

2023 ANNUAL SECURITY REPORT AND ANNUAL FIRE SAFETY REPORT



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Preparation of the Annual Security Report and Disclosure of Crime Statistics

This report is prepared in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, amended by the Violence Against Women Reauthorization Act of 1994. The data utilized in this report is sourced from the Office of Public Safety, alongside information from College offices, and local law enforcement.

These regulations mandate that all higher education institutions in the Commonwealth annually furnish students and employees with comprehensive information covering crime statistics, security measures, fire statistics, fire safety measures, policies concerning missing persons, and penalties for drug use. This information is also required to be available upon request to prospective students, prospective employees, enrolled students, and current employees.

The information is disseminated through various channels, ensuring comprehensive awareness among the Central Penn College community:

- Posted and regularly updated on the Central Penn College website.
- Annually emailed as part of the disclosure announcement to current students, faculty, and staff members.
- Featured each year in Student Central and Central Station upon the release of the annual security report.
- Displayed as a disclosure statement on digital televisions across campus (permanent scrolling message).
- Presented on the Central Penn College career site for prospective employees.
- Integrated into new employee orientation sessions conducted by Human Resources.
- Included in the Employee Handbook for ongoing reference.

- Incorporated into prospective student presentations conducted by Admissions.
- Presented during new student orientation sessions led by Public Safety.
- Shared during new resident orientation sessions facilitated by Public Safety.
- Included in the Student Handbook for student reference.
- Featured in the College Catalog for comprehensive information.
- Distributed to Campus Security Authorities for their awareness and understanding.
- The Campus Safety and Security Survey is accessible online and mandated by a third-party for compliance.

The primary objective of these federal laws is to establish a national reporting system on crime and safety for colleges and universities across the country. Situated in East Pennsboro Township, a serene residential suburb of Enola, Central Penn College also has a satellite location in East Lampeter Township, an area of Lancaster.

The complete report can be accessed online at <https://www.centralpenn.edu/public-safety/>.

Additionally, the link is distributed annually via email and College publications to the Central Penn College Community, fulfilling the legal requirement.

About the Office of Public Safety

As of Fall 2023, the responsibility for safeguarding the campus in Summerdale, Pennsylvania, and a satellite center in Lancaster, Pennsylvania, falls under the jurisdiction of the Office of Public Safety. The department serves 749 students (537 FTE) and 147 employees (124 FTE).

When applicants for campus housing voluntarily disclose a criminal record, they undergo additional screening instead of facing an

automatic disqualification from residing on campus.

The oversight of the department rests with the Director of The Office of Public Safety. Currently, the department comprises one director and twelve public safety officers, none of whom possess arrest powers.

It is noteworthy that the College does not have officially recognized student organizations with non-campus locations.

Public Safety Officer Qualifications, Training, and Authority

Under the governance of the Central Penn College board of directors, public safety officers, who are non-sworn and lack authorization to carry firearms or make arrests, handle the investigation of all criminal incidents reported within the Colleges Clery Geography. If necessary, the Office of Public Safety refers the criminal incident to the appropriate law enforcement agency. Public safety officers are mandated to investigate all criminal incidents occurring or reported on the Central Penn College campus, satellite centers, or College property.

Public safety officers undergo various training and certifications, which include, but are not limited to:

- First Aid, CPR, AED (Automatic External Defibrillator), and tourniquet usage
- Oleoresin capsicum aerosol training
- Practical and tactical handcuffing
- Control and defense techniques
- Management of Aggressive Behaviors
- Federal Emergency Management Agency coursework
- PoliceOne Academy coursework

Mission and Vision

The Public Safety and Health Department strives to provide the faculty, staff, students, and all affiliates of Central Penn College with a prompt response, commitment to quality services, and enhanced communication efforts. Dedication and commitment to a quality living and learning environment is the mission of this department.

The long-term strategic goals of the Public Safety and Health Department are centered on building relationships and engaging campus community members. To successfully deliver these strategic goals, the Public Safety and Health Department has committed to the following:

- Support multi-cultural and inclusivity initiatives while being keenly aware of unconscious biases.
- Advocate the need to build trust, create relationships, and engage community members.
- Understand the impact of emotional intelligence, non-verbal communication, and empathic listening.
- Implement new programs and training solutions to address current trends.

Safety is a Collective Responsibility

The commitment of the Office of Public Safety to the Central Penn College community brings numerous benefits to students, faculty, and staff. While our community is a vibrant and supportive environment for living, learning, working, and studying, it is not exempt from challenges experienced in other communities. Central Penn has taken proactive steps to establish and uphold a secure campus environment. Despite the College's progressive policies, programs, and educational initiatives, it remains crucial for each individual to cultivate awareness and exercise sound judgment in their campus activities, whether living, working, or visiting.

Collaboration with Law Enforcement Agencies

Central Penn College maintains a Memorandum of Understanding with the East Pennsboro police department, fostering a positive and collaborative rapport with local, state, and federal law enforcement agencies. This collaborative relationship with the East Pennsboro police department involves training programs, coordination for unique events, and joint investigations of significant incidents. We urge victims of crimes to promptly report such incidents to the Office of Public Safety, the Department of Student Services, Campus Security Authority, or the local police.

Reporting Crimes and Other Emergencies

The College provides various channels for reporting crimes, serious incidents, and emergencies to the Office of Public Safety and appropriate College officials. Regardless of the reporting method chosen, prompt and accurate reporting is crucial for the safety of the College community. Refer to the Campus Security Authority section in this report for a comprehensive list of college officials designated to receive reports of crimes, serious incidents, and emergencies.

Voluntary and Confidential Reporting

When crimes go unreported, our ability to prevent further victimization within the community is significantly hindered. We strongly urge members of the campus community to promptly report crimes and actively engage in supporting crime prevention initiatives. Additionally, we encourage reporting by community members when the victim is unable to do so. The collective safety of the campus community improves when everyone participates in safety and security efforts.

If you have experienced a crime or possess information about a crime but are not inclined to pursue action within the College restorative

justice system, we request that you consider submitting a voluntary, confidential report. Depending on the nature of the reported crime, it may be possible to file a report while safeguarding your confidentiality. A confidential report is designed to respect your desire for privacy while taking measures to ensure your safety and that of others. These confidential reports enable the College to compile accurate records on the number and types of incidents on campus. Such reports are included in the Annual Security Report and Annual Fire Safety Report, contributing to transparency. In specific situations, the department may be unable to guarantee confidentiality and will communicate this accordingly.

Emergency Phones

Strategically placed emergency phones across the campus provide direct contact with the Office of Public Safety. These phones, clearly marked for "Emergency Use," are activated easily. Public safety officers respond to all emergency phone calls, even if no verbal communication occurs.

Emergency phones are located at:

1. Fred Hall
2. Suite 143
3. Suite 165
4. Suite 189

Anonymous Reporting

For anonymous reporting, the Office of Public Safety offers an online crime reporting form accessible at:

<https://www.centralpenn.edu/public-safety/>(<https://www.centralpenn.edu/public-safety/>).

Public safety officers do not attempt to trace the origin of anonymous submissions unless necessary for public safety.

Campus Security Authorities (CSA)

CSAs, including campus police, security personnel, and others with specific responsibilities, are individuals or organizations associated with the institution. They are designated to receive reports of criminal offenses. The College identifies various individuals, offices, and positions as official Campus Security Authorities.

While the College encourages reporting directly to the Office of Public Safety or 911, it acknowledges that some may prefer reporting to other individuals or College offices, recognizing them as Campus Security Authorities.

Note: The positions listed below are considered official Campus Security Authorities.

- President
- Athletic Director
- Director of Public Safety and Health
- Public Safety Officer
- Chief Financial Officer
- Financial Aid Director
- Vice President of Technology and Project Management
- Directory of Technology Administration
- Facilities Director
- Vice President of People and Culture
- Vice President of Academic Affairs/Provost
- Associate Provost
- Registrar
- Library Director
- CTE Program Director
- Dean of Faculty Program
- Program Director of General Studies
- Program Director of Business and Professional Studies
- Program Director of Criminal Justice and Homeland Security
- Program Director of Legal Studies
- Program Director of Information Technology
- Program Director of Allied Health
- Program Director of Medical Assisting

- Program Director of PTA
- Program Director of OTA
- Program Director of Surgical Technologist
- Program Director of Dental Assistant
- Vice President of Student Services
- Associate Vice President of Student Engagement
- Director of Student Housing and Residential Life
- Residence Life Coordinator
- Residence Hall Coordinator
- Resident Advisor
- Associate Vice President of Student Services
- Director of PACT and FYE
- Director of Student Athlete and Veteran Support
- Director of Accessibility Services
- Vice President of Advancement and Strategic Initiatives
- Associate Vice President of Academic and Strategic Initiatives
- Associate Director of Communications
- Director of Education Foundation
- College Relations Director
- Major Gifts Director to the Development and Planning Department
- Associate Vice President of Advancement and Strategic Growth
- Coaches and Assistant Coaches for Intercollegiate, Intramural and Community Sports
- Advisors to Student Clubs
- Advisors to Student Committees

Timely Warnings

Timely warnings must be issued for all Clery Act crimes occurring within Clery Geography. These crimes are reported to Campus Security Authorities or local police agencies and are deemed by the institution to pose a significant or ongoing threat to students and employees.

In the event of Clery Act crimes that may present an ongoing threat to the campus community, the

Office of Public Safety, in collaboration with senior College officials, will issue "Timely Warnings." These warnings may cover crimes such as arson, aggravated assault, criminal homicide, domestic violence, dating violence, robbery, burglary, sexual assault, hate crimes, stalking, as well as alcohol, drug, and weapon-related incidents leading to arrests or disciplinary referrals that could pose a sustained threat.

Distribution methods for these warnings include emails, posters, web postings, media announcements, and text message alerts for those who register their cell phone numbers. Timely warnings aim to inform the community of incidents and provide guidance on protective measures. The decision to issue a timely warning is based on a case-by-case evaluation considering whether the reported crime involves one of the specified offenses, if the perpetrator is at large, and if there is a substantial risk to the safety of other campus community members.

Exceptions include crimes reported to pastoral or professional counselors, for which a timely warning is not mandated. Additionally, the College may issue alerts for other circumstances presenting a significant threat. The determination of whether a timely warning is necessary will be made by the Office of Public Safety in consultation with senior College officials, and in emergency situations, any senior College official may authorize such a warning. For off-campus crimes, a timely warning may be issued if the incident occurred in a location used and frequented by the College population.

Emergency Response, Evacuation Notification, and Timely Warnings

Every institution is mandated to formulate emergency response and evacuation protocols, and a description of these procedures must be incorporated into the Annual Security Report.

This statement should outline the steps the institution will take to promptly alert the campus community when a significant emergency or perilous situation arises, posing an immediate threat to the health or safety of students or employees on campus.

At the very least, the institution must establish procedures to:

- Verify significant emergencies or dangerous situations.
- Identify the appropriate community to notify and determine the content of the notification, ensuring the confidentiality of victims' names and other identifying details.
- Activate the notification system.

The institution is also required to maintain a list of individuals or entities responsible for carrying out these activities.

Procedures for disseminating emergency information to the broader community and conducting annual tests of emergency and evacuation protocols must be in place.

In the event of an emergency or dangerous situation, the institution must promptly ascertain the content of the notification and initiate the notification system, unless doing so would jeopardize efforts to assist a victim or manage, respond to, or mitigate the emergency.

Institutions are obligated to issue emergency notifications or timely warnings based on the prevailing circumstances.

Emergency Response and Evacuation Protocols

Central Penn College possesses the essential capabilities for alerting and evacuating academic and residential structures. These capabilities encompass the creation and dissemination of emergency response instructions to students, faculty, and staff. These guidelines are

distributed through various means and are accessible through postings in hallways and classrooms. Additionally, this information is available on the Office of Public Safety's website at <https://www.centralpenn.edu/public-safety/>.

Emergency Evacuation Exercises and Training

In order to maintain up-to-date and effective campus emergency operation plans, the College may organize seminars, drills, tabletop exercises, functional exercises, and full-scale exercises. Comprehensive after-action reviews are conducted for all exercises. Central Penn College may collaborate with local emergency responders to create training programs and exercises. The Office of Public Safety will keep the campus community informed about upcoming drills and exercises, emphasizing the utilization of the College's CPCAlert system and familiarizing the community with emergency response procedures.

Immediate Emergency Alerts

It is mandatory to promptly notify the campus community upon verifying a significant emergency or dangerous situation on campus that poses an immediate threat to the health or safety of students or employees.

Emergency Notification Commitment

Central Penn College is dedicated to delivering prompt, precise, and valuable information to its campus community during significant emergencies or dangerous situations on campus that present an immediate threat to the health and safety of community members. The college employs the OMNILERT emergency notification system, known as CPCALERT, to swiftly communicate alerts. CPCALERT, a multifaceted emergency notification service accessible to students, faculty, and staff, ensures the dissemination of emergency messages within

minutes of an incident. Central Penn's emergency communication system is versatile, encompassing various media formats.

Verification and Activation of Emergency Notification System

The Office of Public Safety is informed of potential critical incidents or emergencies affecting the campus community's health and safety. Reports are received either through public safety officers or directly from college employees. The Director of Public Safety, equipped with the requisite knowledge and skills, assesses the situation's gravity to determine if it necessitates an emergency notification. The director evaluates whether such notification would impede emergency containment efforts or aid in the overall well-being of the campus community for less severe situations.

Upon confirmation by first responders that a genuine emergency or dangerous situation exists, immediately threatening the health or safety of some or all campus community members, the Office of Public Safety is notified.

The institution swiftly decides on the notification's content, activates the notification system promptly, and ensures community safety. However, the Director of Public Safety may withhold notification if it could compromise victim assistance or impede emergency response efforts, as determined professionally.

Drafting Emergency Notification Content

Swift and accurate communication is paramount when issuing emergency notifications. To streamline this process and ensure that each message delivers vital information, the mass notification system incorporates pre-scripted templates for the or impactful emergencies. These templates outline the nature of the situation, allow for location details, and specify the immediate protective actions to be taken.

The person authorizing the message will choose the most suitable template. In situations where there are no predefined templates, an individual may utilize a blank template to create a customized message. The objective is to inform individuals of the situation and convey the necessary steps to ensure their safety.

Communication Methods During Emergencies

In the presence of an immediate threat to the campus community, diverse communication systems are in operation to swiftly relay information. In emergency scenarios, any combination of these communication channels may be activated. These avenues encompass the mass notification system CPCALERT, incorporating SMS, email, and voice alerts. Additionally, verbal announcements within buildings, public address systems, fire alarms, and website postings may be utilized to disseminate crucial information.

Dissemination of Emergency Information to the External Community

In the event of an immediate threat to the campus community prompting the activation of the emergency notification system, pertinent campus offices will extend notification to the broader community. Chiefly, the responsibility falls on campus communicators, news, and media relations, for updating information on social networking platforms, maintaining contact with news outlets, releasing press statements, and coordinating press conferences.

Adhering to Clery Act emergency notification mandates and following the April 2020 guidance from the U.S. Department of Education, the College utilized emergency notifications and/or featured banners on the campus homepage to inform the campus community about the ongoing COVID-19 pandemic. These notifications aimed to convey essential health and safety measures along with updated information.

Registering for the College's Mass Notification System CPCALERT

We urge members of the campus community, including both employees and students, to register for CPCALERT. Individuals with an access account and a college email address will have their college email automatically enrolled in the system. It is recommended that they visit the CPCALERT portal at <https://my.centralpenn.edu/> to include phone numbers and additional email addresses.

Security of and Access to Central Penn College Facilities

Central Penn College's academic buildings are open from 6:00 a.m. to 11:00 p.m. for use by students, employees, and guests, unless otherwise specified. Specific considerations exist for residence hall access.

Special Considerations for Residence Hall Access

Central Penn College provides residential housing for around 483 individuals, divided into "Suites" and "Apartments". Access to living areas is restricted to assigned residents and their invited guests. Residents are responsible for their guests' awareness of college policies, and all residents are urged to challenge or report unidentified individuals.

The on-campus Residence Life staff includes Resident Assistants, and Residence Hall Coordinators, all residing within the housing areas. Residents are responsible for securing their residences, and Resident Assistants are available to assist with residents' needs.

Training for staff covers various aspects, including community building, conflict resolution, cultural diversity, safety protocols, and crisis counseling. Programs on personal safety, fire safety, and emergency procedures are

conducted, and all residence hall entrances are equipped with locks. Some halls have access control devices operated by campus identification cards.

The Office of Public Safety provides continuous coverage, and during facility use by non-affiliated groups, exterior doors are locked 24/7. Live-in Residence Life members are available based on the department schedule, and regular checks of residence hall areas are performed by public safety personnel.

Types of Housing Units at Central Penn College

Central Penn College offers a range of housing options tailored to different needs.

Traditional Student Housing:

On-campus housing is reserved for traditional students aged eighteen to twenty-three.

Non-Traditional Student Housing:

Non-traditional students, aged twenty-four to thirty, may apply with limited availability. Those turning thirty-one during a term may stay but cannot return for the following term.

Gender Inclusive Housing:

Central Penn College strives for a safe, inclusive environment regardless of gender identity. Housing placements align with the gender identity indicated on the application. Gender-inclusive housing is available for those not preferring gendered housing.

Central Penn College Partnership Housing:

Collaborative housing partnerships with external organizations are facilitated. Partnership housing residents live separately from current students and must adhere to college policies.

Room Assignments and Move Requests

Room Assignments at Central Penn College aim to pair students with similar interests. To secure

a room, each student must submit a housing application with the lease and security deposit to the Office of Student Housing and Residence Life. Room assignments become available about one month before the term begins, contingent upon completion and submission of required paperwork, including the campus housing lease agreement, medical history form, meningitis waiver, and immunization records.

The Office of Student Housing and Residence Life promotes a cooperative living environment among roommates and housemates. Limited move requests, initiated by the department for critical student needs, are considered. Students can submit move requests during weeks five through ten of the term, with placement changes unavailable after this period. It is important to note that move requests are allowed twice during the academic year, and first-year residents may submit a request after their initial term in campus housing.

Guest Policy and Visitors

Central Penn College's Guest Policy and Visitors' guidelines specify that students can have up to two guests in their residence if other occupants have no objections. For those who prefer no visitors, alternative arrangements should be made.

The term "guests" broadly includes individuals not full-time residents of a specific apartment or suite. Various guest categories, such as student guests, non-student guests, parent/guardian guests, and minor guests, have specific rules, including overnight stay registration requirements.

Non-student guests are permitted overnight visits only on Friday, Saturday, and Sunday nights, with adherence to specific regulations like registration and valid identification.

Active Central Penn students must follow guest policies, except for the requirement to appear in

person at the Public Safety Department office for an overnight visit.

General rules outline that guests cannot stay for more than two consecutive nights. Student hosts are allowed ten guest days per term, with guests permitted ten visits per term. Registration of overnight guests is crucial for emergency identification.

Blackout periods during term start, midterm week, finals week, and term breaks restrict overnight guests to facilitate academic focus or college personnel inspections and repairs.

Host students are accountable for guests, required to cooperate in issue resolution, and ensure adherence to college policies. Unescorted guests will be asked to leave campus.

Strict prohibition is imposed on unauthorized guests residing in residence halls. Students hosting such guests violate the Central Penn College housing lease agreement. Investigations into policy violations are conducted by the Office of Public Safety in conjunction with the Office of Student Housing and Residence Life, with penalties determined through the college's Judiciary Process as deemed necessary.

Term Breaks and Consolidations

For term breaks, students are mandated to leave residence halls unless they have obtained written permission. Those requiring on-campus housing during term breaks must submit a Term Break Application for security reasons. This application is distributed to residential students via email and is available on the Residence Life Blackboard page. The Office of Student Housing and Residence Life reviews applications and has the authority to consolidate approved students into one building for safety and security. During term breaks, food service is not guaranteed, and guests are not allowed due to health inspections and necessary cleaning or repairs. Unregistered

students during term breaks are required to leave for the remainder of the break.

Regarding consolidations, when a resident leaves, there is no need for remaining students to find a new roommate. The responsibility for consolidating students to maintain reasonable occupancy and acceptable housing standards lies with the Office of Student Housing and Residence Life. If a residence reaches an occupancy level of fifty percent or below or is selected for major renovation/cleaning, the Office of Student Housing and Residence Life may assign new roommates or reassign residents to another campus residence. The consolidation process involves moving the fewest number of students possible, providing a flexible seven-day relocation schedule, and collaborating with students to identify a suitable location.

Security Considerations for Campus Facilities

Security is a top priority in the maintenance of Central Penn College's campus facilities. Access to buildings for study, work, or teaching is restricted to authorized individuals, with only those demonstrating a need are granted keys or access permissions.

Campus landscaping, emergency telephones, and outdoor lighting are strategically designed to enhance security and provide peace of mind for pedestrians.

Well-traveled, well-lit sidewalks connect parking areas to buildings and residence halls. Groundskeeping personnel ensure clear pathways by trimming shrubs, and all walkways undergo regular checks to maintain adequate lighting. Burned-out lights are promptly replaced.

The College conducts reviews and recommends corrective actions as needs arise. Community members are encouraged to report safety or security concerns, such as issues with locking mechanisms, lighting, or landscaping, to the

Office of Public Safety at 717-728-2364 or PublicSafety@CentralPenn.edu.

Central Penn's Approach to Domestic Violence, Dating Violence, Sexual Assault, and Stalking

Central Penn College upholds a commitment to nondiscrimination based on sex in its educational programs and unequivocally condemns sexual violence and harassment, both forms of sex discrimination. Acts that constitute sex-based discrimination, whether gender-related or not, including dating violence, domestic violence, and stalking, are prohibited. To this end, Central Penn College issues this policy statement to apprise the community of our comprehensive strategy addressing sexual misconduct, educational initiatives, and procedures for handling incidents of sexual assault, domestic violence, dating violence, and stalking, irrespective of whether they occur on or off campus. The statement delineates how such events should be reported to a college official. Within this framework, Central Penn College expressly forbids domestic violence, dating violence, sexual assault, and stalking, affirming its dedication to fostering a campus environment that values the dignity and worth of all members of the College community.

Title IX and Bias-Related Incident Policy

Title IX and Bias-Related Incident Policy (2020-2021)

PHILOSOPHY OF ONE PROCESS

Introduction

Central Penn College is committed to ensuring a just and humane campus, where all community members have the ability to thrive. At Central Penn College, Student Rights and Responsibilities, under the Center for Equity and Multicultural Affairs, works in partnership with community stakeholders to support the culture of equity and inclusion that is critical to the

College's mission and identity. When the behavior of one or more community members challenge the well-being of others, Student Rights and Responsibilities determines, to the extent possible, whether the College's policies related to the Title IX and gender-based misconduct, ADA and disability, race discrimination, hazing, bias, and other forms of harassing conduct were violated. In addition, Student Rights and Responsibilities ensures college compliance with federal, state, and local laws covering discrimination, harassment, hazing, and gender-based misconduct.

To ensure the college's ability to foster a just and humane campus for all, violations of these policies will not be tolerated. As such, the college community is asked to report incidents that may violate college anti-discrimination and sexual misconduct policies so that efforts can be made to end discriminatory and harassing conduct based on protected characteristics, prevent its reoccurrence and, where possible, address its effects. The College takes reports such as these seriously and is therefore committed to following up on reports of sexual misconduct, harassment, and discrimination of any kind.

Investigations of Bias-Related Policy Violations

Central Penn utilizes a model based on procedures for investigating alleged violations of civil rights. Civil Rights violations are extremely sensitive and emotional and require thorough investigations to address them properly and effectively. Any investigation of civil rights violations must be responsive to specific context and individual circumstances, while maintaining rigorous standards. A civil rights model is based on an active gathering of information by trained investigators. Investigations are designed to be fair, impartial, thorough, and timely. It is not the job of the parties to prove whether a policy was violated, it is the responsibility of the institution to determine whether there is a preponderance of evidence that a College policy was violated.

Investigations involve an active accumulation of information from all relevant sources.

Investigators must objectively and impartially collect the pertinent information, confirm its veracity, and analyze the information to understand violations, their causes, and effects, and, when necessary, take corrective action. The duration and scope of investigations can vary, as well as the content of final investigative reports. All findings determine the extent to which the parties involved are responsible for violating college policy. Findings may include recommendations on ways to mitigate violations for complainants, promote accountability for respondents found to have violated policy, stop ongoing abuses, and prevent their reoccurrence. Findings may also include recommendations to the College to address issues found to have contributed to a policy violation.

The standard used to determine whether the College's anti-discrimination and gender based, and sexual misconduct policy has been violated is whether it is more likely than not that the respondent violated the policy. This evidentiary standard is often referred to as a "preponderance of the evidence."

Overview of the Investigation Process

There are stages to the process: receipt of incident reports, intake, and determination of interim measures, including an option for mediation or other options for informal resolution. For all concerns resulting in a full investigation, a Notice of Investigation, including information of rights and options for resolution, is provided to involved parties in writing.

Stage 1:

In cases where a full investigation occurs, the Vice President of Student Services manages the case and investigators complete the investigative report. Investigators are typically members of the Public Safety Department, however for cases involving employees, an investigator from Human Resources will also be involved.

Stage 2:

Once the investigative report is complete, and all involved parties have had the opportunity to review the report and provide comment, the case will be referred to a Hearing Board for review is deemed appropriate. The Hearing Board will consider all relevant information, evidence, and testimony before making a determination. All involved parties will be notified of the board's determination.

Stage 3:

If any of the involved parties are unsatisfied with the determination of the Hearing Board, they may formally grieve the determination. Information on the Grievance Process is provided to parties in writing with the notification of determination. Investigations of alleged violations of College anti-discrimination and/or Gender-based and Sexual Misconduct policies will be completed in as timely a manner as possible after a Notice of Investigation is issued.

Community Based Process

Members of the Central Penn College community (faculty/staff/student) who serve a role in the investigation and/or resolution process are trained to implement this process ethically and equitably and to offer support. Confidential Resources, Mediators, Investigators, and Hearing Board members may be faculty and staff members trained by the Vice President of Student Services or designee on equity, inclusion, confidentiality, and compliance. Each of the One Process roles is specialized and members of the Central Penn community should serve in only one capacity during an academic year. The roles of One Process stakeholders are defined below:

Confidential Resources (CRs): A Confidential Resource is a licensed mental health professional or an employee functioning within the scope of their employment who are supervised by a college employee with a professional license (such as a graduate-level intern). CRs cannot disclose confidential information. These employees can maintain near complete

confidentiality regarding issues of discrimination and harassment, including sexual assault. Some limits to confidentiality do apply.

Mediators: Mediation is a resolution process by which both parties agree to meet with an impartial trained mediator. Impartial and trained mediators from the Central Penn community (faculty/staff/student) develop a resolution process to discuss the incident and attempt to resolve it amicably.

Investigators: Trained investigators from the Central Penn community will interview the complainant, respondent, any witnesses, and any other relevant persons and determine the appropriate order for the interviews. Investigators are trained members of the community including faculty, staff, and external investigators who are appointed and trained by the Vice President of Student Services or designee. To the extent possible, one investigator will be the note taker and one will be the interviewer. The college, at its discretion, can contract with external investigators to ensure timely and impartial completion of investigations. It is the responsibility of the investigators to determine the facts of the situation under investigation.

Advisors: Each party has the right to choose and consult with an advisor; the advisor may be any person, including an attorney, who is not otherwise a party or witness involved in the investigation. While advisors may provide support at any meeting or proceeding, they may not speak on behalf of the parties or otherwise participate in or in any manner disrupt such meetings and proceedings. Investigators may terminate interviews when advisors violate these terms and conditions for participation in the interviews or proceedings.

Responsible employees: Responsible employees are college employees who have a duty to report incidents of sex discrimination, including sexual assault, rape, intimate partner violence, and stalking. Central Penn College considers all

college employees, including contracted staff and student employees, to be Responsible Employees, with the exception of licensed mental health professionals acting within the scope of their job responsibilities. A report to a responsible employee constitutes a report to the College and generally obligates Central Penn to document the incident and take appropriate steps to address the situation.

Mandatory Reporters: All College employees, contracted staff, designated student employees, and Trustees are required to report concerning behaviors, including threats or crimes by employees. In addition, state law requires the reporting of suspected cases of child abuse and neglect. When an employee or trustee becomes aware of an alleged employee crime, child abuse or neglect, the employee must promptly contact Public Safety. In cases of child abuse or neglect, the employee must contact the Title IX Coordinator and the Child Welfare Services hotline. If child abuse or neglect is suspected or disclosed, the reporter should not delay a call to the hotline, even if all the information about the victim or the incident is not readily available. The [Pennsylvania Child Abuse Hotline](#) is 1-800-932-0313.

When reporting abuse or neglect, reporters should be prepared to provide a phone number where they can be reached in case the Hotline needs to contact the reporter for additional information.

Confidentiality

Students who would like to report an incident or speak to someone about something that happened, and desire that details of the incident be kept confidential, should speak with the Campus Counselor or an off-campus resource, such as a rape crisis or domestic violence crisis center, who will maintain confidentiality. Counseling Services are free and available to all students who have experienced discrimination.

Counseling Services shares statistical information regarding sexual misconduct

disclosures annually with the Title IX Coordinator regarding the type of incident and its general location (on or off-campus, in the surrounding area), for publication in the Annual Campus Security Report.

All inquiries, complaints, and investigations are treated with discretion. All information pertaining to a student complaint or investigation is maintained in a secure file.

Prohibition against Retaliation

The college prohibits retaliation against any person for reporting, testifying, assisting, or participating in any manner in any investigation or proceeding involving allegations of discrimination or harassment. Any person who violates this policy will be subject to discipline, up to and including termination if they are an employee, and/or permanent dismissal if they are a student. Retaliation is any action by any person that is perceived as: intimidating, hostile, harassing, or violent that occurs in connection with the making and follow-up of the report.

Free Expression and Academic Freedom

Central Penn College is committed to free expression and academic freedom. We are also committed to creating and maintaining a safe, healthy, and harassment free environment for all members of our community. These are both legitimate interests but discrimination, intimidation, harassment, and retaliation against members of the community are not considered as protected expressions. The College will investigate any alleged retaliation that involves individual statements, expression, or speech.

Immunity

The college encourages the reporting of sexual misconduct. Students who report incidents of sexual misconduct to College officials will be offered immunity from policy violations charges, such as underage drinking at the time of the incident.

Parental and Institutional Notification

The college reserves the right to notify parents/guardians regarding any health or safety emergency. The college also reserves the right to designate which officials have a need to know about individual conduct complaints pursuant to the Family Educational Rights and Privacy Act.

Educational Programming

The college offers periodic training and educational programs to promote awareness of sexual violence. The frequency of such programs varies per term. For more information students should contact the Title IX Coordinator.

Clery Act/Federal Statistical Reporting Obligations

All information will be considered confidential to the greatest extent possible. For federal reporting purposes, all personally identifiable information will be kept confidential, but statistical information must be reported to the relevant authorities. Such reporting protects the identity of the complainant and the respondent.

Other Grievances

The college community benefits from formal and informal procedures that encourage prompt resolution of complaints and concerns regarding the implementation of policies and procedures that govern the institution. All student grievances not involving discrimination and/or gender-based misconduct will be addressed through College Policy 300: Student Grievance Policy. Grievance procedures are outlined in the College Catalog.

REPORTING OPTIONS AND LEVELS OF CONFIDENTIALITY

Who Must Report & What Information Must They Disclose

Central Penn's One Process policy makes students, faculty, and staff aware of the various reporting and confidential disclosure options available to them – so they can make informed choices. Central Penn College encourages anyone who experiences any kind of misconduct

or discrimination to talk to someone identified in one or more of these groups but to be aware that different employees on campus have different abilities to maintain a complainant's confidentiality.

Licensed mental health professionals and employees functioning within the scope of their employment and who are supervised by college employees with a professional license cannot disclose confidential information. These employees can maintain near complete confidentiality regarding issues of discrimination and harassment, including sexual assault. Some limits to confidentiality do apply.

All other Central Penn employees – including faculty, staff, contracted employees, and designated student employees are required to report all the details of an incident (including the identities of both the complainant and respondent) to the Vice President of Student Services/Title IX Coordinator

Confidentiality Requests

Complainants have the right to request confidentiality. When deciding how they want to proceed, complainants must weigh the fact that maintaining confidentiality can impact the college's ability to adequately investigate a particular incident or to pursue appropriate action against the respondent.

A complainant who at first requests confidentiality may later decide to file a complaint with the college or report the incident to local law enforcement, and thus have the incident fully investigated. The Title IX Coordinator will provide the complainant with assistance if the complainant decides to file a complaint.

Requesting Confidentiality from the College

If a complainant discloses an incident to an employee but wishes to maintain confidentiality or requests that no investigation be conducted or disciplinary action taken, Central Penn College must weigh that request against the college's

obligation to provide a safe, non-discriminatory environment for all.

If Central Penn honors the request for confidentiality, a complainant must understand that the college's ability to meaningfully investigate the incident and pursue disciplinary action against the respondent(s) may be limited.

Central Penn College has designated the Vice President of Student Services/Title IX Coordinator to evaluate requests for confidentiality. When weighing a complainant's request for confidentiality or request that no investigation or discipline be pursued, the Vice President of Student Services/Title IX Coordinator will consider a range of factors, including the following:

The increased risk that the respondent will commit additional acts of sexual or other violence, such as:

- whether there have been other sexual violence complaints about the same respondent.
- whether the respondent has a history of arrests or records from a prior school indicating a history of violence.
- whether the respondent threatened further sexual violence or other violence against the victim or others.
- whether the sexual violence was committed by multiple respondents.
- whether violence was perpetrated with a weapon.
- whether the complainant is a minor.
- whether the college possesses other means to obtain relevant evidence of the violence (e.g., security cameras or personnel, physical evidence).
- whether the complainant's report reveals a pattern of inappropriate conduct (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group.

The presence of one or more of these factors could lead the College to investigate and, if appropriate, pursue disciplinary action. If none

of these factors are present, the college will respect the complainant's request for confidentiality.

If the College determines that it cannot maintain a complainant's confidentiality, the College will inform the complainant prior to starting an investigation and will, to the extent possible, only share information with people responsible for handling the College's response.

Central Penn College will remain mindful of the complainant's well-being and will take ongoing steps to protect the complainant from retaliation or harm and work with the complainant to create a safety plan.

Central Penn College will also:

- assist the complainant in accessing other available advocacy, academic support, counseling, disability, health or mental health services, and legal assistance both on and off campus.
- provide other security and support, which could include issuing a no-contact order, helping arrange a change of living or working arrangements or course schedules (including for the respondent pending the outcome of an investigation) or adjustments for assignments or tests.
- inform the complainant of the right to report a crime to campus or local law enforcement (or not to do so) – and provide the complainant with assistance if the complainant wishes to do so.

Community alerts

Registered Sex Offender Information

In accordance with the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, the college's Student Services Office is providing a link to the Pennsylvania State Police Sex Offender Registry. This act requires institutions of higher education

to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student. In the Commonwealth of Pennsylvania, an offender is required to register under 42 Pa.C.S. § 9795.1(a), (b)(1) or (2)(relating to registration). 42 Pa.C.S. § 9792.

Megan Law's is available via Internet pursuant to Section 42 Pa.C.S. § 9795.1(a), (b)(1) or (2) (relating to registration). 42 Pa.C.S. § 9792. Registry information provided under this section shall be used for the purposes of the administration of criminal justice, screening of current or prospective employees, volunteers or otherwise for the protection of the public in general and children in particular. Unlawful use of the information for purposes of intimidating or harassing another is prohibited.

The Pennsylvania State Police does not provide information on sexually violent predators who are still in prison, unless the sexually violent predator was previously registered with the Pennsylvania State Police and subsequently incarcerated after registration.

This registry is not a complete and comprehensive listing of every person who has ever committed any sex offense in Penn, nor does it make information about every sex offender living in Penn available on the Internet. Under Pennsylvania law, before community notification takes place, offenders receive a final classification order from the court following the opportunity for a hearing.

Accuracy of the Information Contained within this Registry.

Although the individuals listed on the sex offender registry are initially identified through fingerprinting and photograph submission to the Pennsylvania State Police, it should be

understood that positive identification of any individual whose registration record has been made available on the Internet registry can be verified only through the review of a properly executed fingerprint card. By placing this information on the Internet, no representation is being made that the listed individual will not commit any specific crime in the future, nor is any representation being made that if the individual commits an offense that one of the listed offenses will be the offense committed. The Pennsylvania State Police, Megan's Law Section, verifies and updates this information regularly to try and ensure that it is complete and correct. Although efforts have been made to ensure the information is as accurate as possible, no guarantee is made or implied. You are cautioned that information provided on this site may not reflect the current residence, status, or other information regarding an offender.

Follow the link below to access the Pennsylvania State Police:

<http://www.pameganslaw.state.pa.us>

Maintaining a Healthy, Safe Campus

There are various support services available for those who have experienced sexual misconduct or sex discrimination. These support services include:

- Counseling: Students who experience any form of sexual misconduct may receive free and confidential counseling. The Campus Counselor offers the highest degree of confidentiality regarding sexual misconduct situations. Other offices will honor privacy, subject to required reporting mandates or concern for the safety of the campus community.
- Accommodation: In cases of alleged sexual misconduct, the college will work with the complainant to provide reasonable accommodation during the investigation, as necessary.
- Assistance in Reporting: The Public Safety Department can assist students in making reports to law enforcement if

requested. Students can contact the Public Safety Department at 717-728-2364.

When reporting and filing a complaint for a violation of any of these policies, college employees and/or students have the following options:

Students who wish to report a violation of this policy may contact:

- Public Safety Department (717-728-2364)
- Director of Public Safety (717-728-2274)
- Title IX Coordinator (717-728-2398)

Employees of the college may report a violation of this policy should contact:

- Their immediate supervisor
- Title IX Coordinator (717-728-2398)
- Director of Human Resources (717-728-2418)

Reporting to "Responsible Employees"

All Central Penn College employees, including faculty, staff and student employees are considered "responsible employees" and must formally report the incident. Including the details of the incident and the names of the complainant or the person who discloses the incident.

When a complainant tells a Central Penn employee about an incident of misconduct, the complainant has the right to expect the college to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably.

Central Penn College employees must report to the Vice President of Student Services/Title IX Coordinator all relevant details about the alleged incident shared by the complainant and the college will need to determine what happened – including the names of the complainant and respondent(s), any witnesses, and any other relevant facts, including the date, time and specific location of the alleged incident.

To the extent possible, information reported to a Central Penn employee will be shared only with the people responsible for handling the college's response to the report. Central Penn employees should not share information with law enforcement without the complainant's consent unless the complainant has also reported the incident to law enforcement.

Before a complainant reveals any information to a Central Penn employee, the employee should ensure that the complainant understands the employee's reporting obligations – and, if the complainant wants to maintain confidentiality, direct the complainant to the Confidential Resource.

If the complainant wants to tell the responsible employee what happened but also maintain confidentiality, the employee should tell the complainant that the college will consider the request but cannot guarantee that the College will be able to honor it. In reporting the details of the incident to the Vice President of Student Services/Title IX Coordinator, the employee will inform the Coordinator of the complainant's request for confidentiality.

Central Penn employees will honor and support the complainant's wishes, to the extent possible. Central Penn employees will not pressure a complainant to make a full report if the complainant is not ready to do so.

STAGES OF THE ONE PROCESS COMPLAINT RESOLUTION

Stage one: receipt of incident reports, enactment of supportive measures, determinations regarding resolution process

The Title IX Coordinator, in cooperation with another assigned investigator, will conduct the investigation. The investigators will interview the complainant, respondent, any witnesses, and any other relevant persons and determine the appropriate order for interviews. The investigators may also review any relevant records, including documents, electronic texts,

social media, and other information relevant to understanding the facts of the case.

Intake

Complainants of sexual misconduct should also be aware that college administrators must issue timely warnings for incidents reported to them that pose a substantial threat of bodily harm or imminent danger to members of the campus community. The college will withhold the name of the complainant and will make every effort to ensure that other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger.

Supportive measures

For those who have experienced sexual misconduct or sex discrimination, the college houses various resource support services, which include:

- Counseling: students who experience any form of sexual misconduct may receive free and confidential services from the Counseling Office. The campus counselor offers the highest degree of confidentiality regarding sexual misconduct situations. Other offices will honor privacy, subject to required reporting mandates or concern for the safety of the campus community. Should anyone who experiences sexual misconduct, requesting the highest level of confidence, can email cpccounselor@centralpenn.edu
- Accommodation: in cases involving alleged sexual misconduct, the college will work with the complainant to provide reasonable accommodation during the investigation, as necessary. Some accommodations can include: a change in class schedule, a no contact order, and/or placement change in campus housing.
- Assistance in Reporting: the Public Safety Department can assist students in making reports to law enforcement if requested. Students can contact the

Public Safety Office at (717) 728-2364 or
PubicSafety@centralpenn.edu.

Determinations regarding resolution process

Under its discretion, the institution is able to offer informal resolution options, so long as both parties provide voluntary, informed, written consent to attempt informal resolution. It cannot be required that the parties participate in an informal resolution process and may not offer an informal resolution unless a formal complaint is filed. At any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint.

Mediation or in/formal resolution

Informal Resolution Procedures

Some complaints of sexual harassment may be resolved through informal mediation between the parties. The Title IX Coordinator and/or the Director of Human Resources may arrange for or facilitate mediation between the involved parties and coordinate other informal resolution measures.

All proceedings shall be prompt, fair, and impartial throughout the investigation and resolution. Once a report of sex discrimination has been made, informal resolution procedures shall be pursued within 14 calendar days of the completion of the investigation.

Informal Resolution Procedures are optional and may be used when the college determines that it is appropriate. Informal procedures are never applied in cases involving violence or non-consensual sexual intercourse.

Once the informal resolution procedure is complete, written notification to both parties shall be given by the Title IX Coordinator (and the Director of Human Resources, in cases involving a student and employee). The college shall take reasonable steps to prevent the recurrence of discrimination or sexual misconduct in any form. If the reoccurrence takes place, those

responsible for such behavior may be subject to additional disciplinary action under the Student Conduct Process.

The college will take all necessary steps to remedy the discriminatory effects on the complainant(s) and others. Examples of such remedies may include order of no contact, residence relocation, adjustment of schedule, etc. If the reporting party is dissatisfied with the outcome of the informal resolution procedure, the formal resolution procedure may be pursued.

Formal Resolution (Grievance Process) Procedures

Once a complaint of sexual misconduct or sex discrimination has been made by a student, an investigation of the report shall be pursued within 5 calendar days of the initial report. If the alleged incident involves an employee, the Office of Human Resources will be involved in the investigation. The formal resolution procedure will be followed when the College determines it necessary. All proceedings shall be prompt, fair, and impartial throughout the investigation and resolution.

Stage two: investigation

All incidents of sexual misconduct or retaliation should be reported to one of the college officials previously listed. The Title IX Coordinator will authorize a conduct hearing as appropriate based on an investigation conducted by one or more of the college's designated Title IX Investigators.

To ensure a prompt and thorough investigation, the complainant should provide, to the extent possible, the following information in a written statement:

- The name of the person or persons allegedly causing the sexual misconduct, discrimination, harassment, or retaliation.
- A description of the incident(s), including the date(s) and location(s).
- The presence and name(s) of any of any witnesses.

- Any other information the complainant believes to be relevant to the discrimination, harassment, or retaliation.

Students alleged with violating this policy may be subject to temporary measures such as adjustments to living arrangements, class schedule, etc. until the complaint is resolved. In cases where a respondent's actions may pose a serious safety risk to the campus community, the student may be subject to an Interim Separation. These actions are not a presumption of responsibility for violation of this Policy.

Timeline for investigation

The investigation shall be concluded within 14 calendar days, unless reported during or immediately preceding a term break, in which case an additional 7 calendar days may be required to complete the investigation. The investigation may include any of the following: interviews with the parties involved, including witnesses, review of security camera footage and evidence, and the gathering of other relevant information.

When a formal complaint is made, a hearing shall be scheduled within 10 calendar days of the conclusion of the investigation outlined above. The purpose of the hearing is to determine responsibility for any alleged violations. Hearings take place before a Hearing Panel, which is comprised of at least three trained faculty and staff members.

Investigative report

Once an investigation is officially declared, the investigators will gather any and all evidence surrounding all allegations made. After compiling all necessary facts, the investigators will draft an investigative report, which will be used by the hearing board at the live hearing. The investigative report outlines all parties, witnesses, facts, and evidence.

Opportunity for review and comment

The investigators will submit a draft of the investigative report, which is then made available to the complainant and the respondent. Any statements of fact that need to be addressed in the report are discussed prior to the final report being issued.

Stage three: hearing board

The hearing board is comprised of hand-selected college constituents, who have been trained to serve in this capacity. A copy of the investigative report is given to the hearing board prior to the live hearing, where each board member has the opportunity to review the allegations, evidence, parties, and witnesses.

Hearing

During a hearing in relation to sexual misconduct, the institution must conduct a live hearing. At the live hearing, the hearing board must permit each party's advisor to ask the other party and any witnesses all relevant questions and appropriate follow-up questions, including those challenging credibility. Such cross-examination at the live hearing must be conducted directly, orally, and in real time by the party's advisor of choice, and never by a party personally.

Live hearings may be conducted with all parties physically present in the same geographic location or, at the school's discretion, any or all parties, witnesses, and other participants may appear at the live hearing with technology enabling participants to simultaneously see and hear each other. The institution must create an audio or audiovisual recording, or transcript, of any live hearing and make it available to the parties for inspection and review.

At the request of either party, the college must provide for the live hearing to occur with the parties located in separate rooms with technology enabling the hearing board and parties to simultaneously see and hear the party answering questions.

Only relevant cross-examination and other questions may be asked of a party or witness. Before a complainant, respondent, or witness answers a cross-examination or other questions, the hearing board must first determine whether the question is relevant and explain any decision to exclude a question as not relevant.

If a party does not have an advisor present at the live hearing, the college is obligated to provide without fee or charge to that party an advisor of the school's choice, who may be, although not required to be, an attorney, to conduct cross-examination on behalf of that party. It is important to note that advisors cannot hold a personal relationship with the party in which they are representing.

In the event a party or witness does not submit to cross-examination at the live hearing, the hearing board must not rely on any statement of that party or witness in reaching a determination regarding responsibility; however, the hearing board cannot draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross examination or other questions.

Past Sexual History/Character

The past sexual history or sexual character of a party will not be admissible by the other party in hearings unless such information is determined to be highly relevant by the Title IX Coordinator or designee.

Determination & sanctioning

Standard for Determining Responsibility The standard used to determine accountability will be a preponderance of the evidence standard - whether it is more likely than not that the respondent has violated the Sex Discrimination / Sexual Misconduct Policy. All students found responsible for violating this policy will be disciplined up to and including permanent dismissal from the college.

Consequences

The college reserves the right to take whatever measures it deems necessary in response to an allegation of sex discrimination or sexual misconduct in order to protect students' rights and personal safety. Such measures include, but are not limited to, modification of living arrangements, change in schedule, or interim separation from campus pending a hearing.

Not all forms of sexual misconduct will be deemed to be equally serious offenses, and the College reserves the right to impose differing sanctions, ranging from a formal warning to permanent dismissal, depending on the severity of the offense.

Any member of the college community found responsible for a violation of the Sex Discrimination / Sexual Misconduct Policy will be subject to disciplinary action, up to and including termination of employment if they are an employee and/or permanent dismissal if they are a student.

Sanctions

Sanctions in sexual misconduct cases will be levied commensurate with the degree of misconduct and may be imposed by any authorized official of the college, namely the Title IX Coordinator or designee, or through the hearing and appeal processes. Students will be notified of sanctions in writing within three business days by the Title IX Coordinator or designer. Common sanctions are detailed below; however, hearing administrators may recommend and assign alternative sanctions.

- **Disciplinary Probation:** This is a more severe sanction than a warning that stipulates a period of time during which the student must demonstrate acceptable patterns of behavior. Further violations of any College regulations, no matter how minor, can result in more severe disciplinary action, including suspension from campus housing or permanent dismissal from the College.

The student may need to adhere to other stipulated requirements, such as revocation of guest privileges or removal from extracurricular activities.

- **Social Probation:** This action stipulates a period of time during which the student must demonstrate acceptable patterns of behavior. Involvement in extracurricular activities is restricted. This would include the use of the Pool Area or other specified facilities, athletics, and/or campus organizations. When students are placed on social probation, guest privileges are suspended to the point that students may not have any guests, nor may they be a guest in any other campus residences.

- **Suspension/Permanent Dismissal from Campus Housing:**

- Suspension from his/her assigned campus residence. The student will receive a housing reassignment and be placed as near to residence life staff as possible.
- Suspension from living in any campus residence. The student will be excluded from living in any campus housing. Prepayment for housing is forfeited. Also, the student's financial obligation of the lease continues. Any further violation will result in immediate permanent dismissal from the College. In addition to this sanction, a student may be issued a full or limited no trespass order by the Director of Public Safety, Disciplinary Officer, or Judicial Committee.
- Suspension from entering any Central Penn residence. During the period for review and observation, a commuting

student who violates a policy, rule, regulation, or order of a duly authorized Central Penn official is subject to exclusion from campus at the end of the student's academic day and prohibited from entering any campus housing. In addition to this sanction, a student may be issued a full or limited no trespass order by the Director of Public Safety, Disciplinary Officer, or Judicial Committee.

- **No Trespass Order**

- Limited Access to College Property: This means a student is only permitted in the academic buildings for academic purposes and is not permitted in or around other College-owned property, including any campus residence, for any reason.
- Full No Trespass Order: This means a student is not permitted in any academic buildings and is not permitted in or around College-owned property, including any campus residences, for any reason.

- **Disciplinary Suspension:** Disciplinary suspension precludes a student from registration, class attendance, and use of Central Penn facilities for up to two terms. Disciplinary suspension is recorded for the term of suspension in the student's academic record. Upon termination of the suspension, the student shall be allowed to register in compliance with the College's standards. A student's academic eligibility to return is subject to review by the Academic Affairs office regardless of judicial standing.

- **Disciplinary Dismissal:** Disciplinary dismissal is the cancellation of the

student's registration and all permissions and privileges related thereto by an authorized disciplinary official of the College. Dismissal is permanently recorded in the student's academic record. A student who has been dismissed through disciplinary action is not eligible for readmission earlier than four terms following dismissal, and then only with the approval of the Vice President of Enrollment Management, or designee.

- **Permanent Dismissal:** Permanent dismissal is the cancellation of the student's registration and all permissions and privileges related thereto by an authorized disciplinary official of the College. Permanent dismissal does not permit the student to register, attend classes, become eligible for re-admission, or use any Central Penn facilities. Permanent dismissal is permanently recorded on the student's academic record.
- **Other Possible Sanctions:** Specific sanctions may be required to correspond with specific offenses. All sanctions remain on file as part of the student's record.

Even if law enforcement authorities do not prosecute college members, the college can pursue disciplinary action. In cases when students face criminal charges or are the subject of a criminal investigation, the college's conduct procedure may be initiated at any time during such investigation or criminal proceedings. Any member of the college community found to be harassing or intimidating others who have filed sex offense complaints face additional, serious disciplinary consequences.

Notification of Outcomes

The outcome of a campus hearing is part of the education record of the accused student and is protected from release under the Family

Educational Rights and Privacy Act. However, the college observes the legal exceptions as follows: Complainants in nonconsensual sexual contact/intercourse, sexual exploitation, sexual harassment, stalking, and intimate partner violence incidents have a right to be informed of interim actions and the outcome and sanctions of a hearing, in writing, without condition or limitation. Notifications will be made to both the Complainant and Respondent at the same time.

Stage four: right to appeal.

After a determination has been made by the hearing board, both parties have the right to appeal from a determination regarding responsibility, and from the institution's dismissal of a formal complaint or any allegations therein, on the following bases:

- Procedural irregularity that affected the outcome of the matter.
- New evidence that was not reasonable was available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter.
- The Title IX Coordinator, investigator(s), or hearing board had a conflict of interest or bias that affected the outcome of the matter. The college may offer an appeal equally to both parties on additional bases.

GENDER-BASED AND SEXUAL MISCONDUCT POLICY

Central Penn College maintains the principle that the campus should be a place of work and learning, free of all forms of gender discrimination, sexual harassment, intimidation, exploitation, and sexual misconduct. Title IX of the Educational Amendment Act of 1972 states that: No person in the United States, shall on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal assistance. In compliance with Title IX and the Violence Against Women Act, Central Penn's policy ensures

consistent procedures and provides coordinated resources for victims of sexual violence.

The college prohibits sex discrimination in all its forms and considers it to be a serious offense. This policy includes all forms of sex discrimination, including, but not limited to sexual harassment, sexual assault, sexual misconduct, stalking, intimate partner violence, and retaliation for reporting. In order for individuals to engage in sexual activity of any type with each other, there must be clear mutual consent.

Statement of Nondiscrimination

Central Penn College prohibits discrimination on the basis of race, national origin, color, creed, religion, sex, age, disability, veteran status, sexual orientation, gender identity, protected classes, and any other criterion specified by federal, state, or local laws. Any activity or behavior from a Central Penn College student, staff, or faculty member that intends to harass, marginalize, defame, or harm individuals and/or groups on the basis of any of the aforementioned criterion, within or outside of the college community will be deemed a violation under the code of conduct. Central Penn College affirms an environment of diversity, inclusion, and equity among all internal and external constituents of the college.

Definitions and Dimensions of Gender-Based and Sexual Misconduct

Definitions and Dimensions of Gender-Based Misconduct

Gender-based misconduct is the umbrella term for a wide range of behaviors that violate community standards and are therefore inappropriate. We use the term sexual misconduct when actions are gender-based but manifest themselves in sexual actions.

Coercion: Coercing someone into sexual activity is a violation of the college's sexual misconduct policy. Coercion exists when a sexual initiator engages in sexually pressuring and/or oppressive behavior that causes another individual to

engage in unwanted sexual behavior. Coercion is differentiated from seduction by the repetition of coercive activity beyond what is reasonable, the degree of pressure applied, environmental factors such as isolation, and the initiator's knowledge that the pressure is unwanted.

Consent: According to the American College Health Association, consent is a voluntary, sober, enthusiastic, creative, wanted, informed, mutual, honest, and verbal agreement to engage in sexual contact. Lack of consent is the critical factor in any incident of Sexual Misconduct and Sexual Violence.

- Consent must be informed, freely and actively given through clear communication between all persons involved in the sexual encounter.
- Consent is active, not passive. Consent can be communicated verbally or by actions. But in whatever way consent is communicated, it must be mutually understandable. Silence, in and of itself, cannot be interpreted as consent.
- Consent to one form of sexual activity does not imply consent to other forms of sexual activity. It is the responsibility of the initiator of sexual contact to make sure they understand fully what the person with whom they are involved wants and does not want sexually.
- Previous relationships or consent does not imply consent to future sexual acts.
- Consent cannot be procured by use of physical force, compelling threats, intimidating behavior, or coercion.
- Effective consent cannot be given by minors, mentally disabled individuals or persons incapacitated as a result of drugs or alcohol.
 - o When alcohol or other drugs are being used, someone will be considered unable to give valid consent if they cannot appreciate who, what, when where, why, or how of a sexual interaction.

- If you have sexual activity with someone you know to be--or should know to be--mentally or incapacitated (by alcohol or other drug use, unconsciousness, or blackout), you are in violation of this policy.
- This policy also covers someone whose incapacity results from sleep, involuntary physical restraint, or from the taking of a so-called "date-rape" drug.
 - Possession, use and/or distribution of any of these substances, including Rohypnol, Ketamine, GHB, Burundanga, etc. is prohibited, and administering one of these drugs to another person for the purpose of inducing incapacity is a violation of this policy.

Gender based discrimination: actions that deprive members of the community of educational or employment access, benefits, or opportunities on the basis of gender.

Gender identity: a person's identification with masculine, feminine, or other gender characteristics. These characteristics need not correspond to the sex assigned to that person at birth. A person's expression of gender identity may include manners of dress, styles, tones of speech or physical gestures.

Gender identity discrimination: denying access to College education programs, services, or employment opportunities, determining opportunities for advancement and pay increases, or creating a hostile institutional environment for someone because of that person's gender identity.

Sex discrimination: Includes all forms of sexual harassment, sexual misconduct, and sexual violence by employees, students, or third parties against employees, students, or third parties. Sex discrimination also includes stalking and

intimate partner violence. Students, College employees, and third parties are prohibited from harassing other students and/or employees whether or not the incidents of harassment occur on the college campus and whether or not the incidents occur during working hours.

Sexual misconduct, including sexual assault, is defined as deliberate contact of a sexual nature without the other parties' consent. Sexual Misconduct may vary in its severity and consists of arrangement of behaviors or attempted behaviors that may be grounds for student conduct action under College policy. These behaviors, all of which constitute sexual misconduct include:

Nonconsensual sexual contact: engaging in any sexual contact other than intercourse with another person without that person's consent and/or cognizance. It includes any non-consensual sexual contact, including sexual touching with any object by a man or a woman upon another person without consent, making any person touch you or themselves in a sexual manner, improper touching of intimate body parts (including, but not limited to, genitals, buttocks, groin, or breasts), and non-consensual removal of another's clothing.

Nonconsensual intercourse: and sexual intercourse (anal, oral, or vaginal), with any object, by a man or woman upon another person without consent and/or cognizance. Non-consensual intercourse accomplished by expressly or implicitly forcing or coercing another person to have sexual intercourse against his/her will, including the use or threat of physical force, or any behavior that is designed to intimidate and induce fear in another person. Non-consensual intercourse can also occur when another person is under the influence of alcohol or other drugs, is undergoing physical or emotional trauma, is less than 17 years of age, or is otherwise incapable of denying or giving consent (for example, when an individual is in an unconscious or semiconscious state).

Sexual Exploitation: non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to: prostituting another person, non-consensual video or audio-taping of sexual activity, going beyond the boundaries of consent (such as letting other parties hide to watch you having consensual sex, or deceiving a partner about the presence of contraceptives such as birth control or condoms), engaging in voyeurism, and knowingly transmitting an STD or HIV to another.

Sexual and Gender-based Harassment: Sexual harassment is unwanted sexual advances, requests for sexual favors, or visual, verbal, or physical conduct of a sexual nature when:

- Submission to such conduct is made—either implicitly or explicitly—a term or condition of an individual’s employment or academic status.
- Submission to or rejection of such conduct is used as a basis for employment or education decisions affecting the individual; or such conduct has the purpose or effect of unreasonably interfering with a student’s or employee’s work performance or creating an intimidating, hostile, or offensive working, educational, or living environment.

While sexual harassment encompasses a wide range of conduct, some examples of specifically prohibited conduct include:

- Promising, directly or indirectly, is ward to an individual if the person complies with a sexually oriented request.
- Threatening, directly or indirectly, retaliation against an individual, if the person refuses to comply with a sexually oriented request.

- Denying, directly or indirectly, an individual employment or education related opportunity, if the individual refuses to comply with a sexually oriented request.
- Engaging in sexually suggestive conversation or physical contact or touching another individual.
- Displaying pornographic or sexually oriented materials.
- Engaging in indecent exposure.
- Making sexual or romantic advances toward an individual and persisting despite the individual’s rejection of the advances.
- Physical conduct such as assault, touching, or blocking normal movement.
- Retaliation for making harassment reports or threatening to report harassment.

Gender-based harassment is also prohibited. It includes but is not limited to acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex stereotyping, including gender expression or sexual orientation, even if those acts do not involve conduct of a sexual nature.

Sexual and gender-based harassment can involve males or females being harassed by members of either sex. Although harassment sometimes involves a person in a greater position of authority than the harasser, individuals in positions of lesser or equal authority also can be found responsible for engaging in prohibited harassment. Sexual and gender-based harassment can be physical and/or psychological in nature. An aggregation of a series of incidents can constitute sexual or gender-based harassment even if one of the incidents considered separately would not rise to the level of harassment.

Retaliation

The college prohibits retaliation against any person for reporting, testifying, assisting, or participating in any manner in any investigation or proceeding involving allegations of discrimination or harassment. Any person who violates this policy will be subject to discipline, up to and including termination if they are an employee, and/or permanent dismissal if they are a student. Retaliation is any action by any person that is perceived as: intimidating, hostile, harassing, or violent that occurs in connection with the making and follow-up of the report.

Intimate Partner Violence

Intimate partner violence refers to violence committed by a person, (a) who is or has been in a social relationship of romantic or intimate nature with the complainant; and (b) where the existence of such a relationship shall be determined based on a consideration of the following: the length of relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship. Intimate partner violence also encompasses domestic violence. The term “domestic violence” includes felony or misdemeanor crimes committed by the current or former spouse of the complainant, by a person whom the complainant 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 complainant 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 the person’s acts under the domestic or family violence laws of the jurisdiction.

Stalking

Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress.

Other Misconduct Offenses (fall under this policy when sex or gender-based)

- Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another.
- Hazing, defined as acts likely to cause physical or psychological harm, or social ostracism to any person within the college community, when related to the admission, initiation, pledging, joining or any other group-affiliation activity (as defined further in the Hazing Policy).
- Bullying, defined as written, verbal; or physical conduct that adversely affects the ability of one or more members of the community to participate in or benefit from the school’s educational programs or activities. Such conduct places an individual in reasonable fear of physical harm. Such conduct places an individual in reasonable fear of physical harm. Workplace bullying is repeated mistreatment of one or more persons by one or more individuals. Conduct is abusive because it threatens, humiliates, intimidates, interferes with, or sabotages an individual’s work. Workplace bullying results in stress-related, physical, emotional, economic, or psychological harm. Bullying in violation of the College’s nondiscrimination policy means that the harassing conduct is based on an individual’s actual or perceived race, color, national origin, sex, disability, sexual orientation, gender identity or expression.

BIAS-MOTIVATED OFFENSIVE CONDUCT, DISCRIMINATION AND HATE CRIMES

Introduction

The College is committed to fostering an environment, both work and educational, free of racial harassment, discrimination, and hateful conduct. Our community is called by mission, values, and law to reject all forms of racial and/or ethnic harassment, discrimination, hate, and

violence. Central Penn College prohibits any member of the community, including faculty, staff, administration, students, or campus visitors, whether they are guests, patrons, independent contractors, or clients, from discriminating against another person or member of the College community. The policy of nondiscrimination aligns with federal and state laws including Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, and the Pennsylvania Human Relations Act.

All members of the college community should be aware that whether any conduct constitutes harassment or bias motivated conduct may depend, in part, on how that conduct is viewed by the person who is subject to the adverse conduct. Any person who initiates or persists in this type of prohibited conduct assumes the risk that the person who is the object of the conduct may view such behavior as unwelcome or offensive. Thus, a person who initiates or persists in this type of conduct could be subject to discipline even if such behavior might not have been intended to be offensive, provided that the conduct meets the definitions of prohibited discrimination, harassment or bias motivated conduct as defined in these policies.

The College's non-discrimination policy covers faculty, staff, students, and administrators. The policy as applied to employees prohibits discrimination based on race, color religion, sex, gender, national origin, disability, or gender identity. These policies apply equally to all members of our community regardless of sex, gender, sexual orientation, gender identity, race, ethnicity, nationality, disability, or age of any of the individuals involved.

Definitions

Discrimination is any distinction, advantage or detriment to an individual compared to others that is based on an individual's actual or perceived gender, race, color, age, creed, national or ethnic origin, physical or mental disability, religion, or sexual orientation. Under this policy, discrimination is defined as conduct

that is so severe, persistent, or pervasive that it unreasonably interferes with or limits a person's ability to participate in or benefit from the institution's educational program, activities, or work obligations.

Discrimination may also involve a supervisor or person in authority making employment decisions related to hiring, firing, transferring, promoting, demoting, changing benefits, compensation or other terms and conditions of employment because of an employees' protected class status.

Racial and/or ethnic harassment, including hate crimes and racial/ethnic discrimination, is conduct directed against any person or group of persons based on race, ethnicity, color, or national origin that harms or creates an offensive, demeaning, intimidating or hostile environment for that person or group of persons. Harassment may be oral, written, and/or physical conduct. Such conduct includes but is not limited to objectionable epithets, demeaning depictions, or treatment, and threatened or actual abuse or harm.

Hate Crimes are criminal offenses that are motivated in whole or in part by the offender's bias toward the victim's actual or perceived race, religion, disability, sexual orientation, nationality, gender, or ethnicity. Hate crimes are not limited to actual crimes but may also be threatened or attempted crimes; and may include assault and battery, vandalism, or other destruction of property, or verbal threats of physical harm. Harassment or intimidation may also be a hate crime when intended to deprive or interfere with a person's civil rights. A person who initiates or persists in this type of conduct could be subject not only to disciplinary proceedings of the college, but also to criminal prosecution.

Racial and/or ethnic discrimination is conduct that serves to limit the social, political, economic, employment or educational opportunities of particular groups or individuals solely on the basis of their race and/or ethnicity.

Racial and/or ethnic harassment is further defined as conduct that:

- Is directed at an identifiable person(s), and insults or demeans the person(s) to whom the conduct is directed, or abuses a power or authority relationship with that person on the basis of race, color, ethnicity, or national origin by the use of slurs, epithets, hate words, demeaning jokes, derogatory stereotypes, and similar action; and/or
- Is intended to inflict direct injury on that person or persons to whom the conduct is directed; and/or
- Is sufficiently abusive or demeaning so severe or pervasive as to create a hostile environment; and/or
- Occurs in any context or location such that an intent to inflict direct injury may be inferred; and/or
- Is intended to affect negatively the work or educational environment in a way that makes the treatment of the affected party unequal with respect to his or her proper functioning, opportunities for promotion and development because of his or her race, color, ethnicity, or national origin; and/or
- Is intended to damage or destroy or damages or destroys private property of any member of the college community or guest because of that person's race or ethnicity with the purpose of making the educational, work or living environment hostile for the person whose property was damaged or destroyed.

Notification of One Process concern

Following a recommendation from the Office of Equity and Multicultural Affairs, a Notice of One Process Concern (NOC) will be issued in response to a discrimination complaint that is not scheduled for investigation. The notice summarizes the complaint and offers the respondent the opportunity to respond to the allegations in writing. A Notice of Concern is sent to both parties. A NOC may trigger an

investigation if either the complainant or the respondent makes such a request.

STUDENTS WITH DISABILITIES

The American with Disabilities Act, as amended and Section 504 of the Rehabilitation Act of 1973 prohibit discrimination based on ability. Central Penn College strives to create an environment that is accessible to its entire community and does not discriminate against individuals on the basis of physical or mental disability. Accessibility is not limited to physical spaces but includes the following basic rights:

- Access to services, programs, and any events and activities organized by Central Penn College
- Access to information from Central Penn College as readily as others are able to access it.
- The expectation of the same level and quality of service from Central Penn College that others receive.

To ensure equal access, and realizing that equal does not always mean the same, the College is committed to providing reasonable accommodations, including appropriate auxiliary aids and services, academic adjustments (inside or outside the classroom), and/or modification to the College's policies and procedures, to qualified individuals with disabilities, unless providing such accommodations would result in an undue burden or fundamentally alter the nature of the relevant program or activity.

COORDINATION WITH LAW ENFORCEMENT

When necessary and appropriate, the institution may contact any law enforcement agency that is conducting its own investigation to inform them that a College investigation is also in progress. The Office of Equity and Multicultural Affairs may seek to ascertain the status of the criminal investigation and to ascertain the extent to which any evidence collected by law enforcement may be available to the institution in its investigation.

FILING AND RECORD KEEPING

Student Rights and Responsibilities, under the Office of Equity and Multicultural Affairs, will maintain complaint files, electronic files, and complaint log. Reports will be maintained in a locked filed cabinet for a period not to exceed three years. Files will then be stored in a secure location. Reports will be issued to One Process stakeholders and President's Cabinet. Summary reports will be filed to comply with state, local and federal laws.

PERIODIC REVIEW OF ONE PROCESS POLICY

To ensure that enforcement of college standards governing discrimination and sexual misconduct are fair, reasonable, available to all members of the community and in compliance with relevant federal, state, and local laws, these policies will be reviewed annually by the Office of Equity and Multicultural Affairs and Diversity Inclusion Committee. Changes to the policy must be reviewed and approved by the President's Cabinet and Board of Directors.

APPENDIX A: RIGHTS OF COMPLAINANTS AND RESPONDENTS

The college will consider the concerns and rights of both the complainant and the respondent. The Title IX Coordinator will review a statement of rights with both parties at the beginning of the investigatory process.

The complainant and respondent have the right to a timely process and resolution. At the conclusion of the hearing process, the college will provide written notification to the complainant and the respondent involved of the outcome and resolution of the hearing within 3 business days.

Once written notification of the resolution has been received, the parties involved will have the opportunity to appeal the findings. The letter of appeal should be submitted according to the standard appeal process outlined in the Student Handbook.

APPENDIX B: BYSTANDER INTERVENTION TIPS

Prevention of sexual misconduct requires a commitment from all members of the campus community to promote a campus climate in which individuals are educated and empowered to intervene if it is safe to do so. To assist in this effort bystanders are encouraged to ACT:

- Acknowledge something is wrong.
 - o Notice the event. Pay attention to what is going on around you.
 - o Determine if someone needs help. Error on the side of caution and investigate.
 - o Take responsibility. Do not assume someone else will do something. Have the courage and confidence to act.
- Consider your options
 - o Direct. Directly address the situation. Step in and say or do something to stop the situation.
 - o Distract. Find a way to redirect the attention toward something else to diffuse the situation.
 - o Delegate. Work with someone else or find someone better equipped to address the concern.
- Take action!
 - o Be safe! Do not put yourself in a dangerous situation. If you need to, call Public Safety rather than intervening yourself.
 - o Do not wait! Intervening early can avoid a small problem from growing into an even bigger, more harmful problem.
 - o Good job! Remember that any action taken to help is important and valuable.

APPENDIX C: RECOMMENDATIONS FOR STUDENTS WHO HAVE EXPERIENCED SEXUAL MISCONDUCT

- Get to safety as soon as possible. Do not stay where the misconduct occurred.
- Seek medical attention as soon as possible. A physical exam should be conducted by a SANE nurse within 72

hours of the assault. Having a sexual assault exam does not mean you are mandated to press charges but will be helpful in your case should you choose to press charges later. Take a full change of clothing, including shoes, for use after a medical examination.

- Preserve physical evidence. Do not bathe, urinate, douche, brush teeth, or drink liquids. Clothes should not be changed but if they are bringing all the original clothing to the hospital in a paper bag. (Plastic bags may damage evidence.) Preserving evidence does not mean you are mandated to press charges but will be helpful in your case should you choose to press charges later.
- Seek Counseling. Request to speak with the campus counselor or a rape-crisis advocate for confidential support.
- Report. Reporting the incident does not mean you are mandated to press criminal charges. Reports made to college officials do require investigation. A student can initiate a complaint by contacting:
 - o Public Safety Department (717-728-2364)
 - o Title IX Coordinator (717-728-2398)

APPENDIX D: PREGNANT AND PARENTING STUDENTS

Central Penn College is committed to creating and maintaining a community where all individuals enjoy freedom from discrimination, including discrimination on the basis of sex, as mandated by Title IX of the Education Amendments of 1972. Sex discrimination, which can include discrimination based on pregnancy, marital status, or parental status, is prohibited, and Central Penn College ensures the protection and equal treatment of pregnant persons, individuals with pregnancy-related conditions, and new parents. Students requiring accommodations related to pregnancy, loss of pregnancy, or the arrival of a new child (birth,

foster, or adopted) should contact the Title IX Coordinator at:

compliancedirector@centralpenn.edu

APPENDIX E: FALSE REPORTS

The college will not tolerate intentional false reporting of incidents. It is a violation of the Student Code of Conduct to make an intentionally false report of any policy violation, and it may also violate state criminal statutes and civil defamation laws. Students who submit falsified complaints are subject to disciplinary action and sanctioning.

Sex Offender Registration

Individuals from the public can obtain community notification flyers containing details about sexually violent predators in a specific area by approaching the chief law enforcement officer of that community. In regions where the Pennsylvania State Police serves as the primary law enforcement agency, the public can make such requests at the local Pennsylvania State Police Station within that community.

Additionally, this information is accessible on the Pennsylvania State Police "Megan's Law" website at:

<http://www.pameganslaw.state.pa.us>.

Education and Prevention Programs

The College organizes periodic training sessions and educational programs to promote **awareness of sexual violence**. The frequency of these programs varies each term. Students seeking details can reach out to the Director of Public Safety.

Fire Safety Awareness aims to educate the campus community on fire safety, highlighting common fire hazards, prevention measures, evacuation procedures, occupant responses to fire emergencies, and fire extinguisher usage.

Crime Prevention and Safety Awareness is designed to enlighten campus community members about crime prevention, campus security procedures, personal responsibility for safety, and alcohol and drug awareness, covering legal consequences, health risks, available programs, and disciplinary sanctions.

Alcohol & Drug Awareness educates the campus community on standards of conduct, legal consequences, health risks, available programs, and disciplinary sanctions related to drug and alcohol abuse. It also provides information on educational programming, prevention, counseling, treatment, rehabilitation, and reentry.

Who We Are and What We Do offers an overview of College Public Safety & Health programs and services.

R.A.D. Basic Physical Defense for Women provides self-defense training to empower women, emphasizing education, self-dependency, decision-making responsibility, and the realization of physical power to not only teach practical techniques but also positively impact lives.

Campus Security Policies

Weapons Policy

The use, possession, or carrying of weapons, ammunition, or explosives is not allowed on college-owned or -controlled property. The only individuals exempt from this policy are authorized public safety officers or others explicitly sanctioned by the College. Personal weapon storage is not offered by the Office of Public Safety. Non-compliance with the College's weapons policy will lead to disciplinary action.

Anti-Hazing Policy

Hazing is prohibited at Central Penn College. Any individual or group affiliated with a student organization, team, or associated with a student

organization found responsible for Hazing, Aggravated Hazing, or Organizational Hazing under this Policy, whether on or off campus, may be subject to disciplinary measures by the College and could also face criminal charges under state law, including [The Timothy J. Piazza Antihazing Law](#).

Purpose

Central Penn College does not tolerate hazing. Any student, student group, student organization, team, or other persons associated with a student organization found responsible of Hazing, Aggravated Hazing, or Organizational Hazing under this Policy, whether occurring on or off campus, may face disciplinary action from Central Penn College, and may also face criminal charges under state law, including The Timothy J. Piazza Antihazing Law, 18 Pa. C.S. § 2801, et seq.

Pennsylvania law, 18 Pa. C.S. § 2808(a)(1), requires institutions to adopt a written policy against hazing and “adopt rules prohibiting students or other persons associated with an organization operating under the sanction of, or recognized as an organization by, a College from engaging in hazing or other identifiable offenses under this chapter.

The purpose of this policy is to state Central Penn College’s Anti-Hazing Policy; identify how Central Penn College will enforce this, Policy; and identify resources for reporting violations of this Policy. This policy will be posted on Central Penn College’s publicly accessible Internet website, attached as an appendix to its Student Code of Conduct, and circulated to all Central Penn College organizations as required by statute.

Definitions

Aggravated Hazing: A person commits the offense of aggravated hazing if the person commits a violation of Hazing that results in serious bodily injury or death to the minor or student; and

- 1) The person acts with reckless indifference to the health and safety of the minor or student; or
- 2) The person causes, coerces, or forces the consumption of an alcoholic liquid or drug by the minor or student.

Hazing: An intentional, knowing, or reckless act, for the purpose of initiating, admitting, or affiliating a minor or student into or with an organization, or for the purpose of continuing or enhancing a minor or student's membership or status in an organization, causes, coerces, or forces a minor or student to do any of the items listed below:

- 1) Violate Federal or State criminal law.
- 2) Consume any food, liquid, alcoholic liquid, drug, or other substance which subjects the minor or student to a risk of emotional or physical harm.
- 3) Endure brutality of a physical nature, including whipping, beating, branding, calisthenics, or exposure to the elements.
- 4) Endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact, or conduct that could result in extreme embarrassment.
- 5) Endure brutality of a sexual nature; or
- 6) Endure any other activity that creates a reasonable likelihood of bodily injury to the minor or student.

Hazing does not include reasonable and customary athletics, law enforcement, or military training, contests, competitions, or events.

Organization:

- 1) A recognized or unrecognized fraternity, sorority, association, corporation, order, society, corps, club, or service, social or similar group, whose members are

primarily minors, Central Penn College students, Central Penn College alumni, or alumni of an organization.

- 2) A national or international organization with which a fraternity or sorority or other organization as enumerated under paragraph (1) is affiliated.

Organizational Hazing: An organization commits the offence of Organizational Hazing if the organization intentionally, knowingly, or recklessly promotes or facilitates a violation of Hazing or Aggravated Hazing

Other persons associated with an organization:

Any individual who assists students and organizations including but not limited to advisors, alumni, coaches, representatives of national or parent organizations, including but not limited to, its directors, trustees, or officers.

Student: An individual who attends, has applied to attend, or has been admitted to Central Penn College.

Application

This Policy applies to any acts of Hazing, Aggravated Hazing, or Organizational Hazing occurring for each act conducted on or off campus.

Prohibited Acts

Hazing, Aggravated Hazing, and Organizational Hazing are each prohibited by this Policy. It shall not be a defense to these acts that the consent of the minor or student was sought or obtained or that the conduct was sanctioned or approved by an organization.

Reporting Violations

Central Penn College encourages all members of its community who believe that they have witnessed, experienced, or are aware of conduct that constitutes Hazing, Aggravated Hazing, or Organizational Hazing in violation of this Policy to report the violation to the Office of Student

Services at 717-728-2398 or compliance@centralpenn.edu.

Enforcement

Any substantiated violation of this Policy shall be deemed a violation of Central Penn College's Student Code of Conduct and Pennsylvania law. All allegations of Hazing, Aggravated Hazing, or Organizational Hazing will be investigated as outlined in Central Penn College's Student Code of Conduct.

Sanctions

Anyone found responsible for violating this Policy may face disciplinary action up to and including expulsion from Central Penn College. In addition to all sanctions provided under Central Penn College's Student Code of Conduct, those found responsible for violating this policy may also face additional sanctions, including but not limited to, the following:

- 1) The imposition of fines.
- 2) The withholding of diplomas or transcripts pending compliance with the rules or payment of fines.
- 3) The rescission of permission for the organization to operate on campus or Central Penn College property or to otherwise operate under the sanction or recognition of Central Penn College.
- 4) The imposition of probation, suspension, dismissal, or expulsion.
- 5) The issuance of no trespassing notices to any third parties not under the control of Central Penn College.
- 6) Employee discipline up to and including termination.
- 7) Reporting of incident to law enforcement.

Central Penn College Biannual Report

Central Penn College will maintain a report of all violations of this Policy or of Federal or State laws related to hazing that are reported to Central Penn College. Central Penn College interprets violations to mean substantiated violations. Central Penn College will update the

report biannually on January 1 and August 1 and will post all updated reports on its publicly accessible Internet website.

Central Penn College will maintain each report for a period of five years.

Disciplinary Proceedings

At Central Penn College, our approach to discipline aligns with education and responsibility, focusing on fostering the growth and development of students. Emphasizing self-discipline and respect for others' rights, the discipline process aims to redirect behavior into acceptable patterns and safeguard the rights of the College community.

Violations are addressed through two pathways based on severity and potential sanctions: referral to a Disciplinary Officer or a Judicial Committee. The five-step Judicial Process involves violation, referral, judicial hearing, points and sanctions assignment, and an option for appeal.

A violation occurs when a student breaks rules outlined in the Code of Conduct. Off-campus violations impacting the College's educational functions are subject to adjudication within the campus judicial system.

Students are presumed to know the Code of Conduct requirements, with misconduct instances not exhaustively outlined. Additional details are available in the Central Penn College Student Handbook.

Missing Persons Protocol

In compliance with federal regulations ([34 CFR 668.46\(h\)](#)), Central Penn College has established a comprehensive Missing/Runaway Persons Policy, outlined as follows:

When a member of the College community suspects a student is missing, whether residing on or off-campus, immediate action is taken to locate the individual's well-being. The Office of Public Safety, in collaboration with the Office of Student Housing and Residence Life, initiates efforts to find the student. Any community member with such concerns must promptly report them to The Office of Public Safety or an authorized campus official. Reports are expeditiously forwarded to the Office of Public Safety and/or the East Pennsboro police department.

For on-campus residents, The Office of Public Safety seeks authorization from the Office of Student Housing and Residence Life to conduct a welfare check in the student's room. Off-campus students receive assistance from the neighboring police agency. Simultaneously, College officials contact the student's friends, associates, and employers to establish their recent activities.

Upon locating the student, their well-being and intent to return to campus are verified. Referrals to the Office of Student Housing and Residence Life and Counseling Services are made if necessary. If the student remains missing, the Department of Student Services notifies the family or guardians within 24 hours, using the contact information provided by the student during registration. Custodial parents of students under eighteen are promptly informed.

Off-campus residents are encouraged to file an official missing person report with the relevant law enforcement agency. The Office of Public Safety cooperates with the investigation. For on-campus residents, The Office of Public Safety leads the investigation until relieved by local police.

Notification to all pertinent law enforcement agencies occurs within 24 hours of confirming the student is missing. Information gathered includes personal details, last known contact, photo availability, and vehicle information.

Immediate notification to the local police is warranted in specific cases, such as those involving physical/mental disabilities, potential danger, or involuntary disappearance.

"[Suzanne's Law](#)" mandates immediate notification to the National Crime Information Center for missing persons aged 18 to 21. Upon concluding the investigation, all involved parties are updated on the case's status.

Fire and Daily Crime Log

The Fire Log, a crucial aspect of on-campus safety, necessitates a comprehensive account of fire incidents within student housing facilities. It should include specifics like the fire's nature, date, time, and general location. This documentation is vital for maintaining a transparent record.

Simultaneously, the Daily Log, a public record curated by campus police or security officers, chronicles valid complaints, crime reports, responses, arrests, charges, and dispositions. Cooperation with external law enforcement ensures accurate inclusion of names, addresses, and charges for arrests occurring on campus.

It's essential to adhere to legal considerations, such as the exemption of juvenile information unless treated as adults, as outlined in [18 Pa.C.S. § 9123](#). All entries in the daily logs are deemed public records, accessible to the public during regular business hours, with the institution having the discretion to charge a reasonable fee for copies. This transparency fosters accountability in public safety practices.

Alcohol and Substance Use Policies

In accordance with federal law, Central Penn College is obligated to inform faculty, staff, and students about specific details related to the illegal possession, use, or distribution of illicit drugs and alcohol on its premises or within its

activities. The information presented in this report adheres to the notification mandates outlined in the [Drug-Free Schools and Communities Act](#) and its implementing regulations.

The possession, utilization, distribution, and sale of alcoholic beverages are prohibited on Central Penn College property unless expressly authorized. In cases where such authorization is granted, strict adherence to the laws of the Commonwealth of Pennsylvania is mandatory.

For students, regardless of age, the possession or use of alcoholic beverages is not allowed on any property owned or controlled by Central Penn College.

Guidelines for Faculty and Staff

Central Penn College maintains a steadfast dedication to fostering a secure, high-quality, and effective work environment for faculty and staff members. Recognizing the potential hazards posed by alcohol and drug abuse to the well-being of College employees, as well as the security of College equipment and facilities, Central Penn College is resolute in its commitment to eradicating drug and alcohol use and abuse within the workplace.

Guidelines Pertaining to Central Penn Students

Students who violate the College's alcohol and drug policy are liable to face disciplinary action, including sanctions as outlined in the Code of Conduct, in addition to any penalties incurred for violating local, state, or federal law. Those found responsible for such violations may be subject to sanctions ranging from Disciplinary Warning or Disciplinary Probation to Suspension or Expulsion from the College. Residents of college housing may also forfeit the privilege of residing on campus for violating College rules, regulations, or conditions outlined in the leasing agreement. Additionally, students may undergo developmental and educational interventions aimed at fostering greater awareness and enhancing decision-making skills, serving as a deterrent to future misconduct.

Residence Life Guidelines – Alcohol and Prohibited Substances

Alcohol

The possession and/or use of alcoholic beverages are prohibited in all College housing, irrespective of students' age. It is a violation of both Pennsylvania state law and College policy for a student below the age of twenty-one to attempt to purchase, consume, possess, or transport alcoholic beverages. Selling, furnishing, or providing alcoholic beverages to minors is unlawful, as is allowing minors to sell, furnish, or provide such beverages. Residents are accountable for any activities occurring in their residence, and violations will lead to referrals to the Department of Student Services, and/or the Office of Public Safety in instances where guests breach the on-campus alcohol policies.

Non-compliance with directives or requests for identification, as well as providing false information to college officials in the course of their duties, constitutes a Code of Conduct, resulting in referrals to the Department of Student Services.

Illegal Substances (Drugs)

It is prohibited by both Pennsylvania state law and College policy to possess, distribute, manufacture, or sell illegal drugs. Students found in violation of this policy will be directed to Residence Life, the Department of Student Services, and/or the Office of Public Safety.

Additionally, it is against college policy for a student to be under the influence of illegal substances or to be present in a residential area where illegal substances are detected. Students caught in such situations will be referred to the Department of Student Services, and/or the Office of Public Safety.

Alcohol-Related Violations and Legal Guidelines

For comprehensive details on alcohol-related offenses and available resources please visit the [Pennsylvania Liquor Control Board](#).

Underage Drinking

It is against the law for individuals under twenty-one years of age to attempt purchasing, consuming, possessing, or knowingly and intentionally transporting any liquor, malt, or brewed beverage. Falsifying age information to obtain alcohol or carrying a counterfeit identification card is also illegal.

Central Penn College strictly enforces a zero-tolerance policy regarding students consuming alcoholic beverages under the age of twenty-one. This not only aligns with Pennsylvania law but also constitutes a violation of the Code of Conduct.

Possession of False Identification (False I.D.)

It is unlawful for individuals under twenty-one to possess an identification card falsely representing their name, age, date of birth, or photograph as being twenty-one or older. Attempting to obtain alcoholic beverages using another person's identification card or using an unlawfully issued identification card is also a violation.

Public Drunkenness

Public drunkenness is a criminal offense when an individual, manifestly under the influence of alcohol or a controlled substance, poses a risk to themselves, others, or property or disturbs individuals in their vicinity. This behavior can contribute to criminal mischief and disorderly conduct on campus.

Driving Under the Influence (DUI) Law

In Pennsylvania, the illegal Blood Alcohol Content (BAC) level for DUI is 0.08 percent and 0.02 percent for minors. The law categorizes offenses based on BAC and prior incidents: general impairment (0.08-.099 percent), high rate of alcohol (0.10-.159 percent), and highest rate of alcohol (0.16 percent and above). Additionally, individuals with any amount of a Schedule I, II, or III controlled substance not medically prescribed may not operate a vehicle.

It is unlawful for anyone under twenty-one to operate a vehicle with a blood alcohol content of 0.02 percent or higher.

Open Container Law

While there is no statewide law prohibiting open containers of alcohol in public in Pennsylvania, numerous local governments have implemented ordinances addressing this issue. For additional information on alcohol-related offenses in Pennsylvania, please visit the [Pennsylvania Liquor Control Board](#).

Illicit Substance Offenses

Possession of Marijuana

It is illegal for an individual to possess marijuana knowingly or intentionally, categorized as a Schedule I substance. Engaging in such activities may lead to criminal charges and a violation of the Code of Conduct.

Pennsylvania's Medical Marijuana Act

Although [Pennsylvania's Medical Marijuana Act](#) was enacted on May 17, 2016, marijuana remains a prohibited controlled substance under federal law. Consequently, individuals' possession, cultivation, and use of marijuana, despite its medical purpose, continue to be illegal under federal law. The conflict between the Pennsylvania Medical Marijuana Act and federal laws necessitates compliance with federal regulations. Central Penn College, receiving federal funds, prioritizes adherence to federal laws, and individuals violating these policies will face disciplinary sanctions.

Possession of Other Drugs

In Pennsylvania, convictions for possessing controlled substances like heroin, cocaine, methamphetamines, prescriptions, ecstasy, and LSD may result in up to one year in jail and a \$5,000 fine for a first offense. Subsequent offenses may lead to up to three years in jail and a \$25,000 fine.

Possession of Drug Paraphernalia

It is against the law for an individual to use or possess drug paraphernalia employed in packaging, manufacturing, injecting, ingesting, inhaling, or introducing controlled substances into the human body.

Synthetic Marijuana

As of March 1, 2011, the U.S. Drug Enforcement Agency designated synthetic marijuana as an illegal substance, known by various names like Spice, K2, Demon, Wicked, Black Magic, Voodoo Spice, and Ninja Aroma Plus. Individuals involved in manufacturing, possessing, importing/exporting, or distributing these substances face both criminal and civil penalties. Central Penn students engaging in such activities will be held accountable under the College's policies against illegal substances, and the use of synthetic marijuana is prohibited.

Drug and Alcohol Education Initiatives

Support for Faculty and Staff

Faculty and staff encountering challenges associated with drug or alcohol abuse may voluntarily seek counseling assistance or be required to do so. The College's Employee Assistance Program (EAP) serves as a resource for identifying counseling services. Rehabilitation services are encompassed within the College's medical benefits, subject to specific contractual limitations.

Student Resources

A comprehensive list of resources is accessible on the Central Penn College Counseling Services website, providing support for students dealing with drug or alcohol-related concerns.

Pennsylvania Laws on Alcohol-Related Offenses and Medical Amnesty

In Pennsylvania, the [Medical Amnesty Law](#) extends immunity from prosecution for underage drinking or hazing to individuals

seeking help for a friend facing a medical emergency due to alcohol consumption or hazing. This immunity also shields the person seeking assistance. If someone violates underage drinking or hazing laws but calls 911 to aid a peer experiencing a medical emergency due to excessive alcohol consumption or hazing, they will not face charges for underage drinking or hazing. Conditions for compliance with the medical amnesty law include the phone call being the sole method through which law enforcement learns of the underage drinking, the caller believing they were the first to report the emergency, the accurate identification of the caller when reporting the emergency, and the caller remaining with the individual requiring medical assistance until emergency services arrive. While adherence to medical amnesty requirements prevents charges for underage drinking, other offenses, such as public drunkenness, may still apply.

Counseling Services

Counseling Services, provided in collaboration with Mazzitti and Sullivan (M&S), maintains a strict commitment to privacy and confidentiality for all inquiries and counseling discussions. Confidentiality is observed from the age of fourteen, aligning with the Pennsylvania Mental Health Procedures Act. In compliance with HIPAA, state licensure, and professional ethics, no information is disclosed to external parties without written consent. However, confidentiality may be breached under specific circumstances, including addressing suicidal or homicidal intentions, reporting child or elder abuse, safeguarding individuals with disabilities, responding to medical emergencies during counseling, complying with court requests, and receiving clinical consultation.

Exceptions to the release of records rule under HIPAA include situations like training purposes, legal self-defense, investigations by Health and Human Services, averting public health threats, oversight by health agencies, and complying

with coroners or medical examiners' requirements.

Central Penn College extends counseling services to all enrolled students, irrespective of residence, mode of study, or program type. The partnership with [Mazzitti and Sullivan Employee Assistance Program](#) (M&S EAP) ensures 24/7 access to counseling services. Appointments can be made by phone or online, and M&S EAP offers a diverse team of over 4,000 specialized counselors, covering various areas such as eating disorders, depression, substance use disorders, anxiety, PTSD, and more. Online access enhances convenience and privacy, catering to individuals who may be hesitant to seek help. Counseling services are also available to faculty, staff, and their families.

Annual Reporting of Crime Statistics

Although Central Penn College strives to maintain a safe environment, incidents of crime can still occur. In addition to the statistics for Clery Act crimes, the following details common crimes that may take place on campus.

Theft and Identity Theft

Theft is a common issue on college campuses, often due to the ease of opportunity. Living arrangements, recreational areas, and open classrooms provide ample chances for theft. Residence hall occupants may become overly trusting, leaving doors unlocked, while unlocked classrooms and labs offer opportunities. Vigilance is crucial, and precautions include keeping doors locked, restricting unauthorized access, securing valuables, and reporting suspicious activity to the police. Identity theft, involving fraudulently obtaining personal information for economic gain, is also a concern. Preventive measures include avoiding sharing personal information, verifying phone requests, regularly checking credit and financial records,

and using security measures on electronic devices.

Clery Act Crimes

The [Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act](#) mandates U.S. colleges and universities to disclose crime information on and around their campuses. The Office of Public Safety at Central Penn collects Clery crime statistics through various channels. Close collaboration with local police departments ensures crimes involving the College are reported to the department. All crime reports go directly to The Office of Public Safety, reviewed for accurate classification by the Director. Additionally, the College gathers Clery crime statistics from reports made to Campus Security Authorities, reflecting incidents reported to these entities. Subcategories on liquor laws, drug laws, and weapons offenses indicate arrests or referrals, not the number of offenses.

Definitions of Reportable Crimes

Murder/Non-Negligent Manslaughter: The intentional killing of one person by another.

Negligent Manslaughter: The killing of another person through gross negligence.

Rape: Penetration of the vagina, anus, or oral penetration without consent.

Fondling: Touching private body parts for sexual gratification without consent.

Incest: Non-forcible sexual intercourse between close relatives.

Statutory Rape: Non-forcible sexual intercourse with a person below the legal age of consent.

Robbery: Taking or attempting to take something of value by force or threat.

Aggravated Assault: Unlawful attack with the intent to cause severe bodily injury, often involving a weapon.

Burglary: Unlawful entry into a structure to commit a felony or theft.

Motor Vehicle Theft: Theft or attempted theft of a motor vehicle.

Arson: Willful or malicious burning of property.

Domestic Violence: Violence by a current or former spouse, intimate partner, or someone sharing a child with the victim.

Dating Violence: Violence in a romantic or intimate relationship, including sexual or physical abuse.

Stalking: Repeated, unwanted conduct causing fear or emotional distress.

Hate Crimes: Crimes fueled by bias against the victim based on specific categories, including those mentioned above, along with additional crimes like larceny/theft, simple assault, intimidation, and property destruction/damage/vandalism (excluding arson).

Categories of Prejudice

Race: Negative attitudes based on common physical characteristics genetically transmitted through descent.

Gender: Negative opinions based on actual or perceived gender, whether male or female.

Religion: Negative opinions based on shared religious beliefs and practices.

Sexual Orientation: Negative opinions based on actual or perceived sexual orientation.

Ethnicity: Negative attitudes toward a group with a shared heritage, language, culture, and religion.

National Origin: Negative opinions based on a person's actual or perceived country of birth.

Disability: Negative opinions based on physical or mental impairments, whether temporary or permanent.

Gender Identity: Negative opinions based on actual or perceived gender identity, including bias against transgender or gender non-conforming individuals.

Definitions of Clery Act Locations

On-Campus:

- Any building or property is owned or controlled by the institution.
- Within the contiguous geographic area and used to directly support or relate to educational purposes.
- Includes residence halls, frequently used by students, and supporting institutional purposes.

Residence Halls:

- Any student housing facility owned or controlled by the institution.
- Located on property owned or controlled by the institution within the contiguous campus area.

Public Property:

- All public areas within the campus, including thoroughfares, streets, sidewalks, and parking facilities.
- Immediate adjacency to and accessibility from the campus.

East Pennsboro Township:

- Streets within or adjacent to Central Penn College, Summerdale Campus.
- Includes College Hill Road, Valley Street, B Street, Raymond Road, Summerdale

Apartments, and the Summerdale Plaza area.

East Lampeter Township:

- Streets within or adjacent to Central Penn College, Lancaster Center (closed September 2023).
- Includes Old Philadelphia Pike, Greenfield Road, and Linda Avenue.
- **The Lancaster Center closed in September 2023.**

Non-Campus:

- Any building or property is owned or controlled by a recognized student organization.
- Any institution-owned or controlled property used to support educational purposes but not within the institution's contiguous geographic area.

Crime Location, Crime Type, and Reporting Requirements

The reporting of crimes at Central Penn College involves specifying the location, crime type, and the necessary reporting procedures.

Clery-Reportable Location, Clery Act Crime:

- Complete the Campus Security Authority (CSA) Incident Reporting Form for Clery Act crimes that occur at Clery-reportable locations.

Not a Clery-Reportable Location, Clery Act Crime:

- No need to complete a CSA Incident Reporting Form if the crime occurs at a location not considered Clery-reportable.

Clery Reportable Location, Not a Clery Act Crime:

- Do not complete a CSA Incident Reporting Form for crimes that are Clery reportable but not considered Clery Act crimes.

Crime Statistics: Clery Data

The following annual security report provides crime statistics for selected crimes that have been reported to local police agencies or to campus security authorities. The statistics reported here generally reflect the number of criminal incidents reported to the various authorities. The statistics reported for the sub-categories on liquor laws, drug laws, and weapons offenses represented the number of people arrested or referred to campus judicial authorities for respective violations, not the number of offenses documented. This report complies with 20 U.S. Code Section 1092 (f).

Offense	2021				2022				2023			
	On-Campus Property		Public Property	Non-Campus	On-Campus Property		Public Property	Non-Campus	On-Campus Property		Public Property	Non-Campus
	Residence Hall	Total On Campus			Residence Hall	Total On Campus			Residence Hall	Total On Campus		
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
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	1	1	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
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
Domestic Violence	0	0	1	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	1	0	0	0	0	0	0	0	0	0	0
Weapons	0	0	1	0	0	0	0	0	2	2	1	0
Drugs	1	1	23	0	0	0	0	0	3	3	4	0
Alcohol	0	0	3	0	0	0	0	0	0	0	0	0
Weapons	0	0	0	0	0	0	0	0	0	0	0	0
Drugs	1	1	0	0	11	14	0	0	28	30	3	0
Alcohol	4	4	0	0	16	18	0	0	9	9	0	0

No unfounded, hate crimes or hazing incidents were reported in 2021, 2022, or 2023.

Pennsylvania Uniform Crime Report Act

Crime statistics are reported to the Pennsylvania State Police for annual publication in “Crime in Pennsylvania, the Uniform Crime Report of the Commonwealth.” These statistics are also available in the U.S. Department of Justice Publication, Crime in the United States, which is available at all public libraries and most law enforcement agencies within the United States.

CAMPUS: Summerdale Campus Lancaster Center PART I		2021			2022			2023		
	ACTUAL OFFENSES	*CRIME RATE	ARREST DATA	ACTUAL OFFENSES	*CRIME RATE	ARREST DATA	ACTUAL OFFENSES	*CRIME RATE	ARREST DATA	
CRIMINAL HOMICIDE										
Murder & Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0	
FORCIBLE RAPE										
Rape by Force	0	0	0	0	0	0	0	0	0	
Assault to Rape - Attempts	0	0	0	0	0	0	0	0	0	
ROBBERY										
Firearm	0	0	0	0	0	0	0	0	0	
Knife or Cutting Instrument	0	0	0	0	0	0	0	0	0	
Other Dangerous Weapon	0	0	0	0	0	0	0	0	0	
Strong Arm (Hands, Feet, etc.)	0	0	0	0	0	0	0	0	0	
ASSAULT										
Firearm	0	0	0	0	0	0	0	0	0	
Knife or Cutting Instrument	0	0	0	0	0	0	0	0	0	
Other Dangerous Weapon	0	0	0	0	0	0	0	0	0	
Hands, Fists, Feet, etc.	0	0	0	0	0	0	0	0	0	
BURGLARY										
Forcible Entry	0	0	0	0	0	0	0	0	0	
Unlawful Entry - No Force	0	0	0	0	0	0	0	0	0	
Attempted Forcible Entry	0	0	0	0	0	0	0	0	0	
LARCENY - THEFT (Exc. Motor Vehicles)	1	147	0	15	9,245	0	68	10,287	1	
MOTOR VEHICLE THEFT										
Autos	0	0	0	0	0	0	0	0	0	
Trucks and Buses	0	0	0	0	0	0	0	0	0	
Other Vehicles	0	0	0	0	0	0	0	0	0	
ARSON	0	0	0	0	0	0	0	0	0	
TOTAL PART I OFFENSES	1	147	0	15	9,245	0	68	10,287	1	

CAMPUS: Summerdale Campus Lancaster Center PART II OFFENSES		2021			2022			2023		
	ACTUAL OFFENSES	*CRIME RATE	ARREST DATA	ACTUAL OFFENSES	*CRIME RATE	ARREST DATA	ACTUAL OFFENSES	*CRIME RATE	ARREST DATA	
Assaults - Non-Aggravated	1	147	0	0	0	0	2	302	0	
Forgery and Counterfeiting	0	0	0	0	0	0	0	0	0	
Fraud	0	0	0	0	0	0	3	453	0	
Embezzlement	0	0	0	0	0	0	0	0	0	
Stolen Prop., Rec., Possess., etc.	0	0	0	0	0	0	0	0	0	
Vandalism	0	0	0	6	3,698	2	2	302	1	
Weapons, Carrying, Possess., etc.	0	0	0	0	0	0	2	302	2	
Prostitution & Commercialized Vice	0	0	0	0	0	0	0	0	0	
Sex Offenses (Exc. Prostitution & Rape)	0	0	0	0	0	0	0	0	0	
Drug Abuse Violations	1	147	0	0	0	0	36	5,446	3	
S Opium-Cocaine	0	0	0	0	0	0	0	0	0	
A Marijuana	0	0	0	0	0	0	1	151	1	
L Synthetic	0	0	0	0	0	0	0	0	0	
E Other	0	0	0	0	0	0	0	0	0	
P Opium-Cocaine	0	0	0	0	0	0	0	0	0	
O Marijuana	2	293	1	14	8,629	0	35	5,295	2	
S Synthetic	0	0	0	0	0	0	0	0	0	
S Other	0	0	0	0	0	0	0	0	0	
Gambling										
Book Making	0	0	0	0	0	0	0	0	0	
Numbers, etc.	0	0	0	0	0	0	0	0	0	
Offenses Against Family & Children	0	0	0	0	0	0	0	0	0	
Driving Under the Influence	0	0	0	0	0	0	0	0	0	
Liquor Laws	4	586	0	18	11,094	0	9	1,361	0	
Drunkenness	0	0	0	0	0	0	0	0	0	
Disorderly Conduct	0	0	0	6	3,698	0	6	907	0	
Vagrancy	0	0	0	0	0	0	0	0	0	
All Other Offenses (Exc. Traffic)	3	439	0	9	5547	0	12	1,815	1	
TOTAL PART II OFFENSES	11	1,612	1	53	32,666	2	72	10,892	7	
TOTAL PART I & PART II OFFENSES	12	1,612	1	68	41,911	2	140	21,180	8	

Summerdale Campus / Lancaster Center 2023			
Total Employees	147	FTE Employees	124
Total Students	749	FTE Students	537

Annual Fire Safety Report

The Annual Fire Safety Report, mandated by The Higher Education Opportunity Act since August 14, 2008, necessitates institutions with on-campus student housing to disclose information about fire safety practices and standards. The enclosed report comprehensively covers all requisite details as mandated by this Act for our Summerdale campus.

Definitions

The definitions outlined in this report are derived from the Higher Education Opportunity Act.

On-Campus Student Housing: A housing facility either owned or controlled by the institution, situated on property under the institution's ownership or control, within the reasonably contiguous geographic area constituting the campus.

Fire: Any occurrence of open flame or burning in a location not intended for such purposes or in an uncontrolled manner.

Residence Hall Fire Drills

These drills take place in on-campus housing, specifically in-residence halls managed by the Department of Student Services, throughout the academic year. The objective is to familiarize residents with building alarm systems and enable them to practice evacuation skills. The drills are orchestrated by the Office of Public Safety and the Department of Student Services. Mandatory evacuation of the buildings is required for all individuals present during the drill.

Fire Safety

Fire Safety is a paramount concern, and our commitment to ensuring a safe living and working environment is reflected through various initiatives:

Central Penn College takes fire safety seriously, consistently enhancing programs through education, engineering, and enforcement. The college offers periodic training and educational programs covering rules, safe practices, fire hazard identification and prevention, building evacuation procedures, and hands-on use of fire extinguishers.

Residence Hall Fire Drills are scheduled during the school year, allowing occupants to familiarize themselves with emergency evacuation plans and practice necessary skills.

Our College-operated residences are equipped with automatic sprinkler systems (**Zachary and Jeremy Suites**), smoke detectors, and building fire alarm systems, ensuring early detection, and warning of potential fire emergencies. Residence Life Coordinators and Resident Assistants receive annual training on emergency procedures.

Residence Life Coordinators and Resident Assistants, undergo annual training on the hands-on use of fire extinguishers and emergency procedures.

We conduct regular testing and maintenance of all fire alarms and automatic fire suppression systems to ensure readiness and proper operation during a fire emergency.

Prohibition on Portable Electrical Applicants, Smoking, and Open Flames

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

- 1) Smoking is not permitted in any building.

- 2) The presence or use of candles, incense burners, oil lamps, and other open-flame devices or flammable liquids is not permitted in on-campus housing facilities.
- 3) The presence or use of halogen floor lamps or space heaters is not permitted in any building.
- 4) Individuals shall not obstruct or tamper with fire safety equipment (e.g., sprinklers, fire alarms, fire extinguishers).
- 5) The possession or use of fireworks is not permitted.
- 6) Any electrical appliances that have a high electrical current draw.

Additional information about residence hall living and policies is at <https://www.centralpenn.edu/student-handbook/>.

Evacuation Procedures

Central Penn College Residence Life Coordinators and Resident Assistants provide residents with fire evacuation procedures and assist the Office of Public Safety in conducting fire drills during term. Residents are informed of the following procedures.

In the event of discovering a fire in the residence hall at Central Penn College, follow these safety protocols:

Fire Discovery Protocol:

1. Promptly activate the nearest manual fire alarm pull station to initiate the building's fire alarm system, signaling the need for evacuation.
2. From a secure location, dial 911 and Public Safety 717-728-2364 to report the fire, providing detailed information.

Evacuation Procedure:

1. Upon the fire alarm system activation, evacuate the building immediately.

2. Before opening doors, assess their temperature. If hot, refrain from opening.
3. If the door is cool, crouch low, open it slowly, and close it promptly if smoke is present.
4. In a smoke-free or lightly smoked hallway, proceed to the nearest exit, staying below the smoke level by crouching or crawling.
5. Exit the building and assemble at the designated evacuation meeting site.
6. Never utilize elevators during a fire evacuation.

If Trapped in Your Room:

1. Place materials (e.g., clothing, rug) at the base of the door to block smoke entry.
2. Open the window, wave a visible material, and vocalize to attract attention.
3. If you find yourself in a bedroom on the second floor, deploy the fire escape ladder if it is deemed safe.
4. Dial 911 and Public Safety 717-728-2364 to report your location.
5. Stay close to the floor near windows to breathe fresh air.
6. Await rescue patiently.

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

Central Penn College extends a fire safety awareness and training program to students, faculty, and staff. The program can be requested through the Office of Public Safety's website at <https://www.centralpenn.edu/public-safety/>.

The training encompasses the following topics:

1. Prevention of fires in residence halls
2. Actions to take during a fire incident.
3. Development of evacuation plans
4. Procedures for reporting fires or emergencies
5. Understanding the operation of residence hall fire safety systems

6. Practical guidance on the use of fire extinguishers

Additionally, Resident Assistants and Residence Life Staff coordinate supplementary fire safety training and educational programs tailored for residence hall students.

Fire Incident Reporting

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

Immediate notification for a non-emergency incident (e.g., fire is out, evidence that something burned, attempted intentional burning of material) shall be made to:

Office of Public Safety: 717-728-2364
Resident Assistant #1: 717-574-7809
Resident Assistant #2: 717-574-7640
Residence Hall Coordinator: 717-512-1793

Plans for Future Improvements in Fire Safety

Central Penn College remains vigilant in tracking trends concerning residence hall fire incidents and alarms. This ongoing monitoring is aimed at creating a living environment that prioritizes fire safety for every student. As necessary, new programs and policies are formulated to enhance the safety of all members of the college community, including students, faculty, and staff.

Fire Alarm Systems

As illustrated in the "Fire Safety Systems in Campus Residential Facilities" chart, various fire safety systems are in place across campus housing facilities, encompassing local fire alarms, automatic fire alarms, and sprinkler systems. Comprehensive details about each fire safety system are available for reference in each residence hall.

Residential facilities are outfitted with one of the following fire safety systems:

- Local fire alarm, unmonitored
- Local fire alarm, monitored by the Office of Public Safety
- Automatic fire alarms, monitored by a third-party 24/7

In response to alarm signals, public safety officers will investigate, determining the necessity of contacting the local fire department. Automatic fire alarm systems have the capability to alert the local fire department and dispatch emergency services when required.

Regular testing and inspections align with local and national compliance codes to ensure the proper functioning of all fire safety systems. This encompasses annual functional inspections for local and automatic fire alarm systems, quarterly assessments for sprinkler systems, and annual service and inspection for all campus fire extinguishers.

2021/2022/2023 Fire Statistics for On-Campus Student Housing Facilities

Date	Location	Address	Cause	Damage Amount	Injuries	Deaths
No Fires to Report in 2021						
No Fires to Report in 2022						
No Fires to Report in 2023						

Description of On-Campus Student Housing Fire Safety Systems-Residence Halls

Building	Address	Total Fires			Sprinkler Protection Coverage	Fire Alarm System	Monitored Fire Alarm System	# Fire Drills
		2021	2022	2023				
Gale Apt	91 College Hill Rd	0	0	0	No Coverage	SD/MP	No	4
Todd Apt	85 College Hill Rd	0	0	0	No Coverage	SD/MP	No	4
Teri Apt	87 College Hill Rd	0	0	0	No Coverage	SD/MP	No	4
Anne Apt	89 College Hill Rd	0	0	0	No Coverage	SD/MP	No	4
Fred Apt	95 College Hill Rd	0	0	0	No Coverage	SD/MP	No	4
Kathi Apt	99 College Hill Rd	0	0	0	No Coverage	SD/MP	No	4
Mindy Suites	135 College Hill Rd	0	0	0	No Coverage	SD	No	4
Jeremy Suites	155 College Hill Rd	0	0	0	Full Coverage	SD/MP	Yes	4
Zachary Suites	175 College Hill Rd	0	0	0	Full Coverage	SD/MP	Yes	4
Crockett Suites	185 College Hill Rd	0	0	0	No Coverage	SD	No	4
Dirk Suites	191 College Hill Rd	0	0	0	No Coverage	SD	No	4

SD – Smoke Detector

MP – Manual Pull Station