



# **Annual Security and Fire Safety Report**

**Campus Crime, Fire and Arrest Statistics**

**2013**

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Cumberland County and the Carlisle area is a great place to live, work, and study, full of history, and set in the picturesque Cumberland Valley. In this setting it is easy to forget we are not immune to the kinds of problems that beset the rest of the world. While our community is relatively safe, crime is a reality at Dickinson College and in Carlisle.

Dickinson College Public Safety (DPS) makes every effort to provide a safe and secure environment for students, staff, faculty, and visitors. However, safety and security must be a cooperative venture, and no police department can be effective unless individuals exercise reasonable care and prudence. The officers and staff of DPS need your help in continuing to make Dickinson College a safer campus.

The purpose of this publication is to:

- Provide the Dickinson community with an overview of Dickinson Public Safety (DPS) services

- Share crime statistics required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

- Inform current and prospective students, staff, faculty, and visitors about the College's policies and programs designed to help keep them safe

- Share information regarding emergency preparedness and planning

- Share information regarding fire safety, fire statistics, and fire-related information

Dickinson Public Safety provides the information contained in this document as a service to the Dickinson community and to comply with federal and state requirements. If you have any questions or concerns related to the information in this document, please contact Dickinson Public Safety at P.O. Box 1773, Carlisle, PA 17013, (717-245-1349), or by email at [security@dickinson.edu](mailto:security@dickinson.edu).

### **Annual Disclosure of Crime and Residential Facility Fire Statistics**

DPS prepares this Annual Security and Fire Safety Information Report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This report is prepared in cooperation with local law enforcement agencies surrounding our campus, Campus Life, Student Conduct, the Dean of Students, and other college departments.

Campus crime, arrest and referral statistics include those reported to DPS, designated campus officials (campus security authorities), including but not limited to directors, deans, residential life personnel, Student Conduct personnel, advisors to students/student organizations, athletic coaches, other college employees, and local law enforcement agencies.

Each year, an e-mail notification is made to all enrolled students, faculty and staff that provides the web site to access this report. Copies of the report may also be obtained at Dickinson Public Safety located at the Kaufman Building - 400 W. North Street - rear, Carlisle, PA 17013 - or by calling (717) 245-1349. Prospective employees and students may also obtain a copy of the report through Dickinson Public Safety as listed above. A pamphlet with summary information from this report is available at Human Resource Services and at Public Safety.

Statistical information for criminal incidents reported to DPS is also filed yearly with the Pennsylvania State Police for publication in the Pennsylvania Uniform Crime Report. Information on crime in Carlisle and in the areas surrounding campus is available free online at [www.crimereports.com](http://www.crimereports.com).

### **Campus Law Enforcement**

#### **Dickinson College Public Safety (DPS)**

Dickinson Public Safety is a full service campus police department serving all students, staff, faculty, and guests of the College. The department operates twenty-four hours a day, seven days a week. Full-time law enforcement staff includes the Chief, a captain, a lieutenant, a sergeant, a corporal and nine officers. Law enforcement personnel are commissioned under the Pennsylvania Special Officers Statute (22 PA C.S.A. 501). These officers have complete police authority to apprehend and arrest anyone involved in illegal acts on the college's property and in immediately adjacent areas. The officers are required to successfully complete the state lethal weapons training course (Act 235) and receive regular additional advanced law enforcement training. Many of the law enforcement personnel have prior state and municipal police or military experience.

If minor offenses involving college rules and community standards are committed by a student, DPS may also refer the individual to the Office of Student Conduct. DPS notifies Carlisle Police Department (CPD) when major offenses such as murder, aggravated assault, robbery, and auto theft are reported, and joint investigative efforts with investigators from DPS and CPD are deployed to solve these serious crimes.

DPS is a unit of the Division of Student Development, and the Chief of Public Safety oversees the department and reports to the Vice President of Student Development. The department also includes four full-time civilian communication officers, a full-time administrative assistant, and a full-time transportation coordinator. Part-time/casual staff include additional communication officers, college fleet vehicle drivers, and non-sworn Special Officers who assist with crowd control and traffic direction at large events. DPS also employs student personnel who assist with office duties.

DPS officers patrol the campus around the clock, year round in marked police vehicles, on foot, and on patrol bicycles. Officers are primarily responsible for maintaining a safe and secure living and working environment, emergency response, facility security and property protection, traffic and enforcement of campus parking regulations, and enforcement of applicable federal, state, and local laws, and College policies and regulations.

The department maintains a twenty-four hour communications and dispatch office. Call 717-245-1111 for emergencies (or dial 1111 from campus telephones) or 717-245-1349 for non-emergency information and general service requests. The communications office has radio and back-up emergency telephone communication links with local emergency response agencies.

The central fire and security alarm receiver is located in the communications office allowing constant monitoring of these systems. Security cameras located throughout campus and the card access system are also monitored by the DPS communications office. The office is open and accessible for walk-in assistance year round, twenty-four hours per day. Public Safety is located in the Kaufman Building at the corner of West Louthier and Cherry Streets (400 W. North Street).

DPS maintains a close working relationship with the Carlisle Police Department (CPD). DPS staff also occasionally work with other law enforcement agencies including North Middleton Township Police, Cumberland County

Sheriff's Office, Pennsylvania State Police, the Office of the Cumberland County District Attorney, and other local, state and federal law enforcement agencies. Meetings are held between staff of these agencies on both a formal and informal basis.

Personnel from DPS and CPD communicate regularly on the scene of incidents that occur in and around the campus area. DPS has direct radio communication with the Carlisle Police Department on the police radio network. DPS and CPD also periodically conduct joint training and collaborate on investigations. There is no written memorandum of understanding between DPS and CPD.

Officers are assigned as liaisons to specific residence halls and work with Resident Community Directors, Resident Assistants and other Campus Life staff to promote general well-being and safety in the residence halls. Officers work closely with our Campus Life partners in assigned buildings to provide training and information to promote crime prevention awareness and to develop healthy relationships with the residents of the building.

DPS strives to foster and encourage community-Public Safety partnerships, both to aid in the prevention of crime, and to develop and maintain positive communication and mutual understanding and trust between students, staff, faculty, and Public Safety. Partnerships between community and the police are always stronger when the community understands and supports the role of the police and when the community is confident the actions of the police are fair and just. Students who fully understand the role of DPS and our efforts to enhance the quality of community life will be better prepared to provide advice to Public Safety to help shape policies and initiatives.

#### **Criminal Activity Off Campus Involving Students**

Dickinson College operates no off-campus housing or off-campus student organization facilities. However, approved senior students live off campus in neighborhoods surrounding the college. While Carlisle Police have primary jurisdiction in all areas off campus, DPS officers can and do respond to student-related incidents that occur in close proximity to campus.

When a Dickinson student is involved in an off-campus offense, DPS may assist with the investigation in cooperation with local, state, or federal law enforcement.

CPD shares information regarding off campus crimes involving students with DPS, and may request a DPS representative be present when dealing with students in areas immediately adjacent to campus. CPD and other local law enforcement agencies regularly provide reports of offenses committed by students to DPS and the college Office of Student Conduct.

#### **Campus Crime and Arrest Statistics**

The following statistics have been compiled from incidents reported to DPS or the Carlisle Police during the 2010, 2011, and 2012 calendar years. The statistics do not reflect any reports that might have been made to other departments or individuals at the college unless those individuals or departments informed DPS of the incident. Victims or witnesses may report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics. Professional counselors, when acting as a counselor, are not required to report any crimes or incidents; however, the college urges its counselors to provide "statistical information" should they become aware of a sexual assault incident.

Comprehensive crime statistics for Dickinson College and Carlisle are also available online at the U.S. Department of Education (<http://ope.ed.gov/security/>) and the Federal Bureau of Investigation Uniform Crime Reports (UCR) (<http://www.fbi.gov/ucr/ucr.htm>). **Crime definitions under the Clery Act and UCR may be different, so crime statistics provided in Clery and UCR reports may differ.**

Institutions of higher education are required to compile and report crime statistics in four categories by location. These categories are: “On-Campus”, “In Residence Halls”, “Non-Campus Buildings or Property”, and “Public Property”.

“Non-Campus Buildings or Property” is defined as buildings or property not part of the main campus or a separate campus which is: owned or controlled by the college; and used in support or in relation to the college’s educational purposes, including student housing areas. For the purpose of gathering and classifying statistics for this report, properties listed as “non-campus” include: 19-23, and 25-27 West High Street; 100 West Pomfret Street; Dickinson Park; Boiling Springs Farm; the Cubiculo; Global Programs; 256 S. Hanover Street; 162 South West Street; and 104 S. Pitt Street as these property are not physically attached to the main part of the campus.

The term “Public Property” relates to offenses occurring on: All public property, including thoroughfares, streets, sidewalks, parks and parking facilities, that are within the campus, or immediately adjacent to and accessible from the campus. Information on crimes occurring on “Public Property” is also collected from the Carlisle Police.

The table below lists eight categories of crime – the same categories which every Pennsylvania law enforcement jurisdiction is required to report annually to the State Police, and information related to the provisions of the Jeanne Clery Act. Each category is subdivided by where the criminal incident took place: On-Campus, In a Residence Hall, on a Non-Campus Property, or on adjoining Public Property.

Arrest statistics for three offense categories for 2010, 2011, and 2012 are also listed below. “Liquor violations” primarily consist of underage possession or consumption of alcoholic beverages, and do not include driving while impaired or under the influence of alcohol, or public drunkenness. The college is also required to report referrals for campus disciplinary proceedings for alcohol, drug, and weapons law violations in these statistics.

#### Counselors and Confidential Crime Reporting

Counselors at the Wellness Center Counseling & Psychiatric Services are licensed “Professional Counselors” and when acting as such, are not required to report crimes for inclusion in the annual disclosure of crime statistics. They are encouraged, if they deem it appropriate, to inform clients being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

## Dickinson College Public Safety

This chart includes offenses that were reported to the Dickinson College Department of Public Safety, Carlisle Police Department, and other College officials who have significant responsibilities for student and campus activities. These offenses are compiled using the Uniform Crime Reporting procedures in accordance with the provisions of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Additional information regarding College security policies and procedures are available through the Department of Public Safety, P.O. Box 1773, Carlisle, PA 17013-2896 and through the department's website <http://www.dickinson.edu/student-life/campus-safety/>

| Crimes Reported                      | Campus Residential Facilities (CRF) |     |     | Total On-Campus (Includes CRF) |     |     | Non Campus Buildings or Properties |    |    | Public Property |    |    | Total |     |     | Hate Crimes |    |    |
|--------------------------------------|-------------------------------------|-----|-----|--------------------------------|-----|-----|------------------------------------|----|----|-----------------|----|----|-------|-----|-----|-------------|----|----|
|                                      | 10                                  | 11  | 12  | 10                             | 11  | 12  | 10                                 | 11 | 12 | 10              | 11 | 12 | 10    | 11  | 12  | 10          | 11 | 12 |
| Offense Type                         |                                     |     |     |                                |     |     |                                    |    |    |                 |    |    |       |     |     |             |    |    |
| Murder & Non Negligent Manslaughter  | 0                                   | 0   | 0   | 0                              | 0   | 0   | 0                                  | 0  | 0  | 0               | 0  | 0  | 0     | 0   | 0   | 0           | 0  | 0  |
| Manslaughter - Negligent             | 0                                   | 0   | 0   | 0                              | 0   | 0   | 0                                  | 0  | 0  | 0               | 0  | 0  | 0     | 0   | 0   | 0           | 0  | 0  |
| Sex Offenses- Forcible               | 4                                   | 10  | 1   | 5                              | 11  | 1   | 0                                  | 0  | 0  | 0               | 0  | 0  | 5     | 11  | 1   | 0           | 0  | 0  |
| Sex Offenses- Non Forcible           | 0                                   | 0   | 0   | 0                              | 0   | 0   | 0                                  | 0  | 0  | 0               | 0  | 0  | 0     | 0   | 0   | 0           | 0  | 0  |
| Robbery                              | 0                                   | 0   | 0   | 0                              | 3   | 0   | 0                                  | 0  | 0  | 1               | 3  | 0  | 1     | 6   | 0   | 0           | 0  | 0  |
| Aggravated Assault                   | 0                                   | 0   | 0   | 0                              | 1   | 0   | 0                                  | 0  | 0  | 1               | 2  | 0  | 1     | 3   | 0   | 0           | 0  | 0  |
| Burglary                             | 13                                  | 9   | 10  | 15                             | 12  | 15  | 1                                  | 0  | 0  | 0               | 0  | 0  | 16    | 12  | 15  | 0           | 0  | 0  |
| Motor Vehicle Theft                  | 0                                   | 0   | 0   | 0                              | 0   | 1   | 0                                  | 0  | 0  | 0               | 0  | 0  | 0     | 0   | 1   | 0           | 0  | 0  |
| Arson                                | 0                                   | 0   | 0   | 0                              | 0   | 0   | 0                                  | 0  | 0  | 0               | 0  | 0  | 0     | 0   | 0   | 0           | 0  | 0  |
| Other Hate Crimes with Bodily Injury | 0                                   | 0   | 0   | 0                              | 0   | 0   | 0                                  | 0  | 0  | 0               | 0  | 0  | 0     | 0   | 0   | 0           | 0  | 0  |
| <b>Arrests</b>                       |                                     |     |     |                                |     |     |                                    |    |    |                 |    |    |       |     |     |             |    |    |
| Liquor Law                           | 10                                  | 3   | 8   | 15                             | 15  | 27  | 1                                  | 0  | 1  | 7               | 9  | 1  | 23    | 24  | 19  |             |    |    |
| Drug Law                             | 4                                   | 1   | 1   | 7                              | 6   | 2   | 2                                  | 0  | 0  | 2               | 0  | 0  | 11    | 6   | 2   |             |    |    |
| Illegal Weapon                       | 0                                   | 0   | 0   | 0                              | 0   | 0   | 0                                  | 0  | 0  | 0               | 0  | 0  | 0     | 0   | 0   |             |    |    |
| <b>Disciplinary Referrals</b>        |                                     |     |     |                                |     |     |                                    |    |    |                 |    |    |       |     |     |             |    |    |
| Alcohol                              | 144                                 | 155 | 183 | 170                            | 185 | 226 | 25                                 | 1  | 3  | 8               | 9  | 2  | 203   | 195 | 231 |             |    |    |
| Drug                                 | 43                                  | 75  | 87  | 45                             | 98  | 90  | 0                                  | 1  | 0  | 1               | 1  | 0  | 46    | 100 | 90  |             |    |    |
| Weapons Possession                   | 0                                   | 0   | 0   | 0                              | 0   | 0   | 0                                  | 0  | 0  | 0               | 0  | 0  | 0     | 0   | 0   |             |    |    |

| Year: 2010 - 2012        | 2012 | FTE Rate | 2011 | FTE Rate | 2012 | FTE Rate |
|--------------------------|------|----------|------|----------|------|----------|
| Offense                  |      |          |      |          |      |          |
| Types Offenses           |      |          |      |          |      |          |
|                          | 0    | 0        | 0    | 0        | 0    | 0        |
| Manslaughter - Negligent | 0    | 0        | 0    | 0        | 0    | 0        |
| Sex Offenses - Forcible  | 5    | 0.001549 | 11   | 0.003403 | 1    | 0.000306 |
|                          | 0    | 0        | 0    | 0        | 0    | 0        |
| Robbery                  | 1    | 0.00031  | 6    | 0.001856 | 0    | 0        |
|                          | 1    | 0.00031  | 3    | 0.000928 | 0    | 0        |
| Burglary                 | 16   | 0.004957 | 12   | 0.003713 | 15   | 0.004587 |
|                          | 0    | 0        | 0    | 0        | 1    | 0.000306 |
| Arson                    | 0    | 0        | 0    | 0        | 0    | 0        |
|                          | 0    | 0        | 0    | 0        | 0    | 0        |

|                | 2010 | FTE Rate | 2011 | FTE Rate | 2012 | FTE Rate |
|----------------|------|----------|------|----------|------|----------|
| Liquor Law     | 23   | 0.007125 | 24   | 0.007426 | 29   | 0.008869 |
|                | 11   | 0.003408 | 6    | 0.001856 | 2    | 0.000612 |
| Illegal Weapon | 0    | 0        | 0    | 0        | 0    | 0        |

| Disciplinary Referrals | 2010 | FTE      | 2011 | FTE      | 2012 | FTE      |
|------------------------|------|----------|------|----------|------|----------|
|                        | 203  | 0.062887 | 195  | 0.060334 | 231  | 0.070642 |
| Drug                   | 45   | 0.013941 | 100  | 0.030941 | 90   | 0.027523 |
|                        | 0    | 0        | 0    | 0        | 0    | 0        |

| Full Time Equivalency (FTE) Statistical Information              | 2010  | 2011  | 2012  |
|------------------------------------------------------------------|-------|-------|-------|
|                                                                  | 2,386 | 2,376 | 2,397 |
| Students Residing in College Housing (at start of Fall semester) | 1,994 | 2,028 | 1,998 |
| Employees (Faculty, Administrators & Staff)                      | 842   | 856   | 873   |
| Total Full Time Equivalency                                      | 3,228 | 3,232 | 3,270 |
| Number of Known Offenses / FTE = FTE Rate                        |       |       |       |

## **Clery Act Crime Definitions**

**Manslaughter by Negligence** — The killing of another person through gross negligence.

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

**Sex Offenses, Forcible** — Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

**Forcible Rape** — The carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

**Forcible Sodomy** — Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

**Sexual Assault With An Object** — The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

**Forcible Fondling** — The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

**Sex Offenses, Non-forcible** — Unlawful, non-forcible sexual intercourse.

**Incest** — Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

**Statutory Rape** — Non-forcible sexual intercourse with a person who is under the statutory age of consent.

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

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

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

**Motor Vehicle Theft** — The theft or attempted theft of a motor vehicle. This includes all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned (including joyriding)

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

**Hate Crimes** — Crimes that manifest evidence the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity or disability as prescribed by the Hate Crimes Statistics Act and Campus Security Act.

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

**Drug Abuse Violations** — Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (demerol, methadones); and dangerous non-narcotic drugs (barbituates, benzedrine).

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

### **Crime and Fire Log**

DPS maintains a daily crime and fire log. The log is available on the Public Safety website at <http://www.dickinson.edu/student-life/campus-safety/your-right-to-know/Crime,-Fire,-and-Incident-Log-2012/>.

The Crime and Fire Log contains information on all criminal incidents and alleged criminal incidents reported to DPS. The log contains specific information about reported criminal incidents, including the date the crime was reported, the date and time the crime occurred, the nature of the crime, the general location of the crime, and the disposition of the complaint, if known.

The log is designed to disclose crime information on a more timely basis than the annual statistical disclosures. A crime is entered into the log as soon as it is reported to DPS. This includes crimes that are reported directly to DPS, as well as crimes that are initially reported to another campus security authority or to a local law enforcement agency who subsequently reports them to DPS.

### **Reporting crimes and emergencies**

Community members, students, faculty, staff, and guests are encouraged to report all crimes and safety related incidents to Public Safety in a timely manner. To report a crime or emergency on campus, call DPS - 717-245-1111 for emergencies, or dial 1111 from campus telephones.

Information regarding incidents of sexual misconduct may be shared with any employee of Dickinson College. Employees who learn of an incident of sexual misconduct or other serious crime (Clery Act crimes including Murder, Manslaughter, Forcible Sex Offenses, Burglary, Robbery, Aggravated Assault, Motor Vehicle Theft, Arson or Hate Crimes) are then required to report this information to the Dean of Students Office or DPS.

If you're off-campus or calling from a cell phone for non-emergency assistance, call 717-245-1349 or dial 1349 on a campus phone. **Safe Walk**, the campus escort service, is also available by calling this number. The **Safety Shuttle**, operated by student drivers, is available to pick students up and take them to or from locations throughout the Borough of Carlisle. The Safety Shuttle is free of charge and available to all members of the Dickinson College community. Call 717-961-9646 to request this service.

To report a fire or to request an ambulance for a medical emergency, call 911. You will be connected to the Cumberland County Emergency Communication Center. Make sure you tell the operator which campus building you are in. Cumberland County will dispatch the fire department or ambulance and will also notify DPS.

#### **Reporting a crime:**

- Call DPS at ext. 1111 and report any and all details of the incident
- Describe the suspect's appearance, clothing, height, weight, coloring, scars or other noticeable features
- Describe the location of the incident
- Describe the suspect's vehicle, license plate number and direction of travel

**If you observe a crime or a suspicious incident, call immediately.** Don't assume someone else has made the call. Try to provide the dispatcher with accurate, detailed information about the problem. When reporting an emergency, try to explain your needs as calmly as you can. **STAY ON THE LINE** until the dispatcher says it is okay to hang up.

Dispatchers are available at these respective telephone numbers 24 hours a day to answer your call. In response to a call, DPS will take the required action, dispatching an officer or asking the victim to respond to the Public Safety office. DPS officers respond to all reports of crimes and emergencies and may complete an "Incident Report" for crimes occurring on or adjacent to college property. Crime (incident) reports can be made at any time.

DPS incident reports involving students are forwarded to the Dean of Students office for review and potential action by the Office of Student Conduct.

If assistance is required from Carlisle Police or the Carlisle Fire Department, DPS will contact the appropriate unit. If a sexual assault or rape should occur, staff on the scene, including DPS, will offer the victim a wide variety of resources. Dickinson College has a trained Sexual Violence Resource and Advocate that is available to assist a victim 24 hours a day.

Crimes should be reported to DPS to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate. For example, a crime that was reported only to the Carlisle Regional Medical Center would not be included in the Dickinson College crime statistics.

Crimes often occur in clusters. If you report a crime or a suspicious situation, you might prevent the next one from taking place. An activity which you feel is unusual may be a sign of a criminal act. It is crucial that you contact DPS immediately whenever you see or hear something suspicious. DPS will respond to all reports of suspicious activity - whether or not you choose to identify yourself. Your call could prevent a crime against a friend, a neighbor, or yourself.

Signs of crime may include: A scream or call for help - a strange car repeatedly driving by - a broken window - a stranger noticed entering your neighbor's room or home or entering an office or lab with no apparent business to transact - a stranger loitering in a parking area or near your home, residence hall, or work area - a stranger in possession of two bicycles.

### **Anonymous reporting**

If you wish to report a crime anonymously, go to the Anonymous Tips area of the DPS webpage at <http://www.dickinson.edu/student-life/campus-safety/public-safety/content/Anonymous-Tips/>. Use this form to provide information anonymously regarding possible crimes, planned crimes, and/or law/policy violations. Once the form is completed, click the "send form" button at the bottom of the page. The contents of this form are e-mailed directly to DPS and the sender appears as "Webmaster".

**DO NOT send emergency or crisis information, or information on situations needing an immediate response to Public Safety through this link. While we follow up on all information sent through the anonymous tips site, messages sent through this site are not monitored 24 hours a day.**

### **Confidential Reporting**

If you are the victim of a crime and do not want to pursue action within the college disciplinary system or the criminal justice system, you may still want to consider making a confidential report to DPS.

The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the college can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution. The information obtained in a confidential report will be shared only with those college officials who will assist in the investigation and/or resolution of the complaint.

If a report of crime or incident of sexual misconduct discloses an immediate threat to the college campus community, where timely notice must be given to protect the health or safety of the community, the college may not be able to maintain confidentiality. Immediately threatening circumstances include, but are not limited to, reported incidents of sexual misconduct that include the use of force, a weapon, crimes of violence, or other circumstances that represent a serious and ongoing threat to Dickinson College students, faculty, staff or visitors.

### **Emergency Telephones**

Campus telephones are located outside the main entrances of most residence halls. If you need emergency assistance, pick up any campus telephone and dial 1111. There are also emergency "blue light phones" located strategically throughout campus. These blue light phones connect directly to the DPS communication center. The phones are activated by the touch of a button, and when the phones are activated a strobe light on the top will flash. This marks the location for the responding officer and serves as a deterrent to further criminal activity. Telephones in the communication center will display the location of the call to ensure officers respond quickly to the correct location.

When you activate an emergency phone please provide the following information:

- Your location
- The nature of the emergency

Be prepared to answer the communications officer's questions and respond to any instructions that may be given.

It is recommended that you familiarize yourself with Blue Light and emergency telephone locations. An interactive map showing the locations of blue light and emergency phones on campus is available online at <http://www.dickinson.edu/student-life/campus-safety/public-safety/content/Emergency-Phone-Map/>.

### **Emergency Notification and Timely Warnings**

It is the policy of Dickinson College to communicate accurate, timely information to members of the campus community in the event of a crisis, serious crime, emergency, or other situation which may impact the safety of the community.

#### **Timely Warnings**

In the event that a situation arises involving an incident identified as a “Clery Act” crime (Murder; Manslaughter; Aggravated Assault; Robbery; Forcible Sex Offenses; Burglary), either on or off campus, that, in the judgment of the Chief of Public Safety or their designee, constitutes an immediate or continuing threat to students, faculty, staff, or visitors, a campus wide “Timely Warning” will be issued. The warning will be issued through the college Red Alert mass notification system.

Depending on the particular circumstances of the crime, methods of dissemination may also include, but are not limited to, electronic distribution through e-mail, posting of hard copies in public areas, posting on the DPS website in the “Crime Alerts” section at <http://www.dickinson.edu/student-life/campus-safety/crime-alert/>, posting on the Public Safety monitor in the first floor of the Holland Union Building (HUB), posting on the Dean of Students Facebook page at <http://www.facebook.com/pages/Dickinson-College-Dean-of-Students/123646454342054?ref=ts>, and dissemination via local media outlets.

Status updates regarding the resolution and/or “unfounding” of a crime and issued timely warnings will be disseminated in a similar fashion and updated as soon as possible. The intent of a Timely Warning is to provide information to enable members of the college community to protect themselves.

When Clery Act Timely Warnings are issued, a copy of the warning will be attached to the corresponding DPS Investigation Report (if applicable). A copy of the warning will also be maintained in the Clery Act annual retention file at DPS. Timely Warning information will remain on file at DPS for a period of at least 3 years from the date of the warning.

Anyone with information warranting a Timely Warning should report the circumstances to DPS, by phone (717-245-1111) or in person at the Public Safety office, Kaufman Hall, at the northeast corner of Cherry and West Louthier Streets (400 E. North Street -rear, Carlisle, PA 17013).

If DPS learns of a serious crime, either on or off campus, and there is no indication of a serious or continuing threat to the college community, DPS may issue a Crime Alert for the purpose of seeking additional information from the public or to heighten awareness.

### **Emergency Notification**

In the event a disaster or crisis arises, either on or off campus, that in the judgment of the Chief of Public Safety or his/her designee, in consultation with other administrators, potentially constitutes an ongoing or immediate danger, a campus wide alert will be issued. The alert will be issued by DPS through the Red Alert system and may also be sent through the college e-mail system to students, faculty, and staff. Depending on the particular circumstances of the incident, DPS may also post the notice on the Public Safety website at: <http://www.dickinson.edu/student-life/campus-safety/>.

### **Red Alert System**

The college issues Timely Warnings and Emergency Notifications through its Red Alert mass notification system. Red Alert enables college emergency response team members to communicate with students, staff, and faculty in minutes by sending a message via a number of contact methods—including email, text messaging, and cell phones. Red Alert is only used for emergencies, crises and reports of serious crime where a situation exists which potentially constitutes an **ongoing or immediate danger**. This is a free service to members of the Dickinson College community.

The success of this service relies on you to provide accurate contact information. To receive emergency alerts from Dickinson Red Alert, please sign up by following these instructions:

1. Log into the Dickinson Gateway on the web at <http://gateway.dickinson.edu/>
2. Follow the instructions in the Dickinson Red Alert channel

Please register as soon as possible. Having your latest contact information in our notification system is the only way to ensure that we can quickly communicate with you in an emergency.

Red Alert and Red Alert System test records will be maintained on the website of the vendor (Everbridge). The Red Alert system will be tested at least twice a year. A copy of each message and test documentation will also be maintained at DPS. Red Alert notifications will remain on file at DPS for a period of at least 3 years from the date of the alert.

### **Emergency Management and Evacuation Policies**

Dickinson College has a comprehensive all hazards emergency response plan which provides a framework for the college response to crises and emergencies. The plan was developed under the Incident Command System (ICS) model prescribed by the National Incident Management System (NIMS). The Emergency Response Plan includes information about incident teams, shelter-in-place and evacuation guidelines; and local contingency and continuity planning requirements.

In the emergency response plan, specific campus administrators (the Core Team) are identified who are responsible for oversight of key functions in the event of an emergency or crisis which impacts a large segment of the campus population. Members of this Core Team include Vice President of Student Development – Joyce Bylander, Associate Vice President of Campus Operations - Ken Shultes, Director of Environmental Health and Safety – William Shoemaker, Associate Vice President of Financial Operations & Auxiliary Services – Steve Hietsch, Chief of Public Safety – Dee Danser, Director of Media Relations – Christine Dugan, Dean of Students – Leonard Brown, and others. The Core Team coordinates with other campus offices (Wellness Center, HR Services, etc...) and outside emergency response agencies (fire department, Carlisle Regional Medical Center) as needed.

College departments are responsible for developing contingency plans and continuity of operations plans for their staff and areas of responsibility. The emergency response plan is continually updated, and tabletop and other emergency planning exercises, including evacuation drills are conducted at least once a year. Exercises and emergency response planning is coordinated by the Director of Environmental Health and Safety who documents the exercises or drills, including the date, time, and whether the exercise was announced or unannounced. These tests are designed to assess and evaluate the emergency plans and capabilities of the institution.

General information about the emergency response and evacuation procedures are publicized each year as part of the institution's Clery Act compliance efforts in this report.

Resident Assistants and other residential life staff receive emergency response and evacuation training every year. This training includes information regarding emergency assembly areas (EAAs) and shelter in place sites (SIP) for different locations on campus. Information regarding emergency assembly areas and shelter in place sites for residential halls is provided to the resident students by their Resident Assistants and is posted in the residential halls.

Fire and evacuation drills are held once a semester for each residence hall. Fire drills are a mandatory supervised evacuation of a building for a fire. The fire drill is scheduled with DPS, and the individual residence hall staff. The supervised fire drill is generally scheduled within the first 3 weeks of the beginning of each semester. Students learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a short-term building evacuation. The purpose of fire evacuation drills is to prepare building occupants for an organized evacuation in case of an emergency. Fire evacuation drills are used as a way to educate and train occupants on issues specific to their building. Evacuation maps are posted on the back of the entry door in all residence halls.

DPS staff also conduct regular training sessions for employees, including "Responding to Campus Emergencies – Guidelines for Dickinson College Employees." In addition, basic emergency response and emergency contact information is distributed to new employees and is available at HR Services and on the Public Safety webpage at <http://www.dickinson.edu/student-life/campus-safety/emergency/>.

An online course – "Student Responsibilities During Emergencies" is available to all students through the Gateway, <http://gateway.dickinson.edu/>.

DPS Officers have received training in Incident Command and Responding to Critical Incidents on Campus. When a serious incident occurs which causes an immediate threat to the campus, the first responders to the scene are usually DPS and the Carlisle Fire Department and Emergency Medical Services if necessary. They typically respond and work together to manage the incident. Depending on the nature of the incident, other college departments and other local or federal agencies could also be involved in responding to the incident.

Shelter-in-Place - If an incident occurs and the building you are in is not damaged, stay inside-seeking an interior room-until you are told it is safe to come out. If your building is damaged, or you are directed to evacuate, take your personal belongings (purse, wallet, ID card, etc.) and follow the evacuation procedures for your building (close your door, proceed to the nearest exit, and use the stairs instead of the elevators). Once you have evacuated, proceed to the emergency assembly site for your area. If police or fire department personnel are on the scene, follow their directions.

No matter where you are, the basic steps of shelter-in-place will generally remain the same. Should the need ever arise, follow these steps, unless instructed otherwise by local emergency personnel:

1. If you are inside, stay where you are. Collect any emergency shelter-in-place supplies and a telephone to be used in case of emergency. If you are outdoors, proceed into the closest building quickly or follow instructions from emergency personnel on the scene.
2. Locate a room to shelter inside. It should be an interior room without windows or with the least number of windows. If there is a large group of people inside a particular building, several rooms may be necessary.
3. Shut and lock all windows and close exterior doors.
4. Make a list of the people with you and ask someone (RA or other staff) to call the list in to DPS so they know where you are sheltering. If only students are present, one of the students should call in the list.
5. Listen for further instructions through Red Alert or emergency responders.

### **Security and Access to Campus Facilities**

Most campus buildings and facilities are accessible to students, parents, employees, contractors, and guests during normal business hours, excluding holidays. Athletic facilities, the library, and other select college service areas have varying hours of operation. Most of the academic and administrative buildings on campus are controlled by a card access system. While these buildings will be locked and closed to the general public after regular business hours, students, faculty and staff may gain access by using their college identification card in the card access system. In the case of periods of extended closing, non-residential buildings will be secured according to schedules developed by the department responsible for the facility, and the College will admit only those with prior approval to all facilities.

Residential buildings are secured 24 hours a day. Most exterior doors in student residential halls are controlled by card access, and students are issued a key for their room. In residential buildings not on the card access system, students who reside in these buildings are issued a key for their room and the exterior building doors. Over extended breaks, the doors of all residential buildings will be secured around the clock, and will be equipped with a lock separate from the regular key issued to resident students.

More than 120 security cameras are located throughout campus, many at access points to buildings. Card access and camera systems are monitored 24 hours a day in the DPS communication center.

A telephone intercom system is located at the main entrance of many residential buildings for guests to contact residents. The telephones may also be used to contact DPS in an emergency. Local food delivery employees should be directed to use these telephones to call residents to the entrance to pick up ordered items. Residents should instruct their guests to use these telephones to contact them so they can meet their guests at the entrance.

### **Maintenance of Campus Facilities**

DPS officers, as part of their patrol procedures, generate work orders to Facilities Management when any defective lighting or unsafe condition related to facilities on campus is noted. Students, faculty, and staff are encouraged to report any safety or security concerns directly to Public Safety.

At least once a year DPS conducts a Safety Walk with students, Facilities Management personnel and other members of the community. During the Safety Walk they examine security issues such as landscaping, locks, alarms, and lighting, and make recommendations for improvement as needed. Additionally, during the academic year, the College Workplace Safety Committee meets monthly to discuss issues of pressing concern.

Facilities Management is responsible for the maintenance and upkeep of buildings and grounds on campus. This includes everything from changing light bulbs to construction of buildings and everything in between. If you need service in your residence hall or elsewhere on campus, contact the Facilities Management Service Response Center at 717-245-1700.

All requests, concerns, or ideas about facilities maintenance are welcome. Non-urgent requests may be made through the website at:

[https://www.myschoolbuilding.com/myschoolbuilding/msbdefault\\_email.asp?frompage=myrequest.asp](https://www.myschoolbuilding.com/myschoolbuilding/msbdefault_email.asp?frompage=myrequest.asp).

Urgent requests should be called in immediately at 717-245-1700. For after hours emergency service, call Public Safety at 717-245-1349.

- Lock your room (even if you are just leaving for a few minutes) and secure your room key.
- Never prop exit doors open.
- Notify DPS immediately if your keys or identification card are lost or stolen.
- Close and report any exit doors that are found open or left unsecured.
- Report any suspicious activities to a R.A. or DPS immediately.
- Notify Facilities Management or DPS immediately if your locks are malfunctioning.
- Keep fire doors and stairwell doors closed at all times.

### **Sexual Offender Notification and Information (Megan's Law)**

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, DPS is providing a link to the Pennsylvania State Police Sex Offender Registry in this report.

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, as required under state law, of each institution of higher education in that state at which the person is employed, carries on a vocation, or is a student. In the Commonwealth of Pennsylvania, convicted sex offenders and sexual predators must register with Pennsylvania State Police.

You can find more information on Megan's Law at the Pennsylvania State Police Sexual Offender Information website: [www.pameganslaw.state.pa.us](http://www.pameganslaw.state.pa.us). This service is free of charge.

### **Sexual Assault, Sex Offenses and Sexual Misconduct**

If you have been sexually assaulted you may be in a state of shock or disbelief. You may feel numb or confused. You may be angry and resentful, feel ashamed or blame yourself for the assault. All of these feelings and reactions are common and may be experienced if you have been victimized by a stranger, an acquaintance, a friend or intimate partner.

Support and information is available from many offices on campus to help you clarify the issues, facilitate your recovery, and to discuss your options. A Sexual Violence Resource & Advocate, and the Violence Prevention Coordinator are also available to help you navigate resources and the legal and conduct system options available to you. The college strongly advocates that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation.

### **Harassment Policy**

Sexual harassment is defined as any unwelcome sexual advance, request for sexual favors or other verbal or physical conduct or communication of a sexual nature WHEN:

- Submission to such conduct is an explicit or implicit condition of employment or academic success; or
- Submission to or rejection of such conduct is used as the basis for an employment or academic decision; or
- Such conduct has the purpose or effect of interfering with an individual's work or academic performance; or creating an intimidating or hostile working or academic environment.

The college will not tolerate any type of sexual harassment. Sexual harassment is contrary to college policy and contrary to the values of the Dickinson community. It is prohibited by federal and state law.

The complete college Harassment Policy is available in the Student Handbook online at <http://www.dickinson.edu/student-life/resources/student-development/content/policy-harassment/> and through the Department of Human Resource Services.

### **Confidentiality**

Protecting the privacy of a victim of sexual assault is an issue of primary importance to Dickinson College. Our policies and practices for supporting victims are designed to make it as simple as possible for a victim to reach out and receive assistance. No matter who you choose to contact, you can be assured that your situation will be handled with sensitivity and care and that only those individuals who are responsible for helping you navigate the process will be involved.

### **If you have been assaulted:**

- Get to a safe place and call someone you trust.
- Do not wash, go to the bathroom or change clothing if at all possible. This will help preserve physical evidence should you decide to take legal action. It is important to preserve evidence for the proof of a criminal offense. If you do change clothing, put all of the clothing you were wearing at the time of the assault in a paper (not plastic) bag.

- Go to Holy Spirit Hospital Medical Center within 96 hours to receive medical attention and collect evidence. Medical transportation is available through DPS.
- Contact DPS, Carlisle Police or the Sexual Violence Resource & Advocate for assistance and information on legal and conduct system options. You may file a report with DPS or CPD at any time of the day or night. Staff from the Office of the Dean of Students will assist you in notifying these authorities, at your request.
- Speak with a counselor. A Wellness Center Counseling and Psychiatric Services staff member is available 24 hours a day and may be contacted at any time by calling DPS at 1111. If using a cell phone, call DPS at: 717-245-1111.
- An On-Call Student Life staff member is also available to provide support and assistance. They may be contacted at any time by calling DPS at 1111. If using a cell phone, call DPS at: 717-245-1111.
- Find support and strategies for healing and empowerment through the Sexual Violence Resource & Advocate, the Wellness Center, the Violence Prevention Coordinator, the Women's Center, YWCA Rape Crisis Services, friends, family, and other communities. Take action and take care of yourself!

#### **Understand the Reporting Process: YOU HAVE THE CHOICE**

- To call just for information
- To share your story
- To seek counseling
- To seek support
- To report the assault to DPS or local law enforcement
- To file College Conduct charges
- To pursue criminal charges, or
- To file no charges

If you are ever a bystander, witness or victim of any sexual offense on or off campus, you can pursue one, all, or none of these options at any time. Sexual offenses may be adjudicated through the College Conduct system. This is an independent process from the Commonwealth of Pennsylvania criminal justice system. On campus proceedings do not preclude or limit a student's access to the Commonwealth judicial system.

Additional information on the Sexual Misconduct policy and the College Conduct system is available online in the Student Handbook at <http://www.dickinson.edu/student-life/resources/student-development/content/policies-landing/>, the Community Standards at <http://www.dickinson.edu/student-life/resources/dean-of-students/content/Conduct---Community-Standards/>, and the Sexual Misconduct Policy at <http://www.dickinson.edu/student-life/resources/Dickinson-College-Sexual-Misconduct-Policy/>.

## **College Support Services**

All of these offices provide information, support and/or resources to prevent and respond to sexual misconduct.

### **Sexual Violence Resource and Advocate**

- In a partnership with the YWCA, Dickinson College provides a 24-7 resource and advocacy service for all Dickinson community members. Contact the advocate for:

Crisis support and intervention; Information about healthy relationships; Advocacy through the Conduct and criminal processes

To reach the advocate use the 24 hour toll free YWCA hotline:

Step 1: Call 1-888-727-2877

Step 2: Ask for Dickinson advocate

Step 3: Advocate will call back, listen to you, and explain your options

### **Public Safety**

- 717-245-1349 (you can request an officer of either gender) – 24 hours a day

### **Women's Center**

- 717-245-1931 (8:30 a.m. – 4:30 p.m.)

### **Dean of Students**

- 717-245-1639 (8:30 a.m. – 4:30 p.m.)

### **Wellness Center - Counseling and Psychiatry Services**

- 717-245-1485 (8:30 a.m. – 4:30 p.m.)

### **Office of Student Conduct**

- 717-245-1676 (8:30 a.m. – 4:30 p.m.)

### **Wellness Center - Health Services**

- 717-245-1835 (8:30 a.m. – 4:30 p.m.)

**Your Resident Adviser** 24 hours a day

**Holy Spirit Hospital** 24 hours a day

- 717-763-2100

### **Carlisle Borough Police Department**

- 717-243-5252 or 911

### Support One Another

How can you help a friend who has been the victim of sexual assault?

- Remain calm—You may feel shocked and outraged, but the victim/survivor's response is primary right now.
- Believe your friend—Make it clear that you believe the assault happened and that it's not their fault.
- Encourage counseling—Give the victim the number to the Sexual Violence Resource & Advocate, Wellness Center or the Rape Crisis Hotline, but let them decide whether to call.
- Seek counseling for yourself—You can't ignore your own feelings, but they may not be appropriate to share with a victim. The Wellness Center and/or the Sexual Violence Resource & Advocate and the Violence Prevention Coordinator can provide someone for you to talk to.
- Help give your friend control—All control has been stripped from a victim during an assault. Empower them to make decisions about what steps to take next, but don't tell them what to do.
- Encourage medical attention— Medical exams can diagnose and provide treatment for injuries and can help provide evidence should a victim decide to prosecute.
- Let your friend express their feelings—Allow them to cry, scream, etc... Just be there to listen.
- Maintain confidentiality - Let the victim decide who will know about the assault.
- Resist the culture of sexual violence—call out objectifying and harassing behavior, get to know your own and others' boundaries, and resist all forms of violence whenever you encounter them!

### Look after your friends!

Sometimes potentially risky situations can be identified and avoided before anyone is harmed. Trust your instincts; if something "feels" wrong, it may very well be. If you're not sure – and most times people aren't – check it out, either directly with the friend you're concerned about or confidentially with another friend who is witnessing the same thing. Chances are very good that if you are worried, others are also.

### **Sexual Misconduct Awareness and Prevention**

The college educates the student community about sexual assaults and sexual misconduct through mandatory first year student orientations each fall. First year students are required to complete the Student Success™ Unless There's Consent online sexual assault education/prevention program. They are also required to attend a sexual assault awareness program, which was Sex Signals this year. In addition, all incoming students are required to attend programs on "Alcohol and the Dickinson Community" and "Gender, Non-violence and the Dickinson Community" as part of Extended Orientation throughout the fall semester.

DPS offers sexual assault education and information programs to college students and employees upon request. Programs on sexual assault awareness and prevention are conducted throughout the academic year by various departments on campus, including the Wellness Center, the Women's Center, the Office of the Dean of Students, and the Violence Prevention Coordinator. Literature on non-stranger rape education, risk reduction, and response is also available at the DPS Office and at the offices listed above.

### **Disclosure of Sexual Misconduct Disciplinary Hearing Outcomes**

Both the victim and the accused will be informed of the outcome of any institutional disciplinary proceeding that is brought alleging a sex offense. The outcome of a disciplinary proceeding means only the institution's final determination with respect to the alleged sex offense and any sanction that is imposed against the accused.

## **Alcohol and other Drugs – Information and College Policies**

### **Alcohol and Drugs**

The possession, sale or the furnishing of alcohol on the college campus is governed by Dickinson College Alcohol Policy and laws of the Commonwealth of Pennsylvania. Laws regarding the possession, sale, consumption or furnishing of alcohol are controlled by the Pennsylvania Liquor Control Board (PLCB). However, the enforcement of alcohol and drug laws on campus is the primary responsibility of DPS.

Dickinson College has been designated “Drug free” and only under certain circumstances is the consumption of alcohol permitted. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by DPS and local law enforcement. Violators are subject to college disciplinary action, criminal prosecution, fine and imprisonment. The college will cooperate fully with law enforcement agencies as appropriate.

It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under 21 years of age in a public place or a place open to the public is illegal. It is also a violation of the College Alcohol Policy for anyone to consume or possess alcohol in any public or private area of campus without prior college approval. Organizations or groups violating alcohol/substance policies or laws may be subject to sanctions by the College.

Dickinson College has programs and policies in place to support a drug-free environment. A complete copy of Dickinson’s Drug and Alcohol Policy may be obtained by contacting HR Services at <http://www.dickinson.edu/about/offices/human-resource-services/>.

If an employee has concerns about drug or alcohol use – their own or others – they may want to consult with the college’s employee assistance program (EAP) counselors.

Additional information is located in the Student Handbook at <http://www.dickinson.edu/student-life/resources/student-development/content/policy-drug-free/>, and in the Community Standards.

The Dickinson College Community Standards state, “the possession, use, sale, provision and/or distribution of alcohol, except as permitted by law, is a violation of the Dickinson College Community Standards as well as a possible violation of local, state and/or federal laws. Students are expected to comply with the Alcohol policy as outlined in the Student Handbook.”

Below is a select list of specific acts deemed to be misuse of alcohol at Dickinson College:

- Underage Possession/Consumption
- Drinking Games
- Hosting Underage Guests
- Public Intoxication
- Hosting/Attending an Unregistered Event
- Kegs/ Large Volume Containers

### **Penalties**

The purchase, consumption, transportation or possession of alcoholic beverages by a person under 21 is punishable by fines of up to \$1000.00 and loss of driving privileges in Pennsylvania.

Misrepresentation of age to purchase alcohol and altering, selling or manufacturing of false identification is also punishable by minimum fines of \$1,000.00 and loss of driving privileges. The selling or furnishing of alcoholic beverages to those under 21 is punishable by a mandatory fine of \$1,000.00 for the first offense and \$2,500.00 for each subsequent violation. Lying about age to obtain alcohol, making a false ID and furnishing alcohol to individuals under age 21 are misdemeanor offenses.

A summary of penalties related to alcohol may be found online at the Pennsylvania Liquor Control Board (<http://www.lcb.state.pa.us/portal/server.pt/community/alcoholthelaw/17511>).

A complete summary of federal penalties related to alcohol and illicit drugs may be found online at the U.S. Drug Enforcement Administration.

### **Suspension of Financial Aid Eligibility for Drug-Related Offenses**

A student who has been convicted of any offense under any Federal or State law involving the possession or sale of a controlled substance shall not be eligible to receive any Title IV Federal grant, loan, or work assistance during the period beginning on the date of such conviction and ending after specified intervals. Additional information on this subject is located online at: <http://www.dickinson.edu/student-life/resources/student-development/content/policy-suspension-of-financial-aid-eligibility/>.

Title IV Federal Aid includes: Federal Work Study, Federal Direct Loans, Federal Pell Grants, Supplemental Educational Opportunity Grants, Academic Competitive Grants, Federal SMART Grants, Robert C Byrd Scholarships, and Federal Perkins Loans.

### **Events with Alcohol**

Events where alcohol will be present must be registered with the Office of Campus Life in the Lower Level of the Holland Union Building. Guidelines for registering and hosting an event with alcohol can be found in the Dickinson College "Hosting Guide for Events with Alcohol" available from the Office of Campus Life. For more information, contact the Office of Campus Life at 717-245-1671.

## **Substance Abuse Education and Support**

### **Education**

Drug and alcohol education programs are conducted regularly to heighten awareness of the necessity to have a drug-free college community. Resources are provided to community members by sources such as the Office of the Dean of Students, Campus Life, Public Safety, the Wellness Center, and Human Resources Services. Education and Awareness programs, including Alcohol Edu. are offered during Orientation and throughout the year (<http://www.dickinson.edu/student-life/orientation/AlcoholEdu/>).

### **Counseling, Treatment, Support and Community Resources**

|                                                                     |                                                                                                                                                                                                                                                     |
|---------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Emergency Assistance:                                               | Public Safety    On-campus call x1111 (717-245-1111)<br>Off-campus call 911 or contact your RA, CA or RCD                                                                                                                                           |
| Medical Treatment:                                                  | Wellness Center Health Services    x1835 (717-245-1835)<br>(students only) ( <a href="http://www.dickinson.edu/student-life/resources/health-center/">http://www.dickinson.edu/student-life/resources/health-center/</a> )                          |
| Carlisle Regional Medical Center Emergency Department 717- 960-1695 |                                                                                                                                                                                                                                                     |
| Emotional Support:                                                  | Wellness Center Counseling & Psychiatry Services x1485 (717-245-1485)    (students only)<br>( <a href="http://www.dickinson.edu/student-life/resources/counseling-center/">http://www.dickinson.edu/student-life/resources/counseling-center/</a> ) |
|                                                                     | Employee Assistance Program (EAP)    717-243-1896    (employees only).                                                                                                                                                                              |
| Community Resources:                                                | Alcoholics Anonymous 717-249-6673<br><br>Holy Spirit Hospital Drug and Alcohol Services: 717-763-2369<br><br>The LeTort Center 717-243-9000 (confidential treatment for addictions)                                                                 |

### **Campus Security Related Policies**

#### **Missing Student Policy/Investigation**

As a requirement of the Higher Education Opportunity Act and in an effort to assist in ensuring the safety of our residential students, Dickinson College has established a missing student notification policy that requires the college to alert an emergency contact designated by the student and/or the student's parents as well as local law enforcement if the student has been missing for more than 24 hours.

In addition to registering a general emergency contact, students have the option to identify confidentially an individual to be contacted by Dickinson College in the event the student is determined to be missing for more than 24 hours. All students signing into the Gateway for the first time are prompted to provide the name and phone number of an emergency contact person for this purpose. A student's confidential contact information will be accessible only by authorized campus officials who have the responsibility of notification and law enforcement officers in furtherance of a missing person investigation.

If a member of the college community has reason to believe that a student is missing, they should immediately notify DPS at 717-245-1111, whether or not the student resides on campus. DPS will generate a missing person report and initiate an investigation. DPS will then notify the Student Life On-Call personnel, the Chief of Public Safety and/or their designee, and other appropriate personnel to initiate actions to locate the student. All possible efforts will be made to locate the student to determine his or her state of health and well-being through the collaboration of DPS and the Office of the Dean of Students. If the student is an on campus resident, DPS, working

with Campus Life personnel, may make an entry into the student's room to check on their welfare. If the student is an off-campus resident, DPS will informally enlist the aid of the neighboring police agency having jurisdiction.

Concurrently, college officials will endeavor to determine the student's whereabouts through contact with friends, associates, and/or employers of the student. Whether or not the student has been attending classes, labs, recitals, and scheduled organizational or academic meetings, or appearing for scheduled work shifts, will be established. If located, verification of the student's state of health and intention of returning to the campus will be made. When and where appropriate, a referral will be made to the Wellness Center.

If not located, notification of the emergency contact and local law enforcement no later than 24 hours after the student is determined missing will be made to determine if they know the whereabouts of the student. The notification of the emergency contact will be made by the Dean of Students or his/her designee. If the student is an off-campus resident, appropriate family members or associates are encouraged to make an official missing person report to the law enforcement agency with jurisdiction. Local law enforcement will be notified in all cases even if the student has not provided an emergency contact, and the college will provide the necessary information to assist in locating the missing student.

If the missing student is under the age of 18 and is not an emancipated individual, DPS will also notify the student's parent or legal guardian.

If the circumstances related to a student's disappearance appear to be related to foul play, i.e., kidnapping or other criminal acts, then the appropriate notifications and actions will be initiated immediately.

Individuals who are concerned about someone who has not been missing for 24 hours but has failed to return to his/her residence are also encouraged to contact DPS.

DPS will cooperate, aid, and assist the primary investigative agency in all ways prescribed by law. If the student is an on-campus resident, DPS will open an official investigation and retain status as the primary investigative unit. Upon closure of the missing person investigation, all parties previously contacted will be advised of the status of the case.

### **Weapons Policy**

#### *Policy Statement*

All members of the College community, including faculty, staff, and students, as well as visitors to Dickinson College, are prohibited from possessing firearms, explosives or weapons (hereafter collectively referred to as "weapons") on the premises of the College or in any building under College control or at any College-sponsored event without the explicit authorization of Dickinson College, whether or not a federal or state license to possess the same has been issued to the possessor.

#### *Reason for Policy/Purpose*

Dickinson College is committed to maintaining a safe and secure environment in which to conduct educational activities and house its students. This policy is one step towards reducing the risk of injury or death associated with intentional or accidental use of weapons.

### *Policy/Procedures*

It is prohibited to possess weapons on property owned or controlled by Dickinson College or at any College-sponsored event without the explicit authorization of the College, whether or not a federal or state license to possess the same has been issued to the possessor. The only exceptions to this policy are as follows:

1. Commissioned law enforcement officers to the extent they are legally permitted to possess weapons in the Commonwealth of Pennsylvania, Carlisle Borough;
2. Persons in the military in performance of their official duties to the extent they are legally permitted to possess weapons in the Commonwealth of Pennsylvania, Carlisle Borough; and
3. Faculty or staff legally permitted to possess weapons in the Commonwealth of Pennsylvania, Carlisle Borough, may do so on College property only to the extent that such possession is necessary as part of an academic or research activity. Such use must have received prior written approval by the Chief, Department of Public Safety.
4. College sanctioned groups or events where a particular weapon(s) is a required part of the curriculum or activity, i.e. martial arts classes/clubs; fencing classes/clubs; theatrical events, etc. Such use must have received prior written approval by the Chief, Department of Public Safety.

Anyone possessing a weapon other than those in the exception categories will be asked to remove them from the campus or event immediately. They may also be subject to arrest and/or disciplinary action as discussed below. Exceptions to this policy may be requested in writing to the Chief, Department of Public Safety. The Chief will review the request with the Vice President for Student Development and General Counsel. Only under the most unusual circumstance would an exception be granted. Questions about the applicability of this policy to specific items may also be directed to the Chief of Public Safety.

Any student, faculty or staff member violating this policy shall be subject to the disciplinary policies and procedures applicable to students, faculty or staff.

Additionally, possession of unlicensed firearms or weapons may lead to criminal prosecution by the appropriate jurisdiction.

### *Definitions*

**Firearm** - Any device that shoots a bullet, pellet, flare, tranquilizer, spear dart, paintball or other projectile, whether loaded or unloaded, including those powered by CO<sub>2</sub>. This includes, but is not limited to, guns, air guns, dart guns, pistols, revolvers, rifles, cannons, etc, and any ammunition for any such device.

**Weapon** - Any device that is designed to or traditionally used to inflict harm. This includes, but is not limited to: 1) firearms, slingshots, switchblades, daggers, blackjacks, brass knuckles, bows and arrows, hand grenades, hunting knives, nun-chucks, throwing stars, etc.; 2) any object that could be reasonably construed as a weapon; or 3) any object legally controlled as a weapon or treated as a weapon under the laws of the Commonwealth of Pennsylvania.

**Explosives** - Any chemical compound or mechanical mixture that contains any oxidizing and combustible units, or other ingredients, in such proportion, quantities or packing that an ignition by fire, friction, concussion, percussion, or detonator, or any part of the compound or mixture, may cause a sudden generation of highly heated gases that

results in gaseous pressures capable of producing destructive efforts on contiguous objects or of destroying life or limb. This includes, but is not limited to, firecrackers, black powder, dynamite, etc. as well as detonating devices such as detonators, blasting caps, timers, incendiary wire and the like.

### **Deliveries and Solicitation Policy**

For the safety and privacy of all members of the campus community, solicitors, peddlers, and door-to-door solicitation are not permitted on campus, including in any campus buildings.

Members of the campus community are not permitted to raise funds or sell products on campus without permission from the Office of Campus Life. No one, including members of the campus community, is permitted to solicit, raise funds or sell products in the residential facilities. No deliveries are to be made to an individual room in any campus building, including the residential facilities. All personnel delivering personal products should be directed to meet you at the main entrance to a campus building.

### **Magnetometer (Metal Detector) Policy**

Dickinson College values the safety of all students, faculty, staff, and guests of the campus. Towards that end, the college reserves the right to employ a magnetometer (metal detector) at campus events.

Metal detectors may be used if any of the following criteria are met:

- At dances, parties, and concerts, when these events are:
  - (1) Open to the public outside of the Dickinson community (the Dickinson community consists of current Dickinson students, faculty, staff, and alumni), and
  - (2) The event is expected to draw more than 100 people.
- When deemed necessary by the Chief of Public Safety, or other appropriate college administrators.

The following information should be provided to all individuals purchasing tickets for events in which a metal detector will be used:

“All guests at this event are subject to search, including screening with a metal detector before being admitted. By seeking admission to this event, you are consenting to such a search.”

The following should be posted at the entrances to events subject to the policy: “All guests at this event are subject to search, including screening with a metal detector, before being admitted.”

### **Smoking Policy**

The college promotes a smoke-free environment, and smoking is permitted only in outdoor areas of the campus not within 25 feet of a building. No smoking is allowed in any building on campus. This includes private offices, residence hall rooms and public buildings. Smoking is also prohibited in college vehicles. The success of this policy

depends on the thoughtfulness, consideration and cooperation of smokers and nonsmokers. In all cases, the right of nonsmokers to protect their health will take precedence over a smoker's desire to smoke.

### **Crime Prevention and Awareness Programs**

The college provides the following services and programs to improve safety on campus and to educate the community about security issues:

**Safety Shuttle** – Through a cooperative agreement with Student Senate, Public Safety operates a Safety Shuttle between 9:00 p.m. and 3:00 a.m. seven days a week when classes are in session. The Safety Shuttle, operated by student drivers, is available to pick students up and take them to or from locations throughout the Borough of Carlisle. The Safety Shuttle is free of charge and available to all members of the Dickinson College community. Call 717-961-9646 to request this service.

**Safe Walk** – Safe Walk is a campus accompaniment service designed as an alternative to walking alone, especially at night. DPS provides this escort service for people walking on campus or to and from a College-owned residence. Safe Walk escorts are free of charge and available to all members of the Dickinson College community. Call 245-1349 to request this service. A uniformed officer will be dispatched to walk with you to your destination. Off campus escorts are limited to the requestor's residence.

Students, staff, and faculty are asked to walk with others when possible and to choose paths that are well lit.

**Personal Safety** — Sessions on personal safety, crime and violence prevention, crisis and emergency management planning, residence hall safety, rape prevention, self-defense, fire safety, and first aid/CPR are offered regularly on campus. Contact DPS at (717) 245-1349 for more information.

**New Student Orientation** — Crime prevention materials are provided and questions are answered during new student and parent orientation meetings. During new student orientation students also attend several crime prevention awareness sessions on sexual assault conducted by departments in the Division of Student Development. Officers assigned as liaisons to residential neighborhoods conduct safety awareness and emergency response training in conjunction with Residential Assistants at the beginning of the fall and spring semesters.

**New Employee Orientation** - Crime prevention materials are provided and questions are answered during new employee orientation meetings.

**RAD** - The Rape Aggression Defense System (R.A.D.) is a comprehensive self-defense system for women. The RAD program is available to employees and students. The program includes awareness, prevention, risk reduction and avoidance strategies, as well as options available to women during a confrontation or attack. RAD is a hands on defense training program, not a martial arts course.

R.A.D. is taught by nationally certified DPS officers. The program focuses on developing self-defense as one of the options available to women. The system includes carefully selected, realistically employable defense tactics which utilize a woman's personal weapons (such as hands and feet). These tactics are easy to learn and easy to retain. We also offer a free lifetime practice policy, which encourages students who have completed the course to return to any RAD class and practice with a certified instructor at absolutely no cost. If you have questions or if you are interested in taking part in the program, please contact the instructors at [rad@dickinson.edu](mailto:rad@dickinson.edu).

**Operation Identification** — Students are strongly encouraged to mark valuables with your driver's license number and to record serial numbers. Engravers are available for sign out at DPS.

**Bicycle Registration** - The bicycle registration program is a free service for students. Upon registration, a numbered decal will be affixed to your bike. Your registration information will be kept on file for at least four years. If the bike is stolen and recovered, the owner can be traced through the registered decal number. To register your bike, contact DPS at ext. 1349 on campus or (717) 245-1349 or visit the Public Safety office.

**Crime Education Material** — Brochures and posters related to substance abuse, personal safety, motor vehicle and bicycle theft prevention, residence and office security and many other topics are available at the DPS office.

**Safety Walk** - A Safety Walk is conducted each year to determine if external lighting is adequate. The survey is performed by Facilities Management and DPS personnel walking the campus after dark with students to ascertain if lighting levels are adequate. Shrubbery and vegetation are also assessed with regard to personal safety. Security needs are also taken into consideration on these survey tours. These departments invite participation from the college community in identifying areas in need of improvement.

**IDSafety.org** - IDSafety.org is a website designed for consumers and law enforcement to combat identity theft. Identity theft is the fastest growing crime in the United States and people aged 18-29 make up the group most commonly victimized by it. Identity theft occurs when someone steals personal identifying information and uses that information for personal gain. College students can be prime candidates for identity theft due to a lack of preventive measures taken. To learn more about identity theft and how to protect yourself, visit [www.IDSafety.org](http://www.IDSafety.org). Downloadable resources include an Identity Theft Prevention Toolkit and an Identity Theft Resource Guide.

A common theme of all crime prevention and awareness programs is to encourage students and employees to be aware of their responsibility for their own security and the security and safety of others.

## **Parking and Vehicle Registration Policy**

### **Registration of Motor Vehicles**

All members of the Dickinson College faculty, staff, and upper class students who are currently enrolled in Dickinson College classes are authorized to use motor vehicles on the Dickinson College campus. Dickinson parking decals are required to park on property under the control of the college.

Note: First-year students are not permitted to possess or operate motor vehicles on the Dickinson campus or in the Carlisle area. This restriction applies to any vehicle regardless of its type, ownership, or registration but does not apply to fleet vehicles used in accordance with college sponsored activities. This policy is in effect seven days a week. Exceptions to the policy are granted according to strict guidelines and can only be made by the Department of Public Safety. Requests for exceptions must be made in writing by the student and forwarded to the Chief of Public Safety at [security@dickinson.edu](mailto:security@dickinson.edu).

All members of the faculty, staff and students must register their vehicles with DPS to receive a parking decal. Persons planning to use more than one motor vehicle must register each vehicle separately. Vehicles should be registered immediately upon being brought to campus.

There is no charge to register your vehicle and obtain a Dickinson parking decal. All persons associated with Dickinson College who expect to park a motor vehicle on campus at any time should acquire a Dickinson parking decal. It should be understood that this does not guarantee the registrant a parking space in any particular campus lot.

#### Parking and Operation of Motor Vehicles

Parking and operation of motor vehicles must conform to provisions of the laws and ordinances of the Commonwealth of Pennsylvania and the Borough of Carlisle. Parking a vehicle for extended periods (longer than 72 hours) is discouraged in central campus lots. If you need to park your vehicle for periods longer than 72 hours, please use the Facilities Management lot on North Orange Street and notify DPS. Motor vehicles which are abandoned or illegally parked in college parking lots will be removed in accordance with Section 3353 of the Pennsylvania Vehicle Code.

#### The following are not permitted:

- Parking in a “no parking” or reserved space
- Parking in a handicapped space without a proper tag
- Parking in fire lanes marked with yellow curbs
- Parking in areas designated as “tow away” zones
- Parking so as to block access to refuse containers
- Parking in or blocking a driveway
- Parking on a sidewalk
- Exceeding the posted time limit in regulated areas
- Careless or imprudent operation of a motor vehicle on College property
- Invalid use of a visitor space
- Parking an unregistered vehicle on College property

#### Penalties for Violations of Regulations

Failure to observe traffic regulations will result in the imposition of penalties as follows:

- Parking offenses will be assessed a \$25 fine. A fourth offense in an academic year may result in the loss of parking privileges on campus.
- Handicapped, no parking, service vehicle, visitor parking and shipping and receiving areas are tow zones. In addition to the towing charge, a \$25 fine will be imposed. A second towing offense will result in a towing charge, a \$25 fine and loss of all parking privileges on the campus.
- All fines must be paid at the Cashier’s Office in the Holland Union Building within 7 days from the time the citation was issued.

Penalties for violations committed with a vehicle will be charged against the registered owner of the vehicle unless another person is clearly identified as the operator of the vehicle at the time of the violation. Penalties assessed will, unless paid as above, be charged to the individual’s account with the college and treated on the same basis as any other amount owed to the college.

### Parking Citation Appeals

Parking citations may be appealed within 7 days of the date issued. Citation appeal forms are available at DPS. Appeal forms are reviewed by a student panel and the appealing party is notified of the outcome of their appeal by e-mail.

### Parking Over Winter Break

Persons needing to leave vehicles parked on campus during Winter Break must contact DPS to be directed where to park the vehicle. Vehicles parked on campus may be parked in the Kaufman Lot or the West Kline Lot, but only at the direction of DPS. In the event of a storm, cars not parked in areas designated by DPS may be towed at the owner's expense.

### **Fire Safety**

#### **Student Housing Facility Fire Safety Systems**

At Dickinson College, 97% of student sleeping rooms are equipped with a smoke detector that is connected to a supervised fire alarm system. Student sleeping rooms are defined as the actual room in which the occupants live and sleep.

Approximately 92% of student housing fire alarm systems, if activated, result in a signal being transmitted to a monitored location, and Public Safety investigates and notifies the local fire departments as appropriate.

Fire alarms systems are monitored 24 hours/day, seven days/week by DPS. Information on specific residential buildings is posted in the chart below. Detailed information, including fire and sprinkler system information for specific campus buildings is located below. This information is also available at DPS located at the Kaufman Building or by calling (717) 245-1349.

#### **Fire Safety Improvements and Upgrades**

DPS, Facilities Management, the Office of Campus Life, and Environmental Health and Safety annually reviews the fire systems in our residence halls and will make upgrades, repairs or revisions when problems are identified.

#### **Reporting a Fire**

Persons reporting a fire should call 911, or DPS at 717-245-1111. If there is a fire in your area and the alarm has not sounded, you should immediately activate a local fire alarm pull station.

#### **Evacuation of Student Housing Facilities in the Event of Fire**

When an alarm is activated there are a few steps to follow:

- Remain calm and close the windows in the room.
- Take only clothing that will be needed for the type of weather conditions that exist. Do not try and collect personal items to take with you.
- Turn off any electrical items you have on at the time, including lights and a stove/oven.
- Stay low if you are going through smoke or toxic fumes.
- Leave by the nearest exit. When a fire alarm is active any door to the building may be used to exit so long as it is safe to do so.

- Do not use elevators. Use only the stairs.
- Proceed to the Emergency Assembly Area (EAA) for your building. This information is posted in each residential facility and is available through your Residence Assistant. In non-housing facilities, this information is available from your building coordinator. Your building coordinator and/or their designees will also provide you directions to your EAA in the event a building evacuation occurs.
- Never attempt to go back into the building even if the alarm stops sounding. Wait until Public Safety personnel have cleared the building and given the permission to re-enter.
- In an actual emergency if you are trapped and not able to exit a room or the building, yell for help and call DPS at ext. 1111 or 1349 using a phone in the building or your cellular phone. Be sure you can give your location in the building as best as you can so an officer can locate and assist you.

### **Fire Drills in Student Housing Facilities**

Fire drills are held once a semester for each residence hall. Fire drills are a mandatory supervised evacuation of a building for a fire. Fire drills are scheduled with DPS and individual residence hall staff. Supervised fire drills are generally scheduled within the first 3 weeks of the beginning of each semester. Students who fail to leave the building during a fire drill may be fined and the incident is turned over to the Office of Student Conduct.

### **Student Housing Facility Fire Safety Policies**

Campus Life policy on fire safety is to prohibit usage of electrical cooking appliances, candles, and specific electrical equipment in individual rooms. Candles or open flames are prohibited in residence halls.

### **Residence Hall Safety Standards**

- Cooking appliances may only be used and stored in kitchen areas
  - a. Hot plates, toasters, toaster ovens, "George Forman Grills", barbeques, and similar devices are not permitted
- Hazardous electrical appliances, lamps and lighting
  - a. No space heaters, private air conditioners, halogen floor lamps, decorative lighting, or any appliance with open heating coils; all appliances must be UL approved
- Hazardous electrical wiring, outlet adaptors or similar
  - a. No un-fused multiple outlet adaptors, extension cords or other wiring run under carpeting
  - b. Multiple outlet strips (power strips) may be use, if fused, grounded, and use no less than 14 gauge wire
- Spark or flame producing items: candles, incense burners, etc...
  - a. No candles (decorative or otherwise), incense, incense burners, oil or liquid fuel lamps, scented oil burners, or similar...
- Flammable/combustible liquids, gases or similar
  - a. No oil, gasoline, white gas, propane / liquid propane (LP) tanks, lighter fluids
  - b. No combustion engines, generators, motorcycles, mopeds, motorized skateboards or similar equipment
  - c. No fireworks or similar combustible/explosive devices
- Tampering with/hindering fire protection equipment
  - a. No removal, covering, or other disabling of smoke or heat detectors

- b. No removal, covering or other tampering with fire extinguishers, sprinkler systems or similar equipment
  - c. No hanging of items from fire protection devices or sprinkler systems
- Improper storage of property within a residence
  - a. No storage of motorcycles, mopeds, bicycles, large auto parts or other non-residential property within a residence
  - b. No storing of bicycles within stair towers, hallways, common lounges or individual rooms
- Tapestries or other similar items
  - a. No hanging of tapestries or similar products from ceilings or bunked beds
- Watch for other health & safety concerns:
  - a. Electrical appliances, or wiring
  - b. Furniture arrangement blocking egress
  - c. Blocking of fire exits / routes of escape
- Unauthorized furnishings/or use of/ modifications
  - a. Unless specifically designed to do so, beds may not be lofted. Mattresses may not be placed directly on the floor.
  - b. Additional furnishings must meet all federal / state fire resistance standards
- Unauthorized appliances or similar
  - a. No other “large” appliances are authorized within a residential room.
  - b. No private air conditioners.
- Unauthorized modifications to structure, facility
  - a. No fabrication of walls, partitions, false ceilings/floors.
  - b. No painting or similar modifications to a residence.
  - c. No affixing items/objects to the exterior of a residence

Tampering with firefighting or detection equipment is a serious offense. Discharging fire extinguishers or setting off fire alarms under false pretenses has life threatening implications. In addition to any criminal action, the College reserves the right to file disciplinary charges as outlined in the Community Standards. The minimal fine for a first offense is \$200.00 plus the cost of restoring the equipment to its original condition.

### **Fire, Health and Safety Inspections**

The Office of Campus Life regularly conducts inspections of each residential area on campus. Student rooms are given a brief inspection during the fall and spring semesters. The purpose of these inspections is to provide the appropriate education and assist with correcting any fire, health or safety concerns. Policy violations that are discovered during these inspections may be referred to the college’s conduct system and prohibited items may be confiscated. Students with questions about these inspections should speak with the Office of Campus Life.

### **Fire Safety Education**

All residence halls are equipped with fire detection and firefighting equipment. All residents should familiarize themselves with the emergency escape plan for their residence hall.

Throughout the year fire alarm systems will be tested to ensure they are in working order. When an alarm sounds (alarms sound different depending on what building you're in), all occupants must vacate the facility for their own safety and so fire fighters may work undisturbed.

In the event of an actual fire, the local fire department will notify residents when it is safe to re-enter a building. Students should assume all alarms are actual emergencies and respond accordingly.

### **Fire Statistics**

#### **2010**

- 103 cooking related alarms
- 165 fire alarm activations as a result of accidental or other causes
- 2 minor fires within student housing, resulting in \$195.00 damage
- 13 malicious alarm activations as a result of tampering with fire equipment

#### **2011**

- 80 cooking related alarms
- 144 fire alarm activations as a result of accidental or other causes
- 1 minor fire within student housing, resulting in less than \$100.00 in damage
- 22 malicious alarm activations as a result of tampering with fire equipment

#### **2012**

- 97 cooking related alarms
- 167 fire alarm activations as a result of accidental or other causes
- 2 minor fires within student housing, resulting in less than \$1000.00 damage
- 16 malicious alarm activations as a result of tampering with fire equipment

| RESIDENTIAL STUDENT HOUSING<br>Building Name / Location | Central<br>Station<br>Connection | Sprinkler | Pull<br>Stations | Alarm Notes                     |
|---------------------------------------------------------|----------------------------------|-----------|------------------|---------------------------------|
| ADAMS HALL                                              | Y                                | N         | Y                | Smoke & Heat Sensors            |
| ARMSTRONG HALL (Q-8)                                    | Y                                | N         | Y                | Smoke & Heat Sensors            |
| ATWATER HALL (Q-7)                                      | Y                                | N         | Y                | Smoke & Heat Sensors            |
| BAIRD / McCLINTOCH HALL (Q-4/5)                         | Y                                | Y         | Y                | Sprinkler, Smoke & Heat Sensors |
| BUCHANAN HALL (Q-2)                                     | Y                                | N         | Y                | Smoke & Heat Sensors            |
| CENTER FOR SUSTAINABLE LIVING                           | Y                                | Y         | Y                | Sprinkler, Smoke & Heat Sensors |
| CHERRY STREET PROPERTIES, 128                           | Y                                | N         | Y                | Smoke & Heat Sensors            |
| CHERRY STREET PROPERTIES, 130                           | Y                                | N         | Y                | Smoke & Heat Sensors            |
| CHERRY STREET PROPERTIES, 136                           | Y                                | N         | Y                | Smoke & Heat Sensors            |
| CHERRY STREET PROPERTIES, 140                           | Y                                | N         | Y                | Smoke & Heat Sensors            |
| COLLEGE ST, N 135                                       | Y                                | N         | Y                | Smoke & Heat Sensors            |
| COLLEGE ST, N 139                                       | Y                                | N         | Y                | Smoke & Heat Sensors            |
| COLLEGE ST, S 49                                        | Y                                | N         | Y                | Smoke & Heat Sensors            |
| COLLEGE ST, S 51                                        | Y                                | N         | Y                | Smoke & Heat Sensors            |
| CONWAY ST, 2                                            | N                                | N         | N                | Local Smoke Only                |
| CONWAY HALL (Q-1)                                       | Y                                | N         | Y                | Smoke & Heat Sensors            |
| COOPER HALL (Q-3)                                       | Y                                | Y         | Y                | Sprinkler, Smoke & Heat Sensors |
| DRAYER HALL                                             | Y                                | N         | Y                | Smoke & Heat Sensors            |
| FACTORY APARTMENTS, 230                                 | Y                                | N         | Y                | Smoke & Heat Sensors            |
| FACTORY APARTMENTS, 236                                 | Y                                | N         | Y                | Smoke & Heat Sensors            |
| GOODYEAR BUILDING, RESIDENTIAL APARTMENTS               | Y                                | Y         | Y                | Sprinkler, Smoke & Heat Sensors |
| HANSON HOUSE, COLLEGE ST, N 133                         | Y                                | N         | Y                | Smoke & Heat Sensors            |
| HIGH STREET APARTMENTS, 115                             | Y                                | Y         | N                | Sprinkler, Local Smoke          |
| HIGH STREET APARTMENTS, 119                             | Y                                | Y         | N                | Sprinkler, Local Smoke          |
| HIGH STREET APARTMENTS, 155                             | Y                                | N         | Y                | Smoke & Heat Sensors            |
| HIGH STREET APARTMENTS, 159                             | Y                                | N         | Y                | Smoke & Heat Sensors            |
| HIGH STREET APARTMENTS, 163                             | Y                                | N         | Y                | Smoke & Heat Sensors            |
| HIGH STREET APARTMENTS, 165                             | Y                                | N         | Y                | Smoke & Heat Sensors            |
| HIGH STREET APARTMENTS, 169                             | Y                                | Y         | Y                | Sprinkler, Smoke & Heat Sensors |
| HIGH STREET APARTMENTS, 171                             | Y                                | Y         | Y                | Sprinkler, Smoke & Heat Sensors |
| HIGH STREET APARTMENTS, 019                             | Y                                | N         | N                | Local Smoke Only                |
| HIGH STREET APARTMENTS, 023                             | Y                                | N         | N                | Local Smoke Only                |
| HIGH STREET APARTMENTS, 25/27                           | Y                                | Y         | Y                | Sprinkler, Smoke & Heat Sensors |

|                                      |   |   |   |                                 |
|--------------------------------------|---|---|---|---------------------------------|
| KISNER-WOODWARD HALL                 | Y | N | Y | Smoke & Heat Sensors            |
| LONGSDORFF HALL (Q-6)                | Y | N | Y | Smoke & Heat Sensors            |
| LOUTHER ST, W 146                    | Y | N | N | Smoke & Heat Sensors            |
| LOUTHER ST, W 150                    | Y | N | N | Smoke & Heat Sensors            |
| LOUTHER ST, W 152                    | Y | N | N | Smoke & Heat Sensors            |
| LOUTHER ST, W 170                    | Y | Y | Y | Sprinkler, Smoke & Heat Sensors |
| LOUTHER ST, W 179                    | Y | N | Y | Smoke & Heat Sensors            |
| LOUTHER ST, W 417                    | Y | N | Y | Smoke & Heat Sensors            |
| LOUTHER ST, W 425                    | Y | N | Y | Smoke & Heat Sensors            |
| LOUTHER ST, W 505                    | Y | N | Y | Smoke & Heat Sensors            |
| LOUTHER ST, W 507                    | Y | N | Y | Smoke & Heat Sensors            |
| LOUTHER ST, W 509                    | Y | N | Y | Smoke & Heat Sensors            |
| LOUTHER ST, W 515                    | Y | N | Y | Smoke & Heat Sensors            |
| LOUTHER ST, W 519                    | Y | N | Y | Smoke & Heat Sensors            |
| LOUTHER ST, W 521                    | Y | N | Y | Smoke & Heat Sensors            |
| LOUTHER ST, W 527                    | Y | N | Y | Smoke & Heat Sensors            |
| LOUTHER ST, W 529                    | Y | N | Y | Smoke & Heat Sensors            |
| LOUTHER ST, W 531                    | Y | N | Y | Smoke & Heat Sensors            |
| LOUTHER ST, W 538                    | Y | Y | Y | Sprinkler, Smoke & Heat Sensors |
| LOUTHER ST, W 554                    | Y | N | Y | Smoke & Heat Sensors            |
| LOUTHER ST, W 556                    | Y | N | Y | Smoke & Heat Sensors            |
| LOUTHER STREET APARTMENTS, 171       | Y | N | Y | Smoke & Heat Sensors            |
| LOUTHER STREET APARTMENTS, 173 / 175 | Y | N | Y | Smoke & Heat Sensors            |
| MALCOLM HALL                         | Y | N | Y | Smoke & Heat Sensors            |
| MATTHEWS HOUSE                       | Y | Y | Y | Sprinkler, Smoke & Heat Sensors |
| MCKKENNEY HALL                       | Y | N | Y | Smoke & Heat Sensors            |
| MORGAN HALL                          | Y | Y | Y | Smoke & Heat Sensors            |
| NORTH ST, W 362                      | N | N | N | Local Smoke Only                |
| PARKER ST, 24                        | Y | N | N | Smoke & Heat Sensors            |
| PARKER ST, 26                        | Y | N | N | Smoke & Heat Sensors            |
| POMFRET ST, W 100                    | Y | N | Y | Smoke & Heat Sensors            |
| R.O.T.C. CADET HOUSE                 | Y | N | Y | Smoke & Heat Sensors            |
| REED HOUSE                           | Y | N | Y | Smoke & Heat Sensors            |
| REED STREET PROPERTIES, 502          | Y | N | Y | Smoke & Heat Sensors            |
| REED STREET PROPERTIES, 504          | Y | N | Y | Smoke & Heat Sensors            |
| REED STREET PROPERTIES, 506          | Y | N | Y | Smoke & Heat Sensors            |
| REED STREET PROPERTIES, 508          | Y | N | Y | Smoke & Heat Sensors            |
| REED STREET PROPERTIES, 510          | Y | N | Y | Smoke & Heat Sensors            |
| REED STREET PROPERTIES, 512          | Y | N | Y | Smoke & Heat Sensors            |
| SCHUMANN HOUSE                       | Y | Y | Y | Sprinkler, Smoke & Heat Sensors |
| STRAYER CARRIAGE HOUSE               | Y | N | Y | Smoke & Heat Sensors            |
| STRAYER HOUSE                        | Y | Y | Y | Smoke & Heat Sensors            |
| STURART HOUSE                        | Y | Y | Y | Smoke & Heat Sensors            |
| TODD HOUSE                           | Y | Y | Y | Sprinkler, Smoke & Heat Sensors |
| TOWN HOUSE, 373                      | Y | N | Y | Smoke & Heat Sensors            |

|                                 |   |   |   |                      |
|---------------------------------|---|---|---|----------------------|
| TOWN HOUSE, 377                 | Y | N | Y | Smoke & Heat Sensors |
| TOWN HOUSE, 379                 | Y | N | Y | Smoke & Heat Sensors |
| TOWN HOUSE, 381                 | Y | N | Y | Smoke & Heat Sensors |
| TOWN HOUSE, 383                 | Y | N | Y | Smoke & Heat Sensors |
| WEST ST, S 46                   | Y | N | Y | Smoke & Heat Sensors |
| WILSON / DAVIDSON HALL (Q-9/10) | Y | Y | Y | Smoke & Heat Sensors |
| WITWER HALL                     | Y | N | Y | Smoke & Heat Sensors |

## 2010-2012 Princeton Review – Campus Safety: Fire Safety Comparison

*Information provided should be for the latest 12 month period for which data is available*

|                                                                                                                                                                                                                                                                                                        |                                                    |                                                    |                                                    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|----------------------------------------------------|----------------------------------------------------|
| 1. What percentage of your student housing sleeping rooms are protected by an automatic fire sprinkler system with a fire sprinkler head located in the individual sleeping rooms?                                                                                                                     | 35% (2010)<br>413 of 1188 sleeping rooms = 34.76%  | 36% (2011)<br>432 of 1195 sleeping rooms = 36.15%  | 41% (2012)<br>499 of 1209 sleeping rooms = 41.27%  |
| NOTE: A student housing sleeping room is defined as the actual room in which the occupants live and sleep.                                                                                                                                                                                             |                                                    |                                                    |                                                    |
| Student housing can include typical residence halls, graduate student housing, married student housing or any housing that is under the control or affiliated with the school, such as private, third-party residence halls built under contract with the school. This does not include Greek housing. |                                                    |                                                    |                                                    |
| 2. What percentage of your student housing sleeping rooms are equipped with a smoke detector that is connected to a supervised fire alarm system?                                                                                                                                                      | 98% (2010)<br>1164 of 1188 sleeping rooms = 97.97% | 97% (2011)<br>1164 of 1195 sleeping rooms = 97.41% | 99% (2012)<br>1203 of 1209 sleeping rooms = 99.50% |
| NOTE: When the smoke alarm/detector is activated it must transmit a signal to a supervised location, initiating an immediate response by a staff member to investigate. This alarm does not necessarily activate the building fire alarm system.                                                       |                                                    |                                                    |                                                    |
| 3. How many malicious fire alarms occur in student housing per year?                                                                                                                                                                                                                                   | 13 (2010)                                          | 22 (2011)                                          | 16 (2012)                                          |
| NOTE: A malicious fire alarm would be defined as one where a building's fire alarm system is activated even though it is known that there is no emergency condition. For example, someone blows smoke into a smoke detector or a manual pull station is activated.                                     |                                                    |                                                    |                                                    |
| 4. How many unwanted fire alarms occur in                                                                                                                                                                                                                                                              | 281 (2010)                                         | 246 (2011)                                         | 261 (2012)                                         |

|                                                                                                                                                                                                                                                                                                                                                                       |                                                                                               |                                                                            |                                                                                                                                                                                         |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| student housing per year?                                                                                                                                                                                                                                                                                                                                             |                                                                                               |                                                                            |                                                                                                                                                                                         |
| NOTE: An unwanted fire alarm would be defined as one where a building's fire alarm system is activated by non-emergency conditions, yet the fire alarm system responds appropriately to stimuli that it interprets as a fire condition. For example, a smoke alarm that is located too close to a shower and is activated by steam, or is adjacent to a cooking area. | 103 cooking related,<br>13 malicious,<br>165 otherwise unwanted activations                   | 80 cooking related,<br>22 malicious,<br>144 otherwise unwanted activations | 97 cooking related,<br>16 malicious,<br>167 otherwise unwanted activations,<br><br>3 activations for cause w/o damage or injury                                                         |
|                                                                                                                                                                                                                                                                                                                                                                       |                                                                                               |                                                                            |                                                                                                                                                                                         |
| 5. What percentage of student housing building fire alarm systems, if activated, result in a signal being transmitted to a monitored location, and security investigates before notifying the fire department?                                                                                                                                                        | 93% (2010)<br><br>70 of 75 building fire alarm systems = 93.3%                                | 92% (2011)<br><br>70 or 76 building fire alarms systems= 92.1%             | 97% (2012)<br><br>80 of 82 building fire alarm systems=<br><br>97.6%                                                                                                                    |
| 6. What percentage of student housing building fire alarm systems, if activated, result in a signal being transmitted immediately to the fire department so they can begin responding?                                                                                                                                                                                | 0 %<br><br>The College maintains its own Central Station w/in the Department of Public Safety |                                                                            |                                                                                                                                                                                         |
| 7. How many students are trained in fire safety in campus provided housing each semester?                                                                                                                                                                                                                                                                             | 64 (2010)                                                                                     | 67 (2011)                                                                  | 67 (2012)<br><br>Due to reorganization only [RA] (and related) student workers were provided training. Training for residents is conducted by the residential staff and is not tracked. |

|                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                               |                                                                                                                      |                                                                                            |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|
| 8. What percentage of RAs and housing directors receive fire safety training?                                                                                                                                                                                                                                                                                                                                 | 100% (2010)                                                                                                                   | 100 % (2011)                                                                                                         | 100 % (2012)                                                                               |
| NOTE: For purposes of this question, housing staff will include only personnel such as resident assistants and/or resident directors who live in student housing.                                                                                                                                                                                                                                             | A total of 64 [RA] student workers were provided with basic fire safety response training.                                    | A total of 67 [RA] student workers were provided with basic fire safety response training.                           | A total of 67 [RA] student workers were provided with basic fire safety response training. |
| 9. How many contact hours of fire safety training is provided to students not living in student housing (i.e., off-campus, including Greek)?                                                                                                                                                                                                                                                                  | 0 hrs. (2010)                                                                                                                 |                                                                                                                      |                                                                                            |
| NOTE: This will not include fire safety training provided to specialties such as laboratory assistants. This must be actual training with contact time and not include simply handing out brochures, fire safety articles in the student newspaper, etc. An example of contact hours would include fire extinguisher training that is provided to 30 students in one hour which would equal 30 contact hours. | Currently no training is in place to support students living off-campus.                                                      |                                                                                                                      |                                                                                            |
| 10. How many regularly scheduled, supervised exit drills are held per year in student housing?                                                                                                                                                                                                                                                                                                                | 3 per year: Fall, Spring, Summer – 1 per semester. Additional drills are conducted for Summer conference groups upon request. |                                                                                                                      |                                                                                            |
|                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                               |                                                                                                                      |                                                                                            |
| 11. How many fires did your school experience last year in student housing?                                                                                                                                                                                                                                                                                                                                   | 2 (2010)                                                                                                                      | 1 (2011)                                                                                                             | 0 (2012)                                                                                   |
| NOTE: A fire must result in damage to the structure or contents.                                                                                                                                                                                                                                                                                                                                              | 434 West Louther Street, Wilson / Davidson Hall: T-shirt left on top of a halogen lamp caused shirt to smolder/burn.          | 551 West Louther Street, Goodyear Building Apartments: Minor electrical short in an electric range resulted in spark |                                                                                            |

|                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                  |                                             |               |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|---------------|
|                                                                                                                                                                                                                                                                   | 381 West Louther street:<br>Unattended cooking resulted in damage to exhaust fan.                                                                                                                                                                | and flame, with minimal damage to the unit. |               |
| 12. What is the dollar loss related to fire that has occurred on your campus in residential housing?<br><br>NOTE: Dollar loss is direct property damage to the structure and contents and does not include costs such as alternative housing, staff response, etc | \$195.00 (2010)<br><br>Wilson / Davidson Hall<br>\$30.00<br><br>281 W Louther St<br>\$165.00                                                                                                                                                     | \$0.00 (2011)                               | \$0.00 (2012) |
| 13. How many students have been injured by fires in student housing?                                                                                                                                                                                              | 2 (1998: McKenney Hall, minor injuries)                                                                                                                                                                                                          |                                             |               |
| 14. How many students have been killed by fires in student housing?                                                                                                                                                                                               | 0 (None to date)                                                                                                                                                                                                                                 |                                             |               |
| 15. Does your school <b>ban any of the following</b> items or activities in student housing sleeping rooms?<br><br>NOTE: The "cooking" option excludes cooking done with school-approved/supplied appliances or in school-approved areas, such as kitchens.       | <b>Yes</b><br>candles<br><br><b>Yes</b><br>halogen lamps<br><br><b>Yes</b><br>smoking<br><br><b>Yes</b><br>cooking<br><br><b>Yes</b><br>live Christmas trees<br><br><b>Yes</b><br>ceiling tapestries<br><br><b>Yes</b><br>Other (please specify) |                                             |               |
| If you selected Other please specify:                                                                                                                                                                                                                             | No "open coil" electrical heating appliances,<br><br>decorative lights, multi-outlet electrical adapters without surge                                                                                                                           |                                             |               |

|                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                     |                      |                      |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|----------------------|
|                                                                                                                                                                                                                                                                                                                  | protectors (fused), concealed extensions cords;<br><br>No spark-producing items (incense burners, oil lamps / lanterns), explosives, fireworks or similar; no liquid or gas fuels are to be stored within a College residence; No barbeques or similar open griddle cooking appliances; no hazardous chemicals; no "lofting" of beds, or the use / or construction of other furnishings that may inhibit evacuation of a residence. |                      |                      |
| 16. Does your school require fire-resistance ratings on furniture (including, but not limited to, beds, mattresses, desks, and chairs) in student housing sleeping rooms?                                                                                                                                        | <b>Yes</b> No                                                                                                                                                                                                                                                                                                                                                                                                                       |                      |                      |
| 17. Does your school require that furnishings brought in by the students have fire-resistance ratings?                                                                                                                                                                                                           | <b>Yes</b> No                                                                                                                                                                                                                                                                                                                                                                                                                       |                      |                      |
| 18. How often are fire safety rules-compliance inspections conducted in your school's student housing?                                                                                                                                                                                                           | 0 per year<br>(2010)                                                                                                                                                                                                                                                                                                                                                                                                                | 0 per year<br>(2011) | 0 per year<br>(2012) |
| NOTE: This refers to regularly scheduled, in-room inspections conducted by an inspector or trained individual who is knowledgeable about fire safety issues. It does not refer to a security officer making regular rounds. ALL of the rooms must be inspected during these inspections and checked for hazards. |                                                                                                                                                                                                                                                                                                                                                                                                                                     |                      |                      |

### **Frequently Asked Questions**

*Does Dickinson Public Safety have powers of arrest or are they just a security department?*

Our officers are duly sworn officers empowered by Pennsylvania Statute to enforce laws within our jurisdiction. This means our officers have virtually the same powers as police officers in your town or city. Please remember, safety is our number one priority.

*How safe is the campus?*

We think that our campus is very safe, but we realize that incidents can occur. No community is totally crime free. We are no exception. We take every reasonable measure to insure that all members of our community are safe and our community is violence free. The thing to remember is that crime prevention on campus is everyone's responsibility. Every community member should take proactive steps to become prepared for campus living.

*What services does DPS provide?*

In addition to providing a full range of law enforcement services, the department provides programs in crime prevention and personal safety, self-defense, and first aid/CPR. Officers within the department act as liaisons to each residence hall and to various groups and organizations on campus.

We provide safety and risk management programs. We provide lockout services and motorist assistance that includes portable jump start kits. Through Safe Walk officers accompany students and staff during their travels on campus. Whether walking from a residence hall to the library or from the Wellness Center to the HUB, we can be there with you to promote a safe community.

*What about the officers, what is their training and experience?*

All of our officers are required to receive training and maintain certification in compliance with the requirements of the Commonwealth of Pennsylvania. This training is an ongoing process through yearly updates and continuing education. Some officers have previously worked in municipal, state, or military policing, while others have experience on college campuses prior to joining our department. Officers are trained in many specialty areas such as emergency medical response, hazardous materials, anti-terrorism, drug recognition, and RAD. Many officers are trained and certified as crime prevention practitioners. Some of our officers are instructors in different specialties and teach for various state and local departments.

*What are the most prevalent crimes on campus?*

Theft is the number one crime on most college campuses. The majority of the thefts are related to unattended property and rooms left unlocked. Alcohol related crimes compose a significant portion of each year's crime report. Underage possession of intoxicating beverages and public drunkenness make up the highest number of alcohol related incidents.

*What happens if I am arrested or get in trouble?*

All persons on college property, including students, faculty, staff and visitors, are subject to the same laws and regulations. When DPS officers issue citations, utilize arrest warrants or make on-view arrests, all procedures appropriate to the Pennsylvania Crimes code will be followed. Incidents on campus involving students may also be referred through the Student Conduct system.

*When should I contact DPS and why?*

DPS officers are on duty 24 hours a day, 365 days a year and should be contacted to report any suspicious or criminal activity. They must also be notified of any emergencies occurring on campus. Questions regarding motor vehicle regulations or laws, parking issues or traffic control needs should be directed to Public Safety.

*Is there an effort to educate students concerning personal safety?*

Officers provide a variety of educational and prevention programs for students during orientation sessions, and during the year as requested. Among these programs are fire safety, personal safety, sexual assault prevention and drug and alcohol awareness.

DPS also offers the RAD program at various times during the academic year. The Rape Aggression Defense programs are "women only" sessions that provide training ranging from how to avoid circumstances that are potentially dangerous, to employing techniques of physical resistance. The emphasis is on providing options for women. The RAD programs are offered in both "credit" and "non-credit" formats.

During the academic year, via Crime or Safety alerts, students and staff are made aware of safety or security issues on campus.