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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 Chancellor and Dean
To the College Community—

At Penn State Altoona, we are each responsible for establishing a secure and supportive learning environment. Each of us should feel safe at all times to live and work at our college. In order to ensure everyone’s safety, we must demonstrate responsibility and respect towards one another. These values are essential to any community and serve as the foundation for the success and productivity of our students, faculty and staff. To this end, campus safety is of utmost concern at Penn State Altoona. The following publication contains information about campus safety measures and reports statistics about crime in our college community. It also describes our ongoing efforts to combat substance abuse. Please take the time to read this publication and join me in fostering a caring and safe environment at Penn State Altoona.

Lori J. Bechtel-Wherry, Ph.D.
Chancellor and Dean

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.
From the Director of Business Operations
To the Penn State Altoona Community—

The administration at Penn State Altoona is committed to providing a safe and secure environment for our students, faculty, staff, alumni, and the general public who visit our campus. We have a well-trained and -equipped University Police department that provides 24/7 law enforcement, emergency response, campus security, and criminal investigation at Penn State Altoona. Our University Police work closely with City of Altoona and Logan Township Police Departments to help ensure a safe and secure environment in the neighborhoods surrounding our campus. At Penn State Altoona we take our role of responsibility toward our students very seriously. Our primary goal is to provide a great educational experience in a safe and secure environment. Please take the time to review this publication and feel free to contact me at rjw2@psu.edu or contact our University Police at 814-949-5222 with any questions or concerns you may have regarding safety and security on our campus.

Rick Wareham
Director of Business Operations

From the Manager of Police and Safety
To the Penn State Altoona Community—

On behalf of the Penn State Altoona University Police, I want to thank you for your interest in our annual publication “Policies, Safety & U.” The report is published to comply with the important provisions of the Clery Act. Campus safety and security and compliance with the Clery Act should be a part of everyone’s responsibility at Penn State Altoona. I encourage you to read “Policies, Safety & U”; the information contained therein is valuable information for our campus community. You will find information about our organization and others on campus, including descriptions of specific services that are provided. You will become familiar with our strong commitment to victims of crimes and the services we make available to them. The publication also contains information about security policies and procedures at Penn State Altoona, crime data, and crime prevention information. Campus safety and security is a collaborative effort at Penn State Altoona. We partner with many departments at Penn State Altoona that have a critical role in fostering campus safety, including the Division of Student Affairs, Environmental Health and Safety, and other University offices. It has always been our goal to provide the highest quality of public safety services to the college community and we are honored to collaborate with the entire Penn State Altoona community in this endeavor. The men and women of University Police are committed to making Penn State Altoona a safe place in which to live, work, and study.

Michael Lowery
Manager of Police and Safety
Annual Security Report

PREPARATION OF THE ANNUAL SECURITY REPORT AND DISCLOSURE OF CRIME STATISTICS

The University Police 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 Student Conduct, Residence Life, Office of Student Conduct, Campus Security Authorities, as well as information provided by local law enforcement agencies surrounding 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 814-949-5222 or by visiting www.police.psu.edu/cleryact and clicking on “Altoona.”

ABOUT THE UNIVERSITY POLICE

Role, Authority, and Training

The University Police protects and serves the Penn State community 24 hours a day, 365 days a year. The police operation of the campus is responsible to the Director of Campus Police and Security at University Park and employs one chief and eight police officers. These officers provide protection and service every hour, every day, all year. Uniformed student auxiliary officers are used for parking enforcement and other activities on campus.

The police officers at Penn State Altoona campus:

- Have an associate degree or equivalent;
- Complete a training course required of all municipal police officers in Pennsylvania;
- Receive forty or more hours of in-service training annually that includes crime prevention, emergency first aid, CPR/AED, weapons and tactics;
- Are commissioned police officers under the Administrative Code of 1929 and the Municipal Police Officers Education and municipal police officers in the Commonwealth, being authorized to carry firearms and empowered to make arrests. All criminal incidents are investigated by the University Police at Altoona. All crimes that occur on campus or University property shall be reported to University Police.

University Police Mission Statement: “Protecting our community through professional service, education, diversity, and ethical accountability by promoting safety and security.”

Safety, Our Number One Priority

The University takes great pride in the community at Penn State Altoona and offers many advantages to students, faculty, and staff. This community is a great place to live, learn, work, and study; however, this does not mean that the campus community is immune to problems. With that in mind, Penn State 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 Police maintains a cooperative relationship with the Pennsylvania State Police, Altoona Police, and Logan Township Police. This cooperation includes training programs, special-events coordination, and the investigation of serious incidents. Victims of crime are encouraged to report the incident to a local police department, University Police, or the Office of Student Conduct.

The Penn State University Police participates in an Intermunicipal Mutual Aid Agreement that authorizes police officers and supervisors of the participating agencies to request mutual aid for incidents based upon a reasonable belief that such aid will enhance the public’s and/or officer safety and efficiency. The agencies participating in the agreement include Altoona Police and Logan Township Police.
**Crimes Involving Student Organizations at Off-Campus Locations**

Penn State Altoona relies on its close working relationships with local law enforcement agencies to receive information about incidents involving Penn State students and recognized student organizations, on and off campus. In coordination with local law enforcement agencies, the University Police will actively investigate crimes occurring on campus and assist local police with investigations of crimes occurring near campus. External law enforcement agencies, including Altoona Police and Logan Township police, will formally notify the University Police of criminal activity involving students or student organizations.

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://www.altoona.psu.edu/studentconduct/misconduct.php).

**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 Altoona community that you immediately and accurately report all incidents so that the University Police can investigate the situation and 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 of which you are aware, 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 Report 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 University Police at 814-949-5222 to report concerning information. Callers may remain anonymous.

**Reporting to University Police**

We encourage all members of the University community to report all crimes and other emergencies to University Police in a timely manner. The University Police are available by phone at 814-949-5222 or in person twenty-four hours a day at the Poplar Building. Although many resources are available, University Police 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.

**Emergency Phones**

The University has installed twenty-nine emergency phones throughout the Penn State Altoona campus. Phones are located in public areas including parking lots, elevators, residence hall complexes, administration buildings, and numerous outdoor locations. Emergency phones provide direct voice communications to the University Police. Please visit http://www.altoona.psu.edu/police/ephone.php for a list of Emergency Phone locations.

**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.altoona.psu.edu/police/report.php. 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 University Police at 814-949-5222 or 911, we also recognize that some may prefer to report to other individuals or 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 over one hundred CSA’s at Altoona, we officially designate the following offices as places where campus community members should report crimes:

<table>
<thead>
<tr>
<th>Official</th>
<th>Campus Address</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>University Police, staff assistants, and Student Auxiliary Officers</td>
<td>Poplar Building 3000 Ivyside Park Altoona, PA 16601</td>
<td>814-949-5222</td>
</tr>
<tr>
<td>Senior Director of Student Affairs – Sean Kelly</td>
<td>103 Slep Student Center 3000 Ivyside Park Altoona, PA 16601</td>
<td>814-949-5053</td>
</tr>
<tr>
<td>Human Resources Manager – Cherrie Henry</td>
<td>C105 Smith Building 3000 Ivyside Park Altoona, PA 16601</td>
<td>814-949-5093</td>
</tr>
<tr>
<td>Director, Office of Institutional Equity and Diversity</td>
<td>103 Slep Student Center 3000 Ivyside Park Altoona, PA 16601</td>
<td>814-949-5052</td>
</tr>
<tr>
<td>Director, Office of Student Conduct – Dr. L. Jay Burlingame</td>
<td>103 Slep Student Center 3000 Ivyside Park Altoona, PA 16601</td>
<td>814-949-5065</td>
</tr>
<tr>
<td>Office of the General Counsel</td>
<td>The Pennsylvania State University 108 Old Main University Park, PA 16802</td>
<td>814-867-4088</td>
</tr>
<tr>
<td>The Office of Residence Life, including all Resident Assistants and Coordinators</td>
<td>Spruce Hall 3000 Ivyside Park Altoona, PA 16601</td>
<td>814-949-5710</td>
</tr>
<tr>
<td>Office of Student Life, including all student organization Advisers</td>
<td>205 Slep Student Center 3000 Ivyside Park Altoona, PA 16601</td>
<td>814-949-5407</td>
</tr>
<tr>
<td>Title IX Coordinator</td>
<td>328 Boucke Building</td>
<td>814-863-0471</td>
</tr>
</tbody>
</table>

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 University Police 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.

At Penn State Altoona, the Manager of Police & Safety will generally make the determination, in consultation with other University offices, if a Timely Warning is required. However, in emergency situations, any police officer 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 is responsible for the Emergency Operations Plan (EOP). This plan is designed to be an all-hazards disaster response and emergency management plan that complies with FEMA guidelines for Higher Education, including planning, mitigation, response, and recovery actions.

Our priorities are:

• Life safety, infrastructure integrity, and environmental protection during an emergency.
• Coordination with University departments to write, maintain, test, and exercise the EOP.
• Cooperation, integration, and mutual aid with local, state, and federal planning, response, and public safety agencies and their EOP’s.

A summary of the University’s emergency response procedures is located at http://www.emergencymanagement.psu.edu/. Included on this website is detailed information regarding the University’s emergency notification policy, including how to enroll in the emergency notification system to ensure you receive emergency notices on University and cellular telephones.
**Drills, Exercises, and Training**

Annually, the University conducts an emergency management exercise to test emergency procedures. The scenarios for these exercises change from year to year, and include several departments from across the campus.

To ensure the University’s emergency management plans remain current and actionable, the University will conduct an emergency management exercise, at a minimum once yearly. These exercises may include tabletop drills, emergency operations center exercises, or full-scale emergency response exercises. The University conducts after-action reviews of all emergency management exercises.

In conjunction with at least one emergency management exercise each year, the University will notify the Penn State community of the exercise and remind the community of the information included in the University’s publicly available information regarding emergency response procedures (http://www.emergencymanagement.psu.edu).

**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, 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 predetermed 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 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 additional 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 ALTOONA FACILITIES

At Penn State Altoona, academic and administrative buildings are generally open from 6:00 a.m. until 11:00 p.m., Monday through Friday. Athletic facilities are generally open from 8:00 a.m. until midnight, Monday through Friday. Access to athletic and recreational facilities is limited to students, staff, faculty, and authorized guests, in accordance with University Policy AD73-Accessing Athletic and Recreational Facilities. Academic buildings are scheduled to be open on weekends only as needed. Access to individual classrooms and laboratories is limited to those enrolled in the courses meeting there. Likewise, access to most programs is limited to those enrolled in the program or otherwise authorized access. People have access to buildings for study, work, or teaching, but not unrelated functions. Therefore, only those who have approval are provided access.

Many cultural and athletic events held in Penn State Altoona facilities are open to the public. Specific building times and days are available at the University Police.

Special Considerations for Residence Hall Access

At Penn State Altoona, all residence halls operate under a computerized Access Control and Security Monitoring System. All exterior doors are locked twenty-four hours a day. Identification cards are coded so that only students who are residents in a particular hall are authorized electronic access entry to that hall; the system denies entry to all unauthorized persons. When any exterior door is left ajar, an audible alarm is activated. When a door is malfunctioning, personnel are summoned for repair. Remember to lock your doors and windows. All residence hall exterior doors are equipped with locks and crash bars to ensure a quick emergency exit.

Each resident receives a welcome packet at the beginning of the year, which includes information on safety and security. Students have access to Policies and Rules for Students and Terms, Conditions, and Regulations of the Housing Contract, which describe various housing and security regulations and their enforcement. Only residents and their invited guests are permitted in the living areas of the residence halls. It is the resident’s responsibility to ensure that his/her guests are aware of the University and residence hall policies. Guests are not provided with room keys or door access cards. It is the responsibility of residents and staff members to challenge or report individuals who cannot be identified as residents or the guests of residents. When University Police receive a report of an unescorted person in a residence hall, a police officer is dispatched to identify that person. Residence Halls are staffed twenty-four hours a day. University Police personnel also conduct regular checks of residence hall areas.

Penn State Altoona does not recognize fraternity houses, sorority houses, or any off-campus housing identified with any campus organization. Penn State Altoona does not control or monitor any off-campus residences that student organizations may occupy.

Security Considerations for the Maintenance of Campus Facilities

Penn State University is committed to campus safety and security. At Penn State Altoona, 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. Groundskeeping personnel trim shrubs from sidewalks, walkways, and building entrances to provide a well-lighted route to buildings. All campus walkways are inspected monthly to ensure adequate lighting. Burned-out lights are replaced promptly.

We encourage community members to promptly report any security concern, including concerns about locking mechanism, lighting, or landscaping to the University Police at 814-949-5222.

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 either the Health and Wellness Center, or the Emergency Room of UPMC Altoona.
- A Victim Resource officer is available to all victims of crimes. The VRO will provide support and guidance to victims and enable them to receive advocacy, information, and assistance both judicially and academically.
- University Police rely on the Blair County Sexual Assault Volunteer Effort (SAVE) support team to ensure victims are provided the appropriate care in a timely fashion.
- 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
To offer prior comment on the sentencing of a defendant to
receive information concerning available services for victims;
violence, dating violence, sexual assault or stalking who proceeds
to receive notice of release of the offender (including work release,
make such a report, and victims have the right to decline involve-
to criminally report an incident involving a sexual assault,
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 warning 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: kf2@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:

- Police Services – safety support (www.altoona.psu.edu/police)
- Affirmative Action – diversity education services (www.psu.edu/dept/aaoffice)
- Sheetz Health and Wellness Center – medical treatment (www.altoona.psu.edu/healthwellness)
- Residence Life – support and referrals (www.altoona.psu.edu/reslife)
- Counseling Services – counseling and referrals (www.altoona.psu.edu/healthwellness/counseling)
- Student Conduct – support, referrals, and resolution of complaints (www.altoona.psu.edu/studentconduct)
- Employee Assistance Program – counseling for faculty/staff (www.healthadvocate.com/psu)
- Community-based Victim Witness Advocate – court accompaniment
- Community-based Rape Crisis/Domestic Violence Services – shelter, support groups, counseling (listed in phone book under “abuse”)
- Penn State Office of Human Resources – (www.altoona.psu.edu/hr)
- Pennsylvania Coalition Against Rape – 24-hour hotline (1-800-932-4632) (www.pcar.org)
- Pennsylvania Coalition Against Domestic Violence – 24-hour hotline (1-800-692-7445) (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).

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.

Formal Student Conduct Process
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 respondent 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.
nation, 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

**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.

**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;
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:

- **PATH** – program-training for athletes and students with alcohol or other drug violations
- **Rape Aggression Defense System (RAD)** – in collaboration with University Police.
- **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/womens-center/resources/ccsar.shtml.

**Bystander Training – Step UP!** has had a positive impact on student learning and demonstrated success in addressing critical issues on campuses (e.g., hazing, alcohol abuse). The program is facilitated by trained trainers who first present an educational piece. Part two of the presentation consists of scenarios and active discussion, addressing some of the following areas: academics integrity, anger, depression, relationship abuse and sexual assault. The program focuses awareness, education, and skills building.

**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**

In addition to the many programs offered by the University Police and other University offices, 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. Penn State Altoona has developed the Early Alert Program. The main purpose of the program is to be proactive in assisting students by identifying students of concern and intervening early with students who appear to be having academic or health/safety issues. The Early Alert System is also a reporting system for concerns related to threats to safety as it pertains to students, faculty staff.

If you would like further information about the Early Alert Program, please visit the Early Alert web site at http://www.altoona.psu.edu/earlyalert.

**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. Failure to comply with the University weapons policy will result in disciplinary action against violators.

**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.

Student Conduct

The Office of Student Conduct

The mission of the Office of Student Conduct is to promote a safe, orderly, and civil University community and to encourage and inspire students to become good citizens by engaging in personal responsibility, ethical decision making, and demonstrating respect for the rights and safety of others.

The Student Code of Conduct

The Office of Student Conduct is responsible for administering the Student Code of Conduct, which articulates the behavioral standards and the equitable procedures employed by the University to respond to allegations of student misconduct.

The Code of Conduct is administered at all Penn State campuses on University property (excluding the Law School) and may also address off-campus student misconduct when a student’s behavior affects a Substantial University Interest.

Students who are found responsible for violations may be subject to sanctions ranging from Conduct Conversation or Conduct Probation to Suspension or Expulsion from the University. Students residing in University housing may also lose the privilege of living on campus.

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.

The University will, upon written request, disclose to an alleged victim of a crime of violence or non-forcible sexual assault the results of any disciplinary proceeding conducted by the University.

In instances where a student’s conduct, behavior, or other objective evidence provides a reasonable cause to believe a student is an immediate and significant threat to the health or safety of other persons, to property of the University or others, to disrupting essential campus operations, or to the student’s own health or safety, the Office of Student Conduct may assign an Interim Suspension and/or other interim actions that are designed to protect the health and safety of the community and members therein.

The Office of Student Conduct is also responsible for conducting pre-admission, re-enrollment, and continuing enrollment reviews for prospective, returning or current students with known behavioral problems. Any individual or entity may submit reports alleging student misconduct to the Office of Student Conduct or the OSC designee at the campus where the incident occurred.

The Office of Student Conduct also provides outreach programming designed to inform and educate students and to promote the Penn State Principles. Please visit the Office of Student Conduct website at http://studentaffairs.psu.edu/conduct, where you can find the Student Code of Conduct, Parental Notification Policy, Student Records Policy, and links to all policy and procedural guidelines related to the Student Conduct process. Students are encouraged to take the “Know the Code” quiz located on the Student Conduct website.

Additional Information Regarding the Student Code of Conduct

The Pennsylvania State University is obligated to provide all students with the University regulations, policies, and procedures governing student conduct. Penn State policies and procedures, including the Code of Conduct for Students and the Off-Campus Misconduct Policy, are published on the Student Conduct website, www.altoona.psu.edu/studentconduct.

If you have additional questions, special needs, or wish to request a hard copy of this information, please contact the Office of Student Conduct at Penn State Altoona.

This publication, as well as University regulations and policies and procedures governing student conduct, is available on the “Policies and Crime Statistics” channel of the Penn State Portal (https://portal.psu.edu).
**Parental Notification Policy**

The University reserves the right to report student discipline information to the parents or legal guardians of students.

Federal legislation authorizes Penn State to disclose disciplinary records concerning violations of the University’s rules and regulations governing the use or possession of alcohol or controlled substances that involve students who are under the age of 21, regardless of whether the student is a dependent.

The University may also report non-alcohol or drug-related incidents to parents or legal guardians of dependent students under circumstances described in the Student Guide to General University Policy and Rules. See the following website for the University Code of Conduct and additional information concerning Parental Notification (http://www.altoona.psu.edu/studentconduct/parental.php).

**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. 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 MISSING STUDENT 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 twenty-four 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 twenty-four 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 twenty-four hours after the time that the student is determined missing.

If 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**

Penn State Altoona
Senior Director, Division of Student Affairs
103 Slep Student Center
Altoona, PA 16601
814-949-5053
Daily Crime and Fire Log

University Police maintains a combined Daily Crime and Fire Log of all incidents reported to them. The University Police department publishes an activity log every day, which is available to members of the press and public. This log identifies the type, locations, and time of each criminal incident reported to University Police. Local newspapers, television and radio stations are provided Crime & Fire log information upon request. Information deemed newsworthy is published in both newspapers and is broadcast by the local radio and television stations.

The most current 60 days of information is available in the lobby of the Police & Public Safety building located at Poplar Building. Upon request a copy of any maintained Daily Crime and Fire Log will be made available for viewing, within forty-eight hours of notice.

Crime Prevention and Safety Awareness Programs

In an effort to promote safety awareness, the Penn State Altoona University Police participate in a variety of programs to educate and inform students, employees, parents, and the community at large on a variety of issues. The programs are presented upon request or are scheduled at various times and locations on or near the campus. If you or your organization would like to request a specific program, please contact the University Police at 814-949-5222. Below are some of the programs and services available:

Penn State SAFE (Student Alcohol Feedback and Education)

Penn State SAFE is an on-line alcohol education program that uses evidence-based strategies to educate students about alcohol and its effects on the body. All first-year students who are 21 or younger at all Penn State campuses are required to complete the program prior to matriculation. Fall 2014: 1,253 students completed the program during the implementation period.

Penn State AWARE (Sexual Assault Education)

Penn State AWARE is an online sexual violence education program. All first-year students, regardless of age, at all 20 Penn State campuses are required 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. Fall 2014: 1,200 students completed the program during the implementation period.

Crime Prevention/Safety Programs

The University Police conducted educational programs directed to the students regarding University policies including the University Student Code of Conduct and the criminal law as it pertains to the use and abuse of alcohol and drugs, and inappropriate behavior on and off campus. Programs were presented during freshman orientation and in the residence halls during the semester.

Self Defense (RAD)

Officers offered self-defense training to students and select groups in the general public, targeting the female population to prevent sexual assault. The program is a hands-on physical training exercise using the Rape Aggression Defense system (RAD).

Drug and Alcohol Education

Officers participated in forums to educate the campus community and answer questions focusing on the use and abuse of alcohol and drugs in the campus community.

Community Child Fingerprinting

Officers fingerprinted young children at the African American Heritage Festival to present a positive role model and crime prevention tips.

Community Outreach

Officers met with members of the general public at neighborhood and Ad Hoc groups meetings to address complaints and concerns about off-campus student behavior.

SOAR, Student Orientation, Advising and Registration Program

Parents of first-year students were presented with a program explaining services provided by the University Police. An explanation of enforcement policies and procedures of drug and alcohol violations by students was also presented.

CPR/AED

Provided training for staff and faculty in Adult CPR and AED.

Mental Health First Aid

An educational program centering on recognizing mental health problems and how to respond to emotionally disturbed persons was presented to attendees.

Stay Safe

Faculty and staff were given the opportunity to attend the Stay Safe Training, which explained the procedures to follow and what to expect in an active shooter situation.

Fire Safety

Trained staff members in the proper use of a fire extinguisher and reviewed building evacuation plans.

At Risk

At-Risk for College Students is an online, interactive gatekeeper training simulation designed to prepare students and student leaders to (1) recognize when a fellow student is exhibiting signs of psychological distress and (2) manage a conversation with the student with the goal of connecting them with the appropriate support service.

Community Outreach/SOAR

Officers met with members of the general public at neighborhood meetings to address complaints and concerns about off-campus student behavior. They also met with parents during SOAR, educating them on the services provided by the University Police, policies, and procedures as they pertain to student misconduct.
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 Chancellor and Dean.

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. 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. Effective fall semester 2010, Penn State students who have a first-time alcohol violation on or off campus or an alcohol-related visit to the emergency department at UPMC Altoona are required to complete the AWARE program administered by the Health and Wellness Center. Students who are sanctioned by Penn State's Office of Student Conduct or Residence Life are required to pay a fee for this program.
Residence Life Alcohol Policy

Alcohol And Illegal Substances

ALCOHOL POLICY
The possession or use of alcoholic beverages is prohibited. It is a violation of state law and university policy for a student under 21 years of age to attempt to purchase, consume, possess, or transport alcoholic beverages. It is unlawful to sell, furnish, and give alcoholic beverages or to permit alcoholic beverages to be sold, furnished, or given to any minor.

It is against Penn State Altoona policy for anyone to possess alcohol on campus without the expressed permission of the Chancellor and Dean.

Residents will be held responsible for activities that occur in their rooms, and will be referred to the Office of Student Conduct, and/or University Police if guests are violating the on-campus alcohol policies listed above.

Failure to comply with the direction or to present identification to a University official acting in the performance of his/her duties is a violation of the Student Code of Conduct and will result in a referral to the Office of Residence Life or the Office of Student Conduct.

It is against the Student Code of Conduct to supply false information, such as name, age, etc., to University officials who are acting in the performance of their duties.

ILLEGAL SUBSTANCES (DRUGS)
It is a violation of state law and University policy to illegally possess, use, distribute, manufacture, sell, or be under the influence of other drugs. Students who violate this policy will be referred to the Office of Residence Life, the Office of Student Conduct, and/or University Police.

It is against residence hall policy for a student to be in a residential area (room, common area, common building, building entryway, or quad area immediately adjacent to the residence halls) and in the presence of an illegal substance. Students who are in the presence of an illegal substance in these areas will be referred to the Office of Residence Life, the Office of Student Conduct and/or University Police.

Alcohol Poisoning is a Medical Emergency.

Call for help. You could save someone’s life.

ON-CAMPUS: 949-5222 • 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.

<table>
<thead>
<tr>
<th>Penalty</th>
<th>1st Offense</th>
<th>2nd Offense</th>
<th>Subsequent Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fine</td>
<td>0–$500</td>
<td>0–$1,000</td>
<td>0–$1,000</td>
</tr>
<tr>
<td>Jail</td>
<td>0–90 days</td>
<td>0–90 days</td>
<td>0–90 days</td>
</tr>
<tr>
<td>License/Suspension</td>
<td>at least 90 days</td>
<td>at least 1 year</td>
<td>at least 2 years</td>
</tr>
</tbody>
</table>

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 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.

<table>
<thead>
<tr>
<th>Penalty</th>
<th>1st Offense</th>
<th>2nd Offense</th>
<th>Subsequent Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fine</td>
<td>0–$300</td>
<td>0–$500</td>
<td>0–$500</td>
</tr>
<tr>
<td>Jail</td>
<td>0–90 days</td>
<td>0–1 year</td>
<td>0–1 year</td>
</tr>
<tr>
<td>License/Suspension</td>
<td>at least 90 days</td>
<td>at least 1 year</td>
<td>at least 2 years</td>
</tr>
</tbody>
</table>
**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.

<table>
<thead>
<tr>
<th>Penalty</th>
<th>1st Offense</th>
<th>2nd Offense</th>
<th>Subsequent Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fine</td>
<td>0–$500</td>
<td>0–$1,000</td>
<td>0–$1,000</td>
</tr>
<tr>
<td>Jail</td>
<td>0–90 days</td>
<td>0–90 days</td>
<td>0–90 days</td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>Penalty</th>
<th>1st Offense</th>
<th>2nd Offense</th>
<th>Subsequent Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fine</td>
<td>$500–$5,000</td>
<td>$750–$5,000</td>
<td>$1,500–$10,000</td>
</tr>
<tr>
<td>Jail</td>
<td>2 days–6 months</td>
<td>30 days–6 months</td>
<td>90 days–5 years</td>
</tr>
<tr>
<td>License Suspension</td>
<td>1 year</td>
<td>1 year</td>
<td>18 months</td>
</tr>
</tbody>
</table>

**Selling or Furnishing Alcohol to Minors**

<table>
<thead>
<tr>
<th>Penalty</th>
<th>1st Offense</th>
<th>2nd and Subsequent Offenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fine</td>
<td>$1,000–$2,500</td>
<td>$2,500</td>
</tr>
<tr>
<td>Jail</td>
<td>0–1 year</td>
<td>0–1 year</td>
</tr>
</tbody>
</table>

**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. 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. 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:

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Charge</th>
<th>Jail Time</th>
<th>Fine</th>
</tr>
</thead>
<tbody>
<tr>
<td>30 grams or less</td>
<td>Misdemeanor</td>
<td>30 days</td>
<td>0–$500</td>
</tr>
<tr>
<td>Over 30 grams</td>
<td>Misdemeanor</td>
<td>1 year</td>
<td>0–$500</td>
</tr>
</tbody>
</table>

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1 Penalties differ based on age, blood alcohol content, and other factors
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 Plau. 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.
**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.

<table>
<thead>
<tr>
<th>Schedule</th>
<th>Characteristics</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schedule I</td>
<td>• high potential for abuse&lt;br&gt;• no currently accepted medical use in US&lt;br&gt;• lack of accepted safety for use under medical supervision</td>
<td>• Heroin&lt;br&gt;• Gamma Hydroxybutyric Acid (GHB)&lt;br&gt;• LSD&lt;br&gt;• Marijuana&lt;br&gt;• MDMA (Ecstasy)&lt;br&gt;• Mescaline (peyote)&lt;br&gt;• Psilocybin/Psilocyn (mushrooms)&lt;br&gt;• Tetrahydrocannabinols (THC)</td>
</tr>
<tr>
<td>Schedule II</td>
<td>• high potential for abuse&lt;br&gt;• currently accepted for medical use or with severe restrictions in US&lt;br&gt;• abuse may lead to severe psychological or physical dependence</td>
<td>• Adderall®&lt;br&gt;• Amphetamine&lt;br&gt;• Cocaine&lt;br&gt;• Methadone&lt;br&gt;• Methamphetamine&lt;br&gt;• Morphine&lt;br&gt;• Oxycodone&lt;br&gt;• Phencyclidine (PCP)&lt;br&gt;• Ritalin®</td>
</tr>
<tr>
<td>Schedule III</td>
<td>• less potential for abuse than drugs in Schedules I and II&lt;br&gt;• currently accepted for medical use in US&lt;br&gt;• abuse may lead to moderate or low physical dependence or high psychological dependence</td>
<td>• Anabolic Steroids&lt;br&gt;• Codeine compounds&lt;br&gt;• Some barbiturates&lt;br&gt;• Ketamine</td>
</tr>
<tr>
<td>Schedule IV</td>
<td>• low potential for abuse compared to drugs in Schedule III&lt;br&gt;• currently accepted medical use in US&lt;br&gt;• abuse may lead to limited physical dependence or psychological dependence</td>
<td>• Ativan®&lt;br&gt;• Rohypnol® (not manufactured or legally marketed in the US)&lt;br&gt;• Valium®&lt;br&gt;• Xanax®</td>
</tr>
<tr>
<td>Schedule V</td>
<td>• low potential for abuse compared to drugs in Schedule IV&lt;br&gt;• currently accepted medical use in US&lt;br&gt;• abuse may lead to limited physical dependence or psychological dependence</td>
<td>• Cough medicines with codeine</td>
</tr>
</tbody>
</table>


**Federal Tracking Penalties — Marijuana**

<table>
<thead>
<tr>
<th>Drug</th>
<th>Quantity</th>
<th>1st Offense</th>
<th>2nd Offense*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marijuana (Schedule I)</td>
<td>1,000 kg or more mixture; or 1,000 or more plants</td>
<td>• Not less than 10 yrs, not more than life&lt;br&gt;• If death or serious injury, not less than 20 yrs, not more than life&lt;br&gt;• Fine not more than $4 million if an individual, $10 million if other than an individual</td>
<td>• Not less than 20 yrs, not more than life&lt;br&gt;• If death or serious injury, mandatory life&lt;br&gt;• Fine not more than $8 million if an individual, $20 million if other than an individual</td>
</tr>
<tr>
<td>Marijuana (Schedule I)</td>
<td>100 kg to 999 kg mixture; or 100 to 999 plants</td>
<td>• Not less than 5 yrs, not more than 40 yrs&lt;br&gt;• If death or serious injury, not less than 20 yrs, not more than life&lt;br&gt;• Fine not more than $2 million if an individual, $5 million if other than an individual</td>
<td>• Not less than 10 years, not more than life&lt;br&gt;• If death or serious injury, mandatory life&lt;br&gt;• Fine not more than $4 million if an individual, $10 million if other than an individual</td>
</tr>
<tr>
<td>Marijuana (Schedule I)</td>
<td>More than 10 kgs hashish; 50 to 99 kg mixture; More than 1 kg of hashish oil; 50 to 99 plants</td>
<td>• Not more than 20 yrs&lt;br&gt;• If death or serious injury, not less than 20 yrs, not more than life&lt;br&gt;• Fine $1 million if an individual, $5 million if other than an individual</td>
<td>• Not more than 30 years&lt;br&gt;• If death or serious injury, mandatory life&lt;br&gt;• Fine $2 million if an individual, $10 million if other than individual</td>
</tr>
<tr>
<td>Marijuana (Schedule I)</td>
<td>1 to 49 plants; less than 50 kg</td>
<td>• Not more than 5 years&lt;br&gt;• Fine not more than $250,000, $1 million other than individual</td>
<td>• Not more than 10 years&lt;br&gt;• Fine $500,000 if an individual, $2 million if other than individual</td>
</tr>
<tr>
<td>Hashish (Schedule I)</td>
<td>10 kg or less</td>
<td>• Not more than 5 years&lt;br&gt;• Fine not more than $250,000, $1 million other than individual</td>
<td></td>
</tr>
<tr>
<td>Hashish Oil (Schedule I)</td>
<td>1 kg or less</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*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.*

# Federal Tracking Penalties

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

### Drugs Risks and Consequences

<table>
<thead>
<tr>
<th>SUBSTANCE Other Names</th>
<th>Potential for Dependence</th>
<th>Physical</th>
<th>Psychological</th>
<th>Short-Term</th>
<th>Long-Term</th>
<th>Overdose</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALCOHOL Beer, Distilled liquor, Ethanol, Wine</td>
<td>High</td>
<td>High</td>
<td>• Impaired judgment and vision</td>
<td>• Cardiovascular disease</td>
<td>• Coma</td>
<td>Possible death</td>
</tr>
<tr>
<td>CANNABIS Hash oil, Hashish, Grass, Marijuana, Pot, Weed</td>
<td>Low/Moderate</td>
<td>Moderate</td>
<td>• Confusion</td>
<td>• Cardiovascular damage</td>
<td>• Insomnia</td>
<td>Possible toxic reaction if combined with other chemicals</td>
</tr>
<tr>
<td>DEPRESSANTS Barbiturates, Benzodiazepine, Date rape drug, Liquid ecstasy, Flunitrazepam, GHB, Methaqualone, Special K, Xanax</td>
<td>High</td>
<td>High</td>
<td>• Confusion</td>
<td>• Anxiety</td>
<td>• Blackouts</td>
<td>Cold, clammy skin</td>
</tr>
<tr>
<td>HALLUCINOGENICS Acid, Angel Dust, Crystal, LSD, MDA, Mescaline, Mushrooms, PCR Peyote, Phencyclidine, Psilocybin</td>
<td>Low/Unknown</td>
<td>Unknown</td>
<td>• Altered state of perception</td>
<td>• Hallucinogen Persisting Perceptual Disorder (flashbacks)</td>
<td>• Intense, prolonged hallucinations</td>
<td>Possible sudden death</td>
</tr>
<tr>
<td>INHALANTS Gases, Solvents</td>
<td>High for chronic, long-term abuse</td>
<td>High</td>
<td>• Impaired judgment</td>
<td>• Cardiovascular and nervous system damage, leading to inability to walk, talk, or think</td>
<td>• Coma</td>
<td>Possible sudden death</td>
</tr>
<tr>
<td>NARCOTICS Codeine, Demerol HCL, Heroin, Meperidine, Morphine, Opium, Oxycodone, Vicodin</td>
<td>High</td>
<td>High</td>
<td>• Confusion</td>
<td>• AIDS and Hepatitis infection</td>
<td>• Clammy skin</td>
<td>Coma</td>
</tr>
<tr>
<td>STIMULANTS Amphetamine, Cocaine, Ecstasy, MDMA, Methylphenidate, Phencyclidine, Ritalin</td>
<td>Possible</td>
<td>High</td>
<td>• Appetite loss</td>
<td>• Insomnia</td>
<td>• Agitation</td>
<td>Convulsions</td>
</tr>
<tr>
<td>TOBACCO Chewing/Smokeless Tobacco, Cigarettes, Cigars, Nicotine</td>
<td>High</td>
<td>High</td>
<td>• Bad breath</td>
<td>• Adverse pregnancy outcomes</td>
<td>• Possible death</td>
<td>Cardiovascular disease</td>
</tr>
</tbody>
</table>

### 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
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 twenty-four hours a day, seven days a week, by calling 866-799-2728 or at (www.healthadvocate.com/psu)
- 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

<table>
<thead>
<tr>
<th>Campus Resources</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Behavioral Health Screenings</td>
<td>Sheetz Health and Wellness Center</td>
<td>814-949-5540 <a href="http://screening.mentalhealthscreening.org/Penn">http://screening.mentalhealthscreening.org/Penn</a></td>
</tr>
<tr>
<td>Counseling and Psychological Services (CAPS) Services:</td>
<td>Sheetz Health and Wellness Center</td>
<td>814-949-5540 <a href="http://www.altoona.psu.edu/healthwellness/counseling_students.php">http://www.altoona.psu.edu/healthwellness/counseling_students.php</a></td>
</tr>
<tr>
<td>- individual and group counseling</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- crisis intervention</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- sexual assault counseling</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AWARE Services:</td>
<td>Sheetz Health and Wellness Center</td>
<td>814-949-5540 <a href="http://www.altoona.psu.edu/healthwellness/healthed_students.php">http://www.altoona.psu.edu/healthwellness/healthed_students.php</a></td>
</tr>
<tr>
<td>- Alcohol and other drug intervention program</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disability Services</td>
<td>Sheetz Health and Wellness Center</td>
<td>814-949-5540 <a href="http://www.altoona.psu.edu/healthwellness/disability_students.php">http://www.altoona.psu.edu/healthwellness/disability_students.php</a></td>
</tr>
<tr>
<td>- Academic adjustments</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Auxiliary aids</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office of Student Conduct</td>
<td>103 Slep Student Center</td>
<td>814-949-5065 <a href="http://www.altoona.psu.edu/studentconduct/">http://www.altoona.psu.edu/studentconduct/</a></td>
</tr>
<tr>
<td>Victim Witness Advocate</td>
<td>Sheetz Health and Wellness Center</td>
<td>814-949-5540 <a href="http://www.altoona.psu.edu/police/vwad.php">http://www.altoona.psu.edu/police/vwad.php</a></td>
</tr>
<tr>
<td>Health Services</td>
<td>Sheetz Health and Wellness Center</td>
<td>814-949-5540 <a href="http://www.altoona.psu.edu/healthwellness/">http://www.altoona.psu.edu/healthwellness/</a></td>
</tr>
<tr>
<td>Penn State Office of Human Resources</td>
<td>C105 Smith Building</td>
<td>814-949-5093 <a href="http://ohr.psu.edu/">http://ohr.psu.edu/</a></td>
</tr>
<tr>
<td>Employee Assistance Program</td>
<td>C105 Smith Building</td>
<td>814-949-5093 <a href="http://ohr.psu.edu/health-matters/employee-assistance-program/">http://ohr.psu.edu/health-matters/employee-assistance-program/</a></td>
</tr>
<tr>
<td>Health Matters</td>
<td>C105 Smith Building</td>
<td>814-949-5093 <a href="http://ohr.psu.edu/health-matters/">http://ohr.psu.edu/health-matters/</a></td>
</tr>
<tr>
<td>Guide for Sexual Assault Victims</td>
<td></td>
<td><a href="http://www.altoona.psu.edu/sexualassault/">http://www.altoona.psu.edu/sexualassault/</a></td>
</tr>
</tbody>
</table>

http://www.altoona.psu.edu/sexualassault/
<table>
<thead>
<tr>
<th>Community Resources</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcoholics Anonymous (AA)</td>
<td><a href="http://wpaarea60.org/district_17.html">http://wpaarea60.org/district_17.html</a></td>
</tr>
<tr>
<td>CONTACT Altoona Help Line • 24 hours/7 days</td>
<td>814-946-9050</td>
</tr>
<tr>
<td>Pennsylvania Suicide and Crisis Hotlines</td>
<td>1-800-784-2433</td>
</tr>
<tr>
<td>Community-based Rape Crisis/ Domestic Violence Services</td>
<td><a href="http://www.suicidehotlines.com/pennsylvania.html">http://www.suicidehotlines.com/pennsylvania.html</a></td>
</tr>
<tr>
<td><em>Family Services of Blair County</em></td>
<td></td>
</tr>
<tr>
<td>2022 Broad Ave. Altoona, PA</td>
<td>814-944-3583</td>
</tr>
<tr>
<td>2022 Broad Ave. Altoona, PA</td>
<td><a href="http://familyservicesinc.net/">http://familyservicesinc.net/</a></td>
</tr>
<tr>
<td>Pennsylvania Coalition Against Domestic Violence</td>
<td></td>
</tr>
<tr>
<td><em>Family Services of Blair County</em></td>
<td></td>
</tr>
<tr>
<td>2022 Broad Ave. Altoona, PA</td>
<td>814-944-3585</td>
</tr>
<tr>
<td>2022 Broad Ave. Altoona, PA</td>
<td><a href="http://www.pcadv.org/">http://www.pcadv.org/</a></td>
</tr>
<tr>
<td>Pennsylvania Coalition Against Rape – 24-hour hotline</td>
<td></td>
</tr>
<tr>
<td><em>Family Services of Blair County</em></td>
<td></td>
</tr>
<tr>
<td>2022 Broad Ave. Altoona, PA</td>
<td>814-944-3585</td>
</tr>
<tr>
<td>2022 Broad Ave. Altoona, PA</td>
<td><a href="http://www.pcar.org/">http://www.pcar.org/</a></td>
</tr>
<tr>
<td>ChildLine</td>
<td>800-932-0313</td>
</tr>
</tbody>
</table>
While Penn State Altoona 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 often seen as a crime of opportunity. Confined living arrangements, recreation facilities, and many open classrooms and laboratories provide thieves with a multitude of opportunities. Occupants of the residence halls often feel a sense of security and home atmosphere and become too trusting of their peers, while other 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 unauthorized access to 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 make, 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 system/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).

<table>
<thead>
<tr>
<th>OFFENSES</th>
<th>2012</th>
<th>2013</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>On-Campus Property</td>
<td>Public Property</td>
<td>Non-Campus</td>
</tr>
<tr>
<td>On-Campus Property</td>
<td>Residence Hall</td>
<td>Total On-Campus</td>
<td>Public Property</td>
</tr>
<tr>
<td>Murder/Non-negligent Manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Negligent Manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sex Offenses - Forcible*</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sex Offenses - Non-forcible</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Rape</td>
<td>—</td>
<td>—</td>
<td>—</td>
</tr>
<tr>
<td>Fondling</td>
<td>—</td>
<td>—</td>
<td>—</td>
</tr>
<tr>
<td>Statutory Rape</td>
<td>—</td>
<td>—</td>
<td>—</td>
</tr>
<tr>
<td>Incest</td>
<td>—</td>
<td>—</td>
<td>—</td>
</tr>
<tr>
<td>Robbery</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated Assault</td>
<td>0</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Burglary</td>
<td>5</td>
<td>7</td>
<td>0</td>
</tr>
<tr>
<td>Motor Vehicle Theft</td>
<td>0</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Arson</td>
<td>0</td>
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<table>
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<th>VAWA OFFENSES</th>
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<th>2014</th>
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<tr>
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</tr>
<tr>
<td>Dating Violence</td>
<td>—</td>
<td>—</td>
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</tr>
<tr>
<td>Stalking</td>
<td>—</td>
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<table>
<thead>
<tr>
<th>ARRESTS</th>
<th>2012</th>
<th>2013</th>
<th>2014</th>
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</thead>
<tbody>
<tr>
<td>Weapons</td>
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<tr>
<td>Drugs</td>
<td>8</td>
<td>11</td>
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<tr>
<td>Alcohol</td>
<td>53</td>
<td>70</td>
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<table>
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<th>REFERRALS</th>
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<th>2014</th>
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<tr>
<td>Drugs</td>
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<td>7</td>
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<tr>
<td>Alcohol</td>
<td>51</td>
<td>53</td>
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<table>
<thead>
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<th>HATE CRIMES</th>
<th>2012</th>
<th>2013</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder/Non-negligent Manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Negligent Manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sex Offenses - Forcible</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sex Offenses - Non-forcible</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated Assault</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Burglary</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Motor Vehicle Theft</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Arson</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Larceny</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Simple Assault</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Intimidation</td>
<td>1</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Vandalism</td>
<td>0</td>
<td>0</td>
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</tr>
</tbody>
</table>

**Hate Crime Key**: (D) Disability (E) Ethnicity (R) 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.

### Part I Offenses

<table>
<thead>
<tr>
<th>CAMPUS: Altoona</th>
<th>2012</th>
<th>2013</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PART I OFFENSES</strong></td>
<td><strong>ON CAMPUS</strong></td>
<td><strong>ON CAMPUS</strong></td>
<td><strong>ON CAMPUS</strong></td>
</tr>
<tr>
<td></td>
<td>ACTUAL OFFENSES</td>
<td>*CRIME RATE</td>
<td>ARREST DATA</td>
</tr>
<tr>
<td>CRIMINAL HOMICIDE</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Murder &amp; Non-negligent Manslaughter</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Manslaughter by Negligence</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FORCIBLE RAPE</td>
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<td></td>
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</tr>
<tr>
<td>Rape by Force</td>
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<tr>
<td>Assault to Rape - Attempts</td>
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<tr>
<td>ROBBERY</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Firearm</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Knife or Cutting Instrument</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Dangerous Weapon</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Strong Arm (Hands, Feet, etc.)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ASSAULT</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Firearm</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Knife or Cutting Instrument</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Other Dangerous Weapon</td>
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<td>23</td>
<td>1</td>
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<tr>
<td>Hands, Fists, Feet, etc.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BURGLARY</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Forcible Entry</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Unlawful Entry - No Force</td>
<td>7</td>
<td>162</td>
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<tr>
<td>Attempted Forcible Entry</td>
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<tr>
<td>LARCENY - THEFT (Exc. Motor Vehicles)</td>
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<td>764</td>
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<td>MOTOR VEHICLE THEFT</td>
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<td>Autos</td>
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<tr>
<td>Trucks and Buses</td>
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<td></td>
<td></td>
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<tr>
<td>Other Vehicles</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>ARSON</td>
<td></td>
<td></td>
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<tr>
<td>TOTAL PART I OFFENSES</td>
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<td>949</td>
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<tr>
<td><strong>PART II OFFENSES</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Assaults - Non-Aggravated</strong></td>
<td>6</td>
<td>139</td>
<td>4</td>
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<tr>
<td><strong>Forgery and Counterfeiting</strong></td>
<td>1</td>
<td>23</td>
<td>1</td>
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<tr>
<td><strong>Fraud</strong></td>
<td>2</td>
<td>46</td>
<td>0</td>
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<tr>
<td><strong>Embezzlement</strong></td>
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<td></td>
<td></td>
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<tr>
<td><strong>Stolen Prop., Rec., Possess., etc.</strong></td>
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<td></td>
<td></td>
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<tr>
<td><strong>Vandalism</strong></td>
<td>20</td>
<td>463</td>
<td>1</td>
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<tr>
<td><strong>Weapons, Carrying, Possess., etc.</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Prostitution &amp; Commercialized Vice</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td><strong>Sex Offenses (Exc. Prostitution &amp; Rape)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Drug Abuse Violations</strong></td>
<td></td>
<td></td>
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<tr>
<td>Opium-Cocaine</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Marijuana</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Synthetic</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>6</td>
<td>139</td>
<td>11</td>
</tr>
<tr>
<td><strong>Gambling</strong></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Book Making</td>
<td>2</td>
<td>46</td>
<td></td>
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<tr>
<td>Numbers, etc.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Offenses Against Family &amp; Children</strong></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Driving Under the Influence</td>
<td>2</td>
<td>46</td>
<td>2</td>
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<tr>
<td>Liquor Law</td>
<td>45</td>
<td>1041</td>
<td>71</td>
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<tr>
<td>Drunkenness</td>
<td>4</td>
<td>93</td>
<td>4</td>
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<tr>
<td>Disorderly Conduct</td>
<td>7</td>
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<td>3</td>
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<tr>
<td>Vagrancy</td>
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<tr>
<td><strong>All Other Offenses (Exc. Traffic)</strong></td>
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<tr>
<td><strong>TOTAL PART II OFFENSES</strong></td>
<td>93</td>
<td>2152</td>
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<tr>
<td><strong>TOTAL PART I &amp; PART II OFFENSES</strong></td>
<td>134</td>
<td>3101</td>
<td>104</td>
</tr>
</tbody>
</table>

**Notes:**
- *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

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### Altoona

<table>
<thead>
<tr>
<th>2014: Employees</th>
<th>514</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students</td>
<td>3,804</td>
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</tbody>
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Housing Report

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

<table>
<thead>
<tr>
<th>Undergraduate On-Campus Housing</th>
<th>Double Rooms</th>
<th>Suites</th>
<th>Singles</th>
<th>Apartments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Penn State Altoona</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Penn State Beaver</td>
<td>X</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Penn State Berks</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Penn State Erie, The Behrend College</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>Penn State Greater Allegheny</td>
<td>X</td>
<td></td>
<td></td>
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<tr>
<td>Penn State Harrisburg</td>
<td>X</td>
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<td></td>
<td>X</td>
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<tr>
<td>Penn State Hazleton</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Penn State Mont Alto</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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. 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, sorority housing, 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.

(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, number, and description of security training provided to employees, including security personnel, assigned to student housing facilities

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

Housing Training

Housekeepers, Maintenance personnel, and Housing Managers attend Five OUTs: 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; CEO/Dean/Provost’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.
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 for the Penn State Altoona campus 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 campuses include identification and prevention of fire hazards, actual building evacuation procedures and drills, specific occupant response to fire emergencies, and hands-on use of fire extinguishers.

All University residence halls have emergency evacuation plans and conduct fire drills during the school year to 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 automatic sprinkler systems, smoke detectors, and building fire alarm systems to provide early detection and warning of a possible fire emergency.

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.

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 at http://www.ehs.psu.edu.

Penn State Altoona Police officers, who are trained for initial response to fire incidents occurring at Penn State Altoona, provide additional assistance. Officers also assist with building evacuation, extinguishment, and confinement of small fires.

2012/2013/2014 Fire Statistics for On-Campus Student Housing Facilities

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
<th>Address</th>
<th>Cause</th>
<th>Damage Amount</th>
<th>Injuries</th>
<th>Fires</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/10/13</td>
<td>Cedar Hall</td>
<td>3000 Ivyside Park</td>
<td>Intentional–charred piece of paper on floor</td>
<td>$0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>8/20/14</td>
<td>Maple Hall–3rd floor</td>
<td>3000 Ivyside Park</td>
<td>Unintentional–singed electrical cord on micro-fridge</td>
<td>$0–$99</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
### Description of On-Campus Student Housing Fire Safety Systems—Residence Halls/Apartments

<table>
<thead>
<tr>
<th>Building</th>
<th>Area</th>
<th>Total Fires</th>
<th>2012</th>
<th>2013</th>
<th>2014</th>
<th>Sprinkler Protection</th>
<th>Fire Alarm System</th>
<th>Monitored Fire Alarm System</th>
<th>Fire Rated Corridors</th>
<th># Fire Drills</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cedar Hall</td>
<td>3000 Ivyside Park</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td></td>
<td>Full coverage</td>
<td>SD/MP</td>
<td>Yes</td>
<td>Yes</td>
<td>8</td>
</tr>
<tr>
<td>Maple Hall</td>
<td>3000 Ivyside Park</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td></td>
<td>Full coverage</td>
<td>SD/MP</td>
<td>Yes</td>
<td>Yes</td>
<td>8</td>
</tr>
<tr>
<td>Oak Hall</td>
<td>3000 Ivyside Park</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td>Full coverage</td>
<td>SD/MP</td>
<td>Yes</td>
<td>Yes</td>
<td>8</td>
</tr>
<tr>
<td>Spruce Hall</td>
<td>3000 Ivyside Park</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td>Full coverage</td>
<td>SD/MP</td>
<td>Yes</td>
<td>Yes</td>
<td>8</td>
</tr>
</tbody>
</table>

#### 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 Resident Coordinators, Resident Assistants, 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

All on-campus housing facilities prohibit the following activities and items.

1. Smoking is not permitted in any building.
2. The presence or use of candles, incense burners, oil lamps, and other open-flame device is not permitted in on-campus housing facilities.
3. The presence or use of torchiere halogen floor lamps is not permitted in any building.
4. Individuals shall not obstruct or tamper with fire safety equipment (e.g., sprinklers, fire alarms, fire extinguishers).
5. The possession or use of fireworks is not permitted.
6. Occupant-provided refrigerators and microwaves are not permitted in on-campus housing facilities.

Additional information about residence hall living and policies is available at: http://www.hfs.psu.edu/altoona/housing.

#### Evacuation Procedures

Penn State Housing and Residence Life provide residents with fire evacuation procedures and conduct fire drills during each semester. Residents are informed of the following procedures.

**If you discover a fire in the residence hall:**

1. Immediately activate the nearest manual fire alarm pull station. The fire alarm system will alert people to evacuate the building.
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 the fire alarm system, everyone shall immediately leave the building.
2. Feel the 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 evacuation meeting site.
6. Never use elevators 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 windows.
5. Await rescue.

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

Residence Life and Housing and Food Services provide annual training to Resident Assistants (RA) and Community Assistants. Topics addressed during this training include:

- Fire prevention in the residence hall
- What to do in the event of a fire
- Evacuation planning
- How to report a fire or other emergency
- How residence hall fire safety systems operate

Resident Assistants and Community Assistants coordinate additional fire safety training and education programs for residence hall students.

Other general safety and fire safety information is available to students, faculty, and staff on the Environmental Health and Safety website: 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:

Penn State Altoona Police ......................................... 814-949-5222
Penn State Hall Director/Coordinator ....................... 814-949-4053

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

Penn State Altoona Police
814-949-5222
9-1-1
Poplar Building
3000 Ivyside Park
Altoona, PA 16601

Fire/EMS
9-1-1

Altoona City Police
814-949-2489
9-1-1
1106 16th Street
Altoona, PA 16601

Logan Township Police
814-949-3364
9-1-1
100 Chief Logan Drive
Altoona, PA 16602

University Health Services
814-949-5540
Sheetz Family Health Center
3000 Ivyside Park
Altoona, PA 16601

UPMC Altoona
814-889-2011
620 Howard Avenue
Altoona, PA 16601

HELP Line and Community Crisis Center
814-889-2141
800-540-4690
24-Hour Crisis Hotline

Veteran Crisis/Suicide Line
1-800-273-TALK (press 1)

Environmental Health and Safety
814-865-6391
Eisenhower Parking Deck
University Park, PA 16802

In Case of Emergency
DIAL: 911 on any telephone
If you are on campus, you can reach University Police by dialing 814-949-5222 from any phone.

University Police may also be reached by pressing the emergency button on any of the emergency or courtesy phones located around campus.
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://www.pikepa.org/election/dl/pa_voter_registration.pdf for a printable Voter Registration Application. Note that Adobe Acrobat must be loaded to view the Voter Registration Application.