2010 Annual Security Report
Jeanne Clery Disclosure of Campus Security Policy
and Campus Crime Statistics Act
Cornell is part of the county-wide emergency response system, and Cornell Police is the on-campus 911 liaison and a primary emergency response agency.

Call 911

**What is a 911 emergency?**
It’s any situation that requires an immediate police, fire, or medical response to preserve life or property. These include:
- an assault or immediate danger of assault
- a chemical spill
- someone choking
- a crime in progress
- a drowning
- a fire
- a serious injury or illness
- a situation involving weapons

**How can I call 911 on campus?**
- On 253-, 254-, and 255-prefix Cornell-system phones, lift the receiver, wait for the dial tone, and press 911. There’s no need to press 9 first for an outside line.
- On Cornell Blue Light and other campus emergency phones, just lift the receiver or press the button. These phones all have a direct connection to Cornell Police for emergencies, assistance, or information.
- On pay phones, lift the receiver, wait for the dial tone, and press 911. No coin is needed.
- On other non–Cornell-system phones, lift the receiver, wait for the dial tone, and press 911.

**When should I NOT call 911?**
In an emergency, seconds count. Use 911 only for emergencies—misuse of 911 may delay response to a legitimate emergency. And it’s against the law.
Don’t call 911 to report:
- minor auto accidents
- a crime no longer in progress and not requiring an immediate response to preserve life or property
- disabled vehicles
- a loud party
- missing property
- telephone, cable, or power outages
- or to check on weather, road conditions, or Cornell’s operating status.

**How do I reach Cornell Police to report a nonemergency on-campus incident?**
Call 5.1111 on a Cornell-system phone or 255.1111 on a non–Cornell system phone. Or pick up a Blue Light or other campus emergency phone. Use this number for information and general assistance, too.

**Making an international call from a campus phone?**
Dial the initial “9-011” carefully. Missing the “0” causes the phone to call Cornell Police, even if you continue to dial the remaining numbers. If this happens, do not hang up, but stay on the phone until the Cornell Police dispatcher ends the conversation.

**Calling 911 from a Cellular Phone**
If you call 911 on a cellular phone on campus (or anywhere in Tompkins County), your call will be routed to the Tompkins County 911 Center. Describe as clearly as possible the location and nature of the emergency and the call will be routed to Cornell Police or to another local emergency-response agency.

---

**IMPORTANT NUMBERS FOR NONEMERGENCIES:**

- Advocacy Center (Domestic Violence and Youth Sexual Abuse) 607.277.3203, 607.277.5000 (24-hour hotline)
- Cayuga Heights Police Department 607.257.1011
- Child Abuse and Maltreatment Register (New York State) 800.342.3720
- Cornell Police 607.255.1111
- Dryden Police Department 607.844.8118
- Gannett Health Services 607.255.5155
- Groton Police Department 607.898.3131
- Ithaca College Public Safety 607.274.3353
- Ithaca Police Department 607.272.9973 or 607.272.3245
- New York State Park Police 607.387.7041 ext. 102
- New York State Police 607.273.4671 or 607.347.4440
- Tompkins County Fire and Ambulance 607.273.8000
- Tompkins County Sheriff’s Department 607.272.2444
- Tompkins County Stop DWI 607.274.5524
- Trumansburg Police Department 607.387.6505

Check out the Cornell Police website, www.cupolice.cornell.edu, for the latest information about safety and security issues on campus, including recent “daily crime logs” that list police activity.
Partnerships in Safety

The Cornell University Police Department serves as the vital link between those in need and the many resources both on and off campus. Our staff consists of highly trained, certified law enforcement officers supported by an outstanding group of civilian employees, making our department one of the finest IACLEA internationally-accredited law enforcement agencies in the country. I am proud to lead this group of dedicated professionals who are committed to providing a safe and secure environment for our students, faculty, staff, and visitors.

Every fall the Cornell Police sends notice of publication of the Annual Security Report and provides easy access to the Campus Watch in order to provide university students, faculty, and staff with basic information that can help make their experiences at our university safer and more enjoyable. Campus Watch is available on our website to everyone, or you may request a printed copy through our office.

The Cornell campus has an idyllic setting that is relatively crime free. Our community numbers more than 30,000 people, with thousands more coming and going each day. Consequently, there are bound to be at least a few individuals who are ready to take what is not theirs or cause harm to others, and we need you to remain aware of your surroundings.

Please call us whenever you see anything suspicious, if you feel threatened, have a safety concern, or simply see a need for expanded police services to meet the community’s needs. Our department promotes the concept that its employees are public-safety service providers and Cornell community members are their customers. We encourage everyone to take part in developing their own personal safety plans and strive to develop partnerships with Cornell students, faculty, and staff members. These partnerships serve to assist us in providing the highest level of services 24 hours a day, 365 days a year.

Everyone wants a positive experience at Cornell. Pledging to act sensibly, honestly and with an attitude of mutual respect means that your time spent at Cornell will be both productive and enjoyable. Cornell Police stand ready to assist you in any way possible. We can be reached 24 hours a day by calling 607.255.1111. Remember our number. Program it into your cell phone for on-campus emergencies. Of course, you also can always call 911 and help will be on the way.

Here’s to an enjoyable, productive, and safe 2011-2012 academic year.

Kathy Zoner
Chief, Cornell Police
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This publication provides an overview of services available to Cornell students and faculty and staff members. As we go to press, the entries you find here are current and correct. But phone numbers, hours, even services change. If you have difficulty contacting one of the service providers listed here, please contact Cornell Police for current information.
Cornell University Police Department

G2 Barton Hall
607.255.1111 (255.1111 within the Cornell phone system)

The Cornell University Police department is an internationally accredited organization that operates 24 hours a day, 365 days a year, from its headquarters in Barton Hall. To contact the department for general information and assistance, call 607.255.1111 or use a Blue Light or other campus emergency telephone. In an emergency, call 911, use a Blue Light or other campus emergency phone.

As the law enforcement agency for the Cornell University community, Cornell Police’s mission is to protect lives and property, maintain order, prevent crimes, receive and investigate reports of crimes, and provide other law-enforcement services—basically the same duties as those of other law-enforcement agencies. In addition, the department is responsive to the special needs of the large and diverse Cornell community—a community made up of people who come from across the United States and world to study and work at Cornell.

The Cornell Police, or CUPD, is commissioned by New York State with the authority and responsibility to enforce all applicable local, state, and federal laws. Officers have the authority and duty to conduct criminal investigations, arrest violators, and suppress campus crime. CUPD officers are duly sworn peace officers as set forth in Section 2.20 of the New York State Criminal Procedure Law and as authorized by New York State Education Law Sections 5708 and 5709, authorized to carry firearms, and have the same authority as municipal police officers to use police powers of arrest.

CUPD has authority within grounds or premises owned or administered by Cornell University including any public highway that crosses or adjoins such property and shares jurisdiction with local agencies in adjacent areas. In addition, the CUPD may also respond to off-campus addresses that house affiliated programs such as fraternities and sororities. The Cornell Police have a Memorandum of Understanding with the Ithaca Police Department. Local police typically provide information regarding Cornell affiliates who come to their attention in areas adjacent to campus.

The department has 71 members, 51 of them sworn officers who patrol the campus on foot, in vehicles, and on bicycles. They are divided into three main areas: Office of the Chief, Administrative Division, and Operations Division.

The officers reflect a broad spectrum of backgrounds and interests. During a rigorous application process, Cornell Police Officers are selected for their dedication, sensitivity, communication skills, and high respect for the special public trust bestowed on law-enforcement officials. Officers complete the 629-hour Metropolitan Police Training Council, or MPTC, the certified Basic Course for Police Officers training, and then are assigned to a field training officer to learn about the Cornell environment. Continual education and training throughout an officer’s career are essential, allowing officers to keep current with technical and social changes that effect and mold the campus, our society, and the law-enforcement profession.

Office of the Chief

The office of the Chief consists of the Business Manager, the Clery Law Compliance and Support Administrator, and the Executive Assistant to the Chief, all who report directly to Chief Kathy Zoner. The Business Manager is primarily responsible for the department’s budget, payroll, and personnel actions including ongoing recruiting and hiring. The Clery Law Administrator is responsible for university compliance to all Clery requirements and Access Control Management for the university.

In 2010, the department continued ongoing efforts to identify, recruit, and hire excellent, diverse, sworn, and non-sworn employees.

Administrative Division

The Administration Division is directed by Deputy Chief Robert MacHenry and includes the agency’s Records and Communications Unit, Accreditation, Crime Prevention, the Office of Professional Development, and the Office of the Administrative Sergeant.

Crime Prevention Unit (CPU)

The CPU coordinates all of the Cornell Police safety and security programs. It is staffed with two full-time Crime Prevention Officers engaged in many initiatives.

Outreach programs to both students and staff include safety and security forums about subjects such as active shooter awareness, workplace violence, personal safety concerns, alcohol awareness, and the Child Safety Seat installations for the campus community.

The CPU maintains the emergency Blue Light System on campus and ensures compliance with campus policy regarding alarm system installation, training and scheduled testing. Key management for the entire campus is also coordinated thru the CPU, and CPU is involved in the environmental design of new and renovated facilities on campus to ensure the continuity of function, security, and safety for the facility users.

Records and Communications Center

Cornell University Police operates its own 911 center staffed by 13 full-time telecommunications officers supervised by Mark Conrad. The 911 center operates 24 hours per day, seven days per week, 365 days per year. The telecommunications officers receive certifications...
for both Basic and Advance public safety dispatch training provided by the Association of Public Safety Communications Officers, or APCO. The 911 center uses Spillman Technologies for their records management and statistical gathering. In addition the 911 center is responsible for the maintenance and emergency operation of the university’s emergency notification systems, including voice and SMS messaging, email, and sirens.

In 2010 the communications center received 42,598 calls for service and 8,901 911 calls. The 911 center received approximately 16,000 fire and maintenance signals. The Cornell University Communications Center also serves as a back-up center for Tompkins County 911.

Accreditation
The Cornell Police department was accredited by the International Association of Campus Law Enforcement Administrators, IACLEA, in 2010. To maintain accreditation, Sergeant Daniel Murphy, who oversees the management of the department’s accreditation program, must periodically review department policies and procedures, develop new policies and procedures to maintain compliance with new or revised standards, and maintain files demonstrating continued compliance with all 240 IACLEA standards.

Office of Professional Development (OPD)
The Office of Professional Development, or OPD, is directed by Sergeant Philip Mospan. This office coordinates the efforts of 28 certified police instructors to provide training that often exceeds federal and state law enforcement minimum standards while remaining sensitive to the special needs of the campus environment. Department instructors teach at regional police academies and share their expertise with other local law enforcement. The domestic violence instructor serves on a state review committee for the continued development of policy and curriculum for police response to domestic violence.

Professional development is generally broken down into three areas: formal training, departmental in-service training, and Cornell University training. Formal training initiatives within the past year include the Campus Threat Assessment Team training and active shooter response scenarios. This year, the in-service training initiatives that were focused on included active shooter on campus, racial profiling, and hate crime investigation updates.

Office of the Administrative Sergeant
Administrative Sergeant Rich Gourley is responsible for the department’s vehicle fleet. The job includes coordinating the purchase and outfitting of vehicles, fleet maintenance, and fuel operations. Sergeant Gourley is also responsible for product research, procurement, and maintenance of all equipment and supplies used by the Cornell Police.

Operations Division
The Operations Division is directed by Deputy Chief David Honan and includes the agency’s two sections: Patrol and Major Investigations.

Patrol
The Patrol section provides community-focused patrol services to Cornell students, faculty, staff and visitors using vehicle, foot, and bicycle patrol. Managed by Lieutenant Jeff Montesano, the patrol section governs specialized services such as explosives detection canine, honor guard, directed criminal patrols, and traffic enforcement details.

The Patrol section also provides police services for special events and works with campus departments such as the Office of Fraternity and Sorority Affairs, Athletics, Community Development, and Student Organizations. A Patrol section sergeant directs the operations of the Cornell Police Auxiliary, or CPA, security guard-trained teams—serving as eyes and ears for CUPD sworn officers and providing walking escort services for the Cornell community.

Officer Noterfonzo and K-9 Reggie
**Major Investigations**

The Major Investigations section is managed by Lieutenant David Nazer and is staffed by full-time investigators who investigate all major crimes and conduct follow-up investigations on cases forwarded from the patrol section.

The Major Investigations section is responsible for coordinating and providing security to dignitaries who visit campus, coordination with the New York State Department of Homeland Security, managing lost and found, processing crime scenes and evidence. Lieutenant Nazer also oversees the Special Projects Sergeant who reviews, approves, and arranges staffing for the numerous special events on campus.

**Special Events Planning**

Special Projects Sergeant Anthony Piedigrossi manages special events planning. He reviews, approves, and arranges staffing for the numerous special events on campus.

If you are planning an event on campus:

- Complete a Use of University Property Form (UUP) at http://www.activities.cornell.edu/EventReg/.
- Contact Sergeant Piedigrossi at 255.7759 or by email at aap10@cornell.edu.
- For events where alcohol will be served, read the Policy on Alcohol and Drugs at http://www.dfa.cornell.edu/dfa/treasurer/policyoffice/policies/volumes/governance/alcohol.cfm to ensure you are aware of all of the risks associated with consuming alcohol, and the need to prevent the harm that results from its misuse and abuse.
- For fraternity and sorority events, contact the Office of Fraternity and Sorority Affairs at 607.255.2310 or stop by 541 Willard Straight Hall.

**Preparation of the Clery Report**

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act require colleges and universities to:

- publish an annual report every year by October 1 containing three years of campus crime statistics and certain campus security policy statements that are disseminated to the campus community and submitted to the U.S. Department of Education;
- disclose crime statistics for the campus, public areas immediately adjacent to or running through the campus, and certain non-campus facilities and remote classrooms. The statistics must be gathered from campus police or security, local law enforcement, and other university officials who have “significant responsibility for student and campus activities;”
- provide a policy statement and procedures for missing student notification;
- provide a policy statement and procedures for providing emergency notifications to the campus community when a significant threat or dangerous situation involving an immediate threat to the health and safety occurs;
- provide “timely warning” notices of those crimes that have occurred and pose an ongoing “threat to students and employees;” and,
- disclose in a public crime log “any crime that occurred on campus . . . or within the patrol jurisdiction of the campus police or the campus security department and is reported to the campus police or security department.”

The Cornell University Police Department, or CUPD, is responsible for preparing and distributing the Annual Security Report, Campus Watch, and crime statistics. The text for policy and practice sections is prepared with input and additional information from other university departments.

CUPD collects statistical information from campus security authorities and local municipal police departments including the Ithaca Police Department, the Cayuga Heights Police Department, the Tompkins County Sheriff’s Department, and the New York State Police. Please refer to pages eight and nine for the Cornell Clery crime statistics.

Each member of the university community receives an annual email describing the report and providing the web address for the posted documents. A hard copy of the Annual Security Report is provided upon request. For more information, contact the Cornell Police at 607.255.4393.

**Public Safety Advisory Committee**

Cornell’s Public Safety Advisory Committee, or PSAC, is composed of students, staff, and faculty members who advise Cornell Police on issues of public safety and victim’s advocacy. The committee also makes recommendations to improve campus-security policies and procedures and reviews issues that affect the overall safety and well-being of Cornell’s diverse community.

The PSAC is an associated committee of the University Assembly. Appointments to the committees are made annually through the University Assembly nomination process. Students, faculty, and staff members interested in the PSAC are invited to contact the Office of the Assemblies or the Chief of Cornell Police.

**Annual Fire Safety Report**

The Annual Fire Safety Report includes fire statistics for each on-campus student housing facility—including fire systems and drills conducted. The report also includes institutional policies and rules concerning fire safety, such as procedures for student housing evacuation.

You may obtain a copy of this report by contacting the Environmental Health and Safety Director at 607.255.8200. Or, go to http://www.ehs.cornell.edu/firesafetyreport. Campus Safety and Crime Prevention

**Reporting Incidents and Crimes**

Whether you are a victim or a witness, you have the responsibility to report crime. If a crime occurs on or around campus, report it immediately to the police.

- Emergencies: call 911
- Non-emergencies: call 607.255.1111

If you witness to a crime, an accident, a fire, or suspicious or threatening circumstances on or off campus—or perhaps you are the victim, it is either:

- an emergency requiring immediate police, fire, medical, or other response to preserve life or property; or
- not currently an emergency but requires attention.

Seconds can seem like hours. Knowing what to expect when making your report may help make the experience less stressful and more effective.
Cornell’s Campus Crime Statistics

Cornell University Police Statistical Crime Record

### Arrests/Referrals for Selected Offenses

<table>
<thead>
<tr>
<th>Offense Type</th>
<th>On Campus: including Residential Facilities</th>
<th>Residential Facilities Only</th>
<th>Public Property</th>
<th>Non-Campus Building or Property</th>
<th>Offense Type Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>DWI Arrests</td>
<td>3 0 6</td>
<td>1 0 0</td>
<td>14 25 37</td>
<td>2 0 1</td>
<td>19 25 44</td>
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<tr>
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<tr>
<td>Referral</td>
<td>177 232 111</td>
<td>114 171 90</td>
<td>34 17 48</td>
<td>34 9 4</td>
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<td>6 4 2</td>
<td>8 12 7</td>
<td>7 5 3</td>
<td>25 37 18</td>
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<tr>
<td>Drug Law Violations</td>
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<tr>
<td>Referral</td>
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<td>41 66 29</td>
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<td>0 3 0</td>
<td>80 139 54</td>
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<td>6 19 6</td>
<td>34 87 49</td>
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<td>Weapons Possession</td>
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</table>

### Hate Crimes

- **2010**: There were no reportable hate crimes.
- **2009**: There were no reportable hate crimes.
- **2010**: There were no reportable hate crimes.

*reported as required for the above crimes and for other crimes of bodily injury*
## Crimes Reported by Cornell University Officials or Other Law-Enforcement Agencies


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*Includes reports of incidents that occurred in non-university-owned residences adjacent to campus and used by students. Column totals are separate figures and are not expected to tally.

### Arrests/Referrals for Selected Offenses

<table>
<thead>
<tr>
<th>Offense Type</th>
<th>On Campus: including Residential Facilities</th>
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<td>Drug Law Violations</td>
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*For 2008, there was a large decrease in the number of alcohol-related violations reported by residential staff members. This may be due to the organizational improvements in controlling drinking on the last day of classes.

### Hate Crimes

- **2010**: There were no reportable hate crimes.
- **2009**: There were no reportable hate crimes.
- **2010**: There were no reportable hate crimes.

*reported as required for the above crimes and for other crimes of bodily injury

For definitions of Clery Act-reportable crimes, visit [www.cupolice.cornell.edu/annual_report/crimedefinitions.cfm](http://www.cupolice.cornell.edu/annual_report/crimedefinitions.cfm).
If reporting an emergency:
• act quickly but calmly.
• get to a safe place if possible.
• call 911 on any phone on the Cornell campus. You can also use a Blue Light or other campus emergency phone. (If you use a cell phone to dial 911, your call will be answered by the Tompkins County 911 Center and transferred to Cornell Police; if you are on campus, it may be quicker to dial 255.1111.)

If reporting a non-emergency:
• do not call 911.
• use the nonemergency number of the appropriate agency (see the inside front cover for list).

In either an emergency or a non-emergency, your first contact will most likely be a dispatcher. The dispatcher will need to obtain as much vital information from you as possible and relay it appropriately. Often, he or she will do so by radio. Remember, the questions are necessary, but you are not expected to know the answers to everything asked. Things that seem obvious or unimportant to you can be less apparent or more important to the dispatcher and to the responding agency. Expect to be asked for some or all of the following details:

Caller Identity and Location
• Your name and any other identifying information requested
• Telephone number and location you are calling from (if you called 911 on a Cornell phone or are using a Blue Light or other campus emergency phone, this will automatically be displayed on the Cornell Police switchboard).

Nature of Incident
• Fire: type and size of fire
• Medical: type of illness or injury and specific cause, if you know it
• Police: the crime or danger and descriptions of suspects, vehicles if any are involved, and the direction of their travel
• Chemical: chemicals involved, quantity, hazards, and injuries

Location of Incident
• Building name
• Room or apartment number
• Street address
• Landmarks near location if outdoors
• Stay on the line. Answer all questions. Let the dispatcher hang up first. If disconnected, call back immediately.

Silent Witness

At the Silent Witness website you can report confidentially any criminal or suspicious activity occurring on or adjacent to the Cornell campus. Email responses from the website are not continuously monitored, but they are checked regularly. Emergencies or criminal activities in progress should be reported immediately by calling 911.

When filling out the Silent Witness online form, please provide as much information as possible. An officer may contact you to clarify the information.

Emergency Phones
There are 123 Blue Light phones and 485 indoor emergency phones on campus. For direct connection to Cornell Police, lift the receiver or press the button.

Lost? Having car problems? Want to report a suspicious incident or a medical emergency? Need any other kind of assistance or information immediately? That is what these phones are for. As soon as the connection is activated, the location of the phone is displayed on the Cornell Police switchboard. If a caller does not or can not speak, an officer is immediately dispatched to the phone site.

Note: If calling to report an emergency on a phone at the entrance to a residence hall, push the “on” button, and then press 911.

Look for the Blue Lights
Cornell’s pioneering Blue Light program promotes and safeguards personal security and well-being on the Cornell campus, particularly at night. When a Blue Light Escort is requested, two members of the Cornell University Police Auxiliary accompany any member of the Cornell community or visitor to destinations on campus or near campus. If riding a bus, they will wait with you at the stop until the bus arrives.

Blue Light Escorts are members of the Cornell community hired and trained by Cornell Police. Each escort wears a highly visible uniform and is in direct radio contact with Cornell Police. To request an escort team, call 255.7373 on campus (607.255.7373 outside the campus system), or use one of the Blue Light phones on campus. The service operates from 8 p.m.—2 a.m. every day during the fall and spring semesters.

Telecommunications Officer Barb Klinko
CUP Police Auxiliary members Bill Hoffman and Michelle Fullagar
Blue Light and TCAT Buses
The Blue Light bus routes traverse the campus and fringe areas during the academic year. Matriculated students receive unlimited rides on all TCAT buses after 6 p.m. on weekdays and any time on Saturday and Sunday when using their Cornell ID card at the fare box. Route and schedule information are found at www.tcatbus.com.

Gorge Safety
Cascadilla and Fall Creek Gorges frame Cornell campus to the north and south—distinguishing the campus’ natural beauty, while providing unique opportunities to study geology and the ecology of remarkably different habitats within and around the gorges. Trails were built for all to explore and enjoy the stunning gorge landscapes safely.

Along with their beauty, the gorges bring potential danger. The forces that shaped these unique landscapes are still at work. Rocks continue to fall from cliff sides and stream currents are strong, though they often don’t appear to be. Through the misuse of our gorges, many people have been injured or killed, but most of these incidents could have been avoided.

While tempting on hot days, swimming in the gorges is extremely dangerous, and a serious threat of drowning exists. Swimming in the gorges is also prohibited by Chapter 250 of the City of Ithaca code, Peace and Good Order, which states, “No person shall bathe in, swim in, or for purposes of swimming and/or bathing enter any of the waters within the City of Ithaca except in the waters officially designated as swimming or bathing areas.”

Please read “The Gorges of Cornell, Path and Safety Information” located at http://www.risk.cornell.edu/pdfs/gorgebrochure.pdf. This brochure provides a path guide and advice for safety precautions while visiting the gorges.

The Cornell Police Bike Patrol
The Cornell Police bike patrol is a common and welcome sight on the university campus, providing community contact, cycling education, general, and special patrol services. The bike patrol is available all hours of the day or night, in most weather conditions, and is effective at parades, sporting events, and other special occasions.

Cornell Police Bike Patrol officers use specially equipped mountain bikes to provide police services to the Cornell community. All members are trained and certified by the state of New York in the safe, proper, and effective use of police mountain bikes for patrol purposes. Several Cornell Police Bike Patrol members have also served as instructors for this training, providing instruction for law-enforcement officers across the state.

These bike patrol officers respond to calls for service and medical emergencies, provide traffic control, and enforce the Cornell Campus Code of Conduct in addition to New York State laws. The bike unit can patrol walkways and courtyards that are inaccessible to vehicle traffic and can quickly respond in areas congested with vehicle or pedestrian traffic. The bike patrol is particularly well suited to enforce rules and regulations covering bicycle and pedestrian safety; however, increasing the public’s awareness of the importance of safety and considerately sharing the road is one of the unit’s most important responsibilities.

Missing Person Procedures
The Cornell Police must be notified immediately if a student is reported missing. To file a missing person report, call the Cornell Police at 607.255.1111 (or 255.1111 if on campus). Cornell University provides the campus community with the opportunity to contribute confidential emergency contact information to be used if they are officially reported as missing. This confidential contact information will be accessible only to authorized campus officials and will not be disclosed, except to law enforcement personnel, in furtherance of a missing person investigation. To register confidential emergency contact information see page 13, “Signing up for Emergency Notification Systems.”

If the Cornell Police determine that a student for whom a missing person report has been filed has been missing for more than 24 hours, then within the next 24 hours the department will:
• Notify the individual identified by the student to be contacted in such circumstances.
• If the student is under 18 years old, notify a parent or guardian.
• In cases where the student is over 18 and has not identified a person to be contacted, notify appropriate local law enforcement officials with a teletype message or other similar measure.

Emergency Notification
Pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the Cornell University Police Department provides notification to the university community in the form of Crime Alerts and Emergency Mass Notifications (voice, text, and sirens) when a significant criminal incident occurs on campus or in an area surrounding campus that represents a continuing public safety threat.

Decisions to disseminate a communication will be decided on a case-by-case basis in light of all the facts surrounding the crime and the continuing danger to the campus community. The purpose of the notification is to aid in the prevention of similar crimes by alerting the community about the incident and providing information on actions people can take to diminish their chances of being victimized.

Timely Warnings
In the event that a situation arises, either on or off campus, that, in the judgment of the Chief of Cornell Police or his/her designee, constitutes a serious or continuing threat to students and employees or the greater institution community, a campus wide “timely warning” will be issued. The warning will be sent as a Crime Alert using the institution’s MailBlaster system. It will also be posted after the initial mailing on the university’s website, http://www.cupolice.cornell.edu/alerts.cfm.
Safety Tips: Do’s and Don’ts

- **Do** advise Cornell Police immediately of any suspicious person or circumstance in your residence hall or elsewhere on campus.

- **Do** keep only small sums of cash in your room or office or with you.

- **Do** lock your car doors when you leave your vehicle unattended, and place packages and other items out of sight—preferably in the trunk.

- **Do** participate in Cornell’s key-tag program, which will enable lost or stolen keys to be returned to you by Cornell Police.

- **Do** participate in Cornell Police’s Operation ID program, which enables you to permanently mark your personal property.

- **Do** report an emergency by calling 911 or using any Blue Light or other campus emergency phone. For general information or other nonemergency assistance, call Cornell Police at 607.255.1111.

- **Do** use the Blue Light bus, escort, and phone services.

- **Don’t** attach personal ID information to your keys.

- **Don’t** bring irreplaceable property and heirlooms to the campus.

- **Don’t** go out at night or away for the weekend without telling a roommate, family member, or friend where you are going, with whom, and when you will return.

- **Don’t** hitchhike—and be wary of giving a stranger a ride. Controlling a situation inside a moving vehicle can be difficult. Use public transit or ride with a friend, and notify the appropriate authorities if someone appears to need assistance.

- **Don’t** leave books, jackets, backpacks, or other personal items of value unattended anywhere on campus.

- **Don’t** leave your unoccupied residence or office unlocked—and don’t prop exterior building doors open. Most thefts in college residence halls occur when outer and inner doors are left open. Lock your door even if you will be gone only briefly.

- **Don’t** lend your keys, your ID, or your credit cards to anyone, including a friend or roommate.

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These Crime Alerts contain a brief description of the incident; the date, time, and location of the incident; and precautions to take; however, they will not provide details as found in a press release or news article. The amount and type of information presented in the warning will also vary depending on the circumstances of the crime. A warning that could jeopardize a criminal investigation will not be distributed.

Significant criminal incidents that might elicit a timely warning include, but are not limited to crimes of violence or patterns of property crimes. Anyone with information warranting a timely warning should report the circumstances to the Cornell Police, by phone (255.1111) or in person at the dispatch center in Barton Hall.

A comprehensive test is conducted once a quarter (unless the system has been used for a specific university purpose prior to testing). An analysis is completed immediately after the test. Any gaps requiring action are identified and remedied immediately. Additional testing may be required after fixes are completed. Documentation of the usage or quarterly tests is retained by the Clery Law Compliance and Support Administrator. All instances of usage of the MailBlaster system for Crime Alerts for 2010 were successful.

**Emergency Mass Notifications**

In the event that a situation arises, either on or off campus, that, in the judgment of the Chief of Cornell Police or his/her designee, constitutes a significant emergency or dangerous situation involving an immediate threat to the health or safety of the university community, an Emergency Mass Notification, or EMN, is written and distributed, **without delay**, to the entire university community using one or many of the campus EMN systems. An emergency mass notification would not be distributed only if it could compromise efforts to contain the emergency.

Notification will be sent via Voice and SMS (text) messaging to community members who have opted into the university voice and SMS (text) messaging systems. Redundant systems are in place to complete this notification. Sirens/public address messages will be activated to the four towers on campus. Email notification will be sent using the university’s MailBlaster system.

All messages will contain a brief description of the incident and precautions to take. Following the immediate notification from any of these systems, the campus community is advised to go to a safe location and monitor [www.cornell.edu/about/status](http://www.cornell.edu/about/status) for additional information and instructions.

Comprehensive tests are conducted once a semester for the voice/text messaging and siren/PA systems, and an analysis is completed immediately after the test. Any gaps requiring action are identified and remedied immediately. Additional testing may be required after fixes are completed. The campus community and surrounding municipalities are notified in advance of the tests. After the test, results are posted on the university’s CUIInfo website. In addition, the Siren/PA systems are tested once a month through a “silent test”. Comprehensive tests are conducted once a semester for the voice/text messaging and siren/PA systems, and an analysis is completed immediately after the test. Any gaps requiring action are identified and remedied immediately. Additional testing may be required after fixes are completed. The campus community and surrounding municipalities are notified in advance of the tests. After the test, results are posted on the university’s CUIInfo website. In addition, the Siren/PA systems are tested once a month through a “silent test”. Comprehensive tests are conducted once a semester for the voice/text messaging and siren/PA systems, and an analysis is completed immediately after the test. Any gaps requiring action are identified and remedied immediately. Additional testing may be required after fixes are completed. The campus community and surrounding municipalities are notified in advance of the tests. After the test, results are posted on the university’s CUIInfo website. In addition, the Siren/PA systems are tested once a month through a “silent test”.

Documentation of the usage and tests are retained by the Clery Law Compliance and Support Administrator.

The 2010 spring semester tests were successful for Siren/PA systems, voice, and text messaging. The fall semester test was successful for Siren/PA systems and voice messaging, but the text messaging test was below standards. The cause was identified and corrected. A December incident resulted in a live activation of both the voice and text messaging systems. Both performed successfully.
Sign up for University Notification Systems
Every Cornell community member should be enrolled to receive emergency messages and designate emergency contacts. To do so:

- **Students**: go to [https://selfservice.adminapps.cornell.edu/studentcenter/](https://selfservice.adminapps.cornell.edu/studentcenter/) and select the links for Emergency Contact Info and Emergency Mass Notification.
- **Employees**: go to [https://ee.ohr.cornell.edu](https://ee.ohr.cornell.edu) and click on the Personal Information tab and select the links for EMN Phone Number and Emergency Contact(s).

Campus Safety and Crime Prevention Outreach Programs
Cornell Police offers these crime-prevention and public-safety outreach programs and services at no cost to any Cornell group or organization:

- **Personal Security** is directed at preventing crimes of violence. It includes a demonstration of personal alarms and a discussion of illegal self-defense weapons.
- **Rape Awareness** discusses stranger rape versus acquaintance rape, options available to the victim in a rape situation, and techniques to reduce the possibility of becoming a rape victim.
- **Winter Driving Techniques** focuses on handling your car on snow and ice, preparing yourself and your vehicle for inclement weather, and navigating Ithaca’s hills and other difficult areas.
- **Alcohol Awareness** reviews the physical effects of alcohol and laws related to driving while intoxicated and alcohol-related crimes. Fatal Vision™ goggles simulate the effects of alcohol on participants.
- **Cash Handling** is designed for retail personnel and focuses on cash management, identifying counterfeit currency, and handling robbery, bad checks, credit-card fraud, and other crimes.
- **Violence in the Workplace** discusses types of violence, how to identify potentially violent behavior, how to prevent a violent situation, and how to react to one.
- **Identity Theft** discusses what identity theft is, how to avoid it, what to do if you become an identity-theft victim, and who you need to report it to. In addition to the programs listed above, the Crime Prevention Unit provides surveys, evaluations, and recommendations on safety lighting, loss prevention, burglary alarms, security, control of keys, and policy compliance.

Contact Beverly VanCleef at 607.255.7305, or send email to crime_prevention@cornell.edu to inquire about any of these programs or services.

Access Control and Building Security
Everyone acting on behalf of Cornell University must take responsibility for faculty, staff, and student safety, as well as the security of university physical space and the assets contained therein. An essential element of security is maintaining adequate control to ensure that university assets are accessed only by those authorized to do so. This necessitates the tracking of university key systems and access control devices, as well as the locations they access and the individuals to whom they are issued.

Responsibility for the management of proper access control rests with unit heads, who must each designate one access control coordinator (ACC) and/or key control coordinator (KCC) for all functional work areas, or delegate this responsibility to a specific entity within a unit.

Issuance of access devices should be systematic and need-based and in accordance with university policy 8.4, Management of Keys and other Access Control Devices, Unit KCCs and ACCs must determine the need for access device issuance, based upon job functions. Issuance of access devices should be kept as infrequent as possible, with consideration given to hours of work, work space, alternatives, frequency, urgency, and sensitivity.

Individuals are prohibited from unauthorized possession or duplication of access devices to university facilities or vehicles; from disabling or circumventing access devices; and from making changes to access without following the procedures set forth in Policy 8.4.

Residence Halls
Exterior entrances to residence halls are locked at all times. Temporary exceptions to this are to accommodate authorized events, August check-in, or May closing. A Campus Life staff member must authorize all exceptions. Purposely violating the security policies by propping exterior doors or modifying the latch may result in disciplinary action.

Use good judgment with respect to building access—don’t put yourself or others at added risk by offering strangers access to locked buildings. Roofs, ledges, and overhangs are off limits: please do not attempt to climb the exteriors of buildings.

Academic and Service Buildings; Other Residential Buildings
The security of academic, service, and other residential buildings is the responsibility of the building occupants. Occupants are responsible for locking their doors and windows.

Lights On!
Cornell Police is committed to making the campus a safe place. A big part of this effort is outside lighting, and we can use your help.

To report a light that is out, please call 607.255.1111. Give the
exact location of the light and—if it is a pole light—the number on the pole.

To report an area on campus with insufficient lighting, notify the Cornell Police Crime Prevention Unit at 607.255.7404 or send an email to crime_prevention@cornell.edu.

Securing Your Valuables

Operation ID

Location: G2 Barton Hall  
Phone: 607.255.7404

Engraving your property means it will more likely find its way back to you, should it be lost or stolen. Through the Operation ID program, Cornell Police and other law-enforcement agencies can return recovered personal property. You’ll be assigned a lifetime personal-identification number, which you then engrave—using equipment loaned to you by Cornell Police—on valuable possessions.

The Operation ID program is recognized throughout the United States and Canada, so any marked item recovered within those boundaries can be traced to its owner. Your participation in this program continues indefinitely, and you can engrave your ID number on possessions you acquire after you leave Cornell.

Anything worth keeping is worth engraving. Clothing and other nonengravable items can be labeled with a laundry marker. Marking your property can also be a deterrent. For the thief, marked property is harder to fence, generally brings a lower price, and is too easily traced to the rightful owner.

Cornell considers Operation ID so worthwhile that university departments are required to engrave their Operation ID numbers on all equipment valued at $500 or more and can be easily moved by two people. But, any item can be engraved, no matter what the value or ease of handling.

The Cornell Police Crime Prevention Unit, open 8 a.m.—4 p.m., Monday—Friday, can register you in the Operation ID program, lend you an engraving tool, and answer any questions you have regarding Operation ID or other crime prevention–related matters. The program is open to any Cornell community member at no charge.

For more on this, see “University Policy 2.1, Operation ID,” at www.dfa.cornell.edu/dfa/treasurer/policyoffice/pduser/volumes/facilities/operationid.cfm.

ID for Keys: the Key-Tag Program

The key-tag program, cosponsored by the CFCU Community Credit Union and Cornell Police, is available to any member of the Cornell community. Currently, more than 150,000 people are registered in the program, and once you join, your tag is good forever.

To get a key tag (your first, or a replacement), fill out a key-tag ID card at Cornell Police headquarters (G2 Barton Hall), and attach to your key ring the tag you are issued. If your keys are lost or stolen they will be returned to Cornell Police if the finder places them in the U.S. or campus mail. When Cornell Police receive your keys, you will be notified.

Lost and Found

Location: G8 Barton Hall  
(inside police parking-lot door)

Hours: Monday—Friday, 8 a.m.—4:30 p.m.

Phone: 607.255.7197

Email: lostandfound@cornell.edu

Lose your cell phone, keys, or watch? Find someone else’s? Turn in found items 24/7 at Barton. Almost all campus buildings have one or more lost-and-founds—check these out, too.

Or you can fill out a lost-and-found-property card, available at the Barton Hall office. Items valued at less than $50 are held for three months, then given to charity, recycled, or discarded. More expensive unclaimed items are held for a longer period, then go to auction.

Victim Support

Guidelines for Crime Victims

• Call 911 in an emergency situation requiring immediate response to preserve life or property, or use the nearest Blue Light or other campus emergency phone.

• On campus, call 255.1111 (607.255.1111 from cellular phones) if the situation is no longer an emergency.

• Off campus, call the appropriate city or county agency (listed inside the back cover).

If you’re the victim of a crime on campus, report it to Cornell Police as soon as possible.

If you are victimized elsewhere in Tompkins County, contact a local law-enforcement agency or Cornell Police for referral to the appropriate agency (see inside front cover for list of local law-enforcement agencies).

On campus, if you believe you’re in imminent danger for any reason, call 911 or use the nearest Blue Light or other campus-emergency phone to reach Cornell Police immediately. The location of that Blue Light phone will simultaneously be displayed on the Cornell Police switchboard; help will immediately be sent to that location, whether or not you are able to communicate with the
dispatcher. Cornell Police officers will also help victims obtain appropriate treatment and support services.

Many times valuable evidence is destroyed because victims do not initially think they will pursue criminal action, but wish to do so at a later time. The Cornell Police encourage victims of any type of assault to take immediate steps to ensure their safety and preserve valuable evidence by:

- Getting to a safe place as soon as possible;
- Seeking medical assistance;
- Not bathing, douching, or changing clothes; and
- Contacting the Cornell Police, whatever your initial decision is regarding prosecuting the crime.

Remember, assaults—sexual or otherwise—are crimes; they are not the victims' fault. All victims have the right to pursue adjudication of crimes that occur on the Cornell campus through criminal courts and/or through the university’s internal adjudication process, under the Campus Code of Conduct. Cornell Police staff members are trained to assist with prosecution in both systems.

Sexual Assault
Cornell University will not tolerate sexual abuse, rape, or other sexual assaults of any kind against students, staff, faculty, or visitors. In an ongoing effort to prevent sexual assaults on the Cornell campus, the university provides education and prevention programs for the Cornell community; pursues all complaints of sexual assault; dispenses disciplinary action where appropriate; and provides complainants with information on pursuing criminal or other legal action. To view the entire policy on Sexual Assault go to http://www.policy.cornell.edu/vol6_3.cfm.

If you are a victim of a sexual assault while on campus, at a residential-related organization, or an educational facility, you are asked to report the incident to the Judicial Administrator, Cornell Police, or a local law enforcement agency and further advised to seek medical care at Gannett Health Services (“Gannett”) or a local health care facility. In addition, you may file a complaint and/or pursue criminal charges. The university will investigate all complaints of sexual assaults and will take appropriate disciplinary action in each instance. It will also provide information on pursuing criminal or other legal action. Additionally, it will provide health care, counseling, and other support services on campus for students, faculty, staff, and visitors who are victims of sexual assaults.

Victim’s Rights
The university assists victims of sexual assault. In addition to health care, the university maintains a campus disciplinary process. The Campus Code of Conduct contains the policies, regulations, and procedures of the campus judicial system, which govern the behavior of faculty, staff, and students while they are on campus, at a residential related organization, or an educational facility.

The Office of the Judicial Administrator administers and enforces the Code. You do not have to belong to the university community to file a complaint with the Judicial Administrator against Cornell students, staff, or faculty (see the “Filing a Complaint with the University” segment of this document). If you would like to know more about the campus judicial system, you may contact the Judicial Administrator.

The Code provides a number of rights to victims of a sexual assault, including, but not limited to, the following:

- The right to bring a friend or counselor (who is not connected to the case) to the appointment and any subsequent proceedings
- The right to a confidential consultation;
- The right to choose to file or not to file a formal compliant
- The right to pursue charges in the criminal or civil courts
- The right to appeal a decision (to the University Hearing Board) of the Judicial Administrator not to pursue charges
- The right to appeal the Summary Decision Agreement between the Judicial Administrator and a defendant when dissatisfied with the terms
- The right to a closed hearing
- The right to keep evidence of your sexual conduct out of the hearing unless fairness to the defendant requires such evidence
- The right to request that the hearing proceeding occur in such a fashion so that you and the accused are never in the same room together
- The right to know the resolution of your case

To view the entire Campus Code of Conduct, see http://www.policy.cornell.edu/Campus_Code_of_Conduct.cfm.

Seeking Medical Help
If you are the victim of any sexual assault, you are encouraged to seek health care services such as those offered by Gannett Health Clinic. You will benefit from being examined for physical injury and/or disease. You may also need to discuss the risk of pregnancy. If you require medical care after an assault has occurred, Gannett staff or the Cornell Police will arrange to transport you to Gannett (when open) or Cayuga Medical Center.

Gannett staff members are available 24 hours a day to provide information to survivors of sexual assault at Cornell. The staff is bound by standards of confidentiality.

Caution: If you are considering criminal action, seek medical care at Cayuga Medical Center as soon as possible. Do not bathe, shower, douche, or change your clothes before you go. If you do, you may inadvertently remove important evidence. The kind of evidence that supports a legal case against an assailant should be collected within 72 hours of an assault. Through the Sexual Assault Nurse Examiner, or SANE, program at Cayuga Medical Center, a registered nurse can conduct a special examination to collect evidence at the same time as you receive medical care.

Reporting the Incident
You are encouraged to report to the Cornell Police or a local law enforcement agency any incident involving a sexual assault. A report is an account or description of a specific incident. You may make a report without filing a complaint.

You may do so by phone, blue light phone, in person, or in writing. Please tell the Cornell Police if you are safe and about the existence and severity of your injuries. You may request transportation to medical and/or psychological care. You will need to explain where and when the incident took place and whether the assailant is known to you.

Caution: In order to obtain physical evidence of the assault, you should report the incident as quickly as possible.

Sexual Offender Notice
The state of New York requires sex offenders to register with the police in the jurisdiction in which they reside. The state makes this information available at criminaljustice.state.ny.us.nsor.
Cornell’s Victim Advocacy Program

Cornell’s Victim Advocacy Program provides assistance and advocacy to any member of the university community. Its primary focus is to assist victims of assault, rape, stalking, harassment, and bias-related incidents. The program is sponsored by Gannett Health Services.

A representative of the program can identify options, act as a liaison in dealing with academic or employment issues and identify, coordinate, and develop resources and support services on and off campus. The service is free and “client-centered” which enables the individual to decide the best course of action for her/him. You can reach the advocacy program by phone (607.255.1212), email to victimadvocate@cornell.edu, or by going to http://www.gannett.cornell.edu/counseling-support/victimAdvocate.html.

Reporting Hate Crimes and Incidents

A hate crime is defined as any designated criminal offense or attempted criminal offense as defined by New York State Penal Law Section 485. It is a crime in which the perpetrator intentionally selects the person against whom the offense is committed or intended to be committed in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability, or sexual orientation of a person, regardless of whether the belief or perception is correct.

Under federal, state, and local laws, a bias/discrimination complaint calls for action or treatment in response to alleged bias/discriminatory activity directed against an individual because of that individual’s actual or perceived age, color, creed, disability, ethnicity, ex-offender status, gender, gender identity or expression, marital status, national origin, race, religion, sexual orientation, veteran status, or any combination of these factors. Cornell has policies and procedures to address bias/discriminatory complaints of such activity alleged that have occurred within its jurisdiction. The accusers must be willing to pursue a complaint and to name as respondents the individuals alleged to have perpetrated or engaged in bias/discriminatory activity.

A bias incident, as defined by Cornell policy 6.4: Prohibited Discrimination, Protected Status (Including Sexual) Harassment, and Bias Activity, is an act of bigotry, harassment, or intimidation by unknown perpetrators that occurs on the Cornell campus or within an area that impacts the Cornell community. One could reasonably conclude the incident is directed at a member or group within the Cornell community because of that individual’s or group’s actual or perceived age, color, creed, disability, ethnicity, gender, gender identity or expression, marital status, national origin, race, religion, sexual orientation, veteran status, or any combination of these or related factors.

Policy 6.4 is administered by Workforce Policy and Labor Relations, who can refer complaints to the appropriate university complaint process and agency. Matters related to bias/discrimination complaints and/or reported to Workforce Policy and Labor Relations under existing complaint-related procedures will be kept confidential and will not be reported as part of Cornell’s Bias Activity Program.

Identifying and Reporting Bias Activity

Anyone who directly witnesses, experiences, finds evidence of, or hears of a past bias activity on the Cornell campus—or in an area that impacts the Cornell community—should immediately contact a member of Cornell’s Bias Reporting Team. The names and contact information for all Bias Reporting Team members are listed online at http://www.hr.cornell.edu/diversity/reporting/bias_team.html.

The team member contacted will complete an Alleged Bias Activity/Discrimination Report and will provide a list of offices that can give support and guidance to anyone who has experienced or witnessed bias activity. The complainant may elect to keep his/her identity confidential. The Bias Reporting Team member will forward a copy of the Alleged Bias Activity/Discrimination Report to the Office of Workforce Diversity and Inclusion. This office will share a summary of the report with the university’s Bias Response Committee, a group of individuals within the Cornell community who will coordinate a response to reported activity. If the bias activity constitutes a bias crime, as defined by federal, state, and local laws, the report will be shared with Cornell Police.

Information about the university’s Bias Activity Response Program is available at the Office of Workforce Diversity and Inclusion. The office is open from 8 a.m.—4 p.m., Monday through Friday at 160 Day Hall. Call 255.3976, TDD/TTY 255.7066, or go online at http://www.hr.cornell.edu/diversity/reporting/bias_responses.html.

Weapons, Alcohol, and Drugs on Campus

Weapons Prohibition on Campus

A campus is no place for a weapon. It is a crime in New York State to possess a rifle, a shotgun, a BB gun, an air gun, a spring gun, or other firearm in or on the buildings or grounds of any school, college, or university, even if you have a valid New York State firearm permit. This prohibition includes possessing a firearm while dropping off or picking up someone on the campus or while just driving through the campus. It is also a crime to possess nunchakus, daggers, switchblades, locking butterfly knives, stun guns, and any other instruments deemed unlawful by section 265.01 of the New York State Penal Law.

Similarly, it’s a violation of Cornell’s Campus Code of Conduct to possess, carry, or use firearms - including ammunition or explosives—or other dangerous weapons, instruments, or substances in or on university premises (except in the case of law-enforcement officers or as specifically authorized by the Chief of Cornell Police).

In order to bring a firearm or other weapon onto campus for any reason, permission must first be obtained from the Cornell Police, and upon arrival on campus, the person must immediately deposit the weapon at Cornell Police headquarters, G2 Barton Hall, for safekeeping. When the weapon is signed out, it must immediately be taken off campus, and must immediately be deposited again with Cornell Police if it is brought back on campus.

Alcohol and Drugs on Campus

Cornell University will assist members of the university community in understanding the risks associated with consuming alcohol and the need to prevent the harm that results from its misuse and abuse. The university’s policy on Alcohol and Other Drugs includes general
guidelines regarding alcohol and other drugs, procedures for holding events at which alcohol is served, information about harm that can result from drinking or drug use, and a list of campus resources.

Any member of the Cornell community who is planning a university event with alcohol needs to be familiar with the requirements of the policy, available at http://www.dfa.cornell.edu/dfa/treasurer/policyoffice/policies/volumes/governance/alcohol.cfm. The unlawful manufacture, distribution, dispensation, possession, use, and/or sale of controlled substances or other illegal drugs is prohibited.

The university is committed to upholding local, state, and federal law; requiring proper management of events where alcoholic beverages will be served; minimizing the misuse of alcoholic beverages; maintaining a drug-free workplace; and providing education on the risks associated with the use and abuse of alcohol and other drugs. In addition, the Cornell Campus Code of Conduct sets forth disciplinary procedures and sanctions for violations of the policy on Alcohol and Other Drugs. The code is available at http://www.policy.cornell.edu/Campus_Code_of_Conduct.cfm.

For Students in Crisis
The university's crisis-management system is coordinated through the Offices of the Vice President for Student and Academic Services and the Dean of Students and is affiliated with other units whose responsibilities focus on helping students. In the event of a student crisis, call Cornell Police, 607.255.1111, at any time, day or night, to initiate this process.

For each situation, a university staff member who is appointed as a crisis manager. He or she:
- coordinates the flow of information while protecting confidentiality and privacy in sensitive personal matters;
- arranges for support services provided to the student and others affected by the crises;
- consults with, advises, and facilitates communication among individuals and units providing direct supports;
- provides direct service to those affected by the crises, such as personal support, information, and referrals (the crisis manager is often the primary contact for parents); and
- monitors the entire process and provides the follow-up services, as needed.

For general information about personal-crisis prevention and intervention go to www.gannett.cornell.edu/notice.

Essential Services for Students and Staff

Gannett Health Services: Live Well to Learn Well
Location: 110 Ho Plaza
Phone: 607.255.5155 (24/7)
Fax: 607.255.0269
Gannett Health Services, or GHS, is centrally located on Ho Plaza and provides confidential, convenient, and high-quality health services as well as leadership and advocacy—all in support of a healthy campus community.

Full-time registered students, their spouses, and same-sex partners use Gannett for primary medical care, counseling, resources, and referral.

Employees use Gannett services to supplement those offered by primary-care providers. Gannett staff members are available to assist faculty and staff members (as well as residential staff, TAs, parents and other students) who are concerned about a student in distress. Gannett is accredited by the Accreditation Association for Ambulatory Health Care.

For information, appointments, referrals, and other assistance during posted hours, call 607.255.5155 or stop by Gannett. When Gannett is closed you may consult by phone with a Gannett health care provider who can offer advice and, if necessary, arrange transportation for students to the Convenient Care Center or the Cayuga Medical Center emergency room.

Visit www.gannett.cornell.edu for information about Gannett services, staff, hours, directions, eligibility, and access, as well as a wide range of health concerns and resources.

Counseling and Support for Students
Cornell offers a variety of counseling and support programs and services for students. These include:

- CAPS: Gannett’s Counseling and Psychological Services. Phone: 607.255.5155.
- Empathy, Assistance, and Referral Service (EARS), providing peer counseling. Phone: 607.255.EARS (607.255.3277). For a complete list, see the Caring Community Help Sheet at: http://cuinfo.cornell.edu/Campus/helpsheet.
**Cornell Emergency Medical Service (CUEMS) on Call . . . and a Volunteer Opportunity**

Cornell University Emergency Medical Service, or, CUEMS, is a trained student-volunteer group that has been providing emergency medical care to the Cornell community for more than 25 years. One-hundred members strong, CUEMS is directly affiliated with the department of Environmental Health and Safety.

CUEMS responds to all 911 calls for medical assistance and evaluation 24 hours a day, seven days a week during the academic year. CUEMS provides patient care to the level of NYS EMT-B. The level of volunteer training ranges from Basic First Aid to NYS Critical Care EMT. All members undergo continual refresher training. CUEMS is a student-run organization, but any member of the Cornell community can apply to become a CUEMS volunteer. Visit our website at [http://cuems.cornell.edu](http://cuems.cornell.edu) for more information.

**Office of Transportation and Mail Services**

Cornell’s Office of Transportation and Mail Services is the campus center for information on parking (including parking permits and disability-accessible transportation options) and campus-bus transportation. It oversees the university’s traffic, vehicle registration, parking permit, and parking enforcement programs.

**Commuter and Parking Services**

Location: 116 Maple Avenue, Ithaca, NY 14850-4901
Hours: Monday–Friday, 7:30 a.m.–4 p.m.
Phone: 607.255.4600
Fax: 607.255.0257
Email: transportation@cornell.edu
Website: [www.parking.cornell.edu](http://www.parking.cornell.edu)

**In the Community: Enforcement, Treatment, Counseling, and Referral**

Many local agencies provide law-enforcement, treatment, counseling, or referral services, as well as training and educational materials and programs. The agencies and offices listed inside the back cover of this publication help prevent and prosecute criminal offenses—including sexual offenses—and provide support and treatment to victims.

**Emergencies**

Call 911 on any phone in Tompkins County at any time to reach the county-wide emergency-response system in situations that require immediate police, fire, or medical response to preserve life or property.

**When Things Go Wrong**

**The Judicial Administrator: Enforcing the Campus Code**

Location: 120 Day Hall
Phone: 255.4680
If you believe that someone has violated Cornell’s Campus Code of Conduct, you can contact the Cornell Police who will investigate the situation and make appropriate referrals to the Office of the Judicial Administrator, or JA. You may also make an appointment to meet with the JA.

The JA operates independently of the Cornell administration in overseeing the university’s internal judicial process. The office investigates and adjudicates alleged violations of the Campus Code of Conduct.

Everyone in the Cornell community—faculty and staff members as well as students—is governed by the code and is under the jurisdiction of the JA (except in workplace cases, which are handled by the appropriate employment authority). The code applies on any part of the Cornell campus, on any other property or facility used by Cornell for educational purposes, and on the property of any university-related residential organization in the Ithaca or Geneva area. The code prohibits misconduct, including assault behavior, sexual misconduct, violation of computer-use policies, possession of forged ID cards, and underage possession of alcohol.

Complainants can decide to pursue a case or not, to pursue remedies in civil or criminal courts off campus, to attend any relevant proceeding, to bring a friend or counselor unconnected to the case to any meeting, to request an order of protection in cases involving menacing behavior, and to learn the outcome of cases in which they have filed a complaint.

Accused persons have the right to bring a friend or counselor who is unconnected to the case to any meetings, to receive the free assistance of the judicial codes counselor, to question witnesses, confront accusers, present witnesses, submit evidence, and to remain silent.

The JA attempts to resolve cases informally, but any case may go to a board for resolution. Sanctions may include a combination of: oral warning, written reprimand, community work, fine, probation, educational classes, counseling, papers, directed study, letters of apology, restitution, orders to perform or to stop certain actions, suspension, dismissal, or other educational sanctions. Both sides have the right to appeal rulings and decisions of the JA first to the University Hearing Board and then to the University Review Board; students, faculty, and staff members compose both boards.

In cases involving harassment, assault, abuse, or rape, either party may request a transfer to a different residence hall if both parties live in the same hall, and either may request not to be in the same room with the other party if a hearing is held.

To view the entire Campus Code of Conduct, go to [www.dfa.cornell.edu/dfa/treasurer/policyoffice/policies/volumes/governance/campuscode.cfm](http://www.dfa.cornell.edu/dfa/treasurer/policyoffice/policies/volumes/governance/campuscode.cfm).

**Sanctions and Remedies Under the Campus Code of Conduct**

These are the penalties meted out to those who violate the Campus Code of Conduct:

**Faculty Members and Other Employees**

- a. Oral warning
- b. Written reprimand
- c. Other educational tools (such as counseling or reflection papers)
- d. Community service of not more than 80 hours or in-kind monetary fine
- e. Restitution
- f. Cease and desist orders (including orders of protection)
- g. Suspension from university duties for a stated period not to exceed one month, with loss of salary but not with loss of other rights and privileges
- h. Dismissal from the employ of the university and termination of any contract or tenure
Students
a. Oral warning
b. Written reprimand
c. Community service of not more than 80 hours or in-kind monetary fine
d. Other educational tools (such as counseling or reflection papers)
e. Restitution and cease and desist orders (including orders of protection)
f. Probation for a stated period
g. Suspension from the university
h. Dismissal from the university

Grievance Procedures
The university has formal grievance procedures that apply to disputes, charges, and complaints between and among academic and nonacademic employees and undergraduate and graduate students. The nature of the issue and the parties involved determine which procedures and university offices are used. Here are suggested initial sources of information on grievances:

• Academic Employee Grievances: www.dfa.cornell.edu/dfa/treasurer/policyoffice/policies/volumes/humanresources/grievance.cfm
• Nonacademic Employee Grievances: http://ombudsman.cornell.edu or www.hr.cornell.edu/policies/nonacademic/grievance.html
• Prohibited Discrimination, Protected Status (including Sexual) Harassment, and Bias Activity: www.dfa.cornell.edu/dfa/treasurer/policyoffice/policies/volumes/humanresources/prohibited.cfm
• Grade or Course Grievances: http://ombudsman.cornell.edu
• Graduate Student Grievances: www.gradschool.cornell.edu/?p=125.

Related University Policies
To view Cornell University’s library of policies and more on the services provided by the University Policy Office (UPO), visit the UPO website at www.dfa.cornell.edu/dfa/treasurer/policyoffice/policies.

The following is an overview of selected policies. Please consult the actual policy or the administering office for details regarding each policy.

Code of Academic Integrity
www.theuniversityfaculty.cornell.edu/policies/pol_main.html

Alcohol and Other Drugs
The university’s policy on Alcohol and Other Drugs includes general guidelines regarding alcohol and other drugs, procedures for holding events at which alcohol is served, information about the harm that can result from drinking or drug use, and a list of campus resources. Any member of the Cornell community who is planning a university event with alcohol needs to be familiar with the requirements of the policy, which is available on the UPO’s website at www.dfa.cornell.edu/dfa/treasurer/policyoffice/policies/volumes/governance/alcohol.cfm.

In addition, the Cornell Campus Code of Conduct sets forth disciplinary procedures and sanctions for violations of the policy on Alcohol and Other Drugs. The code is available at www.dfa.cornell.edu/dfa/treasurer/policyoffice/policies/volumes/governance/campuscode.cfm. To reduce concerns about judicial consequences in alcohol-related medical emergencies, the university has established a Medical Amnesty Protocol, which is available at www.gannett.cornell.edu/topics/drugs/alcohol/map.cfm.

Campus Code of Conduct
Cornell’s basic prescription for community conduct is divided into five sections. The full text is available at www.dfa.cornell.edu/dfa/treasurer/policyoffice/policies/volumes/governance/campuscode.cfm.

Access to Student Records

Disability Information
For individuals with disabilities or mobility changes: www.cornell.edu/disability

Equal Opportunity
www.hr.cornell.edu/diversity/eeco
Related university policies include 6.6.13, Flexibility in the Workplace; 6.9, Time Away from Work; 6.13, Disability Accommodation; and 6.13.8, Religious Accommodation. These policies are in the Human Resources volume at www.dfa.cornell.edu/dfa/treasurer/policyoffice/policies/volumes/humanresources/index.cfm.

Health and Safety Policy
www.dfa.cornell.edu/dfa/treasurer/policyoffice/policies/volumes/facilities/health.cfm

Inclement Weather Policy
www.dfa.cornell.edu/dfa/treasurer/policyoffice/policies/volumes/facilities/weather.cfm

Keys and Other Access Control Devices
www.dfa.cornell.edu/dfa/treasurer/policyoffice/policies/volumes/riskandsafety/accesscontrol.cfm

Postering and Publicity
www.sao.cornell.edu/so/postering.pdf

Prohibited Discrimination, Protected Status (Including Sexual) Harassment, and Bias Activity
www.dfa.cornell.edu/dfa/treasurer/policyoffice/policies/volumes/humanresources/prohibited.cfm

Responsible Use of Electronic Communication
www.dfa.cornell.edu/dfa/treasurer/policyoffice/policies/volumes/informationtech/communications.cfm

Romantic and Sexual Relationships Between Students and Staff Members
www.dfa.cornell.edu/dfa/treasurer/policyoffice/policies/volumes/governance/ethical.cfm

Sexual Assault
www.dfa.cornell.edu/dfa/treasurer/policyoffice/policies/volumes/governance/sexual.cfm

Smoking
www.dfa.cornell.edu/dfa/treasurer/policyoffice/policies/volumes/facilities/smoking.cfm

Voluntary Leaves of Absence for Students
www.dfa.cornell.edu/dfa/treasurer/policyoffice/policies/volumes/student/studentleave.cfm
Key

- Blue Light phones
  (Direct line to Cornell Police for emergencies or other assistance)

**Cornell Police**
(G2 Barton Hall; map locator D5)
Cornell Police website: [www.cupolice.cornell.edu](http://www.cupolice.cornell.edu)

For emergency assistance: Call 911 or use a Blue Light or other campus emergency phone

For non-emergency assistance or general information: Call 607.255.1111 (255.1111 within the Cornell phone system) or use a Blue Light or other campus emergency phone.

**Blue Light Escort Service**: 607.255.7373

**Lost and Found**: 607.255.7197

**Crime Prevention Unit**: 607.255.7404

**Gannett Health Services**
(Ho Plaza; map locator B5)

Gannett Health Services: [www.gannett.cornell.edu](http://www.gannett.cornell.edu)

Academic-year hours:
- M, T, Th, F, 8:30 a.m.–5 p.m.
- W, 9:30 a.m.–5 p.m.
- Sat, 10 a.m.–4 p.m.

Call 607.255.5155 for information or appointments.

24-hour phone consultation with Gannett health-care provider: 607.255.5155

Emergency assistance: 911 any time, day or night

**Office of Transportation and Mail Services**
(116 Maple Avenue; map locator E7)

Campus Parking: [www.parking.cornell.edu](http://www.parking.cornell.edu)

Office hours: Monday–Friday, 7:30 a.m.–4 p.m. 607.255.4600 (parking and transportation information)

transportation@cornell.edu
Campus Watch

Campus Watch is published annually by Cornell Police, in compliance with the Campus Security Act and other state and federal crime-reporting laws, and as a public service. Address comments and questions regarding those laws and Cornell’s compliance with them to Kathy Zoner, Chief of Cornell Police, G2 Barton Hall, Ithaca, NY 14853-1701; phone 607.255.8945; fax: 607.255.5916; email: cuPolice@cornell.edu and Peggy Matta, Clery Compliance and Support Administrator Cornell Police, G2 Barton Hall, Ithaca, NY 14853-1701; phone 607.255.4393; email: mem25@cornell.edu

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Police Services
- Cayuga Heights Police, 607.257.1011
- Cornell Police, G2 Barton Hall, 607.255.1111
- Dryden Police, 607.844.8118
- Groton Police, 607.898.3131
- Ithaca College Public Safety, 607.274.3353
- Ithaca Police, 607.272.9973
- New York State Police, 607.273.4671 or 607.347.4440
- Tompkins County Sheriff’s Department, 607.272.2444
- Trumansburg Police Department, 607.387.6505

Medical Treatment and Care
- Cayuga Medical Center at Ithaca, 101 Dates Drive (off Route 96 north); emergency room: 607.274.4411, information: 607.274.4011
- Gannett Health Services, 607.255.5155
- Tompkins County Fire and Ambulance, 607.273.8000

Counseling, Education, and Referral
Cornell University:
- Campus Life, 2336 South Balch Hall, 607.255.5511
- Cornell Advocates for Rape Education (CARE), Gannett Health Services, 607.255.4782
- Cornell Interactive Theatre Ensemble (CITE), 607.254.2759
- Cornell Police Crime Prevention Unit, G2 Barton Hall, 607.255.7404
- Cornell United Religious Work (CURW), 118 Anabel Taylor Hall, 607.255.4214
- Counseling and Psychological Services, Gannett Health Services, 607.255.5208, 607.255.5155
- Dean of Students (Office of the), 401 Willard Straight Hall, 607.255.1115
- Empathy, Assistance, and Referral Service, 213A Willard Straight Hall, 607.255.EARS (627.3277) or 607.255.3608
- Faculty and Staff Assistance Program (FSAP), 607.255.2673 (255.COPE), 24 hours per day, 7 days per week
- Gannett Health Promotion, Gannett Health Services, 607.255.5155
- Judicial Administrator (Office of the), 120 Day Hall, 607.255.4680
- Lesbian, Gay, Bisexual, and Transgender Resource Center, 282 Caldwell Hall, 607.254.4987
- Ombudsman (Office of the University), 118 Stimson Hall, 607.255.4321
- Organizational Development for Faculty and Staff, 607.254.6400
- Victim Advocacy Program, Gannett Health Services, 607.255.1212
- Workforce Diversity and Inclusion, 607.255.3976
- Workforce Policy and Labor Relations, 607.254.7232 or 607.255.4652

Tompkins County:
- Advocacy Center (Domestic Violence, Youth Sexual Abuse, and Adult Survivors of Sexual Abuse), 607.277.3203; 24-hour hotline, 607.277.5000
- Cayuga Medical Center at Ithaca, 607.274.4011
- Child Abuse and Maltreatment Register (New York State), 800.342.3720
- Family and Children’s Services, 607.273.7494
- Information and Referral Services of Tompkins County, 607.272.9331
- Ithaca Lesbian, Gay, Bisexual, Transgender Task Force, 100 West Seneca Street, 607.387.8252
- Mental Health Services Clinic, 201 East Green Street, 607.274.6200
- Planned Parenthood of the Southern Finger Lakes, 314 West State Street, appointments: 607.273.1513; education: 607.216.0021
- Sex Offender Registry (New York State), 900.288.3838 (50¢ fee)
- Suicide Prevention and Crisis Service, 607.272.1616
- Tompkins County Stop DWI, 121 East Court Street, 607.274.5524