

PENNSTATE



The Dickinson  
Schools of Law

REVISED 10/9/15

# Policies, Safety & U

2015 ANNUAL SECURITY REPORT AND ANNUAL FIRE SAFETY REPORT





# Table of Contents

|  |   |
|--|---|
| From the President .....                           | 4 |
| From the Dean of the Dickinson School of Law ..... | 4 |

## ANNUAL SECURITY REPORT

|  |    |
|--|----|
| PREPARATION OF THE ANNUAL SECURITY REPORT AND DISCLOSURE OF CRIME STATISTICS .....   | 5  |
| SECURITY ON CAMPUS .....   | 5  |
| Safety, Our Number One Priority .....  | 5  |
| Working Relationship with Local, State, and Federal Law Enforcement Agencies .....   | 5  |
| Crimes Involving Student Organizations at Off-Campus Locations .....   | 5  |
| REPORTING CRIMES AND OTHER EMERGENCIES .....   | 5  |
| Voluntary, Confidential Reporting .....  | 6  |
| Reporting to Business Services .....   | 6  |
| Reporting to Other Campus Security Authorities .....   | 6  |
| TIMELY WARNING REPORTS .....   | 7  |
| EMERGENCY RESPONSE AND EVACUATION PROCEDURES .....   | 7  |
| Emergency Management at Penn State University .....  | 7  |
| Drills, Exercises, and Training .....  | 7  |
| Emergency Notification .....   | 7  |
| SECURITY OF AND ACCESS TO PENN STATE DICKINSON SCHOOL OF LAW FACILITIES .....  | 8  |
| Security Considerations for the Maintenance of Campus .....  | 8  |
| PENN STATE'S RESPONSE TO DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, AND STALKING .....  | 8  |
| Our Commitment to Addressing Sexual Assault/Rape, Domestic Violence, Dating Violence, and Stalking .....   | 9  |
| What is Consent? .....   | 9  |
| Defining Sexual Assault/Rape, Domestic Violence, Dating Violence, and Stalking .....   | 9  |
| What to do if you have been the victim of sexual assault, dating violence, domestic violence, or stalking .....  | 10 |
| Risk reduction, warning signs of abusive behavior and future attacks .....   | 11 |
| University Procedures for Responding to Reports of Sexual Assault, Domestic Violence, Dating Violence, and Stalking .....  | 11 |
| Internal Disciplinary Procedures that will be followed once an incident of Domestic Violence, Dating Violence, Sexual Assault, or Stalking has been reported ..... | 13 |
| Internal Disciplinary Procedures for Institutional Disciplinary Action in Cases of Alleged Domestic Violence, Dating Violence, Sexual Assault, and Stalking .....  | 13 |
| Possible sanctions or protective measures Penn State may impose following a final determination of an institutional procedure .....                                | 15 |
| Protecting the Confidentiality of Victims .....  | 15 |
| Education and Prevention Programs .....  | 16 |
| Sex Offender Registration — Campus Sex Crimes Prevention Act .....   | 16 |
| CAMPUS SECURITY POLICIES; CRIME PREVENTION AND SAFETY AWARENESS PROGRAMS .....   | 16 |
| Behavioral Threat Management Team .....  | 16 |
| Weapons Policy .....   | 16 |
| Fire Safety .....  | 16 |





|   |           |
|---|-----------|
| Pennsylvania Crime Victim Rights .....  | 17        |
| Missing Student Policy .....  | 17        |
| Daily Crime and Fire Log .....  | 18        |
| Crime Prevention and Safety Awareness Programs .....  | 18        |
| <b>PENN STATE UNIVERSITY POLICIES GOVERNING ALCOHOL<br/>AND OTHER DRUGS .....</b>   | <b>18</b> |
| Penn State's Alcohol and Drug Policy .....  | 18        |
| Pennsylvania Alcohol-Related Offenses .....   | 19        |
| Related Drug Offenses .....   | 20        |
| Controlled Substances Act .....   | 21        |
| Drugs Risks and Consequences .....  | 23        |
| Drug and Alcohol Abuse Education Programs .....   | 24        |
| <b>ANNUAL DISCLOSURE OF CRIME STATISTICS .....</b>  | <b>25</b> |
| Clery Act Crimes .....  | 25        |
| <b>THE PENNSYLVANIA UNIFORM CRIME REPORT ACT ....</b>   | <b>28</b> |
| <b>HOUSING REPORT .....</b>   | <b>29</b> |
| (1) Types of student housing available (on-campus, off-campus;<br>single room, double, group; single sex, coed; undergraduate, graduate,<br>married; etc.) .....    | 29        |
| (2) Policies on housing assignments and requests by students for<br>assignment changes .....  | 29        |
| (3) Policies concerning the identification and admission of visitors<br>in student housing facilities .....   | 30        |
| (4) Measures to secure entrances to student housing facilities .....  | 30        |
| (5) Standard security features used to secure doors and windows in<br>students' rooms .....   | 31        |
| (6) Type, number, and description of security training provided to employees,<br>including security personnel, assigned to student housing facilities .....         | 31        |
| (7) The type and frequency of programs designed to inform student<br>housing residents about housing security and enforcement procedures ...                        | 32        |
| (8) Policy and any special security procedures for housing students<br>during low-occupancy periods such as holidays and vacation periods .....                     | 32        |
| (9) Policy on the housing of guests and others not assigned to the<br>student housing or not regularly associated with the institution of<br>higher education ..... | 32        |
| <b>ANNUAL FIRE SAFETY REPORT .....</b>  | <b>33</b> |
| Definitions .....   | 33        |
| Fire Safety .....   | 33        |
| Fire Statistics for On-Campus Student Housing Facilities .....  | 33        |
| Description of On-Campus Student Housing Fire Safety Systems—   |           |
| Residence Halls/Apartments .....  | 33        |
| Residence Hall Fire Drills .....  | 34        |
| Prohibitions on Portable Electrical Appliances, Smoking,<br>and Open Flames .....   | 34        |
| Evacuation Procedures .....   | 34        |
| Fire Safety Education and Training Programs for Students,<br>Faculty, and Staff .....   | 34        |
| Fire Incident Reporting .....   | 34        |
| Plans for Future Improvements in Fire Safety .....  | 34        |
| <b>IMPORTANT PHONE NUMBERS .....</b>  | <b>35</b> |
| PSUAlert .....  | 35        |
| Register to Vote .....  | 35        |



## From the President

To the University Community—

We at Penn State are committed to providing a safe campus environment, and we ask that everyone takes ownership of this goal. Over the years and in myriad ways, Penn State has undertaken many important institutional efforts to address safety issues, including this publication. I urge you to review the information about campus safety measures, reporting crimes and other emergencies, as well as the procedures and policies designed to protect our University community. We have no greater priority than the safety of our students, faculty, staff, and visitors to our campuses, but a truly safe campus can only be achieved through the cooperation of everyone. Thank you for attention to this very important mission.

**Eric J. Barron**  
President



## From the Interim Dean of the Dickinson School of Law

To the University Community—

Nothing is more important to us than the safety and security of our law school community. Safety depends on the preparation, vigilance, and cooperation of our faculty, staff, students, and visitors. We will continue to do everything in our power to provide a safe environment for our community.

**James Houck**

*Interim Dean and Distinguished Scholar in Residence*

## Accessibility to Information and Non-Discrimination Policy

The University is committed to equal access to programs, facilities, admission, and employment for all persons. It is the policy of the University to maintain an environment free of harassment and free of discrimination against any person because of age, race, color, ancestry, national origin, religion, creed, service in the uniformed services (as defined in state and federal law), veteran status, sex, sexual orientation, marital or family status, pregnancy, pregnancy-related conditions, physical or mental disability, gender, perceived gender, gender identity, genetic information, or political ideas. Discriminatory conduct and harassment, as well as sexual misconduct and relationship violence, violates the dignity of individuals, impedes the realization of the University's educational mission, and will not be tolerated. Direct all inquiries regarding the nondiscrimination policy to Dr. Kenneth Lehrman III, Vice Provost for Affirmative Action, Affirmative Action Office, The Pennsylvania State University, 328 Boucke Building, University Park, PA 16802-5901; Email: kfl2@psu.edu; Tel 814-863-0471.



# Annual Security Report

## PREPARATION OF THE ANNUAL SECURITY REPORT AND DISCLOSURE OF CRIME STATISTICS

The Director of Business Services for The Dickinson School of Law at Carlisle prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act using information maintained by the University Police, information provided by other University offices such as the Office of Student Services, Office of Student Conduct, Campus Security Authorities, and information provided by local law enforcement agencies surrounding the Dickinson School of Law at Carlisle campus. Each of these offices provides updated policy information and crime data.

This report provides statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned, leased, or controlled by Penn State University. This report also includes institutional policies concerning campus security, such as policies regarding sexual assault, alcohol, and other drugs.

The University distributes a notice of the availability of this Annual Security Report and Annual Fire Safety Report by October 1 of each year to every member of the University community. Anyone, including prospective students and employees, may obtain a paper copy of this report by contacting the University Police at 814-865-1864 or by visiting <http://www.police.psu.edu/cleryact/>.

## SECURITY ON CAMPUS

There are no assigned campus police and/or security personnel at The Dickinson School of Law at Carlisle facility. Security oversight is the responsibility of the Director of Business Services. The School of Law at Carlisle is equipped with new security and fire protection systems, and security panic buttons. The elevators and fire alarms are monitored 24/7 by an outside agency. Security cameras provide 24/7 surveillance of all entrances to the building and the electronic card system limits after hour entry to authorized persons. Criminal incidents are referred to the Carlisle Borough Police Department for investigation.

### *Safety, Our Number One Priority*

The Penn State Dickinson School of Law takes great pride in the campus community and offers students, faculty, and staff many advantages. The community is a great place to live, learn, work and study, however, this does not mean that the campus community is immune from problems that arise in other communities. With that in mind, Penn State Dickinson School of Law has taken progressive measures to create and maintain a safe environment on campus.

Though the University is progressive with its policies, programs, and education, it is up to each of us to live with a sense of awareness and use reasonable judgment when living, working or visiting on campus.



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

The University maintains a cooperative relationship with the Carlisle Borough Police Department. Penn State Dickinson School of Law does not have a formal Memorandum of Understanding, or other written agreement, with outside state or local law enforcement agencies. The Carlisle Borough Police Department is the primary resource for law enforcement response and services for the campus. An outside agency is responsible for monitoring alarms, access control systems for the campus, and security camera surveillance. Special event coordination is conducted on an as needed basis.

### *Crimes Involving Student Organizations at Off-Campus Locations*

Penn State Dickinson School of Law relies on its close working relationships with the Carlisle Borough Police to receive information about incidents involving Penn State students and recognized student organizations, on and off campus. If the University learns of criminal activity involving students or student organizations, it will coordinate with the appropriate external law enforcement agency to forward information about the situation to the Office of Student Services, as appropriate.

The University requires all recognized student organizations to abide by federal, state, and local laws, and University regulations. The University may become involved in the off-campus conduct of recognized student organizations when such conduct is determined to affect a Substantial University Interest (as defined in the University Off-Campus Misconduct Policy at <http://studentaffairs.psu.edu/conduct/policies/offcampus.shtml>).

## REPORTING CRIMES AND OTHER EMERGENCIES

The University has a number of ways for campus community members and visitors to report crimes, serious incidents, and other emergencies to law enforcement and to appropriate University officials. Regardless of how and where you decide to report these incidents, it is critical for the safety of the entire Penn State Dickinson community that you immediately and accurately report all incidents to Carlisle Borough Police so that the University can determine if follow-up actions are required, including issuing a Crime Alert or emergency notification.

## Voluntary, Confidential Reporting

If crimes are never reported, little can be done to help other members of the community from also being victims. We encourage University community members to report crimes promptly and to participate in and support crime prevention efforts. We also encourage University community members to report crimes when the victim is unable to make the report. The University community will be much safer when all community members participate in safety and security initiatives.

If you are the victim of a crime or want to report a crime you are aware of, but do not want to pursue action within the University or criminal justice system, we ask that you consider filing a voluntary, confidential report. Depending upon the circumstances of the crime you are reporting, you may be able file a report while maintaining your confidentiality. The purpose of a confidential report is to comply with your wish to keep your personally identifying information confidential, while taking steps to ensure your safety and the safety of others. The confidential reports allow the University to compile accurate records on the number and types of incidents occurring on campus. Reports filed in this manner are counted and disclosed in the Annual Security and Annual Fire Safety Report. In limited circumstances, the department may not be able to assure confidentiality and will inform you in those cases.

Anyone may call the Director of Business Services at 717-226-0966 or the Carlisle Borough Police at 911 or 717-243-5252 to report concerning information. Callers may remain anonymous.

## Reporting to Business Services

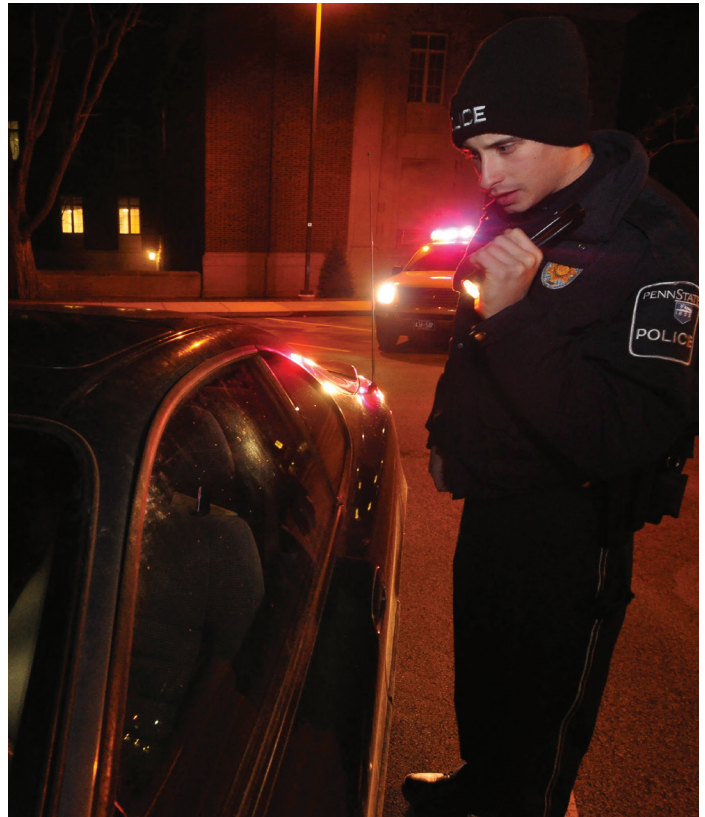
We encourage all members of the University community to report all crimes and other emergencies to local law enforcement and to the Director of Business Services or the Director of Student Services in a timely manner. Although many resources are available, the Director of Business Services should be notified of any crime, whether or not an investigation continues, to assure the University can assess any and all security concerns and inform the community if there is a significant threat to the University community.

## Anonymously

If you are interested in reporting a crime anonymously, you can utilize the University Police's online crime reporting website, which can be accessed at <http://www.police.psu.edu/psu-police/report-crime.cfm>. It is our policy to attempt not to trace the origin of the person who submits this form, unless such is deemed necessary for public safety. You can also submit tips through Pennsylvania Crime Stoppers at 1-800-4-PA-TIPS or via the website.

## Reporting to Other Campus Security Authorities

While the University prefers that community members promptly report all crimes and other emergencies directly to the Carlisle Borough Police Department at 911 or 717-249-1212, we also recognize that some may prefer to report incidents to University offices. The Clery Act recognizes certain University officials and offices as "Campus Security Authorities" (CSA). The act defines these individuals, among other individuals, as "An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings. An official is defined as a person who has the authority and the duty to take action or respond to particular issues on behalf of the institution."



While the University has identified several CSAs at The Dickinson School of Law, we officially designate the following offices as places where campus community members should report crimes:

| Official                                | Campus Address                                 | Phone Number |
|---|--|--------------|
| The Director of Student Services        | 150 South College Street<br>Carlisle, PA 17013 | 717-240-5247 |
| The Associate Dean for Academic Affairs | 150 South College Street<br>Carlisle, PA 17013 | 717-240-5295 |
| The Director of Business Services       | 150 South College Street<br>Carlisle, PA 17013 | 717-226-0966 |
| Title IX Coordinator                    | 328 Boucke Building                            | 814-863-0471 |

## Pastoral and Professional Mental Health Counselors

According to the Clery Act, pastoral and professional mental health counselors who are appropriately credentialed and hired by Penn State to serve in a counseling role are not considered Campus Security Authorities when they are acting in the counseling role. As a matter of policy, the University encourages pastoral and professional mental health counselors to notify those whom they are counseling of the voluntary, confidential reporting options available to them.



## TIMELY WARNING REPORTS

In an effort to provide timely notice to the campus community in the event of a Clery Act crime that may pose a serious or ongoing threat to members of the community, the Director of Business Services issues “Timely Warnings.” The University may issue a Timely Warning for the following crimes: arson; aggravated assault; criminal homicide; domestic violence; dating violence; robbery; burglary; sexual assault; hate crimes; and stalking. The University may also issue a Timely Warning for alcohol, drug, and weapon arrests or referrals that may cause a continuing threat to the community. University Police will distribute these warnings through a variety of ways, including but not limited to posters, emails, and media. The University also has the ability to send text message alerts to those who register their cell phone numbers. The text messaging can be a very effective way to send important information to the campus community.

The purpose of a Timely Warning is to notify the campus community of the incident and to provide information that may enable the community to take steps to protect themselves from similar incidents. The University will issue Timely Warnings whenever the following criteria are met: (1) a crime is reported; (2) the perpetrator has not been apprehended; and (3) there is a substantial risk to the safety of other members of the campus community because of this crime.

The Director of Business Services at the Dickinson School of Law will generally make the determination, in consultation with other University offices, if a Timely Warning is required. However, in emergency situations, a senior campus official may authorize a Timely Warning. For incidents involving off-campus crimes, the University may issue a Timely Warning if the crime occurred in a location used and frequented by the University population.

## EMERGENCY RESPONSE AND EVACUATION PROCEDURES

### *Emergency Management at Penn State University*

The Office of Emergency Management assists departments and campuses with developing, maintaining, and implementing emergency operations plans, developing and conducting exercises, hazard and risk education, and building partnerships with external response agencies. The Office of Emergency Management is responsible for assisting with and coordinating the University’s overarching mitigation, preparedness, response, and recovery programs.

Each campus within the Penn State University system maintains an emergency management program. Within the context of these programs, each campus develops and distributes emergency response procedures to students and employees. These procedures are maintained and distributed in a variety of ways. Some campuses post the information in hallways and classrooms; others have this information available on their website. Pamphlets and brochures with emergency response information are available at all locations through the campus’s security or police department.

## *Drills, Exercises, and Training*

To ensure the campus’s emergency management plans remain current and actionable, the campuses conduct at least one exercise annually. These exercises include, but are not limited to: tabletops, drills, functional, or full-scale. The campuses conduct after-action reviews of all emergency management exercises. The Office of Emergency Management works with each campus location to develop exercises scenarios and schedules and coordinates these events with local, state, and federal response agencies as well as stakeholders.

In conjunction with at least one emergency management exercise each year, the campus will notify the appropriate campus community of the exercise and remind the community of the University’s PSUALert system and emergency response procedures.

## *Emergency Notification*

Penn State University is committed to ensuring the campus community receives timely, accurate, and useful information in the event of a significant emergency or dangerous situation on campus or in the local area that poses an immediate threat to the health and safety of campus community members. The Pennsylvania State University uses the emergency notification system RAVE to provide alerts via PSUALERT. PSUALERT is an emergency notification service available to students, faculty and staff. PSUALERT is a closed, opt-out system. PSUALERT can be used to send emergency messages within minutes of the occurrence of an incident. Alerts sent by PSUALERT are simulcast to the University community via our news wire [www.news.psu.edu](http://www.news.psu.edu), Penn State’s Facebook page, Twitter, or at the subscriber’s choice, his/her cellular or land-line telephone. Individual Twitter accounts for all twenty-three locations are available to individuals that do not have Penn State e-mail addresses. All Penn State e-mail addresses are automatically in the system and cannot be removed by the user. All of the twenty-three campuses have full access to PSUALERT for posting.

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

The Department of Police and Public Safety and/or other campus Institutional Officials may become aware of a critical incident or other emergency situation that potentially affects the health and/or safety of the campus community. Generally, Institutional Officials become aware of these situations when they are reported to the campus police or security department or directly to an Institutional Official.

Once first responders confirm that there is, in fact, an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the campus community, first responders will notify supervisors in the Department of Police and Public Safety or other Institutional Official to issue an emergency notification.

The campus’s authorized representatives will immediately initiate all or some portions of the campuses Emergency Notification Annex. If, in the professional judgment of first responders, issuing a notification potentially compromises efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency, the campus may elect to delay issuing an emergency notification. As soon as the condition that may compromise efforts is no longer present, the campus will issue the emergency notification to the campus community without delay.

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

Campus and/or local first responders on the scene of a critical incident or dangerous situation will assist those preparing the emergency notification with determining what segment or segments of the campus community should receive the notification. 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. The responsible campus authorities will continually evaluate the situation and assess the need to notify additional segments of the campus population.

### **Determining the Contents of the Emergency Notification:**

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 based on a campus' Hazard Vulnerability Analysis (HVA). 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 use the "custom" template to 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.

### **Procedures Used to Notify the Campus Community:**

In the event of a situation that poses an immediate threat to members of the campus community, the campus has various systems in place for communicating information quickly. Some or all of these methods of communication may be activated in the event of an emergency. These methods of communications include the mass notification system PSUAlert, which may include: SMS, e-mail, voice, RSS, Twitter, and Facebook. We may also use verbal announcements within buildings, public address systems, fire alarms, and, posting to websites as described in the Emergency Notification Annex.

### **Procedures for Disseminating Emergency Information to the Larger Community (i.e., individuals and organizations outside the campus community):**

If the campus activates its emergency notification annex in response to a situation that poses an immediate threat to members of the campus community, the appropriate offices at the campus will notify the larger community about the situation and steps the campus has taken to address the emergency. Primarily, campus communicators/news and media relations is responsible for crisis communications and for updating notices on Facebook, Twitter, and other social networking platforms and for maintaining communications with news outlets, distribution of press releases, and scheduling of press conferences.

### **Enrolling in the University's Mass Notification System PSUAlert:**

We encourage employees and students of the campus community to enroll in PSUAlert. All employees and students with an access account and psu.edu e-mail automatically have their psu.edu e-mail enrolled in the system. They are encouraged to visit the PSUAlert portal at <http://psualert.psu.edu> and add phone numbers and addi-



tional e-mails. Members of the larger community are encouraged to follow us on Twitter, Facebook, or our websites.

## **SECURITY OF AND ACCESS TO PENN STATE DICKINSON SCHOOL OF LAW FACILITIES**

At the Penn State Dickinson School of Law in Carlisle, the building is open from 6:00 a.m. until 6:00 p.m. Monday through Friday. At other times, access to the building is controlled by an electronic card access system. Only those persons who have a valid ID card will be admitted into the building. These facilities are intended for use by students, employees, and guests of the University.

### ***Security Considerations for the Maintenance of Campus***

The Penn State Dickinson School of Law is committed to campus safety and security. At the School, locks, landscaping, and outdoor lighting are designed for safety and security. Sidewalks are designed to provide well-traveled, lighted routes from parking areas to buildings and from building to building. Sidewalks and building entrances are illuminated to provide well-traveled, lighted routes from parking areas to buildings and from building to building.

Environmental Health and Safety, in conjunction with various departments around the University, conducts surveys of University property twice each year to evaluate campus lighting.

We encourage community members to promptly report any security concern, including concerns about locking mechanism, lighting, or landscaping to the Director of Business Services at 717-226-0966.

## **PENN STATE'S RESPONSE TO DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, AND STALKING**

The Pennsylvania State University does not discriminate on the basis of sex in its educational programs and does not tolerate sexual harassment or sexual violence, which is a type of sex discrimination. Other acts can also be forms of sex-based discrimination and are also prohibited whether gender based or not and include dating violence, domestic violence, and stalking. As a result, The Pennsylvania State University issues this statement of policy to inform the community of our comprehensive plan addressing sexual misconduct, educational programs, and procedures that address sexual assault, domestic violence, dating violence, and stalking, whether the incident occurs on or off campus, and how these events are reported to a University official. In this context, The Pennsylvania State University prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking, and reaffirms its commitment to maintaining a campus environment that emphasizes the dignity and worth of all members of the University community.



## **Our Commitment to Addressing Sexual Assault/Rape, Domestic Violence, Dating Violence, and Stalking**

The University does not tolerate sexual misconduct or abuse, such as sexual assault, rape, or any other forms of nonconsensual sexual activity. Sexual misconduct in any form violates the Student Code of Conduct, University policies (<http://guru.psu.edu/policies/AD85.html>), and may violate federal and state laws. Violations are subject to disciplinary sanctions through the Office of Student Conduct and/or those outlined in applicable University policies (please refer to Policy AD85 Discrimination, Harassment, Sexual Harassment and Related Inappropriate Conduct). Please visit <http://studentaffairs.psu.edu/womenscenter/awareness/rapeandassault.shtml> to review procedures, policies, and protocols for reporting and addressing allegations of student sexual misconduct. Penn State's Sexual Harassment and Assault Reporting and Education website is also intended to provide assistance in obtaining information and identifying resources for anyone who becomes aware of or have experienced sexual harassment and assault at <http://title-ix.psu.edu/>.

- Penn State will pay for all basic sexual assault related care for students who receive care at Carlisle Regional Medical Center.
- Within the Dickinson School of Law, the Director of Student Services serves in the capacity of a Victims Resource Officer (VRO).
- On-campus, confidential counseling services are available to students through Counseling and Psychological Services (CAPS).
- "Trauma Drop" is a special procedure that may enable a victim of sexual assault, dating violence, domestic violence, stalking, or other life traumas to retroactively withdraw from a semester or individual courses.
- The University may assist victims with student financial aid assistance and/or visa/immigration assistance if requested and to the extent they are reasonably available.

## **What is Consent?**

Consent must be informed, freely given and mutual. If coercion, intimidation, threats or physical force are used there is no consent. If a person is mentally or physically incapacitated or impaired so that such person cannot understand the fact, nature or extent of the sexual situation, there is no consent: this includes impairment or incapacitation due to alcohol or drug consumption, or being asleep or unconscious. Inducement of incapacitation of another with the intent to affect the ability of an individual to consent or refuse to consent to sexual contact almost always, if not always, negates consent. Silence does not necessarily constitute consent. Whether a person has taken advantage of a position of influence over an alleged victim may be a factor in determining consent.

## **Defining Sexual Assault/Rape, Domestic Violence, Dating Violence, and Stalking**

**Sexual Assault:** Sexual assault occurs when a person engages in sexual intercourse or deviate sexual intercourse with a complainant without the victim's effective consent.

**Rape:** Is penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. Rape also occurs when a person engages in sexual intercourse with a person by forcible

compulsion or the threat of forcible compulsion that would prevent resistance by a person of reasonable resolution, or when a person is unconscious or where the person knows that the victim is unaware that the act is occurring.

**Domestic Violence:** Includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person cohabitating with or has cohabitated with the victim as a spouse, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction. Domestic Violence is currently not specifically defined by Pennsylvania state statute, however family abuse is. Abuse is defined as the occurrence of one or more of the following acts between family or household members, sexual or intimate partners or persons who share biological parenthood:

- (1) Attempting to cause or intentionally, knowingly or recklessly causing bodily injury, serious bodily injury, rape, involuntary deviate sexual intercourse, sexual assault, statutory sexual assault, aggravated indecent assault, indecent assault or incest with or without a deadly weapon.
- (2) Placing another in reasonable fear of imminent serious bodily injury.
- (3) The infliction of false imprisonment pursuant to 18 Pa.C.S. § 2903 (relating to false imprisonment).
- (4) Physically or sexually abusing minor children, including such terms as defined in Chapter 63 (relating to child protective services).
- (5) Knowingly engaging in a course of conduct or repeatedly committing acts toward another person, including following the person, without proper authority, under circumstances which place the person in reasonable fear of bodily injury. The definition of this paragraph applies only to proceedings commenced under this title and is inapplicable to any criminal prosecutions commenced under Title 18 (relating to crimes and offenses).

**Dating Violence:** Means violence committed by a person—(a) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (b) where the existence of such a relationship will be determined based on a consideration of the following factors:

- (i) The length of the relationship.
- (ii) The type of relationship.
- (iii) The frequency of interaction between the persons involved in the relationship.

Dating Violence is currently not specifically defined by Pennsylvania state statute.

**Stalking:** Means 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 person commits the crime of stalking when the person either:

- (1) engages in a course of conduct or repeatedly commits acts toward another person, including following the person without proper authority, under circumstances which demonstrate either an intent to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person; or

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

### **What to do if you have been the victim of sexual assault, dating violence, domestic violence or stalking**

After an incident of sexual assault, it is important to seek medical attention as soon as possible. In Pennsylvania, evidence may be collected even if a victim chooses not to make a report to law enforcement. It is important that victims of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours so that evidence, as may be necessary to the proof of criminal activity, may be preserved. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted disease.

Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to University hearing boards/investigators or police. Victims of sexual assault, domestic violence, stalking and dating violence are also encouraged to preserve physical and medical evidence as may be necessary to the proof of criminal domestic violence, dating violence, sexual assault or stalking or in obtaining a protection order. Although the university strongly encourages all members of its community to report violations of this policy to law enforcement, it is the victim's choice whether or not to make such a report, and victims have the right to decline involvement with the police. Whether a victim reports the crime to the police, or not, if the alleged offender is a member of the University community, the victim has a right to proceed to seek University discipline against the offender as explained in more detail at AD85.

To criminally report an incident involving a sexual assault, domestic violence, stalking, and dating violence, contact the Penn State University Police/Public Safety Department and/or local law enforcement. The University will assist any victim with notifying local police if they so desire, including assisting a victim with making a police report. Making a police report can involve calling or visiting the local police agency to initiate a report. A victim of domestic violence, dating violence, sexual assault or stalking who proceeds through the criminal process has the following rights, which, upon request, will be provided to a reporting student or employee in writing, regardless of where the crime occurred:

- To receive information concerning available services for victims;
- To be notified of certain significant actions and proceedings pertaining to your case;
- To be accompanied at all public criminal proceeding by a victim advocate, family member or another person;
- In cases involving personal injury crimes, burglary, and crimes relating to driving under the influence which involved bodily injury, the victim may offer prior comment on the potential reduction or dropping of any charge or changing of a plea;
- To offer prior comment on the sentencing of a defendant to include the submission of a written and/or oral victim impact statement;

- To be restored, to the extent possible, to the pre-crime economic status through restitution, compensation, and the return of property;
- Where applicable, to obtain an order of protection, no contact order, restraining order, or other similar lawful order issued by a criminal, civil or tribal court, or a no contact directive from the University. The University will, when appropriate, issue a no contact directive.
- If personal injury results from the incident, and the offender is sentenced to a state correctional facility, the victim has the opportunity to provide prior comment on and to receive state post sentencing release decisions (work release, parole, pardon, or community treatment center placement) and to be provided immediate notice of escape of the offender;
- If personal injury occurs from the incident and the offender is sentenced to a local correctional facility, the victim has the right to receive notice of release of the offender (including work release, furlough, parole, community treatment center placement) and to be provided with immediate notice of the escape of the offender;
- Where the offender is subject to a PFA order and is committed to a local correctional facility for a violation of the order or for a personal injury crime against a victim protected by the order, the victim has the right to receive immediate notice of the release of the offender on bail;
- When an offender is committed to a mental health facility from a state correctional institution, the victim has the right to notice of the discharge, transfer, or escape of the offender from the mental health facility; and
- The victim has the right to have assistance in the preparation of, submission of and follow-up on financial assistance claims to the Crime Victim's Compensation Program.

Moreover, to the extent of the victim's cooperation and consent, university offices will work cooperatively to ensure that the complainant's health, physical safety, work and academic status are protected, pending the outcome of a formal university investigation of the complaint. For example, if reasonably available, a complainant may be offered changes to academic, living, or working situations in addition to counseling, health services, and assistance in notifying appropriate local law enforcement, which, where appropriate and requested and to the extent permissible by law, will be kept confidential. All options for accommodation will be provided to the complainant in writing upon request. The University will make available accommodations regardless of whether the complainant chooses to report the crime to campus police or local law enforcement. Additionally, in most cases and consistent with other federal law, personal identifiable information about the victim, and other necessary parties where appropriate, will be treated as confidential and shared only with persons with a specified need to know who are investigating/adjudicating the complaint or delivering resources or support services to the complainant. The University does not publish the name of the crime victims nor house identifiable information regarding victims in the campus police department's Daily Crime Log or online. Victims may request that directory information on file be removed from public sources by completing a Request to Withhold Directory Information from posted on the Office of the University Registrar's website at [http://www.registrar.psu.edu/student\\_forms/withhold\\_dir\\_info.pdf](http://www.registrar.psu.edu/student_forms/withhold_dir_info.pdf).



## **Risk reduction, warning signs of abusive behavior and future attacks**

No victim is EVER to blame for being assaulted or abused. Unfortunately, studies show that a person who is the victim of sexual or dating violence is more likely to be re-victimized. Below are some tips to help reduce your risk, to recognize warnings signs of abusive behavior and how to reduce the risk of a potential attack.

### **Warning Signs of Abusive Behavior**

Domestic and dating abuse often escalates from threats and verbal abuse to violence. And, while physical injury may be the most obvious danger, the emotional and psychological consequences of domestic and dating violence are also severe. Warning signs of dating and domestic violence include:

1. Being afraid of your partner;
2. Constantly watching what you say to avoid a “blow up;”
3. Feelings of low self-worth and helplessness about your relationship;
4. Feeling isolated from family or friends because of your relationship;
5. Hiding bruises or other injuries from family or friends;
6. Being prevented from working, studying, going home, and/or using technology (including your cell phone);
7. Being monitored by your partner at home, work or school; and
8. Being forced to do things you don’t want to do.

### **Help Reduce Your Risk and Avoid Potential Attacks**

If you are being abused or suspect that someone you know is being abused, speak up or intervene.

1. Get help by contacting the Counseling Center or Health Center for support services
2. Learn how to look for “red flags” in relationships so you can learn to avoid some of those characteristics in future partners
3. Consider making a report with Campus Police and/or the Title IX Coordinator and ask for a “no contact” directive from the University to prevent future contact
4. Consider getting a protection from abuse order or no contact order from a local judge or magisterial justice
5. Learn more about what behaviors constitute dating and domestic violence, understand it is not your fault, and talk with friends and family members about ways you can be supported.
6. Trust your instincts—if something doesn’t feel right in a relationship, speak up or end it.

### **Sexual Assault Prevention (From RAINN)**

- Be aware of rape drugs
- Try not to leave your drink unattended
- Only drink from un-opened containers or from drinks you have watched being made and poured
- Avoid group drinks like punch bowls
- Cover your drink. It is easy to slip in a small pill even while you are holding your drink. Hold a cup with your hand over the top, or choose drinks that are contained in a bottle and keep your thumb over the nozzle

- If you feel extremely tired or drunk for no apparent reason, you may have been drugged. Find your friends and ask them to leave with you as soon as possible
- If you suspect you have been drugged, go to a hospital and ask to be tested
- Keep track of how many drinks you have had
- Try to come and leave with a group of people you trust
- Avoid giving out your personal information (phone number, where you live, etc.). If someone asks for your number, take his/her number instead of giving out yours

### **Traveling around campus (walking)**

- Make sure your cell phone is easily accessible and fully charged
- Be familiar with where emergency phones are installed on the campus
- Be aware of open buildings where you can use a phone
- Keep some change accessible just in case you need to use a pay phone
- Take major, public paths rather than less populated shortcuts
- Avoid dimly lit places and talk to campus services if you believe that lights need to be installed in an area
- Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone
- Walking back from the library very late at night is sometimes unavoidable, so try to walk with a friend
- Carry a noisemaker (like a whistle) on your keychain
- Carry a small flashlight on your keychain
- If walking feels unsafe, try calling campus security

### **University Procedures for Responding to Reports of Sexual Assault, Domestic Violence, Dating Violence, and Stalking**

You have other options (information about which can be provided to you in writing upon request), in addition to, or in the alternative to, contacting University Police regarding sexual assault, domestic violence, dating violence and stalking.

Concerns about conduct by a student or student group that may violate this Policy may also be reported to:

Danny Shaha, Senior Director, Office of Student Conduct  
and Deputy Title IX Coordinator  
120 Boucke Building, University Park, PA 16802  
Phone: 814-863-0342  
Email: jds49@psu.edu

Concerns about conduct by an employee or third-party that may violate this Policy may also be reported to the Affirmative Action Office / Title IX Coordinator at:

Dr. Kenneth Lehrman III, Vice Provost for Affirmative  
Action and Title IX Coordinator  
328 Boucke Building, University Park, PA 16802  
Phone: 814-863-0471  
Email: kfl2@psu.edu

Concerns about conduct by a student or student group may also be reported to the Title IX Coordinator in addition to or in lieu of contacting the Deputy Title IX Coordinator.

Concerns about conduct by an employee, third-party or student at the Penn State College of Medicine that may violate this policy should be reported to the College Deputy Title IX Coordinator at:

Kim Lantz Yoder, Equity Officer  
Office for Diversity, C1747N  
Penn State College of Medicine, 500 University Drive,  
Hershey, PA 17033-0850  
Phone: 717-531-0003 ext. 283353  
Email: kyoder1@psu.edu

Concerns about conduct by an employee, third party or student at the Penn State School of Law that may violate this policy should be reported to the Affirmative Action Office / Title IX Coordinator at:

Dr. Kenneth Lehrman III, Vice Provost for Affirmative  
Action and Title IX Coordinator  
328 Boucke Building, University Park, PA 16802  
Phone: 814-863-0471  
Email: kfl2@psu.edu

Concerns about conduct by an employee, third party or student at any Commonwealth Campus or other University location should follow the reporting procedures set forth above and on the University's Sexual Harassment and Assault Reporting and Education website (<http://www.psu.edu/share>).

If you or someone you know is the victim of a sexual assault, domestic violence, dating violence, and/or stalking, the victim has several rights, including:

- The right to report the incident to the University Police or local authorities. The University will assist victims in notifying either the University or local police. Filing a police report does not mean the victim must pursue criminal charges. The victim maintains his or her rights throughout the process.
- In addition to the campus services listed below, several community service organizations can provide counseling, mental health, and other related services to sexual assault victims. Resources and contact information can be found on the Sexual Harassment and Assault Reporting and Education website at <http://www.psu.edu/share>.

#### Resources:

- **Center for Women Students** – advocacy, referrals, counseling, academic accommodation, and education ([www.studentaffairs.psu.edu/womenscenter](http://www.studentaffairs.psu.edu/womenscenter))
- **Affirmative Action** – diversity education services ([www.psu.edu/dept/aaoffice](http://www.psu.edu/dept/aaoffice))
- **University Health Services** – medical treatment ([www.sa.psu.edu/uhs](http://www.sa.psu.edu/uhs))
- **Counseling Services** – counseling and referrals ([www.sa.psu.edu/caps](http://www.sa.psu.edu/caps))
- **Police Services** – safety support ([www.psu.edu/dept/police](http://www.psu.edu/dept/police))
- **Employee Assistance Program** – counseling for faculty/staff ([www.magellanassist.com](http://www.magellanassist.com))
- **Victim Witness Advocate** – court accompaniment
- **Community-based Rape Crisis/Domestic Violence Services** – shelter, support groups, counseling (listed in blue pages of phone book under “abuse”)

- **Penn State Office of Human Resources** – ([www.ohr.psu.edu](http://www.ohr.psu.edu))
- **Pennsylvania Coalition Against Rape** – 24-hour hotline (1-800-932-4632) ([www.pcar.org](http://www.pcar.org))
- **Pennsylvania Coalition Against Domestic Violence** – 24-hour hotline (1-800-692-7445) ([www.pcadv.org](http://www.pcadv.org))

- If a victim of a sexual assault or relationship violence incident requests a change in her or his living arrangements or academic schedule, the Office of Student Conduct and other offices at the University will assist the individual with making these changes, as long as they are reasonably available. Furthermore, the University may assist victims with student financial aid assistance and/or visa/immigration assistance if requested and to the extent they are reasonably available.

The following information provides steps to follow should a sexual assault occur:

- ☐ Get to a safe place as soon as possible!
- ☐ Try to preserve all physical evidence – the victim should not bathe, shower, brush teeth, douche, use the toilet, or change clothing until s(he) has a medical exam. Contact a close friend or relative, if available, who can provide support and accompany the victim to the medical exam and/or police department. Advocates from the Centre County Women's Resource center are available to the victim to provide support.
- ☐ Get medical attention as soon as possible – an exam may reveal the presence of physical injury that the victim is unaware of. Following a sexual assault, antibiotics are typically given at the time of the exam to help prevent the victim from acquiring certain sexually transmitted diseases. Emergency contraception is provided to all female victims at risk of pregnancy from the assault (if the victim presents within 120 hours). If the victim reports memory loss, loss of consciousness or other circumstances suspicious for a drug-facilitated assault, a urine test may be done if the victim presents within 96 hours. Some of the commonly used “date rape” drugs, however, are only detectable in the urine for six to eight hours after ingestion.
- ☐ Contact the police – Sexual assault is a crime, it is vital to report it. It is important to remember that reporting a crime is not the same as prosecuting the crime. The decision to prosecute may be made at another time. Final decision to prosecute is determined by the District attorney.
- ☐ Consider talking to a counselor – Seeing a counselor may be important in helping the victim understand her/his feelings and begin the process of recovery.



## ***Internal Disciplinary Procedures that will be followed once an incident of Domestic Violence, Dating Violence, Sexual Assault, or Stalking has been reported***

Sexual misconduct and relationship violence, in any form, violates the Student Code of Conduct, University policy 85, DISCRIMINATION, HARASSMENT, SEXUAL HARASSMENT AND RELATED INAPPROPRIATE CONDUCT (<http://guru.psu.edu/policies/ad85.html>), and may violate federal and state laws. Violations of this policy are also subject to disciplinary sanctions through the Office of Student Conduct, Affirmative Action Office, and/or the Office of Human Resources.

Reports or complaints alleging sexual assault, domestic violence, dating violence, and stalking are processed on the basis of the status of the alleged perpetrator (respondent). Reports or complaints against any University employee (faculty, staff, administrator or executive) will be processed by the Affirmative Action Office. Reports or complaints alleging discrimination or harassment of any member of the University community by individuals who are not members of the University community (e.g., third party vendors, contractors, and guests) will also be processed by AAO. Reports or complaints alleging discrimination or harassment by a student will be processed by the Office of Student Conduct (OSC). Confidential reports can be made through Counseling and Psychological Services ([www.sa.psu.edu/caps](http://www.sa.psu.edu/caps)).

The Senior Director of the Office of Student Conduct (OSC) has been designated as a Deputy Title IX Officer for the University by the Title IX Coordinator. As such, all incidents involving an alleged violation of Title IX involving students should be forwarded to the Senior Director of OSC for review. When received by the Senior Director, the information will be reviewed and the level of investigation, accommodation, and/or remedial measures already implemented as well as the potential need for a timely warning will be assessed. The Senior Director will also ensure that accommodations, resources, rights, and options are addressed with the complainant.

At any time, when a complainant expresses an interest in exploring options within the Office of Student Conduct, the process will begin with communication with the Complainant. This conversation will most often be held with an Associate Director of Student Conduct and will occur in a prompt and timely fashion.

Possible outcomes of this initial discussion include the following:

1. The incident is documented, but no further action is determined to be necessary by the Senior Director. Appropriate remedial measures will still be applied; or
2. Complainant wishes for the University to proceed with only an initial investigation to include contact with the respondent. The complainant will be eligible for appropriate remedial measures. The complainant will also be informed that if at any point in the future the complainant wishes for formal action, the complainant can request it at that time. A timeline for next steps will be reviewed, and when appropriate, additional meetings scheduled; or
3. The complainant requests that the University proceed with the formal University conduct process. The complainant will be eligible for appropriate remedial measures. Additional information necessary to proceed with the formal process will be obtained. A timeline for next steps will be reviewed and when appropriate, additional meetings scheduled.

In any of the three outcomes listed above, appropriate documentation will be completed for submission to the Title IX Coordinator and the OSC Title IX database.

There may be cases in which the information provided requires that action be taken (including initiating informal or formal action), irrespective of the desires of the complainant and in such cases, the University will take that action. In those cases, every effort will be made to explain to the complainant the rationale for moving forward and the relevant procedures and timelines, and to keep them abreast of the process. At no time, however, will the complainant be compelled to participate in the process.

### **Initial Investigation**

When only an initial investigation is pursued, OSC staff will contact the respondent to schedule a meeting. In that meeting, OSC staff will review the following:

1. rights of the respondent,
2. the allegations,
3. the respondent's perspective on the allegations,
4. actions requested by the complainant, if any, and
5. actions recommended by the University.

If, following the discussion, the respondent agrees to honor the complainant's and University's requests, and the University believes that the complainant's requests are reasonable and appropriate, steps will be taken to complete those actions in a prompt and timely manner. Examples of such actions include, but are not limited to, counseling for the respondent, commitment to change/end the behavior, restricted activity, schedule modification, and educational intervention. The complainant will be notified of the respondent's agreement and appropriate documentation will be completed for submission to the Title IX Coordinator and the Title IX database. No reportable disciplinary record is created. However, the information will remain on file should future concerns be reported.

When the respondent is not willing to honor the requests of the complainant or the University, a follow-up meeting will be held with the complainant to determine next steps. Although selecting the initial investigation initially, the complainant may wish to modify the request to a formal process.

## ***Internal Disciplinary Procedures for Institutional Disciplinary Action in cases of Alleged Domestic Violence, Dating Violence, Sexual Assault, and Stalking***

### **Formal Student Conduct Process**

When cases involving domestic violence, dating violence, sexual assault, or stalking are reported and a formal conduct process is initiated, the University will provide a prompt, fair, and impartial investigation and resolution.

Reports will be investigated and managed by professional staff, Title IX Decision Panel members, or University Conduct Board (UCB) members who have been trained annually on issues related to domestic violence, dating violence, sexual assault, stalking, and victimization, and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

If it is determined that it is appropriate and necessary, a formal investigation process prior to the determination of charges and sanctions will occur. When a formal investigation process is initiated, the assigned investigator will attempt to interview all parties who have substantive information to share about the allegations and will attempt to gather all available documentation. An investigative packet containing the information received and collected will be compiled.

In sexual violence cases at University Park, the investigative packet will be forwarded to a Title IX Decision Panel whose members will make a decision of responsibility or non-responsibility based on a preponderance of evidence standard.

In all other cases, the case manager will meet with the complainant and respondent, will review all available information, and will determine if there is a reasonable belief that a violation occurred. If so, charges will be assigned and sanctions will be recommended. If charges are assigned and the respondent accepts responsibility, both the respondent and complainant have the opportunity to request a sanction review.

If the respondent contests the charges (i.e., denies responsibility for one or more of the assigned charges), the matter will be forwarded to a hearing. The standard of evidence in a hearing is a preponderance standard. In a hearing, both parties may question all witnesses. Questions may also be posed by each party to the other; however, questioning of the other party will be permitted only through the Hearing Chair.

In either the investigative model or the hearing model, the respondent and complainant may each be assisted by an advisor of their choice, pursuant to the policies outlined in the Office of Student Conduct Procedures document. In addition, each party will be allowed to submit an impact statement that will be reviewed by the UCB or Title IX Decision Panel should the respondent be found responsible for violating the Code.

Both the respondent and the complainant will be notified simultaneously, in writing, of the decision once the written outcome has been submitted to the Case Manager by the Title IX Decision Panel or UCB. Both the respondent and the complainant will be notified, in writing, of the appeal procedure, of any change to the decision that occurs prior to the time that the decision becomes final, and when the decision becomes final.

If suspension or expulsion is either assigned or was within range for the charges, both the complainant and the respondent will have the opportunity to file an appeal. At the conclusion of any appeal process, both the complainant and the respondent will be notified simultaneously, in writing, of the outcome of the process.

### **Employee Disciplinary Proceedings for Reports of Sexual Assault, Dating Violence, Domestic Violence and Stalking Against an Employee**

In cases of reports of sexual assault, dating violence, domestic violence or stalking (as defined in AD85) against an employee (hereinafter “respondent”), a disciplinary proceeding shall be conducted. Upon completion of a formal investigation by the Affirmative Action Office (AAO), a written Determination Report will be provided to the alleged victim, respondent and the appropriate Dean or Administrative Officer or their designee, as identified by the AAO, with authority to impose disciplinary sanctions on the respon-

dent in accordance with applicable employment policies and procedures. In consultation with the appropriate Dean or Administrative Officer, the AAO shall schedule a disciplinary meeting(s) within thirty (30) business days of the date of the Determination Report. The disciplinary meeting(s) shall afford the alleged victim and the respondent separate opportunities to comment on the conclusion and recommendations of the Determination Report. Comments may be in writing or in-person (or both) at the independent discretion of the alleged victim or respondent. Both the alleged victim and the respondent may be accompanied by an advisor of their choice throughout the disciplinary process.

Upon consideration of the Determination Report, along with any additional comments, the appropriate Dean or Administrative Officer and the AAO, in consultation with the Human Resources Representative and Employee Relations, shall render a decision. If the AAO and the appropriate Dean or Administrative Officer concludes, by a preponderance of the evidence, that a policy violation occurred, s/he/they will decide on appropriate sanctions and prepare a Disciplinary Report. The Disciplinary Report will include the disciplinary sanctions as well as remedial measures and recommendations for prevention of retaliation.

Disciplinary sanctions may include one or more of the following measures:

- Termination from the University
- Unpaid suspension
- Restrictions from all or portions of campus
- Change in working facility
- Mandated education
- Written reprimand in personnel file
- Removal from classroom teaching
- Tenure revocation
- Withhold salary increase (from one to several years)
- Removal of endowed chair
- Removal of emeritus status
- Removal of graduate school status
- Termination of research project funding
- Removal from administrative position

If the AAO and the appropriate Dean or Administrative Officer concludes, by a preponderance of evidence, that no policy violation occurred, s/he/they will prepare a Disciplinary Report and the complaint will be documented and closed. Remedial measures, accommodations for the alleged victim, and recommendations for the prevention of retaliation may be considered when no policy violation is found. Please refer to AD67 - Disclosure of Wrongful Conduct and Protection from Retaliation and/or AD85 - Discrimination, Harassment, Sexual Harassment and Related Inappropriate Conduct for additional information on the prevention of retaliation.

A copy of the Disciplinary Report shall be provided to the alleged victim, the respondent, the Human Resources Representative(s) of the employee(s), and the Employee Relations Division of the Office of Human Resources within fifteen (15) business days of the conclusion of the disciplinary meeting. The AAO will maintain a copy of both the Determination Report and Disciplinary Report.



## Appeal of Disciplinary Proceeding

In cases of reports of sexual assault, dating violence, domestic violence, or stalking against an employee, both the alleged victim and the respondent shall have the right of appeal from the Disciplinary Report as to findings of policy violation and appropriateness of disciplinary action and recommendations for prevention of retaliation. In cases where the respondent is a faculty member, academic administrator or other academic employees, appeal shall be to the Vice Provost for Academic Affairs. In cases where the respondent is any other (non-academic) employee, appeal shall be to the Senior Director of Employee Relations. Appeal shall be in writing within fifteen (15) business days of receipt of the Disciplinary Report, and shall list the specific matters to be appealed. Appropriate grounds for appeal are instances where procedural error or previously unavailable relevant evidence could significantly impact the outcome of a case or where a sanction is substantially disproportionate to the findings. Within fifteen (15) business days of the written appeal, the Vice Provost for Academic Affairs or Senior Director of Employee Relations shall issue a Final Determination in writing to the alleged victim, respondent, the Human Resources Representative, AAO and the appropriate Dean or Administrative Officer.

Throughout the process outlined above, the alleged victim shall be offered appropriate remedial measures and protection from retaliation. The alleged victim shall also be informed by the AAO on how to make a criminal report and how to file a complaint with the appropriate state or federal agency along with a copy of AD85.

## Burden of Proof

As noted, the standard of evidence for determining whether a violation occurred, specifically when investigating alleged domestic violence, dating violence, sexual assault, and stalking, is “preponderance of evidence.”

## Possible sanctions or protective measures Penn State may impose following a final determination of an institutional procedure

Following a final determination of an institutional procedure regarding domestic violence, dating violence, sexual assault or stalking, the University may impose the following sanctions or protective measures:

### Students

- Sanctions up to and including expulsion from the University
- Administrative Directives for No Contact: (Students may request a Directive for No Contact through the Senior Director of Office of Student Conduct or the Director of Residence Life)
- Restriction from portions of campus
- Change in housing assignment
- Change in course assignment
- Mandated Psychological Evaluation and/or Counseling
- Mandated Education



### Faculty/Staff

- Employee termination from the University
- Unpaid suspension
- Restrictions from all or portions of campus
- Change in working facility
- Mandated education
- Written reprimand in personnel file
- Removal from classroom teaching
- Tenure revocation
- Withhold salary increase (from one to several years)
- Removal of endowed chair
- Removal of emeritus status
- Removal of graduate school status
- Termination of research project funding
- Removal from administrative position

## Protecting the Confidentiality of Victims

All members of the University Conduct Board, Title IX Decision Panel, case managers and investigators have been trained in confidentiality of student records and the provisions of the Family Educational Rights to Privacy Act. Personal identifiable information about the victim, and other necessary parties where appropriate, will be treated as confidential and only shared with persons with a specific need to know who are investigating/adjudicating the complaint or delivering resources or support services to the complainant. The University does not publish the name of the crime victims nor house identifiable information regarding victims in the campus police department's Daily Crime Log or online. Victims may request that directory information on file be removed from public sources by completing a Request to Withhold Directory Information from posted on the Office of the University Registrar's website at [http://www.registrar.psu.edu/student\\_forms/withhold\\_dir\\_info.pdf](http://www.registrar.psu.edu/student_forms/withhold_dir_info.pdf).

## Education and Prevention Programs

The University engages in comprehensive educational programming to prevent domestic violence, dating violence, sexual assault and stalking. Educational programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for the campus community that:

- a. Identifies domestic violence, dating violence, sexual assault and stalking as prohibited conduct;
- b. Defines what behavior constitutes domestic violence, dating violence, sexual assault, and stalking;
- c. Defines what behavior and actions constitute consent to sexual activity in the Commonwealth of Pennsylvania;;
- d. Provides safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault, or stalking against a person other than the bystander;
- e. Provides information on risk reduction so that students and employees may recognize warning signs of abusive behavior and how to minimize the risk of potential attacks;
- f. Provides an overview of information contained in the Annual Security Report in compliance with the Clery Act.

The University has developed an annual educational campaign consisting of presentations that include distribution of educational materials to new students; participating in and presenting information and materials during new employee orientation; presenting programs throughout the year on at least a quarterly basis, including sessions such as:

- Rape Aggression Defense System (RAD) – in collaboration with University Police. A free 12-hour course for enrolled women students through CWS' Giardini Endowment.
- Sexual Assault Familiarization Exchange System (SAFE) – in collaboration with University Police. A free 2-hour course by request.
- Welcome Week/New to Campus Initiative – events with invited speakers to address issues of sexual and gender violence.
- Student Affairs Development Day.
- Student affairs campus training and inclusion of campus resources from the CWS website: <http://studentaffairs.psu.edu/womenscenter/resources/ccsar.shtml>.
- Men Against Violence (MAV) and Peers Helping Reaffirm, Educate and Empower (PHREE) – training to fraternities, sororities, residence life, academic classes, and various events to include community involvement.

## Sex Offender Registration — Campus Sex Crimes Prevention Act

### Megan's Law

Members of the general public may request community notification flyers for information concerning sexually violent predators in a particular community by visiting the chief law enforcement officer in that community. In jurisdictions where the Pennsylvania State Police is the primary law enforcement agency, members of the general public may make such requests at the local Pennsylvania State Police Station in that community. This information is also

available on the Pennsylvania State Police "Megan's Law" website (<http://www.pameganslaw.state.pa.us>).

## CAMPUS SECURITY POLICIES; CRIME PREVENTION AND SAFETY AWARENESS PROGRAMS

The University has established a number of policies and procedures related to ensuring a reasonably safe campus community. These policies include:

### Behavioral Threat Management Team

In order to enhance emergency preparedness and prevention efforts, Penn State has established a Behavioral Threat Management Team (BTMT). The objective of the BTMT is to systematically identify, evaluate, and manage potentially threatening situations, including persons of concern, at the University. The multidisciplinary team is composed of people from University campuses and surrounding communities.

In addition to the BTMT at the University Park campus, each Commonwealth campus also has a team, responsible for managing concerning situations on their respective campuses. While the Commonwealth campus BTMTs may consult with the University Park team at any time, more serious and complex cases are managed in consultation with the University Park BTMT.

If you would like further information about the BTMT, please visit the Behavioral Threat Management website at <http://btmt.psu.edu>.

### Weapons Policy

The possession, carrying, and use of weapons, ammunition, or explosives is prohibited on University- owned or -controlled property.

The only exception to this policy is for authorized law enforcement officers or others, specifically authorized by the University. At some campuses, University Police provides storage facilities for the personal weapons of members of the University community. Failure to comply with the University weapons policy will result in disciplinary action against violators.

### Fire Safety

Penn State takes fire safety very seriously and continues to enhance its programs to the University community through education, engineering, and enforcement. Educational programs are presented throughout the year to faculty, staff, and students so they are aware of the rules and safe practices. These programs, which are available at all campus locations, include identification and prevention of fire hazards, actual building evacuation drills, specific occupant response to fire emergencies, and hands-on use of fire extinguishers.

Fire drills are conducted in all Penn State residence halls during the school year. These drills allow occupants to become familiar with and practice their evacuation skills. Penn State has been a leader in ensuring the safety of students, faculty, staff, and visitors who live and work in University operated residences. Automatic Sprinkler Systems and fire alarm systems are recognized engineered building features that help to provide for a fire-safe living environment. All University-operated residence halls and apartments are provided with smoke detectors and building fire alarm systems to provide early detection and warning of a possible fire emergency. Automatic

fire suppression (sprinkler) systems are installed in all Housing and Food Services-operated student residences at University Park and campus locations. The University maintains and tests all fire alarms and automatic fire suppression systems to ensure system readiness and proper operation in the event of a fire emergency.

In addition, laboratory safety and evacuation plans are also part of the Environmental Health and Safety mission. EHS is dedicated to maintaining the safety of our community by conducting annual inspections, in all laboratories on campus. The University has adopted and developed numerous safety policies and guidelines to help promote a safe living and work environment at all University locations. These policies, guidelines, and other fire safety information can be accessed online at <http://www.ehs.psu.edu>.

## **Pennsylvania Crime Victim Rights**

### **Your Rights as a Crime Victim:**

As a victim of crime in the Commonwealth of Pennsylvania, you have rights. Also, you can expect to receive information, practical and emotional support, and be able to participate in the criminal justice process. These standards were created to make sure that you are treated with dignity and respect at all times, regardless of your gender, age, marital status, race, ethnic origin, sexual orientation, disability, or religion.

You have the right to be told...

- About basic services available to you in your county
- About certain court events, including information on bail, escape of offender, release of an offender
- About the details of the final disposition of a case

You have the right to receive...

- Notice of the arrest of the offender
- Information about restitution and assistance with compensation
- Accompaniment to all criminal proceedings by a family member, a victim advocate, or a support person

You have the right to provide input...

- Into the sentencing decision and to receive help in preparing an oral and/or written victim impact statement
- Into post-sentencing decisions

Please see the resource list for local victim assistance options.

For more information about your detailed rights or to file a complaint if you believe your rights have been violated, please contact: The Pennsylvania Crime Victims Office at <http://pcv.pccd.pa.gov/Pages/default.aspx#.VaaMafn17OQ>.

\*Source: Pennsylvania Crime Victims (2015). "Your Rights as a Victim" at <http://pcv.pccd.pa.gov/for-victims/Pages/Your-Rights-as-a-Victim.aspx#.VaaNivn17OQ>.

## **Missing Student Policy**

The Higher Education Opportunity Act of 2008 (effective August 14, 2008) requires any institution participating in a Title IV federal student financial aid program that maintains on-campus housing facilities to establish a missing student notification policy and related procedures. The following policy and related procedures is Penn State's official Missing Student Policy.

When it is determined that a student is apparently missing from the University, staff at Penn State, in collaboration with campus and

local law enforcement, will be guided by this Missing Student Policy and standing operating procedures, to locate the student.

The entire Missing Student Protocol can be found on the Student Affairs website at: [http://studentaffairs.psu.edu/conduct/pdf/missing\\_student\\_protocol.pdf](http://studentaffairs.psu.edu/conduct/pdf/missing_student_protocol.pdf). Along with the Missing Student Protocol, the formal SY42 Policy can be found at: <https://guru.psu.edu/policies/SY42.html>.

### **Provisions**

#### **NOTIFICATIONS**

The Missing Student Policy requires anyone who believes a Penn State student is missing to immediately notify specific staff in the University administration, University Police, and local law enforcement. Specifically, staff in the Office of Residence Life, Assistant Vice President for Student Affairs and Student and Family Services, University Police Services and Public Safety, and the senior Student Affairs professional at a campus, should be contacted so that they can coordinate efforts to locate the student.

Penn State has developed a list of titles of persons and offices to which students, employees, or others can contact if they have reason to believe a student who lives in on-campus student housing has been missing for twenty-four hours. The list of positions, offices, and contact information to be utilized if a student is reported missing from campus is included at the end of this policy (University Contacts for Missing Students).

In addition to contacting these specific offices, anyone who has a concern that a student is missing should alert any Penn State employee who they think will aid in the investigation of a student disappearance. Beyond notifications made by campus employees to University staff, University Police, or campus security, in the absence of a campus police or campus security department, the University must refer immediately any missing student report to the local law enforcement agency that has jurisdiction in the geographical areas around the specific campus location.

#### **REGISTERING AND NOTIFYING STUDENT MISSING CONTACTS**

In accordance with this policy, students will be notified annually that each residential student of the University has the option to confidentially designate an individual to be contacted by the Penn State administration no later than 24 hours after the time that it is determined the student is missing.

Penn State provides each student with the means and opportunity to register their confidential missing student contact information by logging into the University's eLion system and filling out the Address and Contact Information form. This missing student contact person can be anyone. This option is provided to students even if a student has already registered an individual as a general emergency contact. The student also has the option to identify the same individual for both their general emergency contact and missing student contact.

Missing student contact information is registered confidentially. This information is private and only accessible to Penn State employees who are authorized campus officials. This information will not be disclosed to others with the exception to law enforcement personnel in the furtherance of a missing student investigation.



Penn State will notify the missing student's parents or guardian in addition to the person identified as the missing student's contact person of any student who is under 18 years of age and not an emancipated individual. The University will make contact no later than 24 hours after the time that the student is determined to be missing.

#### **NOTIFYING LAW ENFORCEMENT**

Penn State will also notify the appropriate local law enforcement agency of the missing student unless the local law enforcement agency was the entity that made the determination that the student was missing. This notification will include any missing student who lives in on-campus housing regardless of age or status, and regardless of whether he or she has registered a confidential missing student or general emergency contact person. This notification will be made no later than 24 hours after the time that the student is determined missing.

If the campus law enforcement personnel or campus security department has been notified that a student is suspected missing, and makes a determination that a student who is the subject of a missing person report has been missing for more than 24 hours, Penn State staff will initiate emergency contact procedures as outlined in Penn State's policy and protocol.

#### **UNIVERSITY CONTACT FOR MISSING STUDENTS**

The Dickinson School of Law at Carlisle  
The Director of Student Services  
333 W. South Street  
Carlisle, PA 17013  
717-240-5247

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

The Director of Business Services maintains a combined Daily Crime and Fire Log of all incidents reported to the department. The University publishes an activity log every day, which is available to members of the press and public. This log identifies the type, location, and time of each criminal incident reported to University. The most current 60 days of information is available upon request a copy of any maintained Daily Crime and Fire Log will be made available for viewing, within 48 hours of notice.

#### **Crime Prevention and Safety Awareness Programs**

The Dickinson School of Law relies on various administrators (e.g., the Associate Dean for Academic Affairs, the Director of Business Services, or the Director of Student Services) to provide crime prevention training and safety awareness programming. Programming is provided in the areas of an Active Shooter Training, Response to Domestic Violence, A Day in the Life, and Lawyers Concerned for Lawyers drug and alcohol awareness program.

#### **Penn State Sexual Violence Education**

Penn State has an online sexual violence education program. All new graduate and professional students are encouraged to complete the program prior to matriculation. The program educates students about sexual assault and sexual harassment. The program helps students develop practical skills to keep themselves and their friends safe. The module is open to all employees and students and can be accessed at <https://studentaffairs.psu.edu/sexualassault/>

## **PENN STATE UNIVERSITY POLICIES GOVERNING ALCOHOL AND OTHER DRUGS**

### ***Penn State's Alcohol and Drug Policy***

Federal law requires Penn State to notify all faculty, staff, and students of certain information pertaining to the unlawful possession, use, or distribution of illicit drugs and alcohol on its property or as part of its activities. The information included in this report complies with the notification requirements of the Drug-Free Schools and Communities Act and its implementing regulations.

The University prohibits the unlawful possession, use, manufacture, or distribution of alcohol or controlled substances by students, faculty, staff, and guests in buildings, facilities, grounds, or property controlled by the University or used as part of University activities. For students, this includes prohibiting the possession and consumption of any beverage containing alcohol in a residence hall room except by individuals who are 21 years or older at campuses where alcoholic beverages are permitted. This also includes prohibiting the presences of students under the age of 21 in residence hall rooms where alcohol is present. In addition, the smoking of any material is prohibited in all facilities of Penn State University at all locations.

#### **Areas Open to the Public**

The Pennsylvania State University prohibits the possession and use of alcoholic beverages in areas open to the public, including areas of buildings open to the public. However, the use of alcoholic beverages, subject to the laws of the Commonwealth, may be permitted at University-sponsored activities in areas designated by, and with the prior approval of, the University Risk Manager at the University Park campus; the Senior Vice President for Health Affairs and Dean of the College of Medicine, Penn State Milton S. Hershey Medical Center; or at other non-University Park locations, the Chancellor or appropriate campus/center executive officer responsible for the area requested.

#### **Private or Closed Areas**

The possession and use of alcoholic beverages are prohibited in conference rooms, offices, office reception rooms, closed buildings, and areas of buildings not open to the public or from which the public has been excluded, except: the use of alcoholic beverages, subject to the laws of the Commonwealth, may be permitted in specific private or closed areas designated by, and with the prior approval of, the appropriate person responsible for the area of request.

#### **Education and Research Areas**

The Pennsylvania State University specifically prohibits the use, possession, and dispensing of alcoholic beverages in classrooms, lecture halls, laboratories, libraries, research areas, or within buildings, arenas or areas where athletic events, lectures, or concerts are held, during such events or activities. Permission will not be granted to use or possess alcoholic beverages in a facility that is being used for one of the above functions. (Please consult Policy AD18, Use and Distribution of Alcoholic Beverages (<http://guru.psu.edu/policies/AD18.html>), for more information.)

#### **Policies Specific to Faculty and Staff**

As a condition of University employment, every employee shall abide by the terms of this policy. Any employee who violates this policy is subject to Penn State sanctions, including dismissal, as well as criminal sanctions provided by federal, state, or local law.

An employee may be required to participate in a drug abuse or drug rehabilitation program. An employee must notify his or her supervisor of any criminal drug conviction for a violation occurring in the University workplace no later than five (5) days after such conviction. Please consult Policy AD33, A Drug-Free Workplace for more information (<http://guru.psu.edu/policies/AD33.html>.)

### Policies Specific to Penn State Students

Any student who violates this policy is subject to disciplinary action including sanctions as outlined in the Student Code of Conduct in addition to any penalties resulting from violating local, state, and/or federal law. Disciplinary sanctions may include: Students who are found responsible for violations may be subject to sanctions ranging from Disciplinary Warning or Disciplinary Probation to Suspension or Expulsion from the University. Students residing in University housing may also lose the privilege of living on campus for violating University rules and regulations or conditions of the housing contract. In most cases, the Office of Student Conduct will also assign developmental and educational interventions designed to promote greater awareness and improved decision making for students and to further deter future misconduct.

## Alcohol Poisoning is a Medical Emergency.

*Call for help. You could save someone's life.*

**ON-CAMPUS: 243-5252 • OFF-CAMPUS: 911**

### Know the signs:

- Passed out or difficult to wake
- Cold, clammy, pale, or bluish skin
- Slowed breathing
- Vomiting while asleep or awake

### Know how to help:

- Turn a vomiting person on his or her side to prevent choking
- Clear vomit from the mouth
- Keep the person awake
- NEVER leave the person unattended



### Pennsylvania Alcohol-Related Offenses

#### Pennsylvania's Medical Amnesty Law

If an individual who is under 21, in good faith, calls and believes they are the first to call 911, police, ambulance or campus security, gives their name and stays with the person to prevent that person's death or serious injury, the caller is immune from prosecution for consumption or possession of alcohol.

#### Penn State's Responsible Action Protocol

Penn State has a Responsible Action Protocol whereby students who seek medical assistance for peers suffering from alcohol poisoning or related problems may not be charged through the campus student conduct system for their own alcohol violations. Under the protocol, students who act responsibly by notifying the appropriate authorities (e.g., calling 911, alerting a resident assistant, contacting police) typically will not face University disciplinary action for their own alcohol violations, unless they are responsible for other violations

(e.g., vandalism, assault) as well. However, these students will be required to attend BASICS or similar program; the fee will be waived.

### Underage Drinking

It is illegal for anyone under 21 years of age to attempt to purchase, consume, possess, or knowingly and intentionally transport any liquor, malt, or brewed beverage. It is also illegal to lie about age to obtain alcohol and to carry a false identification card.

| Penalty            | 1st Offense      | 2nd Offense     | Subsequent Offense |
|--------------------|------------------|-----------------|--------------------|
| Fine               | 0–\$500          | 0–\$1,000       | 0–\$1,000          |
| Jail               | 0–90 days        | 0–90 days       | 0–90 days          |
| License Suspension | at least 90 days | at least 1 year | at least 2 years   |

By law, the local police department and University Police are required to notify parents or guardians of all underage-drinking violations.

Penn State University has a zero-tolerance policy associated with students consuming beverage alcohol under the age of 21. Not only is this against the Pennsylvania law, it is also a violation of the Student Code of Conduct.

### Carrying False I.D.

It is illegal for anyone under 21 to possess an identification card falsely identifying that person by name, age, date of birth, or photograph as being 21 or older to attempt to obtain liquor, malt, or brewed beverage by using the identification card of another or by using an identification card that has not been lawfully issued to or in the name of the person who possesses the card.

| Penalty            | 1st Offense      | 2nd Offense     | Subsequent Offense |
|--------------------|------------------|-----------------|--------------------|
| Fine               | 0–\$300          | 0–\$500         | 0–\$500            |
| Jail               | 0–90 days        | 0–1 year        | 0–1 year           |
| License Suspension | at least 90 days | at least 1 year | at least 2 years   |

### Public Drunkenness

It is illegal to appear in any public place manifestly under the influence of alcohol to the degree that you may endanger yourself or other persons or property, or annoy others in your vicinity.

Public drunkenness is a crime when a person appears in any public place manifestly under the influence of alcohol or a controlled substance to the degree that he may endanger himself or other persons or property, or annoy persons in his vicinity.

Public drunkenness also leads to other behaviors and important health concerns. Often, public drunkenness contributes to many criminal mischiefs and disorderly conducts on campus. People must be responsible for their own actions and know their limits and tolerance levels before consuming alcohol.

| Penalty | 1st Offense | 2nd Offense | Subsequent Offense |
|---------|-------------|-------------|--------------------|
| Fine    | 0–\$500     | 0–\$1,000   | 0–\$1,000          |
| Jail    | 0–90 days   | 0–90 days   | 0–90 days          |

## Driving Under the Influence (DUI) Law

In Pennsylvania, the illegal level for DUI is .08 percent Blood Alcohol Content (BAC) and .02 percent BAC for minors. The law emphasizes treatment and a three-tier penalty system based on BAC and prior offenses: (1) general impairment (.08-.099 percent), (2) high rate of alcohol (.10-.159 percent), and (3) highest rate of alcohol (.16 percent and above).

Also, drivers with any amount of a Schedule I, II, or III controlled substance not medically prescribed (or their metabolites) may not drive, operate, or be in actual physical control of a vehicle.

It is illegal for anyone under 21 years of age to drive a vehicle with a blood alcohol content of .02 percent or higher. A first-time offense individual, under certain circumstances, may qualify for an Accelerated Rehabilitative Disposition (ARD) program.

| Penalty <sup>1</sup> | 1st Offense   | 2nd Offense  | Subsequent Offense  |
|----------------------|---|--|---|
| Fine                 | \$500–\$5,000   | \$750–\$5,000  | \$1,500–\$10,000  |
| Jail                 | 2 days–6 months   | 30 days–6 months   | 90 days–5 years   |
| License Suspension   | 1 year  | 1 year   | 18 months   |
| Other                | Alcohol Highway Safety School<br>Court Reporting Network file | 1 year Ignition Interlock license<br>Court Reporting Network file<br>Alcohol Highway Safety School | 1 year Ignition Interlock license<br>Court Reporting Network file |

## Selling or Furnishing Alcohol to Minors

| Penalty | 1st Offense     | 2nd and Subsequent Offenses |
|---------|-----------------|-----------------------------|
| Fine    | \$1,000–\$2,500 | \$2,500                     |
| Jail    | 0–1 year        | 0–1 year                    |

## Refusing a Chemical Test

Any person who drives a motor vehicle automatically gives consent to one or more chemical test (e.g. breath, blood, or urine). This implied consent means that you don't have the right to an attorney before testing. If a person refuses to submit to a chemical test: (1) the test will not be done; (2) the person's license will be suspended for one year; (3) the person will most likely be charged with DUI.

For more information about all alcohol-related offenses in Pennsylvania, see [www.lcb.state.pa.us/PLCB/Education/index.htm](http://www.lcb.state.pa.us/PLCB/Education/index.htm). Click on "Alcohol & the Law."

## Open Container Law

In Pennsylvania, there is no state law to prohibit open containers of alcohol in public. However, many local governments have enacted such ordinances. For more information about all alcohol-related offenses in Pennsylvania, see [www.lcb.state.pa.us](http://www.lcb.state.pa.us). Click on "Alcohol & the Law."

## Related Drug Offenses

### Possession of Marijuana

A person is unlawful when unknowingly, knowingly, or intentionally possesses marijuana (Hashish), a Schedule I substance, and is not authorized by law to possess such substance, as outlined under the Controlled Substances, Drugs, Device and Cosmetic Act of 1972.

Persons engaged in such activity will most likely be faced with criminal charges and charged with a violation of the Student Code of Conduct.

The charges for marijuana possession include:

| Quantity         | Charge      | Jail Time | Fine      |
|------------------|-------------|-----------|-----------|
| 30 grams or less | Misdemeanor | 30 days   | 0–\$500   |
| Over 30 grams    | Misdemeanor | 1 year    | 0–\$5,000 |

### Possession of Other Drugs

In Pennsylvania, the penalties for being convicted of possession of a controlled substance such as heroin, cocaine, methamphetamines, prescriptions, ecstasy, and LSD vary by type of substance and quantity of the substance possessed. Charges also vary by first, second and subsequent offenses. Charges may include jail time, fines, drug counseling, and suspension of driver's license.

### Possession of Drug Paraphernalia

A person is unlawful when he possesses, with the intent to use, drug paraphernalia that is used for packaging, manufacturing, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance in violation of the Controlled Substances, Drugs, Device and Cosmetic Act of 1972.

## Synthetic Marijuana

Effective March 1, 2011, the U.S. Drug Enforcement Agency classified synthetic marijuana as an illegal substance. It is also known as Spice, K2, Demon, Wicked, Black Magic, Voodoo Spice, and Ninja Aroma Plsu. Individuals found responsible for manufacturing, possessing, importing/exporting, or distributing these substances will face criminal and civil penalties. Penn State students engaging in these activities will also be held responsible under the University's illegal substances policy. It is also against University policy to use synthetic marijuana.

<sup>1</sup> Penalties differ based on age, blood alcohol content, and other factors.



**Controlled Substances Act (CSA)** — The CSA places all substances that are regulated under existing federal law into one of five schedules. The place is based on the substance’s medical use, potential for abuse, and safety or dependence ability. Below is a description of the five schedules and examples of drugs in each schedule. The list is not comprehensive.

| Schedule            | Characteristics   | Examples  |
|---------------------|---|---|
| <b>Schedule I</b>   | <ul style="list-style-type: none"> <li>• high potential for abuse</li> <li>• no currently accepted medical use in US</li> <li>• lack of accepted safety for use under medical supervision</li> </ul>  | <ul style="list-style-type: none"> <li>• Heroin</li> <li>• Gamma Hydroxybutyric Acid (GHB)</li> <li>• LSD</li> <li>• Marijuana</li> <li>• MDMA (Ecstasy)</li> <li>• Mescaline (peyote)</li> <li>• Psilocybin/Psilocyn (mushrooms)</li> <li>• Tetrahydrocannabinols (THC)</li> </ul> |
| <b>Schedule II</b>  | <ul style="list-style-type: none"> <li>• high potential for abuse</li> <li>• currently accepted for medical use or with severe restrictions in US</li> <li>• abuse may lead to severe psychological or physical dependence</li> </ul>                               | <ul style="list-style-type: none"> <li>• Adderall®</li> <li>• Amphetamine</li> <li>• Cocaine</li> <li>• Methadone</li> <li>• Methamphetamine</li> <li>• Morphine</li> <li>• Oxycodone</li> <li>• Phencyclidine (PCP)</li> <li>• Ritalin®</li> </ul>                                 |
| <b>Schedule III</b> | <ul style="list-style-type: none"> <li>• less potential for abuse than drugs in Schedules I and II</li> <li>• currently accepted for medical use in US</li> <li>• abuse may lead to moderate or low physical dependence or high psychological dependence</li> </ul> | <ul style="list-style-type: none"> <li>• Anabolic Steroids</li> <li>• Codeine compounds</li> <li>• Some barbiturates</li> <li>• Ketamine</li> </ul>   |
| <b>Schedule IV</b>  | <ul style="list-style-type: none"> <li>• low potential for abuse compared to drugs in Schedule III</li> <li>• currently accepted medical use in US</li> <li>• abuse may lead to limited physical dependence or psychological dependence</li> </ul>                  | <ul style="list-style-type: none"> <li>• Ativan®</li> <li>• Rohypnol® (not manufactured or legally marketed in the US)</li> <li>• Valium®</li> <li>• Xanax®</li> </ul>  |
| <b>Schedule V</b>   | <ul style="list-style-type: none"> <li>• low potential for abuse compared to drugs in Schedule IV</li> <li>• currently accepted medical use in US</li> <li>• abuse may lead to limited physical dependence or psychological dependence</li> </ul>                   | <ul style="list-style-type: none"> <li>• Cough medicines with codeine</li> </ul>  |

Source: U.S. Department of Justice. (2011). *Drugs of Abuse*. Washington, DC: U.S. Government Printing Office. Retrieved from <http://www.justice.gov/>.

## Federal Tracking Penalties — Marijuana

| Drug                     | Quantity  | 1st Offense   | 2nd Offense*  |
|--------------------------|---|---|---|
| Marijuana (Schedule I)   | 1,000 kg or more mixture; or 1,000 or more plants   | <ul style="list-style-type: none"> <li>• Not less than 10 yrs, not more than life</li> <li>• If death or serious injury, not less than 20 yrs, not more than life</li> <li>• Fine not more than \$4 million if an individual, \$10 million if other than an individual</li> </ul> | <ul style="list-style-type: none"> <li>• Not less than 20 yrs, not more than life</li> <li>• If death or serious injury, mandatory life</li> <li>• Fine not more than \$8 million if an individual, \$20 million if other than an individual</li> </ul>   |
| Marijuana (Schedule I)   | 100 kg to 999 kg mixture; or 100 to 999 plants  | <ul style="list-style-type: none"> <li>• Not less than 5 yrs, not more than 40 yrs</li> <li>• If death or serious injury, not less than 20 yrs, not more than life</li> <li>• Fine not more than \$2 million if an individual, \$5 million if other than an individual</li> </ul> | <ul style="list-style-type: none"> <li>• Not less than 10 years, not more than life</li> <li>• If death or serious injury, mandatory life</li> <li>• Fine not more than \$4 million if an individual, \$10 million if other than an individual</li> </ul> |
| Marijuana (Schedule I)   | More than 10 kgs hashish; 50 to 99 kg mixture<br>More than 1 kg of hashish oil; 50 to 99 plants | <ul style="list-style-type: none"> <li>• Not more than 20 yrs</li> <li>• If death or serious injury, not less than 20 yrs, not more than life</li> <li>• Fine \$1 million if an individual, \$5 million if other than an individual</li> </ul>                                    | <ul style="list-style-type: none"> <li>• Not more than 30 years</li> <li>• If death or serious injury, mandatory life</li> <li>• Fine \$2 million if an individual, \$10 million if other than individual</li> </ul>                                      |
| Marijuana (Schedule I)   | 1 to 49 plants; less than 50 kg   | <ul style="list-style-type: none"> <li>• Not more than 5 years</li> <li>• Fine not more than \$250,000, \$1 million other than individual</li> </ul>  | <ul style="list-style-type: none"> <li>• Not more than 10 years</li> <li>• Fine \$500,000 if an individual, \$2 million if other than individual</li> </ul>   |
| Hashish (Schedule I)     | 10 kg or less   |   |   |
| Hashish Oil (Schedule I) | 1 kg or less  |   |   |

\*The minimum sentence for a violation after two or more prior convictions for a felony drug offense have become final is a mandatory term of life imprisonment without release and a fine up to \$8 million if an individual and \$20 million if other than an individual.

Source: U.S. Department of Justice. (2011). *Drugs of Abuse*. Washington, DC: U.S. Government Printing Office. Retrieved from <http://www.justice.gov/>.

## Federal Tracking Penalties

| Drug Schedule  | Quantity                              | Penalties  | Quantity                                       | Penalties   |
|--|---------------------------------------|--|--|---|
| Cocaine (Schedule II)  | 500–4999 gms mixture                  | <b>First Offense:</b> Not less than 5 yrs, and not more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual.<br><br><b>Second Offense:</b> Not less than 10 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual | 5 kgs or more mixture                          | <b>First Offense:</b> Not less than 10 yrs, and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual.<br><br><b>Second Offense:</b> Not less than 20 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.<br><br><b>2 or More Prior Offenses:</b> Life imprisonment. |
| Cocaine Base (Schedule II)   | 28–279 gms mixture                    |  | 280 gms or more mixture                        |   |
| Fentanyl (Schedule II)   | 40–399 gms mixture                    |  | 400 gms or more mixture                        |   |
| Fentanyl Analogue (Schedule I)   | 10–99 gms mixture                     |  | 100 gms or more mixture                        |   |
| Heroin (Schedule I)  | 100–999 gms mixture                   |  | 1 kg or more mixture                           |   |
| LSD (Schedule I)   | 1–9 gms mixture                       |  | 10 gms or more mixture                         |   |
| Methamphetamine (Schedule II)  | 5–49 gms pure or 50–499 gms mixture   |  | 50 gms or more pure or 500 gms or more mixture |   |
| PCP (Schedule II)  | 10–99 gms pure or 100–999 gms mixture |  | 100 gm or more pure or 1 kg or more mixture    |   |
| Penalties  |                                       |  |  |   |
| Other Schedule I & II drugs (and any drug product containing Gamma Hydroxybutric Acid) | Any amount                            | <b>First Offense:</b> Not more than 20 yrs. If death or serious injury, not less than 20 years, or more than life. Fine \$1 million if an individual, \$5 million if not an individual.<br><b>Second Offense:</b> Not more than 30 yrs. If death or serious injury, life imprisonment. \$2 million if an individual, \$10 million if not an individual.  |  |   |
| Other Schedule III drugs   | Any amount                            | <b>First Offense:</b> Not more than 10 yrs. If death or serious injury, not more than 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual.<br><b>Second Offense:</b> Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than \$1.5 million if an individual, \$5 million if not an individual.  |  |   |
| All other Schedule IV drugs  | Any amount                            | <b>First Offense:</b> Not more than 5 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual.<br><b>Second Offense:</b> Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual.   |  |   |
| Flunitrazepam (Schedule IV)  | Less than 1 gm                        |  |  |   |
| All Schedule V drugs   | Any amount                            | <b>First Offense:</b> Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual.<br><b>Second Offense:</b> Not more than 4 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.   |  |   |

Source: U.S. Department of Justice. (2011). *Drugs of Abuse*. Washington, DC: U.S. Government Printing Office. Retrieved from <http://www.justice.gov/>.



## Drugs Risks and Consequences

| SUBSTANCE<br>Other Names   | Potential for Dependence          |                                   | Risks and Effects   |   |   |
|--|-----------------------------------|-----------------------------------|---|---|---|
|  | Physical                          | Psycho-logical                    | Short-Term  | Long-Term   | Overdose  |
| <b>ALCOHOL</b><br>Beer, Distilled liquor, Ethanol, Wine  | High                              | High                              | <ul style="list-style-type: none"> <li>• Impaired judgment and vision</li> <li>• Lowered inhibitions</li> <li>• Loss of motor skills and coordination</li> <li>• Slurred speech</li> </ul>  | <ul style="list-style-type: none"> <li>• Cardiovascular disease</li> <li>• Hypertension</li> <li>• Liver damage</li> <li>• Neurologic damage</li> <li>• Toxic psychosis</li> </ul>  | <ul style="list-style-type: none"> <li>• Coma</li> <li>• Possible death</li> </ul>  |
| <b>CANNABIS</b><br>Hash oil, Hashish, Grass, Marijuana, Pot, Weed  | Low                               | Moderate                          | <ul style="list-style-type: none"> <li>• Confusion</li> <li>• Euphoria</li> <li>• Impaired balance and coordination</li> <li>• Memory loss</li> <li>• Slowed reaction time</li> <li>• Slowed thinking</li> </ul>  | <ul style="list-style-type: none"> <li>• Cardiovascular damage</li> <li>• Frequent respiratory infections</li> <li>• Impaired learning</li> <li>• Impaired memory</li> <li>• Increased heart rate</li> <li>• Tolerance and addiction</li> </ul>   | <ul style="list-style-type: none"> <li>• Insomnia</li> <li>• Hyperactivity</li> <li>• Panic attack</li> <li>• Paranoia</li> <li>• Possible toxic reaction if combined with other chemicals</li> </ul>   |
| <b>DEPRESSANTS</b><br>Barbiturates, Benzodiazepine, Date rape drug, Liquid ecstasy, Flunitrazepam, GHB, Methaqualone, Special K, Xanax | High                              | High                              | <ul style="list-style-type: none"> <li>• Confusion</li> <li>• Fatigue</li> <li>• Feeling of well-being, irritability</li> <li>• Lowered blood pressure</li> <li>• Lowered inhibitions</li> <li>• Poor concentration</li> <li>• Reduced anxiety</li> <li>• Sedation</li> <li>• Slowed pulse and breathing</li> <li>• Slurred speech</li> </ul> | <ul style="list-style-type: none"> <li>• Anxiety</li> <li>• Dizziness</li> <li>• Hallucinations</li> <li>• Insomnia</li> <li>• Loss of peripheral vision</li> <li>• Nausea</li> <li>• Seizures</li> <li>• Weak, rapid pulse</li> <li>• Toxic psychosis</li> <li>• Tremors</li> </ul>  | <ul style="list-style-type: none"> <li>• Blackouts</li> <li>• Cold, clammy skin</li> <li>• Coma</li> <li>• Life threatening withdrawal</li> <li>• Possible death</li> <li>• Respiratory depression and arrest</li> <li>• Toxic reaction if combined with alcohol</li> </ul> |
| <b>HALLUCINOGENICS</b><br>Acid, Angel Dust, Crystal, LSD, MDA, Mescaline, Mushrooms, PCP, Peyote, Phencyclidine, Psilocybin            | Low / Unknown                     | Unknown                           | <ul style="list-style-type: none"> <li>• Altered stated of perception</li> <li>• Increase body temperature, heart rate, blood pressure</li> <li>• Loss of appetite</li> <li>• Nausea</li> <li>• Numbness</li> <li>• Sleeplessness</li> <li>• Tremors</li> <li>• Weakness</li> </ul>   | <ul style="list-style-type: none"> <li>• Hallucinogen Persisting Perception Disorder (flashbacks)</li> <li>• Intensify existing psychosis</li> <li>• Violent behavior</li> </ul>  | <ul style="list-style-type: none"> <li>• Intense, prolonged hallucinations</li> <li>• Possible sudden death</li> <li>• Psychosis</li> </ul>   |
| <b>INHALANTS</b><br>Gases, Solvents  | High for chronic, long-term abuse | High for chronic, long-term abuse | <ul style="list-style-type: none"> <li>• Impaired judgment</li> <li>• Headache</li> <li>• Nausea, vomiting</li> <li>• Poor coordination</li> <li>• Slurred speech</li> </ul>  | <ul style="list-style-type: none"> <li>• Cardiovascular and nervous system damage, leading to inability to walk, talk, or think</li> <li>• Cramps</li> <li>• Depression</li> <li>• Loss of muscle tone</li> <li>• Memory impairment</li> <li>• Mild withdrawal</li> <li>• Muscle wasting and weakness</li> <li>• Weight loss</li> </ul> | <ul style="list-style-type: none"> <li>• Coma</li> <li>• Possible sudden death</li> <li>• Possible toxic reaction</li> <li>• Unconsciousness</li> </ul>   |
| <b>NARCOTICS</b><br>Codeine, Demerol HCL, Heroin, Meperidine, Morphine, Opium, Oxycodone, Vicodin                                      | High                              | High                              | <ul style="list-style-type: none"> <li>• Confusion</li> <li>• Constipation</li> <li>• Drowsiness</li> <li>• Euphoria</li> <li>• Nausea</li> <li>• Pain relief</li> <li>• Sedation</li> <li>• Staggering gait</li> </ul>   | <ul style="list-style-type: none"> <li>• AIDS and Hepatitis infection</li> <li>• Malnutrition</li> </ul>  | <ul style="list-style-type: none"> <li>• Clammy skin</li> <li>• Coma</li> <li>• Convulsions</li> <li>• Death</li> <li>• Respiratory arrest</li> <li>• Shallow perspirations</li> <li>• Tolerance, addiction</li> <li>• Toxic reaction if combined with alcohol</li> </ul>   |
| <b>STIMULANTS</b><br>Amphetamine, Cocaine, Ecstasy, MDMA, Methylphenidate, Phenmetrazine, Ritalin                                      | Possible                          | High                              | <ul style="list-style-type: none"> <li>• Appetite loss</li> <li>• Excitement and euphoria</li> <li>• Feeling of well being</li> <li>• Increased alertness Increased blood pressure, pulse</li> <li>• Insomnia</li> </ul>  | <ul style="list-style-type: none"> <li>• Insomnia</li> <li>• Nervous system damage</li> <li>• Organ/tissue damage</li> <li>• Paranoia</li> <li>• Psychosis</li> <li>• Weight loss</li> </ul>  | <ul style="list-style-type: none"> <li>• Agitation</li> <li>• Convulsions</li> <li>• Hallucinations</li> <li>• Heart attack, stroke</li> <li>• High blood pressure</li> <li>• Loss of consciousness</li> <li>• Seizures</li> <li>• Temperature increase</li> </ul>          |
| <b>TOBACCO</b><br>Chewing/ Smokeless Tobacco, Cigarettes, Cigars, Nicotine   | High                              | High                              | <ul style="list-style-type: none"> <li>• Bad breath</li> <li>• Bad taste in mouth</li> <li>• Decreased lung capacity</li> <li>• Increased blood pressure</li> <li>• Increased heart rate</li> </ul>   | <ul style="list-style-type: none"> <li>• Adverse pregnancy outcomes</li> <li>• Cardiovascular disease</li> <li>• Cancer</li> </ul>  | <ul style="list-style-type: none"> <li>• Possible death</li> </ul>  |

### Notes:

- Alcohol and other drug use during pregnancy increases risk of physical harm to fetus.
- Additional risks of harm may occur from toxic impurities present in street drugs.
- Additional risks of harm may occur from the use of prescription drugs in ways other than prescribed.
- Drugs taken by injection can increase the risk of infection (e.g., HIV, hepatitis, etc.) through needle contamination.

### For more information, visit:

**[www.drugabuse.gov](http://www.drugabuse.gov)**  
**[www.samhsa.gov](http://www.samhsa.gov)**



## Drug and Alcohol Abuse Education Programs

### Resources for Faculty and Staff

Penn State's Employee Assistance Program (EAP) is available for Penn State employees if they have a problem with substance abuse or if someone they know may have a problem. If you suspect that you or someone close to you may have a problem with alcohol or other drugs . . . stop hurting and start healing.

- Penn State faculty and staff can reach the EAP 24 hours a day, 7 days a week by calling 1-866-749-1735.
- Any employee or supervisor with additional questions related to alcohol and other drug problems may contact:  
Office of Human Resources: Health Matters 814-865-3085.

### Resources for Students

| Campus Resources                    |  |               |
|-------------------------------------|--|---------------|
| The Office of Student Services      | 333 W. South St.<br>Carlisle, PA 17013 | 717- 240-5247 |
| The Director of Business Services   | 333 W. South St.<br>Carlisle, PA 17013 | 717-226-0966  |
| Associate Dean for Academic Affairs | 333 W. South St.<br>Carlisle, PA 17013 | 717-240-5295  |



| Community Resources                                       |   |                                      |   |
|---|---|--------------------------------------|---|
| Lawyers Concerned for Lawyers Counseling Services         | 55 Central Blvd.<br>Camp Hill, PA 17011     | 717-737-9660<br>Hotline 888-991-1942 | <a href="http://www.lclpa.org/">http://www.lclpa.org/</a>   |
| Franco Psychological Associates Counseling Services       | 26 State Ave. Ste 101<br>Carlisle, PA 17013 | 717-243-1896                         | <a href="http://www.francopsychological.com/">http://www.francopsychological.com/</a>                             |
| Cumberland County Crisis Intervention                     | 45 Spring Drive<br>Carlisle, PA 17013       | 717-243-6005 or<br>866-350-HELP      | <a href="http://www.ccpa.net/index.aspx?NID=2493">http://www.ccpa.net/index.aspx?NID=2493</a>                     |
| Domestic Violence Services of Cumberland & Perry Counties |   | 800-852-2102                         | <a href="http://www.dvscp.org/">http://www.dvscp.org/</a>   |
| Pennsylvania Coalition Against Domestic Violence          | 6400 Flank Drive<br>Harrisburg, PA 17112    | 717-545-6400                         | <a href="http://www.pcadv.org/">http://www.pcadv.org/</a>   |
| Pennsylvania Coalition Against Rape                       | 125 North Enola Drive<br>Enola, PA 17025    | 717-728-9740<br>Hotline 888-727-2877 |   |
| YWCA Sexual Assault/Rape Crisis Program                   | 301 G Street<br>Carlisle, PA 17013          | 717-258-4325<br>Hotline 888-727-2877 | <a href="http://www.ywcacarlisle.org/index.php/rape-crisis">http://www.ywcacarlisle.org/index.php/rape-crisis</a> |

## ANNUAL DISCLOSURE OF CRIME STATISTICS

While the Penn State Dickinson School of Law campus is a reasonably safe environment, crimes do occur. In addition to the Clery Act crimes statistics, other common crimes that occur on campus are outlined below.

### Theft

Theft is a common occurrence on college campuses. Often, this is due to the fact that theft is a crime of opportunity. Confined living arrangements, recreation facilities, and many open classrooms and laboratories provide thieves with effortless opportunities. Occupants of the residence halls often feel a sense of security and home atmosphere and become too trusting of their peers, while others leave classrooms and laboratories unlocked when not occupied for short periods of time.

It is important to be very vigilant when it comes to suspicious persons. Never leave items and valuables lying around unsecured. Doors should be locked at all times. The following is a list of suggestions to help you not fall victim to theft.

- ☐ Keep doors to residence halls, labs, classrooms locked when not occupied
- ☐ Don't provide access to unauthorized persons in the buildings or classrooms
- ☐ Do not keep large amounts of money with you.
- ☐ Lock all valuables, money, jewelry, and checkbooks in a lock box or locked drawer
- ☐ Keep a list of all valuable possessions including the makes, models, and serial numbers
- ☐ Take advantage of the Engraving Programs to have all valuables engraved with specific identifying marks
- ☐ Don't leave laptop computers or textbooks unattended in labs or libraries, even if it is for a short period of time
- ☐ Don't lend credit cards or identification cards to anyone
- ☐ Report loitering persons or suspicious persons to police immediately; don't take any chances

### Identity Theft

Identity theft is a crime in which someone wrongfully obtains and uses another person's personal information in some ways that involves fraud or deception, typically for economic gain. This personal data could be a Social Security number, bank account, or credit card information.

Persons involved in identity theft often use computers or other forms of media to assist them.

You can take measures to prevent this from happening to you:

- Do not give anyone your personal information unless there is a legitimate reason to trust them.
- Never give your credit card information, date of birth, or other information over the telephone, unless you can confirm the person receiving that information.
- Complete a credit check frequently to assure there is no suspicious activity.
- Examine financial information often to assure all transactions are authorized and accounted for.
- Use security software and install firewalls on computers.

### Clery Act Crimes

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. The University Police collects the Clery crime statistics disclosed in the following charts through a number of methods.

The University Police maintains a close relationship with all police departments where Penn State owns or controls property to ensure that crimes reported directly to these police departments that involve the University are brought to the attention of the University Police. In addition to collecting Clery crime statistics from local police departments, all reports of crime incidents made directly to the University Police (through police dispatchers and officers) are entered into an integrated computer aided-dispatch systems/records management system. The entries are recorded in the system in accordance with the crime definitions outlined in the FBI Uniform Crime Reporting Handbook and the FBI National Incident-Based Reporting System Handbook (sex offenses only). To ensure each report is appropriately classified in the correct crime category, after a dispatcher or officer enters the report in the system, a department administrator reviews the report to ensure it is appropriately classified. The department also periodically examines data in the system for appropriate classification.

In addition to the crime data that the University Police maintains, the University collects Clery crime statistics of reports made to various campus security authorities, as defined in this report. The statistics reported in the following charts generally reflect the number of criminal incidents reported to the various campus security 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.



## Definitions of Reportable Crimes

**Murder/Manslaughter** – defined as the willful killing of one human being by another.

**Negligent Manslaughter** – defined as the killing of another person through gross negligence.

**Rape** – Penetration no matter how slight of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

**Fondling** – the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

**Incest** – 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

**Robbery** – defined as taking or attempting to take anything of value from the car, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

**Aggravated Assault** – defined as an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

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

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

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

**Domestic Violence** – Includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family laws of the Commonwealth of Pennsylvania, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction. Domestic Violence is not defined by Pennsylvania state statute.

**Dating Violence** – Means violence committed by a person—(a) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (b) where the existence of such a relationship will be determined by the reporting party's statement and based on a consideration of the following factors:

- (i) The length of the relationship.
- (ii) The type of relationship.
- (iii) The frequency of interaction between the persons involved in the relationship.

Dating Violence is not defined by Pennsylvania state statute.

**Stalking** – Means 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. In Pennsylvania, a person commits the crime of stalking when the person either:

- (1) engages in a course of conduct or repeatedly commits acts toward another person, including following the person without proper authority, under circumstances which

demonstrate either an intent to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person; or

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

**Hate Crimes** – includes all of the crimes listed above that manifest evidence that the victim was intentionally selected because the perpetrator's bias against the victim based on one of the Categories of Prejudice listed below, plus the following crimes.

**Larceny/Theft** – includes pocket picking, purse snatching, shoplifting, theft from building, theft from motor vehicle, theft of motor vehicle parts or accessories, and all other larceny.

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

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

**Destruction/Damage/Vandalism to Property (except Arson)** – to willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

## Categories of Prejudice

**Race** – A preformed negative attitude toward a group of persons who possess common physical characteristics genetically transmitted by descent and heredity that distinguish them as a distinct division of humankind.

**Gender** – A preformed negative opinion or attitude toward a group of persons because those persons are male or female.

**Religion** – A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being.

**Sexual Orientation** – A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex.

**Ethnicity** – A preformed negative opinion or attitude toward a group of persons of the same ethnicity who share common or similar traits, languages, customs, and traditions.

**National Origin** – A preformed negative opinion or attitude toward a group of persons of the same national origin who share common or similar traits, languages, customs, and traditions.

**Disability** – A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age, or illness.

**Gender Identity** – A preformed negative opinion or attitude toward a group of persons because the perceived gender of those persons may be different from the gender traditionally associated with their gender at birth.



## CRIME STATISTICS: CLERY DATA

The following annual security report provides crime statistics for selected crimes that have been reported to local police agencies or to campus security authorities. The statistics reported here generally reflect the number of criminal incidents reported to the various authorities. The statistics reported for the sub-categories on liquor laws, drug laws, and weapons offenses represented the number of people arrested or referred to campus judicial authorities for respective violations, not the number of offenses documented. This report complies with 20 U.S. Code Section 1092 (f).

|                                   | 2012               |                 |                 |            | 2013               |                 |                 |            | 2014               |                 |                 |            |   |
|-----------------------------------|--------------------|-----------------|-----------------|------------|--------------------|-----------------|-----------------|------------|--------------------|-----------------|-----------------|------------|---|
| OFFENSES                          | On-Campus Property |                 | Public Property | Non-Campus | On-Campus Property |                 | Public Property | Non-Campus | On-Campus Property |                 | Public Property | Non-Campus | Unfounded<br>(NOT INCLUDED IN CLERY OFFENSE COUNTS) |
|                                   | Residence Hall     | Total On-Campus |                 |            | Residence Hall     | Total On-Campus |                 |            | Residence Hall     | Total On-Campus |                 |            |   |
| Murder/Non-negligent Manslaughter | 0                  | 0               | 0               | 0          | 0                  | 0               | 0               | 0          | 0                  | 0               | 0               | 0          | 0   |
| Negligent Manslaughter            | 0                  | 0               | 0               | 0          | 0                  | 0               | 0               | 0          | 0                  | 0               | 0               | 0          | 0   |
| Sex Offenses - Forcible*          | 0                  | 0               | 0               | 0          | 0                  | 0               | 0               | 0          | —                  | —               | —               | —          | —   |
| Sex Offenses - Non-forcible       | 0                  | 0               | 0               | 0          | 0                  | 0               | 0               | 0          | —                  | —               | —               | —          | —   |
| Rape                              | —                  | —               | —               | —          | —                  | —               | —               | —          | 0                  | 0               | 0               | 0          | 0   |
| Fondling                          | —                  | —               | —               | —          | —                  | —               | —               | —          | 0                  | 0               | 0               | 0          | 0   |
| Statutory Rape                    | —                  | —               | —               | —          | —                  | —               | —               | —          | 0                  | 0               | 0               | 0          | 0   |
| Incest                            | —                  | —               | —               | —          | —                  | —               | —               | —          | 0                  | 0               | 0               | 0          | 0   |
| Robbery                           | 0                  | 0               | 0               | 0          | 0                  | 0               | 0               | 0          | 0                  | 0               | 0               | 0          | 0   |
| Aggravated Assault                | 0                  | 0               | 0               | 0          | 0                  | 0               | 0               | 0          | 0                  | 0               | 0               | 0          | 0   |
| Burglary                          | 0                  | 0               | 0               | 0          | 0                  | 0               | 0               | 0          | 0                  | 0               | 0               | 0          | 0   |
| Motor Vehicle Theft               | 0                  | 0               | 0               | 0          | 0                  | 0               | 0               | 0          | 0                  | 0               | 0               | 0          | 0   |
| Arson                             | 0                  | 0               | 0               | 0          | 0                  | 0               | 0               | 0          | 0                  | 0               | 0               | 0          | 0   |
|                                   |                    |                 |                 |            |                    |                 |                 |            |                    |                 |                 |            |   |
| <b>VAWA OFFENSES</b>              |                    |                 |                 |            |                    |                 |                 |            |                    |                 |                 |            |   |
| Domestic Violence                 | —                  | —               | —               | —          | 0                  | 0               | 0               | 0          | 0                  | 0               | 0               | 0          | 0   |
| Dating Violence                   | —                  | —               | —               | —          | 0                  | 0               | 0               | 0          | 0                  | 0               | 0               | 0          | 0   |
| Stalking                          | —                  | —               | —               | —          | 0                  | 0               | 0               | 0          | 0                  | 0               | 0               | 0          | 0   |
|                                   |                    |                 |                 |            |                    |                 |                 |            |                    |                 |                 |            |   |
| <b>ARRESTS</b>                    |                    |                 |                 |            |                    |                 |                 |            |                    |                 |                 |            |   |
| Weapons                           | 0                  | 0               | 0               | 0          | 0                  | 0               | 0               | 0          | 0                  | 0               | 0               | 0          | 0   |
| Drugs                             | 0                  | 0               | 0               | 0          | 0                  | 0               | 0               | 0          | 0                  | 0               | 0               | 0          | 0   |
| Alcohol                           | 0                  | 0               | 0               | 0          | 0                  | 0               | 0               | 0          | 0                  | 0               | 0               | 0          | 0   |
|                                   |                    |                 |                 |            |                    |                 |                 |            |                    |                 |                 |            |   |
| <b>REFERRALS</b>                  |                    |                 |                 |            |                    |                 |                 |            |                    |                 |                 |            |   |
| Weapons                           | 0                  | 0               | 0               | 0          | 0                  | 0               | 0               | 0          | 0                  | 0               | 0               | 0          | 0   |
| Drugs                             | 0                  | 0               | 0               | 0          | 0                  | 0               | 0               | 0          | 0                  | 0               | 0               | 0          | 0   |
| Alcohol                           | 0                  | 0               | 0               | 0          | 0                  | 0               | 0               | 0          | 0                  | 0               | 0               | 0          | 0   |
|                                   |                    |                 |                 |            |                    |                 |                 |            |                    |                 |                 |            |   |
| <b>HATE CRIMES</b>                |                    |                 |                 |            |                    |                 |                 |            |                    |                 |                 |            |   |
| Murder/Non-negligent Manslaughter | 0                  | 0               | 0               | 0          | 0                  | 0               | 0               | 0          | 0                  | 0               | 0               | 0          | 0   |
| Negligent Manslaughter            | 0                  | 0               | 0               | 0          | 0                  | 0               | 0               | 0          | 0                  | 0               | 0               | 0          | 0   |
| Sex Offenses - Forcible           | 0                  | 0               | 0               | 0          | 0                  | 0               | 0               | 0          | 0                  | 0               | 0               | 0          | 0   |
| Sex Offenses - Non-forcible       | 0                  | 0               | 0               | 0          | 0                  | 0               | 0               | 0          | 0                  | 0               | 0               | 0          | 0   |
| Robbery                           | 0                  | 0               | 0               | 0          | 0                  | 0               | 0               | 0          | 0                  | 0               | 0               | 0          | 0   |
| Aggravated Assault                | 0                  | 0               | 0               | 0          | 0                  | 0               | 0               | 0          | 0                  | 0               | 0               | 0          | 0   |
| Burglary                          | 0                  | 0               | 0               | 0          | 0                  | 0               | 0               | 0          | 0                  | 0               | 0               | 0          | 0   |
| Motor Vehicle Theft               | 0                  | 0               | 0               | 0          | 0                  | 0               | 0               | 0          | 0                  | 0               | 0               | 0          | 0   |
| Arson                             | 0                  | 0               | 0               | 0          | 0                  | 0               | 0               | 0          | 0                  | 0               | 0               | 0          | 0   |
| Larceny                           | 0                  | 0               | 0               | 0          | 0                  | 0               | 0               | 0          | 0                  | 0               | 0               | 0          | 0   |
| Simple Assault                    | 0                  | 0               | 0               | 0          | 0                  | 0               | 0               | 0          | 0                  | 0               | 0               | 0          | 0   |
| Intimidation                      | 0                  | 0               | 0               | 0          | 0                  | 0               | 0               | 0          | 0                  | 0               | 0               | 0          | 0   |
| Vandalism                         | 0                  | 0               | 0               | 0          | 0                  | 0               | 0               | 0          | 0                  | 0               | 0               | 0          | 0   |

**Hate Crime Key:** (D) Disability (E) Ethnicity (Ra) Race (Re) Religion (S) Sexual Orientation (G) Gender (N) National Origin (GI) Gender Identity

# Pennsylvania Uniform Crime Report Act

Crime Statistics are reported to the Pennsylvania State Police for annual publication in "Crime in Pennsylvania, the Uniform Crime Report of the Commonwealth." These statistics are also available in the U.S. Department of Justice Publication, Crime in the United States, which is available at all public libraries and most law enforcement agencies within the United States. Crime statistics are also available by writing to University Police, The Pennsylvania State University, 30 Eisenhower Parking Deck, University Park, PA 16802-2116 or can be accessed on the Internet at <http://www.police.psu.edu>.

| CAMPUS: The Dickinson School of Law            | 2012            |             |             | 2013            |             |             | 2014            |             |             |
|--|-----------------|-------------|-------------|-----------------|-------------|-------------|-----------------|-------------|-------------|
|  | ON CAMPUS       |             |             | ON CAMPUS       |             |             | ON CAMPUS       |             |             |
|  | ACTUAL OFFENSES | *CRIME RATE | ARREST DATA | ACTUAL OFFENSES | *CRIME RATE | ARREST DATA | ACTUAL OFFENSES | *CRIME RATE | ARREST DATA |
| <b>PART I OFFENSES</b>                         |                 |             |             |                 |             |             |                 |             |             |
| <b>CRIMINAL HOMICIDE</b>                       |                 |             |             |                 |             |             |                 |             |             |
| Murder & Non-negligent Manslaughter            |                 |             |             |                 |             |             |                 |             |             |
| Manslaughter by Negligence                     |                 |             |             |                 |             |             |                 |             |             |
| <b>FORCIBLE RAPE</b>                           |                 |             |             |                 |             |             |                 |             |             |
| Rape by Force                                  |                 |             |             |                 |             |             |                 |             |             |
| Assault to Rape - Attempts                     |                 |             |             |                 |             |             |                 |             |             |
| <b>ROBBERY</b>                                 |                 |             |             |                 |             |             |                 |             |             |
| Firearm  |                 |             |             |                 |             |             |                 |             |             |
| Knife or Cutting Instrument                    |                 |             |             |                 |             |             |                 |             |             |
| Other Dangerous Weapon                         |                 |             |             |                 |             |             |                 |             |             |
| Strong Arm (Hands, Feet, etc.)                 |                 |             |             |                 |             |             |                 |             |             |
| <b>ASSAULT</b>                                 |                 |             |             |                 |             |             |                 |             |             |
| Firearm  |                 |             |             |                 |             |             |                 |             |             |
| Knife or Cutting Instrument                    |                 |             |             |                 |             |             |                 |             |             |
| Other Dangerous Weapon                         |                 |             |             |                 |             |             |                 |             |             |
| Hands, Fists, Feet, etc.                       |                 |             |             |                 |             |             |                 |             |             |
| <b>BURGLARY</b>                                |                 |             |             |                 |             |             |                 |             |             |
| Forcible Entry                                 |                 |             |             |                 |             |             |                 |             |             |
| Unlawful Entry - No Force                      |                 |             |             |                 |             |             |                 |             |             |
| Attempted Forcible Entry                       |                 |             |             |                 |             |             |                 |             |             |
| <b>LARCENY - THEFT</b> (Exc. Motor Vehicles)   |                 |             |             |                 |             |             |                 |             |             |
| <b>MOTOR VEHICLE THEFT</b>                     |                 |             |             |                 |             |             |                 |             |             |
| Autos  |                 |             |             |                 |             |             |                 |             |             |
| Trucks and Buses                               |                 |             |             |                 |             |             |                 |             |             |
| Other Vehicles                                 |                 |             |             |                 |             |             |                 |             |             |
| <b>ARSON</b>                                   |                 |             |             |                 |             |             |                 |             |             |
| <b>TOTAL PART I OFFENSES</b>                   | 0               | 0           | 0           | 0               | 0           | 0           | 0               | 0           | 0           |
| <b>PART II OFFENSES</b>                        |                 |             |             |                 |             |             |                 |             |             |
| <b>Assaults - Non-Aggravated</b>               |                 |             |             |                 |             |             |                 |             |             |
| <b>Forgery and Counterfeiting</b>              |                 |             |             |                 |             |             |                 |             |             |
| <b>Fraud</b>                                   |                 |             |             |                 |             |             |                 |             |             |
| <b>Embezzlement</b>                            |                 |             |             |                 |             |             |                 |             |             |
| <b>Stolen Prop., Rec., Possess., etc.</b>      |                 |             |             |                 |             |             |                 |             |             |
| <b>Vandalism</b>                               |                 |             |             |                 |             |             |                 |             |             |
| <b>Weapons, Carrying, Possess., etc.</b>       |                 |             |             |                 |             |             |                 |             |             |
| <b>Prostitution &amp; Commercialized Vice</b>  |                 |             |             |                 |             |             |                 |             |             |
| <b>Sex Offenses</b> (Exc. Prostitution & Rape) |                 |             |             |                 |             |             |                 |             |             |
| <b>Drug Abuse Violations</b>                   |                 |             |             |                 |             |             |                 |             |             |
| <b>S</b> Opium-Cocaine                         |                 |             |             |                 |             |             |                 |             |             |
| <b>A</b> Marijuana                             |                 |             |             |                 |             |             |                 |             |             |
| <b>L</b> Synthetic                             |                 |             |             |                 |             |             |                 |             |             |
| <b>E</b> Other                                 |                 |             |             |                 |             |             |                 |             |             |
| <b>P</b> Opium-Cocaine                         |                 |             |             |                 |             |             |                 |             |             |
| <b>O</b> Marijuana                             |                 |             |             |                 |             |             |                 |             |             |
| <b>S</b> Synthetic                             |                 |             |             |                 |             |             |                 |             |             |
| <b>S</b> Other                                 |                 |             |             |                 |             |             |                 |             |             |
| <b>Gambling</b>                                |                 |             |             |                 |             |             |                 |             |             |
| Book Making                                    |                 |             |             |                 |             |             |                 |             |             |
| Numbers, etc.                                  |                 |             |             |                 |             |             |                 |             |             |
| <b>Offenses Against Family &amp; Children</b>  |                 |             |             |                 |             |             |                 |             |             |
| <b>Driving Under the Influence</b>             |                 |             |             |                 |             |             |                 |             |             |
| <b>Liquor Laws</b>                             |                 |             |             |                 |             |             |                 |             |             |
| <b>Drunkenness</b>                             |                 |             |             |                 |             |             |                 |             |             |
| <b>Disorderly Conduct</b>                      |                 |             |             |                 |             |             |                 |             |             |
| <b>Vagrancy</b>                                |                 |             |             |                 |             |             |                 |             |             |
| <b>All Other Offenses</b> (Exc. Traffic)       |                 |             |             |                 |             |             |                 |             |             |
| <b>TOTAL PART II OFFENSES</b>                  | 0               | 0           | 0           | 0               | 0           | 0           | 0               | 0           | 0           |
| <b>TOTAL PART I &amp; PART II OFFENSES</b>     | 0               | 0           | 0           | 0               | 0           | 0           | 0               | 0           | 0           |

| The Dickinson School of Law |     |
|-----------------------------|-----|
| 2014: Employees             | 71  |
| Students                    | 581 |

\*RATE: Per 100,000 population. Population is calculated using full-time equivalent students, faculty, and staff.

\*\*Reasonably contiguous buildings/property owned by Penn State or student organizations recognized by Penn State.

"( )" indicates the number of incidents, if any, that are classified as hate crimes by the Hate Crimes Statistics Act (28 U.S.C. 534).

Footnote: These statistics comply with the Pennsylvania Campus Security Act (PA Title 24 Section 2502-1 to -5) enacted May 1988.

(a) Aggravated Assault

# Housing Report

## (1) Types of student housing available (on-campus, off-campus; single room, double, group; single sex, coed; undergraduate, graduate, married; etc.)

| Undergraduate On-Campus Housing      | Double Rooms | Suites | Singles | Apartments |
|--------------------------------------|--------------|--------|---------|------------|
| Penn State Altoona                   | X            | X      |         |            |
| Penn State Beaver                    | X            |        |         |            |
| Penn State Berks                     |              | X      | X       |            |
| Penn State Erie, The Behrend College | X            | X      | X       | X          |
| Penn State Greater Allegheny         | X            |        |         |            |
| Penn State Harrisburg                |              | X      | X       | X          |
| Penn State Hazleton                  | X            | X      |         |            |
| Penn State Mont Alto                 | X            | X      |         |            |

All campus residence halls are co-ed within a building but single gender within a room, suite, or apartment. Housing for graduate or married students is not available, nor is family housing.

## (2) Policies on housing assignments and requests by students for assignment changes

### Assignment Policies:

Students are able to request a roommate when they accept their contract; every effort is made to honor mutual roommate requests. However, a student may state that their preferred room type or location is more important than their preferred roommate; if the preferred room type or location will not accommodate their roommate, they are then assigned to the preferred room without their requested roommate.

### Opportunities to Change Room Assignments

A direct room exchange is a change of assignment with another student of the same gender and may be processed for most types of accommodations. Direct room exchanges must be completed online through [www.eLiving.psu.edu](http://www.eLiving.psu.edu). A direct room exchange cannot be processed for students assigned to a medically equipped room due to a medical need, such as air conditioning, unless the change is to a similarly equipped room. A direct room exchange cannot be processed if the student is assigned to a Special Living Option through a Special Living Option Contract, or certain other special housing. Direct room exchanges can be processed only through the 15th week of the semester.

An open room change is a change of assignment to a vacant space. A student interested in changing their room assignment for spring semester may do so during the posted time periods beginning in November and continuing through early December. During the posted time periods, students will be informed where to view the list of rooms being vacated for spring semester. Interested students must follow the process outlined for requesting a room change. The Housing and Food Services office will process the change and notify



the student when the request is complete. After the second week of spring semester, depending on room availability, a list of vacancies is posted at the Housing and Food Services office. Room changes are processed on a first-come, first-served basis to an available space in accordance with the policy/instructions provided with the posting. After the open room change period ends and supplemental rooms have been emptied, Housing and Food Services will consolidate vacancies. Upon notification, if a student has a vacancy in their room, they may choose from the following options:

1. Space permitting, retain the room for the rest of the semester on a reduced-capacity basis for an additional charge. All students assigned to supplemental living accommodations must be reassigned to permanent living accommodations before such requests will be honored; or
2. Process a room change to a vacancy in a similar room (same capacity) with another student of the student's choice; or
3. Have their room placed on a list of rooms available for new students or current students whose circumstances warrant a room assignment change to select for assignment. Once a roommate is assigned, the student will not have the option to pay the additional fee and maintain the room in a reduced-capacity manner.

### Emergency Room Changes

An emergency room change will be arranged only when all other options to resolve differences between roommates have been thoroughly explored. If a student feels that an emergency room change is needed, the student must discuss the issue with a Residence Life staff member. If the staff member determines that an emergency exists and space is available, they will contact the Housing and Food Services office to process a change in assignment.



### **(3) Policies concerning the identification and admission of visitors in student housing facilities**

#### **GUESTS**

The residence halls are intended for use by residents of the building and their invited guests. A guest is defined as a person visiting a resident of the residence hall at the resident's invitation. Delivery persons are not considered to be guests for purposes of this policy.

To ease the congestion of the move-in period and to allow roommates the opportunity to discuss what to do about overnight guests in the room, no overnight guests will be allowed in the residence halls until the first day of classes, and then only with the permission of the roommate.

The following stipulations relate to all guests:

1. The host student is responsible for ensuring that their guests are aware of University and residence hall policies. Guests are held responsible for their own actions and for knowledge of University and residence hall regulations. However, hosts may be held accountable for damages done by their guests, unless the guest can be identified as a University student. Hosts may also be held accountable for their guests' behavior.
2. Residents may have guests in their rooms only if there is no objection from their roommate(s).
3. Neither room keys nor door access cards will be provided for guests. Residents are not to give their keys or Penn State id+ Card to a guest for them to gain entrance to the room or the building.
4. Students may have an overnight guest in their room for a maximum of three consecutive nights. The University reserves the right to revoke this privilege. Guests may not move from one host's room to another to extend their stay in the residence halls.
5. Only residents and their invited guests are permitted in the living areas of the building other than the lobby. These areas include individual rooms and floor lounges. Individuals found in the building who are not residents or guests of residents are considered trespassing.
6. Guests are to use the appropriate gender restroom/shower facilities.
7. All guests must be escorted by a resident of the building at all times. A staff member may confront an individual if he/she is not recognized as a resident of that building and/or if a resident of the building is not escorting the individual.

Students charged with violations of the guest regulation will be subject to University disciplinary action. An unescorted guest who is a University student will be subject to University discipline.

Students who need a cot and/or linens should make arrangements at the Housing and Food Services office. Charges for these services should be paid in advance; the deadline for reservations is 3:00 p.m., Monday through Friday.



#### **Escort Policy – All residence halls operate under 24-hour card access.**

1. Only residents and their guests are permitted in the living areas of the building, i.e., locations other than the lobby and that include individual rooms and floor lounges.
2. Guests are to use the appropriate restroom/shower facilities, i.e., male and female.
3. All guests (both male and female) must be escorted by a resident of the building at all times.

### **(4) Measures to secure entrances to student housing facilities**

Every residence hall is equipped with an electronic, computerized card access and CCTV system that permits access to the hall by residents of the building only. The system is operational 24 hours a day, seven days a week. Adjustments to access hours may be made during the fall arrival period and spring semester closing.

Students may enter only their assigned building by swiping their id+ cards in the card reader, located at the front lobby, and—in some halls—at other doors. If the id+ card fails to unlock the door of the student's assigned residence hall, the student may gain entry with the assistance of a roommate, the staff member on duty, or in an extreme emergency, by contacting University Police. If a student has pizza or other food items delivered, the student must be in the lobby to meet the vendor at the front door. The delivery person will not be given access to the lobby. Students who want to visit a resident who lives in another building will need to announce their planned arrival using the telephone provided in the area or the commons building. The resident host must come to the entrance and escort the visiting student to the room, and later out of the residence hall.

If students or guests leave the hall through any of the regular building exits, they should be aware that exit doors are not to be held open for prolonged periods of time. An alarm at the door will sound and someone will be dispatched to determine if the door has been blocked open. Residents are not permitted to allow access to the buildings to anyone other than themselves and their invited guests.

## Student Involvement

Our greatest ally in providing a safe and secure residence hall environment is our students. So it is important that each student takes the initiative to assist the residence life staff in creating a safe and secure hall for all the residents. Please keep the following tips in mind:

- Do not allow strangers to enter the residence hall with you. (No “piggybacking”)
- Notify the staff member on duty if someone has insisted upon entering the hall with you. Observe the offender to get a good physical description and note the direction he or she is walking.
- Keep your room locked at all times—even when you’re sleeping, and especially when you’re gone.
- Report a malfunctioning card access reader or door immediately.
- Meet your guests/visitors at the lobby door.
- Never lend your id + card or room key to others.
- Immediately report a lost or stolen id + card.
- Report suspicious activity immediately.

## (5) Standard security features used to secure doors and windows in students’ rooms

At campuses where card access is installed on room doors, students are required to swipe the Penn State id+ Card and enter their personal four-digit pin code. This technology is currently available at Penn State Beaver, Penn State Greater Allegheny, Penn State Mont Alto, and at all first-year student residence areas at Penn State Harrisburg.

At all other locations, including Penn State Altoona, Penn State Berks, Penn State Behrend, Penn State Harrisburg upperclass student residence areas, and Penn State Hazleton, room keys are issued to individual students. Each key has a unique key code and a “Do Not Duplicate” imprint.

Residence hall windows, including those in student rooms, are mechanically fixed to open only a narrow distance and are lockable from the inside. Screens are installed at all windows.

## (6) Type and number of, and description of security training provided to employees, including security personnel, assigned to the student housing facilities

| Campus                       | Housekeeper | Maintenance | Housing Manager            | Residence Life Professional Staff  | Residence Life Para-Professional Staff |
|------------------------------|-------------|-------------|----------------------------|--|--|
| Penn State Altoona           | 10          | 1           | 1 primary;<br>3 additional | 1 Asst Director;<br>2 Coordinators;<br>1 Asst Coordinator                      | 24 Resident Assistants                 |
| Penn State Beaver            | 1           | 1           | 1 primary;<br>1 additional | 1 Assoc Director;<br>2 Coordinators  | 5-6 Resident Assistants                |
| Penn State Berks             | 6           | 1           | 1 primary;<br>2 additional | 1 Asst Director;<br>2 Coordinators   | 23 Resident Assistants                 |
| Penn State Behrend           | 15          | 2           | 2 primary;<br>5 additional | 1 Assoc Director;<br>1 Asst Director;<br>3 Coordinators;<br>1 Asst Coordinator | 47 Resident Assistants                 |
| Penn State Greater Allegheny | 1           | 1           | 1 primary;<br>1 additional | 1 Assoc Director;<br>2 Coordinators  | 5 Resident Assistants                  |
| Penn State Harrisburg        | 2           | 1           | 1 primary;<br>2 additional | 1 Asst Director;<br>1 Coordinator;<br>1 Asst Coordinator                       | 8 Resident Assistants                  |
| Penn State Hazleton          | 4           | 1           | 1 primary;<br>2 additional | 1 Assoc Director;<br>2 Coordinators  | 12 Resident Assistants                 |
| Penn State Mont Alto         | 4           | 1           | 1 primary;<br>2 additional | 1 Assoc Director;<br>1 Coordinator;<br>1 Asst Coordinator                      | 10 Resident Assistants                 |
| Penn State Schuylkill        | 0           | 2           | 1 primary                  | 1 Coordinator  | 9 Resident Assistants                  |

## Housing Training

Housekeepers, Maintenance personnel, and Housing Managers attend *StaySafe: Surviving an Active Shooter*, facilitated by Penn State University Police Services and offered yearly; Mandated Reporter Training annually to new employees with refreshers as needed; and Fire Safety training annually.

Housing Managers receive initial training on using the card access and CCTV systems and refreshers as needed.



## Residence Life Training

Our professional staff gets a variety of security training, which includes:

- On-duty protocol training (annually)
- Clery training (annually)
- Mandated reporter training for child abuse (annually)
- Risk management training (annually)
- Community standards/disciplinary protocol training (annually)
- Fire safety training (annually)
- Active shooter training (annually)
- Crisis response/emergency training (ongoing)

They also receive written manuals for their positions, emergency response, community standards protocols, and risk management guidelines.

Our para-professional staff receives training at least twice a year, which includes:

- Duty protocols
- Crisis response
- Safety/security protocols
- Emergency response training

Clery reporter training is held at least once a year. All para-professional staff also receives an RA protocol manual, participate in a semester long pre-service class that also includes information on protocols, fire safety training (annually), and active shooter training.

## (7) The type and frequency of programs designed to inform student housing residents about housing security and enforcement procedures

### Student Training:

- House meetings (fall/spring opening, and ongoing as needed)
- Stall stories articles on student safety (at least once a semester)
- In writing in their Terms and Conditions
- Bulletin boards (typically at least once a year)
- Monthly fire drills
- Usually at least one safety program/RA/semester including:
  - programs on piggy-backing
  - escort policy
  - fire safety
  - other personal safety
  - locking doors, etc.



## (8) Policy and any special security procedures for housing students during low-occupancy periods such as holidays and vacation periods

Students may not stay during breaks without prior approval from Housing and Residence Life.

Residence Life staff must be on duty over the break periods if students are in residence. This includes being in a radius 10 minutes from campus and carrying the duty phone. Depending on the number of students a para-professional student staff member must be hired during this time.

Currently, many campuses either eliminate police shifts during campus break closures or significantly limit the hours. In these cases, campuses rely on local or state police to ensure campus safety. If students were to be remaining on campus, full-time campus police shifts should continue with regular campus rounds to ensure student safety.

For security purposes and ease of management, it is preferable where possible to cluster students together or at least in the same building during these periods. This may mean that students will be assigned to “temporary” space during breaks, if such space exists and is vacant.

## (9) Policy on the housing of guests and others not assigned to the student housing or not regularly associated with the institution of higher education

Guest apartments in residence halls are available for use by campus guests, which may include any of the following: speaker series guests; campus clubs and organizations guests; Housing and Food Services administration guests; Chancellor’s guests; and student’s parents (during an on-campus emergency situation). The guest apartment is not to be used for students or for handling student emergency situations. Questionable guests must be pre-approved by the Housing and Food Services administrative office.

Guests may stay in the apartment for a maximum of a two-week stay, unless the Housing and Food Services administrative office authorizes a longer stay.



# Annual Fire Safety Report

The Higher Education Opportunity Act enacted on August 14, 2008, requires institutions that maintain on-campus student housing facilities to publish an annual fire safety report that contains information about campus fire safety practices and standards of the institution. The following report details all information required by this Act as it pertains to The Dickinson School of Law–Carlisle, of The Pennsylvania State University.

## Definitions

The following terms are used within this report. Definitions have been obtained from the Higher Education Opportunity Act.

**On-Campus Student Housing** – A student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within a reasonable contiguous area that makes up the campus.

**Fire** – Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

## Fire Safety

Penn State takes fire safety very seriously and continues to enhance its programs to the University community through education, engineering and enforcement. Educational programs are presented throughout the year to faculty, staff, and students so they are aware of the rules and safe practices. These programs, which are available at all campus locations, include identification and prevention of fire hazards, actual building evacuation procedures drills, specific occupant response to fire emergencies, and hands-on use of fire extinguishers.

Fire drills are conducted in all Penn State residence halls during the school year. These drills allow occupants to become familiar with and practice their evacuation skills. Penn State has been a leader in ensuring the safety of students, faculty, staff, and visitors who live and work in University operated residences. Automatic Sprinkler Systems and fire alarms are recognized engineered building features that help to provide for a fire-safe living environment. All University-operated residence halls and apartments are provided with smoke detectors and building fire alarm systems to provide early detection and warning of a possible fire emergency. Automatic fire suppression (sprinkler) systems are installed in all Housing and Food Services-operated student residences at University Park and campus locations. The University maintains and tests all fire alarms and



automatic fire suppression systems to ensure readiness and proper operation in the event of a fire emergency.

In addition, laboratory safety and evacuation plans are also part of the Environmental Health and Safety mission. EHS is dedicated to maintaining the safety of our community by conducting annual inspections, in all laboratories on campus. The University has adopted and developed numerous safety policies and guidelines to help promote a safe living and work environment at all University locations. These policies, guidelines, and other fire safety information can be accessed online at <http://www.ehs.psu.edu>.

## 2014 Fire Statistics for On-Campus Student Housing Facilities

| Date                    | Location | Address | Cause | Damage Amount | Injuries | Deaths |
|-------------------------|----------|---------|-------|---------------|----------|--------|
| No Fires to Report 2014 |          |         |       | 0             | 0        | 0      |

## Description of On-Campus Student Housing Fire Safety Systems—Residence Halls/Apartments

| Address               | Total Fires | Sprinkler Protection<br>Full Coverage = All private and public spaces | Fire Alarm System<br>SD (smoke detector)<br>MP (manual pull station) | Monitored Fire Alarm System | Fire Rated Corridors | # Fire Drills |
|-----------------------|-------------|---|--|-----------------------------|----------------------|---------------|
|                       | 2014        |   |  |                             |                      |               |
| 365 West South Street | 0           | No  | SD   | No                          | No                   | 0             |
| 375 West South Street | 0           | No  | SD   | No                          | No                   | 0             |

## Residence Hall Fire Drills

Fire drills are conducted in all on-campus Housing and Food Services-operated residence halls during the school year to allow residents to become familiar with building alarm systems and practice their evacuation skills. The drills are coordinated and conducted by the Residence Life professional and paraprofessional staff which includes the Associate Director of Student Affairs, Residence Life Coordinators, Resident Assistants, Housing Management, and University Police. All people inside the residence hall during the drill are required to evacuate the building.

## Prohibitions on Portable Electrical Appliances, Smoking, and Open Flames

On-campus housing facilities prohibit the following:

1. Smoking.
2. Candles, incense burners, oil lamps, and other open-flame devices.
3. Torchiere halogen floor lamps.
4. Obstructing or tampering with fire safety equipment.
5. Possession or use of fireworks
6. Occupant-provided portable space heaters.

## Evacuation Procedures

Campus Administration provide residents with fire evacuation information. Residents are informed of the following procedures.

### If you discover a fire in your residence:

1. Notify others in the building and leave immediately.
2. Call 911 from a safe location to report the fire and to give as much information as possible.

### Evacuation from the building:

1. Upon activation of a fire alarm, everyone shall immediately leave the building.
2. Feel your room door. If it is hot, do not open it.
3. If the door is cool, crouch low and open the door slowly. Close the door quickly if smoke is present.
4. If the hallway is smoke-free or there is a light smoke condition, proceed to the nearest exit. If a light smoke condition is present stay below the smoke (crouch or crawl).
5. Leave the building and meet at your designated meeting site.
6. Never use an elevator during a fire evacuation.

### If you are trapped in your room:

1. Place material (e.g., clothing, rug) at base of door to prevent smoke from entering the room.
2. Open your window, wave a piece of material and yell to attract the attention of people outside.
3. Call 911 and report your location.
4. Stay low; breathe fresh air near the window.



## Fire Safety Education and Training Programs for Students, Faculty, and Staff

Campus Administration provides safety information and training to Faculty, Staff and Students.

Examples of Fire Safety education include:

1. Fire prevention in the workplace and residence
2. Use of a portable fire extinguisher
3. What to do in the event of a fire
4. Evacuation planning
5. How to report a fire or other emergency

Additional general safety and fire safety information is available to students, faculty and staff on the Environmental Health and Safety website at <http://www.ehs.psu.edu>.

## Fire Incident Reporting

Students, faculty, and staff are instructed to call 911 to report a fire emergency.

Immediate notification for a non-emergency incident (e.g., fire is out, evidence that something burned, attempted intentional burning of material) shall be made to:

Director Business Services ..... 717-240-5220  
Maintenance Office ..... 717-226-0977

## Plans for Future Improvements in Fire Safety

Penn State continues to monitor trends related to residence hall fire incidents and alarms to provide a fire-safe living environment for all students. New programs and policies are developed as needed to help ensure the safety of all students, faculty, and staff.



## IMPORTANT PHONE NUMBERS

### Director of Student Services

Katz Hall  
333 W. South St.  
Carlisle, PA 17013  
717-240-5247

### Katz Hall and Carlisle Borough Police Department

240 Lincoln St.  
Carlisle, PA 17013  
717-243-5252  
Emergency 911

### Carlisle Regional Medical Center

45 Sprint Drive  
Carlisle, PA 17013  
717-249-1212

### Domestic Violence Services

#### Of Cumberland and Perry

Carlisle, PA 17013  
717-258-4249  
Hotline: 800-852-2102

## PSUAlert

PSUAlert is the name of Pennsylvania State University's mass notification service. This system allows the university to send text messages, voice mails, and e-mails to the campus community concerning weather-related school closings, delays, and other emergencies. The service is available to all employees and students of Penn State. The university does not charge for the service, however there may be a fee charged based on your phone plan. To register, go to <http://psualert.psu.edu> and follow the instructions.

## Register to Vote

All students are urged to register to vote in local, state, and national elections. Go to <http://fec.gov/votregis/pdf/pa.pdf> for a printable Voter Registration Application. Note that Adobe Acrobat must be loaded to view the Voter Registration Application.

**In Case of Emergency**  
**DIAL: 911**  
**on any telephone**

If you are on campus, you can reach  
Carlisle Borough Police Department  
by dialing **717-243-5252**.

