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Cornell Tech

Cornell Tech produces pioneering leaders and technologies for the digital age. Cornell Tech brings together like-minded faculty, business leaders, tech entrepreneurs, and students in a catalytic environment to produce visionary ideas grounded in significant needs that will reinvent the way we live. Its temporary campus has been up and running at Google’s Chelsea building since 2012, with a growing world-class faculty, and master’s and Ph.D. students who collaborate extensively with tech-oriented companies and organizations and pursue their own start-ups. Construction is underway on Cornell Tech’s permanent, sustainable 12-acre campus on Roosevelt Island, with a first phase due to open in 2017. When fully completed, the campus will include 2 million square feet of state-of-the-art buildings, over 2 acres of open space, and will be home to more than 2,000 graduate students and nearly 280 faculty and staff.

Cornell Tech’s campus is currently located at 111 Eighth Avenue (between 15th and 16th Street) in New York City’s Chelsea neighborhood, a hub for a number of leading tech companies. It is home to the Joan & Irwin Jacobs Technion-Cornell Institute, which embodies the academic partnership between the Technion-Israel Institute of Technology and Cornell University on the New York City campus.

The tech campus is currently located on the 3rd, 8th, and 15th floors at 111 Eighth Avenue, and is outfitted with classrooms, a studio, meeting rooms, phone rooms, microkitchens, reception, and open working areas.

Safety and Security at Cornell Tech

The safety of our students, faculty, and staff is of the utmost importance to us. The security of Cornell Tech is provided by the building security group under Taconic Property Management. Building security is under the guidance of the Director of Fire Life Safety and Security the Security Manager. The Director and Security Manager work closely with the building security team, property manager, and Cornell Tech administration to coordinate the safety of all campus students, faculty, and personnel. Incidents of a criminal nature are reported to the New York Police Department (NYPD) via the complainant either in person or through the Director of Security and Life Safety.

111 Eighth Avenue features 24-hour security. The Security Guard’s Desks are located at the lobby levels and can be reached at 212-243-5060. Additional roving security officers regularly inspect the entire building and all safety and security systems are inspected routinely on every shift.

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
• Provide 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”

Compilation of information for the annual security report as well as criminal statistics data as required by the Act is accomplished through cooperative efforts with the Director of Security and Life Safety, the New York Police Department (NYPD), and the Cornell Tech Administrative Director. The report informs the Cornell Tech community about important safety procedures, policies, crime prevention programs, and campus statistics. The statistical information from these reports are provided directly by the New York Police Department, Precinct #10. Each member of the Cornell Tech campus receives an annual email describing the report and providing the web address to obtain a copy: URL: http://tech.cornell.edu/nyc-campus/

The Administrative Director keeps hard copies of the annual security report on hand and will provide one upon request. For more information, contact the Administrative Director, 212-255-8575. Prospective employees and students are afforded the same information at the time they obtain an application for employment or admission. Any person may have access to the report and is posted at URL: http://tech.cornell.edu/nyc-campus/

Reporting Crime and Requesting Assistance
Cornell Tech encourages students, faculty, staff and others who may be on campus or on the contiguous geographic perimeter of the campus to promptly report any past crime, attempted crime or suspicious activity or actual criminal activity to the building Security Manager, the Director of Security and Life Safety, any member of the building security team, the Administrative Director, or any member of the Cornell Tech administrative team. The Security Manager will expeditiously respond to the condition reported and make necessary notifications to the local police precinct. Whether you are a victim or a witness, you have the responsibility to report crime.

Incidents of crime and other serious emergencies which require immediate assistance and which occur on the Cornell Tech campus should be reported to the NYPD by dialing 911. Reports may be made on a confidential basis. An operator will ask the caller some routine questions such as name, address, call-back number, and the nature of the incident being reported. Callers should not hang up until the operator confirms that he or she has all the essential information. Information provided by the caller may be crucial to the safety of everyone involved in the call. If callers believe they are in a hazardous situation and cannot remain on the call long, they should inform the operator this at the beginning of the call. The operator can then request the minimum information needed to get help, and can get the caller to a safe place. The operator will need to know the callers location and what happened so the appropriate help can be sent quickly. As difficult as it can be in an emergency, callers should try
to remain calm. It can be difficult to understand what a caller is saying for a variety of reasons, including language barriers and bad telephone connections.

Additionally, students should report any crimes or other security concerns involving Cornell Tech and its students that occur off campus to the Administrative Director. Such information assists Cornell Tech with reporting and notification requirements that help ensure the safety of the tech campus community. Criminal activities, as well as other emergencies, can be reported by following the below procedures:

1. **Call 911**
   - Act quickly but calmly.
   - Get to a safe place if possible
   - Be prepared to describe:
     - **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
     - **AND**
     - **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.

2. **If reporting a non-emergency:**
   - Do NOT call 911
   - Contact building security at 212-243-5060

**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 as well as the use of alarm monitoring and video surveillance for security purposes.
Responsibility for the management of proper access control rests with the Administrative Director, who will, as necessary, 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. The Director 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 campus facilities; from disabling or circumventing access devices; and from making changes to access without following the procedures set forth in Policy 8.4.

Access to the building is controlled by security personnel located in the lobby under the Taconic Property Management team. Taconic Property Management receives safety information relevant to the building from the NYPD. 111 Eighth Avenue maintains a closed building security system. Tenants with building identification are permitted free access while unregistered visitors and guests must be announced. Additionally, access for deliveries, vendors, and contractors is usually restricted to alternate locations.

Emergency Notifications
The Campus provides emergency notifications to the Campus community in the form of Timely Warnings and Emergency Mass Notifications (email). Decisions to disseminate a communication will be decided on a case-by-case basis in light of all the facts surrounding the crime, and/or continuing danger and serious threat to the Campus community.

Timely Warnings
The purpose of timely warnings 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.

In the event that a situation arises, either on or adjacent to the Cornell Tech Campus, that, in the judgment of the Administrative Director (or his/her designee), in consultation with the Cornell Tech leadership, Director of Security and Life Safety, Security Manager, and the NYPD as appropriate, 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 an email.

These timely warnings 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 about criminal incidents that might warrant a timely warning should
report the circumstances to the Administrative Director (212-255-8575), and, in the case of an emergency, to the NYPD by calling 911.

Emergency Mass Notifications
In the event that a situation arises, either on or adjacent to the Cornell Tech campus, that, in the judgment of the Security Manager (or his/her designee), the Administrative Director (or his/her designee) or NYPD, constitutes a significant emergency or dangerous situation involving an immediate threat to the health or safety of the campus community, an Emergency Mass Notification, or EMN, is written and distributed, without delay, to the entire Cornell Tech community using email. An emergency mass notification would not be distributed only if it could compromise efforts to contain the emergency.

Taconic Property Management regularly conduct scheduled building fire drills (at least one every six months) and evacuation drills (at least once a year), in accordance with NYC regulations, for the entire 111 Eighth avenue complex annually.

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
- **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 managing cash, identifying counterfeit currency, and handling robbery, bad checks, credit-card fraud, and more.
- **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 whom you need to report it to.
- **Stay Safe 360 degrees** is a program that covers protecting your possessions and identity, and preventing student assaults, controlling behavior, and stalking; it also reviews everyday safety on campus, common sense defense, and safe travel.
- **Active Shooter Awareness** teaches strategies for dealing with an active shooter on campus, before and after police arrive on the scene.
Alcohol and Drugs
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.dfo.cornell.edu/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.dfo.cornell.edu/treasurer/policyoffice/policies/volumes/governance/campuscode.cfm.

Sexual Violence

Sexual Assault, Domestic Violence, Intimate Partner Violence, and Stalking
Cornell University will not tolerate sexual abuse, rape, sexual assault, domestic violence, intimate partner violence, stalking, sexual coercion, or other forms of sexual violence by or against students, staff, faculty, alumni, or visitors. University Policy 6.4 prohibits all members of the university community from engaging in sexual assault/violence. The Campus Code of Conduct prohibits all acts of violence and stalking, whether or not sexual in nature.

In an ongoing effort to prevent sexual assault/violence, 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. The university’s compliance efforts are led by a team of Title IX coordinators, who address all Title IX complaints, including complaints of sexual assault/violence, and take steps to identify and address any patterns or systemic problems that arise during the review of such complaints. To view the entire policy on Prohibited Discrimination, Protected Status Harassment, Sexual Harassment, and Sexual Assault and Violence, see Policy 6.4.
Seeking Medical Help

If you are the victim of an act of sexual assault, violence, or stalking, you are encouraged to seek health care services immediately at the nearest medical facility. 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, call 911, building security, or Cornell Tech administration to arrange transport to a nearby medical facility. Staff members from Cornell University’s Gannett Health Services are available 24 hours a day via phone to provide consultation with students, staff, faculty, family members and friends about a range of issues including concerns about students under duress, crisis intervention, and strategies to help students connect with appropriate support services. Call 607-255-5155. The staff is bound by standards of confidentiality.

Note: If you are considering a criminal action, call 911 or seek medical care at a NYC hospital or medical facility 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 and may be helpful in obtaining an order of protection should be collected within 72 hours of an assault.

Reporting the Incident

If you have experienced sexual assault, domestic/intimate partner violence, or stalking, you have the option to report the incident to local law enforcement such as the NYPD and/or file a complaint with the university pursuant to Policy 6.4 or the Campus Code of Conduct (in the case of non-sexual misconduct). Both systems can be accessed. The choice of whether or not to file a complaint under university policy and/or a report with local law enforcement is yours.

You are encouraged to report to the NYPD any incident of sexual assault, domestic/intimate partner violence, or stalking. A report is an account or description of a specific incident. You may make a report without filing a criminal complaint. You may do so by phone, in person, or in writing. Keep additional evidence of abuse as well. Save emails, texts, voicemails, letters, notes, etc. Photograph anything of yours that the abuser damages and any injuries that the abuser causes. If there are any witnesses, ask him or her to document what they saw. Every piece of information you collect could help you should you decide to move forward with a criminal action and may be helpful in obtaining an order of protection.

You also have the option of filing a complaint with the university pursuant to Policy 6.4 or, in the case of non-sexual violence or stalking directed toward students, the Campus Code of Conduct. The university’s Judicial Administrator is a deputy Title IX coordinator and receives complaints concerning sexual and non-sexual misconduct by students. The JA can be contacted at 607.255.4680 or judadmin@cornell.edu. The director of the Office of Workplace Policy and Labor Relations, also a deputy Title IX coordinator, receives complaints concerning sexual and non-sexual misconduct by faculty and staff members and non-Cornell community members and can be contacted at 607.255.7232 or equalopportunity@cornell.edu. Additionally, the Associate Director (SWA), Department of Athletics and Physical Education, also a deputy Title IX
coordinator, receives complaints of discrimination under Title IX and can be contacted at 607.255.8283.

Filing a Complaint under Policy 6.4
If you have experienced sexual assault, domestic/intimate partner violence, or stalking, you have a variety of avenues to bring it forward outside of the criminal process, including making an informal report or filing a formal complaint under Policy 6.4. An informal report is an account or description of a specific incident and can be made without filing a formal complaint. Formal investigations generally will take place only as a result of your decision to file a formal complaint about what happened to you. You may file a formal written complaint with the JA, in the case of a complaint against a student, or the WPLR, in the case of a complaint against a faculty or staff member or non-Cornell community member. Under Policy 6.4, the JA and/or WPLR have exclusive responsibility for accepting, processing, and investigating prohibited discrimination and sexual harassment complaints, including sexual assault/violence, and will undertake to resolve these complaints impartially, promptly, and confidentially. The purpose of the investigation is to gather evidence to determine whether the accused engaged in prohibited conduct by a preponderance of the evidence (i.e., it is more likely than not that the conduct has occurred.)

If you are eighteen (18) years or older, no university office will contact your parents or other family members. Friends, faculty, coaches, supervisors, co-workers, etc. are not contacted either, unless they are necessary witnesses. The complaint process is confidential and any involved parties, including witnesses, will be directed to keep the information they learn during the investigation confidential and be asked not to talk to others about the case. Nor will Cornell University tolerate retaliation. All who may be involved in a complaint are warned against retaliation during an investigation. If you experience retaliation, report it to the JA or WPLR.

Pending resolution of the matter, the university may put in place interim measures to protect the safety and well-being of members of the university community. These measures may include no-contact orders, change of housing or place of employment or schedule, change of class schedule or location, change of supervision, temporary suspension, or otherwise.

During a formal investigation, the Investigator must keep both parties informed on the investigation’s status, as appropriate. Adversarial hearings, (including confrontation, cross-examination by the parties, and active advocacy by attorneys) are not permitted during the investigation process. The parties will be interviewed separately as a part of the fact-finding interviews and will not appear in the same room. Throughout the investigative process, the complainant and accused may seek the advice of personal attorneys and advisors (including a Discrimination and Harassment Advisor, Victim’s Advocate, and Judicial Code Counselor). Such representatives may attend their clients’ or advisees’ investigative interview, but may not respond to questions for their clients or advisees, and may not pose questions.

Upon conclusion of the fact-finding investigation, the Investigator must produce a written investigation report. The report will be forwarded to a panel of three reviewers, in the case of a
complaint against a student, or a single reviewer, in the case of a complaint against faculty or staff member, who will review the evidence, determination, and/or recommended sanctions or remedial measures contained in the investigative report. All reviewers, as well as investigators and co-investigators, receive annual training on domestic violence, dating violence, sexual assault and stalking and conducting related proceedings.

Both parties will receive a copy of the Investigator’s report simultaneously, and each have ten business days from receipt of the report to submit a response to the Reviewer or Review Panel for consideration. The Reviewer Panel or Reviewer may accept, modify or reject the Investigator’s findings and recommended sanctions. Disciplinary sanctions may include an oral or a written warning, a written reprimand, a requirement to attend training, work restrictions, salary reduction or limitation, suspension, dismissal/termination, community work, fine, probation, educational classes, counseling, papers, directed study, letters of apology, restitution, orders to perform or stop certain actions, or other educational sanctions. The Reviewer or Review Panel shall issue a final determination in writing, simultaneously, to all complainants and respondents. Both parties have the right to appeal the final determination by submitting a written appeal within ten business days of receipt of the final determination.

**Filing a Complaint under the Campus Code of Conduct**
If you have experienced domestic/intimate partner violence or stalking that is not sexual in nature, you may pursue a complaint under the Campus Code of Conduct. See page 19 for more information on the Campus Code of Conduct.

**Resources for Victims**
The university assists victims of sexual assault. In addition to health care and the complaint process, the university will provide counseling and other support services on campus for students, faculty, staff, and visitors who are victims of sexual assault. If you have experienced sexual assault, domestic/intimate partner violence or stalking, you can seek assistance from the Victim Advocate or the variety of counseling and support programs the university offers for students, faculty, and staff, as well as from community resources such as the Advocacy Center. (See the inside back cover of this report for a comprehensive list of resources.) The Victim Advocate, Gannett Health Services, the Faculty Staff Assistance Program and the Advocacy Center can provide confidential support. Most other Cornell staff, faculty and student employees have a duty to consult with appropriate university officials if they become aware of potential incidents of sexual harassment, assault, or violence in order to keep you and others in the Cornell community safe while simultaneously respecting your needs and circumstances. The university can also provide assistance with changing academic and living situations, even if you choose not to file a formal complaint with the university or initiate a criminal proceeding, if you so request and such changes are reasonably available. Such measures do not require a full investigation, nor a detailed conversation with you or the person whose behavior is in question.

**Prevention and Awareness Education**
Cornell is committed to providing sexual violence, domestic/intimate partner violence, and stalking prevention and awareness education to undergraduate and graduate/professional
students, staff, and faculty in order to foster a positive, respectful, and safe climate for all members of our community. The university maintains a comprehensive website, “SHARE-Sexual Harassment and Assault Response and Education,” which provides resources and updated information for faculty, staff, students, visitors and the community at large covering: Getting Care, Reporting, Policy and Laws, Safety Resources, Education and Engagement, News. http://share.cornell.edu.

Undergraduate students attend a mandatory interactive orientation program during their first week on campus that addresses the context of sexual violence, harassment, domestic/intimate partner violence, and stalking and provides positive intervention strategies to employ when students observe behavior that could lead to risk or a negative outcome. Additional prevention programs are conducted by Residential Programs, Dean of Students, Gannett Health Services, Cornell Police and other university units/departments throughout the academic year. Graduate and professional students are provided primary prevention and awareness information during their initial arrival at the university and are offered other educational resources through their different colleges and departments. Important information about Cornell resources, support services, policies and prevention messages is provided campus-wide in print materials found in on-campus academic and student services offices.

The university has produced a training webinar entitled “Respect@Cornell” which has been completed by over 6,500 faculty, academics, and staff. This webinar deals with prevention and awareness of protected status discrimination and harassment, emphasizing the requirements under Title IX to refrain from acts of sexual discrimination, harassment, and violence and how to report such incidents to the appropriate Title IX coordinators, get help, and prevent recurrences. The university is producing a second edition of “Respect@Cornell” to update prevention and awareness efforts around sexual assault, domestic/intimate partner violence, and stalking. The second edition of “Respect@Cornell” will be offered to all new employees.

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 www.criminaljustice.ny.gov/nsor/.

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 Harassment, Sexual Harassment, and Sexual Assault and Violence—is an act of bigotry, harassment, or intimidation by unknown perpetrators, which 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 bias activity on the Cornell campus—or in an area that impacts the Cornell community—should immediately report the incident online at http://biasconcerns.cornell.edu.
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 Reporting Bias system is available at the Department of Inclusion and Workforce Diversity. The office is open from 8 a.m.—4:30 p.m., Monday through Friday at 150 Day Hall. Call 607.255.0041, TDD/TTY 255.7066, or go online at hr.cornell.edu/diversity/reporting/bias_response.html.

Campus Code and Grievance Procedures
The Judicial Administrator: Enforcing the Campus Code
Location: 120 Day Hall
Phone: 607.255.4680
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.

Nearly 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. For serious behavior, the code applies at any location, on or off campus.

The code prohibits misconduct, including assault behavior, sexual misconduct (such as sexual assault or sexual harassment), violation of computer-use policies, possession of forged ID cards, underage possession of alcohol and possession of any drug (including marijuana, medical or otherwise). Note that cases of sexual misconduct, such as sexual assault or sexual harassment, are handled under the procedures of Cornell Policy 6.4, rather than the procedures of the code. (See the section “Sexual Violence” on page 8 of this report.)

Generally, 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 advisor unconnected to the case to any meeting, to receive the free assistance of the victim’s advocate, 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.

Similarly, for cases that use the procedures of the code, accused persons may bring a friend or advisor who is unconnected to the case to any meetings, may receive the free assistance of the judicial codes counselor, may question witnesses, confront accusers, present witnesses, submit evidence, and may remain silent. (See the section “Sexual Violence” on page 8 to better understand the procedures for allegations of sexual misconduct.)

Under the code, 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, or abuse, either party may request a transfer to a different residence hall if both parties live in the same hall, and no contact orders may be imposed against the accused.

To view the entire Campus Code of Conduct, go to dfa.cornell.edu/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: dfa.cornell.edu/treasurer/policyoffice/policies/volumes/humanresources/grievance.cfm
- Nonacademic Employee Grievances: ombudsman.cornell.edu;
  hr.cornell.edu/policies/nonacademic/grievance.html
- Prohibited Discrimination, Protected Status (including Sexual) Harassment, and Bias Activity:
  dfa.cornell.edu/treasurer/policyoffice/policies/volumes/humanresources/prohibited.cfm
- Grade or Course Grievances: ombudsman.cornell.edu
- Graduate Student Grievances: 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/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/cms/treasurer/policyoffice/policies/volumes/governance/upload/vol4_8.pdf

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
See University Policy 4.5, Access to Student Information, at www.dfa.cornell.edu/cms/treasurer/policyoffice/policies/volumes/governance/upload/vol4_5.pdf

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

Equal Opportunity
www.hr.cornell.edu/diversity/eeeo
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/treasurer/policyoffice/policies/volumes/humanresources/index.cfm

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

Keys and Other Access Control Devices
www.dfa.cornell.edu/treasurer/policyoffice/policies/volumes/riskandsafety/accesscontrol.cfm
Prohibited Discrimination, Protected-Status Harassment, Sexual Harassment, and Sexual Assault and Violence
http://www.dfa.cornell.edu/treasurer/policyoffice/policies/volumes/humanresources/prohibited.cfm

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

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

Voluntary Leaves of Absence for Students
www.dfa.cornell.edu/treasurer/policyoffice/policies/volumes/student/studentleave.cfm
### Clery Crime Statistics for 111 8th Avenue

#### Cornell Tech

#### 2013 Annual Security Report

#### Cornell Tech – 111 8th Avenue, New York, New York

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#### Hate Crimes

- **2013** There were no reportable hate crimes.