

Hilbert College



Campus Safety & Fire Report 2022

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Hilbert College Campus Safety & Fire Report 2021

This report is filed as required by the Federal “Crime Awareness and Campus Security Act.” (Hereafter referred to as the Campus Safety Act) which was last amended in 2016. The Annual Report is updated and the purpose of this report is to provide our faculty, staff, and students with campus safety information including crime statistics and procedures to follow to report crime. The Campus Safety Department, the Vice President for Business/Finance and Dean of Students prepared the report. Any questions regarding this report should be directed to the Campus Safety Office in the Campus Center or 716-926-8919.

The ASR/AFSR (Annual Fire Safety Report) is completed annually and made available to the public no later than October 1st of each year. For an electronic copy of the report go to:

<https://www.hilbert.edu/student-life/campus-safety>

General Campus Information

Hilbert’s Mission

Hilbert College is an independent institution of higher learning that embraces its Catholic Franciscan heritage and values. Students from diverse backgrounds are educated in liberal arts and professional programs to become informed citizens committed to serving and strengthening their communities.

Hilbert’s Vision

Hilbert College strives to be faithful to the deep and diverse historical foundations on which it rests. From the founding congregation of the Franciscan Sisters of St. Joseph, we embrace the traditions of St. Francis: respect, service, hope, vision, joy, integrity, compassion, and peace. From the noble legacies of the liberal arts academy, we honor intellectual inquiry, freedom of thought, breadth of knowledge, and lifelong learning. From our own history, we continue to reach out to students from all backgrounds. We are committed to providing them skills and resources to achieve success in a wide range of careers, recognizing that in today’s world, that entails equipping students to respond to a rapidly changing global environment.

The faculty and staff of Hilbert College are dedicated to providing students with individual attention and support while also allowing them to grow and explore new challenges. We celebrate the richness that comes from a diverse campus of individuals from many faiths and cultures. We emphasize the importance of service to our community, and we endeavor to be a voice for social justice in the world.

Hilbert Population

In 2021, approximately 1000 students enrolled at Hilbert College. The table below indicates the number of undergraduates that resided in Hilbert College Residence Halls and Apartments. The College employed 120 full time employees which included 105 full time salary, 15 full time hourly. There are also 20 part time hourly staff members.

Table: Number of Students Living On Campus by Semester

	Spring 2021	Fall 2020
St. Joes	39	45
Leo	11	13
Katherine	16	17
Rufino	16	17
Agnes	13	17
Trinity	114	140
Total	209	249

Students, faculty, and employees have access to academic, recreational, and administrative facilities on campus during regular hours of operation. Access to the residence halls, however, is limited to students and their guests according to the guest procedure presented in the College Handbook. Access to the residence halls by the college employees is on an “as needed” basis and follows college procedures. Building access to academic halls is restricted to times when classes are in session or to accommodate special events.

The public can attend cultural and recreational events on campus with their access limited to only the facilities in which these events are held. To report any violations of this policy or to report suspicious persons, dial cellular phone 716-479-1233 for the Campus Safety Officer on duty at the time.

Campus Safety Department

Hilbert College maintains a Campus Safety Department that provides 24-hour coverage, 365 days a year. The mission of the department is to assist and protect all individuals on campus, protect college property, report and respond to infractions and provide uniform parking and traffic enforcement. Personnel are enforcing the College policies, rules and regulations set forth by the Administration and the Vice President for Business/Finance. The Campus Safety staff will also work as liaisons with the appropriate local, state, and federal authorities. The department’s officers are not police or peace officers, they do not have conventional police authority and are limited in scope and jurisdiction to the Hilbert Clery Geographic boundary to observe and report all student handbook violations or criminal offenses to college authorities or local law enforcement.

Each Campus Safety Officer is registered with the State of New York as an Unarmed Security Guard, as well as CPR certified. Security officers, are following Article 7A of the New York State (NYS) General Business Law [§89-f (6)] which defines a security guard as a person (other than an active police officer) employed in NYS to principally perform one or more of the following duties:

- 1) protection of persons and/or property from harm, theft, and/or unlawful activity;
- 2) deterrence, observation, detection, and/or reporting unlawful or unauthorized activity;
- 3) patrol service;
- 4) response to, but not installation or service of, a security or fire system alarm.

The Campus Safety Department reports law and student handbook violations when known to the Dean of Students/Judicial Officer and/or the Town of Hamburg Police Department. The department utilizes both full-time officers and part-time officers. They conduct foot and vehicular patrols on the campus including the residence hall areas. We also provide escort service for the college community. Residence Halls are secured using proximity fobs for building and floor access. More buildings and rooms are secured utilizing a Kaba Peak master key system, 7 Pin interchangeable core. There are CCTV cameras on campus, with a heavy concentration in Residence Halls. Guest registration is required at the residence halls and there is an overnight policy. Parking registration is mandated and enforcement focuses on keeping fire lanes open, disabled parking, Faculty/Staff, Student and Commuter Lots available. Blue Light and Red Emergency Phones are Tested Monthly. The Crisis Communications Omnilert Text messaging system, locally installed Sirens, Blackboard, E-mails, and local Television Channels 2/4/7 provide emergency communications to the campus population. The objective of the Campus Safety Department is to provide a safe environment for teaching, research and social endeavors and to protect the lives and property of the students, employees and visitors of the College. This objective is pursued within the framework of the College rules and regulations and all local, state and federal laws.

Departmental Investigative Functions include:

- 1) The investigation of crimes committed on the campus fall under the jurisdiction of the Campus Safety department. Depending on the offense, investigations may be turned over to local law enforcement.
- 2) The Campus Safety Department also works closely with the Town of Hamburg Police Department, which assist them with incidents that may occur on and off campus but involve campus staff or students. An MOU with the Town of Hamburg Police Department was executed in 2019 and a copy of this agreement is included in this Annual Security Report.

Campus Security Authorities

A Campus Security Authority (CSA) is an individual, who by virtue of their college responsibilities and under the Clery Act, is designated to receive and report criminal incidents to the Department of Campus Safety not only for crime prevention but help prevent and deter criminal activities. In addition, the role of the CSA is to notify of any and all potential crimes that threaten campus safety and so that they may be included and published in the college's Annual Security Report. They have completed training on appropriately handling reporting crimes and related school policies.

Who They Are:

Department of Campus Safety officers are CSAs, and due to Hilbert's small size, all Full-Time employees of the College are designated as CSAs.

The Clery Act defines a CSA as any of the following categories:

- A campus safety department of an institution, e.g. any member of Hilbert's Department of Campus Safety.

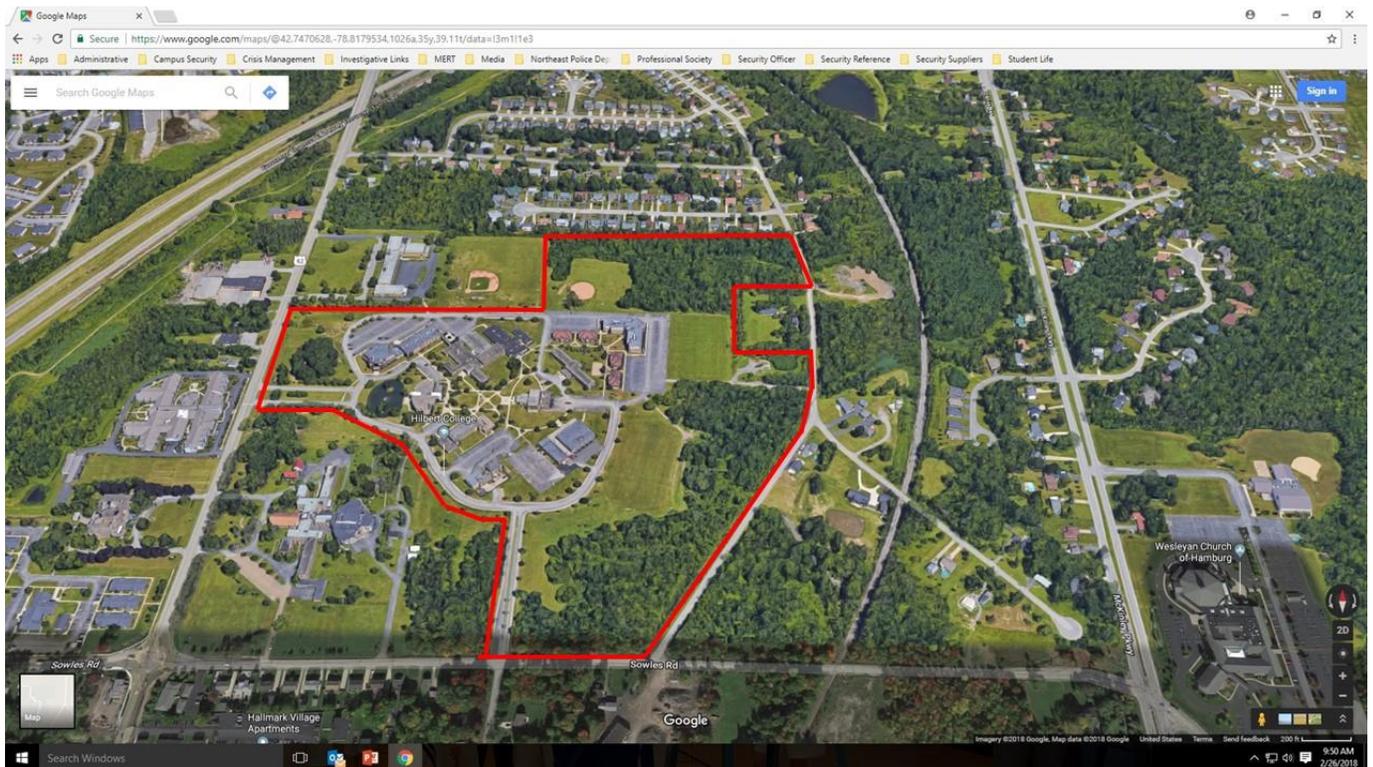
- Any individuals who have responsibility for campus security but are not members of a campus safety department (e.g., an individual who is responsible for monitoring the entrance into institutional property, such as a security guard).
- Any individual or organization specified in an institution’s statement of campus safety policy as an individual or organization to which students and employees should report criminal offense; or
- An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings.

What They Do:

A CSA must notify the Hilbert Campus Safety Department of crimes or criminal incidents that are reported to him or her. They disclose crimes that fall under the Clery Act’s list of reportable crimes and occur within Clery geography. Any failure to report crimes are considered violations of the Clery Act.

If a CSA is notified of a crime in progress or an ongoing threat to the Hilbert campus community, they will contact the Department of Campus Safety for assistance or local Police.

Campus Clery Geographic Area



Issuing Emergency Notifications, Timely Warnings and Crime Alerts

Timely Warning & Emergency Notification Policy

Hilbert College is responsible for issuing timely warnings about certain criminal activity that poses a serious or continuing threat to students or employees in compliance with the Jeanne Clery Act, 20 U.S.C. §1092(f) et seq. The College Leadership will continuously and diligently work and coordinate with campus safety to address exigent public safety concerns arising from criminal activity. Anyone with information warranting a timely warning should immediately report the circumstances by phone 716-479-1233 or in person at the Campus Safety department. The decision to issue a timely warning shall be decided on a case by case basis in compliance with the Clery Act and will consider all available pertinent information including whether the crime is considered a serious or continuing threat to students or employees. Timely warnings are triggered by crimes that have already occurred but represent an ongoing threat. A timely warning will be issued for any Clery Act crime committed on Hilbert College Clery Act geography that is reported to campus security authorities or a local law enforcement agency, and that is considered to represent a serious or continuing threat to students and employees. Timely warnings alert the campus community about criminal activity that may pose a continuing danger in a way that does not compromise law enforcement efforts. Emergency notifications are triggered by an event that is currently occurring on or imminently threatening the campus. Hilbert College initiates emergency notification procedures for any significant emergency or dangerous situation occurring on the campus involving an immediate threat to the health or safety of students or employees.

Timely Warning Procedure

When a determination has been made that a timely warning should be issued, Hilbert College Campus Safety, will inform the campus community by taking one or more appropriate steps to ensure timely notification: Invoke Omnilert text system (Campus community members may enroll to receive these notifications at <https://hilbert.omnilert.net/>); issue a siren alert, issue a broadcast email of the timely warning notice; distribute warning fliers around campus; post the warning on the campus broadcast monitors. Such warnings may include, but are not limited to: type of crime; date, time, and location of the incident; and suspect description.

Emergency Notification Procedure

When an imminent threat has been determined, an emergency notification will be issued. Hilbert College Campus Safety will inform the campus community by taking one or more appropriate steps to ensure emergency notification: Invoke Omnilert text system (Campus community members may enroll to receive these notifications at <https://hilbert.omnilert.net/>); issue a broadcast email of the timely warning notice; post the notification on the campus broadcast monitors, if possible. Such notifications may include, but are not limited to: weather alerts, medical outbreaks, and chemical releases.

In the event that a situation arises, either on or off campus, that, in the judgment of the Director of Campus Safety, Assistant Director of Campus Safety, or Campus Safety Officer(s) on duty, constitutes an ongoing or continuing threat, a campus wide “emergency notification” or “timely warning” will be issued. The notification will be issued through the college e-mail system and/or text messaging system to students, faculty and staff.

Depending on the particular circumstances of the situation, especially in circumstances that could pose an immediate threat to the community and individuals, the Office of Campus Safety may also

post a notice on the campus-wide electronic bulletin board, providing the college community with additional information. In such instances, a copy of the notice is posted in each residence hall. Anyone with information warranting a timely warning or emergency notification should report the circumstances to Campus Safety, by phone 716-479-1233 or in person at the Campus Safety Office, located in the Campus Center.

Emergency Notification and Timely Warning Matrix (Hilbert College)									
Event	Imminent Threat Determination Made By	Timely Warning or Emergency Notification	Timing of Warning	Campus Siren	Omnilert Text	Blast E-Mail	Blackboard	Campus Monitor Postings	Face to Face
Large Fire	Dean of Students/ Campus Safety Director	Both	0-4 Hours	Yes	Yes	Yes	Yes	No	Yes
Outbreak of meningitis, norovirus or other serious illness	Dean of Students/Wellness Center Director	Emergency Notification	0-72 Hours	No	Yes	Yes	Yes	Possible	Yes
Approaching Tornado or extreme weather condition	Dean of Students/ Campus Safety Director	Emergency Notification	0-2 Hours	Yes	Yes	Possible	Possible	No	Yes
Earthquake	Dean of Students/ Campus Safety Director/ Director Physical Plant Operations	Emergency Notification	0-3 Hours	No	Yes	Possible	Yes	No	Yes
Gas Leak	Dean of Students/ Campus Safety Director/ Director Physical Plant Operations	Emergency Notification	0-2 Hours	No	Yes	Possible	Possible	No	Yes
Terrorist Incident	Dean of Students/ Campus Safety Director	Timely Warning	0-2 Hours	Yes	Yes	Yes	Yes	No	Yes
Sexual Assault	Dean of Students/ Campus Safety Director	Timely Warning	0-24 Hour	No	Possible	Possible	Possible	Possible	Possible
Armed Intruder	Dean of Students/ Campus Safety Director	Timely Warning	0-1 Hour	Yes	Yes	Possible	Possible	No	Yes
Bomb Threat	Dean of Students/ Campus Safety Director	Timely Warning	0-1 Hour	Yes	Yes	Yes	Yes	No	Yes
Civil Unrest or Rioting	Dean of Students/ Campus Safety Director/Human Resources/Media Relations	Emergency Notification	0-72 Hours	No	Yes	Possible	Possible	No	Yes
Explosion	Dean of Students/ Campus Safety Director/ Director Physical Plant Operations	Both	0-2 Hours	Yes	Yes	Yes	Yes	No	Yes
Criminal Assault on Campus if assailant is unknown, unidentified and at large	Dean of Students/ Campus Safety Director	Timely Warning	0-8 Hours	Possible	Yes	Possible	Yes	Yes	Yes
Nearby chemical or hazardous waste spill	Dean of Students/ Campus Safety Director/ Director Physical Plant Operations	Emergency Notification	0-8 Hours	Possible	Yes	Yes	Yes	No	Yes
Power Outage	Director Physical Plant Operations	N/A	0-48 Hours	No	Possible	No	Possible	Possible	Yes
Snow Closure	VP Business-Finance/Safety & Security Director/ Director Physical Plant Operations	N/A	0-8 Hours	No	Yes	Yes	Yes	Possible	Yes
String of Larcenies or Burglaries	Dean of Students/ Campus Safety Director	N/A	0-72 Hours	No	Possible	Possible	Possible	Yes	Yes
All Other Emergencies	Dean of Students & TBD	TBD	0-TBD	Possible	Possible	Possible	Possible	Possible	Possible

Emergency Response and Evacuation Procedures

Hilbert College uses the Omnilert notification system; this system sends out a text to our community alerting them to an emergency situation. The College has also installed sirens, which are strategically placed on campus that will sound in the event of an emergency.

All students and employees are highly encouraged to sign up for the Omnilert test system, go to <https://hilbert.omnilert.net/>. In case of an emergency, Campus Safety will initiate the system, and in turn notify local law enforcement.

The College has developed a Crisis Response Plan for its Crisis Management Team and Crisis Response Guidelines for employees and students, which provide guidelines for preparedness and emergency response programs for various situations that may potentially occur on campus. This team meets on a regular basis to review the emergency response policies and procedures. Extensive efforts are in progress to train students, faculty and staff in its implementation.

Emergency Lockdown procedures are also posted in each classroom on campus as well as in the residence hall and other areas.

Policy on Drugs, Alcohol and Substance Abuse

The illegal possession and/or use of marijuana, barbiturates, amphetamines, hallucinogenic compounds, narcotics and other controlled substances are in violation of state and federal law. Hilbert College permits the use of alcoholic beverages on campus by those who comply with state law and who adhere to the guidelines established by the College. Students living in the college residence hall who are 21 years of age or older shall be allowed to possess and consume alcoholic beverages in their rooms in compliance with state law and consistent with College regulations pertaining to possession and consumption. Members of the campus community in need of assistance with respect to a question or personal problem regarding alcohol or other drugs should contact the Counseling Center in St. Joseph's Hall at 716-926-8930.

As part of its mission and objectives, Hilbert College is committed to providing all students, faculty, and staff with a safe, healthy and pleasant environment in which to study and work. Part of this commitment is that the College will be completely free from the presence and adverse effects of illegal drugs and unauthorized use of alcohol. The College Drug and Alcohol Policy was developed to accomplish the above objective and to comply with the College's legal obligation. The Higher Education Amendment of the Drug-Free Schools and Communities Act of 1989 require that all institutions of higher education prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. Similarly, the Drug-Free Workplace Act of 1988 requires federal contractors and recipients of federal grants to maintain a drug-free environment. The above laws require that Hilbert College adopt and implement certain mandatory rules of conduct, and strictly enforce these rules by disciplinary measures. Each student, faculty, and staff member is personally responsible to ensure his or her compliance with all rules, procedures and other requirements that are mandated by the College. The Rules of Conduct and the Student Alcohol and Drug Policy contained in this program are no different in this regard. If any student, faculty, or staff member has a problem with drug or alcohol dependency, which could lead to a violation of the Rules of Conduct and result in disciplinary action, he or she must do what is necessary to see that a

violation does not occur. If professional treatment or other outside assistance is needed to help resolve the dependency problem, it is the responsibility of the student, faculty, or staff member to obtain such assistance and work toward a successful resolution of the problem. The Counseling Office is available to provide information and confidential, professional referrals to students who conscientiously request such assistance. The Employee Assistance Program is available to members of the faculty and staff who require assistance. If assistance is desired or questions arise concerning any drug or alcohol related matter, contact should be made with the Director of Counseling. Inquiries will be kept confidential.

Weapons on Campus

Possession of any weapon is prohibited on College property and at College sponsored events. This policy applies to employees, students and individuals visiting or conducting business on College property. For purposes of this policy, College property includes any property owned or leased by the College, including College owned vehicles. This policy also applies to off campus College sponsored events. Weapon is defined as:

- Any device that shoots a bullet, pellet, flare or any other projectile, whether loaded or unloaded, including those powered by CO2. This includes but is not limited to rifles, shotguns, handguns or other firearm, BB/pellet gun, flare gun, stun gun, air soft gun, dart gun, paintball gun and any ammunition for any such device. Any replica of the aforementioned is also prohibited.
- Any explosive device including fireworks, firecrackers and black powder.
- Any device that is designed or traditionally used to inflict harm including but not limited to numchucks, any knife with a blade longer than three inches, hunting knife, fixed blade knife, throwing knives, throwing stars, dagger, razor or other cutting instrument the blade of which is exposed.

Weapons are not permitted to be stored on campus or in vehicles. Weapons found on campus are in violation of this policy and will be confiscated immediately. If campus safety officers confiscate a weapon, a secure room is used to temporarily store the weapon until turned over to local law enforcement or disposed of. Reports written will indicate, when police were contacted, and all relevant information detailed. Weapon confiscations will be included in the official statistics for Clery Reportable crimes. Violation of this policy by employees constitutes misconduct and may subject the offender to discipline including immediate termination. Violation of this policy by students will be adjudicated in accordance with the Student Code of Conduct. Depending on the circumstances, violation of this policy may subject the offender to discipline up to and including dismissal from the College. Violation of this policy by individuals visiting or conducting business on College property will result in the individual being required to leave the College property or event as the case may be and may also result in the individual receiving a written directive to remain off of College property.

The College will refer any violation of this policy to appropriate law enforcement authorities. Exceptions to this policy include:

1. Any federal, state, or local law enforcement officer in the performance of his or her official duties.
2. A weapon, real or replica, used in connection with drill, public ceremony or a theatrical performance. Prior written approval must be obtained from the Director of Hilbert College Campus Safety.

3. Prior written approval from the Director of Hilbert College Campus Safety and the Provost must be obtained when the weapon will be used in a College sanctioned academic course or activity.

Crime Prevention Activities

The Campus Safety Department holds educational programs each semester on a variety of topics including personal safety awareness and security, rape prevention awareness training, and anti-theft programs. Information on safety and security is provided on request to students and employees regularly via seminars, videos, posters, brochures and college and student newspapers. Campus Safety training and services available on campus include campus escort, rape counseling, mental health services, emergency medical, and general crime prevention seminars. Services available through the Campus Safety Department throughout the year include vehicle jump-start, motor vehicle emergency entry assistance, Residence Hall lock out assist, and lost and found. These services are available for all employees and students.

The maintenance department is responsible for the campus buildings and grounds with a concern for safety and security. It inspects campus facilities regularly, promptly makes repairs affecting safety and security, and responds immediately to reports of potential safety and security hazards, such as broken windows and locks. If you have any concerns about the physical safety of the campus buildings and grounds, call the Superintendent of Physical Plant Operations, Monday through Friday 7:00 am to 3:30 pm at 716-926-8920. For emergencies that occur during non-business hours, call the Campus Safety Department at 716-479-1233.

Fire Safety Policy

Any person who is responsible for a fire in any facility; interfering with fire officials; interfering or tampering with a fire alarm or safety equipment; or creating false alarms will be subject to College disciplinary action, monetary fines and/or civil or criminal action. This includes covering a smoke detector in any way, for any reason, or hanging anything from the sprinklers/smoke detectors.

All residents are required to participate in fire drills. Evacuation of the building by all residents is required immediately after the fire alarm sounds. Any person who discovers a fire should immediately call for assistance by dialing 911 and asking for the Big Tree Fire Department, followed by calling Hilbert College Campus Safety at 716-479-1233. The storage of explosives or flammable substances within any residence hall is strictly prohibited. In addition, the use of other flaming articles, including candles and incense, is prohibited. No candles and/or incense are permitted in the residence halls, even if not lit. Halogen lamps are also prohibited. No excessively flammable furnishings or decorations may be used.

Hilbert College Residence Hall Fire Safety

In accordance with Section 6438 of the NYS Education Law, Hilbert College is providing all resident students with a description of the fire safety measures in College-owned housing.

Both Trinity Hall and St. Joseph Hall, as well as the apartments, are equipped with smoke and heat detectors. All residential buildings have fire alarms, which are monitored 24 hours a day, 365 days a

year. In addition, all residential buildings are equipped with fire extinguishers and signage. Fire hydrants are located near all residential buildings. A sprinkler system is present in both Trinity Hall and the apartments. **There is no sprinkler system in St. Joseph Hall.**

Alarm systems are inspected and tested yearly and sprinkler systems are tested quarterly. The College conducts regular fire drills and is subjected to an annual New York State fire inspection.

Students may access the Campus Safety & Fire Report on student housing via the Hilbert College website (www.hilbert.edu). Campus Safety is under the Student Life tab.

100% of Hilbert College residential facilities are alarmed with a fire alarm system that is monitored 24 hours a day, 365 days a year. In addition, all resident buildings have fire extinguishers, emergency lighting and signage to the nearest exits. The fire alarm systems are inspected and tested yearly, sprinklers are tested quarterly, and fire drills are performed four times annually by Campus Safety.

Fire Safety Related Prohibited Items from Residence Halls

Hilbert College policy states no portable heaters, no smoking and no open flames in student housing. In addition, draperies must be flame retardant, combustible decorations must be kept to a minimum. Fire safety checks are done periodically by Residence Life and Campus Safety Staff to ensure compliance.

Failure to abide by the above fire safety guidelines may result in disciplinary action.

The following are prohibited for use and/or possession in the residence halls. This is not a comprehensive list. Any other item that is deemed unsafe or inappropriate for residential living may be considered prohibited, at the discretion of the Director of Residence Life.

- Air Conditioners
- Candles and candle warmers
- Extension cords
- Fireworks
- Flammable decorations
- Grills (including George Foreman and other like materials)
- Halogen lamps
- Hookahs
- Incense
- Live Christmas trees
- Microwave ovens
- Open flames of any kind
- Refrigerators (large). Students may have up to 3.4 cu ft. of refrigerator, per person.
- Space Heaters
- String lights

Fire Reporting

It is the responsibility of any person to report any fire regardless of size to either Campus Safety (716-479-1233) or Hamburg Fire Department (911). Campus Safety can respond to the location and determine what resources will be required.

Fire Reports, Logs and Records

A record of all fires, inspections and drills will be maintained in the Campus Safety Office. This includes:

- Fire drills
- Sprinkler inspections
- Alarm testing and inspections
- Fire extinguisher inspections
- Kitchen hood and cleaning inspections

Fire Drills

A minimum of 3 Fire Drills per each Non-Residential Building are required and performed annually and 4 Fire Drills per each Residential Building are required and performed annually.

Hilbert College Fire Drills for the Year 2021					
Building	Drill #1	Drill #2	Drill #3	Drill #4	TOTAL #
Campus Center	04/08/2021	07/13/2021	10/27/2021		3.00
Rec Center	04/08/2021	07/13/2021	10/27/2021		3.00
Maint Building	04/08/2021	07/13/2021	10/27/2021		3.00
Library	04/08/2021	07/13/2021	10/27/2021		3.00
Fran Hall	04/08/2021	07/13/2021	10/27/2021		3.00
Swan Hall	04/08/2021	07/13/2021	10/27/2021		3.00
Pac Hall	04/08/2021	07/13/2021	10/27/2021		3.00
Bogel Hall	04/08/2021	07/13/2021	10/27/2021		3.00
Trinity Hall	04/08/2021	07/13/2021	10/27/2021	10/28/2021	4.00
St. Joe's Hall	04/08/2021	07/13/2021	10/27/2021	10/28/2021	4.00
Rufino House	04/08/2021	07/13/2021	10/27/2021	10/28/2021	4.00
Sister Katherine House	04/08/2021	07/13/2021	10/27/2021	10/28/2021	4.00
Leo House	04/08/2021	07/13/2021	10/27/2021	10/28/2021	4.00
St. Agnes House	04/08/2021	07/13/2021	10/27/202	10/28/2021	4.00

Fire Safety Equipment

No person shall tamper with extinguishers, fire alarm boxes or smoke and heat detectors. Any person involved with tampering of fire safety equipment is subject to prosecution and judicial sanctions.

On Campus Student Housing Facilities:

Building	Alarm Type	Smoke Detection	Pull Stations	Notification Capability	Sprinkler System	Drills Per Year
Trinity Hall	Simplex 4100ES	YES	YES	Centrally Monitored	Yes	4 minimum
Saint Joseph's Hall	WSA 3000	YES	YES	Centrally Monitored	No	4 minimum
Sr. Katherine Apartment	Edwards Fireshield FS-1004	YES	YES	Centrally Monitored	Yes	4 minimum
Leo Apartment	Edwards Fireshield FS-1004	YES	YES	Centrally Monitored	Yes	4 minimum
Rufino Apartment	Edwards Fireshield FS-1004	YES	YES	Centrally Monitored	Yes	4 minimum
Saint Agnes Apartment	FIRERLITE Model: MS-10UD	YES	YES	Centrally Monitored	Yes	4 minimum

Crime Reporting

All members of the campus community are urged to report criminal incidents, emergencies and suspicious activity. The campus emergency number is **716-479-1233** and this should be used for all fire, medical, and police emergencies. All reports are classified, logged and responded to thoroughly.

Crimes in progress and any other emergencies on campus can be reported directly by any student, faculty member, or employee to the campus safety department by dialing **716-479-1233**. The campus safety officer can also be reached by the red emergency phones located around the campus. Red emergency phones are located in the Swan Lobby, first and second floor of Paczesny Hall, first floor outside of Bogel 160, and on the second floor of Bogel. Additional emergency phones are located in the Lower Level of the Campus Center, the Hafner Recreation Center, and inside the Maintenance Building. Upon receipt of the call, Campus Safety Officers are dispatched immediately to the site of the incident. They prepare and submit incident reports, which are kept on file. Additionally, all reported crimes will be forwarded to the Town of Hamburg Police Department for further investigation.

Members of the campus community can also report criminal incidents to the following offices:

Director of Campus Safety – 716-926-8925
The Dean of Students – 716-926-8935
Acting Director of Residence Life – 716-926-8928
Director of Athletics – 716-926-8800
Counseling Center – 716-926-8930

Professional Counselors are employees whose official responsibilities include providing mental health counseling to members of the campus community and who are functioning within the scope

of their license of certification. Counselors, at the counseling center, who are informed by persons they are counseling of the commission of a crime, may also inform that person that crimes can be reported at the office of student life on a voluntary, confidential basis for inclusion in the college's crime statistics only.

A Silent Witness (Voluntary, Anonymous and Confidential) reporting system has been established on campus. It is available for employees and students on the Campus Safety portion of the Hilbert web page. (<https://www.hilbert.edu/student-life/campus-safety/silent-witness-program>)

A Behavioral Intervention Team (BIT) responds to non-immediate concerns and takes a proactive approach to discuss potential, intervene early, and provide support and behavioral response to students displaying levels of disruptive, disturbed and/or distressed behaviors before or when they rise to the level of a crisis.

BIT Process

1. Receive information about students of concern and discuss concerning behaviors.
2. Maintain confidentiality and handle all matters discreetly.
3. Provide consultation, support and response to faculty and staff.
4. Intervene and connect students with resources; take other necessary measure to address concerns.
5. Coordinate follow-up. Ensure that services and resources are deployed effectively.
6. The Behavioral Intervention Team process does not replace faculty classroom management, disciplinary processes, and/or College Security response to incidents.

BIT Potential Outcomes

1. Assist faculty and staff in developing a plan of action for preventive intervention.
2. Refer students to existing on-campus support resources.
3. Refer students to appropriate community resources.
4. Recommend no action, pending further observation; monitoring.
5. Make recommendations consistent with college policies and procedures.

Pastoral Counselors

Counselors are employees who are associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling, and are functioning within the scope of that recognition as a pastoral counselor. Hilbert College does not employ a full time pastoral Counselor.

Students' Bill of Rights in Cases Involving Sexual Assault, Domestic/Dating Violence, and Stalking

All students have the right to:

1. Make a report to local law enforcement and/or state police.
2. Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously.
3. Make a decision about whether or not to disclose a crime or violation and participate in the judicial process and or criminal justice process free from pressure by Hilbert College.

4. Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard.
5. Be treated with dignity and to receive from the College courteous, fair, and respectful health care and counseling services, where available.
6. Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations.
7. Describe the incident to as few College representatives as practicable and not be required to unnecessarily repeat a description of the incident.
8. Be protected from retaliation by Hilbert College, any student, the accused and/or the respondent, and/or their friends, family, and acquaintances within the jurisdiction of Hilbert.
9. Access to at least one level of appeal of a determination.
10. Be accompanied by an advisor of choice who may assist and advise a reporting individual, accused, or respondent throughout the judicial process including during all meetings and hearings related to such process.
11. Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial process of Hilbert College.
12. Be informed of all reporting options.
13. Be free from pressure to make a criminal report.
14. Have any allegations of sexual assault investigated and adjudicated by the appropriate campus, civil, and criminal authorities.
15. Be notified of existing campus and community medical services, victim advocacy, legal assistance, visa and immigration assistance, student financial aid assistance, counseling and mental health services whether or not the crime is reported to campus or civil authorities.
16. Receive, when required, the full, prompt cooperation of campus personnel when obtaining, securing, and preserving evidence.
17. Be informed of options for, and assistance with making changes to academic, living, transportation and working situations as well as protective measures.

Daily Log

The Campus Safety Department maintains a daily log of crimes and incidents that occur on campus, which is available to the public. This information is recorded by the date, time and general location, and disposition of the complaint. This daily log is available at the Campus Safety Department, in the Campus Center, during office hours. Please note that entries are generally made within two business days after the event occurs. Incidents or situations deemed to pose a threat to the campus community are logged as soon as possible. While all events are logged, the office of the Campus Safety Department may determine that an incident is classified, and noted, as “confidential” in order not to jeopardize a criminal investigation or the identity of a victim. Hilbert College does not withhold, or subsequently remove, a reported crime from its crime statistics based on a decision by a court, coroner, jury, prosecutor, or other similar non-campus official.

Hate Crimes

A Hate Crime, also known as bias crime, is a criminal offense committed against a person, property or society that is motivated, in whole or in part, by the offender’s bias against a race, religion,

ethnic/national group or sexual orientation group. Hate crimes are tracked as part of the Annual Security reporting process. See definitions section for detailed definition.

Note: Hilbert College has had no reported Hate Crimes of bias for calendar year 2018, 2019, 2020, and 2021. These tables, therefore, do not appear in this report.

Sex Crime Reporting

All members of the Hilbert College community have the right to make a report to Campus Safety, local law enforcement, and/or state police or choose not to report; to report the incident to Hilbert College; to be protected by the college from retaliation for reporting an incident; and to receive assistance and resources from Hilbert College. Upon becoming aware of a Sex Crime, the Campus Safety Officer will always notify the Campus Title IX Coordinator, in addition to the Director of Campus Safety.

A Students' Bill of Rights for cases involving sexual assault, domestic violence, dating violence, or stalking is available in the Sexual Misconduct Policy, Student Handbook, and online at <http://www.hilbert.edu/student-life/campus-safety/s-h-a-r-e/students-bill-of-rights>.

An additional Statement of Rights for any individual reporting a sexual assault, domestic violence, dating violence, or stalking is also attached at the end of the Sexual Misconduct Policy found online at <http://www.hilbert.edu/student-life/campus-safety/sexual-misconduct-policy>.

Sex Crime Prevention Efforts

Hilbert College prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking as defined by the Clery Act. Hilbert College officials, including the Title IX Coordinator, the Dean of Students, the Director of Counseling, the Director of Residence Life, and the Director of Campus Safety, work together to develop educational programs related to promoting awareness of personal safety and campus security specifically focused on sexual assault, domestic violence, dating violence, and stalking. These programs are offered to the campus community annually.

The campus education programs are intended to address the following:

1. Providing information during student orientation about rape and sexual assault, domestic and dating violence and stalking, including primary prevention.
2. Distributing educational information on definitions of sexual assault and possible penalties for assailants, including guidelines on how to avoid sexual assault.
3. Providing educational programs as part of curricular and co-curricular activities.
4. Providing information for on-campus and off-campus support services.

The Campus Safety and Security Committee, which is comprised of students, faculty, and administrative staff, is charged with the responsibility for reviewing and drafting appropriate policies in the area of personal safety, including rape and sexual assault.

Bystander Intervention

Bystanders play an important role in the prevention of sexual assault, dating and domestic violence and abuse, and stalking. Bystander intervention is a way for the whole community to ensure the safety of all its members. This means we can all make a difference by choosing to speak out,

intervene, or do something when we hear disrespectful jokes or comments or witness disrespectful or harmful actions. Intervening is as simple as saying, “That’s not funny,” or as urgent as dialing 911 if you or someone else is in danger. Bystander Intervention training is offered to students on an annual basis.

Medical Treatment for Victims of Sexual Assault

Individuals who have been the victims of sexual assault are encouraged to seek medical attention immediately. Whether or not you report the assault to the College or the police, you should have a medical examination immediately. The exam is confidential. Medical personnel will test for sexually transmitted diseases, look for physical injuries, and collect physical evidence. If you report the assault, Campus Safety or the police can provide transportation to the hospital and arrange for a Crisis Services Sexual Assault Advocate to meet you there. If you choose to go to the hospital without notifying Campus Safety or the police, the hospital can still collect physical evidence and contact a Crisis Services Advocate to meet you there, while protecting your anonymity, in case you later decide to prosecute. If you suspect that you may have been given a rape drug, such as Rohypnol and GHB, ask the hospital to take a urine sample, which will be preserved as evidence.

Preserving Evidence

It is important to preserve evidence of any gender or sex-based offense, as such evidence may be necessary proof to prosecute the accused and may also be helpful in obtaining a civil protection order. To preserve evidence of sexual assault, please consider the following:

1. Forensic evidence collection (a sexual assault exam) should be sought within 72 hours of an assault and is best collected immediately following the incident. Technological advancements make it more likely that medical professionals can collect evidence even after 72 hours following an assault; however, it is important to remember that the more time passes between the incident and seeking an exam, the less likely it will be to collect physical evidence that may be very important to the prosecution of a criminal case. Locations where a sexual assault exam can be conducted by trained medical staff can be found in the resource section below.
2. Additionally, to preserve other evidence in the case of sexual assault, it is recommended that you do not shower or bathe, wash your hands, use the toilet, douche, eat, drink, smoke, brush your teeth, change clothing, or wash clothing or bedding before a medical exam or reporting to law enforcement. Even if you have already taken any of these actions, you are still encouraged to seek medical care and examination. Also, keep emails, text messages, social media postings, or any other digital information about the incident or other methods of contact from the accused that help document what happened.
3. If you wish to make a report to the police, or if you wish to have evidence collected so you can make this decision later, you may seek services by calling the local police dispatch number which the Town of Hamburg Police at 716-648-5111.
4. It is preferred that a police department facilitates the collection of other forensic evidence. However, if you are not sure if you want to report to the police or if it has been longer than 72 hours after the assault, you may wish to gather all clothing and bedding that may be used for evidence and place them into a clean paper bag or clean sheet. Items should be stored at room

temperature until you decide whether or not you want to report to law enforcement. To protect the integrity of the evidence, do not store items in plastic bags or other similar, non-breathable materials.

In cases of dating or domestic violence or abuse, the resource you choose to report the behavior to (a doctor, the police, an advocate, etc.) may recommend ways to preserve evidence such as logging incidents, photographing injuries, seeking medical care, etc. If you do not want to report the abuse, keep records of incidents (pictures, journals, voice mail, text messages, and the like) in a secure location that cannot be accessed by your partner.

Confidential Resources for Sexual Assault

Hilbert College strongly advocates that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation.

A victim is encouraged to seek support for their emotional and physical needs. A person seeking confidential emotional or medical care may contact the following on-campus resources:

- Director of Counseling – 716-926-8930, St. Joe’s Residence Hall 1st Floor
- Wellness Center – 716-926-8908, St. Joe’s Residence Hall 1st Floor

These counseling, health, and crisis response services are confidential and free for all Hilbert College students. Immediate contact with a counselor can be arranged through Campus Safety if a situation occurs after hours or on weekends.

In addition, there are off-campus confidential resources available. These confidential off-campus resources, which may or may not charge services fees, include:

- Mercy Ambulatory Care Center – 716-662-0500
- Mercy Hospital – 716-822-3800
- Erie County Medical Center - 716-898-3000
- Crisis Services (24 Hour Hotline) – 716-834-3131
- NYS Domestic Violence Hotline – 1-800-942-6906
- NYS Police Sexual Assault Hotline – 1-844-845-7269

Contacting any of the confidential resources listed above does not constitute notifying Hilbert College.

Reporting to the College’s Non-Confidential Resources

All reports of sexual misconduct should be made to any of the following specially trained non-confidential individuals:

- Title IX Deputy Coordinator/ Greg Roberts, groberts@hilbert.edu
- Dean of Students - Gregory Roberts, 716-926-8935, groberts@hilbert.edu
- Director of Residence Life & Community Standards - Grace Adams, 716-926-8928, gadams@hilbert.edu
- Director of Campus Safety – Joseph LaRosa, 716-926-8925, 716-479-1233 (24-hour number), jlarosa@hilbert.edu

These individuals have been trained to receive and respond to allegations of sexual misconduct. The College's main concern is that victims of sexual misconduct receive the help and guidance essential for beginning the process of healing, while giving special consideration to the welfare of the campus community. Campus Safety is available, upon request, to escort students during day or evening hours.

There is no time limit for making a report of sexual misconduct.

Interim Measures and Accommodations

Interim measures and/or accommodations may be made by the College in an effort to immediately respond to a situation. These interim measures and/or accommodations could include, but are not limited to: summary suspension; changes in class schedules; class assignments; residence hall/room assignments and/or restrictions from living on campus; adjustments to academic deadlines and course schedules; "No Contact" orders; attendant restrictions; all other restrictions outlined in the Student Code of Conduct under "Interim Sanctions"; altering work assignments for employees; any other interim restriction or sanction deemed appropriate by the College.

Advisors

In any investigatory meeting or disciplinary hearing, the Reporting Party and Respondent have the right to be accompanied by one advisor of their own choosing. In cases involving sexual assault, domestic violence, dating violence or stalking, the advisor may be an attorney or a parent/legal guardian.

Investigations

Hilbert College is committed to providing a prompt, fair and impartial investigation and resolution to all allegations of Clery Act Crimes, sexual harassment, sexual assault, domestic/dating violence, stalking and any other form of sexual misconduct. The College reserves the right to investigate and potentially discipline any violation of the Clery Act or Sexual Misconduct policy that comes to its attention.

Disciplinary Proceedings

College disciplinary proceedings shall provide a prompt, fair and impartial resolution and are conducted by officials who receive annual training on the matters covered by this policy, including domestic violence, dating violence, sexual assault and stalking. Upon request, Hilbert College will disclose the results of a disciplinary proceeding for a violent crime or non-forcible sex offense (incest or statutory rape) to the victim of such crime or offense or the next of kin, if the victim is deceased.

This policy applies campus-wide and sets forth the behavioral expectations for all. However, the applicable disciplinary procedure that will be applied in a particular case depends on whether the accused is a student, faculty member, staff member, or a non-community member. The following disciplinary procedures will apply:

1. A report by anyone against a student will be processed in accordance with the procedures set forth in the Student Code of Rights and Responsibilities contained in the Student Handbook, subject to the additional provisions set forth below.

2. A report by anyone against a College employee will be processed in accordance with the Employee Disciplinary Procedures below, subject to the additional provisions set forth below.
3. A report by anyone against a non-community member (e.g., a visitor, vendor, etc.) will be investigated but no formal policy or procedure applies. The College may opt to ban the non-community member from College property or take other appropriate responsive measures.

Disciplinary proceedings shall provide a prompt, fair and impartial resolution and are conducted by officials who receive annual training on the matters covered by this policy, including domestic violence, dating violence, sexual assault and stalking.

Prior to the commencement of the disciplinary process the Student Conduct Administrator or appropriate Vice President will thoroughly review the Investigation Report, including all incident reports. At any disciplinary proceeding held under this policy, both the Reporting Party and the Respondent shall receive notice referencing the specific provision of this policy alleged to have been violated and the possible sanctions. This notice shall also include the date, time, location and factual allegations concerning the alleged violation. In addition to charges being filed, in cases involving a student Respondent, the Student Conduct Administrator will also enclose an explanation of the Judicial Process, student's rights in the process, and the formal process for appeal promptly and within 24 hours if a suspension is required.

Notwithstanding anything to the contrary in the Student Code of Conduct, the Human Resources Manual, or any other policy or procedure, in all disciplinary proceedings regarding an alleged violation of this policy, the following shall apply:

1. The Reporting Party and Respondent have the right to be accompanied by one advisor of their own choosing. In cases involving sexual assault, domestic violence, dating violence or stalking, the advisor may be an attorney.
2. The Reporting Party and Respondent will have an equal opportunity to present relevant evidence and information subject to the terms and conditions set forth in this policy. While the College encourages Reporting Parties to put their allegation or report in writing, Hilbert College will proceed with an investigation and resolution of an allegation, regardless of whether it is reduced to writing.
3. The Reporting Party and Respondent have the right to raise any issues of conflict of interest related to individuals serving in official roles under this Policy, including, but not limited to those serving as decision-makers. The Title IX Coordinator will determine whether any such conflict of interest exists and, if so, the appropriate official to appoint as a replacement. If the perceived conflict of interest is with the Title IX Coordinator, the Provost/Vice President of Academic Affairs will appoint an appropriate official as a replacement.
4. The standard for decisions in any disciplinary proceedings held under this policy is a preponderance of the evidence; meaning that it is more likely than not a violation of this policy occurred.
5. Both the Reporting Party and Respondent will be permitted to submit a written impact statement to the Title IX Coordinator after a finding of responsibility for violation of this policy and prior to the determination of an appropriate sanction(s).
6. Both parties will receive simultaneous written notice of outcomes of all disciplinary proceedings, to the extent permitted by law. The final outcome letter shall include factual findings supporting the determination, the decision and sanction, if any, as well as the rationale for the decision and sanction.

7. **Time Frame for Notification and Appeal:** Any charge should be submitted as soon as possible after the event takes place, preferably within 30 days. All charges shall be presented to the Respondent in written form. A time shall be set for a Campus Standards Board Hearing or Administrative Hearing, not more than fifteen calendar days after the student has been notified. Maximum time limits for scheduling of Campus Standards Board Hearings may be extended at the discretion of the Student Conduct Administrator. All charges of misconduct shall be presented to the Respondent in written form generally between three and 15 calendar days after the student has been notified. A decision reached by the Student Conduct Administrator or Campus Standards Board may be appealed by the Respondent or Reporting Party to the Dean of Students within three calendar days of the decision.

Sanctions (Students)

The potential sanctions for violations of Clery Act Crimes and the Sexual Misconduct policy include: written warning, disciplinary fines, community service, mandatory counseling, written assignments, access and/or activity restrictions, disciplinary probation, loss of campus residency or other privileges, suspension, expulsion, change in a job assignment or work location, demotion or reduction in pay, or termination of employment.

For those crimes of violence that Hilbert College is required by federal law to include in its Annual Security Report, the transcripts of students found responsible after a hearing and appeal, if any, shall include the following notation:

- Suspended after a finding of responsibility for a code of conduct violation;
- Expelled after a finding of responsibility for a code of conduct violation; or
- Withdrew with conduct charges pending

Transcript notations for suspensions may be removed at the discretion of the College, but no earlier than one year after the conclusion of the suspension. To request the removal of a transcript notation for suspension one year after the conclusion of the suspension the request must be made in writing to the Dean of Students. Transcript notations for expulsion shall not be removed. The Director of Judicial Affairs will notify the Office of Student Records to place the appropriate notation on the Respondent's transcript.

Sanctions (Employees)

The conduct of all personnel should be beyond reproach and the College's core values should be the foundation for our behavior. It is particularly important that employees conduct themselves so that their actions and words will not reflect negatively on themselves or the College. Employees who fail to maintain proper standards of conduct or violate any of the College's policies will be faced with corrective action. More specific information may be found in the college's Human Resources Manual.

Sex Offenders

In accordance with the Adam Walsh Child Protection Act of 2006, information and photos of all registered sex offenders residing in the Hamburg area can be viewed on the New York State Division of Criminal Justice Services web site and accessible in the Campus Safety Office.

http://www.criminaljustice.ny.gov/SomsSUBDirectory/search_index.jsp

Hilbert College Institutional Response to Investigations of Violent Felony Offenses

Violent felony offenses are defined in subdivision one of section 70.02 of NYS Penal Law to include, but not limited to, degrees/classes of: murder, manslaughter, kidnapping, rape, sodomy, aggravated sexual abuse, felony assault, burglary, robbery, arson, criminal possession of a dangerous weapon, or attempt thereof. Members of the campus community are recommended to report all types of violent felony offense immediately to the Campus Safety Office at 716-479-1233.

I. Campus Safety Office

A. Immediate Response

1. Pursuant to a report of a violent felony offense occurring at or on college grounds, Campus Safety personnel will conduct a thorough and timely investigation, interviewing the staff or individual(s) reporting the violent felony offense.
2. The Campus Safety Officer (CSO) receiving the report will obtain the exact location and condition of the victim, a description of a possible suspect and pertinent information relating to the victim, witnesses, and the reporter of the incident.
3. Campus Safety will notify the Town of Hamburg Police Department of any violent felony offense on college grounds that may affect the safety of the residents of the Town of Hamburg or the staff or residence on college grounds.
4. If the victim was injured, the Town of Hamburg Police Department should be called (9-911) for medical assistance.
5. The responding Campus Safety Officer(s) should contact the Town of Hamburg Police Department as soon as possible. Every effort will be made to protect the crime scene for items such as a weapon, bedding, clothing, and other pertinent articles.
6. The Campus Safety Officer will contact the Campus Safety Director, who will notify the Vice President for Business/Finance; the Vice President will inform the President.
7. The Campus Safety Officer will notify the Campus Title IX Coordinator in the event of a sexual assault. In cases of sexual assault Campus Safety may also summon to campus the Director of Counseling, who will provide on-site psychological support for the victim and explain the counseling services available. If the Director of Counseling is not available, professional staff will perform this role. The responding Campus Safety Officer will advise the victim that he/she should not (1) bathe or douche, (2) change clothing, (3) comb hair or (4) brush teeth until after a medical examination has been performed. Each item of clothing should be placed in a separate paper bag.
8. When the Town of Hamburg Police Department officers arrive on campus, all college staff and students must cooperate with their investigation. Campus Safety will assist the Town of Hamburg Police Department officers to identify parties needed for questioning when requested.

B. Secondary Response

1. The college member(s) making the report should be kept informed as to new developments related to the incident. The Campus Safety Director and the Vice President for Business/Finance will update each other regarding the case.
2. Information regarding the case will not be publicly released unless authorized by Hilbert College's Marketing and Communications Director /designee. All media inquiries should be directed to Marketing and Communications (ext. 255).

II. Residence Life Staff

A. Immediate Response

1. Staff should notify Campus Safety immediately at 716-479-1233. The reporter must give a concise and accurate account of what has been observed. He/she should wait in the area for further instructions from Campus Safety or the Vice President for Academic Affairs/Provost or the Dean of Students.
2. When a resident or visitor is injured, a residence life staff member must stay with the victim until medical assistance arrives.
3. If residents of the building are observed acting unusually concerned or irrationally following an incident, staff must consult with the Vice President for Academic Affairs/Provost or the Dean of Students and the residence hall's senior staff to develop strategies to assist resident and avoid panic.
4. When the Town of Hamburg Police Department officials are summoned to the residence hall, college personnel will fully cooperate with their investigation. Campus Safety will be available to assist the residence staff with any problems.
5. Reports/copies should be taken from any witnesses to the incident and delivered to the Campus Safety Office soon after the report is made.

B. Secondary Response

1. All media inquiries should be directed to the Public Relations Office (ext. 255). In the event that information needs to be disseminated to building residents, the staff will be directed by the Vice President for Academic Affairs/Provost or the Dean of Students to post updates or assemble residents for a meeting.

III. Vice President for Business/Finance

A. Immediate Response

1. The Dean of Students will determine which personnel need to report and summon them to campus.

2. In consultation with the Director of Campus Safety, the Vice President for Business/Finance will determine if a potential threat to the college community exists.
3. If deemed necessary, warnings from the Public Relations Office, in consort with the Vice President for Business/Finance, may be issued to the community, unless law enforcement believes that public notification may hinder the investigation. All releases will respect the privacy of victims, witnesses and the accused. The Vice President for Business/Finance will keep relevant parties informed and may set up an information hot line.

B. Secondary Response

1. When the situation has been stabilized, the Vice President for Business/Finance will coordinate internal and external information releases with the Public Relations Director or designee.

Hilbert College Institutional Response to Reports of Missing Students

The term missing student shall refer to any Hilbert College student living on campus who is reported missing from his or her residence.

All reports of missing or suspected missing resident students should be reported to Campus Safety at 716-479-1233. Reports concerning missing commuters and off-campus students should be referred directly to the Town of Hamburg Police Department. The Campus Safety Office will assist internal authorities with these investigations as needed.

I. Campus Safety Office

A. Immediate Response

1. Campus Safety personnel will conduct a thorough and timely investigation with the staff or individual reporting a missing student to determine the whereabouts of the person.
2. Campus Safety immediately will begin to interview those close to the missing person (e.g. friends, roommates, family, residence staff, etc.) and other relevant associates. Particular attention will be given to possible locations of the student and his/her most recent mental state and/or personal problems.
3. When the missing student is reported, Campus Safety will notify the Campus Safety Director and the Town of Hamburg Police Department when deemed necessary. The Town of Hamburg Police Department will ascertain the seriousness of the missing student report and act immediately to include, but not limited to, interviews and coordination of search efforts.
4. The Vice President for Business/Finance should be contacted immediately if a real or potential threat exists.
5. When law enforcement personnel arrive on campus, all college staff and students must cooperate with their investigation. Campus Safety will assist authorities in identifying parties needed for questioning.

B. Secondary Response

1. Campus Safety and the Vice President for Business/Finance will communicate with each other regarding any new developments related to the missing person report; the Vice President for Business/Finance will ensure that relevant parties are kept informed.

Reports of Missing Students Procedures to Follow

The term missing student shall refer to any Hilbert College student living on campus who is reported missing from their campus residence. All reports of missing or suspected missing resident students should be reported to Campus Safety at 716-479-1233. Reports concerning missing commuters and off-campus students should be referred directly to the Town of Hamburg Police Department. The Campus Safety Office will assist external authorities with these investigations as needed.

Campus Safety personnel will conduct a thorough and timely investigation to determine the whereabouts of the person. Campus Safety will contact those close to the missing person including the emergency contact on file for the student for any student determined to be missing.

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 Campus Safety in the event they are missing. If a student has identified such an individual, Campus Safety will notify that individual when appropriate after the student is determined to be missing. A student's confidential contact information will be accessible only by authorized campus officials and law enforcement in the course of the investigation.

1. Information regarding the case will not be released publicly unless authorized by Hilbert College's Marketing and Communications Director/designee. All media inquiries should be directed to Marketing and Communications (ext. 255).
2. Campus Safety should obtain written statements from all complainants/witnesses pertaining to the report and have them available for review by officials involved in the investigation.

I. Residence Life Staff

A. Immediate Response

1. Staff should notify Campus Safety immediately at 716-479-1233. The reporter must give a concise and accurate account of what has been observed. They should wait in an area for further instructions from Campus Safety or the Vice President for Business/Finance.
2. When the Town of Hamburg Police Department officials are summoned to the residence hall, college personnel will cooperate fully with their investigation. Campus Safety will be available to assist the residence staff with any problems. Reports/copies should be taken from any witness to the incident and delivered to the Campus Safety Office soon after the report is made.

3. If residents of the building involved are observed acting unusually concerned or irrationally, staff will consult with the Vice President for Business/Finance and the residence hall's senior staff to develop strategies to assist the residents.

B. Secondary Response

1. All media inquiries should be directed to Hilbert College Marketing and Communications (ext. 255). In the event that information needs to be disseminated to building residents, staff will be directed by the Vice President for Business/Finance to post updates or assemble the resident for a meeting.

II. Dean of Students Office

A. Immediate Response

1. The Dean of Students will determine which personnel need to report and will summon them to campus.
2. In consultation with the Director of Campus Safety, the Vice President for Business/Finance will determine if a potential threat to the college community exists.

III. VP Business & Finance

1. If deemed necessary, warnings from the Marketing and Communications Office, in consort with the Vice President for Business/Finance may be issued to the community unless law enforcement believes that public notification may hinder their investigation.

All releases will respect the privacy of victims, witnesses and the accused. The Vice President for Business/Finance will keep relevant parties informed and may set up an information hot line.

2. When police have determined that all leads to preliminarily locate the missing student have been exhausted and the whereabouts of the student remains unknown, the Dean of Students will contact the student's parents/guardians. The Vice President for Business/Finance will inform the President.

B. Secondary Response

1. Upon return of the missing student, the Dean of Students will consult with the student due to concerns raised by their absence.
2. When the situation has been stabilized, the Vice President for Business/Finance will coordinate internal and external information releases with Hilbert College Marketing and Communications Director or designee. Only the Marketing and Communications Office may release details of the student's status to the media or other external parties.

Missing Student Notification Policies

- I. A list and titles of persons to which individuals should report that a student is missing will be kept with Campus Safety and the Residence Life Director.
- II. Every student resident living in an on-campus housing facility has the option to register a confidential contact person to be notified in the case that the student is determined to be missing, and only authorized campus officials and law enforcement officers in furtherance of a missing person investigation may have access to this information.
- III. If a student does not register a contact person then local law enforcement will be notified that the student is missing.
- IV. If a student is less than 18 years of age and not emancipated, their parent or guardian will be notified.
- V. Student missing person reports will be referred to the local police department after on campus efforts to locate the missing person have been exhausted.

Introduction to Crime Statistics

Institutions that participate in financial aid programs under Title IV of the Higher Education Act of 1965 are required to complete the Campus Crime and Security at Post-Secondary Institutions Survey. The statistics we have provided are divided into these categories:

1. Criminal Offenses
 - a. On-Campus
 - b. On-Campus Student Housing
 - c. Non-Campus
 - d. Public Property
2. Hate Crimes (Omitted due to no reports of bias in 2016, 2017 and 2018)
 - a. On-Campus
 - b. On-Campus Student Housing
 - c. Non-Campus
 - d. Public Property
3. Arrest
 - a. On-Campus
 - b. On-Campus Student Housing
 - c. Non-Campus
 - d. Public Property
4. Disciplinary Actions
 - a. On-Campus
 - b. On-Campus Student Housing

- c. Non-Campus
- d. Public Property

5. Fires

- a. On-Campus Student Housing

Criminal Offenses – Crime Statistics Reporting Table

Offense	Year	On-Campus Property	On-Campus Student Housing Facilities	Non-Campus Property	Public Property
Murder/Non-Negligent Manslaughter	2021	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Negligent Manslaughter	2021	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Sex Offenses (Rape/Fondling, Incest, Statutory Rape)	2021	0	0	0	0
	2019	3	3	0	0
	2020	0	0	0	0
Robbery	2021	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Aggravated Assault	2021	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Burglary	2021	4	4	0	0
	2019	5	4	0	0
	2020	3	3	0	0
Motor Vehicle Theft	2021	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Arson	2021	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Arrests: Weapons: Carrying, Possessing, etc.	2021	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Disciplinary Referrals: Weapons: Carrying, Possessing, etc.	2021	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Arrests: Drug Abuse Violations	2021	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Disciplinary Referrals: Drug Abuse Violations	2021	8	8	0	0
	2019	2	2	0	0
	2020	15	15	0	0
Arrests: Liquor Law Violations	2021	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Disciplinary Referrals: Liquor Law Violations	2021	14	14	0	0
	2019	37	37	0	0
	2020	28	28	0	0

Sex Offenses – Crime Statistics Reporting Table

VAWA Offense	Year	On-Campus Property	On-Campus Student Housing Facilities	Non-Campus Property	Public Property
Sexual Assault	2021	0	0	0	0
	2019	3	3	0	0
	2020	0	0	0	0
Domestic Violence	2021	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Dating Violence	2021	1	1	0	0
	2019	2	2	0	0
	2020	0	0	0	0
Stalking	2021	3	3	0	0
	2019	7	5	0	0
	2020	3	3	0	0

*Unfounded Crimes by Law Enforcement: There were no “Unfounded Crimes” in the calendar year 2021.

Fire Summary

Facility	Year	Fires	Injuries	Deaths
Trinity Hall	2021	0	0	0
5200 South Park Avenue	2019	0	0	0
Hamburg	2020	0	0	0
St. Joseph Hall	2021	0	0	0
5200 South Park Avenue	2019	0	0	0
Hamburg	2020	0	0	0
St. Agnes House	2021	0	0	0
5200 South Park Avenue	2019	0	0	0
Hamburg	2020	0	0	0
Leo House	2021	0	0	0
5200 South Park Avenue	2019	0	0	0
Hamburg	2020	0	0	0
Sr. Katherine House	2021	0	0	0
5200 South Park Avenue	2019	0	0	0
Hamburg	2020	0	0	0
Rufino House	2021	0	0	0
5200 South Park Avenue	2019	0	0	0
Hamburg	2020	0	0	0
Off Campus Housing	2021	NA	NA	NA
South Park Avenue	2019	0	0	0
Hamburg	2020	0	0	0

Definitions

The definitions for murder, robbery, aggravated assault, burglary, motor vehicle theft, weapon law violations, drug abuse violations and liquor law violations are excerpted from the Uniform Crime Reporting Handbook. The definitions of forcible and non-forcible sex offenses are excerpted from the national incident-based reporting edition of the Uniform Crime Reporting Handbook. The definitions of domestic violence and stalking are provided by the Violence Against Women Act of 1994.

Affirmative Consent - Affirmative consent is a knowing, voluntary, and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based upon a participant's sex, sexual orientation, gender identity, or gender expression. A prior relationship, existing relationship, prior sexual contact, or prior consent does not, alone, constitute affirmative consent to any continued or future sexual activity. Consent to engage in one sexual act (such as kissing or fondling) does not indicate consent to other sexual acts (such as intercourse).

Certain conditions prevent a person from being able to consent. Effective consent can-not be given if a person is incapacitated, which occurs when an individual lacks the ability to knowingly choose to participate in sexual activity. Incapacitation can be caused by the lack of consciousness or being asleep, being involuntarily restrained, or if the individual otherwise cannot consent. An individual's mental disability may cause him/her to be unable to give affirmative consent to sexual activity. In New York, the statutory age of consent is 17 years old. Depending on the degree of intoxication, someone who is under the influence of alcohol, drugs or other intoxicants (whether consumption was voluntary or otherwise) may be incapacitated and therefore unable to consent. A person initiating sexual activity is still responsible to obtain affirmative consent even if they are under the influence of drugs or alcohol. Affirmative consent cannot be given under coercion, force, or threat of physical harm or injury.

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

Arson – Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, building, motor vehicle or aircraft, 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; safecracking; 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.

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

Hate Crimes - Includes all Clery reportable crimes that manifest evidence that the victim was intentionally selected because the perpetrator's bias against the victim based on one of the categories of prejudice listed below, plus the following crimes.

Larceny/Theft: Includes pocket picking, purse snatching, shoplifting, theft from building, theft from motor vehicle, theft of motor vehicle parts or accessories, and all other larceny.

Simple Assault: Unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Intimidation: To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct but without displaying a weapon or subjecting the victim to actual physical attack.

Destruction/Damage/Vandalism to Property (except Arson): To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

Categories of Prejudice: Disability, Ethnicity, Gender, Gender Identity, National Origin, Race, Religion, Sexual Orientation

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

Non-Campus – Defined as any building owned or controlled by student organizations organized by the school and any building controlled by the school that is not within the same contiguous area.

Public Property – Defined as property owned by a public entity, such as a state or city government. It includes thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

Theft – Housebreaking; safecracking; and all attempts to commit any of the aforementioned.

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.

Motor Vehicle Theft – The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned, including joyriding).

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

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

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

- **Rape** – Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- **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.
- **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 incapacity.

Sex Offenses (Non-forcible) – Unlawful, non-forcible sexual intercourse.

- **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.

Stalking – Means a course of conduct directed at a specific person that would cause a reasonable person to fear for her, his or others safety, or to suffer substantial emotional distress.

Dating Violence – Means violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.

Domestic Violence – Includes asserted violent misdemeanor and felony offense committed by the victim’s current or former spouse, current or former cohabitant person similarly situated under domestic or family violence law or anyone else protected under domestic or family violence law.

- **Physical Abuse** – Hitting, slapping, shoving, grabbing, pinching, biting, hair pulling, etc. are types of physical abuse. This type of abuse also includes denying a partner medical care or forcing alcohol and/or drug use upon him or her.
- **Sexual Abuse** – Coercing or attempting to coerce any sexual contact or behavior without consent. Sexual abuse includes, but is certainly not limited to, marital rape, attacks on sexual parts of the body, forcing sex after physical violence has occurred, or treating one in a sexually demeaning manner.
- **Emotional Abuse** – Undermining an individual’s sense of self-worth and/or self-esteem is abusive. This may include, but is not limited to constant criticism, diminishing one’s abilities, name-calling, or damaging one’s relationship with his or her children.
- **Economic Abuse** – Is defined as making or attempting to make an individual financially dependent by maintaining total control over financial resources, withholding one’s access to money, or forbidding one’s attendance at school or employment.

- **Psychological Abuse** – Elements of psychological abuse include – but are not limited to – causing fear by intimidation; threatening physical harm to self, partner, children, or partner’s family or friends; destruction of pets and property; and forcing isolation from family, friends, or school and/or work.

For further information regarding the Clery Act Annual Report Checklist contact the Campus Safety Department at 716-926-8925.

Annual Security Report (ASR)/Annual Fire Safety Report (ASFR) Distribution Methods:

The ASR/ASFR is completed annually and made available to the public no later than October 1st of each year.

Current Students, Employees and the public may access the ASR at the link provided below. Notices of the report’s availability, its content and the opportunity to request a copy are communicated to current students and employees, and prospective students and employees by Hilbert College.

This report includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off campus buildings or property owned or controlled by Hilbert College; and on public property within, or immediately adjacent to and accessible from, the campus. This report also includes Hilbert policies concerning campus safety, such as policies concerning sexual assault, and other matters.

You can obtain a copy of this report by contacting the Hilbert College Campus Safety Department or by accessing: <https://www.hilbert.edu/docs/default-source/default-document-library/2020-final-campus-safety-and-fire-report.pdf?sfvrsn=0>

MEMORANDUM OF UNDERSTANDING

Town of Hamburg Police and Hilbert College

PURPOSE

In order to enhance safety for students, employees and visitors, and better serve the residents and students in this community, ensure that investigations are comprehensive, aid in disciplinary proceedings, facilitate the prosecution of offenders, respect the legal rights of those accused of sexual assault, and provide appropriate support to survivors of sexual assault, this Memorandum of Understanding (MOU) sets forth the respective roles and responsibilities of the Town of Hamburg Police Department (HPD) and Hilbert College Campus Safety ("the College") related to the enforcement of the law and the Student Code of Conduct, including coordinated responses to sexual assault. The parties acknowledge that the unique circumstances of individual cases may give rise to issues not addressed by this MOU, which may necessitate further discussion and agreement.

The parties to this Memorandum of Understanding hereby agree as follows:

1. HPD will attempt to notify, when feasible, Hilbert College Campus Safety of any incident or situation on any property owned, leased, or under the control of the College that may affect the safety of the students on the campus and/or the surrounding community.
2. The College will notify the HPD of any incident involving a member of the Hilbert College community, on or off-campus, which may pose a threat to the greater community, is a serious violation of federal, state, or local law, and/or involves the general safety of the individual, such as a reported missing person.
3. The HPD and the College agree to work towards implementing communication and information technology infrastructure to promote interoperability of, among other things, campus safety radio, camera equipment, and recordkeeping systems, and access to time-sensitive information and to coordinate operations to the extent permitted by law. As part of this infrastructure, the Parties agree to develop a plan for a timely response to all emergency calls for service within the jurisdictions covered by this MOU.
4. HPD and the College agree to coordinate the sharing of information about crimes that may pose a serious threat to the health or safety of the campus and near-campus communities to facilitate the issuance of Clery Act-required timely warnings and emergency notifications. HPD acknowledges that the College needs not obtain the approval to issue any warnings/notifications, in accordance with the Clery Act, nor a preclearance of the content of any warning/notification. However, the College will, when informed of such an incident by the HPD, coordinate their efforts directly with law enforcement.

MEMORANDUM OF UNDERSTANDING
Town of Hamburg Police and Hilbert College

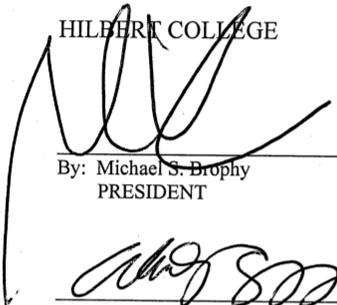
5. When the HPD executes a warrant on any property owned, leased or under the control of the College, the HPD will contact the College via the Campus Safety Department and request a College official accompany the Police Officer. Efforts will be taken to refrain from interrupting a class to affect an arrest or execute a search warrant. In the event of continuous close pursuit beginning in the jurisdiction of the HPD onto campus property, the HPD communications unit will notify the College as soon as possible in order to ensure proper notification and alert per the regulations of the Clery Act.
6. HPD will provide a representative from the agency to serve on the College's Emergency Response Team to provide expertise, support, and training, as necessary, to help ensure efficient and effective responses to crises.
7. The College and HPD agree that either party may request assistance from, and render assistance to, the other to respond to or investigate reports of sexual assault.
8. If the College receives a report of a sexual assault on or off-campus, the College will work with the student or students to report this incident, or incidents, to the HPD, as they are ready and in accordance with their rights outlined in the *Campus Sexual Assault Victim's Bill of Rights* and *Students' Bill of Rights*. In the interim, the College will ensure that the HPD is apprised of the potential situation and provide necessary information to the student(s) so that he/she/they can make an informed decision.
9. HPD will promptly notify, when feasible, Hilbert College Campus Safety when students are identified as the victims or suspects of a reported sexual assault that occurs off campus, so as to coordinate resources to minimize/prevent further victimization, to trigger appropriate institutional investigative action and disciplinary proceedings against alleged offenders, and to adequately inform the greater campus community of serious ongoing threats to student and employee health and safety, as mandated by the circumstances. All such notifications to campus authorities will be documented in police incident reports. Except in rare and exigent circumstances, personally identifying information will be shared only with the consent of the victim.
10. Prior to obtaining consent from the victim to share personally identifying information, the HPD should inform victims of sexual assault that notification to the College will also result in notice to the campus Title IX Coordinator and follow-up as deemed necessary to ensure the safety of the greater community. Both the HPD and the College agree, at the appropriate time and as allowable by federal and state law, to share relevant documentation and other information created and/or maintained during investigations (such as records of interviews) in all cases where a victim of sexual assault consents to this information-sharing, and a victim of sexual assault and/or an alleged suspect are students or employees of the College.

MEMORANDUM OF UNDERSTANDING
Town of Hamburg Police and Hilbert College

11. Either party may terminate this agreement by notification in writing to the other party with the termination effective 30 days after receipt of the notification.

IN WITNESS OF WHICH THIS MEMORANDUM OF UNDERSTANDING has been
executed on this 29th day of May, 2019.

HILBERT COLLEGE



By: Michael S. Brophy
PRESIDENT



By: Vito Czyz
DIRECTOR OF CAMPUS SAFETY

TOWN OF HAMBURG



By: James M. Shaw
SUPERVISOR



By: Gregory Wickett
CHIEF OF POLICE