

# **Susquehanna University**

## **2018 Annual Security Report and Annual Fire Safety Report**

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## The Clery Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) is a federal mandate requiring all institutions of higher education that participate in the federal student financial aid program, to disclose information about crime on their campuses and in the surrounding communities. The Clery Act affects virtually all public and private institutions of higher education and is enforced by the U.S. Department of Education. Campuses that fail to comply with the act can be penalized with large fines and may be suspended from participating in the federal financial aid program.

The Clery Act, formerly known as the Crime Awareness and Campus Security Act, was signed in 1990 and is named after 19-year-old Jeanne Clery, who was raped and murdered in her Lehigh University residence hall in 1986. Clery's parents lobbied Congress to enact the law when they discovered students at Lehigh hadn't been notified about 38 violent crimes that had occurred on campus in the three years prior to Clery's murder.

### Compliance with the Clery Act

The 2018 Susquehanna University Annual Security Report and Annual Fire Safety Report (the "Report") are published in compliance with the Clery Act and related amendments known as the Violence Against Women Act (VAWA).

### Preparation of this Report

This Report contains statistics for the previous three years concerning Clery Act specific crimes that have been reported as having occurred on campus; in or on non-campus buildings or property owned or controlled by Susquehanna University; and on public property within, or immediately adjacent to the campus. These specific crime statistics are listed in table form at the end of this Report.

This Report also includes other requirements of the act such as institutional policies, campus security policies, policies concerning alcohol and drug use, crime prevention and other related policies.

The Department of Public Safety prepares this Report using information maintained by the Department, information provided by other University offices,

Campus Security Authorities and information provided by local law enforcement agencies surrounding campus.

### Availability of this Report

This Report is published on the Public Safety website, and a notice of the availability of this Report is distributed electronically to the University community by October 1<sup>st</sup> of each year.

Anyone, including prospective students and their parents, as well all current students, faculty and staff may review a paper copy of this Report by contacting Public Safety at 570-372-4444 or it may be downloaded from the Public Safety website at:

[www.susqu.edu/campus-life/our-campus-and-location/campus-safety/safety-and-security-information](http://www.susqu.edu/campus-life/our-campus-and-location/campus-safety/safety-and-security-information)

The University also provides the Clery Act crime statistics contained in this report to the U.S. Department of Education. The U.S. Department of Education website is: [www.ed.gov](http://www.ed.gov).

### Availability of Additional Information

#### Crime of Violence

Susquehanna University will, upon written request, disclose to the alleged victim of a crime of violence (as that term is defined in section 16 of Title 18, United States Code), or a non-forcible 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. If the alleged victim 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 Offender Registration Information

Persons seeking to obtain sex offender registration information may visit the Pennsylvania State Police Megan's Law Website at the following address: <https://www.pameganslaw.state.pa.us/>

#### Daily Crime Log and Daily Fire Log

Public Safety maintains a combined Daily Crime Log and Daily Fire Log of all crimes and fires reported to the Department that have occurred on campus, in or on non-campus buildings or property, or on public property

immediately adjacent to and accessible from the campus or within the patrol jurisdiction of the Department.

This log lists the date, time reported, date of occurrence, general location, and disposition of the complaint if this information is known at the time the Daily Crime Log and Daily Fire Log is created.

The Daily Crime Log is available for public inspection during normal business hours at the Department of Public Safety. Any portion of the Daily Crime and Daily Fire Log that is older than 60 days will be made available for review, upon request, within two (2) business days.

## **The Department of Public Safety**

The best protections against campus crime are: a strong security presence; an aware, informed, and alert campus community; a commitment to reporting suspicious activities and using common sense when carrying out daily activities. Susquehanna University strives to be a safe place to learn, live, work and grow.

### Mission

The mission of the Department of Public Safety (Public Safety) is to provide safety and security services for the University community that meet the highest professional standards and support the overall academic mission of Susquehanna University.

### Department Values

Public Safety values the principles of honesty, integrity, honor, fairness, and respect in our interactions with those we serve. Committed to excellence, we work to educate the campus community via proactive, community-based programs.

### Authority and Training

Public Safety is part of the Division of Student Life team, which is under the authority of the Vice President of Student Life. Susquehanna University Public Safety officers are not sworn law enforcement officials and are unarmed. An extensive background check occurs before an officer is hired. Officers must successfully complete a probation period and have the ability to meet department required certifications.

Public Safety Officers receive annual in-service training

in a variety of crime prevention and operational topics, as well as bi-annual certification in CPR/First Aid and use of the Automatic Electronic Defibrillator (AED) and Mass Casualty equipment.

### Working Relationship with Local, State, and Federal Law Enforcement Agencies

When warranted, local, state or federal law enforcement agencies may be contacted to assist or assume control of incidents/investigations. Public Safety maintains a professional working relationship with the Borough of Selinsgrove Police Department, Pennsylvania State Police, and the Snyder County District Attorney's Office. The campus is regularly patrolled by the Selinsgrove Police Department, which has radio interoperability with Public Safety, and may investigate and bring charges in criminal matters on campus. Department members meet frequently with the Selinsgrove Chief of Police to exchange information. There are currently no written memoranda of understanding between the Department of Public Safety and local police agencies.

### Notation about Non-Campus Locations

Currently, there are no officially recognized University student organizations with non-campus locations or housing facilities.

## **Campus Security Information**

### Campus Safety: "A Shared Responsibility"

Safety on the campus of Susquehanna University is a natural source of concern for parents, students and University employees. Education, the business of Susquehanna University, can only take place in an environment in which each student, employee and visitor feels safe and secure. Susquehanna University recognizes this and employs a number of security measures to protect the members of its community.

Susquehanna University is located in the Borough of Selinsgrove along the banks of the Susquehanna River in central Pennsylvania. Although the Selinsgrove area with its small town feel and neighborly attitude has a relatively low crime rate, crime prevention remains a high priority within the campus community.

The University strives to ensure the safety of its students

and employees through a dedicated Public Safety department and a well-trained Residence Life staff which work in concert with a campus community that is informed, aware, and alert. All share the responsibility of making the Susquehanna University campus a safe place to study, work and live.

### Department Operations

The Public Safety building is located adjacent to the 18<sup>th</sup> Street Commons House and is the primary operations center for the administrative, patrol, and communications offices. Officers provide 24 hours per day/365 day per year patrol coverage on foot, bicycle, golf cart, and motor vehicle.

### Security Cameras

Public Safety uses closed circuit television cameras for investigative purpose in common areas and major thoroughfares on campus. The cameras are available for investigation, 24 hours per day by the on-duty Communications Specialist and Officers.

### Blue Light Emergency Phones and Blue Dot Phones

The campus has deployed blue light emergency phones that connect directly to Public Safety for emergency assistance in the following campus parking lots/locations:

- Admissions Parking Lot
- Sassafras/1<sup>st</sup> Year Parking Lot
- Health Center Parking Lot
- Blough-Weis Library Parking Lot
- Sassafras Rugby Field
- 18<sup>th</sup> Street Commons (New Orleans building)
- Counseling Center Parking Area
- Hillel House (406 University Avenue)
- 301 University Avenue
- 313 University Avenue
- Kurtz Lane

The University has identified over 90 other non-emergency phones located on campus on various buildings and in common use areas that may also be used to contact Public Safety. These phones are identified by a

blue circular reflective sticker (“blue dot”) on the faceplate or other prominent area of the phone.

### Community Interaction

Members of the Department of Public Safety are involved in a variety of activities within the campus community, in both official and unofficial capacities, in an effort to further support the University’s educational and community-oriented goals. Every encounter between a University community member or visitor to our campus and a Public Safety Officer is an educational opportunity.

Members strive to make all encounters positive. However, when situations arise that require the intervention of a Public Safety Officer, part of the resolution process is explaining the nature of campus policies and referring infractions to University administrators for resolution.

## **How to Report a Crime or Other Emergency**

Despite Public Safety’s best efforts, crimes and policy violations do occur on campus. Crime victims and community members are encouraged to promptly and accurately report criminal activity, hate/bias motivated incidents, and suspicious persons to Public Safety (or local police) when the victim of a crime elects to, or is unable to, make such a report. Public Safety can be reached by calling 570-372-4444 or 911.

Public Safety will investigate all reports and initiate the appropriate emergency response or recovery procedures. All persons on campus may request the Selinsgrove Police Department to initiate a criminal investigation of alleged criminal acts. Public Safety can coordinate this request, if necessary.

Prompt reporting will assist Public Safety in providing timely warnings, emergency notifications and timely disclosure of crime statistics to the campus community.

### Voluntary, Confidential Reporting Procedures for Inclusion in this Report

Victims or witnesses may report crimes on a voluntary, confidential basis for inclusion in the annual crime statistics contained in this Report. Confidential means that

the person making the report will not be required to disclose their name. With such information, the University can keep an accurate record of the number of incidents affecting the campus community, determine if there is a pattern of crime regarding a particular location, method, or assailant, and alert the campus community to potential danger. Please be aware that incidents reported in this manner may limit the University’s ability to respond.

Voluntary, confidential reports of criminal incidents can be forwarded to the Director of Public Safety via e-mail at <https://susqu.wufoo.com/forms/anonymous-tips/> or via phone at (570) 372-4444.

Campus Security Authorities

In accordance with the Clery Act, Susquehanna University also collects and discloses statistics concerning the occurrence of certain criminal offenses reported to local

law enforcement agencies or any official of the University identified as a “Campus Security Authority.”

Campus Security Authorities (CSA) are non-law enforcement individuals who have significant responsibility for student and campus activities, and who by the very nature of their significant roles, responsibilities, or job title, may reasonably be identified by students and employees as officials or authorities to whom crime should be reported.

In recognizing that some students or employees are more comfortable or more inclined to report crime to someone other than the police, individuals are encouraged to report to the Department of Public Safety or the following campus offices/officials designated by the University as Campus Security Authorities:

**SUSQUEHANNA UNIVERSITY CAMPUS SECURITY AUTHORITIES**

<b>Division of Student Life</b>	
<b>Title/Position</b>	<b>Contact Information</b>
VP for Student Life	570-372-4415
Dean of Students and Campus Life	570-372-4139
Dean of Academic Achievement • All Professional and Support Staff	570-372-4184
Dean for Student Diversity & Inclusion • All Professional and Support Staff	570-372-4302
Assistant Director of Residence Life	570-372-4061/4137
Area Coordinators	570-372-4019/4023/4510
All Student Resident Advisors, Community Managers, and Senior Community Advisors	In Student Residence Halls
Director of Student Leadership & Engagement and Director of Residence Life	570-372-4360
Director of Health Services • Health Center Support Staff	570-372-4385
Dean of Health & Wellness, and Director of the Counseling Center & Licensed Counseling Staff* • Counseling Center Support Staff • <i>*Licensed counseling staff are NOT CSAs, see next page for additional information.</i>	570-372-4751

Department of Public Safety	570-372-4444
<ul style="list-style-type: none"> <li>All Public Safety Employees</li> <li>Contracted Security Personnel</li> </ul>	570-372-4444

<b>Human Resources</b>	
<b>Title/Position</b>	<b>Contact Information</b>
AVP and Chief Human Resources Officer	570-372-4157
<ul style="list-style-type: none"> <li>All Professional and Support Staff and Title IX Coordinator</li> </ul>	570-372-4302
<b>Athletics</b>	
<b>Title/Position</b>	<b>Contact Information</b>
Director of Athletics	570-372-4272
<ul style="list-style-type: none"> <li>All Coaches, Assistant Coaches, Trainers, and Support Staff</li> </ul>	
<b>President's Office/Senior Staff</b>	
<b>Title/Position</b>	<b>Contact Information</b>
University President	570-372-4130
VP Chief of Staff	570-372-4025
Co-COO/Provost & Dean of Faculty	570-372-4127
Co-COO/VP Finance & Administration	570-372-4128
<ul style="list-style-type: none"> <li>All Professional and Support Staff</li> </ul>	

*\*See additional information on the following page regarding pastoral and licensed counseling staff*

Clery Policy Statement Addressing Counselors

Campus “Pastoral Counselors” and Campus “Professional Counselors”, when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged, if they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary/confidential basis for inclusion into the annual crime statistics. These counselors are defined as:

- Pastoral Counselor is an employee of an institution, who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as pastoral counselor. Contact information for Susquehanna University is:

Scott M. Kershner, Chaplain

Weber Chapel, Susquehanna University

570-372-4220

[kershner@susqu.edu](mailto:kershner@susqu.edu)

Eli Bass, Director of Jewish Life

Goldstein-Weis Hillel House, Susquehanna University

570-372-4440

[basse@susqu.edu](mailto:basse@susqu.edu)

- Professional Counselor is an employee of an institution whose official responsibilities include providing psychological counseling to members of the institution’s community and who is functioning within the scope of their license or certification. Contact information for Susquehanna University is:

Counseling Center

606 University Avenue

Selinsgrove, PA 17870

570-372-4751

570-374-9164 (after hours)

[counctr@susqu.edu](mailto:counctr@susqu.edu)

## Timely Warnings and Emergency Notifications

### Timely Warnings

In compliance with the Clery Act, the University will make every reasonable effort to issue a timely warning to the campus community regarding Clery Act crimes that are reported to Campus Security Authorities and are considered to be a serious or on-going threat to the safety or health of students and employees.

The Director of Public Safety or designee has the primary responsibility for issuing, or causing to be issued, timely warnings. The Director or designee will confer with the Vice President for Student Life and/or other members of the Crisis Management Team (CMT) to evaluate the pertinent information available at that time related to reported criminal activity.

Once a determination has been made that a timely warning is required, a Timely Warning Notice will be prepared containing sufficient information about the nature of the threat to allow members of the campus to take the appropriate action(s) to protect themselves. The notice will include, but will not be limited to:

- A brief description of the incident.
- Possible connection to previous incidents, if applicable.
- Physical description of the suspect, if available.
- Composite drawing of the suspect, if available.
- Locations or areas to avoid, if appropriate
- Date and time the warning was released.
- Other relevant and important safety information.

The Timely Warning will be issued unless in the professional judgment of responsible authorities it will compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

Based on the type of criminal activity facing the community, timely warnings may be disseminated by the most expedient method to ensure individuals have time to prepare to or react to the situation. Dissemination methods may include:

- Use of the Susquehanna University text alert notification system.
- Emergency information posted on the Susquehanna University website.
- Social media outlets.
- Posting written warning notices around campus facilities and residence halls.
- Direct phone calls to designated personnel.
- Campus-wide e-mail.
- Press release.

The University will make every effort not to release personally identifying information, or information that would jeopardize law enforcement efforts while still providing enough detail for community members to make safety decisions in light of the danger.

### Emergency Notifications

In addition to timely warnings, the University will provide emergency notification to the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus. There are a number of entities that may be involved in decision making regarding such notifications including: Vice President for Student Life, Vice President for Marketing and Communications, Director and Associate Director of the Department of Public Safety, Public Safety Officers and Public Safety Communications Specialists.

The Director of Public Safety or their designee, has the primary responsibility for issuing, or causing to be issued, emergency notifications. In determining whether there is a significant emergency or dangerous

situation, the Director or designee will evaluate the information on hand and the potential impact to the health and safety of the campus community.

Once it has been confirmed that an immediate threat to health or safety of students or employees occurring on the campus does exist, the Director or designee will formulate an emergency notification that provides direction on how individuals should respond to the identified threat, e.g., go into full lockdown, shelter in place, evacuate the campus, etc.

Without delay, taking into account the safety of the community, the University will determine the content of the notification. It will initiate the notification system unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain response to or otherwise mitigate the emergency. The Director or their designee will, if time permits, confer with the Vice President for Student Life and/or other members of the Crisis Management Team (CMT), prior to issuing any emergency notifications.

The process used to determine the content of the notification will vary due to the complexity of the emergency. In most cases, the Director or designee will evaluate the circumstances and provide specific content of the message to be sent. However, in extremely time sensitive situations, Communications Specialists have the authority to determine the content of the message themselves or use pre-determined language made available within the emergency notification software to aid in the speed of the notification. The Director or their designee may then clarify or update information in a subsequent message.

Once the emergency notification has been formulated, the Director of Public Safety or designee will activate the notification system (or authorize the activation of the notification system), which will be disseminated to students, faculty and staff.

Based on the type of emergency or threat facing the community, emergency notifications may be disseminated by the most expedient method to ensure individuals have time to prepare or react to the situation. Dissemination methods include:

- Use of the Susquehanna University text alert notification system.
- Activation of the Public Address/Warning Sirens.
- Notifications broadcast on the SU FM radio station, WSQU (88.9)
- Emergency information posted on the University website.
- Social media outlets.
- Direct phone calls to designated personnel.
- Campus-wide e-mail.
- The use of runners or other individuals (e.g., Area Coordinators/Resident Advisors) to personally deliver notifications to community members.

If the threat involves an immediate violent criminal threat or other non-natural incident, such as an armed gunman or active shooter on campus, or a hazardous material spill, etc., the emergency notifications will include the Snyder County 911 and/or other emergency services.

If deemed necessary, the University Communications Office will coordinate notification of the outside community through radio, television or other means.

The emergency notifications will be disseminated on a continual basis until such time as it has been determined that threat to the community no longer exists. Once the incident is over or the threat no longer exists, an all-clear notification will be disseminated to the community through the means used to issue the emergency notification(s).

#### Procedures for Testing Emergency Response and Evacuation Procedures

The University assesses its emergency response plans and systems each year through scheduled drills and exercises and appropriate follow through activities designed for assessment and evaluation of emergency plans and capabilities. In conjunction with other emergency agencies, the University conducts emergency response drills and exercises each year such as tabletop exercises, field exercises, and tests of the emergency notification systems on campus. These

tests, which may be announced or unannounced, are designed to assess and evaluate the emergency plans and capabilities of the institution.

Once per semester, fall and spring, an announced evacuation drill is scheduled for all residential locations in conjunction with fire drills to evaluate the ability of residents to exit the building in a safe and efficient manner and allow Public Safety Officers the opportunity to practice building clearance. These are publicized by sign placement in specific buildings and covered in meetings by Resident Advisors.

Once per calendar year, an announced evacuation drill is scheduled for all administrative buildings in conjunction with fire drills to evaluate the ability for occupants to exit the building in a safe and efficient manner and allow Public Safety Officers the opportunity to practice building clearance. These are publicized through email to specific persons in each building selected as emergency coordinators.

Each drill is documented noting a description of the exercise, the date, time and whether it was announced or unannounced.

## **Building Security and Access Control Procedures**

It is the policy of the Susquehanna University Department of Public Safety to provide the members of the college community with a safe and secure environment to work and learn by ensuring access to specific buildings is limited to authorized individuals.

### Residential Buildings

Residential student housing at Susquehanna University includes 37 residence halls with occupancy of 16 to 280 students and 14 houses with occupancy of 4 to 13 students. The houses are used by upper class students involved in special projects, sororities and fraternities. First Year housing includes four buildings which are co-ed by wing, floor or room. Upper class housing is co-ed by wing, floor or suite. Students must receive a housing exemption through the Director of Residence Life to live off campus. The University does not have housing for married students or students with other family members.

Access to 23 on-campus residence halls is restricted by keyless (electronic swipe card) entry and is monitored by the Department. These 23 residence halls are locked 24 hours a day with the exception of two buildings, Scholars House and Seibert Hall, which have academic facilities and residence facilities. This changes the security of those two buildings because more people have access to space directly outside the living area. However, the residential portions of these two buildings remain separately secure. In addition, seven of the keyless-entry residence halls have classroom facilities: Aspen, Laurel, Elm, Willow, Tamarack, Linden and Hawthorn. Students who attend classes in, but do not live in, those seven residence halls are given limited access to the building via their University identification card. Public Safety Officers check exterior doors during their tours of campus. Students assigned to the 28 residence halls where keyless entry is not available are issued both an outside door key and a room key. These residence halls are: 101 Liberty Alley, 300 University Avenue, 301 University Avenue, 305 University Avenue, 307 University Avenue, 309 University Avenue, 310 University Avenue, 312 University Avenue, 313 University Avenue, 401 University Avenue, 402 University Avenue, 403 University Avenue, 405 University Avenue, 520 University Avenue, 600 University Avenue, Kathmandu, Granada, Hong Kong, Jakarta, Lima, Montreal, New Orleans, Alice Springs, Buenos Aires, Cape Town, Dakar, Edinburgh and Florence halls.

In addition to the University staff who live in the residence halls, a number of University staff live on the campus including: the Director of Residence Life, Assistant Director of Residence Life, Assistant Director of Student Leadership and Engagement – Johnson Center for Civic Engagement, Assistant Director of Leadership and Engagement – Greek Life, Area Coordinator – Second Year Programs and the Area Coordinator – Independent Living.

The Residence Life staff receives significant training, including basic training in fire suppression, fire alarm systems and evacuation. This training is provided prior to the start of the school year and during in-service training programs 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 regularly in communities to inform residents about housing security and enforcement procedures.

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 their guests. Except for guests sponsored by the University, overnight guests are permitted to stay 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 guests must obtain a temporary pass from Public Safety or the sponsoring department.

#### Campus Access Policy

During normal business hours, the University campus (and certain non-residential buildings) are open to students, employees, and visitors. Some buildings, however, may be accessed only by authorized faculty, staff and students via identification card with electronic access capability or keys.

#### Security Considerations in the Maintenance of Campus Facilities

Susquehanna University is committed to providing a physically safe and secure environment for the community. Sidewalks are designed to provide well-lit routes from parking areas to buildings and from building to building. Computer hardware and software has been integrated in to building security and fire alarm systems. Facilities Management is the primary department tasked with the maintenance of University grounds and buildings, while the Information Technology is the department responsible for security related software systems in conjunction with technology vendors.

During routine patrol by foot, bicycle, utility cart and motor vehicle, Public Safety Officers are directed to be observant for issues related to safety and security and submit work orders for routine repairs. An on-call system for emergency repairs is in place to address any

life safety security concerns after normal business hours.

The Selinsgrove Police Department, Pennsylvania State Police and Federal Agencies will not need written permission to carry a weapon on university property.

## Campus Weapons Policy

Susquehanna University prohibits the possession or use of weapons on University property by students, faculty or staff. A license to carry the weapon does not supersede this policy. Any employee in violation of this policy will be subject to prompt disciplinary action, up to and including termination. All employees are subject to this provision, including contract and temporary employees. In some instances, and with prior written permission from the Director of Public Safety, some exceptions may be made.

University property is defined as all University-owned or leased buildings and surrounding areas such as sidewalks, walkways, driveways and parking lots under Susquehanna University ownership or control. This policy applies to all University-owned or leased vehicles and all vehicles that come onto University property.

Weapons include, but are not limited to, firearms, explosives and other weapons that might be considered dangerous or that could cause harm. This includes anything altered or used in an intentional manner that could cause bodily injury.

This policy does not include utility knives needed for work or small pocket knives. Employees are responsible for making sure that any item possessed by the employee is not prohibited by this policy.

Susquehanna University reserves the right at any time and at its discretion to search all vehicles, packages, containers, briefcases, purses, lockers, desks, enclosures and persons entering its property, for the purpose of determining whether a weapon has been brought onto the property or premises in violation of this policy or to determine if a theft or other misconduct may have occurred. Employees who fail or refuse to promptly permit a search under this policy will be subject to discipline up to and including termination of employment.

## Missing Student Policy & Procedures

### Missing Student 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 absent from the University for more than 24 hours without a known reason.

**All reports of missing students should be made to one of the following:**

Department of Public Safety	570-372-4444
Vice President for Student Life	570-372-4415
On-call professional Campus Life staff member	570-372-4061/4137

All reports of missing students made to someone other than Public Safety shall be immediately referred to the Department of Public Safety at 570-372-4444, which shall investigate each report and make a determination whether the student is missing in accordance with this policy.

Every student living in on-campus student housing, regardless of age, shall have the opportunity to identify one or more persons to be contacted by the University in case a student is determined to be missing. This contact is for missing person purposes only and may be different from the person selected as the student's general emergency contact. General emergency contact information and missing persons contact information are kept separate, even if the student registers the same contact for both purposes.

Students electing to provide a contact for missing person(s) purposes must provide this information to the Dean of Students and Campus Life in writing or by phone at 570-372-4139 or by using the online form located on mySU self-services, student information update. Students are offered this option each year, regardless of whether the student has identified contact persons in previous years. Contact information will be registered confidentially, accessible only to authorized campus officials and will not be disclosed to external parties except law enforcement personnel in furtherance of a missing person investigation.

If a missing student is under 18 years of age and not emancipated, the Department will notify a custodial parent or guardian of the missing student (in addition to notifying any additional contact person designated by the student) not later than 24 hours after the determination by the Department that the student is missing.

The Department will also notify the Selinsgrove Borough Police Department not later than 24 hours after it determines that the student is missing, unless the Selinsgrove Police Department was the entity that made the determination that the student was missing.

#### Missing Student Procedures

Any report of a missing student, from whatever source, should immediately be referred to the Department. When a student is reported missing, the Department shall:

- Initiate an investigation to determine the validity of the missing person report
- Contact the Director of Public Safety
- Contact the on-call professional Campus Life staff member
- Contact the Vice President for Student Life
- Make a determination as to the status of the missing student. The official determination that the student is missing can be made at any time by the Department or by the Selinsgrove Police Department

- Notify the individual designated by the missing student as the missing persons contact within 24 hours of making the determination that the student is missing. If the student has identified multiple contacts, they will be contacted in an order determined by the Department.
- If the student registered multiple contact persons and first person contacted confirms that the student is not missing, the Department will contact each additional contact person in turn unless the student in question is contacted by the Department or contacts the Department.
- The Department will document attempts to contact the named individual(s) requested as contact persons.
- If the missing student is under the age of 18 and is not emancipated, the Department will 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 a designated contact person, is above the age of 18, or is an emancipated minor.
- Once the missing student is located, all previously notified individuals will be updated as appropriate.

## **Personal Safety Information**

In a campus community, there is often the potential for crime. Public Safety Officers regularly patrol the campus, both by vehicle and on foot, to maintain the safety and security of the community. Important points for our community members to remember:

- Be certain residence hall doors are closed and locked when entering and leaving. Do not prop doors open at any time and do not leave rooms unlocked at any time.

- Do not walk alone or with another person at night to secluded campus areas. Be careful about walking after dark in semi-lit places. Stay on walks and established paths.
- Don't waste time looking for your keys, have them ready. Drive with your doors locked and your windows up.
- Make sure you keep your doors locked once you are inside your vehicle and as soon as you exit your vehicle when leaving it for any period of time.
- Do not hitchhike or pick up hitchhikers, even if you recognize someone in a car alongside the road. Avoid stopping at lonely, out-of-the-way or poorly lit places.
- If you think you are being followed by another vehicle, stop at a well-lit business where there are lots of people and sound the horn. Do not attempt to get out of the vehicle until you are sure it is safe.
- If your car breaks down and someone stops to assist you, remain in the locked vehicle, ask the person to call the police and wait. Do not accept a ride.
- Park in well-lit places. Store valuables and packages out of sight in a locked trunk or glove compartment.
- Always accompany your guest, so that unidentified persons will not be wandering around campus.
- Report all strangers or suspicious activities to Public Safety by telephone or in person.
- Report in a timely manner to Public Safety anyone who is very sick or injured on campus and needs assistance.
- Report any crime of which you are a victim or a witness to, or any suspicious person loitering on campus in parking lots or in any building to Public Safety.

## Programs Addressing Campus Security Practice and Procedures and Crime Prevention

Below is a sample of the programs offered at the University that address campus security practices and procedures, as well as crime prevention. For additional details on primary and ongoing prevention programs specifically addressing dating violence, domestic violence, sexual assault, and stalking, see pages 42-43 of this Report.

Program Title	Type/Description	Frequency	Audience
"Run, Hide, Fight"	<p>The Department of Public Safety provides training, either in person or through video, on the University wide strategy of "Run, Hide, Fight."</p> <p>This nationally promoted concept provides students, faculty and staff with personal action steps to take for their own security and the security of others during a violent shooting incident.</p>	Annually	Open to students and employees
Bystander Intervention	This monthly workshop allows student participants	Monthly	Open to students

Program Title	Type/Description	Frequency	Audience
	<p>the opportunity to discuss barriers to intervention and strategies for overcoming those barriers.</p> <p>Additionally, it trains students about four types of bystander intervention skills: Direct, Distract, Delegate, and Delay, and provides them with role plays to practice each strategy.</p>		
Bystander Intervention 2.0	<p>Build on the skills learned from Bystander Intervention training, this workshop is held once per semester.</p> <p>Students will discuss with other individuals who have gone through the training what strategies have worked, which ones haven't and how to adapt to the needs of the situation.</p>	Once per semester	Open to students
Practicing Consent	<p>This program is dedicated to creating a safe environment to dialogue about healthy sexuality and sexual relations and is held once per semester.</p> <p>It has been created so student attendees feel empowered to start defining what they want and how best to effectively communicate that to a future or current sexual partner.</p> <p>Student audience members will go through a skill building workshop to establish communication styles and how best to assert and establish boundaries with a</p>	Once per semester	Open to students

Program Title	Type/Description	Frequency	Audience
	partner(s).		
Metamorphosis	Open to first year students and parents, this annual program sponsored by Center for Diversity and Inclusion, is held at the beginning of the academic year using students in an interactive, theatrical presentation. It engages the audience on the subjects of communicating boundaries, the influence of alcohol, consent, tolerance, bystander intervention, gender stereotypes and labeling.	Annually	Open to first year students and parents
Alcohol Edu	Open to first year students, Alcohol Edu is an interactive online program that incorporates the latest evidence-based prevention methods to create a highly engaging user experience, inspiring students to reflect on and consider changing their drinking and drug habits.	Annually	Open to first year students

## Alcohol and Drug Policy

Susquehanna University is committed to the education of students when it comes to drugs and the legal, safe, and responsible use of alcohol. The misuse, abuse, or illegal use of alcohol and other drugs – on or off campus – including behaviors that allow underage drinking or promote excessive consumption of alcohol, are prohibited and will be addressed through the Student Conduct System or Human Resources if brought to the attention of University officials.

The University abides by all federal and state drug laws and all federal, state, and local laws relating to alcohol. Individuals may be accountable in criminal, civil, and University jurisdictions for acts that constitute violations of state, federal, and local laws. Susquehanna will cooperate with all agencies responsible for the enforcement of federal, state, and local laws concerning drugs and alcohol.

The University, by this policy, assumes no culpability for the behavior of any individual student with respect to his or her use or non-use of drugs and alcoholic beverages or for the results or consequences of his or

her conduct and hereby disclaims such responsibility. In accordance with the intentions of the Higher Education Amendments of 1998, Susquehanna University reserves the right to inform the parents or legal guardians of students under 21 who have violated laws on the use or possession of alcohol or drugs.

### Alcohol

- No person under twenty-one years of age shall attempt or carry out the purchase, possession, consumption or transport of alcoholic beverages on University property or at any event sponsored by the University.
- No student or employee of the University shall attempt or carry out the transfer of any form of identification for the purpose of falsifying age in order to secure alcohol.
- No student or employee of the University shall give permission or render assistance in the sale, furnishing, or providing of alcohol to any person under twenty-one years of age.
- Students who are 21 years of age or older may possess or consume alcoholic beverages only in the privacy of their own rooms or the privacy of a residence hall room of other 21 year olds. All persons assigned to live in a residence hall room must be 21 years of age or older for the room to contain alcohol. Alcohol may not be stored or consumed in common areas of residence halls. Students who are under the age of 21 may not be present in residence hall rooms where there is alcohol.
- Alcohol is not permitted in other campus buildings or outdoors unless associated with an approved campus event. All events with alcohol present must be approved by a member of the president's senior leadership team or designee. Any University department wishing to have alcohol present at an event must follow

appropriate procedures through Events Management.

- Student Organizations wishing to have alcohol present at an event must follow the guidelines in the Registered Events Overview of the Student Handbook. Student activities allocations may not be used for the purchase of alcoholic beverages.
- Student tailgating is permitted for home athletic games and must be registered appropriately through Events Management and the Office of Leadership & Engagement.

### Drugs

- The University prohibits the use, possession, sale, or distribution of illegal drugs or other controlled substances.
- The University prohibits the misuse of prescription drugs or other legal drugs, by University employees or students in the workplace, on University property, or as part of any University sponsored activity.
- Possession of drug paraphernalia may result in disciplinary action.

### Drug and Alcohol Abuse Programs

The University provides programs for both students and employees regarding drug and alcohol abuse. Alcohol Edu is a program open to first-year students. It is an interactive online program that incorporates the latest evidence-based prevention methods to create a highly engaging user experience, inspiring students to reflect on and consider changing their drinking and drug habits. Drug Free Workplace is a training module set to be delivered in the fall of 2018 for all faculty and staff. The goal is to provide faculty and staff with an understanding of drug and alcohol abuse in the workplace. This module will review the Drug Free

Workplace Act, recognizing the signs of substance abuse and addiction, and informing employees about their role in fighting substance abuse on the job.

## Sexual Misconduct & Gender-Based Violence Policy

*Warning: Please note that this Policy addresses issues of Sexual Misconduct and Gender-Based Violence and uses descriptions and examples of this conduct which can be triggering.*

### Introduction

Susquehanna University prohibits all forms of sex/gender-based harassment, sexual violence, sexual exploitation, gender-based/relationship violence (dating violence or domestic violence), and stalking. Collectively, these terms are referred to in this Policy as **“Sexual Misconduct and Gender-Based Violence.”** Such conduct violates the mission and values of our University and disrupts the living, learning, and working environment for members of our campus community. We are committed to providing our community with an educational journey that is safe and free from all forms of Sexual Misconduct and Gender-Based Violence. These standards apply equally to all community members regardless of actual/perceived sex, gender, sexuality, gender identity and/or gender expression.

Our community expects that all interpersonal relationships and interactions, especially those of an intimate nature, will be grounded in mutual respect, open communication and clear consent. When learning of conduct or behavior that may not meet these standards, employees of our community are expected, as responsible employees, to take an active role in upholding this Policy and promoting the dignity of all individuals. We will work diligently to implement a response to all forms of Sexual Misconduct and Gender-Based Violence that

is respectful, caring and just. We take our role seriously to maintain a fair compliance process, deliver effective training, facilitate educational programs and provide appropriate support resources.

### Jurisdiction

This Policy applies to all acts of Sexual Misconduct and Gender-Based Violence committed by or against University students, employees (including faculty and staff), or third parties regardless of the individual’s actual/perceived sex, gender, sexuality, gender identity and/or gender expression whenever the act occurs on University premises or non-premises property owned or controlled by the University. This Policy also applies to off-campus conduct that adversely affects the University community and/or the pursuit of its objectives.

### To Whom this Policy Applies

This Policy applies to conduct of all full-time, part-time, and/or temporary employees, students, or third-parties regardless of actual/perceived sex, gender, sexuality, gender identity and/or gender expression. It also serves as a resource for any interested party to report an act of Sexual Misconduct or Gender-Based Violence as defined in the Policy.

### Prohibited Conduct

The University prohibits the conduct defined below. An attempt to commit any act defined below, as well as assisting or willfully encouraging any such act, is also considered a violation of this Policy. One act may violate one or more parts of this Policy. Community members may also be held responsible for the misconduct of their visitors and guests.

The University reserves the right to address behavior regardless of whether the conduct also

violates federal, state and/or municipal civil or criminal law. Pennsylvania state law definitions can be found in Appendix A.

**Sexual Harassment:** Unwelcome conduct<sup>1</sup> of a

sexual nature, including but not limited to unwelcome sexual advances; requests for sexual favors; or other verbal, physical or visual

behaviors of a sexual nature where (1) submission to or rejection of such conduct is made either explicitly or implicitly a condition of an individual’s employment or academic standing or is used as the basis for employment decisions or for academic evaluation, grades, or

advancement (quid pro quo); or (2) such conduct has the purpose or effect of creating a hostile environment (defined below). **This Policy shall not be construed or applied to restrict academic freedom at the University, nor shall it be construed to restrict constitutionally protected expression, even though such expression may be offensive, unpleasant, or even hateful.**

A *Hostile Environment* exists when sexual harassment is sufficiently serious to deny or limit an individual’s ability to participate in or

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Unwelcome conduct is if the individual did not solicit the conduct, and they indicate that they find the conduct undesirable or offensive. Acquiescence or failure to complain does not mean that the conduct is welcome. Unwelcome conduct does not have to include intent to harm, be directed at a specific target, or involve repeated incidents.

benefit from the University’s programs or activities. A hostile environment can be created by anyone involved in a University’s program or activity.

*In determining whether sexual harassment has created a hostile environment, the University considers the conduct in question from both a subjective and objective perspective. It will be necessary, but not enough, that the conduct was unwelcome by the individual who was harassed, but the University will also need to find that a reasonable person in the individual’s position would have perceived the conduct as undesirable or offensive in order for that conduct to create or contribute to a hostile environment.*

*To make the ultimate determination of whether a hostile environment exists for an individual(s), the University considers a variety of factors related to the severity, persistence, or pervasiveness of the sex/gender-based harassment, including: (1) the type, frequency, and duration of the harassment (2) the identity and relationships of persons involved; (3) the number of individuals involved; (4) the location of the conduct and the context in which it occurred; and, (5) the degree to which the conduct affected the individual’s education or employment.*

*The more severe the sexual harassment, the less need there is to show a repetitive series of incidents to find a hostile environment. Indeed, a single instance of harassment may be sufficient to create a hostile environment. Likewise, a series of incidents may be sufficient even if the sex-based harassment is not particularly severe.*

**Gender-Based Harassment:** Unwelcome conduct<sup>2</sup> of a nonsexual nature based on an individual’s actual or perceived sex, including conduct based on gender identity, gender expression, and nonconformity with gender stereotypes.

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<sup>2</sup> See note 1.

**Sexual Assault:** Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent. Consent is defined below in Section V. Sexual assault includes, but is not limited to, rape, fondling, incest and statutory rape, defined as follows:

1. **Rape:** The penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
2. **Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim. This touching can include, but is not limited to, kissing, grabbing, groping, or touching the private parts of another, or causing the other to touch the harasser's private parts.
3. **Incest:** Incest is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by laws of the state<sup>3</sup> in which the incident occurred.
4. **Statutory Rape:** Sexual intercourse with a person who is under the statutory age of consent. In Pennsylvania<sup>4</sup>, individuals under 13 years of age can never consent to intercourse; individuals between the ages of 13-16 years of age can never consent to intercourse with a partner more than four years their senior.

**Sexual Exploitation:** An act or omission to act that involves taking non-consensual, sexual advantage of another, either for their own advantage or the

<sup>3</sup> For incidents that occur outside of the U.S. (i.e. study abroad programs), PA law will apply in determining a violation of this Policy.

<sup>4</sup> For incidents that occur outside of the U.S. (i.e. study abroad programs), PA law will apply in determining a violation of this Policy.

benefit of a third party. Consent is defined below in Section V. Examples of sexual exploitation include but are not limited to the following:

- Creating a picture(s), movie(s), webcam, tape recording(s), graphic written narrative(s), or other means of memorializing sexual behavior or a state of undress of another person without the other's knowledge and consent;

Sharing items described in the paragraph above beyond the boundaries of consent where consent was

given. For example, showing a picture to friends where consent to view it was given for oneself only;

- Observing or facilitating observation by others of sexual behavior or a state of undress of another person without the knowledge and consent of that person;
- "Peeping Tom" or voyeuristic behaviors;
- Engaging in sexual behavior with knowledge of an illness or disease that could be transmitted by the behavior without full and appropriate disclosure to the partner(s) of all health and safety concerns;
- Engaging in or attempting to engage others in "escort services" or "dating services" which include or encourage in any way sexual behavior in exchange for money;
- Intentionally, knowingly, or surreptitiously providing drugs or alcohol to a person for the purpose of sexual exploitation; or
- Exposing another person to pornographic material without the person's advance knowledge or consent.

**Relationship Violence:** Any act of violence or pattern of abusive behavior in an intimate relationship, past or present, which is used by one partner to gain or maintain power and control over another partner. Relationship violence can encompass a broad range of behaviors that may include physical violence, sexual violence, emotional violence, and economic violence. Relationship violence includes domestic violence and dating violence.

1. **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
  
2. **Domestic Violence** is any act of violence including felony or misdemeanor crimes of violence that affects, but are not limited to:
  - Current and former spouses;
  - Current and former domestic partners;
  - Intimate partners or dating partners who share or formerly shared a common dwelling;
  - Persons who otherwise have a child in common or share a relationship through a child.
  - A person similarly situated to a spouse of the Complainant under the domestic or family violence laws of the Commonwealth of Pennsylvania
  - Any other person against an adult or youth Complainant who is protected from that person’s acts under the domestic or family violence laws of the Commonwealth of Pennsylvania.

**Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person<sup>5</sup> to fear for their safety or the safety of others; or suffer substantial emotional distress.<sup>6</sup> One engages in an impermissible

course of conduct if one engages in two or more acts that include, but are not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person in a way prohibited as described above, or interferes with a person’s property. Stalking is also prohibited by Pennsylvania law. The applicable definition from the Pennsylvania Criminal Code, Title 18, is provided in Appendix A. Violation of Pennsylvania’s stalking law will be considered a violation of this Policy.

**Retaliation:** Any act or attempted acts to seek retribution against anyone in response to a good-faith report of an alleged violation of this Policy or against anyone who has participated in an investigation or related proceeding under this Policy. Susquehanna University strictly prohibits retaliation against any members of its community. Members of the community are prohibited from engaging in actions, directly or through others that are aimed to dissuade a reasonable party or witness from reporting. Prohibited retaliatory acts include, but are not limited to, intimidation, threats, coercion, or discrimination.

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<sup>5</sup> **Reasonable person** means a reasonable person under similar circumstances and with similar identities to the victim.

<sup>6</sup> **Substantial emotional distress** means significant mental suffering or anguish that may, but does not necessarily require medical or other professional treatment or counseling.

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*Fear of retaliation should never be an obstacle to reporting an incident of alleged sex/gender-based harassment, sexual/gender violence including sexual exploitation and relationship violence or stalking.*

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### **Additional Definitions Applicable to this Policy, including Consent**

**Consent:** For purposes of this Policy, consent is present when words or actions manifest a knowing, active, voluntary, and present agreement to engage in specific sexual or intimate contact. When determining whether consent was present, the University will consider whether a reasonable person(s) in the same position as the Respondent(s) knew, or reasonably should have known, whether a Complainant was able to freely give consent and whether consent was given. Being intoxicated or impaired by drugs or alcohol does not excuse one from the responsibility to obtain consent.

- *Knowing:* Consent must demonstrate that all individuals understand, are aware of, and agree to the “who” (same partners), “what” (same acts), “where” (same location), “when” (same time), and “how” (the same way and under the same conditions) of the sexual activity. Consent to engage in sexual activity with one person does not constitute consent to engage in sexual activity with another person.
- *Active:* Consent must take the form of words or actions that reveal one's expectations and agreement to engage in specific sexual activity. This means that silence, passivity, submission, or the lack of verbal or physical resistance (including the lack of a “no”) should not – in and of themselves – be understood as consent. Consent cannot be inferred by an

acceptance of gifts, the extension or acceptance of an invitation to go to a private room or location, or going on a date.

- *Voluntary:* Consent must be freely given and cannot be the result of respondent's coercion. Coercion is the use of express or implied threats, fraud, intimidation, or physical force which places an individual in fear of immediate harm or physical injury or causes a person to engage in unwelcome sexual activity. A person's words or conduct amount to coercion if they wrongfully impair the other's freedom of will and ability to choose whether or not to engage in sexual activity. Coercion also includes administering a drug, intoxicant, or similar substance with the intent to impair that person's ability to consent prior to engaging in sexual activity.
- *Present:* Consent must exist at the time of the sexual activity. Consent to previous sexual activity does not imply consent to present sexual acts; similarly, consent to one type of sexual activity does not imply consent to all sexual activity. Consent may also be withdrawn at any time, provided the person withdrawing consent makes that known in words or actions.

Consent is not present when an individual is incapacitated.

- *Incapacitated:* Incapacitation is the inability, temporarily or permanently, to give consent because the individual is mentally and/or physically helpless, asleep, unconscious, or unaware that

sexual activity is occurring. Someone who is drunk or intoxicated may be, but is not necessarily incapacitated. Individuals who are asleep, unresponsive or unconscious are incapacitated. Other indicators that an individual may be Incapacitated include, but are not limited to, inability to communicate coherently, inability to dress/undress without assistance, inability to walk without assistance, slurred speech, loss of coordination, vomiting, or inability to perform other physical or cognitive tasks without assistance.

A person may appear to be giving consent but may not have the capacity to do so, in which case the apparent consent is not effective. If there is any doubt as to another person’s capacity to give consent, community members should assume that the other person does not have the capacity to give consent.

**Complainant:** The person alleged to have been subjected to conduct in violation of this Policy.

**Reporter:** An individual reporting alleged conduct prohibited by this Policy (which may be the same or different from the Complainant).

**Respondent:** An individual accused of conduct that might be a violation of this Policy.

**I. Procedures to follow if you or someone you know was the victim of sexual misconduct:**  
*Immediate Medical Services, How to Preserve Information, Emotional Support Services, and the Availability of Protective Orders*

The University encourages all members of the University community who believe that they have experienced sexual misconduct or gender-based violence to seek immediate medical attention and take steps to preserve pertinent information and tangible materials, regardless of whether or not an individual wishes to make a report to the University or law enforcement. *Information on reporting and*

*the option to involve law enforcement is contained in Section VII.*

**Immediate Medical Services:**

The nearest hospital to campus is Evangelical Community Hospital. An advocate from Transitions of PA can be available to transport you to the hospital and/or meet you at the hospital. Evangelical Community Hospital can provide many critical services including:

- Physical Exam
- Emergency Contraception
- STD/HIV Medications
- Forensic Exam (\*A forensic exam, completed by a medical practitioner, is the process through which physical evidence is collected and may include a rape kit. Physical evidence can include photo documentation of injuries, collection of fluids (blood, semen, urine, saliva) and other identifiable objects (hair, clothing with potential DNA)). *More information on preserving evidence is provided below after the medical services contact information.*

Contact information is as follows:

Transitions of PA (available 24/7) 1-800-850-7948 <b>Confidential Reporting</b> (defined in Section VII)
Evangelical Community Hospital One Hospital Drive, Lewisburg, PA 570-522-2770 <b>Confidential Reporting</b> (defined in Section VII)

Please note that under Pennsylvania law when a forensic rape exam is completed, a medical provider is required to notify law enforcement to retrieve the exam for safekeeping. Although the medical provider will provide information to law enforcement, the victim is not required to speak

with a law enforcement officer at the hospital. Additionally, they can decide on the extent of their participation in a criminal prosecution.

How to Preserve Information and Tangible Materials

Although in the immediate aftermath of an incident, an individual may not be interested in reporting the incident to the University or in pressing charges, preserving evidence immediately can be vital to a successful investigation if in the future if an individual decides to move forward with a civil, criminal, or University conduct case, or seeks a protective order.

Here are some tips on preserving evidence:

- Avoid any of the following before seeking medical attention: showering, bathing, douching, brushing of teeth, going to the bathroom, drinking, and/or change of clothing.
- Similarly, any clothing, towels or bedding should remain untouched pending collection by law enforcement. Whether or not an individual has chosen how to proceed at the time of the medical examination, taking the step to gather evidence will preserve the full range of options to seek resolution through the pursuit of criminal investigation or through the University's complaint processes.
- If an individual has any bruising or injuries, they should take photos of the bruising with a camera and document the date and time of the photograph (cell phones automatically do this). If an individual goes to the hospital they can do this as it is deemed necessary.

Emotional Support Services

An individual's immediate emotional well-being is incredibly important. If you or a friend has been assaulted, you or they may exhibit an array of emotions in a variety of ways from frantic anger to

calm sadness. Some cry, some laugh, some yell, some stay silent. Everyone is different and emotional support is important. Licensed mental health professionals are available on campus to meet confidentially about a wide variety of issues, including sexual misconduct and gender-based violence. Contact information for emotional care is as follows, more information about emotional services can be found in Appendix B:

<p>Counseling Center          606 University Avenue, Selinsgrove, PA          (570) 372-4751 –business hours          (570)-374-9164 –after hours  <b>Confidential Reporting</b> (defined in Section VII)</p>
<p>Transitions of PA (available 24/7)          Basement of Blough Weis Library          1-800-850-7948  <b>Confidential Reporting</b> (defined in Section VII)</p>

Availability of Protective Orders

In some cases, an individual may wish to consider a Protection from Abuse Order from the local courts. This is a civil proceeding independent of the University. An individual also has the right to file for a Protection from Abuse Order or Sexual Violence Protection Order with the help of an on campus victim advocate from Transitions or on their own at the Snyder County Courthouse Prothonotary Office. If a court order is issued the University will, to the extent possible, assist the protected person in benefiting from the restrictions imposed by the court and will also facilitate on-campus compliance with the order.

Separate from protective orders, the University can in some cases issue a “no contact” order pending the outcome of a University investigation. Such a directive serves as notice to both parties that they must not have verbal, electronic, written, or third party communication with one another. To request

information about a University no contact order, contact Dena Salerno, Title IX Coordinator at 570-372-4302.

### Reporting Policies and Protocols

Susquehanna University is committed to supporting the rights of a person reporting an incident to make an informed choice among options and services available both on and off campus. The University will respond to all non-confidential reports in an integrated, consistent manner that treats each individual with dignity and respect and will take prompt responsive action to end the misconduct and violence, prevent its recurrence, and address its effects. The information below explains things to know before you make a report, where you can make a report, and how those processes work.

### Things to Know Before You Report

Non-Retaliation Statement: The University prohibits retaliation against those who file a complaint or third-party report of a violation of this Policy or participates in the investigation and/or disciplinary process (e.g., as a witness) of such a complaint. Complaints of retaliation will be investigated and dealt with as any other complaint brought under this Policy.

Complaints made in good faith under this Policy will not result in any adverse action against the individual, and no other person who participates in good faith in an investigation will be treated adversely because of that participation. However, if an investigation results in a finding that the individual knowingly accused another falsely of an act of a violation of this Policy, then the individual will be subject to appropriate sanctions.

You have the option to report to, or decline to report to, the University and local law enforcement: Although the University strongly encourages prompt reporting of conduct that may violate this

Policy, individuals have the option of reporting to (a) local law enforcement; (b) the University, including Public Safety; (c) both (a) and (b); or (d) none of the above. **This means that individuals have the right to decline to notify the University or law enforcement officials.**

If you want to notify local law enforcement, the University can assist you in notifying those authorities: If an individual wants to notify local law enforcement, then the University will, upon request, help that individual make a report to local law enforcement. **A report to local law enforcement is separate from a report to the University.**

Information on what is involved in making a police report and contact information for Selinsgrove Borough Police Department and the University’s Department of Public Safety:

- **Process of Making a Police Report:** If an individual would like to file a police report, Public Safety can help make contact with law enforcement. Depending on the circumstances of an incident, Selinsgrove Borough Police Department (SBPD) may meet you at the hospital, on campus, or at the police station. An officer will document the case with a written report. It is very important for an individual to provide the most comprehensive, accurate details of the crime to the officer. Sometimes a person may have distorted memories of the event; it is okay for a person to say “I don’t remember” or “I’m not sure,” without any penalty.

A police interview can take up to a few hours, depending on the circumstances of the case. Questions often include the timeline of events, what (if anything) was said, whether there was additional physical assault or injury, if weapons were used, and any descriptive features that were noticed about the Respondent.

It is likely the officer may go over the events of an assault repeatedly when writing the report; this is intended to gather as many details as possible, to make the strongest case. Information is gathered then given to a detective who will review the same information. All Individuals have the right to stop a report at any time, not complete the report, or request a break, if they feel overwhelmed.

- **Contact Information:** An individual who wishes to pursue criminal action in addition to, or instead of, making a report to the University for a Policy violation may contact law enforcement directly by calling: 911 (for emergencies) or Selinsgrove Borough Police Department (570-374-8655). For additional assistance, the University's Department of the Public Safety is available by phone (570-372-4444), email ([psdispatch@susqu.edu](mailto:psdispatch@susqu.edu)), or in-person (Adjacent to the 18th Street Commons Community Building).

How the University coordinates with local law enforcement if a report is made to both: University internal investigations and any disciplinary or remedial actions are independent of any civil, criminal or external administrative investigation. The University may pursue an investigation, take appropriate remedial action and/or impose disciplinary sanctions against a member of the University community at the same time the individual is facing criminal charges for the same incident, even if the criminal prosecution is pending, has been dismissed, or the charges have been reduced. In the case where an individual is pursuing civil or criminal investigation the Department of Public Safety will work alongside Selinsgrove Borough Police Department and organize a co-occurring investigation.

Timeframe for Reporting to the University: There is no time limit for when an incident of Sexual Misconduct and Gender-Based Violence may be reported; however, reports should be made as soon as possible after the incident, preferably within one year, because the passing of time makes a review of the evidence more difficult and the memories of involved parties may become less tangible.

Information on Medical Amnesty for Individuals Reporting Sexual Misconduct and Gender-Based Violence: The University encourages the reporting of prohibited conduct under this Policy. To encourage reporting, an individual who reports prohibited conduct under this Policy, either as a Complainant or a third-party witness, is eligible for medical amnesty under the Medical Amnesty Policy. The University may, however, initiate an educational discussion or pursue other educational remedies regarding alcohol or other drugs. For the complete Medical Amnesty Policy for students, please see the Student Handbook at [www.susqu.edu/student\\_handbook](http://www.susqu.edu/student_handbook).

The University has a Title IX Coordinator who can provide assistance: **Dena Salerno is the University's Title IX Coordinator.** In her role as Title IX Coordinator, Dena Salerno coordinates the University's compliance with Title IX and oversees the University's investigation and resolution process for reports of Sexual Misconduct and Gender-Based Violence. Dena Salerno is supported by several University administrators who serve as Deputy Title IX Coordinators. Dena Salerno and each Deputy Title IX

Coordinator are knowledgeable and trained annually in state and federal laws that apply to matters of Sexual Misconduct and Gender-Based Violence, as well as University policy and procedure. Together, Dena Salerno and the Deputy Title IX Coordinator comprise

the University's Title IX Response Team. Individuals may contact the University's Title IX Response Team in order to:

- receive information regarding an individuals' rights and courses of action available to resolve reports or complaints that involve conduct prohibited by the Policy.
- file a complaint or make a report of conduct prohibited by the Policy
- notify the University of an incident or policy or procedure that may raise potential Title IX concerns,
- receive information about available resources (including confidential resources) and support services relating conduct prohibited by the Policy
- ask questions about the University's policies and procedures related to conduct prohibited by the Policy

<b>Title IX Team Contact Information</b>		
<b>Name</b>	<b>Title</b>	<b>Contact Information</b>
Dena Salerno	Title IX Coordinator Assistant Dean of Students	570-372-4302 <a href="mailto:salerno@susqu.edu">salerno@susqu.edu</a> Degenstein Campus Center
Jennifer Bucher	Title IX Employee Investigator Director of Human Resources	570-372-4157 <a href="mailto:bucherjennifer@susqu.edu">bucherjennifer@susqu.edu</a> Selinsgrove Hall
Crystal Gibson	Deputy Title IX Coordinator Associate Director of Athletics	570-372-4605 <a href="mailto:gibsonc@susqu.edu">gibsonc@susqu.edu</a> Garrett Sports Complex
Christie Bing Kracker	University Conduct Process Dean of Students & Campus Life	570-372-4139 <a href="mailto:kracker@susqu.edu">kracker@susqu.edu</a> Degenstein Campus Center

Angelo Martin	Title IX Investigator Director of Public Safety	570-372-4136 <a href="mailto:martinma@susqu.edu">martinma@susqu.edu</a> Public Safety
Ryan Maxwell	Title IX Investigator Public Safety Investigator	570-372-4050 <a href="mailto:maxwellr@susqu.edu">maxwellr@susqu.edu</a> Public Safety
Don Weirick	Title IX Investigator Associate Director of Public Safety	570-372-4429 <a href="mailto:weirick@susqu.edu">weirick@susqu.edu</a> Public Safety
Andrew Orzehowski	Title IX Investigator Public Safety Sergeant	570-372-4444

## Procedures for Reporting Sexual Misconduct, Including Confidential Resources

One who wishes to report an alleged violation of the University's sexual misconduct Policy has multiple options, including non-confidential and confidential options. Those options are outlined below.

**Non-Confidential Reporting:** If an individual discloses an incident to a Non-Confidential Reporter but later wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the University must weigh that request against the University's obligation to provide a safe, non-discriminatory environment for all individuals. *For more information on how the University weighs that request see Page 29.*

- **Title IX Coordinator:** Anyone can report directly to the University's Title IX Coordinator or Deputy Title IX Coordinators via telephone, email, or in person. Contact Information for the Title IX Coordinator and each Deputy Title IX Coordinator is listed above.
- **Online Reporting:** [www.susqu.edu/titleix](http://www.susqu.edu/titleix) (\*This form may also be used for non-emergency **Anonymous** reporting by not including one's name. Depending on the level of information available about the incident or the individuals involved, the University's ability to respond to an anonymous report may be limited. The University will, however, take whatever steps it deems appropriate and in the best interests of the overall University community, consistent with the information available.)
- **Responsible Employees:** Responsible Employees must report to the Title IX Coordinator all information they learn about the alleged incident shared by the individual – including the names of the Complainant and Respondent(s), any witnesses, and any other relevant facts, including the date, time, and

specific location of the alleged incident. Failure by a Responsible Employee to timely report suspected Prohibited Conduct may subject them to appropriate discipline, up to and including removal from their position. A Responsible Employee is not required to report incidents of Sexual Misconduct or Gender-Based Violence that are not directly brought to that employee's attention for the purposes of reporting (in class discussions, student writing assignments and/or presentations are exempt from responsible reporting).

At Susquehanna University, a Responsible Employee is any faculty or staff member employed by the University who has not otherwise been specifically identified and defined in this Policy as a Confidential Resources or a Semi-Confidential Reporter. All students employed by the University are considered Responsible Employees. Should a student group be designated as responsible employees, notice of this will be provided to the University community.

**Semi-Confidential Reporting:** Semi-Confidential Reporters are required to report the nature, date, time, and general location of an incident to the Title IX Coordinator and, under certain circumstances, to the Department of Public Safety, but are not required to report the Complainant's name or other personally-identifiable information unless (1) given permission to do so by the person who disclosed the information; (2) there is an imminent threat of harm to self or others; (3) the conduct involves suspected abuse of a minor under the age of 18; or (4) as otherwise required or permitted by law or court order.

- **Note:** If the University determines that the Respondent(s) pose a serious and immediate threat to the campus community, the Department of Public Safety may be called upon to issue a timely warning to the community. Any such warning will not include any

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 information that identifies the Complainant. At Susquehanna, Semi-Confidential Reporters are limited to individuals who work or volunteer in the on-campus Health Center or Violence, Intervention and Prevention Center, including front desk staff and student workers. Following is contact information for these non-professional counselors and advocates:

licensed counselor). Following is the contact information for these individuals:

Counseling Center 606 University Avenue, Selingsrove, PA (570) 372-4751—business hours (570)-374-9164—after hours
University Chaplain Weber Chapel (570) 372-4220
Director of Jewish Life Hillel House—514 University Ave. Selingsrove, PA (570) 372 - 4440

Health Center 620 University Avenue, Selingsrove, PA 570-372-4385  <i>For emergencies at lunch (noon – 1 p.m.) or after hours call 570-374-9164 to reach the on-call nurse. This nurse is available 24 hours/day, 7 days/week during the academic schedule.</i>
Violence, Intervention, and Prevention (VIP) Center Location: Basement of Blough Weis Library Phone Number: 570-372-4063

**Off Campus Counselors and Advocates**

Off campus counselors and advocates and health care providers will also generally maintain confidentiality and not share information with the University unless

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*An individual who speaks to a confidential or semi-confidential resource must understand that, if the individual wants to maintain confidentiality, the University will be unable to conduct an investigation into the particular incident or pursue University disciplinary action against the Respondent. Even so, these counselors and advocates will still assist the individual in receiving other necessary protections and support.*

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Confidential Resources: Confidential Resources will not share information about an incident unless (1) given permission to do so by the person who disclosed the information; (2) there is an imminent threat of harm to self or others; (3) the conduct involves suspected abuse of a minor under the age of 18; or (4) as otherwise required or permitted by law or court order.

At Susquehanna, Confidential Resources are limited to professional, licensed counselors and pastoral counselors who provide mental health counseling to members of the school community (and including those who act in that role under the supervision of a

the individual requests the disclosure and signs a consent or waiver form. For off-campus resources and contact information see Appendix B.

**Requesting Confidentiality from the University When a Report Is Made to a Non-Confidential Reporting Location: How the University Will Weigh the Request and Respond**

If an individual discloses an incident to a Non-Confidential Reporting Location but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted

or disciplinary action taken, the University must weigh that request against the University's obligation to provide a safe, non-discriminatory environment for all individuals.

There are times when the University may not be able to honor a Reporter's request in order to provide a safe, non-discriminatory environment for all individuals. **The University has designated the following individual(s) to evaluate such requests:** Title IX Response Team (defined in Section VII), Director of Public Safety or their designee, and/or Vice President for Student Life.

- If the University is able to honor the request for confidentiality, the individual must understand that the University's ability to meaningfully investigate the incident and pursue disciplinary action against the Respondent(s) may be limited.
- If the University determines that it cannot maintain an individual's confidentiality, the University will inform the individual prior to starting an investigation and will, to the extent possible, only share information with people responsible for handling the University's response.

When weighing an individual's request for confidentiality or that no investigation or discipline be pursued, the Title IX Response Team, Director of Public Safety or their designee, and/or Vice President of Student Life will consider a range of factors, including the following:

- The increased risk that the Respondent will commit additional acts of sexual or other violence, such as:
  - whether there have been other sexual misconduct or gender-based violence complaints about the same Respondent;
  - whether the Respondent has a history of arrests or records from a prior school indicating a history of violence;

- whether the Respondent threatened further sexual misconduct or gender-based violence or other violence against the Complainant or others;
  - whether the sexual misconduct or gender-based violence was committed by multiple Respondents;
  - whether the sexual misconduct or gender-based violence was perpetrated with a weapon;
  - whether the victim is a minor;
  - whether the University possesses other means to obtain relevant evidence of the sexual misconduct or gender-based violence (e.g., security cameras or personnel, physical evidence);
  - whether the individual's report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group.

The presence of one or more of these factors could lead the University to investigate and, if appropriate, pursue disciplinary action. If none of these factors is present, the University will likely respect the Reporter's or Complainant's request for confidentiality.

### **Additional Information on How the University Protects the Parties' Confidentiality**

#### Publicly Available Recordkeeping

The University will complete publicly available record-keeping, including Clery Act reporting and disclosures, without the inclusion of personally-identifying information about the Complainant or Respondent.

#### Requests for Accommodations or Protective Measures

The following section includes information on how to request accommodations or protective measures, and when such requests may be granted. The University will maintain as confidential any accommodation or protective measures provided to

the complainant, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodation or protective measure.

## **Protective Measures: Interim and Remedial Measures and Accommodations**

### What are Protective Measures

We want individuals to be safe, to receive appropriate medical attention, and to get the help they need to heal and to continue to access their educational opportunities. We also want individuals to understand their reporting options and how to access available protective measures. The University recognizes that sexual misconduct and gender based violence is traumatic and may leave an individual feeling overwhelmed and confused. This section seeks to provide clear guidance regarding available resources and who is available to help secure them.

Interim measures are those services, accommodations, or other assistance that the University puts in place for individuals after receiving notice of alleged sexual misconduct and gender based violence, but before any final outcomes – investigatory, disciplinary, or remedial – have been determined. Remedial measures follow the outcome.

### How to Request Protective Measures

The University offers individuals two options for requesting protective measures, depending on whether the individual disclosed the incident to a Non-Confidential Reporter or a Confidential/Semi-Confidential Resource.

- If the incident was disclosed to Non-Confidential Reporting Location: An individual can request interim measures directly from the **Dean of Students, Dean of Academic Achievement or Title IX Coordinator.**
- If the incident was disclosed to a Confidential/Semi-Confidential Resources

Only: Because the University wants individuals to have access to assistance regardless of when or whether they decide to report prohibited conduct to the University, a Confidential/Semi-Confidential Resource may be able to request interim measures from the University on an individual's behalf. Under this option, however, individuals should be aware that when a Confidential/Semi-Confidential Resource requests measures on their behalf from the Dean of Students, Dean of Academic Achievement, or Title IX Coordinator and discloses that the reason for the request is Sexual Misconduct or Gender-Based Violence, that request may trigger the University's Title IX obligation to investigate. To the extent that the Confidential/Semi-Confidential Resource makes such a disclosure, but, consistent with the individual's wishes, asks that the University not to investigate, the Title IX Response Team, Director of Public Safety or other designee and Vice President for Student Life will consider whether it can honor the request.

- In both situations above, in assessing or delivering such measures, the University will attempt to keep personally identifiable information about the victim as confidential (shared only with persons with a need to know) to the extent that maintaining such confidentiality would not impair the ability of the University to provide such support. The Dean of Students, Dean of Academic Achievement or Title IX Coordinator will determine what, if anything must be disclosed and to whom. This decision will depend on the facts and circumstances of the unique situation and the measure being requested.

### Written Information About Protective Measures

Under both options above, the University will provide the individual, or the individual's Confidential/Semi-Confidential Resource, with a written explanation of the interim measures available on campus and through local community resources. This includes:

- Written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available to victims, both within the institution and in the community.
- Written notification to victims about available options for, assistance in, and how to request changes to academic, living, transportation and working situations or protective measures.
- Written explanation of the student or employee's rights and options provided when a student or employee reports to the institution that they have been a victim of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off campus

### Range of Protective Measures

Some possible measures are listed below. If an individual or Confidential Resource requests an interim measure not listed below, the University will consider whether the request can be granted. Not all of the measures listed below will be necessary in every case to keep individuals safe and ensure their equal access to educational programs and activities. Susquehanna University determines which measures are reasonably available and necessary for a particular individual on a case-by-case basis, determined by the Dean of Students, Dean of Academic Achievement, and Title IX Coordinator.

- Academic accommodations (for additional information, see below)
- Medical and mental health services, including counseling
- Change in campus housing and/or dining locations
- Assistance in finding alternative housing
- Assistance in arranging for alternative University employment arrangements and/or changing work schedules
- Assistance with the Student Financial Services to help find additional student financial aid options, if income, financial resources, or student's status changes as a result of the incident

- Assistance from the Global Opportunities Office, seeking visa and/or immigration assistance
- A "No contact" order pending the outcome of an investigation. (Such a directive serves as notice to both parties that they must not have verbal, electronic, written, or third party communication with one another).
  - In some cases, an individual may also wish to consider a Protection from Abuse Order from the local courts. This is a civil proceeding independent of the University. An individual also has the right to file for a Protection from Abuse Order or Sexual Violence Protection Order with the help of an on campus victim advocate from Transitions or on their own at the Snyder County Courthouse Prothonotary Office. If a court order is issued the University will, to the extent possible, assist the protected person in benefiting from the restrictions imposed by the court and will also facilitate on-campus compliance with the order.
- Providing an escort to ensure that the individual can move safely between school programs and activities
- Transportation accommodations, such as shuttle service or parking arrangements to ensure safety and access to other services
- Assistance identifying an advocate to help secure additional resources or assistance including off-campus and community advocacy, support, and services

### Additional Information on Academic Accommodations and Disability Services

**Academic accommodations:** These are one type of interim/remedial measures, and may include assistance in the following ways:

- Transferring to another section of a lecture or laboratory
- Rescheduling an academic assignment or test
- Accessing academic support (e.g., tutoring)
- Arranging for incompletes, a leave of absence, or withdrawal from campus

- Preserving eligibility for academic, athletic, or other scholarships, financial aid, internships, study abroad, or foreign student visas

If the student experiences persistent academic difficulties as a result of the incident (e.g., including difficulties stemming from anxiety, depression, post-traumatic stress disorder or any other mental or physical illnesses or injuries), the student or the student's Confidential/Semi-Confidential Resource may request more long-term academic accommodations, such as a temporary leave of absence. For questions contact the Dean of Academic Achievement, Office of Academic Achievement, Fisher Hall, 2<sup>nd</sup> Floor, 570-372-4184.

**Disability Services:** Individuals may also be entitled to additional services and supports if they have a disability, including those who developed a disability as a result of experiencing sexual misconduct or gender based violence. For questions contact the Assistant Dean of Academic Achievement and Coordinator of Disability Services Office of Academic Achievement, Fisher Hall, 2<sup>nd</sup> Floor, 570-372-4340.

**Ongoing Assistance:** The goal of the University is to offer support services to any individuals involved in an incident of sexual misconduct or gender based violence. Any member of the Susquehanna community may seek assistance from various on-campus and off-campus resources. Available in Appendix B.

### University Conduct Process for Complaints Against Students

This section describes the type of disciplinary process used by the University in cases of sexual misconduct, gender-based violence, or retaliation, including the steps, approximate timelines, and decision-making process. Individuals can information any Non-Confidential Reporting Location (defined above) that they wish to

commence a disciplinary complaint under the University's process.

From the initial assessment to the final result, the University will provide a prompt, fair, and impartial process conducted by officials who are annually trained on the issues related to sexual assault, domestic violence, dating violence, and stalking, as well as how to conduct a process that protects the safety of victims and promotes accountability.

### Initial Assessment Following a Report to a Non-Confidential Reporting Location

After receiving a report of Sexual Misconduct and Gender-Based Violence via any of the means identified in the Section "Procedures for Reporting Sexual Misconduct, Including Confidential Resources", the Title IX Coordinator or Deputy Title IX Coordinator will make an initial assessment of the reported information and respond to any immediate health or safety concerns raised by the report. As part of the initial assessment, the Title IX Coordinator will meet with the Complainant and provide them with a written explanation of all available resources and options, including the following:

- A copy of their rights
- Available interim measures and accommodations
- Available immediate and ongoing resources on and off campus
- General information about the investigation and conduct process

The Title IX Coordinator then will determine the appropriate course of action based on: (1) whether the Complainant wishes to pursue formal resolution or requests anonymity, that an investigation not be pursued, and/or that no disciplinary action be taken; (2) the availability of information or evidence suggesting that a Policy violation may have occurred; and (3) the University's Title IX obligation to investigate or otherwise determine what happened and take corrective action as appropriate to eliminate, prevent

When the Title IX Coordinator or Deputy Title IX Coordinator decides to initiate an investigation, impose protective measures that affect the Respondent, or take any other action that impacts a Respondent, the Title IX Coordinator or Deputy Title IX Coordinator will ensure that Respondent is notified and receives written information on available resources and options. The Title IX Coordinator or Deputy Title IX Coordinator will ensure that a Respondent is informed of:

- The nature of the investigation, including the identities of the parties (if known), a concise summary of the conduct at issue, and potential Policy violations;
- A copy of their rights
- Available interim measures and accommodations
- Available immediate and ongoing resources on and off campus
- General information about the investigation and conduct process

When the Title IX Coordinator or Deputy Title IX Coordinator decides to initiate an investigation, the Title IX Coordinator or Deputy Title IX Coordinator will forward the report to the Investigators in the Department of Public Safety who will begin a trauma-informed investigation.

There may be times when an individual meets with the Department of Public Safety for immediate services before the Title IX Coordinator is notified. In this case, Public Safety may begin the investigation process immediately and then send a report to the Title IX Coordinator. In these cases, the Title IX Coordinator or Deputy Title IX Coordinator will meet with the Complainant and the Respondent as described above after receipt of Public Safety's report.

### **Resources Available during the Investigatory and Adjudicatory Process**

Complainants and Respondents have access to many resources during the University Investigatory and Adjudicatory Process, (i.e., from the initial assessment to the final result). We encourage individuals to avail themselves of these resources.

- *Sexual Misconduct Awareness Resource Team (SMART)*: SMART team members consist of staff and faculty who serve as caring resources for Individuals, both complainants and respondents, involved in a sexual misconduct Title IX case. Members of the SMART team attend annual training that includes understanding the Title IX process, how it connects with the conduct process, how an investigation is conducted, what accommodations are available to Individuals and how to listen and respond in caring ways. The Title IX Coordinator will offer a SMART team member to all parties involved in a case but individuals are not required to make use of this resource.
- *Silent Support Person*: Both Complainants and Respondents may be assisted during the Investigatory and Adjudicatory process by a silent support person of their choosing, including being accompanied by a silent support person at any meeting within the Investigatory and Adjudicatory process under this Policy. The choice whether or not to invite a silent support person is solely that of the Complainant or Respondent involved. Even if accompanied by a silent support person, the silent support person may not speak for that individual or otherwise direct questions to or address others present in any Investigatory and Adjudicatory meeting or hearing (e.g., the opposing party, witnesses, and/or the person conducting the meeting (University official and/or investigator)). During the hearing proceedings, if any, the silent support persons are not permitted to formulate questions or supply questions or responses for the Respondent or Complainant. Their role is strictly defined by the University to offer emotional support during the process. The University may remove or dismiss a Silent Support Person who becomes disruptive or who does not abide by the restrictions on their

participation, as determined by the University Official conducting the process.

- *Student Conduct Officer:* The Student Conduct Officer is a Student Life professional who works with the conduct system. This staff member will schedule a meeting with the Respondent and/or Complainant prior to the University Conduct Board hearing, if any. The goal of this meeting is to review the University Conduct Board hearing process and ensure that the Respondent/Complainant is fully informed of the procedures leading up to the hearing; during the hearing; and appeal process. The Individual Conduct Coordinator may also serve in the role of the Board Chair during conduct board hearings.

### **Complainant and Respondent Rights and Expectations for Sexual Misconduct and Gender-Based Violence Violations**

- To have a silent support person of their choice accompany them throughout the process
- To be present for the entire hearing;
- To be informed of the Dean of Students decision simultaneously in writing as soon as possible after it has been made;
- To have no past sexual history discussed in responsibility phase of the hearing, beyond history of relations between the Complainant and the Respondent deemed relevant by the University Conduct Board.
- To be treated with discretion and dignity, including a respect for each party's privacy.
- To be able to respond to the decision of the University Conduct Board, a decision which is a recommendation to the Dean of Students based on a preponderance of evidence standard.
- To be informed of the decision of the Dean of Students simultaneously in writing and to have the right to appeal to the Vice President for Student Life or designee.
- Not to be subjected to retaliation or intimidation for lodging a complaint of an alleged violation of this Policy or otherwise participating in the investigation or adjudication of such a complaint.

### **Investigation & Investigative Report**

When the Title IX Coordinator or Deputy Title IX Coordinator decides to initiate an investigation, the Title IX Coordinator or Deputy Title IX Coordinator will forward the report to the Investigators in the Department of Public Safety who will begin a trauma-informed investigation. The Investigators are annually trained on the issues related to sexual assault, domestic violence, dating violence, and stalking, as well as how to conduct a process that protects the safety of victims and promotes accountability.

An investigation will afford both the Complainant and Respondent an opportunity to be heard, to submit information, and to identify witnesses. During an investigation, the investigator typically will meet separately with the Complainant, Respondent, and pertinent witnesses; offer the parties the equal opportunity to submit and/or identify related and relevant information; and gather other relevant information as appropriate. The Investigator(s) will then submit to the Dean of Students a written report of relevant information. The Dean of Student reviews the report and determines if there is sufficient evidence to support a finding of a policy violation.

The University seeks to resolve complaints under this Policy within 60 business days from receipt of a non-confidential report, excluding days classes are not in session (see additional information about Appeals, on page 40, for additional timeframes). An investigation typically takes 10-15 business days to complete. Generally, within 5 business days after completion of an investigation, the Investigator will provide the investigative report to the appropriate University official(s). Circumstances may require the University to extend this overall time frame or any individual time frame discussed in this Policy. Examples of reasons why time frames may need to be extended include the complexity of the case, delays due to fall/spring/summer/holiday breaks, inclement weather, and other extenuating circumstances. Exceptions to

these time frames will be communicated to the Complainant and Respondent.

### **Next Steps Following Investigation**

If there is sufficient information to support a finding of a policy violation, the Complainant has the option to choose whether or not to move forward to the conduct process.

- If the Complainant elects not to move forward, the case is closed. No further action taken unless the Complainant, at a later date, chooses to move forward.
- If the Complainant elects to move forward, the case is forwarded to the Dean of Students, who determines student charges.

If there is insufficient information to support a finding of a policy violation, the Dean of Students will review and offer support services to the Parties.

### **Resolution/Adjudication Hearing Procedure**

Procedure: All Sexual Misconduct and Gender-Based Violence cases will be adjudicated by the Sexual Misconduct and Gender-Based Violence University Conduct Board (“University Conduct Board”).

Purpose: The purpose of University Conduct Board proceedings is to provide an evaluation of a Respondent’s responsibility for violating University regulations. Formal rules of evidence shall not be applied, nor shall deviations from prescribed procedures necessarily invalidate a decision, unless significant prejudice to a participant or the University may result. Because allegations of violations of this Policy can sometimes raise challenging new issues and involve competing interests, the University reserves discretion to take reasonable actions to address those issues in a manner consistent with the spirit of this Policy, and which preserves fairness for both parties and maintains the integrity of the investigation and complaint resolution processes.

Board Composition: The University Conduct Board shall consist of three trained<sup>7</sup> faculty and staff members with a Board Chairperson and will review cases in which the Respondent has been charged with violating this Policy. All Sexual Misconduct and Gender-Based Violence cases will be adjudicated by this board. Any party may challenge a hearing board member or conduct board chairperson on the ground of personal bias or conflict of interest. The Dean’s office notifies Complainants and Respondents of their board members and conduct board chairperson prior to the hearing. Students should notify the Dean’s office of any personal bias or conflicts of interest in writing, including the grounds for disqualification, within 48 hours of receiving the board member notification. An ad hoc hearing board may be established by the Dean of Students or designee whenever the Sexual Misconduct and Gender-Based Violence University Conduct Board is not constituted, is unable to obtain a quorum or is otherwise unable to hear a case. An ad hoc hearing board shall be composed of three members, not including students, each of whom will be annually trained on the issues related to sexual assault, domestic violence, dating violence, and stalking, as well as how to conduct a process that protects the safety of victims and promotes accountability.

Notice of Hearing: The Dean of Students or designee shall give Respondents and Complainants (if applicable) notice of the hearing date and the specific charges against the Respondent a minimum of five business days in advance of the hearing. Notice shall be sent through the parties’ Susquehanna University e-mail address.

Respondent’s Opportunity to Accept Charges: Respondents are provided an opportunity to respond to the charges by accepting or not accepting responsibility. In board proceedings where the

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<sup>7</sup> All members of the University Conduct Board are annually trained on the issues related to sexual assault, domestic violence, dating violence, and stalking, as well as how to conduct a process that protects the safety of victims and promotes accountability.

Respondent “Accepts Responsibility” for violating prohibited conduct or other campus policies, Respondents take responsibility for violating the entirety of the policy as outlined in the hearing notification provided by the Dean of Students or designee. The board members allow for closing statements and any clarifying questions the board members have before moving to deliberations about sanction recommendations. The past disciplinary record of the Respondent will only be supplied to the board during sanctions deliberations after a determination of “responsible.”

Access to the Case File Before Hearing:

Respondent(s) and Complainant(s) shall be accorded reasonable access to the case file, which will be retained in the Office of Student Life until 2 hours prior to the hearing during regular business hours. Respondent(s), Complainant(s), and the Conduct Officers shall have reasonable access to the case file, redacted as appropriate, prior to the conduct hearing. Note that Individuals may not make copies of their case file or record the file in part or whole in method. The case file consists of materials which would be considered “education records,” pursuant to the FERPA; personal notes of University staff members or Complainants are not included. Conduct Board members are expected to be prepared prior to each Conduct Board Hearing in order to provide the most informed and consistent process for Respondent(s) and Complainant(s).

Witnesses in the Hearing: The Dean of Students or their designee may require the appearance of relevant witnesses. Such requirements will be sent through the individuals’ Susquehanna University e-mail address. University students and employees are expected to comply with such requirements, unless compliance would result in significant and unavoidable personal hardship or substantial interference with normal University activities, as determined by the Vice President or a designee. Witnesses shall be asked to affirm that their testimony is truthful and may be subject to charges of violating this Code by

intentionally providing false information to the University. Prospective witnesses, other than the Complainant and the Respondent, may be excluded from the hearing during the testimony of other witnesses. All parties, including the Respondent, Complainant, witnesses and silent support persons shall be excluded during board deliberations which shall not be recorded or transcribed.

Impact of Respondent or Complainant’s Failure to

Appear at the Hearing: Respondents who fail to appear after proper notice will be deemed to have pled “not responsible” to the charge(s) pending against them. A hearing may be conducted in their absence. There may be occasions where the Respondent and/or Complainant withdraw from the University prior to the resolution of disciplinary proceedings. The University reserves the right to proceed with referrals and proceedings as outlined in the Code of Student Conduct notwithstanding such withdrawal(s). Moreover, no Respondents who have withdrawn from the University while disciplinary proceedings were pending against them may be readmitted to the University without a resolution of all disciplinary matters that were pending at the time of the Respondents’ withdrawal, including, where appropriate, a hearing.

Hearings are Closed to the Public:

Hearings will be closed to the public including family members of the Complainant or the Respondent, unless such a family member is appropriately acting as a silent support person.

Recording:

Hearings shall be recorded or transcribed. Recordings will be made available to Respondents and, if applicable, Complainants upon written request to the Dean of Students, but may not be copied or stored outside of the Office of Student Life.

Standard of Evidence:

The charges against the Respondent must be established by a preponderance of evidence. Preponderance of evidence is the greater

weight of the evidence is used to decide in favor of one side or the other. For example, if 51% of the evidence supports either the Complainant or Respondent, the conduct board will have to find in their favor.

Questions during the Hearing: Complainants and Respondents (not their silent support persons) will be accorded an opportunity to ask relevant questions of those witnesses who testify at the hearing. Questions may be presented in advance to the Conduct Chairperson, who will then in their discretion ask the question of the appropriate party. Additionally, questions may be asked during the hearing, through the Conduct Chairperson. The conduct officer, particularly the Conduct Board Chairperson, shall exercise control over the proceedings to achieve orderly completion of the hearing. Any person, including the Respondent, Complainant, Witness, or silent support person, who disrupts a hearing, may be excluded by the conduct officer and the hearing will continue as scheduled. Statements deemed unduly repetitious or irrelevant by the Conduct Chairperson will be excluded. Board members may ask questions of the parties and all witnesses. They may consider matters which would be within the general experience of University students, faculty and staff members.

Finding of Responsibility or Non-Responsibility: Any determination of responsibility will be supported by brief written findings that will be placed in the case file.

Recommendation of the University Conduct Board: Both the findings and the sanctions determined by the University Conduct Board shall be regarded as recommendations to the Dean of Students.

Responding to the Recommendation of the University Conduct Board: Respondents and Complainants, will be notified simultaneously in writing of the outcome, sanction(s), the rationale, and the procedures to appeal through their Susquehanna e-mail address.

#### Notice of the Outcome, Sanctions, and Appeal Rights:

The Respondent and Complainants will receive simultaneous notification in writing of the outcome, the sanction(s), the rationale, and the procedures to appeal via Susquehanna e-mail.

Sanctions: Sanctions may be imposed in accordance with the Sexual Misconduct and Gender-Based Violence may be applied to individual students, group of students, student teams, or student organizations for one to two semesters. There are five conduct sanctions and they are accumulative and kept in a student's conduct file while they remain a student and seven years post departure from the University (withdraw/transfer/graduation) with the exception of Expulsion which is reflected on the student's transcript permanently. Failure to complete sanctions by their assigned due date and/or according to instruction may result in additional conduct proceedings; fines and/or a Vice President's hold being placed the student's University record and their ability to register for classes with the Registrar. A request for the Vice President's hold to be lifted will be issued once sanctions are completed as originally instructed.

#### Primary Conduct Sanctions include:

- **Disciplinary Reprimand:** a written reprimand for violation of specified regulations, including a warning that continuation or repetition of prohibited conduct may be cause for additional disciplinary action, including disciplinary probation.
- **Disciplinary Probation:** a trial period during which a student must behave in a manner acceptable to the University. This period can include exclusion from participation in privileged or co-curricular institutional activities for a specified period of time. Additional restrictions or conditions may also

be imposed. Violations of the terms of disciplinary probation, or any other violation of this Code of Student Conduct during the period of probation, will normally result in suspension or expulsion from the University. Under the status of disciplinary probation, a student is encouraged to seek advice and counsel from appropriate University officials. Disciplinary probation status may also affect qualifications for some awards, prizes or financial aid, particularly those stipulating conduct acceptable to the University. Disciplinary Probation can affect a student's ability to apply for or participate in GO Programs.

- **Disciplinary Suspension:** temporary separation from University premises, and other privileges or activities, as set forth in the suspension notice. Students who are suspended are not permitted to participate in any University activities, academic or non-academic, during the suspension timeframe. They may not take part in any official exercise, including commencement. Suspended students are not allowed on Susquehanna University's premises during their suspension unless prior approval has been granted by the Dean of Students. Any request for the privilege of visiting Susquehanna during the suspension must be received in writing at least seven business days prior to the requested date by the Dean of Students. It should be understood that the submission of a request does not guarantee approval. The Dean may require the student requesting the privilege meet prior to the date. Decisions regarding the request will be communicated to the student and appropriate University staff.
- **Disciplinary Deferred Suspension:** The sanction of disciplinary suspension may be placed in deferred status for a limited period of time. During this period of time, the student is

on notice that any further violations of the Code of Student Conduct will result in the suspension that was originally defined becoming effective immediately without further review. Disciplinary Deferred Suspension may not be imposed for longer than one regular semester. If this sanction is imposed during a semester, it may be imposed for the remainder of that semester and one additional semester.

- **Expulsion:** permanent termination of student status and exclusion from University premises, privileges and activities including, but not limited to: receipt of Susquehanna University degree, registration, class attendance, residence in University-owned housing and use of University facilities. A student who has been expelled is not eligible for readmission. Students expelled from Susquehanna University are not allowed on Susquehanna University's premises and will receive a No Trespass Order from Public Safety. Expulsion will be kept on file in the Student Life Office, will remain in the student's conduct record permanently, and will be reflected on transcripts.
- In addition to the above sanctions, students may also be assigned additional secondary sanctions.

#### Secondary Conduct Sanctions:

- **Restriction or Revocation of Privileges:** the recommendation to withdraw a privilege, use of a service, participation in a program, event or activity for a specific period of time. The loss of privilege may prohibit a student or student organization from being released to live off-campus, or from participating in off-campus study (GO Program), co-curricular or athletic activities

where the Individual(s) represents the University. Restrictions include, but are not limited to, registering or taking part in organizational or University social activities, the use of a particular University facility, guest privileges or parking privileges.

- **Restitution:** repayment to the University or to an affected party for damages resulting from a violation of this code. Restitution can occur at any level.
- **Parental Notification:** a letter or phone call notifying a parent or guardian of a dependent student (at the time notification is made) that they have committed a violation of law or University policy pertaining to drugs or alcohol or any violation that may result in suspension or expulsion from the University. (See the Parental Notification Policy under the Additional Campus Policies section of this Individual Handbook.)
- **Fine:** fines or administrative fees may be imposed separately or in addition to any other sanction(s). The conduct officer or conduct board shall determine the amount of the fine. A fine requires a student or student organization to pay a sum of money. The fines will be assessed at the discretion of the Dean of Students or their designee.
- **Additional Sanctions:** Additional sanctions may be imposed. Service, research projects or educational programs or activities, including but not limited to, an educational seminar, a treatment program for alcohol or drug abuse or psychological assessments may also be assigned.

**Appeals Process:** Either the Complainant or the Respondent may appeal the Dean of Students decision on responsibility or sanctions in writing to the Vice President or designee. The implementation of sanctions will be deferred during the pendency of the Vice President's review, unless the sanction of suspension or expulsion is imposed. In cases of suspension or expulsion, the student is immediately removed from campus pending the completion of the appeal process.

**Grounds for Appeal:** The appeal may be based only on the following grounds:

1. material procedural error that likely would have significantly impacted the outcome of the hearing;
2. new relevant evidence to present that was previously unavailable and likely would have significantly impacted the outcome of a hearing; or
3. sanctions imposed were substantially disproportionate to the findings.

**Appeal Procedures:**

1. Within five business days from the date the conduct decision is issued, the Respondent or Complainant shall submit a written statement to the Vice President requesting review of the decision or sanction and detailing the grounds for appeal.
2. The Appellee (i.e., the non-appealing party) will be provided a copy of the appeal and will have five business days from date of the written notification to submit a written response to the Vice President for Student Life, if desired. A copy of the response will be provided to the Appellant (i.e., the appealing party). No further communications from the Parties in support of or opposition to the appeal will be accepted. The Vice President may request additional information from the conduct board chair or others, if deemed necessary in reviewing the appeal request and making a determination.
3. The Vice President will typically decide the appeal within ten business days after the time

for the Appellee to respond to the appeal has passed.

- If the Vice President determines there was procedural error that likely would have significantly impacted the outcome of the hearing, the Vice President will order a new hearing before a new Conduct Board.
  - If the Vice President determines that previously unavailable relevant information is presented that likely would have significantly impacted the outcome of the hearing, the Vice President will ask the original Conduct Board to reconvene to consider the information and render a determination after considering the new information.
  - If the Vice President determines the sanction substantially disproportionate to the findings, the Vice President may revise the sanction or order a new hearing before a new Conduct Board solely for the purpose of sanctioning.
4. The Vice President will provide simultaneous notification in writing of the appeal outcome, as well as any changes to the result of any disciplinary proceeding and when such results become final.

### **University Conduct Process for Complaints Against Employees and Faculty**

Informal resolution procedures, such as those set forth in the Anti-Harassment and Non-Discrimination Policy, are never appropriate for violations of this Policy. Complaints under this Policy made against an employee or faculty member will always be handled through a Formal Complaint resolution process.

Employees or faculty members wishing to make a complaint should contact, verbally or in writing, the Director of Human Resources, who will explain the process and answer any questions. Contact information is as follows:

Jennifer Bucher

Director of Human Resources

First Floor, Selinsgrove Hall

514 University Avenue Selinsgrove, PA 17870

570-372 - 4157

[bucherjennifer@susqu.edu](mailto:bucherjennifer@susqu.edu)

The Office of Human Resources (“OHR”) will conduct an investigation meeting or meetings. Both the Complainant and the Respondent(s) have the right to have an advisor of his or her choice accompany him or her throughout the formal process, including such meetings. However, the role of the advisor is to provide emotional support and, where appropriate, assist in understanding the process. The advisor shall not speak, take notes or in any way attempt to disrupt the process. A putative advisor who does not follow these rules is not acting as a true advisor, and therefor may be removed from that role.

In the event that the Respondent is a Vice-President, the Complainant will file a Complaint with the OHR. The OHR will investigate and the Office of the President will make a final determination. If, however, the Respondent is from the OHR, the Vice President for Finance and Administration will investigate and make a final determination.

Individual investigation meetings will be conducted by the OHR with both the Complainant and the Respondent (each with his/her advisor present if they so desire), and any witnesses who could corroborate or clarify the facts in question. If deemed appropriate in the sole discretion of the University, the University may choose to outsource the investigation to a trained investigator from outside of the University community.

In a typical circumstance, investigation meeting(s) will commence within ten working days of receipt

of written complaint. The investigating office or investigator will complete its or his/her investigation, in typical circumstances, within sixty (60) days after the initial written complaint being filed. If the investigation is to take longer than 60 days, both the Complainant and the Respondent shall be so advised, in writing.

At the conclusion of the investigation, investigating office or investigator shall determine, based on its or his/her own analysis of the information gathered, whether it is more likely than not that the responding party has violated this Policy. This is known as the preponderance of the evidence standard.

The findings of the investigating office or investigator (i.e., responsible or not responsible, by a preponderance of evidence) shall be provided in writing, simultaneously, to both the Complainant and the Respondent.

No later than ten days after the receipt of the findings of the investigating office or investigator, either the Complainant or the Respondent may appeal the findings. Such an appeal will be filed with the Vice President & Chief to Staff. After an appeal is filed, a three-member President's Appeal Board will be appointed as needed by the Office of the President. The President's Appeal Board will be comprised of a faculty member, an administrator and an hourly staff member. To be considered, an appeal must be based only on new evidence that was not available during the investigation, or on a specifically identified procedural error (an "eligible appeal"). Appeals that do not meet these standards will be summarily rejected.

If no appeal is filed, the matter is either considered closed (if the 17 finding is of "not responsible") or will move to the sanctioning phase, as appropriate.

In preparation of any appeal, both the Respondent and the Complainant will have normal access to their file, and each may be assisted by an advisor, with the same restrictions as noted above.

A hearing on any eligible appeal will be heard by the President's Appeal Board, which will then forward its recommendation to the President. The Complainant and Respondent and both parties' advisors may be present at these proceedings.

The President shall review the findings of the President's Appeal Board and will submit a final decision in writing to both the Complainant and the Respondent within 10 business days of the decision of the President's Appeal Board.

The findings shall be forwarded to the supervising Vice-President of Respondent, or in the case of faculty, to the Provost, along with the evidence gathered during the investigation meeting(s). The supervising Vice-President or Provost shall determine an appropriate sanction. Sanctions may include:

- Termination (for faculty such a sanction would follow the procedures outlined in the Faculty Handbook)
- Suspension with pay
- Suspension without pay
- Mandatory Counseling
- Public censure

### **Educational Programs to Promote Awareness of Sexual Misconduct and Gender-Based Violence**

Sexual misconduct and gender-based violence prevention and education cannot exist in a void. How we develop and construct our social lives including our norms, beliefs, expectations, boundaries, and communication skills all affect and intertwine with our culture's understanding of sexual misconduct and gender-based violence. In order to dismantle these scripts our approach must be multi-faceted.

By understanding the culture, we aim to meet our campus community where they are. We offer an array of prevention programming to engage students, faculty, and staff to examine their lives and increase their understanding of accountability and care for others. The University's educational programming consists of primary prevention **and** awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for the campus community (students and employees) that:

- Identifies domestic violence, dating violence, sexual assault and stalking as prohibited conduct;
- Defines domestic violence, dating violence, sexual assault, and stalking including how those terms are defined in the Commonwealth of Pennsylvania;
- Defines what behavior and actions constitute consent to sexual activity in the Commonwealth of Pennsylvania;
- Provides safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault, or stalking against a person other than the bystander;
- Provides information on risk reduction so that students and employees may recognize warning signs of abusive behavior and how to minimize the risk of potential attacks.

### **Primary Prevention Examples:**

All of Susquehanna University athletes and first year students receive preventative education programming. A brief list of our primary prevention programs is included below:

*Bystander Intervention (60 minutes):* Bystanders play a critical role in the prevention of sexual misconduct and gender-based violence. The University strongly encourages all community members to take reasonable and prudent actions to prevent or stop any act of sexual misconduct or

gender-based violence. Each situation is unique and each person has different strengths when it comes to intervention. Taking action may include:

- **Direct intervention:** approaching one of the key people involved in the situation and attempting to prevent the situation from escalating further
- **Delegating:** involving other people to prevent a situation from worsening. This can include recruiting friends, Public Safety or law enforcement.
- **Distracting:** altering the flow, interrupting or shifting a situation to prevent something from worsening.

When considering options, it is most important for Individuals to make the safest choice available to interrupt or intervene in situations that could result in acts of sexual assault, sexual harassment or other sexual misconduct. Community members who choose to exercise this positive moral obligation will be supported by the University and protected from retaliation.

Bystander Intervention training will be conducted at least once per month in 60-minute training sessions. Bystander Intervention 2.0 sessions will be offered once a semester.

*Practicing Consent (60-90 minutes):* This program is dedicated to creating a safe environment to dialogue about healthy sexuality and sexual relations. It has been created so attendees feel empowered to start defining what they want and how best to effectively communicate that to a future or current sexual partner. Audience members will go through a skill building workshop to establish communication styles and how best to assert and establish boundaries with a partner(s).

*Healthy Relationships (60-90 minutes):* This program provides information about aspects of healthy relationships, conflict resolution skills and role play scenarios to help walk audience members

through various skill building exercises to increase communication skills amongst the people you are closest to.

*Escalation Workshop (90 minutes):* The Escalation Workshop is a film-based discussion that opens people's eyes to the warning signs of relationship abuse. The workshop consists of a film, *Escalation*, followed by a guided discussion led by a trained facilitator.

### **Ongoing Prevention Examples:**

In addition to primary prevention education the University also offers a variety of awareness-based programming included, but not limited to:

*Welcome Week Programming:* each year Susquehanna University kicks off Welcome Week with an interactive program related to boundaries, healthy relationships and consent.

*Domestic Violence & Sexual Violence Action/Awareness Months:* Every year our October and April programming offer 30+ opportunities to take action against violence. From pledge signing to interactive boards in Mellon Lounge to weekly conversations in the V.I.P. Center and multiple opportunities to get trained in bystander intervention workshops, there are plenty of ways for students to get involved and raise their awareness regarding warning signs of relationship and sexual violence.

*Protect the Nest! Sponsored River Hawks Game:* Each semester we will be hosting a tabling event at a River Hawks game to hear about how parents, alumni, players and spectators—Protect the Nest! here at SU, home, and abroad.

*Communication Workshops:* Communication is hard. We'd like to make it easier! Each month we will be sponsoring an interactive communication

workshop focused on a variety of themes. Partnering with different organizations across campus we'd like to help you navigate difficult conversations you might have with your friends, partners, and family members. Topics include: navigating relationship labels, conflict resolution, coming out in a relationship, differing religious/spiritual beliefs, consent, supporting a partner with mental illness, and many more!

*The Mask You Live In:* This film explores how our culture's narrow definition of masculinity is harming our boys, men, and society at large and unveils what we can do about it. Using the film curriculum, we will lead masculinity forums across campus at several points throughout the semester.

For a complete list of prevention programming, contact the Violence, Intervention, and Prevention (VIP) Center.

### **Training**

As a result of Act 104 from November 17, 2010 from the Department of Education, which added Article XX-G, "Sexual Violence Education at Institutions for Higher Education" to the Public School Code, as well as the Violence Against Women Reauthorization Act of 2013, the University offers mandatory educational programs for all employees. These programs include, but are not limited to the following topics:

- Discussion of sexual misconduct and gender-based violence
- Discussion of consent
- Discussion of drug and alcohol-facilitated sexual misconduct and gender-based violence
- Information on where/how to get assistance, including the importance of medical treatment and evidence collection, and how to report sexual violence to campus authorities or local law enforcement
- An explanation of the definitions of sexual misconduct and gender-based violence
- Safe and positive options for bystander intervention

- Information on recognizing warning signs of abusive behaviors
  - Procedures for pursuing institutional disciplinary action in cases of alleged sexual misconduct and gender-based violence
  - Information about how the University works to protect the confidentiality of complainants; Explanation of counseling, health, mental health, Complainant advocacy, legal assistance and other services available for the campus community
- Options of Complainants for, and assistance in seeking, changing academic, living, transportation and working conditions if reasonably available

Persons specifically engaged in response including, but not limited to the Title IX Coordinator, Public Safety staff and officers, responsible employees, Residence Life, Counseling Center staff, Title IX Response team, and Conduct Board Officers also receive mandatory annual continuing education.

**Public Awareness Events:** The University recognizes, along with the Office of Civil Rights (OCR), that public awareness events and education programs are best served by a higher level of confidentiality. The University wants students to feel free to participate in preventative education programs and access resources. Therefore, public awareness events such as “Take Back the Night” or other forums which students disclose experiences with sexual misconduct and gender-based violence are not considered notice to the University for the purpose of triggering an individual investigation unless the individual initiates a complaint.

**Reporting Outside the University**

Inquiries or complaints that involve potential violations of Title IX may also be referred to:

<p>U.S. Department of Education’s Office for Civil Rights Philadelphia Office U.S. Department of Education: Office of Civil Rights The Wanamaker Building 100 Penn Square East, Suite 515 Philadelphia, PA 18107-3323</p> <p>Telephone: (215)-656-8541 TDD: 1-800-877- 8339 Fax: (215)-656-8605 Email: <a href="mailto:OCR.Philadelphia@ed.gov">OCR.Philadelphia@ed.gov</a></p>
<p>U.S. Department of Justice: Civil Rights Division 950 Pennsylvania Ave NW Educational Opportunities Section, PHB Washington, D.C. 20530</p> <p>Telephone: (202)-514-4092 or 1-877-292-3804 Fax: (202)-514-8337 Email: <a href="mailto:education@usdoj.gov">education@usdoj.gov</a></p>

**APPENDIX A**

**Pennsylvania State Law Definitions**

Pennsylvania State law defines specific crimes, including sexual assault, as set forth below. These definitions are provided as a reference.

**§ 3124.1. Sexual assault.**

Except as provided in section 3121 (relating to rape) or 3123 (relating to involuntary deviate sexual intercourse), a person commits a felony of the second degree when that person engages in sexual intercourse or deviate sexual intercourse with a complainant without the complainant's consent.

**§ 3121. Rape.**

(a) Offense defined.--A person commits a felony of the first degree when the person engages in sexual intercourse with a complainant:

- (1) By forcible compulsion.
- (2) By threat of forcible compulsion that would prevent resistance by a person of reasonable resolution.
- (3) Who is unconscious or where the person knows that the complainant is unaware that the sexual intercourse is occurring.
- (4) Where the person has substantially impaired the complainant's power to appraise or control his or her conduct by administering or employing, without the knowledge of the complainant, drugs, intoxicants or other means for the purpose of preventing resistance.
- (5) Who suffers from a mental disability which renders the complainant incapable of consent.

(b) **Rape of a child.**--A person commits the offense of rape of a child, a felony of the first degree, when the person engages in sexual intercourse with a complainant who is less than 13 years of age.

(c) **Rape of a child with serious bodily injury.**--A person commits the offense of rape of a child resulting in serious bodily injury, a felony of the first degree, when the person violates this section and the complainant is under 13 years of age and suffers serious bodily injury in the course of the offense.

#### § 3122.1. Statutory sexual assault.

(a) Felony of the second degree.--Except as provided in section 3121 (relating to rape), a person commits a felony of the second degree when that person engages in sexual intercourse with a complainant to whom the person is not married who is under the age of 16 years and that person is either:

(1) four years older but less than eight years older than the complainant; or

(2) eight years older but less than 11 years older than the complainant.

(b) Felony of the first degree.--A person commits a felony of the first degree when that person engages in sexual intercourse with a complainant under the age of 16 years and that person is 11 or more years older than the complainant and the complainant and the person are not married to each other.

#### § 3123. Involuntary deviate sexual intercourse.

(a) Offense defined.--A person commits a felony of the first degree when the person engages in deviate sexual intercourse with a complainant:

- (1) by forcible compulsion;
- (2) by threat of forcible compulsion that would prevent resistance by a person of reasonable resolution;
- (3) who is unconscious or where the person knows that the complainant is unaware that the sexual intercourse is occurring;
- (4) where the person has substantially impaired the complainant's power to appraise or control his or her conduct by administering or employing, without the knowledge of the complainant, drugs, intoxicants or other means for the purpose of preventing resistance;
- (5) who suffers from a mental disability which renders him or her incapable of consent; or
- (6) (Deleted by amendment).
- (7) who is less than 16 years of age and the person is four or more years older than the complainant and the complainant and person are not married to each other.

(b) Involuntary deviate sexual intercourse with a child.--A person commits involuntary deviate sexual intercourse with a child, a felony of the first degree, when the person engages in

deviate sexual intercourse with a complainant who is less than 13 years of age.

(c) Involuntary deviate sexual intercourse with a child with serious bodily injury.--A person commits an offense under this section with a child resulting in serious bodily injury, a felony of the first degree, when the person violates this section and the complainant is less than 13 years of age and the complainant suffers serious bodily injury in the course of the offense.

### **§ 3125. Aggravated indecent assault.**

(a) Offenses defined.--Except as provided in sections 3121 (relating to rape), 3122.1 (relating to statutory sexual assault), 3123 (relating to involuntary deviate sexual intercourse) and 3124.1 (relating to sexual assault), a person who engages in penetration, however slight, of the genitals or anus of a complainant with a part of the person's body for any purpose other than good faith medical, hygienic or law enforcement procedures commits aggravated indecent assault if:

- (1) the person does so without the complainant's consent;
- (2) the person does so by forcible compulsion;
- (3) the person does so by threat of forcible compulsion that would prevent resistance by a person of reasonable resolution;
- (4) the complainant is unconscious or the person knows that the complainant is unaware that the penetration is occurring;
- (5) the person has substantially impaired the complainant's power to appraise or control his or her conduct by administering or employing, without the knowledge of the complainant, drugs, intoxicants or other means for the purpose of preventing resistance;
- (6) the complainant suffers from a mental disability which renders him or her incapable of consent;

(7) the complainant is less than 13 years of age; or

(8) the complainant is less than 16 years of age and the person is four or more years older than the complainant and the complainant and the person are not married to each other.

(b) Aggravated indecent assault of a child.--A person commits aggravated indecent assault of a child when the person violates subsection (a)(1), (2), (3), (4), (5) or (6) and the complainant is less than 13 years of age.

### **§ 3126. Indecent assault.**

(a) Offense defined.--A person is guilty of indecent assault if the person has indecent contact with the complainant, causes the complainant to have indecent contact with the person or intentionally causes the complainant to come into contact with seminal fluid, urine or feces for the purpose of arousing sexual desire in the person or the complainant and:

- (1) the person does so without the complainant's consent;
- (2) the person does so by forcible compulsion;
- (3) the person does so by threat of forcible compulsion that would prevent resistance by a person of reasonable resolution;
- (4) the complainant is unconscious or the person knows that the complainant is unaware that the indecent contact is occurring;
- (5) the person has substantially impaired the complainant's power to appraise or control his or her conduct by administering or employing, without the knowledge of the complainant, drugs, intoxicants or other means for the purpose of preventing resistance;
- (6) the complainant suffers from a mental disability which renders the complainant incapable of consent;

(7) the complainant is less than 13 years of age; or

(8) the complainant is less than 16 years of age and the person is four or more years older than the complainant and the complainant and the person are not married to each other.

### § 4302. Incest.

(a) General rule.--Except as provided under subsection (b), a person is guilty of incest, a felony of the second degree, if that person knowingly marries or cohabits or has sexual intercourse with an ancestor or descendant, a brother or sister of the whole or half blood or an uncle, aunt, nephew or niece of the whole blood.

(b) Incest of a minor.--A person is guilty of incest of a minor, a felony of the second degree, if that person knowingly marries, cohabits with or has sexual intercourse with a complainant who is an ancestor or descendant, a brother or sister of the whole or half blood or an uncle, aunt, nephew or niece of the whole blood and:

(1) is under the age of 13 years; or

(2) is 13 to 18 years of age and the person is four or more years older than the complainant.

(c) Relationships.--The relationships referred to in this section include blood relationships without regard to legitimacy, and relationship of parent and child by adoption.

### § 2709.1. Stalking.

(a) Offense defined.--A person commits the crime of stalking when the person either:

(1) engages in a course of conduct or repeatedly commits acts toward another person, including following the person without proper authority, under circumstances which demonstrate either an intent to place such other

person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person; or

(2) engages in a course of conduct or repeatedly communicates to another person under circumstances which demonstrate or communicate either an intent to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person.

(b) Venue.—

(1) An offense committed under this section may be deemed to have been committed at either the place at which the communication or communications were made or at the place where the communication or communications were received.

(2) Acts indicating a course of conduct which occur in more than one jurisdiction may be used by any other jurisdiction in which an act occurred as evidence of a continuing pattern of conduct or a course of conduct.

(c) Definitions.--As used in this section, the

following words and phrases shall have the meanings given to them in this subsection:

"Communicates." To convey a message without intent of legitimate communication or address by oral, nonverbal, written or electronic means, including telephone, electronic mail, Internet, facsimile, telex, wireless communication or similar transmission.

"Course of conduct." A pattern of actions composed of more than one act over a period of time, however short, evidencing a continuity of conduct. The term includes lewd, lascivious, threatening or obscene words, language, drawings, caricatures or actions, either in person or anonymously. Acts indicating a course of conduct which occur in more than one jurisdiction may be used by any other jurisdiction in which an act occurred as

evidence of a continuing pattern of conduct or a course of conduct.

"Emotional distress." A temporary or permanent state of mental anguish.

"Family or household member." Spouses or persons who have been spouses, persons living as spouses or who lived as spouses, parents and children, other persons related by consanguinity or affinity, current or former sexual or intimate partners or persons who share biological parenthood.

### **Relationship Violence: Domestic and Dating Violence**

The Pennsylvania Crimes Code does not define "Dating Violence" or "Domestic Violence," but does provide the following "General Rule" regarding probable cause for arrest in domestic violence cases. This "probable cause" standard is different from the standard set forth in this Policy, which requires a preponderance of the evidence. The Pennsylvania Crimes Code states:

#### **§ 2711. Probable cause arrests in domestic violence cases.**

- (a) General rule.--A police officer shall have the same right of arrest without a warrant as in a felony whenever he has probable cause to believe the defendant has violated section 2504 (relating to involuntary manslaughter), 2701 (relating to simple assault), 2702(a)(3), (4) and (5) (relating to aggravated assault), 2705 (relating to recklessly endangering another person), 2706 (relating to terroristic threats) or 2709.1 (relating to stalking) against a family or household member although the offense did not take place in the presence of the police officer. A police officer may not arrest a person pursuant to this section without first observing recent physical injury to the Complainant or other corroborative evidence. For the purposes of this subsection, the term "family or household member" has the

meaning given that term in 23 Pa.C.S. § 6102 (relating to definitions).

### **Sexual Violence 42 Pa.C.S. §62A03**

Conduct constituting a crime under any of the following provisions between persons who are not family or household members:

18 Pa. C.S. Ch. 31 (relating to sexual offenses), except 18 Pa. C.S. §§ 3129 (relating to sexual intercourse with animal) and 3130 (relating to sexual intercourse with animal) and 3130 (relating to conduct relating to sex offenders).

18 Pa. C.S. § 4304 (relating to endangering welfare of children) if the offense involved sexual contact with the Complainant.

18 Pa. C.S. § 6301 (a) (1) (ii) (relating to corruption of minors).

18 Pa. C.S. § 6312 (b) (relating to sexual abuse of children).

18 Pa. C.S. § 6318 (relating to unlawful contact with minor).

18 Pa. C.S. § 6320 (relating to sexual exploitation of children).

### **Consent**

"Consent" is not specifically defined as related to sexual activity. However, it is defined in the Crimes Code as follows:

#### **§ 311. Consent.**

- (a) General rule.--The consent of the Complainant to conduct charged to constitute an offense or to the result thereof is a defense if such consent negates an element of the offense or precludes the infliction of the harm or evil sought to be prevented by the law defining the offense.
- (b) Consent to bodily injury.--When conduct is charged to constitute an offense because it causes or threatens bodily injury, consent to such conduct or to the infliction of such injury is a defense if:

- (1) the conduct and the injury are reasonably foreseeable hazards of joint participation in a lawful athletic contest or competitive sport; or
- (2) the consent establishes a justification for the conduct under Chapter 5 of this title (relating to general principles of justification).

(c) Ineffective consent.--Unless otherwise provided by this title or by the law defining the offense, assent does not constitute consent if:

- (1) it is given by a person who is legally incapacitated to authorize the conduct charged to constitute the offense;

- (2) it is given by a person who by reason of youth, mental disease or defect or intoxication is manifestly unable or known by the actor to be unable to make a reasonable judgment as to the nature or harmfulness of the conduct charged to constitute the offense;
- (3) it is given by a person whose improvident consent is sought to be prevented by the law defining the offense; or
- (4) it is induced by force, duress or deception of a kind sought to be prevented by the law defining the offense.

**APPENDIX B**

**Student Resource Guide**

<p><b>Confidential</b> (All student info remains confidential)</p>	<p><b>Counseling Center:</b> Available as a free resource to students. They can help processing trauma related to gender-based violence.</p>	<ul style="list-style-type: none"> <li>○ To schedule an appt. call:570-372-4751</li> <li>○ For emergencies:</li> <li>○ 570-372-4751 (bus. hrs)</li> <li>○ 570-374-9164 (after hrs &amp; weekends)</li> </ul>
	<p><b>Transitions of PA</b> is the county designated domestic and sexual violence center. They have drop-in counseling available on campus in the VIP Center.</p>	<ul style="list-style-type: none"> <li>○ Drop in between 1pm-5pm at the VIP Center or call to schedule an appointment, 570-372-4751.</li> <li>○ Located at: VIP Center, basement of the Library</li> </ul>
	<p><b>Chaplain’s Office:</b> Available for those with or without a religious background. Providing confidential support and active listening related to gender-based violence.</p>	<ul style="list-style-type: none"> <li>○ Call 570-372-4220 to speak with the Chaplain. Located in: Weber Chapel.</li> <li>○ Call 570-372-4440 to speak with the Director of Jewish Life. Located at: 514 University Ave.</li> </ul>
<p><b>Semi-Confidential</b> (incident is reported, but no student info is given)</p>	<p><b>Health Center:</b> Available for medical attention in the aftermath of an incident related to gender-based violence. Often the survivor is referred and transported to Evangelical Community Hospital, depending on the level of medical care needed.</p>	<ul style="list-style-type: none"> <li>○ Call 570-372-4385 to make an appointment.</li> <li>○ Located at: 620 University Ave.</li> </ul>
	<p><b>VIP Center:</b> A center for providing confidential survivor services through Transitions of PA and campus prevention efforts (semi-confidential).</p>	<ul style="list-style-type: none"> <li>○ Located at: Basement of the Library</li> </ul>
<p><b>Not Confidential</b> All Responsible Employees must complete a Title IX Reporting Form, if a disclosure is received</p>	<p><b>Title IX Coordinator:</b> Available to discuss and assist with on-campus resources and an overview of the process for investigation of gender-based violence issues.</p>	<ul style="list-style-type: none"> <li>○ Call 570-372-4302</li> <li>○ Located in: Student Life Suite</li> </ul>

	<p><b>Public Safety:</b> Available 24 hours a day to discuss on-campus resources and an overview of their role in the process of investigations for gender-based violence issues. Public Safety investigates incidents for the purpose of student conduct cases.</p> <p>A formal report is never filed with the local police department without the consent of a victim.</p>	<ul style="list-style-type: none"> <li>○ Call 570-372-4444 to speak with a Public Safety office. Available 24 hours a day.</li> <li>○ Located at: 18th Street Commons Community Building.</li> </ul>
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Additional Resources

<p><b>Off Campus Resources</b></p>	<p><b>Selinsgrove Borough Police Department:</b> Available 24 hours a day to discuss criminal prosecution options that the student may have regarding an incident of gender-based violence. Selinsgrove PD respects the wishes of students in regards to pursuing criminal charges.</p>	<ul style="list-style-type: none"> <li>○ Call 570-374-8655 or 911 to speak with the Selinsgrove Borough Police Department.</li> <li>○ Located at: 100 West Pine Street Selinsgrove, PA 17870</li> </ul>
	<p><b>Evangelical Community Hospital:</b> Available 24 hours a day, a student can go to the hospital for several options related to gender-based violence incidents. These include, but are not limited to:</p> <p><b>Forensic Rape Exam:</b> to collect evidence in the aftermath of an assault. Police are called to collect the kit, but a student will never be forced to speak with an officer at the hospital.</p> <p><b>Physical Exam:</b> to assess, document, and treat injuries</p> <p><b>Emergency Contraception:</b> to help prevent pregnancy</p> <p><b>STD/HIV Medications:</b> to assist with the prevention of developing several common STDs and HIV</p>	<ul style="list-style-type: none"> <li>○ Call 570-522-2770</li> <li>○ Located at: One Hospital Drive, Lewisburg, PA 17837</li> </ul> <p style="text-align: center;"><i>A confidential advocate from <u>Transitions</u> can take you to the hospital and sit with you during your visit.</i></p> <p style="text-align: center;"><i>The cost of any of the procedures is covered by the Victim’s Compensation Fund.</i></p>
	<p><b>MaleSurvivor.org</b> Online forum, webinars, resources, specific to male survivors of sexual violence. Can be accessed privately, support specifically for male identified persons.</p>	<ul style="list-style-type: none"> <li>○ Online forums for support</li> <li>○ Online support groups</li> <li>○ Resource Directory</li> </ul>

<b>Online Resources</b>	<p><b><u>The Network La Red</u></b> <i>Online resources available as well as a 24/7 crisis hotline for LGBTQ+, poly, and kink/BDSM community. Also, provides culturally specific counseling services for people of color and bilingual survivors of abuse.</i></p>	<ul style="list-style-type: none"> <li>○ Available 24/7:</li> <li>○ 617-742-4911 (Voice)</li> <li>○ 617-227-4911 (TTY)</li> <li>○ 1-800-832-1901 (Toll-Free)</li> </ul>
	<p><b><u>Stalking Resource Center</u></b> <i>Online resources available as well as a 24/7 crisis hotline via <u>Survivor Connect</u> for any victims of stalking.</i></p>	<ul style="list-style-type: none"> <li>○ Available from 8:30a-7:30p</li> <li>○ 1-855-484-2846</li> <li>○ <u>Online chat</u> available 9:30a-6:30p w/ an advocate</li> </ul>
	<p><b><u>National Domestic Violence Hotline</u></b> <i>Available 24/7 and accessible to all survivors of domestic/dating violence. Includes a hotline and chat line. Bilingual services available.</i></p>	<ul style="list-style-type: none"> <li>○ Available 24/7:</li> <li>○ 1-800-799-7233</li> <li>○ 1-800-787-3224 (TTY)</li> <li>○ <u>Online chat</u> w/ an advocate</li> </ul>
	<p><b><u>Rape, Abuse, and Incest National Network (RAINN)</u></b> <i>Online resources available as well as a 24/7 crisis hotline and chat line for any victims of sexual violence.</i></p>	<ul style="list-style-type: none"> <li>○ Available 24/7:</li> <li>○ 1-800-656-4674</li> <li>○ <u>Online chat</u> w/ an advocate</li> </ul>
	<p><b><u>LoveisRespect</u></b> <i>Online resources available specific to University students. 24/7 online chat, text chat line, peer advocates, and healthy relationships app: MyPlan. MyPlan includes a safety assessment, a self-designed safety planning tool, direct access to telephone, online, or text chat lines. MyPlan for <u>Android</u>. MyPlan for <u>Apple</u>.</i></p>	<ul style="list-style-type: none"> <li>○ Available 24/7:</li> <li>○ 1-866-331-9474</li> <li>○ 1-866-331-8453 (TTY)</li> <li>○ <u>Online chat</u> w/ an advocate</li> <li>○ Texting hotline: 22522</li> </ul>

## Annual Disclosure of Crime Statistics, Explanations, and Terms

The statistics in the table below are compiled from all incidents reported to the Department of Public Safety, incidents reported to Campus Security Authorities, as well as any reported to law enforcement agencies with concurrent jurisdiction on campus and non-campus University property. Statistics for this report were reviewed from the Pennsylvania State Police and Borough of Selinsgrove Police Department.

These statistics may include crimes that have occurred in private residences, businesses and on public property in a geographically defined area which surrounds the college campus. Copies of the crime statistics may also be obtained at the Department of Public Safety located in 18<sup>th</sup> Street Commons.

As noted in various sections of this report, the University prohibits criminal behavior and a host of behaviors that affect the quality of life for students, faculty and/or staff. However, the below table only lists those crimes specified to be reported under the Clery Act.

Definitions of Clery Act Crimes - To aid in the understanding of the crimes reported in this document, following definitions are provided:

- **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.
- **Arrests:** Persons processed by arrest, citation or summons.
- **Arson:** Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling, house, public building, motor vehicle, aircraft, personal property of another, etc.
- **Burglary:** The unlawful entry of a structure to commit a felony or a theft.
- **Dating Violence:** Violence committed by a person—(a) who is or has been in a social relationship of a romantic or intimate nature with

the victim; and (b) where the existence of such a relationship will be determined by the reporting party's statement and based on a consideration of the following factors:

- The length of the relationship.
- The type of relationship.
- The frequency of interaction between the persons involved in the relationship.

(Dating Violence is not defined by Pennsylvania state statute).

- **Domestic Violence:** A felony or misdemeanor crime 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;
  - 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.

(Pennsylvania Domestic Violence Law: Domestic Violence is not specifically defined by Pennsylvania statute. It includes crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family laws of the Commonwealth of Pennsylvania, 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.)

- **Drug Law Violation:** The violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs.
- **Hate Crime:** A criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. Although there are many possible categories of bias, under the Clery Act, only the following eight categories are reported: race, religion, sexual orientation, gender, gender identity, ethnicity, national origin, disability.

Hate Crimes include any of the following offenses that are motivated by bias:

- Murder/Non-negligent Manslaughter (as defined above)
- Sexual Assault (as defined above)
- Robbery (as defined above)
- Aggravated Assault (as defined above)
- Burglary (as defined above)
- Motor Vehicle Theft (as defined above)
- Arson (as defined above)
- Larceny-Theft: The unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another. (Larceny and theft mean the same thing in the UCR). Constructive possession is the condition in which a person does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.
- 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: 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 a physical attack.

- Destruction/Damage/Vandalism of Property: To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

- **Illegal Weapons Violation (Carrying, Possessing, etc.):** The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature.
- **Liquor Law Violation:** The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness.
- **Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle.
- **Murder and Non-Negligent Manslaughter:** The willful (non-negligent) killing of one human being by another.
- **Negligent Manslaughter:** The killing of another person through gross negligence.
- **Non-Campus:** 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.

- **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 the area identified in 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 other retail vendor).

- **On-Campus Student Housing Facilities:** Any student housing facility that is owned or controlled 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. Statistics reported in this category are a subset of those reported in the "On-Campus" category.
- **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.
- **Referral:** The referral of any person to any official who initiates a disciplinary action of which a record is established and which may result in the imposition of a sanction.
- **Robbery:** The taking or attempt to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or putting the victim in fear.
- **Sex Offenses:** Any sexual act directed against another person, without consent of the victim,

including instances where the victim is incapable of giving consent. This category includes the following:

- **Rape:** Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- **Fondling:** The touching of the private body parts of another person for the purpose sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
- **Incest:** Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape:** Sexual intercourse with a person who is under the statutory age of consent.
- **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.

<b>Susquehanna University</b>												
<b>2015 - 2017 Clery Crime Statistics</b>												
<b>Criminal Offenses</b>	<b>On - Campus</b>			<b>On - Campus Student Housing</b>			<b>Non - Campus</b>			<b>Public - Property</b>		
	2015	2016	2017	2015	2016	2017	2015	2016	2017	2015	2016	2017
<b>Murder/Non-Negligent Manslaughter</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Negligent Manslaughter</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Sex offenses - Rape</b>	1	6	3	1	6	2	0	0	0	0	0	1
<b>Sex offenses - Fondling</b>	2	9	6	2	5	5	0	1	1	0	0	1
<b>Sex offenses - Incest</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Sex offenses – Statutory Rape</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Robbery</b>	0	0	1	0	0	1	0	0	0	0	0	0
<b>Aggravated Assault</b>	0	0	0	0	0	0	0	0	1	0	0	0
<b>Burglary</b>	14	4	2	14	4	2	0	0	0	0	0	0
<b>Motor vehicle theft</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Arson</b>	1	0	1	1	0	1	0	0	0	0	0	0
<b>Domestic Violence</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Dating Violence</b>	4	3	4	4	3	3	0	0	0	0	0	0
<b>Stalking</b>	1	5	6	1	5	5	0	0	0	0	0	0

<b>Susquehanna University</b>												
<b>2015 - 2017 Clery Crime Statistics</b>												
<b>Arrests/Referrals - Select Offenses</b>	<b>On - Campus</b>			<b>On - Campus Student Housing</b>			<b>Non - Campus</b>			<b>Public - Property</b>		
	2015	2016	2017	2015	2016	2017	2015	2016	2017	2015	2016	2017
<b>Illegal Weapons Violation - Arrest</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Illegal Weapons Violation - Referral</b>	3	0	0	3	0	0	0	0	0	0	0	0
<b>Drug Law Violations - Arrest</b>	15	39	48	15	39	45	1	3	0	1	1	8
<b>Drug Law Violations - Referral</b>	23	50	17	23	50	17	0	0	0	0	0	0
<b>Liquor Law Violation - Arrest</b>	17	31	22	17	31	22	7	2	0	7	2	0
<b>Liquor Law Violation - Referral</b>	262	199	115	262	199	115	0	0	0	0	1	0

<b>Susquehanna University</b>												
<b>2015 - 2017 Clery Crime Statistics</b>												
Criminal Offenses as Hate Crimes	On - Campus			On - Campus Student Housing			Non - Campus			Public - Property		
	2015	2016	2017	2015	2016	2017	2015	2016	2017	2015	2016	2017
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Sex offenses - Rape	0	0	0	0	0	0	0	0	0	0	0	0
Sex offenses - Fondling	0	0	0	0	0	0	0	0	0	0	0	0
Sex offenses - Incest	0	0	0	0	0	0	0	0	0	0	0	0
Sex offenses – Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	2	3	2	0	0	0	0	0	0	0	0	2
Destruction/Damage/Vandalism	3	5	2	0	0	0	0	0	0	0	0	0
Larceny - Theft	0	0	1	0	0	1	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0

<b>Susquehanna University</b>												
<b>2015 - 2017 Clery Crime Statistics</b>												
Hate Crimes - by Prejudices	On - Campus			On - Campus Student Housing			Non - Campus			Public - Property		
	2015	2016	2017	2015	2016	2017	2015	2016	2017	2015	2016	2017
Race	0	2	2	0	0	0	0	0	0	0	0	2
Religion	0	1	1	0	0	0	0	0	0	0	0	0
Sexual Orientation	0	4	2	0	0	1	0	0	0	0	0	0
Gender	0	0	0	0	0	0	0	0	0	0	0	0
Gender Identity	0	0	0	0	0	0	0	0	0	0	0	0
Ethnicity	0	1	0	0	0	0	0	0	0	0	0	0
National Origin	0	0	0	0	0	0	0	0	0	0	0	0
Disability	0	0	0	0	0	0	0	0	0	0	0	0

## Susquehanna University Fire Safety Report

The Higher Education Opportunity Act (HEOA) includes various provisions related to fire safety and requires institutions with on-campus housing to publish annually a fire safety report that provides statistics for all on-campus residence facilities.

The report must detail such information as the number of fires, deaths, injuries, fire drills, fire-related property damage, and the type of fire detection systems in each building. In addition, each institute must maintain a log of all campus student housing fires, including the nature, date, time, and general location of each fire.

### On-Campus Housing Fire Safety Equipment

Susquehanna University residences halls have detection and sprinkler systems. University Avenue houses are equipped with detectors in common areas and the remainder of the residence halls are outfitted with full detection equipment in rooms. With the exception of University Avenue housing, all residences halls have networked fire alarm systems.

When a networked fire alarm is activated, the alarm reports to the Department of Public Safety office located in the 18<sup>th</sup> Street Commons. The Department is staffed 24 hours a day, 365 days a year. An officer responds to the building and determines the cause of the alarm and whether the fire department should be notified to respond.

University Avenue resident housing fire alarm systems are local audible alarms with a simultaneous call to Public Safety. When the alarms are activated, the residents evacuate, an officer responds to the building and determines the cause of the alarm and whether the fire department should be notified to respond.

Resident Assistants receive fire safety training at the beginning of each semester to include evacuation procedures and fire extinguisher usage. Additional safety training for students can be scheduled for residence halls through Residence Life and Public Safety.

### Supervised Fire Drills/Emergency Alert

Mandatory, supervised fire drills are conducted for

each residence hall in the fall and spring semesters by the Department in accordance with the requirements in the Higher Education Opportunity Act.

Additionally, the public address/warning siren and text alerting system are tested annually to verify its functionality and to test the Public Safety staff's ability to use the systems.

### Evacuation Policy and Procedures

Evacuation emergencies include fires, hazmat and explosion emergencies (when evacuation is directed by emergency personnel), 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 (voice mail) if appropriate.

If occupants discover a fire or smell smoke, or discover any other hazardous emergency condition in a campus facility, immediately activate the building fire alarm and call the Department of Public Safety at 570-372-4444 or 911.

As occupants evacuate the building, they should calmly alert others in the affected area that they must leave. Occupants should only take important personal possessions that are in their immediate vicinity, if they can carry such items without risk to themselves or others.

Common items occupants may take include coats, medicines, purses, wallets and keys. Occupants should never try to retrieve items in another location in the building. Building occupants are not required or encouraged to fight fires and may only use a fire extinguisher when they are designated and trained to do so. Any individual designated and trained in the proper use of a fire extinguisher and confident in his or her ability to cope with the hazards of a fire may use a portable fire extinguisher to fight incipient fires (no larger than a waste basket). Any such efforts must be

terminated when it becomes obvious that there is risk of harm from smoke, heat, or flames.

Upon hearing a building fire alarm signal, occupants should evacuate immediately unless they have specific emergency responsibilities designated. Windows and doors should be closed. Occupants should use the nearest safe exit, but not use any elevators. If someone is caught in smoke or heat, they should stay low where the air is better, and attempt to reach a safe exit or area of refuge.

Occupants should check doors with the back of their hand and if the door or doorknob to the hallway is hot to the touch, it should not be opened as fire may be on the other side. If occupants are unable to leave your room or office due to heat or heavy smoke in the hallway, other obstructions, or physical disability, they should try to put a cloth or towel under the door to help prevent the entry of smoke. They should then call 911 and or 570-372-4444 to give exact location so that emergency personnel can be directed.

Occupants should consider individuals who are blind, visually impaired, deaf, hearing impaired or mobility impaired to immediately inform the nearest emergency responder of the individual's location. Employees who have a limitation that may impede their exit from a building in an emergency are encouraged to inform their supervisor of the nature of their disability in advance so that emergency evacuation procedures can be developed that will ensure their safe evacuation from the workplace.

Occupants should familiarize themselves with the location of all exits from building they regularly use. All exits in residence halls are marked with exit signs.

Students and employees leaving a building should assemble in the designated area assigned for the building, where it will not hinder the approaching emergency response personnel and apparatus. Designated areas can be found on the Department of Public Safety internal web page. Students and employees should attempt to account for individuals that are known to be in the building, including all visitors. Any missing individuals should be reported to the responding Department members 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.

Occupants must wait for Department personnel to inform them when it is safe to return to the affected building. Even though the alarm may stop, the building may not be safe to re-enter. If re-entry to the building is not imminent, occupants will be directed to proceed to another location.

## **Fire Safety Violations and Prohibitions in Residence Halls**

### **Electrical Appliances**

Reflecting fire safety and electrical concerns, residents are limited in the use of electrical appliances and cooking devices they may store in personal residence hall rooms. One coffee pot (12-cup maximum), Keurig<sup>®</sup> or similar machine is permitted in each personal residence hall room. It must have a two-hour maximum automatic shut-off feature. Prohibited items include, but are not limited to personal or propane grills, electric blankets, air-conditioners, portable heating units of any kind, dehumidifiers (unless provided by Facilities Management), microwaves over 600 watts, and refrigerators over 5 cubic feet.

Kitchen appliances, particularly those with an exposed heating unit, are prohibited in personal residence hall rooms. This includes, but is not limited to, hot plates, toasters, blender, electric frying pans, broilers and griddles. They may be stored and used in kitchens / kitchenette areas within the common areas of residence halls at the owner's own risk. Appliances stored in common areas must be unplugged and restored immediately after use. Kitchen appliances may not be stored or used in personal residence hall rooms.

University officials reserve the right to request the removal of any appliance on University premises that may pose a safety or security risk.

### **Fire Safety Restrictions**

- No fabric may be hung from ceilings or draped on walls or over doorways.
- Halogen lamps are prohibited.
- Miniature decoration lights (i.e. Christmas lights, novelty lights) cannot be attached to room fixtures using metal fasteners (white adhesive putty is

recommended) or used in any other manner contrary to the manufacturer's recommendations.

- All candles, open flames, and the burning of incense are prohibited and will result in the confiscation and/or disposal of the item in question.
- Placement of furniture cannot block easy exit from the room.
- The possession or use of fireworks on University premises is prohibited. Fireworks are defined as any substance prepared for the purpose of producing a visible or audible effect by combustion, explosion or detonation. This prohibition does not apply to University approved fireworks displays by a licensed, certified, and insured pyro-technician.

### **Smoking**

All campus buildings are completely smoke-free. Those who smoke outside of campus buildings are asked to stay more than 50 feet from an entrance or window and are asked to use the ashtrays that are located outside building entrances for the disposal of cigarettes and cigars.

### **Fire Safety**

Fire extinguishers, fire alarm systems, and other fire prevention and protection equipment are provided in University buildings as a safeguard for lives and property. Tampering with fire bells, alarms, extinguishers, hoses, exit signs, instruction signs, sprinkler systems and the rendering of a false alarm are all prohibited. Individuals are required to vacate a building when a fire alarm sounds or when asked to do so by University officials.

### **Training**

The Department of Public Safety conducts regular fire drills in the residence halls and other buildings. Residence Life staff are trained on fire safety matters annually.

### **Fire Reporting**

Anyone wishing to report an active fire should call 911 or the Department of Public Safety at 570-372-4444. If anyone would wish to report a previous fire event, they may call the Department of Public Safety at 570-372-

4444.

### **Fire Log**

Fire incidents are logged as an incident in the record management system. Copies of the fire log can be obtained by request at the Department of Public Safety. This log will highlight all fire and alarm activity on the Susquehanna University campus.

### **Fire Protection Systems**

Information specific to fire safety/detection systems and fire suppression systems, fire related drills, fires, fire related injuries and deaths for each on-campus housing facility is detailed in the statistics below.

### **Additional Information**

Additional information regarding fire safety violations and prohibitions may be found in the Susquehanna University Student Handbook.

Student Housing Facility	Fire Safety Equipment			Fire Drills			Fires			Fire Related Deaths			Fire Related Injuries			Value of Property Damage	Narrative
	Sprinklers	Detectors	Report to DPS	2015	2016	2017	2015	2016	2017	2015	2016	2017	2015	2016	2017		
101 Liberty Alley	x	X	X	2	2	2	0	0	0	0	0	0	0	0	0	0	
300 Univ. Ave.	X	X	X	2	2	2	0	0	0	0	0	0	0	0	0	0	
301 Univ. Ave.	X	X	X	2	2	2	0	0	0	0	0	0	0	0	0	0	
305 Univ. Ave.	X	X	X	2	2	2	0	0	0	0	0	0	0	0	0	0	
307 Univ. Ave.	X	X	X	2	2	2	0	0	0	0	0	0	0	0	0	0	
309 Univ. Ave.	X	X	X	2	2	2	0	0	0	0	0	0	0	0	0	0	
310 Univ. Ave.	X	X	X	2	2	2	0	0	0	0	0	0	0	0	0	0	
312 Univ. Ave.	X	X	X	2	2	2	0	0	0	0	0	0	0	0	0	0	
313 Univ. Ave.	X	X	X	2	2	2	0	0	0	0	0	0	0	0	0	0	
401 Univ. Ave.	X	X	X	2	2	2	0	0	0	0	0	0	0	0	0	0	
402 Univ. Ave.	X	X	X	2	2	2	0	0	0	0	0	0	0	0	0	0	
403 Univ. Ave.	X	X	X	2	2	2	0	0	0	0	0	0	0	0	0	0	
405 Univ. Ave.	X	X	X	2	2	2	0	0	0	0	0	0	0	0	0	0	
520 Univ. Ave.	X	X	X	2	2	2	0	0	0	0	0	0	0	0	0	0	
600 Univ. Ave.	X	X	X	2	2	2	0	0	0	0	0	0	0	0	0	0	
Aikens	X	X	X	2	2	2	0	0	0	0	0	0	0	0	0	0	
Hassinger	X	X	X	2	2	2	0	0	0	0	0	0	0	0	0	0	
Isaacs	X	X	X	2	2	2	0	0	0	0	0	0	0	0	0	0	
North Hall	X	X	X	2	2	2	0	0	1	0	0	0	0	0	0	0	DRYER MOTOR OVERHEATED
Phi Mu Delta	X	X	X	2	2	2	0	0	0	0	0	0	0	0	0	0	
Reed	X	X	X	2	2	2	0	0	0	0	0	0	0	0	0	0	
Roberts	X	X	X	2	2	2	0	0	0	0	0	0	0	0	0	0	
March	X	X	X	2	2	2	0	0	0	0	0	0	0	0	0	0	
O'Connor	X	X	X	2	2	2	0	0	0	0	0	0	0	0	0	0	
Ross	X	X	X	2	2	2	0	0	0	0	0	0	0	0	0	0	
Scholars	X	X	X	2	2	2	0	0	0	0	0	0	0	0	0	0	
Seibert	X	X	X	2	2	2	0	0	0	0	0	0	0	0	0	0	
Shobert	X	X	X	2	2	2	0	0	0	0	0	0	0	0	0	0	
Smith	X	X	X	2	2	2	0	0	0	0	0	0	0	0	0	0	
Theta Chi/GO House	X	X	X	2	2	2	0	0	0	0	0	0	0	0	0	0	

Student Housing Facility	Fire Safety Equipment			Fire Drills			Fires			Fire Related Deaths			Fire Related Injuries			Value of Property Damage	Narrative
	Sprinklers	Detectors	Report to DPS	2015	2016	2017	2015	2016	2017	2015	2016	2017	2015	2016	2017		
West	X	X	X	2	2	2	0	0	0	0	0	0	0	0	0	0	
West Village A	X	X	X	2	2	2	0	0	0	0	0	0	0	0	0	0	
West Village B	X	X	X	2	2	2	0	0	0	0	0	0	0	0	0	0	
West Village C	X	X	X	2	2	2	0	0	0	0	0	0	0	0	0	0	
West Village D	X	X	X	2	2	2	0	0	0	0	0	0	0	0	0	0	
West Village E	X	X	X	2	2	2	0	0	0	0	0	0	0	0	0	0	
West Village F	X	X	X	2	2	2	0	0	0	0	0	0	0	0	0	0	
West Village G	X	X	X	2	2	2	0	0	0	0	0	0	0	0	0	0	
Kathmandu	X	X	X	2	2	2	0	0	0	0	0	0	0	0	0	0	
Granada	X	X	X	2	2	2	0	0	0	0	0	0	0	0	0	0	
Hong Kong	X	X	X	2	2	2	0	0	0	0	0	0	0	0	0	0	
Jakarta	X	X	X	2	2	2	0	0	0	0	0	0	0	0	0	0	
Lima	X	X	X	2	2	2	0	0	1	0	0	0	0	0	0	0	VINYL SIDING MELTED WITH A CIGARETTE LIGHTER
Montreal	X	X	X	2	2	2	0	0	0	0	0	0	0	0	0	0	
New Orleans	X	X	X	2	2	2	0	0	0	0	0	0	0	0	0	0	
Alice Springs	X	X	X	2	2	2	0	0	0	0	0	0	0	0	0	0	
Buenos Aires	X	X	X	2	2	2	0	0	0	0	0	0	0	0	0	0	
Cape Town	X	X	X	2	2	2	0	0	0	0	0	0	0	0	0	0	
Dakar	X	X	X	2	2	2	0	0	0	0	0	0	0	0	0	0	
Edinburgh	X	X	X	2	2	2	0	0	0	0	0	0	0	0	0	0	
Florence	X	X	X	2	2	2	0	0	0	0	0	0	0	0	0	0	

## Uniform Crime Report

In accordance with the Uniform Crime Reporting Act and the College and University Security Regulations, each institution of higher education is required to annually file, on or before March 1, an assurance statement regarding the institution's compliance with the act and the regulations. This report is provided to fulfill the annual reporting requirements of the act.

Students and employees may file a complaint regarding the institution's compliance with the Director, Department of Public Safety by phone at 570-372-4444, in person at the Department of Public Safety, 18th Street Commons or in writing to the Director, Department of Public Safety, 514 University Ave., Selinsgrove PA 17870.

### General

In the fall of 2018, Susquehanna University had an enrollment of 2,313 undergraduate students and three graduate students, with 2,054 living in student housing. The total number of nonstudent employees working on campus was 496. All University employees, volunteers, and independent contractors are required to complete criminal, child abuse, and FBI clearances. There is no requirement for Susquehanna University students to have clearances completed. The complement of the Public Safety staff included: four full-time Communications Specialists, one part-time Communications Specialist, six full-time Public Safety Officers, two part-time Public Safety Officers, two Public Safety Lieutenants, one Public Safety Sergeant, the Associate Director of Public Safety and the Director of Public Safety. Students, faculty and staff may report criminal incidents to the Department of Public Safety or directly to the Selinsgrove Police Department.

### Facilities Management

Susquehanna University supplements the Public Safety apparatus by a comprehensive system of facilities management. This includes the regular maintenance of campus facilities to ensure security

equipment and mechanisms are in proper working order to include the repairing of doors, windows and other access points. Additionally, landscaping and grounds keeping are designed to control ingress and egress from the campus, control access to pedestrian walkways and to limit access by the public to certain parking locations. Finally, the campus lighting system is designed, maintained and regularly updated to provide visibility in high vehicular traffic areas and locations in which students, faculty and staff regularly walk during periods of darkness. The campus community has multiple avenues for reporting safety related concerns to facility managers including phone, online, and email systems. Facilities Management maintains an on-call member, 24 hours a day, 7 days a week.

### Housing

The following information regarding housing and students is provided, per the reporting requirements of the Act.

Types of student housing available: Susquehanna University has two types of student housing arrangements for undergraduate students. The first is on-campus. The second is an exemption to the housing policy that allow students to commute or live off-campus based on specific criteria.

1. On-campus residential locations are generally separated into two types of areas, first-year areas and upper-class areas. All buildings are co-ed, however, there are some floors within the residential areas that are gender specific.
  - a. First -Year areas: These facilities are standard residential corridor hall buildings, in which students share a common area bathroom. The majority of the rooms are double rooms with some single rooms for Residence Life staff and for students whose needs require them to have a single room.
  - b. Upper - Class areas: There are variety of living environments for students who are sophomores, juniors and seniors, including: traditional residential corridor hall buildings in which students share a

common area and bathroom; theme houses consisting of shared space for 10 students; suite-style, in which students share a space that has a common area and independent bathroom and townhouses, which are apartments with a kitchen, common area and independent bathroom.

2. Housing Exemptions fall into the below two categories.

a. Commuting Students: Undergraduate students under 23 years of age who live with a parent/guardian whose primary address is within a 45 minute drive of the University.

b. Other Housing Exemptions: Students who are 23 years of age, married and living with their spouse, or have responsibilities for a dependent child/person, or are a 5<sup>th</sup> year senior and have applied to reside off campus.

Policy on housing assignments and requests by students for assignment changes: Upper-class students select roommates and rooms during a housing selection process. Incoming students are housed with their roommates though information received on a roommate preference form. A mediation process is in place for students who express roommate challenges that can result in relocation of students. Students may request a room change at semester breaks.

Policy concerning the identification and admission of visitors in student housing facilities: All visitors to student housing facilities must be admitted by a student from that facility. Susquehanna University students are responsible for their visitors.

Measures to secure entrances to student housing facilities: Exterior doors on some facilities are locked and accessed only through an electronic card system that uses the Susquehanna University identification card. The Department of Public Safety has access to this system electronically. Other facilities have traditional key entry systems that are controlled by student residents of that building; they are not monitored.

Standard security features used to secure doors and windows in student rooms: Room doors are secured through a traditional key lock system. Each roommate has their own individual room and (if applicable) suite key. Windows in student rooms have a latch mechanism on the inside of the window.

Description of the type and number of employees, including security personnel, assigned to the student housing facilities that includes a description of their security training: Susquehanna University employs professional staff consisting of one Director of Residence Life, one Assistant Director of Residence Life, and two Area Coordinators. In addition, there are 84 student staff members consisting of Senior Community Assistants and Resident Assistants, who reside in the student housing facilities. They receive extensive training sessions before the beginning of the fall and spring semesters to ensure they have the ability and skills to address a variety of emergency issues. A student staff member is on duty for each building at night when school is in session. Except townhouses and houses on University Avenue, student staff has the responsibility to ensure the buildings are secure by completing nightly walkthroughs of the buildings.

Type and frequency of programs designed to inform student housing residents about housing security and enforcement procedures: Security standards are addressed at the beginning of every semester through floor meetings and whenever deemed necessary if students are exhibiting actions that are lowering the safety standards significantly.

Policy and special security procedures for housing students during low-occupancy periods such as holidays and vacation periods: Any student interested in residing on campus during a break period must show cause through a request for approval to the Office of Residence Life. If they are approved, the Department of Public Safety is notified of their name and location.

Policy on the housing of guests and others not assigned to the student housing or not regularly associated with the institution of higher education:

Within the residence halls at Susquehanna University, a guest is defined as any individual who is found in a residence hall or residence hall room who is not officially assigned to live there by the Office of Residence Life. A roommate must be consulted and give consent prior to inviting a guest to stay overnight in the residence hall room. The rights of a student to privacy, quiet, etc. are paramount and take precedence over the desire of a roommate to have guests in the room. An individual may be an overnight guest in a residence hall for a maximum of two nights in any given two-week period. A person may not be an overnight guest of more than one resident per two-week period. In addition, a host may not have more than one overnight guest in a two-week period.

Any individual staying as a guest must obtain a guest pass and keep it on their person during their entire time they remain a guest on campus. Guest passes may be obtained at the Public Safety Office, 18<sup>th</sup> Street Commons (open 24 hours a day). Guests must provide the following information: A cell phone number; the name of the Susquehanna University student host and his or her cell phone number; the building and room number of the host's on-campus residence; a name of an emergency contact and his or her number (i.e. parent or legal guardian); the reason for the visit (this should include the particular department that invited the guest to campus - i.e. field hockey recruit, prospective student from admissions, music department recruit, etc.); the name of the coordinating administrator and their contact number (if the guest is a prospective student); and the dates

of the visit. Guests may also be asked to provide this information to the administrator responsible for coordinating their visit. If a guest pass is given to a guest by a coordinating administrator, the guest does not need to go to Public Safety to obtain another pass. Guests are obligated to spend the night in their host's residence hall room unless previously instructed by an administrator or coach.

Susquehanna University student hosts are responsible for the conduct of their guests on University premises and at functions sponsored by the University or any student organization. Hosts may be held responsible for their guest's behavior. All guests are subject to University regulations. Should a guest be found without his or her guest pass or violating University policy, they are subject to arrest by the Selinsgrove Borough Police for trespassing and/or may be asked to leave campus.

### **Uniform Crime Report Statistics**

The Pennsylvania Uniform Crime Reporting Act requires the release of crime statistics and crime rates to students and employees. The below statistics represent the number and nature of offenses reported to and investigated directly by the Susquehanna University Department of Public Safety. Incidents that were reported to and directly investigated by the Selinsgrove Police Department are not included even though Department of Public Safety personnel may have been present at the scene and/or provided assistance. Those should be reflected in statistics provided by the Selinsgrove Police Department. The rate is based on the actual number of full time equivalent (FTE) students, faculty, and staff calculated according to a state -mandate

the table below is based on incidents per 100,000 FTEs.

CALENDAR YEARS	2015 (2622)		2016 (2668)		2017 (2809)	
	ACTUAL	INDEX 100,000	ACTUAL	INDEX 100,000	ACTUAL	INDEX 100,000
<b>PART 1 OFFENSES</b>						
Murder and Nonnegligent Manslaughter	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0
Rape	5	190.6	5	187	1	35.6
Attempts to Commit Rape	0	0	0	0	0	0
Robbery Firearm	0	0	0	0	0	0
Robbery Knife or Cutting Instrument	0	0	0	0	0	0
Robbery Other Dangerous Weapon	0	0	0	0	0	0
Robbery Strong Arm (Hands, Feet, etc.)	0	0	0	0	0	0
Assault Firearm	0	0	0	0	0	0
Assault Knife or Cutting Instrument	0	0	0	0	0	0
Assault Other Dangerous Weapon	0	0	0	0	0	0
Assault Hands, Fist Feet, etc.	3	114.4	0	0	3	106.8
Other Assaults - Not Aggravated	0	0	4	149.9	1	35.6
Burglary Forcible Entry	0	0	0	0	1	35.6
Burglary Unlawful Entry - No Force	7	266.9	2	74.9	2	71.2
Burglary Attempted Forcible Entry	0	0	0	0	0	0
Larceny-Theft	24	915.3	30	1124	33	1174.8
Motor Vehicle Theft - Autos	0	0	0	0	0	0
Motor Vehicle Theft - Trucks and Buses	0	0	0	0	0	0
Motor Vehicle Theft - Other Vehicles	0	0	0	0	0	0
Arson	0	0	0	0	0	0
<b>SUBTOTAL PART 1</b>	<b>39</b>	<b>1487.2</b>	<b>41</b>	<b>1535.8</b>	<b>41</b>	<b>1459.6</b>
<b>PART 2 OFFENSES</b>						
Forgery and Counterfeiting	0	0	4	149.9	0	0
Fraud	3	114.4	0	0	0	0
Embezzlement	0	0	1	37.4	0	0
Stolen Prop. Rec., Poss., Buying	0	0	0	0	0	0
Vandalism	22	839	35	1311.8	57	2029.2
Weapons, Carrying, Posses, Etc.	2	76.2	2	74.9	0	0
Prostitution & Commercialized Vice	0	0	0	0	0	0
Sex Offenses (except 02 and 160)	8	305.1	10	374.8	10	356
Drug Sale/Manf. - Opium -Cocaine	0	0	0	0	0	0
Drug Sale/Manf. - Marijuana	0	0	0	0	0	0
Drug Sale/Manf. - Synthetic	0	0	0	0	0	0
Drug Sale/Manf. - Other	0	0	0	0	0	0
Drug Possession - Opium - Cocaine	0	0	0	0	0	0
Drug Possession - Marijuana	0	0	0	0	0	0
Drug Possession - Synthetic	0	0	0	0	0	0
Drug Possession - Other	0	0	0	0	0	0
Gambling - Book Making	0	0	0	0	0	0
Gambling - Numbers Etc.	0	0	0	0	0	0
Gambling Other	0	0	0	0	0	0
Offenses Against Family & Children	0	0	0	0	0	0
Driving Under Influence	0	0	0	0	0	0
Liquor Law	21	800.9	72	2698.6	12	427.2
Drunkenness	0	0	1	37.4	0	0
Disorderly Conduct	5	190.6	7	262.3	15	534
Vagrancy	0	0	0	0	0	0
All Other Offenses (Except Traffic)	6	228.8	43	1611.6	29	1032.4
<b>SUBTOTAL PART 2</b>	<b>67</b>	<b>2555</b>	<b>175</b>	<b>6558.7</b>	<b>123</b>	<b>4378.8</b>
<b>GRAND TOTAL</b>	<b>106</b>	<b>3973</b>	<b>216</b>	<b>8095.9</b>	<b>164</b>	<b>5838.4</b>