



# ***DICKINSON COLLEGE***

## ***2019 Annual Security and Fire Safety Report Crime Statistics - 2016-2018***



***Includes policies, crime  
statistics and  
information for the  
Carlisle main campus as  
well as the Bologna,  
Cameroon, and Toulouse  
campuses and the  
College Farm.***

*Prepared by Dickinson Public Safety*

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Dickinson College and the Carlisle area is full of history, and a good place to live, work, and study. In this setting, it is easy to forget we are not immune to problems that occur in the greater world. While our community is relatively safe, crime is a reality at Dickinson College and in Carlisle.

Maintaining a safe campus requires a commitment from all of us. At Dickinson Public Safety, we value the partnerships we establish with members of the Dickinson community. Successful prevention of crime occurs only with community involvement, and safety and security must be a collaborative venture. Public Safety strives to foster and encourage student-Public Safety partnerships to aid in the prevention of crime and to develop and maintain positive communication and mutual understanding and trust between students and Public Safety. The officers and staff of Public Safety need your help in continuing to make Dickinson College a safer campus.

This publication is intended to provide the Dickinson community with an overview of Dickinson Public Safety (DPS) services; to share crime statistics required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act; and the Violence Against Women Act (VAWA); to inform current and prospective students, staff, faculty, and visitors about the College's policies and programs designed to aid in keeping the community safe; to share information regarding emergency preparedness and planning; and to share information regarding fire safety, fire statistics, and fire-related information.

If you have questions, comments or suggestions regarding the information in this publication or any questions related to public safety at Dickinson, please

contact Dickinson Public Safety at P.O. Box 1773, Carlisle, PA 17013, (717-245-1349), or by email at [security@dickinson.edu](mailto:security@dickinson.edu).

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

This publication is prepared in cooperation with Student Life, Student Conduct, the Dean of Students, other college departments, and local and state law enforcement agencies surrounding our campuses and college properties.

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

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

Statistical information for criminal incidents reported to DPS which occur on the Carlisle campus is also filed yearly with the Pennsylvania State Police for publication in the Pennsylvania Uniform Crime Report. Information on crime in Carlisle and in the areas surrounding campus is available free online at <https://cumberland.crimewatchpa.com/carlislepd>.

### **Campus Law Enforcement – Carlisle Campus**

#### **Dickinson College Public Safety (DPS) - Enforcement Authority**

Dickinson Public Safety is a full service campus police department serving all members of the Dickinson

community and visitors, and is a unit of the division of Student Life at Dickinson. DPS is responsible for college policy enforcement, security and emergency response on campus (including facility security and property protection), traffic and enforcement of campus parking regulations, and enforcement of applicable federal, state, and local laws. The department operates twenty-four hours a day, seven days a week, and officers patrol the campus around the clock, year round in marked police vehicles, on patrol bicycles, and on foot.

The department is under the leadership of the Assistant Vice President of Compliance and Campus Safety/Chief, who reports to the Vice President of Student Life and Dean of Students. Institutional Clery compliance responsibilities are managed by the Assistant Vice President of Compliance and Campus Safety/Chief. The Captain/Associate Director is responsible for patrol and investigative operations and training. The Lieutenant/Assistant Director is responsible for administrative operations including special event coordination, transportation, and property and evidence. Additional law enforcement staff include an administrative officer, a sergeant, two corporals, eight full-time police officers, and three part-time police officers.

Law enforcement personnel are commissioned under the Pennsylvania Special Officers Statute (22 PA C.S.A. 501). These officers have complete police authority to apprehend and arrest anyone involved in illegal acts on the college's property and in immediately adjacent areas. The officers are required to successfully complete the state lethal weapons training course (Act 235) and receive regular additional advanced law enforcement training. Many of the law enforcement personnel have prior college or university police, state police, or municipal police experience.

The department also includes four full-time civilian communication officers and a full-time transportation coordinator. Part-time/casual staff include additional

communication officers, college fleet vehicle drivers, and non-sworn Special and Traffic Control Officers who assist with crowd control and traffic direction at large events. DPS also employs student personnel who assist with office duties and as drivers of the Campus Shuttle.

The department maintains a twenty-four hour communications and dispatch office. Call 717-245-1111 for emergencies (or dial 1111 from campus telephones) or 717-245-1349 for non-emergency information and general service requests. The communications office has radio and back-up emergency telephone communication links with local emergency response agencies. The central fire and security alarm receiver is located in the communications office allowing constant monitoring of these systems. Security cameras located throughout campus and the card access system are also monitored by the DPS communications office.

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

Partnerships between community and the police are always stronger when the community understands and supports the role of the police and when the community is confident the actions of the police are fair and just. Students who fully understand the role of DPS and our efforts to enhance the quality of community life will be better prepared to provide advice to Public Safety to help shape policies and initiatives.

The Public Safety office on the Carlisle campus is open and accessible for walk-in assistance year round, twenty-four hours per day. Public Safety is located in the Kaufman Building at the corner of West Louthier

and Cherry Streets (400 W. North Street).

### **Public Safety Jurisdiction**

Public Safety's jurisdiction includes all on campus property—residence halls, academic and administrative buildings and facilities; designated non-campus properties and facilities; public property adjacent to and accessible from on campus property; and leased, rented, or otherwise recognized and/or controlled buildings, spaces or facilities.

### **Public Safety—Working Relationships with Other Law Enforcement Agencies**

DPS maintains a close working relationship with the Carlisle Police Department (CPD). DPS staff also regularly work with other law enforcement agencies including North Middleton Township Police, Cumberland County Sheriff's Office, Pennsylvania State Police, the Office of the Cumberland County District Attorney, and other local, state and federal law enforcement agencies. Meetings are held between staff of these agencies on both a formal and informal basis.

Personnel from DPS and CPD communicate regularly on the scene of incidents that occur in and around the campus area. DPS has direct radio communication with Cumberland County Communications and other local law enforcement agencies through the county radio system. DPS and CPD also periodically conduct joint training and collaborate on investigations. There is no written memorandum of understanding between DPS and CPD.

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

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

students to DPS and the Office of Student Conduct.

### **Law Enforcement/Security – Other Campuses**

Dickinson Public Safety does not patrol the College Farm or other campuses outside Carlisle. The college does not contract for police or security services at any of these sites, and local law enforcement will respond as necessary if notified. Additional campus specific information is located in the "Reporting crimes and emergencies" section of this report.

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

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

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

The following statistics have been compiled for each campus from incidents reported to DPS, local law enforcement, and campus security authorities during the 2016, 2017, and 2018 calendar years. The statistics do not reflect any reports that might have been made to other departments or individuals at the college unless those individuals or departments informed DPS of the incident. Victims or witnesses may report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

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

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

“Non-Campus Buildings or Property” is defined as buildings or property not part of the main campus or a separate campus, which is owned or controlled by the college; and used in support or in relation to the college’s educational purposes, including student housing areas. For the purpose of gathering and classifying statistics for this report, properties listed as “non-campus” include global programs that are not classified as separate or branch campuses, as these properties are not physically attached to the main part of the campus.

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

The tables below list categories of crime or incidents, including Domestic Violence, Dating Violence, and Stalking. Each category is subdivided by where the incident reported took place: On-Campus, in a Residence Hall, on a Non-Campus Property, or on adjoining Public Property.

Arrest statistics and statistics for referrals for campus disciplinary proceedings for three offense categories (Drug, Liquor, and Weapons law violations) for 2016, 2017, and 2018 are also listed below. “Liquor law violations” primarily consist of underage possession or consumption of alcoholic beverages, and do not include driving while impaired or under the influence of alcohol, or public drunkenness.

**Hierarchy Rule** – When counting multiple offenses, we are required to use the FBI’s UCR Hierarchy Rule. Under this rule, when more than one criminal offense was committed during a single incident we must only

count the most serious offense. A single incident means that the offenses were committed at the same time and place. Beginning with the most serious offense, the hierarchy for reporting Clery offenses is: Murder and Non-negligent Manslaughter, Manslaughter by Negligence, Sexual Assault, Robbery, Aggravated Assault, Burglary, and Motor Vehicle Theft. The crimes of Arson, Domestic Violence, Dating Violence and Stalking are not governed by the hierarchy rule, and statistics for these incidents are reported in these categories in addition to in any other crime category covered under the hierarchy rule if applicable.

## **Clery Act/VAWA Crime and Incident**

### **Definitions**

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

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

**Sexual Assault (Sex Offenses)** – Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent. Included are the crimes of Rape, Fondling, Incest, and Statutory Rape.

**Rape** – The penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

**Fondling** – The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental incapacity.

**Incest** – Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

**Statutory Rape** - Sexual intercourse with a person

who is under the statutory age of consent.

**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.

**Burglary** — The unlawful entry of a structure to commit a felony or a theft.

**Motor Vehicle Theft** — The theft or attempted theft of a motor vehicle.

**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** — A criminal offense that manifests evidence that the victim was intentionally selected because of a perpetrator's bias against the victim. Categories of bias include:

- **Race** - A preformed negative attitude toward a group of persons who possess common physical characteristics e.g., color of skin, eyes, and/or hair; facial features, etc., genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind.
- **Religion** - A performed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being.
- **Sexual Orientation** -A performed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation.
- **Gender** - A performed negative opinion or

attitude toward a person or group of persons based on their actual or perceived gender.

- **Gender Identity** - A performed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity
- **Ethnicity** - A performed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry.
- **National Origin** – A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth.
- **Disability** - A performed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

**Domestic Violence** – A felony or misdemeanor crime of violence committed by: a current or former spouse or intimate partner of the victim; a person with whom the victim shares a child in common; a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; a person similarly situated to a spouse of the victim under the domestic or family violence laws of the in which the crime occurred; or any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

**Dating Violence** – Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the

type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence does not include acts covered under the definition of domestic violence.

**Stalking** – Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others; or suffer substantial emotional distress.

**Weapon Law Violations** — The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature.

**Drug Abuse Violations** — The violations laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violation of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs.

**Liquor Law Violations** — The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence or drunkenness.

#### **HATE CRIME REPORTING – Carlisle campus**

2018: There were 0 hate crimes reported

2017: There were 0 hate crimes reported

2016: There were 0 hate crimes reported

#### **HATE CRIME REPORTING – College Farm**

2018: There were 0 hate crimes reported

2017: There were 0 hate crimes reported

2016: There were 0 hate crimes reported

#### **HATE CRIME REPORTING – Bologna campus**

2018: There were 0 hate crimes reported

2017: There were 0 hate crimes reported

2016: There were 0 hate crimes reported

#### **HATE CRIME REPORTING – Cameroon campus**

2018: There were 0 hate crimes reported

2017: There were 0 hate crimes reported

2016: There were 0 hate crimes reported

#### **HATE CRIME REPORTING – Toulouse campus**

2018: There were 0 hate crimes reported

2017: There were 0 hate crimes reported

2016: There were 0 hate crimes reported



Carlisle/Main Campus Crime Statistics 2016-2018						
<u>Offense - Reported by hierarchy</u>	<u>Year</u>	<u>Residential</u>	<u>On Campus</u>	<u>Non-Campus</u>	<u>Public</u>	<u>Total</u>
		<u>Facilities</u>	<u>*includes Res. Fac.</u>		<u>Property</u>	
<b>Murder/Non-negligent Manslaughter</b>	2018	0	0	0	0	0
	2017	0	0	0	0	0
	2016	0	0	0	0	0
<b>Manslaughter by Negligence</b>	2018	0	0	0	0	0
	2017	0	0	0	0	0
	2016	0	0	0	0	0
<b>Rape</b>	2018	10	10	0	0	10
	2017	8	9	0	0	9
	2016	4	9	0	0	9
<b>Fondling</b>	2018	3	5	0	0	5
	2017	4	5	0	0	5
	2016	6	6	0	0	6
<b>Incest</b>	2018	0	0	0	0	0
	2017	0	0	0	0	0
	2016	0	0	0	0	0
<b>Statutory Rape</b>	2018	0	0	0	0	0
	2017	0	0	0	0	0
	2016	0	0	0	0	0
<b>Robbery</b>	2018	0	0	0	0	0
	2017	0	0	0	0	0
	2016	0	0	0	2	2
<b>Aggravated Assault</b>	2018	1	1	0	0	1
	2017	0	0	0	0	0
	2016	0	0	0	1	1
<b>Burglary</b>	2018	5	5	0	0	5
	2017	9	11	0	0	11
	2016	10	13	0	0	13
<b>Motor Vehicle Theft</b>	2018	0	1	0	0	1
	2017	0	0	0	0	0
	2016	0	0	0	0	0

<b>Offenses - Not reported by hierarchy</b>	<b>Year</b>	<b>Residential</b>	<b>On Campus</b>	<b>Non-Campus</b>	<b>Public</b>	<b>Total</b>
		<b>Facilities</b>	<b>*includes Res. Fac.</b>		<b>Property</b>	
<b>Arson</b>	<b>2018</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>
	<b>2017</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>
	<b>2016</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Domestic Violence</b>	<b>2018</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
	<b>2017</b>	<b>3</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>6</b>
	<b>2016</b>	<b>3</b>	<b>9</b>	<b>0</b>	<b>0</b>	<b>9</b>
<b>Dating Violence</b>	<b>2018</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>2017</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>2016</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Stalking</b>	<b>2018</b>	<b>3</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>8</b>
	<b>2017</b>	<b>3</b>	<b>9</b>	<b>0</b>	<b>0</b>	<b>9</b>
	<b>2016</b>	<b>2</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>10</b>
<b>ARRESTS</b>						
<b>Liquor Law Violations</b>	<b>2018</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>2017</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>2016</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>1</b>	<b>4</b>
<b>Drug Law Violations</b>	<b>2018</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>2</b>
	<b>2017</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>2</b>
	<b>2016</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>5</b>	<b>6</b>
<b>Weapons Law Violations</b>	<b>2018</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>2017</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>2016</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>REFERRALS FOR DISCIPLINARY ACTION</b>						
<b>Liquor Law Violations</b>	<b>2018</b>	<b>86</b>	<b>91</b>	<b>0</b>	<b>5</b>	<b>96</b>
	<b>2017</b>	<b>90</b>	<b>104</b>	<b>0</b>	<b>13</b>	<b>117</b>
	<b>2016</b>	<b>142</b>	<b>162</b>	<b>0</b>	<b>6</b>	<b>168</b>
<b>Drug Law Violations</b>	<b>2018</b>	<b>33</b>	<b>52</b>	<b>0</b>	<b>6</b>	<b>58</b>
	<b>2017</b>	<b>46</b>	<b>57</b>	<b>0</b>	<b>12</b>	<b>69</b>
	<b>2016</b>	<b>62</b>	<b>75</b>	<b>0</b>	<b>11</b>	<b>86</b>
<b>Weapons Law Violations</b>	<b>2018</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>2017</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>2016</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Bologna Crime Statistics 2016-2018						
Offense - Reported by hierarchy	Year	Residential	On Campus	Non-Campus	Public	Total
		Facilities	*includes Res. Fac.		Property	
Murder/Non-negligent Manslaughter	2018	0	0	n/a	0	0
	2017	0	0	n/a	0	0
	2016	0	0	n/a	0	0
Manslaughter by Negligence	2018	0	0	n/a	0	0
	2017	0	0	n/a	0	0
	2016	0	0	n/a	0	0
Rape	2018	0	0	n/a	0	0
	2017	0	0	n/a	0	0
	2016	0	0	n/a	0	0
Fondling	2018	0	0	n/a	0	0
	2017	0	0	n/a	0	0
	2016	0	0	n/a	0	0
Incest	2018	0	0	n/a	0	0
	2017	0	0	n/a	0	0
	2016	0	0	n/a	0	0
Statutory Rape	2018	0	0	n/a	0	0
	2017	0	0	n/a	0	0
	2016	0	0	n/a	0	0
Robbery	2018	0	0	n/a	0	0
	2017	0	0	n/a	0	0
	2016	0	0	n/a	0	0
Aggravated Assault	2018	0	0	n/a	0	0
	2017	0	0	n/a	0	0
	2016	0	0	n/a	0	0
Burglary	2018	0	0	n/a	0	0
	2017	0	0	n/a	0	0
	2016	0	0	n/a	0	0
Motor Vehicle Theft	2018	0	0	n/a	0	0
	2017	0	0	n/a	0	0
	2016	0	0	n/a	0	0

<u>Offenses - Not reported by hierarchy</u>	<u>Year</u>	<u>Residential</u>	<u>On Campus</u>	<u>Non-Campus</u>	<u>Public</u>	<u>Total</u>
		<u>Facilities</u>	<u>*includes Res. Fac.</u>		<u>Property</u>	
Arson	2018	0	0	n/a	0	0
	2017	0	0	n/a	0	0
	2016	0	0	n/a	0	0
Domestic Violence	2018	0	0	n/a	0	0
	2017	0	0	n/a	0	0
	2016	0	0	n/a	0	0
Dating Violence	2018	0	0	n/a	0	0
	2017	0	0	n/a	0	0
	2016	0	0	n/a	0	0
Stalking	2018	0	0	n/a	0	0
	2017	0	0	n/a	0	0
	2016	0	0	n/a	0	0
<b>ARRESTS</b>						
Liquor Law Violations	2018	0	0	n/a	0	0
	2017	0	0	n/a	0	0
	2016	0	0	n/a	0	0
Drug Law Violations	2018	0	0	n/a	0	0
	2017	0	0	n/a	0	0
	2016	0	0	n/a	0	0
Weapons Law Violations	2018	0	0	n/a	0	0
	2017	0	0	n/a	0	0
	2016	0	0	n/a	0	0
<b>REFERRALS FOR DISCIPLINARY ACTION</b>						
Liquor Law Violations	2018	0	0	n/a	0	0
	2017	0	0	n/a	0	0
	2016	0	0	n/a	0	0
Drug Law Violations	2018	0	0	n/a	0	0
	2017	0	0	n/a	0	0
	2016	0	0	n/a	0	0
Weapons Law Violations	2018	0	0	n/a	0	0
	2017	0	0	n/a	0	0
	2016	0	0	n/a	0	0

**College Farm Crime Statistics 2016-2018**

<b>Offense - Reported by hierarchy</b>	<b>Year</b>	<b>Residential</b>	<b>On Campus</b>	<b>Non-Campus</b>	<b>Public</b>	<b>Total</b>
		<b>Facilities</b>	<b>*includes Res. Fac.</b>		<b>Property</b>	
<b>Murder/Non-negligent Manslaughter</b>	<b>2018</b>	n/a	0	n/a	0	0
	<b>2017</b>	n/a	0	n/a	0	0
	<b>2016</b>	n/a	0	n/a	0	0
<b>Manslaughter by Negligence</b>	<b>2018</b>	n/a	0	n/a	0	0
	<b>2017</b>	n/a	0	n/a	0	0
	<b>2016</b>	n/a	0	n/a	0	0
<b>Rape</b>	<b>2018</b>	n/a	0	n/a	0	0
	<b>2017</b>	n/a	0	n/a	0	0
	<b>2016</b>	n/a	0	n/a	0	0
<b>Fondling</b>	<b>2018</b>	n/a	0	n/a	0	0
	<b>2017</b>	n/a	0	n/a	0	0
	<b>2016</b>	n/a	0	n/a	0	0
<b>Incest</b>	<b>2018</b>	n/a	0	n/a	0	0
	<b>2017</b>	n/a	0	n/a	0	0
	<b>2016</b>	n/a	0	n/a	0	0
<b>Statutory Rape</b>	<b>2018</b>	n/a	0	n/a	0	0
	<b>2017</b>	n/a	0	n/a	0	0
	<b>2016</b>	n/a	0	n/a	0	0
<b>Robbery</b>	<b>2018</b>	n/a	0	n/a	0	0
	<b>2017</b>	n/a	0	n/a	0	0
	<b>2016</b>	n/a	0	n/a	0	0
<b>Aggravated Assault</b>	<b>2018</b>	n/a	0	n/a	0	0
	<b>2017</b>	n/a	0	n/a	0	0
	<b>2016</b>	n/a	0	n/a	0	0
<b>Burglary</b>	<b>2018</b>	n/a	0	n/a	0	0
	<b>2017</b>	n/a	0	n/a	0	0
	<b>2016</b>	n/a	0	n/a	0	0
<b>Motor Vehicle Theft</b>	<b>2018</b>	n/a	0	n/a	0	0
	<b>2017</b>	n/a	0	n/a	0	0
	<b>2016</b>	n/a	0	n/a	0	0

<u>Offenses - Not reported by hierarchy</u>	<u>Year</u>	<u>Residential</u>	<u>On Campus</u>	<u>Non-Campus</u>	<u>Public</u>	<u>Total</u>
		<u>Facilities</u>	<u>*includes Res. Fac.</u>		<u>Property</u>	
Arson	2018	n/a	0	n/a	0	0
	2017	n/a	0	n/a	0	0
	2016	n/a	0	n/a	0	0
Domestic Violence	2018	n/a	0	n/a	0	0
	2017	n/a	0	n/a	0	0
	2016	n/a	0	n/a	0	0
Dating Violence	2018	n/a	0	n/a	0	0
	2017	n/a	0	n/a	0	0
	2016	n/a	0	n/a	0	0
Stalking	2018	n/a	0	n/a	0	0
	2017	n/a	0	n/a	0	0
	2016	n/a	0	n/a	0	0
<b>ARRESTS</b>						
Liquor Law Violations	2018	n/a	0	n/a	0	0
	2017	n/a	0	n/a	0	0
	2016	n/a	0	n/a	0	0
Drug Law Violations	2018	n/a	0	n/a	0	0
	2017	n/a	0	n/a	0	0
	2016	n/a	0	n/a	0	0
Weapons Law Violations	2018	n/a	0	n/a	0	0
	2017	n/a	0	n/a	0	0
	2016	n/a	0	n/a	0	0
<b>REFERRALS FOR DISCIPLINARY ACTION</b>						
Liquor Law Violations	2018	n/a	0	n/a	0	0
	2017	n/a	0	n/a	0	0
	2016	n/a	0	n/a	0	0
Drug Law Violations	2018	n/a	0	n/a	0	0
	2017	n/a	0	n/a	0	0
	2016	n/a	0	n/a	0	0
Weapons Law Violations	2018	n/a	0	n/a	0	0
	2017	n/a	0	n/a	0	0
	2016	n/a	0	n/a	0	0

**Cameroon Crime Statistics 2016-2018**

<u>Offense - Reported by hierarchy</u>	<u>Year</u>	<u>Residential</u>	<u>On Campus</u>	<u>Non-Campus</u>	<u>Public</u>	<u>Total</u>
		<u>Facilities</u>	<u>*includes Res. Fac.</u>		<u>Property</u>	
<b>Murder/Non-negligent Manslaughter</b>	<b>2018</b>	<b>0</b>	<b>0</b>	<b>n/a</b>	<b>0</b>	<b>0</b>
	<b>2017</b>	<b>0</b>	<b>0</b>	<b>n/a</b>	<b>0</b>	<b>0</b>
	<b>2016</b>	<b>0</b>	<b>0</b>	<b>n/a</b>	<b>0</b>	<b>0</b>
<b>Manslaughter by Negligence</b>	<b>20178</b>	<b>0</b>	<b>0</b>	<b>n/a</b>	<b>0</b>	<b>0</b>
	<b>2017</b>	<b>0</b>	<b>0</b>	<b>n/a</b>	<b>0</b>	<b>0</b>
	<b>2016</b>	<b>0</b>	<b>0</b>	<b>n/a</b>	<b>0</b>	<b>0</b>
<b>Rape</b>	<b>2018</b>	<b>0</b>	<b>0</b>	<b>n/a</b>	<b>0</b>	<b>0</b>
	<b>2017</b>	<b>0</b>	<b>0</b>	<b>n/a</b>	<b>0</b>	<b>0</b>
	<b>2016</b>	<b>0</b>	<b>0</b>	<b>n/a</b>	<b>0</b>	<b>0</b>
<b>Fondling</b>	<b>2018</b>	<b>0</b>	<b>0</b>	<b>n/a</b>	<b>0</b>	<b>0</b>
	<b>2017</b>	<b>0</b>	<b>0</b>	<b>n/a</b>	<b>0</b>	<b>0</b>
	<b>2016</b>	<b>0</b>	<b>0</b>	<b>n/a</b>	<b>0</b>	<b>0</b>
<b>Incest</b>	<b>2018</b>	<b>0</b>	<b>0</b>	<b>n/a</b>	<b>0</b>	<b>0</b>
	<b>2017</b>	<b>0</b>	<b>0</b>	<b>n/a</b>	<b>0</b>	<b>0</b>
	<b>2016</b>	<b>0</b>	<b>0</b>	<b>n/a</b>	<b>0</b>	<b>0</b>
<b>Statutory Rape</b>	<b>2018</b>	<b>0</b>	<b>0</b>	<b>n/a</b>	<b>0</b>	<b>0</b>
	<b>2017</b>	<b>0</b>	<b>0</b>	<b>n/a</b>	<b>0</b>	<b>0</b>
	<b>2016</b>	<b>0</b>	<b>0</b>	<b>n/a</b>	<b>0</b>	<b>0</b>
<b>Robbery</b>	<b>2018</b>	<b>0</b>	<b>0</b>	<b>n/a</b>	<b>0</b>	<b>0</b>
	<b>2017</b>	<b>0</b>	<b>0</b>	<b>n/a</b>	<b>0</b>	<b>0</b>
	<b>2016</b>	<b>0</b>	<b>0</b>	<b>n/a</b>	<b>0</b>	<b>0</b>
<b>Aggravated Assault</b>	<b>2018</b>	<b>0</b>	<b>0</b>	<b>n/a</b>	<b>0</b>	<b>0</b>
	<b>2017</b>	<b>0</b>	<b>0</b>	<b>n/a</b>	<b>0</b>	<b>0</b>
	<b>2016</b>	<b>0</b>	<b>0</b>	<b>n/a</b>	<b>0</b>	<b>0</b>
<b>Burglary</b>	<b>2018</b>	<b>0</b>	<b>0</b>	<b>n/a</b>	<b>0</b>	<b>0</b>
	<b>2017</b>	<b>0</b>	<b>0</b>	<b>n/a</b>	<b>0</b>	<b>0</b>
	<b>2016</b>	<b>0</b>	<b>0</b>	<b>n/a</b>	<b>0</b>	<b>0</b>
<b>Motor Vehicle Theft</b>	<b>2018</b>	<b>0</b>	<b>0</b>	<b>n/a</b>	<b>0</b>	<b>0</b>
	<b>2017</b>	<b>0</b>	<b>0</b>	<b>n/a</b>	<b>0</b>	<b>0</b>
	<b>2016</b>	<b>0</b>	<b>0</b>	<b>n/a</b>	<b>0</b>	<b>0</b>

<b><u>Offenses - Not reported by hierarchy</u></b>	<b><u>Year</u></b>	<b><u>Residential</u></b>	<b><u>On Campus</u></b>	<b><u>Non-Campus</u></b>	<b><u>Public</u></b>	<b><u>Total</u></b>
		<b><u>Facilities</u></b>	<b><u>*includes Res. Fac.</u></b>		<b><u>Property</u></b>	
Arson	2018	0	0	n/a	0	0
	2017	0	0	n/a	0	0
	2016	0	0	n/a	0	0
Domestic Violence	2018	0	0	n/a	0	0
	2017	0	0	n/a	0	0
	2016	0	0	n/a	0	0
Dating Violence	2018	0	0	n/a	0	0
	2017	0	0	n/a	0	0
	2016	0	0	n/a	0	0
Stalking	2018	0	0	n/a	0	0
	2017	0	0	n/a	0	0
	2016	0	0	n/a	0	0
<b>ARRESTS</b>						
Liquor Law Violations	2018	0	0	n/a	0	0
	2017	0	0	n/a	0	0
	2016	0	0	n/a	0	0
Drug Law Violations	2018	0	0	n/a	0	0
	2017	0	0	n/a	0	0
	2016	0	0	n/a	0	0
Weapons Law Violations	2018	0	0	n/a	0	0
	2017	0	0	n/a	0	0
	2016	0	0	n/a	0	0
<b>REFERRALS FOR DISCIPLINARY ACTION</b>						
Liquor Law Violations	2018	0	0	n/a	0	0
	2017	0	0	n/a	0	0
	2016	0	0	n/a	0	0
Drug Law Violations	2018	0	0	n/a	0	0
	2017	0	0	n/a	0	0
	2016	0	0	n/a	0	0
Weapons Law Violations	2018	0	0	n/a	0	0
	2017	0	0	n/a	0	0
	2016	0	0	n/a	0	0





Toulouse Crime Statistics 2016-2018						
<u>Offense - Reported by hierarchy</u>	<u>Year</u>	<u>Residential</u>	<u>On Campus</u>	<u>Non-Campus</u>	<u>Public</u>	<u>Total</u>
		<u>Facilities</u>	<u>*includes Res. Fac.</u>		<u>Property</u>	
<b>Murder/Non-negligent Manslaughter</b>	2018	n/a	0	n/a	0	0
	2017	n/a	0	n/a	0	0
	2016	n/a	0	n/a	0	0
<b>Manslaughter by Negligence</b>	2018	n/a	0	n/a	0	0
	2017	n/a	0	n/a	0	0
	2016	n/a	0	n/a	0	0
<b>Rape</b>	2018	n/a	0	n/a	0	0
	2017	n/a	0	n/a	0	0
	2016	n/a	0	n/a	0	0
<b>Fondling</b>	2018	n/a	0	n/a	0	0
	2017	n/a	0	n/a	0	0
	2016	n/a	0	n/a	0	0
<b>Incest</b>	2018	n/a	0	n/a	0	0
	2017	n/a	0	n/a	0	0
	2016	n/a	0	n/a	0	0
<b>Statutory Rape</b>	2018	n/a	0	n/a	0	0
	2017	n/a	0	n/a	0	0
	2016	n/a	0	n/a	0	0
<b>Robbery</b>	2018	n/a	0	n/a	0	0
	2017	n/a	0	n/a	0	0
	2016	n/a	0	n/a	0	0
<b>Aggravated Assault</b>	2018	n/a	0	n/a	0	0
	2017	n/a	0	n/a	0	0
	2016	n/a	0	n/a	0	0
<b>Burglary</b>	2018	n/a	0	n/a	0	0
	2017	n/a	0	n/a	0	0
	2016	n/a	0	n/a	0	0
<b>Motor Vehicle Theft</b>	2018	n/a	0	n/a	0	0
	2017	n/a	0	n/a	0	0
	2016	n/a	0	n/a	0	0

<u>Offenses - Not reported by hierarchy</u>	<u>Year</u>	<u>Residential</u>	<u>On Campus</u>	<u>Non-Campus</u>	<u>Public</u>	<u>Total</u>
		<u>Facilities</u>	<u>*includes Res. Fac.</u>		<u>Property</u>	
Arson	2018	n/a	0	n/a	0	0
	2017	n/a	0	n/a	0	0
	2016	n/a	0	n/a	0	0
Domestic Violence	2018	n/a	0	n/a	0	0
	2017	n/a	0	n/a	0	0
	2016	n/a	0	n/a	0	0
Dating Violence	2018	n/a	0	n/a	0	0
	2017	n/a	0	n/a	0	0
	2016	n/a	0	n/a	0	0
Stalking	2018	n/a	0	n/a	0	0
	2017	n/a	0	n/a	0	0
	2016	n/a	0	n/a	0	0
<b>ARRESTS</b>						
Liquor Law Violations	2018	n/a	0	n/a	0	0
	2017	n/a	0	n/a	0	0
	2016	n/a	0	n/a	0	0
Drug Law Violations	2018	n/a	0	n/a	0	0
	2017	n/a	0	n/a	0	0
	2016	n/a	0	n/a	0	0
Weapons Law Violations	2018	n/a	0	n/a	0	0
	2017	n/a	0	n/a	0	0
	2016	n/a	0	n/a	0	0
<b>REFERRALS FOR DISCIPLINARY ACTION</b>						
Liquor Law Violations	2018	n/a	0	n/a	0	0
	2017	n/a	0	n/a	0	0
	2016	n/a	0	n/a	0	0
Drug Law Violations	2018	n/a	0	n/a	0	0
	2017	n/a	0	n/a	0	0
	2016	n/a	0	n/a	0	0
Weapons Law Violations	2018	n/a	0	n/a	0	0
	2017	n/a	0	n/a	0	0
	2018	n/a	0	n/a	0	0





**Unfounded Crimes** – If a crime is reported as occurring on campus, in on-campus residential facilities, in or on non-campus buildings or property or public property, and through investigation by DPS and it has been determined the initial crime report was false or baseless, i.e. a student reports a burglary to their residence hall and it is determined through investigation a roommate had authorization to enter the space and remove an item, that crime will be classified as “Unfounded”.

**2018** – There were zero unfounded crimes on the Carlisle, Bologna, Cameroon, College Farm and Toulouse campuses

**2017** – There were zero unfounded crimes on the Carlisle, Bologna, Cameroon, College Farm and Toulouse campuses

**2016** – There was 1 unfounded crime on the Carlisle campus, and zero unfounded crimes on the Bologna, Cameroon, College Farm and Toulouse campuses

#### **Counselors and Confidential Crime Reporting**

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

#### **Crime and Fire Logs**

**Carlisle campus** - DPS maintains a daily crime and fire log on the Carlisle campus. The log is available at the Public Safety office in Kaufman Hall. The Crime and Fire Log contains information on all criminal incidents and alleged criminal incidents reported to DPS for the Carlisle campus. The log contains specific information about reported criminal incidents including the date the crime was reported, the date and time the crime occurred, the nature of the crime, the general

location of the crime, and the disposition of the complaint, if known.

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

**Bologna, Cameroon, College Farm and Toulouse campuses** – These campuses do not have campus police or security, and do not maintain a crime log. The **Bologna and Cameroon** campuses have on-campus student housing facilities and do maintain a fire log. If a fire has occurred, the fire log contains specific information about fires in student housing facilities, including the date the fire was reported, the nature of the fire, the date and time of the fire, and the general location of the fire. The fire log on these campuses is available through the on-site administrator listed below:

Bologna – Prof. Andy Wolff, Resident Director,  
European Studies, Dickinson College K.  
Robert Nilsson Center for European Studies,  
via Marsala, 2, 40126 Bologna, Italy

Cameroon – Mr. Teku Tanyi Teku, Dickinson  
Center, B.P. 14478, Yaounde-Centre  
Province, Cameroon

#### **Reporting crimes and emergencies**

##### **Carlisle campus:**

Members of the community and visitors are strongly encouraged to report all crimes and safety related incidents to Public Safety in a timely manner. To report a crime or emergency on campus, call 717-245-1111 for emergencies (or dial 1111 from campus telephones). “Blue Light” emergency phones located throughout campus may also be used to directly contact DPS. Public Safety is located at 400 W. North Street, Carlisle, in the Kaufman Building.

**If you observe a crime or a suspicious activity or person, call DPS immediately.** Do not assume someone else has made the call. Try to provide the dispatcher with accurate, detailed information about the problem. When reporting an emergency, try to explain your needs as calmly as you can. **STAY ON THE LINE** until the dispatcher says it is okay to hang up. Crimes often occur in clusters. If you report a crime or a suspicious situation, you might prevent the next incident from taking place. An activity that you feel is unusual may be a sign of a criminal act. It is crucial you contact DPS immediately whenever you see or hear something suspicious. DPS will respond to all reports of suspicious activity - whether or not you choose to identify yourself. Your call could prevent a crime against a friend, a neighbor, or yourself.

#### **Reporting a crime in Carlisle**

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

#### **Reporting an emergency in Carlisle**

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 college building you are in. Cumberland County will dispatch the fire department or ambulance and will notify DPS.

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

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

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

If you're off-campus or calling from a cell phone for non-emergency assistance, call 717-245-1349 or dial 1349 on a campus phone. **Safe Walk**, the campus escort service, is also available by calling this number. The **Safety Shuttle**, operated primarily by student drivers, is available to pick students up and take them to or from locations throughout the Borough of Carlisle. The Campus Shuttle is free of charge and operates on a published route every day when classes are in session.

#### **Bologna campus:**

The Bologna campus is located at the K. Robert Nilsson Center for European Studies, Via Marsala, 2,40126 Bologna Italy. The campus consists of a classroom/administrative center and student residences, located at:

- Via Marsala, 9 (1<sup>st</sup> and 3<sup>rd</sup> floors)
- Via Castiglione 24, 2<sup>nd</sup> floor
- Via Castiglione 26, 2<sup>nd</sup> floor
- Via Arienti 33, 2<sup>nd</sup> floor
- Via Francesco Todaro, 5<sup>th</sup> floor
- Via de Rolandis, 3<sup>rd</sup> floor

Italy divides law enforcement into military and civil guards, distinguishing each corps for duties and jurisdictions. The Polizia di Stato (State Police) is the civil national police of Italy. The Guardia di Finanza (Financial Guard) and Carabinieri are military police. The Polizia Provinciale (Provincial Police) are local police used in some of the 109 provinces in Italy. The Polizia Municipale (Municipal Police) also operate in most towns and cities.

### **Reporting a crime in Bologna**

In major cities and highly populated towns there are police stations named Commissariati di Pubblica Sicurezza (Public Security Offices). If you are the victim of a crime, you should report to the nearest police station - Commissariati di Pubblica Sicurezza – or to the local Carabinieri immediately. You can report a crime by telephone, but you will be required to go to the police station to complete a police report.

#### **Commissariati di Pubblica Sicurezza – Bologna**

**Via Del Pratello 21**

**40122 Bologna**

**Tel: 051 6560811**

#### **Polizia di Stato – Bologna**

**Via Marchioni Rossano 4**

**40133 Bologna**

**Tel: 051 6179911**

If you become the victim of a crime, or know of someone who is, please contact the American Citizen Services office at:

**U.S. Embassy – Rome**

**via Vittorio Veneto 121**

**00187 Roma**

**Tel: (+39) 06.46741**

The Consulate General – Florence is also a good resource for U.S. Citizens in the Bologna area. They are located at:

**Lungarno Vespucci, 38**

**50123 FIRENZE**

**Tel: 06-46741**

### **Reporting an emergency in Bologna**

In case of emergency, for immediate medical attention, or to call an ambulance dial 112 from any phone in Italy.

Students should also notify the Bologna campus Program Director of any emergency:

**Resident Director Andy Wolff**

**Dickinson College, K. Robert Nilsson Center for European Studies**

**Via Marsala, 2**

**40126 Bologna Italy**

**Tel: (011-39) 051-22-44-51**

In the event of an emergency Dickinson College Public Safety in Carlisle may also be contacted at: 001-717-245-1111.

### **Cameroon campus:**

The Cameroon campus is located at the Dickinson Center, B.P. 14478, Yaounde-Centre Province, Cameroon.

**Tel: (011-237) 22.00.65.22**

The campus consists of the main classroom and administration building, and a student apartment area (Shell Nsimeyong) where students reside for the first 2 weeks of the program.

***The Cameroon Campus was active and in use for the Spring 2018 semester, but as of June 2018 the Cameroon Program is on hiatus***

### **Reporting a crime in Cameroon**

According to the U.S. State Department, local law enforcement and security personnel face significant difficulties stemming from crime. Suspects are rarely caught, and police response is often delayed. The police and security forces may also lack training and equipment.

If you are the victim of a crime, contact the nearest U.S. Embassy or Consulate. Consular officers are available for emergency assistance 24 hours/day, 7 days/week.

U.S. Embassy in Yaounde

Avenue Rosa Parks

Yaounde, Cameroon

Tel: (237) 22220-1500

[YaoundaACS@state.gov](mailto:YaoundaACS@state.gov)

**After hours Embassy duty officer for emergencies only: (237) 2222-25-89 and (237) 2220-15-00**

Contact the local police to report incidents and get immediate help. Report crimes to the local police by calling 117 (on cell phones) or 17 on landlines. \*\*\*U.S. citizen victims of sexual assault should first contact the U.S. Embassy



### **Reporting an emergency in Cameroon**

**In case of fire:** Dial 18 on landlines or 118 on cell phones for assistance

In the event of an emergency Dickinson College Public Safety in Carlisle may also be contacted at: **001-717-245-1111**.

Students should notify the Cameroon campus Program Director of any emergency:

**Program Director Mr. Teku Tanyi Teku**

**B.P. 14478**

**Yaounde-Centre Province**

**Cameroon**

**Tel: (011-237) 22.05.71.08**

**(011-237) 94.53.60.79**

**Mobile: (011-237) 776-644-61**

**Email: [mr\\_teetee@yahoo.fr](mailto:mr_teetee@yahoo.fr)**

**(011-237) 94.53.60.79**

**Mobile: (011-237) 776-644-61**

**Email: [mr\\_teetee@yahoo.fr](mailto:mr_teetee@yahoo.fr)**

### **College Farm:**

The College Farm, located at 553 Park Drive in Boiling Springs Pennsylvania is located in the jurisdiction of the Pennsylvania State Police (PSP), Carlisle Barracks. Their office is located at 1538 Commerce Avenue in Carlisle.

If you observe a crime or a suspicious activity or person, call PSP immediately at (717) 249-2121. Do not assume someone else has made the call. Try to provide the dispatcher with accurate, detailed information about the problem. When reporting an emergency, try to explain your needs as calmly as you can. STAY ON THE LINE until the dispatcher says it is okay to hang up. An activity that you feel is unusual may be a sign of a criminal act. It is crucial that you contact PSP immediately whenever you see or hear something suspicious.

### **Reporting a crime at the College Farm**

- Call PSP at (717) 249-2121 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

### **Reporting an emergency at the College Farm**

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. Cumberland County will dispatch the fire department or ambulance and will notify PSP.

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

In the event of an emergency Dickinson College Public Safety in Carlisle may also be contacted at: 717-245-1111.

Students should also notify the College Farm Program Director of any emergency:

**Program Director Jenn Halpin**

**553 Park Drive**

**Boiling Springs, PA 17007**

**Tel: 717-245-1251**

**Email: [halipnj@dickinson.edu](mailto:halipnj@dickinson.edu)**

### **Toulouse campus:**

The Toulouse campus is located at 2, place Alphonse Jourdain, 31000, Toulouse, France. The campus consists of a classroom/administrative center.

Three forces in France maintain public safety and security: Municipal Police, National Police, and the military Gendarmerie.

In an emergency, dialing 17 will connect the caller to the police. You can also dial the Europe-wide emergency response number 112 to reach an operator for all types of emergency services. Non-French speakers may experience a delay while an English speaker is located. For non-emergency assistance, you should go to the nearest police station (commissariat) in order to file an official report.

#### **Reporting a crime in Toulouse**

Police and Gendarmerie: 17                      Emergency number: 112

#### **Reporting an emergency in Toulouse**

In an emergency, dialing 15 will connect the caller to emergency medical services.

Fire services: 18                                      EMS      (Medical emergencies): 15

If you are the victim of a crime, contact the nearest U.S. Embassy or Consulate. Consular officers are available for emergency assistance 24 hours/day, 7 days/week.

#### **U.S. Consulate in Toulouse**

25, allees Jean-Jaures  
31000 Toulouse, France  
Tel: (011-33) 5-34-41-36-50

Students should also notify the Toulouse campus Program Director of any emergency:

#### **Program Director Dr. Julia Carnine**

**Dickinson en France**

**2, place Alphonse Jourdain**

**31000 Toulouse, France**

**Tel: (011-33) 5 61 25 83 21**

**Email: [carninej@dickinson.edu](mailto:carninej@dickinson.edu)**

In the event of an emergency Dickinson College Public Safety in Carlisle may also be contacted at: 001-717-245-1111

### **Additional information about crime reporting – All campuses**

Information regarding incidents of sexual misconduct should be reported to Public Safety or the Title IX Coordinator. Employees who learn of an incident of sexual misconduct or other serious crime (Clery Act crimes including Murder, Manslaughter, Rape, Fondling, Burglary, Robbery, Aggravated Assault, Motor Vehicle Theft, Arson, Domestic Violence, Dating Violence, Stalking or Hate Crimes) are required to report this information immediately to Public Safety or the Title IX Coordinator.

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

#### **Anonymous reporting**

If you wish to report a crime anonymously, go to the Anonymous Tips area of the DPS webpage at [http://www.dickinson.edu/info/20247/departments\\_of\\_public\\_safety/1012/anonymous\\_tips](http://www.dickinson.edu/info/20247/departments_of_public_safety/1012/anonymous_tips). Use this form to provide information anonymously regarding possible crimes, planned crimes, and/or law/policy violations. Once the form is completed, click the "send form" button at the bottom of the page. The contents of this form are e-mailed directly to DPS and the sender appears as "Webmaster". While Public Safety will follow up on all information provided through the Anonymous Tips page, providing anonymous information may limit the ability to conduct a comprehensive investigation.

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

## **Confidential Reporting**

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

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

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

### **Emergency Telephones – Carlisle campus**

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 communication officer's questions and respond to any instructions that may be given.

It is recommended that you familiarize yourself with Blue Light and emergency telephone locations.

## **Emergency Notification and Timely Warnings**

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

### **Timely Warnings**

In the event that a situation arises involving an incident identified as a "Clery Act" crime on campus, in non-campus buildings or property, or on public property immediately adjacent to and accessible from the campus that, in the judgment of the Chief of Public Safety or their designee, constitutes an immediate or continuing threat to students, faculty, staff, or visitors, a campus wide "Timely Warning" will be issued. The warning will be issued through the college Red Alert mass notification system through email, text messaging, and instant messaging paths. *A report that is filed more than five days after the date of the alleged incident may not allow Public Safety to post a "timely" warning to the community. This type of situation will be evaluated on a case-by-case basis.*

A timely warning notice will typically include the following, unless issuing any of this information would risk compromising law enforcement efforts: Date and time or time frame of the incident; a brief description of the incident; information that will promote safety and potentially aid in the prevention of similar crimes; suspect description(s) when deemed appropriate and if there is sufficient detail; police/Public Safety agency contact information; and other information as deemed appropriate.

Depending on the particular circumstances of the crime, methods of dissemination may also include, but are not limited to, electronic distribution through e-mail, posting of hard copies in public areas, posting on the DPS website in the “Crime Alerts”, posting on the Public Safety monitor on the first floor of the Holland Union Building (HUB), and dissemination via local media outlets.

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

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

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

### **Emergency Notification**

The college will immediately notify the campus community upon the confirmation of a significant

emergency or dangerous situation involving an immediate threat to the health or safety of student or staff occurring on campus. An Emergency Notification will be issued as deemed necessary by the Chief of Public Safety or their designee, in consultation with other campus administrators. The alert will be issued by DPS or their designee through the Red Alert system utilizing voice, text and email paths, and may also be sent through the college e-mail system to students, faculty, and staff. Depending on the particular circumstances of the incident, DPS may also post the notice on the Public Safety website at [http://www.dickinson.edu/info/20247/departments\\_of\\_public\\_safety/1654/crime\\_information](http://www.dickinson.edu/info/20247/departments_of_public_safety/1654/crime_information).

### **Red Alert mass notification system**

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

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

- Log into the Dickinson Gateway on the web
- Follow the instructions in the Dickinson Red Alert channel

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

Red Alert and Red Alert System test records will be maintained on the website of the vendor

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

### **Public Safety Advisories**

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

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

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

In the emergency response plan, specific campus administrators (the Core Team) are identified who are responsible for oversight of key functions in the event of an emergency or crisis that affects a large segment of the campus population. Members of this Core Team include the Vice President for Finance and Administration, Vice President of Student Life, Director of Enterprise Risk Management and Compliance, Chief of Public Safety, Director of Media Relations, and others. The Core Team coordinates with other campus offices (Wellness Center, HR Services, etc...) and outside emergency response agencies (fire departments, law enforcement agencies, medical facilities) as needed.

College departments are responsible for developing contingency plans and continuity of operations plans for their staff and areas of responsibility. The

emergency response plan is continually updated, and tabletop and other emergency planning exercises, including evacuation drills are conducted at least once a year. Exercises and emergency response planning is coordinated by the Director of Enterprise Risk Management and Compliance who documents the exercises or drills, including the date, time, and whether the exercise was announced or unannounced. These tests are designed to assess and evaluate the emergency plans and capabilities of the institution.

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

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

Fire and evacuation drills are held once a semester for each residence hall. Fire drills are a mandatory supervised evacuation of a building for a fire. The fire drill is scheduled with DPS, and the individual residence hall staff. The supervised fire drill is generally scheduled within the first 2 weeks of the beginning of each semester. Students learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a short-term building evacuation. The purpose of fire evacuation drills is to prepare building occupants for an organized evacuation in case of an emergency. Fire evacuation drills are used as a way to educate and train occupants on issues specific to their building. Evacuation maps are posted on the back of the entry door in all residence halls.

Fire and evacuation drills are conducted yearly in all academic and administrative buildings on the Carlisle

campus. The Office of Enterprise Risk Management and Compliance, with the assistance of the college Workplace Safety Committee, coordinate these fire drills.

DPS and Enterprise Risk Management staff also conduct regular training sessions for employees, including "Responding to Campus Emergencies – Guidelines for Dickinson College Employees." In addition, basic emergency response information is distributed to new employees and is available online at

[http://www.dickinson.edu/info/20079/compliance\\_and\\_enterprise\\_risk\\_management/3212/emergency\\_preparedness](http://www.dickinson.edu/info/20079/compliance_and_enterprise_risk_management/3212/emergency_preparedness).

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

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

No matter where you are, the basic steps of shelter-in-place will generally remain the same. Should the need ever arise; follow these steps, unless instructed

otherwise by local emergency personnel:

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

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

**Carlisle campus:** Most campus buildings and facilities are open and accessible to the public 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 public after regular business hours, students, faculty and staff may gain access by using their college identification card in the card access system. In the case of periods of extended closing, non-residential buildings will be secured according to schedules developed by the department responsible for the facility, and the College will admit only those with prior approval to all facilities.

Residential buildings are secured 24 hours a day. Most exterior doors in student residential halls are controlled by card access, and students are issued a

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

More than 100 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.

**Other campuses:** Most campus administrative and academic buildings and facilities are open and accessible to the public during normal business hours, excluding holidays. These buildings will be locked after normal business hours, but may be accessible by students, faculty and staff. Door locks and keys control after-hours access to these facilities. Student residential facilities at the Bologna and Cameroon campuses are locked and accessible by key only 24 hours a day.

### **Maintenance of Campus Facilities**

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

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

Facilities Management is responsible for the maintenance and upkeep of buildings and grounds on

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

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

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

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

**Other campuses:** Program Directors at each campus are responsible for inspecting campus facilities for safety and maintenance issues, and will coordinate any needed repairs and improvements. All requests, concerns, or ideas about facilities maintenance should be directed to the appropriate Program Director.

For after-hours emergency service, call Public Safety at 717-245-1349.

### **Building Safety Tips – All campuses:**

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



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

In accordance with the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, DPS is providing a link to the Pennsylvania State Police Sex Offender Registry in this report.

This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a state concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a state to provide notice, as required under state law, of each institution of higher education in that state at which the person is employed, carries on a vocation, or is a student. In the Commonwealth of Pennsylvania, convicted sex offenders and sexual predators must register with Pennsylvania State Police.

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

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

### **Dickinson College Sexual Harassment and Misconduct Policy**

#### **I. Purpose and Scope of the Policy**

##### **A. Overview**

Dickinson College is a community of inquiry committed to the free exchange of ideas that foster human connection and healthy relationships. Every member of our community is equally valuable and equally valued as an individual. Every member of our community is responsible to every other and to the entire community.

Sexual harassment, sexual violence, intimate partner violence and stalking pose a unique threat to the individual members of the community and to the community itself. An act of sexual harassment, sexual violence, intimate partner violence or stalking represents a fundamental failure by the offender to recognize and respect the intrinsic worth and dignity of other members of our community. Such acts are contrary to the values of the Dickinson community, against College policy, and in some instances, may be against Pennsylvania state law.

The College will not tolerate any type of sexual harassment, sexual violence, intimate partner violence or stalking. The College is committed to taking all appropriate steps to eliminate sexual harassment, sexual violence, intimate partner violence and stalking, prevent their recurrence and address their effects. The College recognizes that sexual harassment, sexual violence, intimate partner violence and stalking encompass a broad spectrum of conduct and will respond accordingly, considering both the severity of the conduct and the threat it poses to our community.

##### **B. Purpose of Policy**

The purpose of this policy is to provide the Dickinson community with a clearly articulated set of behavioral standards, common definitions, and prohibited conduct. The policy is intended to guide students, employees and third parties who have experienced or been affected by sexual harassment, sexual violence, intimate partner violence or stalking, whether as a Complainant, a Respondent, witness or other participant in the process.

We recognize that an individual may choose to self-identify as a victim or a survivor. For consistency in the policy, the College uses the term Complainant to refer to the individual(s) who has been the subject of sexual harassment, sexual violence, intimate partner violence or stalking, regardless of whether that individual makes a report or seeks formal disciplinary action. A Respondent refers to the individual(s) who has been accused of sexual harassment, sexual violence, intimate partner violence or stalking.



The purpose of this policy is to:

- Define sexual harassment, sexual violence, intimate partner violence, stalking and other related forms of conduct that violate the standards of our community
- Identify resources and support for all members of the Dickinson community (students and employees)
- Identify the Title IX Coordinator and the scope of the role
- Provide information about where to obtain support or access resources in a confidential manner
- Provide information about how to make a report on campus or off campus
- Provide information about how a report will be investigated, evaluated and adjudicated under the College's Complaint Resolution Procedures.

#### C. Scope of Policy

This policy applies to all members of the Dickinson community, including students, employees, and third parties (including independent contractors, vendors, visitors and guests). When used in this policy, employee generally refers to both staff and faculty members. Unless specifically noted, references to employee do not include student employees.

All students and employees of the College are responsible for their actions and behavior, whether the conduct in question occurs on campus or in another location. As such, this policy applies to conduct on campus or in the context of an education program or activity. This includes off-campus conduct that has continuing adverse effects on campus, in the context of an education program or activity, or where the conduct has the potential to adversely affect any member of the Dickinson College community or Dickinson College. Education programs or activities include activities that take place at houses of fraternities or sororities recognized by the school, study abroad, internship programs and events for school clubs or organizations that occur off campus.

#### D. Coordination with Non-Discrimination Policy for Other Forms of Discrimination

The College recognizes that harassment related to an individual's sex, sexual orientation, gender identity or gender expression can occur in conjunction with conduct related to an individual's race, color, ethnicity, national origin, religion, age, or disability. Targeting individuals on the basis of these characteristics is also a violation of the College's Community Standards and Non-Discrimination Policy. Under these circumstances, the College will coordinate the investigation and resolution efforts to address Harassing Conduct related to the targeted individual's sex, sexual orientation, gender identity or gender expression together with the conduct related to the targeted individual's race, color, ethnicity, national origin, religion, age, or disability. Coordination of the investigation will not delay the prompt and equitable resolution of a report under this policy.

#### E. Reports to the College Community

The Title IX Coordinator will report to the Dickinson community, no less than once each academic year, any incidents of sexual harassment, sexual violence, intimate partner violence and stalking that have reached a final resolution under this policy. That report, which may involve a delay in sharing aggregate data to better protect the privacy of the individuals involved, will include violations, findings, and sanctions imposed. The report may include the gender and year of the student found responsible for violating the Sexual Harassment and Misconduct Policy, but will not provide any other identifying information about the Complainant or Respondent. The report will be included in the Student Life administrative report for the faculty each year.

The College will also enter reports of certain acts of sexual violence, intimate partner violence and stalking into its daily crime log and share aggregate data in its Annual Security Report pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Reporting). No identifying information of any party involved will be

shared in the daily crime log or the Annual Security Report. Clery reporting is limited to Clery campus geography and the definitions of Clery crimes and may not reflect all reports of sexual harassment, sexual violence, intimate partner violence and stalking made to the Title IX Coordinator as the scope of Title IX behaviors and geography is broader than the Clery reporting requirements.

#### F. Obligation to Provide Truthful Information

All community members are expected to provide truthful information in any proceeding under this Policy. Submitting or providing false or misleading information in bad faith, with a view to personal gain or to cause intentional harm to another in connection with a report or investigation under this Policy is prohibited. A student who is found to have violated this provision may be found in violation of the Dishonesty provision of the Community Standards; an employee may be subject to appropriate discipline under the Employee Handbook or Academic Handbook. This provision does not apply to reports made or information provided in good faith, even if the facts alleged in the report are not later substantiated.

## **II. Notice of Non-Discrimination**

The College is committed to providing a safe and nondiscriminatory environment for all students and employees. The College does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, veteran status, gender identity or expression, sexual orientation, or any other protected class.

The College reaffirms its long-standing philosophy and principles of non-discrimination, non-harassment, and non-retaliation for protected classes for all members of the College community. This policy addresses discrimination on the basis of sex. Please see the College's Non-Discrimination Policy for all other forms of discrimination.

The College does not discriminate on the basis of sex in its educational, extracurricular, athletic, or other programs or in the context of employment. Sexual

harassment, including sexual violence as defined in this policy, is a form of sex discrimination prohibited by Title IX of the Education Amendments of 1972. Intimate partner violence and stalking may also be a form of sexual harassment when based on sex or gender. Title IX requires that:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Sexual harassment is also prohibited under Title VII of the Civil Rights Act of 1964, the Pennsylvania Human Relations Act, and other applicable statutes. The College's response to sexual violence, dating violence, domestic violence and stalking is also governed by § 304 of the Violence Against Women Reauthorization Act of 2013.

This policy prohibits sexual harassment, sexual violence, intimate partner violence and stalking involving Dickinson community members of any gender, gender identity, gender expression or sexual orientation.

This policy also prohibits gender-based harassment that does not involve conduct of a sexual nature, including hazing, stalking, and failure to provide equal opportunity in admissions, education, employment or athletics.

The College, as an educational community, will promptly and equitably respond to reports of sexual harassment, sexual violence, intimate partner violence and stalking in order to end the behavior, eliminate the harassment, prevent its recurrence and address its effects on any individual or the community.

Links to relevant federal laws are as follows:

Title IX

[http://www2.ed.gov/about/offices/list/ocr/docs/tix\\_dis.html](http://www2.ed.gov/about/offices/list/ocr/docs/tix_dis.html)

FERPA -

<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

### **III. Statement of Privacy and Confidentiality**

The College is committed to maintaining the privacy of all parties. In any report, investigation, or resolution regarding sexual harassment, sexual violence, intimate partner violence or stalking, every effort will be made to protect the privacy interests of the individuals involved in a manner consistent with the need for a thorough review of the conduct and the necessary steps to end the conduct, eliminate the harassment, prevent its recurrence and address its effects.

Privacy and confidentiality have distinct meanings under this policy.

**Privacy:** Privacy generally means that information related to a report of sexual harassment, sexual violence, intimate partner violence or stalking will only be shared with a limited circle of individuals. The use of this information is limited to those College employees who “need to know” in order to assist in the active review, investigation and/or resolution of the complaint. While not bound by confidentiality, these individuals will be discreet and respect the privacy of all individuals involved in the process. The College designates which Dickinson employees have a legitimate need to know about individual conduct complaints pursuant to FERPA and will share information accordingly.

**Confidentiality:** Confidentiality means that information shared by an individual with designated campus or community professionals cannot be revealed to any other individual without the express permission of the individual who provided the information. The campus and community professionals include medical providers, mental health providers, ordained clergy, and rape crisis counselors, all of whom have privileged confidentiality recognized by law. These individuals are prohibited from breaking confidentiality unless there is an imminent threat of harm to self or others,

or the conduct involves suspected abuse of a minor.

Students or employees wishing to seek completely confidential assistance without making a report to the College may do so by speaking with a confidential resource as identified in the Resources section of this policy. Students may seek confidential assistance on campus through the Wellness Center. Employees may seek confidential assistance through the Employee Assistance

Program:

[http://www.dickinson.edu/info/20083/human\\_resource\\_services/529/employee\\_assistance\\_program](http://www.dickinson.edu/info/20083/human_resource_services/529/employee_assistance_program)

**Reporting Options:** Students and employees are encouraged to report information regarding any incident of sexual harassment, sexual violence, intimate partner violence or stalking to designated employees of the College. These reporting options are: the Title IX Coordinator, the Vice President and Dean of Student Life (or designee), the Director of Human Resource Services, the Provost (or designee), the Director of Physical Education and Athletics, and the Department of Public Safety. The College recognizes, however, that an individual may choose to report to any other College employee, including designated student employees. An employee who receives such a report may not hold the matter in confidence, but will hold it privately as defined above. College policy provides that any employee who receives a report of sexual harassment, sexual violence, intimate partner violence or stalking is required to immediately share the report, and all known details, with the Title IX Coordinator or a member of the Central Review Team. The Title IX Coordinator will work with members of the Central Review Team, which may include the Vice President and Dean of Student Life (or designee), the Director of Human Resource Services, the Provost (or designee), the Director of Physical Education and Athletics, and the Chief of the Department of Public Safety (or designee), to facilitate a prompt and equitable review and resolution of the report under the Procedures for Resolution of Complaints.

**Complainant’s Request Not to Pursue Investigation or Share Identifying Information with a Respondent:**

Where the College has received a report of sexual harassment, sexual violence, intimate partner violence or stalking, but the Complainant requests that their identity not be shared with the Respondent or that the College not pursue an investigation, the College must balance this request in the context of the College's responsibility to provide a safe and non-discriminatory environment for all College community members. The College, through the Title IX Coordinator, will take all reasonable steps to investigate and respond to the complaint consistent with the request not to share identifying information or pursue an investigation, but its ability to do so may be limited by the request. Under these circumstances, the Complainant's request will be balanced against the following factors:

- The seriousness of the conduct;
- The respective ages and roles of the Complainant and Respondent;
- Whether there have been other complaints or reports of harassment or misconduct against the Respondent;
- The right of the Respondent to receive notice and relevant information before disciplinary action is sought;
- Whether the circumstances suggest there is an increased risk of the Respondent committing additional acts of sexual violence or other violence;
- Whether the Respondent has a history of arrests or records from a prior school indicating a history of violence;
- Whether the Respondent threatened further sexual violence or other violence against the student or others;
- Whether the sexual violence was committed by multiple individuals;
- Whether the circumstances suggest there is an increased risk of future acts of sexual violence under similar circumstances;
- Whether the sexual violence was perpetrated with a weapon;
- Whether the College possesses other means to obtain relevant evidence (e.g., security cameras

or personnel, physical evidence); and,

- The Respondent's right to receive information if such information is maintained in an "education record" under the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g; 34 C.F.R. Part 99.

The College will take all reasonable steps to investigate and respond to the complaint consistent with the request not to share identifying information or pursue an investigation, but its ability to do so may be limited based on the nature of the request by the Complainant. Where the College is unable to take action consistent with the request of the Complainant, the Title IX Coordinator or a member of the Central Review Team will inform the Complainant about the chosen course of action, which may include the College seeking disciplinary action against a Respondent. Alternatively, the course of action may also include steps to limit the effects of the alleged harassment and prevent its recurrence that do not involve formal disciplinary action against a Respondent or revealing the identity of the Complainant.

Reporting on Campus: With the exception of employees who have legally-protected confidentiality, all other College employees, including designated student employees, are required to share a report of sexual harassment, sexual violence, intimate partner violence or stalking with the College's Title IX Coordinator or a member of the Central Review Team. This requirement is based on the Title IX requirement that the College take immediate and corrective action if a "Responsible Employee" knew or, in the exercise of reasonable care, should have known about sexual or gender-based harassment or violence that creates a hostile environment. Under Title IX, a "Responsible Employee" includes any employee who:

- Has the authority to take action to redress the harassment;
- Has the duty to report to appropriate school officials sexual harassment or any other misconduct by students or employees; or

- A student could reasonably believe has the authority or responsibility to take action.

Accordingly, all employees are considered by the College to be “Responsible Employees” and are required to immediately share all known detail of a report of misconduct with the Title IX Coordinator or a member of the Central Review Team.

In addition, some student employees have been designated as Responsible Employees. Student employees who are required to report include, without fail, Resident Advisors and other Residence Life staff, students who hold supervisory positions over other students, or students who have been designated as Campus Security Authorities under Clery. Questions about the reporting responsibilities of student employees should be directed to the Title IX Coordinator.

The Title IX Coordinator will conduct an initial assessment of the incident or behavior at issue, the Complainant’s expressed preference for course of action, and the necessity for any interim remedies or accommodations to protect the safety of the Complainant or the community. Where possible, the Title IX Coordinator will seek a course of action consistent with a Complainant’s request.

**Release of Information:** If a report of misconduct discloses a serious and continuing threat to the campus community, where timely notice must be given to protect the health or safety of the community, the College is required to issue a timely notification to the community under the Clery Act. Timely warnings are issued through the College Red Alert mass notification system using email, text messaging, and instant messaging paths. The timely warning will not provide any identifying information about the Complainant. Immediately threatening circumstances include, but are not limited to, recently reported incidents of sexual misconduct that include the use of force, a weapon, or other circumstances that represent a serious and continuing threat to the College students, faculty, administrators, staff, or visitors. The College may also share non-identifying information about reports received in aggregate

form, including data about outcomes and sanctions. At no time will the College release the name of the Complainant to the general public without the express consent of the Complainant or as otherwise permitted or required by law.

All College proceedings are conducted in compliance with the requirements of FERPA, the Clery Act, Title IX, the Violence Against Women Act, state and local law, and College policy. No information shall be released from such proceedings except as required or permitted by law and College policy. Pursuant to the Clery Act, anonymous statistical information must be shared with the Chief of the Department of Public Safety (or designee). Annual Clery reporting to the U.S. Department of Education is required by educational institutions for certain offenses that have been reported at campus locations. The information contained in the Clery report tracks the number of Clery reportable offenses occurring at campus locations and does not include the names or any other identifying information about the persons involved in the incident.

It is generally the policy of the College to obtain consent from a student before releasing to parents information from a student’s education record, including the student conduct proceedings of the College. However, where in the judgment of the College the release of such information to parents of dependent students is appropriate and is not otherwise prohibited by FERPA or other applicable laws, the College reserves the right to release information without student consent. The College’s complete FERPA policy may be found in the Student Handbook.

#### **IV. Prohibited Conduct and Definition**

##### **A. Overview**

The College recognizes that sexual harassment, sexual violence, intimate partner violence, and stalking encompass a broad spectrum of conduct. The following specific forms of conduct are prohibited under this policy:

` Sexual Harassment ` Sexual Assault ` Sexual Exploitation ` Stalking ` Harm to Others ` Retaliation ` Complicity ` Harassing Conduct

## B. Sexual Harassment

All prohibited conduct under this policy, when based on sex or gender, falls under the broader definition of sexual harassment.

### 1. Definition of Sexual Harassment

Sexual harassment is any unwelcome sexual advance, request for sexual favors, or other verbal or physical conduct or communication of a sexual nature when one or more of the following conditions are present:

- a. Submission to or rejection of such conduct is an explicit or implicit condition of employment or academic success; or
- b. Submission to or rejection of such conduct is used as the basis for an employment or academic decision; or
- c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance, i.e. it is sufficiently serious, pervasive, or persistent as to create an intimidating, hostile, humiliating, demeaning, or sexually offensive working, academic, residential, or social environment under both an objective (a reasonable person's view) and subjective (the complainant's view) standard.

### 2. Sexual Violence

Sexual harassment includes sexual violence and other acts of sexual misconduct, described in greater detail below under Prohibited Conduct. In general, sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to incapacitation. A single or isolated incident of sexual harassment or sexual violence may create a hostile environment if the incident is sufficiently severe. The more severe the conduct, the less need there is to show a repetitive series of incidents to provide a hostile environment, particularly if the harassment is physical.

## 3. Forms of Sexual Harassment

Sexual harassment can take many forms:

- It can occur between equals (e.g., student to student, staff to staff, faculty member to faculty member, visitor/contractor to staff) or between persons of unequal power status (e.g. supervisor to subordinate, faculty member to student, coach to student-athlete).
- It can be committed by or against an individual, an organization or group.
- It can be committed by an acquaintance, a stranger, or someone with whom the Complainant has an intimate or sexual relationship.
- It can occur by or against an individual of any sex, gender identity, gender expression or sexual orientation.
- It can include physical conduct, verbal conduct, visual conduct, written conduct and electronic conduct.

## 4. Gender-Based Harassment

The College also prohibits harassment based on gender, sexual orientation, gender identity or gender expression. Acts constituting such harassment may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.

## 5. Academic Integrity and Freedom of Speech

The College is committed to the principles of free inquiry and expression. Vigorous discussion and debate are fundamental to this commitment, and this policy is not intended to restrict teaching methods or freedom of expression, nor will it be permitted to do so. Offensiveness of conduct, standing alone, is not sufficient for the conduct to constitute prohibited conduct. The conduct must be sufficiently serious to interfere with an individual's ability to participate in employment or educational program and activities from both a subjective and objective perspective.

### C. Prohibited Conduct

The following behaviors are prohibited as a violation of Community Standards for students or potential grounds for discipline for employees:

- **Sexual Assault:** Having or attempting to have non-consensual sexual intercourse or non-consensual, non-accidental contact of a sexual nature with another person. This includes intercourse or sexual contact by force or threat of force, where an individual is unable to consent because of incapacitation, and where an individual does not consent to the sexual act.

Related to Sexual Intercourse: Sexual intercourse includes an act of oral, vaginal, or anal penetration, however slight, with an object or body part by any person upon another person.

Related to All Other Forms of Sexual Contact: Sexual contact can include, but is not limited to kissing or other physical contact, including touching the intimate parts of another, or causing the other to touch the harasser's intimate parts or causing another to touch their own intimate parts.

- **Sexual Exploitation:** An act or acts attempted or committed by a person for sexual gratification, financial gain, or advancement through the abuse or exploitation of another person's sexuality. Examples include observing individuals without consent, non-consensual audio- or videotaping of sexual activity, unauthorized presentation or streaming of recordings of a sexual nature, prostituting another person, allowing others to observe a personal consensual sexual act without the knowledge or consent of all involved parties, and knowingly exposing an individual to a sexually transmittable infection or virus without their knowledge.
- **Stalking:** A course (more than once) of conduct directed toward another person that could be reasonably regarded as likely to alarm, harass, or cause fear of harm or injury to that person, or to

a third party, such as a roommate or friend. The feared harm or injury may be physical, emotional, or psychological to the personal safety, property, education, or employment of that individual. Stalking includes the concept of cyber-stalking, a particular form of stalking in which electronic media such as the internet, social networks, blogs, cell phones, texts, or other similar devices or forms of contact are used. Stalking and cyber-stalking may involve persons who are known to one another or have an intimate or sexual relationship, or may involve persons not known to one another. Examples of stalking include repeated visual or physical proximity to a person, repeated oral or written threats, extortion of money or valuables, implicitly threatening physical conduct or any combination of these behaviors directed toward an individual person. Examples of cyber-stalking include unwelcome/unsolicited emails, instant messages, and messages on on-line bulletin boards, unwelcome/unsolicited communications about a person, their family, friends, or co-workers, or sending/posting unwelcome/unsolicited messages with another username.

- **Harm to Others:** Physical, verbal or psychological abuse, harassment, intimidation or other harmful conduct that threatens, endangers, or has the potential to endanger the health, well-being or safety of another individual. It can include but is not limited to threats, intimidation, assaulting another person, and/or purposefully injuring another individual. This behavior is typically treated as a violation of our Community Standards. Acts which constitute harm to others that are a form of intimate partner violence, are part of a course of conduct under stalking, or are based on sex or gender, will be resolved under the Sexual Harassment and Misconduct Policy.
- **Retaliation:** Acts or words taken against an individual because of the individual's participation in a protected activity that would discourage a reasonable person from engaging in

that protected activity. Protected activity includes an individual's good faith: (i) participation in the reporting, investigation or resolution of an alleged violation of this Policy; or (ii) opposition to policies, practices, or actions that the individual reasonably believes are in violation of the Policy. Retaliation may include intimidation, threats, coercion, or adverse employment or educational actions. Retaliation may be found even when an underlying report made in good faith was not substantiated.

- **Complicity:** Assisting, facilitating, or encouraging the commission of a violation of the Sexual Harassment and Misconduct Policy.
- **Harassing Conduct:** The College recognizes that there are many forms of misconduct that could constitute sexual and gender-based harassment, and that it may not be possible to anticipate the specific forms such conduct could encompass. Although harassing conduct may take one of the forms already described under prohibited conduct, a student may also be found responsible for additional forms of harassing conduct. Harassing conduct may occur in a single egregious instance or may be the cumulative result of a series of incidents. Harassing conduct may include conduct typically thought of as bullying or hazing in nature, whether or not the Complainant consents to participate in the conduct. It may also include verbal or physical conduct which intentionally targets an individual or group based on the individual or group's sex, sexual orientation, or sexual identity, even if those acts do not involve conduct of a sexual nature. Harassing conduct may be pursued in addition to one or more of the prohibited acts outlined above, or it may be pursued as a stand-alone violation. If a Respondent is found responsible for both the more specific violation and harassing conduct based on the same incident or series of incidents, however, no additional sanction or enhancement will be applied for harassing conduct. Where a Respondent is found responsible for harassing

conduct only, an appropriate sanction will be imposed.

#### D. Consent and Related Concepts: Incapacitation, Alcohol, Intimate Partner Violence

Consent to engage in sexual activity must be informed, knowing, and voluntary. Consent to engage in sexual activity must exist from the beginning to the end of each instance of sexual activity. Consent to one form of sexual contact does not constitute consent to all forms of sexual contact. Each participant in a sexual encounter must consent to each act of sexual activity.

Consent consists of an outward demonstration indicating that an individual has freely chosen to engage in sexual activity. Consent is demonstrated through mutually understandable words and/or actions that clearly indicate a willingness to engage in sexual activity. Relying on non-verbal communication can lead to misunderstandings. Consent may not be inferred from silence, passivity, lack of resistance or lack of active response alone. In the absence of an outward demonstration, consent does not exist.

The responsibility of obtaining consent rests with the individual who wishes to engage in sexual activity. Prior to engaging in sexual activity, each participant should ask oneself the question, "has the other person consented?" If the answer is "no" or "I'm not sure," then consent has not been demonstrated and does not exist. An individual who initiates sexual activity should be able to explain the basis for his/her belief that consent existed.

Consent may be withdrawn by either party at any time. Withdrawal of consent must also be outwardly demonstrated by words or actions that clearly indicate a desire to end sexual activity. Once withdrawal of consent has been expressed, sexual activity must cease.

Consent is not effective if it results from the use of physical force, threat of physical force, intimidation, coercion, incapacitation or any other factor that would eliminate an individual's ability to exercise his



or her own free will to choose whether or not to have sexual contact.

A current or previous dating or sexual relationship, by itself, is not sufficient to constitute consent. Even in the context of a relationship, there must be mutually understandable communication that clearly indicates a willingness to engage in sexual activity.

**Coercion:** Coercion is the use or attempted use of pressure and/or oppressive behavior, including express or implied threats, intimidation, or physical force, which places a person in fear of immediate harm or physical injury or causes a person to engage in unwelcome sexual activity. This is something very different from the words of persuasion an individual might use to induce another to voluntarily consent to sexual activity. A person's words or conduct cannot amount to coercion unless they wrongfully impair the other's freedom of will and ability to choose whether or not to engage in sexual activity. Coercion also includes administering or pressuring another to consume a drug, intoxicant, or similar substance with the intent to impair that person's ability to consent prior to engaging in sexual activity.

**Incapacitation:** An individual who is incapacitated cannot consent to sexual activity. Incapacitation is the inability, temporarily or permanently, to give consent or communicate unwillingness, because an individual is mentally and/ or physically helpless, unconscious, asleep or unaware that the sexual activity is occurring. Where alcohol or other drugs are involved, incapacitation is a state beyond drunkenness, intoxication or impairment. In assessing the impact of incapacitation, the College will consider whether a Respondent knew or should have known that the Complainant was incapacitated based on objectively and reasonably apparent indicators of incapacitation.

**Alcohol or Other Drugs:** The College considers sexual contact while under the influence of alcohol or other drugs to be risky behavior. Alcohol and drugs impair a person's decision-making capacity, awareness of consequences, and ability to make informed judgments. From the perspective of the Complainant, the use of alcohol or drugs can limit a person's ability

to freely and clearly give consent or communicate non-consent. From the perspective of a Respondent, the use of alcohol or drugs can create an atmosphere of confusion over whether or not consent has been freely and clearly sought or given. It is especially important, therefore, that anyone engaging in sexual activity be aware of the other person's level of intoxication or impairment. If there is any doubt as to the level or extent of the other individual's intoxication or impairment, the safest course of action is to forgo or cease any sexual contact or activity. Being intoxicated or impaired by drugs or alcohol does not diminish an individual's responsibility to obtain informed and freely given consent.

**Intimate Partner Violence:** Also referred to as dating violence, domestic violence and relationship violence. Intimate partner violence includes any act of violence or threatened act of violence against a person who is or has been involved in a sexual or dating relationship with that person. It may involve one act or an ongoing pattern of behavior. Intimate partner violence can encompass a broad range of behavior, including, but not limited to threats, assault, property damage, violence or threat of violence to one's self, one's sexual or romantic partner or to the family members or friends of the sexual or romantic partner. The College will not tolerate intimate partner violence of any form. For the purposes of this policy, the College does not define intimate partner violence as a separate form of prohibited conduct. Rather, the College recognizes that sexual harassment, sexual assault, sexual exploitation, stalking, harm to others, harassing conduct and retaliation may all be forms of intimate partner violence when committed by a person who is or has been involved in a domestic, sexual, dating or other social relationship of a romantic or intimate nature with the Complainant.

#### E. Prohibited Relationships By Persons in Authority

Sexual or other intimate relationships between students and their employers, supervisors, professors, coaches, advisors or other College employees are prohibited. Faculty, administrators,

and others who educate, supervise, evaluate, employ, counsel, coach or otherwise guide students should understand the fundamentally asymmetrical nature of the relationship they have with students or subordinates.

Similarly, College employees (faculty and staff) who supervise or otherwise hold positions of authority over others are prohibited from having a sexual or other intimate relationship with an individual under their direct supervision.

Intimate or sexual relationships where there is differential in power or authority produce risks for every member of our community and they undermine the professionalism of faculty and supervisors. In either context, the unequal position of the parties presents an inherent element of risk and may raise sexual harassment concerns if one party to the relationship has the actual or apparent authority to supervise, evaluate, counsel, coach or otherwise make decisions or recommendations as to the other party in connection with employment, education or any other benefit.

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 subject the person in authority to charges of sexual harassment. Similarly, these relationships may impact third parties based on perceived or actual favoritism or special treatment.

Relationships of this nature are strictly prohibited. If two parties contemplate beginning such a relationship, the person in a position of authority is required to immediately: 1) discontinue any supervising role or relationship over the other person; and, 2) report the circumstances to one's own supervisor. These two steps must be taken without delay. Failure to fully or timely comply with these requirements is a violation of this policy, and the person in authority could be subject to disciplinary action, up to and including dismissal from employment by the college.

Any individual may file a complaint alleging harassment or bias, including an aggrieved party outside the relationship affected by the perceived harassment or bias. Retaliation against persons who report concerns about consensual relationships is prohibited and constitutes a violation of this policy.

## **V. Resources for Complainants and Respondents**

### **A. Overview**

The College offers assistance and non-judgmental support to any party involved in an incident of sexual harassment, sexual violence, intimate partner violence or stalking. Both Complainants and Respondents can expect to be treated with care and respect from the time the College becomes aware of an incident, through the entire investigation and resolution, and thereafter. The College understands that any party involved in an incident of sexual harassment, sexual violence, intimate partner violence or stalking will have questions and may need the support of on- and off-campus services. All parties are encouraged to utilize both on-campus and off-campus resources for assistance.

Any member of the College or the Dickinson community, including a Complainant and a Respondent, can expect:

- The opportunity to meet with the Title IX Coordinator, a member of the Vice President and Dean of Student Life's Office, a member of the Provost's Office or the Director of Human Resource Services to answer questions regarding the College's Complaint Resolution Procedures.
- Notification of available on- and off-campus confidential resources, including medical assistance and counseling services.
- Information on the option to notify or decline to notify law enforcement authorities and the option to be assisted by the Department of Public Safety or other College officials in notifying and communicating with such authorities.
- The opportunity to request that the College take

steps to prevent unnecessary or unwelcomed contact or proximity to another party. Such measures may include housing relocation of either party, the imposition of no contact orders on the parties, and adjustments to course or work schedules to prevent contact, if reasonably available and as determined appropriate by the Title IX Coordinator.

- The right to be free from retaliation. Any concerns of retaliatory behavior should be immediately reported to the Department of Public Safety 24 hours a day.

#### B. Confidential Resources and Support

Although the College has a strong interest in having individuals report sexual harassment, sexual violence, intimate partner violence and stalking, the College realizes that not every individual chooses to or is prepared to make a report to the College. The College provides confidential resources for students. The College also provides access to confidential resources for employees. Off-campus confidential resources are available to all individuals.

**Students: Confidential Resources** Students wishing to obtain confidential support or resources on-campus are encouraged to contact the Dickinson College Wellness Center. This center is staffed by medical, psychiatric and psychological professionals who are bound by state confidentiality laws and will not share the report with other members of the College under most circumstances (excluding, for example, circumstances that give rise to an imminent safety concern or involve suspected abuse of a minor).

#### On Campus Off Campus

- Dickinson College Wellness Center | 717-245-1663
- UPMC Carlisle Hospital | 717-249-1212
- YWCA Carlisle's Sexual Assault/Rape Crisis Services of Cumberland County | 1-888-727-2877
- Domestic Violence Services of Cumberland and

Perry Counties | 717-258-4806 | 800-852-2102

**Employees: Confidential Resources** Employees wishing to make a confidential report are encouraged to contact the Employee Assistance Program, which is staffed by individuals who are bound by the same rules of confidentiality.

#### On Campus Off Campus

- Employee Assistance Program | 717-243-1896
- UPMC Carlisle Hospital | 717-249-1212
- YWCA Carlisle's Sexual Assault/Rape Crisis Services of Cumberland County | 1-888-727-2877
- Domestic Violence Services of Cumberland and Perry Counties | 717-258-4806 | 800-852-2102

#### C. Campus Resources

In addition to the confidential resources listed above, both students and employees have access to a variety of resources provided by the College that can provide crisis intervention services, counseling, academic support, and medical services. These resources are available regardless of whether an individual chooses to participate in an investigation or formal resolution; however, each of these campus resources are required to share information about sexual harassment, sexual violence, intimate partner violence or stalking with the Title IX Coordinator or a member of the Central Response Team.

#### Additional Campus Resources

- Vice President and Dean of Student Life 717-245-1639
- Title IX Coordinator 717-254-8316
- Dickinson Public Safety 717-245-1111 (emergency) or 717-245-1349 (non-emergency)

#### D. Community Resources

Students and employees may also access resources located in Carlisle and the surrounding community. These organizations can provide crisis intervention services, counseling, medical attention and assistance in interfacing with the criminal justice system. All individuals are encouraged to utilize the resources that are the best suited to their needs, whether on or off campus. In general, off-campus resources can provide assistance to individuals wishing to make a report to the College, but will not notify the College without the consent of the Complainant.

##### Additional Community Resources

- YWCA Carlisle Sexual Assault/Rape Crisis Services of Cumberland County 717-243-3818 Hotline: 1-888-727-2877
- S.A.F.E. (Sexual Assault Forensic Examiner) units at local hospitals
- Domestic Violence Service at Cumberland and Perry Counties 717-258-4806 1-800-852-2102
- Carlisle Police Department 911 or 717-243-5252
- Cumberland County Office of the District Attorney 717-240-6210 717-240-6211 1-888-697-0371 x6210 or x6211

#### **VI. Reporting**

The College has a strong interest in supporting victims and survivors of sexual harassment, sexual violence, intimate partner violence and stalking and encourages all community members to report any incident of prohibited conduct. The College cannot take appropriate action unless a responsible employee of the College is informed of the allegation.

An individual who reports sexual harassment, sexual violence, intimate partner violence or stalking, whether the Complainant or a witness, can be assured that all reports will be taken

seriously, and that each individual will be treated with dignity, respect, and in a non-judgmental manner. Similarly, a Respondent can expect to be treated fairly and respectfully.

Although the College has a strong interest in having individuals report sexual harassment, sexual violence, intimate partner violence and stalking, the College realizes that not every individual chooses or is prepared to make a report. The College also recognizes that not every individual who makes a report will decide to move forward with a complaint for informal or formal resolution. Each individual will decide if and how they choose to report and that decision may be influenced by a variety of factors. Even after making a report, a Complainant is not expected or required to pursue a specific course of action.

There are several confidential resources available through the College for both students and employees. There are also off-campus confidential resources available to all individuals. Information shared with these confidential resources will not be reported to the College. For more information about Confidential Resources, see Section V.B of this Policy (V. Resources for Complainants and Respondents, B. Confidential Resources and Supports).

The College provides resources to both Complainants and Respondents in making decisions, obtaining information about available resources, and assisting either party in determining how to proceed with on- and off-campus options for resolving the complaint. For more information about on- and off-campus resources, see Section V of this Policy (V. Resources for Complainants and Respondents.).

All reports of sexual harassment, sexual violence, intimate partner violence or stalking will be handled as privately as possible. The information reported will be shared only with those College

employees who will assist in the investigation and/or resolution of the complaint. For more information, see the College's Statement of Privacy and Confidentiality in Section III of this Policy.

#### A. Emergency Reporting Options

The first priority for any individual should be personal safety and well-being. The College encourages all individuals to seek immediate assistance from 911 local law enforcement, on campus at x1111, and/or a medical facility. This is the best option to ensure preservation of evidence.

All individuals are encouraged to make a prompt report to law enforcement and/or seek immediate medical treatment in response to an incident in order to address immediate safety concerns and allow for the preservation of evidence and an immediate investigative response. The College will assist in these reporting options by providing transportation to the hospital, coordination with local law enforcement, and information about the College's resources and Complaint Resolution Procedures.

Where to Make a Report in the Event of an Emergency:

Any of the Following: Other 24-hour Confidential Resources

- 911
- Carlisle Police Department | 717-243-5252
- Dickinson Public Safety | 717-245-1111  
Officers of either gender are available.
- Student Life & Counseling On Call Team |  
Contact the on-call staff at DPS at 717-245-1111
- UPMC Carlisle Hospital | 717-249-1212
- YWCA Carlisle's Sexual Assault/Rape Crisis Services of Cumberland County | 1-888-727-2877

#### B. Campus Reporting Options

The College recognizes that a student or employee may choose to report sexual harassment, sexual violence, intimate partner violence or stalking to any employee of the College. For example, a student may choose to confide in a Resident Advisor, a faculty member, or a coach. An employee may choose to confide in a supervisor. While a report may come in through many sources, the College is committed to ensuring that all reports are shared with the Title IX Coordinator for consistent application of the policy to all individuals and to allow the College to respond promptly and equitably to eliminate the prohibited conduct, prevent its recurrence and address its effects. The Title IX Coordinator oversees the review, investigation and resolution of the report. The Title IX Coordinator may confer with the following individuals, as appropriate: the Vice President and Dean of Student Life, the Director of Human Resource Services, the Provost (or designee), the Director of Physical Education and Athletics, the Chief of the Department of Public Safety (or designee) and others as may be necessary. College policy provides that any employee, including designated student employees, who receives a report of sexual harassment, sexual violence, intimate partner violence or stalking is required to share the report with the Title IX Coordinator or a member of the Central Review Team.

Students and employees are encouraged to directly report information regarding any incident of sexual harassment, sexual violence, intimate partner violence, or stalking to any of the following reporting options:

#### All Campus Reporting Options

- Title IX Coordinator 717-254-8316
- Dickinson Department of Public Safety  
717-245-1111
- Vice President and Dean of Student Life  
717-245-1639

- Provost 717-245-1321
- Director of Physical Education and Athletics 717-245-1320
- Director of Human Resource Services 717-245-1877

### C. Anonymous Reporting

Anonymous reports of sexual harassment, sexual violence, intimate partner violence or stalking can be made to DPS online at: [http://www.dickinson.edu/info/20247/department\\_of\\_public\\_safety/1012/anonymous\\_tips](http://www.dickinson.edu/info/20247/department_of_public_safety/1012/anonymous_tips). Depending on the amount of information detailing the alleged incidents or identifying the alleged individual(s) responsible, the College's ability to respond may be limited.

The Anonymous Tips site should not be used for emergency or crisis situations needing an immediate Public Safety, law enforcement or medical emergency response. While DPS regularly follow ups on all information or messages sent through the Anonymous Tips site, this site is not monitored 24 hours a day. In the event of an emergency, individuals are advised to call 911.

### D. Time Frame for Reporting

Individuals are encouraged to report alleged sexual harassment, sexual violence, intimate partner violence and stalking immediately in order to maximize the College's ability to respond promptly and effectively. The College does not, however, limit the timeframe for reporting. If the Respondent is no longer a student or employee, the College will meet its Title IX obligation by providing reasonably available accommodations or measures for a Complainant, assisting the Complainant in identifying external reporting options, and taking reasonably available steps to end the harassment, prevent its recurrence, and address its effects. Those steps may be limited if the Respondent is no longer affiliated with the College.

### E. Coordination with Law Enforcement

The College encourages Complainants to pursue

criminal action for behaviors that may also constitute crimes under Pennsylvania law. The College, through the Department of Public Safety, will assist a Complainant in making a criminal report and will cooperate with local law enforcement agencies if a Complainant decides to pursue the criminal process to the extent permitted by law.

Because the goals and objectives of the College's Sexual Harassment and Misconduct Policy differ from those of the civil and criminal justice systems, under circumstances which give rise both to violations of the Sexual Harassment and Misconduct Policy and to violations of local, state or federal law, student conduct proceedings and employee disciplinary proceedings generally move forward without regard to pending civil or criminal proceedings. In addition, because the standards for finding a violation of criminal law are different from the standards for finding a violation of this policy, criminal investigations are not determinative of whether sexual harassment, sexual assault, intimate partner violence or stalking, for purposes of this policy, has occurred. The College may pursue an investigation and resolution regardless of the existence or outcome of any criminal charges, and conduct may constitute a violation under this policy even if law enforcement agencies decline to prosecute or if a Respondent has been found not guilty in the legal system.

Proceedings under the College's Sexual Harassment and Misconduct Policy may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus. On-campus resolution does not preclude or limit a student's or employee's access to the state and federal justice systems.

If an individual reports sexual harassment, sexual violence, intimate partner violence or stalking committed by an individual who is not a member of the College community, the Complainant can speak with the Title IX Coordinator and DPS to discuss options such as contacting outside law enforcement authorities and/or removing the individual(s) from campus. If an individual accused of violating this

policy is a guest, the host may be held accountable for the guest's behavior.

#### F. Amnesty for Conduct Violations for Complainants and Witnesses

The College encourages reporting and seeks to remove any barriers to reporting by making the procedures for reporting transparent and straightforward, by prohibiting retaliation and by providing amnesty for individuals who report prohibited conduct. The College will generally not seek to hold any student who reports sexual harassment, sexual violence, intimate partner violence or stalking accountable for their own conduct at or near the time of the event which may have constituted a violation of the Community Standards, provided that any such violations did not and do not place the health and safety of any person at risk. This means, for example, that students reporting sexual harassment, sexual violence, intimate partner violence or stalking will generally not face disciplinary action due to the personal ingestion of alcohol or other drugs. The College may choose, however, to pursue educational remedies including assessment and counseling, for those individuals. Under limited circumstances, a reporter may be held accountable for their own misconduct; such violations will be reviewed in conduct proceedings separate from the proceedings under this policy.

#### G. Bystanders

The College encourages all community members to take reasonable and prudent actions to prevent or stop an act of sexual harassment, sexual violence, intimate partner violence or stalking. Taking action may include direct intervention when safe to do so, enlisting the assistance of friends, contacting law enforcement, reporting the incident to campus officials or seeking assistance from a person in authority. Community members who choose to exercise this positive, moral obligation will be supported by the College and protected from

retaliation.

The College provides ongoing training programs and opportunities for students and employees to learn more about bystander intervention. Up to date information about the College's programs can be found on the College's web page.

#### H. Statement Against Retaliation

It is a violation of College policy for any person, organization or group to retaliate in any way against a student or employee because he or she raised allegations of sexual harassment, sexual violence, intimate partner violence or stalking. The College recognizes that retaliation can take many forms, may be committed by or against an individual or a group, and that a Respondent or witness may also be the subject of retaliation by another individual, including the Complainant. The College will take immediate and responsive action to any report of retaliation and may pursue disciplinary action as appropriate.

An individual reporting sexual harassment, sexual violence, intimate partner violence or stalking is entitled to protection from any form of retaliation following a good faith report, even if the report is not later substantiated.

### **VII. Interim Measures**

#### A. Overview

Upon receipt of a report of sexual harassment, sexual violence, intimate partner violence or stalking, and potentially through the completion of any appeals, the College will take reasonable and appropriate interim measures to protect the parties involved. The Title IX Coordinator, or designee, will maintain consistent contact with the parties to ensure that all safety and emotional and physical well-being concerns are being addressed. Interim measures may be imposed at any time regardless of whether formal disciplinary action is sought by the Complainant or the College in order to ensure the preservation of the Complainant's educational experience and the overall college environment. Interim measures will be kept private to the extent that maintaining privacy would

not impair the ability of the College to provide the interim measures.

A Complainant or Respondent may request separation or other protection, or the College may choose to impose interim measures at its discretion to ensure the safety of all parties, the broader College community and/or the integrity of the process. A decision to arrange for such separation or other protection need not be based on a finding of responsibility, and shall not be interpreted as a finding of fault. Interim measures are initiated based on information gathered during a report and are not intended to be permanent resolutions; hence, they may be amended or withdrawn as additional information is gathered.

Where the report of sexual harassment, sexual violence, intimate partner violence or stalking poses an ongoing risk of harm to the safety or wellbeing of an individual or members of the campus community, the College may place an individual student or organization on Interim Separation. Pending resolution of the complaint, the individual or organization may be denied access to campus. During Interim Separation, a student may continue their coursework as outlined in the Interim Separation letter. Similarly, the College may impose leave for employees. Such leave will be structured (paid vs. unpaid) at the College's discretion. When Interim Separation or leave is imposed, the College will make reasonable efforts to complete the investigation and resolution (but not appeal), within an expedited time frame.

All individuals are encouraged to report concerns about failure of another individual to abide by any restrictions imposed by an interim measure. The College will take immediate and responsive action to enforce a previously implemented measure.

#### B. Range of Measures

Interim measures will be implemented at the discretion of the College, and will be established by the Title IX Coordinator and the Central Review Team. Potential remedies, which may be applied to the

Complainant and/or the Respondent, include:

- Imposition of No-Contact Directive for all parties
- Change in class schedule, including the ability to transfer course sections or drop a course without penalty
- Rescheduling of exams and assignments
- Change in work schedule or job assignment
- Change in living arrangements
- Limiting an individual or organization's access to certain College facilities or activities pending resolution of the matter
- Voluntary leave of absence
- Providing an escort to ensure safe movement between classes and activities
- Providing counseling services and assistance in setting up initial appointment
- Providing medical services
- Providing academic support services, such as tutoring
- College-imposed leave or separation
- Interim suspension or interim separation
- Any other remedy which can be tailored to the involved parties to achieve the goals of this policy.

### **VIII. Review, Investigation and Resolution of Complaint**

#### A. Role of the Title IX Coordinator

The President of the College has appointed a Title IX Coordinator to oversee the College's central review, investigation and resolution of reports of sexual harassment, sexual violence, intimate partner violence and stalking under the College's Procedures for Resolution of Complaints. The Title IX Coordinator also coordinates the College's compliance with Title IX.

The Title IX Coordinator is:

- Responsible for oversight of the investigation and resolution of all reports of sexual harassment, sexual violence, intimate partner violence and stalking involving students, staff and faculty;



- Informed of all reports and complaints of sexual harassment, sexual violence, intimate partner violence and stalking involving students, staff and faculty reported to responsible employees;
- Responsible for evaluating a Complainant's request that their name not be shared with the Respondent or that no investigation go forward in the context of the College's responsibility to provide a safe and nondiscriminatory environment for all;
- Responsible for tracking patterns and assessing the impact of individual incidents on climate and culture;
- Responsible for determining appropriate interim measures;
- Responsible for monitoring process to ensure that requirements for prompt and equitable review are met;
- Knowledgeable and trained in state and federal laws that apply to matters of sexual harassment, as well as College policy and procedure;
- Available to advise any individual, including a Complainant, a Respondent or witness, about the courses of action that are available at the College, both informally and formally, and in the community, and what involvement that individual may or may not have in the process;
- Available to provide assistance to any College employee regarding how to respond appropriately to a report of sexual harassment, sexual violence, intimate partner violence or stalking;
- Available to provide assistance to Chief of the Department of Public Safety (or designee) employees regarding how to respond appropriately to reports of sexual violence;
- Responsible for coordinating policies and procedures with local law enforcement, and victim advocacy and service providers;
- Responsible for monitoring full compliance with all procedural requirements, record keeping and timeframes outlined in this policy; and
- Responsible for overseeing training, prevention and education efforts and annual reviews of

climate and culture.

Trained Title IX Deputy Coordinators who can also offer assistance are available in the following offices:

- Chief of the Department of Public Safety
- Vice President and Dean of Student Life
- Director of Physical Education and Athletics
- Provost and Dean of the College
- Director for Human Resource Services

Inquiries or complaints concerning the application of Title IX may be referred to the College's Title IX Coordinator:

Title IX Coordinator Kat Matic

(717) 254-8316 Email: [matick@dickinson.edu](mailto:matick@dickinson.edu)

It is the College's intention that through these procedures, any complaints will be resolved internally. However, a complaint can also be filed with the following agencies:

Office for Civil Rights Philadelphia Office United States Department of Education The Wanamaker Building 100 Penn Square East, Suite 515 Philadelphia, PA 19107-3323 (215)656-8541

U.S. Equal Employment Opportunity Commission 801 Market Street, Suite 1300 Philadelphia, PA 19107-3127 (800)669-4000 (800) 669-6820 (TTY) (215) 440-2606 (fax)

(800)368-1019 (800) 977-8339 (TDD) (215) 656-8605 (fax) OCR.Philadelphia.ed.gov

Pennsylvania Human Relations Commission Harrisburg Regional Office 333 Market Street, 8th Floor Harrisburg, PA 17101-2210 (717)787-9780 (717) 787-7279 (TTY)

Complaints with the Office for Civil Rights must be filed within one hundred eighty (180) days of the last act that the Complainant believes was discriminatory. There is no time limit for making a report to Dickinson; however, if the Respondent is no longer a student or employee, the College's authority to pursue disciplinary action may be limited.

#### B. Central Review Team to Assist in Investigation and Resolution

Although a report may come in through many sources, the College is committed to ensuring that all reports are referred to the Central Review Team and the Title IX Coordinator, who will ensure consistent application of the policy to all individuals and allow the College to respond promptly and equitably to eliminate the harassment, prevent its recurrence and eliminate its effects.

The Title IX Coordinator is supported by a Central Review Team. Members of this interdepartmental team may include: the Vice President and Dean of Student Life, the Director of Human Resource Services, the Provost (or designee), the Director of Physical Education and Athletics, the Chief of the Department of Public Safety and others as may be necessary. Composition of the team will be determined by the Title IX Coordinator on a case-by-case basis and shall be limited to a small circle of individuals who “need to know” in a particular situation in order to implement procedures under this policy. The members of this team support the Title IX Coordinator in facilitating reports and the resolution of reported harassment or misconduct through the College’s Complaint Resolution Procedures. The Title IX Coordinator will consult with members of Central Review Team individually or collectively as she or he deems it appropriate to discharge the Title IX Coordinator’s responsibilities under this policy and to assure that there is appropriate representation based on the status of the Complainant and the Respondent.

The Complaint Resolution Procedures are guided by principles of fairness and respect for all parties. Resources are available for both students and employees, whether as Complainants or Respondents, to provide guidance throughout the investigation and resolution of the complaint. Throughout the investigation and resolution of a complaint, the Complainant and Respondent have the right to be assisted by an advisor of their choice. Additional guidance about the role of the advisor is

contained in the Appendix at Section X.

#### C. Time Frame for Resolution

Dickinson College will make every effort to successfully resolve all reports (through the imposition of sanction or final remedies) within 60 days. The time allotted for the appeal process is not included in the 60 days. In general, a Complainant and Respondent can expect that the process will proceed according to the time frames provided in this policy. However, any timeframe expressed in this policy, including the 60 days, may be extended for good cause with written notice to the parties of the delay and the reason for the delay. Good cause may exist for a variety of factors, including the complexity of the circumstances of each case, the integrity and completeness of the investigation, to comply with a request by external law enforcement, to accommodate the availability of witnesses, to account for College breaks or vacations, or to address other legitimate reasons.

Best efforts will be made to complete the process in a timely manner by balancing principles of thoroughness and fundamental fairness with promptness. All parties involved are entitled to periodic status updates on the progress of the investigation and resolution of the complaint and any subsequent appeal. Where the Respondent is a second semester senior, the College may withhold that student’s Dickinson College degree pending conclusion of the student conduct proceedings.

### **IX. Complaint Resolution Procedure**

#### A. Overview of Options

The College is committed to providing all members of the College community with a safe place to live, learn and work. Consistent with this priority, the College will respond promptly and equitably to all allegations of sexual harassment, sexual violence, intimate partner violence or stalking. Any individual may make a report under the Sexual Harassment and Misconduct Policy which will initiate a review of the

complaint as outlined in this section.

The College's response to reports of sexual harassment, sexual violence, intimate partner violence and stalking under this policy is pursued in multiple stages: report, assessment, investigation, resolution and appeal. At each of these stages, the College is committed to maintaining fairness for all parties and to balancing the needs and interests of the individuals involved with the safety of the community as a whole.

Although a report may come in through many sources, the College is committed to ensuring that all reports are referred to the Title IX Coordinator and the Central Review Team, who will ensure consistent application of the policy to all individuals and allow the College to respond promptly and equitably to eliminate the harassment, prevent its recurrence, and address its effects. The Title IX Coordinator will only consult with members of the Central Review Team and others that "need to know" in order to implement procedures under this policy.

Upon receipt of a report, the Title IX Coordinator will conduct an initial Title IX assessment. The goal of this assessment is to provide an integrated and coordinated response to reports of sexual harassment, sexual violence, intimate partner violence and stalking. The assessment will consider the nature of the report, the safety of the individual and of the campus community, the Complainant's expressed preference for resolution, and the necessity for any interim measures to protect the safety of the Complainant or the community.

Following the initial assessment, the College may, at the discretion of the Title IX Coordinator: 1) seek Voluntary Resolution that does not involve disciplinary action against a Respondent; or, 2) seek formal resolution by initiating an investigation to determine if disciplinary action is warranted. The goal of the investigation is to gather all relevant facts and determine if there is sufficient information to move the report forward to a complaint for resolution.

Each resolution process is guided by the same

principles of fairness and respect for all parties. Any individual who violates these standards will be held accountable for their behavior through a process that protects the rights of both the Complainant and the Respondent. Resources are available for both students and employees, whether as Complainants, Respondents or witnesses, to provide support and guidance throughout the investigation and resolution of the complaint.

#### B. Title IX Assessment

When a report is made, the Title IX Coordinator will conduct an initial Title IX assessment. The first step of this assessment will usually be a preliminary meeting between the Complainant and appropriate member of the Central Review Team. In the course of this assessment, the College will consider the interest of the Complainant and the Complainant's expressed preference for manner of resolution. Where possible and supported by an assessment of the facts and circumstances, the College will seek action consistent with the Complainant's request.

As part of the initial assessment of the facts, the College will:

- Assess the nature and circumstances of the allegation
- Address immediate physical safety & emotional well-being
- Discuss the Complainant's expressed preference for manner of resolution and any barriers to proceeding
- Notify the Complainant of the right to contact or decline to contact law enforcement if the conduct is criminal in nature, and if requested, assist them with notifying law enforcement
- Notify the Complainant of the availability of medical treatment to address physical and mental health concerns and to preserve evidence
- Notify the Complainant of the importance of preservation of evidence
- Enter the report into the College's daily crime log if required by the Clery Act
- Assess the reported conduct for the need for a

timely warning under the Clery Act

- Provide the Complainant with information about on- and off-campus resources
- Notify the Complainant of the range of interim measures
- Provide the Complainant with an explanation of the procedural options, including voluntary resolution and formal resolution
- Inform the Complainant and the Respondent they may seek an advisor of their choosing to assist them throughout the investigation and resolution of the complaint, and that the advisor may accompany them to any meeting or proceeding under this policy. Additional guidance about the role of the advisor is contained in the Appendix at Section X.
- Assess for pattern evidence or other similar conduct by the Respondent
- Explain the College's policy prohibiting retaliation

The initial review will proceed to the point where a reasonable assessment of the safety of the individual and of the campus community can be made, and the College has sufficient information to determine the best course of action.

At the conclusion of the Title IX Assessment, the Title IX Coordinator will determine the appropriate manner of resolution, which may include Voluntary Resolution or the initiation of an investigation to determine if disciplinary action is warranted. It is at the discretion of the Title IX Coordinator to determine which method of resolution is appropriate. Any individual wishing to explore alternative resolution methods is encouraged to discuss these options with the Title IX Coordinator.

Where the Complainant requests that their identity not be shared with the Respondent or that the College not pursue an investigation, the College must consider this request in the context of the College's responsibility to provide a safe and non-discriminatory environment for all College community members. The College, through the Title IX Coordinator, will take all reasonable steps to

investigate and respond to the complaint consistent with the request not to share identifying information or pursue an investigation, but its ability to do so may be limited by the request. Under these circumstances, the Complainant's request will be balanced against the following factors:

- The seriousness of the conduct;
- The respective ages and roles of the Complainant and Respondent;
- Whether there have been other complaints or reports of harassment or misconduct against the Respondent;
- The right of the Respondent to receive notice and relevant information before disciplinary action is sought;
- Whether the circumstances suggest there is an increased risk of the Respondent committing additional acts of sexual violence or other violence;
- Whether the Respondent has a history of arrests or prior conduct violations (at Dickinson or elsewhere) indicating a history of violence;
- Whether the alleged Respondent threatened further sexual violence or other violence against the student or others;
- Whether the sexual violence was committed by multiple individuals;
- Whether the circumstances suggest there is an increased risk of future acts of sexual violence under similar circumstances;
- Whether the sexual violence was perpetrated with a weapon;
- Whether the school possesses other means to obtain relevant evidence (e.g., security cameras or personnel, physical evidence); and,
- The Respondent's right to receive information if such information is maintained in an "education record" under the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g; 34 C.F.R. Part 99.

The College will take all reasonable steps to investigate and respond to the report consistent with the request not to share identifying information or

pursue an investigation, but its ability to do so may be limited based on the nature of the request by the Complainant. Where the College is unable to take action consistent with the request of the Complainant, the Title IX Coordinator or a member of the Central Review Team will inform the Complainant about the chosen course of action, which may include the College seeking disciplinary action against a Respondent. Alternatively, the course of action may also include steps to limit the effects of the alleged harassment and prevent its recurrence that do not involve formal disciplinary action against a Respondent or revealing the identity of the Complainant.

At the conclusion of the initial Title IX assessment, the Complainant will receive a written notice of the determination about how the College plans to proceed. Depending on the circumstances and requested resolution, the Respondent may or may not be notified of the report or resolution. A Respondent will be notified when the College seeks action that would impact a Respondent, such as protective measures that restrict the Respondent's movement on campus, the initiation of an investigation or the decision to request the Respondent's involvement in Voluntary Resolution.

#### C. Voluntary Resolution

Voluntary Resolution is an alternative approach designed to eliminate a hostile environment without taking disciplinary action against a Respondent. Where the Title IX assessment concludes that Voluntary Resolution may be appropriate, the College will take immediate and corrective action through the imposition of individual and community remedies designed to maximize the Complainant's access to the educational, extracurricular and employment activities at the College and to eliminate a hostile environment. Examples of protective remedies are provided in Section XI. B above. Other potential remedies include targeted or broad-based educational programming or training, supported direct confrontation of the Respondent and/or indirect action by the Title IX Coordinator or the

College. Depending on the form of Voluntary Resolution used, it may be possible for a Complainant to maintain anonymity.

The College will offer mediation for appropriate cases, but will not compel a Complainant to engage in mediation, to directly confront the Respondent, or to participate in any particular form of Voluntary Resolution. Mediation, even if voluntary, may not be used in cases involving sexual assault. The decision to pursue Voluntary Resolution will be made when the College has sufficient information about the nature and scope of the conduct, which may occur at any time. Participation is voluntary, and a Complainant or Respondent can request to end Voluntary Resolution and initiate an investigation at any time.

The Title IX Coordinator will maintain records of all reports and conduct referred for Voluntary Resolution, which will typically be completed within sixty (60) days of the conclusion of the initial Title IX assessment.

#### D. Investigation

##### 1. Overview of Investigation

Where the initial Title IX assessment concludes that disciplinary action may be appropriate, based on the request of the Complainant or the College's determination that an investigation should be pursued based on the potential risk of harm or threat to public safety, the Title IX Coordinator will initiate an investigation. The investigation is designed to provide a fair and reliable gathering of the facts. The investigation will be thorough, impartial and fair, and all individuals will be treated with appropriate sensitivity and respect. As described in the Privacy and Confidentiality section, the investigation will be conducted in a manner that is respectful of individual privacy concerns.

Throughout the investigation and resolution, a Complainant or Respondent may have an advisor of their choosing present at any meeting or proceeding. Additional guidance about the role of the advisor is contained in the Appendix at Section X.

Information gathered during the review or investigation will be used to evaluate the responsibility of the Respondent, provide for the safety of the Complainant and the College campus community, and take appropriate measures designed to end the misconduct, prevent its recurrence and address its effects.

## 2. Notice of Investigation

Both the Complainant and the Respondent will receive written notice that an investigation has been initiated. The notice will include the description of the complaint, the potential policy violations at issue, the name and contact information of the assigned investigative team and an overview of the investigation procedures.

## 3. Investigative Team

The College will designate an investigative team who has specific training and experience investigating allegations of sexual harassment, sexual violence, intimate partner violence and stalking. The investigative team may be comprised of employees of the College, external investigators engaged to assist the College in its fact gathering or both. The College will typically use a team of two investigators with one individual having primary responsibility for the investigation. Any investigator chosen to conduct the investigation must be impartial and free of any actual conflict of interest.

## 4. Investigative Steps

The investigative team will conduct the investigation in an appropriate manner in light of the circumstances of the case. The investigative team will coordinate the gathering of information from the Complainant, the Respondent and any other individuals who may have information relevant to the determination. The investigative team may consider prior or subsequent conduct that is relevant to evaluating the current conduct. The investigative interviews may be audio-recorded and notes of the interview will be maintained by the College until the parties have had the opportunity to review and comment on the draft investigation report. The

investigative team will also gather any available physical evidence, including documents, communications between the parties, and other electronic records as appropriate and as described more fully below. The Complainant and Respondent will have an equal opportunity to be heard, to submit information, and to identify witnesses who may have relevant information.

## 5. Complainant and Respondent Interviews

The investigative team will interview the Complainant and Respondent separately. Each party will be asked to participate in an initial interview and may be asked to participate in a follow up interview(s) as needed.

## 6. Other Sexual History

The sexual history of a Complainant or Respondent will never be used to prove character or reputation. An investigation under this policy may consider prior or subsequent sexual history between the parties if the investigative team, with the agreement of the Title IX Coordinator, determines that there was a prior or ongoing relationship between the Complainant and the Respondent and the investigative team is asked to determine whether consent was sought and given. As noted in other sections of the policy, whether someone consented on a prior or subsequent occasion is not evidence that the person consented on this occasion, and consent must be sought and given each time. Any prior or subsequent sexual history between the parties will only be used to help understand the manner and nature of communications between the parties and the context of the relationship.

If the investigative team and Title IX Coordinator determine that prior or subsequent sexual history should be considered, both the Complainant and Respondent will be notified and have the opportunity to provide any additional relevant information to the investigative team.

## 7. Witness Interviews

The investigative team will make a good faith effort to contact and interview any witnesses identified by

the parties or in the documentation, including those no longer at the College. Witnesses must have observed the acts in question or have information relevant to the incident and cannot be participating solely to speak about an individual's character. The investigative team may also interview any other individual he or she finds to be potentially relevant to the allegations of the complaint. The investigative team will inform each witness or other individual interviewed that they are prohibited from retaliating against the Complainant and Respondent or other witnesses, and request that the witnesses respect the privacy of the parties and the integrity of the process.

#### 8. Experts

The investigative team may contact any expert they determine is necessary to ascertain the facts related to the complaint. An expert witness may be contacted for an informal consultation or for a professional opinion regarding information learned from the investigation.

#### 9. Document/Records Review

In addition to reviewing any documents submitted by the Complainant and Respondent, the investigative team will try to obtain such other physical or medical evidence relevant to the investigation as the investigative team determines, in their judgment, to be necessary, including but not limited to documents, police records, electronic or other records of communications between the parties or witnesses, records or other relevant information. In obtaining such information, the investigative team will comply with applicable laws and Dickinson College policies. A party's medical or mental health records are confidential under law. If a party voluntarily decides to share such records with the investigative team, the relevant portions of the records will be shared with the opposing party and included in the investigation report.

#### 10. Site Visits

The investigative team may visit relevant sites or locations and record observations through written or electronic documentation, such as videos or

photographs.

#### 11. Consolidation of Investigation and Consideration of Other Conduct by a Respondent

The investigative team and Title IX Coordinator have the discretion to consolidate multiple reports against a Respondent into one investigation if the evidence related to each incident would be relevant in reaching a determination in the other incident. In addition, in gathering the facts, the investigative team may consider similar prior or subsequent allegations of, or findings of responsibility for, similar conduct by the Respondent to the extent such information is relevant.

Evidence of an occurrence or occurrences of sexual or other relevant behavior so distinctive and so closely resembling either party's version of the alleged encounter as to tend to prove a material fact, including whether consent was sought or given, may be admissible. Where there is evidence of a pattern of similar conduct, either before or after the conduct in question, regardless of whether there has been a prior finding of a policy violation, this information may be deemed relevant to the determination of policy violation or assigning of a sanction. The determination of relevance will be based on an assessment of whether the previous or subsequent incident was substantially similar to the conduct cited in the report or indicates a pattern of behavior and substantial conformity with that pattern. Where there is a prior finding of a policy violation by the Respondent for a similar act of prohibited conduct, there is a presumption of relevance and the finding may be considered in making a determination as to responsibility and assigning of a sanction.

#### 12. Concurrent Law Enforcement Investigation

If there is a concurrent criminal investigation, at the request of law enforcement, the College may agree to defer its Title IX fact-gathering until after the initial stages of a criminal investigation. The College will nevertheless communicate with the Complainant and Respondent regarding Title IX rights, procedural options and the implementation of interim measures

to assure the safety and well-being of all affected individuals. The College will promptly resume its Title IX fact-gathering as soon as law enforcement has released the case for review following the initial criminal investigation.

### 13. Investigation Report

#### a. Contents

At the conclusion of the investigation, the investigative team will prepare a written investigation report that summarizes the information gathered, synthesizes the areas of agreement and disagreement between the parties and any supporting information or accounts, and analyzes the relevant facts determined through the investigation, referencing any supporting documentation or statements. The investigation report may include summaries of interviews with the Complainant, Respondent, third-party witnesses, experts, and any other individuals with relevant information, photographs of relevant sites or physical evidence, electronic records and forensic evidence.

In preparing the report, the investigative team will review all facts gathered to determine whether the information is relevant and material to the determination of responsibility given the nature of the allegation. In general, the investigative team may redact information that is irrelevant, more prejudicial than probative, or immaterial. The investigative team may also redact statements of personal opinion, rather than direct observations or reasonable inferences from the facts, and statements as to general reputation for any character trait, including honesty.

#### b. Review of Investigation Report

Before the report is finalized, the Complainant and Respondent will be given the opportunity to review the information that will be used in reaching a determination of whether the policy has been violated. Consistent with FERPA or safety concerns, identifying information about the Complainant or witnesses may be redacted at the discretion of the Title IX Coordinator. A Complainant and Respondent

may submit any additional comment or evidence to the investigative team within five (5) days of the opportunity to review the report. A Complainant and Respondent may also raise concerns about the inclusion of any evidence, even if relevant, that the party believes may be more harmful than probative.

Upon receipt of any additional information or comments by the Complainant or Respondent, or after the five (5) day comment period has lapsed without comment, the investigative team will prepare the final investigation report. In completing the report, the investigative team, in consultation with the Title IX Coordinator, will determine whether any information included in the report should be excluded. After any adjustments are made in response to the comments and information received, the investigative team shall determine whether there is sufficient information to find, by a preponderance of the evidence, that a policy violation occurred.

The investigative team will submit a final report and investigative finding to the Title IX Coordinator or designated member of the Central Review Team. The final report will include all investigation materials subject to the guidelines set forth in the preceding section, the Complainant and Respondent responses, the finding of whether this policy and any additional policies being explored through this investigation have been violated, and the investigative team's rationale. The finding will be based on the standard of preponderance of the evidence, i.e., whether it is more likely than not that the policy was violated.

#### E. Formal Resolution

The Title IX Coordinator or designated member of the Central Review Team will assign the matter to a Review Panel (for complaints against students) or Reviewing Authority ("Reviewer") (for complaints against employees, including faculty). The Reviewer and members of the Review Panel are fair and impartial decision-makers, and the Reviewer and Review Panel are separate and distinct entities from the Central Review Team. The Reviewer and members of the Review Panel have received appropriate training to participate as informed and



impartial decision-makers. The Review Panel is comprised of three College employees (faculty and staff). The Review Panel members and Reviewer must have no prior experience with the parties, witnesses or incident(s) in question that would present any actual conflict of interest. The Complainant and Respondent will be informed of the composition of the Review Panel or the identity of the Reviewer and may raise a challenge for bias or conflict to the Title IX Coordinator before the review begins.

The Review Panel or Reviewer will review the final investigation report to determine whether (1) the investigation was conducted in a fair, impartial and reliable manner, (2) the information is sufficient to support the factual findings, and (3) there is a rational basis, applying a preponderance of the evidence standard, for the recommended finding(s) of responsibility or no responsibility. In conducting this review, the Review Panel or Reviewer may accept or reject the investigative team's finding in whole or in part, may request that further investigation be undertaken by the same or another investigator, and/or may request that a de novo investigation be conducted. In reaching a determination, the Review Panel or Reviewer may elect to meet with the investigative team, but the Review Panel or Reviewer may not conduct its own investigation or hearing.

After the Review Panel or Reviewer have concluded their review of the final investigative report and any additional information requested, the Review Panel or Reviewer shall either affirm or reject the investigative team's finding(s).

#### 1. Determination of Insufficient Information That a Policy Violation Occurred

If the Review Panel or Reviewer, in consultation with the Title IX Coordinator, determines that the investigator properly concluded that there is insufficient information to find, by a preponderance of the evidence, that a policy violation occurred, the Review Panel or Reviewer will affirm the finding of no responsibility and render a decision, in writing, to both parties.

#### 2. Determination of Sufficient Information That a Policy Violation Occurred & Imposition of Sanction

If the Review Panel or Reviewer, in consultation with the Title IX Coordinator, determines that the investigator properly concluded that there is sufficient information to find, by a preponderance of the evidence, that the Respondent committed a policy violation, the Review Panel or Reviewer will consider the imposition of a sanction designed to eliminate the misconduct, prevent its recurrence, and remedy its effects, while supporting the College's educational mission and Title IX obligations. Sanctions or interventions may also serve to promote safety or deter individuals from similar future behavior.

The Review Panel or Reviewer is responsible for determining the appropriate sanction. In reaching this determination, the Review Panel or Reviewer will provide the Complainant, the Respondent and other affected parties, as appropriate, the ability to provide a written impact or mitigation statement for consideration. Both parties will be permitted to submit character references prior to the imposition of sanctions by the Review Panel or Reviewer. The Review Panel or Reviewer will also consult with the Title IX Coordinator with respect to sanction and remedy.

The Review Panel or Reviewer may impose any sanction deemed appropriate after a consideration of all of the relevant information. In general, the imposition of sanctions will take effect immediately and will not be stayed pending the resolution of the appeal.

For students, the sanctions may include disciplinary action up to and including suspension from the College or expulsion. A full list of the range of sanctions for students is contained later in this policy. For employees, the sanction may include any form of responsive action or progressive discipline as set forth in the Staff Handbook, including training, referral counseling and/or disciplinary action such as warning, reprimand, withholding of a promotion or pay

increase, reassignment, temporary suspension without pay or termination.

Sanctions may be issued individually, or a combination of sanctions may be imposed. The determination of sanctions is based upon a number of factors, including: the harm suffered by the Complainant; any ongoing risk to either the Complainant or the community posed by Respondent; the impact of the violation on the community, its members, or its property; any previous conduct violations; and any mitigating or aggravating circumstances.

In situations where it is determined that the conduct was motivated by bias, insofar as a Complainant was selected on the basis of his or her race, color, ethnicity, national origin, religion, age, disability or other protected class, the sanction imposed may be enhanced to account for the bias motivation.

For a student employee who is acting within the scope of his/her employment at the time of the incident, the sanction may include any permissible sanction from the Sexual Harassment and Misconduct Policy or the personnel policies for employees.

### 3. Possible Student Sanctions:

- **Warning:** Notice to a student or organization that continuation or repetition of conduct found to be in violation of the Sexual Harassment and Misconduct Policy and/or Community Standards may result in further disciplinary action.
- **Housing Restriction(s):** Housing restrictions include, but are not limited to, restricted access to any or all parts of residence halls, the loss of room selection/lottery privileges, the loss of off-campus lottery participation, relocation to another College residential facility, requirement to move on- or off- campus, as appropriate, at an individual's own expense, removal of guest privileges, and/or restriction from specific housing options.
- **Assessment and Treatment:** Referral to the Wellness Center or approved off-campus agency for assessment and/or treatment. This includes,

but is not limited to, services from certified programs who offer: counseling for sex offenders, for sexual awareness and sensitivity, for substance use, for intimate partner violence and for violence risk.

- **Restrictions on Participation or Use:** Restrictions on participation include the revocation, or the loss for a stated period of time or under a stated set of conditions, of a student's ability to participate in certain College-approved activities, including, but not limited to, varsity sports, clubs, organizations (including but not limited to Greek organizations), or leadership positions with such sports, clubs, and organizations. Restrictions on use include the denial of access to or use of certain College facilities, programs, or equipment for a stated period of time or under a stated set of conditions.
- **Probation:** A specified period of time requiring maintenance of exemplary conduct. Further violations during this time may result in more serious sanctions than are imposed in the absence of probationary status. During a probationary period, the terms imposed on an organization will also be binding on its members.
- **Stayed Suspension:** A student or organization on stayed suspension has been found responsible for conduct that warrants suspension from the College. In the exercise of its discretion, the College has determined to withhold immediate imposition of suspension and to allow the individual or organization to remain on campus, usually with additional terms of compliance. If a student or organization is found in violation of any aspect of the Sexual Harassment and Misconduct Policy and/or the Community's Standards or of terms of compliance during the period of the stay, the stay on this suspension may be lifted and the suspension will become effective immediately, resulting in separation from the College for the remainder of the suspension period. In addition, any other sanctions for the new violation(s) will be imposed. During a period of stayed suspension,

the terms imposed on an organization will also be binding on the members of the organization.

- Suspension from the College: A student suspended from the College may not participate in classes or other College activities and may not be on College property (except by appointment, arranged in advance with the Provost and Dean of the College (or designee) or the Vice President and Dean of Student Life (or designees) for the period of time specified in the notice of suspension. Suspension extending beyond the semester in which action is taken shall consist of units of full semesters and/ or summer sessions. In no case shall the suspension terminate prior to the end of a semester. Courses taken at another institution during this period of suspension will not be accepted for transfer at the College. Conditions for resuming active status on campus following suspension may be imposed by the College. A sanction of immediate suspension will go into effect within 24 hours of receipt of the outcome letter unless otherwise noted in the outcome letter and shall remain in effect throughout any appeal process. An organization that is suspended shall be required to forfeit its ability to conduct group-sponsored activities or to participate in College-sponsored activities, and any College support for the organization will be withdrawn, during the period of suspension.
- Revocation or Withholding of Diploma and Degree: If a student has graduated from the College, or has otherwise satisfied the requirements for earning a degree, before violations of the Sexual Harassment and Misconduct Policy are discovered or before a determination of violations is complete, the College reserves the right to revoke the diploma and/or degree conferred, or to withhold the conferring of a degree or diploma otherwise earned for a specified period of time or indefinitely.
- Expulsion: For an individual, permanent termination of student status, which includes exclusion from any College property, College

sponsored, or College affiliated events. A person expelled from the College is denied the rights and privileges of inclusion in the Dickinson College community both as a student and as an alumnus/alumna. Expulsion will go into effect within 24 hours of receipt of the outcome letter unless otherwise noted in the outcome letter, and shall remain in effect throughout any appeal process. For an organization, permanent termination of the organization's relationship and status with the College, which includes termination of access to facilities, funding, and/or right to assemble as an organization on College property and at College-sponsored or affiliated events. An organization expelled from the College is denied the rights and privileges of inclusion in the Dickinson College community as an organization.

- Other: Such other sanctions as may be appropriate in the judgment of the College. The College identifies the following as standard sanctions for violating the Sexual Harassment and Misconduct Policy when a formal hearing is utilized. These standard sanctions are specific to the student's status at the institution. A Respondent can expect to have additional sanctions to assist in his/her learning and/or the safety of the campus and Complainant.

#### 4. Violations and Standard Range of Sanctions for Students

Violation	Standard Sanction	Range
Sexual Assault (Related to Intercourse)	One-Year Suspension to Expulsion	
Sexual Assault (Not Related to Intercourse)	Probation to Expulsion	
Sexual Exploitation	Probation to Expulsion	
Stalking	Probation to Expulsion	
Harm to Others	Stayed Suspension to Expulsion	
Harassing Conduct	Warning to Stayed Suspension	
Retaliation	Probation to Expulsion	
Complicity	Warning to Stayed Suspension	

#### 5. Notice of Outcome

Both the Respondent and the Complainant will simultaneously receive written notice of the outcome, the sanction and the rationale for both.

To provide notice of outcome, College-issued email is the primary means of communication. Alternative methods may include:

- In person by the Review Panel, the Title IX Coordinator, or designated College administrator. This in person communication will be followed by a written communication;
- Through the U.S. Mail or equivalent mailing to the local or permanent address of the individual as indicated in official College records

The notice of outcome will include the finding as to whether there has been a policy violation, the rationale for the result, and a brief summary of the evidence on which the decision is based, as appropriate. The notice of outcome will also include the sanction and the rationale for the sanction. The Respondent will be informed of the date by which the requirements must be satisfied (if applicable), and the consequences of failure to satisfy the requirements. The Complainant will be fully informed of any sanctions and remedies that directly relate to Complainant, including information about the Respondent's presence on campus (or in a shared class or residence hall), that may help a Complainant make informed decisions or work with the University to eliminate harassment and prevent its recurrence. The notice of outcome will also provide each party with their appeal options.

The College may also notify appropriate College officials, such as the Chief of the Department of Public Safety, faculty members, residence life staff, coaches, as necessary, to implement the outcome and/or sanctions.

## 6. Appeal

Either party may appeal the outcome and/or sanction. The appeal will be conducted in an impartial manner by the Vice President for Institutional Effectiveness and Inclusivity. A review of the matter will be prompt and narrowly tailored to stated appeal grounds. The limited grounds for appeal are as follows:

- New information that could affect the finding of

the investigative team or Review Panel and was not reasonably available through the exercise of due diligence at the time of the investigation;

- A deviation from College policy or procedures that materially affected the outcome; and
- Sanction is too harsh or too lenient.

The appeal shall consist of a plain, concise, and complete written statement outlining the grounds for the appeal. Dissatisfaction with the outcome of the investigation is not grounds for appeal. The appeal must be submitted within five (5) days of the date of the outcome letter. Upon receipt of the appeal, the Vice President for Institutional Effectiveness and Inclusivity will provide the other party notice of the appeal and the opportunity to respond in writing to the appeal. Any response to the appeal must be submitted within five (5) days from receipt of the appeal. In the event that both parties initially appeal the findings, each party will be provided notice and a copy of the other party's appeal.

Upon receipt of the appeal and any response, the Title IX Coordinator will be copied on all matters related to the appeal.

In any request for an appeal, the burden of proof lies with the party requesting the appeal, as the original determination and sanction are presumed to have been decided reasonably and appropriately. The appeal is not a new review of the underlying matter. The Vice President of Institutional Effectiveness and Inclusivity shall consider the merits of an appeal only on the basis of the three grounds for appeal. The Vice President will review the written investigation report and all supporting documents and may consult with both parties.

Appeals are not intended to be full rehearing of the complaint (de novo). In most cases, appeals are confined to a review of the written documentation or record of the original hearing and pertinent documentation regarding the grounds for appeal. This is not an opportunity for the Vice President of Institutional Effectiveness and Inclusivity to substitute his/her judgment for that of the original reviewing body merely because s/he disagrees with

its finding and/or sanctions. Appeals decisions are to be deferential to the original hearing body, making changes to the finding only where there is clear error based on the stated appeal grounds.

The Vice President of Institutional Effectiveness and Inclusivity can affirm the original findings, alter the findings, and/or alter the sanctions, depending on the basis of the requested appeal. If the appeal is based on procedures not having been followed in a material manner, the Vice President of Institutional Effectiveness and Inclusivity can ask that a new investigation and/or imposition of sanctions occur. In the case of new and relevant information, the Vice President of Institutional Effectiveness and Inclusivity can recommend that the case be returned to the Review Panel to assess the weight and effect of the new information and render a determination after considering the new facts.

The Vice President for Institutional Effectiveness and Inclusivity will communicate the result of the appeal to the Complainant and Respondent within ten (10) days from the date of the submission of all appeal documents by both parties. Appeal decisions are final.

For complaints against faculty which involved a sanction of dismissal, an Appeals Committee may determine whether or not adequate cause of dismissal has been established as outlined in the Dismissal Procedures for Adequate Cause (Chapter 4 of the Academic Handbook). The determination of the Appeals Committee may be appealed to the Board of Trustees via the President as set forth in the process outline in the Dismissal Procedures. In addition, when the College imposes a minor or major sanction, the Respondent may petition the Faculty Personnel Committee for such action as may be called for.

#### F. Additional Considerations

##### 1. Group Infractions

When members of a student group, organization, team or individuals acting collusively act in concert in violation of the Sexual Harassment and Misconduct Policy, their conduct may be reviewed as a group or

as individuals, and an investigation may proceed against the group as joint Respondents or against one or more involved individuals as appropriate given available information and the circumstances.

A student group, organization, or team's officers and membership may be held collectively and individually responsible when violations of this code by the organization or its members take place at organization sponsored events, have received the consent or encouragement of the organization or of the organization's leaders or officers, or was known or reasonably should have been known to the membership or its officers.

In any such action, individual determinations as to responsibility will be made and sanctions may be assigned collectively and individually and will consider the sanctioning considerations below, as well as the proportionality of the involvement of each individual.

##### 2. Advisors

Throughout the investigation and resolution of a complaint, the Complainant and Respondent have the right to be assisted by an advisor of their choice. The advisor may be any person, including an attorney engaged at the party's expense, who is not otherwise a party or witness in the investigation. The advisor may accompany the Complainant or Respondent to any meeting or related proceeding with an investigator or a College employee. While the advisor may confer quietly with the Complainant or Respondent to provide advice or support, the advisor may not speak on behalf of the Complainant or Respondent or otherwise actively participate in, or in any manner disrupt, the meeting or proceeding. Any person who serves as an advisor should plan to make themselves available for meetings throughout the process in accordance with the College's objective of completing the resolution process in sixty (60) days or less. To serve as an advisor, the individual will be required to meet with the Title IX Coordinator in advance of participating in the investigation to understand the expectations of the role, privacy, and appropriate decorum. The Title IX Coordinator has

the right at all times to determine what constitutes appropriate behavior on the part of an advisor. No copies of written materials or any other evidence will be given to an advisor, although the parties may share such information with an advisor as necessary to assist them in the proceedings.

### 3. Records

The Title IX Coordinator will retain records of all reports, allegations and complaints, regardless of whether the matter is resolved by Title IX assessment, Voluntary Resolution, or Formal Resolution. In general, records will be maintained for the duration of the Respondent's enrollment or employment at the College and may be retained for no less than seven years following the Respondent's departure from the College.

#### a. Students

Findings of responsibility in matters resolved through Formal Resolution are part of a student's conduct record. Such records shall be used in reviewing any further conduct or in developing sanctions and shall remain a part of a student's conduct record.

Complaints resolved by Title IX assessment or Voluntary Resolutions are not part of a student's conduct file or academic record. The conduct files of students who have been suspended, expelled or who withdrew pending disciplinary action from the College are maintained in the Vice President and Dean of Student Life Office for seven years after their departure from the College.

Further questions should be directed to the Assistant Dean of Students. Records of disciplinary action involving organizations are maintained in the Vice President and Dean of Student Life Office indefinitely.

Students who declare an interest in studying abroad through the Center for Global Study and Engagement are subject to a conduct record check. Information that will be shared with the Office of Global Education includes, but is not limited to, determination of sexual misconduct violations. It is within the sole discretion of the College, through the Office of Global Education,

to determine whether a student who has violated College policy is eligible to study abroad. Consideration and qualification for study abroad are not disciplinary determinations but may be affected by a student's disciplinary record.

#### b. Employees

The Title IX Coordinator and Human Resource Services will retain records of all reports, allegations and complaints, regardless of whether the matter is resolved by Title IX assessment, voluntary resolution, or Formal Resolution. Findings of responsibility in matters resolved through Formal Resolution are part of an employee's personnel file. Such records shall be used in reviewing any further conduct or in developing sanctions and shall remain a part of an employee's personnel file.

Complaints resolved by Title IX assessment or voluntary resolutions are not part of an employee's personnel file but may be used to assure that no retaliation occurs and in the case that there are further incidents involving either the Complainant or Respondent. Access to these records will only be granted with the consent of the individual(s) involved, or as required by law in a legal proceeding.

Records will be maintained for the duration of the Respondent's employment at the College, and may be retained for no less than seven years following the Respondent's departure from the College. For allegations involving child abuse or misconduct by employees warranting termination, the records may be kept indefinitely.

### **X. Appendix: Roles of Individuals | Definitions of Terms**

Advisor: Throughout the investigation and resolution of a complaint, the Complainant and Respondent have the right to be assisted by an advisor of their choice. The advisor may be any person, including an attorney engaged at the party's expense, who is not otherwise a party or witness in the investigation. The advisor may accompany the Complainant or

Respondent to any meeting or related proceeding with an investigator or a College employee. While the advisor may confer quietly with the Complainant or Respondent to provide advice or support, the advisor may not speak on behalf of the Complainant or Respondent or otherwise actively participate in, or in any manner disrupt, the meeting or proceeding. Any person who serves as an advisor should plan to make themselves available for meetings throughout the process in accordance with the College's objective of completing the resolution process in sixty (60) days or less. To serve as an advisor, the individual will be required to meet with the Title IX Coordinator in advance of participating in the investigation to understand the expectations of the role, privacy, and appropriate decorum. The Title IX Coordinator has the right at all times to determine what constitutes appropriate behavior on the part of an advisor. No copies of written materials or any other evidence will be given to an advisor, although the parties may share such information with an advisor as necessary to assist them in the proceedings.

**Character Witness:** An individual(s) attesting to the character of either the Complainant or Respondent. Character witnesses provide information in written form for use by the Review Panel or Reviewer, for determining sanctioning, only if there is an affirmative decision regarding responsibility for the violation(s) in question. A character statement must be requested by the party it is written to support and must be submitted in advance of the Review Panel or Reviewers meeting to the Title IX Coordinator.

**Complainant:** An individual who invokes the College's investigation and resolution process to determine if the sexual misconduct policy has been violated and identifies him or herself as a victim of the alleged misconduct. In some circumstances, the College may assume the role of Complainant.

**Employee:** An individual who provides services or labor for the College for wages or other remuneration. This includes faculty, administrative, professional, and other staff. For the purposes of this policy, employee status begins when an employee

has accepted an offer of employment at the College and ends when the employee has been terminated or otherwise separated permanently, whether voluntarily or involuntarily, from the College.

**Impact Statement:** A statement written by a Complainant to the Review Panel or Reviewer that outlines how s/he has been affected by the events in question. The Review Panel or Reviewer reviews impact statements only after an affirmative decision regarding responsibility for the violation(s) in question has been reached. Impact statements can be used to assist the Review Panel or Reviewer in determining the most appropriate sanctions under the circumstances. An Impact Statement must be submitted to the Title IX Coordinator in advance of the Review Panel or Reviewer's meeting.

**Mitigation Statement:** A statement written by the Respondent to be read by Reviewer if a decision is made that the Respondent is responsible for violations of the Sexual Harassment and Misconduct Policy. The Reviewer reviews the mitigation statement only after an affirmative decision of responsibility for the violation(s) in question has been reached. Mitigation statements can be used to assist the Reviewer in determining the most appropriate sanctions under the circumstances. A Mitigation Statement must be submitted to the Title IX Coordinator in advance of the Review Panel or Reviewer's meeting.

**Parties:** A term referring collectively to the Complainant and Respondent.

**Respondent:** Any individual(s) or organization(s) alleged to have violated the Sexual Harassment and Misconduct policy and against whom a complaint has been brought to the attention of the College.

**Student:** Any student enrolled at the College at the time of the alleged sexual misconduct. For the purposes of this policy, student status begins when a student has accepted an offer for admission to the College and ends when the student has graduated, withdrawn, been expelled, or otherwise separated permanently from the College.

Survivor: Any individual who has been harmed by an act or acts of sexual misconduct.

Title IX: Title IX refers to the Educational Amendments of 1972 (Title IX), 20 U.S.C. §§1681 et seq., and its implementing regulations, 32 C.F.R. Part 106, which prohibit discrimination on the basis of sex in education programs or activities operated by recipients of federal financial assistance. The College is required to comply with Title IX. Sexual harassment of students, which includes acts of sexual misconduct described in this policy, is a form of sex discrimination prohibited by Title IX.

Title IX Coordinator: A senior administrator at the College appointed by the President to oversee the College's compliance with Title IX. The Title IX Coordinator can be contacted by any member of the Dickinson community with questions. The Title IX Coordinator is Kat Matic. She can be contacted with questions regarding this policy or Title IX via email at [matick@dickinson.edu](mailto:matick@dickinson.edu) or by phone at 717-254-8316.

Victim: Any individual who has been harmed by an act or acts of sexual misconduct.

Witness: Any individual who has seen, heard, or otherwise knows or has information about a violation or attempted violation of the Sexual Harassment and Misconduct Policy.

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

#### **DICKINSON COLLEGE DRUG AND ALCOHOL POLICY**

The Federal Drug-Free Workplace Act of 1988 and the Drug Free Schools and Communities Act and its amendments of 1989 (Public Law 101-226, 20 U.S.C. 1011i) require that all institutions who receive federal funds or any other form of federal financial assistance certify a drug-free environment.

It is the policy of Dickinson College to comply with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1989 and its amendments (DFSCA). Accordingly, Dickinson College

is required to adopt and put into effect programs to prevent the unlawful manufacture, distribution, dispensation, possession or use of illegal drugs or alcohol by students and employees on Dickinson property, at college sponsored activities or events, and to offer anti-drug and alcohol abuse programming.

These federal regulations also require the college to distribute annually to students and employees information which outlines the following:

- The health risks associated with alcohol and drug use and abuse;
- Alcohol and drug abuse resources for students and employees;
- Policies on alcohol and other drugs;
- Information on state, municipal and federal laws and sanctions; and
- Standards of conduct that clearly prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of its on-campus or off-campus activities.

These guidelines are reviewed by Dickinson College annually to determine the effectiveness of the program and consistency of sanction enforcement, in order to identify and implement any necessary changes.

#### **INTRODUCTION**

Dickinson College recognizes that illegal or abusive use of alcohol and other drugs by members of the college community has a detrimental effect on the college's commitment to excellence in teaching, research and education. Misuse of drugs by students, faculty and staff members poses hazards both to the individual involved and to the community. Students, faculty and staff share the responsibility for creating attitudes conducive to eliminating the abuse of alcohol and other drugs within the college community.



Dickinson's comprehensive approach to addressing substance abuse emphasizes:

- Taking effective steps to create and maintain a drug-free workplace and educational environment for students, faculty and staff;
- Providing access to medical and behavioral healthcare services, along with referrals to off-campus treatment facilities as appropriate;
- Engaging in a wellness model that focuses on prevention, the development of personal skills and environmental management.
- Encouraging individuals who are diagnosed with at-risk substance abuse disorders or are otherwise experiencing problems associated with alcohol and other drugs to seek assessment and treatment.
- Engaging in ongoing self-assessment of college sanctions for the illegal manufacture, distribution, use or possession of drugs and the unlawful possession or use of alcohol.

This document includes information on:

- The health risks associated with alcohol and other drugs;
- Resources for faculty, staff and students;
- College drug and alcohol policies which address standards of conduct and sanctions for faculty, staff, and students; and
- Information on state and federal laws related to violations.

## **HEALTH RISKS ASSOCIATED WITH ALCOHOL AND OTHER DRUGS**

All drugs, including alcohol, have well-documented risks which may affect not only substance users but also the user's peers, family, friends and communities. General effects of substance use and/or abuse include impaired brain functioning; compromised job or academic performance; relationship difficulties; physical or verbal aggression; financial distress; physical injuries or accidents; legal or campus sanctions; willfully destroying property; and death.

The following summaries describe some of the additional substance-specific risks associated with the use and misuse of alcohol and other substances. Sources: <https://www.drugabuse.gov/drugs-abuse> and <https://www.dea.gov/factsheets>

### Alcohol

Alcohol is a central nervous system depressant that is absorbed into the blood stream and transmitted to all parts of the body. The NIAAA recommends that men drink no more than 4 standard drinks per day or 14 drinks per week. The recommendation for women is no more than 3 standard drinks per day or 7 drinks per week. A standard drink is defined as: 12-ounces of beer, 1.5 ounces of liquor, or 5 ounces of wine. Drinking at levels above the recommended guidelines is considered high-risk drinking. Specific effects on the body are outlined below.

#### Brain

Alcohol consumption can cause drowsiness, changes in mood and behavior, memory loss or blackouts, or seizures because it causes your neurotransmitters to relay information too slowly. Long-term, heavy alcohol use can shrink brain mass and subsequently interfere with sleep, mood, cognitive functioning, temperature regulation, and motor coordination.

#### Lungs

The "alcoholic lung" refers to severe oxidative stress that may predispose those who abuse alcohol to lung infections.

#### Heart

Long-term alcohol use causes alcoholic cardiomyopathy, which is a condition marked by a weakened heart muscle that can cause fatigue, shortness of breath, irregular heartbeat, or swollen legs/feet. Both heavy drinking and long-term drinking can cause abnormal heart rates called arrhythmias and lead to strokes. Chronic alcohol use and heavy drinking can cause

high blood pressure or hypertension. Alcohol exacerbates the medical conditions that often lead to strokes (e.g., hypertension, arrhythmias, and cardiomyopathy).

#### Liver

Heavy, chronic alcohol use can make the liver fatty, which in turn causes alcoholic hepatitis. Cirrhosis of the liver is another possible complication.

#### Stomach

Alcohol can irritate your stomach and chronic use can damage the stomach lining. Possible health consequences include ulcers, gastritis (inflammation of the stomach lining), and bleeding.

#### Kidney

Heavy or chronic alcohol consumption can interfere with kidney function directly or indirectly due to liver disease. In addition, alcohol can have the diuretic effect of increasing urine output. This in turn can disturb the electrolyte balance and cause dehydration.

#### Pancreas

Alcohol causes the pancreas to secrete enzymes internally, harming the pancreas. Excessive, long-term alcohol use can cause inflammation (pancreatitis) and swelling of tissues and blood vessels.

#### THC and other Cannabinoids

THC is a mind-altering substance derived from the Cannabis Sativa or Cannabis Indica plants. THC is in marijuana, marijuana extracts, and resins. Short-term effects include impaired short-term memory, altered sensory experiences, a distorted sense of time, and decreased motor coordination. At high doses, psychotic symptoms are possible (e.g., hallucinations and delusions). Long-term effects on the brain can include impaired thinking, learning, and memory. Physical health effects from marijuana use are

increased heart rate, breathing problems, reproductive system changes, and intense nausea and vomiting in long-term, heavy users.

#### Cocaine and Other Stimulants

Stimulants speed up your body's systems. Stimulants include cocaine, ADHD prescription medications such as Adderall, Dexedrine, and Ritalin; diet pills; and methamphetamine.

Cocaine is a stimulant drug made from the leaves of the coca plant. Short-term effects of use include dilated pupils, constricted blood vessels, increased blood pressure, higher body temperature, nausea, fast or irregular heart rate, muscle twitches or tremors, restlessness and irritability, euphoria, high energy, hypersensitivity to sound, sight or touch, and paranoia. Cocaine's effects appear almost immediately and disappear within a few minutes to an hour. Long-term effects can include problems swallowing, nosebleeds, loss of smell, and frequent runny nose in those who snort cocaine. Those who smoke might experience lung-related problems such as cough, asthma, or greater risk for lung infections. Those who inject might experience skin and soft tissue infections and greater risk for diseases like HIV. Those who use orally could experience bowel decay.

Amphetamines are prescription medications that have similar effects to cocaine except that they last longer. They can cause increased blood pressure, higher heart rates, decreased appetite, insomnia, and physical exhaustion. Taking amphetamines not prescribed to you or in ways not prescribed is abuse. Chronic abuse can manifest in symptoms such as paranoia, skin picking, hallucinations, or erratic behavior.

#### Depressants

Depressants can decrease anxiety, induce sleep, prevent seizures, and relieve muscle spasms. Specific types of depressants include barbiturates, Benzodiazepines including Rohypnol (anti-anxiety medications), GHB, and sedative-hypnotic sleep

medications (e.g., Lunesta or Ambien). Taking depressants not prescribed to you or in ways not prescribed is abuse. Short-term effects include sleepiness, decreased anxiety, slower reaction time, impaired judgment, and confusion. Other effects include dizziness, low blood pressure, slowed breathing, lightheadedness, slurred speech, weakness, loss of coordination, headache, blurred vision, and nausea and vomiting.

### Hallucinogens

Hallucinogens are found in plants or synthetically made. PCP, LSD, MDMA/Ecstasy, and ketamine are types of hallucinogens. They cause perceptual distortions related to space and time. Dilated pupils, increased blood pressure and heart rate, panic, anxiety, confusion or suspicion, and flashbacks are possible effects of use.

Inhalants Inhalants (sprays, solvents, glue) are chemicals inhaled or “huffed” that produce anesthetic-like effects. These effects include slurred speech, dizziness, loss of consciousness, euphoria, lack of motor coordination, slight stimulation, and lowered inhibition. Long-term effects include disorientation, muscle weakness, weight loss, mood changes (depression and irritability), and loss of consciousness.

### Opioids

Opioids include heroin and prescription pain medications such as codeine, morphine, Vicodin, OxyContin, methadone, and fentanyl. Short-term effects include pain relief, slowed movement, facial and neck flushing, constipation, slowed breathing, nausea and vomiting, and pupil constriction. Overdose and addiction are risks associated with opioid use.

## **DRUG/ALCOHOL ABUSE RESOURCES**

### Student Resources

#### **Assessment, Education and Treatment**

Wellness Center: provides counseling, assessment, and campus-wide psychoeducational programming for drug and alcohol use. The Wellness Center employs an Alcohol and Other Drug (AOD)

Services Coordinator, who oversees a peer educator program focused on prevention of alcohol and drug abuse.

START Program: Incoming and transfer students are required to complete the START Learning Program for Higher Education prior to the start of their first semester. The START Program is a series of well-researched educational programs for adults committed to thinking about their life choices and values. The START Program is an online program which includes modules aimed at reducing campus sexual assault, dating/domestic violence and stalking; empowering bystanders of potentially violent situations to intervene before the violence occurs; and educating students about alcohol, drugs and their effects. “Alcohol: How Do You Measure Up?” is an assessment tool in the START Program which demonstrates some of the costs of alcohol consumption, and lets students examine their drinking habits and compare them to their peers.

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

Emergency Assistance:

- On-campus call 1111  
717-245-1111
- Off-campus call 911

On-campus Medical and Mental Health Treatment:

- Wellness Center  
717-245-1663

CARE Team: The CARE (Coordination, Assessment, Response, and Education) Team exists to address potentially unsafe situations or behaviors that disrupt a student's academic or social wellbeing within the Dickinson community. The College hopes to intervene early to help students showing signs of distress or engaging in harmful or disruptive behaviors. The team reviews individual cases and coordinates an appropriate action plan for response. Members of the community who SEE SOMETHING of concern, are encouraged

to SAY SOMETHING by alerting the CARE Team.  
[https://cm.maxient.com/reportingform.php?DickinsonCollege&layout\\_id=4](https://cm.maxient.com/reportingform.php?DickinsonCollege&layout_id=4)

**Community Resources:**

- UPMC Pinnacle Carlisle  
717-249-1212
- Geisinger Holy Spirit Hospital  
717-763-2100
- Roxbury Treatment Center  
1-800-648-4673
  - Inpatient Substance Abuse Program
  - Outpatient Substance Abuse Program
- Alcoholics Anonymous  
717-249-6673  
<http://www.aaharrisburg.org/>
- Al-Anon Family Groups: <https://al-anon.org/al-anon-meetings/>
- Marijuana Anonymous:  
<https://www.marijuana-anonymous.org/>
- Narcotics Anonymous:  
<https://www.na.org/>
- Stevens Drug and Alcohol Services  
717-243-6033
- <https://www.findtreatment.samhsa.gov/>

**Faculty and Staff Resources**

**Assessment, Education and Treatment**

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). Full-time and part-time employees and their eligible dependents may use the college’s EAP. Through professional psychologists, the EAP provides confidential advice and counseling on personal matters. The EAP professionals can assist an employee and any eligible dependents with problems, including, but not limited to, alcoholism and drug abuse. This service is completely confidential.

- Franco Psychological Associates, PC  
717-243-1896  
26 State Avenue Carlisle, PA  
<http://www.francopsychological.com/>

- Reliance Standard  
855-775-4357  
(855-RSL-HELP) or [rsli@acieap.com](mailto:rsli@acieap.com)
- Online drug and alcohol educational materials are available for all employees via Totara at  
<https://totara.dickinson.edu/>

**Assistance, Treatment, Support and Community Resources**

**Emergency Assistance:**

- On-campus call 1111  
717-245-1111
- Off-campus call 911

**Community Resources:**

- UPMC Pinnacle Carlisle  
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  - Inpatient Substance Abuse Program
  - Outpatient Substance Abuse Program
- Alcoholics Anonymous  
717-249-6673  
<http://www.aaharrisburg.org/>
- Al-Anon Family Groups: <https://al-anon.org/al-anon-meetings/>
- Marijuana Anonymous:  
<https://www.marijuana-anonymous.org/>
- Narcotics Anonymous:  
<https://www.na.org/>
- Stevens Drug and Alcohol Services  
717-243-6033
- <https://www.findtreatment.samhsa.gov/>

**ALCOHOL AND OTHER DRUG INFORMATION**

**A. Students**

**Student Handbook:**

[https://www.dickinson.edu/downloads/download/4849/2019-2020\\_student\\_handbook](https://www.dickinson.edu/downloads/download/4849/2019-2020_student_handbook)

Drugs: Illicit Drugs are controlled substances that possess a high potential for abuse, have no currently accepted medical use in the United States and demonstrate a lack of accepted safety for use under medical supervision. Controlled substances so defined 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.

Dickinson College prohibits the unlawful manufacture, cultivation, possession, distribution, dispensation and use of any drug by any member of the college community on any college-owned property, at any college activity or activity offered by an organization recognized by the college, or during any college-sponsored event or travel.

The possession of unlawful drug paraphernalia is also prohibited.

While the possession and use of marijuana for medical purposes is legal under Pennsylvania law, the manufacture, possession, distribution, dispensing and use of marijuana and products containing THC remains illegal under federal law. Consistent with federal law, including the Controlled Substances Act and the Drug Free Schools and Communities Act, the use and/or possession of marijuana, even for medical purposes, continues to be prohibited while a student is on college owned or college controlled property, and/or at any function hosted, authorized or supervised by the college regardless of where held.

Alcohol: Alcohol, the shortened term for ethyl alcohol, is a depressant that slows the activity of the central nervous system and the brain. Alcohol is a substance regulated by local, state and federal agencies with respect to its purchase, transportation, consumption and possession.

Dickinson College prohibits the use, sale, provision, and distribution of alcohol, except as permitted by

law, on any college-owned property, at any college activity or activity offered by an organization recognized by the college, or during any college-sponsored event or travel. The following items and activities are also prohibited on any college-owned property, at any college activity or activity offered by an organization recognized by the college, or during any college-sponsored event or travel:

- Underage possession or consumption – A person 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, including but not limited to, activities such as beer pong, quarters, and flip cups.
- Alcohol Paraphernalia – The possession of materials used in drinking games or activities that promote or encourage the consumption of large amounts of alcohol is prohibited, including but not limited to beer pong tables, beer funnels, and beer bongs.
- Hosting Underage Guests – Students are prohibited from serving alcohol to underage guests and must have the service of alcohol monitored by a TIPS-trained bartender. If students under the legal drinking age are found to be in a location where alcohol is being consumed, the college will presume that the underage students are in the possession of and have been consuming alcohol.
- Public Intoxication – Creating a disturbance to any member of the college community, college officials, or law enforcement while under the influence of alcohol is prohibited.
- 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 that is required to be registered is prohibited.

- Large Volume Containers – Kegs, beer party balls, punch bowls, or other large volume containers of alcohol are prohibited unless pre-authorized by the Office of Student Leadership & Campus Engagement.
- Multiple Locations – Events or activities, whether formally or informally organized, which encourage persons to consume alcohol in three or more places or encourage the consumption of large amounts of alcohol are prohibited, including but not limited to “Around the World” or “Progressive” parties.
- Other Dangerous Conduct – The consumption of quantities of alcohol or the sustained consumption of alcohol that interferes with a person’s participation in the college community and/or that pose a risk to the health or safety of students or others is prohibited.

Because issues around the use, misuse, and abuse of alcohol have an impact on the academic and social success of students, the college expects that students who are legally eligible to drink will use alcohol responsibly and in a manner that does not put underage students at risk. Additionally, the host of any event at which alcohol is provided is responsible for complying with applicable laws and policies of the college. The “host” is the person, persons, or organization who provides the food, beverages, or accommodations for any activity. The college reserves the right to prohibit or restrict consumption of alcohol at certain events and in certain facilities.

**Community Standards:**

[https://www.dickinson.edu/download/downloads/id/963/community\\_standards.pdf](https://www.dickinson.edu/download/downloads/id/963/community_standards.pdf)

Maintaining a civil, safe and respectful environment in which learning can best occur is the responsibility of all members of our community. Below you will find descriptions of specific departures of the community standards related to alcohol and other drugs that will be addressed through our student conduct system.

- Adulteration of Food and/or Beverage - The intentional placement of drugs or other illicit substances into the food or beverage to be consumed by others, and without their knowledge and consent.
- Drugs - The possession, use, distribution, manufacture, cultivation, sale, transfer, or the attempt or conspiracy to possess, use, distribute, manufacture, cultivate, sell or transfer any substance the possession of which is prohibited by federal, state or local drug laws (NOTE: The intention to distribute, sell or transfer drugs may be inferred from the quantity and/or types of drugs involved). Effective August 2011, Pennsylvania added certain synthetic substances to the list of drugs and substances it is illegal to possess, use or sale. These include chemical substances contained in bath salts, synthetic marijuana, or other synthetic drugs including, but not limited to, salvia and 2C-E.
- Alcohol - The possession, use, sale, provision and/or distribution of alcohol, except as permitted by law, is a violation of the Dickinson College Community Standards as well as a possible violation of local, state and/or federal laws. Students are expected to comply with the Drug and Alcohol as well as other pertinent information outlined in the Student Handbook.
- Drug Paraphernalia - The possession and/or use of any paraphernalia which is prohibited by federal, state or local drug laws is a violation of the Dickinson College Community Standards.

Alcohol and Drug Amnesty: While the College expects all students to adhere to its Community Standards, there are times when health and safety issues take

precedence over conduct standards and students are encouraged to put their health and safety or the health and safety of others above all other concerns. The College encourages reporting of health and safety emergencies and seeks to remove any barriers to reporting by providing limited amnesty for individuals who report such emergencies.

Consequently, when a student in need of immediate medical assistance to prevent his or her own death or serious injury or that of another person contacts DPS, calls 911 or contacts Residential Life, neither the reporting student nor the student at risk will be held responsible for his or her own consumption or possession of alcoholic beverages or drugs provided:

- The reporting student reasonably believed s/he was the first person to make a call to DPS, 911 or Residence Life;
- The reporting student provides his/her own name when making the report, and
- The reporting student remains with the person needing medical assistance until help arrives.

This offer of amnesty refers to isolated incidents only and does not excuse or protect those who flagrantly and/or repeatedly violate the College's drug and alcohol standards and expectations. It applies only to cases of suspected extreme intoxication or other life-threatening circumstances due to alcohol or drug use and does not extend to related infractions such as assault or property damage. Although student or student organizations covered under this policy will not be subject to the conduct process, individuals involved will be required to meet with an administrator to discuss the incident and may be required to complete educational sessions and/or a substance use assessment. The incident may also result in notification of parent(s) or guardian(s). This policy only covers how the College will respond to students who could be involved in our student conduct process and does not cover criminal charges that could result from law enforcement based on the incident.

#### College Discipline:

Dickinson College will impose disciplinary sanctions on members of the college community for violations of the College's Standards of Conduct regarding drugs and alcohol. The outcomes which may be imposed individually or in combination on a student or organization found to have violated the Community Standards include, but are not limited to, the following:

Assessment and/or Treatment Referral to the Wellness Center or approved off-campus agencies for various assessments, evaluations and/or treatment. This includes but is not limited to: substance abuse assessment and/or treatment, anger management evaluation and/or treatment, and conflict mediation.

Restrictions on Participation or Use  
Restrictions on participation include the revocation, or the loss for a stated period of time or under a stated set of conditions, of a student's ability to participate in certain College approved activities, including but not limited to varsity sports, clubs, organizations (including but not limited to Greek organizations) or leadership positions with such sports, clubs and organizations. Restrictions on use include the denial of access to, or use of, certain College facilities, programs or equipment for a stated period of time or under a stated set of conditions.

Parental Notification Disclosure to a parent that the student has been found responsible for a violation of the alcohol and/or drug provisions of the Community Standards. This is a typical sanction for an alcohol and/or drug violation.

Warnings, suspension, or expulsion. Violations involving the possession, use, distribution, manufacture, cultivation, or sale of drugs are of such a serious nature that they are likely to result in the suspension or expulsion of a student.

In addition to any college discipline, the college may refer any violation of this policy to law enforcement agencies for prosecution or other action. The college will cooperate fully with law enforcement agencies regarding any unlawful conduct involving drugs or alcohol.

Studying Abroad: Students who declare an interest in studying abroad through the Center for Global Study and Engagement (CGSE) are subject to a conduct record check. Information that will be shared with the CGSE includes but is not limited to; violations that resulted in the suspension of the student, violations that resulted in a student being placed on stayed suspension or conduct probation, violations involving illicit drugs or drug paraphernalia, sexual harassment, sexual offenses, other acts of violence, and major damage to property. It is within the sole discretion of the College, through the CGSE and the CGSE Conduct Committee, to determine whether a student who has violated College policy and/or the Community Standards is eligible to study abroad. Consideration and qualification for study off-campus are not disciplinary determinations but may be affected by a student's disciplinary record.

A person who violates any law governing illicit drugs and alcohol is subject to criminal sanctions provided by law. In addition, a student who is convicted of any offense under state or federal law involving the possession or sale of a controlled substance will not be eligible to receive certain kinds of financial aid. (See "Suspension of Financial Aid Eligibility for Drug-Related Offenses" in the Student Handbook).

#### **B. Faculty and Staff**

When problems arise due to alcohol and other drug use and abuse, the college's goal is to provide employees, whenever possible, with options for assessment, recommendations, counseling, referrals and/or treatment. If a faculty or staff member violates college policy the individual may be subject to college disciplinary sanctions up to and including dismissal, in addition to federal and legal action and

penalties. Self-referral and early detection and referral are critical to the rehabilitation of employees.

Dickinson College prohibits administrators, faculty and staff from engaging in any of the following activity:

- The unlawful manufacture, cultivation, possession, distribution, dispensation, and use of any drug on any college-owned property, at any college activity or activity offered by an organization recognized by the college, or during any college-sponsored event or travel.
- The possession of unlawful drug paraphernalia.
- Reporting to work under the influence of alcohol, illegal drugs or illegal use of controlled substances. "Under the influence" means that the employee is affected by alcohol or drugs or the combination of both in any detectable manner. This may be established by professional opinion, a scientifically valid test, or, in some cases, by observation of impairment of physical or mental ability, such as slurring of speech, difficulty in maintaining balance, etc. With respect to alcohol, an employee is under the influence if the employee's blood alcohol level is 0.04 or greater.
- Refusing to submit to any alcohol or drug test conducted under this Policy.
- Hosting any event where alcohol is provided and puts underage students at risk. Additionally, the host of any event at which alcohol is provided is responsible for complying with applicable laws and policies of the college. The "host" is the person, persons, or organization who provides the food, beverages, or accommodations for any activity. The college reserves the right to prohibit or restrict consumption of alcohol at certain events and in certain facilities.

While the possession and use of marijuana for medical purposes is legal under Pennsylvania law, the manufacture, possession, distribution, dispensing and use of marijuana remains illegal under federal law. Consistent with federal law, including the



Controlled Substances Act and the Drug Free Schools and Communities Act, the use and/or possession of marijuana, even for medical purposes, continues to be prohibited while an employee is on college owned or college controlled property, and/or at any function hosted, authorized or supervised by the college regardless of where held.

#### Reasonable Suspicion Drug and Alcohol Testing

When the college has reason to suspect illegal drug or alcohol use in violation of this policy, the college will require the employee(s) to submit to drug and/or alcohol testing. This may exist in a variety of circumstances, including but not limited to:

- (1) where an employee manifests physical or behavioral symptoms or reactions of being under the influence commonly attributed to the use of illegal drugs or alcohol, which could include appearance, conduct, speech, or odor, or
- (2) the college otherwise receives reliable information indicating that an employee or group of employees may be engaging in conduct that violates this policy.

Reasonable suspicion that a person is under the influence will be determined by college management which includes:

- (1) supervisors or department chairs in consultation with the leader of a particular division or his or her designee, or
- (2) the leader of a division or his or her designee.

*\*Nothing in this policy is intended to supersede employment policies setting higher expectations and standards for employment-related alcohol and drug use based upon specific requirements of various positions. Positions where higher standards may be in place include but are not limited to those involving the operation of heavy equipment, child care positions, and employees in the Department of Public Safety.*

#### Pre-employment, Post Accident and Follow Up Drug and Alcohol Testing

The college may require pre-employment drug and alcohol testing prior to employment for certain safety sensitive positions. The college may require post-accident or incident drug and alcohol testing in any instance in which serious injury or loss of property occur, or serious behavioral or performance deficiencies are observed. The college may require follow up drug and alcohol testing as a condition of continued employment in instances where this policy has been violated.

#### Refusal to Test

Refusal to submit to the types of drug and alcohol tests employed by the college will be grounds for refusal to hire applicants, and for discipline of employees, up to and including termination of employment. A "refusal to test" is defined as any conduct that would obstruct the proper administration of a test. A delay in providing a breath or urine specimen may constitute a refusal. If an individual cannot provide a sufficient urine specimen or adequate breath, he or she will be evaluated by a physician of the college's choice. If the physician cannot find a legitimate medical explanation for the inability to provide a specimen (either urine or breath), the individual will be considered to have refused to test.

#### Reporting Violations

Employees are required to immediately report any violation of this policy to their immediate supervisor. An employee who fails to report such a violation is subject to disciplinary action, up to and including termination of employment. Employees must notify their immediate supervisor within five (5) days, of any conviction for violation of an alcohol or drug offense.

#### Inspection of Work Areas, Possessions, and Vehicles

Where the college has reason to suspect that an employee is in violation of this policy, he or she may be asked to submit immediately to a search of his or her person and/or to make his or her work areas, briefcase, purse, packages, personal belongings, desk, vehicles, or any other receptacle he or she uses or has

access to, available for inspection. Such search or inspection typically will be conducted in the presence of at least one witness other than the college representative performing the search or inspection. Entry onto college premises (including parking lots) constitutes consent to search and inspection. Refusal to consent to search or inspection shall be considered grounds for which an employee may be disciplined, up to and including termination of employment.

### **Consequences of Policy Violation**

Any employee who engages in prohibited conduct as set forth herein will be subject to disciplinary action, up to and including termination of employment. The employment of any individual who tests positive for alcohol and/or illegal drugs, or who refuses a test under this policy, will be subject to disciplinary action, up to and including termination of employment. Under appropriate circumstances, counseling and treatment may be options considered for violations of this policy. Any discipline imposed under this policy will be determined in compliance with the requirements set forth in the Employee and/or the Academic Handbook, as applicable.

Dickinson College will impose disciplinary sanctions on members of the college community for violations of the College's Standards of Conduct regarding drugs and alcohol. Potential sanctions for violations of this policy include but are not limited to, warnings, assessment/treatment, suspension with or without pay, and discharge. Violations involving the possession, use, distribution, manufacture, cultivation, or sale of drugs are of such a serious nature that they are likely to result in the discharge of a college employee.

In addition to any college discipline, the college may refer any violation of this policy to law enforcement agencies for prosecution or other action. The college will cooperate fully with law enforcement agencies regarding any unlawful conduct involving drugs or alcohol.

### **Special requirements for those working on or with federal contracts and grants**

The Federal Drug-Free Workplace Act of 1988 (Public Law 100-690, Title V, Subtitle D) requires that college employees directly engaged in the performance of work on a federal contract or grant must abide by this policy as a condition of employment.

Dickinson's Sponsored Projects Office must be notified within five (5) calendar days if an employee working on a contract or grant supported by federal funds is convicted of any criminal drug statute violation occurring in the workplace or while on college business. The college is required to notify the federal contracting or granting agency within 10 calendar days of receiving notice of such conviction and to take appropriate corrective action or to require the employee to participate satisfactorily in available counseling, treatment and approved substance abuse assistance or rehabilitation programs within 30 calendar days of having received notice of such conviction.

### **LEGAL SANCTIONS**

The following provisions of law serve as the foundation for the college's policy on the unlawful use of alcohol and drugs, including college disciplinary action. (Note: this list is not a complete summary of relevant laws, ordinances or penalties.)

- **Pennsylvania Underage Drinking Law**

A person under 21 commits a summary offense if they attempt to purchase, purchase, consume, possess or knowingly and intentionally transport any liquor or malt or brewed beverages.

A person convicted of violating this law may be sentenced to pay a fine of not more than \$500 for the first violation and not more than \$1000 for the second and subsequent violation. In addition, whenever a person is convicted under this law, the court shall order the motor vehicle operating privilege of the person suspended. The duration of the suspension will be 90 days for a first

offense, one year for a second offense, and two years for third or subsequent offenses.

Source: 18 Pa. C.S. 6308 and 18 Pa. C.S. 6310.4

- **Selling or Furnishing Liquor or Malt or Brewed Beverages to Minors**

A person commits a misdemeanor of the third degree if they intentionally and knowingly sell or intentionally and knowingly furnish or purchase with the intent to sell or furnish, any liquor or malt or brewed beverage to a person who is less than 21 years of age.

A person convicted of violating this law shall be sentenced to pay a fine of not less than \$1000 for the first violation and a fine of \$2500 for each subsequent violation

Source: 18 Pa. C.S. 6310.1

- **Carrying a False Identification Card**

A person commits a summary offense for a first violation and a misdemeanor of the third degree for any subsequent violation if they, being under 21 years of age, possess an identification card falsely identifying that person by name, age, date of birth or photograph as being 21 years of age or older or obtains or attempts to obtain liquor or malt or brewed beverages by using the identification card of another or by using an identification card that has not been lawfully issued to or in the name of that person who possess the card.

In addition to a loss of motor vehicle operating privileges as defined in Pa. C.S. 6310.4, a person convicted of violating this law shall be sentenced to pay a fine of not more than \$500 for the second and subsequent violations.

Source: 18 Pa. C.S. 6310.3

- **Public Drunkenness**

A person is guilty of a summary offense if they appear in any public place manifestly

under the influence of alcohol or a controlled substance to the degree that they may endanger themselves or other persons or property, or annoy persons in their vicinity.

A person convicted of violating this law may be sentenced to pay a fine of not more than \$500 for the first violation and not more than \$1000 for the second and subsequent violation.

Source: 18 Pa. C.S. 5505

- **Driving Under the Influence of Alcohol or a Controlled Substance (D.U.I.)**

- a. *General Impairment*

(1) An individual may not drive, operate or be in actual physical control of the movement of a vehicle after imbibing a sufficient amount of alcohol such that the individual is rendered incapable of safely driving, operating or being in actual physical control of the movement of the vehicle.

(2) An individual may not drive, operate or be in actual physical control of the movement of a vehicle after imbibing a sufficient amount of alcohol such that the alcohol concentration in the individual's blood or breath is at least 0.08% but less than 0.10% within two hours after the individual has driven, operated or been in actual physical control of the movement of the vehicle.

- b. *High rate of alcohol* – An individual may not drive, operate or be in actual physical control of the movement of a vehicle after imbibing a sufficient amount of alcohol such that the alcohol concentration in the individual's blood or breath is at least 0.10% but less than 0.16% within two hours after the individual has driven, operated or been in actual physical control of the movement of the vehicle.

- c. *Highest rate of alcohol* - An individual may not drive, operate or be in actual physical control of the movement of a vehicle after imbibing a sufficient amount of alcohol such that the alcohol concentration in the individual's blood or breath is 0.16% or higher within two hours after the individual has driven, operated or been in actual physical control of the movement of the vehicle.
- d. *Controlled substances* - An individual may not drive, operate or be in actual physical control of the movement of a vehicle under any of the following circumstances:
  - (1) There is in the individual's blood any amount of a Schedule I controlled substance, a Schedule II or Schedule III controlled substance which has not been medically prescribed for the individual; or the individual is under the influence of a drug or combination of drugs to a degree which impairs the individual's ability to safely drive, operate or be in actual physical control of the movement of a vehicle; or the individual is under the influence of alcohol and a drug or combination of drugs to a degree which impairs the individual's ability to safely drive, operate or be in actual physical control of the movement of a vehicle; or the individual is under the influence of a solvent or noxious substance in violation of Pennsylvania law relating to sale or illegal use of certain solvents and noxious substances.
- e. *Minors* – A minor may not drive, operate or be in actual physical control of the movement of a vehicle after imbibing a sufficient amount of alcohol such that the alcohol concentration in the minor's blood or breath is 0.025 or higher within two hours after the minor has driven, operated or been in actual physical control of the movement of a vehicle.

#### Penalties for Driving Under the Influence of Alcohol or a Controlled Substance

- a. *General Impairment* [Undetermined to 0.099% Blood Alcohol Content (BAC)] – For a first offense undergo a mandatory minimum of six months' probation; pay a fine of \$300; attend an alcohol highway safety school; and comply with all drug and alcohol treatment requirements imposed by the court.

For a second offense undergo imprisonment for not less than 5 days; pay a fine of not less than \$2500; attend an alcohol highway safety school; and comply with all drug and alcohol treatment requirements imposed by the court.

For a third or subsequent offense undergo imprisonment of not less than 10 days; pay a fine of not less than \$500 and not more than \$5000; and comply with all drug and alcohol treatment requirements imposed by the court.

- b. *High Rate of Alcohol; Minors; Commercial Vehicles and School Vehicles* – For a first offense undergo imprisonment of not less than 48 consecutive hours; pay a fine of not less than \$500 and not more than \$5000; attend an alcohol highway safety school; and comply with all drug and alcohol treatment requirements imposed by the court.

For a second offense undergo imprisonment for not less than 30 days; pay a fine of not less than \$750 and not more than \$5000; attend an alcohol highway safety school; and comply with all drug and alcohol treatment requirements imposed by the court.

For a third offense undergo imprisonment of not less than 90 days; pay a fine of not less than \$1500 and not more than \$10,000; and comply with all drug and alcohol treatment requirements imposed by the court.

For a fourth or subsequent offense undergo imprisonment of not less than one year; pay a fine of not less than \$1500 and not more than \$10,000; and comply with all drug and alcohol treatment requirements imposed by the court.

*\*Under the law minors, commercial drivers, school vehicle or bus drivers, and offenders involved in an accident that injures someone or causes property damage may be subject to the high BAC penalties even if their BAC is not in the high category.*

*c. Incapacity; Highest Blood Alcohol; Controlled Substances* - For a first offense undergo imprisonment of not less than 72 consecutive hours; pay a fine of not less than \$1000 and not more than \$5000; attend an alcohol highway safety school; and comply with all drug and alcohol treatment requirements imposed by the court.

For a second offense undergo imprisonment for not less than 90 days; pay a fine of not less than \$1500; attend an alcohol highway safety school; and comply with all drug and alcohol treatment requirements imposed by the court.

For a third or subsequent offense undergo imprisonment of not less than one year; pay a fine of not less than \$2500; and comply with all drug and alcohol treatment requirements imposed by the court.

*\*Individuals who refuse breath or chemical testing may be subject to the highest BAC penalties.*

Source: 75 Pa. C.S. 3802 and 75 Pa C.S. 3804

- **Possession of a Controlled Substance**

The following acts are prohibited under Pennsylvania law: the manufacture, sale or delivery, holding, offering for sale, or possession of any controlled substance, other drug, device or cosmetic that is adulterated or misbranded.

A person convicted of violating this law shall be guilty of a misdemeanor and be sentenced to imprisonment not exceeding one year or to pay a fine not exceeding \$5000, or both. Subsequent convictions will result in a greater length of imprisonment and an increased fine.

Source: 35 Pa. C.S. 780-113(a)(1)

- **Manufacture, Delivery or Possession with Intent to Deliver Controlled Substances**

The manufacture, delivery, or possession with intent to manufacture or deliver, a controlled substance by a person not registered under the law, or a practitioner not registered or licensed by the appropriate State board, or knowingly creating, delivering or possessing with intent to deliver, a counterfeit controlled substance is prohibited.

A person convicted of violating this law shall be guilty of a felony and shall be sentenced to imprisonment of three to fifteen years, or to pay a fine of \$10,000 to \$250,000 or both depending on the Schedule of the drug in question.

Source: 35 Pa. 780-113(a)(30)

- **Possession of a Small Amount of Marijuana**

Possession of marijuana (even in a small amount or an amount for

personal use) is prohibited. For the purposes of this law, a small amount of marijuana is considered marijuana 30 grams or less, or hashish of 8 grams or less.

A person convicted of violating this law shall be guilty of a misdemeanor and may be sentenced to imprisonment up to 30 days, a fine of no more than \$500, or both.

Source: 35 Pa. C.S. 780-113(a)(31)

- **Possession of Drug Paraphernalia**

The use of, or possession with intent to use, drug paraphernalia for the purpose of planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packing, repacking, storing, containing, concealing, injecting, ingesting, inhaling or otherwise introducing into the human body a controlled substance is prohibited.

A person convicted of a violation of this law shall be guilty of a misdemeanor and may be sentenced to imprisonment up to 1 year, a fine of no more than \$2500, or both.

Source: 35 Pa. C.S. 780-113(a)(32)

*\*Pennsylvania law, specifically 18 Pa. C.S. 7508, addresses mandatory minimum sentences for drug trafficking crimes. Mandatory minimum sentences under PA law provide little flexibility upon conviction. There are also additional factors that may amplify or aggravate sentencing, such as possession of a firearm.*

## **Driver's License Suspension for Drug Crimes in Pennsylvania**

There are certain criminal offenses in Pennsylvania that carry a suspension of an individual's driver's license as part of the penalty for that criminal offense, including some non-driving-related criminal offenses. Some common examples of criminal offenses that carry license suspension as part of the penalty include any offense under the PA Controlled Substance, Drug, Device and Cosmetic Act. Suspension of a driver's license is part of a separate administrative proceeding handled by the PA Department of Transportation (PennDOT).

## **ADDITIONAL RESOURCES**

Drug Enforcement Agency Resource Guide 2017

Edition: Drugs of Abuse

[https://www.dea.gov/sites/default/files/drug\\_of\\_abuse.pdf](https://www.dea.gov/sites/default/files/drug_of_abuse.pdf)

Drug Enforcement Agency Resource: Campus Drug Prevention website:

<https://www.campusdrugprevention.gov/>

Drug Enforcement Agency List of Controlled Substances:

[https://www.deadiversion.usdoj.gov/schedules/orangebook/c\\_cs\\_alpha.pdf](https://www.deadiversion.usdoj.gov/schedules/orangebook/c_cs_alpha.pdf)

Drug Enforcement Agency Drug Facts and

Scheduling: <https://www.dea.gov/drug-scheduling>

## **Missing Student Policy/Investigation**

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

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

If a member of the college community has reason to believe that a student is missing, they should immediately notify DPS at 717-245-1111, whether or not the student resides on campus. DPS will generate a missing person report and initiate an investigation. DPS will then notify the Student Life On-Call (SLOC) personnel, the Chief of Public Safety and/or their designee, and other appropriate personnel to initiate actions to locate the student. All possible efforts will be made to locate the student to determine his or her state of health and well-being through the collaboration of DPS and the Office of the Dean of Students. If the student is an on campus resident, DPS, working with Residential Life personnel, may make an entry into the student's room to check on their welfare. If the student is an off-campus resident, DPS will informally enlist the aid of the neighboring police agency having jurisdiction.

Concurrently, college officials will endeavor to determine the student's whereabouts through contact with friends, associates, and/or employers of

the student. Whether or not the student has been attending classes, labs, recitals, and scheduled organizational or academic meetings, or appearing for scheduled work shifts, will be established. If located, verification of the student's state of health and intention of returning to the campus will be made. When and where appropriate, a referral will be made to the Wellness Center.

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

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

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

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

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

## **Campus Security Related 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 Student Life 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 Residential 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.
- (3) 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**

Dickinson College promotes a smoke-free environment, and smoking and the use of electronic cigarettes 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. The use of electronic cigarettes is also prohibited in buildings on campus. The success of this policy depends upon the thoughtfulness, consideration, and cooperation of smokers and nonsmokers. In all cases, the right of nonsmokers to protect their health will take precedence over a smoker's desire to smoke.

## **Crime (Including Sexual Assault)**

### **Prevention and Awareness Programs**

**Primary Prevention and Awareness Programs Related to Domestic Violence, Dating Violence, Sexual Assault and Stalking** – The college engages in comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault and stalking that: Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research, or assessed for value, effectiveness, or outcome; and consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels.

Educational programming consists of primary prevention and awareness programs for all incoming students, new employees, and ongoing awareness and prevention campaigns for students and employees that:

- Identifies domestic violence, dating violence, sexual assault and stalking as prohibited conduct;
- Defines using definitions provided both by the Department of Education as well as state law what behavior constitutes domestic violence, dating violence, sexual assault, and stalking;
- Defines what behavior and actions constitute consent to sexual activity in the Commonwealth of Pennsylvania and/or using the definition of consent found in the Student Code of Conduct if state law does not define consent;
- Provides a description of safe and positive options for bystander intervention. Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate

violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene;

- Information on risk reduction. Risk reduction means options designed to decrease perpetration and bystander inaction and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.

**Incoming Students** – Every incoming and transfer student is required to complete the START Program prior to arriving on campus for First Year Student Orientation. The START Program is a series of modules addressing sexual assault awareness and prevention and alcohol and drug awareness. These are not over-simplified lectures about alcohol and sex; rather, they are thoughtful, well-researched educational programs for adults committed to thinking about their life choices and values.

**The START Program** includes the following modules:

- Healthy Relationships and Dating Violence
- Harassment and Respect Among Peers
- Know Your Limits, and
- Lasting Choices: Protecting Our campus from Sexual Assault

**Orientation and Extended Orientation Programs** – Every incoming and transfer Dickinson student is also required to attend prevention and awareness programs throughout the orientation and extended orientation period. These programs include Sexual Harassment and Assault Prevention Awareness; Bystander Intervention; and an Alcohol Education Program. These programs are coordinated through the Wellness Center, Student Leadership & Campus Engagement, Public Safety, the Dean of Students, and the Title IX Coordinator.

**New Employees** – Every new employee participates in a New Employee Orientation program on campus.

During this program, employees are advised of the College Sexual Harassment and Misconduct Policy, and the Mandatory Reporting Policy. In addition, new employees are provided information related to emergency evacuation, notification, and Green Dot, a bystander intervention program at the college. Crime prevention materials are also provided and questions are answered during new employee orientation meetings.

#### **Ongoing Prevention and Awareness Programs and Campaigns Related to Domestic Violence, Dating Violence, Sexual Assault and Stalking –**

**Bystander Intervention** - Dickinson College is committed to providing initial and ongoing education about bystander intervention. Preventing sexual and gender-based misconduct requires a commitment from all members of the college campus community. We can work together to uphold the values of civility, respect and accountability through intervening early in a situation that may evolve into sexual misconduct, harassment or relationship violence. Below are some tips on how to intervene and support the college community:

- Be aware of your environment: Notice when someone is crossing a line. Pay attention to the verbal and physical signals between people.
- Assess the situation: Remember, your personal safety and the safety of others is the No. 1 priority. If you or others are not safe, you should call authorities immediately.

#### **Options for Intervening:**

##### Indirect Action

- Tell another friend, host or bartender that someone has had too much to drink and ask for help in stopping the situation.
- Call authorities.

##### Direct Action

- Check in with your friend by asking if everything is okay; this simple interruption may change the course of the situation.
- Talk to the person directly about any problematic behavior and try to de-escalate the situation.
- Intervene with the support of additional friends.

#### **Sexual Harassment and Misconduct Policy Training –**

Every college employee is required to attend annual training related to the college Sexual Harassment and Misconduct, and Mandatory Reporting policies. Through this training, employees are notified of their responsibilities under the law and college policy. Employees are required to take this training in person every four years, and through an online training program in other years. This training also includes information on the Clery Act, including discussion of the responsibilities of campus security authorities (CSAs).

**Clery Act Training** – Through annual Sexual Harassment and Misconduct Policy Training, employees are advised of the role and responsibilities associated with Clery Act CSAs (Campus Security Authorities). In addition, employees of Public Safety, Residential Life, and other employees as deemed appropriate receive in depth CSA and Clery Act familiarization training annually.

**Residence Hall Training** - Officers assigned as liaisons to residential buildings conduct safety awareness and emergency response training in conjunction with Residential Assistants at the beginning of the fall and spring semesters.

#### **Education and Awareness Programs –**

Throughout the year many offices and student organizations hold training, education and awareness programs on campus. Some of the office and student organizations that have been conducted or sponsored programs include the

Title IX Coordinator; the Wellness Center; the Women's and Gender Resource Center; Office of LGBTQ Services; Popel Shaw Center for Race and Ethnicity; the Dean of Students Office; Yes PLEASE! Peer Educators; PALS (Peers Assisting Learning About Sex); Spectrum; and the Feminist Collective. Programs in 2018 included: Take Back the Night; Sexual Assault Awareness Month programs; Domestic Violence Awareness Month events; and many more.

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

**Run, Hide, Fight** – DPS and Dickinson College have incorporated the principles of “Run, Hide, Fight” into their Active Shooter training program. Members of the college community are taught proactive strategies which individuals can apply in active shooter situations. The goal of this training is to help save lives by training students, faculty, and staff with skills that will bridge the gap between the time a violent incident begins and law enforcement arrives.

**Safety Shuttle** – Through a cooperative agreement with Student Senate, Public Safety operates a Safety Shuttle between 7:00 p.m. and 3:00 a.m. seven days a week when classes are in session. The Safety Shuttle, operated primarily by student drivers, is available to pick students up and take them to or from locations throughout the Borough of Carlisle. The Safety Shuttle is free of charge and operates on a published route.

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

dispatched to walk with you to your destination. Off campus escorts are limited to the requestor's residence. \* Students, staff, and faculty are asked to walk with others when possible and to choose paths that are well lit.

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

**Self-defense** - Self-defense training is available to employees and students. This training includes awareness, prevention, risk reduction and avoidance strategies, as well as options available during a confrontation or attack. Trained DPS officers teach self-defense training.

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

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

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

**Classroom Visits** – Each year personnel from Public Safety are invited into different academic courses to participate in discussions or research

with students and faculty members. Discussions have included Sexual Assault law, Surveillance in Society, and Police/Community Relations.

**Safety Walk** - A Safety Walk is conducted each year to determine if external lighting is adequate. Facilities Management and DPS personnel walking the campus after dark with students to ascertain if lighting levels are adequate perform the survey. 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.

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

## **Fire Safety**

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

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

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

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

DPS located at the Kaufman Building or by calling (717) 245-1349.

**Bologna campus:** Bologna student residential facilities are equipped with smoke detectors, carbon monoxide detectors and fire extinguishers. The alarms sound locally in each unit and are not connected to a central monitoring system.

**Cameroon campus:** The Cameroon campus student residential facilities are used at the beginning of each semester only, when students stay at the center during the first two weeks after they arrive in Cameroon. This facility is not equipped with smoke detectors. Fire extinguishers are available in the facility.

## **Fire Safety Improvements and Upgrades**

DPS, Facilities Management, the Office of Residential Life, and Enterprise Risk Management and Compliance annually reviews the fire systems in the Carlisle campus residence halls and will make upgrades, repairs or revisions when problems are identified. Program Directors at Bologna and Cameroon review the fire safety measures and systems in the student residential facilities on their campuses and make repairs or revisions when problems are identified.

## **Reporting a Fire**

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

**Bologna campus:** Persons reporting a fire should or medical emergency may dial 112 from any phone in Italy. Students should notify the Bologna campus Program Director of any emergency. In the event of an emergency Dickinson College Public Safety in Carlisle may also be contacted at: 001-717-245-1111.

**Cameroon campus:** Persons reporting a fire should dial 18 on landlines or 118 on cell phones for assistance. Students should notify the Cameroon

campus Program Director of any emergency. In the event of an emergency Dickinson College Public Safety in Carlisle may also be contacted at: 001-717-245-1111.

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

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

- Remain calm and close the windows in the room.
- Take only clothing that will be needed for the type of weather conditions that exist. Do not try and collect personal items to take with you.
- Turn off any electrical items you 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.
- Proceed to the Emergency Assembly Area (EAA) for your building. This information is posted in each residential facility and is available through your Residence Assistant on the Carlisle campus. In non-housing facilities, this information is available from your building coordinator. Your building coordinator and/or their designees will also provide you directions to your EAA in the event a building evacuation occurs.
- Never attempt to go back into the building even if the alarm stops sounding. Wait until Public Safety or emergency services personnel have cleared the building and given the permission to re-enter.

In an actual emergency if you are trapped and not able to exit a room or the building, yell for help and call DPS at ext. 1111 or 1349 using a phone in the building or your cellular phone on the Carlisle campus, or the appropriate emergency services authority at the Bologna and Cameroon campuses. Be sure you can give your location in the building as

best as you can so responding emergency services personnel may locate and assist you.

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

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

Fire safety drills on the Bologna and Cameroon campuses will be conducted by the Program Director.

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

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

#### **Residence Hall Safety Standards**

- Cooking appliances may only be used and stored in kitchen areas.
- 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

- No spark or flame producing items: candles, incense burners, etc.

No candles (decorative or otherwise), incense, incense burners, oil or 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 or 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:

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

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

The Office of Residential Life regularly conducts inspections of each residential area on the Carlisle 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 Residential Life.

## **Fire Safety Education**

All residence halls on the Carlisle campus are equipped with fire detection and firefighting equipment. Residence facilities on the Bologna and Cameroon campuses are equipped with fire extinguishers. 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 are 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.

## **Residence Hall Fire Statistics**

### **2016**

- 5 minor fires within on campus residential facilities on the Carlisle campus, resulting in no injuries and less than \$2500.00 in damage
- Zero fires within on campus residential facilities on the Bologna campus
- Zero fires within on campus residential facilities on the Cameroon campus

### **2017**

- 1 minor fire within on campus residential facility on the Carlisle campus, resulting in no injuries and less than \$100.00 in damage
- Zero fires within on campus residential facilities on the Bologna campus
- Zero fires within on campus residential facilities on the Cameroon campus

### **2018**

- 2 minor fires within on campus residential facilities on the Carlisle campus, resulting in no injuries and less than \$1000.00 in damage
- Zero fires within on campus residential facilities on the Bologna campus
- Zero fires within on campus residential facilities on the Cameroon campus



RESIDENTIAL STUDENT HOUSING Building Name / Location	Central Station	Sprinkler	HALON	Pull Stations	Alarm Notes
ADAMS HALL	Y	N	N	Y	Smoke & Heat Sensors
ARMSTRONG HALL (Q-8)	Y	N	N	Y	Smoke & Heat Sensors
ATWATER HALL (Q-7)	Y	N	N	Y	Smoke & Heat Sensors
BAIRD / MCCLINTOCH HALL (Q-4/5)	Y	Y	N	Y	Sprinkler, Smoke & Heat Sensors
BUCHANAN HALL (Q-2)	Y	N	N	Y	Smoke & Heat Sensors
CEDAR STREET, 135	Y	N	N	Y	Smoke & Heat Sensors
CENTER FOR SUSTAINABLE LIVING 532 W. Louthier	Y	Y	N	Y	Sprinkler, Smoke & Heat Sensors
CHERRY ST, 128	Y	N	N	Y	Smoke & Heat Sensors
CHERRY ST, 130	Y	N	N	Y	Smoke & Heat Sensors
CHERRY ST, 136	Y	N	N	Y	Smoke & Heat Sensors
CHERRY ST, 140	Y	N	N	Y	Smoke & Heat Sensors
COLLEGE ST, N 135	Y	N	N	Y	Smoke & Heat Sensors
COLLEGE ST, N 139	Y	N	N	Y	Smoke & Heat Sensors
COLLEGE ST, S 49	Y	N	N	Y	Smoke & Heat Sensors
COLLEGE ST, S 51	Y	N	N	Y	Smoke & Heat Sensors
CONWAY HALL (Q-1)	Y	N	N	Y	Smoke & Heat Sensors
CONWAY ST, 2	Y	N	N	Y	Smoke & Heat Sensors
COOPER HALL (Q-3)	Y	N	N	Y	Smoke & Heat Sensors
DAVIDSON/WILSON HALL (Q- 9/10)	Y	N	N	Y	Smoke & Heat Sensors
DRAYER HALL	Y	N	N	Y	Smoke & Heat Sensors
FACTORY APARTMENTS, 230 W. North Street	Y	N	N	Y	Smoke & Heat Sensors
FACTORY APARTMENTS, 236 W. North Street	Y	Y	Y	Y	Data Closet-HALON
GOODYEAR BUILDING, RESIDENTIAL APARTMENTS	Y	N	N	Y	Smoke & Heat Sensors
HANSON HOUSE - 133 N. College Street	Y	N	N	Y	Smoke & Heat Sensors
HIGH STREET APARTMENT, 25/27	Y	N	N	Y	Smoke & Heat Sensors
HIGH STREET APARTMENT, 141	Y	N	N	Y	Smoke & Heat Sensors
HIGH STREET APARTMENT, 155	Y	N	N	Y	Smoke & Heat Sensors
HIGH STREET APARTMENT, 159	Y	N	N	Y	Smoke & Heat Sensors
HIGH STREET APARTMENT, 163	Y	N	N	Y	Smoke & Heat Sensors
HIGH STREET APARTMENT, 165	Y	Y	N	Y	Sprinkler, Smoke & Heat Sensors
HIGH STREET APARTMENT, 169	Y	Y	N	Y	Sprinkler, Smoke & Heat Sensors
HIGH STREET APARTMENT, 171	Y	N	N	N	Smoke & Heat Sensors
KISNER-WOODWARD (K.W.) HALL	Y	N	N	Y	Smoke & Heat Sensors
LONGSDORFF HALL (Q-6)	Y	N	N	Y	Smoke & Heat Sensors
LOUTHER ST, W 146	Y	N	N	N	Smoke & Heat Sensors
LOUTHER ST, W 150	Y	N	N	N	Smoke & Heat Sensors
LOUTHER ST, W 152	N	N	N	N	Linked Local Smoke Sensors
LOUTHER ST, W 154	Y	Y	N	Y	Sprinkler, Smoke & Heat Sensors
LOUTHER ST, W 170	Y	N	N	Y	Smoke & Heat Sensors
LOUTHER ST, W 179	Y	N	N	Y	Smoke & Heat Sensors
LOUTHER ST, W 417	Y	N	N	Y	Smoke & Heat Sensors
LOUTHER ST, W 425	Y	N	N	Y	Smoke & Heat Sensors
LOUTHER ST, W 429	Y	N	N	Y	Smoke & Heat Sensors

RESIDENTIAL STUDENT HOUSING Building Name / Location	Central Station	Sprinkler	HALON	Pull Stations	Alarm Notes
LOUTHER ST, W 505	Y	N	N	Y	Smoke & Heat Sensors
LOUTHER ST, W 507	Y	N	N	Y	Smoke & Heat Sensors
LOUTHER ST, W 509	Y	N	N	Y	Smoke & Heat Sensors
LOUTHER ST, W 513	Y	N	N	Y	Smoke & Heat Sensors
LOUTHER ST, W 515	Y	N	N	Y	Smoke & Heat Sensors
LOUTHER ST, W 519	Y	N	N	Y	Smoke & Heat Sensors
LOUTHER ST, W 521	Y	N	N	Y	Smoke & Heat Sensors
LOUTHER ST, W 527	Y	N	N	Y	Smoke & Heat Sensors
LOUTHER ST, W 529	Y	N	N	N	Smoke & Heat Sensors
LOUTHER ST, W 531	Y	N	N	Y	Sprinkler, Smoke & Heat Sensors
LOUTHER ST, W 538	Y	N	N	Y	Smoke & Heat Sensors
LOUTHER STREET APARTMENTS, 171	Y	N	N	Y	Smoke & Heat Sensors
LOUTHER STREET APARTMENTS, 173 / 175	Y	N	N	Y	Smoke & Heat Sensors
MALCOLM HALL	Y	Y	N	Y	Sprinkler, Smoke & Heat Sensors
MATTHEWS HOUSE	Y	N	N	Y	Smoke & Heat Sensors
MCKENNEY HALL	Y	Y	N	Y	Smoke & Heat Sensors
MORGAN HALL	Y	N	N	Y	Smoke & Heat Sensors
NORTH ST, W 344	Y	N	N	Y	Smoke & Heat Sensors
NORTH ST, W 362	Y	N	N	Y	Smoke & Heat Sensors
PARKER ST, 24	Y	N	N	N	Smoke & Heat Sensors
PARKER ST, 26	Y	N	N	Y	Smoke & Heat Sensors
REED HOUSE - 32 S. West Street	Y	N	N	Y	Smoke & Heat Sensors
REED ST, 502	Y	N	N	Y	Smoke & Heat Sensors
REED ST, 504	Y	N	N	Y	Smoke & Heat Sensors
REED ST, 506	Y	N	N	Y	Smoke & Heat Sensors
REED ST, 508	Y	N	N	Y	Smoke & Heat Sensors
REED ST, 510	Y	N	N	Y	Smoke & Heat Sensors
REED ST, 512	Y	Y	N	Y	Sprinkler, Smoke & Heat Sensors
SCHUMANN HOUSE - 34 S. West Street	Y	N	N	Y	Smoke & Heat Sensors
STRAYER CARRIAGE HOUSE	Y	Y	N	Y	Smoke & Heat Sensors
STRAYER HOUSE	Y	Y	N	Y	Smoke & Heat Sensors
STUART HOUSE - 49 N. West Street	Y	Y	N	Y	Sprinkler, Smoke & Heat Sensors
TODD HOUSE - 41 S. College Street	Y	N	N	Y	Smoke & Heat Sensors
TOWN HOUSE, 373	Y	N	N	Y	Smoke & Heat Sensors
TOWN HOUSE, 377	Y	N	N	Y	Smoke & Heat Sensors
TOWN HOUSE, 379	Y	N	N	Y	Smoke & Heat Sensors
TOWN HOUSE, 381	Y	N	N	Y	Smoke & Heat Sensors
TOWN HOUSE, 383	Y	N	N	Y	Smoke & Heat Sensors
VINCETTE HOUSE - 275 W. Louther Street	Y	N	N	Y	Smoke & Heat Sensors
WEST ST, S 46	Y	Y	N	Y	Smoke & Heat Sensors
WEST STREET, S. 100	Y	N	N	Y	Smoke & Heat Sensors
WITWER HALL	Y	N	N	Y	Smoke & Heat Sensors

RESIDENTIAL STUDENT HOUSING Building Name / Location	Central Station	Sprinkler	HALON	Pull Stations	Alarm Notes
<b>BOLOGNA CAMPUS</b>					
VIA MARSALA, 9 (1 <sup>st</sup> and 3 <sup>rd</sup> floors)	N	N	N	N	Smoke and carbon monoxide detectors
VIA CASTIGLIONE, 24 (2 <sup>nd</sup> floor)	N	N	N	N	Smoke and carbon monoxide detectors
VIA CASTIGLIONE, 26 (2 <sup>nd</sup> floor)	N	N	N	N	Smoke and carbon monoxide detectors
VIA ARIENTI, 3 (2 <sup>nd</sup> floor)	N	N	N	N	Smoke and carbon monoxide detectors
VIA FRANCESCO TODARO, 5 <sup>th</sup> floor	N	N	N	N	Smoke and carbon monoxide detectors
VIA DE ROLANDIS, 3 <sup>rd</sup> floor	N	N	N	N	Smoke and carbon monoxide detectors
<b>CAMEROON CAMPUS</b>					
SHELL NSIMEYONG	N	N	N	N	Fire extinguisher available

## **Campus Parking Policy**

All students, faculty and staff who wish to park in campus parking lots during weekday business hours (Monday through Friday 7:00 a.m. to 5:00 p.m.) are required to purchase a parking permit. A parking permit provides access to campus parking lots but does not guarantee a parking space.

### **Parking Policy Details:**

- Students, faculty and staff who wish to park in a campus parking lot are required to pay a parking fee and obtain a transferable parking permit, to be hung from the rear-view mirror.
  - Parking permits will be available to all students, faculty and staff.
  - Parking permits are transferable and can be shared between multiple vehicles. This allows people with two vehicles to only purchase one permit. This also promotes carpooling, since multiple people can buy a single permit and share it.
  - People who drive motorcycles will receive a parking decal in addition to a transferable permit.
  - Vehicles that by virtue of their length require more than one parking space still only require one parking permit. For example, a truck with a trailer behind it that takes up two parking spaces still requires only one parking permit.
  - Parking permits are not required for summer parking (Commencement through the first day of classes), for weekend parking, for winter break parking, or for after-hour parking (between 5:00 p.m.-7:00 a.m.).
  - Purchasing a parking permit does not guarantee a space in a campus parking lot. The parking permit provides the opportunity to park in campus parking lots. If a person wishes to park curbside on the street, no parking permit is required.
- Vehicle registration is no longer required.
  - The cost of a parking permit is \$50 per year, or \$30 per semester.
  - Parking permit fees are not pro-rated, but permits issued 30 days prior to the end of a semester will be valid for the remainder of the semester for which they are issued and the next semester or fiscal year as well, depending on the length of term being purchased (semester or annual).
  - There will be no refunds for parking permits that are no longer needed prior to the expiration of the permit. Individuals, however, can assign their parking permit(s) to another individual. To avoid possible issues associated with ticketing, it is recommended that Public Safety be notified when permits are transferred to other people.
  - Payroll deduction represents a loan from the college. Employees who purchase parking permits via payroll deduction authorize the college to deduct any remaining balance from their final pay, in the event they leave the college prior to the end of the payment term.
  - Students, faculty and staff who have state-issued ADA hang tags or license plates are not required to purchase a parking permit.
  - Parking lot designations will remain as they currently exist, both for faculty and staff and for students. Signs exist at the entrances to lots, or in some cases portions of lots, denoting the lot designation. The current designations are as follows:
    - Red Lots are for faculty and staff only
    - Blue Lots are for students, faculty and staff
    - Special exceptions are identified in the 'Important Notes' section, below.

- The fine for parking in a campus parking lot without a parking permit is \$75.00, with subsequent offenses being \$100.00.
- Lost parking permits can be replaced for \$50.00.
- Parking permits will be replaced for no additional cost in the event that the permit is stolen and a police report filed.

### **First -year Student Vehicle Policy**

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

### **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 or the Kaufman lot and notify DPS. Motor vehicles that 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:

- No valid parking permit – 1<sup>st</sup> offense - \$75.00
- No valid parking permit – subsequent offense - \$100.00
- Unauthorized parking in disabled space - \$50.00
- No parking space/Area/Yellow Curb - \$25.00
- Designated/reserved space/area – 1<sup>st</sup> offense - \$25.00
- Designated/reserved space/area – subsequent offense - \$50.00
- Blocking driveway or access - \$25.00
- First year parking violation - \$75.00
- Designated visitor space – 1<sup>st</sup> offense - \$50.00
- Designated visitor space – subsequent offense - \$100.00

All fines must be paid at the Cashier’s Office in the Holland Union Building within 7 days from the time the citation was issued. **\*Vehicles with 3 or more unpaid tickets may be towed.**

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

### **Parking Citation Appeals**

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

### **Parking over Winter Break**

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

### **Frequently Asked Questions**

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

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

*How safe is the campus?*

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

*What services does DPS provide?*

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

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

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

All of our officers are required to receive training and maintain certification in compliance with the requirements of the Commonwealth of Pennsylvania. This training is an ongoing process through yearly updates and continuing education. Many 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 sexual assault investigation, emergency medical response, hazardous materials, drug recognition, and self-defense. 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 alcoholic beverages and public drunkenness make up the highest number of alcohol related incidents.

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

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

*When should I contact DPS and why?*

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

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

Officers provide a variety of educational and prevention programs for students during orientation sessions, and during the year as requested. Among these programs are fire safety, personal safety, sexual assault prevention and drug and alcohol awareness. During the academic year, via Public Safety Advisories, students and staff are made aware of safety or security issues on campus.