



Policy Title: Reporting Policy
Policy #
Effective Date: 08/03/2021
Category: General Institution
Responsible Office: Office of Campus Safety

Table of Contents

Summary	3
Policy	3
Confidential and Private Resources	4
Confidential	4
Private	5
Anonymous Reporting	5
Reporting Forms.....	5
Definitions.....	7
Other Related Information	8
Procedures	9
Emergency	9
Academic Concern	9
Academic Integrity.....	9
ADA Complaint.....	10
Clery Act Compliance Complaint.....	10
Crime.....	10
Discrimination and Harassment.....	11
Employee Behavioral Issue	13
Employee Conflict	14
Employee Grievance	14
Facility Issue	14
Federal Educational Rights and Privacy Act (FERPA)	14
Fire Safety/Code Concern	15
Injury	15
IT Issue	15
Lost and Found Property.....	15
Medical Response	16
Mental Health Concern.....	16

Missing Person	17
Motor Vehicle Accident	17
Parking and Vehicle Traffic Complaint	18
Property Damage	18
Residence Hall Violation	18
Facilities Issue	18
Safety Concern	18
Security Concern	18
Sexual Misconduct and/or Sexual Harassment	19
Stolen/Missing Property (Larceny/Theft)	20
Student Behavioral Issue	20
Student Grievance	20
Suspicious Behavior and/or Activity	20
Title IX Complaint.....	21
Utility Issue.....	21
Violation of College Policy	21
Violation of Law	22
Forms	22
Authority	22
History.....	22
Appendices.....	22

Summary

This policy governs reporting on campus and directs reporting persons to the appropriate department/office/individual for reporting incidents, accidents, injuries, crimes, violations, suspicious activity and persons, complaints, concerns, and grievances.

Policy

Paul Smith's College is committed to promptly responding to, investigating, addressing, and resolving all incidents, accidents, injuries, crime, violations, suspicious activities and persons, complaints, concerns, and grievances. The College has established this policy to direct the College community to the appropriate office to file a report.

All students, employees, and guests must immediately report criminal incidents, accidents, and other emergencies to the Office of Campus Safety by calling 518-327-6300. Individuals may also report incidents in person at the Campus Safety Building located at 79 Apollos Road, next to the U.S. Post Office.

Paul Smith's College community members should also report incidents that they experience or witness that are academic (such as cheating on an exam) or non-academic in nature (such as fighting or any other violations of the Student Code of Conduct), as well as behavior or conduct of others that raises concerns regarding an individual's mental health, such as symptoms of depression, mental illness, eating disorders, suicide, drug addiction, or other issues.

Community members are encouraged to immediately report all non-emergent security and safety related incidents to the Office of Campus Safety at 518-327-6300.

The Office of Campus Safety is staffed 24 hours a day, 365 days a year. In response to a call, the Office of Campus Safety will take the required action, dispatching a Campus Safety Officer, or asking the reporting person to report to the Campus Safety building to file a report.

While the preferred methods of reporting to Campus Safety is in person at the Campus Safety Office or by telephone at 518-327-6300, reports can also be made online at the link below.
<https://paulsmithcollege.omnigo.one/CESIReportExec/OLR>

In order for the College to investigate, address, stop any violations from occurring, resolve, provide resources, provide options, provide remedies, and prevent violations from reoccurring, the College must receive the reports as immediate as is possible. Reporting immediately promotes a timely and effective review and response from the College. Of course all community members are permitted to file a report at any time; however, delays in reporting may impact the College's ability to investigate, including obtaining evidence and witness statements, and to respond fully to the matter, including pursuing disciplinary action.



While most incidents, violations, and complaints should be made to the Office of Campus Safety, some should be directed at other Offices/individuals; however, if you are unaware of which office/individual you should report to you, you can always contact the Office of Campus Safety and they will direct you to the appropriate office/individual.

When filing a report, it is important for community members to know that most offices/individuals on campus are not considered confidential; however, most are considered private. While these terms sound similar, they are distinct concepts. It is also important to understand the different reporting responsibilities that College employees and resources have. While all employees and resources are committed to respecting the privacy of all individuals involved in reports of possible policy violations, only certain specifically identified resources are able to discuss violations confidentially (i.e., without notifying the Office of Campus Safety, the Compliance Office and/or Human Resources).

Confidential and Private Resources

Confidential

Confidential resources are identified as “confidential” below. Confidential resources enable individuals to learn more about the process and/or seek assistance without initiating a formal or informal complaint. Confidential and campus confidential resources are not required to notify the Office of Campus Safety or Human Resources of reports of discrimination or harassment that they receive. Importantly, speaking with a confidential resource does not initiate an investigation and will not, without additional action by the reporting party, result in intervention or corrective action. However, upon written request from the reporting party, confidential resources may notify the Office of Campus Safety and/or Human Resources, and/or assist the reporting party in notifying them.

Student Counseling Services (confidential resource)

Provides counseling and mental health services to Paul Smith’s College students free of charge

Joan Weill Student Center, Student Counseling Center, Room 017

518-327-6358

counselingcenter@paulsmiths.edu

<https://www.paulsmiths.edu/studentcounseling>

Student Health Services (confidential resource)

Provides general medical treatment and medical services to Paul Smith’s College students

Joan Weill Student Center, Student Health Services, Room 003

518-327-6319

healthservices@paulsmiths.edu

<https://www.paulsmiths.edu/student-health-services>

Additionally, there are external agencies and organizations that are also considered confidential. They are listed in the procedures section of this policy.



Private

All other offices/individuals are considered private. Private means the information is only shared with offices/individuals as required and is not shared publicly.

Office of Campus Safety (respects privacy, but not confidential)

Campus Safety Building

518-327-6300

campussafety@paulsmiths.edu

<https://www.paulsmiths.edu/campussafety>

Director of Compliance, Title IX Coordinator (respects privacy, but not confidential)

Phelps Administration Building, Compliance Office, Room 001

518-327-6451

campussafety@paulsmiths.edu or hr@paulsmiths.edu

<https://www.paulsmiths.edu/title-ix>

Human Resources (respects privacy, but not confidential)

Phelps Administration Building, Human Resources Office, Room 002

518-327-6400

hr@paulsmiths.edu

<https://www.paulsmiths.edu/humanresources>

Anonymous Reporting

Individuals wishing to remain anonymous can make a report by submitting a report through the Office of Campus Safety's online reporting link - <https://www.paulsmiths.edu/campussafety/online-reporting>.

It is important to note that electing to remain anonymous may greatly limit the College's ability to stop the reported conduct, collect evidence, and take effective remedial action against individuals or organizations accused of violating this policy.

Reporting Forms

Individuals can file one of the following forms online by visiting

www.paulsmiths.edu/humanresources/policies-procedures, or in various offices on campus, including the Office of Campus Safety, the Office of the Residence Life, Human Resources, and the Compliance Office. All reports will be directed to the appropriate College official and the reporting individual's privacy will be maintained to the extent possible.

Crime Statistics Form

This form is used to report numbers only for statistical reporting.

Anonymously report Clery reportable crime, which includes Murder/Non-negligent Manslaughter, Negligent Manslaughter, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Weapon Law Violations, Drug Law Violations, Liquor Law Violations, Dating Violence, Domestic Violence, Stalking, and Hate Crimes.

Confidential Sexual Misconduct Reporting Form

Paul Smith's College is committed to promoting a learning and working environment where all members of the College community feel safe and respected. Acts of sexual misconduct are contrary



to the College's educational mission and values, are harmful to others, and will not be tolerated by Paul Smith's College.

Paul Smith's College employees or students may use this form to submit a report to the Title IX Coordinator regarding issues that have occurred in violation of the College's Sexual Misconduct Policy. Prior to completing this form, please review the Paul Smith's College Sexual Misconduct Policy. Reports of sexual misconduct (such as sexual misconduct, sexual assault, stalking, dating violence or sexual harassment) can be made directly to the Title IX Coordinator. Reports may also be sent via email, phone call, or made in person.

Paul Smith's College Incident (Employee Injury) Report Form

Complete this reporting form whenever you are aware of any property damage, personal injury, or possibility of personal injury (an incident where there is no apparent injury, but a person may later be affected as a result of it).

All reports must be filed promptly – within 24 hours of the incident – with Human Resources and the Office of Campus Safety.

All accidents, injuries, and property damage incidents must be reported to the Office of Campus Safety immediately.

New York State Department of Motor Vehicles Accident Form, MV-104

New York State Department of Motor Vehicles requires that you must report within 10 days any accident occurring in New York State causing a fatality, personal injury, or damage over \$1,000 to the property of any one person. Failure to do so within 10 days is a misdemeanor. Your license and/or registration may be suspended for failure to report the accident on time.

Workplace Harassment Form

Paul Smith's College prohibits harassment in the workplace.

Definitions

Advisor: Any individual who provides the reporting individual, respondent or with support, guidance and/or advice during a Conduct meeting or hearing (this may include legal counsel and such individual will be provided at the party's own expense, if the advisor is a paid advisor).

Affirmative Action Officer: The Director of Human Resources for the College is the Affirmative Action Officer.

Confidentiality: May be offered by an individual who is not required by law to report known incidents of sexual assault or other violation to institution officials, in a manner consistent with state and federal law, including but not limited to 20 U.S.C. 1092(f) and 20 U.S.C. 1681(a). Licensed mental health counselors, medical providers and pastoral counselors are examples of institution employees who may offer confidentiality.

Grievance: An action that may be taken by a student who feels that they have been injured by a College faculty member, administrator, or other person acting on behalf of the College, and wherein that injury was a result of discrimination or harassment on the basis of sex, race, color, age, religion, national origin, handicap, or marital status.

Grievant: The student or group of students who present an alleged grievance.

Mandated Reporter: Paul Smith's College considers any non-student College employee, other than a confidential resource (described on page 4), to be a mandated reporter. Mandated reporters are required to report violations of the code of conduct that they witness or learn about to the Title IX Coordinator or the Office of Campus Safety.

Mediator: One person or a group of people who seek conciliation of the grievance by offering possible solutions to the grievant and respondent(s).

Party in Interest: The person or group of people associated with the action being grieved and named in the grievance, excepting the grievant and respondent(s).

Reporting Individual: Shall encompass the terms victim, survivor, complainant, claimant, witness with victim status, and any other term used by an institution to reference an individual who brings forth a report of a violation.

Representative: The grievant and the respondent(s) may each select an individual from the student body, faculty, or administrative personnel of Paul Smith's College to serve as a representative at each stage of the Grievance. This is a College administrative procedure and lawyers shall not represent participants in the Grievance Procedure.

Respondent: A person accused of a violation who has entered an institution's conduct process.

Retaliation: Retaliation means engaging in conduct that may reasonably be perceived to adversely affect a person's educational, living, or work environment because of their good faith participation in



the reporting, investigation, and/or resolution of report of a violation of this policy; or discourage a reasonable person from making a report or participating in an investigation under this policy.

Retaliation includes but is not limited to: acts or words that constitute intimidation, threats or coercion intended to pressure a person to drop or support a report under the code of conduct or to provide false or misleading information in connection with an investigation; and pressuring a person to participate or refrain from participating as a witness in an investigation under this policy.

Retaliation may constitute a violation of the code of conduct even when the underlying report made in good faith did not result in a finding of responsibility. Retaliatory conduct by community members and third parties is prohibited regardless of whether it occurs on or off campus, in person, or through social media, email or other forms of communication.

Acts of alleged retaliation should be reported immediately to Campus Safety or the Title IX Coordinator and will be promptly investigated. The College is prepared to take appropriate steps to protect individuals who fear that they may be subjected to retaliation.

The College forbids retaliation against anyone that is reporting sexual harassment or any other form of sexual misconduct, who is supporting a reporting individual, third party reporting individual or respondent, who is participating in a College investigative or conduct process (whether as reporting individual, respondent or witness), or otherwise who is assisting in providing information relevant to a claim of a violation. Retaliation is a serious violation of College policy and will be treated as another possible violation of this policy.

Witness: The person or group of people having information about the action being grieved, and named by the grievant or named by a respondent.

Working Day(s): Every Monday through Friday, inclusive, of the Academic Year, excepting scheduled recesses (i.e. Thanksgiving, winter and mid-semester breaks, and breaks between semesters and sessions) but not excepting scheduled registration days and summer sessions, shall be designated as Working Day(s).

Other Related Information

Office of Campus Safety Emergency Guidebook
Paul Smith's College College Catalog: Academic Integrity Policy
Paul Smith's College Community Guide
Paul Smith's College Employee Handbook
Paul Smith's College Equal Opportunity Policy & Nondiscrimination Statement
Paul Smith's College Inclusivity Policy
Paul Smith's College Retaliation Policy
Paul Smith's College Sexual Misconduct Policy

Procedures

Reporting incidents, accidents, injuries, crimes, violations, suspicious activity and persons, complaints, concerns, and grievances.

Emergency

**Call 911
and then
Call Campus Safety 518-327-6300**

Academic Concern

Students

See your advisor or Center for Academic and Career Success (CACS).

Faculty

Raise a flag in Starfish.

Center for Academic and Career Success (respects privacy, but not confidential)
Joan Weill Adirondack Library, 2nd Floor, Center for Academic and Career Success
518-327-6046

Academic_Success@paulsmiths.edu
<https://www.paulsmiths.edu/cacs>

Faculty Office (respects privacy, but not confidential)
Pickett Hall, Faculty Office, Room 107
518-327-6232
facultyoffice@paulsmiths.edu

Office of the Provost (respects privacy, but not confidential)
Phelps Administration Building, Room 205
518-327-6247
provost@paulsmiths.edu
<https://www.paulsmiths.edu/about/office-of-the-provost>

Academic Integrity

Within seven (7) days of when academic dishonesty is suspected by or brought to the attention of the faculty member, the faculty member will make every effort to meet with the accused student(s) and attempt to ascertain the facts.

After the interview, if the faculty member believes that academic dishonesty has occurred, an Academic Integrity Report Form regarding the incident shall be completed with one copy sent to each of the following: the student, the Department Chair of the student's academic program, the Department Chair of the course's Department, the Registrar, and the Provost.

Refer to the Academic Policies and Procedures, found in the College Catalog, for more information.



ADA Complaint

ADA Compliance (respects privacy, but not confidential)

Coordinator of Accommodative Services

Joan Weill Adirondack Library, Accommodative Services Office, Room 207

(518) 327-6415

accommodativeservices@paulsmiths.edu

<https://www.paulsmiths.edu/accommodativeservices>

U.S. Department of Justice

Civil Rights Division

950 Pennsylvania Avenue, NW

4CON, 9th Floor

Washington, DC 20530

1-800-514-0301 (voice)

1-800-514-0383 (TTY)

ada.gov

Clery Act Compliance Complaint

Director of Compliance (respects privacy, but not confidential)

Phelps Smith Administration Building, Compliance Office, Room 001

518-327-6451

campussafety@paulsmiths.edu

U.S. Department of Education

Clery Act Compliance Division

1-800-433-3243

clery@ed.gov

Crime

Office of Campus Safety (respects privacy, but not confidential)

Campus Safety Building

518-327-6300

campussafety@paulsmiths.edu

<https://www.paulsmiths.edu/campussafety>

New York State Police, Troop B

1097 NYS Route 86, Box 100

Ray Brook, New York 12977-0100

518-897-2000

nyspmail@troopers.ny.gov / crimetip@troopers.ny.gov

<https://troopers.ny.gov/location/troop-b>



Discrimination and Harassment

Related to Title IX (sexual misconduct)

Title IX Coordinator and Director of Compliance (respects privacy, but not confidential)

Phelps Smith Administration Building, Compliance Office, Room 001

518-327-6451

hr@paulsmiths.edu or campussafety@paulsmiths.edu

<https://www.paulsmiths.edu/title-ix>

Related to ADA and Section 504 (disability)

Coordinating Officer - Section 504/ADA Compliance (respects privacy, but not confidential)

Coordinator of Accommodative Services

Joan Weill Adirondack Library, Center for Accommodative Services, Room 207

518-327-6415

accommodativeservices@paulsmiths.edu

<https://www.paulsmiths.edu/accommodativeservices>

Related to Equal Employment Opportunity Act

Affirmative Action Officer (respects privacy, but not confidential)

Director of Human Resources

Phelps Administration Building, Office of Human Resources, Room 002

518-327-6242

hr@paulsmiths.edu

<https://www.paulsmiths.edu/humanresources>

Other

Office of Campus Safety (respects privacy, but not confidential)

Campus Safety Building

518-327-6300

campussafety@paulsmiths.edu

<https://www.paulsmiths.edu/campussafety>

Human Resources (respects privacy, but not confidential)

Phelps Administration Building, Human Resources Office, Room 002

518-327-6400

hr@paulsmiths.edu

<https://www.paulsmiths.edu/humanresources>

Employee Assistance Program (confidential resource)

EAP is an Employee Assistance Program which is a short-term counseling service offered to Paul Smith's College employees and all of their household members FREE OF CHARGE.

22 U S Oval – Suite 218

Plattsburgh, NY 12903

518-563-8293 or 1-800-724-0747

easmail@bhsn.org

www.bhsn.org



Student Counseling Services (confidential resource)

Provides counseling and mental health services to Paul Smith's College students free of charge

Joan Weill Student Center, Student Counseling Center, Room 017

518-327-6358

counselingcenter@paulsmiths.edu

<https://www.paulsmiths.edu/studentcounseling>

Student Health Services (confidential resource)

Provides general medical treatment and medical services to Paul Smith's College students

Joan Weill Student Center, Student Health Services, Room 003

518-327-6319

healthservices@paulsmiths.edu

<https://www.paulsmiths.edu/student-health-services>

Accommodative Services (respects privacy, but not confidential)

Joan Weill Adirondack Library, Room 207

518-327-6415

accommodativeservices@paulsmiths.edu

<https://www.paulsmiths.edu/accommodativeservices>

Diversity, Equity, and Inclusion Council (respects privacy, but not confidential)

Joan Weill Student Center, DEI Office, Room 011

diversity@paulsmiths.edu

<https://www.paulsmiths.edu/campus-life/diversity>

Student Life and Housing (respects privacy, but not confidential)

Joan Weill Student Center, Residence Life Office, Room 005

518-327-6493

residencelifeandhousing@paulsmiths.edu

<https://www.paulsmiths.edu/housing>

External Resources

External anti-discrimination and anti-harassment resources are also available.

New York State Division of Human Rights

Enforces New York State Human Rights Law, which protects you from discrimination in areas such as employment, education, credit, and purchasing or renting a home or commercial space based on race, creed, color, national origin, sexual orientation, military status, sex, age, marital status, domestic violence victim status, disability, pregnancy-related condition, predisposing genetic characteristics, prior arrest or conviction record, gender identity or expression, familial status, lawful source of income (in housing only), and retaliation for opposing unlawful discriminatory practices.

One Fordham Plaza, 4th Floor

Bronx, NY 10458

1-888-392-3644

TDD/TTY 718-741-8300

infor@dhr.ny.gov / complaints@dhr.ny.gov / accessibility@dhr.ny.gov

<https://dhr.ny.gov/>



Equal Employment Opportunity Commission (EEOC)
Enforces federal laws that prohibit discrimination against a job applicant or an employee because of the person's race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability or genetic information

131 M Street, NE
Washington, DC 20507
1-800-669-4000
1-800-669-6820 (TTY)
1-844-234-5122 (ASL)
info@eoc.gov
<https://www.eoc.gov>

U.S. Department of Education, Office for Civil Rights (OCR)
Enforces federal civil rights laws that prohibit discrimination in programs or activities that receive federal financial assistance from the Department of Education

Lyndon Baines Johnson Department of Education Building
400 Maryland Avenue, SW
Washington, DC 20202
1-800-421-3481
ocr@ed.gov
<https://www2.ed.gov/about/offices/list/ocr>

Refer to the Paul Smith's College Equal Opportunity & Nondiscrimination Policy, and the Inclusivity Policy for more information.

Employee Behavioral Issue

Immediate Action Needed

Office of Campus Safety (respects privacy, but not confidential)
Campus Safety Building
518-327-6300
campussafety@paulsmiths.edu
<https://www.paulsmiths.edu/campussafety>

Non-Emergent

Report to your supervisor.

Human Resources (respects privacy, but not confidential)
Phelps Administration Building, Human Resources Office, Room 002
518-327-6400
hr@paulsmiths.edu
<https://www.paulsmiths.edu/humanresources>



Employee Conflict

Contact your supervisor.

Any member of the College community may request a workplace mediation to resolve a serious dispute. The request must be in writing, and include a concise statement of the nature of the dispute. The request should be directed to the appropriate Vice President, or alternatively, to the Director of Human Resources, who will refer the request to a Vice President.

Refer to the College Conflict Resolution Policy for more information.

Employee Grievance

A “grievance” is an alleged violation of policy or procedure contained within the Employee Handbook. The handbook defines the relationship and rules that exist between the employee and the College, and a grievance exists only if there is a claim that an existing policy has been violated by the College. A complaint over a matter outside the handbook cannot be taken through a grievance process. Instead, it may later serve as a basis for amending the handbook. This grievance procedure applies to exempt and non-exempt staff only. Grievances must be submitted in a standard format.

Refer to the College Employee Grievance Policy for more information.

Facility Issue

Facilities Department

Facilities Building

518-327-6438

facilities@paulsmiths.edu

<https://www.paulsmiths.edu/facilities>

After Hours and Emergent

Office of Campus Safety (respects privacy, but not confidential)

Campus Safety Building

518-327-6300

campussafety@paulsmiths.edu

<https://www.paulsmiths.edu/campussafety>

Federal Educational Rights and Privacy Act (FERPA)

Questions regarding FERPA or any college policies related to it may be directed to the Registrar's Office.

Registrar (respects privacy, but not confidential)

Phelps Administration Building, Registrar's Office, Room 113

518-327-6231

registrar@paulsmiths.edu

<https://www.paulsmiths.edu/registrar>



Fire Safety/Code Concern

Office of Campus Safety (respects privacy, but not confidential)
Campus Safety Building
518-327-6300
campussafety@paulsmiths.edu
<https://www.paulsmiths.edu/campussafety>

Injury

All injuries occurring on campus property, employees who are injured while working, and students who are injured while participating in a College sponsored event/activity must be reported to the Office of Campus Safety.

Office of Campus Safety (respects privacy, but not confidential)
Campus Safety Building
518-327-6300
campussafety@paulsmiths.edu
<https://www.paulsmiths.edu/campussafety>

College employees, including student employees, who are injured while working must be reported to Human Resources. The injured party and their supervisor must fill out and submit the Paul Smith's College Incident (employee injury) Report Form.

Human Resources (respects privacy, but not confidential)
Phelps Administration Building, Human Resources Office, Room 002
518-327-6400
hr@paulsmiths.edu
<https://www.paulsmiths.edu/humanresources>

IT Issue

IT Department
Joan Weill Adirondack Library, IT Office, Room 112
518-327-6465
helpdesk@paulsmiths.edu
<https://www.paulsmiths.edu/technology-services>

Lost and Found Property

Office of Campus Safety (respects privacy, but not confidential)
Campus Safety Building
518-327-6300
campussafety@paulsmiths.edu
<https://www.paulsmiths.edu/campussafety>



Medical Response

Immediate Action Needed

Office of Campus Safety (respects privacy, but not confidential)

Campus Safety Building

518-327-6300

campussafety@paulsmiths.edu

<https://www.paulsmiths.edu/campussafety>

Call 911

For Non-Emergent Student Medical Response

Student Health Services (confidential resource)

Provides general medical treatment and medical services to Paul Smith's College students

Joan Weill Student Center, Student Health Services, Room 003

518-327-6319

healthservices@paulsmiths.edu

<https://www.paulsmiths.edu/student-health-services>

For Non-Emergent Employee Medical Response

See your medical practitioner off campus.

Mental Health Concern

Immediate Action Needed

Office of Campus Safety (respects privacy, but not confidential)

Campus Safety Building

518-327-6300

campussafety@paulsmiths.edu

<https://www.paulsmiths.edu/campussafety>

Student Non-Emergent

Raise a Starfish Flag.

Student Counseling Center (confidential resource)

Provides counseling and mental health services to Paul Smith's College students free of charge

Joan Weill Student Center, Student Counseling Center, Room 017

518-327-6358

counselingcenter@paulsmiths.edu

<https://www.paulsmiths.edu/studentcounseling>

Employee Non-Emergent

Human Resources (respects privacy, but not confidential)

Phelps Administration Building, Human Resources Office, Room 002

518-327-6400

hr@paulsmiths.edu

<https://www.paulsmiths.edu/humanresources>



Employee Assistance Program (confidential resource)

EAP is an Employee Assistance Program which is a short-term counseling service offered to Paul Smith's College employees and all of their household members FREE OF CHARGE.

22 U S Oval – Suite 218

Plattsburgh, NY 12903

518-563-8293 or 1-800-724-0747

easmail@bhsn.org

www.bhsn.org

Missing Person

Office of Campus Safety (respects privacy, but not confidential)

Campus Safety Building

518-327-6300

campussafety@paulsmiths.edu

<https://www.paulsmiths.edu/campussafety>

Motor Vehicle Accident

Motor Vehicles Accidents that occur on campus, and motor vehicle accidents that involve a College vehicle (whether on campus property or not) must be reported to the Office of Campus Safety immediately. Motor vehicle accidents that involve a College vehicle that occur off campus, must also be reported to the local law enforcement agency.

Office of Campus Safety (respects privacy, but not confidential)

Campus Safety Building

518-327-6300

campussafety@paulsmiths.edu

<https://www.paulsmiths.edu/campussafety>

New York State Department of Motor Vehicles requires that you must report within 10 days any accident occurring in New York State causing a fatality, personal injury, or damage over \$1,000 to the property of any one person. Failure to do so within 10 days is a misdemeanor. Your license and/or registration may be suspended for failure to report the accident on time.

Motor vehicle accidents involving a College vehicle must also be reported to the Facilities Fleet Manager.

Facilities

Fleet Manager

Facilities Building, Shipping and Receiving

518-327-6366

facilities@paulsmiths.edu

<https://www.paulsmiths.edu/facilities>



Parking and Vehicle Traffic Complaint

Office of Campus Safety (respects privacy, but not confidential)
Campus Safety Building
518-327-6300
campussafety@paulsmiths.edu
<https://www.paulsmiths.edu/campussafety>

Property Damage

Office of Campus Safety (respects privacy, but not confidential)
Campus Safety Building
518-327-6300
campussafety@paulsmiths.edu
<https://www.paulsmiths.edu/campussafety>

Residence Hall Violation

Student Life and Housing (respects privacy, but not confidential)
Joan Weill Student Center, Residence Life Office, Room 005
518-327-6493
residencelifeandhousing@paulsmiths.edu
<https://www.paulsmiths.edu/housing>

Report to your Resident Assistant.

Report to the Director of Student Life and Housing.

Facilities Issue

Facilities Department
Facilities Building
518-327-6438
facilities@paulsmiths.edu
<https://www.paulsmiths.edu/facilities>

Safety Concern

Office of Campus Safety (respects privacy, but not confidential)
Campus Safety Building
518-327-6300
campussafety@paulsmiths.edu
<https://www.paulsmiths.edu/campussafety>

Security Concern

Office of Campus Safety (respects privacy, but not confidential)
Campus Safety Building
518-327-6300
campussafety@paulsmiths.edu
<https://www.paulsmiths.edu/campussafety>



Sexual Misconduct and/or Sexual Harassment

You have the right to make a report to campus safety, local law enforcement, and/or state police or choose not to report; to report the incident to your institution; to be protected by the institution from retaliation for reporting an incident; and to receive assistance and resources from your institution.

Those who believe they have been subjected to sexual harassment, any form of sexual misconduct, domestic violence, dating violence or stalking are encouraged to file a report as soon as possible after the incident takes place.

Individuals are encouraged to report sexual harassment or other sexual misconduct to the following offices and individuals, who have been specifically trained to receive and respond to allegations of violations of this policy:

Director of Compliance, Title IX Coordinator (respects privacy, but not confidential)
Phelps Administration Building, Compliance Office, Room 001
518-327-6451
hr@paulsmiths.edu or campussafety@paulsmiths.edu
<https://www.paulsmiths.edu/title-ix>

Office of Campus Safety (respects privacy, but not confidential)
Campus Safety Building
518-327-6300
campussafety@paulsmiths.edu
<https://www.paulsmiths.edu/campussafety>

Human Resources (respects privacy but not confidential)
Phelps Administration Building, Human Resources Office, Room 002
518-327-6400
hr@paulsmiths.edu
<https://www.paulsmiths.edu/humanresources>

Students may also report to any employee, including members of the Office of Campus Safety, the Director of Student Life and Housing, the Coordinator of Community Standards, the Dean of Students, the Director of Human Resources, faculty member, or any athletic coach.

While these individuals and other employees are not confidential resources, even Paul Smith's College offices and employees who cannot guarantee confidentiality will maintain one's privacy to the greatest extent possible. This means that the information relayed to such non-confidential offices/employees will be relayed only as necessary for the Title IX Coordinator to investigate and/or seek a resolution.

Refer to the Paul Smith's College Sexual Misconduct Policy, the Student Bill of Rights, and the Resources Form for more information.

Stolen/Missing Property (Larceny/Theft)

Office of Campus Safety (respects privacy, but not confidential)

Campus Safety Building

518-327-6300

campussafety@paulsmiths.edu

<https://www.paulsmiths.edu/campussafety>

Student Behavioral Issue

Immediate Action Needed

Office of Campus Safety (respects privacy but not confidential)

Campus Safety Building

518-327-6300

campussafety@paulsmiths.edu

<https://www.paulsmiths.edu/campussafety>

Non-emergent

Raise a Starfish Flag.

Student Grievance

The Student Grievance and Appeal Procedure provides a process for resolving student disputes with faculty, staff, and administrators. This procedure shall be used for grievances initiated by students for matters that a student believes are the result of discrimination or harassment as defined by the College's Non-Discrimination Notice, which is published in the College Catalog and appears in Section 10.2 of the *Community Guide*. Throughout the grievance procedure, the burden of proof is on the grievant and requires presentation of evidence sufficient to support the claim.

Dean of Students (respects privacy, but not confidential)

Joan Weill Adirondack Library, Room 205

518-327-6059

cbringley@paulsmiths.edu

<https://www.paulsmiths.edu/campus-life>

Refer to the Paul Smith's College Community, Chapter 1: Student Rights and Responsibilities for more information.

Suspicious Behavior and/or Activity

Office of Campus Safety (respects privacy, but not confidential)

Campus Safety Building

518-327-6300

campussafety@paulsmiths.edu

<https://www.paulsmiths.edu/campussafety>



Title IX Complaint

Director of Compliance, Title IX Coordinator (respects privacy, but not confidential)
Phelps Administration Building, Compliance Office, Room 001
518-327-6451
hr@paulsmiths.edu or campussafety@paulsmiths.edu
<https://www.paulsmiths.edu/title-ix>

U.S. Department of Education
Office of Civil Rights
1-800-421-3481
ocr@ed.gov
<http://www2.ed.gov/about/offices/list/ocr/complaintintor.html>

Utility Issue

Emergent
Office of Campus Safety (respects privacy, but not confidential)
Campus Safety Building
518-327-6300
campussafety@paulsmiths.edu
<https://www.paulsmiths.edu/campussafety>

Non-Emergent
Facilities Department
Facilities Building
518-327-6438
facilities@paulsmiths.edu
<https://www.paulsmiths.edu/facilities>

Violation of College Policy

Office of Campus Safety (respects privacy, but not confidential)
Campus Safety Building
518-327-6300
campussafety@paulsmiths.edu
<https://www.paulsmiths.edu/campussafety>

Violation of Law

Office of Campus Safety (respects privacy, but not confidential)
Campus Safety Building
518-327-6300
campussafety@paulsmiths.edu
<https://www.paulsmiths.edu/campussafety>

New York State Police, Troop B
1097 NYS Route 86, Box 100
Ray Brook, New York 12977-0100
518-897-2000
nyspmail@troopers.ny.gov / crimetip@troopers.ny.gov
<https://troopers.ny.gov/location/troop-b>

Forms

Paul Smith's College Incident (Employee Injury) Report Form
Sexual Misconduct Report Form
Student Grievance Form
New York State Department of Motor Vehicles Accident Form, MV-104

Authority

History

N/A

Appendices

On Campus and Off Campus Resources