

**2009**

# **Annual Security Report**

**Prepared by the Department of Public Safety**



**Gettysburg College**

**300 North Washington Street**

**Campus Box 2442**

**Gettysburg, PA 17325**

**October 1, 2009**

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**GETTYSBURG COLLEGE  
DEPARTMENT OF PUBLIC SAFETY  
ORGANIZATIONAL MISSION, VISION, PURPOSE, CORE VAULES AND  
STRUCTURE**

**Mission Statement:**

**The Department of Public Safety is committed to the provision of high-quality, continuously improving, community service oriented patrolling (CSOP) public safety 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 Public Safety 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 Public Safety 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 public safety 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 Public Safety at Gettysburg College is to reduce campus crime and the community's fear of crime, provide public safety 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 Public Safety 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 Public Safety 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 Public Safety 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 public safety 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 Public Safety 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.

# GETTYSBURG COLLEGE 2009 ANNUAL SECURITY REPORT

## INTRODUCTION:

**Enrollment:** For the 2009-2010 academic year, Gettysburg College enrollment was over 2,600 students. The student body is approximately 50% women and 50% men. There are 2,683 total full-time students. There are approximately 712 full-time employees at the college. The campus covers over 200 acres including over 70 buildings. Public Safety services are an important component of the educational environment at Gettysburg College.

The Department of Public Safety is responsible for law 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)**. 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 patrol and security operations and activities of the Department. The Department is open and staffed 24 hours a day by seven community service officers and three shift leaders/supervisors who patrol the campus and three communications officers who staff the communications center. The Department's operations are additionally supported by a Captain or Special Services Supervisor, who reports to the Director, and is responsible for in-service training, crime prevention services, CSOP compliance, field training, and both internal and external community investigations; a Life and Fire Safety Manager responsible for coordinating the institution's life and fire safety program/initiatives; and an Administrative Assistant. The Department also has a contingent of 10 part-time public safety 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 public safety services through the deployment of vehicle, foot, and bicycle patrols. The main goal of the bicycle patrol program is to provide a means for public safety 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 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 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 public safety services.

Public Safety 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 Public Safety 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 Public Safety 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 public safety policies, procedures, or operations, please feel free to contact the Director of Public Safety.

Sincerely,



William J. Lafferty  
Assistant Dean of College Life  
Executive Director of Greek Organizations and  
Director of Public Safety  
Gettysburg College

# **COMMUNITY SERVICE ORIENTED PATROLLING (CSOP)**

## **A Philosophy and Strategy for Modern Policing**

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 11<sup>th</sup>, 2001 tragedy, increased terrorism internationally, the Virginia Tech and Northern Illinois University tragedies, and related horrific incidents has presented unprecedented challenges for local municipal and college/university 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 Public Safety'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 public safety 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.

The Gettysburg College Department of Public Safety continues to recognize the need to improve community-public safety relationships and enhance existing public safety services. Employee and student input is an integral part of identifying the major issues facing the Department and developing strategies that are incorporated into the organization's strategic planning efforts. Survey questionnaire instruments and internal and external meetings continue to be a key method of soliciting employee and community feedback.

Officers 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 public safety practices. Public Safety officers have become the managers of their sectors/areas and continue to be encouraged to engage in responsible, creative ways of bringing about problem resolution. We must continue to 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 public safety 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 Public Safety will continue to 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 philosophy and strategy stresses the importance of partnerships, participatory management, problem-solving, and visionary and quality leadership.

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 Public Safety; 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 public safety 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 public safety 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 public safety-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 Public Safety 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 Public Safety 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 Public Safety 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 public safety, 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.

### **EMERGENCY MASS NOTIFICATION SYSTEM (EMNS):**

The Department of Public Safety may initiate the College's emergency mass notification processes during extremely violent or hazardous incidents that pose immediate danger to the larger community 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 and alert siren would be seen as the most common and quickest form of communications under these circumstances. Notification will occur for these types of incident situations as described unless the notification will compromise efforts to contain the emergency. When the emergency mass notification system (EMNS) is activated using the siren and cell-phone text/voice messaging, college officials will notify 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. "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 you 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 not limited to; active shooter incidents, mass violent acts, tornadoes, earthquakes, terrorist attacks, and hazardous materials incidents.

**Emergency Response and Evacuation Processes:** All students, staff, and faculty are trained on the College's EMNS program and evacuation processes. These trainings include information dissemination on 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 training programs 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.

The College's means of communicating during an emergency situation includes the following. Not all of these communications 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
- 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

**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 on site and communicates their authority with all personnel involved.

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 CERT Composition is as follows:

- Core Incident Command Group
  - President
  - Provost
  - VP College Life & Dean of Students
  - VP Finance and Administration
  - VP College Relations
  - VP of Enrollment and Educational Services
  - VP Information Technology
  - Executive Vice President
  - Director of Public Safety

- Associate VP of Public Relations
- General Counsel (as needed)
- Advisory Group
  - Associate Director of Public Safety
  - Director of Residence Life
  - Director of Facilities Services
  - Director of Auxiliary Services
  - Director of Environmental Health & Safety
  - Director of Health Services
  - Vice Provost
  - Director of Communications
  - Director of Information Technology Operations
  - Director of Human Resources & Risk Management

**INCIDENT PREPAREDNESS DRILLS AND TABLE-TOP EXERCISES:**

The Emergency Mass Notification System (EMNS) will be tested 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.

CERT will perform periodic table-top exercises in order to practice the implementation of the campus’ emergency operations plan and supplement emergency policies and procedures. The 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, as a minimum, Public Safety personnel will conduct one practical application exercise specific to the EOP once each semester break – (winter break, spring break, and summer conference session).

**THREAT RESPONSE MATRIX:**

A threat matrix was created, so that emergency managers can quickly make proper notification using the appropriate communications tools to the campus community without delay. This system has developed prepared messages known as canned messages. The canned messages allow emergency managers the ability to provide some instructions to the campus community when activating this system. The messages are intended to be brief and give enough information for a person to make sound reasonable decisions regarding the pending threat.

This coordinated approach to disseminating critical emergency announcements will provide quick, reliable and consistent information to our community and will reduce general demand on vital emergency communications lines.

In the event that emergency conditions disrupt power, cellular, and/or telephone service, emergency information, along with all emergency communications, will be profoundly restricted. Messengers and radios will be used until systems can be restored.

**THREAT ASSESSMENT:**

Gettysburg College regularly and periodically conducts campus threat and vulnerability assessments as part of its institutional risk management strategy. These assessments consider the full spectrum of threats (i.e. natural, criminal, terrorist, accidental, etc.) for the campus. Threat assessments are typically conducted by the CERT Advisory group and or sub-committees of that group. The results of these assessments help guide Gettysburg College’s application of protective measures and emergency planning assumptions.

## **BEHAVIORAL ASSESSMENT:**

The Division of College Life has established a behavioral assessment group in response to incidents of violence on college campuses throughout the Nation. The purpose of the Student Behavioral Group is two-fold. First, identify and to centrally manage a caseload of specific students that may be showing signs of distress or other issues and ensure that they are getting the support and resources that they need in order to succeed academically and socially at Gettysburg College. This includes having a comprehensive conversation about how specific students should be supported and/or held accountable by connecting them with the appropriate resources in the College and greater community. The second purpose of this group is to coordinate education and develop communication protocols for all members of our community to address and refer students that there might be concerns about. Primarily, the group will work with the community to refer all students of concern to the Dean of Students office at (717)-337-6921. Exceptions include cases where someone may suffer imminent harm, in which case members of the community are directed to immediately contact the Department of Public Safety at (717) 337-6911.

Behavioral Assessment Group Members:

Assistant Dean and Director of Residence Life  
Director of Health and Counseling  
Associate Dean for College Life  
Assistant Dean and Director of Department of Public Safety/Greek Life  
Associate Dean for Academic Advising  
Vice President for College Life and Dean of Students (chair)  
Director of Student Rights and Responsibilities

(Other persons as deemed necessary and appropriate)

## **CRIME REPORTING/REPORTING OF CRIMINAL ACTIONS OR EMERGENCIES:**

To report a crime or emergency, members of the community should call the Department of Public Safety by dialing 337-6911 or on campus extension 6911. Campus community members can also report crimes 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. The Department of Public Safety has been designated by Gettysburg College as the official office for campus crime reporting. Crimes or serious incidents can also be reported anonymously to the Department of Public Safety by calling the anonymous tips line (toll free) at 1-877-706-2525 or by accessing the anonymous tips website at:

[http://www.gettysburg.edu/about/offices/college\\_life/safety/department-services/anonymous\\_tips.dot](http://www.gettysburg.edu/about/offices/college_life/safety/department-services/anonymous_tips.dot)

The Department of Public Safety 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. 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. This direct radio link and communications interoperability with the Adams County Communications Center and responding emergency services personnel also affords officers the ability to communicate directly with emergency responders and police personnel without unnecessary delay. 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 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. Gettysburg College and the Department of Public Safety strongly encourage all of its campus community members to report emergencies or criminal incidents accurately and promptly to the Department of Public Safety and the Gettysburg Borough Police. All phone lines routed to Public Safety are staffed 24 hours a day by professional full-time and part-time communications officers. To obtain information or request any public safety or safety 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 – to include criminal incidents. 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 of Public Safety. While off-campus, students and employees are encouraged to contact the local police department. Public Safety 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, Pennsylvania State 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 Student Rights and Responsibilities 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 Public Safety or his/her designee. Additionally, the Department conducts community surveys to receive feedback regarding its operations and services. The 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 the Student Senate organization and the Student Safety and Security Advisory Committee.

#### **ALCOHOL/DRUG POLICY & THE POINTS SYSTEM:**

The College supports the laws of the Commonwealth of Pennsylvania. Student violations of the policies and guidelines pertaining to alcohol and drugs specified in the Gettysburg College Judicial System will result in sanctions appropriate to the degree of the violation. Sanctions will increase in severity for repeated violations. Sanctions will include, but are not limited to, fines, points, 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 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 third degree misdemeanor. 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. Locally, there are borough open container and noise ordinances.

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. When students are awarded PELL or other federally funded grants they agree to abide by the conditions of the drug-free workplace certifications. It is their responsibility to inform the Financial Aid Office within five days of any criminal illegal drug statute conviction.

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 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. If you have questions about the Points System, please contact the Office of Student Rights & Responsibilities at x6900 or visit them in CUB220.

### **Educational Programs & Counseling:**

It is important that educational programs and counseling assessments be completed immediately following the assignment of sanctions. Letters from the Office of Student Rights and Responsibilities will note the type of educational/counseling program the student is assigned and the date that it should be completed.

- **Second Look** – CHEERS peer educators facilitate a 1 ½ hour program that gives participants the opportunity to examine attitudes and perceptions and how these influence behavior. Students are given strategies to reduce risks.
- **BASICS** – This is a two part program with one group meeting and one individual meeting with Counseling Services. The program provides students with the opportunity to assess their substance use, to set goals, and to get support for effecting positive change in their lives.
- **Counseling Assessment** – Students participate in a confidential individual assessment of their alcohol and other drug use by Counseling Services staff. This usually involves attending two, one hour sessions. The counselor then shares the written assessment and recommendations with the student.
- **Expectations for Participation:**
  - **Second Look and BASICS** – Students are expected to attend the session they are assigned, which will take place at least 2 weeks from the date of the sanction letter. If students have a scheduling conflict then they should contact the Office of Student Rights and Responsibilities. **If students do not attend their first scheduled meeting then they will be reassigned and they will forfeit their “point forgiveness” point for the following semester.** If they fail to attend their second scheduled meeting then they will incur a fine, and will have an academic hold placed on their record which limits registration and transcript release. The academic hold will be lifted after they attend their assigned meeting.
  - **Counseling Assessment** – Students are expected to complete their first appointment within 2 weeks from the date on the sanction letter. **If students do not meet this expectation, they forfeit their “point forgiveness” point for the following semester.** If they continue to fail to schedule and attend their first appointment then they will incur a fine, and will have an academic hold placed on their record which limits registration and transcript release. The academic hold will be lifted after they attend their assigned meeting.

### **DEFINITIONS AND NOTES:**

**Advisor notification:** Advisors for student organizations of which the student is a member may also be informed of violations –

- When the student conduct administrator hearing the case believes that this would be helpful to the student
- When the advisor requests such information

### **Alcohol and Drug Required Leave**

A key component of Gettysburg College’s mission is to provide a safe environment where students are able to pursue their academic and social goals. The College may require a student to take a leave of absence if a student illustrates that he or she is repeatedly unable to make sound and safe decisions about alcohol and drug use, or the student engages in drinking or drug use that threatens the life, health and safety of one’s self or others. This term of Alcohol and Drug Required Leave will be invoked for significant or repeated violations of the terms of the College’s Alcohol and Drug Policy Points System.

The Vice President for College Life and Dean of Students will determine the terms of the Alcohol and Drug Required Leave. If a student violates the terms of the Alcohol and Drug Policy Points System by reaching or exceeding ten points, the terms of the Alcohol and Drug Required Leave will normally include a provision for the student to receive care (medical, psychiatric, psychological, counseling, or therapy) while on leave. Our procedures will follow the protocol outlined in the Medical Leave of Absence and Withdrawal Policy on page 5 of the Handbook of Student Rights and Responsibilities. The Vice President for College Life and Dean of Students may identify additional criteria in order to return to campus. The Vice President for College Life and Dean of Students, in consultation with Health and Counseling Services, will determine if all criteria have been met and if the student is eligible to return. If a student is required to leave during the fall semester, normally the leave will be extended to the entire spring semester as well.

A student returning from Required Leave will have 5 points on their record upon return.

A student that accumulates 10 or more points for a SECOND time during their Gettysburg career will be referred to the Student Conduct Review Board for consideration of suspension/expulsion, along with any sanctions assigned through the point system process.

Instances of any of these behaviors, whether alcohol-related or not, could also be referred to the Student Conduct Review Board for consideration of possible suspension or expulsion (along with other sanctions, as detailed in the Handbook of Student Rights and Responsibilities). **Note on Suspension:** students who are suspended from the College during an academic semester normally do not receive any refund on their tuition or housing fees for that semester.

**BAC testing:** Is done only by Public Safety and the local Police, at the discretion of the officer addressing the situation. RAs will not administer breathalyzer tests. Security may ask students to take a voluntary breathalyzer test in order to demonstrate that they have not been drinking. Security may also ask students to take a breathalyzer test to help assess the need for medical treatment.

**Engaging in drinking practices or activities that seriously threaten one's health and life – second occurrence:** The Vice President for College Life and Dean of Students will convene CARE Committee to review each individual case. The committee includes the Vice President for College Life and Dean of Students and representatives from the following offices: Student Rights and Responsibilities, Residence Life, Counseling, Public Safety, and Academic Advising. The committee will assess the student's ability to safely manage the college environment in relation to alcohol/other substance use.

**Medical Amnesty:** To receive medical amnesty, the student seeking assistance for the sick student must

- Be the first person to contact Public Safety to report that a person needs medical assistance due to alcohol consumption
- The calling student must provide his/her own name to Public Safety when they call
- The student calling must remain with the person needing medical assistance until Public Safety arrives and the need for their presence has ended

**Multiple violations in one incident:** The student will be assigned the point value of the most serious violation.

**Other Potential Sanctions:** In addition to the sanctions listed here, Hearing Officers/the Student Conduct Review Board may also assign other sanctions, depending on the specific circumstances of the situation. These sanctions include, but are not limited to: reflective essays, educational activities, anger management assessment, service hours, restriction/loss of parking privileges, residence hall separation, counseling assessment, alcohol education programs, requirement to submit to breathalyzer test in the event of future incidents, apology, financial reparations. See the Handbook of Student Rights and Responsibilities for a complete list of possible sanctions.

**Point Forgiveness:**

- For each semester that a student is not involved in **any violations** of College Policy, (including for example residential guidelines, network use policy, etc.) ONE point will be removed from their record.
- To qualify for the removal of one point from their record, as described above, students must meet the scheduling expectations for educational programming and counseling sessions at the time of the initial violation (see the Educational Programming and Counseling section above for more details).
- Students that successfully complete an optional alcohol education program (through Counseling Services) have ONE point removed from their record.
- No more than 3 points can be forgiven for a student in one academic year; no more than 2 points can be forgiven for a student in one semester.
- Points cannot be forgiven for a previous violation if a student is being investigated for (or has been charged with) a new violation, until the new violation has been fully adjudicated.
- If a student accumulates 9 points and is able to drop their point total to 6 through point forgiveness and educational programming (includes a year without any policy violations), he/she can petition the Office of Student Rights and Responsibilities for authorization to participate in a specially designed point forgiveness program with Counseling to drop down to 5 points and therefore be eligible for off-campus study.

**Social Event 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 Policy Review and Advisory Board** - Alcohol Policy Review and Advisory Board (APRAB)

An Alcohol Policy Review and Advisory Board is to be actively involved in reviewing events, evaluating the impact of the Social Event Policy and procedures and assessing its effectiveness. Members of this Board will include staff involved in planning the events including the Dean of Students office, Greek Life, Student Activities, Student Rights and Responsibilities, Public Safety, and two student members appointed by Senate.

This board shall:

1. Coordinate the registration of all on-campus events at which alcohol will be served with the Office of Student Activities and the Office of Greek Organizations;
2. Oversee the review and approval of proposed student social events with alcohol;
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 Social Event Policy and Guidelines
5. Make judgments regarding the effectiveness of the Social Event Policy and Procedures and recommend changes as necessary.

#### **DRUG POLICY SPECIFICS:**

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 Pennsylvania, 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 carries heavier penalties.

A complete copy of the law is available for anyone to review in the Office of the Vice President for College Life & Dean of Students and can also be found by visiting <http://www.health.state.pa.us/pdf/ddc/ddcAct.pdf>

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.

#### **POLICY ON SEXUAL MISCONDUCT, SEXUAL HARASSMENT AND SEXUALLY INAPPROPRIATE BEHAVIORS:**

Gettysburg College is a residential college committed to providing a safe and healthy environment that supports student growth and development. To this end, Gettysburg College will not tolerate sexual assault, sexual misconduct, sexual harassment or sexually inappropriate conduct in any form, as it interferes with and disrupts the educational environment of the campus and interferes with the rights of other students. This policy covers sexual misconduct, which may also include sexual assault, sexual harassment and other sexually inappropriate behaviors.

The nature of these acts is inconsistent with the goals and mission of Gettysburg College. All members of the College community are encouraged to report incidents of sexual assault, sexual harassment and other sexually inappropriate conduct. Being charged with violating this policy is serious for both the complainant and the respondent and there may be various legal implications. There are two general options when deciding how to report an incident.

A. For those students who are prepared to file an official complaint and initiate the College's investigatory process the incident should be reported to one of the official on-campus resources listed below under "Official On-Campus Resources." When reporting to an official on-campus resource, students can expect that the College's investigatory process will be initiated. It may be necessary for the information to be shared on a limited basis with other College officials who are part of the investigatory process, however, all reasonable efforts will be made throughout the investigatory process to keep all information private. Students making an official report are encouraged to also contact Health and Counseling Services

B. For those students who are unsure about their options and would like to explore them confidentially, they should contact Health and Counseling Services. Students may decide to make an official report after meeting with one of the staff members in these areas. Some forms of sexual misconduct are a crime. In particular, sexual assault is a criminal offense as well as a violation of this policy and both criminal and College charges may arise from an alleged incident. The College's process is separate and distinct from the criminal process and is only making a determination regarding violation of this policy. Individuals who believe that they've been sexually assaulted are urged to contact the Gettysburg Police and to preserve any evidence that may be necessary for

proving the crime. The College strongly encourages students to work with the Gettysburg Police, and will work with the local authorities to facilitate a timely investigative process. The College's adjudication of charges may proceed regardless of the status of the criminal justice process.

### **Support Services**

Students who feel that they are the victim of sexual assault or sexual harassment are encouraged to seek out support. There are both confidential and official resources on campus and in the Gettysburg Community.

Confidential on-campus resources

Health Services (717) 337-6970

Counseling Services (717) 337-6960

Official on-campus resources

VP College Life and Dean of Students (717) 337-6921

Department of Public Safety (717) 337-6911

Women's Center (717) 337-6991

Residence Life Call your RA, RC, CL or Area Coordinator

Musselman, Paul, Rice, Stine, x6899

Hanson, Huber, Patrick, Stevens, x6841

All upperclass and theme houses, x7100

### **Off campus resources**

Gettysburg Hospital (717) 334-2121

Gettysburg Police (717) 334-1168

Survivors (717) 334-9777

### **Policy on Sexual Misconduct, Sexual Harassment and Sexually Inappropriate Behaviors Statement**

Gettysburg College prohibits all sexual misconduct, sexual harassment and sexually inappropriate behavior.

This includes, but is not limited to: sexual misconduct, including sexual assault; incapacitated sex and/or sexual contact; sexual harassment; sexual exploitation; coercion for sex and/or sexual contact and retaliation. Each of these prohibited behaviors is defined below. Incidents which a student considers to be a violation of this policy should be reported as outlined in this policy. The College will investigate and adjudicate as outlined in this policy.

### **Policy Definitions**

#### **A. Sexual Misconduct**

Sexual misconduct, including sexual assault, is defined as deliberate physical contact of a sexual nature without the other person's consent.

#### **Violations of this policy include, but are not limited to:**

- 1) Non-consensual sexual contact. Non-consensual sexual contact is any sexual touching, with any object, by a man or a woman upon another person without consent or making any person touch you or them in a sexual manner.
- 2) Non-consensual intercourse. Non-consensual intercourse is any sexual intercourse (anal, oral or vaginal), with any object, by a man or woman upon another person without consent.
- 3) Disrobing or exposure of one's self or another person that occurs in a public area and/or is unwanted by an involved person.

#### **B. Consent**

All sexual interaction between two people must be consensual. Effective consent is informed, freely and actively given, using mutually understandable words or actions which indicate a willingness to participate in mutually agreed upon sexual activity. Consent is not effective if it results from the use of physical or perceived physical force, if there is intimidation or coercion, or if the recipient party is incapacitated. Silence or non-communication should never be interpreted as effective consent. The initiator of the sexual activity will be found in violation of the policy if he or she did not receive effective consent.

### **C. Incapacitated Sex**

If one chooses to drink alcohol or use other drugs, one runs the risk of impaired thinking and communication which may result in inappropriate choices about sex. Being under the influence of alcohol or drugs is never an excuse for violation of this policy and one may not use the fact that he/she was under the influence of alcohol or drugs when initiating sexual contact as a defense when being charged by the College. To have sex with someone who you know to be, or should have known to be incapable of making a rational, reasonable decision due to his or her consumption of substances is a violation of policy. The initiator of sexual contact will be found in violation of this policy if it is determined that he or she knew or should have known that the other person was incapable of making a rational, reasonable decision at the time consent was obtained, or sexual contact was initiated. Also, if someone is unable to give verbal consent because he or she is sleeping or unconscious at the time of the sexual activity, the initiator of the sexual contact with that person will be found in violation.

### **D. Coercion**

Coercion exists when a sexual initiator engages in sexually pressuring and/or oppressive behavior that violates the norms of the community, such that the application of pressure or oppression causes the object of the behavior to engage in unwanted sexual behavior. Coercion may be differentiated from seduction by the repetition of the coercive activity beyond what is reasonable, the degree of pressure applied, environmental factors such as isolation and the initiator's knowledge that the pressure is unwanted.

### **E. Sexual exploitation**

Sexual exploitation occurs when a student takes non-consensual, unjust or abusive sexual advantage of another for his/her own advantage or to benefit others. Examples include, but are not limited to, nonconsensual audio or video taping of sexual activity, voyeurism, and prostitution of self or others.

### **F. Sexual harassment and other sexually inappropriate behaviors**

Unwelcome sexual advances or threats, deliberate or careless use of offensive or demeaning terms that have sexual connotations or are gender-based, repeated and unwelcome requests for sexual favors or a romantic relationship, repeated and unwelcome letters, phone calls, or e-mails of a sexual or romantic nature, sexually motivated physical contact, or other verbal, electronic, or physical conduct or communication of a sexual nature.

### **G. Retaliation**

Retaliation or intimidation against anyone involved in the Complaint process or anyone who pursues legal action, including the Complainant, Respondent, or anyone participating in the investigation. Such behavior may also violate the College's Harassment Policy and will be adjudicated.

### **H. Complainant**

The person filing a complaint with the College regarding an incident of an alleged violation of the Policy on Sexual Misconduct, Sexual Harassment and Sexually Inappropriate Behaviors.

### **I. Respondent**

The person who allegedly violated the College's Policy on Sexual Misconduct, Sexual Harassment and Sexually Inappropriate Behaviors and is responding to the complaint.

### **J. Investigator**

The College administrative official who will be responsible for coordinating any investigations into an alleged violation of the Policy on Sexual Misconduct, Sexual Harassment and Sexually Inappropriate Behaviors. Typically, this will be the Director of Student Rights and Responsibilities. The Investigator will prepare a report for the Adjudicator for the purpose of resolving the complaint.

### **K. Adjudicator**

The College administrative official who will be responsible for disposition and resolution of a Policy on Sexual Misconduct, Sexual Harassment and Sexually Inappropriate Behaviors complaint. Typically, this will be the Vice President for College Life and Dean of Students.

## **Complaint process for reported violations of the Policy on Sexual Misconduct, Sexual Harassment and Sexually Inappropriate Behaviors**

A. Students who would like to report an incident should carefully review the following information on where to report an incident, the investigatory process, the complaint resolution process and the appeals process. A. Students should report incidents that they consider violations of this policy to the Vice President for College Life and Vice President for College Life and Dean of Students, Residence Life (including RA, RC, CL staff), Public Safety or Student Rights and Responsibilities. The staff and administrators in each of these areas are identified by the College as reporting authorities and will initiate the College's preliminary investigation process into an incident. This will include notification of Public Safety and the Gettysburg Police. The name of the complainant will not be reported to the Gettysburg Police without the permission of the student.

B. Members of the Health and Counseling Center staff are confidential resources and do not investigate incidents. They do not make identifiable reports of incidents to the Official On-Campus Resources unless the student requests them to do so. Faculty, staff and administrators outside of these two areas are not confidential resources.

C. Investigations will be conducted by the Director of Student Rights and Responsibilities or other investigator designated by the Vice President for College Life and Dean of Students. Investigation by the College will begin promptly and will be coordinated with any investigation by the Gettysburg Police. As stated in the introduction, all efforts will be made to keep information private. Participants, including complainants, respondents and advisors, are expected to keep all aspects of the investigation and adjudication confidential.

D. Students charged with violating this policy may be subject to an Interim Suspension or other temporary adjustments to living arrangements, class schedule, etc. until the complaint is resolved. These actions are not a presumption of responsibility for violation of the Policy on Sexual Misconduct, Sexual Harassment and Sexually Inappropriate Behaviors. Please see the Interim Suspension policy for more information.

E. The investigation will generally include an interview with the complainant, respondent and anyone else deemed by the Director of Student Rights and Responsibilities as having important information related to the incident. The complainant and respondent are permitted to have an advisor present during this interview(s) as well as during any meetings with the Vice President for College Life and Dean of Students during the adjudication of charges. Advisors must be a faculty, administrator, staff or student member of the College community. The role of an Advisor is to support the respondent or witness throughout the process, but the Advisor may not represent the respondent or complainant. The student and Advisor may speak quietly to one another or request a short break in order to speak.

F. Adjudication of Policy on Sexual Misconduct, Sexual Harassment and Sexually Inappropriate Behaviors complaints will be conducted by the Vice President for College Life and Dean of Students or her/his designee. The Director of Student Rights and Responsibilities will prepare a written report of the investigation for the Vice President for College Life and Dean of Students who will then determine if a violation of the Policy on Sexual Misconduct, Sexual Harassment and Sexually Inappropriate Behaviors occurred and, if so, also determine any necessary disciplinary action.

G. The Vice President for College Life and Dean of Students will base her/his decision on the information available in the written report, interviews with the complainant, respondent, and witnesses, and any other information that is deemed relevant and pertinent to the case. Additional investigation may be conducted at the discretion of the Vice President for College Life and Dean of Students.

H. The Vice President for College Life and Dean of Students will resolve a complaint of a violation of this policy by:

- 1) Determining that the Policy on Sexual Misconduct, Sexual Harassment and Sexually Inappropriate Behaviors has been violated and assigning appropriate sanctions.
- 2) Determining that there was not a violation of the Policy on Sexual Misconduct, Sexual Harassment and Sexually Inappropriate Behaviors and dismissing the complaint.
- 3) Determine that there is insufficient information to find student responsible for violation of the policy. Depending upon the circumstances of the case, students who are found not responsible due to insufficient information may be required to relocate and/or have no contact with the complainant/respondent. Other educational sanctions may also be required.

I. The respondent will be notified in writing of the decision made by the Vice President for College Life and Dean of Students. Complainants will be notified verbally of the outcome by the Vice President for College Life and Dean of Students.

J. A student found responsible for violating this policy may be assigned sanctions that include, but are not limited to, probation, residence reassignment, no-contact, suspension or expulsion.

### **Appeal Process for the Policy on Sexual Misconduct, Sexual Harassment and Sexually Inappropriate Behaviors**

#### **A. Reasons for appeal**

The respondent or complainant may appeal a decision in a case for the following reasons:

- 1) To determine whether the sanction (s) imposed were appropriate for the violation of policy for which the student was found responsible for;
- 2) To determine procedural error or absence of conformity with prescribed procedures during the investigative stage preventing either the complainant and respondent a reasonable opportunity to prepare and present information to the investigator; and
- 3) 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.

#### **B. Appellate panel**

Appeals of Policy on Sexual Misconduct, Sexual Harassment and Sexually Inappropriate Behaviors complaint decisions by the Vice President for College Life and Dean of Students will be heard by an appellate panel. The panel will consist of one voting faculty member who will serve as chairperson; one voting administrator; and one voting student. Members of the panel will be appointed for one to two year terms and will be trained on issues related to sexual misconduct policy and process.

#### **C. Process**

- 1) A student wishing to appeal should submit their written appeal to the chairperson within 7 days of receipt of the original decision. Appeals are due by 5:00pm on the seventh day following the original decision. Contact information for the chairperson is available in the Vice President for College Life and Dean of Students' office or in the Provost's Office. If the respondent submits an appeal, the complainant will be informed that an appeal has been submitted; if the complainant appeals, the respondent will be informed that an appeal has been submitted.
- 2) The chairperson will convene the three-person appellate panel, review the relevant materials and vote on whether or not there are grounds for an appeal.
- 3) The panel will have access to reports, statements by the complainant, respondent, witnesses and any other materials gathered during the investigation.
- 4) If and only if the panel decides that one of the three grounds for an appeal are met, the panel will vote at a subsequent meeting on whether or not the original findings and/or sanctions should be amended.
- 5) Prior to the "subsequent meeting" referred to above, the panel may, in its sole discretion, meet with the complainant, respondent, adjudicator and/or other individuals in order to assist it in determining whether the original findings and/or sanctions should be amended. During any meeting with the complainant, respondent and/or other individuals, the Panel will not revisit the entire matter, but will limit its discussion to the "ground(s) for appeal" previously identified.
- 6) The decision of the panel is final.

### **SEX OFFENSE PREVENTION PROGRAMS**

The College provides a variety of educational programs that are designed to promote awareness of rape, acquaintance rape, and other forcible and non-forcible sex offenses. All first-year students are required to attend mandatory sexual assault awareness and prevention programming through the first year experience program. This program educates students on college policy and State/Federal Laws with respect to incidents of sex offenses and provides reasonable recommendations on how to avoid becoming the victim of a sex offense. The counseling center coordinates additional sex offense educational programming for a variety of student groups and organizations.

### **SEX OFFENDER REGISTRY AND ACCESS TO RELATED INFORMATION:**

The federal **Campus Sex Crimes Prevention Act** 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 Public Safety. This will alert public safety in case of an emergency in the facility. Department heads are requested to submit entry authority lists to the Department of Public Safety for personnel assigned to their respective departments with special access needs. Accesses to residence halls are limited to Gettysburg College students and authorized staff, and are secured 24 hours a day/7 days a week. Members of the Department of Public Safety 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 public safety. 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 part of routine patrols, Public 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 typically locked and secured each evening by Public Safety officers. These officers also report door and security hardware deficiencies when discovered. Parking lots and other public areas are actively patrolled by public safety. 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. Public Safety 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 Prevention 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 Public Safety'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. As part of the Department's "community-policing" philosophy and strategy, Public Safety employs liaisons for all first-year residence halls, fraternity and sorority organizations, student senate, and related student groups and organizations. These liaison activities are designed to establish positive relationships between public safety personnel and students, communicate expectations regarding social responsibility and good citizenship, and help students understand their important role in being active members of the campus community in preventing and reporting criminal incidents. Additionally, these programs and activities are designed to help students understand their overall role in their own personal safety while attending college at Gettysburg College. The department also provides public safety presentations that include; anti-terrorism awareness training, emergency operations information sharing and awareness training, safety and security audit information, and NFPA presentations related to life and fire safety awareness and prevention.

## 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 "dimers," 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. 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:**

The Department of Public Safety Director, Associate Director, and Life and Fire Safety 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, and general information on requesting emergency assistance from Public Safety.

Other related training conducted for the Resident Assistants by the Area Coordinators include locking buildings, responding to fire alarms and other crisis response procedures. Several times each academic year, 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 Public Safety and Office of Residence Life. College community members must report missing or suspected missing students immediately to Public Safety or an authorized campus official. Missing student reports will be immediately referred to Public Safety and/or the Gettysburg Borough Police Department. If the student is an on-campus resident, the Department of Public Safety 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 Public Safety will informally enlist the aid of the neighboring police agency having jurisdiction. Concurrently, college officials will endeavor to determine the student's whereabouts through contact with friends, associates, and/or employers of the student. Whether or not the student has been attending classes, labs, recitals, and scheduled organizational or academic meetings; or appearing for scheduled work shifts will be established.

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

If not located, notification of the family or guardian may be necessary 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. Notification procedures will be initiated within 24 hours of determining a student is missing. Persons listed as parents/guardians and/or emergency contacts for students will be the persons notified. Students provide this information at the time of registration. Students have the ability to update or change emergency contact information as deemed necessary. This can be done electronically. This information is confidentially maintained and used for emergency notification purposes. Custodial parents of students under the age of 18 will be notified within 24 hours of determining a student is missing. 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 Public Safety will cooperate, aid, and assist the primary investigative agency in all ways prescribed by law. If the student is an on-campus resident, the Department of Public Safety 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. It is the policy of Gettysburg College to make a missing-student notification to law enforcement authorities within 24 hours of determining a student is missing.

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 Public Safety 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 Public Safety. 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 Public Safety. The Department of Public Safety 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.

#### **FIRE SAFETY:**

At Gettysburg College, 89% of the residential student housing facilities are completely covered by an integrated automatic sprinkler and hard wired addressable fire alarm system, which is 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. This program also includes a yearly fire alarm test and inspection and the sprinkler system is tested and inspected quarterly.

Each resident is given a copy of the Residence Halls Guidebook for Residents, which includes information on fire safety and what appropriate action they should 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 within the residence halls and fraternities twice per semester by the Department of Public Safety.

In 2001, in an attempt to assist the privately/independently owned fraternities in providing appropriate living environments which maintain acceptable living conditions and health requirements and safety standards for students residing in fraternity houses, the fraternities must comply with the following inspection policies. Each House Corporation is required to have a monthly life & fire safety inspection conducted by a life & fire safety officer. Each house is also required to have the student house manager complete a weekly inspection. It is the responsibility of each fraternity to ensure that its members maintain acceptable living conditions. As part of this responsibility, each

fraternity should take all necessary steps to maintain its property in a safe, clean, and sanitary condition. Failure to comply with this policy could result in various penalties and sanctions, including closure by the college.

### **FIRE PREVENTION POLICY:**

It is the policy of the Gettysburg College to provide faculty, staff, students and visitors with the safest possible environment, free from potential fire hazards. The primary goal of the college's Fire Prevention Program is to recognize hazardous conditions and take appropriate action before such conditions result in a fire emergency. This goal is accomplished by (1) conducting periodic fire safety inspections of all college buildings, (2) increasing the fire safety awareness of employees and students by conducting periodic training on basic fire safety, and (3) conducting safety audits. Regarding Fire Safety Inspections, fire and life safety features of the buildings shall be in compliance with all applicable standards of the National Fire Protection Association (NFPA) and adopted by the State of Pennsylvania and the local Authority Having Jurisdiction (AHJ). The Department of Public Safety conducts fire safety inspections of all college buildings. Some buildings may be inspected more frequently as deemed necessary.

#### **Maintenance and Testing**

Whenever and wherever any device, equipment, system, condition, arrangement, level of protection, or any other feature is required for compliance with the provision of this plan or by NFPA Code, shall be continuously maintained in accordance with applicable NFPA requirements or as directed by Public Safety. Any non-required system that creates an unsafe or hazardous condition shall be removed. Equipment requiring periodic testing or operation to ensure its maintenance shall be tested or operated as specified in this plan and/or by NFPA Codes. Maintenance and testing shall be under the supervision of the Life Safety Manager, who shall ensure that testing and maintenance are made at specific intervals and accordance with applicable NFPA standards or as directed by the Director and/or Associate Director of Public Safety.

#### **Records and Reports**

A record of all fire prevention inspections, including the date of such inspections and a summary of any violations found to exist as well as the final disposition of corrective action taken would be documented and maintained at Public Safety.

This includes:

- Fire Extinguisher Inspections
- Sprinkler Inspections
- Fire Alarm System Testing, Inspection and Maintenance.
- Kitchen Ventilation and Suppression Inspections.
- Fire Drill Evacuations
- Safety Audits and Inspections

#### **Fire Reporting and False Alarms**

Any person discovering any fire, regardless of magnitude shall report it to either Public Safety at 337-6911 or Adams County 911 Center by dialing 911. Public Safety has direct communications with the 911 Center and can report any information within seconds. A Public Safety Officer will respond to the location and determine what action and resources are required.

No person shall deliberately or maliciously turn in an alarm of fire when in fact that person knows that no fire exists. It shall be a violation for any person to willingly make any false, fraudulent, misleading, or unfounded report or statement or to willingly misrepresent facts for the purpose of interfering with any investigation or inspection. Public Safety will coordinate with the Gettysburg Police Department, Borough of Gettysburg Fire Marshal and Gettysburg Fire Department in the investigation of each fire incident. To minimize the potential for fires at the Gettysburg College, it is the policy of the Gettysburg College to prohibit open burning and the use of combustible decorations at all times (unless in accordance with policies and procedures, previously approved by DPS, and or authorized by the Authority Having Jurisdiction). Open burning as defined by the college is any open/exposed flame or combustion that produces heat, light or smoke, and has the potential to cause a fire. Examples of open burning are, but not limited to, candles, incense, bonfires, campfires, barbecue grills and their related accessories such as: gasoline, propane, lighter fluid, charcoal, and pyrotechnics.

### **Fire Department Response**

The fire department will be summoned by either a 911 call or a radio transmission to the Adams County 911 Center by either a Public Safety Officer or a reporting person. The fire department will not be requested for automatic fire alarms unless information indicates that a fire may actually exist. Public Safety will assist with directing the fire department to the scene of an incident and will provide access through secured gates and poles as well as access into any building that is involved. Public Safety will assist the fire department by providing building and occupant information as well as making contact with college officials and activating the Campus Emergency Response Team (CERT) as necessary.

### **Tampering with Fire Safety Equipment**

No person shall render any portable or fixed fire extinguishing system or device or any fire warning system inoperative or inaccessible. No person shall remove, unlock, destroy, or tamper with in any manner any locked gate, door, or barricade; chain; enclosure; sign; tag or seal that has been required to be in place for the purpose of public safety. Any person involved with Tampering of Fire Safety Equipment is subject to judicial sanctions, prosecution, and/or employment termination.

### **Furnishings, Decorations and Scenery**

Draperies, curtains and other similar loosely hanging furnishings and decorations shall be flame resistant. Furnishings or decorations that are highly flammable or explosive are prohibited. Items like dried corn stalks and bales of hay or straw pose an immediate danger due to being high combustible materials and flame spread rate and producing very thick and toxic smoke. Excessive use of wrapping and newspaper on doors, walls and ceilings also produces similar hazards. A Fire Safety Inspection would have to be conducted before any such event could take place.

### **Fire Lanes**

Fire Lanes must be kept clear at all times for access by emergency apparatus. Parking on campus roadways, driveways and walkways are prohibited. No parking signs and yellow markings mark many of these areas. Public Safety Officers enforce fire lane violations by issuing parking citations and or towing of vehicles. In addition, these areas will also be cleared from snow or any other material obstructions to allow reasonable access by emergency apparatus.

### **Emergency Evacuation Drills**

Fire evacuation drills are conducted twice per semester in Residence Halls and Fraternities and once per semester in academic and administrative buildings. 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 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 and information is provided.

### **Fire Hydrants**

Fire Hydrants must be kept clear at all times for access by emergency apparatus. Blocking a hydrant by a vehicle will result in towing immediately to ensure access to the hydrant. Hydrants will also be a priority for snow removal. Landscaping shall not be permitted to interfere with access and operation to any hydrant. Public Safety will periodically check each fire hydrant to ensure access is feasible by emergency personnel.

### **Residential Facility Report**

<b>2009 FIRE PREVENTION/SUPPRESSION REPORT</b>			
<b>FACILITY</b>	<b>Addressable Fire Alarm</b>	<b>Sprinkler System</b>	<b>TOTAL # Beds</b>
Residential	98%	90%	2083
Fraternities	84%	84%	289

**Fire Safety Statistical Report - (2006-2008 statistics as reported to the Department of Public Safety)**

<b>BUILDING</b>	<b>Academic Buildings</b>			<b>Student Residence Halls</b>			<b>Fraternities</b>		
	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>
<b>FIRES</b>									
Fires >\$10,000	0	0	0	0	0	0	0	0	0
Fires <\$10,000	0	1	0	0	1	1	1	2	2
w/Injuries	0	0	0	0	1	0	0	0	0
w/Fatalities	0	0	0	0	0	0	0	0	0
<b>Total FIRES</b>	0	1	0	0	2	1	1	2	2

**\*Exterior ground and trash/mulch fires not included in report.**

**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 Public Safety 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 Public Safety 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 Public Safety, the College Life Office, Director of Rights and Responsibilities, 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. The Director of Public Safety is responsible for completing and publishing the Annual Security Report. Table one satisfies the reporting requirements outlined by Pennsylvania Statute and tables two and three satisfy the requirements outlined by the Jeanne Clery Act.

**FOR ADDITIONAL INFORMATION CONTACT:**

1. Assistant Dean of College Life and Director of Public Safety, (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. Director of Human Resources and Risk Management, (717) 337-6202

**CAMPUS SECURITY OFFICIALS:** The following personnel have been designated as campus security authorities, as defined by the Federal law, due to their professional role which has significant responsibility for student and campus activities.

- 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.
- Executive Vice President
- Department of Public Safety personnel.
- Director of the Office of Student Rights and Responsibilities.
- Co-Directors 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.
- Women Center Co-Directors.

**NOTE:** It is the responsibility of the campus security official to report allegations made in good faith to the reporting structure established by Gettysburg College – the Department of Public Safety.

# GETTYSBURG COLLEGE

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 2006, 2007, and 2008 are established using population figures for the academic year 2002; 3,084 total members of the community (standard rounding rules are applied).

Calendar Years	2006		2007		2008	
	ACTUAL	INDEX	ACTUAL	INDEX	ACTUAL	INDEX
<b>Part I Offenses</b>						
Murder & Non-Negligent Manslaughter	0	0.00	0	0.00	0	0.00
Negligent Manslaughter	0	0.00	0	0.00	0	0.00
Rape (Note 2)	3	97.27	5	162.12	7	226.97
Robbery	1	32.42	0	0.00	0	0.00
Aggravated Assault	1	32.42	2	64.85	0	0.00
Burglary	20	648.50	7	226.97	16	518.807
Theft - Larceny	48	1,556.42	72	2,334.63	73	2,367.06
Vehicle Theft	0	0.00	1	32.42	1	32.42
Arson	1	32.42	1	32.42	1	32.42
<b>TOTAL</b>	<b>74</b>	<b>2,399.45</b>	<b>88</b>	<b>2,853.41</b>	<b>98</b>	<b>3,177.69</b>
<b>Part II Offenses</b>						
Other Assault	12	389.10	16	518.80	20	648.50
Forgery	0	0.00	0	0.00	0	0.00
Counterfeiting	0	0.00	0	0.00	0	0.00
Fraud	1	32.42	0	0.00	0	0.00
Embezzlement	0	0.00	0	0.00	0	0.00
Stolen Property	1	32.42	0	0.00	0	0.00
Vandalism	48	1,556.42	39	1,264.59	51	1,653.70
Weapons	0	0.00	2	64.85	0	0.00
Prostitution	0	0.00	0	0.00	0	0.00
Other Sex Offenses	2	64.85	3	97.27	1	32.42
Drug Abuse Violations	6	194.55	11	356.68	15	486.38
Gambling	0	0.00	0	0.00	0	0.00
Family Offenses	0	0.00	0	0.00	0	0.00
Driving under the Influence	1	32.42	2	64.85	1	32.42
Liquor Law	135	4,377.43	101	3,274.97	98	3,177.69
Drunkenness	12	389.10	12	389.10	9	291.83
Disorderly Conduct	42	1,361.86	23	745.78	40	1,297.02
Vagrancy	0	0.00	0	0.00	0	0.00
All Others	34	1,102.46	27	875.49	27	875.49
<b>TOTAL</b>	<b>294</b>	<b>9,533.03</b>	<b>236</b>	<b>7,652.38</b>	<b>262</b>	<b>8,495.46</b>

**These statistics reflect the number of incidents reported to the Department of Public Safety. 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 accurate arrest data for liquor, drug, and weapon violations.

**NOTES:**

- None of the above offenses evidenced prejudice based on race, religion, sexual orientation, or ethnicity.
- All Three of the reported Rape incidents in 2006 were reported anonymously and one of the two Other Sex Offenses reported in 2006 involved forcible fondling, while the second involved indecent exposure. Four of the reported Rape incidents in 2007 were reported anonymously and two of the three Other Sex Offenses reported in 2007 involved forcible fondling. Two of the Seven reported Rape incidents in 2008 were reported anonymously and the one Other Sex Offense reported in 2008 involved Forcible Fondling. The anonymous incidents were not reported directly to Public Safety nor were any names or personal identifying information of any involved parties reported.

# GETTYSBURG COLLEGE CRIME STATISTICS

2006– 2008

TABLE 2

Calendar Years	On-Campus (Including Residential)			On-Campus Residential			Non-Campus			Public Property			TOTALS		
	'06	'07	'08	'06	'07	'08	'06	'07	'08	'06	'07	'08	'06	'07	'08
Murder and Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Forcible Sex Offenses ****	5	5	5	5	3	2	0	2	3	0	1	0	5	8	8
Non-Forcible Sex Offenses	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	1	0	0	0	0	0	0	0	0	0	0	0	1	0	0
Aggravated Assault	1	1	0	1	1	0	0	0	0	0	1	0	1	2	0
Burglary	14	3	12	13	3	9	6	4	4	0	0	0	20	7	16
Arson	1	0	0	1	0	0	0	1	1	0	0	0	1	1	1
Motor Vehicle Theft	0	1	1	0	0	0	0	0	0	0	0	0	0	1	1
Liquor Violations – Arrests	28	24	6	23	10	3	0	0	0	0	1	8	28	25	14
Drug Related Violations – Arrests	0	0	3	0	0	3	0	0	0	0	0	2	0	0	5
Weapons Possession – Arrests	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Violations – Referrals **	263	252	220	245	216	188	4	6	17	18	5	16	285	263	253
Drug Related Violations – Referrals **	9	9	17	8	8	13	2	0	3	0	2	0	11	11	20
Weapons Possession – Referrals**	2	2	2	2	2	0	0	0	2	0	0	0	2	2	4
Hate Crimes***	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

**\*\* REFERRALS FOR CAMPUS DISCIPLINARY ACTION:**

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 Office of Student Rights and responsibilities 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.

\*\*\*\* Three of the five Forcible Sex Offenses reported in 2006 were reported anonymously and one of the five Forcible Sex Offenses reported in 2006 involved forcible fondling. Four of the eight Forcible Sex Offenses reported in 2007 were reported anonymously and two of the eight involved forcible fondling. Two of the eight forcible sex offenses reported in 2008 were reported anonymously and one of the eight involved forcible fondling. The anonymous incidents were not reported directly to Public Safety nor were any names or personal identifying information of any involved parties reported.

# Gettysburg College

## Race, Gender, and Religion Based Incidents

TABLE 3

Crime	2008 Total	Race	Gender	Religion	Sexual Orientation	Ethnicity	Disability
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0
Forcible Sex Offenses – including Forcible Rape	0	0	0	0	0	0	0
Forcible Rape	0	0	0	0	0	0	0
Non-Forcible Sex Offenses	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0
Motor Vehicle theft	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0
Destruction/Damage/Vandalism of Property (Except Arson)	0	0	0	0	0	0	0
Other crimes involving Bodily Injury	0	0	0	0	0	0	0

Crime Statistics recorded in compliance with the Jeanne Cleary Act and the State Board of Education, College, and University Security Information Act.

# Federal Bureau of Investigation Uniform Crime Reporting/National Incident-Based Reporting System Crime Definitions

The following definitions are to be used for reporting the crimes listed 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.

**Negligent Manslaughter** - The killing of another person through gross negligence.

**Murder/Non-negligent 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-Non-forcible:**

##### **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.

**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. This provision made the Department of Education's campus hate crime categories identical to the crime categories that have been collected by the Federal Bureau of Investigation (FBI) under the Hate Crime Statistics Act (HCSA) since 1991. These new reporting categories are only reported if motivated by bias as determined by one of the six bias categories. The six types of bias categories include: race, gender, religion, sexual orientation, ethnicity/national origin, and disability.

#### **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 which 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 his/her perception that the victim was a member of the group he or she was acting against, the offense is still a bias crime because the offender was motivated by bias against the group.

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 Act. Concerns, questions, or complaints related to this document or the applicable statutes should be directed to the Director of Public Safety either by mail at Gettysburg College, 300 north Washington Street, Gettysburg, PA 17325, or by telephone at (717)337-6912.