2018 ANNUAL SECURITY
and
FIRE REPORT

INCLUDES CLERY SECURITY REPORT AND STATISTICS FOR 2015, 2016, AND 2017
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MISSION AND VISION STATEMENTS

Allegheny College Mission Statement

Allegheny’s undergraduate residential education prepares young adults for successful, meaningful lives by promoting students’ intellectual, moral, and social development and encouraging personal and civic responsibility. Allegheny’s faculty and staff combine high academic standards and a commitment to the exchange of knowledge with a supportive approach to learning. Graduates are equipped to think critically and creatively, write clearly, speak persuasively, and meet challenges in a diverse, interconnected world.

Allegheny College Statement of Community

Allegheny students and employees are committed to creating an inclusive, respectful and safe residential learning community that will actively confront and challenge racism, sexism, heterosexism, religious bigotry, and other forms of harassment and discrimination. We encourage individual growth by promoting a free exchange of ideas in a setting that values diversity, trust and equality. So that the right of all to participate in a shared learning experience is upheld, Allegheny affirms its commitment to the principles of freedom of speech and inquiry, while at the same time fostering responsibility and accountability in the exercise of these freedoms. This statement does not replace existing personnel policies and codes of conduct.

Public Safety Department Mission Statement

The Department of Public Safety supports the academic mission of Allegheny College by providing a secure and safe environment for the entire campus community. To accomplish the mission, Public Safety performs law enforcement, safety, and security services within the College’s jurisdiction. We strive to be advocates of the Allegheny College community while maintaining a professional service-oriented attitude and philosophy.

Public Safety Department Vision Statement

To set the standard in providing ethical, efficient, and community-oriented law enforcement, emergency preparedness, and public safety services within the higher education field.
Education for Safety, Awareness, and Wellness

Each year Allegheny College distributes to all students, faculty, and staff information about drug and alcohol abuse as well as available drug and alcohol education and treatment programs and options and counseling services.

A number of resources are available both on and off campus for education and assistance in promoting awareness of drug and alcohol abuse. The goal is to educate people about the causes and symptoms as well as the prevention of substance abuse. Allegheny College also works closely with outside referral agencies in providing additional counseling and treatment services.

Throughout the academic year, the College works to educate students and the campus community about the issues of sexual assault, drugs, and alcohol. Educational and programming efforts at Allegheny College may include the following:

• Providing specific information and programs for faculty and staff, as well as specific guidelines on how to respond to reported incidents.
• Disseminating through Human Resources the Drug Free Workplace Policy.
• Providing periodic educational programs to promote awareness and to discuss issues associated with sexual assault and harassment.
• Issuing Crime Alerts and Crime Notifications regarding actual occurrences of crimes as appropriate (timely warnings).
• Providing information that includes definitions of rape, sexual assault, and sexual harassment, options and services available to victims, possible penalties for assailants, and suggestions on how to avoid high-risk situations.
• Disseminating information on the possible health risks associated with alcohol and other drugs.

DEPARTMENT OF PUBLIC SAFETY

Allegheny College is a safe and secure community protected by a competent and committed staff that represents the core of the Department of Public Safety’s professional law enforcement, safety, and security team. The Public Safety Department works 24 hours a day patrolling the campus and adjacent streets and manages the emergency communications center, parking, safety programs, and numerous other duties. Our Public Safety Department officers are certified by the State of Pennsylvania ACT 120 program and have the same police authority as City of Meadville Police on the campus and within 1/4 mile of the campus. While the majority of our activities focus on crime prevention, we also provide educational programs.
Emergency Transportation

When staffing allows, the Office of Public Safety will provide student transportation to the Meadville Medical Center, doctors’ offices, or other medical facilities, and the Winslow Health Center. All transports must be within the City of Meadville (city limits only). Transportation shall be for medical reasons and/or emergency situations only. Students should arrange their own transportation for regularly scheduled and ongoing medical appointments. Students with an acute or persistent medical condition should make special arrangements with the Winslow Health Center for additional accommodations. Other transportation options are available through CATA (bus) at 814-336-5600 or the Metro (taxi service) at 814-282-9695. If students are concerned about walking alone on campus, they should call Public Safety at 814-332-3357 for an escort on campus property. Please give advance notice so that the Department has ample response time. All emergency transports require a College ID for assistance.

Vehicle Registration

All motor vehicles operated on Allegheny property by administration, faculty, students, and staff, whether resident or commuter, must be registered with Public Safety. All motor vehicles operated on campus during the current school year must have a valid registration. Enforcement of traffic and parking regulations are in effect at all times. The cost of motor vehicle registration for the school year is $200 for all students operating motor vehicles on Allegheny College property. Registration stickers must be placed on the vehicle by Public Safety personnel.
Use of Motor Pool Vehicles

Students, faculty and staff must complete an accredited course on van safety in order to be issued a Gator License to be eligible to drive vehicles in the motor pool. Motor pool vehicles are for college business only.

Campus Security Authorities (CSA)

Members of the campus community may also report criminal incidents to Campus Security Authorities. The overall intent of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) is to encourage the reporting and collection of accurate campus crime data and to promote crime awareness and enhance Public Safety. As part of the Clery Act, certain categories of crime, arrests and referrals occurring at Act reportable locations, are required to be reported in an Annual Security Report (published by October 1st each year).

Another key requirement of the Clery Act is the issuance of crime alerts to the campus community on crimes considered to be a serious or continuing threat to college community members that are reported to Campus Security Authorities (CSAs) or local law enforcement agencies and that are reported to Public Safety.
What is a Campus Security Authority (CSA)?

The Clery Act identifies certain categories of students and college employees as CSAs who have federally mandated responsibilities to report crimes that they witness or are reported to them. The intent of including non-law enforcement personnel in the role of CSA is to acknowledge that some community members and students in particular, may be hesitant about reporting crime to the police, but may be more inclined to report incidents to other campus-affiliated individuals.

CSAs have an important role in complying with the Clery Act, which was enacted to help create a safer college community. Timely reporting of crimes by CSAs allows Allegheny College the opportunity to review whether or not a community crime alert should be issued and assists in maintaining accurate crime data.

CSA Crime Reporting Obligation

A Clery Act crime is considered “reported” when it is brought to the attention of a CSA, Public Safety, or local law enforcement personnel by a victim, witness, other third party or even the offender. The crime reporting party need not be college affiliated. While CSAs are only obligated to report Clery Act qualifying crimes that are reported to them which occurred on Clery reportable locations, CSAs are encouraged to report all crimes reported to them to Public Safety. Student Affairs affiliated student employees are directed to report all non-emergency criminal incidents to their direct supervisor. If a CSA receives Clery Act qualifying crime information and believes it was provided in good faith, meaning that there is reasonable basis for believing that the information is not rumor or hearsay, then, the crime is Clery Act reportable. What you must report, therefore, are reports of alleged criminal incidents.

How a CSA Responds When a Crime is reported

1. Regardless of your status (CSA or non-CSA), all Allegheny College community members are encouraged to promptly report all campus related criminal incidents, and other Public Safety related emergencies, to Public Safety. When a crime is reported, the CSA should always first handle emergencies and call 911 or use one of the Emergency Phones (call boxes) located throughout the campus.
2. If it is not an emergency, the CSA should ask the individual reporting the crime if they would like to report the incident to Public Safety. If they do, then the CSA should coordinate reporting and contact Public Safety via phone at 814-332-3357. You may also report in person at the Public Safety office located in the Newton Observatory at any time.
3. CSAs are encouraged to use the following statement when speaking with the crime reporting party:
"As part of my position on campus, I am a federally mandated crime reporter for the college. I am required to report of this incident to Public Safety for data gathering. If you request confidentiality, the Report Form will not include your name, or that of any other involved individuals. My report will contain only the information you provide. Do you have any questions? Would you like to help me fill it out?"

4. As noted above in the CSA statement, the CSA should explain that they are a federally mandated crime reporter and are required to submit a crime report for statistical purposes and that the crime report can be submitted without identifying the crime reporting party and/or victim if the reporting party would like to remain anonymous.

5. If the CSA has firsthand knowledge/confirmation that the reporting party already filed a report with Public Safety, Dean of Students Office, or Title IX Office, then the CSA is not obligated to complete and submit a CSA Crime Report Form. However, if the reporting party says they will file a report with Public Safety, Dean of Students Office or the Title IX Office, but the CSA has no firsthand knowledge/confirmation that a police report was filed; the CSA must complete and submit a Crime Report Form. When in doubt, a Report Form should be completed and submitted.

6. CSAs should not investigate a crime reported to them or attempt to determine whether in fact a crime took place. CSAs should simply report the crime on a timely basis to Public Safety, Dean of Students Office, or Title IX Office.

7. It is very important that CSAs report crime on a timely basis. The reported crime may warrant a college issued crime alert to the College community.

What is done with CSA Report Forms?

Public Safety and the Dean of Students Office reviews Report Forms and makes a determination if an incident warrants issuance of a crime alert / emergency notification to the college community and whether it is a qualifying (reportable) Clery Act crime to be included in the Allegheny College Annual Security and Fire Report (ASFR). The college consolidates crime data from multiple sources, reports qualifying crime data to the federal Department of Education, publishes campus ASFRs and informs the campus community when and where ASFRs are available. The College’s ASFR is posted on the Public Safety web page under Annual Security and Fire Report. Hard copies are available from Public Safety upon request.

How are CSAs Identified?

The law defines the following categories of CSAs:

1. Sworn law enforcement personnel and department administrators.
2. Non-police people or offices responsible for public safety, community service officers, campus contract security personnel,
parking enforcement staff, personnel providing access control and/or security at campus facilities, athletic events or other special events, safety escort staff, residential community assistants and other similar positions.

3. Officials with significant responsibility for student and campus activities. An Official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the College. To determine which individuals of organizations are CSAs, consider job functions that involve relationships with students. Look for Officials (i.e., not support staff) whose functions involve relationships with students. If someone has significant responsibility for student and campus activities, then they would be considered a CSA. Some examples of CSAs in this category include, but are not limited to: academic deans; student affairs / residential life officials; coordinator of Greek affairs (or related positions); athletic administrators, including directors, assistant directors and coaches; student activities coordinators and staff; student judicial officials; faculty and staff advisors to student organizations; student center building staff; student peer education advisors; and administrators at branch campuses.

Who is Not a CSA?

The following non-CSA positions and functions include, but are not limited to:

1. Faculty member without responsibility for student and campus activity beyond the classroom
2. Physicians/nurses in Student Health who only provide care for students
3. Clerical or administrative support staff, cafeteria staff, facilities maintenance staff, information technology staff, licensed mental health or pastoral counselors when acting within the scope of their license or certificate roles with like functions listed above.

Confidential support services to victims of sexual violence

Professional and pastoral counselors

Victims of crime may want to report a crime but do not want to give their name and/or do not want to pursue action through the criminal justice or college judicial systems. As allowed by the Clery Act, pastoral and professional counselors who receive confidential reports are not required to report these crimes to the college for inclusion into the annual disclosure of crime statistics or for the purpose of a timely warning. These positions are defined as follows:
Pastoral Counselor – A person, who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling, and is functioning within the scope of that recognition as a pastoral counselor.

Professional Counselor – A person whose official responsibilities include providing mental health counseling to members of the institution’s community and who is functioning within the scope of his or her license or certification. Pastoral counselors and professional counselors, if and when they deem it appropriate, are encouraged to inform the persons they are counseling of the procedures to a report crime to the Office of Public Safety for inclusion in the annual disclosure of crime statistics. A pastoral or professional counselor, who is functioning within that scope at the time a crime is reported, is not considered a CSA and not required to report crimes. This exemption includes unlicensed trainees working under the supervision of these individuals. Although licensed professional mental health and pastoral counselors are exempt from Clery Act requirements, the college encourages such counselors to tell victims about the Confidential Reporting Process, if, in their judgment, it is appropriate to discuss crime reporting with this client. Victims have the option of reporting crimes confidentially to a CSA. This means the college will keep a record that a crime occurred but will not publish any identifying information. Reports filed in this manner are counted and disclosed in the annual Clery Act crime statistics.

Security Awareness, Crime Prevention, and Fire Safety Programs

On a periodic basis, the Allegheny College Office of Public Safety, in cooperation with other campus departments, the Meadville City Police, Crawford County Emergency Management, and the Meadville City Fire Department, conduct presentations and provide information online regarding crime prevention awareness, sexual assault (rape and acquaintance rape), theft and vandalism, personal safety, fire safety, and residence hall security. A common theme of these programs is to encourage students and employees to understand and take personal responsibility for their own security and the security of others, and to report any suspicious or criminal behavior immediately to the appropriate authorities.
Memorandum of Understanding (MOU)

Allegheny College Public Safety has a Memorandum of Understanding with the Meadville City Police Department, which provides the department with assistance for incidents requiring specialized resources and expertise. The MOU also provides a clear procedure on the investigation of sexual assaults. The MOU is reviewed and updated annually.

Emergency Call Boxes

In an effort to help provide the safest campus environment possible, emergency call boxes have been installed at strategic locations around campus. These call boxes provide an immediate connection to our dispatch center, which is staffed 24 hours a day 7 days a week. Officers are dispatched to the call box regardless of an audible transmission. Therefore, if you are in fear or unable to speak, simply push the button and Public Safety will dispatch an officer to the call box location. Familiarize yourself with campus emergency call box locations (see map below). There are 14 exterior emergency call boxes located across campus. Maps are updated annually or after significant changes.
Daily Crime and Fire Log

The Public Safety Department maintains a Daily Crime and Fire Log that records, using the reported date, all crimes that occur on campus, in a non-campus building or property. The Daily Crime and Fire Log for the most recent 60-day period are available for public inspection online on the Public Safety webpage (http://sites.allegheny.edu/publicsafety/crime-log/). The Daily Crime and Fire Log include the nature of the crime/fire, date incident is reported, date and time of occurrence, and the general location of each reported incident, as well as the disposition if known. Any request for copies of the daily crime and fire log after 60 days will be provided within two days of the request.

Facility Safety and Access

Access to facilities is controlled through the use of locks, proximity access cards, and pin pad entry systems. Access authority for many administrative and academic buildings is consistent with posted building hours. Access to residence halls is maintained 24 hours a day, seven days a week, through the use of proximity access cards.

STUDENT’S RIGHT TO KNOW

Clery Act


The 1998 amendments renamed the law the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act in memory of a student who was slain in her dorm room in 1986. It is generally referred to as the Clery Act.
On Aug. 14, 2008, the Higher Education Opportunity Act or HEOA (Public Law 110-315) reauthorized and expanded the Higher Education Act of 1965, as amended. HEOA amended the Clery Act and created additional safety- and security-related requirements for institutions. The Campus Fire Safety Right-to-Know Act signed into law in 2008 required colleges and universities to publish an annual security report and an annual fire safety report, distribute the reports to all students and employees, and inform prospective students and employees about the reports. The reports contain descriptions of campus policies and programs relative to campus security and statistics concerning specific types of crimes and fire safety information.

The purpose of both acts is to inform students and employees of the incidents of crime and fire, and the policies and procedures to prevent crime and fire, or to report occurrences of crime or fire at institutions of higher education. The laws are also designed to encourage the development of security and fire prevention policies and procedures and to establish uniformity in reporting of crimes at all such institutions. The Public Safety Department is responsible for preparing, publishing, and distributing the Annual Security and Fire Report by October 1 of each year.

The Pennsylvania College and University Security Act (Act 73)

The College and University Security Act of 1988 governs the responsibility of Pennsylvania institutions of higher education to report crime statistics and rates and to provide descriptions of security policies and procedures to applicants, matriculated students, and employees. Colleges and universities are currently required to collect statistics on, and report rates of, crimes occurring on campus. The Act requires colleges and universities to keep and maintain a daily log of campus crime activity and make it available for public inspection.

Violence Against Women Reauthorization Act (VAWA) of 2013

On March 7, 2013, President Obama signed the Violence Against Women Reauthorization Act of 2013 (VAWA) (Pub. Law 113-4). Among other provisions, this law amended section 485(f) of the Higher Education Act of 1965, as amended (HEA), otherwise known as the Clery Act (20 U.S.C. 1092(f)). These statutory changes require institutions to compile statistics for certain crimes that are reported to campus security authorities or local police agencies including incidents of sexual assault, domestic violence, dating violence, and stalking. Additionally, institutions will be required to include certain policies, procedures, and programs pertaining to these crimes in their Annual Security Reports.

The Clery Act requires institutions to publish an Annual Security and Fire Report (ASFR) containing safety, security, and fire-related policies & procedures and crime statistics. It must be distributed/made readily available to all current students and employees. Schools also must inform prospective students and employees about the availability of the report.
The Clery Act requires disclosure of crime statistics in four general categories:

- Criminal Offenses
- Hate Crimes
- VAWA – Violence Against Women’s Act
- Arrests & Referrals for Disciplinary Action

CRIMINAL OFFENSES

Per the Clery Act, crimes are classified based on the Federal Bureau of Investigation’s (FBI’s) Uniform Crime Reporting Handbook (UCR). For sex offenses only, definitions are from the FBI’s National Incident-Based Reporting System (NIBRS) edition of the UCR. Hate Crimes are classified according to the FBI’s Uniform Crime Reporting Hate Crime Data Collection Guidelines and Training Guide for Hate Crime Data Collection. The following categories/types of crimes and crimes definitions are part of the requirements of the Clery Act. These definitions are as they appear in The Handbook for Campus Public Safety Reporting and refer to those crimes as required to be included in the HFC OCS Annual Security Report.

Clery Act Crime Definitions

**Murder and Non-Negligent Manslaughter**

The willful (non-negligent) killing of one human being by another. NOTE: Deaths caused by negligence, attempts to kill, assaults to kill, suicides, accidental deaths, and justifiable homicides are excluded.

**Negligent Manslaughter**

The killing of another person through gross negligence.

**Sex Offenses – Forcible**

Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

**A. Rape – Federal Definition**

Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another
person, without the consent of the victim. Attempts or assaults to commit rape are also included; however, statutory rape and incest are excluded.

B. Rape – State (Pennsylvania) Definition

A person commits a felony of the first degree when the person engages in sexual intercourse with a complainant:

(1) By forcible compulsion.

(2) By threat of forcible compulsion that would prevent resistance by a person of reasonable resolution.

(3) Who is unconscious or where the person knows that the complainant is unaware that the sexual intercourse is occurring.

(4) Where the person has substantially impaired the complainant's power to appraise or control his or her conduct by administering or employing, without the knowledge of the complainant, drugs, intoxicants or other means for the purpose of preventing resistance.

(5) Who suffers from a mental disability, which renders the complainant incapable of consent.

B. Fondling

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

C. Date Rape Drug

Under Clery, the administration of a date rape drug in an unsuccessful attempt to incapacitate and sexually assault the victim, and investigation determines that the perpetrator's attempt was to commit a sex offense, is a sexual assault. Administration of a date rape drug in which intent cannot be proven is an Aggravated Assault.

Sex Offenses – Nonforcible

Unlawful, nonforcible sexual intercourse.
A. Incest

Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

B. Statutory Rape

Nonforcible sexual intercourse with a person who is under the statutory age of consent.

Domestic Violence

A. Federal Definition

We define domestic violence as a pattern of abusive behavior in any relationship that is used by one partner to gain or maintain power and control over another intimate partner. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone.

B. State (Pennsylvania) Definition

Pennsylvania law defines domestic abuse as knowingly, intentionally or recklessly causing bodily injury of any kind, causing fear of bodily injury of any kind, assault (sexual or not sexual), rape, sexually abusing minor children, or knowingly engaging in a repetitive conduct toward a certain person (i.e. stalking) that puts them in fear of bodily injury. These acts can take place between family or household members, sexual partners or those who share biological parenthood in order to qualify as domestic abuse.

Dating Violence

A. Federal Definition

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim is dating violence. The existence of such a relationship shall be determined based on a consideration of the following factors:

1. the length of the relationship
2. the type of relationship
3. the frequency of interaction between the persons involved in the relationship
For the purposes of complying with the requirements of this section, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

B. State (Pennsylvania) Definition

Behavior where one person uses threats of, or actually uses, physical, sexual, verbal or emotional abuse to control the person's dating partner.

Stalking

A. Allegheny College Definition

Allegheny College defines stalking under the general Discriminatory & Sexual Harassment Policy. The policy states that no member of the Allegheny College community should tolerate discriminatory or sexual harassment, sexual assault or other forms of sexual violence, dating violence, domestic violence or stalking. Allegheny College prohibits all forms of such conduct by any member of the Allegheny College community or by any guest or visitor to Allegheny. Individuals experiencing, observing, or otherwise having information regarding any of these types of misconduct are urged to report the information immediately. If a hostile environment has been created, the College will take steps to end such an environment. The College takes all such reports seriously and will respond promptly.

B. Federal Definition

Stalking is a pattern of repeated and unwanted attention, harassment, contact, or any other course of conduct directed at a specific person that would cause a reasonable person to feel fear.

Stalking can include:

1. Repeated, unwanted, intrusive, and frightening communications from the perpetrator by phone, mail, and/or email.

2. Repeatedly leaving or sending victim unwanted items, presents, or flowers.

3. Following or laying in wait for the victim at places such as home, school, work, or recreation place.

4. Making direct or indirect threats to harm the victim, the victim's children, relatives, friends, or pets.
5. Damaging or threatening to damage the victim's property.

6. Harassing victim through the internet.

7. Posting information or spreading rumors about the victim on the internet, in a public place, or by word of mouth.

8. Obtaining personal information about the victim by accessing public records, using internet search services, hiring private investigators, going through the victim's garbage, following the victim, contacting victim’s friends, family, work, or neighbors, etc.

C. State (Pennsylvania) Definition

The Stalking Law, 18 Pa.C.S. § 2709.1, defines stalking as a serious crime in Pennsylvania. There are two basic elements to the crime:

1. The stalker must complete at least two acts of unwanted stalking behavior, no matter how close or far apart in time they are, and
2. The victim must experience reasonable fear of serious bodily injury or substantial emotional distress.

Robbery

Robbery is defined as 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.

Aggravated Assault

An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed. Aggravated assault includes poisoning (date rape drug, etc.)

Burglary

The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or a felony; breaking and entering with intent to commit a
larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Motor Vehicle Theft

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

Arson

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

Liquor Law Violations

The violation of laws or ordinance prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

Drug Abuse Violations

Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (e.g. barbiturates, Benzedrine).

Weapon Law Violations

The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; illegal aliens possessing deadly weapons; all attempts to commit any of the aforementioned.

(Crime definitions are from the Uniform Crime Reporting Handbook. Sex offense definitions are from the National Incident-Based Reporting System edition of the Uniform Crime Reporting Program).
Clery Act Hate/Bias Crimes

A hate crime is defined as any crime that manifests evidence that a victim was selected because of his/her actual or perceived race; gender; gender identity; religion; sexual orientation; ethnicity; national origin or disability. A hate crime is not a separate, distinct crime, but is the commission of a criminal offense which was motivated by the offender's bias. If the facts of the case indicate that the offender was motivated to commit the offense because of his/her bias against the victim's perceived race; gender; gender identity; religion; sexual orientation; ethnicity; national origin or disability, the crime is classified as a hate crime. For more information on the definition and classification of hate/bias crimes, see: [https://ucr.fbi.gov/ucr-program-data-collections](https://ucr.fbi.gov/ucr-program-data-collections)

Bias

Bias is a pre-formed negative opinion or attitude toward a group of persons based on their race, gender, gender identity, religion, disability, sexual orientation, ethnicity or national origin.

Although there are many possible categories of bias, under Clery, only the following eight categories are reported:

Race

A pre-formed negative attitude toward a group of persons who possess common physical characteristics (e.g., color of skin, eyes, and/or hair; facial features, etc.) genetically transmitted by descent and heredity, which distinguish them as a distinct division of humankind (e.g., Asians, blacks, whites).

Gender

A pre-formed negative opinion or attitude toward a group of persons because those persons are male or female.

Gender Identity

A pre-formed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender non-conforming individuals.

Religion

A pre-formed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a
supreme being, e.g., Catholics, Muslims, Jews, Protestants, atheists.

**Sexual Orientation**

A pre-formed negative opinion or attitude toward a person or group of persons based on their actual or perceived sexual orientation.

**Ethnicity**

A pre-formed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry. The concept of ethnicity differs from the closely related term race in that “race” refers to grouping based mostly upon biological criteria, while “ethnicity” also encompasses additional cultural factors.

**National Origin**

A pre-formed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs and/or traditions.

**Disability**

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

If a hate crime occurs during an incident involving larceny, simple assault, intimidation or vandalism, Clery law requires that the statistic be reported as a hate crime even though these four crime classifications by themselves are not Clery-reportable crimes.

A hate crime is not a separate, distinct crime, but is the commission of a criminal offense which was motivated by the offender's bias. If the facts of the case indicate that the offender was motivated to commit the offense because of his/her bias against the victim's race, religion, ethnicity, national origin, gender, gender identity, sexual orientation, or disability, the crime is classified as a hate crime.
Larceny-Theft

The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. (Note: Constructive possession is defined by Black’s Law Dictionary, 6th ed. as “where one does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.”)

Simple Assault

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

Intimidation

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

Destruction/Damage/Vandalism of Property (Except "Arson")

To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the 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 local law.
Public Safety Crime Statistics 2018

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*Residential Facilities crimes are also included in the 'On Campus' Number*
Public Safety Hate Crime Statistics 2018

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**Residential Facilities hate crimes are also included in the 'On Campus' Number**
Pennsylvania Uniform Crime Report

Pennsylvania Uniform Crime Reporting System
Summary Offenses Report for College: Allegheny College
Summary Year: 2017

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POLICY STATEMENTS

Discriminatory & Sexual Harassment Policy

Sexual Assault and Other forms of Sexual Violence, Dating Violence, Domestic Violence & Stalking

No member of the Allegheny College community should tolerate discriminatory or sexual harassment, sexual assault or other forms of sexual violence, dating violence, domestic violence or stalking. Allegheny College prohibits all forms of such conduct (defined more specifically below) by any member of the Allegheny College community or by any guest or visitor to Allegheny. Individuals experiencing, observing, or otherwise having information regarding any of these types of misconduct are urged to report the information immediately to one of the persons listed in Part IV below. If a hostile environment has been created, the College will take steps to end such an environment. The College takes all such reports seriously and will respond promptly.

Part I: Statement of Policy

All members of the Allegheny Community have a right to learn and work in an environment free from unlawful discrimination and harassing conduct, including sexual harassment. Allegheny College policy expressly prohibits discrimination on the basis of race, color, national origin, ethnicity, sex, sexual orientation, gender, gender identity, gender expression, age, religion, disability and other criteria protected by applicable law. Allegheny also prohibits discriminatory and sexual harassment, sexual assault and other forms of sexual violence, dating violence, domestic violence and stalking. The College is dedicated to furthering the potential of each member of its community through education and advocates a diverse community that is not hampered by intimidation, hostility, violence or other types of injurious or offensive behavior. As affirmed in the Statement of Community, members of the College community will respectfully confront and proactively seek to prevent all forms of discriminatory and sexual harassment and sexual violence in the Allegheny College community, when it is safe to do so. In establishing this policy, the College’s purposes include:
to make clear that no member of our College community shall be subject to any harassment, abuse or violence based on the individual’s race, color, national origin, ethnicity, sex, sexual orientation, gender, gender identity, gender expression, age, religion, or disability;

to provide a means by which the entire College community can be made aware of the deep-seated, corrosive and sometimes hidden nature of racism, sexism, religious bigotry and other forms of group hatred; and

to set forth the processes available for reporting, investigating and resolving alleged instances of discriminatory and sexual harassment, sexual assault and other forms of sexual violence, dating violence, domestic violence and stalking. The College will respond promptly and appropriately to any form of alleged misconduct under this policy occurring in the College community.

Allegheny College also affirms its commitment to the principles of free speech and inquiry. The legitimate exercise of these freedoms in our community does not include either the right to engage in abusive behavior toward others or to curtail the freedom of others to participate in a shared learning experience. Promoting a diverse environment free of discrimination, discriminatory harassment, and sexual harassment while supporting freedom of speech is not to be viewed as mutually exclusive, these values are to be considered in tandem when addressing incidents of alleged discriminatory harassment or sexual harassment.

Part II: Definitions

A. **Discriminatory Harassment:** Discriminatory harassment is defined as any verbal, physical, written or symbolic behavior that is directed at an identifiable individual or group and/or their property and is based on that individual’s or group’s membership (or perceived membership) in a particular demographic group, including race, color, religion, age, gender, gender identity, gender expression, national origin or ethnicity, mental or physical disability, or sexual orientation, and interferes with a reasonable person’s academic or work performance, creates an intimidating, hostile or offensive situation or environment for a person or that subjects a person to unwanted and unsolicited attention. Such behaviors include, but are not limited to, the use of slurs, epithets, name-calling, gestures, de-meaning jokes, derogatory stereotypes, bullying, or conduct that may be physically threatening, harmful or humiliating or cause a person to feel unsafe. Examples of forms of discriminatory harassment are included in Appendix A of this policy.
B. **Sexual Harassment:** For purposes of this policy, sexual harassment includes any unwelcome sexual advances, requests for sexual favors, or other unwelcome verbal, visual, or physical conduct of a sexual nature. Sexual harassment may be found in a single episode as well as in persistent behavior. Sexual harassment also includes unwelcome sexual conduct when:

1. such conduct has the purpose or effect of interfering with an individual’s academic and/or work performance or of creating an intimidating, hostile, or offensive living, learning or working environment; or
2. submission to such conduct is made (explicitly or implicitly) a term or condition of an individual’s employment or education; or submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual.

C. **Sexual Violence:** Sexual violence is a form of sexual harassment and it includes rape, sexual assault, sexual battery, and sexual coercion. Sexual coercion is the act of using pressure or force to have sexual contact with someone who has already refused.

D. **Sexual Assault:** Sexual assault is also a form of sexual harassment, and it includes any type of sexual activity perpetrated against a person’s will, where that person does not give clear and voluntary consent or where the person is incapable of giving consent due to drug or alcohol use or due to intellectual or other disabilities. Examples of sexual assault, sexual violence and other forms of sexual harassment are included in Appendix A.

E. **Dating Violence:** Dating violence is violence committed by a person who is or has been in a romantic or intimate relationship with the victim. Whether there was such a relationship will be gauged by its length, type, and frequency of interaction.

F. **Domestic Violence:** Pennsylvania law defines domestic violence as knowingly, intentionally or recklessly causing bodily injury of any kind, causing fear of bodily injury of any kind, assault (sexual or not sexual), rape, sexually abusing minor children, or knowingly engaging in repetitive conduct toward a certain person (i.e. stalking) that puts them in fear of bodily injury. These acts can take place between family or household members, current or former spouses, sexual partners or those who share biological parenthood in order to qualify as domestic violence or abuse.

G. **Stalking:** The term "stalking" means a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others; or to suffer substantial emotional
distress. Cyber-stalking, or the repeated use of electronic communications to harass or cause fear, is also included in this definition.

H. **Consent:** Sexual activity requires consent, which is defined as clear, unambiguous, and voluntary agreement between the participants to engage in specific sexual activity. Consent cannot be inferred from the absence of a “no”; a clear “yes,” verbal or otherwise, is necessary. Although consent does not need to be verbal, verbal communication is the most reliable form of asking for and gauging consent, and individuals are thus urged to seek consent in verbal form. Talking with sexual partners about desires and limits may seem awkward, but serves as the basis for positive sexual experiences shaped by mutual willingness and respect. Consent cannot be obtained from someone who is asleep or otherwise mentally or physically incapacitated, whether due to alcohol, drugs, or some other condition. Consent cannot be obtained by threat, coercion, or force. Agreement given under such conditions does not constitute consent. Consent must be clear and unambiguous for each participant throughout any sexual encounter. Consent to some sexual acts does not imply consent to others, nor does past consent to a given act imply ongoing or future consent. Consent can be revoked at any time. For all of these reasons, sexual partners must evaluate consent in an ongoing fashion and should communicate clearly with each other throughout any sexual encounter.

I. **Incapacitation:** The inability, temporarily or permanently, to give consent because someone is mentally and/or physically helpless, unconscious, or unaware due to drug or alcohol consumption (voluntarily or involuntarily), or for some other reason. Incapacitation means a person does not have the ability to give consent.

J. **Retaliation:** Retaliation is treating someone differently because they in good faith made a report under this Policy or participated in/cooperated with an investigation of a complaint under this Policy and/or otherwise opposed conduct or practices prohibited by this Policy. Retaliation includes but is not limited to ostracizing the person, pressuring the person to drop or not support the complaint or to provide false or misleading information, or engaging in conduct that may reasonably be perceived to affect adversely that person's educational, living, or work environment, threatening, intimidating, or coercing the person, or otherwise discriminating against any person for exercising their rights or responsibilities under this policy. Retaliation under this policy may be found whether or not the complaint is ultimately found to have merit.
K. **Responsible Employee:** A “responsible employee” for purposes of this policy includes all Allegheny College employees except the professional counselors in the College Counseling Center, professional staff in the Winslow Health Center, and the College Chaplain and Catholic Campus Minister. Responsible employees have an obligation to promptly report incidents of sexual violence or other types of misconduct prohibited by this policy to the Title IX Coordinator or one of the Deputy Title IX Coordinators listed in Part IV below. The report should include all relevant details about the alleged incident that a student or another person has shared with the responsible employee, including the name of the alleged perpetrator (if known), the student or other member of the campus community who experienced the alleged misconduct, others involved in the incident as well as the date, time and location of the incident. Before a student reveals this type of information to a responsible employee, the responsible employee should make every effort to ensure that the student understands the employee’s reporting obligation and the student’s option to request that the College maintain his or her confidentiality (which request would be considered by the Title IX Coordinator), and the student’s ability to share the information confidentially with certain individuals on campus or with off-campus sexual assault resource centers, advocates, and health care providers.

**Part III: Rights and Responsibilities Under This Policy**

Members of the College community who are aware of conduct that violates this policy, whether they observe the conduct directly or otherwise learn about it, should report it to the Title IX Coordinator or one of the Deputy Title IX Coordinators listed in Part IV below. Responsible employees (as defined in Part II above) are obligated by this policy to report such conduct to assure that the matter is handled promptly and appropriately by trained personnel and that appropriate corrective and remedial actions may be taken as warranted, including interim measures. Violations of this policy can occur regardless of gender identity or sexual orientation. Although sexual harassment often involves a supervisory employment relationship or faculty/ student relationship, it can also be committed by a student against a faculty member, by an employee against a supervisor, by a member of one’s peer group (such as by a student against another student), or by a contractor, vendor or other visitor to the College. A hostile environment can also be created by the actions of more than one person or a group. Every member of the Allegheny College Community has both rights and responsibilities under this policy. Since an educational institution depends on the free and open exchange of information and views, some of which may be controversial or even offensive, this policy is not intended to limit readings, discussions, or assignments in appropriate educational settings.
**Student Requests for Confidentiality:** Students reporting incidents of alleged sexual violence sometimes ask that the students’ names not be disclosed to the alleged perpetrators or that no investigation or disciplinary action be pursued to address the alleged sexual violence. In such cases, the Title IX Coordinator will inform the student that honoring the request may limit the College’s ability to respond fully to the incident, including pursuing disciplinary action against the alleged perpetrator, and will explain that this policy and the law include protections against retaliation. If the student still requests that their name not be disclosed to the alleged perpetrator or that the College not investigate or seek action against the alleged perpetrator, the Title IX Coordinator will determine whether or not the College can honor such a request while still providing a safe and nondiscriminatory environment for all students, including the student who reported the incident of alleged sexual violence.

When weighing a request for confidentiality, or that no investigation or discipline be pursued, the Title IX Coordinator will consider a range of factors, including the following:

- The increased risk that the alleged respondent will commit additional acts of sexual or other violence, such as:
  - Whether there have been other sexual violence complaints about the same alleged respondent;
  - Whether the alleged respondent has a history of arrests or records from a prior school indicating a history of violence;
  - Whether the alleged respondent threatened further sexual violence or other violence against the complainant or others;
  - Whether the sexual violence was committed by multiple respondents;
- Whether the sexual violence was perpetrated with a weapon
- Whether the complainant is a minor
- Whether the College possesses other means to obtain relevant evidence of the sexual violence (e.g.: security cameras or personnel, physical evidence)
- Whether the complainant’s report reveals a pattern of perpetration (e.g.: via illicit use of drugs or alcohol) at a given location or by a particular group

The presence of one or more of these factors may lead the College to investigate and, if appropriate, pursue disciplinary action. If none of these factors are present, the College will likely respect the complainants request for confidentiality.
Part IV: Title IX Coordinator & Deputy Coordinators

The Title IX Coordinator and Deputy Coordinators listed below are responsible for, among other things, overseeing reports and complaints brought forward under this policy to assure that these matters are handled appropriately and effectively, and for identifying and addressing patterns of misconduct and systemic problems. They also serve as resources available to anyone seeking additional information about the processes and procedures under this policy, about other resources that may be available to victims of misconduct covered by this policy, or who wish to file a complaint of an alleged violation of this policy.

Gilly Ford serves as Title IX Coordinator/EO Officer for Allegheny.  
Email: gford@allegheny.edu  
Phone: (814) 332-3085  
Office Address: 102 Murray Hall

The following individuals serve as Deputy Title IX/EO Coordinators for purposes of this policy:

Jennifer Mangus, Director of Human Resources and EEO Officer  
Email: jmangus@allegheny.edu  
Phone: (814) 332-2312  
Office Address: 103 Murray Hall

Mandy Prusia, Associate Director of Athletics and Recreation  
Email: mprusia@allegheny.edu  
Phone: (814) 332-3367  
Office Address: Wise Center

The Title IX Coordinator and Deputy Coordinators listed above also coordinate the College’s compliance efforts and carry out the College’s responsibilities under this policy and under Title IX of the Education Amendments of 1972, Titles VI and VII of the Civil Rights Act of 1964, as well as various other federal and state non-discrimination laws and regulations.

Inquiries may also be directed to the Office for Civil Rights of the U.S. Department of Education at (800) 421-3481 or by email at OCR@ed.gov.

Part V: Options and Processes for Resolution

Any student, prospective student, employee, applicant for employment, or campus visitor who believes that they have been subjected to conduct in violation of this policy or who has observed, knows of, or suspects an occurrence of discriminatory or sexual harassment, sexual assault or other
forms of sexual violence, dating violence, domestic violence, or stalking should immediately contact the Title IX Coordinator or one of the Deputy Title IX Coordinators listed above. Students who report being a victim of physical or sexual assault while intoxicated through voluntary or involuntary means will not be subject to disciplinary sanctioning by the College for an alcohol violation even if they are underage. Prompt reporting of such incidents makes investigation of the incident more effective and enhances the ability of the College to take prompt and appropriate action regarding a complaint or report, including the ability to undertake appropriate interim measures. Although the College does not impose a limitations period for reviewing internal complaints of alleged violations of this policy, the College recognizes that to conduct a meaningful investigation and take prompt remedial action as appropriate, a timely report or complaint is important. Individuals who believe they have been subjected to alleged violations of this policy will be informed about options for resolving potential violations. Those options include informal dispute resolution, referral to other college offices (where appropriate), and formal resolution pursuant to this policy. Certain forms of misconduct under this policy may constitute criminal conduct. Whether or not someone who has been subjected to such conduct chooses to pursue criminal charges externally, they have the right to pursue an internal complaint under this policy, regardless of the status of any external proceedings. Further, the College may have an obligation to pursue an investigation, make a complaint, and take corrective action directly even if a victim chooses not to pursue the matter internally at the College. See also Part III above, under the subheading “Students Requests for Confidentiality.” Students are also offered the opportunity to report to local law enforcement. For more information about reporting a matter to law enforcement, see Part VI – A, below:

A. INITIATION OF THE PROCESS

The Title IX Coordinator (or designee) will initiate the process under this policy by notifying the accused party (“respondent”) that a complaint has been filed against them and inform the respondent of the nature of the complaint, providing a written copy or a summary of the complaint to the respondent. The Title IX Coordinator (or Deputy Coordinator) shall explain to both parties the avenues for informal and formal action, including a description of the process and the relevant avenues of redress to the complainant and the respondent and provide each of them with a copy of this policy.

Interim Measures. During the pendency of an investigation or other proceedings under this policy, the College may be required to take reasonable and prudent interim measures to ensure equal access to its education programs and activities, to protect the parties, and/ or to safeguard the College community, including interim disciplinary
measures if necessary and appropriate. In cases of alleged sexual violence, sexual assault, dating violence, domestic violence or other forms of sexual misconduct, the Title IX Coordinator will notify the complainant of their options to avoid contact with the alleged perpetrator and allow the complainant to change academic and extracurricular activities or their living, transportation, dining, and working situation as appropriate. In such cases, the Title IX Coordinator will also notify the complainant of available resources (such as counseling services, medical and mental health services, victim advocacy services) and of the right to report a crime to local law enforcement.

Confidentiality. The College will respect the wishes of the victim to maintain confidentiality to the greatest degree possible consistent with the College’s legal obligations to take all reasonable steps to protect the welfare of the campus community and to otherwise comply with applicable law. See also Part III above under the subheading “Student Requests for Confidentiality.”

B. INFORMAL RESOLUTION PROCESS

The College provides an informal resolution process when the parties desire to resolve the situation cooperatively. Informal resolution may include inquiries into the facts, but does not typically rise to the level of a formal investigation unless required by applicable law. The informal process, which is overseen by the Title IX Coordinator or a Deputy Coordinator, is designed to resolve complaints quickly, efficiently, and to the mutual satisfaction of all parties involved. Where circumstances allow, the informal process will be initiated as soon as possible after the filing of the complaint or receipt of a report of an alleged violation, absent any unusual circumstances. Informal resolution may include, but is not limited to, options such as meeting informally with the complainant and the respondent (individual or group representative) with the intent of bringing about resolution, meeting privately with the respondent and acting as intercessor, separation of the parties, referral of the parties to counseling programs, conducting educational and/or training programs, or other remedial measures. In cases where groups are involved, the Title IX Coordinator may require that one or two members of the group be authorized in writing to act on behalf of the group in the informal process; all members of the group would be bound by the terms of the informal process. Situations that are resolved through informal resolution are usually subject to follow up after a period of time. Steps taken by the Title IX Coordinator or a Deputy Title IX Coordinator to help the parties achieve informal resolution will be documented. Some reports of alleged violations of this policy may not be appropriate for informal resolution but may require a formal investigation at the discretion of the Title IX
Coordinator. Both the complainant and the respondent have the right to bypass or end the informal complaint process at any time in order to begin the formal complaint process. (Note: The College does not use mediation as a form of informal resolution of alleged sexual assault/sexual violence. The Office for Civil Rights of the U.S. Department of Education has taken the position that mediation is not an appropriate mechanism for resolution in such cases.)

C. PROCEDURES FOR FORMAL COMPLAINT PROCESS

If the allegation of a violation of this policy has not been resolved as a result of the informal process or is not suited for informal efforts, or if either the complainant or the respondent request to invoke the formal complaint process, the following process will be initiated. (The lodging and processing of a formal complaint does not preclude, however, the possibility of an informal resolution of the matter.)

In these cases, the individual making the complaint (the “complainant”) generally will be asked to provide a statement containing the name(s) and relevant allegations against a person (the “respondent”). Where the individual against whom an allegation is made is a student of Allegheny, cases will be handled through the process described for non-academic conduct in The Compass (unless in conflict with this policy,) which can be found at the following link:

http://sites.allegheny.edu/deanofstudents/student-handbook/

In addition, the general principles described below in numbered paragraphs 1 through 13 shall also apply to student cases, including the “preponderance of evidence” standard in paragraph 8 below. Where the respondent is a faculty member or staff member, cases are handled through the process described below. Where the respondent has dual status or where there are multiple respondents with varying statuses, the College has discretion to determine whether to pursue the matter under the Code of Student Conduct or under the process described below. Where the respondent is a vendor/contractor or visitor, the College is not required to follow either the process described below or in the Code of Student Conduct. In such cases, the College reserves the right to take summary action.

The following general principles and procedures shall govern this process, to the extent consistent with the College’s legal obligations:

1. All persons concerned are to be treated with respect and impartiality.
2. Procedures are to be fair, both in substance and in perception, to all persons concerned and to the College community.
3. The Title IX Coordinator (or Deputy Coordinator) shall provide the respondent with a description of the primary facts of the allegation at the first meeting set to discuss the investigation.

4. The investigation of all formal complaints generally includes interviews of (i) the complainant, (ii) the respondent, and (iii) any witnesses as needed; and (iv) review of relevant documents as appropriate. Disclosure of facts to non-party witnesses shall be limited to what is reasonably necessary to conduct a fair and thorough investigation.

5. Both the complainant and respondent will be given an equal opportunity to be heard, to provide a statement, documentation and other evidence, and to suggest the names of other persons who they believe might have relevant information. The complainant and respondent will be provided access (equally) to relevant information and documents once the investigative file is complete.

6. At any time during the investigation, the Title IX Coordinator may recommend interim protections or remedies be provided by College officials. These protections and remedies may include (but are not limited to) separating the parties, placing limitations on contact between the parties, or making alternative workplace, housing, extracurricular or academic arrangements where reasonable and feasible. See also Section V, Part A regarding interim measures. Failure to comply with the terms of interim protections or remedies may be considered a separate violation of this policy.

7. The investigation shall be completed as promptly as possible and in most cases in less than 60 working days from receipt of the original complaint. However, some investigations may not be completed in this timeframe due to the nature and extent of the allegations or other extenuating circumstances. In the event the investigation cannot be completed within 60 days, the parties would be notified in writing.

8. After concluding the investigation, the Title IX Coordinator/Deputy Coordinator (or designee) will record findings and recommendations in a written report. In making findings, the “preponderance of the evidence” standard (i.e., more likely than not) will be used. The complainant and respondent will be informed that the investigation has been completed and will be given the opportunity to review the statements and any evidence collected as part of the investigation.

9. Following completion of the review described in paragraph 8, the Title IX Coordinator (or designee) shall recommend appropriate action in accordance with the provisions of this policy and other applicable College policies and procedures. In the case of a staff respondent, the written report of findings and
the Title IX Coordinator’s recommendations shall be submitted to the appropriate AEC member(s) for the department or unit where the complainant and respondent are located. Final decisions in cases where a staff employee is the respondent shall be made by the Executive Vice President. In cases where a faculty member or other instructional employee is the respondent, final decisions shall be made by the Provost. If the proposed action by the Provost includes dismissal of a faculty member, the matter will be referred to the process described in the Faculty Handbook under Termination for Cause. The decisions and recommended actions of the Executive Vice President and the Provost will be communicated in writing to the Title IX Coordinator and to the complainant and the respondent.

10. Sanctions and corrective actions will be implemented on a case-by-case basis for violations of this policy, and they will be appropriate to the circumstances and gravity of the violation, and may range from personal coaching/counseling to an official warning, suspension, termination or expulsion. Possible sanctions for students include all of those listed in The Compass. The College will take appropriate steps to prevent recurrence of any violations of this policy and to remediate the effects on the complainant and the campus community, if appropriate.

11. No person shall make an allegation that they know to be untrue or knowingly provide false information during the course of an investigation or other proceedings under this policy. Making a false complaint or knowingly giving false information is a violation of this policy and may be a basis for discipline.

12. To the extent that appeals are provided for in any existing College processes that might come into play in connection with findings or the imposition of a recommended disciplinary sanction under this policy, it is understood that both the complainant and the respondent would have the right to appeal.

13. In student conduct cases, following the completion of the Community Standards Hearing, the Committee will prepare a written decision using the preponderance of evidence standard and stating the rationale for its decision.

D. RECORDKEEPING

Official records regarding all complaints filed under this policy will be securely and confidentially maintained by the Title IX Coordinator.
E. RETALIATION IS PROHIBITED

It is a violation of this policy for anyone (individual or group) to retaliate against anyone who makes a report or brings a complaint under this policy or who cooperates with or otherwise participates in the investigation or resolution of a complaint under this policy. This includes, but is not limited to, bullying and harassment through electronic media as well as in person. Allegheny College will take steps to prevent retaliation and will also take strong responsive action if the College finds that retaliation has occurred.

Part VI: Other Available Actions and Resources

Contacting Law Enforcement

Certain forms of misconduct covered by this policy would also be a violation of criminal law. An individual has the option of filing a criminal complaint, and may do so with the Office of Public Safety, which is located in the Newton Observatory and can be reached by telephone at (814) 332-3357. The Office of Public Safety is open seven days per week, and 24 hours per day. A criminal complaint may also be lodged with the Meadville City Police, (814) 724-6100 or 911 (emergency). Notifying the Office of Public Safety of a violation of this policy will result in the Office of Public Safety contacting Meadville City Police; however, you are under no obligation to file a report with the Meadville City Police. Telling your experience to the Title IX Coordinator does not obligate you to report it to the police, nor does reporting it to the police obligate you to file a formal complaint under this policy — these are separate processes. College process and criminal process can occur simultaneously and occur independently. After filing a report with criminal law enforcement, the complaining party will meet with a representative of the Police Department and/or District Attorney’s Office who will explain the criminal process and help the complainant decide whether to pursue criminal charges against the alleged assailant. The District Attorney’s office will also make the decision on whether there is enough evidence to pursue criminal charges. Please also see Appendix B for additional information on gathering/preserving evidence.

Other Campus Resources

A number of on-campus and off-campus resources (some of which are listed below) are available to assist individuals who have been the victim of conduct prohibited by this policy. Confidential reporting means that you can talk with someone and they are not required by law to report any assault that may have already occurred. These confidential reporting options include clergy, physicians and licensed counselors.
Confidential reporting options on or nearby the Allegheny campus include:

- College Counseling Center, Schultz Hall, (814) 332-4368
- Winslow Health Center, Schultz Hall, (814) 332-4355
- Emergency Room-Meadville Medical Center, 751 Liberty Street, (814) 333-5500
- Meadville Crisis Line, (814) 724-2732
- College Chaplain, Campus Center, (814) 332-2800

Non-Confidential reporting options include:

- Inclusion, Diversity, Equity, Access & Social Justice (IDEAS) Center, (814)-332-2718
- Dean of Students Office, (814)-332-4356
- Title IX Coordinator and Deputies (814)-332-3085
- You can also report to any faculty or staff member with whom you are comfortable talking about the incident; however, that person will be required to make a report to the Title IX Coordinator
- Office of Public Safety – (814)-332-3357

You can also report to any faculty or staff member with whom you are comfortable talking about the incident; however, that person will be required to make a report to the Title IX Coordinator.

Public Safety (814) 332-3357

Seeking Assistance

1. If the incident caused physical injury, the victim should seek medical attention immediately, and should also preserve any evidence of the incident and injuries as the evidence may assist with the investigation and/or serve as proof of a crime. The following resources are available locally to assist victims of the types of misconduct encompassed by this policy:

   - Winslow Health Center, Schultz Hall, (814) 332-4355
   - Emergency Room-Meadville Medical Center, 751 Liberty Street, (814)-333-5500
   - Meadville Crisis Line, (814)-724-2732

2. For assistance after regular business hours, the Office of Public Safety will coordinate emergency response efforts with on-call Student Life staff members and other campus personnel. See also the College’s Campus Security Report, available on-line at: http://sites.allegheny.edu/publicsafety/.
3. In addition to reporting the misconduct to the Title IX Coordinator or to one of the Deputy Title IX Coordinators as described in Part IV above (and/or to law enforcement), victims are also encouraged to take the following actions:

   - Get to a safe place. This may mean simply getting away from the location of the incident, or seeking support from a friend, Residence Life staff member, or person with whom the victim is comfortable.
   - Seek medical attention. The victim’s well-being is of primary concern. If the incident caused physical harm, the victim should seek medical attention immediately. See the list of local healthcare facilities above.
   - Preserve evidence. If the incident was a form of oral/verbal harassment, write the actual slur, joke, or comment on a sheet of paper. If it was written (for example, a flier or email message), preserve the written evidence. An individual who has been sexually or physically assaulted should do everything possible to preserve any evidence of the incident and injuries.
   - Seek support. The local rape crisis center is provided by Women’s Services, Inc. [24 hour hotline: (814) 333-9766]. The victim can also speak to a counselor at a national center by calling the RAINN hotline [800-656-HOPE]. Telling someone is the first step to healing and will help the victim re-establish control of the situation. The Meadville Crisis Line (814) 724-2732 is an additional resource for support.
   - If the sexual misconduct involved any type of physical contact, especially in the case of non-consensual sexual contact and/or non-consensual sexual intercourse, the victim should also consider the steps described in Appendix B to this policy.

Part VII. Awareness Education and Prevention

This policy will be published and disseminated to the entire College community, included in orientation materials for all new students, faculty, staff, and administrators, and made available through appropriate campus offices.

The Title IX Office and the Dean of Students Office in conjunction with other campus offices including but not limited to the Counseling Center, the Health Center, the Office of Residence Life, the Office of Human Resources, and the Office of Public Safety, provide education, awareness and prevention programs for the campus on relevant topics such as date/acquaintance rape, sexual assault prevention and response, and personal safety.

During New Student Orientation, information about date/acquaintance rape, and sexual assault education and prevention programming is offered
to first year students. Sexual assault education, prevention and response training is provided regularly to the peer leaders (Resident and Community Advisors) in the Office of Residence Life. In addition, educational sessions and workshops will be conducted by the College’s Title IX Coordinator and EEO Officer and other campus offices to 1) inform the campus about identifying conduct that would violate this policy, 2) advise members of the campus community about their rights and responsibilities under this policy, and 3) train College staff members who are most likely responsible for the implementation and administration of this policy, protocol, and standard reporting procedures.

In the fall of 2012, the College, in partnership with Women’s Services, Inc. of Meadville, developed a Bystander Intervention training program. All first year students are required to attend a workshop to learn how to be an effective bystander.

As of Fall 2013, every first year student has been required to complete “Haven”, an on-line sexual assault/sexual violence education and prevention tool.

Because the law pertaining to matters addressed in this document may evolve over time, this policy will be reviewed regularly and revised as needed.

APPENDIX A

The following are examples (not intended to be exhaustive lists) of some of the types of conduct prohibited by this policy.

Examples of forms of Discriminatory Harassment:

a) Discriminatory behavior that could discomfort, humiliate, demean or bully an individual or group. Such behaviors include physical violence, such as shoves or kicks, and statements and comments such as questions, jokes or anecdotes that are offensive to a person’s or group’s membership (or perceived membership) in a particular group, including race, color, religion, age, gender, gender identity, gender expression, national origin/ethnicity, mental or physical disability, or sexual orientation.

b) Verbal insults: verbal communication which includes lewd or obscene remarks directed at a person or group because of their identities (or perceived identities), including race, color, religion, color, age, gender, gender identity, gender expression, national origin/ethnicity, mental or physical disability, or sexual orientation.

c) Written insults: written or graphic communication that is similarly meant to harass an individual or group because of their membership or perceived membership in a particular demographic group. These
insults may be in the form of written or electronic means, including printed posters or flyers, electronic mail, internet postings, facsimile documents, wireless communication or similar transmission.

Examples of forms of Sexual Assault and Sexual Violence:

a) Non-consensual sexual contact: the intentional touching of another person’s body in a sexual manner without his/her consent.

b) Sexual exploitation: taking non-consensual sexual advantage of another for one’s own benefit or to the benefit of anyone other than the one being exploited. Examples include but are not limited to: videotaping sexual acts without consent of both partners; allowing others to observe sexual activities without the consent of both partners; endangering the health of another person by knowingly exposing him or her to an STI or HIV; inducing incapacitation of another, through encouragement to consume excess quantities of alcohol or giving the person alcohol or other drugs without his or her knowledge, with the purpose of having sex with the other person (this is exploitation regardless of whether sexual activity occurs; if the incapacitation results in unwanted sexual activity, it is a violation of multiple college policies).

c) Non-consensual sexual intercourse: unwanted vaginal, oral, and/or anal intercourse using any part of the body or an object.

d) Unwanted sexual contact with victim unable to give consent: taking non-consensual advantage of another when a person knew or reasonably should have known that the other person was unable to give consent due to voluntary or involuntary intoxication from drugs and/or alcohol.

Examples of other forms of Sexual Harassment:

a) Sexist remarks and behavior: behavior that emphasizes the sexuality or the sexual identity of another person in an inappropriate manner or situation; a pattern of conduct (not legitimately related to the subject matter of a course, if one is involved) that could discomfort, humiliate, or demean an individual because of their sex. Behaviors include comments of a sexual nature or sexually explicit questions; sexually suggestive remarks; jokes or anecdotes; visual conduct such as leering at a person’s body; displaying obscene materials in publicly shared spaces; and unwanted physical advances.

b) Written insults of a sexual nature: written communication or graphic communication, including electronic communication, which offends or humiliates an individual or group based on sex.

c) Unwelcome sexual advances or repeated requests for dating or other social engagements, with or without a promise of reward or
punishment (such as conditions of employment, promotion, work status, grades, or letters of recommendation) for compliance.

APPENDIX B

If the sexual misconduct you experienced involved any type of physical contact, please consider the following steps:

1. Do not bathe, shower, douche, or change your clothes. If you have already done so, preserve evidence of the assault by placing clothing in a brown paper bag. Try to avoid eating, drinking, smoking, and urinating until you have sought medical care (although if you have already done these things, evidence can still be collected and it is still very important to receive medical care).

2. Seek medical care as soon as possible. Medical care is advised for many reasons - you may have a physical injury that you are unaware of, you can be tested and preventatively treated for sexually transmitted diseases, you can explore options for emergency contraception to prevent pregnancy, and evidence can be collected for crime prosecution by a Physical Evidence Recovery Kit (P.E.R.K.). The kind of evidence that supports a legal case against an assailant should be collected within 72 hours of an assault. Having a P.E.R.K. completed does not obligate you to follow through on criminal charges - it just offers you this option. You have the right to refuse the P.E.R.K., and even if you do consent to it, it does not commit you to following through with filing criminal charges against your assailant. However, if it is not collected, you will lose the opportunity for its use should you later decide to pursue criminal charges against the assailant.

You can expect the following:

a) A physical exam, including an exam of the area violated (i.e. pelvic exam if vaginally penetrated, rectal exam if anally penetrated). Any bruises or other injuries will be evaluated.

b) Blood work will be offered to test for STIs and HIV. Follow-up testing will be required for these as well (it can take several months for an infection to be detected). You will be offered antibiotics to prevent actual infection in case of exposure.

c) If you suspect that you have been drugged, request urine testing for drugs. Testing for some drugs (such as the date rape drug, GHB) must be done within a short time frame (12 hours) while others are present for longer periods of time. If you are unable to seek medical care within a short time, collect your urine in a clean container with a tight fitting lid, place it in the refrigerator, and take it with you to the medical facility. The sample likely would not be usable for evidence in this situation, but you could find out for yourself if you had been drugged.
d) If you are concerned about the possibility of pregnancy, emergency contraception (EC) may be a good option. EC is medication that works by preventing ovulation or fertilization, and may inhibit implantation. It is available at the ER, for purchase from pharmacies without a prescription, and from the Health Center.

e) You have the right to ask any questions of the medical practitioner or to request a break whenever you need it. The process can be long (up to two hours), but this just means that the medical team is being thorough in making sure you are physically okay. The medical staff will advise you about follow-up treatment, but you can expect to be encouraged to seek follow-up care six weeks, six months, and twelve months after the attack. At these visits, you will be given follow-up tests for pregnancy, STIs and HIV. Follow-up visits can occur with your own physician, the Health Center, or Family Planning.

f) You have the choice to either have your health insurance billed for your medical exam or have the payment made through the Pennsylvania Crime Victims Compensation Program. You should receive information on this program if you go to the Emergency Room. If you would like more information, contact the PA Victims Compensation Program (800-233-2339) or Women’s Services, Inc. (hotline: 814-333-9766; office: 814-724-4637).

g) The Emergency Room at Meadville Medical Center (751 Liberty Street, 814-333-5500) is a nearby healthcare facility where you can seek medical care. The hospital is required to contact the Meadville City Police when a sexual assault is reported to them, but this in no way obligates you to speak with the officer or follow through on criminal charges. The Emergency Room will also call in an advocate from Women’s Services, Inc. - the local rape crisis center. This person will simply provide as much support as you want. Transportation to the Emergency Room can be arranged through the Winslow Health Center, the Office of Public Safety or Residence Life. The P.E.R.K. can be collected at the Emergency Room of the Meadville Medical Center.

h) The Winslow Health Center (Schultz Hall, 814-332-4355) or Family Planning Services (747 Terrace Street, 814-333-7088) can also provide a medical exam and testing. Family Planning and the Health Center can provide emergency contraception; neither can collect the P.E.R.K. (collected at the ER). Hours are more limited at these locations and neither is an emergency response center.

(Reviewed and Revised July 2017)

Hazing Laws (Pennsylvania P.L. 1595, NO. 175)

“Hazing:” Any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student or which willfully destroys or
removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization operating under the sanction of or recognized as an organization by an institution of higher education. The term shall include, but not be limited to, any brutality of a physical nature, such as whipping, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity which could adversely affect the physical health and safety of the individual, and shall include any stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property. For purposes of this definition, any activity as described in this definition upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be “forced” activity, the willingness of an individual to participate in such activity notwithstanding.

Hoverboards and Drone Policy

The use, possession or storage of hoverboards (self-balancing scooters, battery-operated scooters, hands-free Segways and other similar equipment) is prohibited on the Allegheny College campus and in all College-owned and College-managed buildings until safety standards can be developed and implemented by the manufacturers.

Drone Policy

Allegheny College will begin a comprehensive review of drones on campus. Until this review is complete, for reasons of safety, security and privacy, drones, quadcopters, and similar small airborne objects are not permitted to be used on the campus of Allegheny College without prior written authorization from the Director of Public Safety. Students violating this policy may be subject to a referral to the Office of Student Conduct for a violation of the Code of Student Conduct.

The ban on hoverboards and drones is effective immediately. We ask that students please leave hoverboards and drones at home. This policy may be altered when additional information regarding safety standards can be developed. The College’s priority continues to be the safety of the students, faculty, staff and visitors on our campus. If you have any questions about this policy, please contact any of the following:
Missing Student Protocol

This protocol applies to all Allegheny College students, faculty, staff and administrators. This protocol applies when any residential student is missing or believed missing. For purposes of this protocol, a residential student is a currently enrolled student who resides in an on-campus residence hall or house under a housing contract, or a student residing in designated housing while enrolled in an Allegheny College program. The purpose of this protocol is to ensure an effective, cooperative College response to any missing student situation. This protocol complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) by establishing procedures for the College community regarding the reporting, investigation and required emergency notification when a student residing in on-campus housing is determined to be missing.

Reporting a Missing Student

If any student or employee has reason to believe a residential student is missing, he/she should immediately report this information to Public Safety (814) 332-3357 and/or the Dean of Students at (814) 332-4356. Anyone who receives a missing student report should immediately contact the Public Safety Office. Public Safety officials will follow their own investigation procedures.

Confidential Contact for Emergencies

Each student has the option to designate a confidential contact by submitting an Emergency Contact Form to the Dean of Students. The College will contact the designated person within 24 hours of the time that a student is considered missing by the College. For students who are under 18 and not emancipated, the College is obligated to notify parent(s) or legal guardian(s) within 24 hours of receiving a report that the student is missing. The College may also contact other individuals if deemed necessary to prevent harm to a student or others, necessary to the investigation, or otherwise appropriate under the circumstances.
Smoke-Free Workplace

Evidence of the harmful effects of secondary smoke has grown stronger and stronger in recent years. Even brief exposure to smoke can cause physical distress in some individuals, and tobacco usage is the leading avoidable cause of sickness and death in our society. We have also learned that simple separation of smokers and nonsmokers within the same airspace does not protect nonsmokers from environmental tobacco smoke, and even separation into different physical spaces within the same building is not adequate, given the nature of building ventilation systems. Finally, we know that smoking increases maintenance and liability costs, decreases productivity, and increases sick time. For all of these reasons, Allegheny has a smoke-free workplace.

Smoking in any form is prohibited inside all nonresidential college-owned or leased buildings, residence halls, and college-owned or rented vehicles. Smoking is also prohibited at all formal outdoor assemblies where people are in close proximity, including athletic events, commencement, and concerts. Smokers are also encouraged to take care that their outside smoking is not picked up through windows and air intakes.

Responsibility for enforcement of this policy rests with the President and the Administrative Executive Committee (AEC). Because Allegheny is the kind of place it is, we have every expectation that voluntary, thoughtful compliance will make formal enforcement almost unnecessary. We know that implementation of this policy will cause inconvenience to smokers in our community, but we believe strongly that the evidence of harmful effects of secondary smoke on nonsmokers warrants its adoption. Information about smoking cessation is available through the Winslow Health Center. Allegheny’s Smoking Policy was approved by the Administrative Executive Committee, and has not changed since its implementation on May 1, 1994, except for the inclusion of residence halls beginning with the 1997-1998 academic year. Changes to the smoking policy, if authorized, would also have to be approved by the Administrative Executive Committee of Allegheny College. Policy changes are made, as circumstances require. (Rev. 4/1/03)

Solicitation Policy

Allegheny College prohibits unauthorized solicitation on campus property. We require prior approval for any student organization, group or individual looking to provide information or sell products on campus. In general, for-profit organizations are not permitted to solicit on campus. (For example, credit card, phone card, and cell phone companies are not permitted on campus.) Other solicitors looking for permission to be on campus must seek approval through the Office of Student Involvement. If granted permission, then authorized solicitors (e.g. organizations selling class rings or photos for seniors) will only be permitted
in the Henderson Campus Center. The purpose of this process is to maintain an environment that supports the academic objectives of our community.

Off-campus religious or faith groups wishing to visit campus must first be invited by a recognized student organization or College department. The College department or organization must receive authorization from the Spiritual and Religious Life office before the off-campus group may come to Allegheny College. Authorized groups or individuals will be hosted in the Henderson Campus Center unless prior permission is granted to visit other facilities or grounds. The purpose of this process is to establish a campus environment that is free of coercion and proselytization.

**Peaceful Assembly Policy**

One of the primary functions of Allegheny College is to discover and disseminate knowledge by means of research, teaching and civic engagement. To fulfill this function, an open interchange of ideas is necessary not only within the College, but also in the larger society. As such, Allegheny College believes peaceful assembly is an acceptable means of expression within our community.

Freedom of speech is also an idea encouraged and supported at Allegheny. Implicit in this freedom is the right to dissent. We seek to provide the right to engage in peaceful assemblies for all faculty, staff, and students in our academic community. In providing individuals the right to peaceful assembly, there must also be room for others in the community to access academic and educational processes, to reside in residential spaces, and to take advantage of normal business operations.

By law, only peaceful assemblies are protected. Participation in a peaceful assembly must be voluntary, and must support the basic exchange of ideas with persons who may be opposed to the ideas or claims that a particular assembly is promoting. To engage in obstruction is a form of censorship, no matter who initiates it or for what reasons.

Actions such as blocking, obstructing or impeding passage of a person or vehicle, bodily harm, and/or erecting or placing of obstructions that result in depriving others of their rights are unacceptable. In all cases, students, faculty, and staff must be afforded an opportunity to decline to participate in and to exit and enter freely from all spaces.

**Core Principles**

The following are the core principles of peaceful assembly:

A. Students are part of the College community and have the right of lawful access to the College land and buildings, other than personal work spaces and other areas to which the College restricts access in the exercise of its
normal responsibilities (e.g. the Cashiers, for the purpose of protecting public finances, or staff offices where files are held for the purpose of protecting personal privacy).

B. All students, faculty, staff, and other persons legitimately occupying Allegheny land and buildings have the right to a safe environment at all times.

C. The College has the right to go about its business and not be subjected to unreasonable disruption of, or increased cost associated with, the conduct of its business and delivery of services to students, faculty, staff and the greater Meadville community.

D. The College promotes and recognizes the principle of academic freedom as per Section 161 of the Education Act 1989.

E. The following does not constitute a trespass: non-violent peaceful assembly on College property and buildings (other than restricted locations) by students, faculty and staff, provided the assembly is lawful and does not involve property damage or unreasonable disruption to the daily routine of management, academic staff, general staff and other persons legitimately on College land and buildings.

F. For an action to constitute non-violent peaceful assembly, the participants must avoid:
   1. Actions that cause harassment or physical harm to any person,
   2. Actions that subject a person to abuse or intimidation,
   3. Actions that cause a person to be fearful for their own safety or the safety of others, and
   4. Actions that cause or are likely to cause damage to any property.

Forms of Peaceful Assembly

Peaceful assembly includes meetings, speeches, debates, demonstrations, marches, vigils, sit-ins, rallies, protests, picket lines and similar meetings or gatherings. The examples and information below are not intended to be an exhaustive list.

**Demonstration**
A large group of people, usually gathering for a political cause. It usually includes a group march, ending with a rally or a speaker. A demonstration is similar to a protest in that they both can use the same or similar methods to achieve goals. However, demonstrations tend to be more abrasive and spontaneous, whereas protests tend to be more organized.

**March**
A walk by a group of people to a place in order to express an objection with any event, situation, or policy.
**Picket Line**
A line or group of people who are refusing to go to work until their employer agrees to certain demands.

**Protest**
A way to express objections with any event, situation, or policy. These objections can be manifested either by actions or by words.

**Sit-In**
Any organized protest in which a group of people peacefully occupy and refuse to leave college premises.

**Vigil**
An observance of commemorative activity or event meant to demonstrate unity around a particular issue or concern, and/or to promote peace and prevent violence.

**Guidelines for Planning a Peaceful Assembly**

Because we care about the general health, safety and welfare of our students, faculty, staff, alumni and guests, we encourage organizers to contact the Office of the Dean of Students so that we can assist with planning for the safety of those engaged in peaceful assembly and those who choose not to participate. The Dean of Students can also assist with identifying spaces for individuals and groups interested in engaging in peaceful assembly.

Public Safety is required to ensure that the rights of all concerned are protected. Notification helps us to ensure the safety of all participants and members of our community. You may contact the Office of the Dean of Students at (814) 332-4356 for further assistance.

**Counter-Assembly**
A peaceful assembly on campus may invite another form of assembly. When these occasions arise, the expression of all parties is important. Please note that another area may be identified for those persons with views that differ from those held by the event organizers. In order to further support the peaceful assembly guidelines are upheld, Public Safety may be required in order to ensure the safety of all participants.

**Class Attendance**

Students are expected to attend all their classes as scheduled. Specific class attendance policies are the prerogative of the individual faculty member. Students will be held responsible for any missed coursework. Any arrangements for missed coursework will be at the discretion of the faculty. In some cases, missed coursework may result in a reduction in grade or no grade at all for unauthorized absences.
This policy passed by the Campus Life & Community Standards Committee on November 2016, and the Administrative Executive Council on December 2016.

Timely Warning Policy

The purpose of this policy is to ensure the issuance of timely warnings regarding crimes posing a serious or ongoing threat to the campus community. This policy complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) by establishing procedures for the College regarding the circumstances and delivery of warnings of serious or ongoing threats.

Timely warnings are provided to notify students, faculty, and staff of certain crimes that may represent a serious or ongoing threat to the campus community and to heighten safety awareness. Timely warnings include information about the crime that triggered the warning, but do not include personally identifiable information about the victim of the crime. The content and amount of information varies depending on the nature of the threat, the amount of information available to first responders, the risk of compromising law enforcement efforts, and other factors.

Timely warnings are made only in response to the occurrence of crimes specified in the Clery Act. Decisions to issue a warning are made on a case-by-case basis considering the nature and circumstances of the crime and the danger posed to the community. A warning is only required when the reported crime occurred on campus, public property bordering campus, or property controlled by Allegheny College. In the event that a situation arises either on or off campus that, in the judgment of the Dean of Students in consultation with the President and/or Vice President(s) constitutes an ongoing threat, a campus wide “timely warning” may be issued.

Timely warnings typically are made by the Allegheny Public Safety staff. Warnings may also be issued by the Vice President for Student Affairs or for warnings arising from crimes not involving students. The Vice President consults with the Public Safety staff or local police and, for crimes occurring off campus, the College official with responsibility for the property or program at the location where the crime occurred. Timely warnings typically are made through campus wide e-mails sent to students and employees.

General College Policies

The following is a list of examples of prohibited behaviors/violations of College policies applicable to students of Allegheny College. This list and/or examples of prohibited behaviors are not intended to be a fully exhaustive list of all policies and procedures.
1. Acts of dishonesty, including but not limited to the following:
   a. Cheating, plagiarism, or other forms of academic dishonesty as outlined in the Honor Code.
   b. Furnishing false information to any College official, faculty member, or office.
   c. Forgery, alteration, or misuse of any College document, record, or instrument of identification.

2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other College activities, or of other authorized non-College activities when the conduct occurs on College premises.

3. Physical abuse, verbal abuse, threats, intimidation, harassment, hazing, or other conduct which threatens or endangers the health or safety of any person.

4. Violation of the College's Policy Against Discriminatory And Sexual Harassment, including: Sexual Assault and Other Forms of Sexual Violence, Dating Violence, Domestic Violence, and Stalking.

5. Hazing as described in the Pennsylvania State Hazing Laws section of this publication.

6. Attempted or actual theft of and/or damage to property of the College or personal property of a member of the College community or other personal or public property, on or off campus, as well as theft of services.

7. Failure to comply with directions of College officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.

8. Unauthorized possession, duplication, or use of keys to any College premises or unauthorized entry to or use of College premises, including Residence Halls.

9. Use, possession, manufacture, or distribution of marijuana, cocaine, heroin, narcotics, or other controlled substances, as well as drug paraphernalia, except as expressly permitted by law.

10. Use, possession, manufacture, or distribution of alcoholic beverages (except as expressly permitted by law and the College’s Alcohol Policy), including but not limited to the following:
   a. Possession/consumption by persons under the age of 21.
   b. Public intoxication by persons of any age.
   c. Providing alcohol to persons under the age of 21.
d. Possession of a common source (keg, mini-keg, etc. - empty or full).

e. Hosting an unregistered event with alcohol present as described in the “Allegheny College Alcohol Policy.”

11. Participation in on-campus or off-campus activities that disrupt the normal operations of the College and/or infringe on the rights of other members of the College community; inciting others to disrupt scheduled and/or normal activities within any campus building or area.

12. Obstruction of the free flow of pedestrian or vehicular traffic on campus or at College-sponsored or supervised functions.

13. Conduct which is disorderly, disruptive or indecent while on campus or at functions sponsored by, or participated in by, the College. This includes misconduct during EL Seminars, Study Abroad experiences, entertainment groups, and off campus gatherings.

14. Action or inaction by a witness and/or bystander which fails to discourage a violation of College policy, causing damage to College property or harm to an individual(s).

15. Violation of state, local, or campus fire policies, including (a) failure to evacuate a College-owned building during a fire alarm; (b) improper use of College fire safety equipment; (c) tampering with or improperly engaging a fire alarm in a College-owned building; (d) acts of arson; and (e) use of open flames. A complete copy of the College’s Fire Regulations is available at the Office of Public Safety.

16. Smoking is prohibited in all College buildings. (Refer to Residence Life policies for guidelines for residential areas.)

17. Bringing pets or other animals into College buildings, except assistance or service animals used by persons with disabilities. Some exceptions exist in residential areas. See applicable Residence Life policies.

18. By using the computer facilities at Allegheny College, students acknowledge their awareness of College policies concerning computers and that they will be held accountable through the Student Conduct System if they are found to have violated one or more of these policies. In addition, students who connect their personal computers to the campus network will be held responsible for any violation of these policies that originate from that computer. College computing policies prohibit the abuse of computing facilities and/or accounts, including, but not limited to:

a. Use of computing facilities or additional technologies to send harassing or abusive messages.
b. Use of computing facilities to interfere with the work of other community members.

c. Unauthorized access to a file or personal or group account.

d. Use of computing facilities to interfere with normal operation of the College computer system.

e. Sending anonymous or forged network news articles or email messages.

f. Usage over the allotted limit without prior approval.

g. Unauthorized transfer of a file;

h. Use of computing facilities in violation of the Digital Millennium Copyright Act or other copyright laws.

For additional clarification, please refer to http://sites.allegheny.edu/its/policies/

19. Abuse of the student conduct system, including but not limited to:

a. Failure to attend meetings scheduled for disciplinary purposes.

b. Falsification, distortion, or misrepresentation of information.

c. Attempting to discourage an individual’s proper participation in, or use of, the conduct system.

d. Harassment (verbal or physical) and/or intimidation of a member of the community standards board prior to, during, and/or after a conduct proceeding.

e. Failure to comply with the sanction(s) imposed within the Conduct System.

f. Influencing or attempting to influence another person to commit an abuse of the conduct system.

20. Violation of other published College policies, rules, or regulations.

21. Violation of federal, state, or local law, whether on or off campus.

Photography Policy

Allegheny College and its representatives occasionally take photographs and video recordings in public spaces on campus for the College’s use in print and electronic media. Allegheny College does not attempt to collect photo release forms from members of its faculty, staff, students, and/or guests. Instead, we make the assumption that Allegheny faculty, staff, students and guests are our best resources for marketing the College to its constituencies and that they will welcome involvement in these activities.

Therefore, we reserve the right to take and use photographs, video and electronic images of faculty, staff, students and visitors taken on college property and at college-sponsored events where subjects would not have an expectation of privacy. All photographs, video and electronic images are used for marketing and promotional purposes.
This serves as public notice of the College’s intent to do so and as a release to the College of permission to use such images as it deems fit. If you should object to the use of your photograph, you have the right to withhold its release by filing a written objection with the Office of College Relations. The objection must be made in writing to the Office of College Relations located in the 454 House.

Smoke-Free Workplace

Evidence of the harmful effects of secondary smoke has grown stronger and stronger in recent years. Even brief exposure to smoke can cause physical distress in some individuals, and tobacco usage is the leading avoidable cause of sickness and death in our society. We have also learned that simple separation of smokers and nonsmokers within the same airspace does not protect nonsmokers from environmental tobacco smoke, and even separation into different physical spaces within the same building is not adequate, given the nature of building ventilation systems. Finally, we know that smoking increases maintenance and liability costs, decreases productivity, and increases sick time. For all of these reasons, Allegheny has a smoke-free workplace.

Smoking in any form is prohibited inside all nonresidential college-owned or leased buildings, residence halls, and college-owned or rented vehicles. Smoking is also prohibited at all formal outdoor assemblies where people are in close proximity, including athletic events, commencement, and concerts. Smokers are also encouraged to take care that their outside smoking is not picked up through windows and air intakes.

Responsibility for enforcement of this policy rests with the President and the Administrative Executive Committee (AEC). Because Allegheny is the kind of place it is, we have every expectation that voluntary, thoughtful compliance will make formal enforcement almost unnecessary. We know that implementation of this policy will cause inconvenience to smokers in our community, but we believe strongly that the evidence of harmful effects of secondary smoke on non-smokers warrants its adoption. Information about smoking cessation is available through the Winslow Health Center. Allegheny’s Smoking Policy was approved by the Administrative Executive Committee, and has not changed since its implementation on May 1, 1994, except for the inclusion of residence halls beginning with the 1997-1998 academic year. Changes to the smoking policy, if authorized, would also have to be approved by the Administrative Executive Committee of Allegheny College. Policy changes are made, as circumstances require. (Rev. 4/1/03)

Solicitation Policy

Allegheny College prohibits unauthorized solicitation on campus property.
We require prior approval for any student organization, group or individual looking to provide information or sell products on campus. In general, for-profit organizations are not permitted to solicit on campus. (For example, credit card, phone card, and cell phone companies are not permitted on campus.) Other solicitors looking for permission to be on campus must seek approval through the Office of Student Involvement. If granted permission then authorized solicitors (e.g. organizations selling class rings or photos for seniors) will only be permitted in the Henderson Campus Center. The purpose of this process is to maintain an environment that supports the academic objectives of our community.

Off-campus religious or faith groups wishing to visit campus must first be invited by a recognized student organization or College department. The College department or organization must receive authorization from the Spiritual and Religious Life office before the off-campus group may come to Allegheny College. Authorized groups or individuals will be hosted in the Henderson Campus Center unless prior permission is granted to visit other facilities or grounds. The purpose of this process is to establish a campus environment that is free of coercion and proselytization.

Outdoor Event Guidelines

The Outdoor Event Guidelines were created to help coordinate the numerous outdoor events that occur in our community that are likely to affect neighbors or others not directly participating. Students and organizations wishing to hold outdoor events on College property and/or College recognized organizations that wish to hold an outdoor event in areas surrounding the College must get prior approval from the Office of Student Involvement. The purpose of this approval is to attempt to schedule outdoor activities in an effort to be sensitive to our community.

Firearms and Explosives Policy

Any possession or use of firearms, explosives, other weapons, or dangerous chemicals while on College premises, unless properly authorized, is prohibited. The definitions are listed below.

**Firearm** - Any device that shoots a bullet, pellet, flare, tranquilizer, spear dart, paintball or other projectile, whether loaded or unloaded, including those powered by CO2. This includes, but is not limited to, guns, air guns, dart guns, pistols, revolvers, rifles, cannons, etc., and any ammunition for any such device.

**Weapon** - Any device that is designed to or traditionally used to inflict harm. This includes, but is not limited to:

1. Firearms, slingshots, switchblades, daggers, blackjacks, brass knuckles,
bows and arrows, hand grenades, hunting knives, nun-chucks, throwing stars, etc.

2. Any object that could be reasonably construed as a weapon.
3. Any object legally controlled as a weapon or treated as a weapon under the laws of the Commonwealth of Pennsylvania.

Explosives - Any chemical compound or mechanical mixture that contains any oxidizing and combustible units, or other ingredients, in such proportion, quantities or packing that an ignition by fire, friction, concussion, percussion, or detonator, or any part of the compound or mixture, may cause a sudden generation of highly heated gases that results in gaseous pressures capable of producing destructive efforts on contiguous objects or of destroying life or limb. This includes, but is not limited to, firecrackers, black powder, dynamite, etc. as well as detonating devices such as detonators, blasting caps, timers, incendiary wire and the like.

FIRE SAFETY

Fire Extinguishers, Fire Alarms, and Smoke Alarms

Public Safety is responsible for the implementation of policies concerning fire extinguisher and fire alarm stations in residence halls. A check of the fire extinguisher, fire alarm boxes, EXIT lights and smoke alarms will be conducted every six months by Public Safety. In addition, any person who observes misused, or defective or inoperative equipment shall report the violation immediately to Public Safety.

If a fire extinguisher is leaking, it is the responsibility of the residents of a section to notify Public Safety immediately. Failure to do so may result in an assessment for the cost of that extinguisher. If an individual or group sets off or tampers with a fire alarm, fire extinguisher or any other fire equipment, that person or group shall be subject to a fine between $100 and $500. The fined party may appeal within ten days through the Office of Residence Life. This charge, assessed by Public Safety, may be borne by an individual or group divided equally among the members of the section if the guilty party cannot be found. The charged parties may appeal through the Office of Residence Life to determine guilt and how to apportion the cost of a missing fire extinguisher.

Open Flame

Open flames such as candles or incense are not permitted. If you need to use extension cords, please make sure you use heavy-duty cords with a minimum of
14-gauge wire. If you use surge protectors, please make sure that they are heavy duty with a self-tripping breaker. As a safety measure, you are not allowed to hang tapestries from the ceiling or in front of the door. Additionally, we do not allow halogen lamps due to fire safety concerns.

Fire Drills

Fire drills will be scheduled periodically in each residence hall. Residence Life Staff will assist Public Safety personnel with administering the fire drills. The fire doors are not to be used except in the case of an emergency. Activating fire alarms or using fire extinguishers outside of an emergency is a serious crime, and offenders will be appropriately prosecuted in accordance with the Meadville city and Pennsylvania codified ordinances, in addition to being subject to student conduct action for a violation of the Code of Conduct. You are required to evacuate College-owned buildings in the event that a fire alarm sounds and must refrain from tampering with or disabling fire safety equipment. Violations of fire safety policies are subject to disciplinary action including a fine up to $500 and/or removal from housing.

Fire Safety Education

Public Safety and the Meadville Fire Department provide fire safety training for Residence Hall staff at the beginning of each academic year. Fire safety awareness information is posted on bulletin boards and distributed to parents and resident students during orientation programs and at residence hall meetings.

Report a Fire

Students, staff and faculty should report all fires, fire alarms and other emergency situations to Public Safety at (814) 332-3357, the Meadville Fire Department at 9-1-1. On receiving a report of a fire or fire alarm, a Public Safety Officer immediately notifies the local fire department. The Public Safety Officer will then notify other campus administrative staff as necessary.

Fire Safety Systems

Residence Hall facilities are equipped with fire alarm systems, including smoke, manual pull stations, and signaling devices (e.g. fire alarm horns, speakers and strobes). In addition to sounding a local alarm, each residence hall fire alarm panel communicates with a central monitoring station located in the Public Safety office (Newton Observatory), where trained dispatchers continuously monitor the panel for alarm and trouble conditions. Fire extinguishers are located throughout the residence halls. Sprinkler systems are provided. However, some buildings with partial sprinkler systems will have sprinklers located in certain utility closets and certain common areas.
Future Improvement in Fire Safety

The Higher Education Opportunity Act (HEOA Public Law 110-315) requires institutions with on campus student housing facilities to provide plans for future improvements in fire safety to enrolled students and current employees. Fire safety has always been and continues to be a high priority at Allegheny College. We continue to assess what more can be done to:

- Assure a Fire Safe Environment
- Raise our Fire Preparedness and Prevention
- Renew the Fire Safety Instructions and Fire Evacuation Procedures
- Update Available Training and Information

Allegheny College, at minimum, will conduct an annual review of the College’s Fire Safety Policies and Procedures. Inspections and tests of our fire suppression and protection systems will continue on an annual schedule and any deficiencies will be corrected in accordance with the State of Pennsylvania Code 82.17 Safety—fire Prevention and Egress.

Residence Hall Fire Protection Systems

REPORT – ACTUAL FIRES 2017

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<th>ALLEGHENY COLLEGE RESIDENTIAL FACILITIES</th>
<th># OF FIRES</th>
<th>DATE</th>
<th>CAUSE</th>
<th>ESTIMATED PROPERTY DAMAGE</th>
<th>ESTIMATED CONTENT DAMAGE</th>
<th># OF INJURIES</th>
<th># OF DEATHS</th>
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All fire and life safety concerns should be addressed to the Office of Public Safety at (814-332-3357).