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Mission Statement:

The Department of Safety and Security is committed to the provision of high-quality, continuously improving, community service oriented patrolling (CSOP) safety and security services designed to provide a safe and secure environment where community members can work, live, and pursue their academic and professional endeavors. Departmental members are an integral part of Gettysburg College’s educational mission ensuring the organization’s protection, service, and enforcement efforts are accomplished in a manner consistent with the philosophy and strategy of CSOP.

Vision Statement:

The Department of Safety and Security will be recognized for superiority, within its campus security/law enforcement environment of peer institutions and by members of the Gettysburg College community, in executing its security, crime prevention, life and fire safety, and community services. The Department will be a dynamic and diverse organization devoted to continuous quality improvement in both professional relationships and work processes, the development of positive community partnerships, and the philosophy and organizational strategy of Community Service Oriented Patrolling (CSOP).

Statement of Organizational Purpose:

Members of the Department of Safety and Security are committed to ensuring the effective accomplishment of the College’s, Division’s, and Department's missions and strategic agendas through the effective and efficient employment of a professional security service so complete that few ever have to call upon it. This is accomplished by employing the philosophical and organizational strategy of Community Service Oriented Patrolling (CSOP), which promotes community and security partnerships; proactive problem-solving; the practice and application of quality and shared leadership, management, and supervision; community and employee satisfaction; community and employee involvement in the development of organizational processes and operations; community engagement to address the fear and frustration associated with actual or perceived incidents of crime and criminal or disorderly behavior; the identification and successful resolution of the causes of crime and inappropriate behaviors and other related community issues and concerns; and the equitable, fair, and consistent enforcement of laws, rules, and regulations through the use of judicial prudence.

The organizational purpose of the Department of Safety and Security at Gettysburg College is to reduce campus crime and the community’s fear of crime, provide safety and security services that the community members want and need, protect community members from incidents of crime, and enforce Institutional regulations and State and Federal laws in a just, ethical, consistent, fair, equitable, and prudent manner with the highest degree of integrity.

The Department’s leadership and staff will interrelate with each other and formulate decisions in a manner consistent with the interests and needs of the community. Departmental personnel will, on a continuous basis, collaboratively and professionally interact with other College Departments, organizations, and community members in an effort to work toward and reach solutions to issues or problems that result in positive outcomes for all concerned parties and enhance the quality of life at Gettysburg College.
Articulation of Core Values:
Our staff draws strength from its diversity of gender, religion, backgrounds, and training. We embrace several key values. Department personnel shall possess:

- **Integrity** – a total commitment to the highest personal and professional standards. A security professional must be honest and fair. Integrity means establishing a set of moral values and adhering to those values. Integrity is the fundamental premise of our profession. Without integrity, the moral pillars of our profession – public trust and self-respect – are lost. “Doing what you are required to do even when no one is looking.”

- **Initiative** – the ability to get things started. A security professional must always be willing to initiate the appropriate actions necessary to improve or enhance existing work processes, the environment wherein they work, and the community they serve for the benefit of the community members as a whole.

- **Discretion** – the prudence and freedom to make independent decisions based on an officer’s training, experience, skills, knowledge, core values, and abilities. All Safety and Security members will responsibly use the discretion vested in their position and exercise it within the law and College rules/regulations.

- **Leadership** – modeling the behaviors associated with high standards and principles in order to positively and professionally influence others in a manner consistent with the moral and ethical guidelines of the safety and security profession.

- **Responsibility** – an obligation to adhere to and follow the standards and guidelines set-forth by the College and Department.

- **Accountability** – accepting the rewards or ramifications of your responsible actions. A Safety and Security professional is accountable for the consequences of their behaviors and/or actions; as well as the behaviors and actions of those they supervise. An unwillingness to accept the responsibility of one’s actions destroys their credibility as a professional and breaks the bond of respect and loyalty.

- **Respect** – to show a genuine concern for others. An officer who performs their duties in a manner consistent with this value not only displays respect, but will also earn the respect of those they come in contact with. Adhering to high moral conduct, ethical behavior, and the core values associated with one’s profession will yield an enduring respect for not only the individuals involved, but for the entire Department as a whole.

DEPARTMENT OF SAFETY AND SECURITY ORGANIZATIONAL STRUCTURE:
INTRODUCTION:
Gettysburg College is a community of 2,585 students. There are 2,557 full time students and 28 part time/special students. A total 1,991 students live in College residence hall facilities, 260 reside within recognized fraternity/sorority housing, 162 reside at off-campus locations, and 22 students are classified as commuter students. There are approximately 681 full-time employees at the college. The campus covers over 200 acres including 60 buildings. Safety and Security services are an important component of the educational environment at Gettysburg College.

The Department of Safety and Security is responsible for law enforcement, security and emergency response on the campus. The Department of Safety and Security is guided by the mission strategic principles of Service, Protection, Enforcement, Continuous Quality Improvement, Constancy of Purpose, and Community Service Oriented Patrolling (CSOP). The Department is under the leadership of the Director who reports to the Vice President for College Life and Dean of Students. The Department’s Associate Director, who reports to the Director, is responsible for coordinating the daily safety and administrative functions/operations and activities of the Department. The Department is open and staffed 24 hours a day by seven community service officers and two shift leaders/supervisors who patrol the campus and four communications officers who staff the communications center. The Department’s operations are additionally supported by an Assistant Director, who reports to the Director, responsible for managing the daily patrol and security operations, in-service training, crime prevention services, CSOP compliance, field training, and both internal and external community investigations; a Life and Fire Safety Coordinator responsible for coordinating the institution’s life and fire safety program/initiatives; and an Administrative Assistant. The Department also has a contingent of approximately 15 part-time security officers who supplement patrol and communications center operations and work campus special events and details performing crowd and vehicular control activities; as well as other pertinent security related operations.

The Department patrols the campus and provides safety and security services through the deployment of vehicle, foot, and bicycle patrols. The main goal of the bicycle patrol program is to provide a means for security officers to randomly patrol parking lots and other areas not open to vehicle traffic, such as walkways and student gathering areas. The bicycle patrols have proven to be more effective in patrol and can respond to accidents, injuries, and other situations more rapidly than from a patrol vehicle.

To be successful in providing the highest degree of safety and security 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 Safety and Security takes a leadership role in this area. This includes educational programs on campus safety, preventative patrols, incident investigation and reporting, fire safety and prevention, crime prevention, and community service oriented patrolling (CSOP). CSOP is the Department’s philosophical and organizational strategy in the implementation and provision of campus safety and security services.

Safety and Security Officers receive training in security, law enforcement and emergency care. Officers are required to be Pennsylvania certified emergency responders and to be certified in various self-defense techniques. The Department of Safety and Security is located at 51 West Stevens Street.

This brochure is intended to provide you with information on educational programs, safety practices, and policies regarding the reporting of emergencies and campus crime rates. It is the primary objective of the Department of Safety and Security to provide a safe campus environment wherein its community members can 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 brochure or any related safety and security policies, procedures, or operations, please feel free to contact the Director of Safety and Security.

Sincerely,

William J. Lafferty
Assistant Dean of College Life
Director, Safety and Security and
Greek Organizations
Gettysburg College
COMMUNITY SERVICE ORIENTED PATROLLING (CSOP)

A Change in Philosophy

The past decade has been punctuated by numerous social changes affecting our community. Increases in crime, drugs, gangs, and traffic are only a few of the problems that have drained police and security resources nation wide. This combined with the September 11th tragedy and increased terrorism internationally has presented unprecedented challenges for local municipal police agencies and private security entities. Increasing the size of law enforcement/security agencies is not necessarily synonymous with a decrease in crime. Alternative resources and new strategies must be developed if we are to enhance the quality of life in our campus community.

Media coverage of events tends to magnify and broaden the fear of crime and social disorder. The fear of crime alone can be very detrimental to communities. People become not only suspicious and distrusting of each other, but of the police or security agency they feel are ineffective in their responsibility to maintain order. Sometimes the simple knowledge of another person’s victimization has as much impact on levels of fear as being an actual victim. This level of fear also directly affects the community’s image.

People often talk less of crime than they do of other signs of social disorder and physical decay. Complaints of drunkenness, vandalism, trash, parking problems, and loitering are more important to many people because they affect the community’s image and add to the fear of crime.

Unfortunately, these social ills have contributed to the evolution of a policing/security system that is largely incident driven. This system has forced officers to dedicate a majority of their time to responding to calls for service. Emerging research suggests new ways in which police or security officers can be more effective and efficient in dealing with social problems and community concerns. Prominent concepts have been termed “Quality-Policing”, “Community-Based-Policing”, “Community-Policing”, and “Problem-Oriented-Policing.”

Contrary to popular belief, the Department of Safety and Security’s organizational strategy of Community Service Oriented Patrolling (CSOP) does not abdicate the elimination of traditional security principles and enforcement. CSOP is a paradigm shift or change in one’s worldview. CSOP requires a change in the way we view the implementation and provision of safety and security services. It requires us to think more proactively and work collaboratively with community members in the resolution of the underlying causes associated with crime or social disorder problems. The key components associated with CSOP are partnership building and collaborative problem-solving strategies. Implementing a CSOP philosophy does not mean that we will eliminate performing the many security functions required of us within our campus environment. What it does mean is that the services we provide will be those deemed necessary and appropriate by our community for the enhancement of our campus’ quality of life, the reduction of crime and fear of crime, and the reduction of social disorder. CSOP also requires us to review the services we do provide and continuously improve the quality of these services in accordance with the feedback we receive from our internal and external constituencies.

In January of 2001, The Director of Safety and Security recognized the need to improve community-security relationships and enhance existing security services. Employee and student input was an integral part of identifying the major issues facing the Department and developing strategies that were incorporated into the organization’s five-year strategic action plan. Survey questionnaire instruments and internal and external meetings were a key method of soliciting employee and community feedback.

It is recognized the necessary changes will not occur overnight. The organization’s strategic action plan acknowledges the need for a transition process/plan to effectively manage a smooth implementation and provide for a continuing evaluation of the delivery of security services. It requires long-term solutions to community needs.

Officers will meet and talk with community members within the field in an attempt to build and nurture partnerships and commitment. We intend to ensure the community perceives a sense of social order and we want to reduce the professional distance fostered by traditional security practices. Security officers will become the managers of their sectors/areas and will be encouraged to engage in responsible, creative ways of bringing about problem resolution. We must develop new means of responding to calls for service in order to free-up officer time for problem-solving.
The organization’s strategic action plan incorporates CSOP and problem-solving concepts into routine security functions. It is designed to be a flexible, evolutionary document that outlines specific goals, objectives, and tasks. The result will be increased responsiveness. The Department of Safety and Security will become results oriented rather than incident driven.

There is no one best method for implementing a “community-policing” model. Our CSOP model includes values and traditions important to the community we serve. We have tried to develop an approach that is flexible, effective, and responsive to the Gettysburg College community. While we recognize that the desired changes may be gradual, it is our expectation that in time all will embrace them. Our proposal stresses the importance of partnerships, participatory management, problem-solving, and visionary and quality leadership. The process will require considerable time, planning, assessment, and cooperation by everyone. Such comprehensive changes in philosophy and strategy dictate a new security style and bring us into an exciting era.

This organizational and philosophical strategy of Community Service Oriented Patrolling (CSOP) focuses on the following core principles:

- Establishing positive and professional community relationships,
- Reducing campus crime and the fear of crime,
- Developing and employing collaborative problem-solving strategies;
- Enhancing the quality of life at Gettysburg College;
- Employing total quality management (TQM), shared leadership, and an organizational learning philosophy within the Department of Safety and Security; and
- Striving for continuous quality improvement of work processes for the benefit of the Department’s staff and the community members they serve.

CSOP focuses on the fact that safety and security issues are everyone’s concern and the best way to solve community problems is to interdependently work with the community in reaching collaborative resolutions.

**CSOP Defined:** The Community Service Oriented Patrolling (CSOP) approach to the implementation and provision of safety and security services seeks to address the causes of crime and reduce the fear of crime and social disorder through proactive, collaborative, and community-centered problem-solving strategies and security-community partnerships.
TIMELY WARNINGS/SAFETY ALERTS:
Numerous and diligent efforts are made to advise members of the campus community about crime related problems. The college's duty to inform students and campus community members of threatening situations is taken seriously, and as a result, information related to crime and criminal activity is provided to the community in an accurate and timely fashion. Because awareness is essential to effective crime reduction, the College will release information, which can be used by students and other College community members to reduce their chances of becoming victims. The Department of Safety and Security issues timely warnings or Safety Alerts to campus community members informing them of incidents/crimes impacting the campus community and/or surrounding Gettysburg Borough. This information may be disseminated to campus community members via a variety of mechanisms or mediums. The use of electronic mail messages is the most common, but information flyers posted at highly visible locations throughout campus and open discussions during crime prevention presentations presented by Safety and Security personnel are additional methods that may be used in this information dissemination process. The decision to issue a timely warning or Safety Alert is made by the Director of Safety and Security in coordination and consultation with the VP for College Life and Dean of Students. Safety Alert notices are submitted to the campus community on certain crimes that represent a continuing threat to students and employees and that were reported to officials with significant responsibility for student and campus activities, campus safety and security, or the local police. 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 counselors.

CRIME REPORTING/REPORTING OF CRIMINAL ACTIONS OR EMERGENCIES:
To report a crime or emergency, members of the community should call the Department of Safety and Security by dialing 337-6911 or on campus extension 6911. Campus community members can also report crimes in person to the Department of Safety and Security at the Safety and Security 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. Crimes or serious incidents can be reported anonymously to the Department of Safety and Security by calling the anonymous tips line (toll free) at 1-877-706-2525 or by accessing the anonymous tips website at:


The Department of Safety and Security responds to all reports of crimes and/or emergencies that occur on-campus or within a campus controlled, owned, operated, and/or recognized facility, building, residence hall, or area. Safety and Security 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 Safety and Security to summon assistance from emergency responders if deemed necessary and appropriate. This direct radio link with the Adams County Communications Center also affords officers the ability to communicate directly with responding Emergency Medical Services (EMS) personnel. Incidents occurring on-campus, within residence halls or non-campus buildings, or on recognized private 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 Judicial Affairs and Community Development 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. Gettysburg College and the Department of Safety and Security strongly encourage all of its campus community members to report emergencies or criminal incidents accurately and promptly to the Department of Safety and Security and the Gettysburg Borough Police. All phone lines routed to Safety and Security are staffed 24 hours a day by professionally trained full-time and part-time communications officers. To obtain information or request any security or escort services community members should call 337-6912 or extension 6912.

The Department works closely with College Life and Facilities Services to insure a safe environment. The Gettysburg Borough Police, Pennsylvania State Police, the National Park Service, Cumberland Township Police, Gettysburg Hospital’s paramedics, the local fire department and its ambulance corps support the Department. 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. If a member of the community finds any of these phones inoperative or vandalized, they should call the Department so that the phone can be repaired or replaced as quickly as possible.
CAMPUS ENFORCEMENT AUTHORITY:

All students and employees are encouraged to promptly report all on-campus crime and suspicious activities to the Department. While off-campus, students and employees are encouraged to contact the local police department. Security Officers have no arrest authority beyond that of an ordinary citizen; however, they may cite offenses and refer them to the local police or campus judicial officials. The Department has an exceptionally good working relationship with the Gettysburg Borough Police, Cumberland Township Police and the National Park Service. The College and the Department diligently cooperate with law enforcement agencies to maximize the effectiveness of police services to the campus community. The Vice President for College Life and Dean of Students in conjunction with the Director of Judicial Affairs and Community Development coordinate disciplinary action for matters that are violations of College rules.

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 Director of Safety and Security, Associate Director, and/or Assistant Director. Additionally, the Department conducts community surveys to receive feedback regarding its operations and services. The Director of Safety and Security 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 the Student Senate organization and the Student Safety and Security Advisory Committee.

ALCOHOL POLICY:

The College supports the choice not to drink alcoholic beverages and actively discourages and sanctions the irresponsible use of alcohol. In compliance with Pennsylvania laws and the Drug Free Schools and Communities Act, the College does not approve of the consumption of alcoholic beverages by students (or their guests) who are under the age of 21, on or off the campus. The College will establish reasonable procedures to assure that students are aware of their legal obligations. Inappropriate behavior involving the furnishing or consumption of alcoholic beverages will result in appropriate disciplinary proceedings and penalties. The College recognizes and cooperates with law enforcement authorities in their enforcement efforts pertaining to the illegal consumption or possession of alcoholic beverages, and will seek to educate students about laws pertaining to the use, consumption, possession, and abuse of alcoholic beverages.

DRUG POLICY:

Illegal possession, manufacture, distribution, or use of drugs or narcotics by students constitutes unacceptable conduct and such students are subject to disciplinary measures, including suspension, by the College. In Spring, 1972, Pennsylvania changed its law concerning drugs. Essentially the law, as passed, states that if one possesses or distributes a small amount of marijuana (30 grams, approximately one ounce, or less) but does not sell it, one is guilty of a misdemeanor and is subject to a maximum penalty of 30 days in jail or a $500.00 fine, or both. Selling marijuana and illegally possessing or distributing any other type of drug is a more serious act and carries heavier penalties.

A complete copy of the law is available for anyone to review in the Office of College Life. It is the policy of Gettysburg College to maintain a drug-free workplace. Illegal possession, use, manufacture, or distribution of drugs or narcotics by employees (while engaged in employment activities or activities related to a federal grant, regardless of the location of these activities) constitutes unacceptable conduct by such employees and makes such employees subject to disciplinary procedures of the College ranging from a reprimand through termination of employment, according to procedures set out in the employee handbooks for staff employees, administrative employees, and faculty.

The purpose of this summary is to provide students and employees of Gettysburg College with general information on applicable laws. Although every effort has been made to provide accurate information at the time of printing, this information can at any time be superseded by changes in the law. Each student and employee has the ultimate responsibility to stay informed concerning changes in the law. Those with specific legal questions are encouraged to seek the services of an attorney.

ALCOHOL AND DRUG ABUSE EDUCATION PROGRAMS:

Social Event & Drug Policy - The Social Event Policy reflects the social climate that the Gettysburg College community strives to establish and maintain regarding campus social life, including the appropriate role of the use of alcoholic beverages by community members. Its success depends upon the cooperative efforts of students, faculty, administration and alumni in both understanding and upholding the spirit of personal responsibility and respect for self and others that is embodied in this Policy. Any exceptions to this Policy must be approved in advance by the College's Alcohol Policy Review and Advisory Board (APRAB).
Alcohol/Drug Related Support Services - Gettysburg College's Counseling Services has a staff of four counselors who are available to students for crises, on-going counseling, assessment and referral. All services are strictly confidential. For more information or to schedule an appointment, call 337-6960 ng 337-6960 (Monday - Friday, 8:30 a.m. - 5:00 p.m.).

Student Assistance Program
Students may refer themselves or be referred by the judicial system following an alcohol or drug-related incident. They may also be referred by concerned faculty or administrators.

Level I - Focus Group on Alcohol and Other Drugs
This one-time, interactive educational process group is led by CHEERS peer educators. It includes information on problem use, behaviors and consequences, behavioral self-control training techniques, and development of personal guidelines.

Level II - "Risky Business" Risk Assessment Group
This three-session program provides participants in a non-threatening, non-judgmental atmosphere the opportunity to increase awareness of choices they are making and possible consequences. Participants examine the role alcohol and other drugs play in their lives, their values and beliefs, and how they cope with inevitable life stresses. The program provides the most recent research information associated with relative risks of very specific quantity/frequency choices regarding alcohol and other drug use. Students are then given support to develop their own strategies to reduce these risks, if they choose to do so.

Level III - On-campus assessment/treatment
Students at this level participate in an individual assessment by Counseling Services Staff. This usually takes two, one-hour sessions. The counselor then shares the written assessment and recommendations with the student.

Level IV - Off-campus assessment/treatment
Our staff assists the student by recommending off-campus assessment/treatment providers from which the student may choose. On-campus support for students returning from off-campus treatment programs is available in the form of individual counseling and supportive groups.

Local off-campus drug and alcohol assessment, treatment and referral resources:
- a. Adams-Hanover Counseling Services, 44 S. Franklin St., Gettysburg 334-9111
- b. Behavioral Health Professionals of Gettysburg, 262 Baltimore St., Gettysburg, 334-5502
- c. Cornerstone Counseling and Education Services, 108 N. Stratton St., Gettysburg, 334-8154
- d. Recovery Place, 70 W. Middle St., Gettysburg, 334-7345

There are also a number of drug/alcohol related self-help groups which meet regularly in the area. For a listing, contact Counseling Services, 337-6960. An open AA meeting takes place on campus in the Chapel basement (use rear entrance) on Saturday evenings at 9:30 PM.

Alcohol Policy Review and Advisory Board - An Alcohol Policy Review and Advisory Board is to be established by the Student Life Council. This Board is to be actively involved in reviewing events, evaluating the impact of this policy and guidelines, assessing its effectiveness, and encouraging more informal interaction among faculty, students, and administrators at social events. Membership shall include four students (appointed by Student Senate), two faculty members (appointed by the Faculty Executive Committee), and two administrators (appointed by the Dean of the College). Members shall be appointed for two-year terms and in a manner so as to ensure continuity. This board shall:
1. coordinate registration of all on-campus events at which alcohol will be served;
2. report regularly to the Student Life Council about the registration process;
3. determine appropriate settings, locations, and scheduling of events at which alcohol is to be served;
4. seek community consensus about the effectiveness of the Alcohol Policy and Guidelines;
5. make judgments regarding the effectiveness of the Alcohol Policy and Guidelines and recommend changes to the Student Life Council as necessary;
6. solicit and accept, from any individual or group, reports of Alcohol Policy Guidelines' violations, complaints, or concerns about the effectiveness of these Guidelines;
7. design a system of penalties for violations and abuses of Guidelines, and request the Student Conduct Review Board to include this system within its penalty guidelines.
BASH, the educational sub-committee of APRAB, works to:

…Disseminate accurate substance use information to the campus community

…Promote prevention strategies having a positive impact on the campus community as a whole

…Receive general comments, concerns and suggestions from students, faculty, and the community at large concerning alcohol and other drug-related issues

…Review the Student Assistance Program

…Promote substance abuse prevention as a priority concern

…Communicate with various campus constituencies regarding substance use issues

SEXUAL ASSAULT PREVENTION PROGRAMMING AND PROCEDURES:

The College’s Women’s Center assumes a leadership role in this area, conducting targeted programming that promotes an awareness of rape, acquaintance rape, and other forcible and non-forcible sex offenses for a variety of audiences exemplified by: fraternities, women’s groups, residence hall floors, and other student groups. Additionally various programming by the College Counseling Center, the Department of Safety and Security, and the College Life RAD (rape aggression defense) program deal with various aspects of this crime. College Life and the Counseling Center coordinate an annual sexual assault prevention and awareness program for all incoming first-year students. This educational program is designed to create awareness among first-year men and women with respect to rape, acquaintance rape, and other forcible and non-forcible sex offenses.

Gettysburg College will act swiftly to protect the rights of all its students. If you have been sexually assaulted there are a variety of campus and area resources that are available to you. The College supports your right to choose which avenues of assistance are best for you. These resources include: The Department of Safety and Security, to whom all crimes (including sexual assaults) should be reported, the College Life office, the Counseling Center, the Health Center, the Director of Judicial Affairs and Community Development, the local police agency with jurisdiction, and the Emergency Department of the local hospital. As a student who has been sexually assaulted you have the following rights:

1. To be given a copy of the College’s sexual assault policy.
2. An opportunity to contact the governmental law enforcement authorities including local police and/or district attorney. Gettysburg College will assist the student in notifying proper law enforcement officials, if requested.
3. Transport to the nearest medical facility approved for the collection of rape evidence.
4. Awareness of mental health counseling on campus or in the community.
5. Alternative housing and/or class assignment if requested and reasonably available.

Due to the severity of incidents of sexual assault, the College strongly encourages students who have been sexually assaulted to contact the police to make an initial report. Reporting the incident to the police soon after the incident occurs may greatly increase the possibility of successful prosecution, if the student does at some point decide to press criminal charges. It is extremely important to preserve all evidence of a sexual assault if criminal prosecution is to be considered. Procedures to be followed to preserve evidence can be explained to the student by a Safety and Security officer.

Students who have been sexually assaulted will be offered the opportunity to make a formal complaint through the College’s judicial system against the offender, under the College’s Code of Conduct. The College may pursue judicial charges regardless of whether any criminal charges are filed. The College’s judicial process is not intended to serve as a substitute for the criminal justice system. The College will initiate internal judicial proceedings in incidents of sexual assault when a student requests it and/or when subsequent investigation produces substantial evidence of a violation of College policy. Students will receive a copy of the Student Policy and Procedures Handbook. This includes the College’s Sexual Misconduct and Harassment policies, as well as complete information on the College’s Judicial Process.

Students have the right to have any questions about College policy and the College Judicial process answered. If a student who reports a sexual assault is harassed by anyone in connection with the incident in question, the harassment should be reported immediately to the Department of Safety and Security. The College would then respond to the allegations of harassment. Students have the option to have the Victim’s Advocate and/or any other advisor with them at all times throughout such procedures. The accuser and the accused are entitled to the same opportunities to have others present during judicial disciplinary proceedings. Both the accuser and the accused shall be informed of the outcome of any institutional disciplinary proceeding brought alleging a sex offense (the College’s final determination and any sanction against the accused). A student found responsible for committing a sexual offense may be suspended and/or expelled from the College. The on-campus counseling center and Survivors, Inc. are valuable support resources for students who have been victims of a sex offense.
SEX OFFENDER REGISTRY AND ACCESS TO RELATED INFORMATION:

The federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, became effective on October 28, 2002. The law requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice, as required under State law, of each institution of higher education in that State at which the person is employed, carries on a vocation, or is a student.

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 (phone #: 717-334-8111) located at 3033 Old Harrisburg Road. This information can also be obtained by visiting the Pennsylvania State Police’s Megan’s Law Website at: http://www.pameganslaw.state.pa.us/

ACCESS TO CAMPUS FACILITIES:

With the exception of residence halls, most campus buildings and facilities are accessible to members of the campus community, guests and visitors during normal hours of business (Monday - Friday). This excludes most holidays. Faculty and staff who wish to enter their office or support areas during non-duty hours are asked to notify or visit the Department of Safety and Security. This will alert security in case of an emergency in the facility. Department heads are requested to submit entry authority lists to the Department of Safety and Security for personnel assigned to their respective departments with special access needs. Access to residence halls is limited to Gettysburg College students and authorized staff, and are secured during designated times daily. Members of the Department of Safety and Security patrol the interiors and exteriors of all campus facilities, buildings, and residence halls on a regular basis.

MAINTENANCE AND SECURITY OF CAMPUS FACILITIES:

Gettysburg College maintains a strong commitment to campus safety and security. Exterior lighting is an important component of an effective crime prevention program. Inspections and surveys of exterior and interior campus lighting are conducted on a regular basis. On duty Officers routinely identify burned out bulbs or other lighting problems via discrepancy reports, which are forwarded to the Facilities Services Department. Lighting problems of a serious nature are reported immediately to the 24-hour maintenance person on-call. As a part of routine patrols, Campus Safety personnel inspect exterior doors on campus facilities. Doors are checked to ensure that their closing and locking units are working properly. Exterior doors on all academic and administrative buildings on campus are locked and secured each evening by campus security officers. These officers also report door and security hardware deficiencies when discovered. Parking lots and other public areas are actively patrolled by campus security. These patrols are conducted at random to increase visibility and act as a preventative measure against would be vandals or thieves. On duty officers immediately report problems to physical plant by completion and submission of discrepancy reports. Safety and Security representatives conduct routinely scheduled and unannounced safety and security audits. These audits include inspections of all College owned buildings, facilities, residence halls, storage areas, and other areas owned or controlled by Gettysburg College and recognized fraternity houses. Noted discrepancies are reported to the appropriate and responsible campus departments for follow-up and correction.

SECURITY AWARENESS AND CRIME PREVENTION PROGRAMS:

Like most other colleges, universities and municipalities, Gettysburg College aims to be pro-active rather than reactive; preventing crimes from occurring instead of reacting to reports of crimes that have already occurred. A primary vehicle for accomplishing this goal is the department's crime prevention program, which is provided, in direct coordination with educational programs sponsored by other College organizations and departments. The College crime prevention program is designed to eliminate or minimize criminal opportunities that exist on campus and to create an atmosphere in which students and other community members become more responsible for their own security and the security of others. The following is a list of crime prevention programs provided by the Department: Escort Service, New Student Orientation, Personal Safety Programs, Residence Hall Safety and Security Floor Programs, Printed Crime Prevention Materials, Rape Awareness, Education and Prevention Programs, Security & Facility Surveys, an active Student Advisory Group, a campus wide Safety Committee, and fire and life safety training and awareness programs. The Department of Safety and Security’s operational approach to crime prevention and suppression mirrors many of the practices associated with the concept of “community-policing” in an effort to provide its community members with the services they desperately need and want, but are not fully receiving.
GENERAL HOUSING INFORMATION:

Prohibited Items - The following items are prohibited in residence halls:

- Candles and/or Incense
- Halogen Lamps
- Fabric covering lights and fabric on walls
- Answering machines (voice mail is provided)
- Cooking devices (cooking is not allowed in students' rooms), specifically including, but not limited to, broilers, toaster ovens, electric skillets, hot plates, electric woks/frying pans, hotdog and hamburger cookers, and immersion coils (NOTE: popcorn poppers, hotpots, and coffee makers are permitted)
- Microwaves other than a Microfridge (Microwaves are permitted in apartments, limit 1)
- Personal room refrigerators (unless you live in an apartment). Gettysburg College provides a Microfridge unit for each room not in an apartment.
- Room-heating devices, including all space heaters, kerosene or oil lamps, alcohol burners, and candles
- Air conditioners unless jointly approved by the Health Center, the Residence Life Office and Facilities Services Office
- Gasoline-powered items, such as motorcycles, mopeds, or parts thereof
- Flammable and/or combustible liquids and/or chemicals
- Drug paraphernalia
- Overloaded electrical receptacles (more than three appliances connected to one outlet and multiple-plug adapters with more than two cords attached)
- Fireworks, smoke bombs, sparklers, etc.
- Light "dimmers," ceiling fans, or any other device that replaces, adds to, or interferes with any room/apartment/building apparatus
- Weight-lifting apparatus such as bar bells
- Waterbeds
- Dart boards/darts
- Double-sided tape
- Guns, knives and other weapons
- Grills of any type
- Animals or pets of any kind (except seeing-eye dogs and non-carnivorous fish in 10 gallon tanks or less). There will be no warnings. Pets will be relocated off campus by students immediately or taken by a College Official.
- Portable washers, dryers, & dish washers
- Storage of bicycles, suitcases or cartons in stairwells or halls
NOTE: The preceding list is not all inclusive; any item that is a threat to public safety may be removed. The College will continually monitor all areas through staff visits and unannounced inspections by College staff. Prohibited items found will be confiscated and not returned until the student leaves the residence. In addition to confiscation, violators may pay a monetary fine and may be subject to judicial action, including possible expulsion from the residence hall.

**RESIDENCE HALL ROOM OPTIONS / ROOM ASSIGNMENTS:**

Gettysburg College strives to help students create environments, which complement their academic development and their personal and intellectual growth. If students wish to explore a particular interest, academic subject, talent or activity, they may petition to live together in Special Interest Houses. Special Interest Houses in the past have included Community Service, Amnesty International, Cultural Diversity, Theater, Music, Arts, Wellness, and Honors Housing. As upperclass students, there are many opportunities to join an existing house or apply as a new group. Students must have a group of at least four or more people to apply for Special Interest Housing.

The opportunity to choose a friend or companion as a roommate is an important feature of the upper class-housing program. Room selection is conducted each spring for rising first year students, sophomores and juniors. Class based upon a range of the student’s current cumulative Grade Point Average randomly assigns lottery numbers. During the spring semester, students will 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. A limited number of seniors are given permission to live off campus each year. 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.

Fraternity Houses are considered on campus housing. Members wishing to live in their fraternity house must be chosen by the house to do so. Each fraternity's officers serve as the house's residence staff and are responsible for the enforcement of College policies. Both their fraternity corporation and the Residence Life Office must authorize fraternity members who wish to live off campus.

**How to Change Your Room:**

1. Contact the Professional Staff member of Residence Life for your area to discuss room changes.
2. Prior to any room changes, official paperwork and key exchanges must be completed with the Housing Coordinator in the Residence Life Office. (Failure to complete necessary paperwork may result in fines and/or disciplinary action).
3. When searching for a new space, the person wishing to move is encouraged to have an informal meeting with the prospective roommate prior to moving into the space.

**ROOM VACANCIES:**

Residents pay for a portion of the room in which they live. If at any time, a resident's roommate should move out, the remaining resident will have two days to find another roommate. If the remaining student does not, or chooses not to find another roommate, then the space becomes a viable room option for other residents on the campus. The remaining student should expect to receive a roommate at any time.

**GUESTS:**

College housing is provided for the exclusive use of Gettysburg College Students as assigned by the Residence Life Office. Guests may be allowed to use residence facilities within the following guidelines:

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. Guests are permitted for a maximum of three consecutive days.

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 guests. Students accused of violating this policy may be subject to judicial action and termination of room contract without refund. The visitor either, student or non student, will be immediately removed from College housing and may be prohibited from returning to the college campus.
RESIDENCE HALL SECURITY:
Currently, residence hall facilities are secured 24 hours a day/7 days a week. However, specific Residence Halls, which contain academic classrooms, are opened at 8:00 am and secured at 5:00 pm, Monday through Friday, when classes are in session. The College has a policy of cylindrical knob sets with dead latches. These provide a high level of security with one hand egress in the event of an emergency. As renovations and upgrades are completed, individual residence hall room doors are being equipped with “peep-holes”, except in residence apartments where the hall door is equipped with a peephole. Further, ground level accessible windows are equipped with window sash locks.

TRAINING OF RESIDENCE HALL STAFF:
Forty-eight student employees are assigned to residence halls in the current year. The Department of Safety and Security Director, Associate Director, and Life and Fire Safety Coordinator 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, and general information on requesting emergency assistance from Safety and Security.

Other related training conducted for the Resident Assistants by the Area Coordinators include locking buildings, responding to fire alarms and other crisis response procedures. Once per year, typically in the fall, officers are invited into each traditional residence hall to conduct informal meetings with students on security and enforcement procedures.

HALL CLOSING/BREAKS:
During low occupancy periods (Thanksgiving, Dec.-Jan. break, and Spring Break), most major halls are closed, and students are asked to consolidate to a few select halls. Break Housing is outlined in the Guidebook as follows: The College officially closes for Thanksgiving break, Winter break, and Spring break. The residence halls usually close at 6:00 p.m. of 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 will be publicized before each break. All students may be required to relocate within College housing during the breaks. Certain buildings will be designated for “Break Housing” for students who are far from home and cannot return home over vacation breaks. Buildings that are designated “Break Housing” will be noted on hall closing notices. Should a student need to have housing accommodations during a break, the request must be submitted in writing to the Housing Coordinator of Residence Life at least 10 days prior to the break.

MISSING/RUNAWAY PERSON(S):
If a member of the College Community has reason to believe that a student is missing, whether or not the student resides on campus, all possible efforts are made to locate the student to determine his or her state of health and well-being through the collaboration of the Department of Safety and Security and Office of Residence Life. If the student is an on-campus resident, the Department of Safety and Security will secure authorization from Residence Life officials to make a welfare entry into the student's room. If an off-campus student resident, the Department of Safety and Security will informally enlist the aid of the neighboring police agency having jurisdiction. Concurrently, college officials will endeavor to determine the student's whereabouts through contact with friends, associates, and/or employers of the student. Whether or not the student has been attending classes, labs, recitals, and scheduled organizational or academic meetings; or appearing for scheduled work shifts will be established.

If located, verification of the student's state of health and intention of returning to the campus is made. When and where appropriate a referral will be made to the Counseling Services Office and Residence Life and/or the College Health Center.

If not located, notification of the family within 24 hours of receiving the initial report is made to determine if they know of the whereabouts of the student. Such notification will be made by a Residence Life professional staff member or someone from the Office of College Life. If the student is an off-campus resident, appropriate family members or associates are encouraged to make an official missing person report to the law enforcement agency with jurisdiction. The Department of Safety and Security will cooperate, aid, and assist the primary investigative agency in all ways prescribed by law. If the student is an on-campus resident, the Department of Safety and Security will open an official investigation and retain status as the primary investigative unit until relieved by a local police agency.

All pertinent law enforcement agencies, be they neighboring municipal, county, or state; those located along suspected travel corridors; or place of original domicile, will be notified and requested to render assistance.
The gathering of information regarding the missing person will include, but may not be limited to: name, gender, race, date of birth, height, weight, eye color, hair color/length, date/time of last contact, photo availability, possible medicinal usage, address, phone number, S.S. #, full information of vehicle the individual may be operating, names/address/phone number(s)/description(s) of person(s) missing individual may be with.

The following criteria may warrant immediate notification to the local police Department:

1. The person reported missing is under proven physical/mental disability; thereby subjecting him/herself, or others to personal and/or immediate danger.

2. The person reported missing is/was in the company of another person under circumstances indicating his/her physical safety is in danger.

3. The person reported missing is missing under circumstances indicating the disappearance was not voluntary.

"Suzanne's Law" requiring local police to notify the National Crime Information Center (NCIC) when someone between 18 and 21 is reported missing was signed into law by President George W. Bush in the Spring of 2003 as part of the national "Amber Alert" Bill. The federal law is named after Suzanne Lyall, a State University of New York at Albany student who has been missing since 1998.

Previously police were only required to report missing persons under the age of 18. This new law is intended to encourage police to begin investigating immediately when college-age people disappear, instead of waiting a day, which has been a common practice. Upon closure of the missing person investigation, all parties previously contacted will be advised of the status of the case.

**DAILY CRIME/INCIDENT LOG:**

The Gettysburg College Department of Safety and Security maintains a daily crime/incident log of crimes reported to the Department that occurred in or on a non-campus building or property, on public property, or within the patrol jurisdiction of the Department of Safety and Security. Information contained within the daily crime/incident log includes; the nature, date, time, and general location of the crime; and the disposition of the complaint, if known. Unless the disclosure is prohibited by law or would jeopardize the confidentiality of the victim, newly reported crimes and updated information regarding previously reported crimes are entered onto the daily crime/incident log within two business days of when it is reported to the Department of Safety and Security. The Department of Safety and Security makes the daily crime/incident logs for the most recent 60-day period open to public inspection during normal business hours. Additionally, any portion of these crime/incident logs that are older than 60 days are made available for public inspection within two business days of a request.
CRIME STATISTICS

OFF-CAMPUS COLLEGE RELATED CRIMINAL ACTIVITY:

As part of Gettysburg College’s efforts to work closely with the local police, the College solicits incident reports filed by those agencies that involve recognized student groups at off-campus locations. These incidents are processed through the student judicial system. The College additionally solicits incident report information from local law enforcement agencies regarding crime statistics information as specified by Federal and State regulations.

ON-CAMPUS CRIME AND PREPARATION OF THE ANNUAL SECURITY REPORT:

Gettysburg College is committed to the accurate reporting of crimes on campus. These statistics are compiled from information contained within official Department of Safety and Security incident reports, judicial affairs reports, residence life incident reports, applicable police reports, and information received from officials of the college with significant responsibility for student activities. The College has advised all “campus security authorities,” as defined by the Federal law, of their duty to report all crimes to the Department of Safety and Security for inclusion in the annual disclosure of crime statistics. Pastoral and professional counselors, 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 on a voluntary, confidential basis for inclusion in the annual statistics. Each year, representatives from the Department of Safety and Security, the College Life Office, Director of Judicial Affairs and Community Development, Office of Residence Life, and the Department of Human Resources, review the current campus security report and provide information to update the report and compile the crime statistics for the most recent calendar year. Changes to 20 U.S.C. 1092 (F), Section 486 (e), Disclosure of Campus Security Policy and Campus Crime Statistics have resulted in Gettysburg College reporting crimes in three tables. Table One under Pennsylvania Statute and tables two and three under the 20 U.S.C. 1092 (f).

FOR ADDITIONAL INFORMATION CONTACT:

1. Assistant Dean of College Life and Director of Safety and Security, (717) 337-6912
2. Vice President for College Life and Dean of Students, (717) 337-6900
3. Assistant Dean of College Life and Director of Residence Life, (717) 337-6900
4. Associate Vice President of Human Resources and Risk Management, (717) 337-6202

CAMPUS SECURITY OFFICIALS:

• Vice President for College Life and Dean of Students.
• Vice President for Enrollment and Education Services.
• Vice President of Finance and Administration.
• Provost and Vice Provost.
• Vice President for College Relations.
• Department of Safety and Security personnel.
• Director of the Office of Student Rights and Responsibilities.
• Associate Vice President of Human Resources and Risk Management.
• College Life Associate Deans and Assistant Deans.
• Provost and Vice Provost.
• Vice President for Information technology.
• International Student Program Coordinator.
• Athletic Director and Athletic Coaches.
• Director for the Center of Career Development.
• Director of Greek Organizations.
• Director of Library Services.
• Director of Admissions.
• Director of Student Activities and First-Year programs.
• Director of Facilities Services and Managerial/Supervisory Staff.
• Dean of Academic Advising.
• Director of the Center for Public Service.
• Director of Residence Life and Residence Life staff personnel.
• Area Coordinators, Resident Assistants, Resident Coordinators, and Community Leaders.
• Director of Auxiliary Services.
• Director of Campus Recreation.
• Director of Health Services.
• Co-Chairs of the Women’s Center.
• Dean of the Intercultural Resources Center.
• Registrar.
• Director of Off-Campus Studies.
• Manager of Conferences and Events.
• Coordinator of Women’s Studies.
• Director of Experiential Education and Office staff.
TABLE 1

The Pennsylvania College and University Security Information Act mandates the release of crime statistics and rates to matriculated students and employees. The index rate is based on the premise that the community consists of 100,000 people. The crime rates for 2002, 2003, and 2004 are established using population figures for the academic year 2002; 3,084 total members of the community (standard rounding rules are applied).

<table>
<thead>
<tr>
<th>Calendar Years</th>
<th>2002</th>
<th>2003</th>
<th>2004</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ACTUAL</td>
<td>INDEX</td>
<td>ACTUAL</td>
</tr>
<tr>
<td><strong>Part I Offenses</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Murder &amp; Non-Negligent</td>
<td>0</td>
<td>0.00</td>
<td>0</td>
</tr>
<tr>
<td>Manslaughter</td>
<td>0</td>
<td>0.00</td>
<td>0</td>
</tr>
<tr>
<td>Negligent Manslaughter</td>
<td>4</td>
<td>129.70</td>
<td>3</td>
</tr>
<tr>
<td>Rape (Note 2)</td>
<td>0</td>
<td>0.00</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>2</td>
<td>64.85</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated Assault</td>
<td>15</td>
<td>486.38</td>
<td>2</td>
</tr>
<tr>
<td>Theft - Larceny</td>
<td>80</td>
<td>2,594.03</td>
<td>73</td>
</tr>
<tr>
<td>Vehicle Theft</td>
<td>0</td>
<td>0.00</td>
<td>1</td>
</tr>
<tr>
<td>Arson</td>
<td>5</td>
<td>162.12</td>
<td>2</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>106</td>
<td>3,437.09</td>
<td>81</td>
</tr>
<tr>
<td><strong>Part II Offenses</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Assault</td>
<td>13</td>
<td>421.53</td>
<td>15</td>
</tr>
<tr>
<td>Forgery</td>
<td>0</td>
<td>0.00</td>
<td>0</td>
</tr>
<tr>
<td>Counterfeiting</td>
<td>0</td>
<td>0.00</td>
<td>0</td>
</tr>
<tr>
<td>Fraud</td>
<td>1</td>
<td>32.42</td>
<td>0</td>
</tr>
<tr>
<td>Embezzlement</td>
<td>0</td>
<td>0.00</td>
<td>0</td>
</tr>
<tr>
<td>Stolen Property</td>
<td>6</td>
<td>194.55</td>
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<tr>
<td>Vandalism</td>
<td>191</td>
<td>6,193.25</td>
<td>66</td>
</tr>
<tr>
<td>Weapons</td>
<td>0</td>
<td>0.00</td>
<td>0</td>
</tr>
<tr>
<td>Prostitution</td>
<td>0</td>
<td>0.00</td>
<td>0</td>
</tr>
<tr>
<td>Other Sex Offenses</td>
<td>1</td>
<td>32.42</td>
<td>0</td>
</tr>
<tr>
<td>Drug Abuse Violations</td>
<td>23</td>
<td>745.78</td>
<td>11</td>
</tr>
<tr>
<td>Gambling</td>
<td>0</td>
<td>0.00</td>
<td>0</td>
</tr>
<tr>
<td>Family Offenses</td>
<td>0</td>
<td>0.00</td>
<td>0</td>
</tr>
<tr>
<td>Driving under the Influence</td>
<td>0</td>
<td>0.00</td>
<td>0</td>
</tr>
<tr>
<td>Liquor Law</td>
<td>219</td>
<td>7,101.16</td>
<td>103</td>
</tr>
<tr>
<td>Drunkenness</td>
<td>1</td>
<td>32.42</td>
<td>4</td>
</tr>
<tr>
<td>Disorderly Conduct</td>
<td>32</td>
<td>1,037.61</td>
<td>19</td>
</tr>
<tr>
<td>Vagrancy</td>
<td>0</td>
<td>0.00</td>
<td>0</td>
</tr>
<tr>
<td>All Others</td>
<td>36</td>
<td>1,167.31</td>
<td>37</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>523</td>
<td>16,958.49</td>
<td>255</td>
</tr>
</tbody>
</table>

These statistics reflect the number of incidents reported to the Department of Safety and Security. The figures do not indicate actual criminal prosecution, student judicial action, or the results of either.

Due to record keeping restrictions, the Gettysburg Police Department is unable to provide arrest data for liquor, drug, and weapon violations.

NOTES:
1. None of the above offenses evidenced prejudice based on race, religion, sexual orientation, or ethnicity.
2. Two of the four Forcible Sex Offenses reported in 2002 were reported anonymously. One of the three Forcible Sex Offenses reported in 2003 were reported anonymously. Two of the three Forcible Sex Offenses reported in 2004 were reported anonymously and two of the four Other Sex Offenses reported in 2004 involved forcible fondling incidents. The anonymous incidents were not reported to Campus Security nor were any names or personal identifying information of any involved parties reported.
<table>
<thead>
<tr>
<th>Table 2: On-Campus Crime Statistics (Including Residential)</th>
<th>On-Campus Residential</th>
<th>Non-Campus</th>
<th>Public Property</th>
<th>TOTALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calendar Years</td>
<td>’02</td>
<td>’03</td>
<td>’04</td>
<td>’02</td>
</tr>
<tr>
<td>Murder and Non-Negligent Manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Negligent Manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Forcible Sex Offenses</td>
<td>3</td>
<td>2</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>Non-Forcible Sex Offenses</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated Assault</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Burglary</td>
<td>9</td>
<td>1</td>
<td>8</td>
<td>9</td>
</tr>
<tr>
<td>Arson</td>
<td>3</td>
<td>2</td>
<td>5</td>
<td>3</td>
</tr>
<tr>
<td>Motor Vehicle Theft</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Liquor Violations – Arrests</td>
<td>7</td>
<td>2</td>
<td>6</td>
<td>4</td>
</tr>
<tr>
<td>Drug Related Violations – Arrests</td>
<td>3</td>
<td>0</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Weapons Possession – Arrests</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Liquor Violations – Referrals **</td>
<td>291</td>
<td>203</td>
<td>199</td>
<td>287</td>
</tr>
<tr>
<td>Drug Related Violations – Referrals **</td>
<td>33</td>
<td>31</td>
<td>31</td>
<td>33</td>
</tr>
<tr>
<td>Weapons Possession – Referrals **</td>
<td>2</td>
<td>0</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Hate Crimes ***</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

** REFERRALS FOR CAMPUS DISCIPLINARY ACTION: **

Effective since 1999, in addition to arrests, the Clery Act requires the disclosure of persons referred for campus disciplinary action for liquor law violations, drug-related violations, and weapons possession. Because of the seriousness with which Gettysburg College treats such offenses, all persons considered to be in violation of liquor or drug laws or applicable College policies are referred to the Judicial Affairs Office for disciplinary action, ranging from a written warning to expulsion. It should be noted that many of these referrals consisted of a group of several students being referred for discipline for a single incident.

*** Number of reported crimes listed above or other crimes involving bodily injury to any person that manifested evidence that the victim(s) were intentionally selected because of their actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability. The hate crime incident identified as an on-campus incident in 2002 was a racial intimidation incident involving electronic computer communications – this incident did not involve bodily injury to any person - this incident was investigated by both the Gettysburg Borough Police and FBI.

**** Two of the four Forcible Sex Offenses reported in 2002 were reported anonymously. One of the three Forcible Sex Offenses reported in 2003 were reported anonymously. Two of the five Forcible Sex Offenses reported in 2004 were reported anonymously and two of the five Forcible Sex Offenses reported in 2004 involved forcible fondling incidents. The anonymous incidents were not reported to Campus Security nor were any names or personal identifying information of any involved parties reported.
# Gettysburg College
## Race, Gender, and Religion Based Incidents

### TABLE 3

<table>
<thead>
<tr>
<th>Crime</th>
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The Annual Security Report is prepared in accordance with 20 U.S.C. 1092 (f) (7), Section 485 (f), Campus Security Policy and Campus crime statistics as amended and Pennsylvania Law 448, No. 73 as amended.
Federal Bureau of Investigation Uniform Crime Reporting/National Incident-Based Reporting System Crime Definitions

Excerpted from the Implementing Regulations of the "Jeannie Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act" (originally the Campus Security Act) originally published in the Federal Register on April 29, 1994 (Vol. 59, No. 82) and November 1, 1999 (Vol 64, No. 210).

The following definitions are to be used for reporting the crimes listed in 34 CFR sec. 668.46 (previously 668.47) in accordance with the Federal Bureau of Investigation's Uniform Crime Reporting Program. The definitions for murder, robbery, aggravated assault, burglary, motor vehicle theft, weapon law violations, drug abuse violations and liquor law violations are excerpted from the Uniform Crime Reporting Handbook. The definitions of forcible and nonforcible sex offenses are excerpted from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Handbook.

Crime Definitions From the Uniform Crime Reporting Handbook:

**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.

**Criminal Homicide-Manslaughter by Negligence** - The killing of another person through gross negligence.

**Criminal Homicide-Murder and Nonnegligent Manslaughter** - The willful (nonnegligent) killing of one human being by another.

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

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

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

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

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

**Drug Abuse Violations** - Violations of State and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone’s); and dangerous nonnarcotic drugs (barbiturates, Benzedrine).

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

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

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

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

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

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

**Sex Offenses-Nonforcible:**

Unlawful, nonforcible sexual intercourse.

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

B. **Statutory Rape** - Nonforcible sexual intercourse with a person who is under the statutory age of consent.


This information is provided as a part of Gettysburg College’s continuing commitment to safety and security on campus in compliance with the College and University Security Information Act of Pennsylvania and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Concerns, questions, or complaints related to this document or the applicable statutes should be directed to the Director of Safety and Security either by mail at Gettysburg College, 300 north Washington Street, Gettysburg, PA 17325, or by telephone at (717)337-6912.