



Bias Incident Response Protocol



SUNY Broome Community College strives to respond to all incidents in a swift manner that upholds our belief in an educational process focused on the support of those affected, the reparation of the harm that has been done, and the adjudicatory process for those found responsible. Throughout this process, the welfare of those affected will be the priority and the process may be altered in support of their well-being.

What is a Bias Related Incident?

Bias related-incidents are incidents where a member or a group of the SUNY Broome community has been mistreated due to that individual's or group's actual or perceived age, color, creed, disability, ethnicity, gender, gender identity or expression, marital status, national origin, race, religion, sexual orientation, veteran status, or any combination of these or related factors.

Some examples of bias incidents include, but are not limited to:

- Verbal, physical, or online harassment (e.g. text, social media)
- Bigotry
- Intimidation
- Coercion
- Damage to property via written slur, graffiti, or hate symbol
- Bullying

How to Report a Bias Related Incident

We encourage any reports of bias to be directed to the Office of Public Safety by calling 607-778-5083.

If there is an active emergency situation, please immediately contact 911.

If you would like to report an incident of bias on campus without contacting Public Safety, you may do so by completing our online reporting form. That link can be found by visiting our Bias Incident Response Page at <http://www3.sunybroome.edu/diversity/resources/bias-incident-response/>.

In addition to the online reporting form above, reports can also be made to Dr. Carol Ross-Scott, Vice President for Student Development and Chief Diversity Officer, or any Presidential Task Force on Diversity and Inclusion team member. The staff member(s) shall assist the individual with the required documentation and refer the complaint to the appropriate team or individual.

If the incident involves sexual assault, domestic violence, dating violence, and/or stalking additional resources for reporting can be found at <http://www2.sunybroome.edu/dos/reporting-options/>.

The Bias Incident Response Team

SUNY Broome has a dedicated group of staff and faculty that are here to assist members of the SUNY Broome Community is addressing any concerns that they may have. This multi-disciplinary team has two distinct but related responsibilities. First, they collaborate with SUNY Broome Community College Student faculty, staff, and the Office of Public Safety as they investigate and respond to reported bias incidents. Second, as members of the SUNY Broome Presidential Task Force on Diversity and Inclusion they will play an educational role in helping to foster a climate of civility and inclusion on the SUNY Broome campus.

Current members of the SUNY Broome Bias Incident Response Team can be found at <http://www3.sunybroome.edu/diversity/resources/bias-incident-response/>.

First Response and Community Support

Immediate On Site Response

First responders to the incident will immediately determine the need for emergency services, which may include public safety and/or medical response for physical or psychological trauma.

The scene where hate crimes or bias incidents have occurred should not be disturbed prior to the arrival of officers from the Office of Public Safety. Any physical evidence of the incident must be secured (if appropriate) so that responding officers can document and investigate. This may include photographing physical injuries, offensive graffiti and evidence of vandalism. Reports will include important details such as:

- Detailed account of the incident, including date, time, and location
- Name and contact information for each person involved including witnesses
- Description of what you observed and what was said to the best of your recollection, including any specific language or terms that were used
- Name of alleged perpetrator(s) or a detailed description of the individual(s) involved
- Other pertinent information that may assist SUNY Broome Community College in responding to the incident

Community Support

In addition to the assessment of an individual(s) physical and psychological trauma, responders will assess the need for a community response. Should any members of the SUNY Broome community be affected by the incident, the responders will work with the Bias Incident Response Team to develop and facilitate a plan to address any community harm that was done. Referrals to offices such as Counseling Services, Health Services, and the Office of Public Safety will be made as needed. Our goal is to assist those affected by the reported incident, through either individual or group outreach and support.

Investigation and Adjudication

Upon receipt of all reports associated with a Bias Related Incident, the SUNY Broome Community College staff member overseeing the incidents conduct process, in partnership with the Bias Incident Response Team and the Office of Public Safety, will investigate and adjudicate the case. We borrow from the philosophy of the restorative justice model to ensure that education is at the core of our process. In addition, this process will also follow the current SUNY Broome Code of Student Conduct Procedures. Those procedures can be found at <http://www2.sunybroome.edu/dos/conduct-process/>.

Questions about this or any conduct process can be made by contacting Dr. Carol Ross-Scott, Vice President for Student Development and Chief Diversity Officer at 607-778-5199 or by emailing rossca@sunybroome.edu.

