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GETTYSBURG COLLEGE 2017 ANNUAL SECURITY AND FIRE SAFETY REPORT

Enrollment: For the 2016-2017 academic year, Gettysburg College enrollment was near 2600 students. The student body is approximately 50% women and 50% men. For the fall 2016 semester, there were 2580 full-time equivalent (FTE) students at the college, and 94% of those students lived in college-owned, -recognized, -rented, -leased, or otherwise controlled housing. Additionally, there were 819 full-time equivalent (FTE) employees (faculty and staff combined) at the college.

The Department of Public Safety (DPS) is responsible for policy enforcement, security and emergency response on the campus. The Department of Public Safety is guided by the mission strategic principles of **Service, Protection, Enforcement, Continuous Quality Improvement, Constancy of Purpose, and Community Service Oriented Patrolling (CSOP) or Community Policing**. The Department is under the leadership of the Assistant Vice President for College Life and Executive Director of Public Safety who reports to the Vice President for College Life and Dean of Students. Institutional Clery compliance initiatives are managed by the Executive Director. The Department's two Associate Directors, who report to the Executive Director, are responsible for coordinating the daily patrol and security operations and activities of the Department. The Department is open and staffed 24 hours a day/7 days a week by ten Community Service Officers and four Shift Leaders/Supervisors who patrol the campus and staff the communications center and a variety of other fixed posts.

The Department's Associate Director for Fire Safety and Environmental Services is additionally responsible for Life and Fire Safety, OSHA compliance and environmental, health, and safety concerns. The Department's Associate Director for Patrol and Investigative Services is additionally responsible for in-service training, crime prevention services, CSOP or community-policing compliance, field training, and both internal and external administrative investigations. A Fire Safety and Crime Prevention Manager is assigned the responsibility of coordinating the institution's life and fire safety program initiatives; and a Clery Compliance and Auxiliary Services Coordinator is assigned the task of coordinating administrative duties and assignments relative to the public safety environment, coordinating functional needs associated with departmental technology, and managing Clery Act and Pennsylvania UCR Act compliance records retention processes.

The Department also has a contingent of approximately 15-20 part-time public safety officers who supplement patrol and communications center operations, life safety operations, parking enforcement operations, and work campus special events and details performing crowd and vehicular control activities, as well as other pertinent security related operations. DPS additionally employs a small contingent of students (typically ranges from 5 to 15) as student patrol officers or SPOs who supplement DPS' operations by performing basic security functions including: foot patrol, foot escorts, building checks, interior building patrols, exterior patrols, directed patrols, traffic control, access monitoring, and special event security. Contract Security Officers provide additional support during large scale campus events and assisting DPS with the management of on-campus social events/activities. The Department patrols the campus and provides public safety services through the deployment of vehicle, foot, and bicycle patrols.

To be successful in providing the highest degree of public safety services on the campus, it is important that community members follow good safety practices and understand that safety is the responsibility of all community members, not just those officially and formally charged with enforcing the laws, policies, and rules. This includes using the escort service, locking your valuables, and reporting suspicious/criminal activities. The Department of Public Safety (DPS) takes a leadership role in this area. This includes educational programs on campus safety, preventative patrols, incident investigation and crime reporting, fire safety and prevention, crime prevention, and community-policing or what DPS refers to as community service oriented patrolling (CSOP). CSOP is the Department's philosophical and organizational strategy in the implementation and provision of campus public safety services. Public Safety Officers receive training in security, law enforcement and emergency care. Full-time uniformed supervisors and officers are required to be Pennsylvania certified emergency first responders and to be certified in various self-defense techniques. Supervisors and Select officers are Pennsylvania ACT 235 Certified and carry batons and Tasers. DPS Headquarters is located at 51 West Stevens Street.

This publication is intended to provide you with information on educational programs, safety practices, crime statistics, and policies regarding the reporting of emergencies and campus crime rates. It is the primary objective of the Department of Public Safety to work collaboratively with campus community members in our collective efforts to continually enhance the safety of the campus environment, thereby affording opportunities for community members to work, live, study, and personally and professionally develop both intellectually and socially. Should you have questions, comments, or suggestions regarding the information contained within this publication or any related public safety policies, procedures, or operations, please feel free to contact the Executive Director of Public Safety at (717) 337-6912.

Sincerely,



William J. Lafferty
Assistant Vice President for College Life and
Executive Director of Public Safety

CRIME/EMERGENCY REPORTING AND COLLEGE RESPONSE

Campus community members - students, faculty, staff, and guests - are encouraged to report all criminal actions, emergencies, or other public safety related incidents occurring within the College's Clery geography to the Gettysburg College Department of Public Safety (DPS) in an accurate, prompt, and timely manner. The College's Clery geography includes: on campus property including campus residence halls, buildings, and/or facilities; designated non-campus properties and facilities; public property adjacent to and immediately accessible from on campus property, and leased, rented, or otherwise recognized and/or controlled buildings, spaces, and/or facilities. The Department of Public Safety has been designated by Gettysburg College as the official office for campus crime reporting. DPS strongly encourages the accurate and prompt reporting of crimes. Accurate and prompt reporting ensures Public Safety is able to evaluate, consider and send timely warning reports, disclose crimes through ongoing disclosure processes such as the posting of crimes in the Daily Crime Log and accurately documenting reportable crimes in its annual statistical disclosure. Gettysburg College further encourages accurate and prompt reporting to DPS and/or the local police when the victim of a crime elects to, or is unable to, make such a report. This publication focuses on DPS because it has primary responsibility for patrolling the Gettysburg College campus and it has been designated as the institution's primary reporting structure for crimes and emergencies. However, criminal incidents or incidents off campus can be reported to the local Gettysburg Borough Police Department.

To report a crime or emergency, members of the community should:

- Call the Department of Public Safety by dialing (717) 337-6911 or on campus extension 6911
- Report in person to the Department of Public Safety at the Public Safety office located at 51 West Stevens Street
- Crimes or emergency situations can be reported to the Gettysburg Borough Police or local emergency services by dialing 911
- Sex Offenses and other incidents of sexual or relationship violence can also be reported to the college's Title IX Officer, Ron Wiafe, by dialing (717) 337-6907 or on campus extension 6907; or by email at rwiafe@gettysburg.edu; or in person at the College Life Office Suite, located in the College Union Building (CUB), Room 220
- Contact the Office of Human Resources (HR) by dialing (717) 337-6202 or on campus extension 6902, or in person at the HR office located on the ground floor of Penn Hall
- Contact the College Life Office by dialing (717) 337-6921 or on campus extension 6921, or in person at the College Life Office Suite located in the College Union Building (CUB); Room 220
- Emergency Phones located throughout campus can also be used to contact Public Safety to report a crime or emergency.
- Complete the online "community concern" reporting form at: <http://www.gettysburg.edu/reportconcern/>
(This form should only be used for non-emergency or non-urgent reporting)

Dispatchers are available 24 hours a day to answer campus community calls. DPS procedures require an immediate response to emergency calls. DPS works closely with a full range of borough and county resources to assure a complete and timely response to all emergency calls. Priority response is given to crimes against persons and personal injuries. The Department of Public Safety responds to all reports of crimes and/or emergencies that occur on-campus, adjacent to campus within its public property reporting area, or within a campus-controlled, -owned, -operated, and/or -recognized facility, building, residence hall, or area. Public Safety personnel also have the ability to notify Adams County emergency dispatchers of emergency situations occurring on-campus via portable, mobile, and fixed two-way radio communications systems, and transferring telephone calls to the 911 emergency center. This system allows Public Safety to summon assistance from emergency responders if deemed necessary and appropriate. Incidents occurring on-campus, within residence halls or non-campus buildings, or on recognized public property adjacent to or contiguous to College-owned, -controlled, -operated, or -recognized facilities, buildings, or areas are documented and processed for further investigation and review by the Director of Student Rights and Responsibilities and/or the local Gettysburg Borough Police, depending upon the nature of the crime or emergency and the involvement of the local Gettysburg Borough Police. Additional information obtained via any investigation will also be forwarded to the Office of Student Rights and Responsibilities.

To obtain information or request any public safety or safety escort services, community members should call (717) 337-6912 or extension 6912. Located throughout campus are well-marked exterior phones. These phones access the campus phone system and can be used like any campus extension for example, to obtain emergency assistance (extension 6911), contact community members, or obtain general information. When placing an emergency call, remember to stay on the line and wait for the dispatcher to end the call. These exterior phones should be used when seeking information and/or reporting activities – to include criminal incidents. If a member of the community finds any of these phones inoperative or vandalized, they should call the DPS so that the phone can be repaired or replaced as quickly as possible. If assistance is required from the local Gettysburg Borough Police or Gettysburg Fire Department, DPS will contact the appropriate unit.

If a sexual assault or rape should occur on campus, staff on scene, including DPS, will offer the victim a wide variety of resources and services. This publication contains information about on- and off-campus resources and services and is made available to the Gettysburg College community. The information regarding “resources” is not provided to infer that those resources are “crime reporting entities” for Gettysburg College.

As mentioned, crimes should be reported to DPS to ensure inclusion in the annual crime statistics and to aid in providing timely warning Campus Safety Alert notices to the community, when appropriate. For example, a crime that was reported only to the Gettysburg College counseling center would not be known to DPS, a campus security authority (CSA), or other College official.

RESPONSIBILITIES OF THE GETTYSBURG COLLEGE COMMUNITY FOR THEIR OWN PERSONAL SAFETY

Members of the Gettysburg College community must assume responsibility for their own personal safety and the security of their personal property. The following precautions provide guidance.

- Report all suspicious activity to DPS immediately.
- Never take personal safety for granted.
- Try to avoid walking alone at night. Use the DPS escort service.
- Limit your alcohol consumption, and leave social functions that get too loud, too crowded, or that have too many people drinking excessively. Remember to call DPS or GPD for help at the first sign of trouble.
- Carry only small amounts of cash.
- Never leave valuables (wallets, purses, books, phones, etc.) unattended.
- Carry your keys at all times and do not lend them to anyone.
- Lock up bicycles and motorcycles. Lock car doors and close windows when leaving your car.
- Always lock the door to your residence hall room, whether or not you are there. Be certain that your door is locked when you go to sleep, and keep windows closed and locked when you are not at home. **DO NOT PROP INTERIOR OR EXTERIOR DOORS.**
- Do not leave valuables in your car, especially if they can be easily noticed.
- Engrave serial numbers or owner’s recognized numbers, such as a driver’s license number, on items of value.
- Inventory your personal property and insure it appropriately with personal insurance coverage.

Voluntary Confidential Reporting:

With the only exceptions being the Director of Health Services and the Victim Services Advocate (VSA), Gettysburg College does not provide a confidential reporting option to Campus Security Authorities (CSA) and does not allow for voluntary confidential reporting. The Director of Health Services and the VSA, in their capacity as a CSA, can make crime reports to DPS to ensure inclusion in the annual disclosure of crime statistics without disclosing personal identifying information. The Director of Health Services and VSA will work closely with DPS in order to allow DPS to properly assess reports for timely warning consideration and to avoid double counting of crimes.

Confidential Reporting:

Students may make confidential reports to Pastoral Counselors and/or Certified Counselors assigned to the Counseling Center. Pastoral Counselors and Certified Counselors in their capacity and function do not make

identifiable reports of incidents to the Official On-Campus Resources unless the student specifically requests them to do so; however, the College encourages counsellors, if and when they deem it appropriate, to inform students they can report incidents of crime to DPS, which can be done directly or anonymously through the facilitated anonymous reporting process as outlined below.

Anonymous Reporting:

The Gettysburg College Department of Public Safety, unless otherwise prescribed by law or as set forth within this Annual Security and Fire Safety Report, does not take anonymous incident reports. The only exceptions to this policy are addressed below:

Facilitated Anonymous Reporting: Students may request a Pastoral Counselor or a Certified Counselor in the Counseling Center to facilitate anonymous reporting using an internal form designed to capture general details about the incident (date, time, location, and brief description of the incident type) for inclusion in the college's Annual Security and Fire Safety report.

TIPS Line: DPS operates a TIPS line to allow campus community members the opportunity to report safety and security related concerns and to provide DPS with "tips" about criminal incidents or behavior on campus. Call (717) 337-TIPS (8477) to reach this recorded line. The TIPS line is monitored by the Associate Director for Patrol and Investigative Services. The TIPS line should not be used in emergency situations; for emergencies call 911 or (717) 337-6911.

While anonymous reporting is available by these limited means, the College's ability to investigate and appropriately address allegations of misconduct will be significantly limited. Crimes reported confidentially to the counseling center or pastoral counselors are not disclosed in the College's crime statistics or reporting processes, unless those crimes are reported to DPS through the facilitated anonymous reporting process.

STATISTICAL DISCLOSURE OF REPORTED INCIDENTS

Incidents reported to DPS that fall into one of the required reporting classifications as defined by the Clery Act and Pennsylvania Uniform Crime Reporting Act will be disclosed as a statistic in the appropriate crime table within this annual security and fire safety report published by DPS.

REPORTING A CRIME TO THE GETTYSBURG BOROUGH POLICE DEPARTMENT

A person reporting a crime to DPS has the right to report the crime to the Gettysburg Borough Police Department and/or Pennsylvania State Police by calling 911. DPS officers regularly discuss this option with the victim of a crime and will assist the victim with that process.

OFF-CAMPUS CRIME

If the Gettysburg Borough Police Department is contacted about criminal activity off-campus involving Gettysburg College students, the police may notify DPS. Students in these cases may be subject to arrest by the local police and college disciplinary proceedings through the Office of Student Rights and Responsibilities.

MONITORING OF NON-CAMPUS STUDENT ORGANIZATIONS

Gettysburg College has officially recognized student organizations that have non-campus facilities/residences; however, the campus does not use the local law enforcement agencies to monitor or record activities at those locations. Those facilities are within the jurisdiction of the Gettysburg Borough Police Department, and they respond to those locations when police services are required.

If the Gettysburg Borough Police respond to a “non-campus” privately-owned property in response to a citizen complaint or police officer concern, the police may notify DPS to provide support assistance to one of those locations. However, the police do this out of a courtesy, and they are not “required” to notify or involve DPS when they respond to a call involving private property. The College monitors and records through the local police criminal activity by students within college-recognized, -controlled, -leased, -rented, or -owned non-campus facilities, and privately-owned off-campus areas/properties within the local Gettysburg Borough, County and/or Township. The College also routinely makes requests of the local police department to share the names of any students who may have been arrested. The College can also obtain arrest information through the local magistrate’s office/courts, as this information is open to the public.

PUBLIC SAFETY ENFORCEMENT AUTHORITY

The Department of Public Safety is responsible for providing security services for the Gettysburg College Campus. Public Safety Officers and staff are responsible to Gettysburg College for the enforcement of College policies and Federal and State laws for campus administrative purposes only. Public Safety investigates campus criminal incidents for administrative purposes as they relate to its campus judicial process. Criminal incidents may be investigated for possible criminal prosecution by the local Gettysburg Borough Police Department or other law enforcement agency with jurisdiction. The Director of Student Rights and Responsibilities, in conjunction with the Vice President for College Life and Dean of Students, Title IX Officer, Associate Vice President for College Life, and Human Resources as it relates to employee conduct coordinate disciplinary action for matters that are violations of College rules.

Public Safety Arrest Authority:

Department of Public Safety (DPS) personnel are unsworn security personnel for Gettysburg College and have no official powers of arrest authority. DPS will summon support from the Gettysburg Police or other applicable law enforcement entities to affect an arrest on or within campus owned, controlled, leased, or recognized property.

Public Safety Jurisdiction:

Public Safety’s jurisdiction encompasses on campus property that includes campus residence halls, buildings, and/or 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, and/or facilities.

Public Safety has no jurisdiction or enforcement authority outside of its identified Clery reporting geography – this includes areas and/or properties that are not owned, rented, leased, recognized or otherwise controlled by the College.

Criminal Background Checks:

The College does not routinely conduct state and/or federal criminal background investigations on prospective students. However, it is the policy of the College that all new employees and faculty, as well as volunteers and interns who have significant interaction with Gettysburg College students, have their criminal background records and sex and violent offender registries checked as soon as possible after an offer of employment has been accepted. Individuals who work with minors are required to complete additional background checks including a Pennsylvania State Criminal Check, Pennsylvania Child Abuse and FBI Check.

SECURITY OF AND ACCESS TO CAMPUS FACILITIES

Academic and Administrative Buildings:

The Gettysburg College campus is open to the public. The majority of academic and administrative buildings are open during normal business hours (typically Monday through Friday, from 8am to 5pm, except holidays) and are typically secured during the late evening hours, depending upon special event scheduling and community usage.

The designated 24-hour academic buildings are typically secured from 11pm to 6am each night, and access is gained to these buildings via the access control system. The Musselman Library's hours can fluctuate, but the library is normally accessible 24 hours a day by campus community members, Sunday through Thursday of each week, except holidays, break periods, and summer session. When the Library is open, access is gained to the facility between 11pm and 6am via the access control system. Members of the Department of Public Safety regularly patrol the interiors and exteriors of all campus facilities.

Residence Halls:

Access to residence halls is restricted to Gettysburg College students and authorized staff, and the halls are secured by key and lock systems 24 hours a day/7 days a week. First-year residence halls and other select large scale residential facilities are restricted to Gettysburg College students and authorized staff, and are secured 24 hours a day/7 days a week by an access control system. Members of the Department of Public Safety regularly patrol the interior common areas, spaces, and hallways of buildings equipped with such common spaces and regularly patrol the exteriors of all campus residence halls. Residence hall professional and student staff also enforce campus policies and security measures within the residence halls to achieve a community respectful of individual and group rights and responsibilities.

Break Housing:

During the academic year, the College officially closes for Thanksgiving, Winter, and Spring Breaks. Residence halls usually close at 10am the day after the last day of class or exams during these periods and reopen at noon on the day before the first regularly scheduled class. Notices of specific times and dates are publicized in the College's Academic Calendar and before each break. Students are reminded to make travel arrangements accordingly; all students must vacate the residence halls during the breaks. Break Housing for students who cannot return home or leave campus over breaks may be provided. Should a student need break housing accommodations during *any* portion of a break, they must complete and submit the online break housing request form, which may be found by logging into CNAV, selecting "MyPlace," "My Housing Self Service," and then "Applications." The dates for the online request form will be announced approximately one month prior to the beginning of each break.

When the residence halls close for breaks, students are expected to take out trash and perishable food, unplug items in the room, turn out the lights, and shut and lock the windows. Bedroom doors that are lockable and apartment doors must be closed and locked. A list of complete closing procedures will be distributed about two weeks prior to each break closing. Residents may leave personal items in their room during all breaks, except for the summer. However, due to the "unoccupied" status of the campus during breaks, it is suggested that students take valuable items with them to ensure their safety.

Staff members from Residential & First-Year Programs and Department of Public Safety conduct inspections during breaks. Any infractions will be noted and the student will be notified and/or charged accordingly. Any student requesting access to their residence hall or room during College break periods when the College is officially closed shall present themselves to the Department of Public Safety and request permission for access. Public Safety will authorize a student access to their respective room for legitimate reasons only. Public Safety officers authorize full discretion in determining a student's legitimacy to enter the closed residence hall based on the information given. For example, access should be limited to medical needs and necessities and similar related urgent requests. Once the legitimacy of the request is established, access requests will be managed as follows: The student's identity, resident status, and room assignment will be verified. After this verification, an officer will escort the student to their room, allow drop-off or retrieval of the item(s) in question, and then escort the student from the building.

MAINTENANCE OF CAMPUS FACILITIES

Gettysburg College facilities and landscaping are maintained in a manner that minimizes hazardous conditions. DPS regularly patrols the campus and reports malfunctioning lights and other unsafe physical conditions to Facilities Management for correction. Campus community members can additionally report hazards directly to Facilities Management through the online Service Response Center process. The campus' overall safety and security program is supplemented by a variety of technological systems including; access control, closed circuit television, emergency

phones and fire detection, suppression and reporting systems. Other members of the College community are helpful when they report equipment problems to DPS or Facilities Management.

DPS TRAINING

The Executive Director and Associate Director of Patrol and Investigative Services for Public Safety are primarily responsible for conducting intensive and continuing training for campus public safety officers. Training subjects may include criminal law, civil law, federal law, the Clery Act and campus security authority, Title IX, sexual assault and gender violence response and investigation, trauma informed investigation, public relations, race relations, interpersonal communications, crisis intervention, critical incident response and incident command system, emergency operations, first responder medical training, and all facets of protection of persons and property. Training includes annual in-service sessions with department and guest lecturers, select out-service seminars and conferences, applicable online training/webinars, and regular roll-call information sessions.

PUBLIC SAFETY'S WORKING RELATIONSHIPS WITH OTHER LAW ENFORCEMENT AGENCIES

The Gettysburg College Public Safety Department maintains a close working relationship with the Gettysburg Borough Police Department, National Park Service, Cumberland Township Police Department, Adams County Sheriff's Department, Adams County District Attorney's Office, Drug Strike Task Force, Southcentral Terrorism Task Force, FBI campus liaison, and Pennsylvania State Police. Collaborative meetings and training sessions are occasionally held to review issues and incidents occurring within the multiple local jurisdictions. Public Safety is comfortable with and capable of reaching out to these responsive law enforcement entities for support and assistance as it relates to the safety and security of the campus community.

DPS officers and local law enforcement officers communicate regularly on the scene of incidents that occur in and around the campus area. DPS investigators work closely with local law enforcement investigators when incidents arise that require joint communication efforts.

Written Memorandums of Understanding with Local Police:

There are two written agreements or Memorandums of Understanding (MOU) between DPS and the Gettysburg Borough Police Department (GPD). Current agreements specifically address the response and investigation of alleged incidents of sexual assault and relationship violence, and the development and distribution of timely warning Campus Safety Alerts and Emergency Notifications. These Memorandums titled: "**Responding To and Investigating Incidents of Sexual Violence,**" and "**Distributing Gettysburg College Timely Warning Notices and Emergency Notifications,**" provide guidance regarding Title IX/Civil Rights investigation requirements, and timely warnings and emergency notifications. There are no current MOU's or other type of written agreements with any law enforcement agencies, including GPD, for the investigation of alleged criminal offenses beyond incidents of sexual assault and relationship violence as described above.

TIMELY WARNING CAMPUS SAFETY ALERTS - NOTIFYING THE GETTYSBURG COLLEGE COMMUNITY ABOUT CRIMES

In an effort to provide timely notice to the Gettysburg College community in the event of a serious incident which may pose a serious or ongoing threat to members of the campus community, a Campus Safety Alert (timely warning notice) that withholds the names of victims as confidential and that will aid in the prevention of similar crimes, is sent primarily by blast email to all students and employees on campus. Alerts can also be sent/communicated via Gettysburg's text/voice messaging system and a variety of other notification methods, as outlined in the emergency/immediate notification section of this Annual Report.

Campus Safety Alerts are generally written and distributed to the campus community by the Executive Director of Public Safety or one of the Associate Directors of Public Safety, and they are routinely reviewed and approved by the Vice President for College Life and Dean of Students or Associate Vice President for College Life prior to distribution. The Executive Director of Public Safety or one of the Associate Directors of Public Safety have the authority to issue a Campus Safety Alert without such consultation if consultation time is not available. Should the Executive Director and Associate Directors of Public Safety be directly impacted and involved in an incident response or otherwise unavailable, any member from the Communications and Marketing Office could write and send a Campus Safety Alert with the approval and advice of the Executive Director or Associate Directors of Public Safety.

Timely Warning Campus Safety Alerts are sent to the college community to notify members of the community about specific Clery Act crimes (as described below) that have been reported to DPS and that have occurred on campus or on non-campus property or public property, where it is determined that the incident may pose a serious or ongoing threat to members of the College community. Such timely warnings provide an opportunity for individuals to take reasonable precautions for their own safety.

Crimes that occur outside the campus' Clery geography, as stipulated or other non-Clery specific crimes, will be evaluated on a case-by-case basis. Information related to these crimes may be distributed to the campus as a Public Safety Notice, as outlined and described in the below policy statement for Public Safety Bulletins. Updates to the campus community, when deemed necessary, about any particular case resulting in a Campus Safety Alert may be distributed via blast email, may be posted on the college website, may be shared with the Gettysburgian newspaper for a follow-up story, and may be distributed by the Executive Director of Public Safety or other members of the campus emergency response team (CERT), as deemed necessary and appropriate. Campus Safety Alert posters may also be posted by DPS in campus buildings when deemed necessary. When Campus Safety Alerts are posted in campus buildings, they are printed on red paper and posted in lobby/entrance areas of key buildings for a time period determined by the Executive Director of Public Safety or designee. Gettysburg College professional staff are informed of their responsibility to share Alert information with their sponsored visitors and/or guests. Conference Services staff are instructed to inform conference attendee camp counselors and/or directors/leaders of Alerts and Alert posters may be posted in areas or residence halls where conference or camp attendees are visiting and/or occupying.

Campus Safety Alerts (timely warnings) may be distributed for any of the following Clery Act crime categories/classifications: murder and non-negligent manslaughter, sex offenses (rape, fondling, incest, and statutory rape), robbery, aggravated assault, burglary, arson, hate crimes, motor vehicle theft, domestic violence, dating violence, stalking, or arrests and referrals for liquor law, weapons law, and drug law offenses.

Alerts for the crimes of aggravated assault, motor vehicle theft, burglary, sex offenses, domestic violence, dating violence, stalking, and arrests or referrals for liquor, drug, and weapons offenses are considered on a case-by-case basis and depend upon a number of factors. These include the nature of the crime, the timeliness of the report, and the continuing or ongoing danger to the campus community—such as whether the perpetrator was apprehended—and the possible risk of compromising law enforcement efforts. For example, if an assault occurs between two students who have a disagreement, there may be no ongoing threat to other Gettysburg College community members and a timely warning Campus Safety Alert would not be distributed.

In cases involving sex offenses that can be typically reported long after the incident occurred, there is no ability to distribute a timely warning Campus Safety alert to the community. Sex offenses will be considered on a case-by-case basis depending on when and where the incident occurred, when it was reported, and the amount of information known by the Department of Public Safety.

Typically, alerts or warnings are not issued for any incidents reported that are older than two weeks or 14 days from the date of occurrence as such a delay in reporting has not afforded the College an opportunity to react or respond in a timely manner.

The Executive Director of Public Safety or an Associate Director of Public Safety reviews all criminal and/or serious incidents to determine if there is an ongoing threat to the community and if the distribution of a Campus Safety Alert is warranted.

Campus officials not subject to the timely reporting requirement are those with significant counseling responsibilities who were providing confidential assistance to a crime victim, such as pastoral counselors and professional/certified counselors.

PUBLIC SAFETY BULLETIN

A Public Safety bulletin may be sent to the campus community for general crime prevention purposes, to inform the community of crimes and/or incidents that are not generally time sensitive or considered to be an ongoing threat, but important to be aware of, and/or to inform the campus of incidents occurring on, around, or even off campus that do not meet the requirements or specifications for distribution of a timely warning Campus Safety Alert, as outlined above.

A Public Safety Bulletin may be sent to the electronic campus community digests or they may be sent via blast email to all students and employees on campus. A Public Safety Bulletin is generally written and distributed to the campus community by the Executive Director of Public Safety or an Associate Director of Public Safety, and they are reviewed and approved by the Vice President for College Life and Dean of Students or the Associate Vice President for College Life. These bulletins could also be sent by any member of the Campus Emergency Response Team (CERT) or administrative official from the Office of College Life.

Updates, when deemed necessary, to the campus community about any particular case resulting in a Public Safety Bulletin may be distributed via blast email, may be posted on the college website, may be included in electronic campus digests, may be shared with the Gettysburgian newspaper for a follow-up story, and may be distributed by the Executive Director of Public Safety or other member of CERT, as deemed necessary and appropriate.

DAILY CRIME AND FIRE LOG

The Department of Public Safety makes the Daily Crime and Fire Logs for the most recent 60-day period open to public inspection at the DPS communications center at DPS Headquarters, located at 51 West Stevens Street. Any portion of these crime and fire logs that are older than 60 days are made available for public inspection within two business days of a request. The information in the crime and fire log typically includes the incident number, crime classification, date reported, date occurred, general location, and disposition of each reported crime. All confirmed fires occurring within or on any and all on-campus residential facilities will also be included in the Daily Crime and Fire Log. Faculty, staff, and students are encouraged to review these logs periodically to become more familiar with the types and locations of criminal incidents and fires which may impact the College's campus community.

Additionally, in accordance with the Pennsylvania Uniform Crime Reporting Act, the personal identifying information (name and address) of all non-juveniles arrested (by summons, citation, or custodial arrest) during an incident that gets listed in the Daily Crime and Fire Log will be included in the log's disposition category. The names of crime victims will not be listed on the Daily Crime and Fire Log.

Unless the disclosure is prohibited by law or would jeopardize the confidentiality of the victim, newly reported crimes/incidents within the college's Clery geography and updated information regarding previously reported crimes are entered onto the Daily Crime and Fire Log within two business days of when it is reported to the Department of Public Safety. It is important to note that DPS has no jurisdiction outside of its identified Clery geography. Anytime DPS assists the local police or DPS' presence is otherwise requested by the police outside of the campus' Clery geography jurisdiction, an incident report will be generated and the crime classification will be annotated on the Daily Crime and Fire Log.

PREPARATION OF ANNUAL DISCLOSURE OF CRIME STATISTICS & CLERY COMPLIANCE

The following information provides context for the crime statistics reported as part of compliance with the Clery Act. The Gettysburg College Department of Public Safety is primarily responsible for preparing the Annual Security and Fire Safety Report. This responsibility is specifically designated to the Executive Director of Public Safety or designee. The procedures for preparing the annual disclosure of crime statistics include reporting statistics to the College community obtained from the following sources: the Gettysburg College Public Safety Department (DPS), the Gettysburg Borough Police Department (GPD), the National Park Service (NPS), the Cumberland Township Police Department (CTPD), the Pennsylvania State Police (PSP), the Adams County Sheriff's Office, the Adams County District Attorney's Office (DA), and non-police or public safety personnel who have been designated as Campus Security Authorities or CSAs. The Office of Student Rights and Responsibilities and Human Resources Department are key offices from which drug, liquor, and weapon offense referral data is obtained. For statistical purposes, crime statistics reported to any of these sources are recorded in the calendar year the crime was reported.

Final report preparation is coordinated by the Executive Director of Public Safety with Human Resources, College Life, Student Rights and Responsibilities, Life Safety and Environmental Services, the Title IX Officer, and the Institutional Analysis Office of the College.

A written request for statistical information is made at least on an annual basis to all Campus Security Authorities or CSAs (as defined by federal law). CSAs are also informed in writing and/or through training to report crimes to DPS in a timely manner so those crimes can be evaluated for timely warning purposes. A Campus Security Authority or CSA is a Clery-specific term that encompasses four groups of individuals and organizations associated with an institution:

- A campus police department or a campus security department of an institution
- Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department (e.g., an individual who is responsible for monitoring the entrance into an institutional property)
- Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses
- An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings. An **official** is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.

Statistical information is not requested from, nor is it provided by, Certified Counselors of the Counseling Center or Pastoral Counselors. Certified Counselors and Pastoral Counselors are not required by law to provide statistics for this compliance document. Counseling and Pastoral Professionals, as defined by the Federal law, who act in such capacities, have been advised that, while they are not obligated to report crimes for the purpose of compiling these statistics, they are encouraged, when they deem it appropriate, to inform the persons they are counseling of their ability to report any crimes to DPS for inclusion in the annual statistics. The Counseling Center and Pastoral Counselors facilitate anonymous reporting, as outlined earlier in this Annual Security and Fire Safety Report.

All statistics are gathered, compiled, and reported to the college community via this report, entitled the "Annual Security and Fire Safety Report," which is published by DPS. DPS submits the annual crime statistics published in this brochure to the Department of Education (ED). The statistical information gathered by the Department of Education is available to the public through the ED website. Table One of the crime statistics satisfies the reporting requirements described by Pennsylvania Statutes as outlined by the Pennsylvania Uniform Crime Reporting Act, and table Two satisfies the requirements outlined by the Clery Act.

DPS sends an email and notification letter (via campus mail) to every enrolled student and current employee on an annual basis informing them of the availability of the Annual Security and Fire Safety Report. The email and letter include a brief summary of the contents of this report. The email and letter also include the address for the DPS website where the Annual Security and Fire Safety Report can be found online, and notification that a physical copy

may be obtained by making a request to DPS by calling (717) 337-6912 or in person at the Public Safety Headquarters at 51 West Stevens Street.

Specific Information about Classifying Crime Statistics:

The statistics in this brochure are published in accordance with the standards and guidelines used by the FBI Uniform Crime Reporting Handbook, National Incident-Based reporting System (NIBRS), relevant federal law (the Clery Act), and applicable State law (the Pennsylvania Uniform Crime Reporting Act).

The Pennsylvania Uniform Crime Reporting Act (Table One):

The Pennsylvania Uniform Crime Reporting Act mandates the release of crime statistics and rates to matriculated students and employees, and, upon request, to new employees and applicants for admission. The index rates are calculated by multiplying the actual number of reported offenses by 100,000 (a theoretical population for comparison purposes) and dividing that product by the number of the College's Full Time Equivalent (FTE) students and employees. The statistics in Table One reflect the number of incidents reported to the College's Department of Public Safety (but do not include reports from other campus security authorities, referrals from campus disciplinary authorities, or reports from local law enforcement, as required for Clery reporting in Table Two). They do not indicate actual crime prosecution or student disciplinary action, or the outcome of either. These State crime classification statistics are reported to the Pennsylvania State Police on an annual basis for publication in the Crime in Pennsylvania (Uniform Crime Report).

Clery Act Reporting (Table Two):

For Clery Act reporting purposes (Table Two), the number of victims involved in a particular incident is indicated in the statistics column for the following crime classifications: Murder/Non-Negligent Manslaughter, Manslaughter by Negligence, Sex Offenses, and Aggravated Assault. For example, if an aggravated assault occurs and there are three victims, this would be counted as three aggravated assaults in the crime statistics chart. The number reflected in the statistics for the following crime categories includes one offense per distinct operation: Robbery, Burglary, Larceny, Vandalism, and Arson. For example, if five students are walking across campus together and they are robbed, this would count as one instance of robbery in the crime statistics chart. In cases of Motor Vehicle Theft, each vehicle stolen is counted as a statistic. In cases involving Liquor Law, Drug Law, and Illegal Weapons violations the statistics indicate the number of people arrested or referred to the Office of Student Rights and Responsibilities for possible disciplinary action for violations of those specific laws.

Hate crimes are reported in narrative form and are separated by category of prejudice. A hate crime is not a separate, distinct crime, but is the commission of a criminal offense, which was motivated by the offender's bias. For example, a subject assaults a victim, which is a crime. If the facts of the case indicate that the offender was motivated to commit the offense because of their bias against the victim's race, sexual orientation, gender, religion, ethnicity, national origin, gender identity, or disability, the assault is then also classified as a hate crime. For Clery Act Purposes, Hate Crimes include any of the following offenses that are motivated by the offender's bias: Murder and Non-negligent Manslaughter, Sexual Offenses (rape, fondling, incest and statutory rape), Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Larceny-Theft, Simple Assault, Intimidation, and Destruction/Damage/Vandalism of Property.

Campus SaVE was signed into law on March 7, 2013, as part of the reauthorization of the Violence Against Women Act (VAWA); it covers students and staff of institutions of higher education and amends the Jeanne Clery Act to include new reporting requirements for Domestic Violence, Dating Violence, and Stalking and additional policy statements and training requirements.

Please note that the State crime classifications for which the college is reporting these statistics in Table One vary from the crime classifications under Federal law, as reported in accordance with the Clery Act reflected in Table Two published in this Annual Report. Because of these differing crime classifications and definitions, with only a few exceptions, the State crime statistics will rarely match the Federal crime statistics.

Geography Definitions from the Clery Act:

On-Campus *defined as:* (1) Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to the institution's educational purposes, including residence halls; and (2) Any building or property that is within or reasonably contiguous to the area identified in paragraph (1), that is owned by the institution but controlled by another person, is frequently used by students and supports institutional purposes (such as a food or retail vendor).

Non-Campus Building or Property *defined as:* (1) Any building or property owned or controlled by a student organization that is officially recognized by the institution (i.e. privately owned fraternity); or (2) Any building or property owned or controlled by an institution that is used in direct support of or in relation to the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

Public Property *defined as:* All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus or on-campus property/facilities. The Gettysburg College crime statistics do not include crimes that occur in privately-owned homes or businesses within or adjacent to the campus boundaries.

On-campus Student Housing Facility *defined as:* Any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility. This category is a considered a subset of the On-Campus category.

Reasonably Contiguous *is defined in the 2016 Handbook for Campus Safety and Security Report as follows:* Refers to a building or property an institution owns or controls that is in a location that students consider to be, and treat as, part of the "campus." Generally speaking, it is reasonable to consider locations within one mile from the core or main campus border to be reasonably contiguous with the campus.

The Pennsylvania Uniform Crime Reporting Act (TABLE ONE)

Calendar Years 2014– 2016

The Pennsylvania Uniform Crime Reporting Act requires the release of crime statistics and crime rates to students and employees, and it requires that those statistics be available to applicants and new employees upon request. The rate is based on the actual number of Full Time Equivalent (FTE) students, faculty, and staff calculated according to a state-mandated formula. The index in the table below is based on incidents per 100,000 FTEs. The crime rates for 2014, 2015, and 2016 are established using population figures for the fall 2014 academic semester: 3,448 total members of the community (standard rounding rules are applied).

Calendar Years	2014		2015		2016	
	ACTUAL	INDEX	ACTUAL	INDEX	ACTUAL	INDEX
Part One Offenses						
Murder & Non-Negligent Manslaughter	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0
Rape	14	406	7	203	16	464
Robbery	0	0	0	0	1	29
Aggravated Assault	3	87	5	145	4	174
Burglary	6	174	16	464	3	87
Theft - Larceny	35	1,015	50	1,450	41	1,189
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	2	58	2	58
TOTAL	58	1,682	80	2,320	67	1,943
Part Two Offenses						
Other Assault	22	638	26	754	21	609
Forgery	1	29	0	0	0	0
Counterfeiting	0	0	0	0	0	0
Fraud	0	0	0	0	0	0
Embezzlement	0	0	0	0	0	0
Stolen Property	0	0	0	0	0	0
Vandalism	15	435	28	812	30	870
Weapons	0	0	0	0	0	0
Prostitution	0	0	0	0	0	0
Other Sex Offenses	10	290	8	232	4	87
Drug Abuse Violations	53	1,537	42	1,218	55	1,595
Gambling	0	0	0	0	0	0
Family Offenses	0	0	0	0	0	0
Driving Under the Influence	2	58	6	174	4	116
Liquor Law	146	4,234	159	4,611	142	4,118
Drunkenness	3	87	2	58	11	319
Disorderly Conduct	22	638	20	580	18	522
Vagrancy	0	0	0	0	0	0
All Other Offenses*	21	609	16	464	11	522
TOTAL	295	8,556.00	307	8,903.00	295	8,556

The statistics reported above reflect the number of incidents reported to the College's Department of Public Safety (but may not include reports from other campus security authorities, referrals from campus disciplinary authorities or reports from local law enforcement). They do not indicate actual criminal prosecution or student disciplinary action, or the outcome of either. Please note that the state crime classifications for which the College is reporting these statistics vary from the crime classifications under federal law, which are also published in this annual report.

* The "All other offenses" category includes harassment, harassment by communication, threats, unlawful restraint, loitering and prowling and trespass.

Hate Crime Statistics

2016

1. An incident of intimidation occurred at an on-campus residential facility, characterized by sexual orientation.

NOTE: There were no hate crimes, as defined by applicable federal law, reported at Gettysburg College in 2014 and 2015.

Campus Crime Statistics for Gettysburg College (Table Two)

(Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act)

Calendar Years (CY) 2014 – 2016

Offense (Crimes Reported By Hierarchy)	Calendar Year	On Campus (Including Residential)	Non-Campus	Public Property	Totals	On Campus (Residential Only)
Murder & Non -Negligent Manslaughter	2016	0	0	0	0	0
	2015	0	0	0	0	0
	2014	0	0	0	0	0
Manslaughter by Negligence	2016	0	0	0	0	0
	2015	0	0	0	0	0
	2014	0	0	0	0	0
Rape	2016	14	2	0	16	10
	2015	7	0	0	7	7
	2014	14	0	0	14	14
Fondling	2016	0	3	0	3	0
	2015	5	1	1	7	5
	2014	5	1	4	10	4
Incest	2016	0	0	0	0	0
	2015	0	0	0	0	0
	2014	0	0	0	0	0
Statutory Rape	2016	0	0	0	0	0
	2015	0	0	0	0	0
	2014	0	0	0	0	0
Robbery	2016	0	0	1	1	0
	2015	0	0	0	0	0
	2014	0	0	0	0	0
Aggravated Assault	2016	3	1	0	4	3
	2015	5	0	0	5	3
	2014	3	0	0	3	2
Burglary	2016	3	1	0	4	1
	2015	16	0	0	16	8
	2014	6	0	0	6	2
Motor Vehicle Theft	2016	0	0	0	0	0
	2015	0	0	0	0	0
	2014	0	0	0	0	0
Liquor Law Arrests**	2015	33	1	10	44	29
	2014	52	3	5	60	43
Drug Law Arrests**	2015	3	0	0	3	2
	2014	2	0	1	3	1
Weapons Law Arrests**	2015	0	0	0	0	0
	2014	0	0	1	1	0
Liquor Law Violations Referred for Disciplinary Action**	2015	277	29	11	317	245
	2014	257	5	15	277	233
Drug Law Violations Referred for Disciplinary Action**	2015	57	12	3	72	49
	2014	72	38	0	110	57
Weapons Law Violations Referred for Disciplinary Action**	2015	0	0	0	0	0
	2014	0	0	0	0	0

**** NOTE:** Above 2014 and 2015 CY statistics for Liquor, Drug, and Weapons Law Arrests and Referrals were calculated using standard hierarchy rules. Beginning with the 2016 crime statistics disclosure, we will be using guidance from the 2016 Department of Education Handbook, and these statistics will be calculated outside of the hierarchy. (SEE BELOW)

Campus Crime Statistics for Gettysburg College (Table Two, *Continued*)

(Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act)

Calendar Years (CY) 2014 – 2016

Offense (Crimes Not Reported By Hierarchy)	Calendar Year	On Campus (Including Residential)	Non- Campus	Public Property	Totals	On Campus (Residential Only)
Arson	2016	2	0	0	2	2
	2015	2	0	0	2	2
	2014	0	0	0	0	0
Domestic Violence	2016	3	0	0	3	3
	2015	4	0	1	5	4
	2014	3	0	0	3	3
Dating Violence	2016	3	0	0	3	2
	2015	4	0	0	4	3
	2014	4	0	0	4	3
Stalking	2016	7	0	0	7	3
	2015	2	0	1	3	2
	2014	2	0	0	2	1
Liquor Law Arrests***	2016	24	0	8	32	13
Drug Law Arrests***	2016	5	0	0	5	5
Weapons Law Arrests***	2016	0	0	0	0	0
Liquor Law Violations Referred for Disciplinary Action***	2016	332	2	8	342	292
Drug Law Violations Referred for Disciplinary Action***	2016	68	4	0	72	66
Weapons Law Violations Referred for Disciplinary Action***	2016	0	0	0	0	0

*** NOTE: For 2016 CY, the above statistics for Liquor, Drug, and Weapons Law Arrests and Referrals were calculated outside of the standard hierarchy rules as stipulated in new guidance from the 2016 Department of Education Handbook.

“Reported crimes” are allegations of crimes reported in good faith to CSAs. These crimes do not have to be investigated or adjudicated in order to count as a reported crime statistic in the ASFSR. Reported crimes may involve individuals not associated or affiliated with Gettysburg College. Reported Crimes may include information received from anonymous reporting. Residential Facility crime statistics are a subset of the On Campus category, i.e. they are counted in both categories.

Hate Crime Statistics

2016	1. An incident of intimidation occurred at an on-campus residential facility, characterized by sexual orientation.
2015	Zero (0) hate crimes, as defined by applicable federal law, were reported at Gettysburg College in 2015.
2014	Zero (0) hate crimes, as defined by applicable federal law, were reported at Gettysburg College in 2014.

Unfounded Crimes

2016	Zero (0) unfounded crimes for calendar year 2016.
2015	One (1) unfounded crime for calendar year 2015. NOTE: This crime was unfounded by a sworn law enforcement officer of the Gettysburg Borough Police Department.
2014	Zero (0) unfounded crimes for calendar year 2014.

NOTE: The College made a reasonable and good faith effort to request and retrieve statistics from all local law enforcement agencies with jurisdiction over the College’s identified Clery geography. Reportable Clery crime data received from agencies who responded to these requests are included in the Table Two crime statistics noted above. Not all of these agencies responded to these requests for crime statistics.

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 on Public Property, and the reported crime is investigated by law enforcement authorities and found to be false or baseless, the crime is considered to be "unfounded." Only sworn or commissioned law enforcement personnel may unfound a crime after a thorough investigative process.

IMMEDIATE OR EMERGENCY NOTIFICATION, EMERGENCY RESPONSE, AND THE EMERGENCY MASS NOTIFICATION SYSTEM (EMNS)

The immediate notification capability of the emergency mass notification process is designed to assist the College in determining the content of the notification and initiating the notification system without delay, taking into account the safety of the community, unless issuing a notification will, in the professional judgment of responsible institutional authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency situation/incident.

The Executive Director of Public Safety or an Associate Director of Public Safety or CERT designee (see list of CERT members identified in this Annual Report), in coordination with Public Safety, may initiate the College's emergency mass notification processes during extremely violent or hazardous incidents that pose immediate danger or threat to the health and safety of campus community members wherein Public Safety personnel need to notify campus community members immediately in order to reduce the likelihood of casualties or injuries.

Immediate notification to the campus about a confirmed seriously violent or extremely hazardous incident or dangerous situation involving an immediate threat to the health and/or safety of students or staff occurring on the campus or near the campus can be accomplished through a variety of communications methods, but the use of the emergency cell phone text/voice messaging, all campus email, and/or alert siren would be seen as the most common and quickest form of communications under these circumstances. Confirmation typically involves the response and assessment of DPS officers, college officials, local police, or emergency responders. As previously stated, notification will occur for these types of incident situations as described unless the notification will compromise efforts to assist a victim(s) or contain, respond to, or otherwise mitigate the emergency.

In the event of an emergency, an effective campus-wide communications process is vital in order to provide the greatest safety possible for the campus community. As part of its Emergency Management Operations Plan, the College has adopted a formalized procedure for issuing emergency alerts to the campus community. When on-duty Public Safety officers become aware of a situation that may warrant the issuing of an emergency alert, the on-duty Public Safety Officer confirms (through response, investigation, or collaboration with emergency responders) that there is a significant emergency and then immediately contacts the Executive Director of Public Safety or an Associate Director of Public Safety, who quickly evaluates the situation to determine if an alert is warranted, develops the content of the notification message, and then identifies the appropriate segment or segments of the campus community who will receive the notification. Notification message content is determined based on the type of incident, the context with which it is occurring, and the immediate danger or threat to the campus community and the need to advise campus community members to take action. Pre-canned messages have been prepared as part of the emergency notification system to aid in rapid communication processes during incidents of grave concern. The segment(s) of the campus receiving an immediate or emergency notification is decided based on who is directly impacted by the emergency and whose health and/or safety may be in jeopardy. In situations where an imminent threat is present, the Executive Director of Public Safety or an Associate Director of Public Safety has the ability and authority to issue an alert without delay and without further consultation with any other College official.

In situations lacking the presence of an imminent threat, the Executive Director of Public Safety or an Associate Director of Public Safety consults with the President, Vice President for College Life and Dean of Students and/or other members of the Campus Emergency Response Team (CERT) prior to an alert being issued. The College, based on the judgments of members of the Public Safety Department and CERT will endeavor to immediately notify the campus community (or appropriate segments separately and distinctly impacted) upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or

staff occurring on or near the campus. A threat is imminent when the need for action is instant, overwhelming, and leaves no moment for deliberation. Such situations may include, but are not limited to, a hazardous materials incident requiring sheltering in place or evacuation, an active shooter on or near campus, or a shooting incident on or near the campus. Follow-up notices/communications will be provided as necessary during an active incident and may be provided by the Executive Director of Public Safety or a member of CERT. When a threat is neutralized or effectively removed, campus community members will be appropriately informed via all or some of the aforementioned communications methods.

When the emergency mass notification system (EMNS) is activated using the siren, email, and cell phone text/voice messaging, college officials will notify campus community members of the emergency situation, its exact location, and will most likely request community members to protect themselves by evacuating the affected area if it is safe to do so and/or by employing the "shelter-in-place" concept. Local police, emergency responders, officials at the Lutheran Seminary, and select borough officials are also alerted via text messaging of any actual on-campus emergency that poses a threat to campus and/or the immediate local borough community.

Shelter-in-place means to take immediate shelter wherever you happen to be at the time of a shelter-in-place notification – in campus housing, in privately-owned housing near campus, in an academic or administrative building, etc. Community members should remain in a shelter-in-place status until the all clear is communicated by emergency response personnel via an emergency rapid communications system(s).

College authorities may instruct campus community members to "shelter-in-place" if a condition exists that is potentially life threatening and has an immediate threat to the health and personal safety of the campus community. Immediate threats would include, but are not limited to: active shooter incidents, mass acts of violence, tornadoes, terrorist attacks, or hazardous materials incidents.

How to Shelter-In-Place:

- If you can safely evacuate a potentially dangerous or hazardous situation, do so immediately. If you cannot safely evacuate and 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.
- Locate a room to shelter inside. It should be:
 - an interior room;
 - above ground level; and
 - 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.
- Shut and lock, if possible, all windows (tighter seal) and close exterior doors. Doors and windows may need to be barricaded, if possible.
- Turn off air conditioners, heaters, and fans.
- Close vents to ventilation systems as you are able.
- Make a list of people with you and ask someone to call the list into DPS to inform them where you are sheltering.
- Turn on a radio or TV and listen for further instructions.
- Make yourself comfortable.

Off-Campus Emergencies:

DPS officials often receive emergency information from the Adams County 911 Center regarding incidents in Adams County that could imminently impact the safety of the Gettysburg College community. When appropriate, DPS notifies the campus community of off-campus threats that could also represent a serious or continuing threat to students, employees, and visitors.

Emergency Mass Notification System (EMNS) Testing and Registration:

The Emergency Mass Notification System (EMNS) will be tested at least each academic semester to ensure that all systems are working properly and that emergency managers maintain a working knowledge of the system. These tests will also be educational moments for the campus community to remind them that this system does exist, and that it is a working and functioning system that they can rely upon. In conjunction with at least one of the annual EMNS test notifications, information is shared with the campus community related to the campus' emergency response and evacuation procedures.

Students, staff, and faculty are informed of the College's EMNS program and evacuation processes annually during training and through written notification. This includes dissemination of information about how to respond during the activation of the EMNS in response to a significant incident on campus or within the immediate area of the campus that potentially directly impacts the safety of campus community members. These information sessions have been built into first-year orientation, residence life student staff training, and new employee/faculty orientations. Additionally, EMNS posters are posted in classrooms and public areas throughout campus. These posters provide quick actions for community members to take in the event of an EMNS activation, including shelter-in-place actions, etc. Public Safety officers additionally test evacuation procedures for all residence halls, fraternities, and academic/administrative buildings at least once each semester as part of Public Safety's fire drill and safe evacuation programs.

The EMNS processes are tested once each semester – including the activation of the alert siren and cell phone/text messaging systems. These tests are usually announced tests, but they may be unannounced. Available student cell phone numbers are loaded into the cell/text notification system upon their registration for classes.

Faculty and Staff participation is optional. Faculty and Staff must register through CNAV:

- Log onto CNAV, and select Emergency Notification Settings from the "My Place" drop-down menu.
- Under Contact Devices, add your cell phone number (with area code) in the box named "Cell Phone Number", and click Update.
- If you do not receive the EMNS notification, it shows you are not in the system and should sign up if you want to receive future notifications.

The College's means of communicating during an emergency situation includes the following, although not all of these methods are always employed. The communications method used would depend on the type of emergency:

- Cell phone Text/Voice Messaging
- Alert Siren
- All Campus Email Alerts
- Voice-Mail
- Computer Instant Pop-Up Emergency Screen Messages
- Emergency Website, Facebook, and Twitter Accounts
- Telephone Trees
- Broadcast Alert via Channel 75 of Campus Television
- Public Media (TV, radio, news websites)
- Fire Alarm System Notification
- Public Address System from Siren and from Public Safety Vehicles
- Flyers posted throughout Campus
- Direct On-foot and In-person Notifications

EVACUATION PROCEDURES

Gettysburg College DPS shall be responsible for the safe evacuation of all persons utilizing the College's facilities in the event of natural disasters, civil disturbances, and active threats. The level of necessity will determine the response by DPS. If large scale events occur that are beyond the resource capabilities of DPS and the College, officials will request assistance from outside emergency resources such as the Gettysburg Borough Police and Fire, State Police, Adams County Emergency Management, and/or state departments of emergency management. The

need to implement evacuation from a campus building or the entire campus shall be based upon information received or furnished to Gettysburg College.

The information may be in the form of instructions or advice from the Adams County Emergency Management Agency, the Governor's Office or other officially recognized agency. Full or partial evacuations may be necessary as a protective action to reduce campus community members' exposure to a hazard. Protective actions reduce TIME of exposure, create DISTANCE, or provide SHIELDING from a specific hazard. Hazards that may require an evacuation include:

- Fire
- HAZMAT release
- Bomb threat or suspicious device/package
- Hostile intruder
- Massive utility failure
- Severe weather conditions
- Hazard that renders facilities uninhabitable

Exercise of Judgment and Contingencies: The actions described are basically standard by nature. When situations arise for which the procedures to be followed are not fully prescribed in the College's Emergency Operations Plan (EOP), responsible personnel will be expected to exercise good judgment, make appropriate decisions, and provide any support necessitated by the situation.

As part of the decision-making process relative to an evacuation, the evacuation must be able to be completed well before the arrival of a hazard. When there is little to no warning time, a shelter-in-place decision/order may be more appropriate. Additional factors to consider beyond warning time when deciding on whether or not to evacuate include:

- Size and geographical area affected
- Population density of the surrounding area
- Capacity and condition of the road network
- Are sufficient transportation resources available – college transportation, public transportation, and private transportation?
- Are there safe alternatives?
- Ability of campus facilities to provide shielding from the hazard
- Ability of facilities to support the population
- Local considerations and local police and emergency resources support

Scope of an Evacuation: The scope of an evacuation can include a single building, or a group of buildings, and/or a large geographical area. The scope could go beyond the borders of the institution, and/or the college may be impacted by an evacuation initiated by the local authorities. Size and scope considerations must be included in the overall decision-making process.

Building Evacuation:

- All building occupants are required to evacuate when the fire alarm sounds or upon the order of an authorized College official, such as a Public Safety officer.
- If time permits, stabilize lab procedures, turn off stoves and ovens, and unplug or disable any device that could make a dangerous situation even worse.
- Move to the closest exit and proceed down the EXIT stairwell in a safe and orderly manner. Take personal belongings with you. Do NOT use elevators.
- Remain at least three hundred (300) feet outside of the building and await further instructions. Keep roadways open, and beware of approaching emergency vehicles. Notify emergency responders of anyone trapped, especially anyone with a physical disability.

Large-Scale Campus Evacuation:

- If evacuation of part or all of the campus is necessary, monitor text message/voice alert system, email, and the College's website for additional information.
- Those in need of transportation will be directed to areas to await transport to an off-campus site.

EMERGENCY PREPAREDNESS OVERVIEW

Emergency preparedness at Gettysburg College is managed by the College's Emergency Operations Program (EOP) and Campus Emergency Response Team (CERT). Emergency operations planning at Gettysburg College means preventing, preparing for, responding to and recovering from any and all emergencies that could affect the Gettysburg College and local Gettysburg Borough communities. It means having a comprehensive plan extending from all levels of emergency personnel down through the individuals that make up our community to prevent situations that cause emergencies; it means preparing people on the procedures to follow, should a crisis occur; it means having a well collaborated response approach from College and local officials and State and Federal agencies to effectively mitigate any crisis; and it means being ready and able to recover quickly from emergency events in order to keep the operations and business continuity of Gettysburg College moving forward.

CAMPUS EMERGENCY RESPONSE TEAM (CERT)

All emergency incidents occurring on campus or impacting the college campus community will be managed using the Incident Command System (ICS) and the National Incident Management System (NIMS) as outlined by Federal and State agencies.

The primary responsibility for responding to emergencies on Gettysburg College's campus rests with the Department of Public Safety (DPS), local emergency services, and the President of the College. The Campus Incident Management System or CERT – Campus Emergency Response Team - is the established protocol for managing all aspects of an incident. DPS, along with other College departments, and the emergency services organizations play an essential role as the first line of defense. In responding to an emergency or disaster, Gettysburg College will make full use of the facilities, equipment, supplies, personnel, and resources of the College. The College President, as chief executive, has the authority to direct and coordinate disaster operations and may delegate this authority to an emergency manager. Incident Command is established when an authorized individual (usually a DPS officer or supervisor, fire chief, police officer) is onsite and communicates their authority with all personnel involved.

If a situation arises on or around campus that could potentially threaten the health or safety of College community members, senior officers of the College, members of CERT, and members of Public Safety are immediately summoned as part of Gettysburg College's crisis response procedure.

Public Safety officers, supervisors, and administrators are trained in crisis response and have the authority to take immediate action in response to an imminent crisis, using the Emergency Operations Plan (EOP) and departmental procedures as a guideline.

These actions may include:

- Deployment of additional Public Safety officers
- Engagement of law enforcement officials
- Summoning of local, county, or state emergency management officials
- Enhanced patrol of the campus
- Closing of roads and entrances onto campus
- Securing of campus buildings and residence halls
- Evacuation of campus buildings and residence halls

There is one Incident Commander (IC) for an incident. When more than one jurisdiction or one agency is involved, a Unified Command structure will be established. Command will function from an Incident Command Post (ICP).

Certain "triggering" conditions may dictate a broader institutional response. This broader response will be managed from an Emergency Operations Center (EOC) by the CERT.

When an Emergency Operations Center (EOC) is established, CERT will assume a policy, direction, and coordination role over the institution's response and recovery. The EOC will act as an umbrella organization that brings together all of the elements necessary to support the incident and maintain ongoing operations. Command will remain with the Incident Commander or Unified Command group.

The CERT consists of two groups, the Core group and the Advisory group. The Core Group Members are the policy decision-makers and include the President and senior staff. The Advisory Group Members are the policy developers and implementers and include key department heads from organizations throughout the institution. The members of CERT are institutional emergency incident resources and potential responders; they are not persons who community members should report crimes to.

The CERT composition is as follows:

- Core Incident Command Group
 - President
 - Provost
 - VP College Life & Dean of Students
 - VP Enrollment and Educational Services
 - Chief Diversity Officer, Diversity and Inclusion
 - VP Finance and Administration
 - VP College Relations
 - VP Information Technology
 - Executive Vice President
 - Executive Director of Public Safety
 - Executive Director of Communications and Marketing
 - General Counsel (as needed)

- Advisory Group
 - Associate Directors of Public Safety
 - Director of Residence Life and First Year Programs
 - Director of Facilities Services
 - Director of Auxiliary Services
 - Director of Health Services
 - Vice Provost
 - Director of Communications and Marketing
 - Director of Information Technology Operations
 - Co-Directors of Human Resources & Risk Management
 - Director of Athletics
 - Dean for Global Initiatives & Director of the Center for Global Education
 - Director of Communications and Marketing
 - Director of Student Activities and Greek Life
 - Executive Director of Alumni Relations

TESTING, EXERCISE PREPAREDNESS DRILLS AND TABLE-TOP EXERCISES

In accordance with the institution's Emergency Operations Plan (EOP), Gettysburg College will use its emergency procedures and plans for testing emergency notification, response, and evacuation. A test is defined as regularly scheduled drills, exercises, and appropriate follow-through activities, designed for assessment and evaluation of emergency plans and capabilities.

CERT will perform periodic table-top exercises (at least one per year) in order to practice the implementation of the campus' emergency operations plan and supplement emergency policies and procedures and to assess and evaluate

emergency plan capabilities. Additionally, divisional and department level exercises are regularly initiated to train staff personnel on emergency operations. During CERT exercises, the all campus evacuation plan is either reviewed or practiced as part of the training session. The Executive Director of Public Safety, in coordination with the Office of the President, will be responsible for scheduling and conducting these table-top exercises. As a minimum, one CERT Table-Top exercise per academic year will occur with the entire CERT Group. Additionally, local emergency responders from the Fire and Police Departments, Gettysburg Hospital, and Adams County Emergency Management Agency (EMA) will be invited to participate along with college officials during one table-top each year. Exercises can be either announced or unannounced.

After-Action Reports of Tests /Exercises: After-action reviews will be conducted following each test and/or exercise that documents the test/exercise, provides a description for each test/exercise, the date, time, and whether the test was announced or unannounced.

ALCOHOL/DRUG POLICIES AND THE POINTS SYSTEM

In accordance with the federal Drug-Free Workplace Act of 1988, the federal Drug-Free Schools and Communities Act (DFSCA) of 1989, and State policies on Alcohol and Other Drugs, Gettysburg College prohibits the unlawful or unauthorized possession, use, sale, manufacture, distribution, or dispensation of alcohol and other drugs by employees and students in the workplace, on College property, or as part of any campus activity. Employee or student violators are subject to disciplinary action, up to and including termination of employment and expulsion.

The College's Department of Public Safety reports violations of law to the appropriate college department and works in collaboration with the state and local police, who are responsible for enforcing the laws of the Commonwealth of Pennsylvania, including laws relative to the possession, use, and sale of alcoholic beverages. This includes the enforcement of State underage drinking laws and Federal and State drug laws. Student violations of the policies and guidelines pertaining to alcohol and drugs specified in the Gettysburg College Handbook of Student Rights and Responsibilities will result in sanctions appropriate to the degree of the violation. Sanctions will increase in severity for repeated violations. Student sanctions will include, but are not limited to, points, fines, education, referrals for counseling, community service, probations, residence hall separation, or suspension or expulsion from the college.

Commonwealth law states that a person who is under 21 years of age and who attempts to purchase, purchases, consumes, possesses, or who knowingly and intentionally transports any alcohol, liquor, or malt beverages commits a summary offense. Misrepresentation of age to a licensed dealer or other persons who sell or furnish intoxicating liquors constitutes a summary offense for a first violation and a misdemeanor of the third degree for any subsequent violation. A person also commits a third degree misdemeanor for selling or providing alcoholic beverages to a known minor.

There are also serious legal repercussions for driving under the influence of alcohol. Drivers under the age of 21 with a BAC of .02 or higher will be charged with Driving Under the Influence. Drivers 21 and over with a BAC of .08 or higher will be charged with Driving Under the Influence. Locally, there are Borough open container and noise ordinances.

The use of narcotics and controlled substances without a prescription on College premises, as elsewhere, is illegal. Illegal possession, use, and/or sale of drugs or narcotics by students, employees, or guests constitutes unacceptable and illegal conduct. The College's Department of Public Safety reports violations of law to the appropriate college department and works in collaboration with State and federal law enforcement and local police, who are responsible for enforcing the laws of the Commonwealth of Pennsylvania, including laws relative to the possession, use, and sale of narcotics and controlled substances. When students are receiving Federal Title IV financial aid (including Federal Pell Grants and Federal Direct Student Loans), it is their responsibility to inform the Financial Aid Office within five days of any criminal illegal drug statute conviction. Students also agree to abide by the conditions of the drug-free workplace certifications.

The Points System was designed in order to provide clarity around how the College will respond to alcohol, drug and related violations. Students will meet with the appropriate student conduct administrator or hearing body in order to determine if a violation of policy did occur. Once this determination is made, the corresponding number of points and other required sanctions will be assigned. Students will receive this information from the student conduct administrator in writing, once the administrative or Student Conduct Review Board hearing is complete. Anyone having questions about the Points System should contact the Office of Student Rights & Responsibilities at x6900 or visit them in CUB220.

The Code of Student Conduct also specifies the prohibitions and penalties for violations of these prohibitions and is part of the Handbook of Student Rights and Responsibilities, which is published under a separate cover and is available through the Office of Student Rights and Responsibilities.

The Handbook can also be found online at: <http://www.gettysburg.edu/studenthandbook/>.

The most recent version of Gettysburg College's Drug and Alcohol Abuse Prevention Program (DAAPP) can be located online at: http://www.gettysburg.edu/about/offices/college_life/srr/alcohol-and-other-drug-use-information-/index.dot. Additional alcohol and drug policies, standards of conduct, applicable disciplinary sanctions, health risks, counseling and treatment, processes, goals, and objectives can be found on this website and within the DAAPP. **The biennial report, developed in accordance with the Drug Free Schools and Communities Act (DFSCA) of 1989, can be obtained from the Office of College Life, located in the College Union Building, or by calling (717) 337-6907.** Students, staff, and faculty are informed each year about the DAAPP and DFSCA and how to obtain copies.

ALCOHOL AND OTHER DRUGS (AOD) EDUCATION AND OUTREACH

- The College prohibits or limits student social events with alcohol during the first 2-3 weeks of the fall semester
- The College requires all incoming First Year students to complete AlcoholEdu, an online educational tutorial
- The College provides substance-free housing. Upper-class students can elect to live in a building devoted to substance free, healthy living. First Year students can elect to live with a roommate who also subscribes to a substance-free lifestyle.
- Through non-alcoholic programming, student organizations and student government promote healthy norms
- The Residence Life staff conducts one-on-one "GChats" with all First Year students to openly discuss issues of alcohol use in order to promote a healthy self and environment
- The College uses a points system when working with students who violate the College's alcohol policies, and all First Year students participate in a session at orientation introducing the College's alcohol policy and point system. The points system is designed to facilitate good decision making on the part of students surrounding issues of alcohol use. The points system places a higher point value on less healthy decisions, e.g., driving under the influence. Less risky behaviors tend to result.
- Educational sanctions for violations of College policy and Point Forgiveness Opportunities completed with a Drug and Alcohol Counselor
- The College's social event policy requires that organizations, such as fraternities, register events with alcohol. Organizations are required to have TIPS servers. In addition, the Department of Public Safety conducts pre- and post-event walkthroughs. Quantities of alcohol are also limited by the number of people expected to attend the event.
- The College has a venue where it serves alcohol to students. Students are required to show that they are 21 years of age or older. In addition, students are limited to one drink (beer or wine) for every hour of the event. Events involving the College serving alcohol must be approved by a committee of student affairs administrators. These events are limited to Friday and Saturday nights.

**JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS
CRIME STATISTICS ACT, AS AMENDED BY THE VIOLENCE AGAINST WOMEN
REAUTHORIZATION ACT OF 2013**

SEXUAL MISCONDUCT POLICIES, SERVICES, RESOURCES, AND PROTOCOLS

Gettysburg College prohibits the crimes of domestic violence, dating violence, sexual assault and stalking (as defined by the Clery Act) and reaffirms its commitment to maintaining a campus environment that emphasizes the dignity and worth of all members of the college community. Toward that end, Gettysburg College issues this statement of policy to inform the campus community of our programs to address domestic violence, dating violence, sexual assault and stalking as well as the procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking, which will be followed regardless of whether the incident occurs on or off campus when it is reported to a College official.

Federal Clery Act Definitions of Domestic Violence, Dating Violence, Sexual Assault, and Stalking

The Clery Act defines the crimes of domestic violence, dating violence, sexual assault and stalking as follows:

- **Domestic Violence:**
 - i. A Felony or misdemeanor crime of violence committed—
 - A) By a current or former spouse or intimate partner of the victim;
 - B) By a person with whom the victim shares a child in common;
 - C) By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
 - D) By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
 - E) By any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
 - ii. For the purposes of complying with the requirements of this section and §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.
- **Definition of a Crime of Violence:** According to Section 16 of Title 18 of the United States Code, the term “crime of violence” means:
 - i. An offense that has as an element of the use, attempted use, or threatened use of physical force against the person or property of another; or
 - ii. Any other offense that is a felony and that, by its nature, involves a substantial risk that physical force against the person or property of another may be used in the course of committing the offense.
- **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.
 - i. The existence of such a relationship shall be 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.

- ii. For the purposes of this definition—
 - A) Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
 - B) Dating violence does not include acts covered under the definition of domestic violence.
 - iii. For the purposes of complying with the requirements of this section and §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.
- **Sexual Assault:** An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI’s Uniform Crime Reporting (UCR) program. Per the National Incident-Based Reporting System User Manual from the FBI UCR Program, a sex offense is “any sexual act directed against another person, without the consent of the victim, including instances where the victim if incapable of giving consent.”
 - **Rape** is defined as 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** is defined as the touching of the private parts of another person for the purposes of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
 - **Incest** is defined as sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
 - **Statutory Rape** is defined as sexual intercourse with a person who is under the statutory age of consent.
- **Stalking:**
 - i. Engaging in a course of conduct directed at a specific person that would cause a reasonable person to—
 - A) Fear for the person’s safety or the safety of others; or
 - B) Suffer substantial emotional distress.
 - ii. For the purposes of this definition—
 - A) *Course of conduct* means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person’s property.
 - B) *Reasonable person* means a reasonable person under similar circumstances and with similar identities to the victim.
 - C) *Substantial emotional distress* means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
 - iii. For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Jurisdictional Definitions of Domestic Violence, Dating Violence, Sexual Assault and Stalking

- **Sexual Assault:** The state of Pennsylvania defines sexual assault as follows:
 - **Rape** — 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. Statutory offenses (no force used —victim under age of consent) are excluded.
 - **Sex offenses** (except rape, prostitution, and commercialized vice) —Statutory rape, offenses against chastity, common decency, morals, and the like. Attempts are included.
- **Domestic Violence/Abuse:** Pennsylvania law defines domestic abuse as knowingly, intentionally or recklessly causing bodily injury of any kind, causing fear of bodily injury of any kind, assault (sexual or not sexual), rape, sexually abusing minor children, or knowingly engaging in a repetitive conduct toward a

certain person that puts them in fear of bodily injury. These acts can take place between family or household members, sexual partners or those who share biological parenthood in order to qualify as domestic abuse.

- **Dating Violence:** The state of Pennsylvania does not have a definition of dating violence.
- **Stalking: Pennsylvania law defines stalking** when a person either:
 - (1) engages in a course of conduct or repeatedly commits acts toward another person, including following the person without proper authority, under circumstances which demonstrate either an intent to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person; or
 - (2) engages in a course of conduct or repeatedly communicates to another person under circumstances which demonstrate or communicate either an intent to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person.
- **Consent:** The state of Pennsylvania defines ineffective consent as:
 - **Ineffective consent** — Unless otherwise provided by this title or by the law defining the offense, assent does not constitute consent if:
 - (1) it is given by a person who is legally incapacitated to authorize the conduct charged to constitute the offense;
 - (2) it is given by a person who by reason of youth, mental disease or defect or intoxication is manifestly unable or known by the actor to be unable to make a reasonable judgment as to the nature or harmfulness of the conduct charged to constitute the offense;
 - (3) it is given by a person whose improvident consent is sought to be prevented by the law defining the offense; or
 - (4) it is induced by force, duress or deception of a kind sought to be prevented by the law defining the offense.

The state additionally provides descriptors commonly associated with consent as part of its full definition when describing the offense of Rape.

- **Rape Offense defined** — A person commits a felony of the first degree when the person engages in sexual intercourse with a complainant:
 - (1) By forcible compulsion;
 - (2) By threat of forcible compulsion that would prevent resistance by a person of reasonable resolution;
 - (3) Who is unconscious or where the person knows that the complainant is unaware that the sexual intercourse is occurring;
 - (4) Where the person has substantially impaired the complainant's power to appraise or control his or her conduct by administering or employing, without the knowledge of the complainant, drugs, intoxicants or other means for the purpose of preventing resistance;
 - (5) Who suffers from a mental disability which renders the complainant incapable of consent.

Further, under Clery and UCR (Uniform Crime Reporting) definitions, the Pennsylvania Crimes Code sections relating to sexual assault (PA CS Title 18, Subsection 3124.1), involuntary deviate sexual intercourse (PA CS Title 18, Subsection 3123) and aggravated indecent assault (PA CS Title 18, Subsection 3125) are considered rape for the purposes of Clery and PA UCR reporting.

- **Other Sex Offenses** (except rape, prostitution, and commercialized vice) — Statutory rape, offenses against chastity, common decency, morals, and the like. Attempts are included.

Gettysburg College's Definition of Consent as it Relates to Sexual Activity is as follows:

- **Consent:** Consent to engage in sexual activity must exist from beginning to end of each instance of sexual activity. Consent is demonstrated through mutually understandable words and/or actions that clearly indicate a willingness to engage in, and continue to engage in, a specific sexual activity.

Consent must be informed and voluntary. To give Consent, a person must be awake, of legal age, and have the capacity to reasonably understand the nature of their actions. Individuals who are physically or mentally incapacitated cannot give Consent. Some indicators that an individual is incapacitated due to intoxication may include, but are not limited to, vomiting, unresponsiveness, inability to communicate coherently, inability to dress/undress without assistance, inability to walk without assistance, slurred speech, loss of coordination, or inability to perform other physical or cognitive tasks without assistance. Silence, without actions evidencing permission, does not demonstrate Consent. Where force or coercion is alleged, the absence of resistance does not demonstrate Consent. The responsibility of obtaining Consent rests with the person initiating sexual activity.

Consent to engage in sexual activity may be withdrawn by either person at any time. A previous or current dating or sexual relationship, by itself, is not sufficient to constitute Consent. Once withdrawal of Consent has been expressed, the sexual activity must cease. Consent is automatically withdrawn by a person who is no longer capable of giving Consent (due to falling asleep or passing out into a state of unconsciousness, for example).

How to Be an Active Bystander:

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.

Bystanders play a critical role in the prevention of sexual and relationship violence. They are “individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it.”¹ We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. Below is a list² of some ways to be an active bystander. Further information regarding bystander intervention may be found. If you or someone else is in immediate danger, call DPS at (717) 337-6911 or the local police by dialing 911. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

1. Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are ok.
2. Be direct, delegate responsibility, or cause a distraction when you see a person secludes, hits on, tries to make out with, or has sex with people who are incapacitated.
3. Intervene when someone discusses plans to take sexual advantage of another person.
4. Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
5. Refer people to on or off campus resources listed in this document for support in health, counseling, or with legal assistance.

¹ Burn, S.M. (2009). A situational model of sexual assault prevention through bystander intervention. *Sex Roles*, 60, 779-792.

² Bystander intervention strategies adapted from Stanford University's Office of Sexual Assault & Relationship Abuse

Risk Reduction:

With no intent to victim blame and recognizing that only abusers are responsible for their abuse, the following are some strategies to reduce one's risk of sexual assault or harassment (taken from Rape, Abuse, & Incest National Network, www.rainn.org)

- **Be aware** of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
- Try to **avoid isolated areas**. It is more difficult to get help if no one is around.
- **Walk with purpose**. Even if you don't know where you are going, act like you do.
- **Trust your instincts**. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
- **Try not to load yourself down** with packages or bags as this can make you appear more vulnerable.
- **Make sure your cell phone is with you** and charged and that you have cab money.
- **Don't allow yourself to be isolated** with someone you don't trust or someone you don't know.
- **Avoid putting music headphones in both ears** so that you can be more aware of your surroundings, especially if you are walking alone.
- **When you go to a social gathering, go with a group of friends**. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
- **Trust your instincts**. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).
- **Don't leave your drink unattended** while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, just get a new one.
- **Don't accept drinks from people you don't know or trust**. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
- **Watch out for your friends, and vice versa**. If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.
- If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.). Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).
- If you need to get out of an uncomfortable or scary situation, here are some things that you can try:
 - **Remember that being in this situation is not your fault**. You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.
 - **Be true to yourself**. Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
 - **Have a code word with your friends or family** so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
 - **Lie**. If you don't want to hurt the person's feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
- **Try to think of an escape route**. How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
- **If you and/or the other person have been drinking**, you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

Programs to Prevent 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:

- A. 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
- B. Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels.

Gettysburg College's educational programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students who:

- A. Clearly communicate that the institution prohibits the crimes of domestic violence, dating violence, sexual assault and stalking (as defined by the Clery Act);
- B. Provide the definitions of domestic violence, dating violence, sexual assault and stalking according to any applicable jurisdictional definitions of these terms;
- C. Define consent and describe what behaviors and actions constitute consent, in reference to sexual activity as defined by the student and employee codes of conduct;
- D. Provide 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;
- E. Provide 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.
- F. Provides an overview of information contained in the Annual Security and Fire Safety Report in compliance with the Clery Act.
- G. Provide information regarding:
 1. procedures victims should follow if a crime of domestic violence, dating violence, sexual assault and stalking occurs (as described in "Procedures Victims Should Follow if a Crime of Domestic Violence, Dating Violence, Sexual Assault and Stalking Occurs" elsewhere in this Annual Report);
 2. how the institution will protect the confidentiality of victims and other necessary parties (as described in "Assistance for Victims: Rights and Options" elsewhere in this Annual Report);
 3. existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both in the institution and in the community (as described in "Assistance for Victims: Rights and Options" elsewhere in this Annual Report); and
 4. options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures (as described in "Assistance for Victims: Rights and Options" elsewhere in this Annual Report);
 5. procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking (as described in "Adjudication of Violations" elsewhere in this Annual Report).

Primary Prevention and Awareness Programs:

The College provides primary prevention and awareness programs to all incoming students and employees that involves the distribution of educational materials to new students, participating in and presenting information and materials during new student and employee orientations, providing programs by invitation at staff meetings or academic programs, and requiring incoming first-year students and returning upper-class students to take online courses related to sexual assault and high risk drinking awareness and education. These trainings include:

- Clearly articulated statements that the College prohibits the crimes of domestic violence, dating violence, sexual assault and stalking.
- The Federal and State definitions of domestic violence, dating violence, sexual assault and stalking.
- The College and State definitions of consent.
- A description of safe and positive options for bystander intervention.
- Information on specific risk reduction strategies.

Ongoing Prevention and Awareness Campaigns:

The College provides an annual educational campaign for all students and employees designed to provide ongoing education and programming around issues of sexual violence – including sexual assault, domestic violence, dating violence, and stalking. Campaign strategies employed include face-to-face presentations, online training programs, printed materials, self-defense programming, and related lectures. The college additionally provides educational/informational sessions for contractors and conference services staff on Clery Act specific policies and crime reporting practices along with information related to the Department of Education’s Office of Civil Rights Title IX Guidance.

Ongoing prevention and awareness campaigns include self-defense programming; domestic violence month events and activities; sexual assault and awareness month, which includes presentations and an annual “Take Back the Night” event; Green Dot sexual violence and relationship violence bystander intervention programming; programming specific to developing healthy relationships; Women’s Center and LGBTQA Advocacy programming; and regular student conversations related to sexual assault and relationship violence as part of the Students Against Sexual Assault (SASA) organizational meetings.

The following are some specific examples of annual programs currently offered by the college. This list is not all inclusive:

- **Online Education**
Haven and Have Plus, through EverFi, are online courses required of all students to learn effective ways to prevent and report sexual assault on our campus. Employees also receive online education through LawRoom.
- **Orientation Programing**
Incoming first year students participate in a series of information sessions about the Clery Act and Title IX information, in addition to learning about the Sexual Misconduct Policy, bystander intervention, and resources. New faculty and employees received Clery Act and Title IX information during their orientation programs.
- **Extended Orientation Programming**
Incoming first year students choose between a workshop on self-defense, bystander intervention training, or consent education session. These 2 hour trainings are designed to give students an interactive educational experience geared at giving them the personal tools to reduce and prevent violence.
- **DPS Liaison Programming**
DPS officers are assigned liaison activities with students for the purpose of concentrated crime prevention and security awareness programming. In addition to general crime prevention programming, DPS officers provide sexual assault, domestic violence, dating violence, and stalking awareness programs for these students.

- **Orientation Performances**
Performed by students during first-year orientation. Performances focus on alcohol and other drugs, in addition to educating on sexual violence and bystander intervention.
- **Group Motivational Enhancements (GME)**
Evidence supports the effectiveness of interventions that (1) use survey data to counter students' misconceptions about their fellow students' attitudes towards excessive drinking, (2) concurrently address alcohol-related attitudes and behaviors, and (3) increase students' motivation to change their drinking habits (Larimer & Cronce, 2002). Programs that combine these three empirically validated approaches are the most effective in reducing problem drinking. Additionally, this program focuses on avoiding harmful situations, such as sexual assault and other instances of violence.
- **Green Dot College Strategy and Bystander Intervention Workshops**
Both Green Dot Bystander Intervention Presentations help people understand what stops us from intervening in potentially harmful situations and provides tools to intervene. Green Dot covers ways to end power-based personal violence. Bystander Intervention workshops cover bystander effect and ways to decide to act when we see someone in need. Participants leave with practical tips to intervene.
- **Healthy Relationships Discussion Group (iLove)**
iLove functions on a series of discussions about relationships: with others (intimate partnerships, dating) and with the self (knowing boundaries, finding one's voice to set boundaries, discerning what is appropriate for the individual, etc.).
- **Healthy Masculinities**
The Healthy Masculinities group at Gettysburg helps foster critical self-reflection to help men create a personal authentic definition of masculinity. This initiative includes programs, discussion groups, and campus events to help develop awareness of the positive and negative impacts of hegemonic masculinity.
- **14 Days to end Sexual Violence**
Is a series of programs that take place over 14 days led by the Students Against Sexual Assault (SASA) organization. All programs are to help raise awareness and offer support in an attempt to end sexual violence.

Procedures Victims Should Follow if a Crime of Domestic Violence, Dating Violence, Sexual Assault, and Stalking Occurs

After an incident of sexual assault, dating violence, or domestic violence, the victim should consider seeking medical attention as soon as possible at the Gettysburg Hospital Emergency Department (GHED). Sexual Assault Nurse Examiners (SANE) at the hospital are trained and certified in physical evidentiary recovery kit collection. Evidence may be collected, even if you choose not to make a report to law enforcement.

Adams County, PA, which includes the borough of Gettysburg and surrounding area, has established an anonymous reporting protocol for victims of sexual assault. The purpose of this protocol allows Adams County, PA, to develop an alternative to standard reporting procedures for sexual assault victims. If a sexual assault victim does not currently wish to involve police, there is still an option to have the forensic evidence collected in a timely manner. As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. By providing victims with the opportunity to gather information, solidify their support system, and establish rapport with first responders, the county hopes to create an environment that encourages reporting, even for those victims who initially feel unable, unwilling, or unsure about doing so. Victims may report a sexual assault anonymously at the Gettysburg Hospital and have forensics evidence collected during the exam. The Adams County District Attorney's Office manages the anonymous reporting protocol.

It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours, so that evidence may be preserved that may assist in proving that the alleged criminal offense occurred/or is occurring, or may be helpful in obtaining a protection order. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted infections. Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs, or other copies of documents, if they have any, that would be useful to College adjudicators/investigators or local police.

Involvement of Law Enforcement and Campus Authorities:

Although the College strongly encourages all members of its community to report violations of this policy to Public Safety and the Gettysburg Borough Police, it is the victim's choice whether or not to make such a report. Furthermore, victims have the right to decline to notify law enforcement. However, the Department of Public Safety will assist any victim with notifying law enforcement if the victim so desires. The Gettysburg Borough Police Department may also be reached directly by calling (717) 334-1168 during normal business hours, or 911 during off hours or in emergency situations; or in person at the Gettysburg Borough Office located at 59 East High Street in Gettysburg. Additional information about the Gettysburg Borough Police department may be found online at: <https://www.gettysburgpa.gov/policepublic-safety>

NOTE: In the State of Pennsylvania, employees of institutions of higher learning who suspect incidents of child abuse (including incidents of suspected child sex abuse) must report such incidents to the Department of Public Welfare's Child Line (800-932-0313), the police having jurisdiction, and then to their supervisor. Pennsylvania recognizes matriculated students under the age of 18 as "children" for purposes of this law and, as such, the college is mandated to report a criminal complaint of abuse or sexual abuse involving any student victim under the age of 18 immediately to ChildLine and the police having jurisdiction. Law Enforcement authorities may notify the victim's parents or guardians as stipulated by law.

Reporting Incidents of Domestic Violence, Dating Violence, Sexual Assault, and Stalking:

If you have been the victim of domestic violence, dating violence, sexual assault, or stalking, you should report the incident promptly to the Title IX Coordinator by calling, writing, or coming into the office to report in person. Reports of all domestic violence, dating violence, sexual assault, and stalking made to Public Safety will automatically be referred to the Title IX Coordinator for review. The Title IX Coordinator is not a confidential reporting entity and is required to report criminal incidents to Public Safety.

Procedures the College Will Follow When a Crime of Domestic Violence, Dating Violence, Sexual Assault, and Stalking is Reported:

The College has procedures in place that serve to be sensitive to victims who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges; as well as the availability of counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, and other services on and/or off campus; as well as additional remedies to prevent contact between a complainant and an accused party, such as housing, academic, transportation and working accommodations, if reasonably available. The College will make such accommodations, if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to local law enforcement. Students and employees should contact the Title IX Coordinator by calling, writing, or coming into the office to report in person. The Title IX Coordinator will collaborate and coordinate with the Director of Student Rights and Responsibilities for student cases, and the Co-Directors of Human Resources for employee cases.

If a report of domestic violence, dating violence, sexual assault, or stalking is reported to the College, below are the procedures that the College will follow.

Incident Being Reported	Procedures Institution Will Follow
Sexual Assault	<ol style="list-style-type: none"> 1. Depending on when reported (immediate vs delayed report), institution will provide victim with access to medical care 2. Institution will assess immediate safety needs of victim 3. Institution will assist victim with contacting local police if complainant requests AND provide the victim with contact information for local police department 4. Institution will provide victim with referrals to on- and off-campus mental health providers 5. Institution will assess need to implement interim or long-term protective measures, if appropriate. 6. Institution will provide the victim with a written explanation of the victim’s rights and options 7. Institution will provide a “No trespass” (PNG) or “No Contact” directive to accused party if deemed appropriate 8. Institution will provide written instructions on how to apply for Protective Order 9. Institution will provide a copy of the policy applicable to Sexual Assault to the victim and inform the victim regarding timeframes for inquiry, investigation, and resolution 10. Institution will inform the victim of the outcome of the investigation, whether or not the accused will be administratively charged, and what the outcome of the hearing is 11. Institution will enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for reporting sex-based discrimination or for assisting in the investigation
Stalking	<ol style="list-style-type: none"> 1. Institution will assess immediate safety needs of victim 2. Institution will assist victim with contacting local police if complainant requests AND provide the victim with contact information for local police department 3. Institution will provide written instructions on how to apply for Protective Order 4. Institution will provide written information to victim on how to preserve evidence 5. Institution will assess need to implement interim or long-term protective measures to protect the victim, if appropriate 6. Institution will provide the victim with a written explanation of the victim’s rights and options 7. Institution will provide a “No trespass” (PNG) or “No Contact” directive to accused party if deemed appropriate
Dating Violence	<ol style="list-style-type: none"> 1. Institution will assess immediate safety needs of victim 2. Institution will assist victim with contacting local police if victim requests AND provide the victim with contact information for local police department 3. Institution will provide written instructions on how to apply for Protective Order 4. Institution will provide written information to victim on how to preserve evidence 5. Institution will assess need to implement interim or long-term protective measures to protect the victim, if appropriate 6. Institution will provide the victim with a written explanation of the victim’s rights and options 7. Institution will provide a “No trespass” (PNG) or “No Contact” directive to accused party if deemed appropriate

Domestic Violence

1. Institution will assess immediate safety needs of victim
2. Institution will assist victim with contacting local police if victim requests AND provide the victim with contact information for local police department
3. Institution will provide written instructions on how to apply for Protective Order
4. Institution will provide written information to victim on how to preserve evidence
5. Institution will assess need to implement interim or long-term protective measures to protect the victim, if appropriate
6. Institution will provide the victim with a written explanation of the victim's rights and options
7. Institution will provide a "No trespass" (PNG) or "No Contact" directive to accused party if deemed appropriate

Facilitated Anonymous Reporting through the Counseling Center/Pastoral Counselors:

Certified Counselors assigned to the Counseling Center and practicing pastoral counselors are confidential resources and do not report incidents. In their capacity and function, they do not make identifiable reports of incidents to the official on-campus resources unless the student specifically requests them to do so; however, the College encourages counselors to inform students that they can report incidents of crime to DPS, which can be done directly or anonymously. Students may request the Counseling Center to facilitate anonymous reporting using an internal form designed to capture general details about the incident (date, time, location, and brief description of the incident type) for inclusion in the College's Annual Security and Fire Safety Report. The College does not provide confidential or anonymous reporting outside of these entities. The amount of detail provided may enable the College to initiate an investigation into the circumstances surrounding the report. Such an investigation may jeopardize the anonymity of the reporting person or complainant.

Employee Assistance Program:

Gettysburg College also provides an Employee Assistance Program (EAP) for use by employees. The EAP is available to provide full-time employees assistance with such problems as sexual or physical abuse, depression, marital and relationship conflict, stress, grief, critical incident stress, anxiety, and other personal matters. All full-time employees, regardless of performance, are eligible. The contact number of the EAP is listed in the Resources section of this annual report.

All information relating to an employee's EAP participation is strictly confidential. Only the EAP provider maintains EAP records. The EAP provider does not release specific information about an employee's use of EAP services, unless the employee gives his or her advance written consent. The EAP does not report incidents to any Official On-Campus Resources unless the employee specifically gives them permission to do so.

Assistance for Victims - Rights & Options:

Regardless of whether a victim elects to pursue a criminal complaint or whether the offense is alleged to have occurred on or off campus, the College will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights and options.

Such written information will include:

- the procedures victims should follow if a crime of dating violence, domestic violence, sexual assault, or stalking has occurred;
- information about how the institution will protect the confidentiality of victims and other necessary parties;
- a statement that the institution will provide written notification to students and employees about victim services in the institution and in the community;
- a statement regarding the institution's provisions about options for, available assistance in, and how to request accommodations and protective measures; and
- an explanation of the procedures for institutional disciplinary action.

Rights of Victims and the Institution's Responsibilities for Orders of Protection, "No Contact" Orders, Restraining Orders, or Similar Lawful Orders Issued by a Criminal, Civil, or Tribal Court or by the Institution:

Gettysburg College complies with Pennsylvania State law in recognizing orders of protection.

Any person who obtains an order of protection from Pennsylvania or any reciprocal state should provide a copy to the Department of Public Safety and the Office of the Title IX Coordinator. A complainant may then meet with Public Safety to develop a Safety Action Plan, which is a plan for Public Safety and the victim to reduce the risk of harm while on campus or coming and going from campus. This plan may include, but is not limited to: escorts, special parking arrangements, providing a temporary cellphone, changing classroom/work site location, or working with Academic Advising on alternative class possibilities, allowing a student to complete assignments from home, allowing an employee to develop a flexible work schedule, etc. The College cannot apply for a legal order of protection, no contact order, or restraining order for a victim from the applicable jurisdiction(s).

In Pennsylvania, a victim of domestic violence, dating violence, sexual assault, or stalking has the right to file a petition with the courts requesting protection through PFAs, SVPOs, and/or PSVIs, which could include the following:

- An order restraining the abuser from further acts of abuse;
- An order directing the abuser to leave the victim's household/place of residence;
- An order directing the abuser to refrain from stalking or harassing the victim or other designated persons;
- Other protections based on issues related to cohabitation, residency, employment, and child custody.

When an abuser is not a present or past member of the victim's household or family, adults and minors can petition for a Sexual Violence Protection Order (SVPO). For example, a SVPO could be granted for a victim who is sexually assaulted by a coworker and who has no other relationship with the coworker – is not now or never was a family relation, spouse, dating partner, or member of the same household.

Protection from Abuse (PFA):

A protection from abuse order is a paper that is signed by a judge that tells or informs the abuser to stop the abuse or face serious legal consequences. It offers civil legal protection from sexual or relationship violence to both female and male victims. In Pennsylvania, there are a few different types of protection from abuse orders (PFA). These include:

- Emergency Order – Immediate protection when the courts are closed. A victim can contact the local police by dialing 911, and the police will connect the victim with the on-call magisterial district judge. The judge may grant an emergency order through this emergency process based on the facts of the case.
- Ex Parte Temporary Order – "Ex parte" means the judge will make a decision regarding a PFA, based only on the information provided by the victim, without the abuser being in court.
- Final PFA – A judge can grant a final protection from abuse order after a hearing involving the victim, abuser, witnesses, testimony, and evidence.

Protection of Victims of Sexual Violence or Intimidation (PSVI) Act:

The Protection of Victims of Sexual Violence or Intimidation (PSVI) Act provides victims of sexual violence or intimidation a civil remedy that requires the offender to stay away from the victim, regardless of whether the victim seeks criminal prosecution. 42 Pa. C.S. §§ 62A01(5)-(6). Victims of sexual violence and intimidation are eligible for relief who do not have a family or household member relationship with the defendant; i.e., who ARE NOT spouses, ex-spouses, living or lived as spouses, parents and children, other persons related by consanguinity or affinity, current or former sexual or intimate partners or persons who share biological parenthood. Victims of sexual violence and intimidation who have a family or household relationship with a defendant would instead be eligible for civil relief under the Protection from Abuse Act.

Information retrieved from http://www.pcadv.org/Resources/BNCD_SVPO_benchcard_03262015b.pdf; for more information, please contact DPS. DPS will help put victims who are interested in pursuing a PSVI in contact with local courts or the District Attorney's Office.

DPS will help put victims who are interested in pursuing a PFA, PSVI, or SVPO in contact with local courts or the local advocacy center of Survivors, Inc. Any student who obtains a protection order from Pennsylvania or any reciprocal State should provide a copy to DPS and the Office of Student Rights and Responsibilities. DPS will help facilitate the reporting of PFA violations to the local police.

While not the same as a State mandated protection order, the College can issue a No Contact Directive. This includes, but is not limited to, communication that is written, verbal, or physical. Written communication is understood to include all electronic means of communication, including, but not limited to: email, instant messaging, and text messaging. Verbal communication is understood to include phone calls and voice mail messages. A "no contact" directive may include additional restrictions and terms.

If the College receives a report that such an institutional no contact-order has been violated, the College will initiate disciplinary proceedings appropriate to the status of the accused (student, employee, etc.) and will impose sanctions if the accused is found responsible for violating the no contact order.

Accommodations and Protective Measures Available for Victims:

Upon receipt of a report of domestic violence, dating violence, sexual assault or stalking, Gettysburg College will provide written notification to students and employees about accommodations available to them, including academic, living, transportation, and working situations. The written notification will include information regarding the accommodation options, available assistance in requesting accommodations, and how to request accommodations and protective measures (i.e., the notification will include the name and contact information for the individual or office that should be contacted to request the accommodations).

At the victim's request, and to the extent of the victim's cooperation and consent, College offices will work cooperatively to assist the victim in obtaining accommodations. If reasonably available, a victim may be offered changes to academic, living, working or transportation situations regardless of whether the victim chooses to report the crime to law enforcement.

Examples of options for a potential change to the academic situation may be to transfer to a different section of a class, withdraw and take a class at another time if there is no option for moving to a different section, etc. Potential changes to living situations may include moving to a different room or residence hall. Possible changes to work situations may include changing working hours. Possible changes in transportation may include having the student or employee park in a different location, assisting the student or employee with a safety escort, etc. Issuance of a full, partial, or modified persona non grata (PNG – barring notice) to the respondent may also be appropriate.

To request changes to academic, living, transportation and/or working situations, or protective measures, a victim should:

Students: Contact the Title IX Coordinator and/or Director for Student Rights and Responsibilities for assistance.

Employees/Faculty: Contact the Office of Human Resources and/or Provost Office (depending upon employment status).

If the victim wishes to receive assistance in requesting these accommodations, the victim should contact the Title IX Coordinator and/or the Department of Public Safety.

Confidentiality:

Victims may request that directory information on file with the College be withheld by request. This request can be made to the Registrar's Office in person by visiting the College Union Building or by calling (717) 337-6240. Employees can contact the Office of Human Resources to make a similar request regarding directory information at (717) 337-6069.

Regardless of whether a victim has opted-out of allowing the College to share "directory information," personally identifiable information (PII) about the victim and other necessary parties will be treated as confidential and only shared with persons who have a specific need-to-know; i.e., those who are investigating/adjudicating the report or those involved in providing support services to the victim, including accommodations and protective measures. By only sharing personally-identifiable information with individuals on a need-to-know basis, the institution will

maintain as confidential any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

The College does not publish the name of crime victims or other identifiable information regarding victims in the Daily Crime and Fire Log or in the annual crime statistics that are disclosed in compliance with the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*. Furthermore, if a Campus Safety Alert or Timely Warning Notice is issued on the basis of a report of domestic violence, dating violence, sexual assault, or stalking, the name of the victim and other personally identifiable information about the victim will be withheld; this could include the specific location where an incident is reported to have occurred when reporting the location could inadvertently identify the victim.

On- and Off-campus Services for Victims:

Upon receipt of a report of domestic violence, dating violence, sexual assault, or stalking, Gettysburg College will provide written notification to students and employees about existing assistance with and/or information about obtaining resources and services, including counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and assistance in notifying appropriate local law enforcement. If a sexual assault or rape should occur on campus, staff on-scene, including DPS, will offer the victim a wide variety of services. This information regarding “resources” is not provided to infer that those resources are “crime reporting entities” for Gettysburg College.

These resources include the following:

ON CAMPUS	Employees	Students
Counseling/ Mental Health		Gettysburg College (GC) Counseling Office Phone: 717-337-6960 *Confidential Resource (Can make recommendations for local confidential counseling and psychiatric services in the local area)
Health Services		Gettysburg College (GC) Health Services Office Phone: 717-337-6970 *Confidential Resource
Title IX Coordinator	Ron Wiafe, Interim Title IX Officer: 717-337-6907 Jen Lucas, Human Resources: 717-337-6211	Ron Wiafe, Interim Title IX Officer Phone: 717-337-6907
Visa and Immigration Assistance/ International Student Support and Services		Brad Lancaster, Director of International Student Services Phone: 717-337-6377
Student Financial Aid		Financial Aid Office Phone: 717-337-6611
LGBTQA Advocacy and Education		LGBTQA Resource Center Phone: 717-337-7577
Women’s Center		Women’s Center Phone: 717-337-6991
Pastoral Counseling		Campus Chaplain Phone: 717-337-6280 *Confidential Resource
Department of Public Safety	Non-Emergency Phone: 717-337-6912 Emergency Phone: 717-337-6911	Non-Emergency Phone: 717-337-6912 Emergency Phone: 717-337-6911
Dean of Students		Julie Ramsey, Vice President of College Life & Dean of Students Phone: 717-337-6921
Victim Advocacy		Jessica Ritter, Victim Services Advocate Phone: 717-337-6900
Office of Multicultural Engagement		Darrien Davenport, Executive Director of Multicultural Engagement Phone: 717-337-6311
Sexual Misconduct Resource Site	www.gettysburg.edu/sexualmisconductresource	www.gettysburg.edu/sexualmisconductresource
Facilitated Anonymous Reporting		A student can go to Health and Counseling to submit an anonymous report. The amount of detail provided in an anonymous report will determine the College’s ability to investigate or respond.

OFF CAMPUS	Employees	Students
Counseling/ Mental Health	Employee Assistance Program (EAP) General Assistance: 866-227-6527 Critical Situations: 800-673-2496 <i>*Confidential Resource</i>	
Health Services	Gettysburg Hospital (WellSpan) Phone: 717-334-2121	Gettysburg Hospital (WellSpan) Phone: 717-334-2121
Victim Advocacy	Survivors, Inc. Phone: 717-334-0589 Hotline: 717.334.9777 or 800.787.8106 Victim Witness Services of Adams County Phone: 717-337-9844	Survivors, Inc. Phone: 717-334-0589 Hotline: 717.334.9777 or 800.787.8106 Victim Witness Services of Adams County Phone: 717-337-9844
Legal Assistance	Adams County District Attorney's Office Phone: 717-337-9840	Adams County District Attorney's Office Phone: 717-337-9840
Visa and Immigration Assistance	30 N. 41 st Street, Philadelphia, PA 19104 Phone: 800-375-5283	30 N. 41 st Street, Philadelphia, PA 19104 Phone: 800-375-5283
Gettysburg Police	Adams County Emergency Center: 911	Adams County Emergency Center: 911

Other resources available to persons who report being the victim of sexual assault, domestic violence, dating violence, or stalking, include:

<http://www.rainn.org> – Rape, Abuse and Incest National Network

<http://www.ovw.usdoj.gov/sexassault.htm> - Department of Justice

<http://www2.ed.gov/about/offices/list/ocr/index.html> - Department of Education, Office of Civil Rights

Adjudication of Violations:

The College's disciplinary process includes a prompt, fair, and impartial investigation and resolution process. In all instances, the process will be conducted in a manner that is consistent with the institution's policy and that is transparent to the accuser and the accused. Usually, the resolution of domestic violence, dating violence, sexual assault and stalking complaints are completed within 60 days of the report. However, each proceeding allows for extensions of timeframes for good cause with written notice to the accuser and the accused of the delay and the reason for the delay. College officials involved in the investigation or adjudication of domestic violence, dating violence, sexual assault and stalking complaints are trained annually on the issues related to domestic violence, dating violence, sexual assault, and stalking, as well as how to conduct an investigation and hearing process that protects the safety of the victim and promotes accountability. Furthermore, each policy provides that:

1. The accuser and the accused will have timely notice for meetings at which the accuser or accused, or both, may be present;
2. The accuser, the accused, and appropriate officials will have timely and equal access to any information that will be used during formal and informal disciplinary meeting and hearings;
3. The institutional disciplinary procedures will not be conducted by officials who have a conflict of interest or bias for or against the accuser or the accused;
4. The accuser and the accused will have the same opportunities to have others present during any institutional disciplinary proceeding. The accuser and the accused each have the opportunity to be advised by an advisor of their choice at any stage of the process and to be accompanied by that advisor to any related meeting or proceeding. The College will not limit the choice of advisor or presence for either the accuser or the accused in any meeting or institutional disciplinary proceeding. An **Advisor is someone who acts as an advisor to the Complainant or Respondent involved in an investigation or disciplinary proceeding** under the College's policies. The Advisor is permitted to be a part of any meetings their student may have. College employees who provide confidential support services (Counseling/Health Services staff and pastoral counselors) or have an actual or perceived conflict of interest (the Title IX Coordinator, Department of Public Safety, and the Dean of Students, for example) may not serve as Advisors. A student or employee should select as an advisor a person whose schedule allows attendance at the scheduled date and time for any meetings, because delays will not normally be allowed due to the scheduling conflicts of an advisor.

The Advisor may not speak aloud during meetings involving the student and an investigator/adjudicator, but may confer quietly or by means of written notes with their advisee. The Student Conduct

Administrator keeps a list of trained Advisors. Although the Parties are not required to select a trained Advisor, because knowledge of the disciplinary process is important to the Advisor's role, it is highly recommended that they do so. The Complainant and Respondent are not obligated to accept the counsel of an Advisor.

5. The accuser and the accused will be notified simultaneously, in writing, of any initial, interim, and final decision of any disciplinary proceeding; and
6. Where an appeal or grievance is permitted under the applicable policy, the accuser and the accused will be notified simultaneously in writing of the procedures for the accused and the victim to appeal the result of the institutional disciplinary proceeding. When an appeal or grievance is filed, the accuser and the accused will be notified simultaneously in writing of any change to the result prior to the time that it becomes final, as well as of the final result once the appeal is resolved.

If the Victim Does Not Wish to Pursue Resolution:

In all reported cases of sexual misconduct, the College will conduct a fact-finding investigation to the best of its ability. In cases where the Victim wishes to become a Complainant, this investigative report is provided to the Student Conduct Administrator for a threshold analysis.

In cases where the Victim does not wish to become a Complainant, the College has 2 (two) options:

1. The College may attempt to resolve the complaint in a manner consistent with the Victim's request. This may include holding the report for action at a later date.
2. The College may pursue a judicial hearing against the Respondent named in the investigation. Under these circumstances, the College would take into consideration the nature of the assault, the safety of the Victim and the campus community, as well as the previous disciplinary history and previous allegations of sexual misconduct.

Whether or not criminal charges are filed, the College or a person may file a complaint under the following policies, depending upon the status of the accused (student or employee).

Student Disciplinary Proceedings Utilized in Cases of Alleged Domestic Violence, Dating Violence, Sexual Assault, and Stalking

Organizational Behavior:

Student groups are subject to the conduct expectations detailed throughout this policy. Any behavior, patterns of behavior, or information suggesting patterns of behavior that creates or contributes to the creation of a hostile environment, retaliation, discrimination, or harassment will be investigated and could result in organizational and/or individual charges.

Any member of the College community may bring allegations against a student group/organization for violation of the Sexual Misconduct and Relationship Violence Policy. The College will conduct a preliminary investigation into an incident. For cases involving a social fraternity or sorority, the case may be referred to the Director of Student Rights and Responsibilities and/or the Director of Student Activities and Greek Life.

An investigation will be conducted to determine if the allegations have merit and have met the threshold (defined below) to move forward with charges. The Title IX Coordinator, Director of Student Rights and Responsibilities, or Director of Student Activities and Greek Life may confer with the student group/organization's advisor(s), inter/national headquarters, and/or other faculty and staff with a relationship to the student group/organization to solicit advice and recommendations regarding the case. Ultimately, the College is responsible for determining if the organization and/or individuals will be charged and the process for adjudication. All sections of this policy apply to groups and organizations.

Statement on Privacy:

The College will protect the identity of persons who report having been victims of sexual assault, domestic violence, dating violence, or stalking to the fullest extent of the law. Additionally, the College will take all reasonable steps to investigate and respond to the complaint consistent with any request for privacy or request not to pursue an investigation. However, its ability to do so may be limited based on the nature of the request by the Complainant.

If the Victim requests anonymity or that the College not pursue an investigation, the College must balance this request in the context of its responsibility to provide a safe environment for all College community members. In cases where the College cannot respect the wishes of the Victim, the College will consult with the Victim and keep them informed about the College's course of action.

If the report of 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 will maintain the privacy of the Victim or Respondent's identities, understanding that in a small community an alert may make members of the community feel known or singled out.

The College will assess any barriers to proceeding, including retaliation, and in cases where informal or formal resolution will take place, the College will inform the Respondent that Title IX prohibits retaliation and the College will take strong responsive action to protect the Complainant.

The College has designated the Title IX Coordinator as the individual(s) to evaluate requests for privacy once the College is aware of alleged sexual violence.

Investigation of Reports:

The College will take prompt action to investigate and adjudicate the complaint. However, if the student wishes to participate in a police investigation, the College may wait a reasonable amount of time (usually 7 to 10 business days) to allow the police to conduct initial fact finding and the gathering of evidence in the criminal investigation. The Department of Public Safety Executive Director or designee and the Police Chief or designee may regularly confer on the status of an active investigation to ensure compliance with federal requirements while maintaining the integrity of any active criminal process. The College has a written Memorandum of Understanding (MOU) with the Gettysburg Police Department regarding the criminal and administrative investigation of incidents of sexual violence and the distribution of timely warning notices or campus safety alerts and immediate or emergency notifications.

The College's goal is to complete the investigation within 60 days. However, there may be times where the process may take longer and the College will communicate on an on-going basis with the parties a realistic timeline, and the circumstances regarding the same.

Investigations will be conducted by one or more of the following: the Department of Public Safety (DPS), an external investigator, or other investigator designated by the Dean of Students. This designee may be an employee of the College, an external investigator, or both. All reasonable efforts will be made to keep information private during the College's investigation and adjudication of a complaint.

The investigation is designed to provide a fair and reliable gathering of the facts. The investigation will be thorough, impartial, and fair. The DPS staff members who are responsible for these investigations have been trained on investigation, Title IX, and LGBTQA concerns, trauma informed training and are aware of this policy. As described in the confidentiality section of this Policy, the investigation will be conducted in a manner that is respectful of individual privacy concerns.

The investigation is a process that involves obtaining and evaluating information given by persons having personal knowledge of the events or circumstances concerning the reported incident. This may include the collection of all statements (both oral and written), pertinent facts, and/or evidence. This process will be exhaustive and is likely to include the interviewing and re-interviewing of involved parties so as to ensure as much clarity around conflicting or differing statements as may be possible. The Dean of Students, Title IX Coordinator, or their designees may refer an investigative report back to DPS for further follow-up pending the availability of new information, for additional

clarity regarding conflicting or inconsistent information/reports, or for any other reason necessary to ensure further clarity or strengthen the final report.

At the conclusion of the investigation, the investigator will prepare a report setting forth the facts gathered. The report will provide an assessment of reliability of the information as well as a recommendation regarding potential policy violations.

Threshold of Information:

The Title IX Coordinator or their designee will review the investigation report to make a determination on the threshold of information. The Title IX Coordinator may determine that there is sufficient information to proceed. If it is determined that the threshold has been reached, a notice of charge will be issued to begin the formal or informal conduct resolution process. If the Title IX Coordinator determines that this threshold has not been reached, the Reporting Party and Responding Party will be notified in writing.

If it is determined that the threshold was not reached, the Reporting Party will have the opportunity to seek review by the Dean of Students by filing a written request for review within two (2) business days. The Responding Party will be notified in writing of this request. The Dean of Students may affirm the threshold finding, reverse the finding, or request additional investigation, as warranted. If the Dean of Students agrees that a case does not reach the threshold for formal resolution, educational sanctions or informal resolution may still be implemented. This decision of the Dean of Students is final.

Interim Measures:

Overview: During the investigation and prior to the final determination, the College may take appropriate Interim Measures to protect the parties involved. A Reporting Party or Responding Party may request an Interim Measure or other protection or the College may impose Interim Measures at its discretion to ensure the safety of all parties, the College community, and/or the integrity of the process. These actions are not a presumption of responsibility for violation of the Sexual Misconduct and Relationship Violence Policy. Interim measures may be imposed whether or not formal disciplinary action is sought by the Reporting Party or the College.

Interim Measures may prevent a student from attending class and other College activities. College Life will communicate with Academic Advising and a student's faculty instructors and/or advisors at the request of the student in order to determine if alternate arrangements can be made to support a student's completion of academic assignments.

The College will try to provide academic support where necessary. Academic support means that College Life will communicate with Academic Advising or faculty on a student's behalf. Faculty, however, work at their own discretion and therefore, College Life can make no guarantees that student will receive the support they may desire. The Reporting Party and Responding Party will be notified in writing of any or all Interim Measures.

Types of Interim Measures:

Interim Separation – In certain circumstances the Vice President for College Life and Dean of Students, or designee, may impose an Interim Separation from the College at any point after a complaint has been filed.

Interim Separation may be imposed:

- During the investigatory stage to ensure the safety and well-being of members of the College community or preservation of College property;
- To ensure the student's own physical or emotional safety and well-being; or,
- If the student poses an ongoing threat of disruption of, or interference with, the normal operations of the College, or the investigation.

During the Interim Separation, a student shall be denied access to the residence halls and/or to the campus. Interim Separation will not be placed on a student's official, permanent academic record.

The Interim Separation does not replace the regular process, which shall proceed on the normal schedule, up to and through a hearing, if required. However, the student should be notified in writing of this action and the

reasons for the separation. The student will also be notified of the time, date, and place of a subsequent Student Conduct Review Board or Sexual Misconduct hearing, if applicable.

Interim residential separation or residential relocation – A student may be separated temporarily from College housing or temporarily reassigned to another residential location on campus. Their original housing location will be held until the process is over. It can be determined that residential relocation is a sanction when appropriate, and at that time the student will move permanently into a location determined by Residence Life.

Class schedule changes - Changes to a student's class schedule may be made on a temporary basis in the event it is deemed appropriate by the Dean of Students or her/his designee. Students may be sanctioned to a permanent change(s) through the normal adjudication process.

Restrictions from College activities and/or facilities – A student may be denied, on a temporary basis, participation in a college activity or privilege for which they may be otherwise eligible as the Dean of Students or their designee determine to be appropriate. Students may also be prohibited from certain facilities including, but not limited to, academic buildings, fraternities, athletic facilities and/or practice and competition spaces, and transportation services. Students may be sanctioned to a permanent restriction(s) through the normal adjudication process.

Work or job assignment changes – Changes to a student's work or job assignment (including internships) may be made on a temporary basis in the event it is deemed appropriate by the Dean of Students or the Director of Student Rights and Responsibilities.

No-Contact Directive – The College may impose a No-Contact Directive in cases where an agreement cannot be reached or is not applicable. Generally, No Contact is defined as having no direct or indirect contact with another party or parties at any time. This includes, but is not limited to, communication that is written, verbal, or physical. Written communication is understood to include all electronic means of communication; including, but not limited to, email, instant messaging text messaging, and all forms of social media. Verbal communication is understood to include phone calls and voice mail messages. A No-Contact Directive may include additional restrictions and terms. Violations of the No-Contact Directive will result in disciplinary action.

Informal Resolution:

A Reporting Party may elect to pursue an informal resolution to a sexual misconduct complaint. The Title IX Coordinator or Director of Student Rights and Responsibilities has the discretion to determine if it would be appropriate to resolve a complaint under this Policy through informal resolution. An informal resolution is designed to officially resolve complaints promptly, and with mutual approval of all parties involved.

Informal resolutions include, but are not limited to, on-line education courses, counseling sessions, other educational remedies or mediation of the complaint conducted by the Student Conduct Administrator and/or an Associate Dean of College Life. Informal resolution may be used in certain cases involving sexual misconduct; such as non-consensual sexual contact, sexual exploitation, and sexually inappropriate behaviors. **Informal resolution will never be used in cases involving allegations of sexual assault (including rape, fondling, incest, or statutory rape).** Both the Reporting Party and Responding Party must agree to engage in informal resolution. Either party can end the informal resolution process at any time, for any reason, and begin the formal resolution process. Formal Resolution may not be initiated after the conclusion of Informal Resolution.

Outcomes of Informal Resolution:

At the conclusion of Informal Resolution, the Student Conduct Administrator or designated College administrator may propose a sanction agreed upon by the parties or may impose or continue a no contact directive based on information derived from the Informal Resolution proceedings, taken together with any other relevant information known to the College at the time of the Informal Resolution. Actions imposed by the Student Conduct Administrator and designated College administrator may include accommodations to living, academic courses or employment; limitations of contact between the parties; and recommendation to counseling for the Responding Party.

Election of Formal Resolution:

Except in cases where a Formal Resolution hearing has already been denied for not meeting the threshold, as set forth in Section above, the College, Reporting Party, or the Responding Party may, **at any time prior to the conclusion** of the Informal Resolution, elect to end such proceedings and initiate Formal Resolution instead. In such cases, statements or disclosures made by the parties in the course of the Informal Resolution may be considered in the subsequent Formal Resolution.

Formal Resolution, Pre-Hearing Process:

After the Student Conduct Administrator, usually the Title IX Coordinator in such cases, charges a student with a potential violation of policy:

- The Student Conduct Administrator, will contact the Reporting Party and Responding Party where applicable, to go over details of the case and answer any questions concerning the process.
- The Reporting Party and Responding Party will be asked to provide the Student Conduct Administrator with a list of witnesses (if there are any). Those witnesses will be asked to provide statements to DPS. Character witnesses are not permitted as part of the hearing process.
- The Student Conduct Administrator will request the names of the Reporting Party's and Responding Party's advisors. The advisors will be contacted by the Student Conduct Administrator to be certain that they understand their role in the hearing process. It is the student's responsibility to meet with the advisor and to provide the advisor with hearing materials if they so desire.
- The Student Conduct Administrator will be available to speak with the parent(s)/guardian(s) of the Reporting Party and Responding Party to answer any questions about the process. It is the student's responsibility to provide parent(s)/guardian(s) with copies of hearing materials if they desire. This information will not be provided by the Office of Student Rights and Responsibilities, College Life, or Department of Public Safety.

Hearing Procedures:

- The Student Conduct Administrator will produce written charges to be delivered to the Reporting Party and Responding Party. The charge letter should indicate the elements of this policy that are alleged to have been violated. In addition to the formal charge letter, the Reporting Party and Responding Party will receive copies of written statements provided by witnesses during the inquiry process (these may be received after the charge letter). The Reporting Party and Responding Party will have 5 (five) calendar days from receipt of the charge letter and statements to submit a response to the Student Conduct Administrator to be shared with the Vice President for College Life and Dean of Students or their designee.
- Adjudication of the Sexual Misconduct and Relationship Violence Policy will be conducted by the Vice President for College Life and Dean of Students. The Vice President for College Life and Dean of Students may select a designee or panel if the Vice President for College Life and Dean of Students chooses to do so. The Student Conduct Administrator will prepare a written report of the investigation for the Vice President for College Life and Dean of Students or their designee (from here on referred to as Adjudicator).
- The Adjudicator will base their decision on the information available in the written report. If the Adjudicator has insufficient information, they may follow-up with the investigator to get additional information from the Reporting Party, Responding Party, witnesses, and any other information that is deemed relevant and pertinent to the case.
- The standard of proof that the Adjudicator will utilize is **preponderance of information**. The preponderance standard means that the Adjudicator finds it is **more likely than not** the Responding Party is responsible or not responsible for a violation of this policy based on the information presented to the Adjudicator.
- The Responding Party and Reporting Party will be notified in writing of the decision made by the Adjudicator. This notification to both Responding Party and Reporting Party(s) will be done at the same time or as close to the same time as possible. If the Reporting Party is deceased, the next of kin will receive results of disciplinary proceedings.
- A student found responsible for violating this policy may be assigned sanctions that include, but are not limited to, expulsion, suspension, or probation. A full list of sanctions appears at the end of this Section.

The imposition of sanctions will take effect immediately and will not be delayed pending the resolution of the appeal.

Appeal Process:

Reasons for appeal: The Responding Party or Reporting Party may appeal a decision in a case for the following reasons:

- a. **Unreasonable Sanction** – to determine whether the magnitude of the sanction(s) imposed was unreasonable for the violation of policy for which the student was found responsible;
- b. **Procedural Error** – to determine procedural error or absence of conformity with proscribed procedures during the investigative stage or any stage of the process (including an error during the hearing) preventing either the Reporting Party or Responding Party a reasonable opportunity to prepare and present information to the investigator; and
- c. **New Information** – to determine new information is discovered which was not available at the time of the investigative process and could have affected the outcome of the case.

Note: Appeals granted for “Unreasonable Sanction” will be referred to an Appeals Board. Appeals granted for reasons “Procedural Error” or “New Information” will go back to the original Adjudicator, unless an error during the hearing influenced the outcome.

The Reporting Party would have the right to appeal in the case that the Responding Party was found “Not Responsible”, if there were a procedural error or if new information has been discovered. If students indicate one basis for appeal which would send the case back to the original adjudicator and another ground for appeal which involves an Appeals Board, then both conditions for appeal would be heard by the Appeals Board. If both or all students appeal and any ground for appeal involve an appeal of sanction, then all grounds for appeal would be heard by the Appeals Board. In all cases that go back to the Adjudicator, the Adjudicator’s decision is then final.

Appeals Board: Appeals based on unreasonable sanctions or conditions noted above would be heard by an Appeals Board. The panel will consist of one voting faculty member and two voting administrators. Members of the panel will be appointed for one to three year terms and will be trained on issues related to the Sexual Misconduct and Relationship Violence policy and process.

Students wishing to appeal should submit their written appeal to the College Life Office within five (5) calendar days of receipt of the decision by the Adjudicator. Appeals are due by 5:00 p.m. on the fifth day following the original decision. The Title IX Coordinator or Title IX Deputy shall determine if the grounds for appeal were met. If grounds are not met, the appeal will not move forward to a Board. Common reasons why an appeal may be rejected, or not accepted for consideration, include the following:

- Where a remedy has been requested that is not available through the appeal
- Where the appeal does not fit within the definition of any of the relevant grounds for appeal

If the Responding Party or Reporting Party submits an appeal and the appeal is granted, both parties will be informed by the Title IX Coordinator that an appeal has been granted.

- Once all parties have been notified that an appeal has been granted, the Reporting Party or Responding Party will have the option to submit a response to the appeal in writing. This response must be received by 5:00pm on the third calendar day following the receipt of the appeal notification.
- Once a board has been convened, the original appeal letter and any responses will be submitted to the Appeals Board. This board will be chaired by one of the voting members of the Appeals Board.

The Responding Party or Reporting Party may request the removal of a member of the Appeals Board, if the student has reason to believe that the member may not be fair or impartial. This request, including rationale, must be submitted to the College Life Office in writing at least 48 hours in advance of the hearing. The final decision to remove a member of the board is at the discretion of the Title IX Coordinator or Title IX Deputy.

- The Appeals Board will have access to reports, statements by the Reporting Party, Responding Party, witnesses and any other materials gathered during the investigation.
- The Appeal Board will vote on whether or not the original sanction(s) should be amended. Amendment of the sanctions may include an increase or decrease in severity.

- The Appeals Board may, in its sole discretion, meet with the Reporting Party, Responding Party, others involved in the process, or the Adjudicator in order to determine whether the original sanction(s) should be amended. During any meeting with the Reporting Party, Responding Party and/or other individuals, the Appeals Board will not revisit the entire matter, but will limit its discussion to whether the sanction is unreasonable as previously identified.
- The decision of the Board is final, except in cases of expulsion.

Please note that in cases where a Hearing Panel was used to reach the original outcome, the Vice president for College Life and Dean of Students could replace the Appeals Board and hear the appeal.

In Cases of Expulsion:

In cases where appeals have resulted in expulsion, the Responding Party will have the opportunity to submit an appeal to the President of Gettysburg College. This appeal must meet one of the criteria listed above in reasons for appeal. The Responding Party will have three (3) calendar days to submit the appeal in writing to the President's Office. The President will determine whether the appeal should be granted. This decision is final.

Records:

All resolution proceedings, whether informal or formal, are conducted in compliance with the requirements of FERPA and College policy. No information shall be released from such proceedings except as required or permitted by law and College policy.

- A. Other than College expulsion, disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's disciplinary record:
 1. Disciplinary records are maintained by the Dean of Students' Office.
 2. Within 45 days of graduation, all hard copies of student disciplinary records shall be destroyed for students involved in disciplinary matters resulting in sanctions other than College suspension or College expulsion. Personal identifiers are removed from electronic disciplinary records. However, the College maintains numeric identifiers which are discoverable if the College receives a subpoena or search warrant.
 3. Disciplinary records of students involved in a pending College disciplinary proceeding, criminal matter, or civil matter requiring retention of the record may be retained for up to seven years after final resolution of the College disciplinary matter, and/or incidents classified as Clery reportable crimes.
 4. Disciplinary records of students who have been suspended will be retained for no fewer than seven years after graduation or withdrawal. "Suspension" will be noted on the transcript for the duration of the suspension.
 5. Disciplinary records of students who have been expelled will be retained indefinitely in addition to a permanent notation on the student's transcript.
 6. Disciplinary records of students who have withdrawn from the College and have not been suspended, expelled, involved in a pending criminal matter, or those found responsible for a violation of the Sexual Misconduct and Relationship Violence policy, specifically, sexual assault, domestic violence, dating violence, stalking, and sexual harassment will be retained for no fewer than seven years after the date of the incident.
- B. Information and disciplinary records are generally not released to third parties without the student's permission. There are two main areas of exception:
 1. The College may release information to parents without student consent when deemed appropriate and is not otherwise prohibited by FERPA or other applicable laws. The College's complete FERPA policy may be found in the Student Handbook and on the college's website at: <http://www.gettysburg.edu/about/offices/provost/registrar/ferpa.dot>.
 2. Information and/or records may be produced in response to a subpoena, warrant, or court order.
- C. In situations involving both a Responding Party(s) and a student Reporting Party who is the victim or target of another student's conduct, the records of the process and of the sanctions imposed, if any, shall be considered to be the records of the Responding Party and Reporting Party students.

- D. For cases involving a report, complaint, investigation, or informal conduct resolution, or formal conduct resolution under the purview of the Sexual Misconduct and Relationship Violence Policy, specifically for students found responsible for sexual assault, domestic violence, dating violence, stalking and sexual harassment, the Dean of Students Office will retain a record of the report, complaint, investigation, informal, and/or formal conduct resolution for a period of no less than seven years after graduation or withdrawal.

Affirmative findings of responsibility in matters resolved through formal conduct 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 until graduation.

- E. Students seeking transfer to other schools or participation in off-campus study programs may also be requested or required to release their disciplinary records. Graduate schools, medical schools, law schools and some governmental agencies may also request disclosure of student disciplinary records.
- F. Regarding students who withdraw from Gettysburg with outstanding charges of a violation of the Sexual Misconduct and Relation Violence Policy: Upon receiving the appropriate release of information form signed by the student or former student, institutions and agencies (e.g. Common Application) inquiring as to a student's conduct record and/or eligibility to return or re-enroll at Gettysburg College may be provided with information regarding the outstanding charges.

Sanctions:

Below is a list of all sanctions that may be assigned by a Student Conduct Administrator, Student Conduct Review Board, Adjudicator, Appeals Officers, or the Sexual Misconduct Appeals Board. If a student is found responsible for a violation of policy, the following sanctions may be imposed upon any student found to have violated the Student Code. When determining the appropriate sanctions, the conduct administrator or board may take into account any previous violations or sanctions imposed in a prior conduct proceeding. The conduct administrator or board may issue one or a combination of the following or similar types of sanctions:

- A. **College Expulsion** – permanent separation of the student from the College. A letter will be sent to parents or guardian notifying them of this sanction. Records will be permanently maintained by the College, and the transcript will note the expulsion.
- B. **College Suspension** – separation of the student from the College for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified. Students who are suspended forfeit all fees that have been paid to the College; and are ineligible to visit the campus (including fraternity chapter houses) unless permission is granted by the Director of Student Rights and Responsibilities. In addition, a "suspension" notation is placed on their College transcript until the term of suspension has expired (notation changed to "withdrew" after suspension ends). Students must seek readmission as outlined in the Academic Procedures section of the Student Handbook. A letter will be sent to parents or guardians notifying them of this sanction.
- C. **Revocation of Admission** – Applicants and admitted students are expected to abide by the same code of conduct as Gettysburg College students and are covered by the same Code of Conduct. Gettysburg College reserves the right to revoke admission to admitted or deposited students for fraud, misrepresentation, violation of College standards, or for other serious violations committed by a student prior to enrolling at Gettysburg.
- D. **Withholding and/or Revocation of Degree** – Gettysburg College reserves the right to withhold or revoke a degree awarded from the College for sexual assault and other violations of sexual misconduct.
- E. **Withholding Diploma** – the College may withhold a student's diploma for a specified period of time. The student may also be denied participation in commencement exercises while charges are pending or as a sanction.

In addition, the College may withhold a student's transcript if the student has judicial charges pending or the student was found responsible for violating Policy.
- F. **Conduct Probation** – a written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions, such as suspension or expulsion, if the student is found to violate any institutional regulation(s) during the probationary period. A

letter will be sent to parents or guardians notifying them of this sanction. Students on probation are normally not permitted to live off-campus, join a Greek letter social organization, or study off-campus.

- G. **Loss of Privileges** – denial of specified privileges for a designated period of time. This includes, but is not limited to, loss of position in club or organization, suspension from athletic team or performing group, loss of privileges to use specified facilities, prohibition from participation in co-curricular activities, loss of privilege to have car on campus, loss of privilege to live in residence hall or lottery system, loss of privilege to join a fraternity or sorority, restricted access to a fraternity chapter house.
- H. **Restitution** – compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
- I. **Discretionary Sanctions** – work assignments, essays, behavioral contracts, alcohol and drug assessment or substance use advising, service to the College, community service, or other related discretionary assignments.
- J. **No-contact Directive** – the College may impose a "no contact" directive in cases where an agreement cannot be reached or is not applicable. Generally, "no contact" is defined as having no direct or indirect contact at any time. This includes, but is not limited to, communication that is written, verbal, or physical. Written communication is understood to include all electronic means of communication; including, but not limited to, email, instant messaging and text messaging. Verbal communication is understood to include phone calls and voice mail messages. A "no contact" directive may include additional restrictions and terms. Students found responsible for violation of the no contact may face sanctions that result in immediate removal from campus, suspension, or expulsion.
- K. **Residence Hall Relocation** – students may be assigned to a different residential space on campus if they violate policy or demonstrate an inability to continue living in their current community or room.
- L. **Residence Hall Separation** – separation of the student from the residence halls for a definite period of time, after which they student is eligible to return. Conditions for readmission to the residence halls may be specified.

Organizational Sanctions may also include but are not limited to:

- M. **Organizational Expulsion** – Permanent loss of privileges, including College recognition. When a College organization fails to fulfill the College's expectations of previously imposed conduct probation or has what a reasonable person would consider an egregious violation of College policy, the Vice President for College Life and Dean of Students may decide to permanently terminate the recognition of the organization. This could include actions taken by unauthorized/unrecognized members, or violations by individuals acting on behalf of the group while suspended from campus. The Vice President for College Life and Dean of Students may consult with the Student Conduct Review Board on the question of expulsion of the College organization, if The Vice President for College Life and Dean of Students so chooses.
- N. **Organizational Suspension** – Loss of all privileges, including College recognition, for a specified period of time. When a College organization fails to fulfill the College's expectations or violates the terms of previously imposed conduct probation, the Vice President for College Life and Dean of Students may decide to terminate the recognition of or suspend the organization. The Vice President for College Life and Dean of Students may consult with the Student Conduct Review Board on the question of suspension of a College organization, or the termination of the recognition of a College organization, if The Vice President for College Life and Dean of Students so chooses.
- O. **Social Probation** – A loss of privilege to host social events on campus, in fraternity chapter houses or off-campus for a specified period of time. Social probation may include all events or only social events with alcohol.
- P. **Loss of selected rights and privileges** for a specified period of time.

Employee/Faculty Disciplinary Proceedings Utilized in Cases of Alleged Domestic Violence, Dating Violence, Sexual Assault and Stalking

General Standards of Conduct:

Gettysburg College is committed to operating with integrity and in compliance with all applicable federal, state and local laws, regulations, and policies. Additionally, all employees are expected to conduct themselves honestly and with a high degree of personal integrity. The mutual respect and collegiality that is gained as a result of adherence to these high standards encourages a positive and productive work environment. This not only involves sincere respect for the rights of others, but also requires that employees refrain from behavior in both their professional and personal lives, that might be harmful to themselves or their coworkers and/or the College. To maintain the integrity of Gettysburg College and to protect the rights of its employees, its students, and the College itself, employees are expected to conduct themselves honestly, professionally, and ethically at all times.

Additionally, to make the College a safe and pleasant place to work, every employee is expected to observe certain standards of conduct. Certain conduct is of such serious nature that immediate dismissal may be warranted without prior warning or discipline. Examples of such conduct are as follows: gross insubordination; dishonesty; stealing property or merchandise belonging to the College, its suppliers, students, or other employees; private financial relations with customers or suppliers; deliberate damage to College property; fighting; falsifying or causing to be falsified information on an employment application, time card, or other College documents; unlawful possession, use, or distribution of alcohol; intoxication; the illegal use, sale, manufacture, possession or distribution of drugs or narcotics; sexual misconduct, other inappropriate sexual conduct, illegal harassment and/or discrimination; the possession or use of firearms or other weapons on College premises, including in employees' own vehicles; or the use or threat of violence.

The specific conduct described in this section does not include all of the possible grounds for discipline or discharge. These descriptions are intended as illustrations of the types of conduct that must be avoided for the good of our employees, students, visitors, and the College itself.

Because these rules are essential to our most important function - high quality service to our students - as well as to the efficient operation of our business, the provisions of this section will be promptly and fairly enforced. We appreciate the cooperation of every employee in the careful observance of these standards of conduct.

Employee and Student Sexual Harassment, Sexual Misconduct, Dating Violence, Domestic Violence, Stalking, and Sexually Inappropriate Behavior:

All members of Gettysburg College have the right to work and study in an environment free of discrimination, including freedom from sexual harassment, sexual misconduct, dating violence, domestic violence, stalking and other sexually inappropriate behavior. The intent of this policy is to foster responsible behavior in a working and academic environment free from discrimination and harassment. Thus, Gettysburg College strongly disapproves of and forbids the sexual harassment of employees or students, and will not tolerate sexual assault, sexual misconduct, dating violence, domestic violence, stalking, and other sexually inappropriate behavior.

Sexual harassment, sexual misconduct, dating violence, domestic violence, stalking and other sexually inappropriate behavior as defined by this policy is prohibited when it involves any member of the campus community:

- towards a faculty member or employee by a faculty member or employee
- towards a student by a faculty member or employee
- towards a faculty member or employee by a student
- towards a student by a student
- towards a faculty member or employee or student by a visitor or guest of the College.

All members of the faculty, administration and support staff who have information regarding, are witness to, or become aware of by any means any form of sexual harassment, sexual misconduct, inappropriate sexual behavior, dating violence, domestic violence, stalking and/or criminal activity, are required to report the incident as outlined in these policies.

Other Forms of Harassment/Discrimination:

Employees are expected to maintain the highest degree of professional behavior. All harassment or discrimination by employees is strictly prohibited. Further, harassing or discriminatory behavior of non-employees directed at College employees or students also is condemned and will be promptly addressed.

Discrimination occurs when race, color, national or ethnic origin, sex, sexual orientation, gender identity or expression, marital status, disability, religion, veteran status, age, or any protected status is used as (inappropriate) irrelevant criteria for action. Discrimination is particularly condemned when it exploits and jeopardizes the trust that should exist among members of an educational institution. To preserve a work and study atmosphere that fosters such trust, the College affirms the principle that students, faculty, and staff must be treated equitably and evaluated on the basis of merit rather than irrelevant criteria. When a person intentionally or inadvertently abuses the power and authority inherent in their position, there can be negative consequences both to the individuals involved, as well as to the educational and working environment of the College.

Discrimination also includes harassment. Harassment may be based on a person's race, color, national or ethnic origin, sex, sexual orientation, gender identity or expression, marital status, disability, religion, veteran status, age, or any protected status. It includes a wide range of abusive and humiliating verbal or physical behaviors that are directed against a particular person or persons. In some cases, the conduct may be such that it is clear that it is directed against a particular person or persons, even though the person(s) may not be explicitly identified.

Examples of unacceptable behavior include, but are not limited to, the following:

- physical, emotional, or mental abuse
- racial, religious, ethnic, or gender-based or sexual insults
- derogatory ethnic, religious, or sexual jokes or slurs
- unwelcome sexual comments or advances
- taunting intended to provoke an employee
- requests for sexual favors used as a condition of employment or affecting any personnel decisions such as hiring, promotion, or compensation
- unwanted physical contact such as pinching, grabbing, rubbing, etc.; stalking, bullying, cyber-bullying, etc.

All members of the faculty, administration and support staff who have information regarding, are witness to, or become aware of by any means any form of harassment or discrimination are required to report the incident.

Reporting of Prohibited Conduct, Harassment and Discrimination Violations:

Any employee or faculty member who believes he or she has been a victim of any form of prohibited conduct, harassment, or discrimination in any form should bring the matter to a Co-Director in the Human Resources Office and/or the Vice Provost. Alternatively, the individual may complete the online Community Concern webform located at: www.gettysburg.edu/reportconcern.

All members of the faculty, administration, and all support staff are required to report incidents of prohibited conduct, harassment, and/or discrimination, including sexual harassment and gender discrimination, sexual misconduct, relationship violence and sexually inappropriate behavior, that they observe, that they are informed about, or of which they become aware by any means to a Co-Director of Human Resources and/or the Vice Provost. Alternatively, the individual may complete the online Community Concern webform located at: www.gettysburg.edu/reportconcern.

Investigation of Reports:

All concerns will be taken seriously and directed to an intake office of the College, which will then inform the alleged respondent about the College's policy regarding such behavior, and advise the respondent that retaliation is prohibited.

The College's Title IX Coordinator will be notified of all Title IX/VAWA related claims. In those cases, the Title IX Coordinator will determine to whom to assign the responsibility to investigate. The investigation will typically involve interviewing the individual who believes they have been harassed; interviewing the individual who has been

accused; and interviewing any witnesses or those who are believed to have relevant information about the claim. The individual being accused generally has the right to know who has made an allegation against them. The supervisor of an employee making a claim and the supervisor of an employee being named in a claim may be notified of the claim, only if appropriate.

Review:

When the individual making a claim or the accused is a member of the faculty, the investigation will normally be assigned to the Provost Office. Generally, the Vice Provost will conduct the investigation with a Co-Director of Human Resources, meeting with the individual making the claim, the individual who has been accused, and any witnesses or those who may have relevant information. Any corrective action toward a faculty member will be determined based on procedures set forth in the Faculty Handbook.

When a claim involves an employee of the College other than a faculty member, the investigation will typically be assigned to a Co-Director of Human Resources. The Title IX Coordinator may delegate responsibility for the investigation to another member of the professional staff or person(s) authorized by the College as appropriate. Any corrective action toward a member of the professional staff will be based on standard College procedures. The College, in its sole discretion, makes disciplinary decisions.

Student complaints about a faculty member or another employee of the College will be reviewed by either the Vice Provost (in the case of a faculty member) and the Title IX Coordinator or a Co-Director of Human Resources (in the case of an employee).

Faculty or staff complaints about a student will be reviewed by the Title IX Coordinator or trained designee. The judicial procedures for sexual harassment grievances are outlined in the Student Code of Conduct.

Student complaints about other students will be reviewed and investigated per the Sexual Misconduct and Relationship Violence Policy by the Title IX Coordinator or Director of Student Rights and Responsibilities. The judicial procedures for sexual harassment grievances are outlined in the Student Code of Conduct.

During the course of an investigation, the individual conducting the investigation may consult with or notify the College President, the Provost, the Vice President of College Life/Dean of the College, the Co-Director of Human Resources, the Executive Director of Public Safety, and/or another administrator or outside legal counsel as appropriate.

Confidentiality will be maintained throughout the investigation to the extent practicable and consistent with the College's need to undertake a full and impartial investigation. Only those with a business need-to-know will be involved in the investigation.

In cases involving an issue or concern outlined in the Employee and Student Sexual Harassment, Sexual Misconduct, Dating Violence, Domestic Violence, Stalking, and Sexually Inappropriate Behavior Section only, both the Complainant and/or the Respondent may have an advisor of their choice present during the investigation. The role of an advisor is to support the Grievant/Respondent, but the advisor may not represent the Grievant/Respondent during the investigation. The Grievant/Respondent may speak quietly with their advisor or request a short break in order to speak.

Employees questioned by the College during the course of an investigation are expected to provide their full cooperation. In turn, it is the expectation of the College that all those involved in an investigation, including the individual making the claim, the individual who has been accused, and any witnesses will be treated with dignity and respect during the course of the investigation.

If criminal conduct has been alleged, the claimant may elect to file a complaint with the appropriate authorities. The College will conduct its own investigation, even if a criminal investigation occurs.

The College will normally conclude its investigation in a period of 60 days or less. In rare cases where the matter presents particular complexities or the unavailability of witnesses, the time period may be extended. All

investigations will offer an equal opportunity for the accuser and the accused to present relevant witnesses and other evidence. At the conclusion of the investigation, appropriate administrators of the College will determine whether a violation of this policy occurred using a “preponderance of the evidence” standard. This means that, based on the totality of the evidence, harassment more likely than not occurred (not a “clear and convincing evidence” standard).

In investigations that implicate rights protected by Title IX, the individual making the complaint, as well as the alleged offender, will be apprised of the outcome of the investigation in writing. The College Grievance Procedure is available to employees after a determination has been made by the appropriate administrator as discussed above (as long as it meets one of the three grounds identified in the policy).

If harassment or other violation is found to have occurred, immediate and appropriate action will be taken to stop the harassment or other violation, eliminate the hostile environment, prevent its recurrence, and remedy its effects.

Where a Respondent has been found responsible, the College will take appropriate actions, which may include disciplinary and corrective actions designed to prevent future occurrences. 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 nature, severity of, and circumstances surrounding the violation; the harm suffered by the Complainant; any ongoing risk to either the Complainant or the community posed by the Respondent; the impact of the violation on the community, its members, or its property; any previous disciplinary history; previous complaints or allegations involving similar conduct; and any mitigating or aggravating circumstances. **Disciplinary measures may consist of actions including verbal warning, written warning, last chance agreement, suspension without pay, or possible termination of employment. Employees found responsible for incidents of sexual violence or assault will receive a more significant sanction, up to and including termination.** The determination of sanction is made by a Co-Director of Human Resources. Faculty disciplinary matters will be handled per procedures outlined in the Faculty Handbook.

In appropriate cases, the College may determine that the misconduct was motivated by bias, insofar as a Complainant was selected on the basis of their race, color, ethnicity, national origin, religion, sex, sexual orientation, gender expression, gender identity, age, veteran’s status, marital/family status, genetic information, or disability. Where the College determines that the misconduct was motivated by bias, the College may elect to increase the sanction imposed as a result of this motivation. Disciplinary sanctions may range from probation to permanent separation from the College. They may also include any educational, remedial, or corrective actions as warranted. Sexual assault allegations cannot be resolved through any voluntary or informal process.

Notice of Outcome and Sanction:

In investigations that implicate rights protected by Title IX, the individual making the complaint, as well as the alleged offender, will be apprised of the outcome of the investigation in writing.

Grievance Appeal Procedure:

This College Grievance Appeal Procedure is available to employees after a determination has been made by a College administrator as discussed above.

Purpose: The College Grievance Appeal Procedure exists as a means to contest a determination that has been made regarding an alleged violation of the College’s Harassment and Discrimination-Free Workplace Policy, including any Title IX related claims. There are three grounds for which either party may grieve under this procedure:

1. **Unreasonable Sanction** – The Reporting Party or the Responding Party believes that the discipline/sanction imposed was unreasonable for the violation of policy for which the Responding Party was found responsible;
2. **Procedural Error** – A clear procedural error occurred during the investigative stage preventing either the Reporting Party and/or the Responding Party a reasonable opportunity to prepare and present information to the investigator(s) that could have reasonably affected the outcome of the matter; or
3. **New Information** – There is a discovery of new information that was not available at the time of the investigative process and which could have reasonably affected the outcome of the matter.

What Categories of Grievance Are Not Covered by the College Grievance Appeal Procedure:

The College Grievance Appeal Procedure does not apply to issues concerning compensation, classification, work standards, other College policies, matters that are beyond the control or jurisdiction of the College, or any disciplinary matter or termination unless the employee believes that such actions were the result of unlawful discrimination or harassment.

Additionally, dismissal of a faculty member for cause, non-reappointment of a non-tenured faculty member, or tenure/promotion issues may not be addressed with the College Grievance Appeal Procedure. These faculty issues, which may be addressed using procedures found in the Faculty Handbook, are under the purview of the Faculty Grievance Committee, a faculty committee that is distinct from the College Grievance Committee created under this policy.

The Grievance Appeal Procedure is not a legal proceeding but a Gettysburg College community procedure created with the health and welfare of the College's employees in mind. The College Grievance Appeal Procedure may be used freely without fear of retaliation, and the Co-Directors of Human Resources, working with the Vice Provost and/or the Director of Student Rights and Responsibilities, if appropriate, are available for assistance throughout the process.

Composition of the College Grievance Appeal Committee:

Under this policy, Gettysburg College maintains a body called the College Grievance Appeal Committee. Members of this committee are appointed by the President of the College for terms of three years. The College Grievance Appeal Committee is composed of three tenured faculty members, three administrators, and three support staff members. The Chair of the College Grievance Appeal Committee (appointed by the President) will be a tenured faculty member and may serve as one of the four voting members of a grievance hearing panel. The College Grievance/Appeal Committee receives harassment and discrimination training and is knowledgeable of the College's Employee Harassment and Discrimination-Free Workplace Policy.

Grievance Appeal Process:

1. The employee must file a [Notice of Grievance Form](#) within seven (7) business days of the determination with (1) the Co-Directors of Human Resources in the case where the grievant is an administrator or support staff member, (2) the Vice Provost in the case where the grievant is a faculty member, or (3) the Director of Student Rights and Responsibilities in the case where the grievant is a student employee. This form will ask the grievant to identify which of the three grounds (or combination of the three), referred to in the Purpose discussion above, he or she seeks to have addressed. The grievant will be asked to make a formal statement outlining the specifics of his or her grievance.
2. Upon receiving the [Notice of Grievance Form](#), the Co-Directors of Human Resources, the Vice Provost, or the Director of Student Rights and Responsibilities will forward the Notice to the Chair of the College Grievance Appeal Committee. From the appointed College Grievance Appeal Committee members, the Chair will select a hearing panel of an additional three members, including one staff member and one administrator. If a student is a party to the grievance, the student may request of the Chair of the College Grievance Appeal Committee that the hearing panel include one student appointed by the Director of Student Rights and Responsibilities from the student members of the Student Conduct Review Board. The Chair will endeavor to have an appropriate level of diversity on the hearing panel. When appropriate, the President will assign staff support to assist with the administrative functions of the hearing panel.
3. The hearing panel will meet to review the formal grievance/appeal within the context of the College Grievance Appeal Procedure. The hearing panel may decide on the basis of the written grievance that the challenge does not satisfy one of the three grounds for a grievance. The hearing panel may engage in additional fact-finding including pre-hearing interviews and review of other materials reasonably necessary to decide whether one of the three grounds of the grievance have been met. If the hearing panel concludes that the challenge does not satisfy one of the three grounds, the hearing panel will promptly forward its decision (which is final) to the Co-Directors of Human Resources, the Vice Provost, and/or the Director of Student Rights and Responsibilities, and/or another administrator as appropriate.

4. The hearing panel shall determine whether and to what extent the grievant may participate in the hearing and in pre-hearing matters and to the extent to which the grievant has access to documents reviewed by the hearing panel. In cases involving an issue or concern outlined in Section I only of the Employee Harassment and Discrimination-Free Workplace Policy (*Employee and Student Sexual Harassment, Sexual Misconduct, Dating Violence, Domestic Violence, Stalking, and Sexually Inappropriate Behavior*), if the hearing panel wishes to speak to the grievant or the respondent, either party may have an advisor of their choice present during the grievance proceedings.
5. If and only if the hearing panel decides that one or more of the three grounds for a grievance are met, the hearing panel will promptly schedule a hearing. The hearing will not revisit the entire matter, but will be limited to addressing the grounds for the grievance. At this hearing, the burden of proof will be on the grievant to establish the foundation for the grievance by a preponderance of the evidence. The hearing will be a closed meeting, including only those persons whom the hearing panel deems necessary to address the grounds for the grievance. Witnesses will be present only when their testimony is being taken.
6. In cases involving an issue or concern outlined in Section I only of the Employee Harassment and Discrimination-Free Workplace Policy (*Employee and Student Sexual Harassment, Sexual Misconduct, Dating Violence, Domestic Violence, Stalking, and Sexually Inappropriate Behavior*), both the grievant and/or the respondent may have an advisor of their choice present during the grievance. In cases involving other forms of harassment or discrimination, the grievant may choose any current faculty member, administrator, support staff member, or student who is not directly involved in the case to serve as his/her advisor. There will not be attorneys present for the parties in cases involving other forms of harassment or discrimination. In all cases, the role of an advisor is to support the grievant/respondent, but the advisor may not represent the grievant/respondent during the grievance. In all cases, the grievant/respondent may speak quietly with his or her advisor or request a short break in order to speak.
7. The hearing panel will make a recommendation concerning the allegations of the grievance based on a majority vote. If there is no clear majority vote, the hearing panel will report the outcome to the appropriate administrator as set forth below. Promptly after the completion of the hearing, the grievant will be advised of the recommendation of the hearing panel. The hearing panel will also advise one or more of the following persons: the Provost, if the grievant is a faculty member administrator or support staff member; or the Vice President for College Life, if the grievant is a student. If one of these administrators is the Reporting Party or the respondent in the original hearing, the hearing panel will advise the President of the College of its recommendation instead of that administrator. The hearing panel has no restrictions upon it as to what it may recommend: from a finding that the grievance is not established, to a reprimand, to further proceedings for dismissal of the employee.
8. The administrator, who is advised of the outcome of the hearing as set forth in paragraph 7 above, will review promptly the recommendation of the hearing panel. This administrator, who is not bound by the recommendation of the hearing panel, will determine any resolution of the grievance, including a sanction, within the authority of his or her position. The decision of this administrator is final.

Interim Measures:

During the investigation and prior to the final determination, the College may take appropriate interim measures to protect the parties involved. A Complainant or Respondent may request an interim measure or other protection, or the College may impose interim measures at its discretion to ensure the safety of all parties, the College community, and/or the integrity of the process. These actions are not a presumption of responsibility for violation of the Standards of Conduct Policy. Interim measures may be imposed whether or not formal disciplinary action is sought by the Complainant or the College.

Types of Interim Measures:

The College, after consulting with the victim, will determine which measures are appropriate to ensure the victim's safety and equal access to employment:

- Assistance in alternative College employment arrangements and/or changing work schedules, when possible

- A No-Contact Directive, pending the outcome of an investigation. Such directives serve as notice to both parties that they must not have verbal, electronic, written, or third party communication with one another
- Providing an escort to ensure that the employee can move safely across campus
- Assistance identifying an advocate to help secure additional resources or assistance including off-campus and community advocacy, support, and services
- Issue a full, partial, or modified persona non grata (PNG) to the respondent if appropriate
- Any other remedy that can be tailored to the involved individuals to achieve the goals of this policy

The College will work with victims to identify what interim measures are appropriate in the short term, and will continue to work collaboratively throughout the College's process and as needed thereafter to assess whether the instituted measures are effective and, if not, what additional or different measures are necessary to keep the victim safe.

College-Initiated Protective Measures:

In addition to those protective measures previously described, the Title IX Coordinator or designee will determine whether interim interventions and protective measures should be implemented, and, if so, take steps to implement those protective measures as soon as possible. Examples of interim protective measures include, but are not limited to: a College order of No Contact, residence hall relocation, adjustment of course schedules, a leave of absence, or reassignment to a different supervisor or position. These remedies may be applied to one, both, or multiple parties involved. Violations of the Title IX Coordinator's directives and/or protective measures will constitute related violations that may lead to additional disciplinary action. Protective measures imposed may be temporary pending the results of an investigation or may become permanent as determined the Title IX Coordinator, Co-Directors of HR, and/or Provost.

Notification to Victims of Crimes of Violence:

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

SEX OFFENDER REGISTRY AND ACCESS TO RELATED INFORMATION

The **Adam Walsh Child Protection and Safety Act of 2006** provides for the registration and tracking of sex offenders. Institutions of higher education are required to issue a statement advising the campus community of where to obtain law enforcement agency information provided by a state concerning registered sex offenders. The law 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, information regarding registered sex offenders who are subject to community notification may be obtained from a community member's respective local municipal police agency and/or the Pennsylvania State Police. **In the Borough of Gettysburg, information regarding registered sex offenders who are subject to community notification may be obtained at the Gettysburg Borough Police Department, located at 59 East High Street (phone: 717-334-1168); or at the Pennsylvania State Police – Gettysburg Barracks, located at 3033 Old Harrisburg Road (phone: 717-334-8111).** This information can also be obtained by visiting the Pennsylvania State Police's Megan's Law website at: <http://www.pameganslaw.state.pa.us/>

RESIDENCE HALL ROOM OPTIONS/ROOM ASSIGNMENTS

Room selection is conducted each spring for rising sophomores, juniors, and seniors using a lottery process. Lottery numbers are assigned by expected graduation term (not credits) and based on cumulative GPAs through the previous fall semester. Lottery numbers are broken down into six cumulative grade point average groupings, with

lottery numbers scrambled within each cluster. During the spring semester, students receive full instructions pertaining to residence hall room selection for the next academic year. Each student is encouraged to have a roommate before participating in the room selection process. Since Gettysburg College is a residential college, a limited number of seniors are released from the residency requirement and given permission to live off-campus each year through an application process. Off-campus approval is granted in the spring for the following year as part of the room selection process. Students who live off-campus are expected to do so for the entire year.

Gettysburg College strives to help students create environments that complement their academic development, as well as their personal and intellectual growth. College Houses provide students the opportunity to form self-directed and self-governing groups focused on a particular academic focus, theme, or mutual interest. Students establish clear goals for their group and, through a community agreement, plan how to be engaged participants in their community and the campus community. College Houses serve as social and intellectual hubs for students, faculty, and staff, and connect academic departments, courses, College programs, and student clubs/organizations with a shared commitment to an interdisciplinary topic. House Leaders, the student contacts for each house, coordinate recruitment and assignment.

More information on College Houses can be found at <http://www.gettysburg.edu/collegehouses>.

GUESTS/VISITORS

College housing is provided for the exclusive use of Gettysburg College students as assigned by the Office of Residential & First-Year Programs. Visitors may be allowed to use residence facilities with the following guidelines:

- In order for a student to host a guest in the room, the student must ask all other roommates for permission to host a guest. Students are not able to host a guest unless all other roommates agree to allow the guest into their space.
- Visitors are permitted for only three consecutive days and totaling no more than 8 days in a one-month period. No student is authorized to permit extended use of College housing facilities (including rooms) to any visitor, either student or non-student, when such use, because of its duration or frequency, constitutes a de facto sub-contracting of College facilities to an unauthorized person.
- No student is authorized to permit use of College housing facilities (including rooms) for any visitor, either student or non-student, when such use becomes a source of complaint to the roommate(s), members of the floor/residence hall, or College staff.
- The host student has complete responsibility for all visitors. Students accused of violating this policy may be subject to conduct action. If visitors violate College policy, the host student will be held responsible and is subject to conduct action. The visitor, either student or non-student, will be removed from College housing and may be prohibited from returning to campus.
- Guests must register their vehicle at the Department of Public Safety.

TRAINING OF RESIDENCE HALL STAFF

The Department of Public Safety Executive Director, Associate Directors and Fire Safety and Crime Prevention Manager provide annual security and life safety training. This training minimally includes: introduction of officers, description of services offered, instruction on fire safety hazards and building evacuation, instruction on the emergency operations plan and emergency notification system, training related to the Clery Act and Campus Security Authorities (CSA), Title IX Awareness training, and general information on requesting emergency assistance from Public Safety.

Other related training conducted for the Resident Assistants by members of Public Safety includes: locking buildings, responding to fire alarms, and other crisis response procedures. Several times each academic year, DPS officers are invited into each traditional residence hall to conduct informal meetings with students on security and enforcement procedures.

WEAPONS POLICY

Gettysburg College DPS officers are unarmed and do not carry firearms. Select supervisors and officers are Pennsylvania Act 235 (Lethal Weapons Training Act) certified and Taser and Baton certified, and all patrol officers carry pepper spray and handcuffs. Outside law enforcement personnel who are authorized to possess weapons may do so within the scope of their authority. Public Safety provides safe storage for Civil War-period weapons used as part of the college's Civil War Era Studies Program in connection with the institution's educational mission. No other persons are permitted to possess weapons on College property, even if such weapons are legally registered.

COMMUNITY COMPLAINTS/FEEDBACK

The Department encourages community members to bring forward legitimate grievances regarding misconduct by employees. Any member of the Department will receive complaints courteously, and they will be handled efficiently. All complaints will be taken seriously and thoroughly investigated by the Executive Director of Public Safety or designee. Additionally, the Department occasionally conducts community surveys to receive feedback regarding its operations and services. The Executive Director of Public Safety uses this feedback as part of the Department's strategic planning process. Students are an integral part of the Department's operations and strategic planning process. Regular feedback regarding the Department's performance is received from a variety of student groups and organizations.

MISSING STUDENTS

If a member of the College community has reason to believe that a student who resides in on-campus student housing is missing, they **must immediately notify DPS at: (717) 337-6911**. DPS will generate a Missing Person report and initiate an investigation.

After investigating the Missing Person report, should DPS determine that the student is missing and has been missing for more than 24 hours (regardless of whether the student has identified a contact person, is above the age of 18 or is an emancipated minor), DPS or a representative from College Life will notify the Gettysburg Borough Police Department or law enforcement authority with jurisdiction and the student's emergency contact no later than 24 hours after the student is determined to be missing, unless the local law enforcement agency was the entity that made the determination that the student was missing.

If the missing person is under the age of 18 and is not an emancipated individual, DPS or a representative from College Life must and will notify the student's custodial parent or legal guardian, the missing person contact, and the Gettysburg Borough Police or local law enforcement with jurisdiction immediately after DPS has determined that the student has been missing for more than 24 hours, in addition to notifying any additional contact person designated by the student.

If a student has been determined missing for more than 24 hours, in addition to the above notifications, specific procedures to follow include: contacting the student's RAs, checking with emergency health care providers and taking such other investigative actions as are appropriate under the circumstances. The College will implement these procedures in less than 24 hours if circumstances warrant a faster implementation.

In addition to registering a general emergency contact, all students residing in an on-campus student housing facility have the option to annually identify a contact person(s) to be notified if the student is determined to be missing more than 24 hours by Gettysburg College or local law enforcement agency. The contact information will be confidential, accessible only by authorized campus officials and law enforcement, and may not be disclosed outside a missing person investigation. If a student has identified such an individual, DPS or College Life Official will notify that individual no later than 24 hours after the student is determined missing.

A student who wishes to identify a confidential contact can do so through Gettysburg College's PeopleSoft Missing Person Contact page. The College will ensure that all students are able to update their contact information

whenever needed. These procedures and registration process are communicated to students when registering each academic year.

EMERGENCY MEDICAL RESPONSE PROCEDURES

Students, faculty, staff, and guests should report any emergency medical situations to DPS immediately at: (717) 337-6911 or to the Adams County emergency center by dialing 911.

DPS uniformed patrol supervisors and officers are Pennsylvania State Certified First Responders and are trained to provide medical assessment and emergency care. DPS can summon an ambulance through the Adams County Emergency Center.

CRIME PREVENTION, FIRE SAFETY, AND SAFETY AWARENESS PROGRAMMING

Gettysburg College offers many programs designed to inform students and employees about campus security procedures and practices and the prevention of crimes. A common theme of all awareness and crime prevention programs is to encourage students and employees to be responsible for their own safety and for the safety of others on campus. Crime prevention programs on personal safety and security are sponsored by various campus organizations throughout the year. These programs include general crime prevention and security awareness programs, such as safety education forums, programs, and discussions about topics such as alcohol abuse, sexual assault awareness and prevention, relationship violence awareness and prevention, bystander intervention, fire safety, emergency response and evacuation procedures, and theft prevention. Public Safety, Residence Life, College Life, Student Rights and Responsibilities, and the Title IX Coordinator participate in forums, panels, meetings, and programs in residence halls and fraternities to explain College security, campus safety, campus policies and expectations related to student conduct and behavior and fire safety measures and procedures at Gettysburg College with all incoming students during the fall orientation program.

These crime prevention and security awareness themes are additionally reviewed as part of Public Safety's community policing liaison program with the sororities, fraternities, first-year residents, and other key student groups and organizations. New-employee orientation includes the distribution of crime prevention and fire safety materials to all new employees during scheduled orientation sessions throughout the year.

There are three DPS marquee crime prevention/safety awareness events that occur each year. In the fall semester, DPS conducts a live burn simulation of a mock residence hall room entitled "How Fast It Burns." This program demonstrates to students how quickly a room with tapestries and other safety violations will burn compared to a room that meets fire safety policies. The second marquee event in the fall entitled: "Campus Safety Day", involves a community event at the dining hall that includes representatives from DPS, local fire departments, local and State police, student volunteers, and other support agencies meeting and greeting students and handing out prevention materials, as well as conducting safety presentations. The third marquee event occurs each spring entitled: "Total Safety Move" or "TSM." This involves students and DPS officers collaborating together on the development of displays, handouts, and presentations during a community event that invites students to learn more about campus and life safety. A new program called "Donuts with DPS" provides occasional casual opportunities for DPS officers to engage students in an informal setting within student gathering spaces throughout campus to discuss general campus safety issues.

Additional safety awareness and crime prevention training/programming occurs at the end of each fire/evacuation drill, during RA, RC, and CL training, and during other special campus events and safety forums throughout the year.

ANNUAL FIRE SAFETY REPORT

DPS publishes this Fire Safety Report as part of its annual Clery Act Compliance document, via this annual report, which contains information with respect to the fire safety practices and standards for Gettysburg College. This report includes statistics concerning the number of fires, the cause of each fire, the number of injuries and deaths related to a fire, and the value of the property damage caused by a fire. The compliance document is available for review 24 hours a day on the DPS website, and a physical copy may be obtained by making a request to DPS (717-337-6912) or by visiting DPS Headquarters in person at 51 West Stevens Street.

General Residence Hall Fire Safety:

All of Gettysburg College's on-campus residential student housing facilities (including all fraternities) are completely covered by integrated automatic sprinkler and hard-wired addressable fire alarm systems, which are monitored twenty-four hours a day, seven days a week by Public Safety's communications center. In addition, these facilities have the following life safety systems: portable fire extinguishers, emergency lighting, emergency exit signs and doors, fire tower stairways, and emergency phones. A quality control program ensures that each building is inspected by trained building inspectors on a regular basis to ensure that these systems are in working condition, and includes a yearly fire alarm systems test and inspection. In addition, the sprinkler systems are tested and inspected quarterly.

NOTE: For the 2017/2018 Academic Year (AY), the college temporarily leased two residence hall rooms in an additional property on the campus of the Gettysburg Lutheran Theological Seminary, located at 470 Springs Avenue in Gettysburg, PA (Stuempfle Hall). This property has battery operated smoke alarms and is not equipped with sprinkler suppression systems.

Each resident is given a copy of the Residence Halls Guidebook for Residents, which includes information on fire safety and what appropriate action to take during a fire alarm or fire emergency. Every student room has an emergency evacuation map installed on the inside of the front door as well, to direct occupants to primary and secondary exits. Fire drills are conducted each semester by the Department of Public Safety.

If a fire occurs in a Gettysburg College-owned, -rented, -leased, or otherwise controlled building, community members should immediately notify the local fire department by dialing 911. DPS can be contacted at (717) 337-6911. DPS will initiate a response to all fire alarms or reports it receives. Upon confirmation of a fire, DPS will immediately summon the local fire department for assistance by contacting the 911 Adams County Emergency Center.

Fires should be immediately reported to the Department of Public Safety (DPS). If a member of the Gettysburg College community finds evidence of a fire that has been extinguished, and the person is not sure whether DPS has already responded, the community member should immediately notify DPS to investigate and document the incident. For example, if a housekeeper finds evidence of a fire in a trashcan in the hallway of a residence hall, they should not touch the trashcan, and should report the incident to DPS immediately and wait for an officer's response. The officer will document the incident prior to removing the trashcan. Fire alarms alert community members of potential hazards, and community members are required to heed their warning and evacuate buildings immediately upon hearing a fire alarm in a facility. Use the nearest stairwell and/or exit to leave the building immediately. Do not use the elevator. Community members should familiarize themselves with the exits in each building.

DPS can work with other College offices to levy fines and penalties upon individuals who fail to evacuate a building promptly – but a more important reason for evacuating is for safety! When a fire alarm is activated, the elevators in most buildings will stop automatically. Occupants should use the stairs to evacuate the building.

Procedures for Students and Employees in the Event of a Fire:

Find nearest pull station and sound central alarm, or call 911, or contact DPS directly at: (717) 337-6911.

- Shut all doors and windows in the vicinity of the fire
- If the fire is small, use fire extinguishers to put it out

- Exit by nearest safe stairway
- Do not use the elevators
- Do not run
- If there is smoke in the room, keep low to the floor
- Try to exit the room, feel the doorknob
 - If it is hot, do not open the door
 - If the doorknob is not hot, brace yourself against the door and crack it open
 - If there is heat or heavy smoke, close the door and stay in your room
- Don't panic
- Seal up the cracks under the door with sheets, or towels.
- If there is smoke in the room, crack the windows at the bottom and at the top, if possible, to allow for ventilation
- Hang a sheet or towel from the window to announce that you are in your room.
- Call DPS at: (717)337-6911. Be sure to give your room number and your location.
- If you can exit the room, put on shoes (and if necessary a coat). If smoke is evident, get a wet towel to cover your face.
- Close all doors.
- If in exiting the building you are blocked by fire, go to the safest fire-free area, or stairwell. If a phone is available call DPS; or find a window, and signal that you are still in the building.

Student Residence Hall Fire Evacuation Procedures in Case of a Fire:

- The fire alarm system may be used to evacuate a building(s) if there is a potential threat to the health and safety of that segment of the community.
- Activate the building fire alarm if it is not already sounding. Pull a fire alarm station on the way out.
- Leave the building by using the nearest exit.
- Crawl if there is smoke. Cleaner, cooler air will be near the floor. Get Low and Go.
- Before opening any doors, feel the metal knob. If it is hot, do not open the door. If it is cool, brace yourself against the door, open it slightly, and if heat or heavy smoke are present, close the door and stay out of the room.
- Go to the nearest exit or stairway. If the nearest exit is blocked by fire, heat or smoke, go to another exit. Always use an exit stairway, not an elevator. Elevator shafts may fill with smoke or the power may fail, leaving you trapped. Stairway fire doors will keep out fire and smoke, if they are closed, and will protect you until you get outside. Close as many doors as possible as you leave. This helps to confine the fire. Total and immediate evacuation is safest. Only use a fire extinguisher if the fire is very small and you know how to do it safely. Do not delay calling emergency responders or activating the building fire alarm. If you cannot put out the fire, leave immediately. Make sure the fire department is called—even if you think the fire is out.
- If you get trapped, keep the doors closed. Place cloth material (wet, if possible) around and under door to prevent smoke from entering.
- Be prepared to signal your presence from a window.
- Signal for help. Hang an object at the window (jacket, shirt) to attract the fire department's attention. If there is a phone in the room, call 911 or 6911 from an on-campus phone, or (717)337-6911 from a cellular phone, and report that you are trapped. Be sure to give your room number and location. If all exits from a floor are blocked, go back to your room, close the door, seal cracks, open the windows if safe, wave something out the window and shout or phone for help.
- If you are on fire, stop, drop and roll, wherever you are. Rolling smothers fire.
- Cool burns. Use cool tap water on burns immediately. Don't use ointments. If skin is blistered, brown or charred, call for an ambulance.

- Be aware of obstacles. Storage of any items in the corridors, such as bicycles, chairs, desks and other items is prohibited in all exit ways, including stairwells. Blocked exits and obstacles impede evacuation, especially during dark and smoky conditions.
- If you are a person with a disability (even temporarily), you should do the following:
 - Learn about fire safety
 - Plan ahead for fire emergencies
 - Be aware of your own capabilities and limitations

Plans for Future Improvements in Fire Safety:

We strive to constantly improve and expand on our in-service training sessions for all Residential Life student staff, DPS staff, and other housing staff. This training includes basic fire safety topics and hands-on fire extinguisher training courses.

The College continues to assess and upgrade fire safety equipment as an ongoing process, to ensure that all equipment meets National Fire Safety standards. Future improvements will be made as needed as part of the ongoing assessment and budget process.

Life Safety Inspections and Violations:

The Department of Public Safety's Life and Fire Safety Unit performs residence hall and fraternity full-scale Health and Safety (H&S) inspections three times a year – once during winter break, once during spring break, and once during the summer months prior to the start of each fall semester. Life and Fire Safety building inspectors conduct regular inspections of residential hall and fraternity common areas throughout the academic year. Full-scale building/hall inspections are announced. Not all common area inspections are announced. The Life Safety inspections are primarily designed to find and eliminate safety violations. Students are required to read and comply with the Residential and Fraternity Guidelines, which include life and fire safety rules and regulations for residential buildings.

The inspections include, but are not limited to, a visual examination of electrical cords, sprinkler heads, smoke detectors, fire extinguishers, and other life safety systems. In addition, each room will be examined for the presence of prohibited items (e.g., sources of open flames, such as candles; non-surge protected extension cords; halogen lamps; portable cooking appliances in non-kitchen areas; etc.) or prohibited activity (e.g., smoking in the room, tampering with life safety equipment, possession of pets, etc.). This inspection will also include a general assessment of food and waste storage and cleanliness of the room.

Prohibited Items and Prohibited Conduct:

If a student's behavior does not meet College community expectations or is in violation of the policies outlined in the Residence Hall Housing License Agreement or the Handbook of Student Rights and Responsibilities, they may expect conduct action. Gettysburg College expects students, as adults, to maintain a standard of personal discipline that is in harmony with the educational goals of the institution, federal, state, and local laws, and to respect the rights, privileges, and property of fellow students, faculty, staff, and administrators. Students are responsible for the items contained in their rooms and the events that occur in their rooms. Special surveillance resources may be utilized by the College when conduct issues become chronic or disruptive.

Prohibited Items:

The following items are prohibited in residence halls:

- Guns; firearms; knives longer than three inches; or weapons of any type, including BB and pellet guns
- Candles and/or incense (lit or unlit)
- Tapestries, banners, and flags. These items cannot be hung on walls, ceilings, or over windows. Window treatments such as curtains must be made of a fabric that resists or retards the spreading of flames and has either a UL fire rating #723 or NFPA 225
- Room-heating devices, including all space heaters, kerosene or oil lamps, and alcohol burners
- Gasoline-powered items, such as motorcycles, mopeds, or parts thereof
- Pressurized tanks (e.g., helium tanks)

- Flammable and/or combustible liquids and/or chemicals, including gasoline and charcoal
- Grills of any type (except UL-listed Foreman-style grills in apartments)
- Fireworks, smoke bombs, sparklers, etc.
- Drug paraphernalia and illegal drugs
- Animals or pets of any kind, except certified service animals or non-carnivorous fish; refer to the College's Pet Policy in the Student Handbook and on the College website
- Light dimmers, ceiling fans, or any other device that replaces, adds to, or interferes with any room apparatus
- Excessive furniture that blocks or restricts egress from sleeping areas
- Physical training equipment
- Three-section couches
- Waterbeds, and beds other than twin size
- Dartboards and darts
- Nails, hooks, double-faced adhesive tape, or other items that will damage walls
- Live trees
- Personal lofts
- Hoverboards

The following electrical appliances and corded items are prohibited in residence halls (Note: all cords and permitted appliances must be UL Listed):

- Portable and electrical appliances (including toasters, toaster ovens, hot plates, etc.)
- Halogen lamps
- Overloaded electrical receptacles
- Faulty or old extension cords
- Portable washers, dryers, and dishwashers
- Personal room refrigerators (only permitted in apartments)
- Air conditioners (except for a certified disability)
- Microwaves other than a microfridge (microwaves are permitted in apartments, limit one)

NOTE: The preceding list is not all inclusive; any item that is a threat to public safety may be removed. In addition to confiscation, violators may pay a monetary fine and may be subject to Conduct action.

Prohibited Conduct:

The following activities and actions are prohibited in residence halls and may result in conduct action:

- Smoking inside any residential space, this includes the use of electronic cigarettes
- Open flames
- Draping or placing objects, including fabric, over lighting fixtures, smoke detectors, or fire sprinkler systems
- Hanging cardboard, plastic, or fabric (e.g., tapestries, banners, and flags) on walls, ceilings, light fixtures, or fire sprinkler apparatus. Posters on walls can't exceed 25% of the total wall surface.
- Hanging stringed lights on the exterior of buildings without the advance, expressed, written consent of the Office of Residential & First-Year Programs. Inside residence halls, students may use up to three strands of stringed lights per room; all stringed lights must be UL-approved.
- Wrapping or placing wires or stringed lights in the area of beds
- Lending keys to others, copying keys, possession of keys that are not authorized for your use
- Water fights, ball playing, bike riding, or similar activities that may cause harm to persons or property
- Storage of bicycles in stairwells, halls, or rooms
- Storage of personal items such as sports bags/equipment, furniture, or suitcases in stairwells or halls
- Throwing any items into or out of windows
- Altering, tampering, or dismantling any door closure or propping open any exterior door
- Cooking food in individual rooms (other than in microfridges)
- Solicitation of goods or services, except by Gettysburg College students who have received prior approval from the Office of College Life
- Painting, wallpapering, or similarly decorating individual rooms or common areas, unless prior approval is given by the Office of Residential & First-Year Programs and Facilities Services

- Repairing any damages or the removal or replacement of light bulbs in ceiling fixtures that have not been provided by the Facilities staff
- Removal, destruction, disassembling, or altering of any furniture in a room
- Removing screens from windows
- Installing wall partitions or paneling
- Modifying or tampering with circuit breakers or any part of the electrical system
- Installing and subscribing to a cable or satellite TV provider
- Installing personal locks or chains on doors or windows
- Sleeping in public areas of the residence halls by residents and/or guests
- Entering the Quarry pond - this includes wading, swimming, and ice skating
- Vehicle maintenance on college property

DAILY CRIME AND FIRE LOG

The Department of Public Safety makes the Daily Crime and Fire Logs for the most recent 60-day period open to public inspection at the DPS communications center in DPS Headquarters, located at 51 West Stevens Street. Any portion of these crime and fire logs that are older than 60 days are made available for public inspection within two business days of a request. The information in the crime and fire log typically includes the incident number, crime classification, date reported, date occurred, general location, and disposition of each reported crime. All confirmed fires occurring within or on any and all on-campus residential facilities will also be included in the Daily Crime and Fire Log. Faculty, staff, and students are encouraged to review these logs periodically to become more familiar with the types and locations of criminal incidents and fires that may impact the College's campus community.

Additionally, in accordance with the Pennsylvania Uniform Crime Reporting Act, the personal identifying information (name and address) of all non-juveniles arrested (by summons, citation, or custodial arrest) during an incident that gets listed in the Daily Crime and Fire Log will be included in the log's disposition category. The names of crime victims will not be listed on the Daily Crime and Fire Log.

Unless the disclosure is prohibited by law or would jeopardize the confidentiality of the victim, newly reported crimes/incidents within the college's Clery geography and updated information regarding previously reported crimes are entered onto the Daily Crime and Fire Log within two business days of when it is reported to the Department of Public Safety. It is important to note that DPS has no jurisdiction outside of its identified Clery geography. Any time DPS assists the local police or DPS' presence is otherwise requested by the police outside of the campus' Clery geography jurisdiction, an incident report will be generated and the crime classification will be annotated on the Daily Crime and Fire Log.

EMERGENCY EVACUATION DRILLS

Fire/emergency evacuation drills are conducted each semester in residence halls, fraternities, academic, and administrative facilities. Emergency Evacuation Drills are conducted to familiarize occupants with emergency egress from a building and to establish conduct of the drill to a matter of routine. Drills will include suitable procedures, such as potential room-to-room checks, to ensure that all persons subject to the drill participate. Any person who fails to participate in a drill will be subject to disciplinary action by the appropriate authority. In the conduct of drills, emphasis shall be placed on orderly evacuation rather than speed.

Drills shall be held at expected and unexpected times, and under varying conditions to simulate the unusual conditions that can occur in an actual emergency. Participants shall relocate to a safe location outside the building and remain at such location until a recall signal is given or further instruction.

FIRE INVESTIGATIONS/ARSON

Every fire that is not known to be accidental (such as a cooking fire) is investigated by a trained DPS arson investigator. The primary investigator in response to fire incidents is the Associate Director for Fire Safety and Environmental Services. However, other supervisors within DPS have been trained in arson investigations. Fires determined through investigation to be willfully or maliciously set are classified as arsons for Clery reporting purposes.

FIRE SAFETY SYSTEMS IN GETTYSBURG COLLEGE ON-CAMPUS RESIDENTIAL FACILITIES (2016)

Current Fire Safety Systems in place within On-Campus Residential Facilities as of Calendar Year 2016							
Facility	Clery Classification	Fire Alarm Monitoring Done on Site by DPS	Fully Sprinklered	Smoke Detection	Fire Extinguisher Devices	Evacuation Plans & Placards	Number of Evacuation (fire) Drills Each Calendar Year
Alpha Tau Omega 104 W. Water St	On-Campus	xxx	xxx	xxx	xxx	xxx	4
Phi Gamma Delta 105 W. Water St	On-Campus	xxx	xxx	xxx	xxx	xxx	4
227 Carlisle St (Reclassified in Fall of 2016 from fraternity to residence hall)	On-Campus	xxx	xxx	xxx	xxx	xxx	4
Sigma Chi 240 Carlisle St	On-Campus	xxx	xxx	xxx	xxx	xxx	4
Phi Delta Theta 109 W. Lincoln Ave	On-Campus	xxx	xxx	xxx	xxx	xxx	4
Eagles Apartments 127 Chambersburg St (Lease ended May 2016)	On-Campus	xxx	xxx	xxx	xxx	xxx	4
102 W. Water St	On-Campus	xxx	xxx	xxx	xxx	xxx	4
223 Carlisle Street	On-Campus	xxx	xxx	xxx	xxx	xxx	4
129/131 N. Washington St	On-Campus	xxx	xxx	xxx	xxx	xxx	4
133 N. Washington St	On-Campus	xxx	xxx	xxx	xxx	xxx	4
157 N. Washington St	On-Campus	xxx	xxx	xxx	xxx	xxx	4
209 N. Washington St	On-Campus	xxx	xxx	xxx	xxx	xxx	4
215 N. Washington St	On-Campus	xxx	xxx	xxx	xxx	xxx	4
227 N. Washington St.	On-Campus	xxx	xxx	xxx	xxx	xxx	4
Albaugh House 337 Carlisle St	On-Campus	xxx	xxx	xxx	xxx	xxx	4
Apple Hall 264 W. Lincoln Ave	On-Campus	xxx	xxx	xxx	xxx	xxx	4
Appleford Carriage House 218 Carlisle St. Rear	On-Campus	xxx	xxx	xxx	xxx	xxx	4
Appleford Inn 218 Carlisle St	On-Campus	xxx	xxx	xxx	xxx	xxx	4
Bregenzer House 239 Carlisle St	On-Campus	xxx	xxx	xxx	xxx	xxx	4
Carlisle House 249 Carlisle St	On-Campus	xxx	xxx	xxx	xxx	xxx	4
Colonial Hall 157 Carlisle St	On-Campus	xxx	xxx	xxx	xxx	xxx	4
Constitution Apartments 110 N. Washington St	On-Campus	xxx	xxx	xxx	xxx	xxx	4
Corkran Hall 405 W. Lincoln Ave	On-Campus	xxx	xxx	xxx	xxx	xxx	4
Corner Cottage 400 Carlisle St	On-Campus	xxx	xxx	xxx	xxx	xxx	4
Haaland Hall 403 W. Lincoln Ave	On-Campus	xxx	xxx	xxx	xxx	xxx	4
Hanson Hall 343 N. Washington St	On-Campus	xxx	xxx	xxx	xxx	xxx	4
Hazlett Hall 401 W. Lincoln Ave	On-Campus	xxx	xxx	xxx	xxx	xxx	4
Huber Hall 344 Carlisle St	On-Campus	xxx	xxx	xxx	xxx	xxx	4
Hutchinson House 225 N. Washington St	On-Campus	xxx	xxx	xxx	xxx	xxx	4

**FIRE SAFETY SYSTEMS IN GETTYSBURG COLLEGE
ON-CAMPUS RESIDENTIAL FACILITIES (2016) (Cont'd)**

Current Fire Safety Systems in place within On-Campus Residential Facilities as of Calendar Year 2016							
Facility	Clery Classification	Fire Alarm Monitoring Done on Site by DPS	Fully Sprinklered	Smoke Detection	Fire Extinguisher Devices	Evacuation Plans & Placards	Number of Evacuation (fire) Drills Each Calendar Year
Ice House 30 N. Washington St	On-Campus	xxx	xxx	xxx	xxx	xxx	4
Ice House Bldg G 125 W. Race Horse Alley	On-Campus	xxx	xxx	xxx	xxx	xxx	4
Ice House Bldg H 127 W. Race Horse Alley	On-Campus	xxx	xxx	xxx	xxx	xxx	4
Ice House Bldg I 135 W. Race Horse Alley	On-Campus	xxx	xxx	xxx	xxx	xxx	4
Lahm Hall 331 Carlisle St	On-Campus	xxx	xxx	xxx	xxx	xxx	4
Lamp Post 301 Carlisle St	On-Campus	xxx	xxx	xxx	xxx	xxx	4
Lau House 48 N. Washington St	On-Campus	xxx	xxx	xxx	xxx	xxx	4
Musselman Hall 44 W. Lincoln Ave Rear	On-Campus	xxx	xxx	xxx	xxx	xxx	4
Paul Hall 132 W. Lincoln Ave Rear	On-Campus	xxx	xxx	xxx	xxx	xxx	4
Patrick Hall 44 W. Lincoln Ave	On-Campus	xxx	xxx	xxx	xxx	xxx	4
Paxton Hall 405 Carlisle St	On-Campus	xxx	xxx	xxx	xxx	xxx	4
Rice Hall 132 W. Lincoln Ave	On-Campus	xxx	xxx	xxx	xxx	xxx	4
Smith House 42 N. Washington St	On-Campus	xxx	xxx	xxx	xxx	xxx	4
Smyser Hall 345 Carlisle St	On-Campus	xxx	xxx	xxx	xxx	xxx	4
Stevens Hall 332 Carlisle St	On-Campus	xxx	xxx	xxx	xxx	xxx	4
Stine Hall 154 W. Lincoln St	On-Campus	xxx	xxx	xxx	xxx	xxx	4
Tudor House 243 N. Washington St	On-Campus	xxx	xxx	xxx	xxx	xxx	4
Van Horn House 38 N. Washington St	On-Campus	xxx	xxx	xxx	xxx	xxx	4
West Hall 407 W. Lincoln Ave	On-Campus	xxx	xxx	xxx	xxx	xxx	4
25 Railroad Street *	On-Campus	xxx	xxx	xxx	xxx	xxx	4
College Apartments* 49 Railroad St	On-Campus	xxx	xxx	xxx	xxx	xxx	4
25 South Washington St*	On-Campus	xxx	xxx	xxx	xxx	xxx	4
Baughman Hall* 418 Springs Avenue (Academic Year (AY) Lease)*	On-Campus	xxx	xxx	xxx	xxx	xxx	4

***NOTE:** Due to a change in the Clery Act definition of “reasonably contiguous” outlined within the *2016 Campus Safety and Security Handbook*, all college owned or controlled buildings and property within one mile of the college’s core campus boundary that were previously considered non-campus have been reclassified for CY 2016 to on-campus properties. As such, previously considered non-campus residential facilities that are within one mile of the college’s core campus boundary are now considered on-campus properties and have been added to the Fire Safety Data and Statistics and Fire Safety Policy Requirements for CY 2016; as outlined by 2008 Higher Education Opportunity Act or HEOA.

**ANNUAL FIRE SAFETY REPORT/FIRE STATISTICS
(On-Campus Residential Facilities) - 2014, 2015 & 2016**

**ANNUAL FIRE SAFETY REPORT/FIRE STATISTICS (On-Campus)
CALENDAR YEAR 2016**

Statistics and Related Information Regarding Fires in On-Campus Residential Facilities

Residential Facilities	Total Fires in Each Building	Fire Number	Cause of Fire	Number of Injuries Requiring Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire
Alpha Tau Omega 104 W. Water St	2	1	Intentional Fire– Malicious Burning – Cash/paper money Lit on fire	0	0	\$0-\$99
		2	Intentional Fire – Malicious Burning – Roll of toilet paper Lit on fire	0	0	\$0-\$99
Phi Gamma Delta 105 W. Water St	0	0	N/A	0	0	N/A
227 Carlisle St (Reclassified in Fall of 2016 from fraternity to residence hall)	0	0	N/A	0	0	N/A
Sigma Chi 240 Carlisle St	0	0	N/A	0	0	N/A
Phi Delta Theta 109 W. Lincoln Ave	0	0	N/A	0	0	N/A
102 W. Water St	0	0	N/A	0	0	N/A
223 Carlisle St	0	0	N/A	0	0	N/A
227 N. Washington Street	0	0	N/A	0	0	N/A
Huber Hall 344 Carlisle St	0	0	N/A	0	0	N/A
Eagles Apartments 127 Chambersburg St (Lease ended May 2016)	0	0	N/A	0	0	N/A
129/131 N. Washington St	0	0	N/A	0	0	N/A
133 N. Washington St	0	0	N/A	0	0	N/A
157 N. Washington St	0	0	N/A	0	0	N/A
209 N. Washington St	0	0	N/A	0	0	N/A
215 N. Washington St	1	1	Unintentional (Cooking) – Oven Fire	0	0	\$0-\$99
Albaugh House 337 Carlisle St	0	0	N/A	0	0	N/A
Apple Hall 264 W. Lincoln Ave	0	0	N/A	0	0	N/A
Appleford Carriage House 218 Carlisle St. Rear	0	0	N/A	0	0	N/A
Appleford Inn 218 Carlisle St	0	0	N/A	0	0	N/A
Bregenzer House 239 Carlisle St	0	0	N/A	0	0	N/A
Carlisle House 249 Carlisle St	0	0	N/A	0	0	N/A
Colonial Hall 157 Carlisle St	0	0	N/A	0	0	N/A
Constitution Apartments 110 N. Washington St	0	0	N/A	0	0	N/A
Corkran Hall 405 W. Lincoln Ave	0	0	N/A	0	0	N/A
Corner Cottage 400 Carlisle St	0	0	N/A	0	0	N/A
Haaland Hall 403 W. Lincoln Ave	1	1	Unintentional (Cooking) –Stovetop Fire	0	0	\$0-\$99
Hanson Hall 343 N. Washington St	0	0	N/A	0	0	N/A
Hazlett Hall 401 W. Lincoln Ave	0	0	N/A	0	0	N/A

**ANNUAL FIRE SAFETY REPORT/FIRE STATISTICS (On-Campus)
CALENDAR YEAR 2016 (Continued)**

Statistics and Related Information Regarding Fires in On-Campus Residential Facilities

Residential Facilities	Total Fires in Each Building	Fire Number	Cause of Fire	Number of Injuries that Required Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire
Hutchinson House 225 N. Washington St	0	0	N/A	0	0	N/A
Ice House 30 N. Washington St	0	0	N/A	0	0	N/A
Ice House Bldg G 125 W. Race Horse Alley	0	0	N/A	0	0	N/A
Ice House Bldg H 127 W. Race Horse Alley	0	0	N/A	0	0	N/A
Ice House Bldg I 135 W. Race Horse Alley	0	0	N/A	0	0	N/A
Lahm Hall 331 Carlisle St	1	1	Unintentional (Heating Equipment) – Malfunctioning Baseboard Heater	0	0	\$100-\$999
Lamp Post 301 Carlisle St	1	1	Unintentional (Electrical) – Faulty Wiring in Stove	0	0	\$100-\$999
Lau House 48 N. Washington St	0	0	N/A	0	0	N/A
Musselman Hall 44 W. Lincoln Ave. Rear	0	0	N/A	0	0	N/A
Patrick Hall 44 W. Lincoln Ave	0	0	N/A	0	0	N/A
Paul Hall 132 W. Lincoln Ave Rear	0	0	N/A	0	0	N/A
Paxton Hall 405 Carlisle St	0	0	N/A	0	0	N/A
Rice Hall 132 W. Lincoln Ave	0	0	N/A	0	0	N/A
Smith House 42 N. Washington St	0	0	N/A	0	0	N/A
Smyser Hall 345 Carlisle St	1	1	Unintentional (Electrical) – Receptacle Fire	0	0	\$0-\$99
Stevens Hall 332 Carlisle St	1	1	Unintentional (Cooking) – Stovetop Grease Fire	0	0	\$0-\$99
Stine Hall 154 W. Lincoln St	0	0	N/A	0	0	N/A
Tudor House 243 N. Washington St	0	0	N/A	0	0	N/A
Van Horn House 38 N. Washington St	0	0	N/A	0	0	N/A
West Hall 407 W. Lincoln Ave	0	0	N/A	0	0	N/A
25 Railroad Street *	0	0	N/A	0	0	N/A
College Apartments* 49 Railroad St	0	0	N/A	0	0	N/A
25 South Washington St*	0	0	N/A	0	0	N/A
Baughman Hall* 418 Springs Avenue (AY Lease)	0	0	N/A	0	0	N/A

***NOTE:** Due to a change in the Clery Act definition of “reasonably contiguous” outlined within the *2016 Campus Safety and Security Handbook*, all college owned or controlled buildings and property within one mile of the college’s core campus boundary that were previously considered non-campus have been reclassified for CY 2016 to on-campus properties. As such, previously considered non-campus residential facilities that are within one mile of the college’s core campus boundary are now considered on-campus properties and have been added to the Fire Safety Data and Statistics and Fire Safety Policy Requirements for CY 2016; as outlined by 2008 Higher Education Opportunity Act or HEOA.

**ANNUAL FIRE SAFETY REPORT/FIRE STATISTICS (On-Campus)
CALENDAR YEAR 2015**

Statistics and Related Information Regarding Fires in On-Campus Residential Facilities

Residential Facilities	Total Fires in Each Building	Fire Number	Cause of Fire	Number of Injuries that Required Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire
Alpha Tau Omega 104 W. Water St	0	0	N/A	0	0	N/A
Phi Gamma Delta 105 W. Water St	1	1	Intentional Fire/Malicious Burning – Student lit a notebook on fire	0	0	\$0-99
Alpha Chi Rho 227 Carlisle St	0	0	N/A	0	0	N/A
Sigma Chi 240 Carlisle St	0	0	N/A	0	0	N/A
Phi Delta Theta 109 W. Lincoln Ave	0	0	N/A	0	0	N/A
Eagles Apartments 127 Chambersburg St	0	0	N/A	0	0	N/A
102 W. Water St	0	0	N/A	0	0	N/A
223 Carlisle Street	1	1	Unintentional/Smoking Materials – Discarded Cigarette	0	0	\$100-999
129/131 N. Washington St	0	0	N/A	0	0	N/A
133 N. Washington St	0	0	N/A	0	0	N/A
157 N. Washington St	0	0	N/A	0	0	N/A
209 N. Washington St	0	0	N/A	0	0	N/A
215 N. Washington St	0	0	N/A	0	0	N/A
227 N. Washington St.	0	0	N/A	0	0	N/A
Albaugh House 337 Carlisle St	0	0	N/A	0	0	N/A
Apple Hall 264 W. Lincoln Ave	0	0	N/A	0	0	N/A
Appleford Carriage House 218 Carlisle St. Rear	0	0	N/A	0	0	N/A
Appleford Inn 218 Carlisle St	0	0	N/A	0	0	N/A
Bregenzer House 239 Carlisle St	0	0	N/A	0	0	N/A
Carlisle House 249 Carlisle St	0	0	N/A	0	0	N/A
Colonial Hall 157 Carlisle St	0	0	N/A	0	0	N/A
Constitution Apartments 110 N. Washington St	0	0	N/A	0	0	N/A
Corkran Hall 405 W. Lincoln Ave	0	0	N/A	0	0	N/A
Corner Cottage 400 Carlisle St	0	0	N/A	0	0	N/A
Haaland Hall 403 W. Lincoln Ave	0	0	N/A	0	0	N/A

**ANNUAL FIRE SAFETY REPORT/FIRE STATISTICS (On-Campus)
CALENDAR YEAR 2015 (Continued)**

Statistics and Related Information Regarding Fires in On-Campus Residential Facilities

Residential Facilities	Total Fires in Each Building	Fire Number	Cause of Fire	Number of Injuries that Required Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire
Hanson Hall 343 N. Washington St.	0	0	N/A	0	0	N/A
Hazlett Hall 401 W. Lincoln Ave	0	0	N/A	0	0	N/A
Huber Hall 344 Carlisle St	1	1	Intentional Fire/Malicious Burning – Student lighting paper on fire	0	0	\$0-99
Hutchinson House 225 N. Washington St	0	0	N/A	0	0	N/A
Ice House 30 N. Washington St	0	0	N/A	0	0	N/A
Ice House Bldg G 125 W. Race Horse Alley	0	0	N/A	0	0	N/A
Ice House Bldg H 127 W. Race Horse Alley	0	0	N/A	0	0	N/A
Ice House Bldg I 135 W. Race Horse Alley	0	0	N/A	0	0	N/A
Lahm Hall 331 Carlisle St	0	0	N/A	0	0	N/A
Lamp Post 301 Carlisle St	0	0	N/A	0	0	N/A
Lau House 48 N. Washington St	0	0	N/A	0	0	N/A
Musselman Hall 44 W. Lincoln Ave. Rear	0	0	N/A	0	0	N/A
Paul Hall 132 W. Lincoln Ave Rear	0	0	N/A	0	0	N/A
Patrick Hall 44 W. Lincoln Ave	0	0	N/A	0	0	N/A
Paxton Hall 405 Carlisle St	0	0	N/A	0	0	N/A
Rice Hall 132 W. Lincoln Ave	0	0	N/A	0	0	N/A
Smith House 42 N. Washington St	0	0	N/A	0	0	N/A
Smyser Hall 345 Carlisle St	0	0	N/A	0	0	N/A
Stevens Hall 332 Carlisle St	0	0	N/A	0	0	N/A
Stine Hall 154 W. Lincoln St	0	0	N/A	0	0	N/A
Tudor House 243 N. Washington St	0	0	N/A	0	0	N/A
Van Horn House 38 N. Washington St	0	0	N/A	0	0	N/A
West Hall 407 W. Lincoln Ave	0	0	N/A	0	0	N/A

**ANNUAL FIRE SAFETY REPORT/FIRE STATISTICS (On-Campus)
CALENDAR YEAR 2014**

Statistics and Related Information Regarding Fires in On-Campus Residential Facilities

Residential Facilities	Total Fires in Each Building	Fire Number	Cause of Fire	Number of Injuries that Required Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire
Alpha Tau Omega 104 W. Water St	0	0	N/A	0	0	N/A
Phi Gamma Delta 105 W. Water St	0	0	N/A	0	0	N/A
Alpha Chi Rho 227 Carlisle St	0	0	N/A	0	0	N/A
Sigma Chi 240 Carlisle St	0	0	N/A	0	0	N/A
Phi Delta Theta 109 W. Lincoln Ave	0	0	N/A	0	0	N/A
Phi Kappa Psi 102 W. Water St	0	0	N/A	0	0	N/A
223 Carlisle St	0	0	N/A	0	0	N/A
Eagles Apartments 127 Chambersburg St	0	0	N/A	0	0	N/A
129/131 N. Washington	0	0	N/A	0	0	N/A
133 N. Washington St	0	0	N/A	0	0	N/A
157 North Washington St	0	0	N/A	0	0	N/A
209 N. Washington St	0	0	N/A	0	0	N/A
215 N. Washington St	0	0	N/A	0	0	N/A
227 N. Washington St.	0	0	N/A	0	0	N/A
Albaugh House 337 Carlisle Street	0	0	N/A	0	0	N/A
Apple Hall 264 W. Lincoln Ave	0	0	N/A	0	0	N/A
Appleford Carriage House 218 Carlisle St. Rear	0	0	N/A	0	0	N/A
Appleford Inn 218 Carlisle St	0	0	N/A	0	0	N/A
Bregenzer House 239 Carlisle St	0	0	N/A	0	0	N/A
Carlisle House 249 Carlisle St	0	0	N/A	0	0	N/A
Colonial Hall 157 Carlisle St	0	0	N/A	0	0	N/A
Constitution Apartments 110 N. Washington St	0	0	N/A	0	0	N/A
Corkran Hall 405 W. Lincoln Ave	0	0	N/A	0	0	N/A
Corner Cottage 400 Carlisle St	0	0	N/A	0	0	N/A
Haaland Hall 403 W. Lincoln Ave	0	0	N/A	0	0	N/A
Hanson Hall 343 N. Washington St	0	0	N/A	0	0	N/A
Hazlett Hall 401 W. Lincoln Ave	0	0	N/A	0	0	N/A
Huber Hall 344 Carlisle St	0	0	N/A	0	0	N/A
Hutchinson House 225 N. Washington St	0	0	N/A	0	0	N/A

**ANNUAL FIRE SAFETY REPORT/FIRE STATISTICS (On-Campus)
CALENDAR YEAR 2014 (Continued)**

Statistics and Related Information Regarding Fires in On-Campus Residential Facilities

Residential Facilities	Total Fires in Each Building	Fire Number	Cause of Fire	Number of Injuries that Required Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire
Ice House 30 N. Washington St	0	0	N/A	0	0	N/A
Ice House Bldg G 125 W. Race Horse Alley	1	1	Unintentional (Cooking) – Cooking Oil Ignited on Stove Top	0	0	\$0 - \$99
Ice House Bldg H 127 W. Race Horse Alley	0	0	N/A	0	0	N/A
Ice House Bldg I 135 W. Race Horse Alley	0	0	N/A	0	0	N/A
Lahm Hall 331 Carlisle St	0	0	N/A	0	0	N/A
Lamp Post 301 Carlisle St	0	0	N/A	0	0	N/A
Lau House 48 N. Washington St	0	0	N/A	0	0	N/A
Musselman Hall 44 W. Lincoln Ave. Rear	0	0	N/A	0	0	N/A
Patrick Hall 44 W. Lincoln Ave	0	0	N/A	0	0	N/A
Paul Hall 132 W. Lincoln Ave Rear	0	0	N/A	0	0	N/A
Paxton Hall 405 Carlisle Street	0	0	N/A	0	0	N/A
Rice Hall 132 W. Lincoln Ave	0	0	N/A	0	0	N/A
Smith House 42 N. Washington St	0	0	N/A	0	0	N/A
Smyser Hall 345 Carlisle St	0	0	N/A	0	0	N/A
Stevens Hall 332 Carlisle St	1	1	Unintentional (Electrical) – Malfunctioning Water Heater	0	0	\$0 - \$99
Stine Hall 154 W. Lincoln St	0	0	N/A	0	0	N/A
Tudor House 243 N. Washington St	0	0	N/A	0	0	N/A
Van Horn House 38 N. Washington St	0	0	N/A	0	0	N/A
West Hall 407 W. Lincoln Ave	0	0	N/A	0	0	N/A

CLERY-DESIGNATED CRIME DEFINITIONS

Gettysburg College is required to report crime statistics as defined by the Clery Act for the following crimes if the crimes are reported and occur in geographic locations as defined above.

Unfounded Crime Reports – According to Uniform Crime Report (UCR) guidelines, a reported offense can be cleared as unfounded by a sworn law enforcement authority “if the investigation shows that no offense occurred nor was attempted.” These cases thus remain as official crime reports and are included in the departmental statistics; however, they are explicitly labeled as “unfounded” cases within UCR reports on the various index crimes. According to UCR guidelines, the statistics on unfounded cases should include crime reports that are either: False or Baseless.

Murder/Non-Negligent Manslaughter – The killing of one human being by another.

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

The Federal definition (from VAWA) of Sexual Assault: An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI’s Uniform Crime Reporting (UCR) program. Per the National Incident-Based Reporting System User Manual from the FBI UCR Program, a sex offense is “any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.”

- **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. This definition includes any gender of victim or perpetrator.
- **Fondling:** The touching of the private 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 his/her age or because of his/her temporary or permanent mental incapacity.
- **Incest:** Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape:** Non-forcible sexual intercourse with a person who is under the statutory age of consent.

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 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, or personal property of another.

Domestic Violence, Dating Violence, and Stalking additions from the 2014 VAWA Negotiated Rulemaking Final Consensus Language:

The Federal definition (from VAWA) of **Domestic Violence:** a felony or misdemeanor crime of violence committed:

- by a current or former spouse or intimate partner of the victim;
- by a person with whom the victim shares a child in common;
- by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;

- by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
- by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred

The Federal definition (from VAWA) of **Dating Violence**: the term "dating violence" means violence committed by a person:

- who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- The existence of such a relationship shall be determined based on the reporting party's statement with consideration of:
 - the length of the relationship;
 - the type of relationship;
 - the frequency of interaction between the persons involved in the relationship
- Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse
- Dating violence does not include acts covered under the definition of domestic violence

The Federal definition (from VAWA) of **Stalking**: engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- fear for the person's safety or the safety of others; or
- suffer substantial emotional distress

For the purposes of this definition:

- Course of conduct means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property
- Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim
- Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling

Hate Crimes – any of the above offenses, and any other crime involving bodily injury, reported to local police agencies or campus security authority that manifest evidence that the victim was intentionally selected because of the perpetrator's bias, or the perpetrator perceived the person to be in one of the protected group categories. Additionally, on August 14, 2008, the Clery Act was amended to include larceny/simple assault, intimidation, and destruction/damage/vandalism (except arson) as reportable categories of hate crimes. These new reporting categories are only reported if motivated by bias as determined by one of the designated bias categories. The types of bias categories include: race, gender, religion, sexual orientation, ethnicity, national origin, gender identity, and disability.

Hate Crime Definitions:

To ensure uniformity in reporting nationwide, the following definitions have been adopted for use in hate crime reporting:

Bias – a preformed negative opinion or attitude toward a group of persons based on their race, religion, disability, sexual orientation, or ethnicity/national origin.

Bias Crime – a criminal offense committed against a person or property that is motivated, in whole or in part, by the offender's bias against a race, religion, disability, sexual orientation, or ethnicity/national origin; also known as Hate Crime.

Note: Even if the offender was mistaken in their perception that the victim was a member of the group the offender was acting against, the offense is still a bias crime because the offender was motivated by bias against the group.

UNIFORM CRIME REPORTING (UCR)/NATIONAL INCIDENT-BASED REPORTING SYSTEM (NIBRS) DEFINITIONS

Under the Pennsylvania Uniform Crime Reporting Act, Gettysburg College is required to report crime statistics as defined by the Uniform Crime Reporting Program for the following crimes if the crimes are reported and occur on the property owned by the university.

The Uniform Crime Reporting (UCR) program divides offenses into two groups, Part I and Part II crimes. Each month the Gettysburg College Department of Public Safety (DPS) submits information on the number of Part I and Part II offenses known to DPS, and those offenses cleared by arrest or exceptional means, to the Pennsylvania State Police.

The Part I Offenses are:

Criminal Homicide –

- A) Murder and non-negligent manslaughter: the willful (non-negligent) killing of one human being by another. Deaths caused by negligence, attempts to kill, assaults to kill, suicides, and accidental deaths are excluded. The program classifies justifiable homicides separately and limits the definition to:
 - (1) the killing of a felon by a law enforcement officer in the line of duty; or
 - (2) the killing of a felon, during the commission of a felony, by a private citizen.
- B) Manslaughter by negligence: the killing of another person through gross negligence. Traffic fatalities are excluded.

Rape – 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. Statutory offenses (no force used —victim under age of consent) are excluded.

Robbery – The taking or attempted taking of 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. Simple assaults are excluded.

Burglary (Breaking or Entering) – The unlawful entry of a structure to commit a felony or a theft. Attempted forcible entry is included.

Larceny - Theft (except Motor Vehicle Theft) – The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Examples are thefts of bicycles or automobile accessories, shoplifting, pocket-picking, or the stealing of any property or article that is not taken by force and violence or by fraud. Attempted larcenies are included. Embezzlement, confidence games, forgery, worthless checks, etc., are excluded.

Motor Vehicle Theft – The theft or attempted theft of a motor vehicle. A motor vehicle is self-propelled and runs on land surface and not on rails. Motorboats, construction equipment, airplanes, and farming equipment are specifically excluded from this category.

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.

The Part II Offenses are:

Other Assaults (Simple) – Assaults and attempted assaults which are not of an aggravated nature and do not result in serious injury to the victim. Includes subjecting a person to unlawful physical attack or in fear of bodily harm by word or action.

Forgery and Counterfeiting – The altering, copying, or imitating of something, without authority or right, with the intent to deceive or defraud by passing the copy or thing altered or imitated as that which is original or genuine; or the selling, buying, or possession of an altered, copied, or imitated thing with the intent to deceive or defraud. Attempts are included.

Fraud – The intentional perversion of the truth for the purpose of inducing another person or other entity in reliance upon it to part with something of value or to surrender a legal right. Fraudulent conversion and obtaining of money or property by false pretenses, confidence games and bad checks, except forgeries and counterfeiting, are included.

Embezzlement – The unlawful misappropriation or misapplication by an offender to his/her own use or purpose of money, property, or some other thing of value entrusted to his/her care, custody, or control.

Stolen Property; Buying, Receiving, Possessing – Buying, receiving, possessing, selling, concealing, or transporting any property with the knowledge that it has been unlawfully taken, as by burglary, embezzlement, fraud, larceny, robbery, etc. Attempts are included.

Vandalism – To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law. Attempts are included.

Weapons; Carrying, Possessing, etc. – 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. Attempts are included.

Prostitution and Commercialized Vice – The unlawful promotion of or participation in sexual activities for profit, including attempts.

Sex offenses (except forcible rape, prostitution, and commercialized vice) —Statutory rape, offenses against chastity, common decency, morals, and the like. Includes the offense of Fondling. Attempts are included.

Drug Abuse Violations – The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The following drug categories are specified: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics —manufactured narcotics that can cause true addiction (Demerol, Methadone); and dangerous non-narcotic drugs (Barbiturates, Benzedrine).

Gambling – To unlawfully bet or wager money or something else of value; assist, promote, or operate a game of chance for money or some other stake; possess or transmit wagering information; manufacture, sell, purchase, possess, or transport gambling equipment, devices, or goods; or tamper with the outcome of a sporting event or contest to gain a gambling advantage.

Offenses Against the Family and Children – Unlawful nonviolent acts by a family member (or legal guardian) that threaten the physical, mental, or economic well-being or morals of another family member and that are not classifiable as other offenses, such as Assault or Sex Offenses. Attempts are included.

Driving Under the Influence – Driving or operating a motor vehicle or common carrier while mentally or physically impaired as the result of consuming an alcoholic beverage or using a drug or narcotic.

Liquor Laws – 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 and drunkenness. Federal violations are excluded.

Drunkenness – To drink alcoholic beverages to the extent that one’s mental faculties and physical coordination are substantially impaired. Excludes driving under the influence.

Disorderly Conduct – Any behavior that tends to disturb the public peace or decorum, scandalizes the community, or shocks the public sense of morality.

Vagrancy – The violation of a court order, regulation, ordinance, or law requiring the withdrawal of persons from the streets or other specified areas; prohibiting persons from remaining in an area or place in an idle or aimless manner; or prohibiting persons from going from place to place without visible means of support.

All Other Offenses – All violations of state or local laws not specifically identified as Part I or Part II offenses, except traffic violations.

This information is provided as a part of Gettysburg College’s continuing commitment to safety and security on campus in compliance with the Pennsylvania Uniform Crime Reporting Act and the Jeanne Clery Act. Concerns, questions, or complaints related to this document or the applicable statutes should be directed to the Executive Director of Public Safety either by mail at Gettysburg College, 300 North Washington Street, Gettysburg, PA 17325; email at: wlafter@gettysburg.edu; or by telephone at (717) 337-6912.