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Letter from the President

To the University Community:

Achieving success in our mission requires many components: extraordinarily gifted people, great facilities, and a supportive community. Even more important, however, is providing an environment in which individuals can feel safe to learn, work, and live. The principles of accountability and respect are essential to this goal. Although our beautiful rural campus is friendly, it is not immune to crime. Each one of us has a duty to promote a secure and supportive environment at our University. This report includes tips to prevent or deter crime, such as always locking the door to your room, office, or lab. It also contains valuable information that may help improve not just your safety but also the safety of others on campus. If you observe suspicious activity, report it to LHUPD at 570-484-2278 or by using an emergency phone on campus.

This report provides information about services, policies, procedures, and preventative tips that you should know and be familiar with before a crisis occurs. Thank you for reading this report and for making campus safety a priority. We can all contribute to a caring and safe environment.

Sincerely,

Robert Pignatello
Letter from the Director of Public Safety

To the University Community:

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

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

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

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

Sincerely,

Tim A. Stringer

Director of Public Safety, Lock Haven University
Emergency Phone Numbers

**EMERGENCY: CALL 911**

What is a 911 emergency?
It’s any situation that requires an immediate police, fire or medical response to preserve life or property. These can include:

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

**Non-emergencies**

**Main Campus**
- Lock Haven University Public Safety: 570-484-2278
- Lock Haven City Police Department: 570-748-2936
- Lock Haven Fire Department: 570-748-2936

**Dixon Center**
- Harrisburg City Police Department: 717-255-3131

**Coudersport**
- Coudersport Police Department: 814-274-8970

**Local Hospital**

**Main Campus**
- UMPC-Lock Haven Hospital: 570-893-5000

**Dixon Center**
- Harrisburg Hospital/PinnacleHealth: 717-782-3131

**Coudersport**
- Cole Memorial Hospital located: 814-274-9300

**Victim Services**

- Clinton County Women’s Center: 570-748-9509
- Pennsylvania Coalition Against Rape: 888-772-7227
- National Domestic Violence Hotline: 800-799-7233

**University Offices**

- Title IX Coordinator: 570-484-2014
- Deputy Title IX Coordinator: 570-484-2153
- Department of Public Safety: 570-484-2278
- Health Services: 570-484-2276
- Human Resources: 570-484-2014
- Social Equity: 570-484-2838
- Vice President/Enrollment Management and Student Life: 570-484-2087
- Student and Residence Life: 570-484-2319
- Center for Excellence and Inclusion: 570-484-2598
- Counseling Center: 570-484-2479
- H.O.P.E. Center Outreach Program: 570-484-2111
- Student Activities: 570-484-2125
- Athletics: 570-484-2093

**Dixon Center**
- Senior Associate Vice Chancellor for Academic and Student Affairs: 717-720-4207
- Director of Facility Operations and Maintenance: 717-720-4087
Introduction

Lock Haven University is a state-owned institution and a member of the State System of Higher Education in the Commonwealth of Pennsylvania. The campus is located in Clinton County in central Pennsylvania in the City of Lock Haven, Pennsylvania. The Physician Assistant Graduate Program at Lock Haven University is in collaborative agreement and leases space for instructional purposes within Cole Memorial Hospital (Coudersport Campus) located in Coudersport Pennsylvania and the Dixon Center (Harrisburg Campus) located in Harrisburg Pennsylvania. These are non-residential property and housing is not offered to the graduate students within the Physician Assistant Program.

Lock Haven Campus

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

Harrisburg Campus

Lock Haven University of Pennsylvania offers the Physician Assistant Program through a fourth location via our Harrisburg branch campus at the Dixon University Center. Harrisburg's Dixon University Center is located along the banks of the beautiful Susquehanna River. Originally built in 1908, it has now been updated with state of the art facilities, and the latest innovations in technology. Using state of the art technology, the University is able to deliver television quality, fully interactive, live broadcasts of curriculum between the four campus locations. Full time resident faculty at Harrisburg conduct the same small group learning and lab experiences that are provided at the Lock Haven Main campus, while students enjoy the more intimate environment afforded by a smaller class size. This educational model has been studied extensively by the program faculty and represents a highly effective mechanism to extend the PA curriculum to citizens in the south central regions of the Commonwealth. During the clinical year students from the Harrisburg location complete clinical experiences at locations throughout south central Pennsylvania and beyond. Lock Haven University of Pennsylvania is one of only several programs nationally to utilize this advanced technology.

Harrisburg Campus Contacts:

- Craig Ernst, MHS, PA-C, Academic Coordinator - 570-484-2619, cernst@lockhaven.edu
- Michael DePalma, Assistant Professor PA Program – 570-484-2616 mdg1005@lockhaven.edu
- Kristen Amicone. Assistant Professor PA Program – kka240@lockhaven.edu
- Elizabeth Glabus, Harrisburg Campus Secretary - 570-484-2620, eglabus@lockhaven.edu

Coudersport Campus

Lock Haven University of Pennsylvania also extends the offering of the Physician Assistant Program to the Northern Tier of Pennsylvania via our branch campus at the Coudersport Campus. With the state of the art technology, the University is able to deliver television quality, fully interactive, live broadcasts of curriculum between four campus locations. Full time resident faculty at Coudersport conduct the same small group learning and lab experiences that are provided at the Lock Haven Main campus while students enjoy the more rural environment and individual attention afforded by a smaller class size. Coudersport Pennsylvania is located 70 miles north of the Lock Haven University Campus and 20 miles south of the New York State boarder. Coudersport is a very rural community and is located within a federally designated health manpower shortage area.
The campus is housed at Cole Memorial Hospital located next to the Emergency Room entrance. The facility includes 24-hour emergency care; 25-bed acute care (medical/surgical, obstetrics and gynecology, intensive care); inpatient geriatric behavioral health: skilled nursing facility (long term care); inpatient rehabilitation unit; surgical services; home health and hospice; cancer care; and rehabilitation services including physical, occupational and speech therapies.

Coudersport Campus Contacts:

- Pamela Ruane, MHS, PA-C, Coudersport Campus Coordinator - 570-484-2603, plr235@lockhaven.edu
- Monica Musser, Coudersport Campus Secretary – 570-484-2604 mrm1125@lockhaven.edu

Clergy Act Compliance

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

This law also requires colleges and universities to:

- Make timely warnings to the campus community about crimes that pose a serious or ongoing threat.
- Keep a public crime log.
- Uphold basic rights to victims of sexual assault.
- Make accurate crime statistics available to the U.S. Department of Education, which centrally collects and disseminates campus crime statistics at the national level.
- Face possible fines from the U.S. Department of Education when schools fail to comply with the Clery Act.

The purpose of the Clery Act is to provide current and perspective students, and employees with accurate, complete and timely information about campus safety so that they can make informed decisions. The Lock Haven University Public Safety Department publishes the Annual Fire Safety and Security Report in compliance with the Clery Act, and also offers it as a resource guide, directing readers to campus safety and security services and providing crime prevention and personal safety guidance and strategies.

Preparing the Annual Fire Safety and Security Report

It is the responsibility of the Director of Public Safety to prepare and disseminate Lock Haven University’s Annual Fire Safety and Security Report each year. The full text of this report is located at http://www.lockhaven.edu/publicsafety/documents/2019ASR.pdf. It is the policy of Lock Haven University to compile the Clery Report in accordance with state and federal mandates in the following manner: The Department of Public Safety gathers statistical data from their records of all reported crimes and from information provided by various offices, departments, and agencies both internal and external to campus, and from other designated Campus Security Authority (CSAs). These offices, entities, departments, and agencies include:

- Department of Student and Residence Life
- Department of Human Resources
- The Judicial Board
- The Title IX Coordinator
- The Lock Haven City Police Department
- The Harrisburg City Police Department (Dixon Center)
- The Coudersport Borough Police Department (Coudersport)
- The Physician Assistant Clinical Coordinator at Dixon Center and Coudersport (Cole Memorial Hospital)
Disclosure of Crime Statistics
The Annual Fire Safety and Security Report is prepared each year in compliance with the Jeanne Clery Disclosure of Campus Security Police and Crime Statistics Act, which requires all colleges and universities receiving Title IV financial aid in the United States to report their crime statistics and their campus security policies and reporting procedures to the United States Department of Education and to the campus community annually by October 1 each year. These crime statistics are compiled and reported in accordance with the Federal Bureau of Investigation’s Uniform Crime Reporting system, and with the Clery Act. This intended to comply with the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. This information is available online at https://ope.ed.gov/campussafety/.

A paper copy of this report is available free of charge from Lock Haven University Department of Public Safety located in the Glennon Infirmary building 32 Glenn Road, Lock Haven, PA. The annual report contains crime and fire statistics for the most current three year periods and is made available each year to all prospective students and employees. An e-mail notification is made to all students and employees each year that provides the direct web link http://www.lockhaven.edu/publicsafety/documents/2019ASR.pdf to access the Annual Fire Safety and Security Report. All prospective students and employees receive notification of the availability of the report and how to obtain it during the application process.

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

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

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

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

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

Lock Haven University has no non-campus buildings or properties.

Lock Haven University Department of Public Safety
Lock Haven University Department of Public Safety is committed to the highest quality of protective services in order to maintain and improve our unique educational environment and quality of life. The goal of the Department of Public Safety is to provide professional responses to all safety and service-oriented requests from the campus community. The Department of Public Safety responsibilities range from policing, security, and emergency response for the University. The Department consists of a full-time commissioned director, 11 commissioned
officers, 2 park time clerk dispatcher, 2 full time clerk dispatcher and 1 full time clerical supervisor. The Department operates 24 hours a day 365 days a year.

The Public Safety Department is located within the Glennon Infirmary building. All police officers are certified first responders, using vehicles equipped with mobile computers, emergency medical and response equipment. The department patrols consist of marked units, bicycle, and foot patrols for the Lock Haven University campus.

All police officers have completed the required training or equivalent of the Pennsylvania Municipal Police Officer Training Academy (Act 120), and have received their commission from the Governor of Pennsylvania. All officers have full police powers and are required to maintain certifications in CPR including the use of AEDs, firearms, and annual Act 180 mandatory in-service training through the Municipal Police Officers Education and Training Commission or the Pennsylvania Chiefs of Police Association. Complete background investigations are made on all applicants considered for the Public Safety police officer employment, including Pennsylvania State Police records, psychological testing, and personal reference checks. The Department officers patrol campus on foot and in marked and unmarked police vehicles. The officers also attend additional specialized training, such as active-shooter training, report writing, as it becomes available.

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

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

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

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

The territorial jurisdiction of our University Police Officers include:

- All Lock Haven University buildings, grounds and streets owned, leased, rented, or controlled;
- They are reasonably contiguous to one another;
- They directly support or relate to Lock Haven University’s educational purposes.

Authority and Interagency Cooperation

The Department of Public Safety has established a strong working relationship with many local, state, and federal law enforcement agencies. Public Safety work cooperatively with these agencies and have regular contacts with the Lock Haven City Police Department, the Clinton County Sheriff’s Office, Woodward Township Police Department and Pennsylvania State Police (Lamar Barracks) about matters of mutual interest and concern. We rely on these relationships to share critical crime information and build upon a dynamic network of public safety professionals.

In emergencies or at the request of university police officers, the Pennsylvania State Police and local police are contacted for assistance. There is a reciprocal working relationship among the campus, state, and local police agencies. The Department of Public Safety has entered into a mutual aid agreement with the Lock Haven City
Police Department to allow Lock Haven University police officers to investigate criminal offenses and perform other police functions within the City of Lock Haven under certain circumstances. This agreement allows the Public Safety police officers to take law enforcement action when they view certain criminal activity while traveling through the City of Lock Haven on university business and to provide assistance to the Lock Haven City Police Department in the event of an emergency.

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

Off-Campus Behavior, Relationship with Local and State Police
The Department of Public Safety works cooperatively with local and state police agencies to monitor and record reports of criminal activity at any off-campus location where the primary occupants are students who are members of a recognized student organization. The university also reserves the right to take disciplinary actions against students for violations of Commonwealth or Federal laws, regardless of where such actions occur, if the actions adversely affect the mission of the university or the health, safety, or welfare of members of the university or local community.

Lock Haven University expects that students conduct themselves at off campus locations in the same way as they do on campus, that is, with the highest respect and consideration of others. The Department of Public Safety works closely with all local, state, and federal law enforcement agencies and other related agencies to that end to preserve the safety of the surrounding communities, assisting those agencies with the sharing of demographic information and through the participation in investigations of various incidents, to maintain a positive relationship regarding the behavior of all students living off campus.

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

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

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

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

It records all criminal incidents, alleged criminal incidents that have been reported on campus or on public property immediately adjacent to and accessible from campus, and crimes that occurred within the patrol jurisdiction of the campus police. The daily crime log contains all crimes reported to the Department regardless of the classification of the crime. Officers are required to complete an incident report form on every crime that is reported. The report includes information on the nature, date, time, general location, and disposition of each crime. New information
about a log entry is also recorded in the log no later than two business days after the information has become available to the department, and is designated as an update to the original entry. Examples of this would be if criminal charges are not immediately filed but are at a later date pursuant to the outcome of an investigation, and when a final disposition is determined by judge or trial at a later date. Daily crime logs do not include identifiable information of victims.

The daily crime and fire log also contains fire/fires that occur in on campus (including student housing facilities), on public property, in non-campus buildings or property, or within the patrol jurisdiction. Officer are required to complete an incident report form on all reported fires. The fire log includes the following elements, the date the fire was reported, the nature of the fire, the date and time of the fire/fires, and the general location of the fire.

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

**Emergency Phones**

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

**911 Phone System**

The 911 system on campus facilitates prompt fire and ambulance response to campus. When dialing 911 from any main campus phone, the Clinton County 911 Emergency Services Communications Center will be able to display the specific location (street address, building, and room #) of the campus caller. This system does not work with wireless cellular phones. When the Clinton County 911 Emergency Services Communications Center receives a 911 call from a campus location, they will dispatch appropriate fire and/or ambulance service. The Communications Center will also then contact the Department of Public Safety regarding the location and nature of the emergency call, and a University police officer will respond.

**Safety Escorts**

Students are encouraged not to walk alone and to practice personal safety precautions, especially during hours of darkness. Department of Public Safety police officers will provide the safety escort. When an on-campus escort is requested, every effort is made to accommodate the request. To request the escort service call the Department of Public Safety at 570-484-2278.

**Reporting Criminal Actions or Emergencies**

On April 15, 1986, Jeanne Clery, a young woman attending Lehigh University, was brutally attacked and killed in her dorm room. Through lobbying by her parents, Congress passed the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The Clery Act, as it has become known, requires that all universities make people aware if certain crimes occur on campus through an annually released crime report. The Clery Act requires that all reported incidents of murder, manslaughter, forcible and non-forcible sex offenses, domestic violence, dating violence, stalking, robbery, aggravated assault, burglary, motor vehicle theft, and arson that occur on campus or on property contiguous to campus be included in the annual report. If a victim of a crime which occurred on campus informs Public Safety police officer that he/she does not wish to have Public Safety police
officer investigate, Public Safety will provide the victim with contact information for another appropriate law enforcement agency to investigate.

In 2012, when the Violence Against Women Act was reauthorized, the Clery Act was expanded. It now requires that all instances of relationship violence, sexual assault, and stalking that occur on campus be part of the crime report. This allows everyone to know how many crimes are occurring. The Clery Act does not require anything other than a number be reported; these numbers are based on both the confidential and formal reports that are made.

Title IX was designed to make sure that everyone has equal access to an education, free of coercion and harassment. Sexual assault, relationship violence, and stalking hinder an individual’s ability to reach their educational potential. All incidents of sexual assault, relationship violence, and stalking that are reported to the Department of Public Safety must then be reported by police to the Title IX Coordinator so they cannot be held in confidence. All incidents of these crimes must be reviewed. The Title IX Coordinator will respect a complainant’s request not to investigate, but must (by law) inform the complainant of his or her rights. The Title IX Coordinator is Deana Hill, East Campus Room J204, 570-484-2014. For Lock Haven University Title IX Sexual Harassment policy go to https://lockhaven.edu/hr/documents/LHU%20Sexual%20Harassment%20Policy%20Statement%20August%202017.pdf

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

All members of the campus community are strongly encouraged to report crime to the police in a prompt and accurate manner. Lock Haven University has a number of ways for campus community members, students, employees, and visitors to report crimes, criminal behavior, serious incidents and other emergencies in a timely manner to appropriate University officials. Regardless of how and where you decide to report these incidents, it is critical for the safety of the entire Lock Haven University community that you immediately report all incidents to the Public Safety Department at 570-484-2278 or from a campus phone ext. 2278 to ensure an effective investigation and appropriate follow-up actions, including issuing an Emergency Alert (Timely Warning) or emergency notification. Calls may also be made by dialing 711 using a University phone or using one of the “Emergency” telephones located throughout campus. This emergency telephone system is linked directly to the Public Safety Dispatch Center, which is located in the Glennon Infirmary Building (32 Glenn Road). Upon receipt of the call, officers are dispatched to the site. Crimes occurring at the Harrisburg Campus (Dixon Center), Coudersport Campus (Cole Memorial Hospital or off campus should be reported to the local police agency by dialing 911.

A variety of University employees MUST report promptly and accurately any incidents of these specified crimes to campus law enforcement authorities; these employees are knows as Campus Security Authorities. All members of the campus community are required to notify the Department of Public Safety when any event or incident involves a dangerous situation or significant emergency that constitutes an immediate or ongoing threat to the health and safety of any person on campus

LHUPD will investigate a report when it is deemed appropriate, and may forward reports to the Office of the Dean of Student and Residence Life and the Title IX Coordinator for review and potential action.

If assistance is required from other agencies, LHUPD will contact the appropriate agency. With incidents of sexual harassment, sexual assault, dating violence, domestic violence and gender-based bullying or stalking, individuals on the scene, including LHUPD, will offer the victim/survivor a wide variety of services including access to both on and off-campus sexual assault support services available to assist victim/survivors twenty-four hours a day
Main Campus

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

Coudersport Campus

- To report a crime in progress or a life-threatening emergency on or off campus, call 9-1-1.
- To report a non-life-threatening urgent situation or suspicious conditions on campus, contact LHUPD at 570-484-2278.
- To report a past crime on campus, contact LHUPD at 570-484-2278 or email Public_Safety@lockhaven.edu.
- To report a non-life-threatening urgent situation or past crime off-campus, call the Coudersport Police Department at 814-274-8970.

Harrisburg Campus (Dixon Center)

- To report a crime in progress or a life-threatening emergency on or off campus, call 9-1-1.
- To report a non-life-threatening urgent situation or suspicious conditions on campus, contact LHUPD at 570-484-2278.
- To report a past crime on campus, contact LHUPD at 570-484-2278 or email Public_Safety@lockhaven.edu.
- To report a non-life-threatening urgent situation or past crime off-campus, call the Harrisburg City Police Department nonemergency number, 717-255-3131.

All Other Locations

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

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

Victims may anonymously report an incident by using the online reporting form located here: http://www.lockhaven.edu/publicsafety/crimereporting.html. All such reports are included in the annual disclosure of crime statistics. In addition, anonymous reports assist the University in evaluating whether an Emergency Alert (Timely Warning) should be issued and in collecting valuable information about incidents of sexual violence that are not ultimately reported to the police. Those who are required to report crimes may not use this anonymous online reporting form to fulfill their reporting obligations.

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

**Campus Confidential Resources**
- Counseling Services, Ulmer Hall 570-484-2479
- Glennon Health Services 570-484-2276

**Community Confidential Resources**
- Rape & Incest National Network online hotline http://ohl.rainn.org/online
- National Sexual Assault Hotline 800-656-4673
- Clinton County Women’s Center 570-748-9509

**Required Reporters**

All members of the University community must report any violations of sexual harassment, sexual violence, and/or domestic violence to the Associate Vice President of Human Resources/Title IX Coordinator at 570-484-2014 or the Assistant of Director of Human Resources/Deputy Title IX Coordinator, 570-484-2153.

- Incidents of alleged sexual assault, dating violence, domestic violence or stalking by and/or against LHU students can be reported directly to the Dean of Student and Residence Life at 570-484-2319
- Incidents of alleged sexual assault, dating violence, domestic violence or stalking by and/or against LHU employees can be reported to Title IX Coordinator, Associate Vice President of Human Resources at 570-484-2014 or Deputy Title IX Coordinator, Assistant Director of Human Resources at 570-484-2153.

**Student Misconduct**

To file a complaint on a student’s behavior contact the Office of the Dean of Student and Residence Life at 570-484-2319.
Campus Security Authorities (CSA)

As requested by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, or Clery Act, colleges and universities must annually compile and publish crime, fire and security information about their campuses. Under this law, “campus security authorities” are mandated to report crimes brought to their attention for inclusion in Lock Haven University Annual Fire Safety and Security Report. If you or someone who reports to you is listed on the distribution list below, you are a “campus security authority” as that term has been defined by the United States Department of Education. Campus Security Authorities are those individuals with campus security responsibility, those individuals designed by the campus, and those individuals with significant responsibility for students or campus activities, such as:

- Student Housing
- Student Discipline
- Campus Judicial Board
- Directors of Athletics and team coaches
- Dean of Student and Residence Life
- The Associate Provost for Student Affairs
- The Associate Dean of Student & Residence Life
- Resident Directors
- Resident Assistants
- Desk Receptionist
- H.O.P.E. Center Outreach Program staff
- Student Activities
- Advisors to Student Organizations

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

What is the role of a CSA?

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

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

Who is not a CSA?

The following non-CSA positions/functions but are not limited to: faculty member without responsibility for student and campus activity beyond the classroom; physicians/nurses in Health Service who only provide care for students;
clerical or administrative support staff; cafeteria staff; facilities maintenance staff; information technology staff, licensed mental health or pastoral counselors, when acting within the scope of their license or certificate; and other like functions.

In accordance with the Clery Act regulations, Campus “Professional Counselors”, when acting as such, are not considered to be a Campus Security Authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. Counselor Service provide confidential assessment and counseling for Lock Haven University students that are experience personal problems. The counselors are encouraged; if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary, confidential basis for inclusion into the annual crime statistics.

Educational Programs
The Student and Residence Life personnel provide security policies and procedures information to all residence hall students at the mandatory floor meetings at the beginning of each semester. Off-campus students receive information about security procedures through the student university handbook and staff through new employee orientation training. Residence hall staff hold follow-up discussions and programs through the semester. Program topics include, but are not limited to, sexual assault, rape, acquaintance rape, domestic violence, dating violence, and stalking awareness and prevention, personal safety, theft prevention, and alcohol/drug awareness and the drug and alcohol policy, building security, and fire safety. Presentations on these topics are made throughout the academic year and are sponsored by Student and Residence Life, Department of Public Safety, Department of Human Resources, the Title IX Coordinator, the H.O.P.E. Center, Clinton County Women’s Center. Representatives from the Department of Human Resources, Student and Residence Life, Title IX Coordinator provide presentations at new student summer orientation sessions. Signs are posted throughout the residence halls reinforcing security policies and procedures. The Annual Fire Safety and Security Report is updated and distributed annually to all students, and contains security policies and procedures, and procedures for emergencies and evacuations.

The Department of Public Safety patrols campus and documents areas in need of improved lighting to deter criminal behavior. Recommendations for repairs or renovations are referred to the Department of Facilities.

Needs Based Prevention and Education Presentations—The Office of the Dean of Student and Residence Life in conjunction with the Deputy Title IX Coordinator provides educational programming, trainings, and workshops to students throughout the year addressing sexual violence issues including sexual assault, partner or domestic violence, harassment, and stalking. Trainings can be created and adapted for academic courses and departments, and campus-specific groups such Fraternity and Sorority Life, Intercollegiate Athletics, Residence Life, graduate students, various department orientations, and more.

Self Defense Courses—Rape Aggression Defense (RAD) System is a program of realistic, self-defense tactics and techniques. It is a comprehensive course for women that begins with awareness, prevention, risk reduction and avoidance, while progressing on to the basics of hands-on defense training. The RAD Systems is dedicated to teaching women defensive concepts and techniques against various types of assault, by utilizing easy, effective and proven self-defense tactics. Our system of realistic defense will provide a woman with the knowledge to make an educated decision about resistance. RAD is offered to groups and organizations through the Public Safety Department upon request at no cost.

Mandatory online training for all new employees. This required training identifies sexual assault, dating violence, domestic violence and stalking as prohibited conduct, defines what behavior constitutes sexual assault, dating violence, domestic violence, and stalking under state and federal law, defines what behavior and actions constitute consent to sexual activity under state law and provides information on safe and positive options and strategies for bystander intervention and risk reduction.
Mandatory online training for all students. The course Think About It, is an innovative, engaging, and informative online course, created with students for students. In the course, students will examine the interconnected issues of hooking up, substance abuse, sexual violence, healthy relationships, and bystander awareness through a variety of interactive, realistic scenarios and guided self-reflection. The course promotes a healthier and safer campus environment for everyone.

Bystander Intervention for Faculty and Staff-This training, offered to all employees and staff, provides an overview of new VAWA requirements and information on safe and positive options and strategies for bystander intervention and risk reduction. Also offered are bystander intervention articles, tools and strategies and resources.

Sexual Violence Prevention and Education Poster Campaigns-Highly visible and very popular poster campaigns are designed by the Office of the Associate Director of Student Life in an effort to raise awareness about progressive ways to end sexual violence.

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

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

- Domestic Violence Awareness Vigil - This annual HOPE Center event is held to educate and raise awareness about the reality and effects of domestic violence, both on our campus and in our respective communities. As part of the event, resource information is provided on how victims and their allies can seek help and support.

- Consent Matters - This informational and interactive HOPE Center workshop presents attendees with an understanding of what sexual consent is, how to give it, how to receive it, and why it matters in healthy sexual relationships. Information about Title IX is provided, as well as information about resources on and off campus.

- Take Back the Night rally This annual HOPE Center event is held to educate and raise awareness about the reality and effects of sexual assault and intimate partner violence. Information about resources, both on campus and off, is provided, as is information on how to be an active bystander.

Clinton County Women’s Center-The CCWC serves as a key campus partner in sexual violence prevention programming. They provide trainings and workshops on topics ranging from sexual assault to power and oppression. To schedule a program and for more details call (570) 748-9509.

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

Student Orientation Staff-Orientation Programs trains student leaders to welcome new students to the Lock Haven University. Part of their training includes education on sexual violence prevention and response as they will be communicating university values and expectations to all new students.
University Housing Staff—University Housing facilitates an in-depth training for their live-in staff to address prevention efforts and how to respond to any incident of sexual violence including sexual assault, dating and domestic violence, and stalking.

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

Step Up!—is a prosocial behavior and bystander intervention program that uses workshops and communications to teach community members how to be that someone who steps up and helps others. Step UP! is based on a national program [http://stepupprogram.org](http://stepupprogram.org) adopted by more than 120 colleges and universities nationwide. It has demonstrated success in helping students feel empowered to act and giving them a specific process and resources to intervene in a safe, early, effective way in situations that could endanger the health and safety of others. Step Up! teaches you how to effectively intervene in a variety of emergency situations.

Programs and Campaigns for Employees

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

Staff-Specific Training

- An individual from the Title IX office provides training on Sexual Misconduct, Title IX and Bystander Intervention twice a year to the Student and Residence Life staff. The trainings are component of Resident Assistant training and occur in August and January prior to the semester start.
- Regular training is provided for employees most directly involved in receiving student complaints regarding sexual misconduct.
- The Public Safety Department provides ongoing and annual training to Campus Security Authorities and LHUPD staff. Training covers Clery crimes, Clery geography, reporting guidance and criteria, employee reporting obligations, how to report, how to obtain assistance and available resources.
- The Title IX Coordinator provides outreach and training and participates in active engagement with many segments of the workforce to clarify the LHU protocol for responding to reports of Title IX issues, with particular attention to what steps are taken when an employee reports an issue of sexual violence.

Responsibility

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

Safety planning is conducted, when appropriate for staff and students when they have been affected by someone in crisis or when they are the victim of a crime with ongoing concerns for safety. Officers work with the Department of Human Resources in support of workplace violence policies and also work with Department of Student and Residence Life to help address situations involving disruptive behavior.
Campus Security Policies & Procedures
All policies and procedures in this report are maintained in the Undergraduate Student Handbook. The Student Handbook is designed to provide Lock Haven University students with an overview of the University – its people, programs, policies, and procedures. The Handbook and other University publications provide significant information all students should know, and students are responsible for the information and regulations outlined within. The Student Handbook is published by the Office of Enrollment Management and Student Affairs.

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

The Background Clearance Policy can be found at https://lockhaven.edu/About/documents/Clearance%20Checklist.pdf.

The required checks must be satisfactory and are as follows:
- Act 34 Pennsylvania Criminal Record Check
- Act 151 Child Abuse Clearance
- Act 114 FBI Criminal Background Check

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

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

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

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

Sex Offender Registration Information
In accordance with the “Campus Sex Crimes Prevention Act” of 2000, which amends the Jacob Wetterling Crimes against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, the Lock Haven University Public Safety Department is providing a link to the Pennsylvania State Police Sex Offender Database. The Pennsylvania State Police is responsible for maintaining this registry. To access the Pennsylvania State Police follow this link www.pameganslaw.state.pa.us. National information about sexual offender registries may be obtained at www.sexualoffenders.com.

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

**Substance Abuse**
The use and/or sale and/or possession of alcoholic beverages, the use, possession, manufacture, sale, or distribution of drugs, the possession of drug paraphernalia and controlled substances prohibited by law are strictly prohibited in the residence halls, or anywhere on campus. The Department of Public Safety’s police officers enforce the underage possession, consumption, transportation, or sale of alcoholic beverages by person under the age of 21 through the issuance of citations or filing of criminal charges, and the filing of judicial referrals with the Department of Student and Residence Life. Contact of parent or legal guardian of alcoholic beverages violations of law, as required by Pennsylvania law, is performed by the Department of Public Safety police officer. Police officer/officers investigate on campus incidents of use, sale, or possession of controlled substances and file appropriate criminal charges as well as on-campus judicial referrals.

The University has the responsibility to provide a drug free environment where the use of alcohol and other drugs do not interfere with learning. Persons violating this prohibition will face university disciplinary sanction, and/or arrest by university police. University disciplinary actions will include an educational component to encourage the individual’s acceptance of the responsibility for his/her own choices and behavior.

Lock Haven University will educate and provide information to the campus community for the purpose of preventing the abuse of alcohol and other drugs. The university will also provide counseling and referrals for persons with alcohol or other drug problems.

The university has a drug and alcohol education program that begins during the orientation program prior to starting school. It includes an educational component for policy violators. Residence hall programs are offered throughout each semester as needs arise. The staff is trained to identify students with potential problems and is made aware of referral resources on campus.

**Timely Warnings**
In order to aid in the prevention of similar crimes, the Director of Public Safety (or designee) will develop and issue timely warning notices. “Timely warnings” are used to inform the campus community, in a timely manner, about serious or continuing threats to the university community. The intent of a timely warning is to inform students and employees about crimes on or near campus, enable the campus community to protect themselves, provide prevention and safety tips and aid in the prevention of similar crimes. Timely Warnings will be posted on the Public Safety webpage [http://www.lockhaven.edu/publicsafety/timelywarnings/](http://www.lockhaven.edu/publicsafety/timelywarnings/) for a minimum of 60 days.

Timely warning notifications are distributed for the following Clery reportable crimes for criminal homicide, sexual assault, robbery, aggravated assault and burglary, and may be distributed for motor vehicle theft, arson and hate crimes. However, this list is not inclusive and warnings may be issued for any serious or continuing threat to person, property or campus safety. Timely warnings are distributed for Clery-reportable locations and areas: very generally, Clery-reportable locations and areas include the main campus, Harrisburg campus and the Coudersport campus, other locations owned or controlled by LHU, and public areas within or immediately adjacent to LHU campuses.

Each incident is considered and evaluated on a case-by-case basis, depending on the particular circumstances of the treat such as severity, location, type of incident, and ongoing nature of the treat. For example, if an assault occurs between two students who have a disagreement, there may be no ongoing threat to other campus community members and a timely warning notice would not be distributed. The LHUPD director or designee reviews all reports to determine if there is an ongoing or serious threat to the campus community, and if the distribution of a timely warning notice is warranted.
In instances where information was not provided to LHUPD in a timely manner (very generally, incidents having occurred within the past at which point the intent and the spirit of the warning are no longer viable) or if the threat has been appropriately mitigated (an arrest has been made), LHUPD will not issue a timely warning notice. If new information surfaces, in either case, LHUPD will reevaluate the incident and may issue additional timely warnings.

The content of a timely warning generally consists of a brief summary of the incident, a physical description, if available, whether the case is under investigation, resources, safety and prevention tips, and who to contact to report additional information.

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

Information that may be included in Timely Warning Notices:

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

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

Timely warnings are distributed in the following manner:

- Via mass e-mail to the “lockhaven.edu” e-mail accounts of all employees and students.
- Mass Text Messaging (Ominlert). Individuals with a cell phone are encouraged to sign up yearly by going to [http://www.lockhaven.edu/e2campus](http://www.lockhaven.edu/e2campus). You will need to log in using your lockhaven.edu email username and password. Mobile number and wireless carrier name is also required. Validation step must be completed or notification will not be sent to your device. LHU IT Department sends out an email notification encouraging members of the LHU community to register or re-register. The system is purged yearly to eliminate stale records.
- Posted on the LHU and LHUPD websites at [http://www.lockhaven.edu/publicsafety/timelywarnings/](http://www.lockhaven.edu/publicsafety/timelywarnings/).
- Hard copies are posted on all exterior front doors of University owned/leased buildings.

In instances where an incident has occurred which constitutes a serious or ongoing threat, however is not a Clery crime and/or has not occurred within a Clery geographic area, LHUPD will consider and evaluate these incidents on a case-by-case basis and may issue a LHU Timely Warning. These types of notices, while not called “Timely Warnings” or issued in compliance with the Clery Act, contain the same basic information as a timely warning with a similar purpose of awareness and prevention.

**Emergency Notifications**

An emergency notification is the process of immediately notifying the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of student or employees occurring on campus.
The process of issuing an emergency notification begins by confirming there is a significant emergency or dangerous situation. Public Safety personnel verify information about a potential significant emergency or dangerous situation. This occurs by collecting and assimilating information from the variety of possible sources, including but not limited to firsthand accounts from the public or uniformed officers in the field, and through the use of surveillance technologies such as alarm systems. Alarm systems are monitored by the Department of Public Safety 24 hours a day, 7 days a week. In some locations, cameras can be reviewed in the event of an emergency. In some circumstances, other Lock Haven University departments or local, state, or federal agencies may notify the Department of Public Safety of a possible emergency and may provide information or guidance to be used in verifying whether a significant emergency or dangerous situation exist. For example, the Lock Haven University Health Services Department will determine whether there is an outbreak of serious illness. Lock Haven University may contact or be contacted by external law enforcement agencies, emergency management agencies, public health agencies, or other agencies with expertise in the type of situation affecting the campus. There departments or agencies may provide assistance and guidance in confirming the presence of an emergency or dangerous situation.

When the Department of Public Safety confirms that there is an emergency or dangerous situation that poses an immediate threat to the health and safety of some or all members of the University community, the Department of Public Safety will use some or all of the systems described below to communicate the threat to the community or to the appropriate segment of the community, if the threat is limited to a particular building or specific location of campus.

Upon confirming that an emergency or dangerous situation involving an immediate threat to the health or safety of students or employees is occurring on the campus, Department of Public Safety personnel will begin the process of issuing an emergency notification.

**Emergency Response and Evacuation Procedure**

Lock Haven University will immediately notify the campus community in the event of a significant campus emergency or dangerous situation involving an immediate threat to the health and safety of students and/or employees such as fire, personal injury, sickness, death, building collapse, or explosion, natural disasters, and bomb threats via the following:

If there is a situation on campus that threatens the health and safety of our students, faculty, staff and visitors. Lock Haven University Public Safety officials will warn our campus community using one or more of the following methods when deemed necessary:

- **Mass text messaging (Ominlert)** - text message to each registered cell phone. Current students, faculty and staff must register a cell phone number that has a texting plan enabled. Cell phone numbers and other personal information will not be shared with anyone. Individuals with a cell phone are encouraged to sign up yearly by going to [http://www.lockhaven.edu/e2campus](http://www.lockhaven.edu/e2campus). You will need to log in using your lockhaven.edu email username and password. Mobile number and wireless carrier name is also required. Validation step must be completed or notification will not be sent to your device. LHU IT Department sends out an email notification encouraging members of the LHU community to register or re-register. The system is purged yearly to eliminate stale records.

- **IP Paging** – an emergency message will be announced to all Lock Haven University telephones or the affected buildings.

- **Auto-Dial Phone Notifications.** Lock Haven University has the ability to send LHU Emergency Notification Alert phone recorded messages to all students, faculty and staff that opt-in and register their personal telephones. This system will call up to three telephone numbers of your choice and play a recorded message related to the alert. To access this system, please go to:
http://community.lhup.edu/it/auth/idialout.php and log in using your full LHU email address and password.

- **Mass E-mail Notification.** Lock Haven University has the ability to send e-mails to all students, faculty and staff members with “@lockhaven.edu” e-mail addresses. All “@lockhaven.edu” e-mail addresses are automatically added to the LHU Alert system and cannot opt-out. This email is distributed by the Department of Public Safety when deemed necessary. This email would be accessible to any account holder whether they are accessing it from campus or remotely.

- **Emergency Notification Alerts.** Website (https://lockhaven.edu/publicsafety/emergencynotification.html) This web page is used to provide emergency and continuity related information to the campus community. The Emergency Notification ALERTS webpage is updated to provide incident-specific information in addition to simple alerts. The Emergency Notification ALERTS page allows the university to disseminate information beyond those individuals and groups directly associated with the Lock Haven University

- **LHU Homepage Alerts.** Website (http://www.lockhaven.edu/) scroll to the bottom of the page and click on Timely Warnings. The home page alert message is linked to the LHU Public Safety Emergency Notification ALERTS page for additional details.

- **Local Media outlets.** Local media may include the LHU on-campus radio station as well as other local print, online, radio and television media outlets. The Department of Public Relations, will provide advisories to the media through a formal media advisory, a news release, or in response to media inquiries.

The persons responsible for the university emergency notification process include:

- Director of Public Safety
- President
- Provost
- Dean of Student and Residence Life
- Police Supervisor
- Patrol Officer

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

The safety of the community will be taken into account and the University will, without delay, determine the content of the notification and initiate the notification system, unless in the professional judgement of the responsible authorities hinder the efforts to assist victims or to contain, respond to, or otherwise lessen the emergency.

The University is connected to a local law enforcement and other emergency agencies support via Clinton County Emergency Communications Center that allows police and other emergency personnel to coordinate their response across agencies via radio.

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

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

Each event/emergency is unique. The message for each event/emergency also will need to be unique. Public Safety leadership will determine the final message before activation.
Additional information or follow-up instructions may be provided through any of these resources if the Department of Public Safety determines that providing such information would be helpful to promote safety or to respond to the situation.

Note that Timely Warnings are issued by the Department of Public Safety. These alerts are distinct from Emergency Notifications. Timely Warnings Notices provide information about crimes that have already occurred but still pose a serious or continuing threat. The Haven Alert emergency notification system will be activated only if the campus community is under an immediate threat from a significant emergency or a dangerous event and must take immediate action to remain safe and secure.

Lock Haven University encourages the university community to pay close attention to both Timely Warning Notices and Emergency Alert text messaging alerts to remain informed of crime activity and emergencies on campus.

**Lockdown Information**

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

When a lockdown is initiated and you are:

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

If the fire alarm sounds during a lockdown:

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

**Note**

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

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

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

**Fire Drills**- University Residence Life (Housing) in conjunction with Public Safety department conducts announced and unannounced fire drills, including full evacuation of the residence halls.

**Building Security and Access Policy**

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

During normal business hours, Lock Haven University (excluding residence halls) will be open to students, parents, employees, contractors, guests, and invitees. All individuals accessing University facilities are subject to all federal and state laws, as well as University policies and regulations. During non-business hours, access to all university facilities is by key, if issued, limited access card swipe, or by admittance via the Department of Public Safety or Residence Life staff. In the case of periods of extended closing, the officer will admit only those with prior written approval.

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

Some facilities may have individual hours, which may vary at different times of the year. Examples are the Student Rec Center, Parson’s Union Building, Stevenson Library, Durrwachter Alumni Center, and the Sloan Fine Arts Building. In these cases, the facilities will be secured according to schedules developed by the department responsible for the facility and the Department of Public Safety.

**Residence Hall Facilities**

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

A Residence Life employee is always on call to respond to any crisis that might arise and has access to the building. During business hours, the residence life staff, consisting of Housing and Residence Life professionals, student Resident Assistants, and maintenance and custodial staff, are in and around the residence halls. Specific information on each type of residence hall is available from the Housing and Residence Life Office. See the Student Handbook at [http://www.lockhaven.edu/](http://www.lockhaven.edu/) click on Student Life and then Student Handbook under Quick Links for rules, regulations and procedures regarding residence hall access.

All freshman resident students are required to attend residence hall meetings during the opening of each semester,
at which time they are informed of all safety and security procedures and precautions as they pertain to their
specific hall. Resident students are also required to attend meetings throughout the year prior to vacation periods
to understand closing procedures necessary to ensure that student rooms and halls are safely secured for the
vacation period.

All students receive written materials on residence hall safety and security procedures through the Student
Handbook and handouts distributed from the Department of Student and Residence Life.

Every residence hall is equipped with an emergency phone located near the front entrance to the resident hall.
These emergency phones are directly linked to the Lock Haven University Department of Public Safety and are
accessed by pushing the red button inside the box. The Emergency Phones are tested periodically by the Public
Safety Officers or by an employee within the Facilities Department to make sure they are in proper working order.

Lock Haven University utilizes a system of video cameras to monitor and record activity on University property. All
video monitoring and related recording conducted by the University shall be limited to locations in which a person
does not have a reasonable expectation of privacy, and conducted in a manner that is professional and ethical, and
that is consistent with all relevant University policies. In general, camera locations are indicated with appropriate
visibility or signage. However, the University may have cause to utilize the system in the course of conducting an
investigation into conduct which violates law, University policy, or otherwise poses a threat to campus security or
safety, or in the course of assisting in a law enforcement investigation. Under these circumstances, there shall be
no notification that locations being monitored for any of the purposes set forth above are under video surveillance.
Information obtained through video monitoring and/or recording is deemed to be Confidential Information
pursuant to the Lock Haven University Confidential Information Policy, and will also be used for the following
purposes.

- To assist the University in its efforts to provide a safe and secure campus;
- For purposes of a University investigation;
- To ensure compliance with University procedures;
- When necessary due to exigent circumstances for the assistance of duly authorized law enforcement
  officers; and
- In conjunction with special events.

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

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

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

Student Housing Employees include:

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

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

Student Workers – These students serve as desk receptionist and receive training appropriate to responsibility.
Custodial Staff – These are full time staff members responsible for removing trash, sweeping, mopping, vacuuming, or using industrial cleaning equipment to clean floors, cleaning and stocking bathrooms, making sure buildings are secure, cleaning windows, and minor building maintenance and repairs.

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

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

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

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

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

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

Alcohol Policy
Pennsylvania law states that no one under 21 years of age shall possess, sell, transport, or consume alcoholic beverages. Underage drinking violations are dealt with in accordance with Pennsylvania statutes.

The possession, consumption and sale of alcoholic beverages in the University residence halls, suites, apartments, or Lock Haven University owned property is not permitted by any student or guest including those 21 and older. In addition, students are reminded that intoxication does not excuse offensive behavior and that disciplinary action will be taken against offenders.

Violation of this University policy can result in dismissal from the University. Students may be referred to local or state assistance agencies for counseling services for alcohol misuse.

- Public display and/or consumption of alcoholic beverages in buildings and on campus are prohibited.
• Members of the University community are responsible for informing their guests of campus policies. Guests are subject to University policies and regulations. If they fail to abide by these regulations, they will be asked to leave the campus.

• Violations of the Alcoholic Beverage Policy will be handled as set forth in the Student Rights and Responsibilities Statement and in compliance with Commonwealth Statutes.

• Groups other than University recognized ones utilizing campus facilities are subject to the stipulations of this policy.

• Exceptions to the policy may be made with the consent and direction of the President or designee.

University Residence Halls, Suites and Apartment Complex

• The consumption, use or possession of alcoholic beverages by persons of any age is prohibited.

• Possession, use or consumption of alcoholic beverages on the grounds of the campus is not permitted.

• Empty alcohol bottles, cans or other containers are not permitted. Alcohol bottles, cans or other containers used for display purposes are, also, not permitted.

Athletic Events

• The possession, use or consumption of alcoholic beverages at any intercollegiate and/or intramural athletic activity is prohibited and not subject to exception.

• For purposes of this policy, University property includes parking area adjacent to playing fields and any other Commonwealth controlled areas.

Illegal Drugs Policy

Lock Haven University is opposed to the use of any illegal substances. The possession, sale, manufacture or distribution of any controlled substances is illegal under both federal and state laws. Such laws are strictly enforced by the Department of Public Safety. Violators are subject to University disciplinary action, criminal prosecution, fine and imprisonment.

Additionally, any misuse and/or abuse of prescription or over-the-counter medications will not be tolerated. Any drugs, drug combination (legal or illegal), deemed by the University to be detrimental to the health and safety of community members are not allowed on campus prohibit the use of illegal drugs and the misuse of legally prescribed drugs. Students are expected to know about drugs and the law. If you are concerned about drugs or their usage, Student Affairs staff is available to discuss the legal and psychological aspects of drug usage.

Possession, sale, use, transfer, purchase or delivery of illegal prescribed drugs is also included in this definition. Violations of this University policy can result in suspension for the University. Students may be referred to county and state assistance agencies for misuse of drugs.

Substance Abuse Education Programs

Lock Haven University takes a comprehensive approach to reducing the risk of drug and alcohol abuse among college students. All residential students are required to attend opening meetings where alcohol and drug use is discussed. At those meetings students are also introduced to the Step UP! Bystander awareness program in use at LHU. At the opening meeting, students are also given information from the Pennsylvania Liquor Control Board on the medical amnesty law.

Many students also participate in Orientation Events which occurs prior to the beginning of the fall semester. At that time students participate in a variety of social and educational programs including an interactive program called Metamorphosis which emphasizes the connectedness between sexual assault, alcohol and drug use.

The University uses a student intern (working with the Associate Director of Student Life) to serve as an alcohol and drug resource and role-model for students. The intern is trained to use social norming data in engaging events to promote the positive aspects of University life as well as the realities of alcohol and drug use at LHU. The intern
provides several programming and social norming events throughout the academic year. The AOD intern also conducts outreach about resources and uses many resources from the PA Liquor Control Board.

Students who are found responsible of a first alcohol violation through the university’s judicial process are required to take part in a motivational interview with a residence life professional. The student must also take an online alcohol education class as well as complete a drinking profile and a self-assessment. Students who have repeat violations may be required to take additional alcohol classes and/or be required to get an alcohol assessment at a qualified outside agency.

Safe Haven is a student club that promotes student based, campus and community-wide leadership on healthy and safe lifestyle decisions concerning alcohol abuse, tobacco use, illegal drug use, unhealthy sexual practices and other high-risk behaviors through programming, outreach and partnerships with other clubs.

The State Employees Assistance Program (SEAP) is available to all employees and provides confidential services and personal support for an employee and his/her family at no cost to help address a wide-range of personal and work related issues that includes substance abuse.

**Missing Student Notification Policy and Procedures**

The term “missing student” is defined as any Lock Haven University student residing in an on-campus student housing facility who is reported missing from his or her residence. If a member of the University community has reason to believe that a student who resides in on-campus housing is missing, he or she should immediately notify Lock Haven University Public Safety at 570-484-2278 located at 32 Glen Road Room 125 Glennon Infirmary Building. The LHU Coudersport and Harrisburg campuses does not maintain on-campus housing facilities.

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

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

- Immediately notify all law enforcement agencies involved in the investigation, and the Dean of the Student and Residence Life (or designee).
- Initiate an investigation to determine the validity of the missing person report.
- Make a determination as to the status of the missing person report initiate proper protocols based upon that determinations the Dean of Student and Residence Life (or Designee) will:
  - Notify the missing student’s emergency contact within 24 hours of a determination by Public Safety that the student is missing.
  - If the missing student is under the age of 18 (not emancipated), notify the student’s custodial parent or guardian as contained in the records of the University within 24 hours of a determination by the Public Safety Department that the student is missing.
  - Initiate additional action as deemed appropriate under the circumstances.

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

**How to Register a Missing Person Contact**

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

**Firearms and Dangerous Weapons Policy**

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

**Procedures**

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

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

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

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

This policy does NOT apply to:

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

**Notification of Use of Replica or Prop Weapons**

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

All policies and procedures within the following section, including victims’ rights, reporting options, options for obtaining assistance, available resources and student disciplinary and employee grievance processes, apply to all Lock Haven University campuses.

Guidelines for Assistance
Within this section, you will find the following topics:

- Victims’ Rights
- What to Do if You are Assaulted
- Options for Assistance
  - Students
  - Employees
- Confidentiality
- Reporting Options
  - Reporting to Law Enforcement
  - Reporting to the Institution
  - Reporting to Faculty or Staff
  - Confidential Reporting Options
    - On Campus
    - Off Campus
  - Anonymous Reporting Options
- Obtaining a Protective Order
- Obtaining Institutional Assistance
  - Students
  - Employees
- Support, Resources and Services
  - Students
  - Employees
- Coordinated Institutional Response
- Resolution of an Allegation
  - Students
  - Employees
- Prevention and Awareness Programs and Campaigns
  - Students
  - Employees

Definitions
Rape – A person commits rape when that person penetrates the vagina or anus of another individual with any body part or object without consent, or makes oral penetration with a sex organ without consent.

Acquaintance Rape or Date Rape – A rape (as defined above) imposed upon a victim by someone he or she knows.

Sexual Harassment – Any unwelcome sexual advances (verbal or Physical), requests for sexual favors or other verbal or physical conduct of a sexual nature are considered sexual harassment when: submitting to or participating in the conduct is either explicitly or implicitly a term or condition of an individual’s employment or educational achievement; or the conduct interferes with or is intended to interfere with academic or work performance; or if the conduct creates an intimidating, hostile or offensive educational or work environment. A single instance of sexual misconduct may be sufficiently severe to create a hostile learning environment.

Sexual Misconduct – Includes non-consensual, sexual intercourse, non-consensual sexual contact, sexual exploitation, partner violence, stalking and any other behavior of a sexual nature that is non-consensual and used
for the purpose of coercing, intimidating or threatening another person. Sexual misconduct can occur between people of the opposite sex or people of the same sex.

**Sexual Assault** – A person commits sexual assault when that person engages in sexual intercourse or deviate sexual intercourse with a complainant without the complainant’s consent. Additionally, for the purpose of this policy, sexual assault includes the deliberate touching of a person’s intimate parts (including genitalia, groin, breast or buttocks), or using force to cause a person to touch his or her own or another person’s intimate parts.

**Consent** – Words or actions that demonstrate an affirmative and voluntary agreement to engage in a sexual activity. Consenting persons act freely and demonstrate a knowledge and understanding that they are engaging in a sexual activity.

- No response or lack of a response is NOT sufficient to be considered consent.
- An individual’s failure to protest or resist is NOT considered consent.
- A current or previous sexual relationship is NOT sufficient to constitute consent.
- An individual who is incapacitated (see definition provided below) CANNOT give consent.
- An individual who says yes to a sexual activity due to coercion or intimidation is NOT considered to have given consent.

Assent does not constitute consent if such assent is given by a person because of youth, mental disease, or intoxication, and is unable to make a reasonable judgment concerning the nature or harmfulness of the activity. Behavior that does not constitute assault, yet which is deplorable to the University will also, upon report, result in disciplinary action against the perpetrator. For example, the attempt to obtain sexual favors through psychological coercion is behavior that may result in disciplinary action even though that behavior is not defined as sexual assault. Offenses such as unwanted touching or actions that a reasonable person would consider intimidating or offensive such as obscene phone calls and indecent exposure are also covered under policies governing sexual misconduct.

**Incapacitation** – The physical and/or mental inability for individuals to make rational, reasonable decisions because they lack the capacity to give knowing consent (see definition of consent provided above). Incapacitation is a state when an individual is under the influence of drugs or alcohol to the degree that judgment is significantly impaired.

**Sexual Violence** – Committing a physical sexual act against another person’s will or where a person is incapable of giving consent. Examples: rape, date rape, sexual assault, sexual battery, and sexual coercion. Sexual violence can be perpetrated by a stranger or acquaintance. Both men and women can be victims or perpetrators.

**Domestic Violence** – One or more of the following acts (including the attempt to commit one or more of the following acts) between family or household members, or protected persons:

- bodily injury, rape, or incest;
- putting a protected person in reasonable fear of immediate, serious bodily injury;
- false imprisonment;
- physical or sexual abuse of a child; and
- other actions that repeatedly put a protected person in reasonable fear of serious bodily injury, such as stalking or harassment.

**Dating Violence** – Dating violence is controlling, abusive, and/or aggressive behavior in a romantic relationship typically used to exert power and control over a dating partner. This includes verbal, psychological/emotional, physical, or sexual abuse, or a combination. It may occur in person or electronically; in a gay or straight relationship; between a current or former dating partner. Examples of controlling behavior include: attempts to control what you wear, where you are, who you are with, and what you are doing. Verbal and emotional abuse may include: name calling, belittling, and threats. Aggressive physical or sexual abuse ranges from; slapping
kicking, or choking, to unwanted touching or kissing, forced sex or other sexual acts, and/or not allowing the use of birth control.

**Stalking** – A course of conduct or repeatedly committed acts or communications toward another person, including following the person without proper authority, under circumstances which demonstrate either an intent to place the other person in reasonable fear of bodily harm or causing substantial emotional distress. Examples: unwelcome and persistent electronic message, phone calls, gifts, and other forms of observation.


**Complainant** - The person who is alleging the occurrence of a Title IX violation

**Respondent** - The person whose actions are alleged to have violated Title IX.

**Title IX Judicial Board** - A judicial organization of at least three (3) members with authorization to hear incidents that involve Title IX violations that may result in discipline up to and including dismissal from the University.

**Title IX Judicial Board Hearing Officer** - A Residence Hall Director, a Dean or designee.

**Title IX Judicial Hearing Board Chair** - A trained University faculty/staff member who is responsible for the overall implementation of procedures and insures that participants receive the fairness and due process rights granted them.

**Preponderance of the Evidence** - The preponderance of the evidence standard means that the complainant must prove facts necessary to support the complaint and the evidence presented convinces the fact-finder that a fact(s) sought to be proved is/are more likely true than not.

**Victims’ Rights**

Lock Haven University prohibits all forms of sexual harassment and sexual violence, which include, but are not limited to, the offenses of sexual assault, dating violence, and domestic violence and stalking. University officials response to all reports of these incidents to provide support services for those who have experienced sexual or relationship violence or stalking; protect the rights of all students, employees and campus visitors under our Title IX and Clery obligations; apply our Student Code of Conduct and other applicable policies and procedures; and cooperate fully with on and off campus law enforcement.

Sexual Assault, dating violence, domestic violence and stalking are reportable crimes under the federal Clery Act and may also constitute violations of Pennsylvania state law, Title IX, Title VII, and applicable LHU policy, including but not limited to the LHU Sexual Harassment Policy, LHU Student Conduct Code and the LHU Nondiscrimination Policy, which applies to students, employees, vendors, and campus visitors.

For a complete list of Clery crimes, see Clery Definitions section (page 58).

**Students and employees who report that they are victims/survivors of sexual assault, dating violence, domestic violence and stalking have the right to:**

- Receive written notification of your rights and options as victims of sexual assault, dating violence, domestic violence and stalking, including but not limited to:
  - Existing campus and community medical, mental health, counseling and legal services, victim advocacy, visa and immigration and financial aid assistance.
Information about how the school will provide options and available assistance for academic, living, transportation and working situations and protective measures.

- Be informed of applicable reporting options and choices including the option to notify on or off-campus law enforcement or otherwise notify on or off-campus confidential resources.
- Be free from pressure to make a criminal report and notified of your right to decline to notify law enforcement.
- Be assisted by university support staff in notifying law enforcement, if you choose to file a criminal report.

Have allegations of sexual assault, dating violence, domestic violence, stalking and other gendered harassment investigated and adjudicated by the appropriate campus, civil and criminal authorities, as applicable.

Retaliation
There shall be no retaliation by an institution or an officer, employee, or agent of an institution against any individual for exercising their rights or responsibilities under any provision of the Clery Act.

What to Do If You Have Been Assaulted:

- If you are in immediate danger, call 9-1-1.
- Get to a place of safety as soon as you can.
- Contact someone you trust to be with you and support you. Clinton County Women’s Center 570-748-9509 or 570-923-2270 can provide confidential support, assistance, resources and options.
- Preserve any physical evidence. Preserving evidence is important because evidence can be key in identifying the perpetrator in a sexual assault case, especially those in which the offender is a stranger, may assist in proving the alleged criminal offense occurred, and may be helpful in obtaining a protection order. Sexual assault forensic evidence is an integral part of a law enforcement investigation that can build a strong case and so it is important to preserve evidence in case the decision is made to take legal action or press charges. Sexual assault physical evidence must be collected in a timely manner by a certified medical facility.

Preserving sexual assault evidence. Do not shower, bathe, change clothes, douche, wash or use the toilet (if possible). Do not smoke or brush teeth. Do not eat or drink. Do not wash clothes or clean the bed/linens area or other items. Place anything of evidentiary value in a paper bag.

Preserving dating and domestic violence evidence. Preserving evidence may be necessary to prove criminal domestic or dating violence, or in obtaining a protection order. Take photographs of injuries and damage. If victims do not opt for forensic evidence collection, health care providers can still treat injuries. Examples of other types of evidence to preserve can be threatening e-mails or phone messages, text messages, social media, messages or postings, computer screenshots, medical records, records of police responses to the home, witnesses, or any other form of evidence that would be helpful.

Preserving stalking evidence. Documentation is necessary. Keep a record of the details or call the police to have the incident documented by police. Victims of stalking should save evidence such as any letters, notes, emails, phone calls, videos, photos, texts, social media postings, computer screenshots, voicemails, gifts, or any other form of evidence that would be helpful.

- Get medical attention as soon as possible. Physical evidence should be collected immediately, ideally within the first 24 hours. A medical sexual assault forensic exam may be completed within 72 hours to collect evidence in case the victim decides to report the assault at a later date. Partial evidence may also be collected within one week. The University Health Center is committed to providing students physical and emotional support following a sexual assault. During clinic hours, students can be seen by the physician assistant who has been trained to care for survivors of sexual assault. There is no charge for this
confidential appointment. Depending on the circumstances, medical services may include a physical exam, forensic evidence collection, emergency contraception, and antibiotics to treat a potential infection. After regular work hours, a local hospital can be contacted. You may obtain a medical and forensic exam at any hospital while remaining anonymous and without contacting the police. When you seek medical attention, bring clothes worn at the time of the assault and immediately after the assault, especially undergarments, bring a change of clothes, and bring a support person if that would be helpful. For more information, contact the University Health Center at 570-484-2276.

- **Consider your options for assistance, support, resources and on- and off-campus services.** The university will facilitate interim remedies in a victim/survivor’s living, academic, work, and/or transportation situations or provide other protective measures, if those changes are requested by the victim/survivor and reasonably available. The university is obligated to comply with a student’s reasonable request for a living and/or academic situation change following an alleged sex offense. Interim remedies will be provided regardless of whether the victim/survivor chooses to share specific information about the incident, report the matter to campus police or local law enforcement, or participate in the university’s administrative process, and regardless of whether the offense occurred on or off campus.

- **Alcohol and Drug Amnesty.** To encourage reporting, neither a Complainant nor a witness in an investigation of sexual misconduct will be subject to disciplinary sanctions for a violation of university policy at or near the time of the sexual misconduct, unless the Complainant’s or witness(es)’ conduct placed the health or safety of another person at risk, or was otherwise egregious. This means that students who are actively supporting a student experiencing sexual misconduct or responding to an incidence of sexual misconduct or participating in the resolution of sexual misconduct, will not be subject to allegations relating to their use of drugs or alcohol in connection with that incident. Accused students will not be subject to disciplinary sanctions for a violation of the university’s policy relating to the use of drugs or alcohol for acts that occurred at or near the time of the underlying incident. In all instances, the university may initiate an educational discussion or pursue other educational remedies regarding alcohol or other drugs.

**Making a Report of Sexual Misconduct**

Reports of sexual misconduct, including dating violence, domestic violence, sexual assault and stalking are to be reported to the Department of Public Safety, the Office of Student and Residence Life or Human Resources. There is no time limit with regard to reporting; however, complainants are encouraged to proceed as quickly as possible. Evidence witnesses, and even the accused may not be available after a period of time.

Reporting the incident to local law enforcement and campus authorities is up to the victim, but is strongly encouraged. If the victim requests, a University staff member will assist the victim in notifying law enforcement authorities. The victim may also choose to decline to notify law enforcement as well as campus authorities. If additional counseling services (beyond those identified below) are requested, the University will assist in identifying off-campus counseling or mental health services.

**Students**

Reports of sexual misconduct may be reported to the Office of Student and Residence Life, the Title IX Coordinator, or the Department of Public Safety. Students may contact:

- **Title IX Coordinator**  570-484-2014
- **Deputy Title IX Coordinator**  570-484-2153
- **Department of Public Safety**  570-484-2278
- **Dean of Student and Residence Life**  570-484-2319
- **Health Services Center**  570-484-2276
- **Counseling Services**  570-484-2479
The Office of Student and Residence Life will also provide the alleged victim assistance in reporting the incident to the local police department (if desired). The Office of Student and Residence Life will work in conjunction with other University offices to provide counseling; accommodate necessary residence hall and class/work scheduling changes; and obtain the proper medical attention. Once the immediate necessities have been addressed, options available to the complainant with regard to University adjudication and criminal procedures will be explained.

**Employees**

Allegations of sexual misconduct are to be reported to the Title IX Coordinator by calling 570-484-2014.

The Title IX Coordinator (or designee) will work in conjunction with other University offices to accommodate any necessary workplace changes. Once the immediate necessities have been addressed, options available to the complainant with regard to University adjudication and criminal procedures will be explained.

**External Complaint Options**

- Pennsylvania Human Relations Commission Pittsburgh Regional Office at 412-565-5395, Harrisburg Regional Office at 717-787-9780, or Philadelphia Regional Office at 215-560-2496.
- U.S. Department of Education: Office for Civil Rights at 800-421-3481.

**Procedures to Follow After a Rape, Sexual Assault or Other Sexual Misconduct**

Lock Haven University has effective systems in place to support a victim of rape, dating violence, domestic violence, sexual assault or stalking. Trained University personnel work closely with a victim to provide information about reporting and support services. If a victim chooses not to proceed with a disciplinary complaint or police report, and the University is aware of the allegation, the Title IX investigatory process will determine the appropriate steps to be taken in accordance with the Sexual Misconduct Policy while mindful of University’s obligations to provide students, faculty and staff.

The following information provides steps to follow should sexual violence occur. The individual’s physical well-being should be addressed as soon as possible, whether or not the individual wishes to make a formal report to the Department of Public Safety or local law enforcement.

- Get the victim to a safe place as soon as possible.
- Seek immediate medical attention. A medical provider can diagnose and treat the full extent of any injury or physical effect.
- For life-threatening situations call 911.
- For non-life-threatening situations contact the Department of Public Safety at (570) 484-2278.
- Try to preserve all physical evidence. Do not wash, use the toilet, or change clothing if you can avoid it. If you do change clothes, put all clothing you were wearing at the time of the attack in a paper, not plastic, bag.
- In cases of sexual assault, domestic violence, dating violence, and stalking, preserve evidence by saving text messages, instant messages, social networking pages, communications, pictures, or other documents, if any, that would be useful to police or investigators.

Victims will:

- Have their complaints taken seriously, subject to a full and prompt investigation as required by civil rights laws and University authorities, policy and procedures;
- Have access to legal assistance and representation as also allowed by the accused;
- Have cooperation from campus personnel in the collection of evidence;
- Have access to independently obtained counseling services;
- Be entitled to changes in academic and living environments; and
• Not be subject to pressure from University and/or police authorities.

Institutional Response to Sexual Assault, Dating Violence Domestic Violence and Stalking
Lock Haven University is committed to ensuring that all students and employees have access to a quality learning and working experience and the opportunity to pursue their academic and career goals in a safe and supportive environment. Any form of sexual harassment, including sexual assault, dating violence, domestic violence and stalking, interferes with students’ abilities to be engaged learners and employees’ abilities to participate in and contribute to a dedicated and inspired workforce, and is antithetical to the community values of the institution. LHU is committed to providing a safe environment for its students and employees. The university provides a wide range of resources to address the unique needs of its diverse student and employee population including, but not limited to, students and employees of color; lesbian, gay, bisexual, transgender students and employees; international students and employees; students and employees with disabilities; nontraditional students; student and employee veterans; and other underrepresented student and employee populations.

Initial Assessment
Upon receipt of a report of sexual misconduct committed by a student, the Title IX Coordinator will conduct an initial assessment of the reported information and respond to any immediate health or safety concerns raised by the report. In this initial assessment, the Title IX Coordinator, or designee, will:
• Assess the Complainant’s safety and well-being and offer the University’s immediate support and assistance;
• Inform the Complainant of the right to seek medical treatment, and explain the importance of obtaining and preserving forensic and other evidence;
• Inform the Complainant of the right to contact law enforcement, decline to contact law enforcement, and/or seek a protective order;
• Inform the Complainant about University and community resources, the right to seek appropriate and available interim measures, and how to request those resources and measures;
• Inform the Complainant of the right to seek informal resolution (where available) or formal resolution; ascertain the Complainant’s expressed preference (if the Complainant has, at the time of the initial assessment, expressed a preference) for pursuing informal resolution, formal resolution, or neither; and discuss with the Complainant any concerns or barriers to participating in any University investigation and resolution. Allegations of sexual violence cannot be handled through any informal resolution process;
• Explain the University’s prohibition against retaliation and that the University will take prompt action in response to any act of retaliation;
• Assess the nature and circumstances of the report, including whether it provides the names and/or any other information that personally identifies the Complainant, the Respondent, any witness, and/or any other third party with knowledge of the reported incident;
• Ascertain the ages of the Complainant and the Respondent, if known, and, if either of the parties is a minor (under 18), contact the appropriate child protective service agency; and
• Communicate with appropriate University officials to determine whether the report triggers any Clery Act obligations, including entry of the report in the daily crime log and/or issuance of a timely warning, and take steps to meet those obligations.

The Title IX Coordinator or designee will ensure that the Complainant receives a written explanation of all available resources and options and is offered the opportunity to meet to discuss those resources and options. When a decision is reached to initiate an investigation or to take any other action under these Procedures that impacts a Respondent (including the imposition of interim measures), the Title IX Coordinator will ensure that the Respondent is notified, receives a written explanation of all available resources and options, and is offered the opportunity to meet to discuss those resources and options.
Actions and Notices Following Initial Assessment

University Actions Following Initial Assessment by the Title IX Coordinator

If the Complainant requests to be anonymous, with no personally identifying information to be shared with the Respondent, chooses not to pursue an investigation, and/or requests no further action be taken, the University will seek to honor the preferences of the Complainant wherever possible and in consideration of the University’s responsibility to maintain a safe and non-discriminatory environment. In all cases, the initial report will be documented and retained by the University in accordance with applicable law.

- Where the Complainant wishes to pursue formal resolution. In every case in which the Complainant reports sexual misconduct and requests an investigation and to pursue the student judicial process, the Title IX Coordinator will promptly initiate a formal resolution under these Procedures.
- Where the Complainant requests anonymity, that an investigation not be pursued, and/or that no disciplinary action is taken. A Complainant may request that personally-identifying information not be shared with the Respondent, that no investigation be pursued, and/or that no disciplinary action be taken.

The Title IX Coordinator will consider whether factors exist that prohibit anonymity and compel the University to investigate the allegation. These factors include whether there is an increased risk of the alleged Respondent committing additional acts of sexual violence or other violence (e.g., 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 student or others; and whether the sexual violence was committed by multiple Respondents). These factors also include circumstances that suggest there is an increased risk of future acts of sexual violence under similar circumstances (e.g., whether the student’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). Other factors that should be considered in assessing a student’s request for confidentiality include whether the sexual violence was perpetrated with a weapon; the age of the student subjected to the sexual violence; and whether the University possesses other means to obtain relevant evidence (e.g., security cameras or personnel, physical evidence).

The University will take requests for confidentiality seriously, while at the same time considering its responsibility to provide a safe and nondiscriminatory environment for all students, including the student who reported the sexual violence. For example, if the University has credible information that the alleged Respondent has committed one or more prior rapes, the balance of factors would compel the University to investigate the allegation of sexual violence, and if appropriate, pursue disciplinary action in a manner that may require disclosure of the student’s identity to the alleged Respondent. If the University determines that it must disclose a student’s identity to an alleged Respondent, the University will inform the student prior to making this disclosure. In these cases, it is also especially important for the University to take whatever interim measures are necessary to protect the student and ensure the safety of other students. In the event the student requests that the University inform the Respondent or that the student asked the University not to investigate or seek discipline, the school should honor this request and inform the alleged Respondent that the University made the decision to go forward.

On the other hand, if, for example, the University has no credible information about prior sexual violence committed by the alleged Respondent and the alleged sexual violence was not perpetrated with a weapon or accompanied by threats to repeat the sexual violence against the Complainant or others or part of a larger pattern at a given location or by a particular group, the balance of factors would likely compel the University to respect the student’s request for confidentiality. In this case, the University will still take all reasonable steps to respond to the complaint consistent with the student’s confidentiality request and determine whether interim measures are appropriate or necessary.

- Determination that a Complainant’s request(s) can be honored. Where the Title IX Coordinator determines that a Complainant’s request(s) (that personally-identifying information not be shared with the Respondent, that no investigation be pursued, and/or that no disciplinary action be taken) can be honored,
the University may nevertheless take other appropriate steps designed to eliminate the reported conduct, prevent its recurrence, and remedy its effects on the Complainant and the University community. Those steps may include offering appropriate interim measures to the Complainant, providing targeted training or prevention programs, and/or providing or imposing other remedies tailored to the circumstances as a form of informal resolution.

At any time, the Complainant may choose to pursue informal resolution (if available) or formal resolution under these procedures, except allegations of sexual violence cannot be handled through any informal resolution process. The Title IX Coordinator also may request that a report be re-opened and pursued under these procedures if any new or additional information becomes available.

- **Determination that a Complainant’s request(s) cannot be honored.** Where the Title IX Coordinator has determined that a Complainant’s request(s) (that personally-identifying information not be shared with the Respondent, that no investigation be pursued, and/or that no disciplinary action be taken) cannot be honored (i.e., because honoring the Complainant’s request(s) would impede the University’s ability to ensure the health and safety of the Complainant and other members of the University community), the Title IX Coordinator will take any appropriate University actions, which may include, without limitation, (i) causing the Dean of Student and Residence Life to impose a no-contact directive or an interim disciplinary suspension on the Respondent; (ii) initiating an investigation and formal resolution under these procedures; and/or (iii) arranging, imposing, or extending any other appropriate remedial and/or protective measures.

- Where the Title IX Coordinator has determined that the University must proceed with an investigation despite a Complainant’s request to the contrary, the Title IX Coordinator will make reasonable efforts to protect the privacy of the Complainant. However, actions that may be required as part of the University’s investigation will involve speaking with the Respondent and others who may have relevant information, in which case the Complainant’s identity may have to be disclosed. In such cases, the Title IX Coordinator will notify the Complainant that the University intends to proceed with an investigation, but that the Complainant is not required to participate in the investigation or in any other actions undertaken by the University.

- Where a Complainant declines to participate in an investigation, the University’s ability to meaningfully investigate and respond to a report may be limited. In such cases, the Title IX Coordinator may pursue the report if it is possible to do so without the Complainant’s participation in the investigation or resolution (e.g., where there is other relevant evidence of the sexual misconduct, such as recordings from security cameras, corroborating reports from other witnesses, physical evidence, or any evidence showing that the Respondent made statements of admission or otherwise accepted responsibility for the Sexual Misconduct). In the absence of such other evidence, however, the University will only be able to respond to the report in limited and general ways (i.e., through the provision of interim measures, targeted training or prevention programs, or other remedies tailored to the circumstances).

**Notice to Complainant and Respondent of University Actions**

The Title IX Coordinator will promptly inform the Complainant of any action(s) undertaken by the University to respond to a health or safety threat to the Complainant or the University community, including the decision to proceed with an investigation. The Title IX Coordinator also will promptly inform the Respondent of any action(s) (including any interim measures) that will directly impact the Respondent, and provide an opportunity for the Respondent to respond to such action(s). The Title IX Coordinator retains the discretion to impose and/or modify any interim measures based on all available information. Interim measures will remain in effect until the resolution of the complaint. A Complainant or Respondent may challenge interim measures or other actions, or failure to impose interim measures or take other actions, by contacting the Title IX Coordinator to address any concerns.

**Notice of Potential University Actions Against Student Groups or Organizations**
If, upon completion of the investigative report, the Title IX Coordinator determines that a report of sexual misconduct reveals involvement of, or a pattern of behavior by, a particular student group or organization (e.g., agency group, special status organization, fraternity, sorority, contracted independent organization, club sport, and/or athletic team), the Title IX Coordinator will impose any appropriate interim measures contemplated by these Procedures (e.g., training and/or prevention programs targeted to student members of the group or organization). The Title IX Coordinator will also consult with relevant University officials regarding any appropriate University action directed at the Student group or organization, including, but not limited to, modification, suspension or termination of the Student group’s or organization’s agreement or status with the University.

Student Disciplinary Proceedings
Disciplinary procedures for sexual misconduct, domestic violence, dating violence and stalking (as outlined below) are followed regardless of where the incident occurred (on or off campus), as long as the accused person is a LHU student at the time the incident is alleged to have occurred.

Concerns involving sexual misconduct, dating violence, domestic violence and stalking by students are addressed in the Student Handbook (Student Code of Conduct) for all Lock Haven University students and administered by the Office of the Dean of Student and Residence Life. Students, LHU employees and community members may file a complaint against a student if it is believed that a student has violated the Student Conduct Code.

Resolution
Lock Haven University provides two forms of resolution of Sexual Misconduct reports:
- Formal Resolution: involves an investigation, and review and sanction (if applicable) by a Title IX Judicial Board;
- Informal Resolution (not applicable for complaints of sexual violence): includes a variety of informal options for resolving complaints.

Formal
Formal resolution is commenced when:
- Complainant reports that a student has engaged in one or more instances of sexual misconduct;
- Informal resolution does not resolve a reported incident of sexual misconduct, and at Title IX Coordinator’s discretion, an investigation of the report of sexual misconduct is required; or
- The Title IX Coordinator has determined, based upon a review of the totality of the circumstances, that investigation of the reported conduct is necessary to ensure the health and safety of the Complainant and/or other members of the University community, notwithstanding the Complainant’s request that personally identifying information not be shared with the Respondent, that no investigation be pursued, and/or that no disciplinary action be taken.

Investigation
The Title IX Coordinator will designate one or more investigators from the University and/or an experienced external investigator to conduct a prompt, thorough, fair, and impartial investigation. All investigators will receive annual training on issues related to sexual harassment, sexual assault, dating violence, domestic violence, stalking, trauma informed interviewing, and on how to conduct an investigation. The University’s resolution process shall be fair and impartial, provide parties with notice and a meaningful opportunity to be heard, and protect the safety of Complainants, Respondents, and the University community while promoting accountability.
- The Complainant and the Respondent will be notified in writing of the commencement of an investigation;
  - identify the Complainant and the Respondent;
  - specify the date, time (if known), location, and nature of the alleged Sexual Misconduct;
  - identify potential Policy violation(s);
  - identify the Investigator(s);
  - include information about the parties’ respective expectations under the Policy and these Procedures;
explain the prohibition against retaliation;
- instruct the parties to preserve any potentially relevant evidence in any format; and provide a copy of the Policy and these Procedures.

- When a report of Sexual Misconduct also implicates other forms of discriminatory and/or harassing conduct prohibited by the University’s Nondiscrimination Policy and Complaint Procedure and any other violation(s) the alleged violations may be appropriately investigated together without unduly delaying the resolution of the report of Sexual Misconduct.

- The investigation is a neutral fact-gathering process. Neither party is required to participate in the investigation nor any form of resolution under these Procedures. Absent participation by either party, a decision will be made based on the facts as they are presented.

- During the investigation, the parties will have an equal opportunity to be heard, to submit information and corroborating evidence, and to identify witnesses who may have relevant information. The Investigator will notify and seek to meet separately with the Complainant, the Respondent, and relevant third-party witnesses, and will gather other relevant and available evidence and information including, without limitation, electronic or other records of communications between the parties or witnesses (via voice-mail, text message, email, and social media sites), photographs (including those stored on computers and smartphones), and medical records (subject to the consent of the applicable party).

- Throughout the investigation and resolution process, each party has the right to choose and consult with an advisor. The advisor of choice may be any person, including an attorney, who is not otherwise a party or witness involved in the investigation. Each party may be accompanied by their respective advisor at any meeting or proceeding related to the investigation and resolution of a report under these Procedures. While each advisor may provide support and advice to the party at any meeting and/or proceeding, the advisor may not speak on behalf of the party or otherwise participate in, or in any manner disrupt, such meetings and/or proceedings.

- Prior or subsequent conduct of the Respondent may be considered in determining pattern, knowledge, intent, or motive. For example, evidence of a pattern of sexual misconduct by the Respondent, either before or after the incident in question, regardless of whether there has been a prior finding of a Policy violation, may be deemed relevant to the determination of responsibility for the sexual misconduct under investigation. The determination of relevance of pattern evidence will be based on an assessment of whether the previous or subsequent conduct was substantially similar to the conduct under investigation or indicates a pattern of similar Sexual Misconduct. Such prior or subsequent conduct may also constitute a violation of the Student Code of Conduct, in which case it may subject the Respondent to additional sanctions. The Investigator will determine the relevance of this information and both parties will be informed if evidence of prior or subsequent conduct is deemed relevant.

- The sexual history of a Complainant or Respondent will never be used to prove character or reputation. Moreover, evidence related to the prior sexual history of either of the parties is generally not relevant to the determination of a Policy violation and will be considered only in limited circumstances. For example, if the existence of consent is at issue, the sexual history between the parties may be relevant to help understand the manner and nature of communications between the parties and the context of the relationship, which may have bearing on whether consent was sought and given during the incident in question. However, even in the context of a relationship, consent to one sexual act does not, by itself, constitute consent to another sexual act, and consent on one occasion does not, by itself, constitute consent on a subsequent occasion. In addition, prior sexual history may be relevant to explain the presence of a physical injury or to help resolve another question raised by the report. The Investigator will determine the relevance of this information and both parties will be informed if evidence of prior sexual history is deemed relevant.

- The Investigator has the discretion to determine the relevance of any proffered evidence and to include or
exclude certain types of evidence. In general, the investigator will not consider statements of personal opinion, rather than direct observations or reasonable inferences from the facts, or statements as to any party’s general reputation for any character trait.

- The investigator may visit relevant sites or locations and record observations through written, photographic, or other means.
- The investigator may consult medical, forensic, technological or other experts when expertise on a topic is needed in order to achieve a fuller understanding of the issues under investigation.
- The investigator will contact any law enforcement agency that is conducting its own investigation to inform that agency that a University investigation is also in progress; to ascertain the status of the criminal investigation; and to determine the extent to which any evidence collected by law enforcement may be available to the University in its investigation. At the request of law enforcement, the Investigator may delay the University investigation temporarily while an external law enforcement agency is gathering evidence. The investigator will promptly resume the University investigation when notified that law enforcement has completed the evidence-gathering stage of its criminal investigation.
- The Investigator will prepare an Investigative Report. The Investigator will deliver the Investigative Report to the Title IX Coordinator. The Title IX Coordinator will notify both parties, simultaneously, that the Investigative Report is complete and available for review.

Acceptance of Responsibility
The Respondent may, at any time, elect to resolve the Formal Resolution process by accepting responsibility for the Sexual Misconduct, in which case the Title IX Coordinator will refer the matter to the Title IX Judicial Board to determine the appropriate sanction(s).

Title IX Judicial Board
The Title IX Coordinator will appoint a standing pool of trained members of the University community and, at the discretion of the Title IX Coordinator, external professionals with experience adjudicating cases of Sexual Misconduct. The Title IX Coordinator will select (a) a minimum of three (3) members from this pool to serve on the Title IX Judicial Board, and (b) an additional non-voting Hearing Chair. The Title IX Judicial Board will review the investigative report and all supporting evidence. All persons serving on any Title IX Judicial Board (or as the Hearing Chair) must be impartial and free from actual bias or conflict of interest.

- The Complainant and Respondent shall be provided written notification of the time, place, date of the hearing, and the names and titles of Judicial Board members who may serve at the hearing. Sufficient notice is defined as at least five (5) business days from the date of the Hearing Notification Letter, subject to extension for cause at the discretion of the Title IX Judicial Board Hearing Chair. An extension must be requested within two (2) business days of the receipt of the Hearing Notification Letter. Notice of any granted extension, including the reason for the extension, will be shared with the parties in writing.
- Permission to postpone a hearing may be granted provided that the request to do so is based on a compelling emergency and communicated to the Title IX Judicial Board Hearing Chair prior to the time of the hearing.
- The hearing is an opportunity for the Complainant and Respondent to address the Title IX Judicial Board about issues relevant to the incident. Although the Title IX Judicial Board Hearing Chair has the discretion to determine the specific hearing format, a typical hearing may follow these steps: presentation of charges, brief opening statements by the University investigator, Complainant, and Respondent, questioning of the University presenter/investigator, Complainant, Respondent, and witnesses, by the Title IX Judicial Board, University presenter/investigator, Complainant, and Respondent, and brief closing statements by the University presenter/investigator, Complainant, and Respondent. The Complainant and Respondent may not directly question each other, although they may submit, in writing, questions to the Title IX Judicial Board Hearing Chair, who then may choose to pose appropriate and relevant submitted questions to the
Complainant or Respondent. Any information in the investigative report and supplemental statements submitted in response to the investigative report may be addressed during the hearing.

- Both the Complainant and the Respondent have a right to be present at the hearing. Either party may request alternative methods for participating in the hearing that do not require physical proximity to the other party, including participating through electronic means. This request should be submitted to the Title IX Judicial Board Hearing Chair at least two (2) business days prior to the hearing. If, despite being notified of the date, time, and location of the hearing, either party is not in attendance, the hearing may proceed and applicable sanctions may be imposed. Neither party is required to participate in the hearing in order for the hearing to proceed.

- The Title IX Judicial Board may request the presence of any witness that it deems relevant. The parties may also request the presence of any witness relevant to the determination by the Title IX Judicial Board. The Title IX Judicial Board has absolute discretion to determine which witnesses are relevant to its determination and may decline to hear from witnesses where it concludes that the information is not necessary for its review.

- Both the Complainant and the Respondent have the right to be accompanied at the hearing by an advisor of their choosing. The advisor may be anyone, including an attorney, who is not otherwise a party or witness to the complaint. While the advisor may provide support and advice to a party at the hearing, the advisor may not speak on behalf of the party or otherwise participate in, or in any manner disrupt, the hearing. The University reserves the right to remove any individual whose actions are disruptive to the proceedings.

- The Title IX Judicial Board will make a determination within 10 business days following the conclusion of the hearing.

If the Title IX Judicial Board finds that there is sufficient evidence to support a finding of responsibility by a Preponderance of the Evidence, it will then determine, by majority vote, the appropriate sanction(s) for the Sexual Misconduct.

If the Title IX Judicial Board finds the Respondent not responsible as charged for the Sexual Misconduct, the complaint will be considered closed barring any appeal to the Title IX Coordinator. The Title IX Coordinator will review any interim accommodations to determine if the accommodations will remain in effect.

- The Policy prohibits a broad range of conduct, all of which is serious in nature. The propriety of any particular sanction is reviewed on an individual basis based on the unique facts and circumstances as found by the Title IX Judicial Board. In keeping with the University’s commitment to foster an environment that is safe, inclusive, and free from discrimination and harassment, the Policy provides the Title IX Judicial Board with wide latitude in the imposition of sanctions tailored to the Complainant and University community, and accountability by the Respondent. The imposition of sanctions is designed to eliminate Sexual Misconduct, prevent its recurrence, and remedy its effects, while supporting the University’s educational mission and legal obligations. Sanctions may include educational, restorative, rehabilitative, and punitive components. Some conduct, however, is so egregious in nature, harmful to the individuals involved or so deleterious to the educational process that it requires severe sanctions, including suspension or dismissal from the University. Sanctions may include any of the sanctions that are available for violations of the Student Code of Conduct, including:
  - Disciplinary Warning: This written action is taken when the individual’s conduct or involvement merits an official admonition.
  - Disciplinary Probation: Exclusion from participation in privileged or extracurricular activities for a defined period of time.
  - Creative Discipline: The objective of this sanction is education and rehabilitation.
  - Suspension of Privilege: An individual or group will lose privileges that allow him/her/them to participate
in specific activities, use specific facilities, or exercise specific privileges.

- **Residence Hall/Suites/Apartment Complex Reassignment or removal**- This action is an involuntary reassignment to or removal from on-campus housing. Removal from the residence halls is for a designated period of time. Usually, student is given forty-eight hours to remove all belongings from an assigned space. This may include restricted visitation privileges.

- **Suspension of Group Recognition**- This action consists of the withdrawal for stated periods of time all or part of the official recognition of a group found in violation of University regulations. Such action may include conditions for reinstatement of recognition. Total removal or recognition shall result in complete suspension of the activity of the group. The President shall be notified of this sanction.

- **Revocation of Group Recognition**- This action is permanent cancellation of the official University recognition and privileges of a group found in violation of University regulation. This action shall result in complete suspension of the group. The President shall be notified of this sanction.

- **Restitution Fines**- The student or organization may be required to make payment to the University or to another specified person(s) or group(s) for damages incurred as a result of a violation of any provision of the Student Code of conduct. Restitution Fines may include an administrative fee for processing.

- **Interim Suspension**- The President or his/her designee may suspend a student for an interim period pending full disciplinary proceedings whenever there is evidence that the continued presence of the student on the University campus poses a substantial threat to the safety and/or well-being of any person or persons, University property, or the property of others. An interim suspension may become effective immediately without any prior notice.

During an interim suspension, the student will be barred from all or part of the University’s premises. Any student under interim suspension who returns to the portion of campus to which he/she was barred without permission from the President or his/her designee will be subject to dismissal and/or arrest for trespassing. The President shall be notified of this sanction.

At the time the student is notified of the interim suspension, it will be determined whether or not the student may attend classes.

- **Suspension**- This action is one of involuntary separation of the student from the University for a designated period of time. After this period of time, the student is eligible to return. The Title IX Judicial Board may establish additional requirements which must be fulfilled to their satisfaction, prior to reinstatement. The student shall not participate in any University sponsored activity and may be barred from University premises during suspension. The President shall be notified of this sanction.

- **Dismissal**- This action is one of the involuntary and permanent separation from the University. Recommendation to the President of termination of student status for an indefinite period. The student will also be barred from University activities and premises. The President shall be notified of this sanction.

Once the Title IX Judicial Board has determined that there is sufficient evidence, by a Preponderance of the Evidence, to support a finding of responsibility under the Policy, any one or more sanctions may be imposed. In determining the appropriate sanction(s), the Title IX Judicial Board will be guided by a number of considerations, including:

- The severity, persistence or pervasiveness of the Sexual Misconduct;
- The nature or violence (if applicable) of the Sexual Misconduct;
- The impact of the Sexual Misconduct on the Complainant;
- The impact or implications of the Sexual Misconduct within the University community;
- Prior misconduct by the Respondent, including the Respondent’s relevant prior disciplinary history, at the University or elsewhere, and any criminal convictions;
- Whether the Respondent has accepted responsibility for the Prohibited Conduct;
- The maintenance of a safe, nondiscriminatory and respectful environment conducive to learning; and
- Any other mitigating, aggravating, or compelling factors.

Sanctions are effective immediately unless otherwise specified by the Title IX Judicial Board.

- The Title IX Judicial Board Chair will simultaneously issue a written decision (the “Title IX hearing outcome letter”) to both the Complainant and the Respondent, with a copy to the Title IX Coordinator, within ten (10) business days following the Title IX Judicial Board Hearing (this timeframe may be extended by the Chair for cause). The Title IX hearing outcome letter will set forth the violations of the Policy for which the hearing was held, the supporting findings of fact, the Title IX Judicial Board’s conclusion for each violation of the Policy for which the Respondent was found responsible or not responsible, and the sanction(s) (if applicable) imposed against the Respondent. The Title IX hearing outcome letter will also include information about the Appeal Process.
- The period from commencement of an investigation through resolution (finding and sanction, if any) shall generally not exceed (60) calendar days unless circumstances prevent otherwise.
- Under federal privacy laws, the Investigative Report, statements of one party that are shared with the other party in the resolution process, and any documents prepared by the University, including documents by or for the Title IX Judicial Board in advance of the Hearing, constitute education records which may not be disclosed outside of the proceedings, except as may be required or authorized by law. The University does not, however, impose any restrictions on the parties regarding re-disclosure of the incident, their participation in proceedings under these Procedures, or the hearing outcome letter.

Informal

The Complainant may seek informal resolution in lieu of a formal resolution. However, informal resolution is not appropriate for cases involving sexual violence. The University, however, has the discretion to determine whether the nature of the reported conduct is appropriate for informal resolution, to determine the type of informal resolution that may be appropriate in a specific case, and to refer a complaint for formal resolution at any time.

Participation in the informal resolution process is voluntary by both parties. The University will not compel a Complainant or Respondent to engage in informal resolution, will not compel a Complainant to directly confront the Respondent, and will allow a Complainant or Respondent to withdraw from informal resolution at any time. The University may decline the request for informal resolution in any particular case and may terminate an ongoing informal resolution process at any time. Pursuing informal resolution does not preclude later use of formal resolution if the informal resolution fails to achieve a resolution acceptable to the parties and the University is not achieved. Where the Complainant or the Respondent withdraws from informal resolution or informal resolution is otherwise terminated for any reason, any statements or disclosures made by the parties during the course of the Informal Resolution may be considered in a subsequent investigation and Formal Resolution.

With any form of informal resolution, each party has the right to choose and consult with an advisor. The advisor may be any person, including an attorney, who is not otherwise a party or witness to the reported incident(s). The parties may be accompanied by their respective advisor at any meeting or proceeding held as part of informal resolution. While the advisor may provide support and advice to the parties at any meeting and/or proceeding, the advisor may not speak on behalf of the parties or otherwise participate in, or in any manner disrupt, such meetings and/or proceedings.

Informal Resolution may include:

- A Complainant may seek assistance in informally resolving a report of Sexual Misconduct from the Title IX
Coordinator, who can arrange to have a trained representative facilitate a meeting or meetings between the parties. The availability of this form of informal resolution, and any resolution reached through such form of informal resolution, is subject to the agreement of the Title IX Coordinator, the Complainant, and the Respondent. This form of informal resolution may not be used where the allegation involves sexual violence.

- Informal resolution agreements may involve a host of interventions and remedies, such as actions designed to maximize the Complainant’s access to educational, extracurricular, and/or University employment activities; increased monitoring, supervision, and/or security at locations or activities where the Sexual Misconduct occurred or is likely to reoccur; targeted or broad-based educational programming or training for relevant individuals or groups; academic and/or University housing modifications for student Complainants; workplace modifications for employee Complainants; one or more of the restorative remedies or other sanctions described in these Procedures; and/or any other remedial or protective measures that can be tailored to the involved individuals to achieve the goals of the Policy.

Any form of informal resolution and any combination of interventions and remedies may be utilized. If an agreement acceptable to the University, the Complainant, and the Respondent is reached through Informal Resolution, the terms of the agreement are implemented and the matter is resolved and closed. If an agreement is not reached, and the Title IX Coordinator determines that further action is necessary, or if Complainant or Respondent fails to comply with the terms of the informal resolution, the matter may be referred for an investigation and formal resolution under these Procedures.

The Title IX Coordinator will maintain records of all reports and conduct referred for informal resolution and shall generally be completed within sixty (60) calendar days.

**Appeals Process**

A formal appeal of a decision by the Title IX Judicial Board must be submitted in writing to the Title IX Judicial Board Chair within five (5) business days of the receipt of the outcome of the hearing. Upon receipt of any appeal, the Title IX Judicial Board Chair will immediately forward all information to the Provost who shall serve as the Appellate Administrator. An appeal can be made by either the Respondent or the Complainant. Failure to submit the appeal in writing within the allotted time will render the original decision final.

An appeal must be based upon one or more of the following conditions:

- Procedural error(s) in interpretation of University regulations were so substantial as to effectively deny the student a fair hearing;
- New and significant evidence, which could not have been discovered by diligent preparation for presentation at the initial hearing, is now available; or
- Lack of evidence (based on the Preponderance of Evidence Standard) in the record to support the outcome.

The Provost or designee will limit their review to the record of fact at the time of the written appeal. The Provost shall have the authority to:

- Uphold the decision of the Title IX Judicial Board;
- Amend the decision of the Title IX Judicial Board without a hearing; or
- Grant a new hearing with the Title IX Judicial Board.

The Provost or designee shall respond to the initial request for an appeal within twenty (20) business days. If a new hearing is granted, the Title IX Judicial Board will schedule the hearing with in within fifteen (15) business days of the Provost’s decision, and the appealing student(s) or organization will receive notification of the time, place and date. The new hearing shall be limited to the condition upon which the hearing was granted. An official record of the appeal hearing will be maintained. The Title IX Judicial Board shall respond in writing within twenty (20) business days.
Records Retention
The University shall retain all records relating to a report of Sexual Misconduct for a period of twelve years after the date the report was received, or if the complainant was a minor at the time of the complaint for a period of twelve years after the minor turns 18 years of age.

Criminal Proceedings
The student conduct process does not preclude the case from being criminally prosecuted in the criminal justice system. Holding responsible those who engage in acts of sexual harassment, sexual assault, dating violence, domestic violence and stalking is a critical component of the university’s commitment to provide a safe learning environment for its students. The LHUPD and local law enforcement will provide information to students who have experienced sexual or relationship violence or stalking, regarding their right to report incidents and pursue criminal charges.

- 9-1-1 (emergency number)
- LHUPD, 570-484-2278 (non-emergency number)
- LHPD, 570-893-5911 M-F 8 am – 5 pm (non-emergency number) after hours 570-748-2936 (non-emergency)

The availability of witnesses and the preservation of evidence are important factors when deciding to file criminal charges. Although the student who experienced sexual or relationship violence is a key witness in any criminal matter, the decision whether or not to proceed with a criminal case rests with the prosecuting attorney. Students who have experienced sexual assault, dating violence, domestic violence and stalking are encouraged to file a police report.

Complaints against an Employee, Student, Contractor, or Vendor
All complaints (with the exception of a complaint against the President, the Associate Vice President for Human Resources, or the Assistant Director of Human Resources) shall be filed with the Assistant Director of Human Resources.

All complaints against the President, the Associate Vice President of Human Resources, and/or the Associate Director of Human Resources and Social Equity shall be filed with the Pennsylvania State System of Higher Education, Office of the Chancellor, Dixon University Center, 2986 N. 2nd Street, Harrisburg, PA 17110, 717-720-4000.

The complainant may be accompanied by a support person when coming to meet with the Associate Director of Human Resources and Social Equity to file a complaint. The complainant will meet with the Associate Director of Human Resources and Social Equity for the purpose of providing details concerning the alleged violations of this policy. The Associate Director of Human Resources and Social Equity will secure details concerning the allegations from the complainant, either verbally or in writing.

The Associate Director of Human Resources and Social Equity will provide information to the complainant for possible informal resolution of the complaint after securing details of the allegations from the complainant. This will occur only if it is determined that exploring informal resolution is appropriate after evaluating the complaint. An informal resolution may include the possibility of a meeting between the complainant and respondent to discuss an informal resolution of the matter. Importantly, if the matter is resolved informally, an investigation will not be conducted. **Note: Allegations of sexual assault cannot be handled through any informal resolution process.**

Any complaint that cannot or should not be resolved informally will be forwarded to the President and/or his/her designee to determine if an investigation should be conducted. If an investigation is conducted, it shall be done within a reasonable period of time. If the complainant is a student, then the investigation and disposition shall
generally be completed within sixty (60) calendar days unless circumstances prevent the completion of an investigation or disposition. The investigation may include, but is not limited to, the interviewing of the respondent and witnesses and reviewing relevant information and documents. At the conclusion of the investigation, a report will be forwarded to the President or his/her designee to determine what, if any action, will take place. The President has final authority over the matter. An investigation will be conducted in accordance with the terms of any applicable collective bargaining agreement.

If the complainant is a student, both the complainant and the respondent will be provided simultaneous written notice of the outcome of the complaint and informed about any remedial action(s) taken by the university. If any disposition is subsequently altered, both parties will be provided simultaneous written notice of the alteration.

**Procedure for a student to file a complaint against an employee, student, contractor, or vendor.**
A complaint of a student making allegations against another student will be immediately referred to the Associate Dean of Student and Residence Life. All other student complaints should be filed with the Title IX Coordinator and/or the Deputy Title IX Coordinator (see page 3 for contact information).

The complainant may be accompanied by an advisor when coming to meet with the Title IX Coordinator and/or the Deputy Title IX Coordinator to file a complaint. The complainant will meet with the Title IX Coordinator and/or Deputy Title IX Coordinator for the purpose of providing details concerning the alleged violations of this policy, either verbally or in writing. The complainant will be asked to identify any relevant witnesses and/or information pertinent to the complaint. The complainant will be informed of the right to file a criminal complaint, independent of the administrative complaint process, with the LHU Department of Public Safety or any other police agency. The complainant is informed that privacy shall be maintained but total confidentiality cannot be maintained as the University has an obligation to act upon the complaint. The complainant is provided a list of resources for counselling services.

After receipt of the complaint, the University will take immediate and appropriate action within a reasonable period of time to process and impartially investigate or determine what occurred. Investigation of complaints under this section shall generally be completed within sixty (60) calendar days unless circumstances prevent the completion of an investigation or disposition. The respondent shall be provided an opportunity to respond to the complaint. The complainant is not required to meet face to face with the respondent as part of the investigatory process.

At the conclusion of the investigation or determination of what occurred, the complainant and the respondent are provided simultaneous written notice of the outcome of the complaint and informed about any remedial action(s) taken by the University. If an appeal results in an alteration of the remedial action, the complainant and the respondent are provided simultaneous written notice of the alteration.

**Confidentiality**
This section addresses how your privacy is protected by the institution if you are a victim/survivor of a sexual assault, dating violence, domestic violence, stalking or other gendered harassment and you choose to report in a non-confidential manner. In the interest of maintaining confidentiality, only parties (i.e. complainant, respondent, witnesses, etc.) will be included in the investigation. Details of the complaint, as well as the names of the individuals associated with the investigation, will be disclosed only when it is necessary in order to maintain and protect the rights of any party involved or as otherwise required by law or a collective bargaining agreement. The University will take reasonable measures to protect the confidentiality of any evidence obtained during investigations pursuant to the Sexual Harassment Policy. However, the University cannot and does not guarantee that confidentiality will be maintained.

**Office of the Dean of Student and Residence Life**
Only a few specially trained individuals will know that a victim/survivor reported to the university, and the primary goal of these individuals will be to help provide support and services. Victims/survivors are protected under FERPA (Family Educational Rights and Privacy Act), which means that the institution cannot disclose confidential information outside of an educational need to know basis without the written consent of the victim/survivor or a legally valid court order.

Lock Haven University Public Safety Department

- The Lock Haven University Public Safety Department (LHUPD) maintains the privacy of individuals who report crimes to LHUPD in accordance with state and federal law. However, if a report of a sexual assault, dating violence, domestic violence or stalking is reported to LHUPD, even if the victim/survivor does not want action taken by LHUPD, substantive information provided in the report will be shared with the Title IX Coordinator to allow the Title IX Coordinator to perform follow-up in accordance with Title IX mandates.

- The Clery public crime log, maintained by LHUPD, does not disclose any personally identifying information that may identify a victim or disclose the location of a victim of domestic violence, dating violence, sexual assault or stalking, in accordance with VAWA 40002(a)(20), which states “The term ‘personally identifying information’ or ‘personal information’ means individually identifying information for or about an individual including information likely to disclose the location of a victim of domestic violence, dating violence, sexual assault, or stalking, regardless of whether the information is encoded, encrypted, hashed, or otherwise protected.”

Title IX Coordinator

- The Title IX Coordinator may maintain records personally identifiable that are generally protected from disclosure outside the university, pursuant to the Family Educational Rights and Privacy Act of 1974 (“FERPA”). Under FERPA, and absent applicable legal exceptions, no disclosure of education records can be made outside the university or to school officials who do not have a legitimate educational interest in the records, without first obtaining the student’s signed, written consent. Information can only be shared within the university if there is a “legitimate educational need” such as a conduct process. In order for information to be shared outside the university, a student would need to give explicit permission, that information would need to be subpoenaed, or the disclosure would need to fall within an established legal exception. The university vigorously protects information to the fullest extent it may under the law. However, as a public institution, the university cannot promise complete confidentiality. Each situation is resolved as discreetly as possible, maintaining confidentiality to the extent allowed under state and federal laws. There are some exceptions, such as complaints about faculty and staff, which may be subject to public records requests, and there may be situations that mandate reporting, such as child or elder abuse.

Support, Resources, Service and Assistance (Students)

On Campus Resources

- Office of the Dean of Student and Residence Life, 570-484-2319:
  Ensure that students have information about support, resources, services, and assistance that the university will provide, such as academic, living, working and transportation accommodations, and work to assist and connect students to services and resources in accordance with the student’s choice.

  Provide the following support to students who have experienced any form of sexual harassment, including sexual assault, dating violence, domestic violence and stalking.

  - Immediate student-centered support and advocacy;
  - Addressing immediate safety concerns;
Informing students of available options regarding medical services, forensic evidence collection, and reporting to law enforcement including on-campus and local police.

- Services also include ongoing support and advocacy, including:
  - Support in accessing health and counseling services;
  - Academic, housing, work and transportation accommodations;
  - Referrals to legal advocacy, including help with obtaining a protection from abuse orders;
  - Assistance with filing a formal criminal report or formal conduct charge and accompanying the student during medical, law enforcement, and/or student conduct proceedings, and assistance in connecting to community resources;
  - Informing students of campus and community resources available to provide support and facilitates contact, as requested by the student;
  - Various other campus and off-campus needs.

- Prevention Website – A comprehensive listing of campus sexual violence prevention and response initiatives, with links to services, providers, resources, experts, and detailed information.

- The University Counseling Center, 570-484-2479 assist students with integrated and coordinated services on the campus and in the greater community. The Counseling Center has extensive experience working with victims/survivors of sexual harassment, sexual assault, dating violence, domestic violence and stalking and provides psychological services related to all forms of interpersonal violence.

- University Health Center, 570-484-2276. Services for students are available at the University Health Center where students can be seen by physician assistant who has been trained to care for survivors of sexual assault. There is no charge for this confidential appointment. The University Health Center has the ability to make the necessary arrangements to collect forensic evidence upon the student’s request, however there is no requirement to report the assault to law enforcement.

- The Clinton County Women’s Center, 570-748-9509 or 570-923-2270, provides free and confidential services for victims of domestic violence and sexual assault.

- Disability Services 570-484-2484 provides a range of support and services to eligible students who encounter barriers to full access or participation in the physical, curricular, or informational environments within the university. Disability Services will explore and facilitate reasonable accommodations, academic adjustments, and/or auxiliary aids and services for individuals with disabilities in courses, programs, services, activities, and facilities. Students anticipating the need for accommodations, both before and after enrollment, are encouraged to contact Disability Services.

- Lock Haven University Public Safety Department (LHUPD), 570-484-2278. The LHUPD is a full service police department with clerical support staff that is available 24/7 to provide assistance and service to students, employees and the campus community.

- The Office of Institute for International Studies, 570-484-2140. Information available on a wide array of topics from international study opportunities, visas, health insurance, opportunities for faculty, and funding to resources in the Lock Haven area, and much more.

- Center for Excellence and Inclusion 570-484-2154 will assist students in three major areas academic and social adjustment, as well as financial literacy.
  - Transitioning from high school to college life
  - Learning about Lock Haven University student services and educational opportunities
  - Student Referrals (both on campus and within the community)
  - Improving study and time management skills
Various other academic services, programs, and resources

- The HOPE Center 570-484-2111 supports, empowers, and enlightens all students about issues of sex, gender, sexual violence, personal safety and health, social justice and educational equity.

Off Campus Resources

- The Clinton County Women’s Center at 570-748-9539 or 570-923-2270 website [https://www.ccwcsafe.org/](https://www.ccwcsafe.org/) is a private, non-profit corporation comprised of dedicated staff and volunteers. Our mission is to eliminate personal and institutional violence through supportive and cooperative practices in all aspects of our individual programs and collective efforts. All services are provided without regard to race, income, sex, sexual preference, age, handicap, ethnicity, or religion.

- A Way Out at (877)371-9677 (Cole Memorial Hospital/Coudersport students) toll free 877-334-3136 assist and support all victims, survivors, and families of domestic violence and sexual assault through ethical, culturally competent, and compassionate services.

- YWCA Harrisburg (Dixon University Center students) 800-654-1211 provide comprehensive crisis and counseling services to victims of domestic violence and sexual assault, including a crisis hotline, individual and group counseling and medical and court accompaniments. Services are available to victims and non-offending family members of all ages and genders and are free and confidential.

- Lock Haven Police Department 570-893-5911 (M-F 8 am – 5 pm) or 570-748-2936. The LHPD is a full service police department that is available 24/7 to provide assistance and service to Lock Haven citizens.

- Coudersport Police Department at 911 or 814-274-8970. The CPD is a full service police department that is available 24/7 to provide assistance and service to Coudersport citizens.

- Harrisburg City Police Department at 911 or 717-255-3131. The HCPD is a full service police department that is available 24/7 to provide assistance and service to Harrisburg citizens.

- Pennsylvania State Police for Clinton County (Lock Haven) at 570-726-6000.

- Pennsylvania State Police for Dauphin County (Dixon University Center) at 717-671-7500.

- Pennsylvania State Police for Potter County (Coudersport Campus) at 717-671-8690.

Area Hospitals

All area hospitals provide forensic evidence collection. Victims/survivors of sexual assault may obtain a medical and forensic exam while remaining anonymous and without contacting the police.

- Lock Haven Hospital located 24 Cree Drive, Lock Haven, PA 570-893-5000.
- Cole Memorial Hospital located on RT 6 East, Coudersport, PA 814-274-9300.
- Harrisburg Hospital/PinnacleHealth located on 111 South Front Street, Harrisburg 717-782-3131

National Hotlines

Sexual Assault

- National Sexual Assault Hotline
  800-656 HOPE (4673)
  866-331-8453 (TTY)
- Sexual Assault Resources
Dating and Domestic Violence
- National Domestic Violence Hotline
  800-799-SAFE (7233)
  800-787-3224 (TTY)

Stalking
- Stalking Resource Center
  202-467-8700

Campus Response Support Services
The university has developed a system that connects persons who have experienced any form of sexual or gender harassment, sexual assault, dating violence, domestic violence or stalking to a network of support services. That support system is critical to ensure safe environment, along with holding accountable those individuals who engage in inappropriate behavior. The coordinated response includes:

- Utilization of an integrated response network and formal protocols in response to reports of sexual and gender harassment, sexual assault, dating violence, domestic violence and stalking; and
- Close coordination among responsible offices to ensure that:
  - Students receive support, and
  - Inappropriate behavior is addressed through appropriate channels.

Office of the Dean of Student and Residence Life
The Office of the Dean of Student and Residence Life provides the following support to students who have experienced sexual and gender harassment, sexual assault, dating violence, domestic violence and stalking:

- Serves as point of contact for LHU offices and personnel reporting alleged incidents by or involving university students;
- For issues reported outside of regular working hours, the office works collaboratively with Lock Haven University Public Safety Department (LHUPD) to provide initial crisis intervention including, but not limited to, the following:
  - Assesses immediate safety concerns;
  - Informs student of available options regarding medical services, forensic evidence collection, evidence preservation and reporting to law enforcement, including on-campus and local police;
  - Explains what is involved with law enforcement reporting and forensic evidence collection examination processes;
  - Assists in making arrangements for medical services, forensic evidence collection and/or reporting to law enforcement as requested by student; and
  - Informs students of their right to file a formal report with the Title IX Coordinator.
- Informs students of campus and community resources and services available to provide support, and facilitates contact, as requested; and
- Reports incidents of sexual and gendered harassment, sexual assault, dating violence, domestic violence and stalking to the Title IX Coordinator and LHUPD.

The Office of the Dean of Student and Residence Life will facilitate interim remedies in a victim/survivor’s living, academic, work, and/or transportation situations or provide other protective measures, if those changes are requested by the victim/survivor and reasonably available. Interim remedies will be provided regardless of whether the victim/survivor chooses to share specific information about the incident, report the matter to public safety or local law enforcement, or participate in the university’s administrative process, and regardless of whether the offense occurred on or off campus. The university is obligated to comply with a student’s reasonable request for a living and/or academic situation change following an alleged sex offense.
The Office of the Dean of Student and Residence Life may offer various options and alternatives to a victim/survivor, depending on the circumstances, for example:

- Changing the student’s class schedule or, where appropriate based on health or safety concerns, prohibiting the accused student’s presence at classes attended by the survivor.
- Moving the student to a different residence hall room.
- Changing a student’s campus work hours and days or providing an alternative work assignment.
- Providing transportation, as needed, to an alternative safe location or destination, medical appointments, court proceedings, or to obtain a civil protective order.
- Providing other protective measures such as a No Contact Letter.

The Office of the Dean of Student and Residence Life serves all students, including students accused of sexual or gendered harassment, sexual assault, dating violence, domestic violence and stalking. Support to accused students will be handled by staff other than those providing support to victims/survivors.

**Title IX Coordinator or Deputy Title IX Coordinator**
The Title IX Coordinator or Deputy Title IX Coordinator serves as a point of contact regarding risk assessment and investigation of all allegations, by students and employees, of discrimination on the basis of sex, including sexual or gender based harassment, sexual assault, dating violence, domestic violence and stalking and provides the following support to employees and students.

1. Coordinates the university response to reported issues of sexual harassment, sexual assault, dating violence, domestic violence and stalking, working with campus colleagues to ensure an integrated response to reported Title IX concerns;
   - Oversees investigations of reported incidents of sexual harassment, sexual assault, dating violence, domestic violence and stalking involving university faculty, staff, and students;
   - Works with campus colleagues to ensure that the university is meeting Title IX obligations;
   - Ensures that complainants are fully informed about their right to file a formal complaint with the University for any form of discrimination on the basis of sex, including sexual harassment, sexual assault, dating violence, domestic violence and stalking;
   - Serves as a resource to members of the university community who have questions or concerns regarding discrimination, discriminatory harassment and equal opportunity issues; and
   - Provides annual training for students, faculty and staff related to all forms of discrimination and discriminatory harassment, specifically including sexual harassment, sexual assault, dating violence, domestic violence and stalking.

**Lock Haven University Public Safety Department**
Lock Haven University Public Safety Department provides the following 24-hour services to protect the safety of the campus community and as part of the integrated campus response to issues of sexual harassment, sexual assault, dating violence, domestic violence and stalking.

- Assists students and employees with immediate safety planning;
- Informs the student or employee that s/he may make a police report, clarifying that the decision to report to law enforcement does not commit the prosecuting attorney to pursuing criminal charges;
- As appropriate, and in conjunction with local law enforcement, secures crime scene, determines identity and location of suspect, collects and secures evidence, and conducts and/or participates with investigation and law enforcement functions;
- Assesses campus risk and provides timely campus crime alerts when an incident is determined to pose an ongoing or serious threat to the campus community;
• Notifies the Office of the Dean of Student and Residence Life staff, and the Title IX Coordinator or Deputy Title IX Coordinator of issues involving sexual harassment, sexual assault, dating violence, domestic violence and stalking; and

• Provides the services of a Criminal Investigator or designee who works closely with students that report incidents and campus partners to provide caring, integrated and comprehensive resources to students who have been victimized. The Criminal Investigator or designee works closely with the Title IX or Deputy Title IX Investigator to ensure the student is aware of options and has input in the process. These offices work closely to provide the student with the level of service or response s/he desires.

University Counseling Services
Counseling Service (CS) is a component of the Department of Academic Development and Counseling. Counseling is provided to Students with personal, emotional, mental or academic adjustment concerns. Professional Counselors and a Psychologist can assist Students with questions about academic and educational success, interpersonal issues, self-image, social skills, mood problems, learning problems or other potentially stressful or emotionally disturbing experiences. Services are provided daily during regular working hours. Students may be referred to off-Campus agencies and private practitioners when desired, appropriate or when needed for more intensive or lengthy care.

The Counseling Services are located in 1st floor of Ulmer Hall.

University Health Center
The University Health Center offers physical and emotional support, evaluation and referral for students who have experienced sexual assault or any form of violence. The Physician Assistant and Staff will provide the following services:

• Perform physical assessment and evaluation.
• Provide emotional support and guidance as to how to report an assault.
• Refer to closest hospital emergency department for testing, treatment, and counseling.

Student and Residence Life
University Housing provides the following 24-hour services and support as part of the integrated response:

• Consults with student regarding immediate medical and safety needs, and calls for emergency services as appropriate;
• Makes on-campus housing changes as appropriate to ensure the health or safety of the student who has experienced sexual harassment, sexual assault, dating violence, domestic violence or stalking and a student accused of having engaged in that behavior; and
• Contacts the Office of the Dean of Student and Residence Life and Title IX Coordinator as the initial point of contact for 24-hour response to immediate circumstances in order to connect students to available resources and services.

Judicial Board
• Provide information about the student conduct process, explaining the difference between a conduct proceeding and a criminal proceeding;
• Advises the complainant and the respondent:
  ➢ That the rights of the complainant and respondent will be respected throughout the student conduct process;
  ➢ Regarding the student conduct hearing.
• As necessary, arranges for investigation of reported incidents reviews and evaluates available information in consultation with the Dean of Student and Residence Life and Title IX Coordinator to determine the applicability of student conduct charges.
Administers and adjudicates the conduct process in accordance with university procedures that require the following:

- Ensures that complainant and respondent have the same opportunity to have others present, including an advisor of their choice;
- Mandates the use of the preponderance of evidence standard;
- Provides specific information about all possible sanctions;
- Informs both parties simultaneously of the outcome of any disciplinary proceedings and appeal rights; and
- When appropriate, sends a No Contact Letter.

Resolution of an Allegation

Student Disciplinary Process

Lock Haven University (LHU) has established procedures for addressing instances of possible sexual assault, dating violence, domestic violence and stalking, through its policy prohibiting discrimination and through the LHU Student Code of Conduct.

University disciplinary process proceedings are conducted in a manner that is consistent with state and federal law, and supports the university commitment to enhancing safety. Proceeding in a manner that is respectful of victims/survivors of sexual assault, dating violence, and domestic violence and stalking, university disciplinary process proceedings ensure due process and support appropriate action to prevent future incidents of sexual assault, dating violence, domestic violence and stalking.

Student Rights and Protections

Students have the right to choose how they report allegations. Students may report allegations of sexual harassment, sexual assault, dating violence, domestic violence, stalking, or any type of prohibited discrimination on the basis of sex.

Whether or not you choose to report to the police, you may report the incident to the institution.

Sexual assault, dating violence, domestic violence, stalking and other gendered harassment involving students is a violation of the LHU Student Conduct Code. As a victim/survivor of such behavior, you have the right to report the incident to the Office of the Dean of Student and Residence Life. For more information, or to report an incident, contact the Office of the Dean of Student and Residence Life at 570-484-2319.

Sexual harassment, sexual assault, dating violence, domestic violence, stalking and other gendered harassment are prohibited behavior as forms of discrimination on the basis of sex for all campuses of Lock Haven University. As a victim/survivor, you have the right to file a claim against the institution with the Office of Civil Rights. For more information, or to report an incident, contact a Title IX Coordinator:

- Associate Vice President of Human Resources/Title IX Coordinator, 570-484-2014
- Assistant Director of Human Resources, Deputy Title IX Coordinator, 570-484-2153
- US Department of Education, Office for Civil Rights, 800-421-3481

Pennsylvania Human Relations Commission

- Pittsburgh Regional Office, 412-565-5395 or 412-565-5711 TTY Users
- Harrisburg Regional Office, 717-787-9780 or 717-787-7279 TTY Users
- Philadelphia Regional Office, 215-560-2496 or 215-560-3599 TTY Users

Equal Employment Opportunity Commission

- Pittsburgh District Office, 800-669-4000 or 412-395-5904 TTY Users
- Philadelphia District Office, 800-669-4000 or 800-669-6820 TTY Users
A student who reports to an institution of higher education that the student has been a victim of sexual assault, dating violence, domestic violence, stalking or other gendered harassment, will be provided with a written explanation of all available resources and options and is offered the opportunity to meet to discuss those resources and options with the Title IX Coordinator or designee. The university is obligated to comply with a student’s reasonable request for a living and/or academic situation change following an alleged sex offense.

Victims/survivors will be provided with written notification about existing counseling, medical and mental health services, victim advocacy, legal assistance, financial aid, visa and immigration and other services and resources available for victims on campus and within the local community.

Students, upon making an allegation of sexual misconduct, dating violence, domestic violence, stalking or other gendered harassment, have the right to request an institutional No Contact Letter from the Office of the Dean of Student and Residence Life. A No Contact Letter provides a mechanism to minimize potential interaction between the accused and the accuser in residence halls and in other campus facilities such as classrooms, thus allowing the accuser to continue to live on campus and participate in campus activities in a safe manner, without fear of harassment.

The Office of the Dean of Student and Residence Life may also offer additional options, such as changing the accused student’s class schedule, prohibiting the accused student’s presence at classes attended by the survivor, or moving the accused student to a different residence hall room. In situations where the Dean of Student and Residence Life or other appropriate authority believes it is “immediately necessary to secure the health or safety of any persons,” the Office of the Dean of Student and Residence Life may temporarily suspend a person from the university or take other interim action on an emergency basis.

Students also have the right to pursue a protection from abuse order from Clinton County District Court. For more information or assistance, students may contact Clinton County Women’s Center at 570-748-9509, or contact the court directly at 570-893-4086.

Possible Protective Measures

Protective From Abuse Order (Student and Employees)
If you are a victim/survivor of sexual assault, dating violence, domestic violence or stalking, you have the right to obtain a court-issued protective, stalking, or restraining order.

Obtaining a Court-Issued Protection From Abuse Order
Students and employees have the option of requesting a protection from abuse order through the local District Courts directly or by contacting the Clinton County Women’s Center, 570-748-9509 or 570-923-2270. The LHU Public Safety Department, the Dean of Students and Residence Life, Title IX Coordinator and/or the Lock Haven City Police Department will provide guidance and direction in obtaining a protection from abuse order.

If you have obtained a court-issued protective order, please provide a copy of the order to the Lock Haven University Public Safety Department, so the information is on file in case the order is violated on main campus or other local LHU-controlled buildings or property.

A Protection From Abuse (PFA) Order from a court gives protective “relief” for a victim. In Pennsylvania, PFAs can be either temporary or permanent in nature.

A victim of abuse may file for a PFA order against an intimate partner or a family member, such as:

- Spouses or ex-spouses;
- Persons who have lived as spouses;
- Domestic partners;
- Same sex couples;
• Parents;
• Children;
• Persons related by blood or marriage (including brothers/sisters); or
• Current or former sexual or intimate partners (including dating relationships).

The PFA Act does not cover abuse by a stranger or a roommate that the victim is not intimately involved with.

**Obtaining a Court-Issued Sexual Violence Protection Order**

Students and employees have the option of requesting a sexual violence protection order through the local District Courts directly or by contacting the Clinton County Women’s Center, 570-748-9509 or 570-923-2270. The LHU Public Safety Department, the Dean of Students and Residence Life, Title IX Coordinator and/or the Lock Haven City Police Department will provide guidance and direction in obtaining a sexual violence protection order.

If you have obtained a court-issued sexual violence protection order, please provide a copy of the order to the Lock Haven University Public Safety Department, so the information is on file in case the order is violated on main campus or other local LHU-controlled buildings or property.

A Sexual Violence Protection Order (SVPO) Order from a court gives protective “relief” for a victim in Pennsylvania, PFAs can be either temporary or permanent in nature.

A victim of sexual violence abuse may file for a SVPO order against person/persons who are not family or household members that constitutes one of the following crimes:

• Sexual offenses;
• Endangering the welfare of children if the offense involved sexual contact with the victim;
• Corruption of minors;
• Sexual abuse of children;
• Unlawful contact with minor;
• Sexual exploitation of children.

An SVPO is a civil order designed to protect victims of sexual violence from further abuse and/or intimidation, regardless of whether or not criminal charges have been filed against the perpetrator.

**Reporting a Violation of a Court Order**

Lock Haven University Public Safety Department, 570-484-2278, responds to violation of court orders that occur at Lock Haven University main campus and LHU-controlled buildings and properties. The Lock Haven City Police Department, 570-748-2936 (non-emergency) 911 (emergency) or Clinton County Sheriff’s Department, 570-893-4070, will respond to reports of court issued protection from abuse orders within Lock Haven and/or Clinton County. If the violation is in progress, call 9-1-1 and the appropriate law enforcement agency will respond.

If a LHU student or employee holds a current court protection order, and that order is violated in another jurisdiction, the student or employee will need to call the law enforcement agency that serves the location in which the violation occurred. If the order is violated on another LHU campus, contact the police department who services the campus:

• **Main campus**
  If violation is in progress, call 9-1-1
  Non-emergency, to request a police response or to file a report, call LHUPD, 570-484-2278

• **Harrisburg campus**
  If violation is in progress, call 9-1-1
  Non- emergency, to request a police response or file a report, call the Harrisburg City Police Department at 717-255-3131
• **Coudersport Campus**  
  If violation is in progress, call 9-1-1  
  Non-emergency, to request a police response or file a report, call the Coudersport Police Department at 814-274-8970

**No Contact Letter (Students)**  
As a student, upon making an allegation of sexual assault, dating violence, domestic violence, stalking or other gendered harassment, you may request an institutional No Contact Letter from the Office of the Dean of Student and Residence Life or the Public Safety Department. A No Contact Letter protects the accuser from the accused in residence halls and in other on-campus classrooms and buildings, allowing the student to continue to live on campus and participate in campus activity in a safe manner, without fear of harassment. For assistance in obtaining a No Contact Letter, students may contact the Office of the Dean of Student and Residence Life, 570-484-2319 and/or the Department of Public Safety at 570-484-2278.

**Reporting a Violation of a No Contact Letter**  
When the Office of the Dean of Student and Residence Life or Public Safety Department issues a No Contact Letter, a copy is provided to the Lock Haven University of Public Safety Department (LHUPD). If a No Contact Letter is violated, students are asked to contact LHUPD, 570-484-2278 to report the violation. While LHUPD cannot make an arrest based on a violation of a No Contact Letter, LHUPD will use the letter as an important piece of information to guide their response if called. A violation of a No Contact Letter is taken very seriously and upon a violation, the university will consider emergency action which could place further restrictions on the subject of the order.

**Letter of Trespass**  
If an allegation of sexual assault, dating violence, domestic violence or stalking is against a person not affiliated with the Lock Haven University (LHU), and the crime was committed on campus or other LHU-controlled building or property, the Lock Haven University Public Safety Department may be able to issue a Letter of No Trespass, banning the accused from all campus properties.

**Reporting a Violation of a Letter of Trespass**  
If a Letter of Trespass is violated, victims/survivors should report the violation to the Lock Haven University Public Safety Department (LHUPD). LHUPD will respond and may arrest the accused for trespass.

Protective measures for victims may be available and put into place on an interim basis pending the final outcome of disciplinary procedures regarding sexual assault (which includes, but is not limited to, rape, domestic violence, dating violence, or stalking).

Any accommodations or protective measures provided to the victims will remain confidential, to the extent that maintaining such confidentiality would not impair the ability of the University to provide the accommodations or protective measures.

University policies include the right of the alleged victim to freedom from encountering the alleged perpetrator in living and learning situations. The institution will change a victim’s academic, living and transportation situations after an alleged sex offense if requested by the victim, or independent of such request, if the changes are reasonably available. The Dean of Student and Residence Life in discharging responsibilities for the health, safety and welfare of all student will make decisions relative to such cases. Other interim measures offered by the University may include; University-imposed no contact orders as well as assistance in enforcement of court-issued Protection From Abuse orders and/or orders pursuant to the Pennsylvania’s Protection From Sexual Violence and Intimidation Act, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court or by the University. Escort services, emotional support, and interim...
suspension of the accused are also possible measures that can be taken (for students, interim suspension is subject to the applicable provisions of the Student Code of Conduct).

Disclosures to Alleged Victims of Crimes of Violence or Non-Forcible Sex Offenses
Lock Haven University will, upon request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the University against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, Lock Haven University will provide the results of the disciplinary hearing to the victim’s next of kin, if so requested.

Crimes Rates and Statistics
The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC §1092 (f)) requires colleges and universities across the United States to disclose information about crime on and around their campuses as described by Clery geography. The Public Safety Department maintains a close relationship with all police departments where Lock Haven University owns property. This ensures Public Safety awareness of crimes reported to these police department that involves the University.

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

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

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

Hate Crimes

VAWA Offenses
- Domestic violence
- Dating violence
- Stalking
Arrest & Referrals

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

Under the Clery Act, for the purposes of counting and disclosing Criminal Offense, Hate Crime, arrest and disciplinary referral statistics institutions must do so based on definitions provided by the Federal Bureau of Investigation’s (FBI’s) Uniform Crime Reporting (UCR) Program. For the categories of Domestic Violence, Dating Violence, and Stalking, the Clery Act specifies that institutions must use the definitions provided by Violence Against Women Act of 1994 and repeated in the Department’s Clery Act regulations.

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

Definitions-Reportable Crimes

Criminal Homicide

- Murder and non-negligent manslaughter. The willful (non-negligent) killing of one human being by another.
- Negligent manslaughter. The killing of another person through gross negligence.

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

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

Sex offenses

- Incest. Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Statutory Rape. Non-forcible sexual intercourse with a person who is under the statutory age of consent.
- Stalking. Engaging in a course of conduct directed at a specific person that would cause a reasonable person to—(A) fear for his or her safety or the safety of others; or (B) suffer substantial emotional distress.
  a. Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property.
  b. Reasonable person means a reasonable person under similar circumstances and with similar identities to victim.
  c. Substantial emotional distress means significant mental suffering or anguish that may, but does not
necessarily, require medical or other professional treatment or counseling.

d. Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

- **Domestic Violence.** Includes felony or misdemeanor crimes of violence committed
  a. By a current or former spouse of the victim;
  b. By a person with who the victim shares a child in common;
  c. By a person who is cohabitating with or has cohabited with, the victim as a spouse or intimate partner;
  d. By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the
      jurisdiction in which the crime of violence occurred;
  e. By any other person against an adult or youth victim who is protected from that person’s acts under the
      domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

- **Dating Violence.** Violence committed by a person, who is or has been in a social relationship of a romantic or
  intimate nature with the victim.
  a. The existence of such a relationship shall be determined based on the reporting party’s statement and with
     consideration of the length of the relationship, the type of relationship, and the frequency of interaction
     between the persons involved in the relationship.
  b. For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or
     the threat of such abuse.
  c. Dating Violence does not include acts covered under the definition of domestic violence.
  d. Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

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

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

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

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

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

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

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

- **Weapon law violations.** The violations of laws regulatory in nature, such as; manufacture, sale or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned acts.

**Hate Crimes**

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

<table>
<thead>
<tr>
<th>Crime Classification</th>
<th>Year</th>
<th>On-Campus</th>
<th>Residential Facility</th>
<th>Non-Campus Building or Property</th>
<th>Public Property</th>
<th>Unfounded (Effective 2014)</th>
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## Coudersport Bias Motivated Offenses

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**Fire Safety Report**

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

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

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

Fire drills are held in each residence hall monthly at varying times when the halls are at regular occupancy during the semester. These drills include full evacuation of the building by use of the fire alarm systems. Random room checks are performed to assure evacuation compliance.

The new residence hall assistants are provided training on fire safety at the beginning of each semester and residence halls students are addressed by the resident hall director during the opening meeting.

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

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

2018 Evacuation Fire Drills

North Hall 9
Fairview Suites 8
Smith Hall 3 (not occupied June-December 2018)
McEntire Hall 0 (Not occupied January – December 2018)
Woolridge Hall 9
High Hall 0 (Not occupied January – December 2018)
Campus Village 10

**Fire Alarm Response Procedures**

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

- If possible, close the door where the fire is located.
- Activate the nearest fire alarm pull station.
- Once the fire alarm is activated, ALL persons MUST leave the building.
• Call 911 or (570) 484-2278 from a safe location and provide your name, the building name and room # is available and the nature of the emergency.
• Do not hang up until you are instructed to do so by the Public Safety Dispatch. Evacuate immediately. Use the nearest exit. Never allow the fire to get between you and the exit. Always keep your means of escape open.
• Alert other occupants who may not have heard the alarm or who are not responding to the alarm to immediately evacuate the building.
• The fire alarm may not sound continuously; continue to evacuate even if the fire alarm stops.
• Leave the lights on and do not lock the doors.
• If the door is hot, do not open it. Call 911 for help. Seal up cracks around the door with damp towels, sheets, etc. Signal rescuers by hanging a sheet or other object from the window.
• Do not use elevators if the fire alarm is activated or in the event of an actual fire.
• Report to the designated evacuation area. Move a minimum of 100 feet from the building. Keep roads and sidewalks clear for emergency reasons.
• Do not re-enter the building until told to do so by University officials.

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

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

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

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

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

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

Smoking: Not permitted in all academic and residence halls or apartments.
Appliances: Not permitted in residence halls (hot plates, broilers, electric fry pans, corn poppers, etc.)
Campus Village apartments are equipped with an electric stove and refrigerator. Certain electrical appliances (space heaters, sun lamps, heat lamps) may not be used in the residence halls or apartments.

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

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

**Future Fire Safety Improvements**

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

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

<table>
<thead>
<tr>
<th>Facility</th>
<th>Fire Alarm Monitoring Done On Site (by LHUPD)</th>
<th>Full *2 Sprinkler System</th>
<th>Smoke Detection</th>
<th>Fire Extinguisher Devices</th>
<th>Evacuation Plans &amp; Placards</th>
<th>Number of evacuation (fire) drills for 2017</th>
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### Fire Safety Systems-Foundation Owned

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<th>Smoke Detection</th>
<th>Fire Extinguisher Devices</th>
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### Fire Statistics - Main Campus

**Campus Residential Student Housing Fire Statistics for Calendar Year 2018**

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<th>CAUSE</th>
<th>INJURIES</th>
<th>DEATHS</th>
<th>PROPERTY DAMAGE</th>
<th>FIRE DETECTION</th>
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### Fire Statistics - Main Campus

**Campus Residential Student Housing Fire Statistics for Calendar Year 2017**

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Smith not occupied June-December 2018

High Hall and McEntire closed for 2016, 2017 and 2018
Campus Property Map-Main Campus