



PennWest   
CLARION<sup>SM</sup>

2022 ANNUAL

**ANNUAL SECURITY and  
FIRE SAFETY REPORT**

DEAR CAMPUS COMMUNITY,

California, Clarion and Edinboro universities integrated to become Pennsylvania Western University on July 1, 2022. All crime statistics included in this current report predate the integration. Beginning in 2023, there will be a single Clery report for Pennsylvania Western University.

The goal of the Annual Security Report is to increase awareness through education of the types of incidents reported on the campus, and to bring safety to the forefront of everyone's daily routine. Safety is a partnership that we all share, and taking steps to increase your own safety reduces the opportunity for crime to occur. The annual security report is also a source of practical information that can be utilized in the event you need to access the university's resources.

The PennWest Clarion Annual Security Report is compiled in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act of 1998. We hope this report will help you to increase your personal awareness of safety and security on campus.



## **THE CAMPUS SECURITY ACT: LEGAL REQUIREMENTS**

The Campus Security Act requires colleges and universities to publish an annual report by October 1 that contains three years of campus crime statistics and certain campus security policy statements and disclose crime statistics for the campus, public areas immediately adjacent to or running through the campus, and certain non--campus facilities and remote classrooms. The statistics must be gathered from University Police, local law enforcement and university officials who have significant responsibility for student and campus activities; provide "timely warning" notices of those crimes that have occurred and pose an ongoing threat to students and employees; and disclose a public crime log of any crime that occurred on campus within the patrol jurisdiction of the university police or is reported to University Police.

The PennWest University Police are guided by a Departmental Policy regarding the procedure for compiling the crime statistics and the annual dissemination of the contents of this report. This policy is reviewed and updated by the Chief of Police annually prior to July 1. The PennWest University Police are responsible for preparing, distributing, maintaining, and electronic submission of this report. The Annual Security Report is compiled with the assistance of records from the PennWest University Judicial and Mediations Services Department. The PennWest University Police also seek information from the Pennsylvania State Police, Clarion Borough Police Department, Clarion County Sheriff's Office, and the Security Department for West Penn Hospital to aid in compiling this annual report.

## **PENNWEST UNIVERSITY POLICE**

PennWest University Police operates under the Division of Institutional Effectiveness, Student Affairs, and University Police. PennWest Clarion Police have nine full-time commissioned police officers. University Police provides law enforcement and security services on university-owned property as well as the Clarion University Foundation, Inc., property of Reinhard Villages, west of campus on Route 322 in Clarion Township. The Clarion campus is situated on 104 acres with 50 buildings in Clarion Borough. The campus' outer boundaries include Greenville Avenue and Eighth Avenue as the western boundaries, Corbett Street as the southern boundary, Wilson Avenue as the eastern boundary and a wooded area to the north of Main Street as the northern boundary. Additionally, there is a 29-acre athletic complex at the west end of Main Street in Clarion Borough. Reinhard Village encompasses 75 acres with 30 buildings just southwest of campus. A campus map is available at [www.clarion.edu/about-clarion/campus-maps](http://www.clarion.edu/about-clarion/campus-maps) or upon request from University Police (located on Wood Street). A map of Reinhard Villages is available at [www.clarion.edu/reinhard](http://www.clarion.edu/reinhard).

The University's Safety & Risk Management Department is responsible for ensuring that proper safety procedures are followed in all areas of campus. Departmental safety responsibilities include Fire Safety, Hazardous Material Management, and Occupational Safety. The Safety Office is located in the McIntire Facilities Building. Phone is 814-393-2111, or call 911 for emergencies.

The Dispatch Center within the Department of Public Safety is staffed 24 hours a day, Monday through Friday. The Dispatch Center is located in the Public Safety building on Wood Street. The dispatchers are trained to gather information vital to proper call response and, upon receiving a call, immediately dispatch an officer to the area by use of a two-way radio. All complaints received by the Dispatch Center are thoroughly investigated by the police officers. University Police, through its patrols and investigations, consistently enforces all of the laws of the Commonwealth of Pennsylvania including those related to alcohol and other illegal drugs.



## **ARREST AUTHORITY AND JURISDICTION**

In Pennsylvania, the State System of Higher Education Act 188 of 1982, as amended by Act 48 of 2003, establishes and defines the authority and jurisdiction of Campus Police Officers. This act granted university police officers the authority to exercise the same powers that are granted to municipal officers under the Statewide Municipal Police Jurisdiction Act (Title 42, 8953) on university owned or leased property. All PennWest University Police officers are commissioned police officers in the Commonwealth of Pennsylvania. All officers carry firearms and are granted powers of arrest through the Governor of the Commonwealth. The department's sworn police officers have all received police training and regularly attend in-service training. Uniformed officers patrol the campus 24 hours a day, seven days a week, 365 days a year.

The PennWest University Police have a service contract with the Clarion University Foundation, Inc., to provide all police services at Reinhard Villages, located in Clarion Township. The Borough of Clarion has a Cooperative Police Service Agreement with the PennWest University Police authorizing the PennWest University Police to exercise police authority in Clarion Township at the Reinhard Villages property location.

## **MISSION STATEMENT**

The mission of the University Police is to establish an environment where people on the campus may be free from fear and, thereby, contribute to the quality and excellence of the university. PennWest University Police Officers are committed to the protection of life and property; the preservation of peace, and safety; the fair and impartial enforcement of state and federal laws and university rules; and the defense of the Constitution of the Commonwealth of Pennsylvania and the Constitution of the United States of America. University police officers will exercise law enforcement authority on behalf of the people of the Commonwealth of Pennsylvania and will faithfully discharge that trust.

We recognize that we can accomplish our mission only with the support and trust of the university community and through collaborating with the community to:

1. Reduce the opportunities for the commission of some crimes through providing educational programs to the community and preventive patrol.
2. Identify violators of the law and university policies and, where appropriate, refer such violators to the legal or administrative systems and participate in subsequent proceedings.
3. Aid individuals who are in danger of physical harm or who cannot care for themselves.
4. Promote the protection of constitutional guarantees to all members of the community while providing an educational function as to the rights and responsibilities of individuals in the community.
5. Provide a role model of responsibility, accountability, and trustworthiness for the members of the community through the actions and statements of each member of the department.
6. Assist in the educational mission of the university through cooperation with colleges and by providing direct instruction to members of the community to enhance safety in the work place, living areas, and recreational areas.
7. Resolve conflict between individuals or groups that could, escalate to criminal behavior.
8. Facilitate the movement of persons and vehicles.
9. Reduce environmental hazards to persons and property through inspection, investigation, and prevention; and maintain an effective program for environmental health and safety.



10. Participate in the identification and recovery of lost or stolen property and return to it to the rightful owner.
11. Identify problems that are potentially serious to law enforcement, safety, or the university.
12. Enforce parking regulations to ensure the employees, students and visitors who have parking privileges are able to use the facilities as assigned.
13. Create and maintain a feeling of safety in the community.
14. Promote and preserve order.
15. Provide other university departments with timely, appropriate information essential to their function.
16. Provide other services on an emergency basis and provide assistance to victims of crimes.
17. Prevent theft through establishing physical security programs and alarm monitoring.
18. Provide walking escorts to persons in the community during hours of darkness.

## **WORKING RELATIONSHIP WITH OTHER AGENCIES**

The PennWest University Police is the primary agency handling criminal incidents on campus. The department is equipped with a telecommunications system to contact and exchange information with surrounding local and state police (as the need arises). PennWest Clarion maintains a working relationship with the Clarion Borough Police Department, the Clarion County Sheriff's Department, the Pennsylvania State Police and the Clarion County District Attorney's Office. The PennWest University Police has a formal mutual aid agreement with the Clarion Borough Police. The PennWest University Police utilize the investigative services of the Pennsylvania State Police when circumstances dictate the need for additional capabilities for on-campus incidents. No formal Memorandum of Understanding exists with the Pennsylvania State Police, but resources are always provided if requested.

## **MUTUAL AID**

The PennWest University Police Department has a written mutual aid agreement with the Clarion Borough Police Department. University officers often interact with other agencies and provide assistance when requested. University officers, when requested, assist the Clarion County Drug Task Force to target drug violators on campus and in the surrounding area.

## **MONITORING AND RECORDING CRIMINAL ACTIVITY OFF CAMPUS**

The university relies on the close working relationship with local law enforcement agencies to receive information about incidents they receive concerning or involving a member of the campus community. If the university is notified of a situation in which a campus community member is the victim of a crime, the Department may issue a Campus Safety Alert, detailing the incident and providing tips so that other members of the campus community may avoid similar incidents. If the University Police is notified of a crime or other serious incident that involves a member of the campus community that occurs in Clarion Borough or any location off campus, the incident will be referred to Student Affairs for disciplinary action.



## **REPORTING OF CRIMINAL OFFENSES**

The PennWest University Police encourages all members of the campus community and visitors to accurately and promptly report all on-campus crimes and emergencies to the department at extension 2111 or 814-393-2111, or by using the “blue-light” emergency telephones located throughout campus. Crimes can also be reported in person at the Dispatch Center of the University Police Station on Wood Street. The University Police Department investigates all reported on-campus crimes and initiates prosecutions through the legal systems, when warranted.

Crimes that occur off university property may be reported to either the Clarion Borough Police Department or the Pennsylvania State Police. Both of these agencies can be contacted by dialing 911. The University Police Department works in conjunction with the Clarion Borough Police and the Pennsylvania State Police to investigate crimes and other emergencies involving students both on and off campus. University Police Officers also assist off campus when requested by another police agency.

Students and employees should report any potential criminal offenses to the PennWest Clarion Department of Public Safety or the Chief of Police for the purpose of making timely warning reports and inclusion in the annual statistical disclosure. Reporting may also be done through Campus Security Authorities for the purpose of making timely warning reports and inclusion in the annual statistical disclosure if you wish to remain anonymous, or if you are unable to report the incident directly to law enforcement.

## **VOLUNTARY CONFIDENTIAL REPORTING**

If you are the victim of a crime and do not want to pursue action within the university’s student conduct system or the criminal justice system, please consider making a confidential report. With your permission, the Chief or designee of PennWest University’s Police force can complete an incident report without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the university can keep an accurate record of the number of incidents involving students, employees and visitors; determine where there is a pattern of crime, and alert the campus community to potential danger if an ongoing hazard exists. Reports filed in this manner are counted and disclosed in the required Annual Security Report. Anonymous crime tips can be reported by using the Anonymous Tips Reporting form found on the police web page at Submit an Anonymous Tip.

Professional counselors are not required to report crimes to be included in the Annual Security Report statistics, unless mandated under scope of license or law. Counselors are verbally encouraged, on a case-by-case basis, to inform the person being counseled of the procedures to report crimes on a voluntary basis for inclusion in the annual crime statistics.

**CAMPUS SECURITY AUTHORITIES**

As required 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 PennWest Clarion’s Annual Security and Fire Safety Report and for the purpose of issuing Timely Warning Notices if deemed necessary. At the beginning of the spring and fall semester, the University Police identifies all personnel with a “significant responsibility for student and campus activities,” and maintains a list of CSAs. CSAs are contacted at the beginning of each semester and reminded of their reporting obligations and the procedure for filing a report. The reporting policy and procedure are reviewed prior to each dissemination (prior to January 31 for the spring semester and prior to September 15 for the fall semester), and updates are made as needed. Each semester a list of CSAs, Report incident form, and guidelines for reporting are distributed to each CSA. CSAs are required to return a signed copy of the acknowledgment each semester and indicate if any incidents have been reported to them during the prior year. If you or someone you know wishes to report a crime, you may contact any of the following “Campus Security Authorities.”

**CAMPUS SECURITY AUTHORITIES ON PENNWEST CLARION CAMPUS**

- University President
- Senior VP for Institutional Effectiveness & Student Affairs
- HR Director
- University Police Dispatchers
- Safety & Risk Management Personnel
- Registrar
- Athletics Events & Promotions
- Director of Athletics
- Student Leadership & Involvement
- Student Recreation Center Staff
- AVP for Wellness
- Associate Director of Athletics
- Counseling Center Counselors & Staff
- Graduate Assistants
- Title IX Investigators
- PennWest Global Online Staff
- Chief of Police
- PennWest Executive Leadership
- University Police Officers
- Student Organization Advisor
- Academic Affairs Deans
- Health Admission Counselors
- Dean of Students
- Coaches
- Athletic Training, Sports & Wellness
- Greek Student Life Coordinator
- Health Center Nurses
- Title IX Investigators
- Residence Life Staff
- Title IX Coordinator
- Community Assistants

## **NOTIFICATION OF MISSING STUDENTS**

If a member of the university community has reason to believe that a student who resides in on-campus housing is missing, they must immediately notify University Police at 814-393-2111. University Police will generate a missing person report once information is provided and initiate an investigation. After investigating the missing person report, should University Police determine that the student is missing, PennWest University will notify the student's Missing Person Contact within 24 hours of determining the student is missing. If the missing student is under the age of 18 and is not an emancipated individual, PennWest University will notify the student's parent or legal guardian immediately after University Police have determined the person is missing. The local law enforcement agency with jurisdiction will also be notified no later than 24 hours after the student is determined to be missing. The student's Missing Person Contact information is collected at the "MyPennWest" area of the [www.pennwest.edu](http://www.pennwest.edu) website. This information is registered as confidential and is only accessible to PennWest University Police in furtherance of an official investigation where a student is determined to have been missing for 24 hours or more. The complete PennWest University of Pennsylvania Policy on Missing Students is available here: [www.clarion.edu/about-clarion/policies/cu-policies/missing-persons-policy.pdf](http://www.clarion.edu/about-clarion/policies/cu-policies/missing-persons-policy.pdf)

## **MISSING STUDENT EMERGENCY CONTACT**

Residence Life Services will provide annual notice to all students in university housing regarding this policy. Students are given an opportunity at the beginning of the fall semester to designate an individual(s) to be contacted by the university if the student is determined to be missing. The designation remains in effect until changed or revoked by the student.

The online form provided for designation states the circumstances in which the designated emergency contact information will be used and will include a statement that the university is required by law to also notify the student's custodial parent or guardian if the student is under 18 and not emancipated at the time he or she is discovered to be missing. This notification is required in addition to any person designated as a missing student emergency contact. Students are advised that their contact information will be registered confidentially, will be accessible only to authorized university officials, and will not be disclosed to any third party except to law enforcement personnel in furtherance of a missing person investigation.

## **EMERGENCY RESPONSE AND CAMPUS EVACUATION PROCEDURES**

Emergency preparedness is the responsibility of the Office of Emergency. Members of the team include the Senior Vice President Institutional Effectiveness, Student Affairs, University Police, the Clarion campus Administrator, the Assistant Vice President of Student Affairs, the Director of Facilities Maintenance, and the Director of University Relations.

The Office of Emergency Management works to maintain an Emergency Operations Plan (EOP) and a Campus Evacuation Plan to address response to emergency incidents/situations related to all types of hazards (natural, man-made, utilities, and technological) that may arise. The campus EOP is National Incident Management Systems (NIMS) compliant and incorporates the principles of the Incident Command System (ICS) as required by state and federal law. Both the EOP and Campus Evacuation Plans provide responders with guidelines for documentation, sheltering in place, and other pertinent information for managing emergencies.

All PennWest University Police Officers are trained in ICS as well as all members of the Campus Emergency Response Team (C.E.R.T.) and PennWest Incident Management Team. If an incident causing an immediate threat to the campus occurs, the first responders at the scene are the PennWest University Police. If the Incident Commander determines the need for mutual aid assistance, the Clarion Borough



Police, Pennsylvania State Police, Clarion Emergency Medical Services, Clarion Sheriff's Department and Clarion Fire Department will be requested to respond.

Emergency response and evacuation procedures are reviewed and tested on an annual basis. Each year the Department of Emergency Management conducts and participates in various tabletop exercises to test and evaluate potential emergency response actions. Each tabletop is critiqued upon completion and suggestions provided for improved response. Evacuation Drills are conducted twice per year in each building owned or controlled by PennWest Clarion to evaluate emergency response to a potential incident. Each drill is monitored and evaluated by a Safety & Risk Management Representative. To view the procedures PennWest Clarion will follow in the event of an emergency click the following link: [www.clarion.edu/about-clarion/offices-and-administration/university-support-and-business/office-of-emergency-management/CUP-Guide-to-Campus-Emergencies-April-2015.pdf](http://www.clarion.edu/about-clarion/offices-and-administration/university-support-and-business/office-of-emergency-management/CUP-Guide-to-Campus-Emergencies-April-2015.pdf)

## **FIREARMS/WEAPONS POLICY**

PennWest University of Pennsylvania is an institution of Higher Education. As an academic environment there is no legitimate purpose to possess or control weapons, firearms or dangerous devices on university property. Weapons, firearms and dangerous devices are instruments capable of causing harm and injury to the campus population. Accordingly, it shall be prohibited for anyone to possess or control weapons, firearms or dangerous devices at PennWest University of Pennsylvania, except as provided for in the following paragraph. Prohibition of such devices and instruments on university property is an attempt to reduce the possibility of injury to the campus population.

Exception to this policy include the following:

1. Small canisters of pepper spray as those sometimes carried on keychains for personal protection.
2. Pocketknives and other similar devices.
3. Tools carried by maintenance employees in furtherance of their assigned jobs.
4. Weapons carried by law enforcement officers in the performance of their duties.

Other exceptions to this policy may be granted in appropriate circumstances by the Chief of Police.

A facility to temporarily store weapons is located at the University Police Office on Wood Street. Failure to comply with the Weapons, Firearms and Dangerous Devices Policy will result in campus administrative or judicial actions by the Office of Judicial & Mediation Services.

This policy complies with PennWest University of Pennsylvania President's authority under Act 188 to adopt policies governing the use of institutional facilities and property, and to do and perform those things necessary and required for the orderly operation of the institution.

## **ZERO TOLERANCE POLICY FOR ALCOHOL AND ILLEGAL DRUGS**

The university will not tolerate the use, possession, sale, and/or distribution of alcohol or illegal drugs. These activities present a danger to the university community and detract from the educational mission of the institution. Students may be denied admittance into university facilities if it is believed they are under the influence of, or in possession of, alcohol or illegal drugs. Negative behavior that results from the use of alcohol and/or other drugs will not be tolerated in the PennWest university community. All instances of drug and underage alcohol usage will be formally adjudicated by the office of Judicial & Mediation Services, and when prosecutable under state/federal law, police authorities. The university reserves the right to provide alcohol amnesty to the person reporting the act of sexual violence and/or to the reported survivor of sexual violence in efforts to increase the likelihood of reporting such incidents.



## DRUG AND ALCOHOL POLICY

No persons regardless of age are permitted to possess, transport, or consume alcoholic beverages on campus with the exception of certain president approved, non-student activities.

It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession, sale, use, manufacture, or distribution of any controlled substance (drugs) is illegal under both state and federal law and prohibited by university policy as denoted in the Code of Conduct contained within Community Standards Guidelines, which is available at Student Code of Conduct [www.clarion.edu/student-life/student-affairs/conduct-policies-and-judicial-services/student-code-of-conduct/index.html](http://www.clarion.edu/student-life/student-affairs/conduct-policies-and-judicial-services/student-code-of-conduct/index.html). Limited numbers of hard copies are also available at the Office of Judicial and Mediation Services.

PennWest University prohibits the unlawful use or distribution of illicit drugs and alcohol by students, employees, or visitors on PennWest University property or at any PennWest University events. Violators of the law are subject to criminal prosecution under applicable state and/or federal laws as well as under the student conduct system as outlined in the *Student Rights, Regulations, and Procedures Online* handbook. Possession of illegal drugs in the Commonwealth of Pennsylvania is punishable by imprisonment for up to 30 days and a fine of up to \$500. Sale of illegal drugs in the Commonwealth of Pennsylvania is punishable by imprisonment of up to three years and a fine of up to \$25,000. Underage consumption or possession of alcohol is a summary offense in the Commonwealth of Pennsylvania and is punishable by a fine of up to \$500 for the first violation, and a fine of up to \$1,000 for the second violation. Furnishing alcohol to minors is a third-degree misdemeanor in the Commonwealth of Pennsylvania and punishable by a minimum fine of \$1,000 in addition to any other penalty imposed.

PennWest University has developed programs to prevent the illicit use of drugs and abuse of alcohol by students and employees. The program services related to drug use and abuse include dissemination of information materials, educational programs through Wellness Programs, counseling services, referrals, individualized meetings, and by way of disciplinary actions. PennWest University uses BASICS, which stands for Brief Alcohol Screening and Intervention for College Students, as its drug and alcohol workshop. The goal of the program is to reduce risky behaviors and harmful consequences of alcohol abuse. BASICS is a two-session preventative alcohol education program offered to PennWest University students who want to further examine their alcohol use. Some students are required to take the BASICS workshop if they are referred by Judicial Services, Athletics, or Residence Life for violating the campus drug and alcohol policy or by the District Magistrate if they receive an alcohol violation off campus. Other students may voluntarily participate in the BASICS workshop if they are interested in examining their own drinking behaviors or learning strategies for moderating alcohol consumption and reducing the harmful consequences of drinking. At the conclusion of the workshop, goals are selected.

Additional information about employee and student drug treatment, education, and health risks associated with illegal drug use can be found in the *Student Right, Regulations and Procedures Online* handbook at: [www.clarion.edu/studentrights](http://www.clarion.edu/studentrights).

## **DRUG-FREE LEGISLATION**

In addition to this publication and in accordance with the Drug-Free Schools and Campuses Act and Drug-Free Workplace Act, the university makes available and distributes, on an annual basis, a *Student Rights, Regulations, and Procedures Online* handbook, which contains specific information concerning the use and abuse of alcohol and illegal drugs, and programs available both on and off campus. The *Student Rights, Regulations, and Procedures Online* handbook contains a compliance manual section, which details information regarding drug use, sale, and information related to alcohol.

## **DRUG AND ALCOHOL INTERVENTION SERVICES**

PennWest University provides alcohol and other drug prevention and intervention services to its students and employees through the Office of Health Promotions and Programs located in the Center for Wellness. Some of the services provided include alcohol education/intervention workshops. The Office of Health Promotions and Programs supports a PennWest University-Clarion Community Coalition on the prevention of alcohol abuse and violence task force. The staff offers presentations to university groups, classes, treatment referral service, student field experiences, and literature distribution.

PennWest University, in conjunction with all Pennsylvania State System of Higher Education institutions, provides Brief Alcohol Screening and Interactions (BASICS) for all known first-time offenders of the PennWest University Alcohol Policy. BASICS is a two-session preventative alcohol program offered to PennWest University students who want to further explore their alcohol use. More information on PennWest University's Programs required under HEA (otherwise known as the Drug-Free Schools and Communities Act of 1989) is available at this webpage: [www.clarion.edu/student-life/health-fitness-and-wellness/office-of-health-promotions/office-of-alcohol-and-drug-programming](http://www.clarion.edu/student-life/health-fitness-and-wellness/office-of-health-promotions/office-of-alcohol-and-drug-programming). The Office of Alcohol and Drug Programming completes and stores the biennial review of PennWest University Alcohol Prevention and Treatment Programs.

## **CRIME PREVENTION AND SECURITY AWARENESS PROGRAMS**

The Offices of University Police & Emergency Management are dedicated to the safety of employees and students and offers annual training in A.L.I.C.E. (Active Shooter), and severe weather emergencies. These trainings are held during Orientation Week for all new freshman to attend, and at least once per semester to remind students and employees of campus security procedures and practices. Information regarding all emergency plans is located on the Office of Emergency Management (clarion.edu) website [www.clarion.edu/about-clarion/offices-and-administration/university-support-and-business/office-of-emergency-management](http://www.clarion.edu/about-clarion/offices-and-administration/university-support-and-business/office-of-emergency-management), and all employees and students are encouraged to personally prepare themselves for a campus emergency by attending training events and familiarizing themselves with the information on the website.

The *Community Standards Guidelines* is available online for student use and public viewing or inspection at: Student Code of Conduct (clarion.edu) [www.clarion.edu/student-life/student-affairs/conduct-policies-and-judicial-services/student-code-of-conduct/index.html](http://www.clarion.edu/student-life/student-affairs/conduct-policies-and-judicial-services/student-code-of-conduct/index.html). A brochure version is sent to all new students and new employees, and information is conveyed electronically to the campus community prior to the start of fall and spring classes. The *Student Rights, Regulations, and Procedures Online* handbook contains information regarding university policies, procedures, and information on personal safety, fire safety, and other policies.

Each student is responsible for familiarizing themselves with the information contained in this document. Students must carry their university identification card at all times and must present it to a university official upon request in accordance with the *Student Rights, Regulations, and Procedures Online* handbook.

Students and employees are encouraged to be responsible for their safety and security as well as that of others through educational programs designed to educate students and employees on a variety of topics. Active Shooter awareness training (A.L.I.C.E.), Violence Prevention & Personal Safety, sexual assault awareness and prevention including domestic violence, STEP Up, sexual harassment training, alcohol and other drug awareness and education, are some of the programs implemented by University Police, the Center for Residence Life Services, Wellness Programs, Judicial and Mediation Services, and the Office of Social Equity on an annual basis. At least one university police officer is certified as Rape Aggression Defense (RAD) Instructor on each PennWest University campus. RAD is a nationally recognized self-defense course for women that teaches practical crime prevention skills. Additional efforts are utilized during summer orientation sessions, Discovery Weekend Programs (conducted prior to the start of each full semester), and through meetings held by Residence Life staff.

<b>Training</b>	<b>Frequency</b>	<b>Orientation Week Program</b>	<b>Description</b>
A.L.I.C.E.	3 times per semester + when requested	YES	Student/ Employee Active Shooter Response Preparedness training
Violence Prevention & Personal Safety	Once per year/4 sessions during Orientation	YES	New student presentation about personal safety/ reporting (Includes Bystander Intervention)
STEP Up	3 times per semester + when requested	YES	Trains students in personal security and how to intervene in difficult situations
R.A.D.	Upon Request	NO	Student/Employee Rape prevention
Sexual Assault Awareness	Annually	ONLINE	Student/ Employee Online training for awareness of sexual assault and reporting
Alcohol & Drug Awareness Training	Annually	YES	Student presentation about dangers of alcohol abuse.
Sexual Harassment Training	Annually	ONLINE	Online module to train students & employees to recognize sexual harassment
Violence Prevention	Annually + when requested	NO	Employee training on responding to violence/ personal safety



Each Community Assistant conducts a minimum of two mandatory meetings each school year to verbally emphasize applicable residence hall policies and procedures as well as safety and security procedures. Other meetings are held as needed to disseminate information or follow up on concerns. Community Assistants are also required to complete programs for students in their building/floor/wing.

Student Affairs maintains contact with recognized fraternity and sorority organizations through the Office of Leadership and Involvement's Fraternity and Sorority Affairs. The University Police does not provide law enforcement service to off-campus residences of recognized fraternity or sorority organizations. All off-campus events are required to register with the PennWest University's Leadership and Involvement office if alcohol will be present. Criminal activity at such off-campus locations are addressed by either Clarion Borough Police or Pennsylvania State Police, depending on the jurisdiction of the activity. PennWest University Police maintain a working relationship with both entities and offer assistance when requested.

## **SAFETY ESCORTS**

On-campus safety escorts are available 24 hours a day by contacting University Police at 814-393-2111. The blue light emergency phones, located throughout campus may be used to request an on-campus safety escort.

## **EMERGENCY PHONES**

The Emergency Phones have been installed for safety. All students, faculty, staff and visitors are encouraged to activate the phones if they encounter any situation that makes them feel uncomfortable. Some situations when the Emergency Phones may be used:

1. If a crime is in progress or being witnessed.
2. If emergency assistance is needed.
3. If you are being harassed/feeling threatened.
4. If you are ill or require medical attention.
5. If you require assistance or directions.

## **UNIVERSITY BUS SERVICE**

The Clarion Area Transit Authority (CATA) bus offers free transportation to university students who need to travel locally on campus and to the Clarion Mall, Wal-Mart and the Clarion Hospital areas. Non-students may also utilize the bus service for a small fee. There are two buses with individual loops; one travels only from Reinhard Villages, Eagle Park to campus, and the other goes to the mall area. To access the bus schedule, see [www.clarion.edu/bus](http://www.clarion.edu/bus).

## **NOTIFICATION OF DAILY CRIME LOGS**

University Police maintains a Daily Crime & Fire log that includes all crimes and fires reported to University Police. The Daily Crime & Fire log is posted each day in the lobby of the University Police office on Wood Street. The daily Crime & Fire Log Policy and procedure is regulated by an internal Departmental Policy that is reviewed and updated annually by the Chief of Police prior to February 1.

The Daily Crime & Fire log is available for public inspection at the Public Safety office, 24 hours per day. The Daily Crime & Fire log includes the nature of crime, date and time crime occurred, date and time crime reported, and the general location of each crime reported to the department as well as the disposition of the complaint if the information is known at the time the log is created.

The department posts specific incidents in the Daily Crime & Fire log within two business days of receiving a report of an incident and reserves the right to exclude details contained in reports from the log in certain circumstances.

## **EMERGENCY NOTIFICATIONS**

In accordance with the Clery Act, PennWest University will immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring on campus. The university will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of the responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. Such authorities, include, but are not limited to, the PennWest University Police, the Office of the President, Safety & Risk Management, and University Relations.

University Police will issue a campus-wide emergency notification through the Office of University Relations. University Police will provide University Relations with the content of the emergency warning and determine the appropriate segment or segments of the campus community to receive them. University Relations will send the notifications to the community as instructed. This notification will consist of information being disseminated via the Emergency Alert System, which includes email messages, emergency text messages and inner-office voice messages. Students and employees can sign up for Emergency Alerts through the [www.myPennWest.com](http://www.myPennWest.com) portal. Students may also include family members to be notified when an alert is issued during their registration for this service.

In the event of any incident that would require notification of the community at large, University Relations would coordinate this dissemination at the request of the University Police/Office of Emergency Management to local media outlets, which would facilitate this notification.

The Department of University Police/Emergency Management serves as the clearing house for all emergency events that would require an emergency alert to be generated. The University Police/Emergency Management maintains and internal policy in regards to the policy and procedure for issuance of Emergency Alerts. This policy is reviewed annually prior to July 1 by the Chief of Police/Director of Emergency Management and updated with any changes at that time. Copies of Emergency Alerts, Crime Alerts, and Safety Alerts issued are retained by the University Police.

The Office of Emergency Management works closely with local resources to ensure communication is maintained at the highest level. The Director of Emergency Management/Chief of Police meets quarterly with other local Emergency Managers including the Clarion County Department of Public Safety. An open line of communication is always accessible to ensure events requiring a timely notification in local areas are communicated to our University Police Department. The Chief of Police also meets quarterly with all the area law enforcement agencies to ensure the same level of communication is maintained, and that Public Safety is notified of any event that would require a timely notification on the PennWest Clarion campus.

## **TIMELY WARNING NOTICES**

The university will send a Timely Warning Notice via email to the campus community, notifying the campus of any crimes that pose a serious and continuing threat to the community in an attempt to aid in the prevention of similar crimes on campus or in PennWest University owned or controlled property off campus. Timely Warning Notices are usually distributed for the following Uniformed Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) classifications: arson, criminal homicide,

and robbery. Timely warning may also be issued for other crimes if they present a continuing threat to persons or property in the community. Cases of aggravated assault and sex offenses are considered on a case-by-case basis, depending on the facts of the case and the information known by the University Police. Cases involving sexual assault are sometimes reported long after the incident has occurred, and there is no ability to distribute a “timely” warning notice to the community. Sex offenses will be considered on a case-by-case basis depending on when and where the incident occurred, when it was reported, and the amount of information known by the University Police. The Chief of Police, or designee, will review all reports to determine if there is any ongoing or immediate threat to the community and if the distribution of a Timely Warning Notice is warranted. The name of any victim of a crime will be withheld in all public notices and/or communication.

Any person with information about a crime or other situation that may warrant a timely warning should report it immediately to University Police at 814-393-2111 or 2111 from a campus phone or in person at the University Police Office on Wood Street.

### **SAFETY WARNING NOTICES**

The university may send a Safety Warning Notice to the campus community via email, notifying the campus community of issues that could cause a security concern. These are separate from Emergency Notification and Timely Warning notices and are generally meant for awareness measures. Frequently these may be computer scam warnings, if it is determined that numerous members of the campus community have been targeted. A safety warning may also be sent when there are wildlife sightings on campus that the campus community needs to be aware of for safety reasons. Safety warning do not fit into the same criteria as timely warning and may require multiple incidents over a period of time before it rises to the level of a safety warning being sent. While the goal is to inform the public of any situation they need to be aware of to increase safety, sometimes a pattern may need to be identified before a safety warning is justified. The Chief of Police, or designee, will review all reports to determine if there is a need to issue a safety warning to the community or if the distribution of a Safety Warning Notice is warranted. The name of any victim of a crime/incident will be withheld in all public notices and/or communication.

Any person with information about a crime or other situation that may warrant a safety warning should report it immediately to University Police at 814-393-2111 or 2111 from a campus phone or in person at the University Police Office on Wood Street.

### **TESTING OF THE EMERGENCY NOTIFICATION SYSTEM**

Each semester, PennWest University tests its emergency notification system. The process is a collaboration between University Police/Emergency Management, Marketing and Communication, and Computing Services. The Emergency Alert system is designed to provide time-sensitive information to university students, faculty and staff in the event of life-threatening events. The system will also be used to let participants know if the campus will be closed for any reason, or if classes are delayed or cancelled. The information you enter into this system will not be shared with any outside vendors, nor will it be retained by the university beyond the opt-out date. Register for emergency alerts at: [www.clarion.edu/about-clarion/offices-and-administration/public-affairs/marketing-and-communication/emergency-information/eagle-alerts.html](http://www.clarion.edu/about-clarion/offices-and-administration/public-affairs/marketing-and-communication/emergency-information/eagle-alerts.html).

## EMERGENCY RESPONSE AND EVACUATION PROCEDURES

Emergency Response and evacuation procedures are disseminated via email at the beginning of each semester to all students, faculty, and staff by the Office of Emergency Management. In addition, Emergency Response Guidelines are available online at: [www.clarion.edu/about-clarion/offices-and-administration/university-support-and-business/office-of-emergency-management/CUP-Guide-to-Campus-Emergencies-April-2015.pdf](http://www.clarion.edu/about-clarion/offices-and-administration/university-support-and-business/office-of-emergency-management/CUP-Guide-to-Campus-Emergencies-April-2015.pdf). Emergency Response procedures are tested annually through the use of tabletop exercises to ensure review of emergency response protocols and after-action reviews to evaluate the effectiveness of existing procedures. The Office of Emergency Management/University Police maintains all documentation for testing of the Emergency Response Procedures. The Office of Emergency Management reviews policies annually in conjunction with tabletop exercises to make changes as needed or update existing protocols. These reviews take place prior to July 1 every year.

In compliance with state regulations, the Department of Safety & Risk Management, in conjunction with Student Life/Housing, conducts emergency evacuation drills in all campus housing facilities a minimum of four times annually. Each semester, Safety & Risk Management also conducts one evacuation drill in each academic and administrative building. Drills shall be held at random and are conducted during all hours of the day to avoid distinction between drills and actual emergencies. The university requires all occupants to evacuate the buildings during the evacuation drills. Individuals who ignore fire alarms and required evacuations may face disciplinary action or criminal charges. Emergency evacuation drill documentation is maintained by the Office of Safety & Risk Management.



The Office of Emergency Management works closely with local resources to ensure communication is maintained at the highest level. The Director of Emergency Management meets quarterly with other local emergency managers including the Clarion County Department of Public Safety. An open line of communication is always accessible to ensure emergencies occurring in local areas are communicated to our University Police Department. The Chief of Police also meets quarterly to ensure the same level of communication is maintained with all the area law enforcement agencies and that Public Safety is notified in any event that would impact safety on the PennWest Clarion campus.



# **CAMPUS FACILITIES AND ON-CAMPUS STUDENT HOUSING**

## **SECURITY CONSIDERATIONS IN THE MAINTENANCE OF CAMPUS FACILITIES**

Each semester the Campus Safety & Risk Management Representative and various members of the campus community participate in a Safety Walk of the campus grounds to conduct regular inspections of the facilities and grounds to note and correct deficiencies that may exist inclusive of landscaping, groundskeeping and outdoor lighting. Police officers, on routine patrols, report any safety hazards that are noticed and submit work orders for the necessary corrections to be made by the Facilities Management Department. The Safety & Risk Management Representative is responsible for monitoring exit lighting, stairwell lighting, and general safety conditions. The Safety & Risk Management Representative reports deficiencies to Facilities for repair.

## **SECURITY OF AND ACCESS TO CAMPUS FACILITIES**

PennWest University is a public educational institution. The academic and administrative buildings are typically open during normal business hours and into the evening hours for night classes and activities. Most facilities have individual hours which may vary at different times of the year. Access to some campus buildings is controlled by a card access system, which has various levels of access to authorized individuals. Buildings not equipped with access systems are locked and unlocked manually each day. There are various areas of the campus that are posted, in a manner prescribed by law, to serve notice not to trespass, under penalty of law. These areas include, but are not limited to, hazardous and utility areas, residence halls and academic buildings that are closed after normal operating hours. Administrative and academic buildings are typically locked between 11 p.m. and 7 a.m., unless there is a need to keep them open for extended hours. Unauthorized persons are not permitted in the buildings during these hours. In most buildings on campus, a building authorization form must be completed and signed by faculty, department head and dean. To gain admittance to a building that is closed, proper identification must be presented to University Police after the proper authorization has been verified by dispatch. Access systems are monitored by Public Safety 24 hours a day, Monday through Friday.

## **SECURITY AND ACCESS TO RESIDENTIAL FACILITIES**

Front doors are locked 24 hours daily in traditional and suite-style housing. Suites on Main (North and South) front entry doors are open to the public daily from 7 a.m. to 11 p.m. Secure doors located within each building, leading to residential housing, are locked 24 hours per day. Students enter residential buildings via the student ID Card. Resident students and their guests are required to use main doors to enter and exit their residential facility and not use first-floor windows. Access to the residence halls is restricted to residents and their approved guests, and other approved members of the university community. Residents gain entrance by swiping their PennWest University ID card in the card access readers at the main entrance. The service desks in the Suites on Main are staffed in the evening hours during the fall term and spring term. All residential facilities are equipped with an automatic fire alarm system that is monitored by university staff. Notification of any safety and security measures that have changed will be updated annually. Each professional staff member supervises a key box and a sub-master and master key system for her/his area of campus and a system is in place for accessing the master key under special circumstances only.

## **STAFFING IN THE RESIDENCE HALLS**

The residence halls and suites are staffed with professional, student and custodial staff members. Staff members undergo a screening and interview process prior to official commencement of duties assigned. All professional staff designated as Assistant Directors or Residence Life Coordinators live on campus as well as all the student staff. There are two Assistant Directors and one Residence Life Coordinator. Community Assistants are student staff members. The remainder of the staffing is from work study students. Student staff receive two weeks of intensive training in August and three days of intensive training in January with other staff development trainings occurring throughout the course of the semester.

Weekly staff meetings are held and all new student staff complete New Staff Support Training, which assists in the ongoing training of new student staff. Training topics include but are not limited to policies, procedures, referral systems, emergency systems, and fire/safety training as well as training regarding active shooters and other emergency preparedness.

Custodial personnel are clearly identified in each building with staff ID cards. Other maintenance personnel and outside contractors are required to wear ID badges or uniforms that authorize them to work within the residence halls.

## **TYPES OF ON-CAMPUS HOUSING**

Students residing in on-campus housing have options between coeducational traditional halls, single-sex traditional halls, and coeducational suite-style housing. Visitation Policies and guest policies are listed in the *Student Rights, Regulations, and Procedures Online* handbook and the Residence Hall Handbook, which are available at either [www.clarion.edu/placestolive](http://www.clarion.edu/placestolive) or [www.clarion.edu/judicial](http://www.clarion.edu/judicial). Coeducation housing in traditional halls allows men and women to live on the same floor of the residence hall but on different wings. A Community Assistant, student staff member, is assigned to each wing. Coeducational housing is also available in suite-style housing, which utilizes single-sex suites. These suites may be next to a suite of the opposite sex. Most rooms in traditional halls are standard double rooms; however, there are a number of single-occupancy rooms. Common single-gender assigned baths are located on each wing or single-gender floor in traditional housing. Suite-style housing has an internal bathroom. Please contact the Center for Residence Life Services at 814-393-2352 with questions.

## **POLICIES FOR ASSIGNMENT AND ON-CAMPUS HOUSING CHANGES**

All non-exempted First Year Students and sophomore students reside in university or university-affiliated housing. Students select their room and may select a roommate or roommates using our online housing system. Students who do not select a roommate will be automatically assigned a roommate based upon a roommate preferences questionnaire. The university does not assign with regard to race, creed, color, religion, or sexual orientation. The university reserves the right to make assignments, temporary assignments, consolidations, and reassignments. The university reserves the right to cancel any housing agreement and terminate a student's housing if the conduct of the student disrupts others, disregards the rights of others, or is in violation of the terms of the Housing Agreement, local, state, or federal law. Involuntary moves may also occur in regard to a request of a victim/survivor. Room changes and specific instructions for room changes begin during August and January with a \$150 room change/transfer fee associated.

## **VISITATION POLICY**

All non-residents of a building must be escorted at all times by a resident host.

## **HOUSING WHILE THE UNIVERSITY IS ON RECESS**

Limited housing is available to students during breaks throughout the fall and spring semester. NCAA Athletic programs competing or practicing outside of the regular academic periods have limited housing available during break periods. All policies and prohibitions apply during break periods.

## **FRATERNITY, SORORITY AND STUDENT ORGANIZATIONS**

While PennWest University does not recommend, inspect, or otherwise approve off-campus housing, the university expects the operation and activities of general fraternities and sororities, and their members, to comply with all applicable federal, state and local laws, as well as all university, governing council and international organization policy while on chapter premises, during a fraternity event, in any situation sponsored or endorsed by the chapter, or at any event or residence that an observer would associate with a chapter. The university maintains a close relationship with local law enforcement with jurisdiction at known off-campus housing locations. Incidents occurring at off-campus locations are monitored, recorded, investigated, and adjudicated by the Office of Judicial Affairs.

## **NOTICE OF NON-DISCRIMINATION AND SEXUAL HARASSMENT**

PennWest University is committed to cultivating a learning, teaching and working environment that is free of discrimination on any basis, which includes discrimination on the basis of sex in accordance with Title IX of the Education Amendments Act of 1972, which prohibits discrimination on the basis of sex in educational programs and activities at institutions that receive federal financial assistance. Title IX prohibits sexual offenses in all collegiate aspects and requires a prompt and equitable resolution of complaints. Sexual harassment, which includes acts of sexual violence (including, but not limited to rape, sexual assault, sexual harassment and sexual exploitation as well as domestic violence, dating violence and stalking) is a form of sexual discrimination prohibited by Title IX. In the context of PennWest University of Pennsylvania's Sexual Harassment Policy and Procedures, sexual assault or violence occurs when there are physical sex acts perpetrated against the will of a student or employee when that student or employee is incapable of giving consent. Acts of rape, sexual assault, sexual battery, and sexual coercion all constitute sexual violence. Allegations of sexual harassment involving employees or students will be investigated pursuant to the process outlined in the university's Sexual Harassment Policy and Procedures found in the sexual harassment policy and also within the Community Standards Guidelines found at:

***[clarion-community-standards.pdf](#)***

The university offers many resources for addressing complaints of sex discrimination. Inquiries, concerns or complaints of faculty, staff and students regarding sex discrimination should be directed to the attention of university's Office of Social Equity by phone: 814-393-2109. The Office of Social Equity works closely with the University Police and Judicial and Mediation Services in addressing complaints regarding sexual harassment or sexual discrimination. Please visit our website for the institution's sexual harassment policy, including a copy of complaint procedures or Title IX and the Clery Act.

## **POLICIES AND PROGRAMS TO PREVENT/RESPOND TO DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT, AND STALKING**

The PennWest University Student Conduct Policy prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking. For the purposes of the student conduct prohibitions these terms are defined in the policy as:

### **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 and where the existence of such a relationship shall be determined based upon a consideration of these factors: the length of the relationship, the type of relationship, the frequency of interaction between the persons involved in the relationship.

### **DOMESTIC VIOLENCE**

Felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

### **SEXUAL ASSAULT**

The imposition of non-consensual sexual conduct (excluding rape). It includes, but is not limited to caressing, fondling, or touching a person's genitalia, buttocks, or breasts. It shall also be considered sexual assault when the victim is compelled to caress, fondle, or touch the assailant's genitalia, buttocks, or breasts.

### **STALKING**

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his/her safety or the safety of others, or suffer substantial emotional distress.

### **CONSENT**

Consent is an informed decision made freely and actively by all parties. Conduct will be considered "without consent" if there is no clear consent, verbal or nonverbal. Since sexual misconduct is defined as sexual activity that is undertaken without consent, each participant must obtain and give consent to each sexual act. People with mental disabilities cannot give consent to sexual activity if they cannot understand the fact, nature, or extent of the sexual situation in which they find themselves. The mental disability of the survivor must be known, or reasonably knowable, to the non-disabled sexual partner, in order to constitute a violation.

The Student Conduct Policy defines consent for the purposes of this sections as explicit cooperation, both verbally and behaviorally. It must be voluntary and with full knowledge concerning the nature of the interaction/encounter. Previous sexual interactions shall not be considered implied consent. Silence or passivity shall not constitute consent. The Student Conduct handbook contains information regarding the preservation of evidence and information regarding protection order options, as well as the contact information for reporting to the university and law enforcement agencies. Students are encouraged to report any incidents occurring on or near the university to the PennWest University Police, who will begin the investigation or facilitate contact with the proper law enforcement agency where the incident



occurred. Students at the Venango College are encouraged to report incidents to the Oil City Police. If the reporting person does not feel comfortable contacting the police directly, they may report any incidents to a Campus Security Authority for assistance in notifying law enforcement. All positions identified as campus Security Authorities are listed within the annual security report.

## **PREVENTION MEASURES FOR DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT AND STALKING**

PennWest University provides all new and current employees with training relative to topics of sexual assault, dating violence, domestic violence, and stalking through interactive online and in-person sessions dedicated to Title IX Issues. Current employees are provided annual update training through interactive, online web-based training and are also afforded the opportunity to attend in-person training sessions. New students are required to complete interactive web-based training and are required to attend in-person sessions held during Orientation Week. Returning students are requested to complete the interactive training requirements annually and are also afforded the opportunity to attend in-person sessions.

The Office of Judicial Affairs conducts multiple sessions of bystander intervention training during Orientation Week and in-person sessions throughout the semester. This information is geared toward safe and positive options for bystander intervention and is mandatory for all student athletes. The content of this course focuses on recognizing situations of potential harm, understanding institutional structures and cultural conditions that may facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene. In conjunction with these training sessions additional information on risk reduction tactics can be found in the PennWest University Sexual Misconduct Policy. Risk reduction tactics include information on options designed to decrease perpetration and bystander inaction, increase empowerment for victims in order to promote safety, and techniques to help individuals and communities address conditions that facilitate violence. PennWest University has implemented a program that provides ongoing access to these programs through a monthly educational campaign designed to provide additional opportunities to attend established training programs for both employees and staff at various times and locations around campus.

PennWest University, through New Student Orientation, Discovery Weekend, student activities, Counseling Services, residence hall programming and academic departments, produces a wide array of programs and services that promote the awareness of rape, sexual assault, domestic violence, dating violence and stalking. University Police provides crime prevention and self-defense instruction through the availability of RAD (Rape Aggression Defense) program throughout the academic year.

## **REPORTING OPTIONS FOR INCIDENTS OF DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT, AND STALKING**

### **FILING A REPORT WITH UNIVERSITY POLICE 814-393-2111**

If the victim of sexual assault, dating violence, domestic violence, or stalking elects to contact the University Police to file a report, an officer trained to investigate sexual related offenses will work with the reporting person to gather information, collect evidence, and explain the process of pursuing a prosecution of the offender. The reporting person always retains the right to decide whether or not to participate in any criminal prosecution. The officer will ensure that the reporting person gets the counseling and other assistance they need.

## **CONTACTING ANOTHER LAW ENFORCEMENT AGENCY 9-1-1**

Victims may also contact local law enforcement agencies to report a sexual assault, dating violence, domestic violence, stalking or other crime which occurred off university property. Members of the University Police and other university officials will assist the victim in notifying the appropriate agency in the applicable jurisdiction if requested.

## **FILING AN INTERNAL COMPLAINT WITHIN THE UNIVERSITY**

If you have been sexually assaulted, been a victim of domestic violence, dating violence, or stalking, you have several options to address your situation. You may simply wish to speak with a counselor or member of the Student Affairs staff privately. To file a formal written complaint, you should go to [www.clarion.edu/judicial](http://www.clarion.edu/judicial) to submit an incident report or contact the Office of Judicial and Mediation Services at 814-393-1918 directly.

## **FILING AN ANONYMOUS COMPLAINT/DECLINING TO FILE A COMPLAINT**

Victims of sexual assault, domestic violence, dating violence, or stalking may choose to speak a professional counselor, on campus healthcare provider, or other off-campus resources listed in the Sexual Misconduct Policy. Any victim may also choose to decline any reporting or services offered.

Any victim of a dating violence, domestic violence, sexual assault, or stalking may have another person accompany him/her through the process of filing a report. The Coordinator for Judicial & Mediation Services will advise the victim on the student conduct process. The Office of Social Equity/Title IX Coordinator 814-393-2109, will offer guidance concerning allegations of sexual harassment.

## **VICTIM'S RIGHTS AND INTERIM MEASURES FOR INCIDENTS OF DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT, AND STALKING**

If a PennWest University student who is a survivor of sexual assault or relationship violence requests a change in her or his living arrangements, academic schedule, working arrangements, and/or transportation arrangements, the Office of Student Affairs and/or Office of Academic Affairs will assist the student. In addition, the university may issue "no contact" letters and provide assistance for the victim to obtain a Protection from Abuse order (PFA) or a Sexual Violence Protection Order (SVP). All protective measures or accommodations made provided to the victim relating to any complaint of Dating Violence, Domestic Violence, Sexual Assault, or Stalking are kept confidential. Only university employees charged with supervision and monitoring compliance with these orders or accommodations are made aware of their existence. Victims will be advised by the Office of Judicial and Mediation Services when requested protective measures or accommodations will require third-party disclosure (to whom and what information) to fulfill any requested accommodation.

An education brochure entitled "Sexual Violence, Interpersonal Violence, and Stalking: Reporting & Resources" is a campus resource that is provided in print to victims (students or employees) of dating violence, domestic violence, sexual assault, or stalking. This brochure is also available online in digital form. The resource provides information about sexual misconduct policies, relationship violence, educational information, safety tips, and information about how to respond and report sexual violence. This brochure provides details regarding victim resources such as counseling, health concern resources, mental health resources, information on victims' advocacy, legal assistance resources, visa and immigration assistance, student financial aid resources, and other services available from the university and within the community. This victim's right information pamphlet also directs readers to applicable sections of the Student Conduct Policy for additional information on protective measures and how to request assistance or changes to academic, living, transportation, and working situations through these

processes. Information on services and victim's rights and options are provided to all reporting persons whether the incident occurred on campus or at another location, and regardless of whether or the victim chooses to report the crime to University Police or local law enforcement.

If you are the victim of a sexual assault, you are encouraged to report the incident to University Police, located on Wood Street, or call 814-393-2111. Because all allegations of sexual assault have the potential to involve criminal conduct, the university strongly encourages all victims to first report directly to University Police. All reports of Dating Violence, Domestic Violence, Sexual Assault, or Stalking are kept confidential. Information (personally identifying) regarding victim identities and identities of other involved parties are not released in publicly available daily logs or disclosed for Clery purposes.

If you are a victim of sexual assault, you should seek medical attention immediately because you could be injured, internally or externally. A medical examination could also provide important evidence of assault that is vital for the prosecution of the offender. It is possible that you could become pregnant or contract a sexually transmitted disease. PASSAGES (814-226-7273) can provide trained support staff to assist you. Don't bathe until you have had a medical exam; you literally could be washing away valuable evidence. Save the clothing you were wearing; place in a paper bag to preserve for evidence as well.

## **OVERVIEW OF THE JUDICIAL AND MEDIATION PROCESS**

The university's judicial procedures and policies are fully detailed in the Community Standards Guidelines [www.clarion.edu/about-clarion/policies/cu-policies/clarion-community-standards.pdf](http://www.clarion.edu/about-clarion/policies/cu-policies/clarion-community-standards.pdf). These procedures are sensitive to the rights of all concerned in the matter. The accused and accuser are each entitled to have a person accompany them to the hearing and all related proceedings. Attorney(s) will not be allowed to address the university Judicial Board but may serve in an advisory capacity. Both the accused and the accuser shall be informed of the outcome of the proceedings involving alleged sex offenses.

PennWest University's response system is designed to afford the accuser (the person who is bring the charge) and the accused (the person who is answering the charge) a fair, prompt and appropriate resolution. The process is designed to be impartial and transparent from the time the investigation is initiated through the exhaustion of any appeals to resolutions instituted. This is accomplished through appointment of officials who receive annual training on issues related to dating violence, domestic violence, sexual assault and stalking. Judicial Conduct Investigators receive annual training on conducting investigations and utilize a hearing process that protects the safety of accuser and the accused and promotes accountability for unwelcomed conduct. Recently all Judicial Investigators and Title IX Investigators completed a NCHERM Group training on Civil Rights (level 1). This training focused on proper techniques for questioning witnesses, burden of proof, and techniques for questioning witnesses. Judicial Conduct Board Members and Title IX & Judicial Investigators also completed NCHERM Due Process Training which reviewed relevant evidence and usage, witness questioning techniques, procedural rules for a conduct proceeding, and how to avoid conflicts of interest. The process is designed to help persons who need support as they address these incidents and incorporates both informal resolutions and formal disciplinary procedures.\*

PennWest University, upon written request, will disclose to the alleged victim of a crime of violence or a non-forcible sex offense the report of the results of any disciplinary proceeding conducted by the institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

Throughout the entire on-campus student conduct process and employee process, both the complainant and respondent will have access to the same rights including the opportunity to have an advocate of

their choice present during the process and to be informed of the outcome without condition. PennWest University does not restrict the selection of advocates but does impose rules for the participation of any advocate during a proceeding. The accused and the accuser will be notified simultaneously in writing of any no-contact order or other protective measures as well as notifications from the judicial review board. The complainant, respondent, and appropriate officials will have timely and equal access to any information that will be used during formal and informal meetings and hearings. Judicial review board notifications include date and time of any and all meetings or hearings, the results of the judicial conduct board hearing, the appeal process after an adjudication has been determined, the result of any appeal process or required appearances, and the final result of the judicial process. The complainant will be afforded certain rights while the university hearing process is ongoing as defined in the Sexual Offenses Policy. Some of the rights include, but are not limited to, changing academic and/or living situations, if those changes are requested by the victim and are reasonably available, protection against discussion of past sexual history, and to be free from intimidation and harassment. All incidents of dating violence, domestic violence, sexual assault, or stalking are considered major violations of the Student Code of Conduct. A student found responsible by the student conduct process is subject to disciplinary probation, suspension or dismissal.

## **DISCIPLINARY PROCESSES FOR INCIDENTS OF DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT, OR STALKING**

PennWest University utilizes only two types of disciplinary processes in regard to offenses of dating violence, domestic violence, sexual assault, or stalking. These processes take place outside the scope of any law enforcement investigation that make take place during the same time period.

The student disciplinary process is the means to address issues of student misconduct within the university environment and is handled through the office of Judicial Services (814 393-1918). The other process is through the Office of Social Equity (814-393-2109) and Human Resources (814-393-2235) and addresses any allegations of employee misconduct. The university directs complaints reported to the appropriate entity based on review by the Title IX Coordinator (814-393-2351). Complainants are also recommended to contact the Title IX Coordinator independently through information resources provided to new students and employees and through information provided via web pages. The online complaint form is available at: [www.clarion.edu/about-clarion/offices-and-administration/university-support-and-business/office-of-social-equity/complaint-form.html](http://www.clarion.edu/about-clarion/offices-and-administration/university-support-and-business/office-of-social-equity/complaint-form.html).

The Judicial Conduct process commences when a complaint is received by Office of Judicial and Mediation Services from the Title IX Coordinator. Initial complaints may be submitted via email, in writing, by phone, in person, or through information received to the Office of Judicial & Mediation Services or the Title IX Coordinator. Each complaint is reviewed upon intake and the accuser is advised of the allegation and procedural steps. Once the notification has been made, the accuser may file a formal complaint. Once the complaint has been filed, the investigator will review the circumstances of the complaint to determine if the conduct described violates conduct prohibited by the Student Rights and Regulations. If the conduct alleged meets the criteria of violating established rules and regulations, the investigator will promptly initiate a fact-finding investigation. Within 14 days the investigator will notify the alleged of the allegation. Within 14 days of having received notification of the complaint, the investigator will meet with the accused and allow them an opportunity to respond to the allegation. A Judicial Conduct Board would be convened within 14 days to review the statements received pursuant to the investigation. The Judicial Conduct Board will render a decision based on the preponderance of the evidence presented. The accused and accuser would be notified of the decision simultaneously and both parties have the opportunity to appeal to the level of the university president or their designee. Possible sanctions include probation with mandated counseling, suspension, and expulsion.

The Employee Conduct process commences when a complaint is received by Office of Social Equity/Title IX Coordinator. Initial complaints may be submitted via email, in writing, by phone, in person, or through information received to the Office of Social Equity/Title IX Coordinator. Each complaint is reviewed upon intake and the accuser is advised of the allegation and procedure steps. Once the notification has been made, the accuser may file a formal complaint, or a formal complaint may be filed based on the statements received by the Office of Social Equity. Once the complaint has been filed, the investigator will review the circumstances of the complaint to determine if the conduct described violates conduct prohibited by PennWest University employees. If the conduct alleged meets the criteria of violating established rules and regulations, the investigator will promptly initiate a fact-finding investigation. Within 14 days the investigator will notify the alleged of the allegation. Within 14 days of having received notification of the complaint, the investigator will meet with the accused and allow them an opportunity to respond to the allegation. A conference with the university President, Director of Human Resources, Title IX Coordinator, and Director of Social Equity will be convened within 30 days to render a decision pursuant to the results of the investigation. The university President will render a decision based on the preponderance of the evidence discovered prior to the conference and based on statements presented during the conference. The accused and accuser would be notified of the decision simultaneously. Possible sanctions include suspension or termination.

In addition to disciplinary sanctions, Judicial and Mediation Services may issue “no contact” letters and provide assistance for the victim to obtain a Protection from Abuse Order (PFA) or a Sexual Violence Protection Order (SVP). All protective measures or accommodations made provided to the victim relating to any complaint of Dating Violence, Domestic Violence, Sexual Assault, or Stalking are kept confidential. Only university employees charged with supervision and monitoring compliance with these orders or accommodations are made aware of their existence.

For each process the timelines indicated serve as a guide to PennWest University’s policy. For each step in the timeline there is a process where the reviewing party may consider requests for extensions. These extensions will be granted based upon a review of the request, and written notification of the request for a delay communicated with the other party. Extensions are only granted with good cause after review by the office overseeing the investigation or proceeding.

The full text of the protocol for handling informal and formal complaints is available from the Title IX Coordinator. The full context by which the alleged sexual incident occurred must be considered in determining whether the alleged conduct constitutes sexual harassment or assault. Procedures for resolving complaints regarding sexual assault or harassment are handled through the Office of Judicial Mediation Services or the Office of Social Equity/Title IX Coordinator. In any case, both the accuser and the accused are entitled to the same opportunity to have others present during the disciplinary processing. Complainants may file a confidential report with the Title IX Coordinator, Office of Judicial Mediation Services or the Office of Social Equity.

## **DISCIPLINARY PROCESS RESULTS AND APPEALS**

Upon completion of a PennWest University Judicial Conduct process or Employee Conduct Process at the university, both the accused and the accuser will be notified simultaneously of the results from the Judicial Board or Employee Conduct Process. This is accomplished through a simultaneous email to both the accused and the accuser with a follow-up letter send via U.S. or campus mail.

For the employee conduct process the decisions rendered has been reviewed by the President, and that decision is final. No appeal with the university is allowed for Employee Conduct decisions.



For the Judicial Conduct Process the accused or accuser is entitled to file an appeal to the adjudication determined by the Judicial Conduct Board. Instructions for filing an appeal are sent to both the accused and accuser at the time of notification of the Board's Determination. Appeals to the Judicial Conduct Board's determination are made to the university President and are reviewed by the President's designee. The President's designee will review the Judicial Conduct Procedure to determine if any procedural error occurred, to consider new evidence not available during the original hearing that could substantially impact the original finding or sanction, or to review whether the sanctions imposed are substantially outside the parameters set by the university for this type of offense or for the cumulative conduct record of the responding student. The appeals officer will render a decision within 30 days. The appeals officer will make notification to the accused and the accuser simultaneously of any change (if the appeal was successful) or that the original determination will stand as the final result.

In the event an appeal is granted and a change is made by the appeals officer, the accused or accuser has an additional opportunity to appeal the changed determination. Instructions for filing a final appeal are sent to both the accused and accuser at the time of notification of the Appeal Officer's Determination. A Final Appeals is made to the university President and will be reviewed by the President's designee. The President's designee will review the Appeal Officer's Determination based solely on whether the sanctions imposed are substantially outside the parameters set by the university for this type of offense or for the cumulative conduct record of the responding student. The final appeal officer will render a decision within 10 days. The final appeal officer will make notification to the accused and the accuser simultaneously of the final result.

## **SERVICES FOR SEXUAL ASSAULT VICTIMS AT THE UNIVERSITY**

The university provides assistance to any individual who is reported to be a victim of sexual assault or relationship violence through Counseling Services and the university Health & Wellness Center. Victim services are also available from local women's support groups SAFE and PASSAGES.

PennWest University is obligated to comply with reasonable requests for interim protective measures following an alleged sex offense. Interim measures include changes in academic (class or schedule adjustments), living (housing adjustments), transportation (parking or escort options) and working situations (employee relocation/adjustments as determined by Human Resources) as well as protective measures. Requests made for interim measures by students will be reviewed by the Office of Judicial and Mediation Services as well as the Title IX Coordinator. Employee requests will be reviewed by the Office of Social Equity and the Title IX Coordinator. Additionally, any requests for adjustments to working conditions will be reviewed by Human Resources. In determining the reasonableness of a request the university may consider, but is not limited to, the following; the specific need expressed by the complainant, the age of the student(s) involved, the severity or pervasiveness of the allegations, any continuing effects on the complainant, and whether the complainant and alleged perpetrator share the same residence hall, dining hall, class, transportation, or job location. Measures will also be mandated to comply with any court order (PFA/SVP) ordered for protection of a victim.

## **PROTECTIVE MEASURES FOR VICTIMS OF SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE AND STALKING**

PennWest University will provide victims of sexual assault, domestic violence, dating violence and stalking with assistance in choosing the correct protective measure based on Pennsylvania Law and university policy.

“No Contact” orders are issued by the PennWest University Office of Judicial & Mediations Services. These orders are not court ordered, but are enforceable through the university code of conduct. Any reporting party may request a no contact order, and if appropriate the request will be granted by the Office of Judicial & Mediation Service within 24 hours. Orders may be requested directly through the Coordinator of Judicial & Mediation Services (814-393-1918) verbally, in writing, or through an online submission form posted on the Office of Judicial & Mediations Services website. Any violations of “No Contact” Orders should be reported to the Office of Judicial & Mediations Services or University Police if outside of normal business hours. Violations of “No Contact” Order will be adjudicated through the Universities Disciplinary process.

Protection from Abuse (PFA) Orders are a legal option available to reporting victims of sexual assault, domestic violence, dating violence, and stalking. In Pennsylvania, people who are current/prior romantic partners, co-habitants, or relatives can request a Protection from Abuse order from the Common Pleas Court in the County they reside. If the incident is reported to the University Police, the reporting party will be advised of the steps necessary and provided assistance with the request for a PFA. If the incident is reported to another entity on campus, the reporting party will be advised to contact the police or will be provided contact information for PASSAGES to assist them with the process. The application for an Emergency Protection from Abuse order is completed at a District Justice or Common Pleas Court. Once the application is completed the District Justice or Common Pleas Judge will issue the emergency PFA, which is good until the next business day. A hearing will be scheduled for the next business day where the emergency PFA will be turned into a temporary PFA unless the District Justice or Common Pleas Judge finds good cause to terminate the order. If the order is extended a hearing will be held within 14 days to extend the order for up to 36 months. A Protection from Abuse order is a Court order in the state of Pennsylvania and violations are processed as a civil charge of Indirect Criminal Contempt. Violations of PFAs on the PennWest Clarion campus are charged by the PennWest University Police.

Sexual Violence Protection (SVP) Orders and Protection from Intimidations Orders (PFI) are legal options available to reporting victims of sexual assault, domestic violence, dating violence, and stalking. Protection from Intimidation orders are for minor victims only in cases where an adult victim would be eligible for a SVP Order. In Pennsylvania, people who are victims of Sexual Assault, and not eligible for a PFA based on prior interactions, can request a Sexual Violence Protection (SVP) or Protection from Intimidation (PFI) order from the Common Pleas Court in the county they reside. If the incident is reported to the University Police, the reporting party will be advised of the steps necessary and provided assistance with the request for a SVP or PFI order. If the incident is reported to another entity on campus, the reporting party will be advised to contact the police or will be provided contact information for PASSAGES to assist them with the SVP or PFI process. The application for an Emergency Sexual Violence Protection order or Protection from Intimidation order is completed at a District Justice or Common Pleas Court. Once the application is completed the District Justice or Common Pleas Judge will issue the emergency SVP or PFI, which is good until the next business day. A hearing will be scheduled for the next business day where the emergency SVP will be turned into a temporary SVP or PFI unless the District Justice or Common Pleas Judge finds good cause to terminate the order. If the order is extended a hearing will be held within 14 days to extend the order for up to 36 months. A Sexual Violence Protection order and Protection from Intimidation order are Court orders in the state of Pennsylvania and violations are processed as a civil charge of Indirect Criminal Contempt. Violations of SVP or PFI orders on the PennWest Clarion campus are charged by the PennWest University Police.

## OFF-CAMPUS VICTIM ASSISTANCE

The following off-campus organizations help victims of sexual offenses. The university will assist the victim in contacting these support organizations, should he/she request such assistance.

- PASSAGES: 1300 East Main Street, Clarion, PA: 814-226-7273
- Stop Abuse for Everyone (SAFE): 1302 East Main Street, Clarion, PA: 800-992-3039 or 814-226-SAFE
- Clarion County Counseling Center: 214 South 7th Avenue, Clarion, PA: 800-672-7116 or 814-226-8252

## SEX OFFENDER REGISTRY

The Adam Walsh Child Protection and Safety Act was signed into law on July 27, 2006. This federal law, named in Adam's honor, was passed in response to several egregious cases where children were abducted and murdered by sexual predators who were previously convicted of serious sexual violence offenses but were not required to register or provide notification to the community about their place of residence, business, or schooling. Many believe that having such information would have empowered the community with knowledge and provided it with the ability to provide enhanced protection of the endangered children and other community members at risk of victimization. Title I of the Adam Walsh Act is also known as the Sexual Offender Registration & Notification Act (SORNA). An overview of the Adam Walsh Child Protection Act is available here: [www.pccd.pa.gov/criminaljustice/advisory\\_boards/Pages/Adam-Walsh-Act-Overview.aspx](http://www.pccd.pa.gov/criminaljustice/advisory_boards/Pages/Adam-Walsh-Act-Overview.aspx).

The Campus Sex Crimes Prevention Act (CSCPA) of 2000 is a federal law that provides for the tracking of sex offenders enrolled at, or employed by, institutions of higher education. A list of all registered sex offenders in Pennsylvania is available at: [www.pameganslaw.state.pa.us](http://www.pameganslaw.state.pa.us)



## REPORTING ANNUAL DISCLOSURE OF CRIME STATISTICS

Campus crime, arrest and referral statistics are compiled from statistics reported to the University Police and to Campus Security Authorities (including, but not limited to, directors, deans, department heads, designated housing personnel, Residence Life and Dining Services staff, advisors to students/student organizations, athletic coaches, trainers, and local law enforcement agencies). University Counseling Services staff is encouraged to inform their clients of the procedures to report crime to the University Police on a voluntary or confidential basis, should they feel it is in the best interest of the client. In accordance with applicable state and federal regulations, the university publishes and distributes crime statistics to all current students, faculty and staff on an annual basis. The crime statistics are also available upon request to all applicants for enrollment or employment. View the crime statistics report online at [www.clarion.edu/safetyreport](http://www.clarion.edu/safetyreport).

## UCR STATEMENT

Crime statistics and arrest information for offenses occurring on campus, as required by state criminal history record retention laws, are reported monthly to the Pennsylvania State Police for use in the Uniform Crime Report.

<b>UCR PART I OFFENSES</b>	<b>2019 Offenses</b>	<b>5,345 Pop. Crime Rate</b>	<b>2020 Offenses</b>	<b>5,116 Pop. Crime Rate</b>	<b>2021 Offenses</b>	<b>3,669 Pop. Crime Rate</b>
Murder-Non-Negligent Manslaughter	0		0		0	
Negligent Manslaughter	0		0		0	
Aggravated Assault	0		0		1	.0003
Arson	0		0		0	
Burglary	2	.0004	0		0	
Rape	4	.0009	1	.0002	0	
Robbery	0		0		0	
Vehicle Theft	0		0		0	

<b>UCR PART II OFFENSES</b>	<b>2019 Offenses</b>	<b>5,345 Pop. Crime Rate</b>	<b>2020 Offenses</b>	<b>5,116 Pop. Crime Rate</b>	<b>2021 Offenses</b>	<b>3,669 Pop. Crime Rate</b>
Disorderly Conduct	3	.0006	0		0	
Drug Laws	8	.0014	6	.0012	2	.0005
DUI	4	.0007	2	.0004	0	
Embezzlement	0		0		0	
Forgery	0		0		0	
Fraud	9	.0019	0		0	
Gambling	0		0		0	
Liquor Law	6	.0011	0		2	.0005
Other Sex Offenses	0		0		0	
Offenses/Family-Children	0		0		0	
Public Drunkenness	3	.0006	1	.0002	0	
Prostitution	0		0		0	
Receiving Stolen Property	0		0		0	
All Other Assaults/Non-Aggravated Assaults	8	.0014	5	.0010	0	
Theft	13	.0024	3	.0006	7	.0019
Vagrancy	0		0		0	
Vandalism	9	.0017	4	.0008	10	.0025
Weapons Possession	0		0		0	
All Other Offenses Not Including Traffic	5	.0009	1	.0002	7	.0019

*\*Population Rate is calculated by utilizing the Fall Census date data for both students and University Employees.*

## CRIME STATISTICS

The PennWest University Police Department is required to report crimes under the Uniform Crime Reporting System in addition to the Jeanne Clery Disclosure of Campus Security, Police, & Crime Statistics Act. Due to differences in crime classification and their definitions (as defined by the Commonwealth for UCR & Department of Education for Clery) reported statistics in the UCR Report and Clery Disclosure Act statistics are generally not comparable. Statistical data for this report is compiled by the PennWest University Police. The University Police maintains all documentation for the current year's annual report as well as previous years' reports. Information about applicable crime is obtained from University Police's crime statistics, university employees, campus judicial records, the Clarion Borough Police, and the Pennsylvania State Police. Individuals who wish to report crimes for inclusion in the Annual Security Report may contact the University Police at 814-393-2111. In seeking to maintain a safe, secure educational setting, the University Police encourages the reporting of crimes and other emergencies. Individuals who report crimes are not compelled to seek criminal prosecution of suspects. University policy requires all employees, except professional and pastoral counselors, to report certain serious crimes to University Police for inclusion in the annual report. The identity of the person reporting the crime to the employee does not have to be disclosed to University Police. Information about selected serious crimes can be found in the statistical report below. This publication is available, upon request, from the University Police or can be found at [www.clarion.edu/safetyreport](http://www.clarion.edu/safetyreport).

Reported Crimes	On-Campus Property			On-Campus Student Housing Facilities			Non-Campus Property			Public Property		
	2019	2020	2021	2019	2020	2021	2019	2020	2021	2019	2020	2021
<b>Murder/Non-Negligent Manslaughter</b>	0	0	0	0	0	0	0	0	0	0	0	0
Unfounded	-	-	-	-	-	-	-	-	-	-	-	-
<b>Negligent Manslaughter</b>	0	0	0	0	0	0	0	0	0	0	0	0
Unfounded	-	-	-	-	-	-	-	-	-	-	-	-
<b>Rape</b>	6	1	3	2	1	3	0	0	0	0	0	0
Unfounded	-	-	-	-	-	-	-	-	-	-	-	-
<b>Fondling</b>	1	1	1	1	1	1	0	0	0	0	0	0
Unfounded	-	-	-	-	-	-	-	-	-	-	-	-
<b>Statutory Rape</b>	0	0	0	0	0	0	0	0	0	0	0	0
Unfounded	-	-	-	-	-	-	-	-	-	-	-	-
<b>Incest</b>	0	0	0	0	0	0	0	0	0	0	0	0
Unfounded	-	-	-	-	-	-	-	-	-	-	-	-
<b>Domestic Violence</b>	2	1	0	1	1	0	0	0	0	1	1	0
Unfounded	-	-	-	-	-	-	-	-	-	-	-	-
<b>Dating Violence</b>	3	0	1	3	0	1	0	0	0	0	0	0
Unfounded	1	-	-	1	-	-	-	-	-	-	-	-
<b>Stalking</b>	5	5	1	2	1	1	0	0	0	0	0	0
Unfounded	-	-	-	-	-	-	-	-	-	-	-	-
<b>Robbery</b>	0	0	0	0	0	0	0	0	0	0	0	0
Unfounded	-	-	-	-	-	-	-	-	-	-	-	-
<b>Aggravated Assault</b>	0	0	1	0	0	0	0	0	0	0	0	0
Unfounded	-	-	-	-	-	-	-	-	-	-	-	-
<b>Motor Vehicle Theft</b>	0	0	0	0	0	0	0	0	0	0	0	0
Unfounded	-	-	-	-	-	-	-	-	-	-	-	-
<b>Arson</b>	0	0	0	0	0	0	0	0	0	0	0	0
Unfounded	-	-	-	-	-	-	-	-	-	-	-	-
<b>Burglary</b>	7	0	0	2	0	0	0	0	0	0	1	0
Unfounded	-	-	-	-	-	-	-	-	-	-	-	-



Reported Crimes	On-Campus Property			On-Campus Student Housing Facilities			Non-Campus Property			Public Property		
	2019	2020	2021	2019	2020	2021	2019	2020	2021	2019	2020	2021
<b>ARRESTS</b>												
Liquor Laws	29	1	1	24	1	1	0	0	0	18	1	0
Drug Laws	6	1	0	5	0	0	0	0	0	10	2	0
Weapons Laws	0	0	0	0	0	0	0	0	0	0	0	0
<b>REFERRALS</b>												
Liquor Laws	15	17	12	15	17	12	0	0	35	0	0	0
Drug Laws	10	12	5	10	12	5	0	0	0	0	0	0
Weapons Laws	0	0	0	0	0	0	0	0	0	0	0	0

The crime statistics presented represent classifications based on Department of Education guidelines, not Pennsylvania State law definitions for the same crimes. The category of “unfounded” in the crime statistics chart means a crime was reported and fully investigated by sworn or commissioned law enforcement personnel, and based on the results of the investigation a formal determination was made that the crime did not occur. This category included false or baseless reports made to law enforcement either on the PennWest University Clarion campus or to another law enforcement agency that provided information to PennWest Clarion for inclusion in the annual security report. Crimes are not considered unfounded if reported as such by either Campus Security Authorities or PennWest University Judicial Services absent an investigation by sworn or commissioned law enforcement personnel.

Crimes reported to the PennWest University Police, Campus Officials or other Law Enforcement Agencies that occurred at the PennWest Clarion campus. These reports of crime are compiled in accordance with the provisions of the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act.

## DEFINITIONS AND CAVEATS

**RESIDENCE HALLS** includes offenses occurring inside university-owned residence halls. This data is a subset of on-campus property.

**NON-CAMPUS PROPERTY** includes off-campus fraternity or sorority houses, as well as any off-campus housing that has a contract with the university to provide housing. The university had previously treated Reinhard Villages as non-campus because it determined the property was not reasonably contiguous to campus. Guided by a 2013 interpretation of on-campus for another PASSHE university, as well as changes in the university’s procedures regarding this property, the university has reclassified this property as on-campus for reporting purposes.

**PUBLIC PROPERTY** is considered the roads and sidewalks adjacent to, but not part of, the university’s property. Statistics for Liquor Law and Drug Law Referrals reflect incidents where arrests were not made for those violations but were instead handled through the university’s disciplinary system.

The Crime Statistics Data for 2019 -2021 included data provided by Clarion Borough, the Pennsylvania State Police, and Clarion County Sheriff’s Department. The only outside agency that did not provide data (2019-2020) was the West Penn Police Department, which operates as the primary reporting entity for a PennWest University satellite location in Pittsburgh, Pa. West Penn Police did provide data for 2021.

## HATE CRIMES

Incidents may be classified as Hate Crimes when sufficient objective facts are present to lead a reasonable and prudent person to conclude that the offender’s actions motivated, in whole or in part, by bias. While no single fact may be conclusive, facts such as the following, particularly when combined, are supportive of a finding of bias;

- a. The offender and the victim were of a different race, religion, disability, sexual orientation, ethnicity, national origin, gender or gender identity.
- b. Biased-related oral comments, written statements, or gestures were made by the offender that indicate the offender’s bias.
- c. Biased-related drawings, markings, symbols, or graffiti were left at the crime scene.
- d. Certain objects, items, or things which indicate bias were used in the commission of the offense.
- e. Several incidents occurred in the same location at or about the same time, and the victims were all of the same race, religion, disability, sexual orientation, ethnicity, national origin, gender or gender identity.
- f. The victim was engaged in activities related to his or her race, religion, disability, sexual orientation, gender, or gender identity.
- g. The incident coincided with a holiday or a date of particular significance relating to a race, religion, disability, sexual orientation, ethnicity, national origin, gender, or gender identity.
- h. The offender was previously involved in a similar Hate Crime or is a hate group member.
- i. There were indications a hate group was involved.

HATE CRIMES Reported Crimes	ON- CAMPUS			ON- CAMPUS RESIDENCE			NON- CAMPUS PROPERTY			PUBLIC PROPERTY		
	2019	2020	2021	2019	2020	2021	2019	2020	2021	2019	2020	2021
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0
Threats/Intimidation	0	0	0	0	0	0	0	0	0	0	0	0
Harassment	0	0	0	0	0	0	0	0	0	0	0	0
Vandalism	0	0	0	0	0	0	0	0	0	0	0	0

- In the event a Hate Crime is reported the nature of the Bias Category would be disclosed here for each incident.

## DEFINITION OF REPORTABLE CRIME

PennWest University is required to report crime statistics as defined by the Clery Act for the following crimes which are reported and may have occurred in a geographic location as detailed below.

### CRIMINAL HOMICIDE

**Murder and Non-negligent manslaughter:** The willful (non-negligent) killing of one human being by another.

**Negligent Manslaughter:** The killing of a person through gross negligence.

### FORCIBLE SEX OFFENSES

**Forcible 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 forcible 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 of 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 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.

### NON-FORCIBLE SEX OFFENSES AND VIOLENCE AGAINST WOMEN OFFENSES

**Incest:** Non-forcible sexual intercourse by 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.

**Domestic Violence:** Felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

**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 and where the existence of such a relationship shall be determined based upon a consideration of these factors: the length of the relationship, the type of relationship, the frequency of interaction between the persons involved in the relationship.

**Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his/her safety or the safety of others, or suffer substantial emotional distress.

## **SERIOUS CRIMINAL OFFENSES**

**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 injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could or probably would result in a serious potential injury if the crime were completed successfully.)

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

**Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where taken by persons not having lawful access, even though the vehicles are abandoned; including joyriding).

**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 violations of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing of intoxicating liquor; maintaining unlawful drinking places; bootlegging, operating a still, furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or a 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, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

**Weapon Law violations:** The violation 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**

A hate crime is a criminal offense committed against a person or property which is motivated in whole or in part, by the offender's bias. Bias is a pre-formed negative opinion or attitude toward a group of persons based on their actual or perceived race, gender, disability, religion, sexual orientation, gender identity, ethnicity or national origin.

## **GEOGRAPHIC LOCATION REQUIRED**

The following is a statement of the geographic location for which the university is required to report crime statistics and issue timely warnings under the Clery Act. The PennWest University Police is responsible for designation of campus buildings, non-campus buildings, and public property for the purposes of the Clery Report. A list is maintained by the University Police and is updated annually on July 1.

The university is required to report crime statistics for Clery-designated crimes and to issue timely warnings for those crimes that represent a severe and continuing threat in the following geographic locations: on campus, public property and non-campus buildings and property.

### **ON-CAMPUS**

Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and any building or property that is within or reasonably contiguous to paragraph of this definition, that is owned by the institution but controlled by another person, is frequently used by students and supports institutional purposes.

Definition for PennWest Clarion campus: campus buildings and property on the Clarion campus. Campus student housing would be included as on-campus. Beginning with the 2013 reporting period, Reinhard Villages will be included in on-campus and on-campus residence halls and not in non-campus property as was done previously.

### **PUBLIC PROPERTY**

All property, including thoroughfares, streets and sidewalks that are within the campus, or immediately adjacent to and accessible from the campus is considered public property.

Definition for PennWest University Clarion campus: streets, alleys and sidewalks that are adjacent to campus or that bisect campus, would be included as public property.

### **NON-CAMPUS BUILDINGS OR PROPERTY**

Any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

The university has previously treated Reinhard Village as non-campus because it determined the property was not reasonably contiguous to campus. Guided by a recent interpretation of on campus for another PASSHE university, as well as changes in the university's procedures regarding this property, the university has reclassified this property as on-campus for reporting purposes.

Reinhard Villages statistics were classified as non-campus property through (and including) 2012. Reinhard Village statistics will be included in on-campus and on-campus Residence Housing for 2013 and subsequent years.



## GEOGRAPHIC LOCATION NOT REQUIRED

The following is a statement of the geographic locations for which the university is NOT required to report crime statistics or issue timely warnings.

The university is NOT required to report crime statistics or issue timely warnings for Clery-designated crimes that occur off campus, with the exception of those crimes committed on public property or in (on) non-campus buildings and/or properties, as defined and described above. However, the university recognizes that in certain cases timely warnings, even if not required by the Clery Act, may benefit the campus community. The following criteria must be met for the university to issue a timely warning for an off-campus crime that does not require a timely warning under the Clery Act.

1. The crime is a murder, rape, or other serious or violent assault; or the local municipality requests that the university issued a timely warning.
2. The crime occurred in a geographic area frequented by PennWest University students
3. The crime represents a continuous threat to the PennWest University campus community.

## QUICK REFERENCE NUMBERS

<b>University Police (24 hours a day)</b> .....	814-393-2111
<b>EMERGENCY</b> .....	911
<b>Parking and Transportation</b> .....	814-393-2111
<b>PASSAGES</b> .....	814-226-7273
Provides free, confidential sexual assault services	
<b>Judicial Affairs</b> .....	814-393-1918
Investigates allegations/student code violations; makes referrals to other appropriate agencies	
<b>Social Equity</b> .....	814-393-2109
Investigates allegations of sexual harassment; makes referrals to other appropriate agencies	
<b>Health (Wellness Center)</b> .....	814-393-2121
Provides medical treatment	
<b>Counseling Center</b> .....	814-393-2255
Provides assessment and intervention to assist in alcohol and drug abuse; provides referrals and other resources	
<b>Alcohol and Drug Education</b> .....	814-393-1949
Certified sexual assault counselors; makes referrals to other appropriate agencies	
<b>Title IX Coordinator</b> .....	814-393-2109

# PennWest CLARION

- Global Online Parking
- Retail Parking
- Admissions Visitor Parking
- Employee Lots C, D, E, F, G, H, K, L, M, N, O, R, S, T, U, V, X, 5, 7, 9, 10, 12
- Overnight parking is restricted to Lots 3, 4, 8, 17, P
- Student Lot Assignments (Lot signs are color coded)
- Commuter Students Lots 3, 6, 11, 13, 14, 15, 16
- Residence Lots 3, 4, 8, 17, P



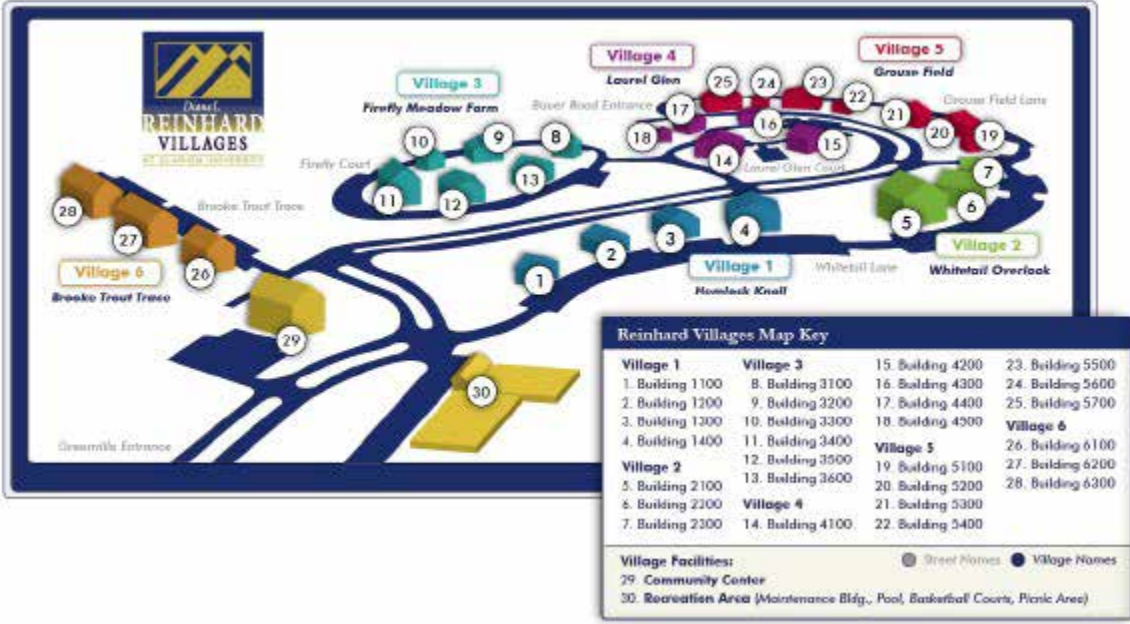
**PennWest Clarion**  
 840 Wood Street  
 Clarion, PA 16214-1232

Greenville Avenue to Reinhard Villages and Interstate 80 →  
 Greenville Avenue Extension/South 66 to Interstate 80 →

**Yield to pedestrians in crosswalks.**

- Wheelchair accessible buildings
- Handicapped Parking
- Emergency Phones
- Bus Route (Campus loop)\*
- Bus Stop

\*For information on the second bus route (Mall loop) go to [clarion.edu/bus](http://clarion.edu/bus)



# PENNWEST UNIVERSITY CLARION CAMPUS 2022 FIRE SAFETY AND STATISTICAL REPORT\*

PennWest University is committed to provide a safe environment for all students, faculty, staff and visitors. It is the university's intent to protect members of the campus community against avoidable and undue risks of injury or death due to fire. Fire prevention measures also minimize loss of property due to fire. It is the intent of the university to provide a safe environment with respect to fire and emergency safety by following the International Fire Code (IFC). To request more information or to speak with the PennWest University Safety & Risk Management, call 814-732-2709 or visit University Police on Wood Street.

The PennWest University Police are guided by a Departmental Policy regarding the procedure for compiling the annual statistics for reported fires in on campus housing and the annual dissemination of the contents of this report. This policy is reviewed and updated annually prior to July 1. The PennWest University Police are responsible for preparing, distributing, maintaining, and electronic submission of this report.

ON-CAMPUS STUDENT HOUSING FACILITY FIRE SAFETY SYSTEMS						
Housing Facility	FIRE ALARM MONITORING ON SITE (By University Police)	FULL SPRINKLER SYSTEM	SMOKE DETECTION	FIRE EXTINGUISHER DEVICES	EVACUATION PLANS & PLACARDS	NUMBER OF EVACUATION DRILLS PER YEAR
Main Street Suites North 901 East Main Street	YES	YES	YES	YES	YES	4
Main Street Suites South 896 East Main Street	YES	YES	YES	YES	YES	4
Givan Hall 54 Hilltop Road Clarion, Pa. 16214	YES	YES	YES	YES	YES	0*
Ballentine Hall 43 Page Street Clarion, Pa. 16214	YES	YES	YES	YES	YES	0*
Campus View Suites 133 Hilltop Road Clarion, Pa. 16214	YES	YES	YES	YES	YES	4
Valley View Suites 233 Hilltop Road Clarion, Pa. 16214	YES	YES	YES	YES	YES	4
Reinhard Villages Villages 1100-6300 Clarion, Pa. 16214	NO*	YES	YES	YES	NO*	4

- Reinhard Villages is owned by the Clarion University Foundation, Inc. Fire alarm monitoring is performed by Clarion County Department of Public Safety.
- Givan and Ballentine Halls are currently off line and no students reside in either building.
- Reinhard Villages are townhome-style apartments that do not require placards by fire code.

## FIRE SAFETY STATISTICS

This report complies with the Clery Act and the Campus Fire Safety Right-To-Know Act and is based on reporting documents that include housing affiliated with the PennWest Clarion campus.

Reported Fires	FIRES			INJURIES			DEATHS			Property Damage Value		
	2019	2020	2021	2019	2020	2021	2019	2020	2021	2019	2020	2021
Main Street Suites North 901 East Main Street	0	0	0	0	0	0	0	0	0	0	0	0
Main Street Suites South 896 East Main Street	0	0	0	0	0	0	0	0	0	0	0	0
Givan Hall 54 Hilltop Road Clarion, Pa. 16214	0	0	0	0	0	0	0	0	0	0	0	0
Ballentine Hall 43 Page Street Clarion, Pa. 16214	0	0	0	0	0	0	0	0	0	0	0	0
Campus View Suites 133 Hilltop Road Clarion, Pa. 16214	0	0	0	0	0	0	0	0	0	0	0	0
Valley View Suites 233 Hilltop Road Clarion, Pa. 16214	0	0	0	0	0	0	0	0	0	0	0	0
Reinhard Villages Villages 1100-6300 Clarion, Pa. 16214	0	0	0	0	0	0	0	0	0	0	0	0

- Givan and Ballentine Halls are currently off line and no students reside in either building.

## PROCEDURES IN CASE OF FIRE OR A FIRE ALARM

- If a fire alarm is heard or seen, immediately begin evacuation of the building.
- Close all windows and doors behind you.
- If a fire or smoke is discovered, sound the building fire alarm.
- Notify University Police at 814-393-2111 or dial 911.
- Close the window to your room.
- Proceed quickly to the nearest exit, closing room and stairwell doors as you leave (do not lock doors). Closing doors helps to confine the fire by reducing oxygen flow.
- Alert others as you leave. DO NOT USE ELEVATORS.
- Activate the fire alarm as you leave the building.
- If you encounter smoke, stay near the floor and below the smoke.
- Exit the building and assemble in the area established by your Residence Staff. Do not leave the area as you must be accounted for. If you do not know where your designated area is located, contact your CA.

- If unable to leave your room due to heat, smoke or fire, call University Police at 2111 (campus phones) or 814-393-2111; or call 911 to give your location so firefighters may find you. If possible, hang a brightly colored towel or article of clothing out your window to signal for assistance.
- Do not return to an evacuated building unless told to do so by an authorized university official.

## **FIRE DETECTION AND PROTECTION**

PennWest University is committed to providing a safe living environment for the residents of university-operated residence halls. Automatic sprinkler systems and fire alarm systems are engineered building features that help to provide for a fire-safe living environment. Each university-operated residence hall is equipped with building fire alarm systems, automatic sprinkler systems, residential smoke detectors in rooms, and fire extinguishers in the hallways.

The building fire alarm system consists of smoke detectors, manual pull stations, and water flow sensors that indicate activation of the buildings' sprinkler system. The alarm system signals come into the university, where the system is monitored 24 hours a day, 7 days a week, 365 days per year.

The university maintains and tests all fire alarm and automatic suppression systems, in accordance with applicable fire codes and National Fire Protection Association standards, to ensure system readiness and proper operation in the event of a fire emergency.

Additional protection is provided by University Police Officers, who are trained for initial response to fire incidents. Officers provide assistance in building evacuation and extinguishment/confinement of small fires.

## **BUILDING FIRE ALARM SYSTEM INFORMATION**

- Manual pull stations are located near the exits and at code-specified locations in the hallways. When activated, the pull stations will actuate the building fire alarm system.
- Smoke detectors are installed throughout the building and provide the initial warning signal of a fire in the building. These smoke detectors operate by emitting an ionizing beam that senses particles in the air and then activates a fire alarm.
- Activation of the fire alarm system will cause audio/visual devices in the rooms and hallways to initiate, giving notification to the residents.
- Activation of a sprinkler system water flow sensor will initiate a building fire alarm.

## **RESIDENTIAL SMOKE DETECTORS**

- Residential smoke detectors are provided in each bedroom and living room of each unit.
- Residential smoke detectors are designed to provide a notification to room occupants. Activation of a residential smoke detector will not actuate a building fire alarm.
- Residential smoke detectors do not require battery replacement or resident maintenance.



## **AUTOMATIC SPRINKLER SYSTEM INFORMATION**

- The sprinkler systems installed in the living areas of the residence halls are wet systems; this means there is water in the system up to the sprinkler head.
- Suites on Main North and South have dry systems installed in the attic areas. Dry systems are filled with air up to the sprinkler head and are used in areas that are not heated.
- Sprinkler heads have a heat-sensing device that actuates the sprinkler when it reaches a predetermined temperature. Smoke will not activate a sprinkler head.
- Each sprinkler head operates independently; activation of one sprinkler head will not activate other sprinkler heads.
- Activation of a sprinkler system water flow sensor will initiate a building fire alarm.
- Residents must not damage, tamper with, cover, or hang items from sprinkler heads because an ... accidental activation may occur.
- Residents must not store any items within 18 inches of any sprinkler head.
- Do not open windows during the winter months. If areas are not heated well enough, water in the . piping can freeze, causing leaks and flooding from broken pipes.

## **FIRE EXTINGUISHERS**

- Fire extinguishers are distributed throughout the residence halls in accordance with applicable fire code requirements.
- All fire extinguishers located in residence halls are the ABC type and designed to extinguish the types of fires common to residence halls.

## **GENERAL FIRE SAFETY**

Smoking and open flames are prohibited in all Residence Halls. The following items are not permitted in Residence Halls:

- Halogen Lamps
- Candles
- Incense
- Explosives/Live Ammunition
- Unsafe Electrical Devices
- Flammable Holiday Decorations (Live Christmas trees, hay bales, cornstalks, etc.)

Refrigerators, microwaves, hot pots, hot-air popcorn poppers, and coffeemakers with automatic shut-off features are allowed in dorm rooms. All other cooking appliances are prohibited. There may be additions to the restrictions placed on what students may bring into the residence halls as deemed necessary by the Residence Life Services office.

Be aware of the possible primary and secondary emergency exit routes, fire alarm pull stations, and emergency procedures of your place of residence. Those with physical disabilities should notify Residence Life, in advance, to plan for an evacuation. If you become temporarily disabled due to an injury or illness, Residence Life should also be notified.

Become familiar with the fire exits nearest your room and the evacuation plans posted on each floor of your building. Generally speaking, you should use the closest stairwell to your room; but you should also be aware of a secondary exit in the event your primary exit becomes unusable.

## **RESIDENTIAL FIRE DRILLS**

In compliance with state regulations, the Department of Safety & Risk Management, in conjunction with Student Life/Housing, conducts fire drills (evacuations) a minimum of four times annually. Each semester, Safety & Risk Management also conducts one fire drill in academic and administrative buildings. Drills shall be held at random and are conducted during all hours of the day to avoid distinction between drills and actual fires. The university requires all occupants to evacuate the buildings during the fire drills. Individuals who ignore fire alarms and required evacuations may face disciplinary action or criminal charges. Fire drill documentation is maintained by the Safety & Risk Management Office.

## **PROCEDURE FOR REPORTING A FIRE**

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

PennWest University is required to disclose statistical data on all fires that occur in on-campus student housing facilities. The fire should be reported to:

University Police Dispatch Center      814-393-2111

If you find evidence that a fire may have occurred, after the fact (e.g. evidence that something burned), please notify University Police at 814-393-2111 as soon as possible. Do not attempt to remove or clean up any debris until an officer has assessed the situation.

## **USE OF FIRE EXTINGUISHERS**

Properly trained and competent residence hall staff may attempt to put out fire using fire extinguishers. Fire extinguishers are not meant to fight large or spreading fires.

Apply the following guidelines when using a fire extinguisher:

- Only trained personnel should use a fire extinguisher.
- Activate a fire alarm prior to using a fire extinguisher.
- Always position yourself with an exit or means of escape at your back before using a fire extinguisher to put out a fire.
- If the fire is producing large amounts of smoke that you may inhale fighting it, do not try to extinguish it.

## **EDUCATION AND TRAINING**

Residence Hall Staff participate in classroom fire safety training at a minimum of once a year. All first-year students living in on-campus housing are required to attend Fire Safety training during Orientation.

Topics addressed during this training include:

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

Additional fire safety training and education programs for residence hall students are coordinated by Community Assistants. Students, faculty and staff may request fire training at any time through Residence Life.

University employees are sent a training presentation once per year on fire safety and prevention techniques.

## **NOTIFICATION OF DAILY FIRE LOGS**

University Police maintains a Daily Crime & Fire Log that includes all crimes and fires reported to University Police. The Daily Crime & Fire log is posted each day in the lobby of the University Police office on Wood Street. The daily Crime & Fire Log Policy and procedure is regulated by an internal departmental policy that is reviewed and updated annually by the Chief of Police prior to February 1.

The department posts specific incidents in the Daily Crime & Fire log within two business days of receiving a report of an incident and reserves the right to exclude details contained in reports from the log in certain circumstances. Information about the Crime & Fire log is posted on the University Police website.

All entries for any reported fire in on-campus housing in the Daily Crime & Fire Log contain the following information:

- Nature of the fire
- Date/time fire occurred
- Date/time fire reported
- General location of the fire

## **PLANS FOR FUTURE IMPROVEMENTS IN FIRE SAFETY**

PennWest University continues to monitor trends related to residence hall fire incidents and alarms to provide a fire-safe living environment for all students. New programs and policies will be developed, if needed, to help ensure the safety of all students, faculty and staff.



Pennsylvania Western University (PennWest California, PennWest Clarion, PennWest Edinboro, PennWest Global Online) is an academic community dedicated to the ideals of justice, fairness, and equal opportunity for all. In compliance with federal and Pennsylvania laws, the university is committed to providing equal educational and employment opportunities for all persons without regard to race, color, sex, religion, national origin, age, disability, sexual orientation, or status as a veteran or disabled veteran. The university will not tolerate any type of discrimination, harassment, or violence. 9/22