Albany Medical College
2014 Annual Security Report
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2014 Annual Security Report

This report is prepared and made available to students and staff as required by a federal law known as the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act.

Any questions regarding this report should be directed to the Director of Security Services, Albany Medical Center, 22 New Scotland Avenue, Albany, N.Y. 12208 or by telephone at (518) 262-8830.

Preparing the Annual Security Report

The Albany Medical Center Office of Security Services in conjunction with the Albany Medical Center (AMC) Administration and Albany Medical College (College) Administration prepare this report in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act).

This Annual Security Report ("ASR" or "Report") can be located on the AMC website at www.amc.edu/CampusSafety/documents/AnnualSecurityReport2014.pdf. Students, faculty, staff and interested individuals may also access printed copies of this report during business hours at the AMC Security Services Office, located at 22 New Scotland Avenue, Albany, New York. Each year’s report is uploaded to the Internet on or before October 1 of each year. Students, faculty and staff are notified that the report is available through an e-mail sent on or before October 1 of each year. Prospective students may obtain the report through a link on the following College webpages, http://www.amc.edu/Academic/Undergraduate/, http://www.amc.edu/Academic/GraduateStudies/, http://www.amc.edu/Academic/GME/ and http://www.amc.edu/Academic/GraduateStudies/Admissions.cfm, as well as in the Admissions Office. Prospective employees may obtain the report through a link on the AMC Human Resources’ website, http://www.amc.edu/HR/, as well as in the Human Resources Office, 22 New Scotland Avenue, Albany, N.Y. 12208.

This report is prepared in cooperation with the local law enforcement agencies of the jurisdictions surrounding the College and other College offices. Preparation of the ASR and compliance with the Clery Act are College responsibilities.

Campus statistics for crime, arrest and referral include those reported to the AMC Security Services Office, the Albany Police Department (APD), other appropriate law enforcement agencies and those College officials designated as Campus Security Authorities.

Campus Security Authorities

- Albany Medical Center Department of Security Services
- College Advising Deans
  - Vice Dean for Academic Administration
  - Associate Dean for Academic and Student Affairs
  - Associate Dean for Medical Education
  - Associate Dean for Graduate Education

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1 Albany Medical College (College) is a corporate affiliate of Albany Medical Center. Albany Medical Center Hospital (Hospital) is also a corporate affiliate of Albany Medical Center (AMC).
Committee on College Safety and Emergency Preparedness
Advisory Committee on Campus Security
Assistant VP College Operations

Reporting Crimes (Including Confidential Reporting)

All members of the community including students, staff, guests and those who live or work around the College are urged to report criminal incidents, emergencies and suspicious activity to the AMC Office of Security Services promptly. The emergency number is (518) 262-3777 or (518) 262-9111 and should be used for all fire (in addition to the fire pull stations), medical and police emergencies. All reports are responded to, logged and classified. Criminal incidents and fires may also be reported to the APD or Albany Fire Department (AFD). During emergencies, individuals should dial 911 from a campus phone or cell phone (note that 911 calls on cell phones are routed to the New York State Police for dispatch, who can put your call through to the Albany Police or Fire Department). The APD non-emergency number is (518) 438-4000. For additional information on the services provided by APD, go to their website at http://www.albanyny.org/Government/Departments/PublicSafety/PoliceDepartment.aspx

AMC Security Services can also be reached using the emergency blue phones or call boxes and the panic alarms that are located around Albany Medical College and Albany Medical Center Hospital (Hospital). Upon receipt of the call, AMC security officers are dispatched immediately to the location where the call was placed. Security officers conduct an investigation and file a report. If necessary, the APD or another appropriate government agency will be called in to assist.

Members of the College community who are uncomfortable reporting criminal activity to the police or AMC Security Services can also report criminal incidents to the following offices:

- College Vice Dean of Academic Administration: (518) 262-5919
- College Advising Deans: (518) 262-5919
- College Safety and Emergency Preparedness, Advisory Committee on Campus Security; Assistant VP College Operations: (518) 262-6008

Note that these offices allow victims and witnesses to report crime on a voluntary, confidential basis. Reports of this nature are filed with AMC Security Services for informational purposes, and the statistics are applied towards Clery Act reporting totals, but there is no formal investigation of the incident. In cases of sexual assault or other sex crimes, the College’s Title IX Officer may take additional actions or conduct an investigation.

The purpose of a confidential report is to comply with the reporting victim’s wish to keep the matter confidential, while taking steps to ensure the future safety of the victim and others. With such information, AMC Security Services can keep an accurate record of the number of incidents involving students; determine where there is a pattern of crime with regard to a particular location, method, or assailant; and alert the campus community to potential danger.

Although students are encouraged to report crimes to AMC Security Services or the offices listed above, students may also report crimes to the College Campus Security Authorities—those faculty or staff members who have significant responsibility for student or campus activities. This includes faculty and staff members who advise student organizations or groups.
In keeping with New York State privilege laws and Clery Act reporting rules, pastoral or professional mental health counselors who are informed by persons they are counseling of the commission of a crime need not report the crime or the statistic to College officials. Pastoral and professional counselors are encouraged to inform those they are counseling, when deemed appropriate, of AMC’s procedures for reporting crimes on a voluntary, confidential basis for inclusion in AMC’s crime statistics.

In the event of a major emergency or ongoing incident that poses an immediate threat to the AMC community, a facility wide “AMC Alert” will be issued pursuant to the AMC Emergency Notification procedures. The AMC Alert System is a critical incident emergency notification system that is in place for all employees and students who are required to subscribe via the AMC Intranet. Enrollees of the AMC Alert System can choose to be notified by phone, email, voice mail, text message, or a combination of these methods. If there is an event which could pose a threat to students, employees or others, a “Code Orange” will be announced which means that access to Albany Medical Center will be restricted by electronically locking all external entrances and other passageways of the facility as the emergency dictates.

**Security and Access to the College**

In the academic school year 2012-2013, 840 students were enrolled at Albany Medical College. The College maintains no residence halls. Albany Medical Center employs 8,471 individuals and, of this number, 2,010 are employed as full-time and/or part-time faculty and staff of the College.

Students, faculty and employees have access to academic, recreational and administrative facilities on site during regular hours of operation. Visitors to the Hospital and College are restricted to visiting hours and the public is restricted to normal business hours.

The public can attend functions and educational events on site with their access limited to the areas in which these events are occurring. To report any violations of this policy or to report suspicious persons, contact AMC Security Services at (518) 262-3777. Emergencies or special events may necessitate changes to access and security. In such cases, AMC Security Services will work with the department sponsoring the event to determine appropriate security and access on a case-by-case basis.

**AMC Security Services and Other Local Law Enforcement Agencies**

It is the mission of the AMC Security Services to protect life and property and to support and further the efforts, goals and mission of the Medical Center.

AMC Security Services’ administrative office is located at 22 New Scotland Avenue and the department has an authorized staff of 68 full-time employee equivalents and operates 24 hours per day, 7 days per week.

Security for the Medical Center, including the College, the Hospital, South Clinical Campus, Parking Garages, 22 New Scotland Avenue, 16 New Scotland Avenue, 50 New Scotland Avenue and all other off site facilities is accomplished through foot, fixed and vehicular patrols.

Security is further enhanced by the use of an extensive Closed Circuit Television (CCTV) System that includes over 675 CCTV cameras strategically located both within the College and Hospital, around the perimeters of the main campus, 16 New Scotland Avenue, 22 New Scotland Avenue, 50 New Scotland Ave. and the South Clinical Campus. Panic and sensor alarms, blue emergency telephones, and an access control system further protect staff and
property. Additionally, there are over 1,350 card readers that control access to various sensitive areas within the Hospital and College, as well as the entrances to College property.

The administrative staff of AMC Security Services consists of the director, two managers, administrative assistant, and three staff assistants. There are seven sergeants and 54 security officers who receive the New York State mandated training and are registered with the New York Department of State as security guards. The officers receive additional training related to their duties throughout the year. AMC Security Services is a member of the Zone 5 Law Enforcement Training Academy at which security officers may receive training.

AMC Security Services is responsible for initial law enforcement, security, accidents, fire and chemical emergency responses. It is additionally responsible for providing support services tailored to meet the needs of the Medical Center. These services include, but are not limited to, escorts, building lockouts, accident reporting, traffic control, motor vehicle assists, identifying safety or security hazards, maintaining lost and found items, conducting criminal background checks, administering the institutional key policy and issuing ID badges, as well as enforcing the policy related to it. Other duties include serving as liaison with the Department of Correctional Services and assisting at helicopter landings for patients arriving via air transport.

The director of AMC Security Services has the authority to take action when a condition exists that could result in personal injury to individuals or damage to equipment or buildings. Security officers have the authority to make a citizen’s arrest as outlined in Section 140.30 of the Criminal Procedure Law. They may arrest a person for a felony and may detain such person until the APD arrives and takes control of such person. Security officers may arrest a person for any offense when such offense has been committed in their presence. Security officers do not have the authority to issue parking tickets, but they do have the authority to have cars illegally parked on Albany Medical Center property towed.

AMC Security Services maintains a close working relationship with the APD and other law enforcement agencies and elements of the criminal justice system. AMC Security Services meets regularly with other directors of security from local colleges and hospitals, APD personnel as well as personnel from the NYS Department of Correctional Services. AMC has provided office space for the APD Neighborhood Engagement Unit and maintains a Memorandum of Understanding with the APD that outlines responsibilities during the investigation of certain violent crimes.

**Campus Safety Programs, Education and Crime Prevention**

As part of the College’s educational mission, AMC Security Services in conjunction with the APD and the Advisory Committee on Campus Security attempts to teach members of the Medical Center community how to reduce their chances of being a victim of a crime.

The crime prevention program is based on the concepts of reducing or eliminating criminal opportunities and encouraging students and employees to be responsible for their own security and the security of others.

The theft of unattended, unsecured property is the crime most frequently reported at AMC. Individuals are encouraged to keep their vehicles, offices and lockers secured at all times. Observation of suspicious activity or persons should be reported to Security Services immediately.
The following is a listing of crime prevention programs and projects:

**AMC Security Services Escort Service**

Available 24 hours per day, 7 days per week for anyone to any on-campus location. After normal business hours, vehicular escorts are available within reason when other means are unavailable.

**College Shuttle You Home Service:**

The College also contracts with the College of Saint Rose to provide a “Shuttle You Home” program. This is a transportation service for all students, taking them from the College campus to their residences between the hours of 8:15 p.m. and 12:20 a.m. Monday through Friday. This service is limited to approximately 1-1.5 miles from the campus, an area within which the majority of students live.

**Personal Security:**

Crime prevention presentations are made on a regular basis. The Director of AMC Security Services makes crime prevention presentations at all new student and employee orientation sessions and for third year students entering their hospital rotations. These presentations focus on how the attendees should use measures to enhance their safety and protect their property. The presentations also provide information on resources they can utilize should they become a victim of a crime. Custom presentations are made upon request and/or in conjunction with law enforcement agencies.

The APD, at the request of the Advisory Committee on Campus Security, made two presentations to the College student body in the 2013 calendar year.

The presentations focused on personal safety and the APD Neighborhood Engagement Unit Initiative. The presentations included the following:

- Calling Police: APD Non-emergency and Emergency Telephone Numbers
- Reporting a Neighborhood Concern
- Personal Safety, Crime Triangle: Desire, Ability, Opportunity
- Vacation Check Form, Home Security Survey, Burglary Prevention, Holiday Safety
- Bicycle Lock Registration Program
- Automobile Theft Prevention Presentation
- When it Snows in Albany: A Guide for Residents and Visitors of Albany
- Operation Safe Corridor: Midtown College Area

**AMC Whistle Watch Program:**

Whistle Watch is an action program providing AMC students, faculty and staff with a practical means of protection. The program is designed to alert community residents to a problem occurring in their local area. AMC students and employees are provided with whistles by the AMC Department of Security Services. A student or staff member blows his/her whistle to signal trouble. Residents who hear the whistle are alerted to the fact that a person may be in trouble and respond immediately by notifying the APD. Whistles are available at AMC Security Services administration located at 22 New Scotland Avenue on a request basis.
Emergency Telephones and Panic Alarms:
Emergency blue telephones and panic alarms that are linked directly to AMC Security Services are located throughout the campus.

Awareness Lets Everyone Reduce Theft (ALERT) Program:
AMC security officers leave green stickers while performing patrols of College property to identify areas and/or property that should be secured. The green stickers are used as a reminder to students, faculty, and staff to secure their valuables.

Architectural Design:
Security is a consideration in the design of all new and renovated areas of the campus, including physical and electronic security systems as well as any keying designs.

Security Surveys:
AMC Security Services and the College Advisory Committee on Campus Security, as well as members from the College Safety and Emergency Preparedness Committee, periodically perform surveys of exterior lighting, doors and grounds of the Medical Center. The results are forwarded to AMC Plant Facilities for prompt action and correction. Officers from the APD may also participate in the survey or provide advice to the College.

Rape Awareness:
This topic is discussed in the College human behavior course, human reproduction course and the psychobiology and behavior course. All students are required to cover these topics. Importantly, these topics are discussed at the College Advisory Committee on Campus Security which includes interaction with APD representatives.

Sexual Assault on College Campuses:
The College engaged the University at Albany coordinator for Sexual Assault Prevention to make a presentation to the student body in October of 2013.

The presentation was titled "Sexual Assault; Myths and Facts" and included the following topics:

- Federal Laws on Campus Safety
- New York State Law
- Program Components
- Consent and New York State Law
- In New York, Consent is Ongoing
- Myth and Fact:
  - Prevalence of College Sexual Assault
  - Men as Survivors
  - Sexual Assault and Alcohol What’s Gray about Rape Mistakenly Crossing the Line
  - Legitimate Rape
  - False Reports
- Stalking and Intimate Partner Abuse on College Campuses
  - Relationship Violence
  - Domestic Violence
- Dating Violence
  - Stalking Behavior
  - Impact of Sexual Assault and Relationship Violence
  - Stages of Victimization Barriers to Seeking Support Relationship Violence Impacts All How to Help
  - Contact Information

A presentation was also given by the Department of Psychiatry on Gun Violence.

**Security Services Training: RAD Basic Self Defense Instructor Certification**

Four AMC security staff members have undergone a three-day, 30-hour instructor program that is conducive to learning tested instructional technique, proven tactics and unique insight about the problem of violence against women. Participants may be certified to teach the R.A.D. System of Basic Physical Defense for Women. This training is available to staff and students.

**American Medical Women’s Association Presentations**

The AMC American Medical Women’s Association (AMWA) sponsored speakers from both the Hospital and the local community to discuss the following topics:

**January 2013:**
- Compassionate Care for Sexual Assault Victims
- Male Survivors: Finding our Voice and Gaining Allies in the Medical Community
- Patient Presentation: How to Talk to a Sexual Assault Victim
- Intimate Partner Violence and the Law: The Role of the Medical Profession in Holding Abusers Accountable and Keeping Victims Safe
- Female Survivor’s Stories: The Trauma and the Healing Process

**November 2013:**
- Domestic Violence Policy Perspective
- Caring for Oneself to Care for Others: Physicians and their Self-Care
- Strangulation: The Diagnosis that Doctors Miss
- Domestic Violence: What You Need to Know
- How We Respond Can Help Victims Become Survivors

**Addiction Medicine Weekend**

Each year, the College sponsors an "Addiction Weekend." Although primarily geared toward educating faculty and other health care providers, it is made available to the student body at no cost. This weekend focuses on addiction related topics taught by experts in the field, both local and national. It is sponsored by the AMC Center for Neuropharmacology and Neuroscience.

**Emergency Management Collaboration with Albany Medical College and Other Local Colleges**

Albany Medical College, through the Office of Emergency Management, collaborates with emergency management representatives from surrounding education institutions on issues relating to emergency and disaster planning and response.
Safety/Security Notices to Student Body:

Throughout the calendar year, safety/security notices are sent to the student body. The following notices were issued to the student body in the calendar year 2013:

- New City of Albany Parking System (Effective 1/15/13)
- City of Albany – Requirement of Landlords to Provide Safe and Adequate Heat in All Rental Apartments (2/14/13)
- Change of Clocks March 9-10, Reminder to Change Smoke and Carbon Monoxide Detector Batteries (3/7/13)
- Information on “Residential Occupancy Permit” (R.O.P.) that is required of all rental property in the City of Albany. Certain safety items must be built into all apartments. When renting or looking for an apartment, ask to see the R.O.P. (3/08/13)
- City of Albany “Taxi Riders Information Program” (T.R.I.P.) and barbecuing safety regulations. (5/9/13)
- Brochure regarding burglary prevention measures to take if your apartment will be unoccupied for any length of time over the summer. (Also APD “Vacation Check Program” (6/13/2013)
- Safety recommendations if students are staying in their apartments over the summer. (7/17/13)
- “Off Campus Student Survival Guide” and “What You Don’t Know Can Get You in Trouble Off Campus” brochures. (8/20/13)
- How to deal with a stove fire. (10/10/13)
- “Tenants and Landlord Rights and Responsibilities” and “Tenants Rights Guide” - information that will allow students to be aware of their rights and responsibilities as tenants. (10/24/13)
- Instructions on how to access AMC crime statistics on the US Department of Education website. (10/25/13)
- Map of Albany Police Department (APD) Neighborhood Engagement (NEU) Zones as well as the email addresses of the NEU officers assigned to each zone. (10/30/13)
- Fire prevention brochures related to home heating and cooking fire safety. (11/14/13).
- “Your Apartment Burglarized this Thanksgiving, Reduce Your Risks”: Tips on Preventing a Burglary. (11/22/13)
- “Don’t Get Towed!” City of Albany Snow Emergency Plan and Phone Number (12/11/13)
- “Apartment Freezing?” The City of Albany code re: landlord responsibilities to provide heat in an apartment. (12/11/13)
- “Holiday Fire Safety Tips for Off Campus Students” (12/11/13)
- “Your Apartment Ripped Off this Intersession” (Anti-burglary Tips) (12/11/13)
- “Arrive Alive This Intersession!” (Safe Driving Tips) (12/11/13)
- “Caution this Intersession” (Date Rape Drugs) (12/11/13)

Committee on University and Community Relations:

This committee brings together representatives of local colleges, college students, the APD and Fire Department, senior citizens, local business and land owners, and other interested parties to discuss issues of common interest. Albany Medical College participates in this initiative. This is an award winning committee that has become a model in improving community relations.

As a participating member of the Committee on University and Community Relations, Albany Medical College received the University at Albany 2013 Presidents Award for Exemplary Community Engagement.
**Criminal Background Checks and Drug Testing:**

All prospective employees are required to go through a criminal background check conducted by the Division of Criminal Justice Services. AMC employees also undergo drug testing before being hired.

Prospective College medical students undergo a criminal background check as part of the American Medical College Application Service (AMCAS) process.

**Criminal Activity Off Campus**

The College provides no student housing and has no recognized off-campus student organizations such as fraternities or sororities, and therefore, it has no policy regarding student criminal activities at such organizations. When called upon, the College assists local law enforcement but the College does not provide any law enforcement, security, or patrol to off-campus locations.

Criminal activity at any properties owned or leased by AMC is, in addition to AMC Security Services, monitored by the local law enforcement agency having jurisdiction of the locations.

**Possession of Weapons on College Property**

New York State law and AMC policy prohibit the possession, use or sale of firearms and dangerous weapons, including ammunition, fireworks, explosives or any other lethal weapon on College or Hospital property.

**Possession, Use and Sale of Alcoholic Beverages and Illegal Drugs**

In support of a safe, drug free workplace, drug testing and criminal background checks are part of the College’s hiring process. Albany Medical Center reserves the right to conduct random drug testing as needed or required by law.

It is the policy of Albany Medical Center and all of its corporate affiliates that the unlawful or unauthorized manufacture, distribution, sale, dispensing, possession or illegal use of drugs, or the use of alcohol in a manner which impacts the ability of the employee/student to perform the essential functions of his/her job, is prohibited in the workplace and in the classroom. Faculty, staff and students must not report for duty or clinical or educational experience under the unlawful or unauthorized influence of a drug or alcoholic beverage. Also, depending upon the individual facts and circumstances of each case, off-site use of unlawful or unauthorized drugs or alcohol, or offsite drug or alcohol-related arrests or criminal convictions, may violate the AMC policies and could lead to corrective action up to and including termination of employment or suspension or expulsion of students from any academic program of the College.

Faculty and staff are required as a condition of continued employment by AMC to notify their manager in writing of any conviction for a violation of a drug or alcohol statute which occurs in the workplace or off-site no later than five (5) calendar days after such conviction. Students also will be required as a condition of their continued affiliation with the College or any affiliated academic program sponsored by the College to notify the Dean, in writing, within five (5) calendar days of a drug or alcohol related conviction for violations occurring either on or off campus.

Any employee/student unlawfully or without authorization possessing drug(s) or alcoholic beverage(s), or using, dispensing and/or selling these items on Center premises at any time will be subject to corrective action, up to and including termination or expulsion. This corrective action will be pursued in accordance with AMC Human Resources Policies and Procedures or the College Student Honor Code.
Use or possession of illegal drugs and unlawful possession of prescription drugs for non-medical purposes presents a danger, not only to the individual who possesses or uses the drug, but also to the patients and community members of AMC. It is unlawful to sell, furnish, or provide alcohol to anyone under the age of 21 and violations of this law and policy will subject the employee or student to discipline up to and including dismissal from employment or expulsion from an academic program. The minimum age to purchase alcohol in New York State is 21. New York State law governs the use, possession and sale of alcohol to minors and those of age, liability for personal injury or property damage resulting from illegally selling alcohol to minors or an intoxicated person, and laws prohibiting driving while intoxicated or under the influence of drugs or alcohol, and laws prohibiting the use, possession, transportation and sale of illegal drugs, including unauthorized sale or use of prescription drugs. A conviction for violating NYS alcohol or drug law may result in a fine, loss of ability to be licensed in certain medical professions, and incarceration. Information on specific NYS and Federal laws and local ordinances governing alcohol and drugs may be obtained during business hours at the Office of AMC Security Services. Students may be subject to both College discipline and prosecution in the criminal justice system.

AMC Employee Health Services is available as a resource to all faculty, staff and students and their physicians (without compromising the physician/patient relationship) to determine the effects, if any, that a prescribed drug could pose as a potential safety risk to the employee/student as he/she carries out assigned tasks. The College Student Health Service is available to students by telephone 24/7 and on a walk in basis Monday through Friday.

The AMC Employee Assistance Program (EAP) is available to all faculty, staff and students experiencing problems resulting from drug or alcohol abuse or dependency. The services of the EAP will be treated privately and discreetly, according to established EAP guidelines, and will have no influence on performance appraisals. Actual job performance and academic performance, not the fact that the employee or student seeks counseling, is to be the basis of all appraisals.

In addition to the AMC EAP Program that is available to College students and faculty, the College has chosen to use the Committee on Physicians Health (CPH) for student and faculty EAP services. The link to CPH is:

http://www.mssny.org/mssnyip.cfm?c=i&nm=Physicians_Health

Any employee/student seeking rehabilitation for substance abuse will be eligible to apply for a medical leave of absence. The individuals and their manager/Dean should coordinate their efforts through CPH EAP. Before applying for permission to return to work or class, the employee or student must present a release from his/her physician and be cleared through CPH. Students are cleared to return to class by a College faculty member who performs an administrative psychiatric evaluation

Crime Log

AMC Security Services maintains a daily log of crimes that occur at the main campus or any of the off-site locations. The information is recorded by date and time and summarizes the details of what happened and gives a general location of the incident. Log entries are updated to reflect further information about crimes, including their disposition. All crimes that occur in reportable geographic locations are included in the log, not just Clery Act reportable crimes. The daily log is available for public viewing at the AMC Security Services Administrative Offices at 22 New Scotland Avenue. Please note that the entries or updates are generally made within two business days after the event occurs. Incidents or situations that are deemed to pose a threat to the AMC community are logged as soon as possible. AMC may also notify the College community about these incidents in a timely warning through the AMC wide Messenger, consistent with the College’s Timely Warning protocol.
While most crimes are logged within two days, the director of AMC Security Services may determine that an incident be classified as “confidential” in order to protect the identity of a victim or to not jeopardize a criminal investigation. Once that confidentiality period has ended, however, the reported crime will be added to the log.

**Timely Warning Protocol**

To aid in the prevention of crimes, the AMC Office of Security Services will initiate timely warnings to notify students, faculty and staff about crimes that present a serious or continuing danger or threat to the AMC community. The AMC Office of Security Services will issue such warnings as soon as information is available and confirmed, unless such information will compromise an ongoing criminal investigation.

Timely warnings are different from emergency notifications, and are used to notify the AMC community in a timely manner, but not immediately, about incidents and crimes that are occurring on the campus or in the immediate area that may present a serious or continuing danger to some or all members of the College community.

The director of AMC Security Services and/or his or her designee shall determine on a case-by-case basis whether to issue a timely warning—taking into consideration the nature of the crime; whether the crime appears to be a single incident or part of a pattern of activity; the continuing danger to the AMC community; and the possible risk of compromising an ongoing law enforcement investigation by issuing the timely warning.

The director of AMC Security Services and/or his or her designee shall determine the content of a timely warning along with the AMC Office of Public Relations and shall determine the best method to notify the AMC community or a subset of the AMC community. This may be by means of an all-campus email, posters posted in key locations where they will be viewed, or other methods as determined on a case-by-case basis. The director of AMC Security Services or his or her designee utilizes the method in each case that presents the greatest likelihood that appropriate and pertinent information will reach the AMC community. The timely warning includes information about the crime that triggered the timely warning as well as information about steps that members of the AMC community should take to help prevent or cut down on such crimes, and the information on whom to contact if you are a victim of a crime.

**Emergency Notification Policy**

In the event of a major emergency or ongoing incident that poses an immediate threat to the safety of the AMC community, the Incident Command System (ICS) may be activated as defined in the Albany Medical Center Emergency Operations Plan. Within the ICS incident management process, communications and messaging is coordinated through the Incident Commander, in consultation with representatives of the College Dean’s Office and the AMC Public Information Officer (PIO).

As part of the communication and messaging strategy, AMC will initiate an “AMC Alert.” AMC Alert is a critical incident emergency notification system that is in place for all employees and students. Students and employees are required to subscribe to AMC Alert via the AMC Intranet. Enrollees can choose to be notified by phone, email, voice mail, text message, or a combination of these methods. For incidents or events where ICS is not activated or is in the process of being activated, emergency notification will be initiated by the office of the Hospital Chief Operating Officer, or designee, in consultation with a representative from the College Dean’s Office and other key departments as the incident warrants.
Immediate threats are those incidents which pose immediate danger to members of the AMC community. Examples are an active shooter on campus or in the Hospital, a gas leak, a bomb threat, or a weather emergency. AMC may initiate such alerts for situations caused by criminal activity or those not caused by criminal activity.

If there is an event that could pose a threat to the safety of students, employees or others, a “Code Orange” may be activated and access to AMC may be restricted by electronically locking all entrances and other areas of the facility as the emergency dictates as determined by the Incident Commander in consultation with AMC Security Services and a representative of the College Dean’s Office.

Procedurally, AMC will initiate such an emergency alert as soon as necessary information becomes available and is confirmed. The Office of AMC Security Services will confirm the existence of an emergency in concert with appropriate AMC offices and, in certain cases, with the Albany Police and/or Fire Departments. The Incident Commander, in coordination with AMC Security Services and a representative from the College Dean’s Office will issue emergency notifications either to the AMC community or to the appropriate members of the College community who are affected by the emergency. The entire AMC community will be notified where there is the potential that they may be affected by the emergency, as determined by incident command and in consultation with AMC Security Services and a representative from the College Dean’s Office. AMC will continually assess the state of the emergency, and additional emergency notifications may be issued to the entire AMC community or to specific segments of the College community as appropriate.

The content of the notification will be developed by the Incident Commander in consultation with AMC Public Information Officer, AMC Security Services, a representative from the College Dean’s Office, and appropriate community partners taking into account the safety of the AMC community. An assessment will be made on how much content must be shared, whether there is a danger in sharing certain content that would impede an ongoing law-enforcement investigation or harm efforts to contain the emergency or assist a victim, and how to share the information in a user-friendly format that can be read and absorbed easily by members of the AMC community. In certain cases, and depending on the exact nature of the emergency and the danger it presents, AMC, in conjunction with the AMC PIO and AMC Security Services, may initiate updates to its Web site, send a campus-wide e-mail, or send AMC Security officers into certain areas to notify those in danger. The Incident Commander, in coordination with the AMC PIO may also, in certain cases, alert the media if such an alert will assist in spreading information about the emergency to members of the AMC community while not impeding an ongoing law enforcement investigation or impeding efforts to contain the emergency or assist a victim. The Office of AMC Public Relations will work with AMC Security Services to notify the local media of the emergency.

The list below includes the positions responsible for carrying out the Emergency Notification Protocol:

- AMC Chief Operating Officer/Administrator on Call (as Incident Commander)
- College: Office of the Dean
- Director of AMC Security Services
- Office of AMC Public Relations (as PIO)

AMC tests its emergency notification system once each year. Periodic testing shall be scheduled and will include both issuing an emergency alert over the AMC Alert System as well as coordinating with College offices, AMC Security Services, and local police and fire officials. AMC documents the date and time of such tests and whether they were announced or unannounced as well as reviews the results of the test to evaluate the success of the notification system and the coordination between AMC offices and local agencies.
The results of these reviews are used to strengthen the emergency notification system and process for future use.

In conjunction with these tests, AMC shall publicize the emergency response and evacuation procedures and the methods that members of the AMC community can use to be sure they receive all appropriate emergency notification alerts. Students and employees are required to subscribe to the AMC Alert System via the AMC Intranet and are prompted to update their contact information on an annual basis via the AMC mandatory safety module.

Pursuant to Federal guidelines, if AMC initiates an emergency notification for an incident, it may choose not to issue a timely warning unless the timely warning can provide additional pertinent information.

**Sex Offenses**

It is very important to clarify that the Albany Medical College campus consists solely of academic and clinical facilities. The College does not own, lease or operate dormitories or housing of any kind. Students live in the surrounding communities and are subject to their legal systems. If the College becomes involved in an incident occurring in or concerning a student’s housing, it normally occurs through the student reporting it to an Advising Dean. If another student is involved in the incident, then the matter is referred to the College’s Disciplinary Hearing Committee. This process could occur parallel to the legal processes of the community in which the student lives. The College’s primary role is to provide the support network for the victimized student—including advice, psychological care and medical care. With regard to such offenses, the College has worked with the Albany Police and the AMC Security Department to ensure student and staff safety. Every offense is investigated and handled with utmost care and due process.

Forcible sex offenses are any sexual act directed against another person, forcibly and/or against that person’s will or if the victim is incapable of giving consent. Non-forcible sex offenses are the crimes of statutory rape and incest. In New York State, the age of consent is 17 years.

The topics of rape awareness, sexual assault, as well as the dangers of acquaintance rape are discussed in the College’s human behavior course, human reproduction course and psychobiology and behavior course. All College students are required to study these topics. Importantly, these topics are discussed at the Advisory Committee on Campus Security which includes interaction with Albany Police Department representatives.

A victim of any type of sexual offense should report the incident immediately or as quickly as possible. If you are the victim of a sexual offense your first goal should be to get to a place of safety. Once in a safe place, you have several options for reporting the crime. Albany Medical Center will assist you in reporting the crime and obtaining necessary services. Depending on the nature of the crime and the process that you feel most comfortable with, there are several methods of seeking immediate help:

1. **If appropriate, seek medical help:**
   a. Go to the Albany Medical Center Hospital Emergency Department or the emergency department of the nearest hospital.
   b. Go to AMC Student Health Services at 25 Hackett Boulevard, First Floor. The telephone number is (518) 264-0900. Hours are 8am to 4:30pm, Monday- Friday. A College administrator for student issues is on call 24/7. After hours and on the weekend, call the main switchboard at (518) 262-3125 and ask for the College Administrator on call for student issues.
c. In sexual assault cases, preservation of evidence is important. Students may go to a hospital emergency room as soon as possible if the assault involved a sexual penetration or other physical injuries. Evidence can be collected several hours after an attack, but its value may be diminished.

d. In general, students are advised not to wash, change clothing or otherwise clean up. It is suggested that students bring a full change of clothing because the clothes being worn at the time of the attack may be retained as evidence.

e. Follow-up care is very important as students may need to be tested for sexually transmitted diseases and pregnancy.

2. If appropriate, seek assistance from the Rape Crisis Center:
   a. Albany County Hotline – (518) 447-7716; (518) 447-7100 (office).
   b. Rensselaer County Hotline – (518) 271-3257; (518) 271-3445 (office).
   c. Schenectady County Hotline – (518) 346-2266; (518) 374-5353 (office).

3. Report the incident to law enforcement agencies:
   a. Albany Police Department (APD): Dial 911 (note that 911 calls on cell phones are routed to the New York State Police for dispatch- tell them to route you to the Albany Police or Fire Department). The APD non-emergency line is (518) 438-4000. For additional information on the services provided by APD visit www.albany.ny.gov/Government/Departments/PublicSafety/PoliceDepartment.aspx
   b. Dial Operator (0) and ask to be connected to local law enforcement or other emergency assistance.
   c. Albany Medical Center Security Department (24 hours) – (518) 262-3777 located at 22 New Scotland Avenue.
   d. Appropriate law enforcement agency for the location in which the incident occurred or where the victim or assailant lives.

4. Students wishing to seek help or advice directly from the College instead of calling local law enforcement agencies may contact any of the College administrators listed below:
   a. College Advising Deans:
      i. Associate Dean for Academic and Student Affairs: (518) 262-5634
      ii. Associate Dean for Medical Education: (518) 262-6964
      iii. Associate Dean for Community Outreach & Medical Education: (518) 262-0244
      iv. Associate Dean for Graduate Education: (518) 262-7302
      v. Vice Dean for Academic Administration: (518) 262-5919
   b. Other: Any other College officer or faculty member with whom the student may feel most comfortable. The faculty member who has been made aware of the alleged offence is strongly encouraged to contact the College Vice Dean for Academic Administration.

The College will assist any student, upon request, in making a report to the Albany Police Department or other appropriate agencies. If you are a victim of a crime and do not want to pursue action either through AMC Security Services or the criminal justice system, you may want to consider making a confidential report.

With a victim’s permission, the Director of AMC Security Services or a designee can file a report on the details of the incident without revealing the student’s identity. The purpose of a confidential report is to comply with the victim’s wish to keep the matter confidential, while taking steps to ensure the future safety of the victim and others. With such information, AMC Security Services can keep an accurate record of incidents involving students or employees.
determine if there is a pattern of crime with regard to a particular location, method, or assailant and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution.

The College will assist victims of forcible or non-forcible sex offenses with access to appropriate on-campus or off-campus mental health counseling consistent with the student’s needs. Students may access information about mental health counseling confidentially by contacting (518) 262-5511. The Albany Medical College Student Psychological Services program provides the following services: consultation and crisis intervention, short and longer term psychotherapy, psychiatric and medication evaluations, psychological and educational/learning assessments, and stress-reduction programs. This program is located at the Albany Medical Center South Clinical Campus at 25 Hackett Blvd., 2nd Floor.

Emergencies

If a student has a psychological emergency after office hours, the Student Services Administrator can be contacted at (518) 262-3111. The Medical Administrator on-call will assess the emergency in telephone conversation with the program psychiatrist. If indicated, an urgent treatment referral will be arranged through the Department of Psychiatry.

Confidentiality

Everything discussed with AMC Student Psychological Services therapists is confidential. If a student who is a victim of, or witness to, an alleged crime discloses information regarding the alleged crime in the context of a consultation, evaluation or treatment with Student Psychological Services (“SPS”), that information will not be disclosed outside of SPS without the explicitly stated consent of the student except to the extent necessary to protect the student or the community.

Upon the request of a student who is the victim of a forcible or non-forcible sex offense, the College is obligated to work with the student to change his or her academic schedule, work schedule or location, or (to the extent the College can assist with this) living situation so that the student can avoid the individual who committed the act if such changes are reasonably available. In compliance with Title IX requirements, if the victim does not wish to remain confidential and the alleged assailant is a member of the College community, the College will first seek to change the assailant’s academic or work schedule or location prior to changing the victim’s academic or work schedule or location. If the alleged assailant is a member of the AMC community, the College will work with AMC to seek to change his or her academic or work schedule or location prior to changing the victim’s academic or work schedule or location.

The College can and will impose discipline on faculty, staff and students who are found responsible for crimes of forcible and non-forcible sex offenses. Such discipline is independent of and may be in addition to prosecution through the criminal justice system. The College may impose discipline for forcible or non-forcible sex offenses whether or not the incident occurs on AMC property.

As regards students, the Albany Medical College’s Nondiscrimination and Harassment Policy and Complaint Procedure provides a procedure to address sexual offenses, as well as other forms of sexual harassment (attached to this report as Appendix A). If it is found that student has violated this policy, the matter will be referred to the Dean for discipline in accordance with the Student Honor Code or a Disciplinary Hearing Panel.
College Student Honor Code

Students are required to submit a signed statement to the effect that they have read the “Student Honor Code of the Albany Medical College” (hereafter, “the Honor Code”) and that they pledge to abide by that code and its procedures. Students also are required to participate in an introduction to the Honor Code seminar during which time the philosophy and operational requirements of the Honor Code will be presented and discussed.

Students who are alleged to have committed a sexual offense are considered to be potentially in violation of the Honor Code and are subject to its procedures for investigation and determination of a violation through an Honor Committee, as set forth in the Honor Code. The procedures are initiated by the victim or another student submitting a signed written report to the Honor Committee describing the offense and naming the offending student or students.

If it is determined that the events would constitute a violation of the Honor Code, the Honor Committee meets in confidence with the accuser(s), the accused, and with all individuals whose statements are deemed potentially relevant by the Honor Committee.

If the Honor Committee decides that there appears to be sufficient evidence to substantiate a violation, it is reported to the Dean’s Hearing Committee. The report includes a description of the charges heard by the Honor Committee as well as recommendations for further procedure or sanction. The Dean’s Hearing Committee review the report and recommendations and report them to the Dean along with its own final recommendations as to what sanctions, if any, should be administered.

The Dean has authority to impose sanctions against students found to be in violation of the Honor Code including, but not limited to:

- **A.** The student is required to participate in ethical counseling with the Ethics faculty as prescribed by the Dean’s Hearing Committee. Failure to comply with this remediation may result in further sanctions.
- **B.** Closed Letter: A letter describing the events which constituted the Honor Code violation is placed in a sealed envelope and kept in a closed file. If no further violations are committed during the student’s tenure with the College, the contents of the Closed Letter are destroyed upon graduation (or transfer) from the College. The Closed Letter is converted to an Open Letter (see below) if the student is found to have violated the Honor Code again.
- **C.** Open Letter: A letter describing the events which constituted the Honor Code violation is put in the student’s College file and is made available to all parties with a legitimate claim to the information (e.g. residency program directors) at the discretion of the Dean’s Hearing Committee.
- **D.** Suspension/Expulsion: Egregious violations of the Honor Code which clearly indicate a lack of fitness for participation in the medical or medical sciences profession may result in Suspension or Expulsion from the College.

In order to assure the sound administration of the College, the Board of Trustees and the Dean of the College are authorized to take all necessary actions immediately or in a timely manner with respect to illegal or unethical conduct by students of the College apart from the Honor Code and its procedures.
College Disciplinary Hearing Panels

A College Disciplinary Hearing Panel (DHP) may be convened to address incidents or reports of student conduct occurring outside the academic realm or usual purview of the College which may raise serious questions about the fitness of the student to continue in the study and eventual practice or teaching of medicine that cannot be resolved through other processes.

The DHP hearing shall be conducted according to the following general guidelines:

Notice to the accused student informing the student of the following:

1. He/she is expected to be and has the right to be present at the hearing.
2. He/she may be accompanied by one legal counsel who may confer with and advise the student but may not interfere with or participate in the proceedings or interview witnesses. He/she also may be accompanied by his or her faculty advisor.
3. The College may have legal counsel present to confer with and advise the Committee and College personnel, but such counsel may not interfere with the proceedings or interview witnesses.
4. A record or transcript will be made of the hearing and the student has the right to review such record or to obtain a copy or copies of such record upon payment of reasonable reproduction costs.
5. The student has the right to present such evidence, testimony, affidavits, exhibits, and witnesses as are relevant to the stated purposes of the hearing or to the charges upon which the recommendation for the hearing was based.
6. Prior to the hearing, the student has the right to review his or her official Student record as defined by applicable law and any additional material upon which the recommendation for the hearing has been based. Copies of items in the student record and copies of other pertinent materials may be obtained by the student upon payment of reasonable reproduction costs.

Upon completion of the evidentiary portion of the hearing, the DHP shall proceed in an executive session to determine the validity of the charge(s) and to recommend to the Dean appropriate action, as decided by a simple majority vote.

The recommendation of the DHP shall be transmitted in writing within seventy-two hours of the adjournment of the executive session of the hearing to the Dean and to the student(s) involved. The letter of notification to the student shall inform him or her of the right to apply in writing within seven days to the Chairman of the Committee on Student Appeals for permission to appeal the decision of the DHP.

The College will, upon written request, disclose to the alleged victim of a crime of violence, including a forcible or non-forcible sex offense, the results of any disciplinary hearing conducted by the College against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, the College will provide the results of the disciplinary hearing to the victim’s next of kin, if so requested.

In all cases alleging sexual harassment, sexual assault, or sexual violence, the victim or accusing student will have the same right to representation in the hearing, presenting witnesses and documents, asking questions, and appealing a finding as the accused student maintains.
In addition to other reporting options, students may report crimes of a sexual nature or incidents of sexual harassment to the Title IX Co-Coordinators at (518) 262-6008. The Title IX Co-Coordinators are:

- Dr. Pohl, Vice Dean for Academic Administration
- Mr. Noel Hogan, Senior Vice President and Chief Compliance Officer

**Campus Sex Crimes Prevention Act**

The Campus Sex Crimes Prevention Act (CSCPA) of 2000 is a federal law that provides for the tracking of convicted sex offenders enrolled at, or employed at, institutions of higher education. The CSCPA is an amendment to the Jacob Wetterling Crimes against Children and Sexually Violent Offender Act. The federal law requires the New York Division of Criminal Justice Services (DCJS) to provide AMC with a list of registered sex offenders who have indicated that they are enrolled, employed or carrying on a vocation at AMC.

DCJS operates a registry of information on sex offenders who are required to register after a conviction. There are three levels of registry: level 1 (low risk), level 2 (medium risk), and level 3 (high risk). DCJS maintains an additional directory consisting of level 2 and level 3 offenders. Sex offender registry information may be accessed here: [http://www.criminaljustice.ny.gov/nsor/](http://www.criminaljustice.ny.gov/nsor/)

The CSCPA further amends the Family Educational Rights and Privacy Act of 1974 (FERPA) to clarify that nothing in the Act can prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders.


The Clery Act requires that colleges and universities report in the ASR crimes that occur in four geographic locations: (1) on campus, (2) in residence halls on campus, (3) in non-campus properties, and (4) on public property adjacent to, and accessible from, the campus. The College maintains no residence halls on campus or elsewhere. Those offenses required to be reported under the category of “On Campus Property” include offenses alleged to have occurred on Albany Medical Center (“AMC”) property and in AMC buildings on the AMC campus located at 43-47 New Scotland Ave., 16 New Scotland Ave., 22 New Scotland Ave., 50 New Scotland Ave., 628 Madison Ave., and the South Clinical Campus on Hackett Boulevard. Non-campus property includes those properties owned or leased by the College outside of AMC’s campus boundaries that are used to further the College’s mission and are frequently used by students. The offenses reported for this category are dealt with by the law enforcement agency having jurisdiction for each specific location.

**On-Campus Buildings:**

Please note the attached maps:

1. Albany Medical Center Main Campus
2. Map providing a larger area view to include the main campus, as well as the South Clinical Campus.
Non-Campus Buildings or Properties:

- Albany Med Clifton Park Multispecialty Office: 453 Rt. 146, Clifton Park, NY
- Albany Med Delmar Multispecialty Office: 250 Delaware Ave., Delmar, NY
- Albany Med Malta Multispecialty Office: Rt. 9, Mechanicville, NY
- Multispecialty Clinic Malta North: 6 Medical Park Drive., Suite 203 Malta, NY
- Multispecialty Clinic North Greenbush, 101 Jordan Road, Suite 201, Troy, NY
- Multispecialty Clinic Valatie, 1301 River Street, Valatie, NY
- Dept. of Family Practice (Omni Building): Clara Barton Drive, Albany, NY
- Dept. of Medicine (Latham Medicine/Pediatrics Group): 724 Watervliet/Shaker Rd., Latham, NY
- Dept. of Medicine (Internal Medicine): 178 Washington Ave. Ext, Albany, NY
- Dept. of Medicine (HIV Medicine): 66 Hackett Blvd., Albany, NY
- Dept. of Medicine (Mid-Hudson Care Center): 142 Aaron Ct., Kingston, NY
- Dept. of Medicine (Allergy, Asthma, Immunology): 176 Washington Ave. Ext, Albany, NY
- Dept. of Medicine (Allergy, Asthma, Immunology): 1301 River St., Valatie, NY
- Dept. of OB/GYN: 20 New Scotland Ave., Albany, NY
- Dept. of Pediatrics: One Clara Barton Drive, Albany, NY
- Dept. of Ophthalmology: 1220 New Scotland Ave., Slingerlands, NY
- Malta Emergent Care: Rt. 9, Mechanicville, NY
- Outpatient Physical Therapy: 618 Central Ave., Albany, NY
- South Clinical Campus: 25 Hackett Blvd, Albany, NY
- Dept. of Neurosurgery, 454 Glens Street (2nd Floor), Glens Falls, NY
- Dept. Neurosurgery, 1134 State Route 29, Greenwich, NY
- Dept of Surgery, Saratoga., 381 Church Street (1st Floor), Saratoga, NY
- Dept. of Surgery, 378 Broadway, Kingston, NY
- EmUrgentCare, 11833 Route 9W, Coxsackie, NY
- EmUrgentCare, 2976 Route 9W, Saugerties, NY
- EmUrgentCare, 5 Southside Drive, Clifton Park, NY
- EmUrgentCare, 2 Hampshire Drive, Troy, NY
- The Endocrine Group, 1365 Washington Avenue, Albany, NY
- The Neurology Group, 400 Patroon Creek Boulevard, Suite 201, Albany, NY
- The Neurology Group, 5 Southside Drive, Clifton Park, NY
- The Neurology Group, 2 New Hampshire Drive, Troy, NY
- AMC Neurology, 35 Hackett Boulevard, Albany, NY
- The GI Group, 2147 Eastern Parkway, Schenectady, NY

“Public Property” includes the near sidewalk, street, and far sidewalk of streets immediately adjacent to the AMC campus as well as parking facilities immediately adjacent to the AMC campus. AMC reports in the ASR statistics on arrests and disciplinary referrals made to AMC authorities for violation of New York State law regarding alcohol, drug and weapons possession.

AMC reports in the ASR statistics for Hate Crimes that occur in a reportable geographic location. A hate crime occurs when a person is victimized intentionally because of his or her actual or perceived race, gender, religion, sexual orientation, ethnicity or disability. The hate crimes in this ASR are those offenses that appear in the Crime Statistics Chart including offenses that resulted in bodily injury of the victim and larceny, vandalism, simple assault and intimidation.
CLERY CRIMES (Offense Definitions)

AGGRAVATED ASSAULT: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

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

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

CONSENT: The agreement to engage in specific sexual contact, which may be given by verbal agreement or active and willing participation in the sexual activity. Consent to sexual contact or any specific sexual act cannot be given if an individual is incapacitated or impaired because of physical or mental condition or the ingestion of drugs or alcohol, or under the age of seventeen (17). Silence, previous sexual relationships, current relationships, or the use of alcohol and/or drugs is not an indication of consent. The use of force, threat of force, threat of immediate or future harm, or use of physical intimidation to secure compliance with sexual activity is evidence of a lack of consent. Consent may initially be given, but it may be revoked at any point, either verbally, through physical resistance, or by losing consciousness. Failure to cease sexual contact promptly in response to a withdrawal of consent constitutes prohibited nonconsensual sexual contact. “No” or another negative statement or acts/physical gestures supporting the desire to cease contact in response to sexual contact or an invitation to sexual contact will be regarded as a denial of consent in such sexual contact.

CRIME OR A PUBLIC OFFENSE: An act committed or omitted in violation of a law forbidding or commanding it, and to which is annexed, upon conviction, either of the following punishments: death; imprisonment; fine; removal from office; or disqualification to hold and enjoy any office of honor, trust, or profit in this State.

DATING VIOLENCE: Any act of violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the victim’s statement and with consideration of the type and length of the relationship. Two people may be in a romantic or intimate relationship, regardless of whether the relationship is sexual in nature; however, neither a casual acquaintance nor ordinary fraternization between two individuals in a business or social context shall constitute a romantic or intimate relationship. This definition does not include acts covered under domestic violence.

DOMESTIC VIOLENCE: Any violent felony or misdemeanor crime committed by a current or former spouse or intimate partner of the victim, a person sharing a child with the victim, or a person cohabitating with the victim as a spouse or intimate partner.

DRUG ABUSE: Violations of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in the preparation and/or use.
FORCIBLE SEX OFFENSES:

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

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

- **Forcible Sodomy:** Oral or anal sexual intercourse with another person, forcibly and/or against that person’s will; or not forcibly 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.

- **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 the 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.

HATE CRIME: A criminal offense committed against a person or property which is motivated, in whole or in part, by the offender’s bias against a race, religion, disability, sexual orientation, or ethnicity/national origin.

LARCENY - THEFT: The unlawful taking, carrying, leading, or riding away of property from the possession of another.

LIQUOR-LAW VIOLATION: Violations of laws or ordinances prohibiting the manufacture, purchase, transportation, possession or use of alcoholic beverages.

MURDER AND NON-NEGLIGENCE MANSLAUGHTER: The willful (non-negligent) killing of one human being by another.

NEGLECT MANSLAUGHTER: The killing of another person through gross negligence.

NON-CAMPUS: Any building or property owned or controlled by a student organization that is officially recognized by the institution.

NON-FORCIBLE SEX OFFENSES:

- **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.

PUBLIC PROPERTY: All public property, including thoroughfares, streets, sidewalks and parking facilities, that are within the campus, or immediately adjacent to and accessible from the campus.

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.

STALKING: Intentionally engaging in a course of conduct, directed at a specific person, which is likely to cause a reasonable person to fear for his or her safety or the safety of others or cause that person to suffer substantial emotional damage. Examples include but are not limited to, repeatedly following such persons(s), repeatedly
committing acts that alarm, cause fear, or seriously annoy such other person(s) and that serve no legitimate purpose, and repeatedly communicating by any means, including electronic means, with such person(s) in a manner likely to intimidate, annoy, or alarm him or her.

**VEHICLE THEFT:** The theft or attempted theft of a motor vehicle.

**WEAPONS:** Violations of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons.

**Source for Clery Crime Definitions:** [http://police.albany.edu/ASR.shtml](http://police.albany.edu/ASR.shtml)

**NEW YORK STATE CRIME DEFINITIONS (Offense Definitions) and CLERY VAWA CRIME DEFINITIONS (Consent, Dating Violence, and Stalking)**

**CONSENT:** Lack of consent results from: forced compulsion; or incapacity to consent; or where the offense charged is sexual abuse or forcible touching, any circumstances, in addition to forcible compulsion or incapacity to consent, in which the victim does not expressly or impliedly acquiesce in the actors' conduct. Where the offense charged is rape in the third degree, a criminal sexual act in the third degree, or forcible compulsion in circumstances under which, at the time of the act of intercourse, oral sexual conduct or anal sexual conduct, the victim clearly expressed that he or she did not consent to engage in such act, and a reasonable person in the actor’s situation would have understood such person’s words and acts as an expression of lack of consent to such act under all the circumstances. A person is incapable of consent when he or she is: less than 17 years old; or mentally disabled, or mentally incapacitated; or physically helpless; or committed to the care and custody of the state department of correctional services, a hospital, the office of children and family services and is in residential care, or the other person is a resident or impatient of a residential facility operated by the office of mental health, the office for people of development disabilities, or the office of alcoholism and substance abuse services, and the actor is an employee, not married to such person, who knows or reasonably should know that such person is committed to the care and custody of such department or hospital.

**CONSENT, ABBREVIATED:** Clear, unambiguous and voluntary agreement between the participating to engage in specific sexual activity.

**DATING VIOLENCE:** New York State does not specifically define “dating violence.” However, under New York Law, intimate relationships are covered by the definition of domestic violence when the act constitutes a crime listed elsewhere in this document and is committed by a person in an “intimate relationship” with the victim. See “Family or Household Member” for definition of “intimate relationship.”

**DOMESTIC VIOLENCE:** An act which would constitute a violation of the penal law, including, but not limited to acts constituting disorderly conduct, harassment, aggravated harassment, sexual misconduct, forcible touching, sexual abuse, stalking, criminal mischief, menacing, reckless endangerment, kidnapping, assault, attempted murder, criminal obstruction or breaching or blood circulation, or strangulation, and such acts have created a substantial risk of physical or emotional harm to a person or a person's child. Such acts are alleged to have been committed by a family member. The victim can be anyone over the age of sixteen, any married person or any parent accompanied by his or her minor child or children in situations in which such person or such person's child is a victim of the act.
FAMILY OR HOUSEHOLD MEMBER: Person’s related by consanguinity or affinity; Persons legally married to one another; Person formerly married to one another regardless of whether they still reside in the same household; Persons who have a child in common regardless of whether such persons are married or have lived together at any time; Unrelated persons who are continually or at regular intervals living in the same household or who have in the past lived continually or at regular intervals lived in the same household; Persons who are not related by consanguinity or affinity and who are or have been in an intimate relationship regardless of whether such persons have lived together at any time. Factors that may be considered in determining whether a relationship is an “intimate relationship” include, but are not limited to: the nature or type of relationship regardless of whether the relationship is sexual in nature; the frequency of interactions between the persons; and the duration of the relationship. Neither a casual acquaintance nor ordinary fraternization between two individuals in business or social contexts shall be deemed to constitute an “intimate relationship; Any other category of individuals deemed to be a victim of domestic violence as defined by the office of children and family services in regulation. Intimate relationship status shall be applied to teens, lesbian/gay/bisexual/transgender, and elderly individuals, current and formerly married and/or dating heterosexual individuals who were or are in an intimate relationship.

PARENT: Means natural or adoptive parent or any individual lawfully charged with a minor child’s care or custody.

SEXUAL ASSAULT: New York State does not specifically define sexual assault. However, according to the Federal Regulations, sexual assault includes offenses that meet the definition of rape, fondling, incest, or statutory rape as used in the FBI’s UCR program.

SEX OFFENSES: LACK OF CONSENT: Whether or not specifically stated, it is an element of every offense defined in this article that the sexual act was committed without consent of the victim.

SEXUAL MISCONDUCT: When a person (1) engages in sexual intercourse with another person without such person’s consent: or (2) engages in oral sexual conduct or anal sexual conduct without such person’s consent; or (3) engages in sexual conduct with an animal or a dead human body.

RAPE IN THE THIRD DEGREE: When a person (1) engages in sexual intercourse with another person who is incapable of consent by reason of some factor other than being less than 17 years old; (2) Being 21 years old or more, engages in sexual intercourse with another person less than 17 years old; or (3) engages in sexual intercourse with another person without such person’s consent where such lack of consent is by reason of some factor other than incapacity to consent.

RAPE IN THE SECOND DEGREE: When a person (1) being 18 years old or older or more, engages in sexual intercourse with another person who is incapable of consent by reason of being mentally disabled or mentally incapacitated. It is an affirmative defense to the crime of rape in the second degree the defendant was less than four years older than the victim at the time of the act.

RAPE IN THE FIRST DEGREE: When a person engages in sexual intercourse with another person (1) by forcible compulsion; or (2) Who is incapable of consent by reason of being physically helpless: Or (3) who is less than 11 years old: or (4) who is less than 13 years old and the actor is 18 years old or more.

CRIMINAL SEXUAL ACT IN THE THIRD DEGREE: When a person engages in oral or anal sexual conduct (1) with a person who is incapable of consent by reason of some factor other than being less than 17 years old; (2) being 21 years old or more, with a person less than 17 years old; (3) with another person without such persons consent where such lack of consent is by reason of some factor other than incapacity to consent.
CRIMINAL ACT IN THE SECOND DEGREE: When a person engages in oral or anal sexual conduct with another person (1) and is 18 years old or more and the other person is less 15 year old; or (2) who is incapable of consent by reason of being mentally disabled or mentally incapacitated. If is an affirmative defense that the defendant was less than four years older than the victim at the time of the act.

CRIMINAL SEXUAL ACT IN THE FIRST DEGREE: When a person engages in oral or anal sexual conduct with another person (1) by forcible compulsion; (2) who is incapable of consent by reason of being physically helpless; or (3) who is less than 11 years old; or (4) who is less than 13 years old and the actor is 18 years old or more.

FORCIBLE TOUCHING: When a person intentionally, and for no legitimate purpose, forcibly torches the sexual or other intimate parts of another person for the purpose of degrading or abusing such person; or for the purpose of gratifying he actor's sexual desire. It includes squeezing, grabbing or pinching.

PERSISTENT SEXUAL ABUSE: When a person commits a crime of forcible touching, or second or third sexual abuse within the previous ten year period, has been convicted two or more times, in separate criminal transactions for which a sentence was imposed on separate occasions of one of the above mentioned crimes or any offense defined in this article, of which the commission or attempted commissions thereof is a felony.

SEXUAL ABUSE IN THE THIRD DEGREE: When a person subjects another person to sexual contact without the latter’s consent. For any prosecution under this section, it is an affirmative defense that (1) such other person’s lack of consent was due solely to incapacity to consent by reason of being less than 17 years old; and (2) such other person was more than 14 years old and (3) the defendant was less than five years older than such other person.

SEXUAL ABUSE IN THE SECOND DEGREE: When a person subjects another person to sexual contact and when such other person is (1) incapable of consent by reason of some factor other than being less than 17 years old; or (2) less than 14 years old.

SEXUAL ABUSE IN THE FIRST DEGREE: When a person subjects another person to sexual contact (1) by forcible compulsion; (2) when the other person is incapable of consent by reason of being physically helpless; or (3) when the other person is less than 11 years old; or (4) when the other person is less than 13 years old.

AGGRAVATED SEXUAL ABUSE: For the purposes of this section, conduct performed for a valid medical purpose does not violate the provisions of this section.

AGGRAVATED SEXUAL ABUSE IN THE FOURTH DEGREE: When a person inserts a (1) foreign object in the vagina, urethra, penis or rectum of another person and the other person is incapable of consent by reason of some factor other than being less than 17 years old; or (2) finger in the vagina, urethra, penis, rectum or anus of another person causing physical injury to such person and such person is incapable of consent by reason of some factor other than being less than 17 years old.

AGGRAVATED SEXUAL ABUSE IN THE THIRD DEGREE: When a person inserts a foreign object in the vagina, urethra, penis, rectum or anus of another person (1) (a) by forcible compulsion; (b) when the other person is incapable of consent by reason of being physically helpless; or (c) when the other person is less than 11 years old; or (2) causing physical injury to such person and such person is incapable of consent by reason of being mentally disabled or mentally incapacitated.
AGGRAVATED SEXUAL ABUSE IN THE SECOND DEGREE: When a person inserts a finger in the vagina, urethra, penis or anus of another person causing physical injury to such person by (1) forcible compulsion; or (2) when the other person is incapable of consent by reason of being physically helpless: or (3) when the other person is less than 11 years old.

AGGRAVATED SEXUAL ABUSE IN THE FIRST DEGREE: When a person subjects another person to sexual contact; (1) By forcible compulsion; or (2) when the other person is incapable of consent by reason of being physically helpless; or (3) when the other person is less than eleven years old; or (4) when the other person is less than thirteen years old and the actor is twenty-one years old or older.

COURSE OF SEXUAL CONDUCT AGAINST A CHILD IN THE SECOND DEGREE: When over a period of time, not less than three months, a person; (1) Engages in two or more acts of sexual conduct with a child less than 11 years old; or (2) being 18 years old or more engages in two or more acts of sexual conduct with a child less than 13 years old. A person may not be subsequently prosecuted for any other sexual offense involving the same victim unless the other charges offense occurred outside the time period charged under this section.

COURSE OF SEXUAL CONDUCT AGAINST A CHILD IN THE FIRST DEGREE: When a person over a period of time, not less than three months in duration, to a person: (1) Engages in two or more acts of sexual conduct, or aggravated sexual contact with a child less than 11 years old; or (2) being 18 years old or more engages in two or more acts of sexual conduct which includes at least one act of sexual intercourse, oral sexual conduct, anal sexual conduct, or aggravated sexual contact with a child less than 13 years old.

FACILITATING A SEX OFFENSE WITH A CONTROLLED SUBSTANCE: A person is guilty of facilitating a sex offense with a controlled substance when he or she: (1) knowingly and unlawfully possesses a controlled substance or any preparation, compound, mixture or substance that requires a prescription to obtain and administers such substance or preparation, compound, mixture or substance that requires a prescription to obtain to another person without such person’s consent and with intent to commit against such person conduct constituting a felony defined in this article; (2) commits or attempts to commit such conduct constituting a felony defined in this article.

INCEST IN THE THIRD DEGREE: A person is guilty of incest in the third degree when he or she marries or engages in sexual intercourse, oral sexual conduct or anal sexual conduct with a person whom he or she knows to be related to him or her, whether through marriage or not, as an ancestor, descendant, brother, sister of either the whole of the half blood, uncle, aunt, nephew, or niece.

INCEST IN THE SECOND DEGREE: A person is guilty of incest in the second degree when he or she commits the crime of rape in the second degree, or criminal sexual act in the second degree, against a person whom he or she knows to be related to him or her, whether through marriage or not, as an ancestor, descendant, brother or sister of either the whole or half blood, uncle, aunt, nephew or niece.

INCEST IN THE FIRST DEGREE: A person is guilty of incest in the first degree when he or she commits the crime of rape in the first degree, or criminal sexual act in the first degree, against a person whom he or she knows to be related to him or her, whether through marriage or not, as an ancestor, descendant, brother, or sister of either the whole or half blood, uncle, aunt, nephew, or niece.

STALKING IN THE FOURTH DEGREE: When a person intentionally, and for not legitimate purpose, engages in a course of conduct directed at a specific person, and knows or reasonably should know that such conduct (1) is likely to cause reasonable fear of material harm to the physical health, safety or property of such person, a member of such
person’s immediate family or a third party with whom such person is acquainted; or (2) causes material harm to the mental or emotional health of such person, where such conduct consists of following telephoning or initiating communication or contact with such person, a member of such person’s immediate family or a third party with whom such person is acquainted, and the actor was previously clearly informed to cease that conduct; or (3) is likely to cause such person to reasonably fear that his or her employment, business or career is threatened, where such conduct consists of appearing, telephoning, or initiating communication or contact at such person’s place of employment or business, and the actor was previously clearly informed to cease that conduct.

**STALKING IN THE THIRD DEGREE:** When a person; (1) Commits the crime of stalking in the fourth degree against any person in three or more separate transactions, for which the actor has not been previously convicted: or (2) commits the crime of stalking in the fourth degree against any person, and has previously been convicted, within the preceding ten years of a specified predicate crime and the victim of such specified predicate crime is the victim, or an immediate family member of the victim, of the present offense; or (3) with ant intent to harass, annoy or alarm a specific person, intentionally engages in a course of conduct directed at such person which is likely to cause such person to reasonably fear physical injury or serious physical injury, the commission of a sex offense against, or the kidnapping, unlawful imprisonment or death of such person or a member of such person’s immediate family; or (4) commits the crime or stalking in the fourth degree and has previously been convicted in the preceding ten years of stalking in the fourth degree.

**STALKING IN THE SECOND DEGREE:** When a person; (1) Commits the crime of stalking in the third degree and in the course of and furtherance of the commission of such offense: (a) displays, or possesses and threatens the use of, a firearm, pistol, revolver, rifle, sword, billy club, blackjack, bludgeon, plastic knuckles, metal knuckles, chuka stick, sand bag, sand club, slingshot, slung shot, shirken, “Kung Fu Star”, dagger, dangerous knife, dirk, razor, stiletto, imitation pistol, dangerous instrument, deadly instrument or deadly weapons; or (b) displays what appears to be a pistol, revolver, rifle, shotgun, machine gun, or other firearm; or (2) commits the crime of stalking in the third degree against any person, and has previously been convicted, within the preceding five years, of a specified predicate crime, and the victim of such specified predicate crime is the victim, or an immediate family member of the victim, of the present offense; or (3) commits the crime of stalking in the fourth degree and has previously been convicted of stalking in the third degree; or (4) being 21 years of age or older, repeatedly follows a person under the age of fourteen or engages in a course of conduct or repeatedly commits acts over a period of time intentionally placing or attempting to place such person who is under the age of fourteen in reasonable fear of physical injury, serious physical injury or death; or (5) commits the crime of stalking in the third degree, against ten or more persons, in ten or more separate transactions, for which the actor has not been previously convicted.

**STALKING IN THE FIRST DEGREE:** When a person commits the crime of stalking in the third degree or stalking in the second degree and, in the course and furtherance thereof, he or she intentionally or recklessly causes physical injury to the victim of such crime.

**Crime Statistics at Albany Medical Center/College: 2011, 2012, 2013**

### Criminal Offenses - On campus

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### Criminal Offenses - Non-campus buildings or properties.

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### Criminal Offenses - On Public Property

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### Hate Crimes: On Campus

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### Hate Crimes: Public Property

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## Arrests: On Campus

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## Arrests: Non-campus

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## Arrests: Public Property

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## Disciplinary Actions: On Campus

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APPENDIX A

Albany Medical College’s Nondiscrimination and Harassment Policy and Complaint Procedure

POLICY OBJECTIVE:
Albany Medical College ("College") and Albany Medical Center ("Center") has adopted this policy and the accompanying procedures to promote and maintain an environment that is free of discrimination and harassment, that encourages respect for the dignity of each individual and that complies with applicable federal, state or local laws.

SCOPE:
This policy applies to complaints of discrimination in any College program or activity filed by students against College employees, other students, and third parties who are not College employees but who are on the College’s or Center’s premises or who are doing business with or for the College. Note, should a complaint be made against a member of the Albany Medical Center workforce other than students covered by this policy, Human Resources will assist in the process and the Center’s Human Resource Personal Conduct / Harassment Policy pertaining to other members of the Albany Medical Center workforce may also be implicated.

POLICY:
Definitions
“Student” includes an individual who has paid tuition, registered for classes, or otherwise entered into any other contractual relationship with the College to take instruction. It further includes persons who are eligible to receive any of the rights and privileges afforded a person who is enrolled at the College, including, but not limited to, those individuals admitted to the College. Student status lasts until an individual graduates or is dismissed.

“Workforce” refers to all employees, members of the medical staff and their associates, affiliates to the medical staff, medical or other students, trainees, residents, interns, volunteers, consultants, contractors, subcontractors and temporary personnel whose conduct in the performance of work for AMC is under AMC’s direct control, at any AMC entity.

"Harassment" includes communicating, sharing or displaying written or visual material or making verbal comments or engaging in any other conduct which is demeaning or derogatory to a student, an employee, applicant, or patient or visitor because of his or her gender, race, color, religion, national origin, ancestry, age, marital status, sexual orientation, pregnancy, physical or mental disability, physical attributes, genetic predisposition or carrier status, citizenship, military or veteran status, domestic violence victim status, or any other class protected by applicable federal, state or local laws, including material, comments or conduct intended as humor. The use of College or Center facilities, property or equipment to disseminate, duplicate or display such materials is prohibited (see Human Resources Policy #6.005).
The following is a partial list of behavior that could be considered harassment:

- Verbal conduct such as threats, epithets, derogatory comments, or slurs;
- Visual conduct such as derogatory posters, photographs, cartoons, drawings, or gestures; and
- Physical conduct such as assault, unwanted touching, or blocking normal movement.

"Sexual Harassment" includes making unwelcome and unwanted sexual advances, requesting sexual favors in exchange for favorable treatment, continued employment, avoidance of retribution, engaging in gender based verbal or physical conduct which is made a term or condition of education or employment, or which is used as the basis for education or employment decisions. "Sexual Harassment" also includes any type of unwelcome sexually-oriented conduct, including unwelcome sexual jokes or intimate physical contact that has the purpose or effect of unreasonably interfering with a student's educational or work performance or creating an educational or work environment that is intimidating, hostile, offensive or coercive to a reasonable person. "Sexual Harassment" is not limited to male-female interaction but may be male-male or female-female interaction.

The following is a partial list of behavior, which could be considered sexual harassment:

- Threats or insinuations, either explicit or implicit, that an individual's refusal to submit to, acquiesce in or rejection of sexual advances or sexual conduct will adversely affect his or her education, employment, evaluation, wages, advancement, assigned duties, benefits or any other aspect of education, employment or career advancement;
- Favoring any student, applicant or employee because that person has performed or shown a willingness to perform sexual favors for a professor, supervisor or manager;
- Unwelcome, profane or offensive sexual jokes, language, epithets, advances or propositions, whether in person, by memorandum, e-mail or voice-mail messages;
- Written or oral abuse of a sexual nature or use of sexually degrading or sexually vulgar words to describe an individual;
- Display of sexually suggestive objects, pictures, computer images, drawings, posters or cartoons;
- Graphic, degrading or unwelcome comments about an individual's body, sexual prowess or sexual deficiencies;
- Asking questions about sexual conduct or relationships;
- Unwelcome touching, grabbing, leering, whistling, pinching, brushing against the body, impeding or blocking movements, or suggestive, insulting or obscene comments or gestures; and
- Assault or coerced sexual acts.

"Discrimination" includes disparate treatment directed toward an individual or group of individuals based on gender, race, color, religion, national origin, ancestry, age, marital status, sexual orientation, pregnancy, physical or mental disability, genetic predisposition or carrier status, citizenship, military or veteran status, domestic violence victim status, or any other class protected by federal, state or local laws, that adversely affects them.

"Retaliation" includes any conduct, whether or not education, workplace, employment related, directed at someone because he or she opposed a discriminatory practice, made a complaint of discrimination, or participated in such an investigation, which might deter a reasonable student or worker from making or supporting a charge of harassment or discrimination.
Prohibition of Discrimination and Harassment

The College and Center are committed to maintaining a discrimination- and harassment-free environment that encourages respect for the dignity of each individual.

Discrimination in the educational environment and workplace is prohibited. The College and the Center endeavor to maintain an education and work environment free from unlawful discrimination.

This policy applies to the educational environment and workplace during school and business hours, to all school- and work-related social functions, whether on or off College or Center premises, to school and business related travel, and to all classrooms and student areas. Should such discrimination or harassment occur, the College and/or Center will take appropriate remedial action to prevent its continuation or recurrence and to correct its discriminatory effects on the complainant and others, if appropriate.

Discrimination against patients is also prohibited. Patients will receive treatment without being subject to discrimination as to gender, race, color, religion, national origin, ancestry, age, marital status, sexual orientation, pregnancy, physical or mental disability, genetic predisposition or carrier status, citizenship, military or veteran status, domestic violence victim status, source of payment or any other protected status for which the patient may qualify.

Harassment is unlawful and will not be tolerated. Any individual found to have engaged in harassment will be subject to disciplinary action, up to and including termination of employment or discipline under the Student Honor Code, up to and including expulsion.

Prohibition of Retaliation

The College and the Center will not permit retaliation of any kind against anyone who, acting in good faith, opposes a discriminatory practice, complains about discrimination or harassment, furnishes information or participates in any manner in an investigation of such a complaint. Such retaliation is unlawful and will not be tolerated. Any individual found to have engaged in retaliation will be subject to disciplinary action, up to and including termination of employment or discipline under the Student Honor Code, including expulsion.

Students alleging discrimination or harassment and students furnishing information or participating in any manner in an investigation of such an allegation will be assured that retaliation will not be tolerated and asked to report any conduct they experience or witness that may be considered retaliatory. In addition, students or employees who are the subject of an allegation of discrimination or harassment will be reminded that retaliation will not be tolerated and warned that engaging in retaliation will result in disciplinary action, up to and including expulsion or termination of employment. However, any student found to have made an intentionally dishonest or malicious complaint of discrimination, harassment, or retaliation will be subject to disciplinary action under the Student Honor Code, up to and including expulsion.
Responsibility of Individual Students

The line between acceptable social conduct and harassment is not always clear. For that reason, the College encourages students who feel they are being or have been harassed to communicate politely, clearly, and firmly to the offending party that the conduct is unwelcome, unwanted, offensive, intimidating or embarrassing; to explain how the offensive behavior affects the student's work; and to ask that the conduct stop.

If the student is uncomfortable with this approach or has done so but the perceived harassment has not stopped, the student is expected to use the procedures described below to address and resolve the problem.

Responsibility of Professors, Chairpersons and Other Administrators

It is the responsibility of each professor, chair, and administrator to ensure that the students are provided a harassment-free educational environment. At the direction of the Dean, the Vice Dean of Academic Administration is responsible for coordinating the College's efforts to comply with and carry out its Title IX responsibilities. The Vice Dean of Academic Administration is also responsible for overall coordination and oversight of all harassment complaints to ensure consistent practices and standards in handling complaints.

COMPLAINT AND REPORTING PROCEDURE FOR DISCRIMINATION, HARASSMENT OR RETALIATION

Any student who believes he or she is being discriminated against, harassed or subject to retaliation, or, who witnesses or becomes aware of what he or she believes is discrimination, harassment or retaliation has an obligation to report such. A student may make such a complaint to his or her Clerkship Director, Advising Dean, Center Director, Department Chair, or Vice Dean of Academic Administration promptly of such incident, who each in turn is required to report all complaints without exception to the Senior Vice President / Chief Compliance Officer at Albany Medical Center. A student, if he or she desires to do so, may also make such a complaint directly to the Senior Vice President / Chief Compliance Officer at Albany Medical Center promptly of such incident. To aid the College in conducting an effective investigation, students are strongly encouraged to make complaints of discrimination, harassment and retaliation as soon as possible.

The Senior Vice President / Chief Compliance Officer at Albany Medical Center or his/her designee will serve in an investigator role to review these matters in an impartial manner on a consistent basis. The names, office address and telephone number of the Clerkship Director, Center Director, Department Chair, Vice-Dean of Academic Administration and Senior Vice President / Chief Compliance Officer can be found on Attachment A to this policy.

At no time will the College force the accuser to face the accused in the reporting, investigation or resolution of a complaint involving discrimination, harassment or retaliation.

The College will conduct a prompt and thorough investigation of all complaints, either formal or informal. The investigation will include:

- Interviewing the reporting student and/or the student who was subject to the offending behavior as well as the student who is the subject of the complaint, and providing them with the opportunity to identify witnesses and provide other evidence;
- Interviewing all relevant witnesses and reviewing relevant education and work records;
- Reminding the reporting student, the student who was the subject of the offending behavior, the subject of the complaint and all witnesses of confidentiality expectations and the College's prohibition of retaliation;
- Taking remedial action where necessary to stop the offending behavior;
• Documenting findings; and
• Periodically informing the reporting student and/or the student who was the subject of the offending behavior of the status of the investigation.

The time necessary to complete an investigation will vary depending upon the facts of a particular case. The College will complete its investigation as promptly as possible given the nature and scope of the investigation with a general goal of twenty (20) business days of receipt of the initial complaint. When extraordinary circumstances require deviation from this time frame, the College will notify the reporting student as well as the student who is the subject of the complaint.

When the College completes its investigation, it will communicate a summary of the relevant findings to the reporting student and/or the student who was the subject of the offending behavior as well as the student who is the subject of the complaint. If it is found that a student has violated this policy, a referral to the Dean may be made for discipline in accordance with the Student Honor Code. If an employee or other member of AMC’s workforce member is found to have harassed or discriminated against a student, the wrongdoer will be subject to discipline up to and including termination of employment or contract or exclusion from campus.

The College will take steps to prevent recurrence of any harassment and to correct its discriminatory effects on the student who was the subject of the offending behavior and others, if appropriate.

CONFIDENTIALITY

All persons involved in the complaint and the investigation will keep all information related to the complaint and the investigation confidential to the maximum extent possible. This means all persons involved will share such information only with persons who have a need to know. However, the College cannot guarantee the anonymity of complainants or respondents.
# Listing of Clerkships and Directors at Albany Medical College

<table>
<thead>
<tr>
<th>Clerkship/Department</th>
<th>Director</th>
<th>Office Phone Number</th>
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<tr>
<td>Family &amp; Community Medicine</td>
<td>Ann Rutter, M.D.</td>
<td>25506</td>
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<td>Joseph Wayne, M.D.</td>
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<td>Steven Pinheiro, M.D.</td>
<td>25026</td>
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<td>Jennifer Pearce, M.D.</td>
<td>20501</td>
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<td>Steven Sandler, M.D.</td>
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<td>David Chismark, M.D.</td>
<td>25733</td>
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<td>Heidi DeBlock, M.D.</td>
<td>23991</td>
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<td>Kathryn Hogan, M.D.</td>
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<td>Matthew Murnane, M.D.</td>
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<td>Primary Care(Family Medicine)</td>
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<td>Sunil Pokharel, M.D.</td>
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<td>Learning to Teach, TTL</td>
<td>Jonathan Rosen, M.D.</td>
<td>26964</td>
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<td>Alden March Bioethics Institute</td>
<td>Bruce White, D.O., J.D.</td>
<td>26082</td>
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<td>Cardiovascular Sciences</td>
<td>Harold Singer, Ph.D.</td>
<td>28102</td>
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<tr>
<td>Cell Biology &amp; Cancer Research</td>
<td>Paula McKeown-Longo, Ph.D. &amp; Paul Higgins, Ph.D.</td>
<td>25651</td>
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<td>Immunology &amp; Microbial Disease</td>
<td>Dennis Metzger, Ph.D.</td>
<td>25165</td>
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<td>Neuropharmacology &amp; NS</td>
<td>Stan Glick, M.D., Ph.D.</td>
<td>25303</td>
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<tr>
<td>Nurse Anesthesiology Program</td>
<td>Eileen Falcone, CRNA M.S., Ph.D.</td>
<td>24303</td>
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<tr>
<td>Physician Assistant Program</td>
<td>David Irvine, DHSc, RPA-e</td>
<td>25251</td>
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## Department Chairs

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<td>Anesthesiology</td>
<td>Kevin Roberts, M.D.</td>
<td>24305</td>
<td>U317</td>
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<td>Christopher King, M.D.</td>
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<td>P127</td>
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<td>Family &amp; Community Medicine</td>
<td>Neil Mitnick, D.O.</td>
<td>213-0345</td>
<td>Clara Barton Dr.</td>
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<td>Richard Blinkhorn, M.D.</td>
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<td>R312</td>
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<td>25013</td>
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<td>Ophthalmology</td>
<td>John Simon, M.D.</td>
<td>22520</td>
<td>1220 NS Ave.</td>
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<td>Gary Siskin, M.D.</td>
<td>23277</td>
<td>AB121</td>
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<td>Steven Stain, M.D.</td>
<td>22919</td>
<td>A316</td>
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<td><strong>Vice Dean for Academic Admin.</strong></td>
<td><strong>Henry Pohl, M.D.</strong></td>
<td><strong>25919</strong></td>
<td><strong>MS141</strong></td>
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<tr>
<td><strong>Senior Vice President / Chief Compliance Officer</strong></td>
<td><strong>Noel Hogan</strong></td>
<td><strong>24692</strong></td>
<td><strong>22 NS 450</strong></td>
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Building Guide
- Albany Medical Center
- Albany Medical College
- 16 New Scotland Avenue
- 22 New Scotland Avenue
- Surgical Pavilion
- South Clinical Campus
- 35 Hackett Boulevard (Neurology, Multiple Sclerosis, and Memory Disorders)
- 58-60 Hackett Boulevard
- 66 Hackett Boulevard
- Center Building
- Hilton Garden Inn
- Albany Medical Center Pediatric Group
- Pedestrian Bridge

Indicates a Valet Parking vehicle drop off

Parking Guide
Garages
- 60 New Scotland Avenue
- 40 New Scotland Avenue
- CDPC Garage
- CMS Garage

Employee Shuttle Lots
- Notre Dame Lot
- Princeton Lot
- Eden Park Lot

Surface Lots
- Blue Lot
- 16 New Scotland Lot (next to Stewart’s)
- Clara Barton Lot
- South Clinical Lot
- Alzheimer’s Center Lot
- 58-60 Hackett Lot
- Myrtle Valet Lot
- Center Building Lot

ALBANY MEDICAL CENTER
KNOWN FOR OUR EXPERTISE. CHOSEN FOR OUR CARE.