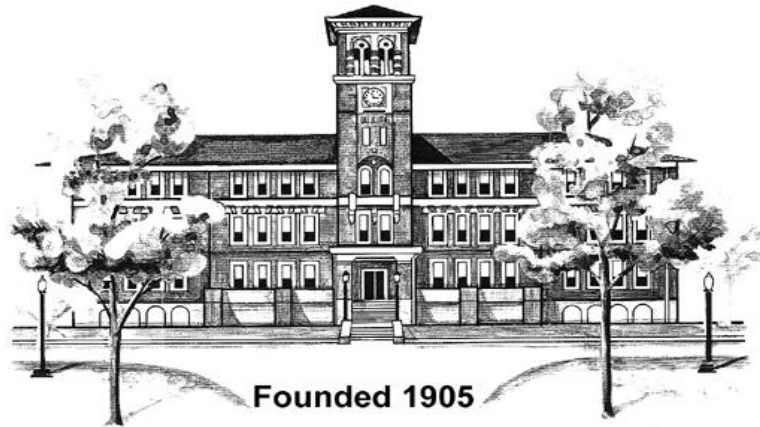


THADDEUS STEVENS COLLEGE OF TECHNOLOGY



2018 ANNUAL SECURITY REPORT

TABLE OF CONTENTS

SECURITY INFORMATION ACT-----	2
ACCESSING CRIME STATISTICS FROM THE PENNSYLVANIA POLICE (PSP) -----	3
CAMPUS SEX CRIMES PREVENTION ACT (CSCPA) -----	4
CAMPUS SECURITY -----	5
CRITERIA AND TRAINING OF SECURITY PERSONNEL-----	6
TITLE IX OF THE EDUCATION AMENDMENTS OF 1972 -----	7
WHO TO CALL FOR HELP -----	8
EXTERIOR EMERGENCY TELEPHONES-----	9
POLICIES REGARDING PROCEDURES AND FACILITIES TO REPORT CRIMINAL ACTION OR OTHER EMERGENCIES -----	10
POLICIES CONCERNING THE COLLEGE’S RESPONSE TO REPORTS -----	11
POLICIES CONCERNING CAMPUS LAW ENFORCEMENT -----	12
POLICIES WHICH ENCOURAGE ACCURATE & PROMPT REPORTING OF ALL CRIMES -----	13
CAMPUS SECURITY PROCEDURES AND PRACTICES -----	14-15
CRIME PREVENTION -----	16-22
PARKING-----	23
CRIME PREVENTION TIPS -----	24-26
CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS/HATE CRIME STATISTICS -----	27-52
DEFINITION OF CRIMES -----	53-62
MONITORING OF CRIMINAL ACTIVITY AT OFF-CAMPUS STUDENT ORGANIZATIONS -----	63
EMERGENCY PREPAREDNESS PROCEDURES -----	64-74
POLICY REGARDING WEAPONS POSSESSIONS AND OR USE-----	75
POLICY REGARDING NON-ALCOHOLIC BEER OR ASSOCIATED BEVERAGES -----	76
PENNSYLVANIA LAW REGARDING THE POSSESSION, USE AND SALE OF ALCOHOLIC BEVERAGES -----	77
DRUG AND ALCOHOL POLICY -----	78-82
DRUG OR ALCOHOL ABUSE EDUCATION PROGRAMS-----	83
TIMELY REPORTS TO THE CAMPUS COMMUNITY ON CRIMES CONSIDERED TO BE A THREAT TO STUDENTS AND EMPLOYEES -----	84-85
SEXUAL ASSAULT, SEXUAL HARASSMENT, DOMESTIC VIOLENCE, DATING VIOLENCE AND STALKING -----	86-96
PROCEDURE FOR REPORTING DATING/DOMESTIC VIOLENCE AND STALKING -----	108-110
PROCEDURE FOR REPORTING SEXUAL ASSAULT -----	97
COLLEGE RESOURCES-----	98
COMMUNITY RESOURCES -----	99-100
NATIONAL RESOURCES -----	101
SEXUAL HARASSMENT -----	102-104
VISITORS ON CAMPUS-----	105-106
SNOW EMERGENCY -----	107
DISCIPLINARY SANCTIONS-----	108-110
SECURITY INFORMATION SPECIFIC TO CAMPUS HOUSING FACILITIES-----	111-113
CRIME STATISTICS FOR PREVIOUS CALENDAR YEARS-----	114
SAFETY AND SECURITY INITIATIVES -----	115-118
ACCESSING ANNUAL FIRE SAFETY REPORT-----	119

SECURITY INFORMATION ACT

The information contained herein is designed in accordance with the Student Right-to-Know, Campus Security Act, College and University Security Information Act (Act 73 of 1988) and the Campus Sex Crimes Prevention Act (CSCPA) to provide both current and prospective students, faculty, and staff with information pertinent to security measures and crime statistics at the Thaddeus Stevens College of Technology.

Number of Full-time Undergraduate Students averages 1142.

Capacity of Residence Halls is 600.

- **Number of Full-time; Non-Student Employees Working on Campus is 119.**
- **Number of Part-time Non-Student Employees Working on Campus is 88.**

Administrative Officer Responsible for Security on Campus: Vice President for Finance and Administration.

ACCESSING CRIME STATISTICS FROM THE PENNSYLVANIA STATE POLICE (PSP)

As a result of Act 73 of 1988, the College and University Security Information Act, Thaddeus Stevens College of Technology is required to report to the Pennsylvania State Police specific statistics on the crimes that occurred on its campus during each calendar year. The Pennsylvania State Police must then publish these crime statistics in its Annual Uniform Crime report, *Crime in Pennsylvania*. These statistics can be accessed from the Pennsylvania State Police's web site:

<http://ucr.psp.state.pa.us>

CAMPUS SEX CRIMES PREVENTIOIN ACT (CSCPA)

Registering Sex Offenders on College Campuses

A federal law passed by Congress in October 2000 requires that offenders notify the State if they are a student at or work on the campus of an institution of higher education. An offender must register with the State if he or she is employed:

- With or without compensation
- Full-time or part-time
- For a period of more than 14 days
- For an aggregate period exceeding thirty (30) days in a calendar year.

According to the Campus Sex Crimes Prevention Act, convicted sex offenders must register with police if they enroll in classes or take a job at a college or university. In addition, schools can release sex offender registry information without fear of violating the Family Educational Rights and privacy Act of 1974 (FERPA).

In accordance with the “Campus Sex Crimes Prevention Act” of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974; Thaddeus Stevens College of Technology Security Department provides a link to the Pennsylvania State Police Sex Offender Registry. This act requires that institutions of higher education advise a campus community on the whereabouts of information regarding registered sex offenders. Persons who are registered sex offenders must also disclose this information to the intuition of higher education where they are employed, carry a vocation, or are a student.

Information can be obtained by calling the State Police Megan’s Law unit at 866-771-3170. This information, was well as who has to register, and the sexually violent predator list, is also available online at www.pameganslaw.state.pa.us. In addition, similar information for the Lancaster area (including Thaddeus Stevens College) can be obtained by contacting Lancaster City Police Department at 717-735-3357. Pennsylvania’s Megan’s Law, 42 Pa. C.S.§9799.1, requires the State Police to create and maintain a registry of persons who have either been convicted of, entered a plea of guilty to, or adjudicated delinquent of certain sex offenses listed in 42 Pa.C.S.§§9795.1 and 9795.2. Additionally, the Pennsylvania State Police is required to make certain information on registered sex offenders is available to the public through an internet website. The Pennsylvania State Police has established this website according to the requirements of 42 Pa.C.S.§9798.1.

Lastly the Act amends the Family Educational Rights and Privacy Act of 1974 to clarify that nothing in that Act may be construed to prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders; and requires the Secretary of Education to take appropriate steps to notify educational institutions that disclosure of this information is permitted. This amendment took effect on October 28, 2000.

CAMPUS SECURITY

Thaddeus Stevens College of Technology is committed to providing a safe learning and working environment for its faculty, staff and students. The College contracts with Allied Universal Security to provide round-the-clock security service on campus with the purpose of protecting the campus from intruders and possible damage or thefts.

The following is a summation of the weekday and weekend security schedules, which consists of scheduling security personnel twenty-four hours per day, seven days per week.

WEEK DAY SECURITY SCHEDULE

Shift	Number of Guards	Start Time	End Time	Days of Week
First	Three	7:00 AM/8:00 AM	3:00 PM/4:00 PM	M-T-W-TH-F
Second	Three	3:00 PM/4:00 PM	11:00 PM/12:00 AM	M-T-W-TH-F
Third	Three	11:00 PM/12:00 AM	7:00 AM/8:00 AM	M-T-W-TH-F

WEEKEND SECURITY SCHEDULE

Shift	Number of Guards	Start Time	End Time	Days of Week
First	Three	7:00 AM/8:00 AM	3:00 PM/4:00 PM	Sat-Sun
Second	Three	3:00 PM/4:00 PM	11:00 PM/12:00 AM	Sat-Sun
Third	Three	11:00 PM/12:00 AM	7:00 AM/8:00 AM	Sat-Sun

NOTE: The Residence Hall Advisors provide additional coverage Monday – Thursday (4pm – 1am), Friday – Saturday (5pm – 2am), and Sundays (4pm – 8pm).

CRITERIA AND TRAINING FOR SECURITY PERSONNEL

All guards must be fingerprinted by the Pennsylvania State Police and background investigated by both the Pennsylvania State Police and the Federal Bureau of Investigation in order to be cleared for employment with Allied Universal Security.

The Vice President for Finance and Administration, prior to their initial assignment, will interview guards that are assigned to the College. If the Vice President for Finance and Administration has concerns about the individual's ability to function in the Stevens community, he/she has the right to ask for and receive an acceptable replacement.

If a security person is selected and later is found unable to work effectively with the Stevens' population, the College reserves the right to have him/her replaced.

Specific training that security guards undergo on the Stevens campus is directed and monitored by the Head of Security and acting security supervisor designated for the Stevens' campus by Allied Universal Security.

Daily and monthly meetings between the President, Vice President for Finance and Administration, Head of Security, Dean of Student Services, and Director of Resident Life and security supervisors are aimed at continued familiarization with our student population, its profile, and how to most effectively handle problems, which confront them on a daily basis. This is an important supplement to the formal training received from the supervisor.

The College monitors performance of its facilities and security services by conducting random audits and/or meetings with students.

TITLE IX OF THE EDUCATION AMENDMENTS OF 1972
SECTIONS 503 AND 504 OF THE REHABILITATION ACT OF 1973
THE AMERICAN DISABILITIES ACT OF 1990

The Thaddeus Stevens College of Technology will not discriminate in its educational programs or employment practices based on race, color, national origin, sex, sexual orientation, gender identity, disability, age, religion, ancestry, union membership, or any other legally protected classification. Announcement of this policy is in accordance with state and federal laws, including Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the American Disabilities Act of 1990.

Employees and participants who have an inquiry or complaint of harassment or discrimination, or who need information about accommodations for persons with disabilities, should contact Betty Tompos, Affirmative Action Officer/Title IX Coordinator, Thaddeus Stevens College of Technology, 750 E King Street, Lancaster, PA 17602.

Telephone: (717) 391-6947, email: Tomposb@stevenscollege.edu or one of her designees below.

Deputy Title IX Coordinators:

Sue Emswiler Telephone: (717) 391-1372 email: Emswiler@stevenscollege.edu

Melissa Meshey Telephone: (717) 299-7769 email: Meshey@stevenscollege.edu

WHO TO CALL FOR HELP

MAIN CAMPUS:

Security – General	(717) 606-1564
Security Cell	(717) 286-4607
Security Manager	(717) 391-7210

Vice President for Finance and Administration	(717) 391-6947
Office of Finance and Administration (i.e. Business Office)	(717) 299-7731

Fax Numbers: Mellor Copier Room	(717) 299-7748
Business Office (Mellor Bldg.)	(717) 299-7710

Director of Residence Life	(717) 391-7322
----------------------------	----------------

Dean of Student Services	(717) 299-7794
--------------------------	----------------

Dispensary	(717) 299-7769
------------	----------------

Counseling Office	(717) 299-7408
-------------------	----------------

Women's Center	(717) 391-3599
----------------	----------------

BRANCH CAMPUS:

Security – General	(717) 606-1564
Security – Cell	(717) 286-4607

EXTERIOR EMERGENCY TELEPHONES

LOCATION:

MAIN CAMPUS:

**Armstrong Hall
Bourne Hall
Brenner Hall
Hartzell – South Door
Hartzell – West Door
Herrington Hall
Jones Dining Hall
Kenneth W. Schuler Learning Resources Center
Kreider Building
Leonard Building
Metzger Hall
Multi-Purpose Activity Center (MAC)
Schwalm Student Center
Snyder Building**

BRANCH CAMPUS:

**Main Vestibule
Emergency Entrance
Boiler Room Ramp
Loading Dock
Orange Street at “D” Entrance
Cottage Avenue at “E” Entrance
Cottage Avenue Vestibule
Auditorium at Clark Street
Canopy Clark Street
Dumpster Area Clark Street
Elevator # 6
Elevator # 9
Roof Above C Wing**

INSTRUCTION FOR USING EXTERIOR EMERGENCY TELEPHONES:

- Step 1: Open the Door to the Telephone Box**
- Step 2: Pick-up the Receiver to the Telephone**
- Step 3: The Telephone Will Automatically Dial the Number of Security’s Telephone**
- Step 4: Wait Until a Security Officer Answers the Telephone**
- Step 5: Identify Your Location and Name**
- Step 6: Request Assistance**

POLICIES REGARDING PROCEDURES AND FACILITIES TO REPORT CRIMINAL ACTION OR OTHER EMERGENCIES

- **The Safety & Security Department of Thaddeus Stevens College of Technology is primarily responsible for law enforcement, security, safety, and emergency response at the College. The Safety & Security Office is located on the first floor of the John E. Barley Multipurpose Activity Center (MAC). The John E. Barley Multipurpose Activity Center is located next to Bourne Hall. The Safety and Security Office is also located at the Branch Campus Lobby. The Safety & Security Office is open and staffed 24 hours a day by professional security officers during the normal college year. The emergency telephone number is staffed 24 hours a day.**
- **To report a crime or an emergency, call 717-606-1564 or 717-286-4607.***
- **Emergency telephones are located at the exterior of all buildings on the main campus, as well as, at the exterior front door of the Branch Campus. The telephones are located inside the telephone boxes. The caller need only pick up the receiver. The telephones will automatically dial security.**
- **To obtain information or request security services, call 717-606-1564 or 717-286-4607.**
- **Thaddeus Stevens College of Technology's Security Department maintains contact with the Lancaster City Police Department as well as the Pennsylvania State Police.**

Security will respond to all calls for service and will summon Lancaster City or Pennsylvania State Police Departments when necessary. The Security Department encourages faculty, staff and students to report criminal acts and/or suspicious occurrences to security immediately.

Criminal offenses should be reported to the Security Department but may be reported to the Vice President for Finance and Administration, Dean of Student Services or Director of Residence Life.

***All incidents must be reported to the Security Department.**

POLICIES CONCERNING THE COLLEGE'S RESPONSE TO REPORTS

Upon receiving a report of an incident, Campus Security Officers are dispatched immediately to the site of the complaint. Security Officers prepare and submit written reports on all calls answered and if necessary, will contact the Pennsylvania State Police, City of Lancaster Police Department or other emergency response teams requesting their presence at the site. Officers are also required to provide follow-up reports at the conclusion of their investigations. Copies of reports are located in the offices of Finance and Administration and Security.

POLICIES CONCERNING CAMPUS LAW ENFORCEMENT

Authority of Security Personnel

Campus security at Stevens does not possess the authority to arrest individuals who are in violation of federal or state law. They do have the responsibility to apprehend such individuals in violation of state or federal laws and immediately contact the proper authorities to investigate the initial charges where appropriate.

A Security Officer, as a civilian, may arrest a person only after having been positively identified by that Security Officer. The power to arrest on evidence and probable cause rests solely with a City or State Police Officer. A Security Officer may not arrest a person on the basis of being positively identified by another person or based on suspicion alone.

A student or person at Thaddeus Stevens College of Technology subjects him or herself to a room, vehicle or personal search on the basis of reasonable cause or just cause. A search will consist of a faculty or staff member along with Security Personnel, except in emergency situations or as designated in the student handbook.

A Security Officer may use force against another person only to defend him or herself or another person. Once the perpetrator has been neutralized, or no longer hostile, the use of force is not permitted.

Relationship with State and Local Law Enforcement Agencies

The working relationship of campus security with state and local police forces has been a favorable one at Stevens. Normal operating procedure is that the initial contact department would be the Pennsylvania State Police. Lancaster City Police have also intervened in emergency cases.

A Police (City or State) Officer is called at the discretion of the Security Officer and/or at the request of the Administration, Faculty or Staff.

A Security Officer may not assist a Police Officer in an arrest or apprehension unless requested by the Police Officer. In addition, a Security Officer will yield all information to the Police Officer immediately upon request for an investigation.

**POLICIES WHICH ENCOURAGE ACCURATE
& PROMPT REPORTING OF ALL CRIMES**

All violations in opposition to state and federal law are reported to the appropriate outside agency and subsequent investigation and decision is then rendered by that body.

During an investigation or questioning session with a student, the Security Officer will document the time and day the request was made in the required “incident” report.

All relevant information (i.e. State Police Incident Number, etc.) will be included in the report.

CAMPUS SECURITY PROCEDURES AND PRACTICES

How to Make Special Requests

In order for an outside agency or individual to utilize the Stevens facilities, it is necessary for them to contact the College's Vice President for Finance and Administration. The Vice President for Finance and Administration and, if deemed necessary, the President, will determine whether or not the group will be permitted use of the facility.

All requests to use a particular room on campus must be submitted, in writing, to the Vice President for Finance and Administration, at least two weeks in advance of the date of the event. The Vice President for Finance and Administration will arrange to have Security unlock the room at the time requested.

Employees, other individuals and/or groups must sign a waiver (Hold Harmless Agreement) exonerating the institution from liability in the event of an accident. They must also provide insurance information holding the College harmless in the event of an accident or damage to person or property.

All requests to have additional Security Officers at special events must be submitted, in writing, at least two weeks in advance of the event.

Campus Escort Services

Campus escort services are available to both day and evening school students. Any student wishing to use this service should contact Campus Security (717-606-1564 or 717-286-4607) or the Vice President for Finance and Administration (717-391-6947) of the College to arrange for escort services. Campus Security is located on the first floor of the John E. Barley Multipurpose Activity Center and the Lobby of the Branch Campus located at 1100 E. Orange St Lancaster, Pa 17602. The Vice President for Finance and Administration's office is located on the first floor of the Mellor Building.

Student Identification Cards

Students are issued and required to carry his or her student identification card at all times. Student ID cards are issued without charge when a student enrolls at the College.

If the ID card is damaged or worn out, the College will replace the card for free at a rate of one card per person per year. The card to be replaced must be shown or it will not be replaced for free.

**CAMPUS SECURITY PROCEDURES
AND PRACTICES (cont.)**

For Voters' Registration, the College will replace the Student ID card for free, if the card does not include a date. The card to be replaced must be shown or it will not be replaced for free.

Replacement cards are issued in case of loss at a charge of \$ 5.00 per card.

Temporary cards are issued at a charge of \$ 3.00 per card.

Any student caught falsifying, misusing, or transferring identification cards is subject to disciplinary action by the College. (See Student Handbook)

Faculty & Staff are also required to carry his or her identification card at all times.

CRIME PREVENTION

Introduction

Thaddeus Stevens College of Technology is committed to protecting the lives and property of its faculty, staff and students through a well monitored Safety and Security Program on campus. The College contracts with a private security company to provide trained security officers to patrol the campus 24-hours a day. Security will respond to all requests for services and attend to all situations that affect the safety and security of faculty, staff, students and visitors.

During the past ten years new lighting has been installed throughout campus, ranging from mercury lights on seven different buildings to pole lighting on campus roadways and on or near campus buildings.

In addition, the installation of a gate on the northeast segment of campus has significantly reduced the flow of outside traffic throughout campus in an attempt to minimize thefts or other on campus incidents. The placement of speed bumps at strategic places on campus has also had a positive impact on reduction of outside traffic.

Also, the continual locking of a large gate on the southwest end of campus, which heretofore had been locked and unlocked on a daily basis, has reduced the amount of problems in that area of campus.

In the spring of 1995 a cul-de-sac was erected which significantly reduced outside traffic flow and added increased safety to the campus grounds.

In 2000, the College replaced all the cores in the Residence Halls with a Premium Keyway System that is not available to the public. All keys and cores must be purchased from the manufacturer and cannot be duplicated locally.

At the close of each academic year, the College removes and replaces all cores on interior doors to student rooms thereby assuring that a previous occupant cannot access dormitory rooms. As part of major renovations to our dormitories, all dormitory rooms have swipe card access in addition to a key system.

A parking shed was erected during the 2000-2001 academic year. The parking shed is located at a strategic location adjacent to the Hartzell Parking lot, which provides visibility to the campus community. When necessary, a security officer is assigned to the parking shed during the evening and/or early morning hours.

CRIME PREVENTION (cont.)

Fourteen emergency telephones have been installed on the Main Campus. The locations are:

LOCATION:

**Armstrong Hall
Bourne Hall
Brenner Hall
Hartzell – South Door
Hartzell – West Door
Herrington Hall
Jones Dining Hall
Kenneth W. Schuler Learning Resources Center
Kreider Building
Leonard Building
Metzger Hall
Multi-Purpose Activity Center (MAC)
Schwalm Student Center
Snyder Building**

Thirteen emergency telephones have been installed on the Branch Campus. The locations are:

LOCATION:

**Main Vestibule
Emergency Entrance
Boiler Room Ramp
Loading Dock
Orange Street at “D” Entrance
Cottage Avenue at “E” Entrance
Cottage Avenue Vestibule
Auditorium at Clark Street
Canopy Clark Street
Dumpster Area Clark Street
Elevator # 6
Elevator # 9
Roof above C Wing**

The telephones automatically dial Campus Security when the receiver is lifted from its cradle. The telephones are located inside the telephone box.

The College has contracted with an outside landscaping company to trim trees, shrubs, and bushes on a regular basis to assure a safe campus environment.

CRIME PREVENTION (cont.)

The College also replaced the old detex clock system with an electronic button/system that stores the dates and times of clock rounds by security officer. The system automatically generates a report of the rounds. The buttons have been located on every floor of every building on campus and at several exterior sites. The strategic location of the buttons assures that security officers walk the entire length of each hallway and stairwell, as well as, the entire course of each exterior round.

The College also purchased a software system that stores identification photos on-line.

The new Multi-Purpose Activity Center (MAC) includes an electronic security system, which will require an ID card to access the facility. Eighteen cameras have been strategically placed within the facility. Six cameras have been placed on the exterior of the building and are capable of scanning and recording approximately 65% of the campus. The cameras are monitored by campus security and the building managers. In addition, the College expanded security services from 168 to approximately 504 hours per week.

Cameras are also located in the Jones Dining Hall.

Monthly security meetings are documented, minutes are distributed, and action items are recorded to assure a safe and secure working and learning environment.

The College has applied for and received federal funds through the Grants to Reduce Violent Crimes Against Women. (Award was made in October 2002.) The College also applied for an E-Grant through the Department of Community and Economic Development to obtain funds to refurbish and distribute personal computers to low-income families living in Lancaster City. Volunteers will provide Internet training to the recipients thereby providing a means of communication in times of both ordinary and extraordinary emergencies. The Internet connection will also serve as an emergency response tool.

During the summer of 2004, the College installed an electronic card access system on the main door of each dormitory, thus allowing students immediate entrance to the building after hours.

The College has updated its telecommunications system which allows the College to send text and voice messages to all telephones. This is accomplished through the use of Rave Alert software.

Several methods of communicating with faculty, staff and students during an emergency are deployed. These methods include mass notification through Voice Mail, Email, Rave Alert, Desktop Popups and Loud Speakers.

CRIME PREVENTION (cont.)

Established and supplied an Emergency Operations Center in the Mellor Building.

Recently, in 2012, the College, along with Homeland Security's South-Central Pennsylvania Task Force, conducted an Active Shooter Drill on Campus.

In 2013 the College has added card readers to the wings of 1st, 2nd, 3rd and 4th floor. Card Readers were also installed on the ground floor Business Administration Classroom and Graphics Main door. Card Readers were also installed on all floors on the C Stairwell along with Elevators 5 and 6.

In 2013 the College has added 84 security cameras inside the Branch Campus along with 6 exterior security cameras. In addition, 5 security cameras were strategically placed in the Naval Reserve Lot, 3 security cameras in the Cottage Ave Lot along with 7 in the Clark Street Lot.

In 2015 six upgraded security cameras were placed in the Multi-Purpose Activity Center (MAC)

In 2015 five new security cameras were strategically placed around the exterior of the Woolworth/Snyder Buildings.

Fire Pull station system was put in place at the Greenfield Facility in 2016 for added safety & security measure.

In 2017 the College has added 3 security cameras at Thaddeus Stevens at Greenfield.

In 2017 the College has added 6 new security cameras in Armstrong Hall. Along with 6 new security cameras in Herrington Hall. They are strategically placed for the safety and security of the students.

In 2017 the College added 2 new exterior security cameras in the Schwalm Parking Lot. Between both cameras they are able to capture 95% of the parking lot.

In 2017 the College has added 1 new security camera on the Schuler Learning Resource Center that covers the exterior area of Academic Drive between the rear of the Mellor building and the Main Campus Shuttle Stop.

The College has purchased a new NVR (Network Video Recorder) over the summer of 2017 that will allow the college to add up to 64 additional cameras down the road.

In 2018 the College has added 4 new exterior security cameras to the Hartzell Parking Lot.

In short, there is a sustained and continuous effort, from an administrative and maintenance standpoint, to make both procedural and physical changes to address security concerns.

CRIME PREVENTION (cont.)

What TSCT/Security has done

The College Administration increased exterior lighting on campus, added additional guards during late night rounds and trimmed trees and shrubs to make the campus a safer place for its students.

The College installed exterior emergency telephones at the main entrance to each building on both the main and branch campuses.

Extensive renovations to Armstrong, Herrington, Bourne, Brenner and Metzger Halls were completed in 2006. Renovations included a sprinkler system and a card access system to assure the safety of its residence.

In order to ensure the safety of its students, the College contracted with a local transportation company to provide shuttle service between both the Main, Branch and Greenfield Campuses. The service is provided free of charge to all students enrolled at the College.

In the future, the College intends to add lights at each exterior emergency telephone for easy identification during evening hours.

The College has upgraded its telecommunications system to Voice Over IP. The College purchased and installed, in each dormitory room, a special handset that provides both voice and text messaging capability to all telephones

The College will continue to identify areas for improvement to ensure a safe and secure learning environment for its faculty and staff. Additionally, the College has embarked upon a comprehensive training program that includes several methods of mass notification should an emergency occur. These methods include Voice Mail, Email, Rave Alert, Desktop Popups and Loud Speakers.

The Safety & Security Department requests that criminal acts and unusual or suspicious activity be reported immediately. The Security Department has established a close working relationship with local law enforcement agencies as well as other social organizations in the community.

The Security Department conducts the preliminary investigations of non-violent crimes or offenses. However, the Security Department will request immediate response from the City of Lancaster Police Department or Pennsylvania State Police Law Enforcement Agencies on crimes in progress, crimes against a person or medical emergencies.

CRIME PREVENTION (cont.)

What You Should Do

The success of our campus Safety & Security Program relies on the cooperation and involvement of faculty, staff and students. Students must assume responsibility for the safety of themselves and their personal possessions by adhering to safety and security policies and procedures. Students who practice some simple precautions may protect themselves from becoming a victim:

- Use Campus Escort service to travel between buildings late at night.
- Use Campus Shuttle service to travel between campuses.
- Walk in pairs during later evening hours.
- Keep your dorm room locked at all times.
- Lock your vehicle at all times.
- Do not leave valuable items visible in your car.
- Be aware of your surroundings.
- Register your vehicle. (Note: The purchase of a parking permit is mandatory for all vehicles parking on College property.)

Operating Hours

Campus buildings are open during weekdays when the College is in session. All buildings are closed at specified hours during the week and usually closed on the weekend. Buildings closing hours are as follows:

Mellor Building:	10:00 PM
Brenner Hall:	Always Locked
Hartzell Instructional Center:	10:00 PM
Jones Dining Hall/Lounge:	7:30 PM
BLC/Schwalm Student Center:	11:00 PM
KWS/Learning Resources Center (LRC)*	10:00 PM
Kreider Building:	10:00 PM
Leonard Building:	10:00 PM
Woolworth Building:	10:00 PM
Snyder Building:	10:00 PM
John E. Barley Multipurpose Activity Center (MAC)**	10:00 PM
Residence Halls:	Always Locked

***LRC operating hours when classes are in session:**

Monday-Thursday:	7:00 AM - 10:00 PM
Friday:	7:00 AM - 5:00 PM
Sunday:	2:00 PM - 10:00 PM

CRIME PREVENTION (cont.)

***LRC operating hours when classes are not in session:**

Monday – Friday: 9:00 AM – 3:00 PM

****The MAC is available to students at the following days/times during the fall and spring semesters:**

Monday – Thursday: 8:00 AM – 10:00 PM

Friday: 8:00 AM – 9:00 PM

Saturday: 8:00 AM – 4:00 PM

Sunday: 8:00 AM – 9:00 PM

Security Rounds

Security personnel make routine inspections of all buildings on Campus and assist in the opening and closing of the structures. Students, upon request by campus Security Officers, are required to show their student identification.

Any student who enters a building without prior authorization shall be in violation of the College's security policy.

Any student who willfully compromises the safety and security of campus buildings or tampers with any safety or security device is subject to disciplinary action by College officials. This includes, but is not limited to, propping open doors, damaging doors, damaging ceiling tiles, pulling fire alarm stations, discharging fire extinguishers, and tampering with communications lines or devices.

PARKING

Parking

Thaddeus Stevens College of Technology provides parking facilities in an effort to meet the needs of faculty, staff, students, and visitors. Because of the limited space, the operation and parking of a motor vehicle on campus is a privilege. Drivers are expected to know and abide by all motor vehicle regulations and to assume all responsibility for any damage to vehicles while they are operated or parked on College property.

Parking regulations have been developed to encourage orderly parking, easy movement of traffic, pedestrian safety and access for emergency vehicles. The College Security Officers have the authority to ticket and tow vehicles that are in violation of College Parking Regulations.

All students who wish to park his or her vehicle on College property is required to purchase a parking permit on an annual basis. Students should park their vehicle in the Hartzell, Schwalm or MAC parking lots on the Main Campus. Students should park their vehicle in the Naval Academy parking lot on the Branch Campus, the Clark Street parking lot, and the Cottage Avenue parking lot.

Registration of your vehicle is processed through the College's Office for Finance and Administration (i.e. Business Office). If your vehicle is not registered, you must obtain a parking permit at a cost of \$15 annually. You are required to present a valid driver's license, motor vehicle registration, proof of insurance and ID card when you register your vehicle.

Special parking permits for visitors and guests can be obtained in the Office for Finance and Administration (i.e. Business Office) of the College, and both the Main and Branch Campus Security Office at no charge. You are required to notify your guest of the parking policies on campus.

The College will not assume responsibility for vehicles parked on campus.

Please refer to the College Parking Regulations for a complete description of the parking policies and procedures on campus.

CRIME PREVENTION TIPS

Dorm Room Safety

- **Keep your room door locked at all times. Lock your door when you leave your room to go to a friend's room, when you go to the bathroom, when you go to take a shower, or when you go to sleep.**
- **Do not prop open exterior doors. Uninvited people may enter the residence hall if the outside doors are propped open. Report suspicious people or activity.**

At Home

- **Keep emergency telephone numbers near the telephone.**
- **Leave an outside light on so you can see anyone who could be waiting for you.**
- **When returning home, have your house key in your hand and be ready to open the door.**
- **Notify law enforcement officials of suspicious or anonymous phone calls. Someone may be checking to see if you're at home.**
- **Do not open the door for strangers. Make all telephone calls for them.**
- **Do not undress in front of a window.**
- **Close all drapes, blinds, or curtains at night.**
- **Replace all locks when moving into a new house or apartment.**
- **Do not leave your doors unlocked while you're away.**
- **Use only your last name and first initial in the telephone directory.**
- **Use only your street number on your mailbox.**
- **Install a peephole in your door so you can see who's outside the door before opening it.**
- **Keep the door locked until you know who is outside.**
- **Do not depend on a chain lock for security.**
- **Do not leave a message on your answering machine saying you're not at home.**
- **Do not leave a note on your door stating that you're not at home.**
- **Request to see the ID of all law enforcement officers, service or salespeople.**

CRIME PREVENTION TIPS (cont.)

While Walking or Jogging

- **Walk with someone to discourage an attacker.**
- **Do not accept rides with strangers.**
- **Do not wear earphones.**
- **Walk or jog in well-lighted and well-traveled areas.**
- **Avoid dark streets, alleys, or entryways.**
- **Avoid shrubs where someone could be hiding.**
- **Hold your purse close to your body.**
- **Do not approach a car if the driver stops to ask for directions.**
- **Do not appear frightened if approached by a stranger.**
- **Stay near people, houses and well-lighted areas.**
- **Walk near the curb. Avoid vacant parking lots and other deserted areas.**

If Someone is Following You While You Walk

- **Remain alert and calm.**
- **Keep looking behind you to discourage your follower.**
- **Cross the street.**
- **Change directions.**
- **Change your pace.**
- **Go to a lighted home or store and call law enforcement agencies.**

If Someone is Following You While You Are Driving

- **If you're being followed, drive to the nearest police station or open business.**
- **Do not leave your car and run to your house.**
- **Keep your windows up and your doors locked at all times.**
- **Keep valuables and packages out of sight. Lock them in the trunk.**
- **Do not pick up hitchhikers.**
- **Do not stop to help a disabled vehicle. Call for help.**

CRIME PREVENTION TIPS (cont.)

- **Park your car in a well-lighted area.**
- **Have your key in your hand when you approach your car.**
- **Check to make sure no one is hiding in your car.**
- **Do not leave the keys to your home with your car keys when you leave your car at a valet parking lot or when you have your car repaired.**
- **If you are being forced to the curb, do not stop your car. Keep driving. Try to get a license number, make and model of car, and description of the driver.**
- **Report all incidences to law enforcement agencies immediately.**
- **If your car breaks down, raise your hood and stay inside with the doors locked. If a stranger stops to help you, ask them to report your problem to the nearest service center.**
- **Do not tailgate. Leave enough room between you and the car in front to allow you to pull away.**
- **Remember intersections and stoplights are favorite targets for attackers.**

Your Property

- **Keep a list of all manufacturer's make, model and serial numbers of all equipment (i.e. stereo, computers, TVs, etc.).**
- **Engrave your property with an identification number or name.**
- **Register your bike with security.**
- **Do not carry large amounts of cash or keep large amounts of cash in your room.**
- **Keep your prized possessions, family heirlooms or other valuable property at home.**

CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS

To comply with “The Crime Awareness and Campus Security Act of 1990,” as amended by “The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998,” the College on an annual basis will publish the following reported crimes which occur on campus, in or on non-campus buildings or property, and on public property: murder, sex offenses (forcible and non-forcible), Stalking, Domestic Violence, Dating Violence, robbery, aggravated assault, burglary, motor vehicle theft, manslaughter and arson. Additionally, the number of arrests and campus disciplinary action for the following crimes will be reported: liquor law violations, drug-related violations, and weapon possession.

All information related to the safety and security of the campus community is available in the Annual Security Report. Thaddeus Stevens College of Technology strongly supports all laws pertaining to the reporting of crime and the public’s right of information concerning those crimes. The College maintains strict compliance with the Campus Security Act of 1990.

The following crime statistics are prepared and provided to the community in conformance with the Uniform Crime Reporting System and include information required under the Hate Crimes Statistics Act.

BRANCH CAMPUS CRIMINAL OFFENSES 2015-2017

THADDEUS STEVENS COLLEGE OF TECHNOLOGY BRANCH CAMPUS OFFENSE	YEAR	ON- CAMPUS PROPERTY	ON- CAMPUS STUDENT HOUSING FACILITIES	NONCAMPUS PROPERTY	PUBLIC PROPERTY
MURDER/NON-NEGLIGENT MANSLAUGHTER	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	0
NEGLIGENT MANSLAUGHTER	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	0
RAPE	2017	1	1	0	0
	2016	0	0	0	0
	2015	0	0	0	0
FONDLING	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	0
INCEST	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	0
STATUTORY RAPE	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	0
ROBBERY	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	1
AGGRAVATED ASSAULT	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	0
BURGLARY	2017	3	0	0	0
	2016	1	0	0	0
	2015	1	0	0	0
MOTOR VEHICLE THEFT	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	0
ARSON	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	0

BRANCH CAMPUS ARREST AND DISCIPLINARY REFERRALS 2015-2017

THADDEUS STEVENS COLLEGE OF TECHNOLOGY BRANCH CAMPUS OFFENCE	YEAR	ON- CAMPUS PROPERTY	ON- CAMPUS STUDENT HOUSING FACILITIES	NONCAMPUS PROPERTY	PUBLIC PROPERTY
ARRESTS: WEAPONS: CARRYING, POSSESSING, ETC.	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	1
DISCIPLINARY REFERRALS: WEAPONS: CARRYING, POSSESSING, ETC.	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	0
ARRESTS: DRUG ABUSE VIOLATIONS	2017	0	0	0	0
	2016	0	0	0	0
	2015	2	1	0	1
DISCIPLINARY REFERRALS: DRUG ABUSE VIOLATIONS	2017	1	0	0	0
	2016	1	1	0	0
	2015	0	0	0	0
ARRESTS: LIQUOR LAW VIOLATIONS	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	0
DISCIPLINARY REFERRALS: LIQUOR LAW VIOLATIONS	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	0

MAIN CAMPUS CRIMINAL OFFENSES 2015-2017

THADDEUS STEVENS COLLEGE OF TECHNOLOGY MAIN CAMPUS OFFENSE	YEAR	ON- CAMPUS PROPERTY	ON- CAMPUS STUDENT HOUSING FACILITIES	NONCAMPUS PROPERTY	PUBLIC PROPERTY
MURDER/NON-NEGLIGENT MANSLAUGHTER	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	0
NEGLIGENT MANSLAUGHTER	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	0
RAPE	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	0
FONDLING	2017	1	1	0	0
	2016	0	0	0	0
	2015	1	1	0	0
INCEST	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	0
STATUTORY RAPE	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	0
ROBBERY	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	4
AGGRAVATED ASSAULT	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	1
BURGLARY	2017	0	0	0	0
	2016	0	0	0	0
	2015	1	1	0	0
MOTOR VEHICLE THEFT	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	0
ARSON	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	0

MAIN CAMPUS ARRESTS AND DISCIPLINARY REFERRALS 2015-2017

THADDEUS STEVENS COLLEGE OF TECHNOLOGY MAIN CAMPUS OFFENSE	YEAR	ON- CAMPUS PROPERTY	ON- CAMPUS STUDENT HOUSING FACILITIES	NONCAMPUS PROPERTY	PUBLIC PROPERTY
ARRESTS: WEAPONS: CARRYING, POSSESSING, ETC.	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	2
DISCIPLINARY REFERRALS: WEAPONS: CARRYING, POSSESSING, ETC.	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	0
ARRESTS: DRUG ABUSE VIOLATIONS	2017	3	2	0	0
	2016	0	0	0	0
	2015	3	3	0	0
DISCIPLINARY REFERRALS: DRUG ABUSE VIOLATIONS	2017	11	11	0	0
	2016	0	0	0	0
	2015	0	0	0	0
ARRESTS: LIQUOR LAW VIOLATIONS	2017	0	0	0	0
	2016	0	0	0	0
	2015	1	0	0	0
DISCIPLINARY REFERRALS: LIQUOR LAW VIOLATIONS	2017	1	0	0	0
	2016	2	1	0	0
	2015	0	0	0	0

BRANCH CAMPUS HATE CRIMES ON CAMPUS PROPERTY 2015

THADDEUS STEVENS COLLEGE OF TECHNOLOGY BRANCH CAMPUS OFFENSE	2015 TOTAL	RACE	RELIGION	SEXUAL ORIENTATION	GENDER	DISABILITY	ETHNICITY/ NATIONAL ORIGIN
MURDER/NON-NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0
SEXUAL ASSAULT	0	0	0	0	0	0	0
ROBBERY	0	0	0	0	0	0	0
BURGLARY	0	0	0	0	0	0	0
MOTOR VEHICLE THEFT	0	0	0	0	0	0	0
ARSON	0	0	0	0	0	0	0
LARCENY-THEFT	0	0	0	0	0	0	0
SIMPLE ASSAULT	0	0	0	0	0	0	0
INTIMIDATION	0	0	0	0	0	0	0
DESTRUCTION/DAMAGE/VANDALIS M OF PROPERTY	0	0	0	0	0	0	0

**BRANCH CAMPUS HATE CRIME ON CAMPUS STUDENT HOUSING FACILITIES
2015**

THADDEUS STEVENS COLLEGE OF TECHNOLOGY BRANCH CAMPUS OFFENSE	2015 TOTAL	RACE	RELIGION	SEXUAL ORIENTATION	GENDER	DISABILITY	ETHNICITY/ NATIONAL ORIGIN
MURDER/NON-NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0
SEXUAL ASSAULT	0	0	0	0	0	0	0
ROBBERY	0	0	0	0	0	0	0
AGGRAVATED ASSAULT	0	0	0	0	0	0	0
BURGLARY	0	0	0	0	0	0	0
MOTOR VEHICLE THEFT	0	0	0	0	0	0	0
ARSON	0	0	0	0	0	0	0
LARCENY-THEFT	0	0	0	0	0	0	0
SIMPLE ASSAULT	0	0	0	0	0	0	0
INTIMIDATION	0	0	0	0	0	0	0
DESTRUCTION/DAMAGE/VANDALIS M OF PROPERTY	0	0	0	0	0	0	0

BRANCH CAMPUS HATE CRIMES PUBLIC PROPERTY 2015

THADDEUS STEVENS COLLEGE OF TECHNOLOGY BRANCH CAMPUS OFFENSE	2015 TOTAL	RACE	RELIGION	SEXUAL ORIENTATION	GENDER	DISABILITY	ETHNICITY/ NATIONAL ORIGIN
MURDER/NON-NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0
SEXUAL ASSAULT	0	0	0	0	0	0	0
ROBBERY	0	0	0	0	0	0	0
AGGRAVATED ASSAULT	0	0	0	0	0	0	0
BURGLARY	0	0	0	0	0	0	0
MOTOR VEHICLE THEFT	0	0	0	0	0	0	0
ARSON	0	0	0	0	0	0	0
LARCENY-THEFT	0	0	0	0	0	0	0
SIMPLE ASSAULT	0	0	0	0	0	0	0
INTIMIDATION	0	0	0	0	0	0	0
DESTRUCTION/DAMAGE/VANDALIS M OF PROPERTY	0	0	0	0	0	0	0

BRANCH CAMPUS HATE CRIMES ON CAMPUS PROPERTY 2016

THADDEUS STEVENS COLLEGE OF TECHNOLOGY BRANCH CAMPUS OFFENSE	2016 TOTAL	RACE	RELIGION	SEXUAL ORIENTATION	GENDER	DISABILITY	ETHNICITY/ NATIONAL ORIGIN
MURDER/NON-NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0
SEXUAL ASSAULT	0	0	0	0	0	0	0
ROBBERY	0	0	0	0	0	0	0
AGGRAVATED ASSAULT	0	0	0	0	0	0	0
BURGLARY	0	0	0	0	0	0	0
MOTOR VEHICLE THEFT	0	0	0	0	0	0	0
ARSON	0	0	0	0	0	0	0
LARCENY-THEFT	0	0	0	0	0	0	0
SIMPLE ASSAULT	0	0	0	0	0	0	0
INTIMIDATION	1	1	0	0	0	0	0
DESTRUCTION/DAMAGE /VANDALISM OF PROPERTY	0	0	0	0	0	0	0

**BRANCH CAMPUS HATE CRIMES ON CAMPUS STUDENT HOUSING FACILITIES
2016**

THADDEUS STEVENS COLLEGE OF TECHNOLOGY BRANCH CAMPUS OFFENSE	2016 TOTAL	RACE	RELIGION	SEXUAL ORIENTATION	GENDER	DISABILITY	ETHNICITY/ NATIONAL ORIGIN
MURDER/NON-NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0
SEXUAL ASSAULT	0	0	0	0	0	0	0
ROBBERY	0	0	0	0	0	0	0
AGGRAVATED ASSAULT	0	0	0	0	0	0	0
BURGLARY	0	0	0	0	0	0	0
MOTOR VEHICLE THEFT	0	0	0	0	0	0	0
ARSON	0	0	0	0	0	0	0
LARCENY-THEFT	0	0	0	0	0	0	0
SIMPLE ASSAULT	0	0	0	0	0	0	0
INTIMIDATION	0	0	0	0	0	0	0
DESTRUCTION/DAMAGE /VANDALISM OF PROPERTY	0	0	0	0	0	0	0

BRANCH CAMPUS HATE CRIMES ON PUBLIC PROPERTY 2016

THADDEUS STEVENS COLLEGE OF TECHNOLOGY BRANCH CAMPUS OFFENSE	2016 TOTAL	RACE	RELIGION	SEXUAL ORIENTATION	GENDER	DISABILITY	ETHNICITY/ NATIONAL ORIGIN
MURDER/NON-NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0
SEXUAL ASSAULT	0	0	0	0	0	0	0
ROBBERY	0	0	0	0	0	0	0
AGGRAVATED ASSAULT	0	0	0	0	0	0	0
BURGLARY	0	0	0	0	0	0	0
MOTOR VEHICLE THEFT	0	0	0	0	0	0	0
ARSON	0	0	0	0	0	0	0
LARCENY-THEFT	0	0	0	0	0	0	0
SIMPLE ASSAULT	0	0	0	0	0	0	0
INTIMIDATION	0	0	0	0	0	0	0
DESTRUCTION/DAMAGE/ VANDALISM OF PROPERTY	0	0	0	0	0	0	0

BRANCH CAMPUS HATE CRIMES ON CAMPUS PROPERTY 2017

THADDEUS STEVENS COLLEGE OF TECHNOLOGY BRANCH CAMPUS OFFENSE	2017 TOTAL	RACE	RELIGION	SEXUAL ORIENTATION	GENDER	DISABILITY	ETHNICITY/ NATIONAL ORIGIN
MURDER/NON-NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0
SEXUAL ASSAULT	0	0	0	0	0	0	0
ROBBERY	0	0	0	0	0	0	0
AGGRAVATED ASSAULT	0	0	0	0	0	0	0
BURGLARY	0	0	0	0	0	0	0
MOTOR VEHICLE THEFT	0	0	0	0	0	0	0
ARSON	0	0	0	0	0	0	0
LARCENY-THEFT	0	0	0	0	0	0	0
SIMPLE ASSAULT	0	0	0	0	0	0	0
INTIMIDATION	0	0	0	0	0	0	0
DESTRUCTION/DAMAGE/ VANDALISM OF PROPERTY	0	0	0	0	0	0	0

**BRANCH CAMPUS HATE CRIMES ON CAMPUS STUDENT HOUSING FACILITIES
2017**

THADDEUS STEVENS COLLEGE OF TECHNOLOGY BRANCH CAMPUS OFFENSE	2017 TOTAL	RACE	RELIGION	SEXUAL ORIENTATION	GENDER	DISABILITY	ETHNICITY/ NATIONAL ORIGIN
MURDER/NON-NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0
SEXUAL ASSAULT	0	0	0	0	0	0	0
ROBBERY	0	0	0	0	0	0	0
AGGRAVATED ASSAULT	0	0	0	0	0	0	0
BURGLARY	0	0	0	0	0	0	0
MOTOR VEHICLE THEFT	0	0	0	0	0	0	0
ARSON	0	0	0	0	0	0	0
LARCENY-THEFT	0	0	0	0	0	0	0
SIMPLE ASSAULT	0	0	0	0	0	0	0
INTIMIDATION	0	0	0	0	0	0	0
DESTRUCTION/DAMAGE/VANDALIS M OF PROPERTY	0	0	0	0	0	0	0

BRANCH CAMPUS HATE CRIMES ON PUBLIC PROPERTY 2017

THADDEUS STEVENS COLLEGE OF TECHNOLOGY BRANCH CAMPUS OFFENSE	2017 TOTAL	RACE	RELIGION	SEXUAL ORIENTATION	GENDER	DISABILITY	ETHNICITY/ NATIONAL ORIGIN
MURDER/NON-NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0
SEXUAL ASSAULT	0	0	0	0	0	0	0
ROBBERY	0	0	0	0	0	0	0
AGGRAVATED ASSAULT	0	0	0	0	0	0	0
BURGLARY	0	0	0	0	0	0	0
MOTOR VEHICLE THEFT	0	0	0	0	0	0	0
ARSON	0	0	0	0	0	0	0
LARCENY-THEFT	0	0	0	0	0	0	0
SIMPLE ASSAULT	0	0	0	0	0	0	0
INTIMIDATION	0	0	0	0	0	0	0
DESTRUCTION/DAMAGE/VANDALIS M OF PROPERTY	0	0	0	0	0	0	0

MAIN CAMPUS HATE CRIMES ON CAMPUS PROPERTY 2015

THADDEUS STEVENS COLLEGE OF TECHNOLOGY MAIN CAMPUS OFFENSE	2015 TOTAL	RACE	RELIGION	SEXUAL ORIENTATION	GENDER	DISABILITY	ETHNICITY/ NATIONAL ORIGIN
MURDER/NON-NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0
SEXUAL ASSAULT	0	0	0	0	0	0	0
ROBBERY	0	0	0	0	0	0	0
AGGRAVATED ASSAULT	0	0	0	0	0	0	0
BURGLARY	0	0	0	0	0	0	0
MOTOR VEHICLE THEFT	0	0	0	0	0	0	0
ARSON	0	0	0	0	0	0	0
LARCENY-THEFT	0	0	0	0	0	0	0
SIMPLE ASSAULT	0	0	0	0	0	0	0
INTIMIDATION	0	0	0	0	0	0	0
DESTRUCTION/DAMAGE/VANDALIS M OF PROPERTY	1	1	0	0	0	0	0

**MAIN CAMPUS HATE CRIMES ON CAMPUS STUDENT HOUSING FACILITIES
2015**

THADDEUS STEVENS COLLEGE OF TECHNOLOGY MAIN CAMPUS OFFENSE	2015 TOTAL	RACE	RELIGION	SEXUAL ORIENTATION	GENDER	DISABILITY	ETHNICITY/ NATIONAL ORIGIN
MURDER/NON-NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0
SEXUAL ASSAULT	0	0	0	0	0	0	0
ROBBERY	0	0	0	0	0	0	0
AGGRAVATED ASSAULT	0	0	0	0	0	0	0
BURGLARY	0	0	0	0	0	0	0
MOTOR VEHICLE THEFT	0	0	0	0	0	0	0
ARSON	0	0	0	0	0	0	0
LARCENY-THEFT	0	0	0	0	0	0	0
SIMPLE ASSAULT	0	0	0	0	0	0	0
INTIMIDATION	0	0	0	0	0	0	0
DESTRUCTION/DAMAGE/VANDALIS M OF PROPERTY	1	1	0	0	0	0	0

MAIN CAMPUS HATE CRIMES ON PUBLIC PROPERTY 2015

THADDEUS STEVENS COLLEGE OF TECHNOLOGY MAIN CAMPUS OFFENSE	2015 TOTAL	RACE	RELIGION	SEXUAL ORIENTATION	GENDER	DISABILITY	ETHNICITY/ NATIONAL ORIGIN
MURDER/NON-NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0
SEXUAL ASSAULT	0	0	0	0	0	0	0
ROBBERY	0	0	0	0	0	0	0
AGGRAVATED ASSAULT	0	0	0	0	0	0	0
BURGLARY	0	0	0	0	0	0	0
MOTOR VEHICLE THEFT	0	0	0	0	0	0	0
ARSON	0	0	0	0	0	0	0
LARCENY-THEFT	0	0	0	0	0	0	0
SIMPLE ASSAULT	0	0	0	0	0	0	0
INTIMIDATION	0	0	0	0	0	0	0
DESTRUCTION/DAMAGE/VANDALIS M OF PROPERTY	0	0	0	0	0	0	0

MAIN CAMPUS HATE CRIMES ON CAMPUS PROPERTY 2016

THADDEUS STEVENS COLLEGE OF TECHNOLOGY MAIN CAMPUS OFFENSE	2016 TOTAL	RACE	RELIGION	SEXUAL ORIENTATION	GENDER	DISABILITY	ETHNICITY/ NATIONAL ORIGIN
MURDER/NON-NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0
SEXUAL ASSAULT	0	0	0	0	0	0	0
ROBBERY	0	0	0	0	0	0	0
AGGRAVATED ASSAULT	0	0	0	0	0	0	0
BURGLARY	0	0	0	0	0	0	0
MOTOR VEHICLE THEFT	0	0	0	0	0	0	0
ARSON	0	0	0	0	0	0	0
LARCENY-THEFT	0	0	0	0	0	0	0
SIMPLE ASSAULT	0	0	0	0	0	0	0
INTIMIDATION	1	1	0	0	0	0	0
DESTRUCTION/DAMAGE/VANDALIS M OF PROPERTY	1	1	0	0	0	0	0

**MAIN CAMPUS HATE CRIMES ON CAMPUS STUDENT HOUSING FACILITIES
2016**

THADDEUS STEVENS COLLEGE OF TECHNOLOGY MAIN CAMPUS OFFENSE	2016 TOTAL	RACE	RELIGION	SEXUAL ORIENTATION	GENDER	DISABILITY	ETHNICITY/ NATIONAL ORIGIN
MURDER/NON-NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0
SEXUAL ASSAULT	0	0	0	0	0	0	0
ROBBERY	0	0	0	0	0	0	0
AGGRAVATED ASSAULT	0	0	0	0	0	0	0
BURGLARY	0	0	0	0	0	0	0
MOTOR VEHICLE THEFT	0	0	0	0	0	0	0
ARSON	0	0	0	0	0	0	0
LARCENY-THEFT	0	0	0	0	0	0	0
SIMPLE ASSAULT	0	0	0	0	0	0	0
INTIMIDATION	1	1	0	0	0	0	0
DESTRUCTION/DAMAGE/VANDALIS M OF PROPERTY	1	1	0	0	0	0	0

MAIN CAMPUS HATE CRIMES ON PUBLIC PROPERTY 2016

THADDEUS STEVENS COLLEGE OF TECHNOLOGY MAIN CAMPUS OFFENSE	2016 TOTAL	RACE	RELIGION	SEXUAL ORIENTATION	GENDER	DISABILITY	ETHNICITY/ NATIONAL ORIGIN
MURDER/NON-NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0
SEXUAL ASSAULT	0	0	0	0	0	0	0
ROBBERY	0	0	0	0	0	0	0
AGGRAVATED ASSAULT	0	0	0	0	0	0	0
BURGLARY	0	0	0	0	0	0	0
MOTOR VEHICLE THEFT	0	0	0	0	0	0	0
ARSON	0	0	0	0	0	0	0
SIMPLE ASSAULT	0	0	0	0	0	0	0
BURGLARY	0	0	0	0	0	0	0
INTIMIDATION	0	0	0	0	0	0	0
DESTRUCTION/DAMAGE/VANDALIS M OF PROPERTY	0	0	0	0	0	0	0

MAIN CAMPUS HATE CRIMES ON CAMPUS PROPERTY 2017

THADDEUS STEVENS COLLEGE OF TECHNOLOGY MAIN CAMPUS OFFENSE	2017 TOTAL	RACE	RELIGION	SEXUAL ORIENTATION	GENDER	DISABILITY	ETHNICITY/ NATIONAL ORIGIN
MURDER/NON-NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0
SEXUAL ASSAULT	0	0	0	0	0	0	0
ROBBERY	0	0	0	0	0	0	0
AGGRAVATED ASSAULT	0	0	0	0	0	0	0
BURGLARY	0	0	0	0	0	0	0
MOTOR VEHICLE THEFT	0	0	0	0	0	0	0
ARSON	0	0	0	0	0	0	0
LARCENY-THEFT	0	0	0	0	0	0	0
SIMPLE ASSAULT	0	0	0	0	0	0	0
INTIMIDATION	0	0	0	0	0	0	0
DESTRUCTION/DAMAGE/VANDALIS M OF PROPERTY	0	0	0	0	0	0	0

**MAIN CAMPUS HATE CRIMES ON CAMPUS STUDENT HOUSING FACILITIES
2017**

THADDEUS STEVENS COLLEGE OF TECHNOLOGY MAIN CAMPUS OFFENSE	2017 TOTAL	RACE	RELIGION	SEXUAL ORIENTATION	GENDER	DISABILITY	ETHNICITY/ NATIONAL ORIGIN
MURDER/NON-NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0
SEXUAL ASSAULT	0	0	0	0	0	0	0
ROBBERY	0	0	0	0	0	0	0
AGGRAVATED ASSAULT	0	0	0	0	0	0	0
BURGLARY	0	0	0	0	0	0	0
MOTOR VEHICLE THEFT	0	0	0	0	0	0	0
ARSON	0	0	0	0	0	0	0
LARCENY-THEFT	0	0	0	0	0	0	0
SIMPLE ASSAULT	0	0	0	0	0	0	0
INTIMIDATION	0	0	0	0	0	0	0
DESTRUCTION/DAMAGE/VANDALIS M OF PROPERTY	0	0	0	0	0	0	0

MAIN CAMPUS HATE CRIMES ON PUBLIC PROPERTY 2017

THADDEUS STEVENS COLLEGE OF TECHNOLOGY MAIN CAMPUS OFFENSE	2017 TOTAL	RACE	RELIGION	SEXUAL ORIENTATION	GENDER	DISABILITY	ETHNICITY/ NATIONAL ORIGIN
MURDER/NON-NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0
SEXUAL ASSAULT	0	0	0	0	0	0	0
ROBBERY	0	0	0	0	0	0	0
AGGRAVATED ASSAULT	0	0	0	0	0	0	0
BURGLARY	0	0	0	0	0	0	0
MOTOR VEHICLE THEFT	0	0	0	0	0	0	0
ARSON	0	0	0	0	0	0	0
LARCENY-THEFT	0	0	0	0	0	0	0
SIMPLE ASSAULT	0	0	0	0	0	0	0
INTIMIDATION	0	0	0	0	0	0	0
DESTRUCTION/DAMAGE/VANDALIS M OF PROPERTY	0	0	0	0	0	0	0

BRANCH CAMPUS VAWA OFFENSES 2015-2017

THADDEUS STEVENS COLLEGE OF TECHNOLOGY BRANCH CAMPUS OFFENSE	YEAR	ON- CAMPUS PROPERTY	ON- CAMPUS STUDENT HOUSING FACILITIES	NONCAMPUS PROPERTY	PUBLIC PROPERTY
DOMESTIC VIOLENCE	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	1
DATING VIOLENCE	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	0
STALKING	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	0

MAIN CAMPUS VAWA OFFENSES 2015-2017

THADDEUS STEVENS COLLEGE OF TECHNOLOGY MAIN CAMPUS OFFENSE	YEAR	ON- CAMPUS PROPERTY	ON- CAMPUS STUDENT HOUSING FACILITIES	NONCAMPUS PROPERTY	PUBLIC PROPERTY
DOMESTIC VIOLENCE	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	16
DATING VIOLENCE	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	0
STALKING	2017	4	0	0	0
	2016	0	0	0	0
	2015	1	0	0	0

**CAMPUS SECURITY POLICY
AND CAMPUS CRIME STATISTICS (cont.)**

Monthly Summary of Incidents

Monthly summaries of incidents are available in the College's Office of Finance and Administration (i.e. Business Office), Mellor Building.

Annual Crime Statistics

Crime statistics for previous academic years can be found in Appendix A.

2015 - Full-time Equivalent Students as of official first day count = 900

2016 - Full-time Equivalent Students as of official first day count = 978

2017 - Full-time Equivalent Students as of official first day count = 1067

2018 - Full-time Equivalent Students as of official first day count = 1233

DEFINITION OF CRIMES

Part I Offenses

Part I Offenses are those serious crimes that are usually reported to law enforcement agencies. It consists of the following offenses:

(1) **Criminal Homicide**

- 1a. *Murder and Non-negligent Manslaughter* – the unlawful, non-negligent killing of a human being, by another.

General Rule – Any death due to a fight, argument, quarrel, assault or commission of a crime.

- 1b. *Manslaughter by Negligence* – The accidental killing of a human being, by another.

General Rule – The killing may result from the commission of an unlawful act or from a lawful act performed with gross negligence. Deaths resulting from traffic accidents are not included in this classification.

(2) **Forcible Rape**

- 2a. *Rape by Force* – The carnal knowledge of a female forcibly raped against her will.

General Rule – Forcible rape of a female, but excluding statutory rape or other sex offenses.

- 2b. *Assault to Rape – Attempts* – All assaults and attempts to rape.

DEFINITION OF CRIMES

Part I Offenses (cont.)

- (3) **Robbery** – *The taking or attempting to take anything of value from the care, custody or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.*
- 3a. **Firearm** – Any firearm used as a weapon or employed as a means of force to threaten the victim or put him in fear.
- 3b. **Knife or Cutting Instrument** – Any knife, broken bottle, razor or other cutting instrument employed as a weapon or as a means of force to threaten the victim or put him in fear.
- 3c. **Other Dangerous Weapon** – Any club, acid, explosive, brass knuckles or other dangerous weapon employed as a means of force to threaten the victim or put him in fear.
- 3d. **Strong-Arm** – Mugging, yoking and similar offenses where no weapon is used, but strong-arm tactics are employed to deprive a victim of his property. This is limited to personal weapons such as hands, fists, feet, teeth, etc.
- (4) **Assault** – *An assault is an unlawful attack by one person upon another.*

General Rule – All assaults will be classified in the following categories, excluding assaults with intent to rob or rape.

- 4a. **Gun** – All assaults and attempted assaults involving the use of any type of firearm, e.g., revolvers, automatic pistols, shotguns, zip guns, rifles, pellet guns, etc.
- 4b. **Knife or Cutting Instrument** – All assaults and attempted assaults involving the use of cutting or stabbing objects, e.g., knife, razor, hatchet, ax, cleaver, scissors, glass, broken bottle, dagger, ice pick, etc.
- 4c. **Other Dangerous Weapon** – All assaults and attempted assaults, when any other object or thing is used as a weapon, e.g., clubs, bricks, pick handles, bottles, explosives, acid, lye, poison, scalding water and cases of attempted drowning, burning, etc.

DEFINITION OF CRIMES

Part I Offenses (cont.)

4d. **Hands, Fists, Feet, etc. – Felonious** – Assaults which are of a felonious nature when hands, fists, feet, etc., are used. To be classified as felonious assault, the attack must result in serious personal injury.

(5) **Burglary** – *Unlawful entry or attempted forcible entry of any structure to commit a felony or theft.*

General Rule – Any unlawful entry or attempted forcible entry of any dwelling, attached structure, public building, shop, office, factory, storehouse, apartment, house trailer, warehouse, mill, barn, other building, and houseboat or railroad car.

Note: For Uniform Crime Reporting purposes, breaking and entering and larceny are classified only as burglary; the larceny is excluded. Breaking and entering of a motor vehicle is classified as larceny.

5a. **Forcible Entry** – All offenses where force of any kind is used to enter unlawfully a locked structure, with intent to steal or commit a felony. This includes entry by use of a master key, celluloid or other device that leaves no outward mark, but is used to open a lock. Concealment inside a building followed by the breaking out of the structure is also included.

5b. **Unlawful Entry – No Force** – Any lawful entry without any evidence of forcible entry.

5c. **Attempted Forcible Entry** – When determined that forcible entry has been attempted.

(6) **Larceny – Theft** (except Motor Vehicle Theft) – *The unlawful taking of the property of another with intent to deprive him of ownership.*

General Rule – All larcenies and thefts resulting from pocket-picking, purse snatching, shoplifting, larceny from auto, larceny of auto parts and accessories, theft of bicycles, larceny from buildings and from coin operated machines. Any theft that is not a robbery or the result of breaking and entering is included. Embezzlement, frauds or bad check cases are excluded.

DEFINITION OF CRIMES

Part I Offenses (cont.)

- (7) **Motor Vehicle Theft** – *Theft and attempted theft of a motor vehicle.*

General Rule – This includes all vehicles, which can be registered as motor vehicles in this State. Excludes cases where there is a lawful access to the vehicle, such as a family situation or unauthorized use by others with lawful access to the vehicle, e.g., chauffeur, employees, etc.

- 7a. **Auto Theft** – The theft of all sedans, station wagons, coupes, convertibles and other similar motor vehicles which serve the sole purpose of transporting people from one place to another.
- 7b. **Trucks and Buses** – Theft of those vehicles specifically designed to transport people on a commercial basis and to transport cargo.
- 7c. **Other vehicles** – Theft of all other motor vehicles limited by the UCR definition such as snowmobiles, motorcycles, motor scooters, trail bikes, etc. Theft of farm equipment, construction equipment or airplanes is considered larceny-theft.
- (8) **Arson** – *Includes all violations of State laws and municipal ordinances relating to arson and attempted arson. Includes: any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, church, college, jail, vessel, motor vehicle or aircraft, contents of buildings, personal property of another, goods or chattels, crops, trees, fences, gates, grain, vegetable products, lumber, woods, cranberry bogs, marshes, meadows, etc. In the event of a death from arson, the offense would be classified as murder and if personal injury results, the offense would be classified as assault (4c).*

DEFINITION OF CRIMES

Part II Offenses

Part II Offenses are made up of all other crimes not classified as Part I Offenses. Part II Offenses for UCR purposes are as follows:

- (9) **Other Assaults** – *This category is comprised of all assaults and attempted assaults, which are simple or minor in nature. For reporting purposes, these “Other Assaults” are scored on Return A under item 4e as offenses known to police. However, arrests for this offense are scored in this category.*
- (10) **Forgery and Counterfeiting** – *In this category are placed all offenses dealing with the making, altering, uttering or possessing, with intent to defraud, anything false in the semblance of that which is true.*
- Includes:**
- Altering or forging public or other records.
 - Making, altering, forging, or counterfeiting bills, notes, drafts, tickets, checks, credit cards, etc.
 - Forging wills, deeds, notes, bonds, seals, trademarks, etc.
 - Counterfeiting coins, plates, bank notes, checks, etc.
 - Possessing forged or counterfeiting instruments.
 - Erasures.
 - Signing the name of another fictitious person with intent to defraud.
 - Using forged labels.
 - Possession, manufacture, etc., of counterfeiting apparatus.
 - Selling goods with altered, forged or counterfeited trademarks.
 - All attempts to commit any of the above.
- (11) **Fraud** – *Fraudulent conversion and obtaining money or property by false pretense. Includes bad checks, confidence games, etc., except forgeries and counterfeiting.*
- (12) **Embezzlement** – *Misappropriation or misapplication of money or property entrusted to one’s care, custody or control.*
- (13) **Stolen Property; Buying, Receiving, Possession** – *Included in this category are all offenses of buying, receiving and possession of stolen property, as well as all attempts to commit any of these offenses.*

DEFINITION OF CRIMES

Part II Offenses (cont.)

- (14) **Vandalism** – *Included in this category are all willful or malicious destruction, injury, disfigurement or defacement of any public or private property, real or personal, without consent of the owner or person having custody or control, by cutting, tearing, breaking, marking, painting, drawing, covering with filth or any other such means as may be specified by law or ordinance. This offense covers a wide range of malicious behavior directed at property.*
- (15) **Weapons; Carrying, Possessing, etc.** – *This category deals with violations of weapons law such as:*
- **Manufacture, sale or possession of deadly weapons.**
 - **Carrying deadly weapons.**
 - **Using, manufacturing, etc., silencers.**
 - **Furnishing deadly weapons to minors.**
 - **Aliens possessing deadly weapons.**
 - **All attempts to commit the above.**
- (16) **Prostitution and Commercialized Vice** – *Included in this category are the sex offenses of a commercialized nature, such as:*
- **Prostitution.**
 - **Keeping bawdyhouse, disorderly house or house of ill repute.**
 - **Pandering, procuring, transporting or detaining women for immoral purposes, etc.**
 - **All attempts to commit any of the above.**
- (17) **Sex Offenses** – *Except forcible rape, prostitution and commercialized vice. Includes offenses against chastity, common decency, orals and the like.*
- **Adultery and fornication.**
 - **Buggery.**
 - **Incest.**
 - **Indecent liberties.**
 - **Indecent exposure.**
 - **Intercourse with an insane, epileptic or venereally diseased person.**
 - **Sodomy.**
 - **Seduction.**
 - **Statutory rape – (no force).**
 - **All attempts to commit any of the above.**

DEFINITION OF CRIMES

Part II Offenses (cont.)

- (18) **Drug Abuse Violations** – *Drug abuse violations are reported on the basis of the narcotic involved. Include all violations of State and local ordinances, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs. The following subdivisions of narcotic drug law violations are classified:*

Sale or Manufacture

- 18a. **Opium or cocaine and their derivatives.
Morphine, heroin, codeine.**
- 18b. **Marijuana.**
- 18c. **Synthetic narcotics, manufactured narcotics which can cause true drug addiction.
Demerol, methadone.**
- 18d. **Dangerous non-narcotic drugs.
Barbiturates, benzedrine, inhalants.**

Possession

- 18e. **Opium or cocaine and their derivatives.
Morphine, heroin, codeine.**
- 18f. **Marijuana.**
- 18g. **Synthetic narcotics, manufactured narcotics, which can cause true drug addiction.
Demerol, methadone.**
- 18h. **Dangerous non-narcotic drugs.
Barbiturates, benzedrine, inhalants.**

- (19) **Gambling** – *All offenses which are related to promoting, permitting or engaging in gambling. To provide a more refined collection of gambling offenses, the following classifications are used:*

- 19a. **Bookmaking (horse and sport books).**
- 19b. **Numbers and lottery.**
- 19c. **All other.**

DEFINITION OF CRIMES

Part II Offenses (cont.)

- (20) **Offenses Against the Family and Children** – *Included here are all charges of nonsupport and neglect or abuse of family and children.*
- Desertion, abandonment or nonsupport.
 - Neglect or abuse of child. (If injury is serious, offense is reported as aggravated assault.)
 - Nonpayment of alimony.
 - All attempts to commit any of the above.
- (21) **Driving Under the Influence** – *This category is limited to the operating of any vehicle while under the influence of alcoholic beverages or narcotic drugs.*
- (22) **Liquor Laws** – *With the exception of “Drunkness” (Class 23) and “Driving Under the Influence” (Class 21), the liquor law violations, State or local, are placed in this class.*
- Includes:**
- Manufacturing, sale, transporting, furnishings.
 - Bootlegging.
 - Operating still.
 - Furnishing alcoholic beverages to a minor.
 - Using vehicle for illegal transportation of alcoholic beverages.
 - Consumption of alcoholic beverages by a minor.
- (23) **Drunkness** – *Included in this category are all offenses of drunkenness or intoxication, with the exception of “Driving Under the Influence” (Class 21).
Drunk and disorderly.
Public intoxication.*

DEFINITION OF CRIMES

Part II Offenses (cont.)

(24) **Disorderly Conduct** – *In this category are placed all violations of committing a breach of the peace.*

Includes:

- **Affray.**
- **Unlawful assembly.**
- **Disturbing the peace.**
- **Disturbing meetings.**
- **Disorderly conduct in State institutions, at court, at fairs, on trains or public conveyances, etc.**
- **Blasphemy, profanity and obscene language.**
- **Desecrating the flag.**
- **Refusing to assist an officer.**
- **All attempts to commit any of the above.**

(25) **Vagrancy** – *In this category are placed persons who are “suspicious characters” and fail to give good account of themselves.*

Includes:

- **Vagrancy.**
- **Begging.**
- **Loitering (persons 18 and over).**
- **Vagabondage.**

DEFINITION OF CRIMES

Part II Offenses (cont.)

(26) **All Other Offenses** – *Include in this category, every other State offense not included in Classes 1 through 25. Violations of local ordinances are not included in this category. Illustrated below is a partial list of offenses.*

- Abduction and compelling to marry.
- Abortion (Death resulting from abortion is homicide, offense Class 1a).
- Bigamy and polygamy.
- Blackmail and extortion.
- Bribery.
- Contempt of court.
- Discrimination, unfair competition.
- Kidnapping.
- Offenses contributing to juvenile delinquency except as provided for in Classes 1 through 28, such as employment of children in immoral vocations or practices, admitting minors to improper places, etc.
- Perjury and subordination of perjury.
- Possession, repair, manufacture, etc., of burglar's tools.
- Possession or sale of obscene literature.
- Unlawful use, possession, etc., of explosives, etc.

(27) **Curfew and Loitering Laws (Juveniles)** – *All violations of local curfew or loitering ordinances are included.*

(28) **Runaways (Juveniles)** – *Reported in this category are apprehensions for protective custody. Runaways taken into protective custody for other jurisdictions are not included.*

**MONITORING OF CRIMINAL ACTIVITY
AT OFF-CAMPUS STUDENT ORGANIZATIONS**

The College does not have any off-campus student organizations.

EMERGENCY PREPAREDNESS PROCEDURES

FOR ANY EMERGENCY

CALL CAMPUS SECURITY - Extension x1564 or call 911

CALL CAMPUS SECURITY FOR ANY AND ALL EMERGENCIES

They can respond the quickest and will initiate emergency procedures by dispatching emergency responders and contacting the administrator and college officials. If ever you are unsure who to call in serious emergency situations or for medical emergencies call 911 first, then call campus security.

Primary Emergency Contact Telephone Numbers:

EMERGENCY 911

Campus Security x1564 OR 717-606-1564

Officer on Duty (Branch Campus 24 hours/7 days) 717-606-1564

Chief of Campus Security x7210 OR 717-391-7210

NON-EMERGENCY

Pennsylvania State Police 717-299-7650

THADDEUS STEVENS COLLEGE OF TECHNOLOGY

Staff Telephone Numbers

	<u>Office Number</u>
<u>Administration Staff</u>	
President	717-299-7722
Vice President Finance and Administration	717-299-6947
Dean of Student Services	717-299-7794
Vice President Academic Affairs	717-299-7793
Director Residence Life	717-391-7322
<u>Support Staff</u>	
Security	717-606-1564
Facilities Manager	717-299-7782
Utility Plant Supervisor	717-299-7788
Nurse – Main Campus 7:30 AM-4:00 PM	717-299-7769
Nurse – Branch Campus 7:30AM-4:00PM	717-606-1560
Safety Coordinator	717-391-1372

EMERGENCY PREPAREDNESS PROCEDURES (cont.)

Campus Safety Alerts

Should a situation arise that, in the judgment of the President or designee, constitutes an ongoing or continuing threat, a campus wide “warning” will be issued. These notifications are electronically transmitted to every computer terminal on campus, excluding personal workstations. Staff, faculty and students must be logged on to receive the emergency alerts.

The college has the capability of sending emergency text messages to faculty, staff and students cell phones that have registered for the service. A verbal broadcast can be sent out through the Mellor Clock Tower in the Mellor Building along with the public paging system throughout the Branch Campus.

Emergency Alert Levels

Critical incidents can be classified by four levels of response: low level, evacuation, secure in place, and resumption of *normal* operations. College officials will assess each incident, determine which alert level is appropriate, and implement mass notification as necessary.

1. Low Level Alert – Alert 1 – YELLOW

Given when an incident or situation is occurring on or near campus requiring personnel to be alert to suspicious persons and/or surroundings. All ‘Alert 2’ and ‘Alert 3’ warnings will be downgraded to a Low Level Alert – Alert 1 – before the ‘All Clear’ is communicated.

Administrator Responsibilities

- Ensure emergency personnel have been notified.
- Monitor situation and communicate with college officials.
- Activate Yellow Alert 1.
- All Clear.

Faculty/Staff Responsibilities

- Increased awareness.
- Report any suspicious activity/persons to Campus Security immediately.
- Continue daily activities.

EMERGENCY PREPAREDNESS PROCEDURES (cont.)

2. Evacuate – Alert 2 – ORANGE

Given when an incident or situation calls for a specific area of campus to be evacuated and secured. Evacuate – Alert 2 – addresses the following emergencies: Fire, Chemical Spill, Disaster, Fallen Aircraft, and Gas Leak.

Administrator Responsibilities

- Ensure emergency personnel have been notified.
- Notify the campus community.
- Monitor situation and communicate with college officials.
- Activate Yellow Alert 1.
- All Clear.

Faculty/Staff Responsibilities

- Direct staff and students to walk out via designated exits, taking their possessions with them. Refer to evacuation routes posted in each building hallway.
- Assist persons with disabilities to stairwell.
- If possible, take class rosters with you.
- Direct staff and students to a safe area away from the building keeping drives and access clear for emergency vehicles.
- Take attendance and notify emergency personnel of any missing people, or those who need medical attention by displaying the red or green card.
- Do not re-enter the building.
- Await further instruction from emergency personnel and college officials.

3. Secure in Place – Alert 3 – RED

Given when an incident or situation is occurring on campus and evacuation would pose a greater threat to human life. Secure In Place – Alert 3 – addresses the following emergencies: Explosion, Suicide, Bomb Threats, Intruder/Gunman/Hostage, and Severe Weather.

Administrator Responsibilities

- Ensure emergency personnel have been notified.
- Notify campus community.
- Monitor situation and communicate with college officials.
- Activate Yellow Alert 1.
- All Clear.

EMERGENCY PREPAREDNESS PROCEDURES (cont.)

Faculty/Staff Responsibilities

- Close and lock classroom doors.
- Open windows and blinds, turn off lights.
- Get staff and students on the floor, away from doors and windows out of the line of light.
- Maintain calm and quiet.
- Await direction from emergency personnel.

4. Resume Normal Operations (All Clear) – GREEN

Given when an incident or situation has been resolved. College personnel may resume normal operations.

Administrator Responsibilities

- Notify campus community.
- Gather involved personnel for debriefing.
- Resume normal operations.
- Implement post incident management plan.

Faculty/Staff Responsibilities

- Return staff and students to classrooms (if evacuated) and resume normal activities.

Dealing with the Media – Media Plan

While recognizing the responsibilities of both college personnel and the media, Thaddeus Stevens College welcomes media attention focusing on academic achievements of students and instructors.

When covering college news, please remember that the administration, faculty, and staff are legally obligated to maintain confidentiality regarding all student information, which includes student identification. Regulations are also enforced regarding confidential personnel information.

In the event of an emergency or incident at the college, Thaddeus Stevens College, depends upon the media to inform the public of all relevant information. Media compliance with this policy will allow the college to keep students and their safety as its first priority.

Administrator Responsibilities

- Report the incident immediately to the President.

EMERGENCY PREPAREDNESS PROCEDURES (cont.)

Faculty/Staff Responsibilities

- Do not make any statement to the media or any person except emergency related personnel during or after a college emergency.
- Refer all media questions to the President or Vice President of Finance and Administration.
- Notify the President's office whenever any media representative contacts you.

FIRE

All fires, no matter of size, should be taken seriously as they can double or triple in size within minutes.

Administrator Responsibilities

- Ensure emergency personnel have been notified.
- Monitor situation and communicate with college officials.
- Activate Orange Alert 2 – evacuate affected area.
- Activate Yellow Alert 1.
- All clear.

General Procedures:

If necessary, staff or students may be reassigned to an area of the campus not affected by the fire. Students and staff should be accounted for once they are moved to the assigned location.

Faculty/Staff Responsibilities

- Sound Fire Alarm & call 911.
- Evacuate students and visitors in your area according to college evacuation procedures.
- Report to your assembly areas listed below and conduct a roll call of staff and students:
 1. Armstrong Hall – Memorial Park Fountain or MAC during inclement weather
 2. Brenner Hall – Memorial Park Fountain or MAC during inclement weather
 3. Branch Campus - Old Naval Reserve Building or MAC during inclement weather
 4. Bourne Hall - Memorial Park Fountain or MAC during inclement weather
 5. Development Office - The Thaddeus Stevens Monument
 6. Greenfield Campus – Field behind Parking Lot
 7. Hartzell Hall – The Thaddeus Stevens Monument
 8. Herrington Hall - Memorial Park Fountain or MAC during inclement weather
 9. Jones Hall – The Thaddeus Stevens Monument
 10. Kreider Hall – Memorial Park Fountain
 11. Leonard Hall – Steps leading to the Football Field
 12. MAC Hall – Steps leading to the Football Field
 13. Maintenance Hall – Memorial Park Fountain
 14. Mellor Hall – The Thaddeus Stevens Monument

EMERGENCY PREPAREDNESS PROCEDURES (cont.)

15. Metzler Hall - Memorial Park Fountain or MAC during inclement weather
16. LRC Hall – Memorial Park Fountain
17. Snyder Hall – Steps leading to the Football Field
18. Woolworth Hall – Steps leading to the Football Field

The Secondary Assembly Area Is The Football Field.

- **Do not re-enter building.**
- **Await further instructions from emergency personnel and college officials.**

EXPLOSION

Whenever dealing with any explosions, all persons should be alert to the potential for secondary or subsequent explosions.

Administrator Responsibilities

- **Ensure emergency personnel have been notified.**
- **Activate Red Alert 3 – secure in place.**
- **Monitor situation and communicate with college officials.**
- **Activate Yellow Alert 1.**
- **All clear.**

Faculty/Staff Responsibilities

- **See Red Alert 3, secure in place procedures.**
- **If you need to evacuate the building, do not re-enter the building.**
- **Await further instructions from emergency personnel and college officials.**

SUICIDE THREAT/ATTEMPT - “TAKE SUICIDE THREATS SERIOUSLY”

Administrator Responsibilities

- **Ensure emergency personnel have been notified.**
- **Initiate Red Alert 3, secure in place.**
- **Monitor situation and communicate with college officials.**
- **Provide emergency personnel with maps, names, and other information.**
- **Activate Yellow Alert 1.**
- **All Clear.**

Faculty/Staff Responsibilities

- **Call 911 & Security at 606-1564.**
- **Isolate the person if possible to eliminate risk to others.**
- **Stay calm and await emergency personnel.**
- **Contact counselor at 717-299-7408.**

EMERGENCY PREPAREDNESS PROCEDURES (cont.)

MEDICAL EMERGENCY

An individual suffering from an injury or illness.

Administrator Responsibilities

- **Ensure emergency personnel have been notified.**
- **Ensure proper reports have been filed.**

Faculty/Staff Responsibilities

- **Call 911.**
- **Contact Campus Security at 717-606-1564.**
- **Provide first aid and comfort at the level of your training and ability.**
- **Stay with the injured/sick person until the arrival of response personnel.**
- **Follow standard precautions regarding possible Bloodborne Pathogens exposure.**

BOMB THREATS

Administrator Responsibilities

- **Ensure emergency personnel have been notified.**
- **Activate Red Alert 3 – Secure in Place.**
- **Monitor situation and communicate with college officials.**
- **Activate Yellow Alert 1.**
- **All Clear.**

Faculty/Staff Responsibilities

- **If directed, evacuate the suspected or threatened area in a quiet and orderly manner. Close windows and doors prior to leaving. Doors should be unlocked if possible.**
- **Quickly scan area for unusual or suspicious items. Do not touch or attempt to inspect anything that looks to be suspicious. Report suspicious items to security or responding emergency services personnel.**
- **Account for all staff and students. Report missing staff and students to Emergency Personnel.**
- **Do not re-enter the building.**
- **Await further instruction from emergency personnel and college officials.**

EMERGENCY PREPAREDNESS PROCEDURES (cont.)

INTRUDER, GUNMAN, or HOSTAGE SITUATION

Individual(s) holding hostage(s), or someone coming on to the campus with the intent of harming or terrorizing others.

Administrator Responsibilities

- **Ensure emergency personnel have been notified.**
- **Activate Red Alert 3 – secure in place.**
- **Monitor situation and communicate with college officials.**
- **Provide emergency responders with maps, names, and other information.**
- **Activate Yellow Alert 1.**
- **All Clear.**

Faculty/Staff Responsibilities

- **Activate secure in place.**
- **Contact campus security at 717-606-1564.**
- **If possible, direct uninvolved persons away from the immediate area for their safety.**
- **Do not engage gunman or hostage taker.**
- **Close and lock your door, open window blinds.**
- **Take attendance and make note of any missing staff or students.**
- **Do not attempt to leave a safe area until given ALL CLEAR by college officials.**

SEVERE WEATHER (Imminent Danger)

Severe Weather Watch – Conditions are favorable for tornado or severe weather. Ascertain that staff and students are aware.

Severe Weather Warning – Severe weather is occurring and on course or has been sighted nearby; shelter should be taken immediately.

Administrator Responsibilities

- **Initiate Red Alert 3 – shelter in place.**
- **Monitor conditions and communicate with college officials.**
- **If damage occurs to a building, evacuate the affected building/campus.**
- **Initiate Yellow Alert 1.**
- **All Clear.**

EMERGENCY PREPAREDNESS PROCEDURES (cont.)

Faculty/Staff Responsibilities

- **Contact Campus Security at 717-606-1564.**
- **Follow shelter in place procedures.**
- **Await further instruction from emergency personnel and college officials.**
- **Move students and staff away from window and open slightly to equalize air pressure (tornado). Hallways also provide protection.**
- **Lowest floor, interior spaces or the opposite side of the wind, closets and other similar framed construction are safer areas.**
- **Avoid gymnasium and structures with large roof spans.**
- **Avoid rooms with glass.**

DISORDERLY PERSON

An individual who causes a significant disruption to normal college functions.

Administrator Responsibilities

- **Ensure emergency personnel have been notified, if situation warrants.**
- **Monitor situation and communicate with college officials.**
- **Activate Yellow Alert 1.**
- **All Clear.**

Faculty/Staff Responsibilities

- **Contact Campus Security at 606-1564.**
- **Notify your supervisor, as appropriate.**
- **Isolate the disorderly person, if possible, and remain until instructed by a college official.**
- **Avoid any behaviors which are confrontational, or which may further incite an angry, aggressive, assaultive, or threatening person.**

CHEMICAL SPILLS

Do not clean up or touch any chemical spill. A serious spill will have to be cleaned up by an outside contractor skilled and trained in emergency procedures.

Administrator Responsibilities

- **Ensure emergency personnel have been notified.**
- **Notify maintenance personnel to shut down any equipment necessary to remediate air flow.**
- **Monitor situation and communicate with college officials.**
- **Activate Orange Alert 2 – evacuate area.**
- **Activate Yellow Alert 1.**
- **All clear.**

EMERGENCY PREPAREDNESS PROCEDURES (cont.)

General Procedures:

- If necessary, staff or students may be reassigned to an area of the campus not affect by the spill.
- Students and staff should be accounted for once they are moved to the assigned location.
- If vapors, gases, or mists are being released, evacuate from the immediate area as a precaution.
- Follow the emergency and medical procedures from the MSDS. Security has 24-hour access.

Faculty/Staff Responsibilities

- Sound the Fire Alarm and call Security at 606-1564.
- Evacuate all students and visitors in your area according to college evacuation procedures.
- Report to your assembly areas listed below and conduct a roll call of staff and students:
 1. Armstrong Hall – Memorial Park Fountain or MAC during inclement weather
 2. Brenner Hall – Memorial Park Fountain or MAC during inclement weather
 3. Branch Campus - Old Naval Reserve Building or MAC during inclement weather
 4. Bourne Hall - Memorial Park Fountain or MAC during inclement weather
 5. Development Office - The Thaddeus Stevens Monument
 6. Greenfield Campus – Field behind Parking Lot
 7. Hartzell Hall – The Thaddeus Stevens Monument
 8. Herrington Hall - Memorial Park Fountain or MAC during inclement weather
 - 9 Jones Hall – The Thaddeus Stevens Monument
 10. Kreider Hall – Memorial Park Fountain
 11. Leonard Hall – Steps leading to the Football Field
 12. MAC Hall – Steps leading to the Football Field
 13. Maintenance Hall – Memorial Park Fountain
 14. Mellor Hall – The Thaddeus Stevens Monument
 15. Metzler Hall - Memorial Park Fountain or MAC during inclement weather
 16. LRC Hall – Memorial Park Fountain
 17. Snyder Hall – Steps leading to the Football Field
 18. Woolworth Hall – Steps leading to the Football Field

The Secondary Assembly Area is the Football Field.

- Do not re-enter building.
- Await further instructions from emergency personnel and college officials.

EVACUATION PLAN

Administrator Responsibilities

- Ensure emergency personnel have been notified.
- Monitor situation and communicate with college officials.
- Activate Orange Alert 2 – evacuate area.
- All clear.

EMERGENCY PREPAREDNESS PROCEDURES (cont.)

Faculty/Staff Responsibilities

- **Sound the alarm and call 911.**
- **Evacuate all students and staff to pre-designated area.**
- **Report to your assembly areas listed below and conduct a roll call of staff and students:**
 1. **Armstrong Hall – Memorial Park Fountain or MAC during inclement weather**
 2. **Brenner Hall – Memorial Park Fountain or MAC during inclement weather**
 3. **Branch Campus - Old Naval Reserve Building or MAC during inclement weather**
 4. **Bourne Hall - Memorial Park Fountain or MAC during inclement weather**
 5. **Development Office - The Thaddeus Stevens Monument**
 6. **Greenfield Campus – Field behind Parking Lot**
 7. **Hartzell Hall – The Thaddeus Stevens Monument**
 8. **Herrington Hall - Memorial Park Fountain or MAC during inclement weather**
 9. **Jones Hall – The Thaddeus Stevens Monument**
 10. **Kreider Hall – Memorial Park Fountain**
 11. **Leonard Hall – Steps leading to the Football Field**
 12. **MAC Hall – Steps leading to the Football Field**
 13. **Maintenance Hall – Memorial Park Fountain**
 14. **Mellor Hall – The Thaddeus Stevens Monument**
 15. **Metzler Hall - Memorial Park Fountain or MAC during inclement weather**
 16. **LRC Hall – Memorial Park Fountain**
 17. **Snyder Hall – Steps leading to the Football Field**
 18. **Woolworth Hall – Steps leading to the Football Field**

The Secondary Assembly Area is the Football Field.

- **All staff, students, and visitors MUST evacuate in an emergency.**

POLICY REGARDING WEAPONS POSSESSIONS AND OR USE

It is the position of the Thaddeus Stevens College of Technology that weapons or items that have been altered to be used as such, i.e. broken hockey sticks, baseball bats (broken or otherwise), metal poles and the like, are in direct opposition to a safe free learning environment. **Therefore, any student found in possession of such items will be subject to suspension or expulsion from the school.** Other items qualifying as weapons include, but are not limited to, guns of any sort, bow and arrows, knumbchucks, brass knuckles, mace* black jacks, machetes, sling shots, and knives (excluding pocket knives, i.e. folding knives with more than one blade or folding knives with blades no longer than 3” in length.)

These items when discovered will be confiscated by college personnel and turned over to legal authorities where appropriate.

*Students may carry mace or any of the various pepper sprays as allowed by the laws of the Commonwealth. Students that discharge mace or any of the various pepper sprays as allowed by the laws of the Commonwealth, for any reason other than self-defense, will be guilty of the unauthorized use of the same and thereby subject to suspension from or expulsion from Stevens.

First Offense: Up to five-day (5) college suspension and a recommendation for expulsion from the College. **If the student is a resident and retained** by the College, then he/she will be suspended from the residence halls for the remainder of the semester and continue to be on probation. In addition, the student will be held to the same constraints as outlined below for a commuting student. (An Individuals return to the dorm at the outset of another semester will be subject to review and approval of the Dean of Student Services and Director of Residence Life.) **If a student is a commuter and retained** by the College, then he/she will remain on probation for the remainder of the semester and not be permitted on campus after 6:00 PM for the same time period. (An individual’s return to campus after 6:00 PM at the outset of another semester will be subject to review and approval from the Dean of Student Services and Director for Residence Life.)

**POLICY REGARDING
NON-ALCOHOLIC BEER OR ASSOCIATED BEVERAGES**

In the best interest of the student and the College, non-alcoholic beer and other associated beverages are not permitted on campus or in the residence halls. If you are found to be in possession of these beverages, you will be asked to dispose of or remove them from the campus. Not complying with this request is a major violation of the College Code of Conduct.

**PENNSYLVANIA LAW
REGARDING THE POSSESSION, USE,
AND SALE OF ALCOHOLIC BEVERAGES**

1. All persons while in the Commonwealth of Pennsylvania are subject to the Pennsylvania Liquor and Penal Code.
2. It is illegal for anyone who has not reached the age of 21 to possess, transport or drink alcoholic beverages in Pennsylvania.
3. The law also prohibits the selling or furnishing of alcoholic beverages of any kind to persons under 21 years of age by any agency or person. “Furnish” is defined as: “To supply, give or provide to, or allow a minor to possess on premises or property owned or controlled by the person charged” (Pennsylvania Crimes Code, 1986).
4. In addition, it is unlawful to misrepresent one’s age to any person to obtain alcoholic beverages or to represent to any person that a minor is of age.
5. Further, it is unlawful to transport liquor, which was not purchased, obtained, or possessed according to Pennsylvania law.
6. It is illegal to possess, manufacture, or sell a false I.D. card whether or not the card is used to obtain alcoholic beverages by using another person’s I.D. card.
7. The law has been interpreted to mean that no person under 21 years of age may pay assessments, which will be used in whole or part for the purchase of alcoholic beverages.
8. Finally, it is against the law to charge admission to an event where alcohol is being served (or to sell alcoholic beverages) without a liquor license. The college does not have a liquor license nor in any way promotes or sanctions the use of alcohol.
9. All students should be aware of the following sections of the 1986 revision of the Pennsylvania Crimes Code, Title 18, Act 31: Liquor Law Violations and Penalties, Section 6307 Misrepresentation of Age:

A person, being under the age of 21, knowingly and falsely represents himself to be 21 years of age or older...for the purpose of procuring or having furnished to him, any liquor or malt or brewed beverages...

First Offense: Summary violation

Subsequent Offense(s): Misdemeanor III – MANDATORY SENTENCING

DRUG AND ALCOHOL POLICY

The College's Drug-Free Campus Policy (referred to as "the Policy") can be found in its entirety online, posted in the residence halls, and in the Student Services Office on campus. The complete policy includes the scope, application, student responsibilities and duties, drug and alcohol testing, and prohibited conduct.

Students enrolled in safety sensitive programs will be required to participate in random drug and/or alcohol testing while enrolled. Students enrolled in the college may be required to submit to a drug and/or alcohol testing when it is determined that there is reasonable suspicion that the student is using drugs and/or alcohol. "Reasonable suspicion" is defined by the Policy listed below. Failure to consent to any requested test will result in immediate recommendation for expulsion from the college. Below are some of the portions of the Policy that related to student conduct and discipline.

STUDENT PROHIBITED CONDUCT

Illegal Drugs. It is a violation of the Policy for a student to sell, manufacture, distribute, dispense, use, possess, purchase, obtain, transfer, convey, be under the influence or test positive for controlled substances, as defined hereafter, in contravention of federal or state law (or to attempt any of the foregoing acts). "Controlled substance" is defined in the Policy as a drug which has been declared by federal or state law to be illegal for sale or use, but may be dispensed under a physician's prescription.

Prescription Drugs. Prescription medication usage while the Student is subject to the terms of this Policy is not prohibited when taken in standard dosage and/or under a physician's written prescription, provided, however, that the prescribed drug would not pose a threat to campus safety or render the Student unfit-for-duty. Abuse of prescription drugs is strictly prohibited including, but not limited to, exceeding the prescribed dosage, using a prescription medication for a purpose not intended or using a prescribed medicine which was prescribed to another individual.

Over-the-Counter Drugs. Over-the-counter medication usage is not prohibited when taken in the standard dosage, provided, however, if taken as directed it does not render a Student unfit for duty or otherwise negatively impact campus safety. The College prohibits Students from being under the influence of mood-altering over-the-counter drugs used contrary to the product's labeling (i.e. misuse of over-the-counter drugs) while subject to the terms of this policy.

Alcohol. The College prohibits Students from illegally using, possessing, selling, buying, distributing, or illegally attempting to distribute, manufacture, or being involved in illegal alcohol-related conduct, including but not limited to, driving under the influence and underage drinking violations, while subject to the terms of the Policy. For purpose of the Policy, the term alcohol includes any intoxicating agent in beverage alcohols, ethyl alcohol, or other low molecular weight alcohols and includes any medication or food containing alcohol. Furthermore, the College prohibits its Students from following alcohol-related conduct while subject to the terms of this Policy:

1. Possessing opened containers of alcohol;
2. Using, consuming, distributing, manufacturing, dispensing, or being under the influence of alcohol;
3. Operating a motor vehicle on campus property while under the influence of drugs and/or alcohol;
4. Using or consuming alcohol within four (4) hours before arriving on campus, and participating in any campus related activities or program related coursework and operating any tools or machinery.
5. Consuming alcohol within eight (8) hours following an accident and/or before a post-accident test as specified in the Policy.

DRUG AND ALCOHOL POLICY (cont.)

Inhalants and Legal Substances. Students are prohibited from being on campus property or participating in campus related activities or program related coursework and operating tools or machinery while under the influence of, or using while at school, any inhalant. An “inhalant” is defined as any glue, paint, aerosol, anesthetic, cleaning agent, solvent, or other substance that, when inhaled or ingested, will cause a condition of intoxication, euphoria, excitement, exhilaration, stupefaction, or dulling of senses and that contains chemicals including, but not limited to: toluene, xylene, hexane, acetone, methylene chloride, methanol, Freon(s), benzene, (iso) amyl nitrate, (iso) butyl nitrite, (iso) propyl nitrite, N-butyl nitrite, butane, propane, fluorocarbon, hydrocarbons, ethyl chloride, nitrous oxide, halothane, tetrachloroethylene, trichloroethane, or trichloroethylene.

Other substance used to create altered state. The College also recognizes that certain legal substances can be used as an alternative to illicit substances to create a condition of intoxication, euphoria, excitement, exhilaration, stupefaction, and/or dulling of the senses. Students are prohibited from being on campus property or participating in campus related activities or program related coursework and operating tools or machinery while under the influence of, or using while at the College, any such legal substance for these purposes.

DRUG AND ALCOHOL TESTING

Random drug and alcohol testing. Students enrolled in safety-sensitive programs are defined by the Policy will participate in random drug and alcohol testing. Students will be selected randomly for a drug and alcohol test using computer generated random numbers to identify students for testing. Students selected for a random drug and alcohol test must comply and agree to be tested within 12 hours of notification by the College or test results will be recorded as positive and treated according to the Policy.

Reasonable Suspicion. The College shall require a Student to submit to reasonable suspicion drug and/or alcohol testing when, in the sole judgment of the College and based on information known at the time the decision to test is made, the Student is unfit for duty or there is a reasonable suspicion to believe that a Student is using drugs or alcohol in violation of the College’s Policy or exhibits the physical signs and symptoms of substance abuse. The evidence will be drawn from specific, objective facts and reasonable inferences. Such facts and inferences may be based on, but not limited to, any of the following:

1. *Observable behavior*, such as direct observation of drug or alcohol abuse, possession or distribution, or the physical symptoms of being under the influence of drugs or alcohol such as, but not limited to slurred speech, dilated pupils, odor of alcohol or marijuana, dynamic mood swings, etc. Observation may include indication of the chronic and withdrawal effects of illegal use of drugs;
2. *A pattern* of abnormal conduct, violent or erratic behavior or deteriorating performance in college related activities which appears to be related to substance abuse or misuse;
3. *The identification of a Student as the focus of a criminal investigation* into unauthorized drug possession, use, trafficking, or misuse of alcohol, including the admission by the Student that he/she is involved in the illegal use of drugs or misuse of alcohol;
4. *Repeated violations of the College’s code of conduct, safety or College rules* that pose a substantial risk of physical injury or property damage and appear to be related to substance abuse or misuse that may violate the College’s Policy;
5. *A report* of drug or alcohol use provided by reliable and credible sources and which has been independently corroborated;
6. *Evidence that an individual has tampered with a drug or alcohol test; or*
7. *A Student’s failure to report an accident.*

DRUG AND ALCOHOL POLICY (cont.)

Post-Accident. The College may require a Student involved in a campus related accident to submit to a drug and/or alcohol testing following the accident. The College may also test any individual whose performance created a “near miss or unsafe condition” or was a contributing factor to a campus related accident. This determination shall be based on the best information available at the time of the accident.

The post-accident test will be administered as soon as possible. In no way is this post-accident test requirement intended to delay the necessary medical treatment for an injured person(s) following an accident or to prohibit a Student from leaving the scene of an accident to obtain medical assistance for others or for personal medical assistance.

In order to ensure the appropriate application of this Policy, Students are required to report the occurrence of accidents to their instructor, nurse, residence hall director or other assigned staff within 24 hours of the occurrence and thereafter submit to a post-accident test as directed. The failure to timely report and submit to a post-accident test will constitute a refusal to test, subjecting the Student to discipline up to and including expulsion. It will also constitute reasonable suspicion to test the Student once the College receives notice of said accident.

For purpose of this Policy, a “campus-related accident” is defined as an unplanned, unexpected or unintended event that occurs on or involves college property or occurs while representing the college off campus and results in any of the following:

1. a serious violation of a safety rule or the program standards;
2. a fatality of anyone involved in the accident;
3. a serious bodily injury requiring medical treatment.
4. other serious property, vehicular or equipment damage occurs.

TESTING PROCEDURES

Procedures for Drug Testing. Testing for illegal use of drugs normally will be conducted through a 9 panel plus alcohol urine specimens collected at a collection site. The collection site will take the necessary steps to assure that the specimen is not adulterated or tampered with and that a strict chain-of-custody is maintained. Normally, the specimen will then be transported to a U.S. Department of Health and Human Services certified laboratory for screening and confirmation testing for the following drugs and their metabolites: marijuana, amphetamines (including methamphetamines), phencyclidine, opiates, cocaine, barbiturates, methadone, benzodiazepines and propoxyphene.

Procedures for Alcohol Testing. The initial testing for alcohol normally will be conducted through either a saliva or breath specimen. If the Breath Alcohol Content (BAC) is less than 0.02, the test is considered a negative. If the screening test results show an alcohol concentration level of 0.02 or greater, a confirmation test will be conducted. The confirmation test shall be performed by using breath specimen conducted on an Evidentiary Breath Testing (EBT) device approved for use in the United States Department of Transportation’s Drug and Alcohol Misuse Prevention Program. If the confirmation test reads positive, 0.02 or greater, the test results shall be considered positive and the Student will be subject to disciplinary action as specified in this Policy.

Dilute Specimens. If the Medical Review Officer informs the College that a drug test was positive dilute, the College will treat the test as verified positive test. The “Medical Review Officer” is defined as a person who is a licensed physician and who is responsible for receiving and reviewing laboratory results generated by an employer’s drug testing program and evaluating medical explanations for certain drug test results. The College shall not direct the Student to take another test based on the facts that it was dilute. For negative-

DRUG AND ALCOHOL POLICY (cont.)

dilute test results, the College shall require a Student to take another test immediately, but it shall not be collected under direct observation unless there is another basis for use of direct observation. If the College directs another test, then the result of the second test, not the original test, becomes the controlling test result.

Re-collections. When the College directs the Student to take another test, the Student shall be given the minimum possible advance notice that he or she must go to the collection site. The result of the second test, not the original test, is the test of record. Any Student required to take another test, which is also negative and dilute, will not be permitted to take a third test. Provided, however, that if the MRO directs the College to conduct a re-collection under direct observation, the College must immediately do so. If the College directs the Student to take a second test and the Student refuses, the test will be treated as a positive result.

Refusal to Test and Test Tampering. Any Student who refuses to submit to testing, tampers, manipulates, adulterates or attempts to tamper with the testing will be treated as having a verified positive test result and violating this Policy. A refusal to submit to testing shall include, but not be limited to, the following:

1. Fails to timely report a campus-related accident as outlined in Section
2. Fails to appear for any test within a reasonable time, to be determined by the College, after being directed to do so by the **College**;
3. Fails to remain at the collection site until the testing process is complete;
4. Fails to provide urine specimen when required for a drug test or saliva or breath specimen for an alcohol test;
5. In the case of directly observed or monitored collection in a drug test, fails to permit directly observed or monitored collection;
6. Fails to provide a sufficient amount of urine, saliva or breath when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure;
7. Fails or declines to take a second test as directed;
8. Fails to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process;
9. Fails to cooperate with any part of the testing process' or
10. Is reported by the MRO as having a verified adulterated or substituted test result.

RETURN TO SCHOOL

The College shall require a Student who has violated this Policy and desires re-admission to test negative on a return-to-school drug test before returning to school. Additionally, the College may require a return-to-school alcohol test if the prohibited conduct involved alcohol or a treatment provider recommends an alcohol test. Inclusion of this paragraph, in no way obligates the College to make an offer to readmit a Student.

Follow-up. Following a determination that a Student in need of assistance in resolving problems associated with alcohol misuse and/or illegal use of drugs, the Student may be subject to unannounced follow-up drug and/or alcohol testing as directed by a treatment professional. The Student may be required to undergo follow-up testing for both alcohol and drugs, if the treatment professional determines that follow-up testing for both are necessary for that particular Student.

DRUG AND ALCOHOL POLICY (cont.)

Follow-up testing shall remain in place throughout the student's enrollment at the College from the date of the Student's return-to-school. Inclusion of this paragraph in no way obligates the College to reinstate the Student or conduct follow-up-testing.

DISCIPLINE FOR POLICY VIOLATIONS

Any Student who is reasonably believed to have violated this Policy may be recommended for expulsion. To determine the appropriate sanctions for the violation of the policy the following facts associated with a violation of the policy will be considered:

1. The location of the violation. If the environment where the violation of the policy occurred or revealed during the investigation of the violation is in a safety sensitive area including but not limited to a program lab/shop, class related job site, internship placement related location, and/or at a college event the student will be recommended for expulsion.
2. The amount of drugs/paraphernalia found. If the amount of marijuana found is greater than a gram, two joints, or a bundle greater than the size of a quarter (US Currency) the student will be recommended for expulsion. If the student is found with paraphernalia including but not limited to a needle (s) the student will be recommended for expulsion. A bong or roach clip alone and no other paraphernalia or violations of the Policy and/or College Code of Conduct would not cause the student to be recommended for expulsion.
3. Other violations of the Policy and/or the Code of Conduct. Any violations of the College Code of Conduct in addition to a violation of the Policy would result in the student being recommended for expulsion.

Referral to Law Enforcement. In addition to imposing discipline, the College may refer information about criminal activities and transfer any suspected illegal drugs or illegal drug paraphernalia to appropriate law enforcement.

STUDENT HEALTH ISSUES

The College encourages its Students who are chemically dependent to voluntarily obtain assistance/treatment for substance abuse problems before they cause problems on campus. A Student's decision to voluntarily seek assistance for such problems will not be used as basis for disciplinary action. Students may not avoid imposition of discipline by first requesting such treatment or a leave of absence after being selected for testing or violating the College's Policy.

DRUG OR ALCOHOL ABUSE EDUCATION PROGRAMS

A Drug and Alcohol Use Survey is conducted each year and the results are presented to faculty, staff and administrators after the start of the fall semester.

Representatives from various drug and alcohol community service providers present a program during freshman orientation for approximately one hour each year.

Students who experience problems in the dorm related to use of drugs and/or alcohol are disciplined via suspension for several days, and ultimately a loss of residence privileges.

Students are referred to a counselor for assistance with substance abuse problems, if they have requested such assistance, or if they have demonstrated through repeated problems in the classroom or dorm that they may have a problem. Counselor provides initial assessment and makes appropriate referral to community based provider, AA, NA, etc.

Students with underage drinking fines who have lost their license, or who are required to attend counseling are interviewed by the counselor so that local service providers can be accessed and the student can remain in school.

Various posters and handouts are available to students throughout the campus informing students about the hazards of substance use, and where to obtain help.

TIMELY REPORTS TO THE CAMPUS COMMUNITY ON CRIMES CONSIDERED TO BE A THREAT TO STUDENTS AND EMPLOYEES

Should an event take place either on or off campus property, that the President, Vice President for Finance and Administration or their designee deems an immediate or ongoing threat to public safety, a Timely Warning shall be issued. Timely Warnings may be issued for threats to property (such as financial aid fraud, or vehicle break-ins), as well as threats to personal safety (such as street robbery, or sexual assault). It is irrelevant whether the victims or perpetrators are members of the campus community. Local police jurisdictions generally keep the College Security informed when such crimes take place in their jurisdiction. The format for a Timely Warning is not mandated under the Campus Right to Know Act. Such warnings may be distributed through campus email to faculty, staff, and students, in poster form. Timely Warning posters are placed in campus buildings in such a manner as to likely come to the attention of persons entering or leaving the building, such as residence halls, the library, student center. Warnings will also be placed on the College Web Portal. Those persons charged with generating Timely Warnings will make every effort to avoid unreasonable delays in presenting the information to the campus community.” Pursuant to the Campus Right to Know Act warnings will be issued as soon as pertinent information is available to the security regarding the event. However, the College Security may not issue a Timely Warning if: • The crime was revealed to a pastoral or professionally licensed counselor. • The department apprehended the suspect(s) and the threat of imminent danger for members of the community is mitigated. • Issuing a Timely Warning would severely jeopardize an ongoing criminal investigation or the safety of an individual.

**TIMELY REPORTS TO THE CAMPUS COMMUNITY ON CRIMES
CONSIDERED TO BE A THREAT TO STUDENTS AND EMPLOYEES**

**• Issuing a Timely Warning would possibly cause a suspect to flee or evade detection. •
Issuing a Timely Warning would result in the destruction of evidence. • Issuing a
Timely Warning would likely identify the victim. Anyone with information regarding
an incident warranting a Timely Warning should report that incident immediately to
College Security by phone at 717-606-1564, or in person at the MAC Security Office
located on the Main Campus or at the Branch Campus Security Office located at 1100
East Orange Street Lancaster, Pa 17602.**

SEXUAL ASSAULT, SEXUAL HARASSMENT, DOMESTIC VIOLENCE, DATING VIOLENCE & STALKING

Thaddeus Stevens College of Technology enforces a strict policy prohibiting sexual assault, domestic violence, dating violence, and stalking, and strongly encourages a victim to report the incident immediately. Individuals who violate this policy by engaging in prohibited conduct will be sanctioned accordingly.

Definition of Sexual Assault:

Sexual assault includes any of the following:

1. Any threat or physical attempt of intentional, non- consensual touching of:
 - a. An intimate body part of another person, such as a sexual organ, buttocks or breast;
 - b. Any body part of another person using a sexual organ; OR
 - c. Any part of another person's body with the intent of accomplishing a sexual act.
2. Forcing, or attempting to force, any other person to engage in sexual activity of any kind without her/his consent.

Consent/assent (an affirmative statement or action) shall not constitute consent if it is given by a person who is unable to make a reasonable judgment concerning the nature or harmfulness of the activity because of his/ her intoxication; unconsciousness; mental deficiency or incapacity; or if the assent is the product of threat or coercion.

Definition of Statutory Sexual Assault:

Statutory sexual assault is sexual intercourse with an individual under the age of 16 years when the offender is four or more years older than the individual and the individual and the offender are not married to each other. This is a felony of the second degree under Pennsylvania law. Actual determination of statutory sexual assault would take place in a court of law.

Definition of Sexual Harassment:

Section 1604 of Title of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and the Pennsylvania Human Relations Act defines sexual harassment in the following manner:

Sexual harassment involves unwelcome sexual advances or requests for sexual favor. Other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

1. Submission to such is made either explicitly or implicitly, a term or condition of an individual's employment or education.
2. Submission to or rejection of such conduct by an individual is used as the basis for an employment or academic decision affecting such individual.
3. Such conduct has the purpose of affecting or unreasonably interfering with the individual's work or academic performance or creating an intimidating, hostile or offensive working, educational or living environment.

SEXUAL ASSAULT, SEXUAL HARASSMENT, DOMESTIC VIOLENCE, DATING VIOLENCE & STALKING (cont.)

Thaddeus Stevens College of Technology prohibits sexual harassment of its students and employees from any source, including employees, students, visitors and consultants.

Employees and students may not threaten or imply that submission to or rejection of sexual advances will influence any decision regarding employment, enrollment, attendance or grades. Each employee and student is responsible for enforcing the College's policy prohibiting sexual harassment and for communicating the policy to others.

Definition of Domestic Violence:

Domestic Violence includes felony or misdemeanor crimes of violence committed by:

- 1. A current or former spouse or intimate partner of the survivor;**
- 2. A person with whom the survivor shares a child in common;**
- 3. A person who is or was residing in the same household as the survivor; or**
- 4. Any person against someone who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.**

Definition of Dating Violence:

Dating Violence refers to violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the survivor.

Definition of Stalking:

Stalking occurs when an individual engages in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or suffer substantial emotional distress.

Procedure for Reporting Sexual Assault, Sexual Harassment, Domestic Violence, Dating Violence, and Stalking:

- 1. ACT IMMEDIATELY!**
- 2. Get to a safe place.**
- 3. Preserve all evidence. For victims of sexual assault and domestic violence in particular, do not shower, brush your teeth, or eat or drink anything. It is natural to want to clean up, but this may eliminate any evidence that substantiates the incident. If you change your clothes, you must put them in a paper bag (not plastic) to take to the hospital.**

Campus Security can be reached by using an emergency phone. Emergency phones are located outside the following: Multipurpose Activities Center, Armstrong Hall, Herrington Hall, Metzger Hall, Bourne Hall, Brenner Hall, the Schuler Learning Resources Center, the Schwalm Student Center, Jones Dining Hall, Hartzell Building (south entrance),

SEXUAL ASSAULT, SEXUAL HARASSMENT, DOMESTIC VIOLENCE, DATING VIOLENCE & STALKING (cont.)

Hartzell Building (north entrance), as well as Kreider Leonard, and Snyder Halls. These phones will gain you direct access to security.

4. Contact a campus resource immediately. Consider: Campus Security, the Student Health Center, Title IX Coordinator, Deputy Title IX Coordinator, Director for Residence Life, Counseling staff, a Residence Hall Advisor, or the Women's Center. Confidential resources on-campus include the Student Health Center (717-299-7769) or the Counseling staff (717-299-7408). Off-campus resources are the Lancaster Domestic Violence Center 24-Hour Hotline (717-299-1249), or the Pennsylvania Coalition Against Rape (PCAR) local Sexual Assault and Counseling Center Hotline (800-392-7273). You may also contact the US Department of Education Office for Civil Rights (800-421-3481 [orOCR@ed.gov](mailto:OCR@ed.gov)).
5. Seek medical attention with the assistance of College staff and a SAPCC counselor.

Lancaster General Hospital is highly recommended because of its expertise in sexual assault cases. Even if you feel fine, a medical exam will collect any physical evidence, generate a medical report and provide you with information on the prevention of possible STDs and pregnancy.

6. Report the incident to College officials. Complete a Sexual Assault Confidential Report form, which can be obtained from one of the above listed campus resources or online at my.stevenscollege.edu.
7. It is the victim's choice whether to notify law enforcement authorities or file legal charges against the offender. If a student chooses to notify law enforcement authorities, campus authorities will assist the victim in doing so. An investigation and disciplinary action by Thaddeus Stevens College of Technology does not take the place of nor prevent further prosecution by law enforcement agencies.
8. The number to services provided by sexual assault counselors at YWCA is 717-392-7273, a 24-hour hotline.
- 9.

An internal investigation will be conducted by the College's Affirmative Action Officer/Title IX Coordinator and the Dean of Student Services, at which time follow-up services will be offered to the victim. Upon closure of the investigation, the victim will be provided with a letter summarizing the findings of the formal investigation and subsequent disciplinary action. If the victim is not satisfied with the outcome of the investigation, an appeal of the investigation will be brought to the discipline committee.

College Response to Formal Complaints of Sexual Assault, Sexual Harassment, Domestic Violence, Dating Violence, and Stalking:

1. The College will conduct an internal investigation immediately. Investigations will be prompt, fair, and impartial, and will be conducted by officials who received specialized training on these issues.

SEXUAL ASSAULT, SEXUAL HARASSMENT, DOMESTIC VIOLENCE, DATING VIOLENCE & STALKING (cont.)

2. To the extent possible by law, complaints and/or incidents will be treated confidentially and the rights of each party will be protected during the investigation, to the extent that maintaining such confidentiality would not impair the ability of the College to provide accommodations or protective measures to the victim.
3. The College will notify the victim of the status of the complaint within seven (7) working days after the date of the formal complaint.
4. The College will provide written notification to victims about the options for, available assistance in, and how to request changes to: academic, living, transportation, and working situations, including how to obtain protective measures.
5. If the investigation confirms the allegations, appropriate corrective action will be promptly taken which may result in disciplinary action, prevention, and/or educational sanctions.
6. The victim may appeal the findings of the investigation to the discipline committee.
7. The victim shall receive written notification of the closure of the investigation.

NOTE: The victim and the offender are entitled to the same opportunities to have others present (e.g., a witness or an advisor of his/her choice) during a campus disciplinary proceeding. Both parties will be informed, in writing, of any delay and reason for the delay, the outcome of any campus disciplinary action resulting from an investigation, opportunity for appeal, changes to the result, when results become final, and the reason for the results and sanction imposed.

Conducted prohibited under these policies may be prosecuted as a criminal offense. Any internal investigation or discipline by Thaddeus Stevens College of Technology does not take the place of, nor prevent, further prosecution by law enforcement agencies.

Typical Sanctions for Sexual Assault, Sexual Harassment, Domestic Violence, Dating Violence, and Stalking:

A student found to have engaged in any of the behavior prohibited by this policy may be suspended, expelled from the dormitories, and/or recommended to be expelled by the College. If the student is retained by the college, he/she could be placed on probation for the remainder of the semester. In addition, the student will be held to the same constraints as outlined below for a commuting student. (An individual's return to the residence halls at the outset of another semester will be subject to review and approval of the Dean of Student Services and Director for Residence Life.) If the student is a commuter and retained by the college, then he/she will remain on probation for the remainder of the semester and not be permitted on campus after 6:00 PM for the same time period. (An individual's return to campus after 6:00 PM at the outset of another semester will be subject to review and approval of the Dean of Student Services and Director for Residence Life.) Students will be afforded due process rights if they are to be expelled from the College. In a case involving possible expulsion, the student is entitled to a formal hearing, in accordance with the College's other policies.

SEXUAL ASSAULT, SEXUAL HARASSMENT, DOMESTIC VIOLENCE, DATING VIOLENCE & STALKING (cont.)

DUE PROCESS

Students will be afforded all appropriate elements of due process if they are to be expelled from the Collee. In a case involving a possible expulsion, the student is entitled to a formal hearing, which is a fundamental element of due process.

This hearing will be held before an internal discipline committee comprised of three faculty members and two students, with the Vice President for Academic Affairs or his designee presiding and with subsequent recommendation to the President.

The following due process requirements are to be observed with regards to the formal hearing:

- 1. Notification of the charges shall be sent to the student.**
- 2. Sufficient notice of the time and place of the hearing must be given.**
- 3. The hearing shall be held in private unless the student or parent requests a public hearing.**
- 4. The student has the right to have counsel.**
- 5. The student has the right to be presented with the names of witnesses against the student and copies of the statements and affidavits of those witnesses.**
- 6. The student has the right to request that any such witnesses appear in person and answer questions. In most cases witnesses are questioned in person.**
- 7. The student has the right to present his/her case and present witnesses on his/her behalf.**
- 8. A record must be kept of the hearing, either by video or by digital recorder. The student is entitled, at the student's expense, to a copy of the transcript.**
- 9. The proceeding must be held with all reasonable speed.**
- 10. The process of appeal is such that if a student disagrees with the punishment meted out by a given College official or body, that student has the right to 38 | TSCT 2017-2018 Student Handbook appeal to the next highest authority. If the student finds punitive action meted out by the Director of Residence Life to be unacceptable, he/she can appeal to the Dean of Student Services. If the student is not satisfied with the outcome of the ruling he/she can appeal. The appeal may be heard by the President or his/her designee. The President is the final appeal opportunity for the student.**

At any point in the due process, the student retains the right to waive his/her procedural protections.

APPEALS PROCESS

Reason for Appeal

A student may appeal a decision in a case for the following reasons: 1. Severity of sanctions, 2. Due process, or 3. New information.

SEXUAL ASSAULT, SEXUAL HARASSMENT, DOMESTIC VIOLENCE, DATING VIOLENCE & STALKING (cont.)

1. To determine whether the sanction(s) imposed were appropriate for the violation of policy for which the student was found responsible;
2. To determine presence of any procedural error which substantially affected the outcome of the case;
3. To determine if new information that is discovered which was not available at the time of the investigative process could have affected the outcome of the case.

Process for Appealing

A student wishing to appeal should submit his/her written appeal stating the reasons for such a request to the Dean of Student Services within two (2) days of receipt of the original decision. Appeals are due by 4:30 p.m. on the second day following the original decision. Sanctions may be in effect while a case is under appeal. Appeals are heard by the President or his/her designee. The decision of the President is final.

STUDENT RIGHTS AND RESPONSIBILITIES

The responsibilities of the student include regular attendance, conscientious effort in college work, and conformity to College rules and regulations. Most of all, students share with the administration, faculty, and staff, a responsibility to develop a climate within the College, which is conducive to wholesome, safe learning and living.

No student has the right to interfere with the education of his/her fellow students. It is the responsibility of each student to respect the rights of all who are involved in the educational process. Students should express their ideas and opinions in a respectful manner so as not to offend or slander others.

Other responsibilities are:

1. Be aware of all rules and regulations for student behavior and conduct oneself in accordance with them.
2. Be willing to volunteer information in disciplinary cases and cooperate with the College staff should one have knowledge of importance in relation to such cases.
3. Dress and groom so as to meet standards of decency.
4. Understand that until a rule is waived, altered, or repealed, it is in full effect.
5. Assist College staff in operating a safe environment for all students.
6. Be aware of and comply with the federal, state and local laws.
7. . Protect and care for the College's property.
8. Attend classes daily, except when excused.

The student's rights are:

1. The right to see all academic records, including grades, and to retain tests, papers, and work he/she has completed for a specific course.

2. The right to privacy.

SEXUAL ASSAULT, SEXUAL HARASSMENT, DOMESTIC VIOLENCE, DATING VIOLENCE & STALKING (cont.)

3. The right to live in an atmosphere conducive to studying and learning.

4. The right to a hearing, formal or informal, prior to loss of College services.

5. The right to file a grievance or appeal.

6. The right to an education free of ridicule or harassment by any member of the Stevens community.

Thaddeus Stevens College of Technology is committed to the principles of free speech and free expression; yet, just as the American people often must subordinate free speech and free expression to the common good, whether voluntarily or legally, the members of the College community have such a responsibility.

COMMITTEES THAT HEAR CASES

Students who have violated any of the rules and regulations of the Commonwealth, city, or College are sanctioned by the College according to the nature of the offense committed. All offenses are considered on an individual basis. Disciplinary sanctions range from a warning to suspension for minor offenses, and from restitution, suspension and/or expulsion in cases of serious misconduct.

There are multiple bodies that may hear discipline cases:

1. The Residence Hall Council may consider minor offenses in the residence hall. Any council member, or student through the council member, may request a meeting of the council to consider misconduct that is not an infraction of state or local laws or that is not considered to be a major College infraction.

2. The Dean of Student Services and/or the Director for Residence Life handles any disciplinary procedure for any of the rules and regulations of the College, any violations of residence hall rules referred by Residence Hall Council or any discipline situations referred by any staff member or student. Either or both may issue appropriate punitive action in accordance with the College Code of Conduct. This action can range from warnings to financial restitution to suspensions to recommendation for expulsion.

3. The Discipline Committee is a body comprised of three faculty members and two students organized by the Vice President for Academic Affairs to consider appeals by students who have been involved in major violations of the College Code of Conduct and are facing expulsion or suspension greater than five college days.

4. Students may be assigned to the restorative justice board if the case does not include police involvement.

The President for the College will receive recommendations from the Discipline Committee. The President may accept the recommendation of the Discipline Committee, reject the recommendation or issue different penalties. The President will act as the final

administrative officer to whom all discipline cases involving student expulsion and/or suspension must be brought.

SEXUAL ASSAULT, SEXUAL HARASSMENT, DOMESTIC VIOLENCE, DATING VIOLENCE & STALKING (cont.)

GRIEVANCE PROCEDURE

Students are encouraged to discuss their grievances informally with the person involved, prior to initiating any formal grievance procedure. If the situation cannot be remedied by an informal discussion among the persons involved, then the student is encouraged to discuss the grievance with either the Dean of Student Services or the Director for Residence Life.

If the student is not satisfied with the procedures and/or the results that are obtained from the meeting with the administrator, he/she may file a formal grievance in writing to the President for the College.

Resources for Dating Violence, Domestic Violence and Stalking include:

- Domestic Violence Services of Lancaster- 24-Hour Hotline – 717-299-1249
<http://caplanc.org>
Collect Calls Accepted
- National Domestic Violence Hot Line – 1-800-799-SAFE (7233)
- TTY 1-800-787-3224

Resources for Sexual Harassment and Sexual Assault include:

- Pennsylvania Coalition Against Rape-Lancaster YWCA Site Hotline:
800-392-7273

Website: <http://www.ywcalancaster.org>

SEXUAL ASSAULT, SEXUAL HARASSMENT, DOMESTIC VIOLENCE, DATING VIOLENCE & STALKING (cont.)

What to Do If You Are Assaulted

RESIST - Scream, hit, bite, scratch, poke eyes and kick your attacker. Such action may provide an opportunity to escape your attacker. However, active resistance can also lead to harm. Be realistic about your capabilities to protect yourself.

PASSIVE RESISTANCE - If your life is in danger, tell your assailant you're menstruating or that you have a disease or illness. Tell your assailant anything that may stop him from attacking or give you a chance to escape.

1. Get to a safe place.
2. Contact a campus resource immediately. For Confidential support you may contact the Counseling Center, Women's Center, or Health Services. You may also contact the Director for Residence Life, Residence Hall Advisors, or the Title IX Coordinator.
3. Contact Domestic Violence Services of Lancaster for (DVS) at 717-299-1249 for support.
4. Report the incident to the College officials, completing a Report Form, which can be obtained from one of the above listed campus resources. A timely, internal investigation will be conducted by the College's Affirmative Action Officer and the Dean of Student Services, at which time follow-up services will be offered to the victim. Upon closure of the investigation, the victim will be provided with a letter summarizing the findings of the formal investigation and subsequent disciplinary action. If the victim is not satisfied with the action, an appeal of the investigation will be brought to the discipline committee.
5. Consider filing legal charges against the offender. An investigation and disciplinary action by Thaddeus Stevens College does not take the place of nor prevent further prosecution by law.

SEXUAL ASSAULT, SEXUAL HARASSMENT, DOMESTIC VIOLENCE, DATING VIOLENCE & STALKING (cont.)

What to Do If You Are Assaulted

RESIST - Scream, hit, bite, scratch, poke eyes and kick your attacker. Such action may provide an opportunity to escape your attacker. However, active resistance can also lead to harm. Be realistic about your capabilities to protect yourself.

PASSIVE RESISTANCE - If your life is in danger, tell your assailant you're menstruating or that you have a disease or illness. Tell your assailant anything that may stop him from attacking or give you a chance to escape.

Education Programs that Promote the Awareness

Date Rape is a more common form of assault on college campuses and the least likely to be reported. Victims of date rape have rights that need to be protected. The College will protect the rights of all victims.

If you put yourself in a vulnerable position you may find yourself a victim. You can prevent sexual assault or date rape by being aware and being informed. Informational brochures on rape, acquaintance rape and other sex offenses are available at the Student Services Office, Dispensary or Women's Center.

The College is committed to the safety and welfare of the campus community and believes that the best protection against campus crime is an aware, informed, alert campus community. In addition, the College is committed to:

SEXUAL ASSAULT, SEXUAL HARASSMENT, DOMESTIC VIOLENCE, DATING VIOLENCE & STALKING (cont.)

- **Providing educational programs, which promote awareness of sexual assault/abuse as well as preventing such acts which include, Title IX/Campus SAVE Act Training for Faculty, Staff and Students, Sexual Assault Training through the YWCA Racial & Gender Equality Advocate, and Pennsylvania Coalition Against Rape Advocate, Freshman / New Student Orientation-Campus Culture/Title IX Training, Freshman Women Series of 3 Discussions on Healthy Relationships, Dating Violence Prevention and Sexual Assault Prevention, RAD Training with Women in Trades and Technology Group, Weekly Healthy Relationships Support Groups at Women's Center with PCAR Advocate/Women's Center Coordinator, Domestic Violence Services Presentation and One-on-One Information Sessions with students on Dating Violence and Healthy Relationships.**
- **Informing students of resources available from the College and Community.**
- **Establishing a prevention program.**
- **Assisting survivors in their recovery efforts.**
- **Encouraging and assisting in the reporting of sexual assault/abuse to law enforcement authorities having jurisdiction over the area where the alleged incident occurred.**
- **Reviewing available options for modifying academic and/or living environments for survivors.**
- **Ensuring the confidentiality of the survivor.**

Assistance is available by contacting Campus Security, Director of or the Affirmative Action Officer of the College, or the Dean of Student Service.

PROCEDURE FOR REPORTING SEXUAL ASSAULT

- 1. ACT IMMEDIATELY!**
- 2. Get to a safe place.**
- 3. Preserve all physical evidence! Do not shower; brush your teeth; or eat or drink anything. It is natural to want to clean up, but this may eliminate any legal evidence that substantiates the incident. If you change your clothes, you must put them in a paper bag (not plastic) to take to the hospital.**
- 4. Contact a campus resource immediately. Consider: Campus Security, the Student Health Center, Title IX Coordinator, Deputy Title IX Coordinator, Director for Residence Life, Counseling staff, a Residence Hall Advisor, or the Women's Center. Phones for emergency use are located outside the following: The Multipurpose Activities Center, Armstrong Hall, Herrington Hall, Metzger Hall, Bourne Hall, Brenner Hall, the Schuler Learning Resources Center, the Schwalm Student Center, Jones Dining Hall, Hartzell Hall (south entrance), Hartzell Hall (north entrance), as well as Kreider, Leonard, and Snyder Halls. These phones will gain you direct access to security.**
- 5. Contact the 24-hour Hotline at the Sexual Assault Prevention and Counseling Center (SAPCC), 1-800-392-7273.**
- 6. Seek medical attention with the assistance of College staff and a SAPCC counselor. Lancaster General Hospital is highly recommended because of its expertise in sexual assault cases. Even if you feel fine, a medical exam will collect any physical evidence, generate a medical report and provide you with information on the prevention of possible STDs and pregnancy.**
- 7. Report the incident to College officials. Complete a Sexual Assault Confidential Report form, which can be obtained from one of the above listed campus resources. An internal investigation will be conducted by the College's Affirmative Action Officer and the Dean of Student Services, at which time follow-up services will be offered to the victim. Upon closure of the investigation, the victim will be provided with a letter summarizing the findings of the formal investigation and subsequent disciplinary action. If the victim is not satisfied with the outcome of the investigation, an appeal of the investigation will be brought to the discipline committee.**
- 8. Consider filing legal charges against the offender. An investigation and disciplinary action by Thaddeus Stevens College of Technology does not take the place of nor prevent further prosecution by law enforcement agencies.**
- 9. The number to services provided by sexual assault counselors at YWCA is 717-392-7273, a 24-hour hotline.**

COLLEGE RESOURCES

Dean of Student Services	Mellor Bldg.-1st Floor	717-299-7794
Director of Residence Life	John E. Barley Multi-Purpose Activity Center, 207	717-391-7322
Director or Women's Center	Mellor Bldg.-Basement	717-391-3599
Counseling Office	Hartzell Instr. Center	717-299-7408
Health Office/Deputy Title IX Coordinator	Brenner Hall	717-299-7769
Dispensary/Health Office-Branch	Branch Lobby Floor	717-606-1560
Campus Security-Emergency	John E. Barley Multi-Purpose Activity Center	717-606-1564
Cell		717-286-4607
Campus Security-General	John E. Barley Multi-Purpose Activity Center	717-396-7165
	Branch	717-606-1564
Affirmative Action/Title IX Coordinator	Mellor, 1st Floor	717-391-6947
Safety Coordinator/Deputy Title IX Coordinator	Mellor, 1st Floor	717-391-1372
President's Office	Mellor, 1st Floor	717-299-7722

COMMUNITY RESOURCES

ASSAULT SERVICES

**YWCA Sexual Assault Prevention
& Counseling Center (24 hr) 717-392-7273**

AIDS/HIV

American Red Cross (Education) 717-299-5561

**SouthEast Lancaster Health Services
(testing, counseling and treatment) 717-299-6371**

The Gathering Place (AIDS) 717-295-4630

BIRTH CONTROL

Planned Parenthood 717-299-2891

SouthEast Health Services 717-299-6371

ALCOHOL & DRUG ABUSE

Al-Anon/Alateen 1-888-425-2666

Alcoholics Anonymous of Lancaster County 717-394-3238

Compass Mark, Inc. 717-299-2831

**Crisis Intervention (Suicide, Acute
Emotional, Drug & Alcohol) 717-394-2631**

**Drug & Alcohol Commission
(Treatment, Prevention & Education) 717-299-8023**

Gate House (Chemically Dependent Men) 717-626-9524

Gate House (Chemically Dependent Women) 717-285-2300

**PA SADD
(Students Against Destructive Decisions) 1-800-627-2384**

**Vantage (Rehab for Women)
(with or without children) 717-291-1020**

COMMUNITY RESOURCES (cont.)

COMMUNITY ACTION GROUP

Community Action Partnership of Lancaster County 717-299-7301

COUNSELING SERVICES

CONTACT – 24 hr. Helpline 717-299-4855

Victim/Witness Services (Crime Victims) 717-299-8048

SEXUAL ABUSE/SEXUAL ASSAULT

Family Service, Clinical Services 717-397-5241

Sexual Assault Crisis Hotline 717-392-7273

Shepherd’s Touch Counseling Ministry 717-656-4834

LAW ENFORCEMENT

PA State Police 717-299-7650

Lancaster City Police 717-735-3300

Dispatch 717-664-1180

NATIONAL RESOURCES

ALCOHOL ABUSE

Alcohol Hotline 1-800-252-6465

SEXUAL ABUSE/ASSAULT

PA Coalition Against Rape 1-888-772-7227

RAINN – Rape Abuse 1-800-656-HOPE

SUBSTANCE ABUSE

Boys Town National Hotline 1-800-448-3000

Drug Help National Helpline 1-800-262-2463

Office of Vocational Rehabilitation 1-800-762-6306

SEXUAL HARASSMENT

Preventing Sexual Harassment

The Department of Education and the College's sexual harassment training is mandatory for all faculty and staff. All students are required to attend sexual harassment training offered in the College's Orientation Program.

Prevention activities are coordinated by the Dean of Student Services and the Affirmative Action Officer and will target both men and women. Prevention efforts will include:

- a. Training of faculty, staff and students.
- b. Consultation with outside organizations.
- c. Providing seminars and presentations to faculty, staff and students on topics relating to sexual harassment, sexual assault/abuse and prevention.
- d. On-going communication with faculty, staff and students to increase awareness by providing information on the topic and available resources.
- e. Including individuals employed by outside contractors in our training programs.

Employees, students, visitors and consultants are encouraged to do their part to prevent sexual harassment from taking place at the College:

- a. Refrain from all forms of harassment at all times.
- b. When in a position of "power", be aware of the intimidating effect you can have.
- c. Do not use your position to coerce others.
- d. Treat people with respect.
- e. Ask yourself if your behavior could be interpreted as "Sexual Harassment".

Examples of Sexual Harassment

Verbal

- Unsolicited and unwelcome flirtations, advances or propositions
- Sexual or intrusive questions about employee's personal life.
- Whistling or catcalls.

Non-verbal

- Displaying sexually suggestive objects and pictures.
- Staring or leering.
- Suggestive sounds.

Physical

- Unwanted physical contact such as touching, hugging, pinching, patting, or kissing.
- Exposing genitalia.
- Assault, battery, rape or coerced sexual intercourse.

SEXUAL HARASSMENT (cont.)

Being Harassed

Thaddeus Stevens College of Technology will not allow sexual harassment to jeopardize anyone's rights and opportunities for work or education.

Procedure for Reporting Sexual Harassment

If you have been sexually harassed:

- 1. You must report the incident to the College's Affirmative Action Officer, Dean of Student Services, Director of Resident Life or Campus Security or other campus members with whom you can openly discuss this matter.**
- 2. All formal complaints must be filed, in writing, with the Affirmative Action Officer/Title IX Coordinator or a Deputy Title IX Coordinator and the Dean of Student Services.**
- 3. The College will conduct an investigation immediately.**
- 4. To the extent possible by law, sexual harassment complaints will be treated confidentially and the rights of each party will be protected during the investigation.**
- 5. The College will notify the victim of the status of the complaint within seven (7) working days after the date of the formal complaint.**
- 6. If the investigation confirms the allegations, appropriate corrective action will be promptly taken which will result in disciplinary action.**
- 7. The victim may appeal the findings of the investigation to the Discipline Committee.**
- 8. The victim shall receive written notification of the closure of the investigation.**

Additional resources on sexual harassment can be obtained through the College Women's Center (717-391-3599) or Student Health Center (717-299-7769).

If you hear that a sexual harassment has occurred:

- 1. Report the incident to the campus Affirmative Action Officer or Dean of Student Services immediately.**
- 2. If further input is needed, you will be contacted.**
- 3. Do not discuss the incident with other students.**
- 4. The College's Affirmative Action Officer and/or Dean of Student Services will conduct an investigation.**

SEXUAL HARASSMENT (cont.)

The Effects of Sexual Harassment

Sexual harassment can cause:

- **Stress**
- **Anxiety**
- **Self-doubt**
- **Guilt**
- **Humiliation**
- **Confusion**

Sexual harassment can result in:

- **Students dropping a course, changing major, failing an exam, or personal problems that carries over into the home.**
- **Employees quitting their job, being fired, missing promotions, missing work, and personal problems that carries into the home.**
- **Low morale, poor performance and lack of motivation.**

Student and Faculty/Staff Relationships

Consenting sexual relationships between faculty and student or supervisor and employee are discouraged.

Sexual Harassment Laws

All harassment (sex, age, race, national origin, religion, sexual orientation, marital status or disabilities) is prohibited at Thaddeus Stevens College of Technology.

Sexual harassment is a form of unlawful sex discrimination and is against local, state and federal laws.

VISITORS ON CAMPUS

Regarding identification and admission of visitors into student housing facilities, the procedure is that the Stevens student indicates to the Residence Hall Advisor that he has a visitor present and at the same time is held accountable for the behavior of that guest while present. Student and non-student visitation policies are located in the handbook.

Stevens students are advised and encouraged to approach individuals they do not recognize as fellow students, and ask them who they may be seeking or report them to the Residence Hall Advisor or security for safety reasons.

Individuals under the age of 18 are not permitted in the residence halls except:

1. When accompanied by an adult (18 years or older) as a student moves into or checks out of a particular residence hall, such as at the beginning or end of a semester.
2. When accompanied by an adult (18 years or older) during a special event on campus, such as Homecoming, Open House, etc.

Hosting Responsibilities:

Resident students are responsible for the actions of any non-student who is visiting them. If a non-student violates a policy or damages something on campus, the student host will be held responsible for the violation. It is their responsibility to make their guest aware of Stevens policies and rules. Resident students must escort non-student guests at all times. Non-students are not permitted to wander around the residence halls unescorted.

Overnight Visits:

1. No overnight visitation is permitted Sunday – Thursday nights for students or non-students.
2. Overnight visitation is permitted on Friday and Saturday nights for students and non-students.
3. In order to have an overnight guest, the student must complete the Weekend Overnight Guest Visitation Form available at Residence Hall Advisor Office, Director of Residence Life Office, or Security Office. This form must be submitted by noon on Friday. No overnight guest will be permitted without this completed form and consent from their roommate.
4. Only one overnight visitor is permitted per student.

VISITORS ON CAMPUS (cont.)

Daytime/Evening Visits:

- 1. Students are permitted to visit resident's rooms from 9:00 a.m. – 11:59 p.m. daily.**
- 2. Non-students are permitted to visit resident's rooms from 12:00 p.m. – 11:59 p.m. daily. The non-student must obtain a visitor's pass from either the Residence Hall Advisor or Security that must be carried at all times.**

Bathroom Guidelines:

- 1. Any visitor is permitted to use the bathroom of the opposite gender under the following conditions:**
 - a. The bathroom is empty and the host remains at the bathroom door until their guest is finished.**

SNOW EMERGENCY

Thaddeus Stevens College of Technology Inclement Weather Information

The following procedures are put into practice for faculty, staff and students to hear the latest information on college delays or cancellations due to emergency situations:

◆ Tune into the following radio and television stations beginning at 5:30am and continuing throughout the day:

TV

WGAL 8
WHTM 27
21 WHP CBS
UPN 15

RADIO

WROZ FM 101	BOB 94.9	WDAC FM 94.5
WCAT FM 102.3	WHP 580	WLCH FM 91.3
WCPP FM 106.7	KISS FM 99.3	WLCH FM 91.3
WQXA FM 105.7	THE RIVER 97.3	WLCH FM 91.3
WQXA AM 1250	WJTL FM 90.3	I105 FM 105.1
WLAN FM 97		

INTERNET

www.pastormwatch.com
www.wgal.com

◆ You may also call in to check the status for delays and cancellations:

Toll Free 1-800-842-3832
Local 717-299-7730
*wait for message to play

◆ Faculty and staff may also access their voice mail by dialing their office number, push * and enter your 4 digit extension followed by your pin.

Employees: As always, if you feel that it is too dangerous to travel, use your normal procedures for calling off. Essential employees must report or take leave.

Students: Please check with your instructors as to whether or not class will be held. Each instructor should have a notification system in place for this procedure.



DISCIPLINARY SANCTIONS

EXCLUSION FROM THE COLLEGE AND/OR RESIDENCE HALLS

The Student Services Office, with substantial input from members of the Stevens community and with the approval of the President, will determine the kinds of charges that will lead to exclusion from the College and/or residence halls. Exclusion may take the form of suspension or expulsion. Typically, the charges resulting in exclusion from the college are defined as major violations indicated under Violations of the Code of Conduct, Major Violations in the previous section.

Suspension is exclusion from college and/or residence halls for a period of one to five consecutive college days. Suspensions are given by the Dean of Student Services or the Director of Residence Life. In cases of one to five days of suspension, no student shall be suspended until the student has been informed of the reasons for the suspension and given an opportunity to respond to the College official initiating the suspension. Prior notice of the intended suspension need not be given when it is clear that the health, safety or welfare of the College community is threatened. The President for the College shall be notified in writing when the student is suspended. The student is informed in writing of his/her suspension from the residence halls or College for a specific period of time. The student's parents, guardians, or sponsors may be informed in writing of this action only upon consultation with the student.

Residence Hall Suspension: During the time a student is suspended from the residence hall he/ she may attend classes; however, the student is not permitted in any of the residence halls. The student must leave campus after classes during the period of the residence hall suspension by 6:00pm or 20 minutes after their last class of the day ends.

College Suspension: During the time a student is suspended from the College a student is not permitted on campus and may not participate in any College sanctioned extracurricular activities regardless of where they take place (i.e. away sporting event, student organization activity, etc.).

Interim suspension: The Dean of Student Services or Director of Residence Life may impose an interim suspension and/or loss of privileges upon any student whose presence on campus constitutes a threat to the safety, welfare, or well-being to himself/herself or others of the Stevens community. In such cases, a disciplinary hearing shall be scheduled within five college days if the suspension exceeds ten college days.

Expulsion is exclusion from college and/or residence halls for a period exceeding five college days and may be permanent expulsion from the College rolls. During the period prior to the hearing and decision of the President in an expulsion case, the student shall be placed in his/her normal class except as set forth below.

DISCIPLINARY SANCTIONS (cont.)

If it is determined after an informal hearing that a student's presence in his/her normal class would constitute a threat to the health, safety, or welfare of others and it is not possible to hold a formal hearing within the period of a suspension, the student may be excluded from the College for more than 10 days, if the formal hearing is not unreasonably delayed.

ADDITIONAL SANCTIONS

These sanctions can be combined with suspension, expulsion, or one of the other additional sanctions listed below.

Reprimand is when a student is informed in writing of his/her violation of the Code of Conduct. It is understood that further misconduct will result in additional disciplinary action.

Loss of privilege is when a student is not permitted to access a building, facility, residence halls, or participate in a College sponsored event or activity. A student may lose one or several privileges for a period of time to be determined by the Dean of Student Services, the Director of Residence Life, or the President of the College.

Loss of Grant is when a student violates Code of Conduct Loss of Grant Policy.

Probation is when the student is informed in writing that he/ she must show a change in behavior over a period of time. If the student engages in other violations of the College Code of Conduct during the probationary status period, further disciplinary action will be taken ranging from loss of services to suspension to recommendation for expulsion. The period of time shall not be less than 15 days and may last up to one calendar year.

Restitution is payment for the loss, damage, or other associated cost to the student(s)'s behavior which may include but is not limited to medical bills, fines, services fees, or clean-up cost.

Fines are monetary charges imposed upon individuals.

Referral is when a student is required to seek an evaluation from a College Counselor or other professional on or off campus. The student is required to pay for all cost associated with the referral and must comply with the recommendations made by the person who conducts the evaluation.

Community service/civic engagement is when a student is required to be part in a special program based on their offense. They give time without receiving compensation to an on or off campus organization or department. This community service may not be counted for the student's community service as required by the Stevens Grant or other College entity.

DISCIPLINARY SANCTIONS (cont.)

Cease and Desist Order

A cease and desist order can be imposed for an interim period pending hearing by the Dean of Student Services or his/her designee as a measure to de-escalate a potentially volatile situation between a student and any other party. Imposing a cease and desist order carries with it the expectation that formal charges have been or will be filed or deemed in the best interest of the student(s) or College. Continuation of a cease and desist order may be included as part of a judicial/student conduct sanction.

Second offense of the College Code of Conduct within a year following a suspension may result in a five-day residence halls suspension with recommendation for expulsion. If the student is a resident and retained by the college, then he/she may be suspended from the dorms for the remainder of the semester and continue to be on probation. In addition, the student will be held to the same constraints as outlined below for a commuting student. An individual's return to the residence halls at the outset of another semester will be subject to review and approval of the Dean of Student Services and Director of Residence Life. If the student is a commuter and retained by the college, then he/she will remain on probation for the remainder of the semester and not be permitted on campus after 6:00 PM for the same time period. An individual's return to campus after 6:00 PM at the outset of another semester will be subject to review and approval of the Dean of Student Services and Director of Residence Life.

SECURITY INFORMATION SPECIFIC TO CAMPUS HOUSING FACILITIES

The nature and type of student housing at the Thaddeus Stevens College of Technology includes six residence halls, which allow for approximately 485 students.

Three (3) of our residence halls house only males and one (1) of our residence halls house only females. Two other locations are divided by floors between male and females.

Students who opt to live off campus do so of their own choosing and are subject to the laws of both the community and Commonwealth in these facilities.

The procedure utilized in making housing assignments has, as its foundation, the creation of as much of a heterogeneous population as possible in each of the five dormitories. This is to say that each year the Dean of Student Services and the Director of Residence Life make assignments, which create a balance of individuals from different backgrounds, races and vocational/technical choices in each of the halls.

The underlying philosophy is that such a distribution is most conducive to the socialization and educational process on the Stevens campus.

As there are certain circumstances where students are totally incompatible with another student there are requests for reassignment, which are granted in the interest of all parties. This kind of reassignment is the exception rather than the rule, as in most instances we have found that given time and communication of concerns, students have been able to resolve their differences, whether they be with fellow students and/or staff members.

Students who make requests to reside with another individual prior to his/her matriculation at Stevens as indicated on a Housing Questionnaire forwarded from the office of Student Services, are granted due consideration and in most instances, honored.

**SECURITY INFORMATION SPECIFIC
TO CAMPUS HOUSING FACILITIES (cont.)**

Second year students are normally granted the opportunity to choose their roommate from the same dormitory and at the director's discretion are granted the request.

Regarding identification and admission of visitors into student housing facilities, the procedure is that the Stevens student indicates to the Resident Hall Monitor that he/she has a visitor present and at the same time is held accountable for the behavior of that guest while present.

Stevens students are advised and encouraged to approach individuals they do not recognize as fellow students, and ask them who they may be seeking or report them to the dormitory director or security for safety reasons.

Measures to secure entrances to student housing facilities include the following:

Dormitories are locked 24 hours each day. A student must swipe his/her ID card to gain access to the dormitories.

If a student returns without his/her ID card, a student may use the exterior emergency telephones to contact a security officer after hours.

The standard security features to secure doors and windows in student's rooms include in Herrington and Armstrong Halls, doors that have mortise lock sets with dead bolt features. Windows are standard double hung with window catches. Brenner, Bourne and Metzger Halls have doors with tubular dead latches and windows are standard double hung with window catches.

The type and number of employees, including security personnel, assigned to the student housing facilities are as outlined below.

Each dormitory is supervised by one Resident Hall Advisor.

Each evening Sunday through Friday starting at 4:00 p. m. one security guard begins his/her rounds throughout campus. A second begins at 5:00 p. m. through 1:00 a. m. As the evening progresses one guard spends a larger portion of his time circulation throughout the halls as well as monitoring other areas of campus.

**SECURITY INFORMATION SPECIFIC
TO CAMPUS HOUSING FACILITIES (cont.)**

Three guards work around the clock Monday through Sunday.

The Residence Hall Advisors provide additional coverage Monday – Thursday (4pm – 1am), Friday – Saturday (5pm – 2am), and Sundays (4pm – 8pm).

The standard security training program which security personnel presently undergoes, is that of on-the-job training which is monitored by the Allied Universal Security Supervisor or Sergeant on duty at Stevens.

The type and frequency of programs designed to inform resident students about housing security and enforcement procedures include information published in the outset of the college year.

Dormitory advisors reinforce security measures in their daily contacts with students concerns they may observe on their various rounds.

During holidays and vacation periods some interns and workers remain in the residence halls; therefore, the security schedule changes in accordance with their departure. (Exceptions: Labor Day and Thanksgiving Holidays)

The housing of guests and others not assigned to the students housing must have clearance of both the residence hall advisor and the office of Student Affairs or the Director of Residence Life. The host student is then responsible for any inappropriate behavior on the part of the visiting student.

If the behavior of that visiting student is such that it is in violation of school rules and regulations he/she can be required to depart from campus immediately or face possible legal sanctions.

**CRIME STATISTICS
FOR
PREVIOUS CALENDAR YEARS**

Monthly Summary of Incidents

Monthly summaries of incidents are available in the College's Security Office located at the Branch and are posted on the College's Web Site.

THADDEUS STEVENS COLLEGE OF TECHNOLOGY

SAFETY & SECURITY INITIATIVES

- **DGS Project Approved to Upgrade Fire Towers in Brenner, Bourne, and Metzger Halls. This project is scheduled to begin on or before December 15, 2002.**
- **Reconstruction of the underground tunnel system began on July 29, 2002 and should be completed by December 1, 2002.**
- **The newly constructed Multi-purpose Activity Center (MAC) includes a card access and digital surveillance systems. Cameras are located in the interior and exterior of the building and are watched 24 hours per day, seven days a week. The exterior cameras can scan approximately 60% of the campus.**
- **Relocation of the College's Safety and Security Office from Brenner Hall to the MAC Building.**
- **Safety Issues Addressed in our Capital Budget include:**
 - **Replacement of the High Voltage System on Campus**
 - **Sprinkler Systems in all Dormitories**
 - **Rebuilding the College's boilers.**
- **Hard-wired all Fire Panel Boxes into a Central Annunciator Panel**
- **Constructed an Emergency Fire Access Road to the Dormitories Off of South Broad Street**
- **Contracted with Yarnell Security to Monitor the College's Annunciator Panel**
- **Utilize Williams Service Co, COSTAR, to maintain, repair and test all emergency lighting and power and fire alarm systems; including:**
 - **Emergency generator systems**
 - **Battery Powered Systems**
 - **Fire Alarm Annunciator Panel**
 - **Phone Lines from Annunciator Panel to the Phone Company**
 - **Testing and Documentation of Testing of All Systems as Required by Local and State Authorities**
- **Upgrade Wiring and Electrical Outlets in Various Buildings**
- **Installed Hard-wired Smoke Detectors in all Dormitory Room (completed 7/1/01).**

SAFETY & SECURITY INITIATIVES (cont.)

- **Installed Sprinkler Systems in Buildings During Renovations**
 - **Kreider**
 - **Learning Resources Center**
 - **Schwalm Student Center**
- **Contract With Precision Fire Inspection to Inspect Our Sprinkler Systems In Accordance with City Fire Code (Monthly Inspection)**
- **Upgrading fire hydrants on campus through a DGS Project to Separate Storm Water and Sanitary Sewer Lines.**
- **Created Blueprints of All Buildings in AutoCAD to Enable the College to Develop Evacuation Plans for All Buildings**
- **Developed and Posted Evacuation Plans for All Dormitories**
- **Posted Notices in the Dormitories Regarding Evacuation of Building**
- **Issue Parking Tickets to All Vehicles Parked in a Fire Lane**
- **Prepared Written Procedures for Fire Drills in Dormitories**
- **Conduct Fire Drills in Dormitories on a Regular Basis**
- **Inspect Fire Extinguishers in Dormitories on a Monthly Basis and Prepare Written Report (Dormitories-Monthly Basis)**
- **Inspect Fire Extinguishers Throughout Campus (Maintenance Department – Monthly Basis)**
- **Check Fire Alarm Panels on A Weekly Basis**
- **Check Emergency Generators on a Weekly Basis (run engine, check battery water, engine oil and meter reading)**
- **Contracted with BFPE to Inspect Fire Extinguishers in Collision Repair Technology lab.**
- **Contracted with BFPE to Inspect and Recharge All Fire Extinguishers**
- **Developing a Comprehensive Safety Manual that Incorporates Fire Safety**
- **Developing a Joint Safety Committee that Includes Representatives From All Contracted Labor Unions As Well As Management**
- **Determining Training Needs of Staff**
- **Appoint Building Coordinators for Emergency Response Teams**
- **Inspect Campus Daily to Identify Fire Hazards, Such As, Blocked Doorways, Burnt Out Exit Lamps, etc.**

SAFETY & SECURITY INITIATIVES (cont.)

- **Replaced the Fire Hoses in Mellor Building**
- **Replaced Obsolete Fire Panel Boxes in Stauffer Gymnasium and the Jones Dining Hall**
- **Installed a Lock Box on the Gates (Off of Broad Street) and Gave Key to City of Lancaster, Fire Marshall**
- **Maintain Excellent Working Relationships With the Lancaster Fire Department**
- **Maintain Written Instructions on Resetting Fire Alarms In Dorm**
- **Purchased a guard timekeeping system to replace the old Detex Time Clocks.**
- **The number one priority in the 2002-2003 Capital Budget Request is to install a sprinkler system in every dormitory room.**
- **Installed fifteen exterior emergency telephones that automatically dial security's cell phone. There is one telephone located at each building on campus.**
- **Purchased an electronic card system that will also provide access into buildings. The College has a card swipe access system in Brenner Hall.**
- **Purchased indoor and outdoor surveillance equipment for the new Multi-purpose Activity Center as well as a swipe card access system.**
- **Ordered four restricted, direct incoming and outgoing telephone lines for placement in buildings for student use in case of emergency. Phones will be programmed to easily access security.**
- **Developed an annual Health Fair open to all faculty, staff, and students.**
- **Conducts a blood drive annually.**
- **Conducts first aid and CPR certification and re-certification training programs annually.**
- **Holds various health awareness seminars for faculty, staff, and students covering topics such as HIV, Conflict Management, and Mediation.**
- **Provide office space for the Neighborhood Police who conduct bike patrols through campus and the neighborhood.**
- **Applied for federal funds through the Grants to Reduce Violent Crimes Against Women. (Award will be made in October 2002.)**
- **2012 Installed a new fire alarm system in the Learning Resources Center.**
- **Conducted an Active Shooter Drill on Campus in partnership with Homeland Security's South Central Pennsylvania Task Force.**

SAFETY & SECURITY INITIATIVES (cont.)

- **Upgraded emergency lighting on campus through a \$ 250,000 grant.**
- **The College has posted Emergency Preparedness Procedures in offices, classrooms and conference rooms on campus.**
- **The College has updated its telecommunications system on campus. The College's communication system includes the capability to send text and voice messages to all telephones.**
- **The College has implemented the Rave Alert software application to send text messages to faculty, staff and students.**
- **The College has an active Safety Committee that meets monthly to review safety procedures and develop training programs for faculty, staff and students.**
- **The College uses several methods of communicating with faculty, staff and students during an emergency. These methods include mass notification through voice mail, email, Rave Alert, desktop pop-ups and campus-wide address system.**
- **Established and supplied an Emergency Operations Center in the Mellor Building.**

ACCESSING ANNUAL FIRE SAFETY REPORT

You can access the Annual Fire Safety Report by going to the following website:

https://my.stevenscollege.edu/ICS/Campus_Life/Thaddeus_Stevens_College_Crime_Statistics.jnz, when on the page the information will be under Fire Safety Information or by requesting a copy from our Business Office located on the Main Campus Mellor Building or by calling 717-299-7731.