



Public Safety Handbook

Campus Security and Fire Safety Information

Annual Campus Crime, Fire and Arrest Statistics

2010

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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.

The Department of Public Safety makes every effort to provide a safe and secure environment for students, staff, 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 Department of 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, 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.

The Department of 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 the Department of Public Safety at P.O. Box 1773, Carlisle, PA 17013, (717-245-1349).

Dickinson College Department of Public Safety (DPS)

The Department of Public Safety is a full service campus police department, serving all students, staff, faculty, and guests of the College. 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 operates twenty-four hours a day, seven days a week. Full-time law enforcement staff includes the Chief, two lieutenants, one sergeant, one corporal

and eight officers. The department also includes three full-time civilian communication officers, a full-time administrative assistant, and a full-time transportation coordinator. Part-time/casual staff include additional communication officers and non-sworn Special Officers who assist with crowd control and traffic direction at large events. Law enforcement personnel are commissioned under the Pennsylvania Special Officers Statute (22 PA C.S.A. 501). These officers have virtually the same police powers and responsibilities of Pennsylvania municipal police officers on the college's property and in immediate and 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. DPS also employs student personnel who assist with office duties and dispatch.

Public Safety 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. 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 the assigned buildings to provide training and information to promote crime prevention awareness and to develop healthy relationships with the residents of the building.

The department also 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 the 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 comments and assistance twenty-four hours per day. The Department of Public Safety is located in the Kaufman Building at the corner of West Louthier and Cherry Streets (400 W. North Street).

The Department of Public Safety works cooperatively with the Carlisle Police Department (CPD) and other law enforcement agencies to ensure the safety of the campus community and may ask for assistance when a crime has been reported. DPS and Carlisle Police periodically conduct joint training and collaborate on investigations of serious crimes involving students occurring on or near the campus. 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 reports of offenses committed by students are regularly provided to DPS and the college Office of Student Conduct.

Public Safety strives to foster and encourage community-Public Safety partnerships, both to aid in the prevention of crime, and to develop and maintain positive communications and mutual understanding and trust between students, staff 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 Public Safety 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.

Reporting crimes and emergencies

To report a crime or **emergency** on campus, call the Department of Public Safety - 717-245-1111 for emergencies, or dial 1111 from campus telephones.

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.

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 Public Safety.

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 OK to hang up.

Reporting a crime:

- Call the Department of Public Safety 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.

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 the Department of Public Safety 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 - Someone trying to jimmy a car window.

Public Safety 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.

Anonymous reporting

If you wish to report a crime anonymously, go to the Anonymous Tips area of the Public Safety 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 the Department of Public Safety 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.

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 the Blue Light 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/>.

Programs to Inform the Community of Crime and Safety Information

The Department of Public Safety (DPS), through brochures, pamphlets, and safety awareness programs, requests that all criminal incidents occurring within the college community be reported to this department so that we may respond effectively and for proper documentation. To better serve the college community, Carlisle Police also supply DPS with information regarding incidents that have been reported to them for areas adjacent to college property. Statistical information for criminal incidents reported to DPS are 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.

This document, which serves as the Annual Campus Safety Report, is updated on an annual basis and all college students and employees are advised when the updated report is available online. Upon request this report will also be provided to any applicant for enrollment or employment. A Summary of Campus Crime brochure is provided to all new employees and new students.

The Department of Public Safety regularly provides information on crimes and other serious incidents to the weekly student newspaper, "The Dickinsonian". When warranted, Crime Alerts are issued to the college community via e-mail to make them aware of possible areas of concern.

In addition, crime and fire logs are available online at <http://www.dickinson.edu/student-life/campus-safety/your-right-to-know/Daily-Blotter/>, and printed copies are available upon request at Public Safety.

Crime and Fire Log



The Department of Public Safety has a list of daily blotters available for viewing on-line. These blotters list activities the officers have been involved with and are updated regularly. This information is also printed in the weekly college newspaper, the Dickinsonian. Detailed crime and fire information is available at Public Safety.

Emergency Notification and Timely Warnings

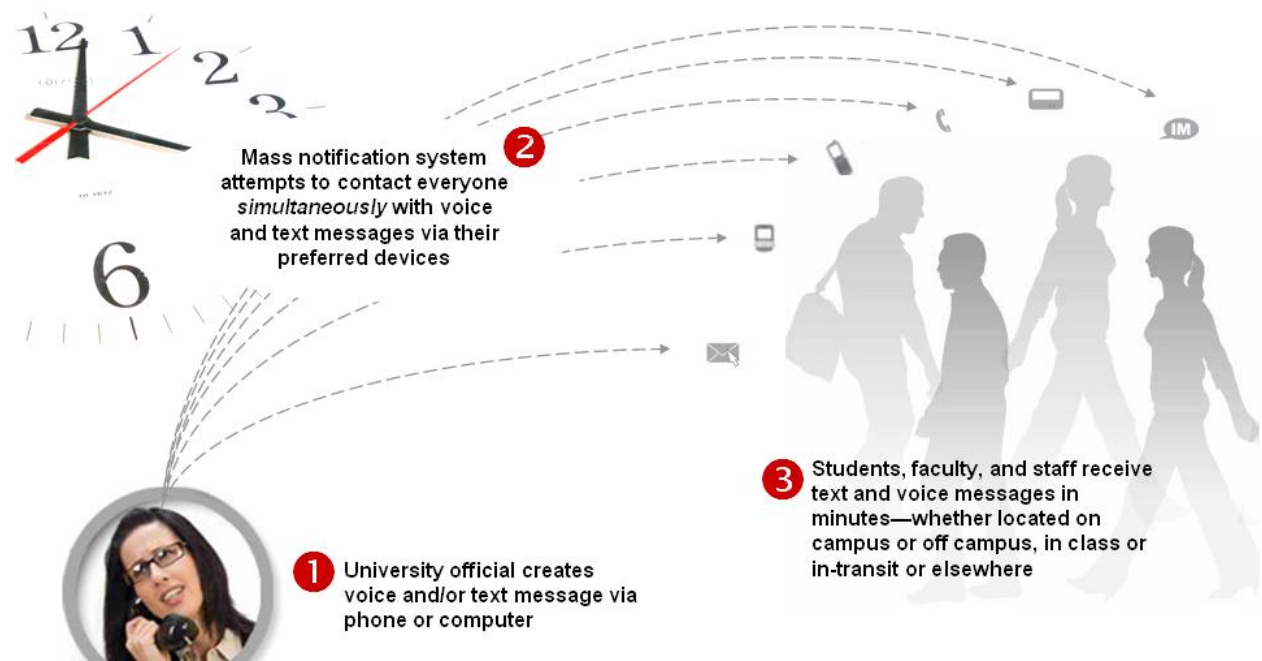
It is the policy Dickinson College Department of Public Safety to communicate accurate, timely information to members of the campus community in the event of a crisis, serious crime, emergency, or other situation which may impact the safety of the community. It is further the policy of this department to maintain compliance with applicable features of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and the Higher Education Opportunity Act as mandated by the Department of Education.

Red Alerts - In the event that a disaster or crisis arises, either on or off campus, that in the judgment of the Chief of the Department of Public Safety or his/her designee, in consultation with other administrators, constitutes an **ongoing or immediate threat**, a campus wide alert will be issued. The alert will be issued by the Department of Public Safety 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, the Department of Public Safety may also post the notice on the Public Safety website at: <http://www.dickinson.edu/student-life/campus-safety/public-safety/>

What the Red Alert System Means to You

The College's alert system 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 will only be used during emergencies and for system testing. This is a free service to members of the Dickinson College community.

How Red Alert Works



Your help is critical

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, follow the link "Have your authorization code? Sign up now."
3. When prompted, enter your authorization code, and follow onscreen instructions. Your auth code is:

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 the Department of Public Safety. Red Alert notifications will remain on file at Public Safety for a period of at least 3 years from the date of the alert.

Clery Act Timely Warnings – In the event Public Safety or local law enforcement receives a report of an incident identified as a Clery Act crime (Murder; Non-Negligent Manslaughter; Aggravated Assault; Robbery; Forcible Sex Offenses; Forcible Rape; Forcible Sodomy; Sexual Assault with an Object; Burglary) AND the circumstances of the crime are considered to represent a serious or continuing threat to students, faculty, staff, or visitors, Public Safety will issue a Crime Alert/Timely Warning. Methods of dissemination may include, but are not limited to, electronic distribution through e-mail, Red Alerts, posting of hard copies in public areas, posting on College and Public Safety web sites, and dissemination via local media outlets. Status updates as to the resolution and/or unbounding of a crime and issued timely warnings will be disseminated in a similar fashion and updated as soon as possible.

When Clery Act timely warnings are issued, a copy of the warning will be attached to the corresponding Public Safety Investigation Report (if applicable). A copy of the warning will also be maintained in the Clery annual retention file at Public Safety. Timely warning information will remain on file at Public Safety 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 the Department of Public Safety by phone (717-245-1111) or in person at the office of the Department of Public Safety located in the Kaufman Building, 400 E. North Street (rear), Carlisle, PA 17013.

Crime Alerts - In the event Public Safety or local law enforcement receives a report of a serious crime, either on or off campus, including but not limited to Murder; Aggravated Assault; Robbery; Forcible Sex Offenses; or Burglary and there is **no** indication of a serious or continuing threat to students, faculty, staff, or visitors, Public Safety may issue a Crime Alert for the purpose of seeking additional information from the public or to heighten awareness.

When Crime Alerts are issued, a copy of the alert will be attached to the corresponding Public Safety Investigation Report (if applicable). A copy of the alert will also be maintained in the Crime Alert file at Public Safety. Crime Alert information will remain on file at Public Safety for a period of no less than 3 years from the date of the alert.

Emergency Management and Evacuation Policies

Dickinson College has a comprehensive 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). 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 the Associate Vice President of Campus Operations - Ken Shultes, the Director of Environmental Health and Safety – William Shoemaker, the Chief of Public Safety – Dee Danser, the Director of Media Relations – Christine Dugan, and others. The Core Team coordinates with other campus offices (Health Center, HR Services, etc...) and outside emergency response agencies (fire department, Carlisle Regional Medical Center) as needed.

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.

Public Safety 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. An online course – “Student Responsibilities During Emergencies” is available to all students through the Gateway.

Security and Access to Campus Facilities

Most campus buildings and facilities are accessible 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.

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.

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. All residential buildings are locked twenty-four hours a day, therefore you must carry your keys and access card at all times. You are encouraged to lock your room even if you are just leaving for a few minutes.

- Lock your room 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 open or left unsecured.
- Report any suspicious activities to a R.A. or DPS **immediately.**
- Notify Facilities or DPS immediately if your locks are malfunctioning.
- Keep fire doors and stairwell doors closed at all times.

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 Facilities

Public Safety officers, as part of their general patrol procedure, generate a work order 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.

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, contacted 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 their website at :

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 the Department of Public Safety at 717-245-1349.

Campus Security Policies

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 Campus Operations 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 CO₂. This includes, but is not limited to, guns, air guns, dart guns, pistols, revolvers, rifles, cannons, etc, and any ammunition for any such device.

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

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.

All students signing into the gateway for the first time after September 30, 2010 are prompted to provide the name and phone number of an emergency contact person for this purpose. This information is accessible to authorized campus officials who have the responsibility of notification and law enforcement officers in furtherance of a missing person investigation. The following procedures apply to all notifications:

- If a member of the college community becomes aware that a student is missing, they should immediately notify the Department of Public Safety at 717-245-1111, whether or not the student resides on campus. Public Safety will then notify the Dean On-Call, the Chief of Public Safety 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 Public Safety and the Office of Campus Life. If the student is an on campus resident, Public Safety, 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, Public Safety 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 is made. When and where appropriate, a referral will be made to the Health Center.

- If not located, notification of the emergency contact and local law enforcement within 24 hours of receiving the initial report 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 of 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, Public Safety will notify the student's parent or legal guardian also.

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 Public Safety.

Public Safety will cooperate, aid, and assist the primary investigative agency in all ways prescribed by law. If the student is an on-campus resident, Public Safety 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.

Alcohol and Other Drugs – Information and College Policies

In accordance with federal requirements, all institutions of higher education must implement a drug and alcohol policy that complies with applicable federal, state and local drug and alcohol laws. The law requires institutions to implement a program that will prevent the unlawful manufacturing, dispensing, possession, use or distribution of illicit drugs and alcohol by students and employees. 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/>.

Any violation of these policies or of local, state or federal laws regarding illicit drugs or alcohol will result in appropriate disciplinary action. In addition to college disciplinary sanctions, students, faculty, and staff involved with illegal use, possession, or distribution of controlled substances may face criminal penalties, and the college will cooperate fully with law enforcement agencies as appropriate. 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.

As members of an academic community, students can expect an atmosphere that supports personal growth and learning. However, because we are also members of a residential educational community, students have an obligation to support and foster an environment for themselves and others that promotes and enhances our ability to work, study, live and learn together. Issues around the use, misuse and abuse of alcohol often have an impact on both the academic and social success of students in our community. The college requires that its students comply with legal standards applicable to alcohol use.

Alcohol Policy

The college acknowledges and supports the safe, legal and responsible consumption of alcohol. The college requires that its students comply with legal standards for alcohol use. Misuse and abuse of alcohol impacts the academic and social success of students in our community and will not be tolerated due to their impact on the community at Dickinson College.

Further, it is the expectation of the community that those students who are legally eligible to drink will affirm their commitment to community living by consuming alcohol responsibly and in locations that do not put underage students at risk. This Alcohol Policy, together with the Community Standards and the laws of the Commonwealth of Pennsylvania, should provide the framework for guiding decisions around alcohol use.

Effects of Alcohol

Alcohol is a central nervous system depressant that is absorbed into the bloodstream and transmitted to all parts of the body. Moderate doses reduce physical coordination and mental alertness, while larger doses drastically impair an individual’s ability to function, sometimes to the point of unconsciousness or death. Long term drinking increases the risk of developing liver and heart disease, circulatory and stomach problems, various forms of cancer and irreversible brain damage.

- Alcohol is the number one killer of young people in America.
- Over 70 percent of all acquaintance rapes involve alcohol.
- Every 21 minutes someone is killed in an alcohol-related accident.

The Law

In the Commonwealth of Pennsylvania:

- The minimum age for the purchase, consumption or possession of alcoholic beverages is 21 years.
- It is illegal to furnish or serve alcoholic beverages to any person under the age of 21.
- The law prohibits carrying or consuming alcoholic beverages in open containers out-of-doors on public property, regardless of a person's age.
- It is illegal to possess or use false identification or to misrepresent one's age for the purpose of obtaining or consuming alcoholic beverages.
- No group which is not licensed by the Pennsylvania Liquor Control Board (LCB) may sell alcoholic beverages. The use of chips, tickets or other means of exchange in place of cash violates LCB regulations.
- It is illegal to appear in any public place manifestly under the influence of alcohol to the degree that you may endanger yourself or other persons or property or annoy persons in your vicinity.
- A person under the age of 21 is prohibited from operating a motor vehicle with ANY alcohol in their system.
- Driving under the influence of alcohol (blood alcohol level of 0.08% or greater) is illegal.

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 possible violations of local, state and/or federal laws." Incidents involving the misuse of alcohol will be reviewed by the Office of Student Conduct. Below is a select list of specific acts deemed to be misuse of alcohol at Dickinson College:

Underage Possession/Consumption Any student under the legal drinking age may not possess, consume or be under the influence of alcohol.

Drinking Games

Any activity or game that promotes or encourages the consumption of large amounts of alcohol is prohibited. This includes, but is not limited to, such activities as beer pong, flip cup or drinking competitions.

Alcohol Paraphernalia

The possession of materials used in drinking games or other activities that promote or encourage the consumption of large amounts of alcohol is prohibited. This includes, but is not limited to, beer pong tables, beer funnels, beer/party balls, kegs and beer bong.

Hosting Underage Guests

Any student who serves alcohol to underage students or does not have the service of alcohol monitored by a TIPS-trained bartender is violating College policy.

Public Intoxication

Any student who is under the influence of alcohol resulting in a disturbance to community members, college officials, law enforcement and/or property is violating college policy.

Hosting/Attending an Unregistered Event

Any event with alcohol and five (5) or more guests, in addition to the residents, must be registered. Hosting or attending an unregistered event with alcohol that should have been registered through the Office of Campus Life is prohibited.

Kegs/ Large Volume Containers

Kegs, beer/party balls, punch bowls or the equivalent are not permitted unless specifically authorized by the Office of Campus Life.

Multiple Locations

Events or activities, whether formally or informally organized, which simultaneously serve alcohol in three or more spaces, or encourage dangerous consumption, are not permitted (i.e., "Around the World" or progressive parties).

Other Dangerous Conduct

The consumption of large quantities of alcohol or the sustained consumption of alcohol that interferes with a student's participation in the academic residential community and/or that poses a risk to the health or safety of the students or others is prohibited.

Violations of the Alcohol Policy

When community members ignore their responsibilities or lose their ability to reason, control their actions or consider the impact of their behavior on others due to excessive alcohol consumption, they are engaging in behavior that threatens not only themselves but the community as a whole.

Violations of the Alcohol Policy will be handled via the Dickinson College Community Standards and students will be held accountable by the Office of Student Conduct. Students who violate the law may also be held accountable by the Commonwealth of Pennsylvania. Be advised:

- If students under the age of 21 are found to be in a location where alcohol is being consumed, other than at an event being held in compliance with the college's "Hosting Guide for Events with Alcohol," the college will presume that the underage students are in the possession of, and have been consuming, alcohol. It is therefore best for those under the age of 21 not to be in situations that give the appearance of Alcohol Policy violations or violations of Pennsylvania Law.
- Those students over the age of 21 who are hosting unregistered events at which alcohol is provided should know they bear a special responsibility under the Community Standards and Pennsylvania law to prove that they were not providing alcohol to minors and that persons under the age of 21 were not consuming or possessing alcohol.

The purchase, consumption, transportation or possession of alcoholic beverages by a person under 21 is punishable by fines of up to \$500 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 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 for the first offense and \$2,500 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>). Individuals seeking legal advice regarding alcohol laws should consult legal counsel.

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. The host of any event at which alcohol is provided in any way is responsible for complying with public laws, regulations and policies established by the college. The "host" is the person, persons or organization who provides the food, beverages or accommodations in which the activity takes place. The college reserves the right to prohibit or otherwise limit consumption of alcohol at certain events and in certain facilities. For more information, contact the Office of Campus Life at 717-245-1671.

Drug Policy

The Drug Free Schools and Communities Act Amendments of 1989 require that, as a condition of receiving funds or any other form of financial assistance under any Federal program all institutions of higher education must certify that they have adopted and implemented a program to prevent the unlawful manufacturing, dispensing, possession, use or distribution of illicit drugs and alcohol by students and employees. Likewise, anyone who submits research proposals to federal agencies must certify that they will not engage in any of the aforementioned activities during the period covered by the grant. Individuals who do not make such certification and those who violate its terms will lose federal funds. As required by Federal regulations, this information was developed and distributed to inform all College community members of the seriousness of the

use and abuse of illicit drugs and alcohol. It also sets forth standards of conduct regarding such activity.

Illicit Drugs

Illicit Drugs are controlled substances that possess a high potential for abuse, have no currently accepted medical use in Pennsylvania and/or the United States and demonstrates a lack of

accepted safety for use under medical supervision. Controlled substances fall under seven headings: marijuana (marijuana, hashish); stimulants (amphetamines, cocaine); depressants (barbiturates, tranquilizers, hypnotics); hallucinogens (LSD, PCP); opiates or narcotics (heroin, morphine, opium, codeine); inhalants (sprays, solvents, glue); and designer drugs (synthetic drugs similar in effect to stimulants, hallucinogens and narcotics). To be used legally and safely, some of the drugs above must be prescribed by a physician. This list is not comprehensive; there may be substances omitted that are also illegal and fall under the designation of controlled substances.

Effects of Drugs

All drugs, including alcohol, can have side effects. Their influences can affect the safety and well being of the users as well as their friends. Illicit drugs can interfere with important brain activities including coordination, memory and learning. They increase the risk of lung cancer, destroy liver cells, initiate severe weight loss and may weaken the immune system. Users may also experience abdominal pain, nausea, vomiting, rapid heartbeat and irregular breathing. Convulsions, coma and death are also possible. Combining drugs can be fatal.

Standards of Conduct

The unlawful manufacturing, possession, distribution, dispensing or use of illicit drugs or alcohol on college property or as part of any college activity by any member of the college community is strictly prohibited. Any violation of college policies and/or local ordinances, state or federal laws will result in appropriate disciplinary action. In addition to college sanctions, students should know that where appropriate, the college will cooperate fully with law enforcement agencies.

When on college owned property or at any college activity (on or off campus), all individuals and groups will be expected to observe and comply with drug and alcohol laws.

The Law

The legal sanctions for the unlawful possession, use or distribution of illicit drugs are more diverse than the sanctions governing alcohol. They may vary from fines for first time misdemeanor offenses

involving simple possession of certain substances to felony counts and multiple year terms of imprisonment for more serious violations.

The unlawful possession of less than 30 grams of marijuana or less than 8 grams of hashish, for example, is a misdemeanor and may carry a maximum jail sentence of 30 days and/or a fine of \$500. The manufacture, delivery or possession with intent to manufacture or deliver heroin and other narcotics is a felony and carries a maximum jail sentence of 15 years and/or \$250,000 fine.

A complete summary of penalties related to alcohol and illicit drugs may be found online at the U.S. Drug Enforcement Administration - (<http://www.justice.gov/dea/agency/penalties.htm>) and the PA. Liquor Control Board (<http://www.lcb.state.pa.us/portal/server.pt/community/alcoholthelaw/17511/alcoholandthelaw/611975>).

Dickinson College adheres to the laws, regulations and ordinances of federal, state and local authorities. Any student or employee violating them will be subject to referral and external prosecution through the college's Department of Public Safety and/or the state and local police. Students are also subject to disciplinary action through the Community Standards.

Suspension of Financial Aid Eligibility for Drug-Related Offenses

Conviction

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 these specified intervals:

1. If a student is convicted of an offense involving the **possession** of a controlled substance, ineligibility period is:

- First offense 1 year
- Second offense 2 years
- Third offense Indefinite

2. If a student is convicted of an offense involving the **sale** of a controlled substance, ineligibility period is:

- First offense 2 years
- Second offense Indefinite

Rehabilitation

A student whose eligibility has been suspended may resume eligibility before the end of the ineligibility period if:

1. the student satisfactorily completes a drug rehabilitation program that complies with the criteria established by the Secretary of Education and includes two unannounced drug tests;
2. the student successfully passes two unannounced drug tests conducted by a drug rehabilitation program that complies with criteria established by the Secretary of Education; or
3. the conviction is reversed, set aside, or otherwise rendered nugatory.

The term “controlled substance” has the meaning given the term in section 102(6) of the Controlled Substances Act (21 U.S.C. 802(6)) and includes marijuana.

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.

Education, Counseling and Treatment

Drug and alcohol education programs are conducted regularly to heighten everyone’s awareness of the necessity to have a drug-free college community. Resources are provided to community members by sources such as the Health Center, Office of the Dean of Students, Office of Campus Life, Counseling Center and Human Resources Services.

Assistance, Treatment, Support and Community Resources

Emergency Assistance:

Department of Public Safety

On-campus call x1111 (717-245-1111) or contact your RA, CA or RCD

Off-campus call 911

Medical Treatment:

Health Center x1835 (717-245-1835) *students only*

(<http://www.dickinson.edu/student-life/resources/health-center/>)

Carlisle Regional Medical Center Emergency Department 717- 960-1695

Emotional Support:

Counseling Center x1485 (717-245-1485) *students only*

(<http://www.dickinson.edu/student-life/resources/counseling-center/>)

Employee Assistance Program 717-243-1896 *employees only*

(<http://www.dickinson.edu/about/offices/human-resource-services/content/Dickinson-s-Employee-Assistance-Program/>).

Community Resources:

Alcoholics Anonymous 717-249-6673

Holy Spirit Hospital Drug and Alcohol Services 717-763-2369

The Letort Center 717-243-9000 (confidential treatment for addictions)

Sex Offense Resources, Policies And Programs

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 romantic 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 and Advocate is also available to help you navigate resources and the legal and conduct system options available to you.

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. 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 Carlisle Regional Medical Center within 72 hours to receive medical attention and collect evidence. (Medical transportation is available through DPS.)
- Contact Public Safety or the Sexual Violence Resource & Advocate for information on legal and conduct system options. You may file an anonymous or named report with DPS in person, online, or the phone.
- Speak with a counselor. A Counseling Center staff member is available 24 hours a day, and may be contacted at anytime by calling Public Safety at 1111. If using a cell phone, call DPS at: 717-245-1111.
- An On-Call Campus Life staff member is also available to provide support and assistance. They may be contacted at anytime by calling Public Safety 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 and Advocate, the Counseling Center, the Women's Center, 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 Public Safety – To file College Conduct charges
To pursue criminal charges – To file no charges*

If you are ever a bystander, witness or victim to any degree of sexual offenses on or off-campus, you can pursue one, all, or none of these options at any time. The list below illustrates what is likely to happen at each step. Ask questions and be sure to get support and information along the way.

[CLICK HERE for the Public Safety Anonymous Tips Page](#)

Sexual Offenses Policy

Sexual offenses involve a spectrum of behaviors ranging from verbal harassment and inappropriate touching to coercive or violent assault. Dickinson is no exception to this broader cultural problem; as a community, we must engage one another to stop sexual violence across the spectrum. To learn more about strategies for you to prevent sexual violence and encourage healthy intimacy for yourself and others in your community, visit the Division of Student Development's Web site. For a complete discussion of the college's policy, procedure, and consequences if you choose to report sexual offenses, please refer to the Community Standards.

Sexual offenses may be adjudicated through the College Conduct system. This is an independent process from the Commonwealth judicial system. On campus proceedings do not preclude or limit a student's access to the Commonwealth judicial system.

Definition of Sexual Offenses

Sexual offenses are defined by Dickinson College as a spectrum of behaviors that include threats of, or deliberate behavior of a sexual nature against another person's will or without effective consent. Effective consent is informed, freely and actively given, mutually understandable words or actions which indicate a willingness to participate in mutually agreed upon sexual activity. Consent can be withdrawn at any time. It is not effective if it results from incapacitation, the use of physical force, threats, intimidation or coercion.

Examples of sexual offenses include, but are not limited to, the following:

Coercion

Coercion exists when a person uses pressure and/or other oppressive behavior that violates norms of respect in the community, such that the application of such pressure or behavior

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

Sexual Assault

Nonconsensual sexual contact with another person, either directly or through clothing or with someone who is incapable of consent.

Rape

Any act of oral, vaginal or anal penetration, however slight, with any object or body part by a man or woman upon another person without consent.

Sexual Harassment

See *Sexual Harassment Policy*.

Sexual Exploitation

Acts committed by a person for sexual gratification, financial gain or advancement through the abuse or exploitation of another person's sexuality. Examples of sexual exploitation may include but are not limited to; prostituting another person, non-consensual audio or videotaping of sexual activity, unauthorized presentation of recordings of a sexual nature (even if the recording was consensual), allowing others to observe a personal consensual sexual act without the knowledge or consent of the partner, engaging in acts of disrobing, exposure, peeping or voyeurism.

Incapacitated Sex

Alcohol consumption by a perpetrator is not an excuse for violation of this policy. To have sex with someone who you know to be, or should know to be, incapable of making a rational, reasonable decision about a sexual situation is a sexual offense. This includes someone who has been drinking or consuming legal or illegal drugs, has taken or been given a so-called "date rape drug," or is mentally or physically impaired. Even if an incapacitated person says "yes," by word or action, valid consent for sexual conduct has not been given.

**Additional information on sexual offenses procedure and the College Conduct system is available online in the Student Handbook

[http://www.dickinson.edu/uploadedFiles/student_life/resources/vice_president_for_student_development/content/Student%20Handbook\(1\).pdf](http://www.dickinson.edu/uploadedFiles/student_life/resources/vice_president_for_student_development/content/Student%20Handbook(1).pdf) and the Community Standards

[http://www.dickinson.edu/uploadedFiles/student life/resources/dean of students/content/commstand0910.pdf](http://www.dickinson.edu/uploadedFiles/student%20life/resources/dean%20of%20students/content/commstand0910.pdf)

Confidentiality Information

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.

Sexual Offenses -College Support Services

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

Sexual Violence Resource and Advocate

Dickinson has partnered with the YWCA to provide 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

OPEN OFFICE HOURS IN LANDIS HOUSE (at the back entrance)

Just drop in - no appointment necessary!

Monday 12 p.m.-2 p.m.

Thursday 12 p.m.-2 p.m.

To reach the advocate outside of the office hours, email or 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

Daytime campus offices

(8:30 a.m. – 4:30 p.m.)

Public Safety: 717-245-1349 (you can request an officer of either gender)

Women's Center: 717-245-1931

Dean of Students: 717-245-1639

Counseling Center: 717-245-1485

Office of Student Conduct: 717-245-1676

Health Center: 717-245-1835

24-hour resources

Sexual Violence Resource & Advocate: 1-888-727-2877

Your Resident Adviser

Public Safety: 717-245-1349 (you can request an officer of either gender)
Carlisle Regional Medical Center: 717-960-1695
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 rape advocate, Counseling 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 Counseling Center and/or the rape advocate 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. There are many different intervention strategies, and most do not involve direct confrontation. Below is a useful way to think about behaviors you might observe, and some guidance about when to intervene.

Intervention strategies fall into two broad categories; direct and indirect.

Direct intervention is just that – talking directly with the offending party. This can be an effective strategy in a situation where you have reasonable authority or oversight. For example, you are hosting a party and one of your guests is getting too close to others on the dance floor (Age-inappropriate or non-mutual behavior). It would be reasonable for you, as host, to respectfully ask that person to stop or leave.

Indirect intervention is a different kind of strategy, one that uses other witnesses to diffuse responsibility. For example, you are hosting a party. One of your male guests is intoxicated and has “cornered” a female guest. Despite her obvious attempts to disengage from the conversation, he has blocked her path (this is AT LEAST Harassment behavior, and borders on violence). An indirect intervention might include a couple of his friends, who divert his attention, and a couple of her friends, who help her move to a different location.

Of course, in any kind of intervention, it is important to make sure that you keep yourself safe. It is also very important to recognize when a situation is becoming unmanageable and call for help. Your most accessible and reliable campus resource is DPS (717-245-1111).

Intervention skills are indeed skills, not unlike solving a math problem, throwing a baseball or playing the violin. With learning and practice you can develop them, and everyone has some innate ability to do it! The Dean of Students office offers educational programs and consultation and is a great resource to learn more about intervention skills.

Harassment Policy

Sexual Harassment

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.

Sexual harassment often takes place between individuals of unequal power status, e.g., supervisor to subordinate or teacher to student. Faculty, administrators and others who teach or supervise students (including resident advisers) as well as all those who supervise or otherwise hold positions of authority over others should understand the fundamentally asymmetrical nature of the relationship they have with students or subordinates. Power and authority are inherent elements of such relationships. For this reason, the college considers sexual relations between teachers and students, supervisors and employees, advisers and advisees or coaches and those coached to be extremely unwise, and they are strongly discouraged. Teacher-student or supervisor-subordinate sexual relations produce risks for every member of our community and can easily undermine the professionalism of faculty and supervisors.

Sexual relations between persons occupying asymmetrical positions of power, even when both consent, raise suspicions that the person in authority has violated standards of professional conduct and potentially subjects the person in authority to charges of sexual harassment.

Sexual harassment can take many other forms beyond the most obvious violations of Equal Employment Opportunity Commission (E.E.O.C.) guidelines and can occur between equals, e.g., student to student, staff to staff, faculty to faculty, visitor to staff, etc. A person can be sexually harassed regardless of sex or sexual orientation.

According to Pennsylvania law, harassment may include:

- Verbal harassment: sexual innuendo and other suggestive comments, humor and jokes about sex or gender-specific traits, offensive notes, sexual propositions, insults and threats that an individual communicates are unwanted and unwelcome.
- Nonverbal harassment: unwanted and unwelcome physical contact or suggestive body language.

Sexual harassment of a student by another student is a violation of the Community's Standards and consists of unwanted sexual attention, unwelcome sexual advances or intimidating, unwanted or unwelcome verbal and physical conduct of a sexual nature. In particular, sexual harassment includes conduct that has the purpose or effect of interfering with an individual's work performance or creating an intimidating or hostile environment.

Dealing with Sexual Harassment

If individuals believe they have been sexually harassed, there are several options available to them at Dickinson College. Individuals do not have to deal with the situation alone. The following options are available:

- 1) They can try to resolve the problem directly with the person whose behavior they deem to be inappropriate by letting that person know that his or her conduct is unwelcome. Making it clear that the behavior is unwelcome may end the behavior. If, despite this effort, the conduct continues, the fact that the individual has clearly indicated that the behavior is unwelcome will assist him or her in making a formal

complaint. The individual should keep a record of the conversation, including the date and location.

2) If an individual is uncomfortable doing that, he or she may ask the sexual-harassment officer, affirmative-action officer, or the vice president of human resource services to convey this message on their behalf.

3) Individuals may speak to a counselor in Counseling Services if they are a student, or to a member of the college's Employee Assistance Program staff if they are a faculty, staff or administrative member of the college. If the employee speaks with one of these individuals the conversation is confidential.

4) Employees may choose informal mediation, or

5) They may make a formal complaint.

If individuals choose options 2, 4 or 5, they need to understand the legal obligations of agents of the college. Agents of the college are staff, personnel, faculty and Resident Advisers. See the Confidentiality Regarding Sexual-Harassment Complaints section of this policy. It is important to note that the college cannot take appropriate action unless a responsible officer of the college is informed of the situation.

Sexual-Harassment Officer

The sexual-harassment officer is an individual appointed by consensus among the provost & dean of the college, the dean of students and the vice president of human resource services. At no time may the sexual harassment officer, affirmative-action officer and the vice president of human resource services all be of the same gender. The sexual-harassment officer must be knowledgeable in state and federal laws that apply to matters of sexual harassment as well as college policy and procedure. The sexual-harassment officer is available to advise any individuals who believe they have been sexually harassed about the formal and informal courses of action available at the college. The sexual harassment officer is equally available to advise any individual against whom a complaint may have been made about the process of informal and formal complaints and what involvement that individual may or may not have in the process. The sexual-harassment officer does not participate directly in any part of an informal or formal mediation but may consult with the vice president of Human resource services or affirmative-action officer for policy or law clarification. His or her role is strictly advisory; the sexual-harassment officer serves all parties in an informed and neutral manner. While the sexual harassment officer can assist an individual in confronting someone whose conduct is unwelcome, the sexual harassment officer is required by law to report any serious complaints to the affirmative-action officer or the vice president of Human resource services for investigation. The college also is required to investigate and take action consistent with the law and its policies and procedures. This fact should not deter anyone from seeking help or making a complaint. This is simply a section of law that requires organizations to take action.

Confidentiality Regarding Sexual-Harassment Complaints

Students seeking to discuss incidents or situations in a confidential setting without the need for a formal record should speak to a counselor in the Counseling Services Center. All other staff, faculty or personnel should speak to a member of the college's Employee Assistance Program

staff. Once any other college agent, including a mediator, resident adviser, faculty member, administrator, staff member or the sexual-harassment officer learns of a serious sexual-harassment complaint, written or unwritten, that official is required to report the situation, and the college is required by law to investigate and to take action consistent with the law and its policies and procedures. During such investigations, every effort will be made to protect the privacy of all parties. Confidential records of complaints will be maintained by the college's vice president of Human resource services and may be discoverable in a court of law, since such records may be subpoenaed.

Informal Mediation

Informal mediation involves going to one of the trained mediators that Dickinson makes available to all members of the college community or going to the sexual-harassment officer, affirmative action officer or the vice president of Human resource services. These agents of the college may provide information and counseling about the college's informal and formal mechanisms for resolving complaints.

For an informal complaint involving a Dickinson College employee, mediators will work with the vice president of Human resource services or affirmative-action officer to make certain that all complaints are handled in a consistent manner and will be required to file a report of the mediation with the vice president of Human resource services or the affirmative-action officer that includes specific details about the complaint, the resolution and the signatures of all parties agreeing to the resolution (when the issues are resolved) or agreeing to a statement of facts, as they see them, that are under dispute (if the issues are not resolved and the complaint employee, mediators will work with the vice president of Human resource services or affirmative-action officer to make certain that all complaints are handled in a consistent manner and will be required to file a report of the mediation with the vice president of Human resource services or the affirmative-action officer that includes specific details about the complaint, the resolution and the signatures of all parties agreeing to the resolution (when the issues are resolved) or agreeing to a statement of facts, as they see them, that are under dispute (if the issues are not resolved).

Formal Complaint

A formal complaint requires the vice president of Human resource services or, if trained to do so, the sexual-harassment officer or affirmative-action officer to carry out a thorough investigation, to determine the facts of the case and, when harassment has occurred, to take appropriate actions that may include disciplinary and corrective actions designed to prevent future occurrences. This is the proper course of action if either party is dissatisfied with the outcome of informal processes or if formal charges are filed without pursuing informal resolutions. The vice president of Human resource services (or sexual-harassment officer or the affirmative-action officer, when trained) will conduct the investigation and may need to consult with any mediators previously involved. The individual conducting the investigation also may consult with the college's legal counsel. Complainants who believe that separation or other protection is necessary during the process of a formal complaint or appeal may, as part of their complaint or by separate letter, specifically request that the college arrange for separation or

other protection. The office receiving the complaint or the individual making the complaint will inform the vice president of Human resource services, the provost & dean of the college or the dean of students of the request for protection. The vice president or provost & dean will determine the necessity and arrange for such protection pending the completion of the complaint and appeal. A decision to arrange for such separation or other protection need not be based on a finding of fault and shall not be interpreted as a finding of fault.

The Complaint Process

In instances of disagreement, an appeal of the decision will be submitted to the provost & dean of the college (for faculty), the president (for administrators or support staff) or the dean of students (for students) for resolution.

General Considerations

To the extent possible, the proceedings will be held confidential, and the process will be designed to protect the rights and names of all parties. Retaliation for filing harassment charges or for resisting harassment investigations will not be tolerated. The college will keep appropriate records of complaints and mediation results. In order to protect the innocent and to assure any complainant that there will be no recrimination or retaliation these records will be closed and kept by the director of human resource services. Access to these records will be granted only with the consent of the individual(s) involved as required by law in a legal proceeding. The vice president of human resource services, dean of students or provost & dean of the college should be alert to repetitive patterns of documented harassment over time. Should they detect a possible pattern of behavior, the matter will be brought to the attention of the sexual-harassment officer, affirmative-action officer or the vice president of human resource services and a course of action determined after such consultation.

Other Forms of Discriminatory Harassment

Harassment based upon sexual orientation or legally protected characteristics such as race, gender, religion, national origin, ethnicity, disability, or military status is strictly prohibited. The college prohibits all forms of harassing conduct based upon these protected characteristics. No student or employee should be subjected to harassment or discriminated against because he or she is a member of a certain group. Certain conduct that may constitute discriminatory harassment, includes, but is not limited to: preferential or derogatory treatment based upon protected characteristics; using insulting or degrading language that would reasonably offend members of a given race, religion, age, national origin, disability or any other protected group; distributing or displaying any written or graphic materials that would be offensive to members of any protected group; and using racial, religious, or ethnic epithets. The college is committed to eliminating all forms of discriminatory harassment from the workplace. While some discriminatory stereotypes and prejudices unfortunately still exist in our society, no supervisor, manager or employee may express or act upon such unacceptable feelings and beliefs in the workplace or while conducting business. Any employee, supervisor or manager who commits or condones discriminatory harassment will be subject to disciplinary action, up to and including termination of employment.

When making a report of discriminatory harassment, it is important that the complaining party provide as much information as possible, including the details of the alleged harassing conduct, any physical evidence of the harassment that may exist and the names of all persons involved in the harassment, any others who may have experienced similar harassment and any individuals who observed or witnessed the harassment. The college will protect the confidentiality of the information provided to the extent possible consistent with the obligation to conduct a thorough and appropriate investigation. In certain circumstances, however, the investigation may disclose the identity of those persons who claim to have been harassed and the others involved. The college will not permit any retaliation against any person who has made a complaint or report of harassment. No person will suffer any adverse job related consequences as a result of having assisted the college by bringing harassment to its attention. Individuals who believe they have been retaliated against in violation of this policy should report the situation to an appropriate representative immediately (see Informal Mediation and Formal Complaint sections above). Any individual who is found to have retaliated against any complaining party in violation of this policy will be subject to appropriate disciplinary action or judicial sanction. Prompt and appropriate action will be taken pending an investigation to ensure that any discriminatory harassment that might exist does not continue. If the investigation indicates that discriminatory harassment may have occurred, the college will take prompt and appropriate remedial measures to bring the harassment to an end. Any student or employee who is found to have committed or condoned discriminatory harassment will be subject to appropriate disciplinary action or judicial sanction. The person(s) involved will be informed of the action taken. Following the resolution of any complaint, the involved parties should continue to keep the college informed if the harassment persists. The college takes discriminatory harassment extremely seriously and asks that all students and employees play their respective roles in eliminating discriminatory harassment from our campus community.

Sexual Offender Notification and Information (Megan's Law)

The federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, requires institutions of higher education to issue a statement advising the campus community where law enforcement agency 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. Pennsylvania requires registration of sexual offenders and predators. You can find more information on Megan's Law at the Pennsylvania State Police Sexual Offender Information website: www.pameganslaw.state.pa.us. This service is free of charge.

Fire Safety

The Higher Education Opportunity Act (Public Law 110-315) became law in August 2008. It requires all academic institutions to produce an annual fire safety report outlining fire safety practices, standards, and all fire-related on-campus statistics. The following public disclosure report details all information required by this law as it relates to Dickinson College.

General Statement Regarding Student Resident Housing

At Dickinson College, 98% 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. 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 Public Safety.

Fire Safety Improvements and Upgrades

Dickinson College Public Safety, 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.

Residence Hall Fire Drills

Fire 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 the Department of Public Safety, 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 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.

Reporting a Fire

Students reporting a fire should call 911.

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 made 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.
- Never attempt to go back into the building even if the alarm stops sounding. Wait until a Public Safety Officer has 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 the Department of Public Safety 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 Life 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.

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 area**
 - Hot plates, toasters, toaster ovens, "George Forman Grills", barbeques, and similar devices are not permitted
- **Hazardous electrical appliances, lamps and lighting**
 - 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**
 - No un-fused multiple outlet adaptors, extension cords or other wiring run under carpeting
 - 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 or similar**
 - No candles (decorative or otherwise), incense, incense burners, oil / liquid fuel lamps, scented oil burners, or similar...
- **Flammable/combustible liquids, gases or similar**
 - No oil, gasoline, white gas, propane / liquid propane (LP) tanks, lighter fluids
 - No combustion engines, generators, motorcycles, mopeds, motorized skateboards or similar equipment
 - No fireworks or similar combustible/explosive devices
- **Tampering with/hindering fire protection equipment**
 - No removal, covering, or other disabling of smoke / heat detectors
 - No removal, covering or other tampering with fire extinguishers, sprinkler systems or similar equipment
 - No hanging of items from fire protection devices or sprinkler systems
- **Improper storage of property within a residence**
 - No storage of motorcycles, mopeds, bicycles, large auto parts or other non-residential property within a residence
 - No storing of bicycles within stair towers, hallways, common lounges or individual rooms
- **Tapestries or other similar items**
 - No hanging of tapestries or similar products from ceilings or bunked beds
- **Watch for other health & safety concerns:**
 - Electrical appliances, or wiring
 - Furniture arrangement blocking egress
 - Blocking of fire exits / routes of escape
- **Unauthorized furnishings/or use of/ modifications to**
 - Unless specifically designed to do so, beds may not be lofted. Mattresses may not be placed directly on the floor.
 - Additional furnishings must meet all federal / state fire resistance standards
- **Unauthorized appliances or similar**
 - No other “large” appliances are authorized within a residential room.
 - No private air conditioners.
- **Unauthorized modifications to structure, facility**

- No fabrication of walls, partitions, false ceilings/floors.
- No “painting” or similar modifications to a residence.
- No affixing items/objects to the exterior of a residence

Tampering with fire fighting 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 Log

A crime and fire log is available at the Public Safety Department.

Detailed information, including fire and sprinkler system information for specific campus buildings is located below. This information is also available at the Public Safety office and by mail at your request.

2008 Fire Statistics

- 398 Fire alarm investigations
- 115 Cooking related alarms
- 245 Fire alarm activations as a result of accidental or other causes
- 1 Minor fire within student housing, resulting in \$1,400 damage
- 2 Ground cover / brush fires
- 31 Malicious alarm activations as a result of tampering with fire equipment

QUICK CODE	BUILDING / LOCATION NAME	STREET	DIR	ADDRESS	SUFIX	FACILITY TYP	FACILITY USAGE	STA T	Fire Syst	FS	Cntrl Sta	CS	Sprkr	S P	Rooms
TODD	TODD HOUSE	COLLEGE ST	S	41	-1	RESIDENTIAL	STUDENT	O	Y	1	Y	1	Y	1	14
BAIRD/MCCLINTOCK	BAIRD/MCCLINTOCK HALL (Q-4/5)	DICKINSON AVE		412	-1	RESIDENTIAL	STUDENT	O	Y	1	Y	1	Y	1	63
169 W HIGH	HIGH STREET APARTMENT, 169	HIGH ST	W	169	-1	RESIDENTIAL	STUDENT	O	Y	1	Y	1	Y	1	8
171 W HIGH	HIGH STREET APARTMENT, 171	HIGH ST	W	171	-1	RESIDENTIAL	SORORITY	O	Y	1	Y	1	Y	1	8
MORGAN	MORGAN HALL	HIGH ST	W	360	-1	RESIDENTIAL	STUDENT	O	Y	1	Y	1	Y	1	94
25/27 W HIGH	HIGH STREET APARTMENT, 025	HIGH ST	W	25/27	-1	RESIDENTIAL	STUDENT	L	Y	1	Y	1	Y	1	30
170 W LOUTHER	170 W. LOUTHER ST.	LOUTHER ST	W	170	-1	RESIDENTIAL	SORORITY	O	Y	1	Y	1	Y	1	8
WILSON / DAVIDSON	WILSON / DAVIDSON HALL (Q-9 / 10)	LOUTHER ST	W	434	-1	RESIDENTIAL	STUDENT	O	Y	1	Y	1	Y	1	64
538 W LOUTHER	538 W. LOUTHER ST.	LOUTHER ST	W	538	-1	RESIDENTIAL	STUDENT	O	Y	1	Y	1	Y	1	3
GY APTS	GOODYEAR BUILDING, RESIDENTIAL	LOUTHER ST	W	551	-1	RESIDENTIAL	STUDENT	O	Y	1	Y	1	Y	1	90
SUSTAINABLE LIVING	CENTER FOR SUSTAINABLE LIVING	LOUTHER ST	W	532-536	-1	RESIDENTIAL	STUDENT	O	Y	1	Y	1	Y	1	8
MATTHEWS	MATTHEWS HOUSE	MOORELAND AVE		60	-1	RESIDENTIAL	STUDENT	O	Y	1	Y	1	Y	1	12
SCHUMANN	SCHUMANN HOUSE	WEST ST	S	34	-1	RESIDENTIAL	STUDENT	O	Y	1	Y	1	Y	1	5
CONWAY HALL	CONWAY HALL (Q-1)	CHERRY ST		23	-1	RESIDENTIAL	STUDENT	O	Y	1	Y	1	N	0	24
LONGSDORFF	LONGSDORFF HALL (Q-6)	CHERRY ST		33	-1	RESIDENTIAL	STUDENT	O	Y	1	Y	1	N	0	21
ARMSTRONG	ARMSTRONG HALL (Q-8)	CHERRY ST		55	-1	RESIDENTIAL	STUDENT	O	Y	1	Y	1	N	0	19
128 CHERRY	128 CHERRY ST.	CHERRY ST		128	-1	RESIDENTIAL	STUDENT	LO	Y	1	Y	1	N	0	2
130 CHERRY	130 CHERRY ST.	CHERRY ST		130	-1	RESIDENTIAL	STUDENT	LO	Y	1	Y	1	N	0	1
136 CHERRY	136 CHERRY ST.	CHERRY ST		136	-1	RESIDENTIAL	STUDENT	LO	Y	1	Y	1	N	0	3
140 CHERRY	140 CHERRY ST.	CHERRY ST		140	-1	RESIDENTIAL	STUDENT	LO	Y	1	Y	1	N	0	2
135 N COLLEGE	135 N. COLLEGE ST.	COLLEGE ST	N	135	-1	RESIDENTIAL	STUDENT	O	Y	1	Y	1	N	0	2
139 N COLLEGE	139 N. COLLEGE ST.	COLLEGE ST	N	139	-1	RESIDENTIAL	STUDENT	O	Y	1	Y	1	N	0	2
49 S COLLEGE	49 S. COLLEGE ST.	COLLEGE ST	S	49	-1	RESIDENTIAL	STUDENT	O	Y	1	Y	1	N	0	3
51 S COLLEGE	51 S. COLLEGE ST.	COLLEGE ST	S	51	-1	RESIDENTIAL	STUDENT	O	Y	1	Y	1	N	0	3
DRAYER	DRAYER HALL	COLLEGE ST	S	60	-1	RESIDENTIAL	STUDENT	O	Y	1	Y	1	N	0	94
ADAMS	ADAMS HALL	COLLEGE ST	S	90	-1	RESIDENTIAL	STUDENT	O	Y	1	Y	1	N	0	94
WITWER	WITWER HALL	COLLEGE ST	S	90	REAR	RESIDENTIAL	STUDENT	O	Y	1	Y	1	N	0	42
STRAYER	STRAYER HOUSE	COLLEGE ST	S	131	-1	RESIDENTIAL	SORORITY	O	Y	1	Y	1	N	0	6
STRAYER CAR	STRAYER CARRIAGE HOUSE	COLLEGE ST	S	131	REAR	RESIDENTIAL	SORORITY	O	Y	1	Y	1	N	0	3
MCKENNEY	MCKENNEY HALL	DICKINSON AVE		410	-1	RESIDENTIAL	STUDENT	O	Y	1	Y	1	N	0	51
KW	KISNER-WOODWARD (K.W.) HALL	DICKINSON AVE		411	-1	RESIDENTIAL	STUDENT	O	Y	1	Y	1	N	0	73
ATWATER	ATWATER HALL (Q-7)	DICKINSON AVE		415	-1	RESIDENTIAL	STUDENT	O	Y	1	Y	1	N	0	20
155 W HIGH	HIGH STREET APARTMENT, 155	HIGH ST	W	155	-1	RESIDENTIAL	STUDENT	O	Y	1	Y	1	N	0	3
159 W HIGH	HIGH STREET APARTMENT, 159	HIGH ST	W	159	-1	RESIDENTIAL	STUDENT	O	Y	1	Y	1	N	0	12
163 W HIGH	HIGH STREET APARTMENT, 163	HIGH ST	W	163	-1	RESIDENTIAL	STUDENT	O	Y	1	Y	1	N	0	12
165 W HIGH	HIGH STREET APARTMENT, 165	HIGH ST	W	165	-1	RESIDENTIAL	STUDENT	O	Y	1	Y	1	N	0	8
MALCOLM	MALCOLM HALL	HIGH ST	W	402	-1	RESIDENTIAL	STUDENT	O	Y	1	Y	1	N	0	41
COOPER	COOPER HALL (Q-3)	HIGH ST	W	405	-1	RESIDENTIAL	STUDENT	O	Y	1	Y	1	N	0	21
BUCHANAN	BUCHANAN HALL (Q-2)	HIGH ST	W	407	-1	RESIDENTIAL	STUDENT	O	Y	1	Y	1	N	0	24
ROTC CADET	448 W. HIGH ST.	HIGH ST	W	448	-1	RESIDENTIAL	STUDENT	O	Y	1	Y	1	N	0	4

QUICK CODE	BUILDING / LOCATION NAME	STREET	DIR	ADDRESS	SUFIX	FACILITY TYP	FACILITY USAGE	STA T	Fire Syst	FS	Cntrl sta	C S	Sprkr	S P	Rooms
171 W LOUTHER	LOUTHER STREET APARTMENT, 171	LOUTHER ST	W	171	-1	RESIDENTIAL	STUDENT	O	Y	1	Y	1	N	0	5
173 W LOUTHER	LOUTHER STREET APARTMENT, 173	LOUTHER ST	W	173	-1	RESIDENTIAL	STUDENT	O	Y	1	Y	1	N	0	11
373 W LOUTHER	TOWN HOUSE, 373	LOUTHER ST	W	373	-1	RESIDENTIAL	STUDENT	O	Y	1	Y	1	N	0	5
377 W LOUTHER	TOWN HOUSE, 377	LOUTHER ST	W	377	-1	RESIDENTIAL	STUDENT	O	Y	1	Y	1	N	0	5
379 W LOUTHER	TOWN HOUSE, 379	LOUTHER ST	W	379	-1	RESIDENTIAL	STUDENT	O	Y	1	Y	1	N	0	5
381 W LOUTHER	TOWN HOUSE, 381	LOUTHER ST	W	381	-1	RESIDENTIAL	STUDENT	O	Y	1	Y	1	N	0	5
383 W LOUTHER	TOWN HOUSE, 383	LOUTHER ST	W	383	-1	RESIDENTIAL	STUDENT	O	Y	1	Y	1	N	0	5
417 W LOUTHER	417 W. LOUTHER ST.	LOUTHER ST	W	417	-1	RESIDENTIAL	STUDENT	O	Y	1	Y	1	N	0	4
425 W LOUTHER	425 W. LOUTHER ST.	LOUTHER ST	W	425	-1	RESIDENTIAL	STUDENT	O	Y	1	Y	1	N	0	4
505 W LOUTHER	505 W. LOUTHER ST.	LOUTHER ST	W	505	-1	RESIDENTIAL	STUDENT	O	Y	1	Y	1	N	0	3
519 W LOUTHER	519 W. LOUTHER ST.	LOUTHER ST	W	519	-1	RESIDENTIAL	FRATERNIT	O	Y	1	Y	1	N	0	2
521 W LOUTHER	521 W. LOUTHER ST.	LOUTHER ST	W	521	-1	RESIDENTIAL	STUDENT	O	Y	1	Y	1	N	0	3
527 W LOUTHER	527 W. LOUTHER ST.	LOUTHER ST	W	527	-1	RESIDENTIAL	STUDENT	O	Y	1	Y	1	N	0	2
529 W LOUTHER	529 W. LOUTHER ST.	LOUTHER ST	W	529	-1	RESIDENTIAL	STUDENT	O	Y	1	Y	1	N	0	3
531 W LOUTHER	531 W. LOUTHER ST.	LOUTHER ST	W	531	-1	RESIDENTIAL	STUDENT	O	Y	1	Y	1	N	0	3
554 W LOUTHER	554 W. LOUTHER ST.	LOUTHER ST	W	554	-1	RESIDENTIAL	SORORITY	O	Y	1	Y	1	N	0	3
556 W LOUTHER	556 W. LOUTHER ST.	LOUTHER ST	W	556	-1	RESIDENTIAL	SORORITY	O	Y	1	Y	1	N	0	3
FACTORY APTS	FACTORY APARTMENTS	NORTH ST	W	230/236	-1	RESIDENTIAL	STUDENT	L	Y	1	Y	1	N	0	37
502 REED ST	502 REED ST.	REED ST		502	-1	RESIDENTIAL	STUDENT	L/O	Y	1	Y	1	N	0	2
504 REED ST	504 REED ST.	REED ST		504	-1	RESIDENTIAL	STUDENT	L/O	Y	1	Y	1	N	0	2
506 REED ST	506 REED ST.	REED ST		506	-1	RESIDENTIAL	STUDENT	L/O	Y	1	Y	1	N	0	2
508 REED ST	508 REED ST.	REED ST		508	-1	RESIDENTIAL	STUDENT	L/O	Y	1	Y	1	N	0	2
510 REED ST	510 REED ST.	REED ST		510	-1	RESIDENTIAL	STUDENT	L/O	Y	1	Y	1	N	0	2
512 REED ST	512 REED ST.	REED ST		512	-1	RESIDENTIAL	STUDENT	L/O	Y	1	Y	1	N	0	2
STUART	STUART HOUSE	WEST ST	N	49	-1	RESIDENTIAL	STUDENT	O	Y	1	Y	1	N	0	19
REED HOUSE	REED HOUSE	WEST ST	S	32	-1	RESIDENTIAL	STUDENT	O	Y	1	Y	1	N	0	14
46 S WEST ST	46 S. WEST ST.	WEST ST	S	46	-1	RESIDENTIAL	STUDENT	O	Y	1	Y	1	N	0	4
19/23 W HIGH	HIGH STREET APARTMENT, 019 - 023	HIGH ST	W	19/23	-1	RESIDENTIAL	STUDENT	L	Y	1	N	0	N	0	7
150 W LOUTHER	150 W. LOUTHER ST.	LOUTHER ST	W	150	-1	RESIDENTIAL	STUDENT	L	Y	1	N	0	N	0	7
429 W LOUTHER	429 W. LOUTHER ST.	LOUTHER ST	W	429	-1	RESIDENTIAL	FRATERNIT	L	Y	1	N	0	N	0	4
ZZ Totals										30		27		0	175

Campus Crime and Arrest Statistics

The following statistics have been compiled from incidents reported to the Department of Public Safety or the Carlisle Police during the 2007, 2008, and 2009 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 Public Safety of the incident. Victims or witnesses may report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics. Pastoral or 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 (<http://www.fbi.gov/ucr/ucr.htm>).

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. The only “Non-Campus Property” affiliated with the college is the Dickinson College Organic Farm in Boiling Springs, approximately 7 miles from the college’s main 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 2006, 2007, and 2008 are also listed below. Liquor violations do not include driving while impaired or driving under the influence of alcohol. The college is also required to report referrals for campus disciplinary proceedings for alcohol, drug, and weapons law violations in these statistics.

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 intentional 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.

Dickinson College Department of 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 responsibility 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 www.dickinson.edu/pub:af/

Crimes Reported	Campus Residential Facilities (CRF)			Total On-Campus (Includes CRF)			Non Campus Buildings or Properties			Public Property			Total			Hate Crimes		
	07	08	09	07	08	09	07	08	09	07	08	09	07	08	09	07	08	09
Murder & Non Negligent Manslaughter	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	
Sex Offenses- Forcible	2	4		2	4		0	0		0	1		2	5		0	0	
Sex Offenses- Non Forcible	0	0		0	0		0	0		0	0		0	0		0	0	
Robbery	0	0		0	1		0	0		0	3		0	4		0	0	
Aggravated Assault	1	0		2	1		0	0		1	1		3	2		0	0	
Burglary	1	1		4	4		0	0		0	0		4	4		0	0	
Motor Vehicle Theft	0	0		0	0		0	0		0	0		0	0		0	0	
Arson	0	0		0	2		0	0		0	0		0	2	0	0	0	
Other Hate Crimes with Bodily Injury	0	0		0	0		0	0		0	0		0	0		0	0	
Arrests																		
Liquor Law	12	3		20	8		0	0		5	8		25	16				
Drug Law	1	1		4	7		0	0		6	6		1	3				
Illegal Weapon	0	0		1	0		0	0		0	0			0				
Disciplinary Referrals																		
Alcohol	-	155		268	178		0	0		14	8		282	186				
Drug	-	106		47	129		0	0		7	0		54	129				
Weapon Possession	-	3		4	3		0	0		0	0		4	3				

Crime Prevention Programs

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

S A F E W A L K



Safe Walk is a campus accompaniment service designed as an alternative to walking alone, especially at night. Public Safety 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. Simply 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.

Safety Shuttle – Through a cooperative agreement with Student Senate, Public Safety will be implementing a Safety Shuttle in October 2010. This shuttle will be available to pick students up and take them to or from locations throughout the Borough of Carlisle. The Safety Shuttle will be operated between 9:00 p.m. and 3:00 a.m. seven days a week when classes are in session.

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 on campus. Contact Public Safety 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. 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.



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.

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 Public Safety.

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.

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 identify theft due to a lack of preventive measures taken. To learn more about identity theft and how to protect yourself click here [ID Safety](#).

Downloadable Resources (*Adobe Reader Required*)

- [Identity Theft Prevention Toolkit](#) (pdf file)
- [Identity Theft Resource Guide](#) (pdf file)

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 four years. If the bike is stolen and recovered, the owner can be traced through the registered decal number.

To register your bike, contact the Department of Public Safety at ext. 1349 on campus or (717) 245-1349 or visit the Public Safety office.

Safety Walk

A Safety Walk is conducted each fall to determine if external lighting is adequate. The survey is performed by Facilities Management and Public Safety 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.

Parking and Vehicle Registration Policy

Registration of Motor Vehicles

All members of the Dickinson College faculty, administration and 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 through consultation with the Director of the Health Center as necessary. Requests for exceptions must be made in writing by the student and forwarded to the Chief of Public Safety at security@dickinson.edu.

All members of the faculty, administration, staff and students must register their vehicles with the Department of Public Safety 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 Public Safety. 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 or dropped in the 24 hour payment box outside the Cashier's Office 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 Public Safety. 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 Public Safety 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 Public Safety. In the event of a storm, cars not parked in areas designated by Public Safety may be towed at the owner's expense.

Frequently Asked Questions

Does the Department of 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 the department 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 we officers to accompany students and staff during their travels on campus. Whether walking from a residence hall to the library or from the Health 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 Public Safety 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 the Department of Public Safety and why?

Public Safety 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 the 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. The Department of Public Safety 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.