

# 2023 Annual Fire Safety and Security Report



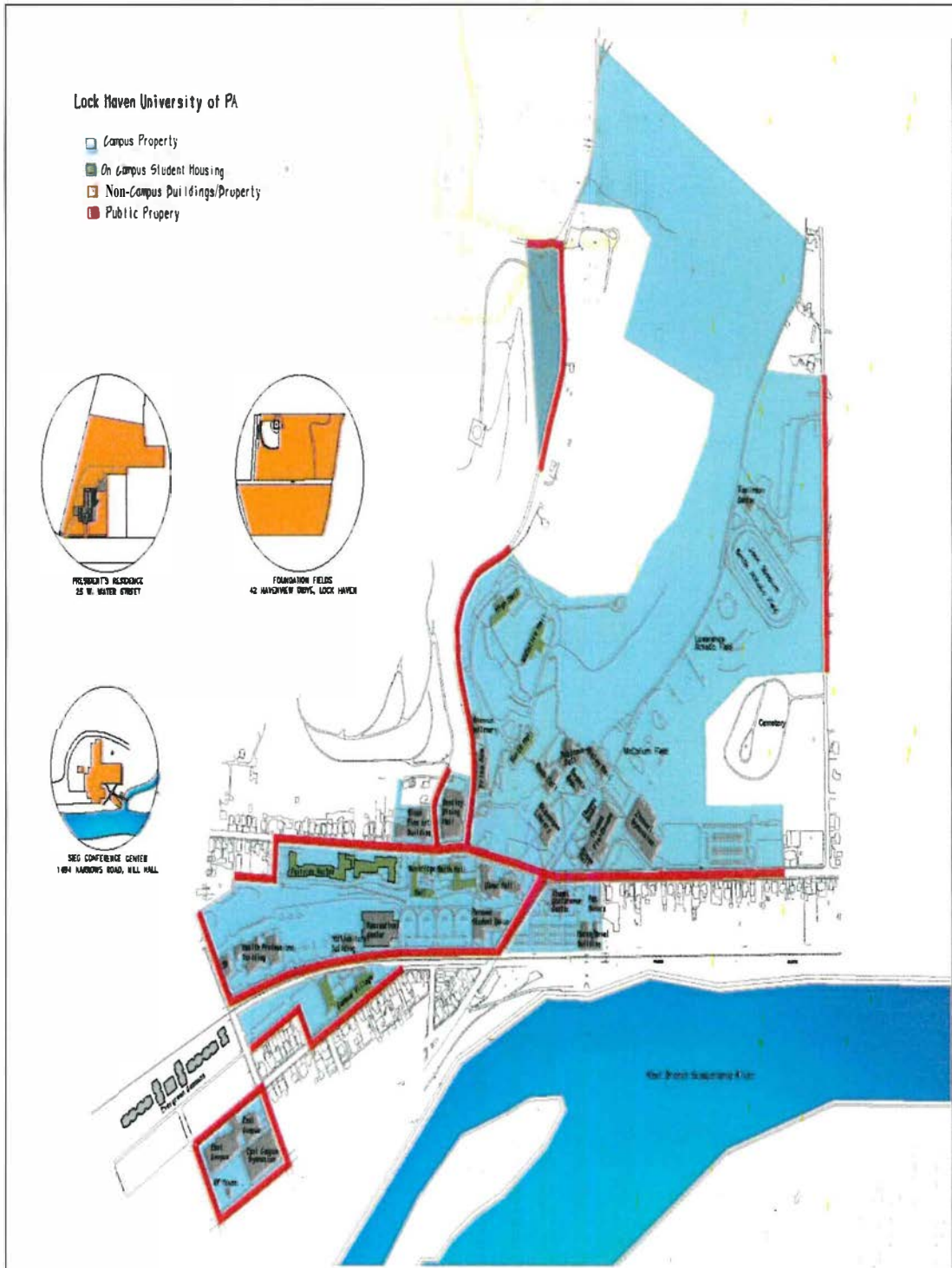
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### Campus Property Map-Main Campus



## Letter from the Chief of Police

To the University Community:

Commonwealth University - Lock Haven is a community of more than 5000 people working, living, and studying on a beautiful, historic campus in Lock Haven, Pennsylvania. Living and working in a tranquil environment like CU-LHU can cause us to forget that crime and other problems can plague us just as they do communities outside the gates of the University. The purpose of this report is to equip you with the information you need to stay safe while at the University.

The Department of Public Safety is the primary department at the University charged with creating a safe and secure environment. This task, however, is not one we can accomplish alone. Crime prevention, risk identification, and problem solving are the responsibilities of everyone. We ask you to join us in these efforts by reading this report and referring to it often.

Our efforts to maintain a safe and secure environment rely on our ability to develop collaborative relationships with the many communities that make up the University. We believe that through partnering and problem solving, we can make CU-LHU one of the safest universities in the nation. Our commitment to the philosophy of community policing and problem solving will take a significant new turn with a broader involvement in the community. In addition to engaging in some of the more routine strategies, our officers will introduce new programs to engage the community in collective problem identification and identifying solutions. We are excited about this new initiative and confident that it will contribute to the quality of life on campus.

We hope you will find this report informative and helpful, and that your stay at CU-Lock Haven will be both pleasant and safe. If you have questions or would like further information about safety and security at Commonwealth University - Lock Haven, please visit us at <http://www.lockhaven.edu/publicsafety/police.html>.

Sincerely,

*Matthew R. Coxford*

Matthew R. Coxford

Interim Chief of Police, Commonwealth University -Lock Haven

## Emergency Phone Numbers

**EMERGENCY: CALL 911**

What is a 911 emergency?

It's any situation that requires an immediate police, fire or medical response to preserve life or property. These can include:

- |   |                               |
|---|-------------------------------|
| An assault or immediate danger of assault | Someone choking               |
| A crime in progress                       | A drowning                    |
| A fight                                   | A fire                        |
| A serious injury or illness               | A situation involving weapons |

### Non-emergencies

#### Main Campus

CU-Lock Haven Public Safety.....	570-484-2278
Lock Haven City Police Department.....	570-748-2936
Lock Haven Fire Department.....	570-748-2936

#### Harrisburg Area Community College Security

HACC Security Department.....	717-780-2568
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### Local Hospital

#### Main Campus

UMPC-Lock Haven Hospital.....	570-893-5000
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### Victim Services

Roads to Peace.....	570-748-9509
Pennsylvania Coalition Against Rape.....	888-772-7227
National Domestic Violence Hotline.....	800-799-7233

### University Offices

Title IX Coordinator.....	570-389-4808
Department of Public Safety.....	570-484-2278
Health Services.....	570-484-2276
Human Resources.....	570-484-2014
Social Equity.....	570-484-2838
Vice President for Student Success and Campus Life.....	570-389-4493
Housing and Residence Life.....	570-484-2317
Diversity,Equity and Inclusion.....	570-484-2598
Counseling Center.....	570-484-2479
H.O.P.E. Center Outreach Program.....	570-484-2111
Student Activities.....	570-484-2125
Athletics.....	570-484-2093
Student Success Center and Tutorial Services.....	570-484-3847
The Dean of the College of Science and Technology at.....	570-389-5334
The Dean of the College of Education and Human Studies at.....	570-484-2024
The Dean of the College of Arts, Social Sciences and Humanities at.....	570-389-4811
The Dean of the College of Health Professions at.....	570-484-2218
The Dean of the Zeigler College of Business at.....	570-389-5298
The Dean of the Honors College at.....	570-389-5331

## **Introduction**

Commonwealth University-Lock Haven is a state-owned institution and a member of the State System of Higher Education in the Commonwealth of Pennsylvania. The campus is located in Clinton County in the City of Lock Haven, Pennsylvania.

### **Commonwealth University Lock Haven Campus**

Graduate programs in actuarial science, counseling, education, health science, and sport studies. Commonwealth University-Lock Haven offers an excellent and affordable education characterized by a strong foundation in the liberal arts and sciences for all students, majors in the arts and sciences, and a special emphasis on professional programs. All programs are enhanced with real-world experiences and co-curricular activities that enable students to realize their full potential. In close personal interactions with faculty who are passionate about teaching, students are challenged to develop their minds and skills in order to be responsible citizens and to succeed in a global and technologically advanced society.

### **Commonwealth University Harrisburg Location**

Commonwealth University-Lock Haven offers the Physician Assistant Program through a third location at the Harrisburg Campus of HACC, Central Pennsylvania's Community College. The city of Harrisburg is located along the banks of the beautiful Susquehanna River. CU-Lock Haven at HACC has been updated with state-of-the-art facilities and the latest innovations in technology. Using state-of-the-art technology, the University is able to deliver high-definition, television-quality, fully interactive, live broadcasts of curriculum between the three campus locations. Full-time resident faculty in Harrisburg conduct the same small group learning and lab experiences that are provided at the CU-Lock Haven campus, while students enjoy the more intimate environment afforded by a smaller class size. This educational model has been studied extensively by the program faculty and represents a highly effective mechanism to extend the physician assistant curriculum to citizens in the south-central regions of the commonwealth. During the clinical year, students from the Harrisburg location complete clinical experiences at locations throughout south-central Pennsylvania and beyond. CU-Lock Haven is one of only several programs nationally to utilize this advanced technology.

### **Harrisburg Campus Contacts:**

Craig Ernst, MHS, PA-C - cernst@commonwealthu.edu, 570-484-2619

Nicole Theofanis, MHS, PA-C - ntheofanis@commonwealthu.edu, 570-484-2616

Elizabeth Glabus, Harrisburg Campus Secretary - eglabus@commonwealthu.edu, 570-484-2620

## **Clery Act Compliance**

In 1998, the federal government passed the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, or the Clery Act. As a recipient of Federal Title IV student financial aid, Commonwealth University - Lock Haven is required to adhere to The Jeanne Clery Disclosure of Campus Security Police and Campus Crime Statistics Act (The Clery Act). One of the provisions in the Clery Act is for all postsecondary institutions receiving federal Title IV financial aid to publish an annual report disclosing campus security policies and the three most recent years of selected crime statistics.

Requirements of the Clery Act:

- Issue an annual security report that discloses campus crime statistics for the preceding 3 calendar years to current and prospective students, employees and the U.S. Department of Education.



## 2023 Annual Security Report

- Advise students and employees of Clery crimes and issue timely safety warnings and emergency notifications for crimes that pose a serious or continuous threat to the campus community.
- Include policy statements regarding (but not limited to) crime reporting, campus facility security and access, law enforcement authority, incidence of alcohol and drug use, and the prevention of/response to sexual assault, domestic or dating violence, and stalking.
- Maintain a public, daily log of reported crimes.
- Details on the university efforts taken to improve campus safety.

The purpose of the Clery Act is to provide current and perspective students, and employees with accurate, complete and timely information about campus safety so that they can make informed decisions.

### **Responsibility**

Each of us needs to work cooperatively to enhance the safety of our campus by securing personal property and following personal safety guidelines. Be aware of your surroundings at all times; report suspicious persons and behavior to university officials or police; do not share personal information over the phone or your computer; lock your residence hall door at all times; lock office doors when out of your office; let Public Safety know when you are working alone in building or office outside of normal business hours; know the location of the emergency phones; lock vehicles at all times and secure valuables out of sight or in the trunk. For more tips, visit the CU- Lock Haven Public Safety web page at <http://www.lockhaven.edu/publicsafety/safetytips.html>.

Safety planning is conducted, when appropriate for staff and students when they have been affected by someone in a crisis or when they are the victim of a crime with ongoing concerns for safety. Officers work with the the Department of Human Resources in support of workplace violence policies and also work with Department of Student and Residence Life to help address situations involving disruptive behavior.

### **The Clery Act**

On April 15, 1986, Jeanne Clery, a young woman attending Lehigh University, was brutally attacked and killed in her dorm room. Through lobbying by her parents, Congress passed the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The Clery Act, as it has become known, requires that all universities make people aware if certain crimes occur on campus through an annually released crime report.

### **Preparing the Annual Fire Safety and Security Report**

The Commonwealth University - Lock Haven Annual Fire Safety and Security Report is generated as a tool to promote awareness for our community. The goal of the Annual Security Report is to increase awareness through education on the types of incidents reported on the campus and to bring safety to the front of everyone's daily routine. Safety is a partnership that we all share, and taking steps to increase one's own safety reduces the opportunity for crime to occur. The annual security report is also a source of useful information that can be used to access university resources.

It is the responsibility of the Director of Public Safety to prepare and disseminate the Commonwealth University -Lock Haven Annual Fire Safety and Security Report each year. The full text of this report is located at <https://www.lockhaven.edu/publicsafety/Final-Main-Campus-2023-ASR.pdf> It is the policy of Commonwealth University - Lock Haven to compile the Clery Report in accordance with state and federal mandates in the following manner: The Department of Public Safety gathers for statistical purposes, crime statistics reported to any of these sources listed below and recorded in the calendar year the crime was reported.

## 2023 Annual Security Report

The annual crime statistics report includes information requested and obtained from the following sources. Campus Security Authority: are defined by federal law as university officials who have “significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings. These offices, entities, departments, and agencies include:

- Campus Security Authority (CSAs).
- The Housing and Residence Life Office
- The Office of Student Conduct
- The Office of the Dean of students
- Department of Human Resources
- The Sexual Misconduct Judicial Board
- The Title IX Coordinator
- The Lock Haven City Police Department
- HACC Security Dept.
- Harrisburg Bureau of Police
- Woodward Township Police Department
- Pennsylvania State Police
- Pennsylvania State Police Bureau of Liquor Control and Enforcement

All the statistics are gathered, compiled, and reported to the University community via this report, which is published by the Commonwealth University - Lock Haven Public Safety Department. Public Safety submits the annual crime statistics published in this brochure to the U.S. Department of Education. The statistical information gathered by the Department of Education is available to the public on its website.

### **Definitions-Geography from the Clery Act**

Commonwealth University - Lock Haven is required to report Clery designated crime statistics and issue timely warnings for those crimes that represent a severe and continuing threat that occur in the following geographic locations: on campus, public property, and non-campus buildings and property.

**Campus**-“any building or property owned or controlled by an institution of higher education within the same reasonably contiguous geographic area of the institution and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, including residence halls; and property within the same reasonable contiguous geographic area of the institution and is owned by institution but controlled by another person, is used by students, and supports the institutional purposes, such as a food or other retail vendor.”

**On-Campus Residential** – a subcategory of Campus that reflects the number of on-campus incidents that occur “in dormitories or other residential facilities for students on campus.”

**Non-Campus** – “any building or property owned or controlled by a student organization recognized by the institution; and any building or property, other than a branch campus, owned or controlled by an institution of higher education that is used in direct support of, or in relation to, the institution’s educational purposes, is used by students, and is not within the same reasonable contiguous geographic area of the institution.”

**Public Property** – “all public property that is within the same reasonably contiguous geographic area of the institution, such as a sidewalk, a street, other thoroughfare or parking facility, and is adjacent to a facility owned or controlled by the institution if the facility is used by the institution in direct support of, or in a manner related to the institution’s educational purposes.”

**Definitions Violence Against Women Act (VAWA)**

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

**Domestic Violence:** Felony or misdemeanor crimes of violence committed by a current or former spouse of the reporting party, by a person with whom the reporting party shares a child in common, by a person who is cohabitating with or has cohabitated with the reporting party as a spouse, by a person similarly situated to a spouse of the reporting party under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth reporting party who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

**Sexual Assault:** The imposition of non-consensual sexual conduct (excluding rape). It includes, but is not limited to caressing, fondling or touching a person's genitalia, buttocks or breasts. It shall also be considered sexual assault when the reporting party is compelled to caress, fondle or touch the assailant's genitalia, buttocks or breasts.

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

**Consent:** Consent is an informed decision made freely and actively by all parties. Conduct will be considered "without consent" if there is no clear consent, verbal or nonverbal. Since sexual misconduct is defined as sexual activity that is undertaken without consent, each participant must obtain and give consent to each sexual act. People with mental disabilities cannot give consent to sexual activity if they cannot understand the fact, nature or extent of the sexual situation in which they find themselves. The mental disability of the survivor must be known, or reasonably knowable, to the non-disabled sexual partner to constitute a violation.

**Sexual Offenses:** Any sexual act directed against another person without the consent of the victim is incapable of giving consent.

- **Rape-** The penetration, no matter how slight, of the vagina or anus with any part of object, or oral penetration by a sex organ or another person, without the consent of the victim.
- **Fondling-** The touching of the private body parts of another for the purpose of sexual gratification without 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 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.

The Student Conduct Policy defines consent for the purposes of this section as explicit cooperation, both verbally and behaviorally. It must be voluntary and with full knowledge concerning the nature of the interaction/encounter. Previous sexual interactions shall not be considered implied consent. Silence or passivity shall not constitute consent. The Student Conduct handbook contains information regarding the preservation of evidence and information regarding protection order options, as well as the contact information for reporting to the university and law enforcement agencies. Students are encouraged to report any incidents occurring on or near the university to the CU- Lock Haven Campus Police, who will begin the investigation or facilitate contact with the proper law enforcement agency where the incident occurred.

## 2023 Annual Security Report

Students at the Harrisburg Location are encouraged to report incidents to HACC Security or Harrisburg Bureau of Police. If the reporting person does not feel comfortable contacting the police directly, they may report any incidents to a Campus Security Authority for assistance in notifying law enforcement. All positions identified as Campus Security Authorities are listed within the annual security report.

### **Disclosure of Crime Statistics**

Crime statistics which are included in CU- Lock Haven Fire Safety and Security Report are based upon incidents reported by campus security authorities (CSAs), Campus Safety, and local police agencies. The University is required to annually report data for the most recent three calendar years concerning the occurrence on campus to include campus housing, in or on non-campus buildings or property, and on public property (as those terms are defined and interpreted for purposes of the Clery Act) for incidences of murder, manslaughter, sexual misconduct including (forcible and non-forcible) sexual assault, domestic violence, dating violence, and stalking, robbery, arson, aggravated assault, burglary, and motor vehicle theft. This reporting also includes statistics on arrests for violations of liquor or drug abuse as well as weapons possession, including disciplinary referrals for liquor, drug, and weapon violations. If there has also been a determination of a Hate Crime in any incidence of simple assault, larceny, theft, intimidation, destruction of property and vandalism, then that data is also reported. Fire data is also included for residential housing. In addition, the University will keep a daily log to include summaries of all crime and fire activity and make it available for the previous 60 days of reporting to the public within two business days unless disclosure is prohibited by law or would jeopardize the confidentiality of the victim.

A paper copy of this report is available from CU - Lock Haven Department of Public Safety located in the Glennon Infirmary building 32 Glenn Road, Lock Haven, PA. The annual report contains crime and fire statistics for the most current three-year periods and is made available each year to all prospective students, current students, and employees. An e-mail notification is made to all students and employees each year that provides the direct web link <https://www.lockhaven.edu/publicsafety/> to access the Annual Fire Safety and Security Report. All prospective students and employees receive notification of the availability of the report and how to obtain it during the application process.

### **Daily Crime and Fire Log**

The Department of Public Safety maintains a combined Daily Crime and Fire Log of all criminal incidents, alleged criminal incidents and fire/fires that are reported to the Department of Public Safety. The daily crime and fire log is available to any person requesting it 24 hours a day at the CU - Lock Haven Department of Public Safety, 32 Glenn Road, Glennon Infirmary. The most current 180 days of incident information is available for viewing in Room 125 of the Glennon Infirmary building 24 hours a day 7 days a week. Our past 12-month crime and fire log may be viewed by going to [http://community.lhup.edu/public\\_safety/Dailycrime.htm](http://community.lhup.edu/public_safety/Dailycrime.htm).

It records all criminal incidents, alleged criminal incidents that have been reported on campus or on public property immediately adjacent to and accessible from campus, and crimes that occurred within the patrol jurisdiction of the campus police. The daily crime log contains all crimes reported to the Department regardless of the classification of the crime. Officers are required to complete an incident report form on every crime that is reported. The report includes information on the nature, date, time, general location, and disposition of each crime. New information about a log entry is also recorded in the log no later than

two business days after the information has become available to the department and is designated as an update to the original entry. Examples of this would be if criminal charges are not immediately filed but are at a later date pursuant to the outcome of an investigation, and when a final disposition is determined by a judge or trial at a later date. Daily crime logs do not include identifiable information of victims.

Accurate crime reporting will assist to maximize information available so safety for prospective and current students and prospective and current employees can make informative decisions about their safety and security needs. The CU - Lock Haven Annual Fire Safety and Security Report is posted on the Public Safety website at <https://www.lockhaven.edu/publicsafety/>.

Commonwealth University - Lock Haven Department of Public Safety reserves the right to exclude reports from the crime log in certain cases where there is clear and convincing evidence that the release of such information would jeopardize an ongoing criminal investigation or the safety of an individual, cause a suspect to flee or evade detection, or result in the destruction of evidence, until that damage is no longer likely to occur from the release of such information.

#### **Publicly Available recordkeeping**

The University will complete publicly available record keeping without the inclusion of personally identifying information about the victim. The University will redact (remove) first and last names and other personal identifying information such as addresses, physical descriptions/date of birth, contact information, social security/driver's license/passport and student ID numbers from reports before it is released to other parties, including any Clery Act reporting and disclosures and entries in the Daily Crime Log and Annual Security Report.

### **Commonwealth University - Lock Haven Department of Public Safety**

CU- Lock Haven Department of Public Safety is committed to the highest quality of protective services in order to maintain and improve our unique educational environment and quality of life. The goal of the Department of Public Safety is to provide professional responses to all safety and service-oriented requests from the campus community. The Department of Public Safety responsibilities range from policing, security, and emergency response for the University. The Department is located within the Glennon Infirmary building and consists of a full-time commissioned Chief of Police, 8 commissioned officers, 1 part time security officer dispatcher, 2 full time clerk dispatchers, and 2 full-time security officer dispatchers. The Department operates 24 hours a day 365 days a year. All police officers are certified first responders, using vehicles equipped with mobile computers, emergency medical and response equipment. The department patrols consist of marked and unmarked units, bicycle, and foot patrols for the CU-Lock Haven campus.

In Pennsylvania, the State System of Higher Education Act 188 of 1982, as amended by Act 48 of 2003, establishes and defines the authority and jurisdiction of Campus Police Officers. This act granted university police officers the authority to exercise the same powers that are granted to municipal officers until the Statewide Municipal Police Jurisdiction Act (Title 42, 8953) on university-owned or -leased property. All CU-Lock Haven Public Safety officers are commissioned through the Governor of the Commonwealth of Pennsylvania.

In November, 2022 Act 121 of 2022 placed Police at PASSHE schools including CU-Lock Haven under the direction of the Municipal Police Officers Education and Training Commission (MPOETC) for police certification and training.

All police officers have completed the required training or equivalent of the Pennsylvania Municipal Officer Training Academy (Act 120). All officers have full police powers, arrest authority, and are required to maintain certifications in CPR including the use of AEDs, firearms, and annual Act 180 mandatory in-service training through the Municipal Police Officers Education and Training Commission or the Pennsylvania Chiefs of Police Association. Complete background investigations are made on all applicants considered for the Public Safety police officer employment, including Pennsylvania State Police records, psychological testing, and personal reference checks. The Department officers patrol campus on foot and in marked and

unmarked police vehicles. The officers also attend additional specialized training, such as active-shooter training, report writing, as it becomes available.

The Department of Public Safety maintains a 24-hour dispatch center to answer all calls for assistance. Upon receiving a request for assistance, an officer, along with any other appropriate personnel, will be immediately dispatched to the location. In cases involving criminal activity, University police officers will respond and conduct an investigation. In cases of minor violations of state statute, city and county ordinances, or University rules, regulations or policies, campus police may, in addition to, or in lieu of criminal charges, refer violators to the Dean of Student and Residence Life for disciplinary action under the Code of Student Conduct.

Officers are responsible for observing, reporting and taking appropriate actions in all instances of criminal and suspicious activities. They are also responsible for detecting and reporting fire and safety hazards, as well as implementing evacuation procedures. Reports to state and local police are not required.

The Department of Public Safety is responsible for maintaining the University's emergency operation center, as well as the facilities for radio communications and implementation of contingency alert plans when conditions warrant. Protective escorts, battery jumps and vehicle lockout assistance, anywhere on campus, are also provided by Public Safety. Assistance can be obtained by using one of the yellow emergency phones located throughout campus. In the event of an injury or illness, officers will coordinate emergency medical/first-aid treatment and transportation with the Clinton County Communication Center.

For emergency service, call the Department of Public Safety at ext. 711 using a university phone or 570-484-2278 or 911 for the Clinton County Communication Center.

The territorial jurisdiction of our University Police Officers include:

- All Lock Haven Campus buildings, grounds and streets owned, leased, rented, or controlled;
- They are adjacent to Lock Haven Campus buildings, grounds and streets owned, leased, rented, or controlled;
- They directly support or relate to Lock Haven Campuses educational purposes.

### **Emergency Phones throughout Campus**

There are approximately 21 yellow emergency phones located throughout campus. Pressing the red emergency button on any of the phones will immediately connect the caller to the CU- Lock Haven Department of Public Safety Dispatch Center. The kiosks emergency phones located in various areas throughout campus also have a blue strobe light that will activate when the red emergency button is pressed. When the call is received by the Dispatch Center a police officer will be dispatched to the location of the activated phone. The telephones may be used for any emergency; however, misuse of the phones may result in criminal prosecution.

**911 Phone System** The 911 system on campus facilitates prompt fire and ambulance response to campus. When dialing 911 from any main campus phone, the Clinton County 911 Emergency Services Communications Center will be able to display the specific location (street address, building, and room #) of the campus caller.

When the Clinton County 911 Emergency Services Communications Center receives a 911 call from a campus location, they will dispatch appropriate fire and/or ambulance service. The Communications Center will also then contact the Department of Public Safety regarding the location and nature of the emergency call, and a university police officer will respond.

### **Working Relationship with Other Agencies**

The CU - Lock Haven Department of Public Safety is the primary agency handling criminal incidents on campus. The department is equipped with a telecommunications system to contact and exchange information with surrounding local and state police, as the need arises. CU-L ock Haven University Police maintains a working relationship with the Lock Haven City Police Department, The Clinton County Sheriff's Department, the Pennsylvania State Police and the Clinton County District Attorney's Office. The CU- Lock Haven University Police department works closely with the Lock Haven City Police Department, and we assist each other when requested. The CU- Lock Haven University Police utilize the investigative services of the Pennsylvania State Police when circumstances dictate the need for additional capabilities for on-campus incidents. No formal memorandum of understanding exists with the Pennsylvania State Police, but resources are always provided if requested.

Criminal charges filed by CU-Lock Haven Campus police officers are heard in the Magisterial District Courts 25-03-01 25<sup>th</sup> District or Clinton County Civil & Criminal Court of Common Pleas. Failure to appear in court may result in the judge issuing an arrest warrant.

### **Relationship with Local and State Police, Student Off-Campus Behavior**

The Department of Public Safety works cooperatively and closely with local, state and federal law enforcement agencies to monitor, these agencies have authority to make arrests, and record reports of criminal activity at any off-campus location where the primary occupants are students who are members of a recognized student organization. The university also reserves the right to take disciplinary actions against students for violations of Commonwealth or Federal laws, regardless of where such actions occur, if the actions adversely affect the mission of the university or the health, safety, or welfare of members of the university or local community.

When a CU - Lock Haven student is involved in an off-campus offense, CU - Lock Haven Public Safety officers may assist with the investigation in cooperation with local, state, or federal law enforcement.

The University reserves the right to take necessary action to protect the safety and well-being of the campus community, its students, faculty, facilities and programs. All students, regardless of where they live, are members of the academic community with the same basic rights and responsibilities. All students are subject to the student disciplinary code. Violations which occur off campus may be dealt with by the University.

Commonwealth University - Lock Haven also maintains a close working relationship with local schools and other institutes of higher education, so any on campus incidents involving students or guests from those schools are properly addressed by the appropriate authority.

### **Reporting Criminal Actions or Emergencies**

The Clery Act requires that all reported incidents of murder, manslaughter, forcible and non-forcible sex offenses, domestic violence, dating violence, stalking, robbery, aggravated assault, burglary, motor vehicle theft, drug law violations, liquor law violations and arson that occur on campus or on property contiguous to campus be included in the annual report. If a victim of a crime which occurred on campus informs Public Safety police officer that he/she does not wish to have Public Safety police officer investigate, Public Safety will provide the victim with the Title IX Coordinator contact information to investigate.

In 2012, when the Violence Against Women Act (VAWA) was reauthorized, the Clery Act was expanded. It now requires that all instances of relationship violence, sexual assault, and stalking that occur on campus be part

of the crime report. This allows everyone to know how many crimes are occurring. The Clery Act does not require anything other than a number to be reported; these numbers are based on both the confidential and formal reports that are made.

Title IX was designed to make sure that everyone has equal access to an education, free of coercion and harassment. Sexual assault, relationship violence, and stalking hinder an individual's ability to reach their educational potential. All incidents of sexual assault, relationship violence, and stalking that are reported to the Department of Public Safety must then be reported by police to the Title IX Coordinator so they cannot be held in confidence. All incidents of these crimes must be reviewed. The Title IX Coordinator will respect a complainant's request not to investigate but must (by law) inform the complainant of his or her rights. The Title IX Coordinator is Jen Raup, 570-389-4808. For CU- Lock Haven Sexual Misconduct Policy go to:

<https://www.commonwealthu.edu/sexual-misconduct-policy>

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The Higher Education Opportunity Act (HEOA) specifies campus safety requirements in the following areas: hate crime reporting and emergency response and evacuation procedures required of all Title IV institutions, and missing student notification and fire safety issues required of any Title IV institution that maintains on-campus student housing facility.

The CU - Lock Haven community are strongly encouraged to report crimes in a prompt and accurate manner to the Department of Public Safety or local police when the victim of a crime elects to or is unable to make such a report. Crimes should be reported to the Department of Public Safety in case timely warnings or emergency notifications are needed and for the collection of statistical data concerning criminal offenses to be included in this annual security report.

### **Main Campus**

- To report a crime in progress or a life-threatening emergency on or off campus, call 9-1-1.
- To report a non-life-threatening urgent situation or suspicious conditions on campus, contact CU-Lock Haven Public Safety at 570-484-2278.
- To report a past crime on campus, contact CU-Lock Haven Public Safety at 570-484-2278 or email [Public\\_Safety@lockhaven.edu](mailto:Public_Safety@lockhaven.edu).
- To report a non-life-threatening urgent situation or past crime off-campus, call the Lock Haven City Police Department non-emergency number, 570-748-2936.
- Use an emergency phone:  
Emergency phones are located prominently throughout the campus. Interior emergency phones are located within various campus buildings and exterior phones are located across campus. The department will evaluate the need for additional emergency phones at the request of groups on campus. Intermittent and ongoing campus construction may impact the availability and placement of emergency phones.
- You may make a report at the CU-Lock Haven Public Safety Department, Glennon Infirmary building at 32 Glenn Road, Lock Haven, PA. The Public Safety Department is staffed 24 hours a 7 days week and will assist you.



### **Voluntary, Confidential Reporting**

The CU - Lock Haven Department of Public Safety accepts voluntary reports of crimes in cases where the victim or witness of a crime does not wish to pursue either judicial or disciplinary action. The CU - Lock Haven Department of Public Safety cannot ensure that an allegation will remain confidential, based on the need to take possible action to preserve the safety of others. Reports made by pastoral or professional counselors, while acting in their counseling role, are afforded confidentiality under the law, but these professionals are encouraged to make voluntary report to the Department of Public Safety for the sake of a secure and safe campus environment. CU - Lock Haven encourages pastoral and professional counselors, if and when deemed appropriate, to inform persons they are counseling of any procedures to report crimes on a voluntary and confidential basis for inclusion in the Annual Fire and Security Report.

**Department of Public Safety**  
On Campus Emergency: (570) 484-2278  
Off Campus Emergency: 911

**Lock Haven City Police Department**  
Emergency: 911  
Non-Emergency: (570) 748-2936

Victims may anonymously report an incident by using the online reporting form located here:

<http://www.lockhaven.edu/publicsafety/crimereporting.html>

All such reports are included in the annual disclosure of crime statistics. In addition, anonymous reports assist the University in evaluating whether an Emergency Alert (Timely Warning) should be issued and in collecting valuable information about incidents of sexual violence that are not ultimately reported to the police. Those who are required to report crimes may not use this anonymous online reporting form to fulfill their reporting obligations.

Anonymous online reporting option for victims:  
<http://www.lockhaven.edu/publicsafety/crimereporting.html>

If students wish to discuss a concern while maintaining confidence to the greatest extent possible, the following options are available:

#### **CU - Lock Haven Campus Confidential Resources**

- Counseling Services, Ulmer Hall: 570-484-2479
- Glennon Health Services: 570-484-2276

#### **Lock Haven Community Confidential Resources**

- Rape & Incest National Network online hotline <http://ohl.rainn.org/online>
- National Sexual Assault Hotline 800-656-4673
- Roads to Peace 570-748-9509

#### **CU - Lock Haven Harrisburg Location**

- To report a crime in progress or a life-threatening emergency on or off campus, call 9-1-1.
- To report a non-life-threatening urgent situation or suspicious conditions on campus, contact HACC Security at (717)780-2568
- To report a past crime on campus, contact HACC Security at (717)780-2568
- To report a non-life-threatening urgent situation or past crime off-campus, contact the Harrisburg Bureau of Police at (717)255-3131

### **All Other Locations**

- Criminal incidents occurring to all other CU- Lock Haven facilities and property or to CU - Lock Haven employees or students at off-campus locations, including study abroad programs and away trip lodging, should be reported to the local law enforcement agency where the crime occurs. These incidents should also be reported to Public Safety in a timely manner to provide any needed support services, perform follow-up, and allow for notification and reporting of crimes, including Clery crime alerts and disclosure of Clery crime statistics.

The CU - Lock Haven Public Safety Department investigates all reported on-campus crimes and, when warranted, initiates prosecutions through the legal systems.

Crimes that occur off university property may be reported to either the Lock Haven City Police Department or the Pennsylvania State Police. Both of these agencies can be contacted by dialing 911. The CU-Lock Haven Public Safety Department works in conjunction with the Lock Haven City Police and the Pennsylvania State Police to investigate crimes and other emergencies involving students both on and off campus. Public Safety officers also provide assistance off campus when requested by another police agency.

If you wish to remain anonymous or if you are unable to report the incident directly to Public Safety, reporting may also be done through Campus Security Authorities (refer to page 15) for the purpose of making timely warning reports and inclusion in the annual statistical disclosure.

### **Anonymous Reporting Form:**

Students, Faculty, and Staff are encouraged to complete an anonymous reporting form (accessible here: [https://cm.maxient.com/reportingform.php?LockHavenUniv&layout\\_id=1](https://cm.maxient.com/reportingform.php?LockHavenUniv&layout_id=1)) if they believe that they were either a victim or witness to a potential violation of CU - Lock Haven Sexual Misconduct Policy. Responsible employees should use this form to report potential violations if an incident was disclosed to you by a student. This covers the following areas: Quid Pro Quo Sexual Harassment; Hostile Environment Sexual Harassment; Sexual Assault; Dating/Domestic Violence; Sexual Exploitation; Stalking and Retaliation. The completed form is reviewed by the Title IX Coordinator who keeps this information as confidential as possible. The only information shared with those who have a role in addressing the potential violation. The Title IX Coordinator will assess next steps based on concerns for the people involved and concerns for the safety of the campus community. The complainant will be contacted to assess needs for resources and the respondent will be contacted on an as needed basis.

### **Required Reporters**

All members of the University community must report any violations of sexual harassment, sexual violence, and/or domestic violence to the Title IX Coordinator at 570-389-4808 or the Associate of Director of Human Resources at 570-484-2153.

- Incidents of alleged sexual assault, dating violence, domestic violence or stalking by and/or against LHU students can be reported directly to the Dean of Student and Residence Life at 570-484-2319
- Incidents of alleged sexual assault, dating violence, domestic violence or stalking by and/or against LHU employees can be reported to Title IX Coordinator, at 570-389-4808 or the Associate Director of Human Resources at 570-484-2153.

### **How to report a complaint on a Student's Behavior**

To file a complaint on a student's behavior, please follow this link:

<https://cm.maxient.com/reporting.php?LockHavenUniv>

## **Campus Security Authorities (CSA)**

Under this law, “campus security authorities” are mandated to report crimes brought to their attention for inclusion in CU - Lock Haven Campus Annual Fire Safety and Security Report. If you or someone who reports to you is listed on the distribution list below, you are a “campus security authority” as that term has been defined by the United States Department of Education. Campus Security Authorities are those individuals with campus security responsibility, those individuals designed by the campus, and those individuals with **significant responsibility for students or campus activities**, such as:

- Student Housing
- Student Discipline
- Campus Judicial Board
- Directors of Athletics and team coaches
- The office of the Dean of Students
- Resident Assistants
- Assistant Hall Directors
- Desk Receptionist
- H.O.P.E. Center Outreach Program staff
- Student Activities
- Advisors to Student Organizations

CSA training is available on the Public Safety website at Director of Public Safety Department is responsible for CSA training and maintains a list of all CSA’s and associated training records in the Public Safety Department located in the Glennon Infirmary Building.

### **What is the role of a CSA?**

CSAs are required to report all crimes reported to them on a timely basis, to the Department of Public Safety. However, under the Clery Act, CSAs are only obligated to report Clery Act qualifying crimes which occurred on campus, in public areas bordering campus and in certain non-campus buildings owned or controlled (leased) by the University. If the reported crime is made in good faith, meaning that there is reasonable basis for believing that the information is not rumor or hearsay, then the crime is Clery reportable. The intent of including non-law enforcement personnel in the CSA role is to acknowledge that some community members and students may be hesitant about reporting crimes to the police, but may be more inclined to report incidents to other campus-affiliated individuals.

If you observe any of these crimes, or if any person reveals to you that he/she learned of or was the victim of, perpetrator of, or witness to any of these crimes, you are required by law to report the incident to the Department of Public Safety to have a crime report taken by a public safety officer. You are not required to provide the name of the victim or witness to the police. Your report should include the time, date, location, and a detailed description of the incident. Please do not investigate the crime or attempt to determine whether a crime, in fact, took place. Simply make the report. Appropriate personnel may later contact you or others to gather additional information. The Department of Public Safety will then include the information in the annual security report.

### **Who is not a CSA?**

The following are non-CSA positions/functions but are not limited to faculty member without responsibility for student and campus activity beyond the classroom; physicians/nurses in Health Service who only provide care for students; clerical or administrative support staff; cafeteria staff; facilities maintenance staff.

information technology staff, or licensed mental health, when acting within the scope of their license or certificate; and other like functions.

In accordance with the Clery Act regulations, 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. Counselor Service provides confidential assessment and counseling for CU- Lock Haven students that are experiencing personal problems. The counselors are encouraged if and when 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.

### **Campus Security Policies & Procedures**

All policies and procedures in this report are maintained in the Undergraduate Student Handbook for current students and all employees under the Employee Handbook and Code of Conduct. The Student Handbook is designed to provide CU - Lock Haven students with an overview of the University – its people, programs, policies, and procedures. The Handbook and other University publications provide significant information all students should know, and students are responsible for the information and regulations outlined within. The Student Handbook can be found at <https://www.commonwealthu.edu/student-handbook>. The Guide to Campus Living is an addendum to the student handbook and is published by the Housing & Residence Life staff and can be found at <https://www.lockhaven.edu/enrollmentmanagement/handbook/>.

The CU - Lock Haven Employee Handbook is designed to provide all employees with an overview of the University – its significant information all employees should know, and employees responsible for the information and regulations outlined within. The Employee Handbook is published by the Office of Human Services and can be found by clicking on <https://www.lockhaven.edu/hr/employeehandbook.html>.

### **Building Security and Access Policy**

CU - Lock Haven has established policies and practices designed to provide security and access in its facilities, whether in classrooms, offices, residences or other campus locations.

Under normal conditions, during normal business hours, The University (excluding residence halls) will be open to students, parents, employees, contractors, guests, and invitees. All buildings are accessible through card access doors. Faculty and staff have twenty-four hours a day access to buildings through their University ID cards through card access doors. All individuals accessing University facilities are subject to all federal and state laws, as well as University policies and regulations. During non-business hours, access to all university facilities is by key, if issued, limited access card swipe, or by admittance via the Department of Public Safety or Residence Life staff. In the case of periods of extended closing, the officer will admit only those with prior written approval.

Academic and administrative buildings are checked for security (including card access doors) by the Department of Public Safety police officers daily. Academic and administrative building doors that have electronic doors have lock readers restricting access to only designated individuals after normal business hours. The Department of Information Technology maintains and monitors the card access program allowing the Department of Public Safety full access.

Some facilities may have individual hours, which may vary at different times of the year. Examples are the Student Rec Center, Parson’s Union Building, Stevenson Library, Durrwachter Alumni Center, and the Sloan

Fine Arts Building. In these cases, the facilities will be secured according to schedules developed by the department responsible for the facility and the Department of Public Safety.

### **Residence Hall Facilities**

Security in the residence halls differs from academic and administrative areas of the campus because these are considered living spaces. Residence halls with common entrances have 24-hour card access control readers restricting access to only designated individuals. Residents of apartment-style housing use keys to enter their units through individual front doors rather than card access readers. Residence hall key control policies require that lock cylinder cores (with new keys) be changed immediately upon the report of a lost key.

A Residence Life employee is always on call to respond to any crisis that might arise and has access to the building. During business hours, the residence life staff, consisting of Housing and Residence Life professionals, student Resident Assistants, and maintenance and custodial staff, are in and around the residence halls. Specific information on each type of residence hall is available from the Housing and Residence Life Office.

Every residence hall is equipped with an emergency phone located near the front entrance to the resident hall. These emergency phones are directly linked to the CU - Lock Haven University Department of Public Safety and are accessed by pushing the red button inside the box. The Emergency Phones are tested periodically by the Public Safety Officers or by an employee within the Facilities Department to make sure they are in proper working order. CU - Lock Haven utilizes a system of video cameras to monitor and record activity on university property. All video monitoring and related recording conducted by the University shall be limited to locations in which a person does not have a reasonable expectation of privacy, and conducted in a manner that is professional and ethical, and that is consistent with all relevant University policies. In general, camera locations are indicated with appropriate visibility or signage. However, the University may have cause to utilize the system in the course of conducting an investigation into conduct which violates law, university policy or otherwise poses a threat to campus security or safety, or in the course of assisting in a law enforcement investigation. Under these circumstances, there shall be no notification that locations being monitored for any of the purposes set forth above are under video surveillance. Information obtained through video monitoring and/or recording is deemed to be Confidential Information pursuant to the University's Confidential Information Policy, and will also be used for the following purposes.

- For purposes of a university investigation;
- To ensure compliance with university procedures;
- When necessary due to exigent circumstances for the assistance of duly authorized law enforcement officers; and
- In conjunction with special events.

Resident students are assigned a room key that will unlock only his/her room. The student is responsible for keeping his/her room door locked at all times and is told not to give the room key to anyone. All residence hall windows are lockable from the inside. Windows located on the first floor of all residence halls are equipped with heavy-duty security screens.

Guests stay in university residence halls only when sponsored by a member of the university who is responsible for them. The host/hostess is responsible for informing the guest of university security policies and procedures.

All guests must be escorted/accompanied by a resident of a university residence hall.

**Student Housing Employees include:**

**Residence Hall Directors** – These are full time professional staff members responsible for the daily operation of the residence halls. They receive training in enforcement of security policies and procedures and train their subordinates. This training includes handling emergencies, fire safety, escort policy, guest procedures, repair procedures, confrontation training, and expectations of students and student workers.

**Resident Assistants** – These are student staff members responsible for an individual floor in a residence hall. They also receive extensive training in security policies and procedures and assist the Residence Hall Directors.

**Student Workers** – These students serve as desk receptionists and receive training appropriate to responsibility.

**Custodial Staff** – These are full time staff members responsible for removing trash, sweeping, mopping, vacuuming, or using industrial cleaning equipment to clean floors, cleaning and stocking bathrooms, making sure buildings are secure, cleaning windows, and minor building maintenance and repairs.

**Maintenance Workers** – These are full time staff members skilled in performing duties related to electrical, plumbing, air conditioning, heating, and other building trades work. These employees have been informed of security policies and procedures.

During low occupancy periods such as holidays and vacations, authorized students are permitted to stay on campus. If possible, they are reassigned to one residence hall for the holiday. All other residence halls are locked, and no one is permitted inside. Resident Hall Directors and/or staff inspect all residence halls.

During summer sessions, participants of conferences, camps and workshops occupy resident halls. These participants are placed in different buildings or in separate lockable sections of a residence hall than regular summer session students and are not permitted in other residence halls. If they must be housed in the same residence hall as students, they are not permitted on the floors occupied by students.

**Maintenance of Campus Facilities**

The University is committed to campus safety and security. Exterior lighting and landscape control is a critical part of that commitment. Representatives from various departments conduct security surveys to

ensure campus lighting is adequate and the landscape is appropriately controlled. The Department of Public Safety conducts routine checks of lighting on campus during regularly assigned patrol duties. If lights are out or dim, officers will initiate an immediate work order, which is acted upon by a representative of the appropriate maintenance office, usually within 24 hours or the next business day. Community members are encouraged to report any deficiency in lighting to the Facilities Department at 570-484-2017. Any community member who has a non-emergency concern about physical security should contact the Department of Public Safety at 570-484-2278. The University has various departments working together to identify inoperative locking mechanisms. Locking mechanism deficiency are promptly reported to the Department of Facilities at 570-484-2017 or to the Department of Public Safety at 570-484-2278.

### **Admission of Students with Felony Conviction**

The University requires all student applicants who have been convicted of felony criminal offense to disclose the information as part of the application process prior to acceptance. Applicants must submit a criminal history record with a brief statement, location (city, state, country) of conviction or previous conduct, dates, and court disposition. This statement must also include a grant of permission to CU - Lock Haven for complete access to any criminal records.

### **Weapons**

The possession or use of explosives, firearms, weapons, and/or ammunition of any type in the residence halls or anywhere on campus is strictly prohibited. All firearms, weapons, and ammunition brought to campus for hunting purposes must be registered and stored at the Department of Public Safety, Glennon Infirmary Building, 32 Glenn Road, Lock Haven.

### **Missing Student Notification Policy and Procedures**

The term "missing student" is defined as any CU - Lock Haven student residing in an on-campus student housing facility who is reported missing from his or her residence. If a member of the University community has reason to believe that a student who resides in on-campus housing is missing, he or she should will notify CU - Lock Haven Public Safety at 570-484-2278 located at 32 Glenn Road Room 125 Glennon Infirmary Building or in their absence, to the local law enforcement agency within their jurisdiction within 24 hours of the determination that the student is missing.

Public Safety will generate a missing person report and initiate an investigation. After investigating the missing student report, should LHUPD determine that the student is missing for 24 hours, the LHUPD will follow the procedure below:

### **When a residential student is reported missing, the Public Safety Department will:**

- Immediately notify all law enforcement agencies involved in the investigation, and the Dean of Students (or designee).
- Initiate an investigation to determine the validity of the missing person report.
- Make a determination as to the status of the missing person report and initiate proper protocols based upon that determinations the Dean of Student and Residence Life (or Designee) will:
  - Notify the missing student's emergency contact within 24 hours of a determination by Public Safety that the student is missing.

- If the missing student is under the age of 18 (not emancipated), notify the student's custodial parent or guardian as contained in the records of the University within 24 hours of a determination by the Public Safety Department that the student is missing.
- Initiate additional action as deemed appropriate under the circumstances.

In addition to registering a general emergency contact, student residing in on-campus housing have the option to identify confidentially an individual to be contacted by Public Safety in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, Public Safety will notify that individual no later than 24 hours after the student is determined to be missing. A student's confidential contact information will be accessible only by authorized campus officials and law enforcement in the course of the investigation.

### **How to Register a Missing Person Contact**

Students are encouraged to identify a contact person as part of the questions in the Housing application. Both an emergency contact person and a missing person contact are required to be identified in order to complete the application to live on campus. This application is located on myHaven, under the Housing & Dining Self Service tab. Once submitted, the student's emergency contact information is kept confidential and is accessible only by authorized and necessary campus officials who may provide it to the LHUPD in furtherance of a missing student investigation.

### **Firearms and Dangerous Weapons Policy**

The possession or carrying of any deadly or offensive weapon by any person is prohibited in university academic buildings, administrative buildings, student residence buildings, dining facilities, or while attending a sporting, entertainment, recreational, or educational event on the university's property or sponsored by the university. Entry upon university property in violation of this prohibition is expressly forbidden and will result in the individual being directed to remove the weapon immediately from university property. Failure to comply with such a directive may result in further disciplinary action for students or employees.

### **Procedures**

A deadly or offensive weapon is defined as any device designed to produce death or serious bodily injury. Offensive weapons may be any devices so defined under the Pennsylvania Crimes Code Section 908 (c), i.e., those which serve no common lawful purpose. For the purposes of this policy, deadly and offensive weapons may include, but are not limited to:

- Firearms, loaded or unloaded
- Pellet, flare, tranquilizer, stun, spear, or dart guns
- Knives with blades larger than a small folding knife
- Any cutting instrument where the blade is exposed in an automatic way
- Daggers or swords
- Striking instruments, including clubs, truncheons, and blackjacks
- Martial arts weapons
- Bow and arrow combinations
- Explosive devices
- Ammunition or components to manufacture ammunition

The definition of deadly or offensive weapons under this policy does not include devices sold commercially such as aerosol dispensers or non-lethal chemical irritants, small pocketknives, or general tools not designed as weapons and used for their lawful and intended purposes.



This policy applies equally to those persons who have a government issued license to carry a concealed firearm. Any university employee or student having such a license and wishing to carry their weapon on university property for compelling reasons related to their personal safety must request an exception to this policy by contacting the University Chief of Police. Such requests will be evaluated on a case-by-case basis.

This policy does NOT apply to:

- Commissioned officers of the Commonwealth University Police Department.
- Duly appointed law enforcement officers conducting official business

#### **Notification of use of Replica or prop Weapons**

Due to the risk of being identified as a real weapon, any item which looks like a weapon and is used for any purpose on university property must be reported to and approved by the University Police Department prior to use in any activity. Examples of such activities include official ROTC military exercises, color guard, intercollegiate athletics, class instruction or presentations, dramatic plays, and similar artistic events. It shall be the responsibility of the faculty member or other employee coordinating such activities to secure written approval from the Chief of Police before conducting the activity. Weapons brought to campus for the activities so noted must be stored in a manner approved by the University Police.

#### **Employment Applicants Safety Screening**

The Department of Human Resources conducts a criminal background check of all employees. Under the CU-Lock Haven Background Clearance Policy all University employees, student workers, and volunteers are required to have criminal background screening clearances in accordance with established procedures, standards, and guidelines.

The Background Clearance Policy can be found at [https://lockhaven.edu/about/documents/LHU-46\\_Background\\_Clearance\\_Policy\\_July2020.pdf](https://lockhaven.edu/about/documents/LHU-46_Background_Clearance_Policy_July2020.pdf). The required checks must be satisfactory and are as follows:

- Act 34 Pennsylvania Criminal Record Check
- Act 151 Child Abuse Clearance
- Act 114 FBI Criminal Background Check

#### **Protection of Minors**

The CU-Lock Haven complete policy on the Protection of Minors may be found at <https://lockhaven.edu/hr/policies.html>.

The purpose of this policy is to promote the safety and security of children, under the age of 18, who participate in University sponsored programs, activities, or services held on campus, in University facilities, or under the authority of the University at off campus locations. This applies to non-university sponsored programs, activities, or services held on university main by non-university entities.

If you would like to report a concern regarding the safety of a minor, please contact the Department of Human Services at 1-800-932-0313.

#### **Sex Offender Registration Information**

In accordance with the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, the CU-Lock Haven Public Safety Department is providing a link to the Pennsylvania State Police Sex Offender Database. The Pennsylvania State Police is responsible

for maintaining this registry. To access the Pennsylvania State Police, follow this link [www.pameganslaw.state.pa.us](http://www.pameganslaw.state.pa.us). National information about sexual offender registries may be obtained at <https://www.nsopw.gov/>.

### **Alcohol and Illegal Drugs**

It is the policy of CU - Lock Haven to proactively prevent students and employees from injuring themselves through the use and abuse of drugs and alcohol and the university seeks to engage the members of its academic community in the fight to prevent drug and alcohol abuse.

This section provides important information about drugs, alcohol, the university's policies regarding these substances and the sanctions the institution may impose on those who violate these policies. Local, state and federal laws applicable to the use and abuse of alcohol and other drugs are also provided.

### **Alcohol Policy**

The possession, sale or the furnishing of alcohol on the University campus is governed by Commonwealth University Policy 4810 and Pennsylvania state law. Laws regarding the possession, sale, transportation, consumption or furnishing of alcohol is controlled by the Pennsylvania Liquor Control Enforcement. However, the enforcement of alcohol laws on-campus is the primary responsibility of the University Police Department. The campus has been designated alcohol free and only under certain circumstances is the consumption of alcohol permitted, such as in the private residences of those University officials and employees required to live on University property, and in the instance of University sponsored events for which the special permission is received within the guideline of policy 4810. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under 21 years of age is illegal. Violators are subject to University disciplinary action, criminal prosecution, fine and imprisonment. It is also a violation of the Commonwealth University-Lock Haven Alcohol Policy for anyone to consume or possess alcohol in any public or private area of campus without prior University approval. Organizations or groups violating alcohol/substance policies or laws may be subject to sanctions by the University.

### **Illegal Drugs Policy**

The Commonwealth University-Lock Haven campus has been designated “Drug free”. The unlawful possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the University Police Department. Violators are subject to University disciplinary action, criminal prosecution, fine and imprisonment.

Medical marijuana may not be used or possessed on campus. Nothing in the Pennsylvania Medical Marijuana Act changes federal law. Federal law identifies marijuana as a prohibited Schedule I controlled substance, that is, an illegal drug. State laws legalizing marijuana for some uses do not alter the federal law. Federal law supersedes state law in this area.

### **Substance Abuse Education Programs**

The University offers programs and services to prevent the illicit use of Alcohol and Other Drugs (AOD) by students and employees. The programs and services include propagation of informational material to the student community by means of posters, on TV screens and on social media. Educational AOD programs for students are offered in classrooms via curriculum infusion, through tabling and outreach efforts to the campus community by the Husky PAWS (Peer Assisted Wellness Services). Support services and referrals are available through the Director of AOD Services at 570-389-4980

Students violating the University’s Alcohol and Other Drug (AOD) policy are referred to the Dean of Students for judicial review. Employees violating the policy are held accountable in accordance with University employee disciplinary procedures. Students, employees and visitors are also subject to prosecution, in accordance with the Pennsylvania Crime Codes.

### **The following services are available for Alcohol and Other Drug (AOD) issues:**

- Commonwealth University-Lock Haven engages in extensive outreach work regarding information about The Drug-Free Schools and Communities Act (DFSCA) through the office of “Alcohol and Other Drug (AOD) Service – Prevention and Intervention - at the following link <https://www.bloomu.edu/offices-directory/alcohol-and-other-drug-prevention-and-intervention> and also
- Collegiate Recovery Program (570)-389-4980
- State Employee Assistance Program SEAP-1-800-692-7459
- Counseling Services-(570)-484-2479
- Glennon Health Services-(570)-484-2276
- Office of Dean of Students-(570)-389-4734

### **Timely Warnings for Criminal Activity**

As per the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, referred to as the Clery Act, CU-Lock Haven must issue a Timely Warning for any Clery crime and may for non-Clery

crimes, occurring within Clery geography reported to campus security authorities or local police agencies; and considered by the University to represent a serious or continuing threat to students and employees.

The decision to issue a warning takes into account all of the known facts including the nature of the crime, continuing danger to the campus community and possible risk of compromising law enforcement efforts. Timely warning may also be issued for other crimes if they present a continuing threat to persons or property in the community. Cases of aggravated assault and sex offenses are considered on a case-by-case basis, depending on the facts of the case and the information known by the Department of Public Safety. Cases involving sexual assault are sometimes reported long after the incident has occurred, and there is no ability to distribute a “timely” warning notice to the community. Sex offenses will be considered on a case-by case basis depending on when and where the incident occurred, when it was reported, and the amount of information known by the Department of Public Safety. The Chief of Police, or designee will review all reported crimes to determine if there is any ongoing or immediate threat to the community and if the distribution of a Timely Warning Notice is warranted.

Information to be included in Timely Warnings are date and time of the crime, nature of the crime, a general location, and information that promotes safety. The name of the victim of a crime will be withheld in all public notices and/or communication.

Any person with information about a crime or other situation that may warrant a timely warning should report it immediately to Public Safety at 570-484-2278 or 2278 from a campus phone or in person at Public Safety within the Glennon Infirmary Building.

## **Crime Alerts**

A CU-Lock Haven Crime Alert may be issued when an incident or crime has occurred and may impact members of the campus community, but an Emergency Notification or Timely Warning is not required.

For incidents involving off-campus crimes, the Public Safety Department may issue a Crime Alert if in the opinion of the Chief of Police or designee feels there is a continuous or on-going threat to the University community.

The Department of Public Safety must balance the need to provide information of an ongoing or serious threat to the campus community while also protecting the confidentiality of the crime survivor to the maximum extent possible.

Information that may be included in Timely Warning Notices:

- A brief statement of the incident.
- Possible connection to previous incidents, if applicable.
- Physical description of the suspect, if available.
- Photo or composite drawing of the suspect, if available.
- Date and time the bulletin was released.
- Other relevant and important information about the crime(s).
- Actions taken by Public Safety officials in response to the crime(s).
- Information about crime prevention, personal safety or other community safety resources.

Public Safety may not include some known information in a Timely Warning if providing that information could risk compromising law enforcement efforts. Additionally, Timely Warning may be updated if new or more accurate information becomes available to the Department of Public Safety.

Timely warnings are distributed in the following manner:

- Via mass e-mail to the "lockhaven.edu" and "commonwealthu.edu" e-mail accounts of all employees and students.
- **Mass Text Messaging (RAVE).** Individuals with a cell phone are encouraged to sign up yearly by going to <http://rave.commonwealthu.edu>. You will need to log in using your lockhaven.edu email username and password. Mobile number and wireless carrier name are also required. The validation step must be completed, the notification will not be sent to your device. LHU IT Department sends out an email notification encouraging members of the LHU community to register or re-register. The system is purged yearly to eliminate stale records.
- Posted on the CU- Lock Haven website at <http://www.lockhaven.edu/publicsafety/timelywarnings/>.
- Hard copies are posted in all Resident Halls, Bentley Hall and Parson's Union Building Bulletin Boards

### **Emergency Notifications and Response**

Consistent with the Clery Act, an emergency alert notification will be issued if there is an immediate threat to the health or safety of students, faculty, staff and/or campus community taking into account the safety of the community. When appropriate, a status update may be given; a final alert message may also be forwarded. The CU-Lock Haven will, without delay, and considering the safety of the community, determine the content of the notification and 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, respond to, or otherwise mitigate the emergency.

Under appropriate circumstances, the Public Safety Department will issue a Emergency Notification concerning campus safety issues. The CU-Lock Haven Emergency Alert is an Emergency Mass Notification of an incident that is currently occurring on, or imminently threatening the campus.

When the CU - Lock Haven leadership confirms there is a significant active emergency or dangerous situation impacting the public safety of the campus, an urgent notification will be sent without undue delay by the CU - Lock Haven Public Safety Dispatch Center through the Haven Emergency Alert system.

Initial confirmation by the Public Safety Department which may occur by observation of a police officer, multiple witness telephone calls, alarms activating in the CU-Lock Haven Public Safety Department Dispatch Center or a confirmed report from another emergency responding agency (such as the National Weather Service, the fire department, ambulance, hazardous materials response team, etc.).

Examples of activations may include:

- An active violence incident, such as an active attacker
- A tornado or high wind warning for the county
- A major hazardous material spill
- An emergency reduction in operations

Information pertaining to incidents and/or emergencies on campus will be disseminated to the larger public via media organizations through the University Relations Department or individuals involved in emergency response on campus, as designated by the Chief of Police. Based on the circumstances involved in the emergency or dangerous situation, the CU - Lock Haven Public Safety Department will develop a notification designed to aid in protecting individuals from harm, in preventing an incident from escalating

into a larger or more complex emergency, and in preserving and maintaining law enforcement and other public safety operations.

Emergency Notifications likely will not be issued when the release of such information would compromise an investigation or when the report is made after considerable delay, such as seven or more days. Localized incidents within a building (such as a small fire, hazardous material spill in a lab or non-confirmed bomb threat) most likely will not require a mass notification.

Before or while CU - Lock Haven Public Safety Department personnel confirm the existence of an emergency or dangerous situation, the Public Safety Department Dispatch Center will notify first responders and will request their assistance at the scene. First responders called to a scene typically are the patrol officer/officers from the Public Safety Department. Depending on the nature of the incident, other university departments or other local, state, or federal agencies could be involved in responding to the incident. CU - Lock Haven will work in cooperation with these agencies to manage the incident.

CU- Lock Haven Emergency Alert is a multi-modal, all-hazards emergency notification system that includes all of the communications methods listed below. Based on a variety of factors, CU-Lock Haven Public Safety Department officials will determine which method or combination of methods should be utilized to communicate with the university community during an emergency. Each emergency incident is unique. The message for each incident/emergency also will need to be unique.

CU - Lock Haven leadership will determine the final message before activation. If there is a situation on campus that threatens the health and safety of our students, faculty, staff and visitors, the Public Safety Department or other university officials will warn our campus community using one or more of the following methods:

- **Mass text messaging (RAVE)** - text message to each registered cell phone. Current students, faculty and staff must register a cell phone number that has a texting plan enabled. Cell phone numbers and other personal information will not be shared with anyone. Individuals with a cell phone are encouraged to sign up yearly by going to <http://rave.commonwealthu.edu>. You will need to log in using your lockhaven.edu email username and password. Mobile number and wireless carrier name are also required. The validation step must be completed, the notification will not be sent to your device. CommonwealthU IT Department sends out an email notification encouraging members of the LHU community to register or re-register. The system is purged yearly to eliminate stale records.
- **IP Paging** – an emergency message will be announced to all CU-Lock Haven telephones or the affected buildings.
- **Auto-Dial Phone Notifications.** CU-Lock Haven has the ability to send LHU Emergency Notification Alert phone recorded messages to all students, faculty and staff that opt-in and register their personal telephones. This system will call up to three telephone numbers of your choice and play a recorded message related to the alert. To access this system, please go to: <http://community.lhup.edu/it/auth/idualout.php> and log in using your full LHU email address and password.
- **Mass E-mail Notification.** CU-Lock Haven has the ability to send e-mails to all students, faculty and staff members with "@commonwealthu.edu" e-mail addresses. All "@commonwealthu.edu" e-mail addresses are automatically added to the LHU Alert system and cannot opt-out. This email is distributed by the Department of Public Safety when deemed necessary. This email would be accessible to any account holder whether they are accessing it from campus or remotely.

- **Emergency Notification Alerts.** Website (<https://lockhaven.edu/publicsafety/emergencynotification.html>) This web page is used to provide emergency and continuity related information to the campus community. The Emergency Notification ALERTS webpage is updated to provide incident-specific information in addition to simple alerts. The Emergency Notification ALERTS page allows the university to disseminate information beyond those individuals and groups directly associated with the CU-Lock Haven.
- **Local Media outlets.** Local media may include the LHU on-campus radio station as well as other local print, online, radio and television media outlets. The Department of Public Relations will provide advisories to the media through a formal media advisory, a news release, or in response to media inquires.

### **Confirming the Existence of a Significant Emergency or Dangerous Situation and Initiating the Emergency**

**Notification System:** CU-Lock Haven Public Safety Department and/ or other responsible university authorities may become aware of a critical incident or other emergency that potentially affects the health and/or safety of the campus community.

### **Determining the Appropriate Segment or Segments of the University Community to Receive an Emergency Notification:**

CU- Lock Haven Public Safety Department may, in conjunction with responsible campus authorities, determine the appropriate segments to notify and the appropriate modes to use. Generally, campus community members in the immediate area of the dangerous situation (i.e., the building, adjacent buildings, or surrounding area) will receive the emergency notification first. CU- Lock Haven Public Safety Department and responsible campus authorities will continually evaluate the situation and assess the need to notify additional segments of the campus population.

Speed and accuracy of the information are of utmost importance in issuing emergency notifications. To expedite this process and ensure each message contains essential information, the mass notification system contains pre-scripted templates for the most probable or highest impact emergencies. These messages identify the situation, allow for input of the location, and identify the immediate protective action that should be taken. The individual authorizing the message will select the most appropriate template. In those cases where there are no predetermined templates in the system, the individual may craft a specific message. The goal is to ensure people are aware of the situation and they know the steps to take to stay safe.

During an emergency, building occupants may be required to stay safely sheltered where they are located unless there is a specific threat within the building that requires them to exit. Police and other emergency personnel responding to the emergency will instruct occupants on what to do. If sheltering in place, all students and employees must remain in the building until such time as the emergency status has been lifted. Notification of an "All-Clear" will be transmitted through all above listed available communications methods.

Access to the University by outside citizens may be denied during an emergency.

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In true emergency situations, messages to students, faculty and staff will be given priority over parents, spouses, significant others, and others that may not be on campus or directly impacted by the emergency.

In the event of any incident that would require notification of the community at large, University Relations would coordinate this dissemination at the report of the Department of Public Safety to local media outlets who would facilitate this notification.

### **Lockdown Information**

A lockdown will be called for when an active threat is reported and will only be called by a member of the Department of Public Safety or the president(s) after serious consideration. The announcement will be communicated over the Haven Alert (phone) system.

When a lockdown is initiated, and you are:

In a classroom, office or room:

- Close, lock or barricade the door;
- Cover all window openings;
- Account for everyone in the classroom or office;
- Shut off all audio/visual equipment and turn off the lights;
- Lie on the floor away from windows and doors;
- Contact Public Safety at ext. 2278 or 570.484.2278 from an external phone, and provide your location and pertinent information;
- Do not permit entry into any room once the door has been secured.
- Do not open the door, even if the identity of the person seeking entry is known to you, unless by prearranged code or unless directed by a police officer or designee. (It may be a hostage situation and the attacker is trying to get you to open the door or leave your place of safety.)
- In an open area or washroom:
  - If you are near an exit, and it is safe, exit the building. Once outside, do not re-enter the building. Gather at a safe distance off campus.
  - If you cannot exit safely, go to the nearest room and follow securing actions;
  - Account for everyone in your area;
  - Lie on the ground, remain quiet and calm; and
  - Follow the directions given by the police officer or designee.

If the fire alarm sounds during a lockdown:

- Assess your area for signs of fire;
- If no signs of fire, remain in lockdown;
- If signs of fire, evacuate if safe to do so; and
- If you choose to evacuate, use the safest exit.

### **Note**

Lockdowns may be initiated in non-threatening circumstances to keep people away from areas where there may be a medical emergency, disturbance, or police activity.

### **Testing of CU - Lock Haven University Emergency Alert System**

CU - Lock Haven conducts a full test of the Haven Emergency Alert system twice per year. Emergency response and evacuation procedures are publicized to the campus community in conjunction with these tests. Each test is documented with a description of the test, date, time, and whether it was announced or unannounced.



**Exercises and Drills-** In order for the University to maintain a state of readiness and test critical response components, including emergency response and evacuation, annual exercises and drills are conducted. The Department of Public Safety is responsible for coordinating table top exercises and drill scenarios in order to test the university's emergency response and evacuation procedures. Each exercise or drill is documented with a description of the test, date, and time.

**Evacuation Drills-** University Residence Life (Housing) in conjunction with the Public Safety department conducts unannounced evacuation drills, including full evacuation of the residence halls. Evacuation Drills will also be completed at all Campus Buildings by A CU - Lock Haven Safety Officer and the CU - Lock Haven Public Safety Department.

## **Policies, Programs and Procedures: Sexual Assault, Domestic Violence, Dating Violence, and Stalking**

The Commonwealth of Pennsylvania University Sexual misconduct Policy and the CU - Lock Haven Employee Handbook prohibits the crime of dating violence, domestic violence, sexual assault and stalking as defined by the Commonwealth of Pennsylvania law, whether committed by an employee, student, or member of the public, occurring on University property. In connection with all the academic, educational, extracurricular, athletic, and other programs of the University, whether those programs take place on University owned or leased property or at another locations, or on an off-campus site or facility maintained by the University or on grounds or facilities maintained by a student organization or in a University owned vehicle. This is a violation of University policies and regulations, and is subject to all applicable punishment, including criminal procedures and employee or student discipline procedures.

### **Statement of Policy**

A statement that CU - Lock Haven prohibits the crimes of dating violence, domestic violence, sexual assault and stalking as those terms are defined for purposes of the Clery Act (local jurisdiction definitions are provided during Primary and Ongoing Prevention and Awareness Programs and Campaigns as well).

### **Changes in Academic/Work/Living/Transportation Situation**

The University will provide written notification to victims (students/employees) about options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures following an alleged report of domestic violence, dating violence, sexual assault or stalking incident regardless of whether the victim chooses to report the crime to University police or local law enforcement.

The University is obligated to comply with a student's reasonable request for a living and/or academic situation change following an alleged sex offense. Accommodation or protective measures may be made if they are requested and if they are reasonably available. The Title IX Office will assist with implementing supportive measures such as assisting a student or employee to change such things as a change of class, assistance in working with instructors on "make up" assignments or tests, working with other university services on behalf of the student, allowing for the withdrawal of a class without a penalty, and change of work locations and/or work schedules for employees.

When making an accommodation or protective measure, the University will take necessary steps to minimize the burden on the victim. For example, it is not appropriate to remove a victim from a class while allowing an accused individual to stay.

When deciding what accommodations or protective measures to take, the University may look at different factors, including but not limited to; the specific need expressed by the victim, the age of the parties involved, the severity or pervasiveness of the allegations, any continuing effects on the victim and if the victim or community and accused share the same class or work location.

To request a student academic situation change please contact the Dean of Students at (570) 389-4734. To request a work situation change please contact the Senior Associate Vice-President for Labor Relations and Human Resources at (570) 484-2014.

### **Safety and Risk Reduction Techniques**

The best way to try to beat crime is to deny opportunity. The CU - Lock Haven Public Safety Department presents crime prevention programs upon request. Programs on personal safety and theft prevention are also presented by the Public Safety Department and other campus organizations throughout the year.

Training and educational strategies and tips on how to protect individuals from sexual assault, theft and other crimes are provided. Upon request, additional presentations and meetings may be arranged for any department or group.

### **Crime Prevention and Safety Awareness Tips**

- Avoid studying alone. Let someone know where you are and an approximate time when you will be finished.
- Keep personal belongings in view at all times. Never leave them, even for a moment, to use the restroom or get a drink.
- Never prop open doors, especially fire doors.
- If you observe an individual in an improper restroom, leave immediately and notify the Public Safety Department.
- If you observe a suspicious person, report it to the Public Safety Department.
- Always walk with another person. Never walk alone to your car at night. If a classmate is not available, call the Public Safety Department and request an escort.
- Learn the locations of the yellow emergency telephones on campus.
- Walk on designated walkways that are well lit. Report poor lighting to the Public Safety Department. Avoid shortcuts through vacant lots, and other deserted places.
- Know the location of the Public Safety Department and other safe areas.
- If you suspect that you are being followed, turn or cross the street. If you are being followed, use a yellow emergency phone or personal cell phone to call the Public Safety Department. Find a safe area to proceed to, such as a highly visible area, or place where people can see you.
- Do not leave valuables, such as your wallet, purse, GPS, or backpack in open view. Conceal or leave the items in a safe place, such as in a locker or trunk of your car.
- Do not give the keys away. They can be duplicated. Always keep keys in your possession.
- Verify that the workers have authorization to remove items.
- Report all thefts and other crimes immediately.
- Keep the Public Safety Department and fire emergency numbers programmed in or near your phone.
- Have your keys out and ready. Reach your car with keys in hand, so you do not have to fumble around in a purse or book bag looking for your keys.

- Make arrangements with the neighboring office staff when you are away from your office. Ask them to keep an eye on the place.
- Be alert and aware of your surroundings. Walk with confidence. Show through body language that you are aware and in control.
- Always cross at marked crosswalks. You increase your chances of being hurt if you cross elsewhere.
- Do not use earphones or earbuds while walking.
- Be prepared to stop at all marked crosswalks. Stay alert and reduce speed in areas with crosswalks.
- Never pass another vehicle that has stopped or is slowing down at a crosswalk.
- Let someone know. If you are having problems with an “ex” that is stalking you, let friends and family know. Tell the Public Safety Department so we may assist you. Document problems with local Police and request a Protection from Abuse Order. Stalking is against the law, either by mail, email, computer, phone, or in person!

### **Educational Programs and Campaigns**

CU - Lock Haven offers programs that promote awareness and educate students and employees about preventing dating violence, domestic violence, sexual assault and stalking. These programs are defined as comprehensive, intentional and integrated programming, initiatives, strategies and campaigns intended to prohibit dating violence, domestic violence, sexual assault and stalking that are socially related, inclusive of diverse communities and identities, sustainable, responsive to community needs, informed by research or assessed for value, effectiveness or outcome, and consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community, and shared levels.

CU - Lock Haven may work with local outreach organizations to assist in these programs. Organizations may include the H.O.P.E. Center, Roads to Peace, and PCAR-Pennsylvania Coalition Against Rape.

### **Primary Prevention and Awareness Programs**

Primary Prevention Programs are defined as programming, initiatives and strategies intended to prohibit dating violence, domestic violence, sexual assault and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe directions.

Awareness Programs are defined as community-wide or audience-specific programming, initiatives and strategies that increase audience knowledge, and share information and resources to prevent violence, promote safety, and reduce perpetration. CU - Lock Haven offers Primary Prevention and Awareness Programs to new and incoming students and employees.

**Mandatory online training for all new employees.** This required training identifies sexual assault, dating violence, domestic violence and stalking as prohibited conduct, defines what behavior constitutes sexual assault, dating violence, domestic violence, and stalking under state and federal law, defines what behavior and actions constitute consent to sexual activity under state law and provides information on safe and positive options and strategies for bystander intervention and risk reduction.

**Mandatory online training for all students.** This required training for students in an innovative, engaging, and informative online course, created with students for students. In the course, students will examine the interconnected issues of hooking up, substance abuse, sexual violence, healthy relationships, bystander intervention and risk reduction through a variety of interactive, realistic scenarios and guided self-reflection. The course promotes a healthier and safer campus environment for everyone.

**Sexual Violence Prevention and Education Poster Campaigns**-Highly visible and very popular poster campaigns are designed to raise awareness about progressive ways to end sexual violence.

**Sexual Assault Awareness Month**-April is nationally recognized as sexual assault awareness month. The Hope Center, Roads to Peace collaborates with campus partners to create a full month of educational and interactive ways to address sexual violence. The month focuses on prevention programming and features the annual Take Back the Night rally, march and speak out.

**HOPE Center**-supports, empowers, and enlightens all students about issues of sex, gender, sexual violence, personal safety and health, social justice and educational equity. Programs and events are designed to foster open discussion and intellectual exchange about these and other issues, to promote an overall sense of well-being, and to create a safe campus climate for all.

- **Domestic Violence Awareness Vigil** - This annual HOPE Center event is held to educate and raise awareness about the reality and effects of domestic violence, both on our campus and in our respective communities. As part of the event, resource information is provided on how victims and their allies can seek help and support.
- **Consent Matters** - This informational and interactive HOPE Center workshop presents attendees with an understanding of what sexual consent is, how to give it, how to receive it, and why it matters in healthy sexual relationships. Information about Title IX is provided, as well as information about resources on and off campus.
- **Take Back the Night rally** - This annual HOPE Center event is held to educate and raise awareness about the reality and effects of sexual assault and intimate partner violence. Information about resources, both on campus and off, is provided, as is information on how to be an active bystander.

**Roads to Peace**- Serves as a key campus partner in sexual violence prevention programming. They provide trainings and workshops on topics ranging from sexual assault to power and oppression. To schedule a program and for more details call (570) 748-9509.

**The Office of Human Resources** provides training pertaining to Title IX. Training topics include: awareness of behaviors that fall under Title IX, how to handle disclosure by a student, reporting obligations, and resources available for student to receive help and support on and off campus.

**Student Orientation Staff**-Orientation Programs trains student leaders to welcome new students to CU-Lock Haven . Part of their training includes education on sexual violence prevention and response as they will be communicating university values and expectations to all new students.

**University Housing Staff**—University Housing facilitates in-depth training for their live-in staff to address prevention efforts and how to respond to any incident of sexual violence including sexual assault, dating and domestic violence, and stalking.

**It's on Us**- improve awareness, prevention, reporting, and response systems at the university to better serve all students; remove or reduce barriers that prevent survivors from reporting and accessing vital resources by creating a more consistent, empowering reporting process for student survivors of sexual violence; and demonstrate significant, proactive, and sustainable leadership by challenging our students, faculty, staff, and community to pledge to foster a safe and respectful campus culture.

### **Programs and Campaigns for Employees**

CU- Lock Haven offers the following primary prevention programs and ongoing prevention campaigns to promote awareness and increase understanding of all forms of sexual assault, dating violence, domestic violence and stalking.

### **Staff-Specific Training**

- An individual from the Title IX office provides training on Sexual Misconduct, Title IX and Bystander Intervention twice a year to the Student and Residence Life staff. The trainings area component of Resident Assistant training and occur in August and January prior to the semester start.
- Student Conduct Investigators receive annual training on conducting investigations and utilize a hearing process that protects the safety of the accuser and the accused and promotes accountability for unwelcome conduct. Judicial and Sexual Misconduct Investigators completed 8+ hours of training provided by SUNY Conduct Institute (SCI). This training focused on proper techniques for questioning witnesses, burden of proof, and techniques for questioning witnesses. Sexual Misconduct Board Members and Investigators also completed additional SCI Due Process Training which reviewed relevant evidence and usage, witness questioning techniques, procedural rules for a conduct proceeding, and how to avoid conflicts of interest. Judicial Board Members will be assigned these trainings to complete prior to February 2021.
- The Public Safety Department provides ongoing and annual training to Campus Security Authorities and CU - Lock Haven. Training covers Clery crimes, Clery geography, reporting guidance and criteria, employee reporting obligations, how to report, how to obtain assistance and available resources.
- The Title IX Coordinator provides outreach and training and participates in active engagement with many segments of the workforce to clarify the CU - Lock Haven protocol for responding to reports of Title IX

issues, with particular attention to what steps are taken when an employee reports an issue of sexual violence.

## **Reporting Options for Incidents of Dating Violence, Domestic Violence, Sexual Assault, and Stalking**

### **FILING A REPORT WITH THE DEPARTMENT OF PUBLIC SAFETY 570-484-2278**

If the party reporting sexual assault, dating violence, domestic violence or stalking elects to contact the Department of Public Safety to file a report, an officer trained to investigate sexual-related offenses will work with the reporting person to gather information and collect evidence and will explain the process of pursuing a prosecution of the offender. The reporting person always retains the right to decide whether or not to participate in any criminal prosecution. The officer will ensure that the reporting person gets the counseling and other assistance they need.

### **CONTACTING ANOTHER LAW ENFORCEMENT AGENCY 9-1-1**

Reporting parties may also contact local law enforcement agencies to report a sexual assault, dating violence, domestic violence, stalking or other crime which occurred off university property. Members of the Department of Public Safety and other university officials will assist the reporting party in notifying the appropriate agency in the applicable jurisdiction, if requested.

### **FILING AN INTERNAL COMPLAINT WITH THE UNIVERSITY**

If you have been sexually assaulted, been subject to domestic violence, dating violence or stalking, you have several options to address your situation. You may simply wish to speak with a counselor or member of the Student Affairs staff privately. To file a formal written complaint contact the Title IX Coordinator at 570-389-4808.

### **FILING AN ANONYMOUS COMPLAINT/ DECLINING TO FILE A COMPLAINT**

Parties reporting sexual assault, domestic violence, dating violence or stalking may choose to speak a professional counselor, on-campus healthcare provider, or other off-campus resources listed in the Sexual Misconduct Policy. The party may also choose to decline any reporting or services offered. Any party reporting dating violence, domestic violence, sexual assault or stalking may have another person accompany him/her through the process of filing a report. The Dean of Student and Residence Life will advise the reporting party on the student conduct process. The Title IX Coordinator will offer guidance concerning allegations of sexual harassment.

### **Practice Programs for Students and/or Employees**

The CU-Lock Haven Public Safety Police Department works closely with members of our university community to make CU-Lock Haven a safer place. The sharing of information through crime bulletins, department and committee meetings, all college e-mails, Twitter, Facebook, and Eagle Eye newspaper articles also helps to create a better-informed university community.

It is the responsibility of every member of the university community to act in ways that promote the safety of self, others and the protection of university property.

Emergency Procedure Presentations: Offered to both students and employees throughout the year. Topics covered include, but are not limited to, building evacuations, sheltering-in place and active shooter response procedures.

Evacuation Drills: Held annually for both students and employees.

International Student Campus Safety Orientations: Providing evacuation and sheltering-in-place procedure information as well as locations of Emergency Call Boxes and emergency contact numbers.

Campus Security Authority (CSA) training: On-line training offered annually to all CSA's and appropriate new employees during the orientation program.

### **Bystander Intervention**

Bystander intervention is defined as safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking. Bystander intervention focuses on helping individuals understand and become more sensitive to crimes of dating violence, domestic violence, sexual assault and stalking by providing prevention and interruption skills. The bystander role includes interrupting situations that could prevent an assault before it happens. It involves speaking out against social norms that support these crimes, recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking actions to intervene.

The following are bystander strategies that may be utilized.

- Bystanders should notice the incident taking place.
- Determine if someone needs assistance.
- Assume responsibility. Be ready to intervene even if others do not. Do not assume someone else will intervene.
- Speak up when you hear others make sexist comments or jokes.
- Speak up if you see someone intentionally getting someone else intoxicated.
- Speak up if you see a friend leaving with someone who is intoxicated.
- Remind friends that sexual contact with an incapacitated person is against the law. There must be AFFIRMATIVE CONSENT.
- Attempt to help. This may include helping a person to leave the situation, directly confront a behavior, distract the person(s), or delegate others to help.
- Approach everyone in a respectful manner. Avoid using violence. Be honest and direct whenever possible. Recruit help if necessary. Keep yourself safe. Call the police any time that you feel it is necessary.
- If you choose to intervene, distractions or diversions may be viable strategies that can stop an aggressor from continuing his/her actions

### **Risk Reduction**

Risk reduction are options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence. While dating violence, domestic violence, sexual assault and stalking is ALWAYS the fault of the perpetrator, consider taking these steps that may help in lowering risk.

- Contact the University Police for a safety escort at (570) 484-2278.
- Be aware of your surroundings. Do not focus/text on your cell phone while walking.
- Have your car keys ready. Do not focus your attention on searching through your bag. Check your backseat before entering your vehicle.

- Do not get into person(s) vehicles who may offer you a ride back to your vehicle to take your parking space. Do not pick up person(s) to give them a ride back to their parking space.
- Consider engaging in group activities in the early stages of dating,
- Go to social gatherings with a friend and be responsible for each other. Arrive together, leave together.
- Have a pre-planned signal to let your friend know if someone is making you uncomfortable, that you want to leave or need help.
- When dating, consider letting a friend know whom you are dating, where you are going, and what time you plan to return.
- Meet and STAY at public places. Have a plan to arrange for your own transportation if you want to leave.
- Communicate clearly and often to your partner. Verbalize your expectations with your date. Talk about boundaries.
- Drink responsibly or not at all. Do not abuse substances that might hinder your ability to think clearly, communicate or act quickly.
- Be aware that someone who may already be sexually aggressive when sober may become more sexually aggressive when intoxicated.
- Do not accept drinks from people you do not know or trust. Keep your drink with you at all times. Watch your drinks being made.
- Trust your instincts. Guard your personal space. If someone makes you uncomfortable, remove yourself from the situation.

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

The first priority for a victim of dating violence, domestic violence, sexual assault or stalking is to get to a place of safety away from the attacker. Seek medical care as soon as possible. Even if you do not have any visible physical injuries, you may be at risk of becoming pregnant or acquiring a sexually transmitted disease. Contact someone who may help you such as law enforcement, your local rape crisis center or a person you trust.

When filing a police report, an officer will take a crime report, and if appropriate, arrange for a free medical exam. Once the report has been investigated and a suspect has been identified, law enforcement officers will take any appropriate action, including bringing the case to the District Attorney's Office for review. If suspect is unknown or they may be at large the appropriate law enforcement agencies would be notified.

#### **How and to Whom the Alleged Offense should be Reported**

Any student/employee, including a third party, may make a report concerning sexual misconduct. Complainants and third-parties are encouraged to report incidents of dating violence, domestic violence, sexual assault, and stalking as soon as possible to one of following to allow the University to respond promptly and effectively:

These crimes should be reported directly to;

- University Police at 570-484-2278 or 711 using a University telephone,
- or by calling the Roads to Peace at 570-748-9509,
- or the Title IX Coordinator or designee at 570-389-4808.



- or local area law enforcement by dialing 9-1-1.
- Individuals (victim, witness, Campus Security Authority) may use this **Sexual Misconduct Report Form** to electronically file a report of sexual misconduct.

### **Declining to Notify Law Enforcement**

A victim also has the option to decline to notify such authorities and filing a police report.

### **Assistance from Campus Security Authority in Notifying Law Enforcement**

If the victim chooses, a Campus Security Authority (CSA) will assist a victim by notifying the appropriate law enforcement authorities.

### **Reporting Party's Rights and Interim Measures for Incidents of Dating Violence, Domestic Violence, Sexual Assault and Stalking**

If a CU-Lock Haven student who is a survivor of sexual assault or relationship violence requests a change in her or his living arrangements, academic schedule, working arrangements and/or transportation arrangements, the Office of Student and Resident Life and/or Title IX Coordinator will assist the student. If a CU-Lock Haven employee who is a survivor of sexual assault or relationship violence requests a change in her or his working arrangement the Senior Associate Vice-President for Labor Relations and Human Resources will assist the employee.

In addition, the university may issue "no contact" letters and provide assistance for the reporting party to obtain a Protection from Abuse (PFA) order or a Sexual Violence Protection (SVP) order through the local Clinton County judicial system. All protective measures or accommodations provided to the reporting party relating to any complaint of dating violence, domestic violence, sexual assault, or stalking are kept confidential. Only university employees charged with supervision and monitoring compliance with these orders or accommodations are made aware of their existence when applicable. Reporting parties will be advised by the Title IX Coordinator, and/or Dean of Student and Residence Life when requested protective measures or accommodations will require third-party disclosure (to whom and what information) to fulfill any requested accommodation.

Information on services, rights and options are provided to all reporting persons (students/employees) whether the incident occurred on campus or at another location, and regardless of whether or the person chooses to report the crime to University Police or local law enforcement.

If you have been sexually assaulted, you are encouraged to report the incident to Public Safety, located within the Glennon Infirmary Building, or by calling 570-484-2278. Because all allegations of sexual assault have the potential to involve criminal conduct, the university strongly encourages anyone who has been sexually assaulted to first report directly to Public Safety. All reports of dating violence, domestic violence,

sexual assault or stalking are kept confidential. Information regarding reporting parties' identities and identities of other involved parties are not released in publicly available daily logs or disclosed for Clery purposes. You should seek medical attention immediately because you could be injured, internally or externally. A medical examination could also provide important evidence of assault that is vital for the prosecution of the offender. Don't bathe until you have had a medical exam; you literally could be washing away valuable evidence. Save the clothing you were wearing; place in a paper bag to preserve for evidence as well.

## **Preservation of Evidence**

If you are a victim of dating violence, domestic violence, sexual assault or stalking, time is also a critical factor for the preservation of evidence that may be helpful for proving the criminal offense occurred or may be helpful in obtaining a protection order. Completing a forensic examination would not require someone to file a police report, however having a forensic examination will help preserve evidence in case you decide at a later date to file a police report. It is ideal to collect forensic evidence from the body within 72 hours. However, a victim should not refrain from reporting an assault simply because there has been a delay. UPMC and CU-Lock Haven are part of the S.A.N.E. Program (Sexual Assault Nurse Examiner).

- Do not wash your hands, bathe yourself, use the restroom, brush your teeth, or drink anything until a medical exam can be provided and evidence collected.
- Consider remaining in the clothing worn during the assault or putting the clothing in a paper bag (not plastic) so that it can be entered into evidence.
- Do not clean or straighten up the area where the assault occurred.
- Note names/descriptions of other people who may have witnessed, been present in the area or have knowledge of the assault.

## **Protective Orders, Criminal/Civil Prosecution and Rights of Crime Victims**

Where applicable, a victim may have the right to obtain an order of protection, no contact orders, or similar lawful orders issued by a criminal, civil, or by the University. Victims can petition for an order at the courthouse/district justice office or with help from a Roads to Peace program. CU-Lock Haven will honor, comply and enforce current and valid restraining orders and/or orders of protection. When an order of protection is violated, the victim should immediately notify the appropriate law enforcement agency where violation of order occurred.

- CU-Lock Haven Public Safety Department (570)484-2278
- Pennsylvania State Police (Lamar Barracks) 9-1-1
- Lock Haven City Police Department 9-1-1
- Woodward Township Police Department 9-1-1
- Harrisburg City Police Department 9-1-1

In cases of violations of University "no contact" orders, the CU-Lock Haven Public Safety office or individual who issued the order should be immediately contacted.

Below are different legal options available under certain circumstances.

- A Protection from Sexual Violence and Intimidation (PSVI) Act applies to adults and minors (children younger than age 18) who are victims of sexual violence, harassment, stalking, and intimidation

when the person who is abusing them is not a member of their family or household. The Act gives victims a way to get a court order that requires the offender to stay away from them.

- PFA (Protection from Abuse): A victim may pursue a PFA order through the local courts against an intimate partner or a family member.
- Civil prosecution: A victim may also pursue civil remedies through the civil court system. Contact the local District Justice Office by calling (570)893-4086.
- Rights of Crime Victims: Victims of crime or a family member of a victim have many rights throughout the criminal justice system.
- University Orders of Protection: Under the Sexual Misconduct Policy Investigations, the University may take measures to protect a complainant who reports being the victim of these crimes. These protective measures may include prohibiting the accused individual from having any contact with the complainant, by providing escorts to ensure that the complainant can move safely between classes and activities, ensuring the complainant and alleged perpetrator do not attend the same classes or work in the same work area, and preventing offending third parties from entering the college. Orders of protection may be requested from the University Title IX Coordinator (570) 389-4808, The Office of the Dean of Students at (570) 389-4734.

## **Procedures CU-Lock Haven University Will Follow in the Case of Alleged Dating Violence, Domestic Violence, Sexual Assault or Stalking**

### **Definitions:**

**Advisor:** Any individual who provides the complainant or respondent support, guidance, or advice throughout an investigation and/or hearing.

**Appeals Officer:** The individual or individuals with the authority under law or otherwise appointed by the University to decide appeals. The Appeals Officer will be free of conflict of interest and bias and will service as the Investigator, Title IX Coordinator, Advisor or any Party or a Decision Maker in the same matter.

**Complainant:** An individual who has reported being or is alleged to be subject to conduct that could constitute covered sexual misconduct as defined in LHU Sexual Misconduct Policy.

**Employee:** An individual who is employed by the State System (either at a State System University or in the Office of the Chancellor) including, but not limited to, faculty members, coaches, staff, managers, and student employees.

**Disciplinary Sanction:** The penalty imposed on an individual for violating the Commonwealth University Sexual Misconduct Policy. For students, Disciplinary Sanctions are subject to applicable University/System policies, up to including expulsion from the University. For Employees, Disciplinary Sanctions are subject to applicable collective bargaining agreement or University/System policies, up to and including separation from employment. For Officials and Volunteers, this may include the removal or the request for removal of the Official or Volunteer from their respective position.

**Hearing Officer/Hearing Chairperson:** The individual responsible for the overall implementation of procedures and ensures that participants receive the fairness and due process rights granted them. The Hearing Chairperson in a not-voting participant. The Hearing Chairperson may not serve as a Decision Maker, Appeals Officer or Advisor to any Party in the same matter.

**Proceeding:** All actives related to a non-criminal resolution of an institutional disciplinary complaint, including, but not limited to, fact-finding investigations, formal or informal meetings, and hearings. Proceeding does not include communications and meetings between officials and victims concerning accommodations or protective measures to be provided to a victim.

**Respondent:** Any individual who has been reported to be the perpetrator of conduct that could constitute sexual misconduct as defined in the Commonwealth University Sexual Misconduct Policy.

**Title IX Coordinator:** The individual designated by the University with assistance of the Title IX Coordinator, to coordinate the University's compliance with Title IX and VAWA and to respond to reports of violations. The Title IX Coordinator may not have a conflict of interest or bias for or against an individual party, or for or against Complainants or Respondents in general. The Title IX Coordinator may serve as the Investigator of a Formal Complaints against Respondents who are Employees. The Title IX Coordinator may not serve as a Decision Maker or Appeals Officers.

**Witness:** A person who has knowledge related to specific aspects of a case and may have reported such aspects to the institution.

#### **Procedures the University will Follow**

CU-Lock Haven is committed to providing a prompt, fair, and impartial process from the initial investigation to the final result for an institutional disciplinary proceeding of reported domestic violence, dating violence, sexual assault or stalking. The University will investigate all complaints alleging these crimes under the procedures for sexual harassment investigations described in the Commonwealth University Sexual Misconduct Policy: Reporting Sexual Misconduct, regardless of whether a complaint is filed with the University Police or local law enforcement and regardless of where the alleged offense occurred.

CU-Lock Haven will disclose the results of any disciplinary proceeding conducted by the University against a student who is the alleged perpetrator of any crime of violence or a non-forcible sex offense to the alleged victim or next of kin, if the victim is deceased.

#### **Confidential Accommodations or Protective Measures**

The University will also maintain as confidential any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of the University to provide the accommodations or protective measures. The University may disclose information about a protective measure to an individual found to have engaged in domestic violence, dating violence, sexual assault or stalking when the protective measure/sanction directly relates to the victim. For example, the University may inform the accused individual they must stay away from the victim.

#### **Proceedings Conducted by Trained Officials**

These proceedings will be conducted by trained staff who receive annual training on the issues related to domestic violence, dating violence, sexual assault, and stalking, and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability. These trainings may include online video/tutorials, webinars, and in-person trainings. The trainings, at minimum address relevant evidence and how it should be used during proceedings, proper techniques for questioning witnesses, basic procedural rules for conducting a proceeding and avoid actual or perceived conflicts of interest.

### **Prompt, Fair and Impartial Process from the Initial Investigation to the Final Result**

The University will make all efforts to complete proceedings within reasonably prompt time frames according to the Commonwealth University Sexual Misconduct Policy. Including a process that allows for the extension of time frames for good cause, with written notice to the complainant and the respondent of the delay and the reason for the delay.

The proceedings must be conducted in a manner as follows:

- Is consistent with the University's policies and transparent to the complainant and the respondent.
- Includes timely notice of meetings at which the complainant or respondent, or both, may be present.
- Provides timely and equal access to the complainant, the respondent and appropriate officials to any information that will be used during informal and formal disciplinary meetings and hearings.
- Is conducted by officials who do not have a conflict of interest or bias for or against the complainant or the respondent.

### **Types of Disciplinary Proceedings**

CU- Lock Haven has two types of disciplinary proceedings. Disciplinary proceedings for students and for employees. Both proceedings are formal in cases involving an alleged dating violence, domestic violence, sexual assault or stalking incident. The Dean of Students or designee is responsible for conducting disciplinary proceedings involving students while the Title IX Coordinator or designee is responsible for conducting disciplinary proceedings involving employees.

Disciplinary proceedings for students will be conducted in accordance with the Commonwealth University Sexual Misconduct Policy, while disciplinary procedures for employees will be conducted in accordance with the CU-Lock Haven Employee Handbook and the employee's appropriate collective bargaining agreement.

Regardless of whether the complainant or accused is a student or employee, all proceedings will conform to all relevant statutes, regulations, personnel policies and regulations.

### **Steps and General Overview of the Disciplinary Processes**

- Students/Employees: Determination of a violation of policy and appropriate sanctions. Upon receipt of a complaint, the Title IX Coordinator or designee will conduct an investigation and make a determination if there was a violation of policy and the appropriate sanction.

Formal Hearing Process:

- Sexual Misconduct Judicial Board Hearing. The Judicial Board will hold hearings where the appropriate Hearing Chairperson will establish rules and expectations for the hearing. Each party will be given the opportunity to provide opening statements.
- Judicial Board Findings. The Sexual Misconduct Judicial Board will make a determination if there was a violation of policy and no extenuating circumstances, the determination regarding responsibility will be issued within 10 days of the completion of the hearing.

Disciplinary Sanctions that may be imposed against Students (singly or in combination):

- Suspension of Group Recognition
- Revocation of Group Recognition
- Restitution Fines
- Suspension of Privilege

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- Behavioral Assessment
- Creative Discipline
- Residence Hall/Suites/Apartment Complex Reassignment or Removal
- Disciplinary Probation Level II
- Suspension
- Dismissal

Disciplinary Sanctions that may be imposed against Employees, Officials and Volunteers:

- Employee: Subject to an applicable collective bargaining agreement or University/System policies, may include a penalty up to and including separation from employment.
- Official/Volunteer: May include a penalty up to removal or the request for removal of the Official or Volunteer from their respective position.

Appeal Procedures

- Students/Employees: An accused student/employee may appeal any sanction using the guidelines for appealing a disciplinary decision.

### **Decision Making Process**

The decision-making process in evaluating complaints and sanctions when the Parties involved are both students is made by the Sexual Misconduct Judicial Board. The Judicial Board consist of trained University staff.

The Sexual Misconduct Judicial Board shall exercise appropriate sanctions when deemed necessary. The Title IX Coordinator or designee shall impose appropriate disciplinary sanctions against employees.

Any appeals will be in accordance with the appeal procedures stated in Sexual Misconduct Policy

### **Anticipated Timeline of Completion**

The University will undertake the investigation within a reasonably promptly manner, and usually no longer than 90 days after the filing of the Formal Complaint, provided that the Process may be extended for a good reason, as set forth more fully in the Continuances and Granting Extensions section.

Continuances or Granting Extensions: The University may determine that multiple sessions or a continuance is needed to complete a hearing. The University will notify all participants and endeavor to accommodate all participants' schedules and complete the hearing as promptly as practicable.

If the University imposes discipline against a student or employee as a result of the findings in its investigation, the student or employee within 5 days may appeal the decision using the regulation for appealing a disciplinary decision.

Student Appeals will be decided by Vice President of Enrollment Management and Student Affairs or the Provost, who will be free of conflict of interest and bias.

Employee Appeals will be decided by the University President or designee, who will be free of conflict of interest, and bias.

The outcome of all appeals will be provided in written simultaneously to both parties, and include rational for the decision.

### **Standards of Proof**

The standard of proof used during an institutional disciplinary hearing arising from an allegation of dating violence, domestic violence, sexual assault or stalking will be a “preponderance of the evidence” standard. This standard is the same as is used in civil courts, and is not the standard of beyond a reasonable doubt. The preponderance of the evidence means that the offense “more likely than not” occurred—i.e., greater than 50% likelihood.

In evaluation of complaints involving sexual assault, it is not a valid excuse that the accused believed the complainant consented if: (A) the accused’s belief arose from his or her own intoxication or recklessness, or (B) the accused did not take reasonable steps to ascertain whether the complainant affirmatively consented.

A complainant or witness who participates in an investigation of sexual assault, domestic violence, dating violence, or stalking will not be subject to disciplinary sanctions for a violation of the University’s student code of conduct policy at or near the time of the incident, unless the University determines that the violation was egregious, including but not limited to, an action that places the health or safety of any other person at risk or involves plagiarism, cheating or academic dishonesty.

### **Same Opportunities to Have Others Present During Proceedings**

The complainant and the respondent will have the same opportunities to have others present during any institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice.

### **No Limitations on the Choice of Advisor**

The University may not limit the choice of advisor or presence for either the accuser or the accused in any meeting or institutional disciplinary proceeding; however, the University may establish restrictions regarding the extent to which the advisor may participate in the proceeding, as long as the restrictions apply equally to both parties.

### **Simultaneous Notification**

The University will simultaneously notify, in writing, both the complainant and the respondent of:

- The result of any institutional disciplinary proceeding that arises from an allegation of dating violence, domestic violence, sexual assault, or stalking
- The institution’s procedures for the respondent and the complainant to appeal the result of the institutional disciplinary proceeding, if such procedures are available
- Any change of the result
- When such results become final.

### **Protection of Confidentiality of Victims and other Necessary Parties**

CU- Lock Haven will maintain the identity of any alleged victim or witness or third-party reporter of domestic violence, dating violence, sexual assault or stalking on University property, as defined above, in confidence unless the alleged victim or witness, or third-party reporter specifically waives that right to confidentiality. All inquiries from reporters or other media representatives about alleged domestic violence, dating violence, sexual assaults or stalking on University property shall be referred to the University Relations Department (Strategic Communications and University Relations Department), which shall work with the University Police Department to assure that all confidentiality rights are maintained.

Alleged victims of domestic violence, dating violence, sexual assault or stalking are also required to maintain any such information in confidence, unless the alleged assailant has waived rights to confidentiality. Victims/survivors are protected under FERPA (Family Educational Rights and Privacy Act), which means that the institution cannot disclose confidential information outside of an educational need to know basis without the written consent of the victim/survivor or a legally valid court order.

The University will keep an investigation confidential to the extent possible, but cannot guarantee absolute confidentiality because release of some information on a “need-to-know-basis” is essential to a thorough investigation. When determining whether to maintain confidentiality, the University may weigh the request for confidentiality against the following factors; the seriousness of the alleged harassment; the complainant’s age; whether there have been other complaints about the same individual; and the accused individual’s rights to receive information about the allegations if the information is maintained by the University as an “educational record” under the Family Educational Rights and Privacy Act. The University will inform the complainant if it cannot maintain confidentiality. It is important for a victim to know that certain information concerning details of the offense and the actual investigation of these crimes may be given to other University employees.

## **On/Off Campus Services**

The University will provide 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 for victims, both within the institution and in the community. Currently there are no on-campus services for legal assistance.

### **On Campus Services**

- Free, confidential mental health counseling is available in-person at our Main Campus, and via telehealth (HIPAA-compliant Zoom) to students at the Main, Clearfield and Harrisburg campuses, as well as students residing in Pennsylvania and taking CU - Lock Haven classes remotely. The Clinical Mental Health Counseling Center is located on Main Campus in Ulmer Hall room 124, (570) 484-2479. Counseling services are available to enrolled students at CU-Lock Haven Main Campus and Harrisburg location. To contact CU - Lock Haven Counseling Services by e-mail, write to [CounselingServices@lockhaven.edu](mailto:CounselingServices@lockhaven.edu).
- Immigration advising is available at the Center of Global Engagement located in Ulmer Hall room 200B, (570)484-2723.
- Medical Services for all enrolled students are available through the Glennon Health Services in the Glennon Infirmary Building, (570) 484-2276.
- Student Financial Aid services are available through the Financial Aid Office located in Ulmer Hall room 223 (570)484-2424.
- Academic Services-Student Success Center and Tutorial Services located in Ulmer Hall room 117 (570)484-3847.

### **Off Campus Services**

- RAINN-Rape/Abuse/Incest/National Network Hotline (800) 656-4673
- The National Domestic Violence Hotline (800) 799-7233
- Roads to Peace (570) 748-9509

## **Crimes Rates and Statistics**

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC §1092 (f)) requires colleges and universities across the United States to disclose information about crime on and



around their campuses as described by Clery geography. The Public Safety Department maintains a close relationship with all police departments where CU-Lock Haven owns property. This ensures Public Safety awareness of crimes reported to these police department that involves the University.

The Public Safety Department collects the crime statistics disclosed in the charts below through a number of methods. Public Safety dispatchers and officers enter all reports of crime incidents made directly to the Public Safety Department through an integrated computer-aided dispatch system/records management system. After an officer enters the report in the system, a department supervisor verifies the report is appropriately classified in the correct crime category. The department periodically examines the data to ensure accurate recording according to the crime definitions outlined in the FBI Uniform Crime Reporting Handbook and the FBI National Incident-Based Reporting System Handbook (sex offenses only). In addition to the crime data that the Public Safety Department maintains, the statistics below also include crimes that were reported to various campus security authorities, as defined in this report. The statistics reported here generally reflect the number of criminal incidents reported to the various authorities. The statistics reported for the subcategories on liquor laws, drug laws and weapons offenses represent the number of people arrested or referred to campus judicial authorities for respective violations, not the number of offenses documented.

The Clery Act requires institutions to include four general categories of crime statistics:

### **Criminal Offenses, including**

- Murder and Non-negligent Manslaughter
- Negligent Manslaughter
- Sexual Assault, including
  - Rape
  - Fondling
  - Incest
  - Statutory Rape
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson

### **Hate Crimes**

### **VAWA Offenses**

- Domestic violence
- Dating violence
- Stalking

### **Arrest & Referrals**

- Weapons Law Violations
- Drug Law Violations
- Liquor Law Violations

Under the Clery Act, for the purposes of counting and disclosing Criminal Offense, Hate Crime, arrest and disciplinary referral statistics institutions must do so based on definitions provided by the Federal Bureau of Investigation's (FBI's) Uniform Crime Reporting (UCR) Program. For the categories of Domestic Violence,

Dating Violence, and Stalking, the Clery Act specifies that institutions must use the definitions provided by Violence Against Women Act of 1994 and repeated in the Department's Clery Act regulations.

The statistics listed below are provided in compliance under federal law with the specific time periods, classifications, geographic categories, and arrest data. (Please note that incidents shown in the On-Campus Residential category are also counted in the statistics shown in the Campus category).

### Definitions-Reportable Crimes

#### Criminal homicide

- **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.

**Sexual Assault** an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's UCR program.

- **Rape.** The carnal knowledge of a person, forcible and/or against the person's will; or not forcible or against the person's will, where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).
- **Forcible sodomy.** Oral or anal sexual intercourse with another person, forcibly and/or against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
- **Sexual assault with an object.** The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body or another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
- **Forcible fondling.** The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable to giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

#### Sex offenses

- **Incest.** Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape.** Non-forcible sexual intercourse with a person who is under the statutory age of consent.
- **Stalking.** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to—(A) fear for his or her safety or the safety of others; or (B) suffer substantial emotional distress.
  - a. Course of conduct means two or more acts, including, but 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, or interferes with a person's property.
  - b. Reasonable person means a reasonable person under similar circumstances and with similar identities to victim.
  - c. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
  - d. Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.
- **Domestic Violence.** Includes felony or misdemeanor crimes of violence committed

- a. By a current or former spouse of the victim;
- b. By a person with who the victim shares a child in common;
- c. By a person who is cohabitating with or has cohabited with, the victim as a spouse or intimate partner;
- d. 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;
- e. By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
- **Dating Violence.** Violence committed by a person, who is or has been in a social relationship of a romantic or intimate nature with the victim.
  - a. 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.
  - b. For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
  - c. Dating Violence does not include acts covered under the definition of domestic violence.
  - d. Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

### **Robbery**

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

### **Aggravated assault**

An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.)

### **Burglary**

The unlawful entry of a structure to commit a felony or a theft. For reporting purposes, this definition includes: unlawful entry with the intent to commit a larceny or a felony, breaking and entering with intent to commit a larceny, housebreaking, safecracking, and all attempts to commit any of the aforementioned acts after such conviction. Any employee violating the policy will be referred to the Commonwealth's employee assistance program and/or disciplined, in an appropriate manner, up to and including termination. Discipline, when appropriate, shall be taken under relevant provision.

### **Motor Vehicle Theft**

The theft or attempted theft of a motor vehicle. (Classify motor vehicle theft as all cases where automobiles are taken by persons not having lawful access, even though the vehicles are later abandoned—including joy riding.

### **Arson**

The willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, or personal property of another kind.

### **Other offenses**

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

of the aforementioned activities. (Drunkenness and driving under the influence are not included in this definition.)

- **Drug abuse violations.** Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include; opium or cocaine and their derivatives (morphine, heroine, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).
- **Weapon law violations.** The violations of laws regulatory in nature, such as; manufacture, sale or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned acts.

### **Hate Crimes**

The law requires the release of statistics by category of prejudice concerning the occurrence of hate crimes in the crime classification listed above, and for other crimes involving bodily injury to any person in which the victim is selected based on their race, gender, sexual orientation, ethnicity, religion, disability, national origin or gender identity. Hate crimes are any of the above-mentioned offenses, and any incidents of larceny-theft, simple assault, intimidation, or destruction/damage/vandalism of property that were motivated by bias.

**Lock Haven Crime Summary and Statistics:**

Reported in compliance with the Jeanne Clery Disclosure of Security Policy and Campus Crime Statistics Act for calendar years 2020, 2021 and 2022

Crime Classification	Year	On-Campus	Residential Facility	Non-Campus Building or Property	Public Property	Unfounded
Murder & Non-negligent Manslaughter	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0
Negligent Manslaughter	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0
<b>Sex Offenses</b>						
Rape	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	1	1	0	0	0
Statutory Rape	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0
Fondling	2020	0	0	0	0	0
	2021	1	1	0	0	0
	2022	0	0	0	0	0
Incest	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0
Robbery	2020	1	1	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0
Aggravated Assault	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	1	1	0	0	0
Burglary	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	2	2	0	0	0
Arson	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0
Motor Vehicle Theft	2020	0	0	0	0	0
	2021	1	1	0	0	0
	2022	0	0	0	0	0

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Newly-added reporting categories: (Campus Sexual Violence Elimination Act (VAWA), March 7, 2013).

Crime Classification	Year	On-Campus	Residential Facility	Non-Campus Building or Property	Public Property	Unfounded
Dating Violence	2020	0	0	0	0	0
	2021	2	2	0	0	0
	2022	1	1	0	0	0
Domestic Violence	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0
Stalking	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0

ARRESTS/REFERRALS FOR THE SELECTED OFFENSES						
Offense Type	Year	On-Campus	Residential Facility	Non-Campus Building or Property	Public Property	Unfounded
<b>Liquor Law Violations</b>						
Referral	2020	0	0	0	0	0
	2021	8	8	0	0	0
	2022	22	22	0	0	0
Arrest	2020	2	2	0	3	0
	2021	4	4	0	0	0
	2022	5	3	0	1	0
<b>Drug Law Violations</b>						
Referral	2020	4	4	0	0	0
	2021	10	10	0	0	0
	2022	4	4	0	0	0
Arrest	2020	2	2	0	0	0
	2021	7	7	0	0	0
	2022	3	3	0	0	0
<b>Weapon Possession</b>						
Referral	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0
Arrest	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0

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**Harrisburg Location Crime Summary and Statistics:**

Reported in compliance with the Jeanne Clery Disclosure of Security Policy and Campus Crime Statistics Act for calendar years 2020, 2021 and 2022.

Crime Classification	Year	On-Campus	Residential Facility	Non-Campus Building or Property	Public Property	Unfounded
Murder & Non-negligent Manslaughter	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0
Negligent Manslaughter	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0
Rape	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0
Statutory Rape	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0
Fondling	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0
Incest	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0
Robbery	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0
Aggravated Assault	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0
Burglary	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0
Arson	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0
Motor Vehicle Theft	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0

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Newly-added reporting categories: (Campus Sexual Violence Elimination Act (VAWA), March 7, 2013).

Crime Classification	Year	On-Campus	Residential Facility	Non-Campus Building or Property	Public Property	Unfounded
Dating Violence	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0
Domestic Violence	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0
Stalking	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0

<b>ARRESTS/REFERRALS FOR THE SELECTED OFFENSES</b>						
Offense Type	Year	On-Campus	Residential Facility	Non-Campus Building or Property	Public Property	Unfounded
<b>Liquor Law Violations</b>						
Referral	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0
Arrest	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0
<b>Drug Law Violations</b>						
Referral	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0
Arrest	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0
<b>Weapon Possession</b>						
Referral	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0
Arrest	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0



Lock Haven Bias Motivated Offenses

BIAS-MOTIVATED OFFENSES-MAIN CAMPUS	2020								2021								2022								
	Race	Gender	Religion	Sexual	Ethnicity	Disability	National Origin	Gender Identity	Race	Gender	Religion	Sexual	Ethnicity	Disability	National Origin	Gender Identity	Race	Gender	Religion	Sexual	Ethnicity	Disability	National Origin	Gender Identity	
	Category Location																								
CRIMINAL HOMICIDE	On Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Residence Halls	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Non-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rape	On Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Residence Halls	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Non-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	On Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Residence Halls	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Non-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	On Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Residence Halls	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Non-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Domestic	On Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Residence Halls	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Non-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ROBBERY	On Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Residence Halls	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Non-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
AGGRAVATED ASSAULT	On Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Residence Halls	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Non-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
BURGLARY	On Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Residence Halls	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Non-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
MOTOR VEHICLE THEFT	On Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Residence Halls	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Non-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ARSON	On Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Residence Halls	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Non-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
LARCENY/ THEFT	On Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Residence Halls	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Non-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SIMPLE ASSAULT	On Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Residence Halls	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Non-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
INTIMIDATION	On Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Residence Halls	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Non-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
VANDALISM	On Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Residence Halls	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Non-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Harrisburg Location Bias Motivated Offenses

BIAS-MOTIVATED OFFENSES- COUDERSPORT		2020							2021							2022								
		Race	Gender	Religion	Sexual Orientation	Ethnicity	Disability	National Origin	Gender Identity	Race	Gender	Religion	Sexual Orientation	Ethnicity	Disability	National Origin	Gender Identity	Race	Gender	Religion	Sexual Orientation	Ethnicity	Disability	National Origin
<b>Category Location</b>																								
CRIMINAL HOMICIDE	On Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Residence Halls	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Non-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rape	On Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Residence Halls	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Non-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	On Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Residence Halls	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Non-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	On Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Residence Halls	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Non-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Incest	On Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Residence Halls	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Non-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ROBBERY	On Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Residence Halls	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Non-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
AGGRAVATED ASSAULT	On Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Residence Halls	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Non-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
BURGLARY	On Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Residence Halls	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Non-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
MOTOR VEHICLE THEFT	On Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Residence Halls	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Non-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ARSON	On Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Residence Halls	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Non-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
LARCENY/ THEFT	On Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Residence Halls	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Non-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SIMPLE ASSAULT	On Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Residence Halls	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Non-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
INTIMIDATION	On Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Residence Halls	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Non-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
VA NO ALI SM	On Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Residence Halls	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

2023 Annual Security Report

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Non-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

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## Fire Safety Report

Definition of a fire: A fire is any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

The CU-Lock Haven residence halls have smoke detectors and sprinkler systems which provide full building coverage and reports directly to the Public Safety Department, which is staffed 24 hours a day, 7 days a week. Upon notification of an alarm, university police officer/officers respond to the location of the alarm to determine if additional resources are required.

Each residence hall is equipped with fire sprinkler systems which provide full building coverage. Each sleeping room is equipped with a smoke and heat detector and sprinkler head for detection and suppression purposes.

Evacuation drills are held in each residence hall twice during the Fall and Spring semester. These drills include full evacuation of the building by use of the fire alarm systems. Random room checks are performed to assure evacuation compliance.

The new student Resident Assistants are provided training on fire safety at the beginning of each semester and residence hall students are addressed by the Residence Hall Director (RHD) during the opening meeting.

Under the supervision of the Dean of Student and Residence Life: All Residence Hall Directors (RHD's), and Resident Assistants (RA's) are trained on proper fire evacuation, emergency procedures, fire extinguishers and general fire suppression techniques. RHD's and RA's also have mandatory training where proper fire evacuation procedures are discussed and mock evacuations are enacted. RHD's and RA's are also instructed in how to proceed should they have a resident with a documented disability. In such a case, the RA must respond first to the resident's room where the disabled resident resides and they must first help them to safety before proceeding to assist other residents. The location of all student residents with a disability are clearly known by each RA immediately following Check-Ins. Student Residents of University Housing are given specific instructions on how and where they are to go in the event of an emergency.

Evergreen Commons fire drills conducted by their maintenance department in conjunction with the local fire department.

### 2022 Evacuation Drills

North Hall	0 (Not Occupied)
Fairview Suites	4
Smith Hall	4
McEntire Hall	0 (Not Occupied)
Woolridge Hall	2
High Hall	0 (Not occupied)
Campus Village	4

### Fire Alarm Response Procedures

University Community (students, employees, and guests): If you discover fire or see smoke, remain calm.

- If possible, close the door where the fire is located.
- Activate the nearest fire alarm pull station.
- Once the fire alarm is activated, ALL persons MUST leave the building.
- Call 911 or (570) 484-2278 from a safe location and provide your name, the building name and room

# is available and the nature of the emergency.

- Do not hang up until you are instructed to do so by the Public Safety Dispatch. Evacuate immediately. Use the nearest exit. Never allow the fire to get between you and the exit. Always keep your means of escape open.
- Alert other occupants who may not have heard the alarm or who are not responding to the alarm to immediately evacuate the building.
- The fire alarm may not sound continuously; continue to evacuate even if the fire alarm stops.
- Leave the lights on and do not lock the doors.
- If the door is hot, do not open it. Call 911 for help. Seal up cracks around the door with damp towels, sheets, etc. Signal rescuers by hanging a sheet or other object from the window.
- Do not use elevators if the fire alarm is activated or in the event of an actual fire.
- Report to the designated evacuation area. Move a minimum of 100 feet from the building. Keep roads and sidewalks clear for emergency reasons.
- Do not re-enter the building until told to do so by University officials.

Anyone who does not comply with the evacuation procedures will be subject to disciplinary action.

### **Fire Safety Statistics**

CU-Lock Haven Public Safety Dispatch Center is responsible for the maintenance of the daily fire log and fire safety statistics. This documentation is kept in Room 125 of the Glennon Building within the Public Safety Department. This record includes both electronic & hard copies with information including: the date the fire was reported, the nature of the fire, the date and time of the fire, the general location of the fire, and any fire that occurs in an on-campus student housing facility. Fires are recorded by the date they are reported.

Public access is allowed to the fire log upon request by calling the Public Safety Department at 570-484-2278.

### **Fire Inspections**

Under the direction of the Facilities Department and an outside contracted agency annual testing is performed on the fire detection and suppression systems in compliance with NFPA (National Fire Protection Agency) regulations. Under the direction of the Facilities Department all fire extinguishers are tested annually by a contracted service in compliance with University regulations.

Note: Evergreen Commons (Foundation owned) completes an annual testing of the fire detection and suppression systems.

### **Fire Safety Policies**

Fire safety regulations are intended to prevent injuries to members of the University community and physical damage to facilities. Because of the seriousness of the regulations that cover fire safety, there are criminal and civil penalties for intentionally setting any fire, for intentionally causing any false fire alarm, and for vandalizing or tampering with any fire alarm or fire protection equipment (including covering smoke/heat detectors). Probable sanctions for these violations are removal from campus housing and/or criminal prosecution. Report all fires to the Public Safety Department.

**Smoking:** Not permitted in all academic and residence halls or apartments.

**Appliances:** Not permitted in residence halls (hot plates, broilers, electric fry pans, corn poppers, etc.) Campus Village apartments are equipped with an electric stove and refrigerator. Certain electrical

appliances (space heaters, sun lamps, heat lamps) may not be used in the residence halls or apartments.

**Open Flame:** Candles and incense, oil lamps are not permitted in the residence halls or apartments.

**Training Programs:** Various training programs are conducted on campus. Residence hall staff provide training to students on evacuation procedures, meeting areas, room regulations concerning items that are prohibited, smoking policies, etc. The Public Safety Department will provide training programs on evacuation procedures for employees upon request.

#### **Future Fire Safety Improvements**

Fire Safety has always been and continues to be a high priority at CU-Lock Haven. We continue to assess what more can be done to:

- Assure a Fire Safe Environment
- Raise our Fire Preparedness and Prevention
- Renew the Fire Safety Instructions and Fire Evacuation Procedures
- Update Available Training and Information
- Inspections and tests of our Fire Suppression and Protection Systems will continue on an annual schedule and any deficiencies will be corrected in accordance with the NFPA Code.

## 2022 Statistics and Related Information Regarding Fires in Residential Facilities

Residential Facilities	Street Address	Total Fires in Each Building	Fire Number	Cause of Fire	Number of Injuries	Number of Deaths	Value of Property Damage
Campus Village	500 West Church St	0	0	N/A	N/A	N/A	N/A
Fairview Suites	200 North Fairview St	0	0	N/A	N/A	N/A	N/A
North Hall	50 University Dr	0	0	N/A	N/A	N/A	N/A
Smith Hall	300 North Fairview St	0	0	N/A	N/A	N/A	N/A
Woolridge Hall	260 North Fairview St	0	0	N/A	N/A	N/A	N/A
Evergreen Commons*	300 Foundation Dr	2	2	BURNT FOOD	N/A	N/A	N/A

McEntire Hall and High Hall are slated for demolishing and will no longer be included in this report.

\* **Owned by Lock Haven University Foundation**

### Fire Safety Systems in Lock Haven Campus Residential Facilities 2022

Residential Facilities	Street Address	Fire Alarm Monitoring Done On Site (CWU-LH Campus Police)	Full Sprinkler System	Smoke Detection	Fire Extinguishers	Number of evacuation (fire) drills conducted
Campus Village	500 West Church St	X	X	X	X	2
Fairview Suites	200 North Fairview St	X	X	X	X	2
North Hall	50 University Dr	N/A	N/A	N/A	N/A	Building is Off Line
Smith Hall	300 North Fairview St	X	X	X	X	2
Woolridge Hall	260 North Fairview St	X	X	X	X	Not occupied
Evergreen Commons*	300 Foundation Dr	N/A	X	X	X	2

McEntire Hall and High Hall are slated for demolishing and will not longer be included in this report.

The current fire safety systems are code compliant and upgrades will be made as code requires and during building renovation work.

Future improvements to the fire alarm systems are not necessary at this time.

\* **Owned by Lock Haven University Foundation**

## 2021 Fire Statistics-Main Campus

CAMPUS RESIDENTIAL STUDENT HOUSING FIRE STATISTICS FOR CALENDAR YEAR 2021						
RESIDENT HALL	FIRES	CAUSE	INJURIES	DEATHS	PROPERTY DAMAGE	FIRE DETECTION
High-rises						
Smith Hall	0	NONE	NONE	NONE	0	YES
Woolridge Hall	0	NONE	NONE	NONE	0	YES
North Hall (closed)	0	NONE	NONE	NONE	0	YES
High Hall (closed)	0	NONE	NONE	NONE	0	YES
McEntire Hall (closed)	0	NONE	NONE	NONE	0	YES
<b>Suites &amp; Apartments</b>						
Fairview Suites	0	NONE	NONE	NONE	0	YES
Campus Village	0	NONE	NONE	NONE	0	YES
Evergreen Commons-Foundation Owned Property	0	NONE	NONE	NONE	0	YES

## 2020 Fire Statistics-Main Campus

CAMPUS RESIDENTIAL STUDENT HOUSING FIRE STATISTICS FOR CALENDAR YEAR 2020						
RESIDENT HALL	FIRES	CAUSE	INJURIES	DEATHS	PROPERTY DAMAGE	FIRE DETECTION
High-rises						
Smith Hall	0	NONE	NONE	NONE	0	YES
Woolridge Hall	0	COOKING	NONE	NONE	0	YES
North Hall	0	NONE	NONE	NONE	0	YES
High Hall (closed)	0	NONE	NONE	NONE	0	YES
McEntire Hall	0	NONE	NONE	NONE	0	YES
Russell Hall	0	NONE	NONE	NONE	0	YES
<b>Suites &amp; Apartments</b>						
Campus Village	0	NONE	NONE	NONE	0	YES

High Hall and McEntire closed for 2020, 2021 and 2022  
 North Hall closed for 2021 and 2022