we judge that a situation—either on or near campus—may constitute an ongoing threat, we’ll issue a campus-wide, timely warning or security alert. We will make this notification by posting a copy of the warning in the residence halls and on the college’s e-mail system, and through our mass notification system.

CAMPUS SAFETY POLICIES
DRUG AND ALCOHOL POLICIES
To encourage a positive atmosphere for everyone on campus, The Culinary Institute of America maintains strict drug and alcohol policies. These policies—which are outlined in the college’s Student Handbook and catalog—address underage consumption of alcohol, functions and restaurants approved for alcohol use, sale or possession of illegal substances, standards of conduct for all students, and specific sanctions and penalties. All of our policies apply to temporary off-campus housing as well.

If you have a drug- or alcohol-related issue, help is available. Free confidential counseling is offered—please see the resource list in this brochure. In addition, support group meetings are conducted both on and off campus.

POLICIES ON SEXUAL OFFENSES
The Culinary Institute of America has a zero tolerance policy regarding sexual offenses in any form, including acquaintance rape. We will do everything in our power to prevent such incidents through education and safety precautions, and to offer guidance and support services if they do occur. As with any crime on campus, we strive to prevent sexual offenses before they occur, and to react swiftly when such cases are reported.

Preventing, Reporting, and Surviving Rape and Other Sexual Offenses
We encourage students to report any and all incidents of sexual offense to campus safety. If you feel that you would like to make a report to the local police, we can assist you with that as well. Please let us know of any unwanted sexual behavior so we can continue to maintain and promote a campus environment that encourages respect and consideration for all who live, work, and learn here.

Rest assured, if we have probable cause to believe that a sexual offense—as defined under New York State law—has occurred on or off campus, we will pursue strong disciplinary action, which includes the possibility of suspension or dismissal from the college. A student charged with a sexual offense can be prosecuted under the New York State Penal Code and disciplined under the CIA’s Student Code of Conduct. The college can consider disciplinary action whether or not the alleged sexual offense has been reported to the criminal justice authorities or, if it has, whether or not those authorities choose to prosecute.

Any disciplinary action will follow a fair and thorough process as prescribed under the terms of the college’s Student Code of Conduct. Both the accused and accuser will have the same opportunities to present information and testimony regarding the alleged violation. Both will be informed of the CIA’s final decision, and of any resulting penalties.

Sanctions for sexual offense violations range from disciplinary probation, loss of privileges to reside in campus housing or remain in previously assigned classes, mandatory counseling, notification to civil authorities, and/or limited or permanent separation from the CIA.

Whatever the results of the proceedings, if a student requests a change in his or her academic or living situation as a result of these events, the college will comply if such changes are reasonably available.

Facts About Rape
Understanding information about and motivations behind rape could help you avoid situations in which an attack might occur. In addition, recognizing warning signs ahead of time can help prevent these crimes. Some things to consider:

- FBI statistics indicate that rape is showing the most dramatic increase of any violent crime.
- Most victims of acquaintance rape are women between the ages of 15 and 24. Many victims do not view the attack as rape when the rapist is someone they know.
- Rape is not a crime of impulse. Seventy-one percent of all single-assailant assaults and 90 percent of all gang rapes are planned.
- In more than 90 percent of rape cases, the victim and rapist are of the same race and socio-economic class.
- Most rapists are repeaters. They continue to rape until they are caught.

Laws and Policies Concerning Rape and Other Sexual Offenses
Rape is a serious charge. While that may seem like an obvious statement, it underscores the importance of
What to Do in the Case of a Sexual Offense

1. Sexual intercourse—any degree of penetration, however slight.
2. By force—force or the threat of force must be present.
3. Without consent—the act must have taken place without the consent of the victim, although the victim may have had to submit to avoid injury. Not saying “no” is not consent. Consent is saying “yes” without compulsion or coercion. Lack of consent can also result from incapacity to consent. A person is deemed incapable of consent when she/he is either younger than 17 years old, mentally defective, mentally incapacitated, or physically helpless.

Rape (in all degrees), sodomy, sexual abuse in the first degree, and aggravated sexual abuse are felonies punishable by fines exceeding $1,000 and imprisonment in excess of one year. Second and third degree sexual abuse and sexual contact are misdemeanors punishable by fines up to $1,000 and imprisonment up to one year. Sexual contact is a form of sexual offense dealing with touching and does not require penetration. An example would be touching intimate parts of the body against the victim’s will.

Violation of the Penal Code may result in conviction as a felony or misdemeanor and penalty. Violation of the Student Code of Conduct and/or any CIA policy, including the sexual harassment policy stated in the Student Handbook, may lead to disciplinary action that could include dismissal from the college.

Ways to Help Prevent an Attack

It can’t be stated often enough—everyone at The Culinary Institute of America is responsible for maintaining a safe, secure environment on campus. A few simple procedures and actions can really help ensure your own safety when it comes to sexual offenses.

• Be aware. Realizing that you could be a victim of a sexual offense is the first step toward protecting yourself.
• Do not open doors to strangers; use the peephole.
• Do not have parties with strangers.
• Do not leave a party with someone you have just met, no matter how nice he or she appears. It is dangerous.
• Trust your instincts and be assertive about your rights.

Sex Offender Registry and Access to Related Information

The Federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, went into effect October 28, 2002. The law requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by the state concerning registered sex offenders may be obtained. It also requires sex offenders already obliged to register in a state to provide notice, as required under state law, of each institution of higher education in that state at which the person is employed, carries on a vocation, volunteers services, or is a student.

Website information is available at: http://criminaljustice.state.ny.us/nsor/

POLICIES ON BIAS CRIMES

The CIA is committed to providing an encouraging atmosphere that inspires the participation of all students. We celebrate the differences students bring to campus, and hold our faculty and staff responsible for reviewing their classroom and campus behaviors to ensure that everyone is treated equitably, encouraged, and valued as an individual. The college follows all applicable laws, ordinances, and regulations relating to bias crimes, according to New York State Penal Law, section 485.05. Our campus policies in this area are clearly outlined in the Student Handbook.

Bias crimes are motivated by hatred against a victim based upon his or her race, religion, sexual orientation, ethnicity, or national origin. The victim and, indeed, the entire college community are adversely affected by such behavior, which may include bias-related physical or verbal misconduct, racial or sexual slurs, threats, intimidation, harassment, and hazing. If you feel you are the victim of a bias crime, please report the incident immediately to Campus Safety. Confidential counseling is also available—see the resource list in this brochure.

POLICY ON MISSING PERSONS

Each student who lives on campus has the option to register a confidential contact name and phone number to be notified if the student is determined to be missing. The college will utilize the same organization—Everbridge—that is used to register for our mass notification system. When choosing your “paths” for the notification system, you will notice a field for “Missing Person Name” and “Missing Person Phone.”

If a member of the CIA community is reported missing, the Campus Safety Department and Student Affairs Office will collaborate in an effort to locate that person and determine his or her state of health and well-being. Once on-campus checks have been investigated, local law enforcement will be notified, whether or not the missing person has registered a confidential contact name and number. Additionally, if the missing person is under the age of 18 and not emancipated, that person’s parent or guardian will be notified.

You can help in this area as well. If you have any changes in your arrival plans or travel intentions, please tell your friends, roommates, and parents. Often we find that a person reported missing has been delayed due to a simple change in circumstances. Always be considerate of those people who care about your safety and whereabouts.
If you know that a person has been missing for 24 hours, please immediately report it to one or more of the following departments or individuals:

- Campus Safety Department—ext. 1268 (Richard Cullen, Director)
- Residence Life Office—ext. 1260 (Kenneth Turow, Associate Dean)
- Student Affairs Office—ext. 1316 (Alice Ann Schuster, Associate Vice President and Dean)
- Residence Director in your residence hall

**FIRE SAFETY**

**FIRE SAFETY SYSTEMS**

The following fire safety systems are in place in all of our residence halls:

- Automatic sprinkler systems
- Fire/smoke detection systems with audible/visible alarms
- Carbon monoxide detection with monitored alarms
- Kitchen hood suppression systems

All fire safety systems are monitored 24/7, installed, maintained, and tested according to New York State fire codes.

**FIRE SAFETY TRAINING ACTIVITIES**

CIA students are made aware of fire safety on campus through a number of programs and presentations:

- New student orientation
- Annual wellness expo
- Annual campus fire safety week
- Annual live burn demonstration
- Annual R.A. fire academy
- Evacuation drills four times a year at each residence hall
- Distribution of fire safety information at the evacuation drills

**ELECTRICAL APPLIANCES, SMOKING, AND OPEN FLAMES**

Prohibited appliances and behavior related to fire safety are outlined in the college’s *Student Handbook* and fire safety brochure. Examples of appliances not permitted in residence hall rooms include: candles, incense, plastic or upholstered furniture, extension cords, cooking appliances, portable heaters, electric blankets, decorative trees (i.e., Christmas trees), draperies, lava lamps, halogen lamps, and lamps with combustible shades.

**FIRE EVACUATION PROCEDURES**

Specific procedures are established for each residence hall, and floor plans are posted throughout the buildings. Students are instructed to leave the building immediately upon fire alarm activation, and report to their predetermined assembly point at a safe distance from the building. These procedures are outlined in the *Student Handbook* and fire safety brochure. They are also discussed during new student orientation and put into practice during each fire evacuation drill.

**CRIME STATISTICS**

**KEEPING YOU INFORMED**

The statistics on the right are provided in compliance with the Crime Awareness and Campus Security Act of 1990, and cover calendar years 2009, 2010, and 2011. Public crimes and fire logs are available for inspection at Campus Safety. These statistics, published annually, are also available at the United States Department of Education website—http://ope.ed.gov/security/—or upon request to the director of campus safety at 451-1268, ext. 1268 on campus.

**RESOURCE LIST**

**ON CAMPUS**

Campus Safety Department  
ext. 1268 or ext. 1111 (emergencies)  
Director of Counseling  
Roth Hall | ext. 1359

Health Services Office  
Roth Hall, Lower Mezzanine | ext. 1261

Residential Services Office  
Hudson Hall | ext. 1260

Student Affairs Office  
Roth Hall | ext. 1316

**OFF CAMPUS**

Family Services (Counseling)  
50 North Hamilton Street  
Poughkeepsie, NY 12601  
845-452-1110

SAFE Project Rape Crisis Hotline  
845-452-7272

Dutchess County Sheriff’s Office  
845-486-3800

Hyde Park Police  
845-229-9340

New York State Police  
845-876-4033

**HATE CRIMES**

**FIRE STATISTICS**

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**EMERGENCY NUMBERS**

**TO REPORT AN INCIDENT OR CRIME: 911**

845-452-7266 or 845-451-1300  
(from outside phones)