

# **A COMMITMENT TO YOUR SAFETY**



**2016 Annual Security, Fire Safety,  
and Statistics Report**

# A SAFE CAMPUS ENVIRONMENT

## **Fostering a Team Effort**

At The Culinary Institute of America, ensuring a safe campus for students, faculty, staff, and visitors is of paramount importance. While safety officers maintain a 24-hour presence, the entire CIA community is involved in fostering an environment where everyone can feel secure. Campus safety is everyone's responsibility; together, we can continue to make the CIA a wonderful place to work, live, and learn.

The Culinary Institute of America has four locations: the New York campus in Hyde Park, the California campus in St. Helena, the Texas campus in San Antonio, and the CIA Singapore. Except where noted otherwise, the information in this report pertains to the three U.S. campuses.

## **Providing Secure Access to Facilities**

### *New York Campus:*

While many campus buildings and facilities are accessible to all during the CIA's normal business hours, the exterior doors of most residence halls are controlled by an electronic card access system and remain locked at all times. The townhouses on the north end of campus use a key entry system.

All exterior doors on campus are periodically inspected by the Facilities Department to ensure that their locking mechanisms are working properly. Safety officers on patrol routinely check and report any deficiencies with locks. In case of a campus emergency, Campus Safety has the ability to remotely lock down any door with card access capability.

### *California Campus:*

While many campus buildings and facilities are accessible to all during the CIA's normal business hours, the exterior doors of most residence halls are controlled by an electronic card access system and remain locked at all times.

All exterior doors on campus are periodically inspected by the Facilities Department to ensure that their locking mechanisms are working properly. Safety officers on patrol will also report any deficiencies with locks.

### *Texas Campus:*

CIA buildings require authorized access key card entry at all times, except during special events. Student ID access cards, issued on day one of classes, provide access to CIA buildings during prescheduled authorized access time periods.

### *Singapore Location:*

All students are issued ID cards through the CIA's partner university, the Singapore Institute of Technology. Access to kitchens is gained through a magnetic card system, and external doors are locked with keys by administrative managers.

### **Maintaining a Well-Lit Campus**

Exterior lighting is an important part of our commitment to campus safety. Parking lots, pedestrian walkways, and building exteriors are well-lit. Lighting inspections are conducted on a regular basis by Campus Safety and the Facilities Department (NY and CA) or Pearl Security (TX).

The Singapore location is well lit, including internal roads, parking lots, and buildings. Estate Department staff members from Temasek Polytechnic maintain the lighting for the campus and conduct monthly inspections.

### **Working to Keep You Safe**

#### *New York Campus:*

Even while you sleep, we're still looking out for your safety here on campus. During late evening hours, safety officers are stationed in the gatehouse at the north entrance to the campus, checking the identification of persons entering the college.

Campus Safety personnel are employed by the CIA and have the authority to ask persons for identification and determine whether individuals have lawful business at The Culinary Institute of America. CIA safety personnel also have the authority to issue parking tickets.

Safety personnel are not police or peace officers and do not possess the power of arrest. Criminal incidents are referred to local law enforcement agencies, all of which have jurisdiction on campus. Formal and informal meetings are held with area police agencies to discuss crime-related incidents. A written memorandum of understanding exists with New York State Police, the Dutchess County Sheriff's Office, and the Town of Hyde Park Police Department regarding the CIA's reporting, the police response, and the CIA's cooperation in the investigation of a violent felony offense or missing residential student. The college often utilizes the services of local police agencies to assist in the investigation of crimes on campus. All crime victims and witnesses are strongly encouraged to immediately report crimes to Campus Safety at 845-451-1268 or ext. 1111 from a campus phone, as well as to a local police agency (dial 911). Prompt reporting will assist in efforts to protect the campus community, assure the issuance of timely warning notices, and enable the timely disclosure of crime statistics.

On a routine basis, fire and police emergency service teams train on the CIA property for a variety of scenarios.

The Culinary Institute of America conducts both tabletop and practical exercises to test emergency response and evacuation procedures annually. Emergency notification testing is

done two to three times a year. Students, faculty, and staff are advised of the testing prior to the test dates.

### *California Campus:*

Campus Safety personnel at the CIA at Greystone are from a contracted security agency and are supervised by the director of campus services. The CIA contracts with this agency for security services on the Napa Valley campus. Campus Safety has the authority to ask persons for identification and to determine whether individuals have lawful business at The Culinary Institute of America at Greystone. CIA safety personnel also have the authority to issue parking tickets.

Safety personnel are not police or peace officers and do not possess arrest powers. Criminal incidents are referred to local law enforcement agencies, all of which have jurisdiction on campus. Formal and informal meetings are held to discuss crime-related incidents, and students and employees may report crimes directly to local authorities. The college utilizes the services of local police agencies to assist in the investigation of crimes on campus, and a written memorandum of understanding exists with the St. Helena Police Department. All crime victims and witnesses are strongly encouraged to immediately report crimes to Campus Safety (ext. 2313 or 707-548-2478) and local police (dial 911). Prompt reporting will assist in efforts to protect the campus community, assure the issuance of timely warning notices, and enable the timely disclosure of crime statistics. Emergency fire and rescue services are provided by both the St. Helena Fire Department and the California Department of Forestry and Fire Protection (CAL FIRE).

### *Texas Campus:*

The CIA San Antonio campus is located on the grounds of the Pearl Brewery complex. Emergency services are provided by dialing 911; the CIA San Antonio does not employ its own security personnel. The San Antonio Police Department and the Bexar County Sheriff's Department have jurisdiction over the San Antonio, TX campus. The college has a memorandum of understanding with the San Antonio Police Department concerning the reporting and investigation of crimes on campus. The Pearl Brewery complex has its own security force that patrols the entire site.

### *Singapore Campus:*

The Singapore campus does not employ security personnel or conduct patrols. Crimes can be reported to the Singaporean Police Department by dialing 999.

## **Emergency Communication**

The college utilizes Everbridge for its mass notification needs. All faculty, staff, and students have Everbridge accounts and are encouraged to register their personal "paths" (the means by which they should be notified during an emergency), such as text message, phone, and e-mail. Additional, opt-in contact information can be input via CIA Main Menu ([ciamainmenu.culinary.edu](http://ciamainmenu.culinary.edu)), the faculty/staff and student web portals at the college.

**All enrolled students** are registered in the Everbridge Mass Notification system through their CIA e-mail account. Students are encouraged to add additional contact information (e-mail addresses, phone numbers, etc.) to the notification system during new student orientation and again at returning extern orientation. New faculty and staff are enrolled during their new employee orientation. Faculty and staff are also encouraged to add and update contact information.

### *New York Campus:*

#### ***Siren alert system***

Two six-speaker arrays have been mounted at outdoor locations, and certain buildings have speaker systems throughout. During an emergency, Campus Safety will send a siren tone to alert people walking on campus and in those buildings that an emergency message is to follow. A pre-scripted or live message can be broadcast to alert the college community of an emergency situation.

#### ***Mass notification system***

Members of the Campus Safety Department are authorized to activate the emergency notification system (Everbridge) upon determining that a significant emergency exists, and will immediately notify the Dutchess County 911 Center for law enforcement and emergency service assistance. Once activated, the system will provide specific information and instructions to students, faculty, and staff. Emergency notification testing is done two to three times a year. Students, faculty, and staff are advised of the testing prior to the test dates.

### *California Campus:*

#### ***Emergency public address system***

The CIA at Greystone's emergency public address system broadcasts campus-wide for evacuations and other urgent matters. The system can be activated by the security officers on patrol, as well as by campus administrators. Messages are preceded by two loud tones followed by a verbal warning. This system can be used to give immediate instructions during emergency or disaster situations.

#### ***Mass notification system***

The CIA at Greystone director of campus services and the Campus Safety Department at the Hyde Park, NY campus are authorized to activate the emergency notification system (Everbridge) upon determining that a significant emergency exists, and will immediately notify local law enforcement and emergency services. Once activated, the system will provide specific information and instructions to students. Emergency notification testing is done two to three times a year. Students, faculty, and staff are advised of the testing prior to the test dates. Details on how to register for notification are e-mailed to all students, faculty, and staff, and are presented at new student and employee orientations. Additional information is available through the director of campus services.

### *Texas Campus:*

#### **Mass notification system**

The Campus Safety Department at the Hyde Park, NY campus is authorized to activate the emergency notification system upon determining that a significant emergency exists, and will immediately notify local law enforcement and emergency services. Once activated, the system will provide specific information and instructions to students. Emergency notification testing is done two to three times a year. Students, faculty, and staff are advised of the testing prior to the test dates. Details on how to register for notification are e-mailed to all students, and more information is available through the director of education. Pearl Security can also make public address notifications on site.

#### **Campus Timely Warning Policy Statement**

The Culinary Institute of America makes every effort to provide a safe environment for the CIA community and its guests. In the event that a crime as defined by the Clery Act occurs on or near a campus and represents a serious or continuing threat to a CIA campus, the college will:

- alert the appropriately affected campus community in compliance with Clery Act 20 USC 1092 (f) in a manner that is timely and provides information about the situation, and
- provide crime prevention and safety information to faculty, staff, and students.

Campus Safety in Hyde Park, NY, in conjunction with the appropriate campus administrators, will coordinate the issuance of a timely warning to a campus community in response to a Clery Act crime that is reported to campus security authorities or local police agencies and is considered by the CIA to represent a serious or continuing threat to a campus community.

#### ***Procedures—U.S. Campuses***

The CIA will provide the appropriately affected campus community with a timely warning when both:

- a Clery Act crime has occurred on or near the campus, and
- said Clery Act crime represents a serious or continued threat to students and/or employees on the campus.

The issuance of a timely warning will be coordinated through the Campus Safety Office at the Hyde Park, NY campus in conjunction with the appropriate campus administrators. Such timely warning notice shall be released as soon as all pertinent information is available and assessed in accordance with the above criteria. The director of campus safety in Hyde Park will provide follow-up notifications as necessary.

#### ***Decision to Issue Timely Warning—Responsibility***

The decision to issue a timely warning will be made on a case-by-case basis by the director of campus safety in conjunction with the appropriate campus administrators. The director of campus safety and administrators shall consider the nature of the Clery Act crime and the continuing danger to the appropriately affected campus community and the possible risk of

compromising law enforcement efforts. Personnel involved in the decision to issue a timely warning will determine:

- the process used to confirm that there is a significant emergency or dangerous situation,
- the content of the notification, and
- the specific notification system to be used.

The decision to issue and the actual issuance of a timely warning are done by the director of campus safety in coordination with one or more of the following individuals:

New York Campus:

- Vice President—Finance and Administration
- Provost
- Associate Vice President and Dean—Student Affairs
- Associate Dean—Students
- Title IX Coordinator

California Campus:

- Managing Director
- Associate Vice President—Branch Campuses
- Dean—Education
- Director—Campus Services

Texas Campus:

- Managing Director
- Associate Vice President—Branch Campuses
- Director—Education

### ***Content of a Timely Warning***

A timely warning will provide the appropriate campus community with information

- about the Clery Act crime,
- that explains how an individual can protect him/herself, and
- that aids in the prevention of similar crimes.

### ***Issuing a Timely Warning***

If the director of campus safety determines that a Clery Act crime has been committed and constitutes a serious or continuing threat to the CIA community, a timely warning will be issued.

The CIA may use one or more of the following modes of notification to issue the timely warning:

- Siren alert system—consists of outdoor and indoor speakers that produce a loud alert signal followed by a prescribed or live voice message
- E-mail messages
- Emergency notification system
- (Everbridge)—a third-party-hosted vendor system used to notify the CIA community of an emergency on a U.S. domestic campus, using text, e-mail, and voice notification.

Students are automatically entered in the system through their CIA account. Opt-in messages are sent to each employee and student to add additional means for notification (e.g., phone, text, or e-mail)

- Campus television system—the same message that is broadcast on the siren alert system is sent to on-campus televisions
- Flyers and posters—displayed in the residence halls
- CIA website—[www.ciachef.edu](http://www.ciachef.edu)
- CIA faculty/staff/student portals—[ciamainmenu.culinary.edu](http://ciamainmenu.culinary.edu)

A copy of the timely warning will be maintained with Campus Safety at the Hyde Park, NY campus.

### *Procedures—Singapore Location*

The decision to issue a timely warning will be made by the managing director of the CIA Singapore in consultation and coordination with the associate vice president of branch campuses and the administration of the Singapore Institute of Technology (SIT). When it has been determined that a Clery Act crime has been committed and constitutes a serious or continuing threat to the CIA community, a timely warning will be issued using the guidelines set forth in this policy to the extent that said notice shall not be contrary to the direction of Singaporean law enforcement.

A timely warning will be issued using one of the following modes of communication, which will be mutually agreed upon by the SIT administration and the CIA Singapore managing director:

- Student/employee e-mail
- Student/employee portal
- Other such means

The managing director of the CIA Singapore will be responsible for maintaining appropriate records of the timely warning notification and should immediately alert the director of campus safety at the Hyde Park, NY campus of any such event.

### **Emergency Response and Evacuation Review**

On a yearly basis, the director of campus safety and/or the managing director will assemble a group of administrators from Student Services, Residence Life, Facilities, and other departments as needed to review and test evacuation procedures and the twice-per-year testing of emergency notifications systems. The results of these exercises will provide the CIA with an opportunity to review and improve upon its already established processes and procedures. Feedback from the exercises will be posted on CIA Main Menu on the Campus Safety page. The exercises include:

- A walk-through of building evacuation routes and a review of designated meeting areas.
- Testing of the college's mass notifications systems (text, e-mail, phone).
- Testing of the siren alert and public address systems.
- Review of current processes with emergency personnel.



## **Emergency Response and Evacuation Notification**

Campus Safety and/or the administration at any of the three U.S. campuses receive reports of emergency situations from the CIA community as well as local law enforcement units, and therefore have the primary responsibility for monitoring and confirming an emergency or dangerous situation.

Upon receiving a report of, or determining that there is, a significant emergency:

### *New York Campus:*

Campus Safety will dispatch safety personnel and notify local law enforcement. The director of campus safety will alert, and bring together as necessary, members of the college's Critical Incident Management Team.\*

### *California Campus:*

Campus Safety will notify local law enforcement. Campus Safety and/or the administration will alert, and bring together as necessary, members of the college's Critical Incident Management Team.\*

### *Texas Campus:*

911 should be called immediately. The administration will alert, and bring together as necessary, members of the college's Critical Incident Management Team.\*

*\* The CIMT is a decision-making body for the college that consists of senior-level administration.*

Upon confirmation of an emergency or dangerous situation that involves a significant threat to the health and/or safety of the campus, Campus Safety and/or the administration will, without delay and taking into account the safety of the community:

- identify the appropriate segment of the campus community to be notified (if the incident is limited to a specific building or location),
- develop the content of the message, and
- determine that notification will not compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

Once activated, the notifications will provide specific information and instructions to the CIA community about the emergency. In the event of an actual emergency, the CIA community will be notified through Everbridge and other methods of communication, including e-mails, posting on CIA Main Menu (the student and employee web portals), text messages, and voice communication. See "Emergency Communication" on page 4.

## **Evacuation Procedures**

All students receive instruction concerning emergency plans and evacuation procedures during their initial safety orientation. Our plans are simple:

- When the alarm sounds, use the nearest available and appropriate exit (which may be a window) and immediately exit the building.
- Move quickly but calmly to a safe location.
- In the event of an armed intruder, if you can safely escape, it is suggested that you do so.
- If escaping is not a possibility, you may have to shelter in place.
- If you are confronted by the intruder, use any means possible to deter, resist, overcome, and/or evade him or her.

## **SAFETY PROGRAMS AND SERVICES**

### **The Importance of Crime Prevention**

The old saying “an ounce of prevention is worth a pound of cure” definitely applies to campus safety. Our goal is to prevent crimes rather than react to them after they have occurred. Toward that end, the college’s Crime Prevention Program seeks to help minimize criminal opportunities and encourages students and employees to be responsible for their own security and the security of others on campus.

Here are some features of the program at each campus that help achieve these goals:

#### *New York Campus:*

- Escort program—Escort provided upon request for persons walking on campus, particularly after dark.
- Residence hall security—Crime prevention programs presented by Residence Life staff.
- Emergency telephones—Interior and exterior phones that connect to Campus Safety.
- Closed-circuit cameras—Located in strategic areas (both indoors and out) throughout campus.
- Crime prevention brochures—Available at various locations throughout campus and included in orientation packages for all new students.
- Operation Identification—Service to engrave serial numbers or owner-recognized numbers on all valuable items on campus.
- Bicycle registration—Offered through the Residence Life Office; students provide serial numbers and other data useful in recovering bicycles in the event of theft.
- Student Safety and Sexual Assault Awareness Committee—CIA staff, faculty, and student representatives review the college’s security policies and procedures and make recommendations for their improvement.
- Student success alcohol abuse prevention—Training required for all students.
- See Something, Say Something—At new student orientation or at time of hire, all students and employees are instructed to practice “See Something, Say Something” on campus, in which they are urged to immediately report anything suspicious, dangerous, or illegal to Campus Safety.

#### *California Campus:*

- Escort program—Escort provided upon request for persons walking on campus, particularly after dark.
- Residence hall security—Crime prevention programs presented at student housing and safety orientation during move-in.
- Emergency telephones—Interior and exterior phones that connect to Campus Safety.
- Closed-circuit cameras—Located in strategic areas throughout campus.
- Student success alcohol abuse prevention—Training required for all students.

- See Something, Say Something—At new student orientation or at time of hire, all students and employees are instructed to practice “See Something, Say Something” on campus, in which they are urged to immediately report anything suspicious, dangerous, or illegal to Campus Safety.

### *Texas Campus:*

- Escort program—Escort provided upon request by Pearl Security for persons walking on campus, particularly after dark.
- Closed-circuit cameras—Located in strategic areas.
- Crime prevention tips—Outlined in the *Student Handbook*.
- Student success alcohol abuse prevention—Training required for all students.

### **Education is Key**

At student orientation for all incoming freshmen, Campus Safety, Residence Life, and other administrators offer crime prevention presentations dealing with personal and fire safety. Students are instructed on how to report incidents and crimes. In addition, fire safety and evacuation is discussed.

This proactive education is ongoing. Throughout the academic year, other presentations and campus-wide programs are offered on topics such as rape and acquaintance rape, avoiding and responding to sexual offenses, and sexual harassment. Please reference the Harassment, Sexual Misconduct, and Discrimination section on page 15 for details on student and employee sexual assault prevention and related training.

During employee orientation, the following safety topics are presented:

- Preventing and reporting accidents and injuries
- Reporting hazards and emergencies
- Fire safety
- Emergency evacuations
- Enrolling in the emergency notification system

# CAMPUS SAFETY AWARENESS

## Preparation and Disclosure of Crime Statistics

To promote safety and security at The Culinary Institute of America, and in accordance with the requirements of the Clery Act, the college:

- **Submits crime statistics to the United States Department of Education**—Each year, the college submits crime statistics for reported Clery Act crimes that occur:
  - on campus,
  - on public property within or immediately adjacent to the campus, and
  - in or on non-campus buildings or property that the CIA owns or controls.

The crimes are categorized by type, location, and year. Crime data is collected and reported the same as is done for the annual security report and is maintained by the director of campus safety.

- **Publishes and maintains an annual security report**—The annual report contains safety-, security-, and fire-related policy statements and statistics of Clery Act crimes occurring on college property, adjacent public property, and non-college property owned or controlled by the college, for the preceding three years. The report (**A Commitment to Your Safety**) is based upon the calendar year. To prepare this report, Campus Safety at the Hyde Park, NY campus collects statistical information from incidents that have been reported to Campus Safety, Campus Security Authorities (see page 32), and local law enforcement agencies having jurisdiction on the campus. In addition, information on disciplinary referrals for liquor law, drug law, and weapons possession violations is gathered in conjunction with Student Affairs, who is responsible for student discipline.

A copy of the report is available on October 1 each year. The report is distributed annually to all students and employees through the faculty/staff and student portals. It is also available at [www.ciachef.edu/safety-and-security](http://www.ciachef.edu/safety-and-security) and the Department of Education website at <http://ope.ed.gov/security>. Hardcopies of the report can be requested at Campus Safety, 1946 Campus Drive, Hyde Park, NY 12538.

- **Maintains a daily crime log**—A daily crime log is required for campuses that have a campus security department. This is a log of crimes that are reported to Campus Safety, and is available for public viewing. It includes the date the crime was reported, the date and time it occurred, the nature of the crime, the general location of the crime, and the disposition of the incident, if known.

### CRIME LOG LOCATION:

New York Campus: Campus Safety Office

California Campus: Director of Campus Services Office

Texas Campus and Singapore Location: N/A

## Reporting Criminal Activity or an Emergency

### *New York Campus:*

Campus Safety is responsible for the enforcement of campus rules and regulations. Safety on campus, however, must be a collaborative effort among students, faculty, and staff. We encourage you to report any suspicious circumstances, criminal activity or emergency to a safety officer as soon as possible. The sooner an incident is reported, the better we can render aid, protect life and property, and conduct an effective, successful investigation. Students, faculty, and staff are also encouraged to report crimes to area police agencies.

The Safety Office is conveniently located adjacent to the maintenance garage behind Roth Hall, and is staffed 24 hours a day, seven days a week. If you're some distance from the Safety Office, you can use one of the many blue-light, direct-ring phones located throughout the campus. These emergency phones can be used to report a criminal incident, a fire, or any other emergency, or to request an escort from Campus Safety. Also, free on-campus public telephones are located in various center hallways in the residence halls. Campus Safety can be contacted by dialing ext. 1268 on these easily accessible phones.

If you have questions or concerns about reporting a sexual offense or crime, we encourage you to meet with a college counselor and discuss those concerns in confidence. The counselors will respect requests for confidentiality, within the limits of applicable laws. Otherwise, the CIA does not have any institutional policies or procedures that ensure a victim or witness can voluntarily and confidentially report a crime.

### *California Campus:*

Campus Safety is responsible for the enforcement of campus rules and regulations. Safety on campus, however, must be a collaborative effort among students, faculty, and staff. We encourage you to report any suspicious circumstances, criminal activity, or emergencies to a safety officer as soon as possible. The sooner an incident is reported, the better we can render aid, protect life and property, and conduct an effective, successful investigation. We ask all students and staff to follow the "See Something, Say Something" practice—if you see something suspicious, dangerous, or illegal, report it immediately.

Campus Safety staffs the front atrium desk at the main building 24 hours a day, seven days a week. To reach us:

- You can call the security cell phone at 707-548-2478 at any time, day or night. The cell phone number can be used to report a criminal incident, a fire, or any other emergency, or to request an escort from the office. This number can also be called by simply pressing the black button on the yellow call boxes outside the entrances to the Vineyard Lodge residence hall.
- You can also use the active safety and security radios found in each residence hall to reach Campus Safety immediately if the need arises.

If you have questions or concerns about reporting a sexual offense or crime, we encourage you to meet with a counselor and confidentially discuss those concerns. The counselor will respect requests for confidentiality, within the limits of applicable laws. Otherwise, the CIA does not have any institutional policies or procedures that ensure a victim or witness can voluntarily and confidentially report a crime.

*Texas Campus:*

Emergency services are provided by dialing 911. The San Antonio Police Department and the Bexar County Sheriff's Department have jurisdiction for the CIA San Antonio facility. Additional security is provided to the entire Pearl Brewery complex.

The college encourages you to report any criminal activity or emergency to a staff member as soon as possible. The sooner an incident is reported, the better the chance that an effective, successful investigation can be conducted. Crimes should also be reported to area police agencies.

If you have questions or concerns about reporting a sexual offense or crime, we encourage you to contact the Rape Crisis Center, David Coy Building, 7500 U.S. Highway 90 West, Building 2, Suite 201, San Antonio, TX 78227 or call the 24-hour hotline at 210-349-7273. Otherwise, the CIA does not have any institutional policies or procedures that ensure a victim or witness can voluntarily and confidentially report a crime.

*Singapore Location:*

Crimes and other emergencies should be reported to the Singapore Police by dialing 999.

# CAMPUS POLICIES

## Drug and Alcohol Policy

The Culinary Institute of America is committed to creating and maintaining a campus and work environment that is free of drug and alcohol abuse and complies with all federal, state, and local laws governing the service and consumption of alcohol and the use and possession of illegal substances. The CIA prohibits:

- The unlawful use, manufacture, distribution, dispensation, sale, transportation, purchase, or possession of any nonprescription drugs or controlled substances on its owned, operated, or controlled property or any other location
- Possession of drug paraphernalia
- The unlawful service, distribution, sale, possession, consumption, or other unlawful use of alcoholic beverages
- Unlawful behaviors involving alcohol, drugs, or controlled substances including, but not limited to, underage drinking, public intoxication that impacts the CIA, driving under the influence of alcohol or drugs, and manufacturing, distributing, and using false identification
- The unlawful use, purchase, and distribution of medication, including but not limited to, prescription and over-the-counter medications
- Reckless or intentional acts that endanger mental or physical health, or conduct that creates a substantial risk of injury to a person in the course of initiation or affiliation with any organization, club, or institution
- Any activities involving the forced consumption of alcohol or drugs, including activities encouraging consumption of large amounts of alcohol or repeated consumption of alcohol in a confined amount of time

The CIA imposes sanctions for illegal alcohol or drug use and violations of this policy. In addition, individuals violating the law with the use of alcohol and drugs may be subject to criminal charges as applicable under local, state, or federal law. The CIA will cooperate fully with all civil authorities and enforcement agencies.

## Harassment, Sexual Misconduct, and Discrimination— Sexual Violence/VAWA Crimes

Sexual assault, dating violence, domestic violence, and stalking, as set forth in the Violence Against Women Reauthorization Act (VAWA), are violations of law and are specifically prohibited at The Culinary Institute of America. The VAWA definitions for these crimes follow. In addition, you may view related statutes in the jurisdiction of the CIA's three domestic campuses at [https://www.ciachef.edu/uploadedFiles/Pages/CIA\\_Policies/local-vawa-crime-definitions.pdf](https://www.ciachef.edu/uploadedFiles/Pages/CIA_Policies/local-vawa-crime-definitions.pdf).

**Sexual Assault:** An offense classified as any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.



**Domestic Violence:** Includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

**Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

**Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress.

### *Consent*

As described in the CIA's Harassment, Sexual Misconduct, and Discrimination (HSMD) Policy and the HSMD Campus SaVE Act Addendum—available from the CIA website at [www.ciachef.edu/consumer-information](http://www.ciachef.edu/consumer-information) and in the college's *Student Handbook*—in order for individuals to engage in sexual activity of any type, there must be clear, knowing, and voluntary consent prior to and during the sexual activity. Anything other than a clear, knowing, and voluntary consent to any sexual activity is equivalent to a "No." Consent cannot be given when a person is incapacitated, which occurs when an individual lacks the ability to knowingly choose to participate in sexual activity. Incapacitation may be caused by lack of consciousness or being asleep, being involuntarily restrained, or if an individual otherwise cannot consent. Depending on the degree of intoxication, someone who is under the influence of alcohol, drugs, or other intoxicants may be incapacitated and therefore unable to consent. Violators may be arrested and charged with a crime by local law enforcement in addition to being subject to college disciplinary action. New York and California have enacted laws that require affirmative consent by participants prior to engaging in sexual activity. Affirmative consent in those jurisdictions is defined as follows:

### ***Affirmative Consent—New York: Article 129-B of the New York Education Law***

A knowing, voluntary, and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in the sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based upon a participant's sex, sexual orientation, gender identity, or gender expression.

### ***Affirmative Consent—California: Section 67836 of the California Education Code***

Affirmative, conscious, and voluntary agreement to engage in sexual activity. It is the responsibility of each person involved in the sexual activity to ensure that he or she has the affirmative consent of the other or others to engage in the sexual activity. Lack of protest or resistance does not mean consent, nor does silence mean consent. Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of consent.

### ***Procedures Victims Should Follow in the Case of Dating Violence, Domestic Violence, Sexual Assault, or Stalking***

If a member of the campus community is sexually assaulted, the following guidelines/procedures should be followed by the victim/survivor:

- Get to a safe place as soon as you can.
- Attempt to preserve all physical evidence. Do not wash, use the bathroom, or change clothing if you can avoid it. If you do change your clothes, put all clothing in a paper (not plastic) bag.
- Get medical attention as soon as possible to ensure you are physically well and to collect important evidence that may be used later if you decide to take legal action, and may assist in proving that the alleged criminal offense occurred, or may be helpful in obtaining a protection order. Victims are not required to obtain a sexual assault forensic examination, nor are they required to file a police report to obtain such an examination.
- Talk with an advocate or counselor, who will maintain confidentiality, explain your options, give you information, and provide support. Reference the list of on- and off-campus resources designated as confidential at the end of this report.

**Note:** If the campus and local resources listed in this report do not provide the information you need, please visit [www.rainn.org](http://www.rainn.org) to speak to a counselor or find a rape crisis center near you.

**Please note that in an emergency situation, such as when a student is at risk of harm to self or others, you should report directly to Campus Safety or 911.**

### ***Reporting a Sexual Assault***

A victim/survivor of a sexual assault has the right to report a crime to local law enforcement, and may also decline to do so. If the victim/survivor chooses to report the incident to local law enforcement and requests assistance, Campus Safety and/or college officials will assist the victim/survivor in notifying authorities. Filing a report might help a victim/survivor with recovery, provide support and services, and prevent the offender from assaulting someone else.

Any form of sexual violence, including sexual assault, may be reported to:

- The college officials listed as on-campus resources (page 38), who are obligated to investigate the offense, or

- The college's Title IX coordinator, who oversees all reported violations of the HSMD policy and related investigations. The Title IX Coordinator for the CIA is:  
Joseph Morano  
Senior Director—Faculty Relations  
Title IX and Age Discrimination Coordinator  
The Culinary Institute of America  
1946 Campus Drive, Hyde Park, NY 12538  
Office: Roth Hall, Room S-324  
Telephone: 845-451-1314  
E-mail: [Joe.Morano@culinary.edu](mailto:Joe.Morano@culinary.edu)

The Title IX coordinator and Office of Student Affairs (New York campus), the Student Affairs Office (California campus), and the director of education (Texas campus) will work with a victim/survivor to make reasonable interim changes to his/her academic and living situation and take other protective measures after an alleged sexual assault and/or during an investigation.

Details of such changes and protective measures are contained within the complainant's statement of rights, a written copy of which will be provided to the victim/survivor at the time of the report, informing them they have a right to:

- Privacy, including in accordance with the Family Educational Rights and Privacy Act (FERPA) (for students only), subject to the institution's legal obligation to investigate, remedy, and address sexual misconduct on campus. Additionally, the college will make all reasonable efforts to ensure the preservation of privacy, restricting information to those with a legitimate need to know.
- An investigation and appropriate resolution of all credible complaints of sexual misconduct.
- Be treated with dignity and respect throughout the process.
- Receive information regarding how to access available resources such as counseling, advocates, support, mental health and medical treatment, legal assistance, visa and immigration assistance, and student financial aid, on and off campus.
- Report the incident through the process outlined in the CIA's Harassment, Sexual Misconduct, and Discrimination Policy and/or the off-campus law enforcement system without unnecessarily having to repeat the description of the incident to more individuals as practicable.
- Choose to contact off-campus law enforcement and/or have campus authorities, including Campus Safety, assist you in contacting law enforcement.
- Refuse all of these options without reproach from any CIA official with the understanding that such refusal may impact an investigation and action by the CIA.
- A prompt and thorough investigation of the complaint; written notice will be provided of any undue delay and the reason for the delay.
- Be accompanied by an advisor of your choice through the investigation and/or appeal process (students only).

- An outcome based solely on evidence presented during the conduct process. Such evidence shall be credible, relevant, based in fact, and without prejudice.
- Be notified, in writing, of the investigation outcome, including the outcome of any appeal and any sanctions that apply; if deceased, this may be provided to next of kin.
- Be fully informed of the Harassment, Sexual Misconduct, and Discrimination Policy and procedures to report, investigate, and resolve a complaint, as well as possible sanctions.
- The same support opportunities available to the accused throughout the investigation.
- Receive timely information regarding the status and outcome of the investigation/hearing.
- Written notification about options, available assistance, and how to request to change/modify your academic or work schedule or on-campus living situation. The CIA is obligated to comply with a student's reasonable request for a living or academic change following an alleged incident of sexual or interpersonal violence. These changes can happen regardless of a formal complaint, investigation, or campus or criminal charges. When providing accommodations or protective measures, the CIA will disclose only information that is necessary to provide accommodations or protective measures in a timely manner. Victims will be informed before any personally identifiable information is shared that the college believes is necessary to provide an accommodation or protective measure. These changes will respect the complainant's confidentiality to the extent possible and may include:
  - Moving from one on-campus residence to another on-campus residence.
  - Rescheduling of an exam, paper, or assignment.
  - Taking an Incomplete in a class.
  - Withdrawing from a class.
  - Transferring to a different class section.
  - Taking a temporary leave from the CIA.
  - Adjusted work schedule.
- Understand that you are not responsible for crime(s) committed against you.
- NOT have mediation offered to you as the sole means of addressing or resolving your complaint.
- Protective measures such as, but not limited to:
  - When the accused is a student, a "no contact order" (NCO) issued from the college, and to be notified if the accused is prohibited from contacting you or entering your residence hall, with the ability to obtain a copy of the NCO and review it with a CIA official to fully understand the consequences if a violation of the NCO takes place.
  - Assistance from the CIA in obtaining an "order of protection" (OOP) from a criminal or civil court, and to have an opportunity to meet with a college official who can explain the order and answer questions about it, including information from the order about the accused's responsibility to stay away from the protected person(s) and an explanation of the consequences for violating these orders, including but not limited to arrest, additional conduct charges, and interim suspension.

- Assistance from the CIA in enforcing an NCO or OOP, which may result in arrest by local law enforcement, interim suspension, or additional conduct charges.
- Assistance from the CIA in issuing “no trespass” letters to off-campus individuals. Student Affairs, the Title IX coordinator, and Campus Safety can provide the above assistance.
- Assistance from the CIA/Campus Safety to obtain transportation and or escort students to and from classes, vehicles, residence halls, medical appointments, counseling sessions, legal advising sessions, etc.
- Appeal the outcome and/or sanction(s) in accordance with the process outlined in the Harassment, Sexual Misconduct, and Discrimination Policy.
- Know that a violation of the Harassment, Sexual Misconduct, and Discrimination Policy will be based on preponderance of evidence (more likely than not).
- NOT have any personally identifiable information released to the public without your consent. No personally identifiable information will be contained in any publicly available reports or disclosures required pursuant to the Clery Act including, but not limited to, the daily crime log.
- NOT experience retaliation for reporting the incident.
- Disclose, if the accused is an employee of the CIA, the incident to the CIA’s Human Resources authority or the right to request that a confidential or private employee assist in reporting to the appropriate Human Resources authority.
- Receive assistance from appropriate CIA representatives in initiating legal proceedings in family court or civil court.
- Withdraw a complaint or involvement from the CIA process at any time.
- Be given a copy of these rights when you make a complaint.

### *Confidential Reporting*

When a complainant consults CIA officials, he/she should be aware of the concepts of confidentiality, privacy, and mandatory reporting in order to make informed choices.

Although the CIA will make every effort to ensure the confidentiality of any investigation and the privacy of those persons involved, once a complaint has been filed, it is the CIA’s responsibility to take appropriate action to resolve the situation. When an employee of the CIA has been informed of an incident of sexual assault, domestic violence, dating violence, stalking, discrimination, or harassment, he/she has a mandatory duty to report the situation as a responsible employee. All complaints will be held in confidence and disclosed only to the extent necessary, as determined by the Title IX and Age Discrimination Act coordinator, for the investigation.

If a complainant desires that a particular incident be discussed on an entirely private and confidential basis, he/she should speak with one of the listed agencies or personnel designated as confidential resources. In such instances, the CIA shall not be considered to have knowledge of the incident or situation and therefore, the complainant should have no expectation of the matter being investigated or resolved by college authorities.

Neither the CIA nor the law requires that the private information shared by an individual with those working as confidential resources will be divulged except in circumstances such as when the reporting party discloses:

- information that can be reasonably interpreted as a situation where there is risk of harm to self or others, or
- incidents that involve a minor.

Otherwise, a complainant may seek assistance from these confidential resources without starting a formal process that is beyond the complainant's control, or that may violate her/his privacy.

### *Investigation Procedures*

The Title IX and Age Discrimination Act coordinator's responsibilities include overseeing all complaints of harassment and discrimination and identifying and addressing any patterns or systemic problems that may arise, including sexual violence, domestic violence, dating violence, or stalking, in accordance with Title VII, the Violence Against Women Reauthorization Act, and the Campus SaVE Act. The investigation procedures contained in the CIA's HSMD policy apply to any incident of sexual violence, domestic violence, dating violence, or stalking.

Elements of this process are focused around the following:

- Investigation Process
- Investigation Findings—Student vs. Student
- Investigation Findings—Student vs. Faculty / Student vs. Staff / Staff vs. Student / Faculty vs. Student
- Investigation Findings—Staff/Faculty vs. Staff/Faculty
- Investigation Findings—Third-Party Involvement
- Sanctions
- Employees

### *Investigation Process*

Upon receipt of a complaint, the Title IX and Age Discrimination Act coordinator, working with the appropriate CIA office, will open a formal case file and assign an investigator. The Title IX/Age Discrimination Act coordinator and all investigators are certified through ATIXA training and receive continuing education to include information on sexual harassment, including sexual violence, domestic violence, dating violence, and stalking as set forth in the Campus SaVE Act addendum.

The investigator will direct the investigation process and confer with the Title IX and Age Discrimination Act coordinator on interim actions, accommodations for the complainant (if required), and/or other necessary remedial short-term actions. Any such accommodations or actions will remain confidential to the extent possible. There will be no retaliation against any individual for filing a complaint and/or for assisting, testifying, or participating in the

investigation of such a complaint. All complaints will be held in confidence and disclosed only to the extent necessary for the investigation.

Complainants and respondents will both be notified in writing of their rights to:

- Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard. Written notice will be provided of any undue delay and the reason for the delay.
- Be accompanied by an advisor of choice who may assist and advise a reporting individual, the accused, or the respondent throughout the judicial or conduct process, including during all meetings and hearings related to such process.
- Be notified, in writing, of the investigation's outcome, including the outcome to any appeal and any sanctions that apply (in the case of a deceased victim/complainant, this notification may be made to the next of kin).
- Appeal the outcome and/or sanctions in accordance with the process outlined in the HSMD policy.

During the course of an investigation, certain investigative procedures may take place that include, but are not limited to, the following:

- An initial meeting with the student, faculty, staff member, or third party (the "respondent") will be held to inform him/her that a formal complaint has been filed against him/her and to explain the nature of the allegations.
- While the investigation is pending, the Title IX and Age Discrimination Act coordinator, working with the appropriate CIA offices, may:
  - Take immediate and appropriate interim action to address harassment allegations before a final determination is made on the complaint.
  - Take any other necessary actions to ensure compliance with applicable law and CIA policy.
  - Based upon the nature and seriousness of the allegations, request that the Human Resources Department immediately transfer or remove the respondent employee from their duties on a temporary basis while the investigation is ongoing.
  - Based upon the nature and seriousness of the allegations, request that the respondent student be moved into alternate classes, suspended, or otherwise reassigned on a temporary basis while the investigation is ongoing.
  - Based upon the nature and seriousness of the allegations, bar a third party respondent from access to the campus or engagement with the complainant to the extent provided by law.

A formal investigation will be conducted, usually initiated within 10 business days after the complaint is made. The investigator will take the following steps:

- Thoroughly review the complaint and all supporting documentation and evidence
- Confirm the identity and contact information of the complainant

- Meet with the complainant
- In coordination with the Title IX and Age Discrimination Act coordinator, initiate any necessary remedial actions
- Commence a thorough, reliable, and impartial investigation by developing an investigation plan, including a witness list, evidence list, intended timeframe, and order of interviews for all witnesses and the respondent, who may be given notice prior to or at the time of the interview
- Contact or request meeting(s) with other staff, faculty, students, or others who may be able to provide additional relevant information as part of the investigation
- Make a finding, based on a preponderance of the evidence, whether a policy violation is more likely than not to have occurred

***Investigation Findings—Student vs. Student***

Following completion of the investigation process, the Title IX and Age Discrimination Act coordinator will appoint a hearing officer. The hearing officer has final decision-making authority with regard to the resolution of formal complaints. Such decisions are subject to appeal as outlined further within this policy.

The following procedures will be followed at the conclusion of an investigation:

1. The investigator will provide a final report within 15 business days after the conclusion of the investigation on the findings of the investigation to the hearing officer and Title IX and Age Discrimination Act coordinator for review and consideration.
2. The Title IX and Age Discrimination Act coordinator, Office of Student Affairs, or hearing officer will hold individual meetings with the complainant and respondent to review the investigation findings within 15 business days of the investigation’s written outcome. The complainant and respondent will be provided, in writing, the outcome of the investigation findings at these individual meetings.
  - a. In cases that are directly related to harassment, the complainant will also be informed of any sanctions placed upon the respondent, in instances where the sanction directly affects the complainant.
3. Where the respondent was not found responsible for the alleged violation(s) to this policy, the investigation should be closed and all parties will be notified in writing within 15 business days of the investigation’s written outcome of this determination.
4. If the respondent violated this policy, a meeting with the hearing officer will be held with the respondent within 15 business days of the investigation’s written outcome to review the investigation findings. If the respondent accepts the findings, the hearing officer will impose appropriate sanctions in writing for the violation, after consultation with the Title IX and Age Discrimination Act coordinator.
5. If the respondent or complainant rejects the findings of the investigation (in whole or in part), they must notify the Title IX and Age Discrimination Act coordinator in writing within five business days of receiving the written determination.
  - a. Where the respondent or complainant has rejected the findings of the investigation (in whole or in part), the hearing officer will advise the Title IX and Age Discrimination Act coordinator, who will call a hearing, over which the hearing



officer shall preside, within 21 business days. The intent of this hearing will be to provide an equitable resolution via an equitable process, respecting the civil and legal rights of all participants. The hearing officer will be charged with making a final ruling following the hearing on the basis of the preponderance of the evidence. Such ruling shall be subject to appeal as outlined within this policy.

- i. During the hearing, the hearing officer will review the findings of the investigation and consider other and/or additional evidence and/or witnesses presented by the parties to the complaint.
- ii. If it is determined that the respondent violated this policy, the hearing officer shall impose appropriate sanctions for the violation.
- iii. If it is determined that the respondent did not violate this policy, the hearing officer will close the investigation.
- iv. All parties will be notified in writing within 14 business days of the final determination of the hearing officer. In cases that are directly related to harassment, the complainant will also be informed of any sanctions placed upon the respondent, in instances where the sanction directly affects the complainant.

***Investigation Findings—Student vs. Faculty / Student vs. Staff / Staff vs. Student / Faculty vs. Student***

At the conclusion of the investigation process, the Title IX and Age Discrimination Act coordinator will appoint a hearing officer. The hearing officer has final decision-making authority with regard to the resolution of formal complaints. Such decisions are subject to appeal as outlined further within this policy.

The following procedures will be followed at the conclusion of an investigation:

1. The investigator will provide a final report within 15 business days after the conclusion of the investigation on the findings of the investigation to the hearing officer, the Human Resources Department, and the Title IX and Age Discrimination Act coordinator.
2. The hearing officer and Human Resources Department shall determine whether a policy violation has occurred.
3. The Title IX and Age Discrimination Act coordinator, Office of Student Affairs, or hearing officer will hold individual meetings with the complainant and respondent to review the investigation findings within 15 business days of the investigation's written outcome. The complainant and respondent will be provided in writing the outcome of the investigation findings at these individual meetings.
  - a. In cases that are directly related to harassment, the complainant will also be informed of any sanctions placed upon the respondent, in instances where the sanction directly affects the complainant.
4. Where the respondent was not found responsible for the alleged violation(s) to this policy, the investigation should be closed and all parties will be notified in writing of this determination within 15 business days of the investigation's written outcome.
5. If the respondent has violated this policy, the Human Resources Department, department head, dean, or managing director will meet with the faculty or staff

member and provide them with a written notification of the investigation's outcome, along with any appropriate sanctions within 15 business days of the investigation's written outcome.

6. If the respondent or complainant rejects the findings of the investigation (in whole or in part), they must notify the Title IX and Age Discrimination Act coordinator in writing within five business days of receiving the written determination.
  - a. Where the complainant or the respondent has rejected the findings of the investigation (in whole or in part), the Title IX and Age Discrimination Act Coordinator will call a hearing, over which the hearing officer shall preside, within 21 business days. The hearing will provide an equitable resolution via an equitable process, respecting the civil and legal rights of all participants. The hearing officer will be charged with making a final ruling following the hearing on the basis of the preponderance of the evidence. Such ruling shall be subject to appeal as outlined within this policy.
    - i. During the hearing, the hearing officer will review the findings of the investigation and consider other and/or additional evidence and/or witnesses presented by the parties to the complaint.
    - ii. If it is determined that the respondent violated this policy, the Human Resources Department shall impose appropriate sanctions for the violation.
    - iii. If it is determined that the respondent did not violate this policy, the hearing officer will close the investigation.
    - iv. All parties will be notified in writing within 14 business days of the final determination of the hearing officer. In cases that are directly related to harassment, the complainant will also be informed of any sanctions placed upon the respondent, in instances where the sanction directly affects the complainant.

#### ***Investigation Findings—Faculty/Staff vs. Faculty/Staff***

At the conclusion of the investigation, the Title IX and Age Discrimination Act coordinator and Human Resources Department shall determine whether a policy violation has occurred. All decisions are subject to appeal as outlined further within this policy below.

The following procedures will be followed at the conclusion of an investigation:

1. The investigator will provide a final report within 15 business days after the conclusion of the investigation on the findings of the investigation to the Human Resources Department and Title IX and Age Discrimination Act coordinator.
2. The Title IX and Age Discrimination Act coordinator or director of human resources will hold individual meetings with the complainant and respondent to inform them of the outcome of the investigation within 15 business days of the investigation's written outcome. The complainant and respondent will be provided, in writing, the outcome of the investigation findings at these individual meetings.
  - a. In cases that are directly related to harassment, the complainant will also be informed of any sanctions placed upon the respondent, in instances where the sanction directly affects the complainant.

3. If it is deemed that the respondent was not found responsible for the alleged violation(s) to this policy, the investigation should be closed and all parties will be notified in writing of this determination within 15 business days of the investigation's written outcome.
4. If the respondent has violated this policy, the Human Resources Department, department head, dean, or managing director will meet with the faculty or staff member and provide them with a written notification within 15 business days of the investigation's written outcome.
5. If the respondent or complainant rejects the findings of the investigation (in whole or in part), they must notify the Title IX and Age Discrimination Act coordinator in writing within five business days of receiving the written determination. Such ruling shall be subject to appeal as outlined within this policy.

### ***Investigation Findings—Third-Party Involvement***

At the conclusion of the investigation, the Title IX and Age Discrimination Act coordinator and hearing officer shall determine whether a policy violation has occurred. The following measures must be followed at the conclusion of an investigation where the third party is the complainant or the third party is the respondent. All decisions are subject to appeal as outlined further within this policy below.

1. The investigator will provide a final report within 15 business days after the conclusion of the investigation on the findings of the investigation to the hearing officer and Title IX and Age Discrimination Act coordinator.
2. The hearing officer, Office of Student Affairs, Human Resources Department, department head, dean, or managing director will hold individual meetings with the complainant and respondent to review the investigation findings within 15 business days of the investigation's written outcome. The complainant and respondent will be provided, in writing, the outcome of the investigation findings at these individual meetings.
  - a. In cases that are directly related to harassment, the complainant will also be informed of any sanctions placed upon the respondent, in instances where the sanction directly affects the complainant.
3. If the respondent was not found responsible for the alleged violation(s) to this policy, the investigation should be closed and the respondent and complainant will be notified in writing of this determination within 15 business days of the investigation's written outcome.
4. Where the respondent has violated this policy, the hearing officer, Office of Student Affairs, Human Resources Department, department head, dean, or managing director will provide the respondent with a written notification within 15 business days of the investigation's written outcome, along with any appropriate sanctions.
5. If the respondent or complainant rejects the findings of the investigation (in whole or in part), they must notify the Title IX and Age Discrimination Act coordinator in writing within five business days of receiving the written determination.
  - a. Where the respondent or complainant has rejected the findings of the investigation (in whole or in part), the Title IX and Age Discrimination Act coordinator will call a

hearing, over which the hearing officer shall preside, within 21 business days. The hearing will provide an equitable resolution via an equitable process, respecting the civil and legal rights of all participants. The hearing officer will be charged with making a final ruling following the hearing on the basis of the preponderance of the evidence. Such ruling shall be subject to appeal as outlined within this policy.

- i. During the hearing, the hearing officer will review the findings of the investigation and consider other and/or additional evidence and/or witnesses presented by the parties to the complaint.
- ii. If it is determined that the respondent violated this policy, the Human Resources Department or Office of Student Affairs shall impose appropriate sanctions for the violation.
- iii. If it is determined that the respondent did not violate this policy, the hearing officer will close the investigation.
- iv. The respondent and complainant will be notified in writing within 14 business days of the final determination of the hearing officer.

If it is determined that a policy violation did occur, the hearing officer will recommend appropriate sanctions. If it is determined that a policy violation did not occur, the hearing officer will close the investigation. All parties will be notified in writing of the final determination of the hearing officer, including sanctions imposed. If either party does not accept the findings of the investigation and/or hearing officer, those findings can be appealed on the grounds that the decision reached was not based on substantial evidence, the procedures were not properly followed, and/or new evidence is available to alter the original determination.

### **Appeal Process**

If a respondent or complainant does not accept the findings of the investigation and/or hearing officer, those findings can be appealed through the following procedures. Appeals are confined to a review of the written documentation or record of the original hearing, and pertinent documentation regarding the grounds for appeal.

Appeals are not intended to be full rehearings or the basis for a new investigation of the complaint. The appeal officer may accept or modify the original decision and the appeal officer's decision to deny appeal requests is final.

Respondents or complainants must petition in writing for an appeal within five business days of receiving the written decision. The party requesting an appeal must do so in writing showing error; the ONLY grounds for appeal are as follows:

1. The decision reached was not based on substantial evidence, i.e., whether the facts of the case were not sufficient to establish that
  - a. a violation of this policy occurred; and/or
  - b. the accused committed the violation of this policy.
2. The procedures were not properly followed as outlined in this policy.
3. New evidence is available to alter the original determination.

The procedures governing the hearing of appeals include the following:

1. **Student Appeals:** Any party who files an appeal must do so in writing to the Title IX and Age Discrimination Act coordinator or Section 504 coordinator, if appropriate. The request for appeal will then be forwarded to an appointed appeals officer for review.
2. **Faculty/Staff/Third Party Appeals:** Any party who files an appeal must do so in writing to the vice president of administration and shared services. The vice president of administration and shared resources and/or designee will be the acting appeals officer.
3. If the appeals officer determines that an error (material, procedural, or applicable) occurred, he/she may return the original complaint to the original hearing officer with instructions to reconvene to remedy the error. The results of a reconvened hearing cannot be appealed.
4. In rare cases, where the error cannot be remedied by the original hearing officer (as in cases of bias), the appeals officer may order a new hearing on the complaint with a new hearing officer appointed by the Title IX and Age Discrimination Act coordinator or Section 504 coordinator if appropriate. The results of a new hearing with a new hearing officer can be appealed, once, on the grounds for appeals listed above.
5. The appeals officer may at his/her discretion suspend any sanctions imposed by the hearing officer.
6. The appeals officer will render a written decision on the appeal to all parties within 21 business days from request for appeal.

## Sanctions

The following sanctions may be imposed upon any student found to have violated the HSMD policy. Any combination of sanctions listed in this section may be imposed for any single violation.

- **Warning:** A notice in writing informing the student that he or she is violating or has violated college regulations, and warning that repeat violations will result in more severe disciplinary sanctions. A verbal warning may occasionally be given to allow a student to correct a violation in a timely manner.
- **Demerits:** One to 12 demerits may be assessed for verified violations of this code. An accumulation of 12 demerits may result in suspension or dismissal from the CIA. Demerits may disqualify a student from becoming a resident assistant, participating in the Manager-in-Training (MIT) program, living in specific residence halls, or holding certain student offices.
- **Probation:** Probation for a designated time may be assigned. Probation may include certain specific directives that the student is instructed to follow, a warning that additional sanctions may be assigned for further violations, and a signed behavioral contract agreement.
- **Loss of Privileges:** Denial of specified privileges for a designated period of time. This includes, but is not limited to, any and all privileges pertaining to campus housing, operating and parking motor vehicles, use of the Student Recreation Center, visitation, student employment, or use of any campus facility or service.

- **Fines:** Fines may be assessed. The amount will reflect the degree of seriousness of the violation. All fines are considered legitimate debts to the CIA, and nonpayment may result in any of the stated penalties, prevention from continuation in classes, and/or prevention from attending the graduation ceremony, receiving of the diploma, and receiving copies of student transcripts and records. Fines are usually given in addition to demerits during the student's last nine weeks at the college.
- **Restitution:** Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
- **Community Service:** Work assignments, providing a useful service to the CIA campus community for a specified number of hours.
- **Residence Hall Suspension:** Separation of the student from the residence halls for a definite period of time. Students with serious disciplinary records are not permitted to reside in or visit residence halls as deemed appropriate.
- **Residence Hall Dismissal:** Permanent separation of the student from the residence halls. Students dismissed from the residence halls are not allowed to visit the residence halls or the grounds adjacent to them.
- **Completion of an Alcohol Education or Rehabilitation Program:** Successful completion of an approved alcohol or substance abuse rehabilitation or educational program may be required as a condition for continued matriculation if the violation(s) involves alcohol, illegal drugs, or the abuse or misuse of any legal drugs. This may include required drug testing by the treatment facility or the college.
- **Required Assessment or Educational Sessions:** A completed assessment or educational session by a licensed counselor or medical doctor may be required for students exhibiting behavioral concerns that compromise the safety of oneself or others.
- **Involuntary Leave of Absence:** Significant concerns regarding health and wellness may require the college to place a student on an involuntary leave of absence until said concern is addressed.
- **Suspension:** Terms of suspension from the CIA are imposed for 15 weeks, 24 weeks, or one year, depending on the gravity of the offense. Suspension may take effect immediately upon the CIA's decision, and includes suspension from classes, residence halls, and all campus visitations, unless specifically authorized. Any student arrested by the civil authorities and charged with a felony may be immediately suspended from classes. Suspensions will disqualify a student from becoming a resident assistant, participating in the Manager-in-Training (MIT) program, living in specific residence halls, or holding certain student offices.
- **Dismissal:** Permanent separation of the student from the CIA.
- **No Contact Orders:** No Contact Orders (NCOs) are temporary directives issued by the Student Affairs Office prohibiting communication between or among designated students when, in the judgment of the CIA, there is reason to believe that an order would be in the best interest of all parties. NCOs prohibit all forms of communication between students: direct or indirect, written, electronic, or through a third party. NCOs are not similar to court-imposed restraining orders and do not guarantee that designated parties will avoid sightings or interactions in class, on the campus, or in the

local community. In some circumstances, an NCO may restrict a student from parts of the campus where he/she would not have to engage in required academic activities.

## **Employees**

When the findings of an investigation determine that an employee violated the HSMD policy, sanctions may include, but not be limited to, written discipline, suspension, and/or termination as appropriate to the findings. More serious findings of sexual violence or sexual assault will likely result in termination of employment if appropriate. Employees will be subject to the disciplinary and appeal process outlined in the HSMD policy for founded violations of the HSMD policy.

### ***Sexual Assault Prevention and Education Programs***

The Culinary Institute of America prohibits dating violence, domestic violence, sexual assault, and stalking, as these terms are defined for the purposes of the Clery Act.

The CIA provides programs designed to promote the awareness of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking. These include primary prevention and awareness programs for all incoming students and new employees that address the institution's prohibition against such conduct, the definitions of such conduct, the definition of consent in reference to sexual activity in the applicable jurisdiction, safe and positive options for bystander intervention, and information on risk reduction to recognize warning signs of abusive behavior and how to avoid potential attacks.

## **Risk Reduction**

There are no sure means to prevent a sexual assault/offense. However, there are ways a person can lessen the likelihood of an assault. The following suggestions may help reduce the risk or prevent a sexual offense:

- Be aware. Realizing that you could be a victim of a sexual offense is the first step toward protecting yourself.
- When going out, know where you are going and speak up if you are uncomfortable with the plans.
- Do not open doors to strangers; use your peephole or ask the individual to identify himself or herself prior to opening the door.
- Lock your door as soon as you enter or leave your room.
- Never hitchhike. Hitchhiking can lead to a very dangerous situation.
- Avoid drugs or excessive alcohol. Many sexual offenses involve drugs or alcohol.
- Do not leave a party with someone you just met, no matter how nice they may appear to be. Plan to go out with a friend and leave with the same friend.
- Never leave an alcoholic drink unattended.
- Trust your instincts and be assertive about your rights; when safe to do so, clearly state your feelings.

The following suggestions may reduce the risk of committing a sexual offense:

- Listen carefully. If you are unsure what your partner is saying or implying, ask for clarification.
- Remember that a clear “yes” is needed to engage in sexual activity.
- Don’t make assumptions.
- Realize that just because someone has had sex with you in the past, it does not mean they want to have sex with you again.
- Be aware that having sex with someone who is incapable of giving consent due to alcohol or drug use is considered sexual assault.

## **Bystander Intervention**

Bystander intervention is the act of feeling empowered to assist any member of the CIA community from a situation of sexual violence. The goal is to stop bad behavior before it impacts someone else. The following tips should be considered prior to intervening:

- Approach everyone as a friend.
- Do not be antagonistic.
- Avoid using violence.
- Be honest and direct whenever possible.
- Recruit help (for example, from a friend) if necessary.
- Keep yourself safe.
- If things get out of hand or become too serious, contact a campus administrator or law enforcement.

Your personal safety and the safety of others is important. As a bystander, the following strategies can be used to intervene:

- Step in to separate the two people.
- Use a distraction: “Can you come with me to the bathroom?”
- Recruit another friend to help.
- Direct the attention away from the other person: “I don’t feel well, we need to go.”
- Evaluate the situation and determine your best move; don’t be afraid to change strategies.

This information is provided to students during their orientation to the CIA, through a mandated online Student Success™ program called *Not Anymore*. Second-year students take another Student Success program titled *Every Choice*, an online bystander intervention program aimed at reducing campus sexual assault, dating/domestic violence, and stalking among students. Other ongoing prevention and awareness programs also occur throughout the year, including, but not limited to, Department of Health/Planned Parenthood/Center for Victim Safety and Support presentations, The Red Flag Campaign, the Sex Signals program, the CIA’s Sexual Assault Awareness Month Campaign each April, a Wellness Expo featuring a variety of community organizations, and other appropriate educational programs.



Each campus location has resources for students and employees on support, prevention, and awareness of sexual assault. Resources are available through the Office of the Title IX Coordinator, the Office of Student Affairs, Sexual Assault Response Team advisors, Campus Safety, and Human Resources at all CIA domestic campuses.

All administrators, faculty, and staff are trained with respect to sexual harassment, including sexual violence, domestic violence, dating violence, or stalking, in accordance with Title VII, Title IX, the Violence Against Women Reauthorization Act, and the Campus SaVE Act. All new employees receive this training during their first 60 days on campus. This training occurs through Sexual Harassment and SaVE online courses, as well as necessary training updates on sexual harassment, sexual violence, domestic violence, dating violence, and stalking.

All Campus Safety officers receive annual training on reportable crimes under the Clery Act as well as the Violence Against Women Reauthorization Act, including sexual violence, domestic violence, dating violence, and stalking. All Campus Security Authorities (see page 32) receive annual training on reportable crimes under the Clery Act, including all forms of sexual misconduct.

### ***Sex Offender Registry and Access to Related Information***

The Federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, went into effect October 28, 2002. The law requires institutions of higher education to issue a statement advising the campus community as to where law enforcement agency information provided by the state concerning registered sex offenders may be obtained. It also requires sex offenders already obliged to register in a state to provide notice, as required under state law, of each institution of higher education in that state at which the person is employed, carries on a vocation, volunteers services, or is a student. Information is available at:

#### **New York Campus**

<http://www.criminaljustice.ny.gov/nsor/>

#### **California Campus**

[www.meganslaw.ca.gov](http://www.meganslaw.ca.gov)

#### **Texas Campus**

<https://records.txdps.state.tx.us/SexOffenderRegistry>

### **Statement on Bias Crimes**

The Culinary Institute of America is committed to providing a working and learning environment free from harassment. Members of the CIA community, guests, and visitors have the right to be free from any form of harassment (which includes sexual misconduct and sexual harassment) or discrimination; all are expected to conduct themselves in a manner that does not infringe upon the rights of others.

The CIA prohibits harassment against individuals on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, marital status, veteran status, ancestry, or national or ethnic origin, or any protected group or classification under

federal or state laws. These principles also apply to admissions, financial aid, academic matters, career services, counseling, housing, employment policies, scholarship programs, medical services, and all other programs and activities available at the CIA. Members of the CIA community, guests, and visitors who believe they have been or are being subjected to a form of harassment are strongly urged to use the resolution procedures described in the full text of the CIA's Harassment, Sexual Misconduct, and Discrimination Policy, available on the CIA website at [www.ciachef.edu/consumer-information](http://www.ciachef.edu/consumer-information).

The CIA's Harassment, Sexual Misconduct, and Discrimination Policy is consistent with Title IX of the Education Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Age Discrimination in Employment Act of 1967, the Genetic Information Nondiscrimination Act of 2008, and other applicable state or federal law. In some instances, this policy will be amended to extend beyond federal protections when state laws or statutes (such as California's Leonard's Law) provide compelling reasons to do so.

### **Notice of Nondiscrimination**

The Culinary Institute of America (CIA) is an Equal Opportunity Employer committed to the principle of equal opportunity in education and employment, in compliance with Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title VI and Title VII of the Civil Rights Act of 1964, Age Discrimination Act of 1975, and other federal, state, and local laws.

The CIA does not discriminate against individuals on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, marital status, veteran status, ancestry, national or ethnic origin, or any other protected group or classification under federal or state laws. These principles also apply to admissions, financial aid, academic matters, career services, counseling, housing, employment policies, scholarship programs, medical services, and all other programs and activities available at the CIA.

The Culinary Institute of America, pursuant to Title IX, Title VII, and state laws also prohibits sexual harassment, which includes sexual assault and sexual violence.

The **Senior Director of Faculty Relations** is designated as the Title IX Coordinator and Age Discrimination Act Coordinator for the CIA and is responsible for coordinating compliance with the above applicable laws, statutes, and regulations as set forth in this statement. The **Manager of Faculty Relations** is designated as the Deputy Title IX Coordinator and supports the Title IX Coordinator and Age Discrimination Act Coordinator for the CIA. Inquiries to the CIA concerning the application of the Age Discrimination Act and Title IX, and their implementing regulations, may be referred to the Title IX and Age Discrimination Act Coordinator, or to the Office for Civil Rights (OCR) of the U.S. Department of Education.

The **Dean of Academic Engagement and Administration** is designated as the Section 504 Coordinator for the CIA and is responsible for coordinating compliance under Section 504 of the

Rehabilitation Act of 1973. Inquiries relating to Section 504 may be referred to the Section 504 Coordinator.

Additionally, complaints, including the procedure for filing a complaint regarding this Nondiscrimination Statement and the CIA's compliance with Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title VI and Title VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, and other federal, state, and local laws, may also be directed to the following Civil Rights Compliance Officers:

Joseph Morano, Senior Director—Faculty Relations  
Title IX and Age Discrimination Act Coordinator  
The Culinary Institute of America  
1946 Campus Drive  
Hyde Park, NY 12538  
Office: Roth Hall, Room S-324  
Telephone: 845-451-1314  
E-mail: [Joe.Morano@culinary.edu](mailto:Joe.Morano@culinary.edu)

Danielle Glendenning, Manager—Faculty Relations  
Deputy Title IX and Age Discrimination Act Coordinator  
The Culinary Institute of America  
1946 Campus Drive  
Hyde Park, NY 12538  
Office: Roth Hall, Room W-401E  
Telephone: 845-905-4369  
E-mail: [Danielle.Glendenning@culinary.edu](mailto:Danielle.Glendenning@culinary.edu)

Carolyn Tragni, Dean—Academic Engagement and Administration  
Section 504 Coordinator  
The Culinary Institute of America  
1946 Campus Drive  
Hyde Park, NY 12538  
Office: Roth Hall, Room S-319  
Telephone: 845-451-1615  
E-mail: [Carolyn.Tragni@culinary.edu](mailto:Carolyn.Tragni@culinary.edu)

Or

U.S. Department of Education  
Office for Civil Rights  
Lyndon Baines Johnson Department of Education Building  
400 Maryland Avenue, SW  
Washington, DC 20202-1100  
Telephone: 1-800-421-3481

Fax: 202-453-6012; TDD: 1-877-521-2172

E-mail: [OCR@ed.gov](mailto:OCR@ed.gov)

### **Missing Student Notification Policy**

In compliance with the Federal Higher Education Opportunity Act, The Culinary Institute of America has established a Missing Student Notification Policy in the event that a student who resides in on-campus housing is determined to be missing. The CIA will initiate the missing student notification process no later than 24 hours after a student residing in on-campus housing has been determined to be missing.

### ***Missing Student Contact Information***

A student may confidentially identify, through the emergency notification system, a person or persons who the CIA will contact if such student is determined missing. This contact may be different and separate from the student's emergency contact. All missing student contact information registered in the emergency notification system is confidential and only accessible by a limited number of authorized CIA officials.

During orientation, Campus Safety will e-mail each student an authorization number to his or her school e-mail account with information on how to register a missing student contact. This information may be updated and changed at any time through the emergency notification system.

### ***Who to Contact if a Student May Be Missing***

If any individual suspects that a student is missing, the individual should contact one of the following departments:

#### **New York Campus**

Office of Campus Safety (NY), ext. 1268 or 1111

Office of Student Affairs (NY), ext. 1316 or 1324

Office of Residence Life (NY), ext. 1260

#### **California Campus**

Office of Campus Safety (CA and NY), ext. 2313

Student Affairs Office (CA), ext. 2486 or 2497

#### **Texas Campus**

Director—Education (TX) and Office of Campus Safety (NY), ext. 6402

Manager—Student Services (TX), ext. 6451

Managing Director (TX), ext. 6452

### ***Investigating a Report***

Any employee or student who receives a report of a potential missing student should immediately contact Campus Safety in Hyde Park, NY at 845-451-1268 or ext. 1111 (Hyde Park on-campus extension). Campus Safety, along with Student Affairs and/or branch campus administrators, will immediately investigate any report of missing students and initiate the missing student notification process. If on-campus reporting is not possible, call 911 for all U.S. campuses or 999 for the Singapore campus.

Campus Safety may coordinate with Student Affairs and/or branch campus administrators in trying to locate the student through actions including, but not limited to, the following:

- Calling the student's cell phone and residence hall room phones.
- Sending the residence director and/or resident assistant to the student's room.
- Contacting roommate(s).
- Accessing and, if necessary, distributing the student's vehicle information to local authorities in order to locate the vehicle.
- Accessing the student's class schedule and seeking information on last sighting or other contact information.
- Accessing reports to determine the last time the student used a meal card or accessed a residence hall.
- If the student works on campus, contacting his/her supervisor for contact information.

### ***Notification Process***

Within 24 hours of officially determining that a student is missing, the following will take place:

- Campus Safety will contact a local law enforcement agency to report the student as a missing person.
- The local law enforcement agency will take charge of the investigation, with Campus Safety assisting as requested.
- The CIA may release the missing student's contact information to law enforcement officials to assist in the furtherance of an investigation.
- If a student has provided a confidential missing student contact, Campus Safety will contact the missing student contact.
- Campus Safety will maintain records of attempts and contacts with the missing student contact.

### ***Notifying a Parent or Guardian***

If a student is under the age of 18 and not legally independent of his/her parents, the CIA will notify the custodial parent or guardian and the missing student contact if one has been identified.

# **FIRE SAFETY**

## **Fire Safety Systems and Training Activities**

### *New York Campus:*

The following fire safety systems are in place in all of our residence halls:

- Automatic sprinkler systems
- Fire/smoke detection systems with audible/visible alarms
- Carbon monoxide detection with monitored alarms
- Kitchen hood suppression systems

All fire safety systems are monitored 24/7, and installed, maintained, and tested according to state fire codes. All campus buildings undergo a thorough fire safety inspection conducted annually by the New York State Office of Fire Prevention and Control.

CIA students and employees are made aware of fire safety on campus through a number of programs and presentations:

- New student and employee orientations
- Annual Wellness Expo
- Annual Fire Safety Week
- Annual live burn demonstration
- Annual R.A. Fire Academy
- Evacuation drills four times a year at each residence hall
- Distribution of fire safety information at the evacuation drills

### *California Campus:*

The following fire safety systems are in place in all of our buildings:

- Automatic sprinkler systems
- Fire/smoke detection systems with audible/visible alarms
- Kitchen hood suppression systems
- Fire extinguishers placed throughout the buildings

All fire safety systems are monitored 24/7, installed, maintained, and tested according to state fire codes.

CIA students are made aware of fire safety on campus through a number of programs and presentations:

- New student safety orientation
- R.A. training
- Evacuation drills two times a year for all buildings

### *Texas Campus:*

In accordance with Texas state law, all campus buildings are equipped with fire alarms, fire extinguishers, smoke and heat detectors, pull boxes, fire doors, fire sprinklers, carbon monoxide detectors, emergency power and lighting, exit signs, and building floor plans.

CIA students are made aware of fire safety on campus through new student safety orientation.

## **Reporting**

The CIA is required to annually disclose statistical data on all fires that occur in on-campus student housing facilities. The following numbers should be used to report fires that have been extinguished in on-campus housing facilities:

### **New York Campus**

Campus Safety 845-451-1268

Residence Life 845-451-1260

### **California Campus**

Campus Safety 707-548-2478

Residence Life 707-967-2486

### **Texas Campus**

Director—Education 210-554-6452

## **Electrical Appliances, Smoking, and Open Flames**

Prohibited appliances and behavior related to fire safety are outlined in the *Student Handbook* and the fire safety brochure. Examples of appliances and other items not permitted in residence hall rooms include: candles, incense, plastic or upholstered furniture, extension cords, cooking appliances, portable heaters, electric blankets, decorative trees (e.g., Christmas trees), draperies, lava lamps, halogen lamps, and lamps with combustible shades.

## **Fire Evacuation Procedures**

Specific procedures are established for each residence hall, and floor plans are posted throughout the buildings and on the staff and student web portals. Students are instructed to leave the building immediately upon fire alarm activation, and report to their predetermined assembly point at a safe distance from the building. These procedures are also discussed during new student orientation and put into practice during each fire evacuation drill.

In order to facilitate a quick, smooth evacuation during any emergency situation, the following responsibilities and procedures are outlined for all staff, faculty, students, and visitors. When the fire alarm sounds or you are instructed to evacuate the building, please:

1. Leave the building immediately. Do not ignore the alarm. Do not wait to see fire or smoke and do not call Campus Safety or the administration for instructions or questions pertaining to the alarm.

2. Remain calm and encourage others to remain calm. Assist in the notification and evacuation of other occupants if safe to do so.
3. If the building alarm has not sounded, pull the nearest pull box to initiate the alarm, and/or call the campus emergency number (ext. 1111 in New York or ext. 2313 in California), or 911 (from any campus) from a safe location to report a fire.
4. Close doors and windows and shut down kitchen equipment if safe to do so as you leave the building.
5. Exit the building through the nearest safe exit or as directed by a fire warden. Multiple exits must be used to help facilitate a quick evacuation and prevent any bottlenecks. Do not use an elevator.
6. Move at least 100 feet away from the building. Keep clear of roadways and fire lanes. Report to your designated assembly point and stay with your group or department.
7. Be patient and wait for instructions. During poor weather conditions and/or extended incidents, occupants may be directed to move to another building(s).
8. The silencing of the alarm is not an automatic signal to reenter the building. Do not reenter until it's deemed safe and you are instructed to do so by fire department personnel, a campus safety officer, or a fire warden.

### **Remember—R. A. C. E.**

These four steps must be accomplished to successfully deal with a fire emergency. The order in which they are performed will vary according to the circumstances.

**Rescue** persons in immediate danger.

**Alarm** must be sounded.

**Confine** fire by closing all doors.

**Extinguish** small fires.

**Extinguish** should be substituted with **Evacuate** in cases where:

- the fire is spreading beyond its starting point,
- the fire is already large,
- the fire could block your escape route,
- you are unsure of how to operate the extinguisher, or
- you are in doubt as to whether the extinguisher is the proper one for the type of fire you are facing.



# CRIME STATISTICS

## Keeping You Informed

Campus Safety at the Hyde Park, NY main campus is responsible for gathering crime reports throughout the year. This is done by daily reports to the Campus Safety Office, reporting from the college Campus Security Authorities, and soliciting information from the local law enforcement agencies that have jurisdiction on CIA campuses.

The statistics that follow beginning on page 43 are provided in compliance with the Crime Awareness and Campus Security Act of 1990, and cover calendar years 2013, 2014, and 2015. Public crime information and fire logs are available for inspection at Campus Safety. These statistics, published annually, are also available on the United States Department of Education website (<http://ope.ed.gov/security/>) or upon request to the director of campus safety at 845-451-1268 (ext. 1268 on campus). Area police and law enforcement agencies are contacted each year to provide a report of any of the mandated Clery Act-reportable crimes that occurred on or near campus. Agencies include:

### *New York:*

- Dutchess County Sheriff's Office, 845-486-3800
- Hyde Park Police Department, 845-229-9340
- New York State Police, 845-876-4033
- National Park Service, 845-229-9380

### *California:*

- St. Helena Police Department, 707-967-2850
- Napa County Sheriff's Office, 707-253-4334

### *Texas:*

- San Antonio Police Department, 210-207-7273

## Campus Security Authorities

In a college environment, students and employees may report crime incidents to a Campus Security Authority (CSA). Any employee identified as a CSA has a legal obligation to file with Campus Safety a report for any crime that may have been reported to him/her. Each individual identified by the college as a CSA successfully completes CSA training and receives notification of the designation and the requirement that he/she report information about Clery Act crimes. This will ensure statistical inclusion of all crimes specified by the Clery Act in the college's annual Security, Fire Safety, and Statistics Report when those crimes occur on or near college property, including on-campus property, public property immediately adjacent to the campus, and off-campus property owned or controlled by the college.

Please see the following page for a list of the CSAs at each CIA location.

NEW YORK CAMPUS CSAs	CALIFORNIA CAMPUS CSAs	TEXAS CAMPUS CSAs	SINGAPORE CSAs
Campus Safety Officers	Managing Director	Managing Director	Managing Director
Associate Vice President and Dean—Student Affairs	Director—Education	Director—Education	
Associate Dean—Student Activities, Recreation, and Athletics	Director—Education Support	Department Chair— Baking and Pastry Arts	
Coordinator—Student Organizations and Government	Director—Student Affairs and Administrative Services	Student Services Manager	
Director—Residential Campus Life	Assistant Director—Student Affairs	Learning Strategies Administrator	
Associate Dean— Residence Life	Student Life Coordinator	Operations Manager	
Senior Director—Faculty Relations, Title IX Coordinator	Residence Director and Housing Coordinator		
Director—Health Services	Human Resources Manager		
Senior Manager—Learning Strategies Center	Director—Campus Services		
Senior Coordinator— Athletics, Aquatics, and Outdoor Recreation	Contracted Security Staff		
Director—Human Resources Administration	Resident Assistants		
Residence Directors	Career Services Advisor		
Assistant Director— Human Resources	Faculty/Staff Trip Advisors		
Resident Assistants			
Director—Center for Career and Academic Advising			
Career Services Advisors			
Athletic Team Coaches			
Faculty/Staff Club Advisors			
Faculty/Staff Trip Advisors			
Ombudsperson			

## CRIME STATISTICS—New York Campus

### Crimes by Geographic Location

Crime Statistics	Residence Halls on Campus			Other Campus Locations			On-Campus Total			Non-Campus			Public Property		
	14	15	16	14	15	16	14	15	16	14	15	16	14	15	16
<b>Criminal Homicide</b>															
Murder/Non-negligent	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Sex Offenses</b>															
Rape	1	2	6	0	0	0	1	2	6	0	0	0	0	0	0
Fondling	0	1	8	0	1	1	0	2	9	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Robbery</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Aggravated Assault</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Burglary</b>	5	4	3	0	0	0	5	4	3	0	0	0	0	0	0
<b>Motor Vehicle Theft</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Arson</b>	0	1	1	0	0	0	0	1	1	0	0	0	0	0	0
<b>Arrest/Referral Statistics</b>															
<b>Alcohol Law Violations</b>															
Arrest	0	0	0	0	0	1	0	0	1	0	0	0	0	0	0
Referral	57	117	77	3	2	3	60	119	80	0	0	0	0	0	0
<b>Drug Violations</b>															
Arrest	0	0	0	0	2	2	0	2	2	0	0	0	0	2	3
Referral	31	35	29	16	0	8	47	35	37	0	0	0	0	0	0
<b>Weapon Violations</b>															
Arrest	0	0	0	0	0	1	0	0	1	0	0	0	0	0	0
Referral	0	0	0	1	1	0	1	1	0	0	0	0	0	0	0
<b>Violence Against Women Act (VAWA) Crime Statistics</b>															
<b>Domestic Violence</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Dating Violence</b>	1	1	1	2	0	0	3	1	1	0	0	0	0	0	0
<b>Stalking</b>	0	0	1	0	0	0	0	0	1	0	0	0	0	0	0
<b>Hate Crime Statistics</b>															
<b>2014:</b> No hate crimes reported															
<b>2015:</b> No hate crimes reported															
<b>2016:</b> One on-campus (residence hall) vandalism characterized by gender identity bias															
<b>Unfounded Crime Statistics</b>															
There were no unfounded crime reports in 2016.															

## Fire Statistics

Year	Fires	Injuries	Deaths	Property Loss	Cause
2014	1	0	0	\$0–99	Electrical blower motor overheated—Carême House
2015	2	0	0	\$0–99	Paper intentionally ignited—Pick/Herndon Hall
		0	0	\$0–99	Grease fire in oven—Hudson Hall
2016	5	0	0	\$0–99	Paper intentionally ignited—Angell Hall
		0	0	\$100–999	Electrical/AC wires melted—Rosenthal Hall
		2	0	\$100–999	Laptop battery exploded—Rosenthal Hall
		0	0	\$0–99	Incense embers ignited paper in trash can— Escoffier House
		0	0	\$100–999	Machinery/burned wires—Angell Hall

The CIA completed four fire drills in its residence halls during 2016.

### Residence Hall 911 Addresses (all in Hyde Park, NY)

Carême House: 23 Tarragon Court  
 Cayenne Lodge: 2060 Campus Drive  
 Cinnamon Lodge: 2 Sage Way  
 Clove Lodge: 3 Sage Way  
 Escoffier House: 21 Tarragon Court  
 Ginger Lodge: 2066 Campus Drive  
 Hudson Hall: 7 Thyme Terrace  
 Jacob Rosenthal Hall: 1987 Campus Drive  
 Juniper Lodge: Sage Way  
 Katharine Angell Hall: 6 Thyme Terrace  
 Nutmeg Lodge: 4 Sage Way  
 Pick/Herndon Hall: 1969 Campus Drive  
 Point House: 27 Tarragon Court

## CRIME STATISTICS—California Campus

### Crimes by Geographic Location

Crime Statistics	Residence Halls on Campus			Other Campus Locations			On-Campus Total			Non-Campus			Public Property		
	14	15	16	14	15	16	14	15	16	14	15	16	14	15	16
<b>Criminal Homicide</b>															
Murder/Non-negligent	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Sex Offenses</b>															
Rape	0	2	0	0	0	0	0	2	0	0	0	0	0	0	0
Fondling	0	0	1	0	0	1	0	0	2	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Robbery</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Aggravated Assault</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Burglary</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Motor Vehicle Theft</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Arson</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Arrest/Referral Statistics</b>															
<b>Alcohol Law Violations</b>															
Arrest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Referral	2	2	2	0	0	0	2	2	2	0	0	0	0	0	0
<b>Drug Violations</b>															
Arrest	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0
Referral	4	3	1	0	2	0	4	5	1	0	0	0	0	0	0
<b>Weapon Violations</b>															
Arrest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Referral	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Violence Against Women Act (VAWA) Crime Statistics</b>															
<b>Domestic Violence</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Dating Violence</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Stalking</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Hate Crime Statistics</b>															
There were no hate crimes reported in 2014, 2015, or 2016.															
<b>Unfounded Crime Statistics</b>															
There were no unfounded crime reports in 2016.															

## Fire Statistics

Year	Fires	Injuries	Deaths	Property Loss	Cause
2014	0	0	0	\$0	N/A
2015	0	0	0	\$0	N/A
2016	0	0	0	\$0	N/A

The CIA completed two fire drills in its residence halls during 2016.

### Residence Hall 911 Addresses (all in Hyde Park, NY)

Guest House: 2555 Main Street

Vineyard Lodge I and II: 830 Pratt Avenue

## CRIME STATISTICS—Texas Campus

### Crimes by Geographic Location

Crime Statistics	Residence Halls on Campus			Other Campus Locations			On-Campus Total			Non-Campus			Public Property		
	14	15	16	14	15	16	14	15	16	14	15	16	14	15	16
<b>Criminal Homicide</b>															
Murder/Non-negligent	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Sex Offenses</b>															
Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Robbery</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Aggravated Assault</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Burglary</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Motor Vehicle Theft</b>	0	0	0	0	0	0	0	0	0	0	2	0	2	0	0
<b>Arson</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Arrest/Referral Statistics</b>															
<b>Alcohol Law Violations</b>															
Arrest	0	0	0	1	0	0	1	0	0	0	0	0	0	0	0
Referral	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Drug Violations</b>															
Arrest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Referral	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Weapon Violations</b>															
Arrest	0	0	0	1	0	0	1	0	0	0	0	0	0	0	0
Referral	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Violence Against Women Act (VAWA) Crime Statistics</b>															
<b>Domestic Violence</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Dating Violence</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Stalking</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Hate Crime Statistics</b>															
There were no hate crimes reported in 2014, 2015, or 2016.															
<b>Unfounded Crime Statistics</b>															
There were no unfounded crime reports in 2016.															

### Fire Statistics

There were no fire statistics to report, as the CIA San Antonio does not operate on-campus housing.

## CRIME STATISTICS—Singapore Location

### Crimes by Geographic Location

Crime Statistics	Residence Halls on Site			Other Locations on Site			On-Site Total			Off-Site			Public Property		
	14	15	16	14	15	16	14	15	16	14	15	16	14	15	16
<b>Criminal Homicide</b>															
Murder/Non-negligent	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Sex Offenses</b>															
Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Robbery</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Aggravated Assault</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Burglary</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Motor Vehicle Theft</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Arson</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Arrest/Referral Statistics</b>															
<b>Alcohol Law Violations</b>															
Arrest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Referral	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Drug Violations</b>															
Arrest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Referral	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Weapon Violations</b>															
Arrest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Referral	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Violence Against Women Act (VAWA) Crime Statistics</b>															
<b>Domestic Violence</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Dating Violence</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Stalking</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Hate Crime Statistics</b>															
There were no hate crimes reported in 2014, 2015, or 2016.															
<b>Unfounded Crime Statistics</b>															
There were no unfounded crime reports in 2016.															

### Fire Statistics

There were no fire statistics to report, as the CIA Singapore does not operate on-campus housing.



## ON-CAMPUS RESOURCES

### New York Campus:

OFFICE	LOCATION	PHONE
Campus Safety	Campus Safety Building	845-451-1268 or ext. 1111 from a campus phone (emergencies)
Director—Campus Safety, William Carey	Roth Hall, Lower Mezzanine NG-27	ext. 1300
Director—Counseling Services, Daria Papalia (confidential resource)	Student Commons 218	ext. 1359
Director—Health Services, Katherine Miller	Roth Hall, Lower Mezzanine NG-20/ Student Commons 200	ext. 1261
Associate Dean—Students, Dennis Macheska	Student Commons 236	ext. 4240
Associate Vice President and Dean— Student Affairs, Kathy Merget	Student Commons 236	ext. 1776
Associate Dean—Campus Life & Student Development, James Manley	Student Commons 221	ext. 1280

### California Campus:

OFFICE	LOCATION	PHONE
Campus Safety	Main Building, Atrium, First Floor	707-548-2478
Student Affairs Manager, Catherine Réblé	Main Building, Education Offices, Third Floor	ext. 2420 or 707-967-2420
Director—Education, Jennifer Purcell	Main Building, Education Offices, Third Floor	ext. 2404
Student Counselor, Kathleen Herrera (confidential resource)	Main Building, Rhodes Room, First Floor	ext. 2443 or 707-815-2766
Assistant Director—Student Affairs, Jared Snyder	Main Building, Education Offices, Third Floor	ext. 2486

**Texas Campus:**

OFFICE	LOCATION	PHONE
Managing Director, April Goess	Main Building, Administrative Offices, Third Floor	ext. 6452
Director—Education, Howie Velie	Pilot Building, Student Services Office	ext. 6402
Manager—Student Services, Shannon Gerome	Pilot Building, Student Services Office	ext. 6451

## OFF-CAMPUS RESOURCES

### New York:

OFFICE	LOCATION	PHONE
Center for Victim Safety and Support— Counseling (confidential)	29 North Hamilton Street, Poughkeepsie, NY 12601	845-452-1110
SAFE Project Rape Crisis Hotline (confidential)	— —	845-452-7272
Dutchess County Sheriff’s Office	150 North Hamilton Street, Poughkeepsie, NY 12601	845-486-3800
Hyde Park Police	3 Cardinal Road, Hyde Park, NY 12538	845-229-9340
New York State Police	5696 Route 9 South, Rhinebeck, NY 12572	845-876-4033

### California:

OFFICE	LOCATION	PHONE
St. Helena Police Department	1480 Main Street, St. Helena, CA 94574	707-967-2850
Napa County Sheriff’s Department	3801 North St. Helena Highway, St. Helena, CA 94574	707-942-5370 (Office), 707-253-4451 (Dispatch)
St. Helena Hospital	27 Woodland Road, St. Helena, CA 94574	707-963-3611
NEWS Domestic Violence & Sexual Abuse Services (confidential)	1141 Pear Tree Lane, Suite 220, Napa, CA 94558	707-252-6387
St. Joseph Health, Queen of the Valley Hospital	1000 Trancas Street, Napa, CA 94558	707-252-4411

**Texas:**

OFFICE	LOCATION	PHONE
San Antonio Police Department	315 South Santa Rosa, San Antonio, TX 78207	210-207-7273
Bexar County Sheriff's Department	200 North Comal Street, San Antonio, TX 78207	210-335-6010
Rape Crisis Center and 24-Hour Hotline (confidential)	4606 Centerview Drive, Suite 200, San Antonio, TX 78228	210-349-7273
Center for Health Care Services and Crisis Line (confidential)	3031 IH 10 West, San Antonio, TX 78201	210-223-7233

## **CIA ADDRESSES**

The Culinary Institute of America  
1946 Campus Drive  
Hyde Park, NY 12538-1499

The Culinary Institute of America at Greystone  
2555 Main Street  
St. Helena, CA 94574

The Culinary Institute of America, San Antonio  
312 Pearl Parkway, Building 2, Suite 2102  
San Antonio, TX 78215

The Culinary Institute of America, Singapore  
Temasek Polytechnic  
21 Tampines Avenue 1, Block 31  
Singapore 529757

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The CIA at Greystone and the CIA San Antonio are branches of the CIA, Hyde Park, NY.  
The CIA Singapore is an additional location.