I, (print full name) ________________________________, have reviewed the below information with and/or provided it to (print full name) ________________________________, Phone: ________________________

A. Medical Assistance
   - Canton Potsdam Hospital Emergency Room (315-261-5910) available 24/7. (For all victims.)
     Note: For ambulatory response call 911 or University Police (315-267-2222).
   - Student Health Services (315-267-2377) & Counseling Center (315-267-2330) available during normal business hours. (SUNY Potsdam students only.)

Preserve evidence: Do NOT shower, bathe, wash, douche, change clothing, comb hair, drink, eat or do anything that would alter a physical exam. Wait until after an exam has been completed at a hospital. Also, do not launder clothing and/or bedding or throw away anything that can be used as evidence.

B. Counseling and Advocacy Services
   - College Counseling Center (315-267-2330) available during normal business hours. (SUNY Potsdam students only.)
   - On-campus advocacy services provided by the campus Health Educator – Bridget Bradish (315-267-3676).
   - Employee Assistance Program, Sisson Hall (315-267-3434). (SUNY Potsdam employees only.)
   - Renewal House, 3 Chapel Street, Canton, NY 13617 (315-379-9845) (For all victims.) Renewal House may be able to assist survivor/victim in obtaining an Order of Protection through Family Court.

C. Complaint & Adjudication Options
   - Criminal Charges through appropriate police agency. (For all individuals.)
     - SUNY Potsdam University Police Department (315-267-2222)
     - Potsdam Village Police Department (315-265-2121)
     - New York State Police, Canton (315-379-0012)
     - St. Lawrence County Sheriff (315-379-2222)
       Note: An Order of Protection may be obtained through the criminal court system once formal criminal charges have been filed through a law enforcement agency.
     - Campus Judicial Charges through Student Conduct and Community Standards Office (315-267-2579).
       (If accused is a SUNY Potsdam student.)
     - Title IX Complaint (e.g., sexual violence/sexual harassment) through Title IX Coordinator – Susan Stebbins (315-267-3372). (For all individuals including third party reporters.)
       This office will discuss individuals’ rights, academic support options, etc. SUNY Potsdam will not wait for the conclusion of the criminal investigation or criminal proceeding to begin its own sex discrimination investigation and if needed, will take immediate steps to protect the victim in the educational setting (i.e., classroom section change if available, etc.)
     - Human Resources Disciplinary Procedure(s) through Human Resources (315-267-4816).
       (If accused is a SUNY Potsdam employee.)

Should complaint/adjudication options be declined, victims can still make confidential reports to the College through the Dean of Students or any other Campus Security Authority (CSA).

D. Safety Services
   - On-Campus escort service through University Police. (For all victims.)
   - Phone number change and possible call tracing option through Telecom (315-267-3000).
     (On-campus SUNY Potsdam students/employees only.)
   - Confidential phone and directory information option through Registrar’s Office (315-267-2154).
     (SUNY Potsdam students only.)
   - Safe housing (e.g., guest room) options through Residence Life (315-267-2350).
     (SUNY Potsdam students only.)
   - Room change option through Residence Life (315-267-2350).
     (On-Campus SUNY Potsdam students only.)
   - Option to relocate classroom (if available) through Registrar’s Office (315-267-2154).
     (SUNY Potsdam employees only.)
   - Option to relocate job assignment location (if available) through individual’s supervisor and/or Human Resources (315-267-4816). [SUNY Potsdam employees (including student employees) only.]

I understand that I can change my decision regarding the utilization of any of the above listed services at any time.

Victim signature: ________________________________ Date: ________________________________

Copies (3) to: File, Victim and Title IX Coordinator