

**SUSQUEHANNA UNIVERSITY**  
**SAFETY AND SECURITY INFORMATION**

**2011**

**General Information**

The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act require all colleges and universities in the United States to report their crime statistics and their campus security policies and reporting procedures to the United States Department of Education and the campus community annually by October 1. These statistics are for the most recent three-year period and can be found online at [www.susqu.edu/studentlife/PublicSafety.asp](http://www.susqu.edu/studentlife/PublicSafety.asp). All students, faculty, staff and prospective students receive a letter directing them to the University website for crime and safety and fire safety information. A copy of this report may be obtained at the Department of Public Safety (DPS), located at the Degenstein Campus Center, or by calling the assistant vice president for student life and director of public safety at (570) 372-4136.

Susquehanna University is located in Selinsgrove, a rural community of approximately 5,400 residents. Susquehanna's undergraduate enrollment includes 2,258 full-time degree students and approximately 67 part-time degree candidates. A total of 1,701 students live on campus in university owned residence halls and houses. An additional 48 male students live in two houses owned by national fraternities and located on university property. There are 649 non-student employees working on campus as members of the faculty and staff.

**DPS Authority**

The administrative office responsible for security is the Department of Public Safety (DPS). The department includes an assistant vice president/director, one assistant director, seven full-time officers, one part-time officer, three full-time and three part-time dispatchers, and 40 student workers who perform dispatch and ticket writing duties. An extensive background check occurs before an officer is hired. Officers must successfully complete a nine-month probation period, and it is preferred that officers comply with Pennsylvania's Training Act 235 and 120, and participate in ongoing in-service training. The DPS is located at the Degenstein Campus Center. Officers provide patrol coverage 24 hours a day on foot, bicycle and motor vehicle. The DPS also uses closed circuit television cameras to monitor common areas and major thoroughfares on campus. Currently there are 26 cameras installed and located at TRAX, Degenstein Campus Center, Seibert Hall, Facilities Management, Freshman Parking Lot, West Hall, Admissions Office, New Science Building, Fisher Hall and the Garret Sports Complex. These cameras monitor the campus exterior areas around these buildings. In addition to exterior phones located at campus buildings there are blue light emergency phones located in the Admissions, Sassafras, Health Center, Freshman parking lot and Library parking lots. There is

also a blue light phone located at the Sassafras Rugby field, and tennis courts. These phones directly report to the DPS for assistance.

Susquehanna University public safety officers are not sworn officials and are unarmed. The DPS works closely with the Selinsgrove Borough Police Department and the Pennsylvania State Police. The Susquehanna University campus is also patrolled by the Selinsgrove Borough Police Department and the Pennsylvania State Police and operate on the same emergency radio frequencies and cooperate during joint investigations. The Selinsgrove Borough Police Department will investigate criminal matters on campus with the assistance of the DPS as described in the Mutual Aid Agreement between the two agencies. The Selinsgrove Borough Police Department will contact the Susquehanna University Department of Public Safety or the assistant vice president for student life/ director of public safety of any criminal activity, on or off-campus, involving Susquehanna University students or any officially recognized university organization.

The Selinsgrove Borough Police Department is responsible for all criminal prosecutions of incidents on the Susquehanna University campus.

### **Reporting Crime**

To promptly report a crime or an emergency, students, faculty, staff, and members of the community may call the DPS at 570-372-4444, the Selinsgrove Borough Police via 911 (9-911 campus phone) or 570-374-8655 or the Pennsylvania State Police via 911 (9-911 campus phone) or 570-374-8145.

As defined by the FBI Uniform Crime Report, all Part I crimes and Part II crimes are reported to state and local police. All crimes reported to the DPS, local police, and Campus Security Authorities are included in the annual report. Also, the DPS maintains a daily log book containing all reports to Public Safety regarding incidents of crime. This log book is located in the office of the DPS.

The DPS will compile statistics from reports filed with the DPS, local police and submitted by Campus Security Authorities for this report.

### **Facility Access**

Campus facilities are open to students, employees and guests during normal business hours. Individuals not having legitimate business on campus may be arrested as trespassers and are subject to the penalties provided by the Pennsylvania Crimes Code. Trespass notices are posted on entrance and exit doors of all buildings. The DPS may be contacted regarding these matters.

### **Confidential Reporting & Campus Security Authorities**

Criminal incidents may also be reported to other officials on campus such as the vice president for student life & dean of students, director of residence life & civic engagement, director of the Health Center, director of the Counseling Center, director of human resources, chaplain, faculty advisors, director of the Center for Diversity & Social Justice and athletic department coaches and directors. Information on these officials can be found

within the campus directories. Anonymous reports of criminal incidents can be forwarded to the assistant vice president for student life and director of public safety via e-mail at [www.susqu.edu/studentlife/PublicSafety.asp](http://www.susqu.edu/studentlife/PublicSafety.asp) or via phone by leaving a message at (570) 372-4136. A Campus Security Authorities report may be filed confidentially with the assistant vice president for student life & director of public safety. A copy of the report may be found at [www.susqu.edu/studentlife/PublicSafety.asp](http://www.susqu.edu/studentlife/PublicSafety.asp).

The following are defined by the Jeanne Clery Act as Campus Security Authorities:

1. **Department of Public Safety**
2. **Individuals with Campus Security Responsibility**- Any individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department, such as an individual who is responsible for monitoring entrance into institutional property. Examples of this category are: parking enforcement staff, event security and bicycle patrol staff.
3. **Individuals Designated by the Campus**- Any individual or organization specified in an institution's statement of campus security policy as on to which students and employees should report criminal offenses.
4. **Officials with Significant Responsibility for Student Conduct and Campus Activities**- An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings. If such an official is a pastoral or professional counselor, the official is not considered a campus security authority when acting in those capacities.

## **Alcohol and Drugs**

We expect all persons to comply with the law with regard to the possession and use of alcoholic beverages. The sale of alcoholic beverages is not permitted. Persons of legal age (21) may consume alcohol on campus, but only in locations specified by the university. The Student Handbook contains the complete policy statement related to the use of alcoholic beverages on campus. The Student Handbook may be found online at <http://www.susqu.edu/studentlife/Handbook.asp>.

All state laws must be observed with regard to the possession, use, or sale of illegal drugs. The university cooperates fully with state and local law enforcement agencies in the investigation of the possession, use or sale of illegal drugs. The Student Handbook contains the complete policy <http://www.susqu.edu/studentlife/16693.asp>.

Incidents involving violations of the law or university policy, on or off-campus, will be referred to the Office of Student Conduct. Sanctions for violations of these laws may result in suspension or expulsion from the University.

## **Sex Offenders**

The Campus Sex Crimes Prevention Act provides for the tracking of convicted sex offenders. It requires sex offenders, already required to register in a state, to provide notice of each institution of higher education in that state at which that person is employed, carries on a vocation, or is a student. Persons seeking to obtain sex offender registration information may contact the Selinsgrove Police Department at (570) 374-8655, the Pennsylvania State Police at [www.psp.state.pa.us](http://www.psp.state.pa.us), [www.pameganslaw.state.pa.us](http://www.pameganslaw.state.pa.us), or the assistant vice president for student life and director of public safety at (570) 372-4136.

If it is known to us that a member of the university community has a criminal record, any necessary decisions are dependent on the particular circumstances and the nature of the offense.

## **Sexual Assault**

Being a crime victim is a traumatic experience. When a crime happens to you, report it as soon as possible by calling any of the below numbers. Any member of the Susquehanna community who believes that he/she has been sexually assaulted is encouraged to seek medical attention and seek any of the below resources:

- seek medical attention and use the resources available
- Health Center 570-372-4385 or 570- 374-9164 (On-call 5 p.m. to 8 a.m. & weekends)
- Counseling Center 570-372-4751 or 570-374-9164 (On-call 5 p.m. to 8 a.m. & weekends)
- Susquehanna Valley Women In Transition 570- 374-7773, 800-850-7948
- Public Safety 570-372-4444
- vice president for student life & dean of students 570-372-4135
- residence life 570-372-4133
- Selinsgrove Police (911) or 570- 374-8655
- Pennsylvania State Police 570-374-8145
- file criminal charges under the law of the Commonwealth of Pennsylvania
- institute formal disciplinary complaint (refer to Student Handbook)
- seek mediation (refer to Student Handbook)

In addition, the Health Center is a tremendous resource in providing referral resources to victims of sexual assault. The Health Center also facilitates training for residence life staff with a Sexual Assault Nurse Examiner (SANE nurse).

Victims, witnesses or persons with relevant information may report alleged crimes or incidents to public safety confidentially through the aforementioned resources or any university official. The purpose of such report is to comply with a wish to keep a matter confidential as appropriate, while taking steps to insure the future safety of the victim, persons involved, and/or the community in general.

The Building a University Free of Sexual Assault brochure is distributed to all incoming freshmen and is available in the Department of Residence Life, DPS, and in the Health Center.

The Center for Diversity and Social Justice presents a program entitled "*The Metamorphosis Effect*" and this program promotes diversity, alcohol and other drug awareness and an awareness of sexual violence.

Alcohol Awareness Week takes place in September and is made up of a series of programs educating students on the use of alcohol and other drugs. During these presentations, the topic of sexual assault is highlighted to include areas of educational and awareness of resources.

A program entitled "*The System*" is presented by the Office of Student Conduct and the Department of Public Safety. This program highlights many ways a student could find themselves in violation of policies and laws of the Commonwealth of Pennsylvania. Information on how a student can prevent becoming an offender of sexual assault is also presented.

The DPS presents the Sexual Harassment, Assault and Rape Prevention (SHARP) program each semester. This program is a self-defense course that provides tools to students, faculty, and staff to help prevent and defend against a sexual assault. Interested community members may contact the assistant vice president for student life & director of public safety.

The Susquehanna University Department of Public Safety and the Office of the District Attorney in Snyder County collaborate on annual training and presentations regarding sexual assault for students and members of Susquehanna's University and Student Conduct Boards. These sessions concentrate on the elements of sex offenses and resources, on and off-campus, available to students, faculty, and staff.

Additionally, the programs presented by the DPS and the Office of the District Attorney in Snyder County will include the following:

- A discussion of sexual violence;
- A discussion of consent, including an explanation that the victim is not at fault;
- A discussion of drug and alcohol-facilitated sexual violence;
- Information relating to risk education and personal protection;
- Information on where and how to get assistance, including the importance of medical treatment and evidence collection, and how to report sexual violence to campus authorities and local law enforcement;
- The possibility of pregnancy and transmission of sexual diseases;
- Introduction of public safety staff and local law enforcement;
- Introduction of health center staff and member of Susquehanna Valley Women in Transition;
- Introduction of counseling center and student life staff;
- A promise of discretion and dignity;
- A promise that authorities will observe confidentiality for victims of sexual assault.

Also, continued programming throughout the year is presented in residence halls on a variety of topics including crime prevention, alcohol and other drug awareness, and sexual assault.

The Counseling Center has developed the Sexual Assault Advocate program that consists of a group of Susquehanna University faculty and staff members who are trained to provide support to university community members who have been targets of sexual violence. Additionally, the role of the advocate is to enhance the

effectiveness and accessibility of existing support systems. The Counseling Center, Health Center and the DPS may be contacted for more information.

Anyone who may have been the victim of a sexual assault should go to a safe location as soon as possible after the event and seek medical attention if necessary. Any of the above agencies can be contacted to assist with medical, investigative, counseling or student conduct processes.

Also, the vice president for student life and dean of students, 570-372-4135, or the assistant vice president for student life & director of public safety, 570-372-4136, may be contacted during normal business hours and can be reached by contacting public safety after hours at 570-372-4444 to assist any victim of sexual assault in acquiring resources. All victims of sexual assault are entitled to choose any or all of the above agencies to report a sexual assault. Victims have the option to pursue criminal charges against any alleged suspect and if the suspect is a student, the victim may opt to press criminal and student conduct charges. The victim may choose to press SU student conduct charges only and to not pursue criminal charges through outside law enforcement agencies. Any professional staff, faculty member or athletics staff may also assist getting help for the victim of sexual assault.

Victims of sexual assault are advised that any evidence at the scene of the crime is important to a successful prosecution or student conduct process. Victims should take reasonable measures to maintain evidence, such as, bodily fluids, property, items handled by suspect etc. This evidence could be found at the location of the assault and/or on the victim. Victims of sexual assault should not place themselves in any danger so to protect such evidence.

Anyone in need of counseling services, on or off campus, as a result of being a victim of a sexual assault can contact the SU Counseling Center at 570-372-4751 for service or referral. The SU Counseling Center may be reached at 570-374-9164 from 5 p.m. to 8 a.m. and on weekends. Susquehanna Valley Women in Transition may also be contacted to refer for off-campus counseling, (800-850-7948). Students who are the victim of a sexual assault may have their academic and/or living arrangements adjusted if necessary. If the student requests, the university will make reasonable accommodations, such as changing residence hall rooms, buildings or allowing students to commute to class. The university will also assist with academic issues, such as adjusting some assignments or allowing the students to study from home. These adjustments may vary based on individual circumstances.

Students who are victims of sexual assault may file charges with the assistant director of residence life for student conduct at 570-372-4517. Incidents of reported sexual assaults will go before a University Conduct Board comprised of students, faculty and staff members. During the University Conduct Board hearing the accuser and the accused are entitled to the same opportunities to have others present during the disciplinary proceedings. Both the accuser and the accused will be informed of the outcome of the hearing of a sexual assault case. If a student is found to be responsible for committing a sexual assault that student may receive sanctions to include but are not limited to expulsion or suspension from the university, probation or a warning. This could be in addition to criminal sanctions if the victim chooses to pursue charges through the outside law enforcement agencies previously mentioned.

Susquehanna University will, upon written request, disclose to the alleged victim of any crime of violence or a nonforcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense with respect to such crime or offense. If the alleged victim of such crime or offense is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim.

### **Sex Offenses Definitions**

**Sex Offenses- Forcible:** Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

**Forcible Rape:** The carnal knowledge of a person, forcibly and/or against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

**Forcible Sodomy:** Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

**Sexual Assault with an Object:** The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity.

**Forcible Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

**Sex Offenses- Non-Forcible:** Unlawful, non-forcible sexual intercourse.

**Incest:** Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

**Statutory Rape:** Non-forcible sexual intercourse with a person who is under the statutory age of consent.

### **Maintenance of Facilities**

In the maintenance of campus facilities, including landscaping, groundskeeping and outdoor lighting, university personnel continually monitor the campus for irregularities and needed repairs. Security is a major factor in all landscape and lighting designs. Periodic input is sought from outside agencies as an additional guide in evaluating our needs.

## Timely Warnings and Emergency Notifications, Evacuations and Shelter-in-Place

The DPS will make every reasonable effort to issue a timely warning to the campus community upon confirmation of a criminal act required by law, significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus. The timely warning will be made without delay, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

While each emergency situation is different, the DPS ranking on duty officer has the authority to activate immediate notification media. When time allows, the direction to activate notification systems may be from the assistant vice president for student life & director of public safety, The vice president for student life & dean of students, provost, executive vice president for administration and planning, or the president.

The DPS may communicate with the campus community in a variety of ways during an emergency and immediately afterwards.

- **Short Message Service (SMS) Alerts:** In the event of a scenario, as described above, the DPS will alert the community about the incident, give instructions, and advise that the emergency is over via SMS or text messages to cell phones and e-mail alerts to computers.

To subscribe to this service you must have a Susquehanna University e-mail account and sign up at [www.susqu.edu/studentlife/PublicSafety.asp](http://www.susqu.edu/studentlife/PublicSafety.asp). While this service is voluntary, the DPS is requiring new employees and students to subscribe when acquiring a parking permit.

- **Public Address/Warning Sirens:** If necessary, the DPS may activate this system as it is designed to be quite loud and distinct and should be easily heard by those who are outdoors on campus. The following instructions may be found at [www.susqu.edu/studentlife/PublicSafety.asp](http://www.susqu.edu/studentlife/PublicSafety.asp):
  1. Hi-Lo siren (180 seconds)
  2. Hi-Lo siren (5 seconds) followed by public address announcement, this siren may be used prior to an announcement to evacuate parts of the campus. Any announcement to evacuate would be accompanied by specific directions on where to meet emergency staff.
  3. Hi-Lo siren (5 seconds) followed by the following pre-recorded message, ***A tornado warning is in effect! Seek shelter now! Tune to your local TV station for further information. Seek shelter now!*** Repeat
  4. Hi-Lo siren (5 seconds) followed by the following pre-recorded message, ***Chemical Release. Stay inside buildings and close windows and doors unless advised by authorities to evacuate area.*** Repeat.
  5. Hi-Lo siren (5 seconds) followed by the following pre-recorded message, ***There is a person with a weapon on campus. Seek shelter now.*** Repeat twice.
  6. Wail siren (5 seconds) followed by the following pre-recorded message, ***All clear. The emergency is over.*** Repeat twice.

7. Whoop siren (5 seconds) followed by the following pre-recorded message, *This is a test of the Susquehanna University emergency notification system*. Repeat.

The following procedures are posted on campus and throughout residence halls:

### **Shelter-in-Place**

If you hear the Public Address/Warning Siren, protect yourself!

If the siren is due to severe weather or tornado warning:

- If you are outside, seek cover in the closest building
- Stay in your classroom, room, or office if it is in the interior of the building  
OR go to an interior hallway of the building  
OR go to the lowest level possible  
OR in a house or apartment, go to the center of the house or the bathroom
- Stay away from windows, glass doors, and glass walls
- Monitor the Web and your e-mail for updates and instructions
- Call 911 or the DPS (x4444) immediately if you have any information about damage or injuries
- Stay in your area until you receive the “all clear” message from the Public Address/Warning Siren or a message from a university official or emergency worker.

If the siren is due to an intruder: (or if an intruder has been observed)

- Go to the closest classroom, room, or office and stay there
- Shut the door and lock it, if possible  
AND if possible, place a desk or chair in front of the door  
AND if possible, wedge a shoe or belt under the door to prevent it from opening
- Turn off the lights
- Keep yourself and others in the room as quiet as possible  
AND switch cell phones to vibrate AND mute all computers, projectors, CD players, and other machines
- Stay away from windows, glass doors
- Monitor the Web and your e-mail for updates and instructions

- Call 911 or Public Safety (x4444) immediately if you have any information about the intruder or injuries
- Stay in your area until you receive the “all clear” message from the Emergency Alert Siren or a college official or emergency worker.

**Please remember:**

- This system is not foolproof and each person has to use common sense and assist each other in the event of an emergency.
- The siren and voice cannot penetrate everywhere under every condition. We still have to take care of one another as we always do. Simply passing along the message to a fellow student, staff, or faculty member can help out the situation immeasurably.
- We will also use e-mail, voice mail, SMS alerts and other modes of communication to get information out to you as quickly as possible.
- **Crime Alerts:** The DPS will post crime alerts at [www.susqu.edu/studentlife/PublicSafety.asp](http://www.susqu.edu/studentlife/PublicSafety.asp). This site will list important information about recent crime trends and instructions on how to protect yourself if necessary.
- **mySU:** The Susquehanna University’s intranet is used to post information impacting the campus.
- **WQSU AM Radio Station 88.9:** This media is used to notify the campus and neighboring communities regarding emergencies on campus.
- **The Crusader:** Is a weekly student newspaper printing relevant information regarding campus safety and programs.
- **The Daily Item:** The local daily newspaper that may be used to disseminate updates on emergency situations happening on campus to the larger community.

The DPS will also contact local police, fire, and/or emergency managers of any situation involving the activation of a timely warning or notification. The Office of University Communications will liaison with local media to ensure that the larger community is kept well informed.

Susquehanna University will test the emergency response and evacuation procedures on, at least, an annual basis. These tests will be announced and publicized in the Crusader, Daily Item, mySU, and flyers throughout campus.

Evacuation procedures may also be found in the Susquehanna University Annual Fire Safety Report at [www.susqu.edu/studentlife/PublicSafety.asp](http://www.susqu.edu/studentlife/PublicSafety.asp).

**Evacuation**

Evacuation emergencies include fires, hazmat and explosion emergencies, natural gas leaks, unplanned utility outages, bomb threats, and other situations in which emergency personnel direct evacuation of a building. In the event of fire or other evacuation emergencies at Susquehanna University, all persons in the affected premises must evacuate. Occupants will be notified of a fire or other evacuation emergency by a fire alarm

signal, which may be a bell or a horn, depending on the building. Initial emergency notifications may also be followed by e-mail, text messages, outdoor public address system and phone communications (voicemail) if appropriate.

Upon hearing a building fire alarm signal, receiving a text or e-mail, or hearing the appropriate siren with public address announcement, leave the building and assemble in the designated area assigned for your building, where you will not hinder the approaching emergency response personnel and apparatus. Students and employees should attempt to account for individuals who are known to be in the building, including visitors. Any missing individuals should be reported to DPS or emergency personnel. In addition, public safety staff will conduct a sweep of all floors if sufficient personnel are available and it is safe to do so.

Any information regarding the partial or complete evacuation of the campus and/or community will be communicated via text message, website, and other appropriate media.

## **Residence Halls**

Campus housing at Susquehanna includes 24 residence halls with occupancy of 16 to 280 students and 13 houses with occupancy of 4 to 15 students. The houses are used by upperclass students involved in special projects, sororities and fraternities. Freshmen housing includes four buildings which are co-ed by wing, floor or room to room. Upperclass housing is co-ed by wing, floor or suite. Students must receive permission to live off campus. The university does not have housing for married students or students with other family members.

Upperclass returning students are given the opportunity to select their roommates. Room selection occurs in the spring for the following school year and priority for selection is established by a lottery system. New freshmen and transfer students are assigned housing based on the date they pay their admissions deposit. Mutual requests for specific roommates are honored whenever possible. Roommate matching is based on stated needs and/or interests (e.g. smoker/non-smoker, sleeping habits, etc.).

Students may request a change in roommates after participating in a mediation process through the Department of Residence Life. Such requests are honored if it is appropriate and possible within the limits of available space.

To secure entrances to residence facilities, exterior doors are locked 24 hours a day except for designated entrances to three halls that also have academic facilities. These entrances are locked at 11 p.m. by the DPS. Additionally, seven residence halls have classroom facilities that are accessed by students who are given limited access to the building via their ID card. Public safety officers check exterior doors during their tours of campus. Students are issued both an outside door key, for residence halls where keyless entry is not available, and a room key. Twenty-one residence facilities now have keyless entry control systems that are locked 24 hours a day, with the exception of three buildings that have academic facilities.

Standard locking mechanisms are used to secure doors and windows in student rooms. Residents are urged to use these safety features.

Live-in residence hall staff includes the associate director of residence life for operations, assistant director for community development, assistant director of residence life for civic engagement and assistant director of residence life for student conduct, eleven head residents, and 54 resident assistants. The director of residence life and civic engagement lives on campus in a university-owned home. In addition, there are four master's apartments occupied by faculty/staff.

The residence life staff receives basic security training in emergency procedures and crime prevention. This training is provided prior to the start of the school year, and in-service training programs are conducted throughout the school year. In addition, public safety officers are on duty 24 hours a day and make routine vehicle and foot patrols of the campus and residence facilities.

Hall meetings are held at the beginning of each semester in every hall to inform residents about housing security and enforcement procedures. In addition, specific programs are held throughout the school year (e.g. fire safety, date rape, staying safe etc.). The DPS will also conduct similar trainings in conjunction with residence life.

Students who receive permission to remain on campus during low occupancy periods such as holidays and vacations (e.g. international students, intercollegiate teams etc.) stay in their current rooms. All doors are locked 24 hours a day. A resident assistant is assigned, whenever possible, to stay in residence halls occupied during these periods. In addition, the DPS is notified of the names and locations of such students.

All guests in residence halls must have a student host and are subject to University regulations. The host is responsible for the actions of and/or any damages caused by his/her guests. Except for guests sponsored by the University, overnight guests are permitted two nights in a 14-day period. If a roommate objects to the presence of an overnight guest, that guest may not spend the night. Overnight visitors must obtain a temporary pass from the DPS or sponsoring department.

### **Missing Person Policy**

The purpose of this policy is to establish a framework for cooperation among members of the university community aimed at locating and assisting students who are reported missing. A student shall be deemed missing when he or she is absent from the university for more than 24 hours without any known reason. All reports of missing students shall be directed to the DPS, (570-372-4444), which shall investigate each report and make a determination whether the student is missing in accordance with this policy. All students shall have the opportunity to identify an individual to be contacted by the university in case a student is determined to be missing. If a missing student is under 18 years of age, the DPS will notify the parent or guardian of the missing student not later than 24 hours after the determination by the DPS that the student is missing. The DPS will also notify the Selinsgrove Borough Police Department not later than 24 hours after it determines that the student is missing.

## Missing Person Procedure

Any report of a missing student, from whatever source, should immediately be directed to the DPS.

When a student is reported missing, the DPS shall:

Initiate an investigation to determine the validity of the missing person report.

- Contact the assistant vice president for student life & director of public safety.
- Contact the on-call Office of Residence Life & Civic Engagement staff.
- Contact the vice president for student life & dean of students.
- Make a determination as to the status of the missing student.
- Notify the individual identified by the missing student as the emergency contact within 24 hours of making the determination that the student is missing.
- If the missing student is under the age of 18, notify the student's custodial parent or guardian as contained in the records of the university within 24 hours of the determination that the student is missing.
- Notify the Selinsgrove Borough Police Department within 24 hours after determining that the student is missing. This notification will be made even if the missing student has not registered an emergency contact person.
- Once the missing student is located, all previously notified individuals will be updated as appropriate.
- Students will be given the opportunity to register a confidential contact person to be notified in the case that the student is determined to be missing through the Office of Student Life.
- Only authorized campus officials and law enforcement officers in furtherance of a missing person investigation may have access to student contact information.

## Weapons

Firearms and other weapons are prohibited on campus. Only sworn law enforcement officials and others with permission of the assistant vice president for student life & director of public safety are permitted to be in possession of firearms on campus.

If you have questions or concerns about any of the policies or procedures stated above, please feel free to call the assistant vice president for student life & director of public safety (570-372-4136) or the vice president for student life & dean of students (570-372-4135).

## Criminal Offenses Definitions

**Aggravated Assault:** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.

**Arson:** Any willful or malicious burning or attempt to burn with or without intent to defraud, a dwelling, house, public building, motor vehicle or aircraft, personal property of another, etc.

**Burglary:** The unlawful entry of a structure to commit a felony or theft.

**Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle.

**Murder and Non-negligence Manslaughter:** The willful (non-negligent) killing of one human being by another.

**Manslaughter by Negligence:** The killing of another person through gross negligence.

**Robbery:** The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force, violence, and/or causing the victim fear.

**Larceny:** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

**Vandalism:** To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.

**Weapon Law Violation:** The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned.

**Drug Abuse Violations:** Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics and dangerous non-narcotic drugs.

**Liquor Law Violations:** The violations of law or ordinance prohibiting the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; all attempts to commit any of the aforementioned.

#### **Hate Crime Definitions (Clery Act)**

**Hate Crime:** is a criminal offense committed against a person or property which is motivated, in whole or in part, by offender's bias.

**Bias:** Is a preformed negative opinion or attitude toward a group of persons based on their race, gender, religion, disability, sexual orientation or ethnicity/national origin.

**Simple Assault:** An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.

**Intimidation:** is to unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

Note: For Intimidation to be considered a hate crime there would have to be other supporting evidence as well.

### **Categories of hate crime offenses:**

Murder and Non-negligent manslaughter

Forcible sex offenses

Non-forcible sex offenses

Robbery

Aggravated assault

Burglary

Motor vehicle theft

Arson

Larceny-theft

Simple assault

Intimidation

Vandalism

### **Geographical Definitions**

**On Campus:** Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and Any building or property that is within or reasonably contiguous to paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students and supports institutional purposes (such as a food or retail vendor).

**Student Housing Facility:** Any student housing facility that is owned, controlled or rented by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility. This includes any students housing for student groups such as fraternity or sorority houses.

**Non-Campus Building or Property:** Any building or property owned or controlled by a student organization that is officially recognized by the institution; or Any building or property owned or controlled by an institution

that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

**Public Property:** All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

CRIME STATISTICS REPORTING TABLE					
OFFENSE	YEAR	ON-CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING FACILITIES	NONCAMPUS PROPERTY	PUBLIC PROPERTY
MURDER/NON-NEGLIGENT MANSLAUGHTER	2010	0	0	0	0
	2009	0	0	0	0
	2008	0	0	0	0
NEGLIGENT MANSLAUGHTER	2010	0	0	0	0
	2009	0	0	0	0
	2008	0	0	0	0
SEX OFFENSES, FORCIBLE	2010	4	4	0	0
	2009	1	1	0	0
	2008	3	3	0	0
SEX OFFENSES, NON-FORCIBLE	2010	0	0	0	0
	2009	0	0	0	0
	2008	0	0	0	0
ROBBERY	2010	0	0	0	0
	2009	0	0	0	0
	2008	1	0	0	1
AGGRAVATED ASSAULT	2010	3	3	0	0
	2009	4	3	0	0
	2008	1	0	0	0
BURGLARY	2010	6	5	0	0
	2009	9	3	0	0
	2008	7	6	0	0
MOTOR VEHICLE THEFT	2010	0	0	0	0
	2009	0	0	0	0
	2008	0	0	0	0
ARSON	2010	0	0	0	0
	2009	0	0	0	0
	2008	0	0	0	0
ARRESTS: WEAPONS: CARRYING, POSSESSING, ETC	2010	1	0	0	0
	2009	0	0	0	0
	2008	0	0	0	0
DISCIPLINARY REFERRALS: WEAPONS: CARRYING, POSSESSING, ETC	2010	0	0	0	0
	2009	0	0	0	0
	2008	0	0	0	0
ARRESTS: DRUG ABUSE VIOLATIONS	2010	4	4	0	0
	2009	4	3	0	1
	2008	2	2	0	2
DISCIPLINARY REFERRALS: DRUG ABUSE VIOLATIONS	2010	56	56	0	4
	2009	26	21	0	1
	2008	23	23	0	2
ARRESTS: LIQUOR LAW VIOLATIONS	2010	12	12	0	9
	2009	13	11	0	10
	2008	7	7	0	13
DISCIPLINARY REFERRALS: LIQUOR LAW VIOLATIONS	2010	348	348	0	19
	2009	200	198	0	10
	2008	227	227	0	13

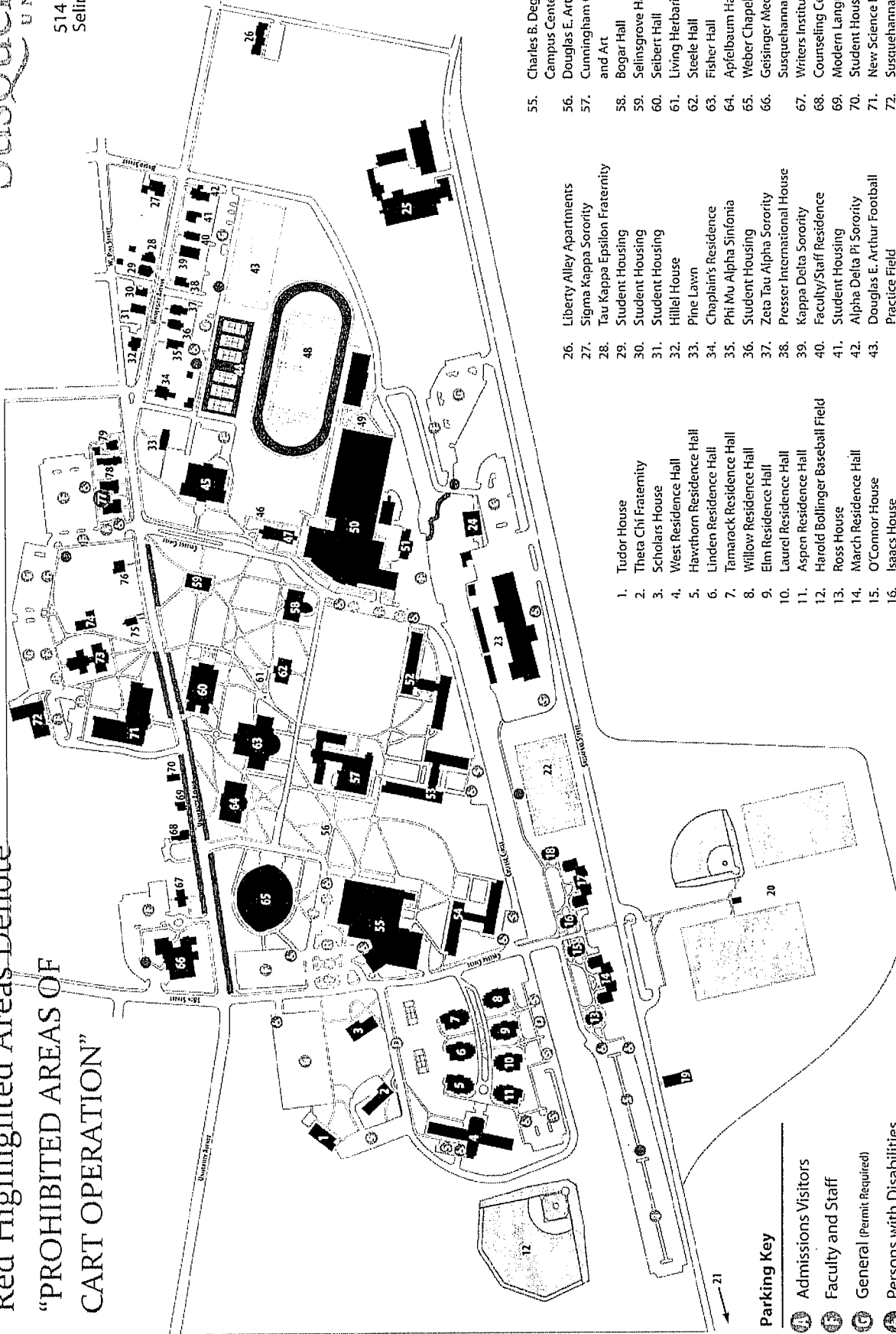
OFFENSE	HATE CRIMES				
	YEAR	ON-CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING FACILITIES	NONCAMPUS PROPERTY	PUBLIC PROPERTY
CRIMINAL HOMICIDE Murder & Non-negligent Manslaughter	2010	0	0	0	0
	2009	0	0	0	0
	2008	0	0	0	0
CRIMINAL HOMICIDE Negligent Manslaughter	2010	0	0	0	0
	2009	0	0	0	0
	2008	0	0	0	0
SEX OFFENSES Forcible Sex Offenses	2010	0	0	0	0
	2009	0	0	0	0
	2008	0	0	0	0
SEX OFFENSES Non-forcible Sex Offenses	2010	0	0	0	0
	2009	0	0	0	0
	2008	0	0	0	0
ROBBERY	2010	0	0	0	0
	2009	0	0	0	0
	2008	0	0	0	0
AGGRAVATED ASSAULT	2010	0	0	0	0
	2009	0	0	0	0
	2008	0	0	0	0
BURGLARY	2010	0	0	0	0
	2009	0	0	0	0
	2008	0	0	0	0
LARCENY-THEFT	2010	0	0	0	0
	2009	0	0	0	0
	2008	0	0	0	0
MOTOR VEHICLE THEFT	2010	0	0	0	0
	2009	0	0	0	0
	2008	0	0	0	0
ARSON	2010	0	0	0	0
	2009	0	0	0	0
	2008	0	0	0	0
SIMPLE ASSAULT	2010	0	0	0	0
	2009	0	0	0	0
	2008	*1	0	0	0
THREATS-INTIMIDATION	2010	0	0	0	0
	2009	0	0	0	0
	2008	0	0	0	0
VANDALISM-DESTRUCTION-DAMAGE OF PROPERTY	2010	0	0	0	0
	2009	0	0	0	0
	2008	**1	**1	0	0
*2008 Simple Assault- Race					
**2008 Vandalism- Religion					

**THE PENNSYLVANIA UNIFORM CRIME REPORTING ACT**

In addition to the crime statistics required by the Clery Act, the Pennsylvania Uniform Crime Reporting Act requires the release of crime statistics and their rates to students and employees, upon request, to new employees and applicants for admission. The index rate is calculated based on the actual number of Full Time Equivalent (FTE) students and employees, calculated according to a state-mandated formula and includes statistics from a geographic area that extends beyond the campus. The index in the table below is based on incidents per 100,000 FTEs. The University's FTE population for 2008 was 2775, for 2009 was 2960 and for 2010 was 2907. The statistics reported below reflect the number of incidents reported to the University's Department of Public Safety (but do not include reports from other campus security authorities, referrals from campus disciplinary authorities or reports from local law enforcement). They do not indicate actual criminal prosecution or student judicial action, or the outcome of either. The state crime classification for which the University is reporting these statistics varies from the crime classifications under federal law, which are also published in this brochure.

OFFENSE	2010		2009		2008	
	KNOWN	INDEX 100,000	KNOWN	INDEX 100,000	KNOWN	INDEX 100,000
Criminal Homicide	0	0	0	0	0	0
Forcible Rape	4	138	1	33.8	3	108
Robbery	0	0	0	0	2	72.1
Aggravated Assault	3	103	4	135	1	36
Simple Assault	4	138	2	66	1	36
Burglary	6	206	9	304	7	255
Larceny-Theft	20	687	20	675	19	691
Motor Vehicle Theft	0	0	0	0	0	0
Attempted M/V Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
<b>SUBTOTAL PART 1</b>	<b>37</b>	<b>1271</b>	<b>36</b>	<b>1216</b>	<b>33</b>	<b>1187</b>
Forgery/Counterfeiting/Fraud/Embezzlement	0	0	0	0	0	0
Fraud	0	0	0	0	0	0
Embezzlement	0	0	0	0	0	0
Stolen Property (Buying, Receiving, Possessing)	0	0	1	34	0	0
Vandalism	26	893	30	1014	39	1405
Weapons Possession	1	34.4	0	0	0	0
Prostitution & Commercialized Vice	0	0	0	0	0	0
Sex Offenses (excluding rape and prostitution)	1	34.4	1	34	0	0
Drug Abuse Violations	16	550	8	270	10	360
Gambling	0	0	0	0	0	0
Offenses Against Family	1	34.4	0	0	0	0
Driving Under Influence	2	68.7	0	0	0	0
Liquor Law Violations	12	412	12	405	17	613
Drunkenness	3	103	0	0	2	72
Disorderly Conduct	4	412	0	0	0	0
Vagrancy	0	0	0	0	0	0
Hate Crimes	0	0	0	0	2	72
All Other Offenses	14	481	15	507	16	577
<b>SUBTOTAL PART 2</b>	<b>80</b>	<b>2749</b>	<b>67</b>	<b>2264</b>	<b>86</b>	<b>3094</b>
<b>GRAND TOTAL</b>	<b>117</b>	<b>4021</b>	<b>103</b>	<b>3480</b>	<b>119</b>	<b>4281</b>

Red Highlighted Areas Denote  
"PROHIBITED AREAS OF  
CART OPERATION"



### Parking Key

- Admissions Visitors
- Faculty and Staff
- General (Permit Required)
- Persons with Disabilities
- Visitors
- Students
- First-Year Students
- Commuter
- Green Parking/Carpool
- Emergency Phone

- Faculty and staff parking from 7 a.m. to 5 p.m.
- General parking from 5 p.m. to 2 a.m.
- No parking from 2 a.m. to 7 a.m.
- Commuter/non-resident student permits are valid in all student spaces

- Reserved
- General Parking 7 am - 5 pm

1. Tudor House
2. Theta Chi Fraternity
3. Scholars House
4. West Residence Hall
5. Hawthorn Residence Hall
6. Linden Residence Hall
7. Tamarack Residence Hall
8. Willow Residence Hall
9. Elm Residence Hall
10. Laurel Residence Hall
11. Aspen Residence Hall
12. Harold Bollinger Baseball Field
13. Ross House
14. March Residence Hall
15. O'Connor House
16. Isaacs House
17. Shobert Residence Hall
18. Roberts House
19. Faculty/Staff Residence
20. Sasafas Athletic Fields
21. Ecological Research Center
22. Rugby Field
23. Facilities Management and Central Receiving
24. TRAX
25. Science-in-Motion Program Office

26. Liberty Alley Apartments
27. Sigma Kappa Sorority
28. Tau Kappa Epsilon Fraternity
29. Student Housing
30. Student Housing
31. Student Housing
32. Hillal House
33. Pine Lawn
34. Chaplain's Residence
35. Phi Mu Alpha Sinfonia
36. Student Housing
37. Zeta Tau Alpha Sorority
38. Pressor International House
39. Kappa Delta Sorority
40. Faculty/Staff Residence
41. Student Housing
42. Alpha Delta Pi Sorority
43. Douglas E. Arthur Football Practice Field
44. Tennis Courts
45. Brough-Weis Library
46. 9/11 Memorial Garden
47. Hassinger Residence Hall
48. Nicholas A. Lopardo Stadium
49. Reunion Plaza
50. James W. Garrett Sports Complex
51. Print Shop
52. Smith Residence Hall
53. Reed Residence Hall
54. Alkens Residence Hall

55. Charles B. Degenstein Campus Center
56. Douglas E. Arthur Plaza
57. Cunningham Center for Music and Art
58. Bogar Hall
59. Selingsgrove Hall
60. Seibert Hall
61. Living Herbarium
62. Steele Hall
63. Fisher Hall
64. Apfelbaum Hall
65. Weber Chapel Auditorium
66. Geisinger Medical Center at Susquehanna University
67. Writers Institute
68. Counseling Center
69. Modern Language Fellows House
70. Student Housing
71. New Science Building
72. Susquehanna Children's Center
73. North Residence Hall
74. Art Studio
75. University Communications
76. Sigma Alpha Iota Sorority
77. Office of Admissions
78. Office of Financial Aid
79. Alumni House