

Gettysburg College Annual Security and Fire Safety Report 2024



In Compliance with the Jeanne Clery Disclosure of Campus Security Policy
and Campus Crime Statistics Act

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GETTYSBURG COLLEGE 2024 ANNUAL SECURITY AND FIRE SAFETY REPORT

Enrollment: For the 2023-2024 academic year, Gettysburg College average enrollment was 2,216 undergraduate and 679 graduate students. The student body is approximately 51.8% women and 48.2% men. For the fall 2023 semester, 94.2% of undergraduate students lived in college-owned, recognized, rented, leased, or otherwise controlled housing.¹ Additionally, there were 740 full-time equivalent (FTE) employees (faculty and staff combined) at the college.²

Introduction

Campus Safety, located at 51 W. Stevens St. is responsible for policy enforcement, security, and emergency response on the campus and is on duty and staffed 24 hours a day/7 days a week. Campus Safety is under the leadership of the Executive Director of Campus Safety, who reports to the Vice President for College Life and Dean of Students. The Associate Director oversees institutional Clery Act compliance initiatives in partnership with the Executive Director and the institutional compliance with the Pennsylvania UCR act as well as managing Clery Act and Pennsylvania UCR Act compliance records retention processes. Assistant Directors are assigned the responsibility of coordinating the institution's life and fire safety program initiatives and campus emergency management and planning.

Campus Safety is staffed by eleven full-time Campus Safety Officers and three Shift Supervisors who patrol the campus and provide safety services to the Campus Community. Up to 15 part-time staff are available to assist.

Full-time uniformed supervisors and Campus Safety Officers are required to be trained and certified in first aid, CPR, and the use of an AED, and to be certified in self-defense techniques including pepper spray, handcuffing and TASER. Campus Safety officers who maintain Pennsylvania Act 235 Certification (Lethal Weapons Act Training) are trained and certified to carry expandable batons.

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 and criminal activities. Campus Safety takes a leadership role in this area. This includes educational programs on general safety, preventative patrols, incident investigation, crime reporting, fire safety and prevention, and community-caretaking.

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

¹ Source: Common Data Set, Gettysburg College Office of Institutional Analysis

² Source: Gettysburg College Office of Institutional Analysis

CRIME/EMERGENCY REPORTING AND COLLEGE RESPONSE

Students, employees, and visitors are encouraged to report all criminal actions, emergencies, suspicious behavior, or other safety related incidents occurring within the College's Clery geography to Campus Safety. The College's Clery geography (as defined in the "[Geography Definitions](#)" elsewhere in this Annual Report, and hereafter referred to as the "College's Clery geography") includes:

- On-campus property including campus residence halls, buildings, and/or facilities.
- Designated non-campus properties and facilities.
- All public property, including thoroughfares, streets, sidewalks, and parking facilities, that are within the campus or immediately adjacent to and accessible from the campus or on-campus property/facilities.

Campus Safety has been designated by Gettysburg College as the official office for campus crime and emergency reporting. Campus Safety strongly encourages the accurate and prompt reporting of crimes. Accurate and prompt reporting ensures Campus Safety can evaluate, consider, and send timely warning notices, disclose crimes through ongoing disclosure processes such as the posting of crimes in the Daily Crime Log and accurately documenting reportable crimes in its annual statistical disclosure. Gettysburg College further encourages prompt reporting to Campus Safety and/or the local police when the victim of a crime elects to make such a report.

The College has identified a list of primary campus security authorities (CSA) or preferred receivers of reports to whom crimes can be reported. A CSA can be contacted by:

- Calling Campus Safety by dialing (717) 337-6911 or on-campus extension 6911
- Reporting in person to Campus Safety at the Campus Safety office located at 51 West Stevens Street
- Reporting sex offenses and other incidents of sexual or relationship violence to the College's Title IX Coordinator, by dialing (717) 337-6907 or in person at the Office of Sexual Respect and Title IX located in the College Union Building (CUB), Room 290.
- Contacting the Office of Human Resources (HR) by dialing (717) 337-6202 or in person at the HR office located on the ground floor of Penn Hall
- Contacting the College Life Office by dialing (717) 337-6921 or in person at the College Life Office Suite located in the College Union Building (CUB), Room 220
- Using emergency phones located throughout campus.
- Utilizing the reporting options in the CampusShield smartphone app.
- Completing the online "community concern" reporting form at:
<https://www.gettysburg.edu/reportconcern>
(This form should only be used for non-emergency or non-urgent reporting)

Response to Reports

Dispatchers are available 24 hours a day to answer campus community calls by dialing (717) 337-6911. Dispatchers will either dispatch an officer or ask the reporting party to go to Campus Safety to file an incident report in person. All reported incidents will be investigated by the College. Campus Safety procedures require an immediate response to emergency calls. Campus Safety works closely with a full

range of borough and county agencies to assure a complete and timely response to all emergency calls. Priority response is given to crimes against persons and personal injuries. Campus Safety responds to and investigates all reports of crimes and/or emergencies that occur on college property. Victims are provided on- and off-campus resource information as necessary and appropriate.

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

RESPONSIBILITIES OF THE GETTYSBURG COLLEGE COMMUNITY FOR THEIR OWN PERSONAL SAFETY AND SECURITY AND THE SAFETY AND SECURITY OF OTHERS

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

- Report all suspicious activity to Campus Safety immediately.
- Never take personal safety for granted.
- Try to avoid walking alone at night. Use the Campus Safety escort service.
- Limit your alcohol consumption, and leave social functions that get too loud, too crowded, or that have too many people drinking excessively. Remember to call Campus Safety or Gettysburg Police for help at the first sign of trouble.
- Carry only small amounts of cash.
- Never leave valuables (wallets, purses, books, phones, etc.) unattended.
- Always carry your keys and do not lend them to anyone.
- Lock up bicycles and motorcycles. Lock car doors and close windows when leaving your car.
- Always lock the door to your residence hall room, whether you are there or not. Be certain that your door is locked when you go to sleep, and keep windows closed and locked when you are not at home. Do not prop interior or exterior doors.
- Do not leave valuables in your car, especially if they can be easily noticed.
- Inventory your personal property and insure it appropriately with personal insurance coverage.

Voluntary Confidential Reporting

Gettysburg College encourages anyone who is the victim or witness of any crime to promptly report the incident to Campus Safety or the Gettysburg Police Department. Campus Safety does not have a voluntary confidential reporting process because Campus Safety reports are educational records and not law enforcement reports, thus Campus Safety cannot hold reports of crime in confidence.

Confidential Reporting

Students may make confidential reports to Pastoral Counselors or Professional Counselors. Pastoral Counselors and Professional Counselors when acting in their capacity and function as Gettysburg College counselors do not make identifiable reports of incidents unless the student specifically requests them to do so. However, the College encourages counselors, when they deem it appropriate, to inform students they can report incidents to Campus Safety, which can be done directly or anonymously through the anonymous reporting processes as outlined below.

Pastoral Counselor: An employee of an institution, who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling, and who is functioning within the scope of that recognition as a pastoral counselor.

Professional Counselor: An employee of an institution whose official responsibilities include providing psychological counseling to members of the institution's community, and who is functioning within the scope of his or her license or certification.

Confidential reports for the purpose of inclusion in the annual disclosure of crime statistics can be made to the Victim Services Advocate (VSA) (in partnership with Adams County Empowerment Center and Safe Home) and Ombuds Office. The VSA and Ombudsperson, in their capacity as a CSA, can make confidential crime reports to Campus Safety to ensure inclusion in the annual disclosure of crime statistics without disclosing personal identifying information. The VSA and Ombudsperson will work closely with Campus Safety to properly assess reports for timely warning consideration and to avoid double counting of crimes. A confidential meeting may be requested with the Ombudsperson via email: ombuds@gettysburg.edu, or phone (717) 337-7099; or the VSA via phone (888) 772-7227.

Anonymous Reporting

Campus Safety, unless otherwise prescribed by law or as set forth within this Annual Security and Fire Safety Report, does not take anonymous incident reports. The only exception to this policy is addressed below.

Facilitated Anonymous Reporting: Students may request a Pastoral Counselor, the VSA, or a Professional Counselor to facilitate anonymous reporting using an internal form designed to capture general details about the incident (date, time, location, and brief description of the incident type) to ensure a statistical disclosure in the College's Annual Security and Fire Safety report.

Online Anonymous Reporting: The College allows employees and students opportunities to report incidents anonymously, which allows a reporting person to complete a report without providing any personal identifying information. Anonymous reporting can be accomplished via the following systems:

- EthicsPoint is a third-party vendor for compliance and ethics-related reporting and is available 24/7/365.
 - Online: <https://secure.ethicspoint.com/domain/media/en/gui/42551/index.html>
 - Dial toll-free, within the United States, Guam, Puerto Rico, and Canada: (844) 362-9797
- Campus Shield smartphone app allows anonymous reporting of certain safety concerns and criminal activity.
- In accordance with Pennsylvania State law, the college provides an option to report complaints of sexual harassment and sexual violence from students and employees including sexual misconduct, sexual assault, dating violence, domestic violence, and stalking anonymously through the online Report a Concern process at: <https://www.gettysburg.edu/reportconcern>.

The College's ability to investigate and appropriately address allegations of misconduct is significantly limited by anonymous reporting. Incidents reported confidentially to the counseling center or pastoral counselors are not disclosed in the College's crime statistics or reporting processes unless those crimes are reported to Campus Safety through the facilitated anonymous reporting process.

The purpose of an anonymous report is to take steps to promote safety. In addition, Gettysburg College can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime regarding a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution.

CampusShield App

CampusShield, a smartphone application provided by Gettysburg College, enables immediate contact with Campus Safety while on campus. It has two primary reporting features:

- **Emergency Function:** This acts as a mobile "panic button". When activated on campus, Campus Safety is immediately alerted and responds to the user's location. If activated off-campus, it dials 911.
- **Submit Information Function:** This feature allows users to report safety concerns, criminal actions, or suspicious activities. Users can provide details about the situation and attach photos. They can choose to remain anonymous and not disclose their location. This feature is not for emergency reporting.

Additionally, CampusShield includes a Safety Timer feature. Users can set a timer and designate contacts to automatically receive their location. If the timer expires without the user confirming their safety, the app alerts the designated contacts. This feature does not alert Campus Safety and can be used both on and off campus.



STATISTICAL DISCLOSURE OF REPORTED INCIDENTS

Incidents reported to Campus Safety that fall into one of the required reporting classifications as defined by the Clery Act and Pennsylvania Uniform Crime Reporting (UCR) Act that occur within the College's Clery geography will be disclosed as a statistic in the appropriate crime table.

REPORTING A CRIME TO THE GETTYSBURG BOROUGH POLICE DEPARTMENT

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

OFF-CAMPUS CRIME

If the Gettysburg Borough Police Department receives reports of off-campus criminal activities involving Gettysburg College students, they may inform Campus Safety. In such instances, students may face arrest by local law enforcement as well as be subject to disciplinary action by the college.

MONITORING AND RECORDING THROUGH LOCAL LAW ENFORCEMENT OF CRIMINAL ACTIVITY BY STUDENTS AT NON-CAMPUS LOCATIONS OF STUDENT ORGANIZATIONS

Gettysburg College has officially recognized student organizations that own or control housing facilities. These facilities are identified as part of the college's Clery "non-campus" geography. The college does not specifically use the local law enforcement agencies to monitor or record activities at these locations. These facilities are within the primary jurisdiction of the Gettysburg Borough Police Department, and they respond to those locations when police service is requested or required.

If the Gettysburg Borough Police or another law enforcement agency with jurisdiction respond to a "non-campus" student organization property in response to a citizen complaint or police officer concern, the police may ask Campus Safety to assist. Campus Safety does provide oversight, patrol, and monitoring of recognized non-campus student facilities/residences, as these properties fall within the College's Clery geography. Campus Safety does not patrol or provide oversight of privately-owned property/residences rented by students, which fall outside of the College's Clery geography.

CAMPUS SAFETY AUTHORITY AND JURISDICTION

Campus Safety Enforcement Authority

Campus Safety is responsible for providing security services for the Gettysburg College Campus. Campus Safety's officers are responsible to Gettysburg College for the enforcement of college policies and Federal and State laws for campus administrative purposes only. Campus Safety investigates incidents for administrative purposes as they relate to its campus judicial process. Criminal incidents may be investigated for possible criminal prosecution by the local Gettysburg Borough Police Department or other law enforcement agency with jurisdiction.

Campus Safety may employ security contract officers through a written agreement to supplement Campus Safety Officers. These contract security officers enforce College policy under the leadership and supervision of Campus Safety officers and report incidents and crimes immediately to Campus Safety.

Campus Safety Arrest Authority

Campus Safety personnel and any contracted security officers are non-sworn security personnel for Gettysburg College and have no official powers of arrest authority. Campus Safety will summon support from the Gettysburg Police or other applicable law enforcement entities to affect a lawful arrest on or within campus-owned, controlled, leased, or recognized property.

Campus Safety Jurisdiction

Campus Safety's jurisdiction encompasses its Clery geography, which includes residence halls, buildings, and facilities; designated non-campus long-term properties and facilities that are within the Borough of Gettysburg and Cumberland Township; public property adjacent to and accessible from on-campus property; and leased, rented, or otherwise recognized and/or controlled buildings, spaces, and/or facilities that are also within the Borough of Gettysburg or Cumberland Township.

Campus Safety may traverse the municipal streets surrounding and running through the campus but are not authorized to respond to incidents occurring on the roadways unless directed by a municipal or state law enforcement official.

Non-campus locations controlled by the College during off-campus trips with students where the College enters into an agreement to control space for a defined period (such as hotel rooms for a two-day stay for an athletic competition) are under the jurisdiction of the local law enforcement entities holding jurisdiction for each location.

Criminal Background Checks

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

SECURITY OF AND ACCESS TO CAMPUS FACILITIES

Academic and Administrative Buildings

During normal business hours, the Gettysburg College campus is generally open and accessible to students, employees, and visitors to the College.

Most academic and administrative buildings are open during normal business hours (typically Monday through Friday, from 7am to 5pm, except holidays) and are typically secured during the late evening hours, depending upon class schedules, special event scheduling, and community usage. The designated 24-hour academic/administrative buildings are typically secured from 11pm to 7am, and access is gained

to these buildings via access control system. Members of Campus Safety regularly patrol the interiors and exteriors of all campus facilities.

Residence Halls

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

The types of housing / room options available at Gettysburg College are single occupancy room, double occupancy room, triple occupancy room, quad occupancy room, single sex, and gender inclusive. These options are provided in traditional residence halls, motel-style halls, apartments, suites, or small houses, and in fraternity houses owned by or officially recognized by the college.

Additional information and policies governing college residence halls, including policies regarding room assignments and how to request a change of room assignment may be found in the Residential Guidebook at <https://www.gettysburg.edu/offices/residential-education/residential-guidebook/>

Staff Assigned to Residence Halls and Training of Residence Hall Staff

Residential Education employs approximately 64 residential student staff who live in the student residence halls. Four professional staff live in campus housing and oversee the student staff. Residential Education student and professional staff do not live in fraternity residence halls.

Residential Education staff receive annual fire safety and security training including instruction on fire safety hazards and building evacuation, instruction on the emergency operations plan and emergency notification system, training related to the Clery Act and Campus Security Authorities (CSA), Title IX Awareness training, and general information on requesting emergency assistance from Campus Safety

Residence Hall Guest Policy

Visitors are permitted for only three consecutive days and no more than 8 days in a one-month period. 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 full responsibility for all visitors. Students accused of violating this policy may be subject to conduct action. If visitors violate College policy, the host student will be held responsible and is subject to conduct action. The visitor, either student or non-student, will be removed from college housing and may be prohibited from returning to campus.

Guests are admitted to the residence halls by the student host. Guests are not required to register with Campus Safety or Residential Education.

Break Housing

During the academic year, the College officially closes for Winter Break. Residence halls close for Winter Break at noon the day after the last day of exams and re-open the weekend before the Spring semester begins. Notice of specific times and dates are publicized on the College's website and communicated to students before the break.

All students must vacate their residence hall during Winter Break. Break Housing for students who cannot return home or leave campus over break may be provided. Due to the “unoccupied” status of the campus during breaks, it is suggested that students take valuable items with them to ensure their safety.

Any student requesting access to their residence hall room during the Winter Break period can contact Campus Safety to see if access is permissible. Campus Safety officers have full discretion in determining a student’s legitimacy to enter the closed residence hall based on the information provided.

Security Considerations Used in The Maintenance of Campus Facilities

Gettysburg College facilities and landscaping are maintained in a manner that minimizes hazardous and unsafe conditions. Parking lots and pathways are illuminated with lighting. Campus Safety regularly patrols the campus and reports malfunctioning lights and other unsafe physical conditions to Facilities Services for correction. Campus community members can additionally report hazards directly to Facilities Services. Other members of the College community are helpful when they report equipment problems to Campus Safety or Facilities Services.

CAMPUS SAFETY'S WORKING RELATIONSHIPS WITH LOCAL AND STATE LAW ENFORCEMENT AGENCIES

Campus Safety maintains a close working relationship with the Gettysburg Police Department and other local law enforcement agencies. Collaborative meetings and training sessions are occasionally held to review issues and incidents occurring within the multiple local jurisdictions. Campus Safety is comfortable with and capable of reaching out to these agencies.

Written Memorandums of Understanding with Local Police

Gettysburg College currently has no active written agreements or Memorandums of Understanding (MOU) with the Gettysburg Borough Police Department (GPD) or any other law enforcement agency for the investigation of alleged criminal incidents or for any other reasons.

CAMPUS SAFETY ALERTS (TIMELY WARNING NOTICES)—NOTIFYING THE GETTYSBURG COLLEGE COMMUNITY ABOUT CRIMES

To provide timely notice to the Gettysburg College community in the event of a criminal situation that, in the judgment of the Executive Director of Campus Safety or designee, may pose a serious or continuing threat to members of the campus community, a Campus Safety Alert (timely warning notice) will be issued.

Campus Safety Alerts will be distributed as soon as pertinent information is available, in a manner that is timely, that withholds the names of victims as confidential, and with the goal of aiding in the prevention of similar crimes or occurrences.

Campus Safety Alerts are primarily distributed by email to all students and employees on campus as soon as pertinent information is available. Alerts can also be sent via a text and voice messaging system and a variety of other notification methods, as outlined in the Emergency/Immediate Notification section. The intent of a Campus Safety Alert is to warn the campus regarding a criminal incident, providing individuals an opportunity to take reasonable precautions to protect themselves.

Campus Safety Alerts are generally written and distributed to the campus community by the Administrators in Campus Safety, and they are routinely reviewed and approved by the Vice President for College Life and Dean of Students or designee. The Administrators of Campus Safety have the authority to issue a Campus Safety Alert without such consultation if consultation time is not available. Should the Administrators of Campus Safety be directly impacted and involved in an incident response or otherwise unavailable, the Chief Communications and Marketing Officer will write and send the Campus Safety Alert.

Campus Safety Alerts are sent to the college community to notify members of the community about specific Clery Act crimes (as described below) that have been reported to Campus Safety and that have occurred on or within the College's Clery geography, where after review and assessment it is determined that the incident may pose a serious or continuing threat to members of the College community.

Gettysburg College employees are informed of their responsibility to share Alert information with their sponsored visitors and/or guests. Conference Services staff are instructed to inform conference attendees about Alerts.

Campus Safety Alerts are typically issued for the following Uniform Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) crime classifications:

- Murder/Non-Negligent Manslaughter
- Aggravated Assault (cases involving assaults among known parties, such as two roommates fighting which results in an aggravated injury, will be evaluated on a case-by-case basis to determine if the individual is believed to be an ongoing threat to the larger Gettysburg College community)
- Robbery involving force or violence (cases including pick pocketing and purse snatching will typically not result in the issuance of a Timely Warning Notice, but will be assessed on a case-by-case basis)
- Sexual Assault (considered on a case-by-case basis depending on the facts of the case, when and where the incident occurred, when it was reported, and the amount of information known by the Executive Director or designee). In cases involving sexual assault, they are often reported long after the incident occurred, thus there is no ability to distribute a "timely" warning notice to the community. All cases of sexual assault, including stranger and non-stranger/acquaintance cases, will be assessed for potential issuance of a Campus Safety Alert.
- Major incidents of Arson.
- Other Clery crimes as determined necessary by the Executive Director of Campus Safety or designee.

Typically, alerts are not issued for any incidents reported that are older than ten (10) days from the date of occurrence, as such a delay in reporting has not afforded the College an opportunity to react or respond in a timely manner.

Campus Safety supervisors confer with Administrators of Campus Safety during the response to a crime to ensure a proper review of all Clery crimes (and other criminal incidents, as deemed appropriate) to determine if there is a serious or continuing threat to the community and if the distribution of a Campus Safety Alert is warranted.

Campus officials not subject to the timely reporting requirement are those with significant counseling responsibilities who were providing confidential assistance to a crime victim. At Gettysburg College, this would only apply to professional counselors and pastoral counselors who are performing that specific function and role as their primary employment with the College.

CAMPUS SAFETY NOTICES

A Campus Safety Notice may be sent to the campus community for general crime prevention purposes, to inform the community of incidents that are not generally time sensitive or considered to be a continuing threat, but important to be aware of.

A Campus Safety notice may be sent to the electronic campus community digests or via email to all students and employees on campus. Updates to the campus community about any case resulting in a Campus Safety Notice, when deemed necessary, may be distributed via email, or included in electronic campus digests.

DAILY CRIME AND FIRE LOG

Campus Safety combines its Daily Crime Log and Fire Log into one public document. Campus Safety makes the Daily Crime and Fire Logs for the most recent 60-day period open to public inspection during normal business hours (typically Monday through Friday, from 8am to 4pm, except holidays) at the Campus Safety office located at 51 West Stevens Street. Any portion of these crime and fire logs that are older than 60 days are made available for public inspection within two business days of a request. All confirmed fires occurring within or on all on-campus residential facilities will also be included in the Daily Crime and Fire Log. The information in the crime and fire log typically includes the incident number, crime classification or nature of the fire, date reported, date occurred, general location of the crime or fire, and disposition of each reported crime or fire. Employees and students are encouraged to review these logs periodically to become more familiar with the types and locations of criminal incidents and fires that may impact the College's campus community.

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

Unless the disclosure is prohibited by law or would jeopardize the confidentiality of the victim, newly reported crimes/incidents within the college's Clery geography and updated information regarding previously reported crimes are entered onto the Daily Crime and Fire Log within two business days of when it is reported to Campus Safety. It is important to note that Campus Safety has no expanded patrol jurisdiction outside of its identified Clery geography.

PREPARATION OF ANNUAL DISCLOSURE OF CRIME STATISTICS & CLERY COMPLIANCE

The following information provides context for the crime statistics reported as part of compliance with the Clery Act. Gettysburg College Campus Safety is primarily responsible for preparing the Annual Security and Fire Safety Report. This responsibility is specifically designated to the Associate Director of Campus Safety with oversight from the Executive Director of Campus Safety. The procedures for preparing the annual disclosure of crime statistics include reporting statistics to the College community obtained from the following sources: Gettysburg College Campus Safety, the Gettysburg Borough Police Department (GPD), the National Park Service (NPS), the Cumberland Township Police Department (CTPD), the Pennsylvania State Police (PSP), the Adams County Sheriff's Office (ACSO), the Adams County District Attorney's Office (DA), the Adams County Drug Task Force, the Pennsylvania State Liquor Control Enforcement (LCE), law enforcement agencies with jurisdiction for international and domestic non-campus property locations, and non-police or Campus Safety personnel who have been designated as Campus Security Authorities. The Office of Student Rights and Responsibilities, Title IX Office, and Human Resources Department are key offices from which drug, liquor, and weapon offense referral data is obtained along with sexual offenses and potential reports of other Clery crimes.

Final report preparation is coordinated by the Associate Director of Campus Safety with Human Resources, College Life, Residential Education, Student Rights and Responsibilities, the Title IX Coordinator, and the Institutional Analysis Office of the College.

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

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

Statistical information is not requested from, nor is it provided by, Professional Counselors or Pastoral Counselors who are performing that function and role as their employment with the College. Professional Counselors and Pastoral Counselors are not required by law to provide statistics for this compliance document. Counseling and Pastoral Professionals, as defined by the Federal law, who act in such capacities, have been advised that, while they are not obligated to report crimes for the purpose of compiling these statistics, they are encouraged, when they deem it appropriate, to inform the persons they are counseling of their ability to report any crimes to Campus Safety for inclusion in the annual

statistics. The Counseling Center and Pastoral Counselors facilitate anonymous reporting, as outlined earlier in this Annual Security and Fire Safety Report.

All statistics are gathered, compiled, and reported to the college community via this report, entitled the “Annual Security and Fire Safety Report,” which is published by Campus Safety no later than October 1st of each year. Campus Safety submits the annual crime statistics published in this brochure via a web-based reporting system to the Department of Education (ED). The statistical information gathered by the Department of Education is available to the public through the ED website. Table One of the crime statistics satisfies the reporting requirements described by Pennsylvania Statutes, as outlined by the Pennsylvania Uniform Crime Reporting Act; and Table Two satisfies the requirements outlined by the Clery Act.

Notice of Availability of the Annual Security and Fire Safety Report

Campus Safety sends an email to every enrolled student and current employee on an annual basis informing them of the availability of the Annual Security and Fire Safety Report. The notice includes a summary of the contents of this report, the address of the website where the Annual Security and Fire Safety Report (ASFSR) can be found, and notification that a physical copy may be obtained free of charge by making a request to Campus Safety by calling (717) 337-6911 or in person at Campus Safety at 51 West Stevens Street. The availability of the ASFSR is also posted on the Admissions application website and included on all Human Resources employment application forms informing prospective students and employees how to access the ASFSR and obtain a copy.

Specific Information about Classifying Crime Statistics

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

The Pennsylvania Uniform Crime Reporting Act (Table One)

The Pennsylvania Uniform Crime Reporting Act (Pa Act 180 of 2004) mandates the release of crime statistics and rates to matriculated students and employees, and, upon request, to new employees and applicants for admission. The index rates are calculated by multiplying the actual number of reported offenses by the number of the College’s Full Time Equivalent (FTE) students and employees and dividing that product by 100,000 (a theoretical population for comparison purposes). The statistics in Table One reflect the number of incidents reported to the College Campus Safety (but do not include reports from other campus security authorities, referrals from campus disciplinary authorities, or reports from local law enforcement, as required for Clery reporting in Table Two). They do not indicate actual crime prosecution or student disciplinary action, or the outcome of either. These State crime classification statistics are reported to the Pennsylvania State Police on an annual basis for publication in the Crime in Pennsylvania (Uniform Crime Report).

Clery Act Reporting (Table Two)

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

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

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

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

Geography Definitions from the Clery Act

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

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

The **Non-Campus** geography definition includes buildings or properties under temporary control during institutionally sponsored short-stay-away domestic or international trips for students of more than one night, or buildings or properties under temporary control during institutionally sponsored domestic or international trips for students to repeated locations.

- For example, students in the debate club take a trip to Washington, D.C. and stay at the same hotel every year. In this example, the institution must include in their Clery Act crime statistics any Clery Act crimes that occur in the rooms used by the students and any common areas used to access those rooms, including the lobby, elevator, and staircases.

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

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

Reasonably Contiguous *defined as:* Any building or property an institution owns or controls that is in a location that students consider to be, and treat as, part of the "campus." Gettysburg College considers locations within one mile from the core or main campus border to be reasonably contiguous with the campus.

THE PENNSYLVANIA UNIFORM CRIME REPORTING ACT (TABLE ONE)

Calendar Years 2021, 2022, and 2023

The Pennsylvania Uniform Crime Reporting Act requires the release of crime statistics and crime rates to students and employees, and it requires that those statistics be available to applicants and new employees upon request. The rate is based on the actual number of Full Time Equivalent (FTE) students, faculty, and staff calculated according to a state-mandated formula [Actual occurrences x Population (Students + Employees) \100,000]. The index in the table below is based on incidents per 100,000 FTEs. The crime rates for 2021, 2022, and 2023 are established using population figures for each year as noted in the table. (Standard rounding rules are applied).

Calendar Years	2021		2022		2023	
	ACTUAL	INDEX	ACTUAL	INDEX	ACTUAL	INDEX
Part One Offenses						
Murder & Non-Negligent Manslaughter	0	0.00	0	0.00	0	0.00
Manslaughter by Negligence	0	0.00	0	0.00	0	0.00
Rape	15	0.50	8	0.26	11	0.34
Robbery	0	0.00	0	0.00	0	0.00
Aggravated Assault	3	0.10	8	0.26	4	0.12
Burglary	3	0.10	8	0.26	1	0.03
Theft - Larceny	50	1.67	57	1.88	39	1.20
Motor Vehicle Theft	0	0.00	1	0.03	0	0.00
Human Trafficking	0	0.00	0	0.00	0	0.00
Arson	4	0.13	3	0.10	3	0.09
TOTAL	75	2.51	85	2.80	58	1.79
Part Two Offenses						
Other Assaults – Not Aggravated	21	0.70	45	1.48	26	0.80
Forgery and Counterfeiting	7	0.02	9	0.30	4	0.12
Fraud	3	0.10	3	0.10	4	0.12
Embezzlement	0	0.00	0	0.00	0	0.00
Stolen Property	6	0.20	3	0.10	9	0.28
Vandalism	44	1.47	134	4.42	150	4.62
Weapons	0	0.00	0	0.00	0	0.00
Prostitution	0	0.00	0	0.00	0	0.00
Other Sex Offenses	3	0.10	7	0.23	3	0.10
Drug Abuse Violations	21	0.70	22	0.73	20	0.62
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	5	0.17	1	0.03	2	0.06
Liquor Law	49	1.64	52	1.71	83	2.56
Drunkenness	6	0.20	7	0.23	6	0.18
Disorderly Conduct	32	1.07	37	1.22	30	0.92
Vagrancy	0	0.00	0	0.00	0	0.00
All Other Offenses (Except Traffic) **	24	0.80	23	0.76	19	0.59
TOTAL	221	7.38	343	11.31	356	10.96
FTEs Used:	Students: 2573 Employees: 767		Students: 2541 Employees: 756		Students: 2340 Employees: 740	

Hate Crime Statistics	
2023	Zero (0) Hate Crimes were reported for calendar year 2023.
2022	There was 1 instance of bias motivated intimidation on basis of race occurring on public property and 1 instance of bias motivated vandalism on basis of gender identity occurring in an on-campus residential facility.
2021	Zero (0) Hate Crimes were reported for calendar year 2021.

CAMPUS CRIME STATISTICS FOR GETTYSBURG COLLEGE (TABLE TWO)

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

Calendar Years (CY) 2021, 2022, and 2023

Criminal Offenses or Primary Crimes (Crimes Reported by Hierarchy)	Calendar Year	On Campus (Including Residential)	Non-Campus	Public Property	Total	On Campus (Residential Only)
Murder & Non-Negligent Manslaughter	2023	0	0	0	0	0
	2022	0	0	0	0	0
	2021	0	0	0	0	0
Manslaughter by Negligence	2023	0	0	0	0	0
	2022	0	0	0	0	0
	2021	0	0	0	0	0
Rape	2023	10	1	0	11	8
	2022	5	3	0	8	5
	2021	15	1	0	16	11
Fondling	2023	1	0	0	1	1
	2022	5	2	0	7	3
	2021	3	0	0	3	2
Incest	2023	0	0	0	0	0
	2022	0	0	0	0	0
	2021	0	0	0	0	0
Statutory Rape	2023	0	0	0	0	0
	2022	0	0	0	0	0
	2021	0	0	0	0	0
Robbery	2023	0	0	0	0	0
	2022	0	0	0	0	0
	2021	0	1	0	1	0
Aggravated Assault	2023	4	0	0	4	1
	2022	4	1	3	8	4
	2021	2	1	0	3	2
Burglary	2023	1	0	0	1	1
	2022	8	0	0	8	2
	2021	3	0	0	3	2
Motor Vehicle Theft	2023	0	0	0	0	0
	2022	1	1	0	2	1
	2021	0	0	0	0	0
Arson **	2023	3	0	0	3	3
	2022	3	0	0	3	2
	2021	3	0	1	4	3

****Arson** is always counted regardless of the nature of any other offense committed during the same incident. When multiple offenses are committed during the same distinct operation as an Arson offense, the most serious offense along with the Arson is counted.

Campus Crime Statistics for Gettysburg College (Table Two) Continued

VAWA Offenses; and Arrests and Referrals for Disciplinary Action for Weapons, Drug Abuse, and Liquor Law Violations (Crimes Not Reported by Hierarchy)	Calendar Year	On Campus (Including Residential)	Non-Campus	Public Property	Total	On Campus (Residential Only)
Domestic Violence	2023	5	1	0	6	3
	2022	3	0	0	3	3
	2021	4	0	0	4	4
Dating Violence	2023	3	1	0	4	3
	2022	1	0	0	1	1
	2021	0	0	0	0	0
Stalking	2023	6	0	0	6	1
	2022	16	0	0	16	11
	2021	19	0	0	19	15
Liquor Law Violation Arrests	2023	6	1	11	18	3
	2022	17	0	0	17	15
	2021	7	0	6	13	3
Drug Law Violation Arrests	2023	2	1	2	5	0
	2022	1	0	0	1	1
	2021	0	0	3	3	0
Weapons Law Violation Arrests	2023	0	0	0	0	0
	2022	0	0	0	0	0
	2021	0	0	0	0	0
Liquor Law Violations Referred for Disciplinary Action	2023	185	2	4	191	171
	2022	136	1	3	140	124
	2021	104	3	2	109	98
Drug Law Violations Referred for Disciplinary Action	2023	40	5	0	45	27
	2022	32	2	0	34	29
	2021	37	0	0	37	31
Weapons Law Violations Referred for Disciplinary Action	2023	0	0	0	0	0
	2022	0	0	0	0	0
	2021	0	0	0	0	0
<p>“Reported crimes” are allegations of crimes reported in good faith to CSAs. These crimes do not have to be investigated or adjudicated to count as a reported crime statistic in the ASFSR. Reported crimes may involve individuals not associated or affiliated with Gettysburg College. Reported Crimes may include information received from an anonymous reporting source.</p> <p>Residential Facility crime statistics are a subset of the On Campus category, i.e., they are counted in both categories.</p> <p>The Non-campus Clery geography category also includes domestic and international short stay-away and repeated use trips with students where Gettysburg College controlled the location during the trip in support of the institution’s educational purposes.</p>						

Hate Crime Statistics	
2023	Zero (0) Hate Crimes were reported for calendar year 2023.
2022	There was 1 instance of bias motivated intimidation on basis of race occurring on public property and 1 instance of bias motivated vandalism on basis of gender identity occurring in an on-campus student residential facility.
2021	Zero (0) Hate Crimes were reported for calendar year 2021.

Unfounded Crimes	
2023	Zero (0) unfounded crimes for calendar year 2023.
2022	Zero (0) unfounded crimes for calendar year 2022.
2021	Zero (0) unfounded crimes for calendar year 2021.

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

Unfounded Crimes

If a Clery Act crime is reported as occurring in any of the College's Clery Act geographic categories and the reported crime is investigated by law enforcement authorities and found to be false or baseless, the crime is "unfounded." Only sworn or commissioned law enforcement personnel may unfound a crime after a thorough investigative process.

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

Emergency Preparedness

Gettysburg College has adopted an Emergency Operations Plan (EOP) that establishes policies, procedures, and an organizational hierarchy for response to emergencies on campus. The Plan outlines incident priorities, campus organization and the role and operation of Gettysburg College personnel during an emergency. Emergency operations planning at Gettysburg College means preventing, preparing for, responding to, and recovering from all emergencies that could affect the College and local Gettysburg Borough communities. Emergency preparedness at Gettysburg College is managed by the Gettysburg Emergency Management (GEM) Team. The emergency response and evacuation protocols and procedures outlined within this Annual Report are reflective for both on-campus and non-campus buildings, facilities, and residence halls.

Emergency Response

The college's offices and/or departments are responsible for developing emergency response and continuity of operations plans for their areas and staff. The Gettysburg Emergency Management (GEM) Team provides resources and guidance for the development of these plans. Emergencies occurring on campus should be reported to Campus Safety by dialing (717) 337-6911, or on-campus extension 6911, or by dialing 911 for outside emergency responders.

In conjunction with other emergency agencies, the college conducts emergency response drills and exercises each year, such as tabletop exercises, functional exercises, and tests of the emergency notification systems on campus. These tests, which may be announced or unannounced, are designed to assess and evaluate the emergency plans and capabilities of the institution. After-action reviews will be conducted following each test and/or exercise that documents the test/exercise, provides a description for each test/exercise, the date, time, whether the test was announced or unannounced, and an assessment of the lessons learned from the test/exercise. Campus Safety publicizes a summary of the emergency response and evacuation procedures via email to all students, faculty, and staff once each year in conjunction with a test (exercise and drill) that meets the requirements of the Higher Education Opportunity Act (HEOA).

Emergency Evacuation Procedures

The emergency evacuation procedures are tested at least twice each year. Students and employees learn the locations of the emergency exits in the residence halls, as well as the academic and administrative buildings, and are provided guidance about the direction they should travel when exiting each facility for a short-term building evacuation. Campus Safety officers do not tell building occupants in advance about the designated locations for long-term evacuations, because those decisions are affected by time of day, location of the building being evacuated, the availability of the various designated emergency gathering locations on campus, and other factors such as the location and nature of the threat. In both cases, Campus Safety staff on the scene will communicate information to students and employees regarding the developing situation or any evacuation status changes.

The purpose of evacuation drills is to prepare building occupants for an organized evacuation in case of a fire or other emergency. At Gettysburg College, evacuation drills are used to educate and train occupants on fire safety issues specific to their building. During the drill, occupants 'practice' drill procedures and familiarize themselves with the location of exits and the sound of the fire alarm.

Campus Safety is responsible for the safe evacuation of all persons utilizing the College's facilities in the event of natural disasters, civil disturbances, and active threats. The level of necessity will determine the response by Campus Safety. If large-scale events occur that are beyond the resource capabilities of Campus Safety and the College, officials will request assistance from outside emergency resources, such as the Gettysburg Borough Police and Fire, State Police, Adams County Emergency Management, and/or state departments of emergency management. The need to implement evacuation from a campus building or the entire campus shall be based upon information received by or furnished to Gettysburg College.

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

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

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

As part of the decision-making process relative to an evacuation, the evacuation must be able to be completed well before the arrival of a hazard. When there is little to no warning time, a shelter-in-place

decision/order may be more appropriate. Additional factors to consider beyond warning time when deciding on whether to evacuate include:

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

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

Building Evacuation

- All building occupants are required to evacuate when the fire alarm sounds or on the order of an authorized College official, such as a Campus Safety officer.
- If time permits, stabilize lab procedures, turn off stoves and ovens, and unplug or disable any device that could make a dangerous situation even worse.
- Move to the closest exit and proceed down the EXIT stairwell in a safe and orderly manner. Take personal belongings with you. Do NOT use elevators.
- Remain at one hundred fifty (150) feet outside of the building and await further instructions. Keep roadways open and beware of approaching emergency vehicles. Notify emergency responders of anyone trapped, especially anyone with a physical disability.

Large-scale Campus Evacuation

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

General Evacuation Procedures

At the sound of a fire alarm or if you are instructed to evacuate, leave your work area immediately and proceed to the nearest exit, and leave the building. If you are the first to recognize a fire situation, activate the alarm, evacuate to a safe location using the nearest exit, and notify Campus Safety by dialing (717) 337-6911, or on-campus extension 6911, or by dialing 911 for outside emergency responders.

- Remain calm.
- Do NOT use elevators, use the stairs.

- Assist the physically impaired. If they are unable to exit without using an elevator, secure a safe location near a stairwell, and immediately inform Campus Safety or the responding Fire Department of the individual's location.
- Proceed to a clear area at least 150 feet from the building. Keep all walkways clear for emergency vehicles.
- Make sure all personnel are out of the building.
- Do not re-enter the building.

Shelter-in-Place Procedures—What It Means to “Shelter-in-Place”

College authorities may instruct campus community members to "shelter-in-place" if a condition exists that is potentially life threatening and has an immediate threat to the health and personal safety of the campus community. Immediate threats would include, but are not limited to active shooter incidents, mass acts of violence, tornadoes, terrorist attacks, or hazardous materials incidents. Thus, to “shelter-in-place” means to make a shelter of the building that you are in, and with a few adjustments this location can be made even safer and more comfortable until it is safe to go outside. 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).

Basic “Shelter-in-Place” Guidance

If an incident occurs and the building you are in is not damaged, stay inside, in an interior room until you are told it is safe to come out. If your building is damaged, take your personal belongings (purse, wallet, access card, etc.) and follow the evacuation procedures for your building (close your door, proceed to the nearest exit, and use the stairs instead of the elevators). Once you have evacuated, seek shelter at the nearest college building quickly. If police or fire department personnel are on the scene, follow their directions.

How You Will Know to “Shelter-in-Place”

A shelter-in-place notification may come from several sources, Campus Safety, Residential Education, other college employees, local law enforcement or outside emergency services, or other authorities utilizing the college’s emergency communications tools.

How to “Shelter-in-Place”

No matter where you are, the basic steps of shelter-in-place will generally remain the same. Should the need ever arise, follow these steps, unless instructed otherwise by local emergency personnel:

- If you are inside, stay where you are. Collect any emergency shelter-in-place supplies and a telephone to be used in case of emergency. If you are outdoors, proceed into the closest building quickly or follow instructions from emergency personnel on the scene.
- Locate a room to shelter inside. It should be:
 - An interior room.
 - Above ground level; and
 - Without windows or with the least number of windows. If there is a large group of people inside a particular building, several rooms may be necessary.

- Shut and lock all windows (tighter seal) and close exterior doors.
- Turn off air conditioners, heaters, and fans.
- Close vents to ventilation systems as you are able. Gettysburg College staff will turn off the ventilation as quickly as possible.
- Make a list of the people with you and ask someone (hall staff, faculty, or other staff) to call the list into Campus Safety so they know where you are sheltering. If only students are present, one of the students should call in the list.
- Turn on a radio or TV and listen for further instructions.
- Make yourself comfortable.

Off-campus Emergencies

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

EMERGENCY/IMMEDIATE NOTIFICATION

In anticipation of any emergency, the College has proactively adopted a formalized procedure for issuing emergency/immediate notifications to the campus community.

The emergency/immediate notification capability of the emergency mass notification system (EMNS) is designed to assist the College in taking immediate action and notifying the campus community upon confirmation of a significant emergency or dangerous situation occurring on or near the campus. In these situations, a threat is imminent, and immediate action is necessary.

The College will exercise discretion in determining the content of the notification and initiating the notification system to the campus. This is to ensure that our actions do not compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate an emergency.

A variety of communication methods can be used to notify the campus immediately. Notifications will be made using some or all of the following: text messaging, e-mail, in-building notification systems, outdoor audible warning systems, and computer pop-ups. If any of these systems fail or the College deems it appropriate, in-person communication may be used to communicate an emergency.

Confirmation of an emergency typically involves the response and assessment of Campus Safety Officers, sometimes in conjunction with campus administrators and other college officials, local or state police and first responders, and the National Weather Center.

When Campus Safety becomes aware of a situation that may warrant the issuing of immediate notification, Campus Safety confirms that there is a significant emergency. Based on the emergency, the on-duty Campus Safety staff may immediately activate pre-written emergency messages or consult with the Campus Safety Director on Call. The Director on Call evaluates the situation to determine if an alert is warranted, develops the content of the notification message, and sends the notification to the campus. Notification message content is determined based on the type of incident, the context in which it occurs,

and the immediate danger or threat to the campus community. The Director on Call can issue an alert without further consultation with any other College official.

Follow-up notices/communications will be provided as necessary during an active incident. Updates regarding a prolonged and ongoing emergency, such as a health emergency (norovirus, serious illness, pandemic, etc.), can be provided via the College's website. This website would contain specific status update information along with links to public health agencies (for example) or other relevant entities.

Emergency Mass Notification System (EMNS) Testing and Registration

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

Students, staff, and faculty are informed of the College's EMNS program and evacuation processes annually during training and through written notification. This includes dissemination of information about how to respond during the activation of the EMNS in response to a significant incident on campus or within the immediate area of the campus that potentially directly impacts the safety of campus community members. These information sessions have been built into first-year orientation, Residential Education student staff training, and new employee/faculty orientations. Campus Safety Officers additionally test evacuation procedures for all residence halls, fraternities, and academic/administrative buildings at least once each semester as part of Campus Safety's fire drill and safe evacuation programs.

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

Faculty and Staff participation is opt-in. Faculty and Staff must register through CNAV:

- Log onto CNAV, from the My Place drop-down menu, select Emergency Notification Settings; enter your cell-phone number (with area code) in the fields under "Cell Phone Number", and click "Update."
- If you do not currently receive the EMNS notification, then you are not in the system and should sign up if you want to receive future notifications.
- Users should keep in mind that changes may take a few days to take effect.

ALCOHOL/DRUG POLICIES

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

Alcohol Policy– Possession, Use, Sale, and Enforcement

Students are expected to use alcohol in a safe responsible manner consistent with federal law and the laws of Pennsylvania. Possession, use, sale, manufacturing, or distribution of alcoholic beverages except as permitted by law and expressly permitted by college policy, is prohibited. Alcoholic beverages may not, in any circumstances be used by, possessed by or distributed or sold to any person under twenty-one (21) years of age. Students who are of legal drinking age cannot store alcohol in common or shared areas of residential buildings that are accessible to all residents. Alcohol is not permitted in any first-year residence halls, except for the rooms of sophomore, junior and senior students who are of legal drinking age.

Students who are 21 or older are permitted to possess or consume alcohol at registered student events held in accordance with the College's Social Event Policy or in college residences including residence halls, apartments, College houses, and fraternity houses.

Gettysburg College employees may not engage in the unlawful use, possession, sale, distribution, or furnishing of alcohol. Further, employees may not be intoxicated during working hours. Violations of this policy are subject to progressive disciplinary action, up to and including termination of employment, in consideration of the severity of the offense.

Campus Safety reports violations of law to the appropriate college department and works in collaboration with the state and local police, who are responsible for enforcing the laws of the Commonwealth of Pennsylvania, including laws relative to the possession, use, and sale of alcoholic beverages. This includes the enforcement of State underage drinking laws and Federal and State drug laws.

Student violations of the policies and guidelines pertaining to alcohol specified in the Gettysburg College Community Standards will result in sanctions appropriate to the degree of the violation. Sanctions will increase in severity for repeated violations. Student sanctions will include, but are not limited to warnings, fines, education, referrals for counseling, community service, conduct probation, loss of privileges, residence hall relocation / separation, suspension, or expulsion from the college.

Commonwealth law states that a person who is under 21 years of age and who attempts to purchase, purchases, consumes, possesses, or who knowingly and intentionally transports any alcohol, liquor, or malt beverages commits a summary offense. A person who is under 21 who misrepresents their own age to a licensed dealer or other persons who sell or furnish intoxicating liquor constitutes a summary offense for a first violation, and a misdemeanor of the third degree for any subsequent violation. Any person who misrepresents on behalf of a person under 21 to be of legal age to cause a licensed dealer or other person to sell or furnish intoxicating liquors to the underage person commits a misdemeanor of the 3rd degree on the first violation. A person also commits a third-degree misdemeanor for selling or providing alcoholic beverages to a known minor.

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

Locally, there is a Gettysburg Borough open container ordinance prohibiting carrying opened containers of alcohol in public areas. The Gettysburg Borough Police may charge anyone in violation of this ordinance.

Drug Policy—Possession, Use, Sale, and Enforcement

The possession, use, transmission, cultivation, sale, manufacturing, or distribution of marijuana, heroin, narcotics, illicit drugs, or other controlled substances by students and employees is prohibited. Conspiring in or facilitating the sale of drugs, distribution, and/or manufacturing is also a violation of the Drug Use Policy. Possession of drug paraphernalia is prohibited.

Students and employees are prohibited from the use of medical marijuana on campus and at college-sponsored activities. In addition, students and employees must utilize prescription and over-the-counter medication according to the prescribed instructions. Use, possession, distribution, manufacture or dispensing of prescription drugs without a prescription is prohibited and unlawful.

The College supports the laws of the Commonwealth of Pennsylvania. Student violations of the policies and guidelines pertaining to drugs specified in the Gettysburg College Community Standards 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, warning, fines, education, referrals for counseling, community service, probation, residence hall separation, suspension, or expulsion from the College.

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.

Campus Safety reports violations of law to the appropriate college department and works in collaboration with state and federal law enforcement and local police, who are responsible for enforcing the laws of the Commonwealth of Pennsylvania, including laws relative to the possession, use, and sale of narcotics and controlled substances. Violations of law may subject students and employees to arrest and prosecution separate from any college disciplinary procedure.

When students are receiving Federal Title IV financial aid (including Federal Pell Grants and Federal Direct Student Loans), it is their responsibility to inform the Financial Aid Office within five days of any criminal illegal drug statute conviction.

The Student Handbook, including the Community Standards and Conduct Procedures may also be found online at: <https://www.gettysburg.edu/offices/student-rights-responsibilities/student-handbook/>

The Employee Handbook and Standards of Conduct may be found online at: <https://www.gettysburg.edu/offices/human-resources/guidelines-procedures/employee-handbook/>

Drug Free Schools and Communities Act (DFSCA) Compliance

Gettysburg College's Drug and Alcohol Abuse Prevention Program (DAAPP) is emailed to all employees and all students at the beginning of both the fall and spring academic semesters. A copy of the most current DAAPP can also be reviewed and obtained by contacting the Offices of Human Resources or Student Rights and Responsibilities:

- Contact the Office of Human Resources (HR) by dialing (717) 337-6202, or on-campus extension 6202, or in person at the HR office located on the ground floor of Penn Hall
- Contact the Office of Student Rights and Responsibilities by dialing (717) 337-6921, or on-campus extension 6921, or in person at the College Life Office Suite, located in the College Union Building (CUB), Room 220

Information related to alcohol and other drug use can be found online at:

<https://www.gettysburg.edu/offices/student-rights-responsibilities/alcohol-drug-use-information/>.

Additional alcohol and drug policies, standards of conduct, applicable disciplinary sanctions, health risks, counseling and treatment, processes, goals, and objectives can be found within the DAAPP. The biennial report, developed in accordance with the Drug Free Schools and Communities Act (DFSCA) of 1989, may also be obtained by contacting the Offices of Human Resources or Student Rights and Responsibilities.

Alcohol and Other Drugs (AOD) Education and Outreach

- The College prohibits or limits student social events with alcohol during the first 2-3 weeks of the fall semester
- The College requires all incoming First Year students to complete Alcohol-Wise, an online educational tutorial
- The College provides substance-free housing. Upper-class students can elect to live in a building devoted to substance free, healthy living. First Year students can elect to live with a roommate who also subscribes to a substance-free lifestyle.
- Through non-alcoholic programming, student organizations and student government promote healthy norms.
- The Residential Education staff conduct one-on-one "GChats" with all First Year and Sophomore students where they can openly discuss issues of alcohol use to promote a healthy self and environment
- Educational sanctions for violations of college policy can be completed with a Drug and Alcohol Counselor with approval from College Life
- The College's social event policy requires that organizations, such as fraternities, register events with alcohol. Organizations are required to have TIPS-trained servers and designate sober monitors. In addition, Campus Safety conducts pre- and post-event walkthroughs. Quantities of alcohol are also limited by the number of people expected to attend the event.
- The College has a venue where it serves alcohol to students. Students are required to show that they are 21 years of age or older. In addition, students are limited to one drink (beer or wine) for every hour of the event. Events involving the College serving alcohol must be approved by a committee of student affairs administrators. These events are limited to Friday and Saturday nights.

VIOLENCE AGAINST WOMEN (VAWA) REAUTHORIZATION

SEXUAL MISCONDUCT POLICIES, SERVICES, RESOURCES, AND PROTOCOLS

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

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

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

Domestic Violence: A Felony or misdemeanor crime of violence committed by—

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

For the purposes of complying with the requirements of this section and §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Crime of Violence: According to Section 16 of Title 18 of the United States Code, the term "crime of violence" means:

- An offense that has an element of the use, attempted use, or threatened use of physical force against the person or property of another; or,
- Any other offense that is a felony and that, by its nature, involves a substantial risk that physical force against the person or property of another may be used in the course of committing the offense.

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

The existence of such a relationship shall be based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction

between the persons involved in the relationship.

For the purposes of this definition—

- Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse
- Dating violence does not include acts covered under the definition of domestic violence

For the purposes of complying with the requirements of this section and §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

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

- **Rape** is defined as the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim
- **Fondling** is defined as the touching of the private parts of another person for the purposes of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental incapacity
- **Incest** is defined as sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law
- **Statutory Rape** is defined as sexual intercourse with a person who is under the statutory age of consent

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

- Fear for the person's safety or the safety of others
- Suffer substantial emotional distress

For the purposes of this definition—

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

For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

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

Sexual Assault: The state of Pennsylvania defines Sexual Assault 18 Pa CS 3124.1 as engaging in sexual intercourse or deviate sexual intercourse with a person without the person's consent. The crimes defined under Pennsylvania law as rape 18 Pa CS §3121 and involuntary deviate sexual intercourse 18 Pa CS §3123 are not included in this definition and are considered separate crimes.

Domestic Violence/Abuse: Pennsylvania law 23 Pa CSA §6102 defines domestic abuse as knowingly, intentionally, or recklessly causing bodily injury of any kind, causing fear of bodily injury of any kind, assault (sexual or not sexual), rape, sexually abusing minor children, or knowingly engaging in a repetitive conduct toward a certain person that puts them in fear of bodily injury. These acts can take place between family or household members, sexual partners or those who share biological parenthood to qualify as domestic abuse.

Dating Violence: The state of Pennsylvania does not have a definition of Dating Violence.

Stalking: Pennsylvania law 18 Pa CS § 2709.1 defines Stalking when a person either:

- engages in a course of conduct or repeatedly commits acts toward another person, including following the person without proper authority, under circumstances which demonstrate either an intent to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person
- engages in a course of conduct or repeatedly communicates to another person under circumstances which demonstrate or communicate either an intent to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person

Consent: The state of Pennsylvania defines Ineffective Consent as 18 Pa CS §311 (c):

Ineffective consent — Unless otherwise provided by this title or by the law defining the offense, assent does not constitute consent if:

- it is given by a person who is legally incapacitated to authorize the conduct charged to constitute the offense.
- it is given by a person who by reason of youth, mental disease or defect or intoxication is manifestly unable or known by the actor to be unable to make a reasonable judgment as to the nature or harmfulness of the conduct charged to constitute the offense.
- it is given by a person whose improvident consent is sought to be prevented by the law defining the offense
- It is induced by force, duress or deception of a kind sought to be prevented by the law defining the offense

The state additionally provides descriptors commonly associated with Consent as part of its full definition when describing the offense of Rape **18 Pa CS §3121**:

Rape Offense defined — A person commits a felony of the first degree when the person engages in sexual intercourse with a complainant:

- By forcible compulsion
- By threat of forcible compulsion that would prevent resistance by a person of reasonable resolution

- Who is unconscious or where the person knows that the complainant is unaware that sexual intercourse is occurring
- Where the person has substantially impaired the complainant's power to appraise or control his or her conduct by administering or employing, without the knowledge of the complainant, drugs, intoxicants, or other means for the purpose of preventing resistance
- Who suffers from a mental disability which renders the complainant incapable of consent

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

The Pennsylvania Uniform Crime Reporting Act requires that institutions classify, count, and submit to the Pennsylvania State Police statistics on the above defined Pennsylvania crimes as follows:

Rape — Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. Statutory offenses (no force used, victim under the age of consent) are excluded.

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

Definitions under the College's Title IX Policy

Title IX Sexual Harassment is defined as conduct:

- on the basis of sex
- that occurs within the College's educational program or activity
- within the United States

involves:

- a college employee conditioning the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct
- unwelcome conduct that is determined by a reasonable person to be so severe, pervasive, and objectionably offensive that it effectively denies a person equal access to the College's educational program or activity
- Sexual Assault
- Dating Violence
- Domestic Violence
- Stalking

Sexual Assault as defined in **20 U.S.C. § 1092(f)(6)(A)(v)**, "means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting [UCR] system of the Federal Bureau of Investigation [FBI]."

- **Rape:** The carnal knowledge of a person, without the consent of the victim, including

instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

- **Sodomy:** Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
- **Sexual Assault with An Object:** To use an object or instrument to unlawfully penetrate however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
- **Fondling:** The touching of the private parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- **Incest:** Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape:** Nonforcible sexual intercourse with a person who is under the statutory age of consent.

Dating Violence is violence committed by a person:

- who is or has been in a social relationship of a romantic or intimate nature with the victim where the existence of such a relationship shall be determined based on a consideration of the following factors:
- the length of the relationship
- the type of relationship
- the frequency of interaction between the persons involved in the relationship

Domestic Violence includes:

felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person:

- with whom the victim shares a child in common
- who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner
- similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies
- by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction

Stalking means:

engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

- fear for his or her safety or the safety of others

- suffer substantial emotional distress.

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

Consent: Consent to engage in sexual activity must exist from beginning to end of each instance of sexual activity. Consent is demonstrated through mutually understandable words and/or actions that clearly indicate a willingness to engage in, and continue to engage in, a specific sexual activity. To be valid, consent must be knowing, voluntary, active, present, and ongoing.

To give consent, a person must be awake, of legal age, and have the capacity to reasonably understand the nature of their actions. Individuals who are physically or mentally incapacitated cannot give consent. Some indicators that an individual is incapacitated due to intoxication may include, but are not limited to, vomiting, unresponsiveness, inability to communicate coherently, inability to dress/undress without assistance, inability to walk without assistance, slurred speech, loss of coordination, or inability to perform other physical or cognitive tasks without assistance. When alcohol is involved, incapacitation is a state beyond drunkenness or intoxication. When drug use is involved, incapacitation is a state beyond being under the influence of or impaired by the use of the drug. Alcohol and other drugs impact individuals differently. Determining whether an individual is incapacitated requires individualized determination.

Silence, without actions evidencing permission, does not demonstrate consent. Where force or coercion is alleged, the absence of resistance does not demonstrate consent. The responsibility of obtaining consent rests with the person initiating sexual activity. The College encourages verbal consent to be always present at each step of sexual activity.

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

When determining whether a person has the capacity to provide consent, the College will consider whether a sober, reasonable person in the same position knew or should have known that the other party could or could not consent to the sexual activity. When determining whether consent has been provided, all the circumstances of the relationship between the parties will be considered.

How to Be an Active Bystander

Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.

Bystanders play a critical role in the prevention of sexual and relationship violence. They are “individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it.”³ We want to promote a culture of

³ Burn, S.M. (2009). A situational model of sexual assault prevention through bystander intervention. *Sex Roles*, 60, 779-792

community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. Below is a list⁴ of some ways to be an active bystander. If you or someone else is in immediate danger, call Campus Safety at (717) 337-6911, or the local police by dialing 911. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

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

Risk Reduction

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

- **Be aware** of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
- Try to **avoid isolated areas**. It is more difficult to get help if no one is around.
- **Walk with purpose**. Even if you don't know where you are going, act like you do.
- **Trust your instincts**. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
- **Try not to load yourself down** with packages or bags as this can make you appear more vulnerable.
- Make sure **your cell phone is with you and charged** and that you have cab money and/or an on-demand driver app loaded.
- **Don't allow yourself to be isolated** with someone you don't trust or someone you don't know.
- **Avoid putting music headphones in both ears** so that you can be more aware of your surroundings, especially if you are walking alone.
- When you go to a social gathering, **go with a group of friends**. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
- **Trust your instincts**. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).

⁴ Bystander intervention strategies adapted from Stanford University's Office of Sexual Assault & Relationship Abuse

- **Don't leave your drink unattended** while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, just get a new one.
- **Don't accept drinks from people you don't know or trust.** If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from punch bowls or other large, common open containers.
- **Watch out for your friends, and vice versa.** If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get them to a safe place immediately.
- If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.). Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).
- If you need to get out of an uncomfortable or scary situation, here are some things that you can try:
 - Remember that being in this situation is not your fault. You did not do anything wrong; it is the person who is making you uncomfortable that is to blame.
 - Be true to yourself. Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
 - Have a code word with your friends or family so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
 - Lie. If you don't want to hurt the person's feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
- Try to think of an escape route. How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
- If you and/or the other person have been drinking, you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

Programs to Prevent Domestic Violence, Dating Violence, Sexual Assault, and Stalking

The College engages in comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault, and stalking that:

- Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research, or assessed for value, effectiveness, or outcome; and

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

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

- Clearly communicate that the institution prohibits the crimes of domestic violence, dating violence, sexual assault, and stalking (as defined by the Clery Act).
- Provide the definitions of domestic violence, dating violence, sexual assault, and stalking according to any applicable jurisdictional definitions of these terms.
- Define consent and describe what behaviors and actions constitute consent, in reference to sexual activity as defined by the student and employee codes of conduct.
- Provide a description of safe and positive options for bystander intervention. Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.
- Provide information on risk reduction. Risk reduction means options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims to promote safety and to help individuals and communities address conditions that facilitate violence.
- Provide an overview of information contained in the Annual Security and Fire Safety Report in compliance with the Clery Act.
- Provide information regarding:
 - procedures victims should follow if a crime of domestic violence, dating violence, sexual assault, or stalking occurs (as described in "**Procedures Victims Should Follow if a Crime of Domestic Violence, Dating Violence, Sexual Assault and Stalking Occurs**" elsewhere in this Annual Report);
 - how the institution will protect the confidentiality of victims and other necessary parties (as described in "**Assistance for Victims: Rights and Options**" elsewhere in this Annual Report);
 - existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both in the institution and in the community (as described in "**Assistance for Victims: Rights and Options**" elsewhere in this Annual Report); and
 - options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures (as described in "**Assistance for Victims: Rights and Options**" elsewhere in this Annual Report).
 - procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking (as described in "**Adjudication of Violations**" elsewhere in this Annual Report).

Primary Prevention and Awareness Programs

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

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

Ongoing Prevention and Awareness Campaigns

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

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

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

- **Online Education:** First year students complete online learning created by the Office of Sexual Respect and Title IX to learn effective ways to prevent and report sexual assault on our campus. In addition, all returning upper-class students also complete online learning prior to their return to campus in the Fall semester. Employees receive annual training from the Offices of Human Resources and Sexual Respect and Title IX; for those who do not attend in-person training, online education is offered through an online module. Students and employees who are Campus Security Authorities may opt for online Clery Act training, provided by D. Stafford and Associates or the Clery Center, in lieu of in-person training.
- **Educational Programming:** Incoming first year students are encouraged to attend at least one Violence Prevention/Consent program each semester. These programs include,

consent education, bystander intervention training, self-defense workshops, and other interactive educational workshops geared to providing personal tools to reduce and prevent violence.

- **Campus Safety Community Outreach:** Campus Safety offers crime prevention and security awareness programming to the campus community. Campus Safety also provides programming specific to sexual assault, domestic violence, dating violence, and stalking awareness programs for students.
- **Peer Education Monologues/Orientation Performances:** Performed focus on alcohol and other drugs, in addition to educating on sexual violence and bystander intervention.
- **Bystander Intervention Workshops:** Bystander Intervention presentations help people understand what stops us from intervening in potentially harmful situations and provide tools to intervene. These workshops cover ways to end power-based personal violence. Bystander Intervention workshops cover bystander effects and ways to decide to act when we see someone in need. Participants leave with practical tips to intervene.
- **Awareness Programming:** The College provides various domestic violence awareness programs and sexual assault awareness programs throughout the academic year. Programming such as, Take Back the Night, Sexual Assault Prevention Fair, and presentations by experts in the field are conducted annually. During the 2020-2021 academic year these programs were able to be offered again after the pandemic impacted the spring 2020 programming.

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

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

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

It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours, so that evidence may be preserved that may assist in proving that the alleged criminal offense occurred/or is

occurring, or may be helpful in obtaining a protection order. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted infections. Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs, or other copies of documents, if they have any, that would be useful to college adjudicators/investigators or local police.

Involvement of Law Enforcement and Campus Authorities

Although the College strongly encourages all members of its community to report violations of this policy to Campus Safety and the Gettysburg Borough Police, it is the victim's choice whether to make such a report. Furthermore, victims have the right to decline to notify law enforcement.

However, Campus Safety will assist any victim with notifying law enforcement if the victim so desires. The Gettysburg Borough Police Department may also be reached directly by calling (717) 334-1168 during normal business hours, or 911 during off hours or in emergency situations; or in person at the Gettysburg Borough Office located at 59 East High Street in Gettysburg. Additional information about the Gettysburg Borough Police department may be found online at: <https://www.gettysburgpa.gov/policepublic-safety>.

NOTE: In the State of Pennsylvania, employees of institutions of higher learning who suspect incidents of child abuse (including incidents of suspected child sex abuse) must report such incidents to the Department of Public Welfare's Child Line (800-932-0313) and then to their supervisor.

Pennsylvania recognizes matriculated students under the age of 18 as "children" for purposes of this law and, as such, the college is mandated to report a criminal complaint of abuse or sexual abuse involving any student victim under the age of 18 immediately to ChildLine. Authorities may notify the victim's parents or guardians as stipulated by law. The obligation to report applies when the subject of suspected abuse is under the age of 18, regardless of whether the person is an employee, matriculated student, participant in youth camp or overnight guest.

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

If you have been the victim of domestic violence, dating violence, sexual assault, or stalking, you should report the incident promptly to the Title IX Coordinator (office: College Union Building, Room 290; phone: 717-337-6907) by calling, writing, or coming into the office to report in person. You may also use the online reporting form at: <https://www.gettysburg.edu/reportconcern>. Reports of all domestic violence, dating violence, sexual assault, and stalking made to Campus Safety will automatically be referred to the Title IX Coordinator for review. The Title IX Coordinator is not a confidential reporting entity and is required to report criminal incidents to Campus Safety.

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

The College has procedures in place that serve to be sensitive to victims who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges; as well as the availability of counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, and other services on- and/or off-campus; as well as additional remedies to prevent contact between a complainant and an accused party, such as housing,

academic, transportation and working accommodations, if reasonably available. The College will make such accommodations, if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to local law enforcement. Students and employees should contact the Title IX Coordinator (office: College Union Building, Room 290; phone: 717-337-6907) by calling, writing, or coming into the office to report in person. The Title IX Coordinator will collaborate and coordinate with the Executive Director of Human Resources for employee cases.

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

Incident Being Reported	Procedures Institution Will Follow
Sexual Assault	<ol style="list-style-type: none"> 1. Depending on when reported (immediate vs delayed report), institution will provide victim with access to medical care 2. Institution will assess immediate safety needs of the victim. 3. Institution will assist the victim with contacting local police if complainant requests AND provide the victim with contact information for local police department. 4. Institution will provide the victim with referrals to on- and off-campus mental health providers. 5. Institution will assess need to implement interim or long-term protective measures, if appropriate 6. Institution will provide the victim with a written explanation of the victim's rights and options. 7. Institution will provide a "No trespass" (PNG) or "No Contact" directive to accused party if deemed appropriate. 8. Institution will provide written instructions on how to apply for Protective Order 9. Institution will provide a copy of the policy applicable to Sexual Assault to the victim and inform the victim regarding timeframes for inquiry, investigation, and resolution. 10. Institution will inform the victim of the outcome of the investigation, whether the accused will be administratively charged, and what the outcome of the hearing is, if an investigation and formal resolution are requested by the victim. 11. Institution will enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for reporting sex-based discrimination or for assisting in the investigation.
Stalking	<ol style="list-style-type: none"> 1. Institution will assess immediate safety needs of the victim. 2. Institution will assist the victim with contacting local police if complainant requests AND provide the victim with contact information for local police department. 3. Institution will provide written instructions on how to apply for Protective Order. 4. Institution will provide written information to the victim on how to preserve evidence. 5. Institution will assess need to implement interim or long-term protective measures to protect the victim, if appropriate 6. Institution will provide the victim with a written explanation of the victim's rights and options. 7. Institution will provide a "No trespass" (PNG) or "No Contact" directive to accused party if deemed appropriate.

Incident Being Reported	Procedures Institution Will Follow
Dating Violence	<ol style="list-style-type: none"> 1. Institution will assess immediate safety needs of the victim. 2. Institution will assist the victim with contacting local police if victim requests AND provide the victim with contact information for local police department. 3. Institution will provide written instructions on how to apply for Protective Order 4. Institution will provide written information to the victim on how to preserve evidence. 5. Institution will assess need to implement interim or long-term protective measures to protect the victim, if appropriate 6. Institution will provide the victim with a written explanation of the victim's rights and options. 7. Institution will provide a "No trespass" (PNG) or "No Contact" directive to accused party if deemed appropriate.
Domestic Violence	<ol style="list-style-type: none"> 1. Institution will assess immediate safety needs of the victim. 2. Institution will assist the victim with contacting local police if victim requests AND provide the victim with contact information for local police department. 3. Institution will provide written instructions on how to apply for Protective Order 4. Institution will provide written information to the victim on how to preserve evidence. 5. Institution will assess need to implement interim or long-term protective measures to protect the victim, if appropriate 6. Institution will provide the victim with a written explanation of the victim's rights and options. 7. Institution will provide a "No trespass" (PNG) or "No Contact" directive to accused party if deemed appropriate.

Facilitated Anonymous Reporting through the Counseling Center/Pastoral Counselors/Victim Services Advocates

Professional Counselors assigned to the Counseling Center, Victim Services Advocates who are trained as sexual assault counselors, and practicing pastoral counselors are confidential resources and do not report incidents. In their capacity and function, they do not make identifiable reports of incidents to the official on-campus resources unless the student specifically requests them to do so; however, the College encourages counselors to inform students that they can report incidents of crime to Campus Safety, which can be done directly or anonymously (as described in "[Anonymous and Confidential Reporting](#)" elsewhere in this Annual Report). Students may request the Counseling Center to facilitate anonymous reporting using an internal form designed to capture general details about the incident (date, time, location, and brief description of the incident type) for inclusion in the College's Annual Security and Fire Safety Report.

Anonymous Online Reporting

Students and employees of the college may additionally file a report about sexual misconduct anonymously through the college's online reporting system (as described in "[Anonymous and Confidential Reporting](#)" elsewhere in this Annual Report), but note, while anonymous reports are accepted, the College's ability to address the misconduct reported in this manner is significantly limited. The amount of detail provided in these reports may enable the College to initiate an investigation into the circumstances surrounding the report. Such an investigation may jeopardize the anonymity of the reporting person or complainant.

Employee Assistance Program

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

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

Assistance for Victims - Rights & Options

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

Such written information will include:

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

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

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

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

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

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

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

Protection from Abuse (PFA)

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

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

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

The Protection of Victims of Sexual Violence or Intimidation (PSVI) Act defines sexual violence as conduct between persons who are not family or household members that constitutes one of the following crimes:

- Sexual offenses
- Endangering the welfare of children if the offense involved sexual contact with the victim
- Corruption of minors
- Sexual abuse of children
- Unlawful contact with minor
- Sexual exploitation of children

Sexual Violence Protection Order (SVPO)

An SVPO is a civil order designed to protect victims of sexual violence from further abuse and/or intimidation, regardless of whether criminal charges have been filed against the perpetrator. Adults and minors (with a parent or guardian to file on their behalf) can petition for an SVPO. Similar in many ways to a Protection from Abuse order or PFA, the key difference is that there is no relationship requirement between the alleged perpetrator and the victim. (While PFAs require an intimate or household relationship between the two parties, an SVPO does not, and is available to all victims of sexual violence.) Examples of situations where the SVPO may be appropriate relief:

- A victim is sexually assaulted by a co-worker (not related or in a relationship, not household members)
- A student is sexually assaulted by another student
- A tenant is fondled by a landlord
- A college student (an adult) who was sexually assaulted experiences harassment from the perpetrator's friends after reporting the assault

Protection from Intimidation (PFI) Order

Definition of intimidation under the PSVI Act can be described as harassment or stalking (according to statutes) of a minor (under the age of 18) by an adult (18 or older), when there is no family, dating, intimate, or household relationship between them. The PFI order was created to protect minors who have experienced harassment or stalking when the offender is age 18 or older. An adult (parent or guardian) must petition for the PFI order on the minor's behalf. Examples of situations where the PFI order may be the appropriate relief:

- A child victim whose offender repeatedly drives by the bus stop.
- A teen athlete is stalked by an adult coach.
- A teen is harassed online by a teacher.

Both SVPOs and PFIs prohibit an offender from having any contact with the victim. Protections can include preventing the offender from entering the victim's home, workplace, or school. Both orders can also be expanded to prevent intimidation/contact from a third party on behalf of the offender, or extend protection to related parties, such as parents, siblings, or children of the victim. The SVPO and PFI orders may be entered for up to 36 months.

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

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

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

Accommodations and Protective Measures Available for Victims

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

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

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

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

- **Students:** Contact the Title IX Coordinator and/or Director for Student Rights and Responsibilities for assistance.
- **Employees/Faculty:** Contact the Office of Human Resources and/or Provost Office (depending upon employment status).

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

Confidentiality

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

Regardless of whether a victim has opted-out of allowing the College to share "directory information," personally identifiable information (PII) about the victim and other necessary parties will be treated as confidential and only shared with persons who have a specific need-to-know; i.e., those who are investigating/adjudicating the report or those involved in providing support services to the victim, including accommodations and protective measures. By only sharing personally identifiable information with individuals on a need-to-know basis, the institution will maintain as confidential any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

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

On- and Off-campus Services for Victims

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

These resources include the following:

ON CAMPUS RESOURCE	Employees	Students
Counseling/ Mental Health		Gettysburg College Counseling Services Phone: 717-337-6960 *Confidential Resource (Can make recommendations for local confidential counseling and psychiatric services in the local area)
Health Services		Gettysburg College Health Center by WellSpan Phone: 717-337-4105 *Confidential Resource
Title IX Coordinator	Title IX: 717-337-6907 Human Resources: 717-337-6211	Title IX: 717-337-6907
Victim Services Advocate (VSA)	Adams County Empowerment Center Hotline: 888-772-7227 *Confidential Resource Safe Home Hotline: 717-632-0007 *Confidential Resource	Adams County Empowerment Center Hotline: 888-772-7227 *Confidential Resource Safe Home Hotline: 717-632-0007 *Confidential Resource
Ombudsperson	Email: ombuds@gettysburg.edu Phone: 717-337-7099 *Confidential Resource	
Visa and Immigration Assistance/ International Student Support and Services	Pennsylvania Immigration Resource Center Phone: 717-600-8099 Pennsylvania Department of Community and Economic Development (Immigration) https://dced.pa.gov/business-assistance/international/investment/immigration	Director of International Student Services Phone: 717-337-6377
Student Financial Aid		Financial Aid Office Phone: 717-337-6611
Gender and LGBTQA Advocacy and Education		Gender and Sexuality Resource Center Phone: 717-337-6991
Pastoral Counseling		Campus Chaplain Phone: 717-337-6280 *Confidential Resource
Campus Safety	Non-Emergency Phone: 717-337-6912 Emergency Phone: 717-337-6911	Non-Emergency Phone: 717-337-6912 Emergency Phone: 717-337-6911

ON CAMPUS RESOURCE	Employees	Students
Dean of Students		Associate Vice President for College Life & Dean of Students Phone: 717-337-6908
Office of Multicultural Engagement		Director of Multicultural Engagement Phone: 717-337-6311
Sexual Misconduct Resource Site	www.gettysburg.edu/sexualmisconductresource	www.gettysburg.edu/sexualmisconductresource
Facilitated Anonymous Reporting		A student can go to Counseling, the VSA, or the campus Chaplain to submit an anonymous report. The amount of detail provided in an anonymous report will determine the College's ability to investigate or respond.

OFF CAMPUS	Employees	Students
Counseling/ Mental Health	Employee Assistance Program (EAP) General Assistance: 866-227-6527 Critical Situations: 800-673-2496 <i>*Confidential Resource</i>	
Health Services	Gettysburg Hospital (WellSpan) Phone: 717-334-2121	Gettysburg Hospital (WellSpan) Phone: 717-334-2121
Victim Advocacy	Adams County Sexual Assault Services Hotline: 888-772-7227 Safe Home Domestic Violence Hotline Hotline: 717-632-0007 Victim Witness Services of Adams County Phone: 717-337-9844	Adams County Sexual Assault Services Hotline: 888-772-7227 Safe Home Domestic Violence Hotline Hotline: 717-632-0007 Victim Witness Services of Adams County Phone: 717-337-9844
Legal Assistance	MidPenn Legal Services (Gettysburg) Phone: 717-334-7624 or 800-326-9177 PA Coalition Against Rape Sexual Violence Legal Assistance Project: 717-901-6784	MidPenn Legal Services (Gettysburg) Phone: 717-334-7624 or 800-326-9177 PA Coalition Against Rape Sexual Violence Legal Assistance Project: 717-901-6784
Visa and Immigration Assistance	Pennsylvania Immigration Resource Center Phone: 717-600-8099 Pennsylvania Department of Community and Economic Development (Immigration) https://dced.pa.gov/business-assistance/international/investment/immigration	United States Citizenship and Immigration Service 30 N. 41 st Street, Philadelphia, PA 19104 Phone: 800-375-5283
Gettysburg Police	Adams County Emergency Center, Phone: 911	Adams County Emergency Center, Phone: 911

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

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

<https://www.thehotline.org> – National Domestic Violence Hotline

<https://www.justice.gov/ovw/sexual-assault> - Department of Justice

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

Adjudication of Violations

The College's disciplinary process includes a prompt, fair, and impartial investigation and resolution process. In all instances, the process will be conducted in a manner that is consistent with the institution's policy and that is transparent to the accuser and the accused. College officials involved in the investigation or adjudication of domestic violence, dating violence, sexual assault, and stalking complaints are trained annually on the issues related to domestic violence, dating violence, sexual assault, and stalking, as well as how to conduct an investigation and hearing process that protects the safety of the victim and promotes accountability. Furthermore, each policy provides that:

1. The complainant and the respondent will have timely notice for meetings at which the complainant or respondent, or both, may be present.
2. The complainant, the respondent, and appropriate officials will have timely and equal access to any information that will be used during formal and informal disciplinary meetings and hearings.
3. The institutional disciplinary procedures will not be conducted by officials who have a conflict of interest or bias for or against the complainant or the respondent.
4. The complainant and the respondent will have the same opportunities to have others present during any institutional disciplinary proceeding. The complainant and the respondent each have the opportunity to be advised by an advisor of their choice at any stage of the process and to be accompanied by that advisor to any related meeting or proceeding. The College will not limit the choice of advisor or presence for either the complainant or the respondent in any meeting or institutional disciplinary proceeding. An Advisor is someone who acts as an advisor to the Complainant or Respondent involved in an investigation or disciplinary proceeding under the College's policies. The Advisor is permitted to be a part of any meetings their student may have. The Advisor can be, but does not have to be, an attorney. College employees who provide confidential support services (Counseling/Health Services staff and pastoral counselors) or have an actual or perceived conflict of interest (the Title IX Coordinator, Campus Safety, and the Dean of Students, for example) may not serve as Advisors. A student or employee should select as an advisor a person whose schedule allows attendance at the scheduled date and time for any meetings, because delays will not normally be allowed due to the scheduling conflicts of an advisor.
5. Under the College's Sexual Misconduct Policy, the Advisor may not speak aloud during meetings involving the student and an investigator/adjudicator but may confer quietly or by means of written notes with their advisee. The Student Conduct Administrator keeps a list of trained Advisors. Although the Parties are not required to select a trained Advisor, because knowledge of the disciplinary process is important to the Advisor's role, it is highly recommended that they do so. The Complainant and Respondent are not obligated to accept the counsel of an Advisor.
6. Under the College's Title IX Policy, the Advisor may not speak aloud during meetings involved with the student and the investigator but may confer quietly or by means of written notes with their advisee. During the live hearing under the College's Title IX Grievance Process, the Advisors of the complainant and the respondent will present cross examination questions to the other parties. This cross examination must be conducted by an Advisor and cannot be conducted by the Complainant or Respondent. If either party

does not have an Advisor at the time of the live hearing under the Title IX Grievance process, then the College will provide an Advisor to the Party.

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

If the Victim Does Not Wish to Pursue Resolution

All reported cases of sexual misconduct will be referred to the Title IX Coordinator for a preliminary assessment. In cases where the Victim does not wish to become a Complainant, the College has two (2) options:

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

Whether or not criminal charges are filed, the College or a person may file a complaint under the sexual misconduct and grievance procedures outlined in the following section, depending upon the status of the accused (student or employee).

Under the College's Title IX Policy, if the complainant does not wish to pursue a resolution, the College may dismiss a Formal Complainant or any allegations therein, if at any time during the investigation, the complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the Formal Complaint or any allegations therein. The Title IX Coordinator may sign a Formal Complaint to initiate the Title IX Grievance Process against a respondent if doing so is not unreasonable considering the known circumstances.

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

Organizational Behavior

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

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

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

Statement on Privacy

The College will protect the identity of persons who report having been victims of sexual assault, domestic violence, dating violence, or stalking (to the fullest extent of the law). Additionally, the College will take all reasonable steps to investigate and respond to the complaint consistent with any request for privacy or request not to pursue an investigation. However, its ability to do so may be limited based on the nature of the request by the Complainant. If the Victim requests anonymity or that the College does not pursue an investigation, the College must balance this request in the context of its responsibility to provide a safe environment for all College community members. In cases where the College cannot respect the wishes of the Victim, the College will consult with the Victim and keep them informed about the College's course of action.

If the report of misconduct discloses an immediate threat to the College campus community, where timely notice must be given to protect the health or safety of the community, the College will maintain the privacy of the Victim or Respondent's identities, understanding that in a small community a Campus Safety Alert may make members of the community feel known or singled out.

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

The College has designated individuals to evaluate requests for privacy once the College is aware of alleged sexual violence. That process is coordinated by the Title IX Coordinator.

INVESTIGATION OF REPORTS OF SEXUAL MISCONDUCT NOT COVERED UNDER TITLE IX GRIEVANCE PROCESS (STUDENT SEXUAL MISCONDUCT POLICY)

The Sexual Misconduct Grievance process will be used in cases where a student engaged in sexual misconduct that does not fall within the sexual harassment definition under Title IX or the jurisdiction of Title IX. For allegations where a faculty member or employee engaged in sexual misconduct that does not fall within the sexual harassment definition under Title IX or the jurisdiction of Title IX, the Employee Standards of Conduct will be used.

After the Complainant meets with the Title IX Coordinator to learn about their procedural options and what supportive measures are available to them, the Complainant can decide to move forward with an investigation of the reported behavior.

The College will take prompt action to investigate and adjudicate the complaint. A written notice of investigation will be given to the Complainant and the Respondent informing them of the allegations, possible policy violence, resources, supportive/interim measures, and their rights in the process at least five (5) business days prior to the investigation meeting.

After statements are provided to the Investigator by the Complainant and the Respondent, there will be an initial assessment of the information collected by the Investigator. The initial assessment will proceed to the point where a reasonable assessment of the safety of the individual and of the campus community can be made, and the College has sufficient information to determine the best course of action. The Title IX Coordinator will determine the appropriate manner of resolution, which may include Informal Resolution or Formal Resolution. The College does respect and consider the wishes of the Complainant regarding how and if to move forward with a Formal Resolution. In some circumstances, the College will need to move forward with a different process. If a decision is made as to how to resolve the matter that is different from what the Complainant prefers, the Title IX Coordinator will inform the individual(s) as appropriate. The Title IX Coordinator has the discretion to determine which method of resolution is appropriate.

The Title IX Coordinator may also dismiss the report if it is determined that the report does not allege facts that, if substantiated, would constitute a violation(s) of the College Sexual Misconduct policy.

Should it be determined that the complaint is resolved through a formal resolution, the investigation will continue. If it is determined that an informal resolution would be a more appropriate process for the complaint, then the Title IX Coordinator will meet with the Complainant to discuss that process. See Section VI for Informal Resolution for Sexual Misconduct.

During the investigative process, all Parties will have an opportunity to review the draft investigative report prior to it going to the Title IX Coordinator. The Parties will have ten (10) business days to review the draft of the investigative report and submit in writing comments about content, requests for additional meetings with the investigator to conduct further investigation or questions. The draft of the investigative report can be reviewed in its entirety by both Parties. The draft report should not be copied or shared beyond the Complainant and Respondent and their advisor of choice. Should there be a violation of this expectation, the alleged Party that copied or shared the documents may be held accountable through the Student Code of Conduct. This information will be included in the final documents that will be reviewed by the Title IX Coordinator and adjudicator(s); if applicable.

The Parties may request one (1) extension that may be granted, if reasonable, at the discretion of the investigator. Any extension granted to one Party will be granted to the other Party. Failure to make submissions within ten (10) business days or any approved extension will result in a forfeiture of the right to do so later. Both Parties will be provided with the final report, statements, and equal access to all evidence prior to the adjudication process.

If the Party wishes to participate in a police investigation, the College may wait a reasonable amount of time (usually 7 to 10 business days but could be extended at the request of the Police Chief or District Attorney or their designee) to allow the police to conduct initial fact finding and the gathering of evidence in the criminal investigation. The Campus Safety Director or designee and the Police Chief or designee may regularly confer on the status of an active investigation to ensure compliance with federal requirements while maintaining the integrity of any active criminal process.

The College will conduct a prompt, fair, impartial investigation in a timely manner designed to provide all Parties with resolution. However, there may be times when the process may take longer and the College will communicate on an on-going basis with the Parties a realistic timeline, and the circumstances regarding the same. In every investigation conducted under this policy, the burden is on the College—not on the Parties—to gather sufficient evidence to reach a fair, impartial determination as to whether sexual misconduct has occurred and, if so, whether a hostile environment has been created that must be redressed.

Investigations will be conducted by one or more of the following: Campus Safety, the Title IX Coordinator, an external investigator, or another investigator designated by the Dean of Students or Title IX Coordinator. This designee may be an employee of the College, an external investigator, or both. All reasonable efforts will be made to keep information private during the College's investigation and adjudication of a complaint. Investigators receive annual training on the issues related to dating violence, domestic violence, sexual assault, and stalking and on how to conduct an objective and impartial investigation and hearing processing that protects the safety of Complainants, promotes accountability, and ensures investigative techniques do not apply sex stereotypes and generalizations. Should a Complainant or Respondent feel that the investigator assigned to the report would not be able to be objective or impartial throughout the investigation, they must contact the Title IX Coordinator to request a different investigator be assigned to the report. The Title IX Coordinator will determine based on the concerns from the Complainant or the Respondent, if there is enough cause to have a different investigator assigned to the report.

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

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

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

At the conclusion of the investigation, the investigator will prepare the final report setting forth the facts gathered. The report will provide the scope of the reported incident, statements from the Parties involved in the incident, evidence provided to the investigator by the Parties involved, and an overview of facts in agreement and facts in contention.

Supportive Measures Overview

During the investigation and prior to the final determination, the College may take appropriate Supportive Measures to protect the Parties involved; after a fair assessment to determine the need for such Supportive Measures. Supportive Measures will be individualized and appropriate based on the initial information gathered by the Title IX Coordinator. A Complainant or Respondent may request a Supportive Measure, or the College may impose Supportive Measures at its discretion, to ensure the safety of all Parties, the College community, and/or the integrity of the process. Supportive Measures will be individualized and appropriate based on the information gathered by the Title IX Coordinator. These actions are not a presumption of responsibility for violation of the Sexual Misconduct and Relationship Violence Policy. Supportive Measures may be imposed whether or not formal disciplinary action is sought by the Complainant or the College.

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

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

Supportive Measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complainant or where no formal complainant has been filed. Supportive Measures are designed to restore or preserve equal access to the College's educational program or activity without unreasonably burdening the other Party, including measures designed to protect the safety of all Parties or the College's educational environment or deter sexual harassment.

Supportive Measures may include accessing counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restriction on contact between the Parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of campus, and other similar measures. Supportive Measures may also include any measure that can be arranged by the College, to the extent where reasonably available to ensure the safety and wellbeing of the Party affected by the prohibited conduct under this policy.

The implementation of Supportive Measures is coordinated by the Title IX Coordinator and are kept as confidential to the extent possible without impairing the ability for Supportive Measures to be implemented.

Types of Supportive Measures

Academic measures: Assistance in changing sections of a course, assistance in requesting a withdrawal or incomplete in a course, assistance in requesting alternative measures of completing coursework, and providing notice to faculty for flexibility during a certain time. Academic measures may also include leaves of absences or withdrawals from the College.

Housing measures: Relocating a student's College housing assignment pending the outcome of the Grievance Process. Housing measures may also include facilitating changes within on-campus options or exploring alternative housing options.

Restrictions from College activities and/or facilities. A Party may be denied, on a temporary basis, participation in a college activity or privilege for which they may be otherwise eligible as determined to be appropriate. A Party may also be prohibited from certain facilities including, but not limited to, academic buildings, fraternities, athletic facilities and/or practice and competition spaces, and transportation services.

Work or job assignment changes: Changes to a Party's work or job assignment (including internships) may be made on a temporary basis.

No-Contact Directive: All No-Contact Directives are mutual in nature, and both Parties receive written notification of when a No-Contact Directive is implemented. Generally, No Contact is defined as having no direct or indirect contact with another Party or Parties at any time. This includes, but is not limited to, communication that is written, verbal, or physical. Written communication is understood to include all electronic means of communication; including, but not limited to, email, instant messaging text messaging, and all forms of social media. Verbal communication includes phone calls and voice mail messages. A No-Contact Directive may include additional restrictions and terms. Violations of the No-Contact Directive will result in disciplinary action.

Emergency Removal: If there is an immediate threat to the physical health or safety of any student or other individual arising from an allegation of Title IX Sexual Harassment, the College may initiate emergency removal of the Respondent from the campus community.

For an emergency removal to take place, the College assesses the information that they have available to complete an individualized safety and risk analysis. This analysis includes determining if there is an immediate threat to the physical health and safety of an individual. Emotional or mental harm to a Complainant is not enough to warrant an emergency removal, and supportive measures can be provided to the Complainant. If the Respondent threatens their own physical health, that does warrant the ability to institute an emergency removal.

The Respondent is provided with notice of the removal and is provided with an opportunity to change the decision. The Respondent is provided five (5) business days to respond if they are challenging the emergency removal. The challenge may occur after the removal takes place and does not require a full hearing; rather the challenge/appeal will be submitted, and the Respondent will meet with the Dean of Students to be heard as to why they are challenging/appealing the emergency removal.

Informal Resolution for Sexual Misconduct Grievance Process

A Complainant may elect to pursue an informal resolution to a sexual misconduct complaint. The Title IX Director or Director of Student Rights and Responsibilities has the discretion to determine if it would be appropriate to resolve a complaint under the Sexual Misconduct Policy through informal resolution. An informal resolution is designed to officially resolve complaints promptly, and with mutual approval of all parties involved. Informal resolution process is voluntary and intended to be flexible while providing a range of possible outcomes.

Informal resolutions include, but are not limited to, online education courses, counseling sessions, other educational remedies or mediation of the complaint conducted by a trained facilitator of mediation and/or restorative conferencing, a Student Conduct Administrator and/or an Associate Dean for College Life.

Both the Complainant and Respondent must agree to engage in informal resolution. Either party can end the informal resolution process at any time, for any reason, and begin the formal resolution process. Formal resolution may not be initiated after the conclusion of informal resolution.

Outcomes of Informal Resolution

To initiate an informal resolution, both the complainant and the respondent must first meet with the Title IX Coordinator or designee to learn more about the resolution process prior to participating. The request for an informal resolution can be made at any time before, during, or after the start of an investigation. The request must be made in writing to the Title IX Coordinator. The informal resolution process may include, but is not limited to, the following outcomes:

- Facilitated agreement between the complainant and the respondent
- Formal restorative conference
- Informal restorative conference
- Counseling sessions
- Alcohol education
- Extension of No Contact Order
- Completion of education plan

The College reserves the right to stop the informal resolution process at any time and revert to the investigation. Agreements that are reached during the informal resolution process are documented, signed by the complainant and the respondent, and approved by the Title IX Coordinator. If no agreement is reached the matter may be referred to the Title IX Coordinator for further action.

Election of Formal Resolution

The College, Complainant, or the Respondent may, **at any time prior to the conclusion** of the Informal Resolution, elect to end such proceedings and initiate Formal Resolution instead. In such cases, statements or disclosures made by the parties during the Informal Resolution may be considered in the subsequent Formal Resolution.

Formal Resolution for Sexual Misconduct Grievance Process

The college will ensure an investigation, process and proceeding that is balanced, impartial, and fair and provides a guarantee of fundamental fairness to all parties involved without a presumption of responsibility until the completion of an administrative process or hearing. This fairness includes advanced notification of the allegations and charges, notice of all rights and responsibilities under a proceeding, and advanced and equal access to all material evidence and information.

Please note that the following process is used in student-on-student conduct that does not fall within the Title IX Grievance Process.

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

- The Student Conduct Administrator or Title IX Coordinator will contact the Complainant and Respondent where applicable, to go over details of the case, their rights for the hearing, and answer any questions concerning the process, this pre-hearing meeting will take place at least seven (7) days before the scheduled hearing.
- The Complainant and Respondent will be permitted to submit a written list of questions for consideration at the hearing. These questions must be submitted to the Student Conduct Administrator five (5) business days before the hearing. The Hearing Panel Chair/Adjudicator will approve all questions or topics that are relevant and that are not: 1) prohibited by these procedures or applicable laws, 2) unduly prejudicial, or 3) or questions previously answered by the investigative report. Questions around prior sexual history, mental health treatment and/or diagnosis, sensitive personal identifying information and medical records will not be permitted. The approved questions provided by the parties will be asked by the Hearing Panel Chair/Adjudicator during the live administrative hearing.
- The Complainant and Respondent will be asked to provide the Student Conduct Administrator with a list of witnesses (if there are any). Character witnesses are not permitted as part of the hearing process. Anonymous witnesses are not permitted as part of the hearing process.
- The Student Conduct Administrator will request the names of the Complainant's and Respondent's advisors. The advisors will be contacted by the Student Conduct Administrator to be certain that they understand their role in the hearing process. It is the student's responsibility to meet with the advisor and to provide the advisor with hearing materials if they so desire.
- In the event of a hearing panel, the Complainant and the Respondent will be provided with the hearing panel member names and be provided the opportunity to request a different panel member, should they believe that a panel member would have a bias that would not allow for a neutral approach to the hearing.
- The Student Conduct Administrator will be available to speak with the parent(s)/guardian(s) of the Complainant and Respondent to answer any questions about the process.

Hearing Procedures

- The Title IX Coordinator will produce notification of charges to be delivered to the Complainant and Respondent. The charge letter should indicate the elements of this policy

that are alleged to have been violated. The Complainant and Respondent will have five (5) calendar days from receipt of the charge letter and statements to submit an additional response to the Title IX Coordinator to be shared with the panel or a single decision-maker.

- Adjudication of the Sexual Misconduct and Relationship Violence Policy will be conducted by a panel, or a single decision-maker based on availability. The investigative report will be provided to the panel or the Vice President for College Life and Dean of Students (from here on referred to as Adjudicator).
- The Adjudicator will base their decision on the information available in the written report. The Adjudicator will meet with both the Complainant and the Respondent during the scheduled live hearing, to ask any additional questions of the parties involved. If the Adjudicator has insufficient information, they may follow-up with the investigator to get additional information from the Complainant, Respondent, witnesses, and any other information that is deemed relevant and pertinent to the case. The live hearing will be conducted either in person or by video conference, where all parties will be able to see and hear each other during the live hearing. If either the Complainant or the Respondent submitted questions as part of the pre-hearing process, they will be asked by the Adjudicator during the live hearing.
- The standard of proof that the Adjudicator will utilize is preponderance of the evidence. The preponderance standard means that the Adjudicator finds it is more likely than not the Respondent is responsible or not responsible for a violation of this policy based on the information presented to the Adjudicator.
- The Respondent and Complainant will be notified in writing of the decision made by the Adjudicator. This notification to both Respondent and Complainant(s) will be done at the same time or as close to the same time as possible. If the Complainant is deceased, the next of kin will receive results of disciplinary proceedings.
- The Adjudicator will audio-record the hearing, but not the deliberations of the hearing panel members. The audio recording is created for limited purposes only. The audio recording can be used as reference by the hearing panel during deliberations and for review by the appeals board or Vice President and Dean of Students (or designee) in connection with an appeal. The audio recording is a record of the college and is destroyed ten (10) days after all appeal options are exhausted. After this point the audio recording will be destroyed by the Title IX Coordinator.
- A student found responsible for violating this policy may be assigned sanctions that include, but are not limited to, expulsion, suspension, or probation. A full list of sanctions is described in "[Sanctions](#)," elsewhere in this Annual Report.

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

Appeal Process

Reasons for Appeal: The Respondent or Complainant may appeal a decision in a case for the following reasons:

- **Bias:** The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that affected the outcome of the matter;

- **Procedural Error:** To determine procedural error or absence of conformity with proscribed procedures during the investigative stage or any stage of the process (including an error during the hearing) preventing either the Complainant or Respondent a reasonable opportunity to prepare and present information to the investigator;

New Information: To determine if new information is discovered which was not available at the time of the investigative process and could have affected the outcome of the case; and

Disproportionate Sanction: The sanction was disproportionate to the conduct.

Appeals: Appeals will be heard by the Vice President for College Life or designee.

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

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

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

- Once all parties have been notified that an appeal has been granted, the Complainant or Respondent will have the option to submit a response to the appeal in writing. This response must be received by 5:00pm on the third calendar day following the receipt of the appeal notification.

If being heard by the Vice President for College Life: the original appeal letter and any response will be submitted to the Vice President for College Life

Appeals with Vice President for College Life and Dean of Students

- The Vice President for College Life or their designee will have access to reports, statements made by the Complainant, Respondent, witness, and any other materials gathered during the investigation.
- The Vice President for College Life or their designee will determine whether the original sanction(s) should be amended. Amendment of the sanctions may include an increase or decrease in severity.
- The Vice President for College Life or their designee may, in their sole discretion, meet with the Complainant, Respondent, other involved in the process, or the Adjudicator to determine whether the original sanction(s) should be amended. During any meeting with the Complainant, Respondent and/or other individuals, the Vice President for College Life or designee will not revisit the entire matter but limit their discussion to whether the sanction is unreasonable as previously identified.

The decision of the Vice President for College Life or designee is final.

Records under the Sexual Misconduct Policy

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

- A. Other than College expulsion, disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's disciplinary record:
 - 1. Disciplinary records are maintained by the Dean of Students' Office.
 - 2. Within 45 days of graduation, all hard copies of student disciplinary records shall be destroyed for students involved in disciplinary matters resulting in sanctions other than College suspension or College expulsion. Personal identifiers are removed from electronic disciplinary records. However, the College maintains numeric identifiers which are discoverable if the College receives a subpoena or search warrant.
 - 3. Disciplinary records of students involved in a pending College disciplinary proceeding, criminal matter, or civil matter related to a Clery Act specific crime (Rape, Fondling, Statutory Rape, Incest, Stalking, Domestic Violence or Dating Violence) requiring retention of the record may be retained for seven years from the date of the initial report to the College.
 - 4. Disciplinary records of students who have been suspended will be retained for no fewer than seven years after graduation or withdrawal. "Suspension" will be noted on the transcript for the duration of the suspension.
 - 5. Disciplinary records of students who have been expelled will be retained indefinitely in addition to a permanent notation on the student's transcript.
 - 6. Disciplinary records of students who have withdrawn from the College and have not been suspended, expelled, involved in a pending criminal matter, or those found responsible for a violation of the Sexual Misconduct and Relationship Violence policy, specifically, sexual assault, domestic violence, dating violence, stalking, and sexual harassment will be retained for no fewer than seven years after the date of the incident.
- B. Information and disciplinary records are generally not released to third Parties without the student's permission. There are two main areas of exception:
 - 1. For cases involving reported conduct where: (A) a student is alleged to have committed acts that would, if proven, constitute the following offenses or attempts to commit the following offenses including Arson, Assault Offenses, Burglary, Criminal Homicide-manslaughter by negligence, Criminal homicide- murder and non-negligent manslaughter, Destruction/Damage/Vandalism of property, Kidnapping/abduction, Robbery, or Forcible Sex Offenses; and, (B) the allegations have been addressed through the procedures set forth in this Policy; and (C) through those procedures, the student has been determined to have violated this Policy, the College will notify the student's parent(s) or guardian(s) of the final result of the disciplinary proceeding. The disclosure of the final result will only include the name of the student, the violation committed, and any sanction imposed by the College against the student.
 - 2. Information and/or records may be produced in response to a subpoena, warrant, or court order.

- C. In situations involving both a Respondent(s) and a student Complainant who is the victim or target of another student's conduct, the records of the process and of the sanctions imposed, if any, shall be the records of the Respondent and Complainant students.
- D. For cases involving a report, complaint, investigation, or informal conduct resolution, or formal conduct resolution under the purview of the Sexual Misconduct and Relationship Violence Policy, specifically for students found responsible for sexual assault, domestic violence, dating violence, stalking and sexual harassment, the Dean of Students Office will retain a record of the report, complaint, investigation, informal, and/or formal conduct resolution for a period of no less than seven years after graduation or withdrawal. Personal identifiers will be removed from all records in accordance with the disciplinary records retention policy. These cases are discoverable by search warrant, subpoena, or federal audit.

Affirmative findings of responsibility in matters resolved through formal conduct resolution are part of a student's conduct record. Such records shall be used in reviewing any further conduct or in developing sanctions and shall remain a part of a student's conduct record until graduation.

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

TITLE IX STUDENT AND EMPLOYEE GRIEVANCE PROCESS (INCLUDES CASES OF SEXUAL ASSAULT, DATING VIOLENCE, DOMESTIC VIOLENCE, AND STALKING)

For addressing formal complaints of sexual harassment, as defined by the Department of Education, that allege that sexual harassment occurred within the College's educational program or activity within the United States the following grievance process will be used. For the grievance process to begin the College must have a signed formal complaint by the complainant or the Title IX Coordinator for the grievance process to be initiated.

Note that this grievance process is applied equally to both parties, and as such the College will provide remedies to a Complainant where a determination of responsibility for sexual harassment has been made against the Respondent, and by following the grievance process that complies with the process outlined below before any disciplinary sanctions or other actions that are not supportive measures are made against the Respondent.

Both parties will have the opportunity to review all relevant evidence that is collected during the investigation, both inculpatory and exculpatory, and not have any credibility determinations made based on a parties' status as Complainant, Respondent, or witness. As with the sexual misconduct formal administrative process, the Respondent is not found responsible for a violation of any policy until the decision-maker(s) makes the determination for responsible or not responsible for a violation of policy.

The College strives to complete the grievance process within a reasonably prompt time frame. Both parties will be notified of the time frames allotted to them throughout the process. The Title IX Grievance Process ordinarily takes 90 days, not including when the College is not in session, to be completed, from the receipt of the Formal Complaint through the investigation and hearing and concluding with a determination of responsibility. The College may extend this time frame for good cause by providing notice to the Parties. Should there be a request for a temporary delay in the grievance process or the limited extension of time frames, written notice will be provided to the Complainant and the Respondent of the reason for the delay. Requests for a delay will be considered for good cause considerations, such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities. Requests for delays from either party need to be sent to the Title IX Coordinator in writing via email stating the reason for the request and the amount of time that is being requested.

When the decision-maker(s), after all applicable processes, finds a Respondent responsible, the decision-maker(s) will assign appropriate sanctions (as described in "**Sanctions**" elsewhere in this Annual Report). The decision-maker(s) uses the preponderance of the evidence standard when determining if the Respondent is responsible or not responsible for a violation of policy. **Preponderance of the evidence** means the adjudicator(s) finds it is **more likely than not** the respondent is responsible or not responsible for a violation of this policy based on the information presented to the adjudicator.

At the conclusion of the hearing process both parties will have the ability to appeal the outcome provided by the decision-maker(s), for the following reasons:

- Procedural irregularity that affected the outcome of the matter.
- New evidence that was not readily available at the time the determination regarding responsibility or dismissal was made, that could have affected the outcome of the matter; and
- The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that affected the outcome of the matter.

Notice of Allegations for Title IX Grievance Process

When the College has a formal complaint signed by the Complainant, the College will provide written notice to the parties that include the following:

- Notice of the College's grievance process, including any informal resolution process.
- Notice of the allegations potentially constituting Title IX Sexual Harassment, including sufficient details known and sufficient time (not less than 7 days) to prepare a response before any initial interview. The details will include the identities of the Parties involved in the incident, the conduct that is in violation of the policy, and the date and location of the incident, if known. The written notice will also include a statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process. Both Parties will also be notified of their right to have an Advisor.
- If during the investigation, the College determines that there are additional allegations that will need to be investigated, that were not included in the initial notice of allegations, the College will provide notice of the additional allegations in written form.

Dismissal of a Formal Complaint for Title IX Grievance Process

If the conduct alleged in a formal complaint would not constitute sexual harassment as defined by the Department of Education for Title IX or did not occur with the College's educational program or activity or did not occur against a person in the United States, then the College must dismiss the formal complaint regarding that conduct for the purposes of sexual harassment under Title IX. When the dismissal of a formal complaint under Title IX occurs, the Complainant may still be able to move forward with a formal process under [the sexual misconduct policy](https://www.gettysburg.edu/offices/student-rights-responsibilities/student-handbook/), as described elsewhere in this Annual Report; or the Student Code of Conduct, found online at: <https://www.gettysburg.edu/offices/student-rights-responsibilities/student-handbook/>; or in the Employee Standards of Conduct, found online at: <https://www.gettysburg.edu/offices/human-resources/guidelines-procedures/employee-handbook/employee-handbook-section-10>.

Formal complaints may also be dismissed during the investigation or hearing process for the following reasons: the Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the formal complaint or any allegations therein; the Respondent is no longer enrolled or employed by the College; or specific circumstances prevent the College from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Should there be a dismissal of a formal complaint the College will promptly send written notice of the dismissal and reason for the dismissal to both parties. Both parties will have the right to appeal if the College dismisses the formal complaint prior to a hearing.

Consolidation of Formal Complaints for Title IX Grievance Process

The College may consolidate formal complaints as to allegations of sexual harassment against more than one Respondent, such as with an organization or team, or by more than one Complainant against one or more Respondents, or where the allegations of sexual harassment arise out of the same fact pattern or circumstances.

Investigation of Formal Complaint for Title IX Grievance Process

The burden of gathering evidence sufficient to reach a determination regarding responsibility shall rest with the College. Both Parties shall have an equal opportunity to meet with the Investigator, provide any witnesses, including expert witnesses, and submit any evidence they wish to provide to the Investigator. The Investigator will conduct the investigation in a manner appropriate considering the circumstances of the case, which will typically include interviews with the Complainant, the Respondent, and any Witnesses. The Investigator will provide advance written notice to Parties of the date, time, location, participants, and purpose of any requested meeting(s). Investigation interviews will be conducted in a thorough, impartial, and fair manner; all involved individuals will be treated with appropriate sensitivity and respect.

Interviews will be supplemented by the gathering of any physical, documentary, and other evidence, as appropriate and available. The burden of gathering relevant, admissible information sufficient for the College to reach a determination of whether a violation of this Policy has occurred rests on the College.

The Investigator will decide which individuals to interview based on the information the Investigator gathers as part of the investigation and, with respect to Witnesses offered by a Party, the Investigator may ask the Witnesses to describe the information the Party expects the Witness to provide. The Title IX Coordinator may direct that additional interviews be conducted.

The Investigator will not ask questions or gather information or documents protected by a legally recognized privilege, including treatment records of a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in a professional capacity, without written consent to use such documents in the Grievance Process from the person protected by the privilege. The Investigator will not seek information about a Complainant's sexual predisposition and will only allow submission of or pursue information about a Complainant's prior sexual behavior if such questions and evidence: (1) are offered to prove that someone other than the Respondent committed the alleged misconduct; or, (2) concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to establish Consent.

The investigation will be conducted in a manner that is respectful of individual privacy concerns. To be clear, however, confidentiality cannot be promised during an investigation because, for example, the Investigator may need to speak with Witnesses and others to gather evidence. The Parties are not restricted from discussing the allegations under investigation or from gathering and presenting relevant evidence. However, where the investigation reveals intentional efforts by a Party to fabricate or alter information they submit or to influence the information a Witness provides to the Investigator, conduct charges may result.

Each Party can have their Advisor attend any related meeting or proceeding related to the investigation and the formal grievance process.

Prior to the conclusion of the investigation, the Parties and their Advisors will be provided the opportunity to review and inspect all evidence, including all statements collected from the Parties and any witnesses, that was obtained as part of the investigation. Both Parties and their advisors will be provided with copies, either electronic or hard copies, of all evidence that has been collected through the investigation for their review and inspection. The Parties and their Advisors will have ten (10) calendar days to inspect and review the evidence and submit a written response to the Investigator. The Parties' written response can include any comments, feedback, additional documents, evidence, requests for additional investigative steps, names of additional witnesses, or any other information they deem relevant.

The Investigator will evaluate the Parties' responses and conduct any additional investigative steps based on the written response provided by the Parties. Upon completion of any additional investigative steps, the Investigator shall issue an investigative report to the Parties and their Advisors. The investigative report will summarize all the relevant, admissible information obtained during the investigation, including inculpatory evidence and exculpatory evidence. The Investigator may include an assessment of part and witness credibility, but credibility decisions will not be based upon a person's status as Complainant, Respondent, or Witness.

The investigative report will be provided to the Parties and their Advisors, and they will have 10 business days to submit a written response to the investigative report. Any additional response to the investigative report that is timely submitted to the Investigator will be included as part of the final investigative report. The final investigative report and all evidence will be available at any hearing. Any hearing on the

allegations investigated will not be held sooner than ten (10) business days after the final investigative report is provided to the Parties and their Advisors.

Live Hearings for Title IX Grievance Process

After the investigation is complete, a live hearing will be held, where the Decision-Maker will ask relevant questions of both Parties and will allow for each Party's advisor to ask the other Party and any witnesses all relevant questions and follow-up questions, including those that challenge credibility.

At the request of either party, the College will provide for the live hearing to occur with the parties in separate rooms with technology allowing for the parties and the Decision-Maker to all see and hear the party or witness answering questions. The College can also make the determination to have a virtual hearing without the request from either party. Cross examination will be conducted directly, orally and in real time, by the party's advisor of choice and never by the party personally. If a party does not have an Advisor at the time of the hearing, then the College will provide an Advisor to that party for the purpose of asking cross-examination questions to the other party. The decision-maker(s) will first determine if the question is relevant before a party or witness answers the question. If the decision-maker(s) excludes a question, they will provide an explanation of why the question is being excluded. If a party does not have an advisor at the time of the hearing, then the College will provide an advisor to that party for the purpose of asking cross-examination questions to the other party. A party is not permitted to question the other party directly at the live hearing. Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the Complainant's prior sexual behavior are provided to prove that someone other than the Respondent committed the alleged conduct, or if the questions and evidence regarding the prior sexual behavior with respect to the Respondent are offered to prove consent.

The hearing will be recorded, and the recordings will be made available to the parties for inspection and review.

Determination Regarding Responsibility for Title IX Grievance Process

After the conclusion of the live hearing, the decision-maker(s) will issue a written determination regarding responsibility at the conclusion of the live hearing. This notification must be provided to both parties simultaneously, and the determination regarding responsibilities becomes final either (i) at the time the Parties are provided with a written determination of any appeal, if an Appeal is filed, or (ii) the date that time for the filing of the appeal passes without the filing of an Appeal.

The written determination must include:

- Identification of the allegations potentially constituting sexual harassment as defined by the Department of Education under Title IX.
- The procedural steps taken from the initial formal complaint through the determination, including notifications to parties, when interviews took place, site visits, methods used to gather evidence, and hearings held.
- Finding of fact supporting the determination
- Conclusion regarding the application of the College's Policies to the facts
- A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the College imposes on

the Respondent, and whether remedies designed to restore or preserve equal access to the College's educational program or activity will be provided by the College to the Complainant; and

- The procedures and permissible bases for and appeal afforded to both parties.

Appeals for Title IX Grievance Process

The College will offer to both parties the opportunity to appeal a determination regarding responsibility and if there is a dismissal of a formal complaint or any allegations, on the following bases:

- Procedural irregularity that affected the outcome of the matter,
- New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could have affected the outcome of the matter,

The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that affected the outcome of the matter; and

The sanction was disproportionate to the conduct

Both parties will have five (5) business days to submit a written explanation of their appeal to the Title IX Coordinator. When an appeal is received the Title IX Coordinator will notify both parties that an appeal was received and provide notice of the appeal procedures. The appeal will be heard by a decision maker(s) who did not serve in the role of decision-maker(s) during the live hearing. Both parties will have the opportunity to submit a written statement in support of, or challenging the outcome, that will be considered by the decision-maker(s) for the appeals process. Both parties will be provided with a written decision simultaneously that describes the result of the appeal and the rationale for the result.

Informal Resolution Under Title IX Grievance Process

After a Formal Complaint has been signed and before the determination of responsibility has been provided to the Parties, either Party may request informal resolution as an alternative to formal resolution of the complaint. Both the Complainant and the Respondent must voluntarily agree to the informal resolution before the College facilitates an informal resolution. Informal resolution will not be allowed where the Formal Complaint alleges that an employee sexually harassed a student.

An informal resolution does not involve a full investigation and adjudication. During the informal resolution process, a facilitator will attempt to help the Parties come to an agreement about how to resolve a Formal Complaint. The Grievance Process will pause for a period of fifteen (15) business days, unless a longer or shorter time is set by the Title IX Coordinator, to allow the Parties to pursue informal resolution. The College will provide the Parties with written notice that discloses the allegations, the requirements of the informal resolution process, and that at any time prior to agreeing to a resolution, any Party has the right to withdraw from the informal resolution process and resume the formal grievance process with respect to the Formal Complaint, and any consequence resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.

Outcomes of Informal Resolution

The informal resolution process may include, but is not limited to, the following outcomes:

- Facilitated agreement between the Complainant and the Respondent
- Formal restorative conference
- Informal restorative conference
- Counseling sessions
- Alcohol education
- Extension of No Contact Order
- Completion of education plan

Records for Violations under the College's Title IX Policy

The College will maintain the records identified in this section of this Policy for a period of seven (7) years. The records maintained shall be kept confidential and not disclosed, except as permitted or required by law. The records may be maintained in paper or digital files.

In connection with each Report and each Formal Complaint, the College will maintain the following records, to the extent they exist:

- documentation of any Report of alleged Title IX Sexual Harassment.
- documentation of any Supportive Measures or if no Supportive Measures are provided, the reasons why and an explanation of how the College's response was not clearly unreasonable.
- the Formal Complaint.
- documentary evidence gathered during an investigation and photographs or descriptions of nondocumentary evidence gathered during an investigation.
- written responses of the Parties provided prior to the finalization of the investigation report.
- the Investigative report.
- the recording of any Live Hearing.
- the Written Determination.
- any Appeal and written decision of any Appeal.
- records of the sanctions and/or remedies.
- records of any other steps taken to restore or preserve equal access to the College's Education Program or Activity.
- any written agreement of an informal resolution; and
- a statement documenting the basis for the college's conclusion that its response to a report or formal complaint was not deliberately indifferent.

The College shall also maintain all materials used to train its Title IX Coordinators, Investigators, Decision-Makers, and facilitators of informal resolutions, and a copy of each version of its Title IX Policy.

For cases involving reported conduct where: (A) a student is alleged to have committed acts that would, if proven, constitute the following offenses or attempts to commit the following offenses including Arson, Assault Offenses, Burglary, Criminal Homicide- manslaughter by negligence, Criminal homicide-murder and non-negligent manslaughter, Destruction/Damage/Vandalism of property, Kidnapping/abduction, Robbery, or Forcible Sex Offenses; and, (B) the allegations have been addressed through the procedures set forth in this Policy; and (C) through those procedures, the student has been determined to have violated this Policy, the College will notify the student's parent(s) or guardian(s) of the final result of the disciplinary proceeding. The disclosure of the final result will only include the name of the student, the violation committed, and any sanction imposed by the College against the student.

College-initiated Range of Protective Measures

In addition to those protective measures previously described, the Title IX Coordinator or designee will determine whether interim interventions and protective measures should be implemented, and, if so, take steps to implement those protective measures as soon as possible. Examples of interim protective measures include, but are not limited to:

- College order of No Contact.
- Safety escort.
- Academic, employment, living or transportation arrangements.
- Leave of absence.
- Reassignment to a different supervisor or position.
- Emotional support; and/or
- Emergency removal - to provide for the safety of any person or the broader campus community, or for any other lawful purpose, the College may remove a Respondent from a Gettysburg education program or activity on an emergency basis. The College will undertake an individualized safety and risk analysis to determine whether an immediate threat to the physical health or safety of any community member or other individual arising from the allegation of sexual misconduct justifies the removal. The College will provide the Respondent with notice and an opportunity to challenge the decision immediately following the decision.

These remedies may be applied to one, both, or multiple parties involved. Violations of the Title IX Coordinator's directives and/or protective measures will constitute related violations that may lead to additional disciplinary action. Protective measures imposed may be temporary pending the results of an investigation or may become permanent as determined by the Title IX Coordinator, Executive Director of Human Resources, and/or the Associate Provost.

Sanctions for Sexual Misconduct and Title IX Grievance Processes

Below is a list of all sanctions that may be assigned by the decision maker or . If a party is found responsible for a violation of policy, the following sanctions may be imposed upon any party found to have violated the Student Code, the Employee Standards of Conduct, or Title IX Policy. Additionally, the sanctions below can be assigned when there is a finding of responsible, by the decision-maker(s), for violations of policy under the Title IX Grievance Process. The listed sanctions are provided for purposes of notice as to the range of possible sanctions and do not reflect the probability that any particular outcome will occur.

When determining the appropriate sanctions, the conduct administrator, hearing panel, or decision-maker(s) may take into account the following factors: Respondent's prior disciplinary history; how the College has sanctioned similar incidents in the past; the nature of the conduct at issue; the impact of the conduct on the complainant; the impact of the conduct on the College community; any other mitigating or aggravating circumstances, and the College's obligation to eliminate sexual harassment, prevent its recurrence, remedy its effects and maintain an environment free from sexual harassment.

- A. **College Expulsion** – permanent separation of the student from the College. Records will be permanently maintained by the College, and the transcript will note the expulsion.
- B. **College Suspension** – separation of the student from the College for a definite period, after which the student is eligible to return. Conditions for readmission may be specified. Students who are suspended forfeit all fees that have been paid to the College; and are ineligible to visit the campus (including fraternity chapter houses) unless permission is granted by the Director of Student Rights and Responsibilities. In addition, a “suspension” notation is placed on their College transcript until the term of suspension has expired (notation changed to “withdrew” after suspension ends). Students must seek readmission as outlined in the Academic Procedures section of the Handbook.
- C. **Revocation of Admission** – Applicants and admitted students are expected to abide by the same code of conduct as Gettysburg College students and are covered by the same Code of Conduct. Gettysburg College reserves the right to revoke admission to admitted or deposited students for fraud, misrepresentation, violation of College standards, or for other serious violations committed by a student prior to enrolling at Gettysburg.
- D. **Withholding and/or Revocation of Degree** – Gettysburg College reserves the right to withhold or revoke a degree awarded from the College for sexual assault and other violations of sexual misconduct.
- E. **Withholding Diploma** – the College may withhold a student's diploma for a specified period. The student may also be denied participation in commencement exercises while charges are pending or as a sanction.
In addition, the College may withhold a student's transcript if the student has judicial charges pending or the student was found responsible for violating Policy.
- F. **Conduct Probation** – a written reprimand for violation of specified regulations. Probation is for a designated period and includes the probability of more severe disciplinary sanctions, such as suspension or expulsion, if the student is found to violate any institutional regulation(s) during the probationary period. A letter will be sent to parents or guardians notifying them of this sanction. Students on probation are normally not permitted to live off-campus, join a Greek letter social organization, or study off-campus.

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

Organizational Sanctions may also include, but are not limited to:

- A. **Organizational Expulsion** – Permanent loss of privileges, including College recognition. When a College organization fails to fulfill the College's expectations of previously imposed conduct probation or has what a reasonable person would consider an egregious violation of College policy, the Vice President for College Life and Dean of Students may decide to permanently terminate the recognition of the organization. This could include actions taken by unauthorized/unrecognized members, or violations by individuals acting on behalf of the group while suspended from campus. The Vice President for College Life and Dean of Students may consult with the Student Conduct Review Board on the question of expulsion of the College organization, if The Vice President for College Life and Dean of Students so chooses.

- B. **Organizational Suspension** – Loss of all privileges, including College recognition, for a specified period. When a College organization fails to fulfill the College’s expectations or violates the terms of previously imposed conduct probation, the Vice President for College Life and Dean of Students may decide to terminate the recognition of or suspend the organization. The Vice President for College Life and Dean of Students may consult with the Student Conduct Review Board on the question of suspension of a College organization, or the termination of the recognition of a College organization, if The Vice President for College Life and Dean of Students so chooses.
- C. **Social Probation** – A loss of privilege to host social events on campus, in fraternity chapter houses or off-campus for a specified period. Social probation may include all events or only social events with alcohol.
- D. Loss of selected rights and privileges for a specified period.

Employee Sanctions may include but are not limited to:

- A. **Training** – the employee will be required to complete training through Safe Colleges to help the employee understand why their behavior was inappropriate. The training is designed to correspond to the severity and nature of the violation and to clarify the impact of that behavior on members of the College community.
- B. **Verbal Warning** – The verbal warning is the first official step in the College’s progressive discipline process for employees. The purpose of the verbal warning is to remind the employee of their personal responsibility and to set guidelines for acceptable behavioral changes required to satisfactorily address the concern. This action is only appropriate in cases that are relatively minor.
- C. **Written Letter of Reprimand** – A written letter of reprimand is used to identify and describe the continuing problem and to restate the essentials of desired performance or behavior and the employee’s obligation to meet it.
- D. **Last Chance Agreement** – The Last Chance Agreement is used to clarify that continued employment is entirely conditional on the employee’s decision to correct inappropriate behavior.
- E. **Suspension Without Pay** – Occasionally, the employee may be suspended without pay while the College investigates the alleged violation of misconduct.
- F. **No Contact Directive** – the College may impose a "no contact" directive in cases where an agreement cannot be reached or is not applicable. Generally, "no contact" is defined as having no direct or indirect contact at any time. This includes, but is not limited to, communication that is written, verbal, or physical. Written communication is understood to include all electronic means of communication; including, but not limited to, email, instant messaging, and text messaging. Verbal communication is understood to include phone calls and voice mail messages. A "no contact" directive may include additional restrictions and terms. Employees found responsible for violation of the no contact directive may face sanctions that result in immediate removal from campus, suspension, or expulsion.
- G. **Restrictions of Professional Development Funds or Limited Travel** – On occasion, professional development funds may be restricted, or a travel ban for professional work may be instituted.
- H. **Termination of Employment** – For the most egregious kind of conduct or after all measures of progressive discipline have been established, termination of employment may be appropriate.

NOTIFICATION OF VICTIMS OF CRIMES OF VIOLENCE

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

SEX OFFENDER REGISTRY AND ACCESS TO RELATED INFORMATION

Section 121 of the Adam Walsh Child Protection and Safety Act of 2006 (42 U.S.C. 16921) provides for the registration and tracking of sex offenders. Institutions of higher education are required to issue a statement advising the campus community of where to obtain law enforcement agency information provided by a state concerning registered sex offenders. The law also requires sex offenders already required to register in a State to provide notice, as required under State law, of each institution of higher education in that State at which the person is employed, carries on a vocation, or is a student.

In the Commonwealth of Pennsylvania, information regarding registered sex offenders who are subject to community notification may be obtained from a community member's respective local municipal police agency and/or the Pennsylvania State Police. In the Borough of Gettysburg, information regarding registered sex offenders who are subject to community notification may be obtained at the Gettysburg Borough Police Department, located at 59 East High Street (phone: 717-334-1168); or at the Pennsylvania State Police – Gettysburg Station, located at 1750 Granite Station Road (phone: 717-334-8111). This information can also be obtained by visiting the Pennsylvania State Police's Megan's Law website at: <http://www.pameganslaw.state.pa.us/>

Additionally, the registries of other states may be accessed via the US Department of Justice National Sex Offender Public Website at <https://www.nsopw.gov/>

WEAPONS POLICY

Possession of firearms, firearm ammunition, magazines or other gun accessories, explosives, or dangerous chemicals on college premises, including carrying or storing them in a personal vehicle on college premises, or use of any such item, even if legally possessed, is prohibited.

Other weapons or devices that are capable of inflicting a wound, injuring or incapacitating a person or persons are also prohibited. This includes, but is not limited to, archery equipment, fireworks, BB guns, airsoft guns, pellet guns, paintball guns, slingshots, martial arts devices, switchblade/open-assist knives, knives with blades exceeding 3 inches in length, swords, and clubs.

Martial arts and fencing devices used in college recognized martial arts or fencing teams, clubs or organizations are permitted. The College provides storage for period appropriate Civil War era firearms for members of the Pennsylvania College Guard who are identified by the Director of Civil War Era Studies.

Exemptions to this policy are made for Police Officers on campus while in the course of their duties and Gettysburg College Campus Safety Officers within the scope of their employment.

COMMUNITY COMPLAINTS/FEEDBACK

Campus Safety encourages community members to bring forward legitimate grievances regarding misconduct by employees. Any member of the Department will receive complaints courteously, and they will be handled efficiently. All complaints will be taken seriously and thoroughly investigated by the Executive Director of Campus Safety or designee. Additionally, the Department occasionally conducts community surveys to receive feedback regarding its operations and services. The Executive Director of Campus Safety uses this feedback as part of the Department's strategic planning process. Students are an integral part of the Department's operations and strategic planning process. Regular feedback regarding the Department's performance is received from a variety of student groups and organizations. Complaints against Campus Safety can also be filed through the "**community concern**" form with the Vice President for College Life and Dean of Students or their designee, by dialing (717) 337-6921 or on-campus extension 6921, or in person at the College Life Office Suite located in the College Union Building (CUB), Room 220; or with the Human Resources Department, by dialing (717) 337-6202 or on-campus extension 6202, or in person at the HR office located on the ground floor of Penn Hall.

MISSING STUDENT NOTIFICATION PROCEDURES & POLICIES

In accordance with the Higher Education Opportunity Act (HEOA), the College must develop and implement certain procedures to be followed when on-campus residential students are determined to be missing for 24 hours.

The College has adopted a missing student notification policy for students residing in college owned and controlled (leased or rented) residential facilities as well as privately owned fraternity houses officially recognized by the College (this includes residential facilities in both the on-campus and non-campus Clery geography categories). In addition to registering a general emergency contact, all students residing in student housing facilities have the option to annually register confidential contact information for a person to be notified by the College in the event the student is officially reported as missing by completing Gettysburg College's PeopleSoft online Missing Person Contact page. The College will ensure that all students are able to update their contact information whenever needed. These procedures and registration process are communicated to students when registering for classes at the beginning of each academic year. The contact information will be confidential, accessible only by authorized campus officials and law enforcement, and may not be disclosed outside a missing person investigation.

If a student has identified such an individual, Campus Safety or College Life officials will notify that individual no later than 24 hours after the student is determined to be missing.

If a member of the College community has reason to believe that a student who resides in college-owned, controlled, or officially recognized student housing has been missing for 24-hours, they should notify:

- **Campus Safety:** by dialing (717) 337-6911, or on-campus extension 6911; or in person to Campus Safety at the Campus Safety office located at 51 West Stevens Street
- the **Dean of Students** or **Director of Student Rights and Responsibilities:** by dialing (717) 337-6921, or on-campus extension 6921; or in person at the College Life Office Suite located in the College Union Building (CUB), Room 220

- the **Office of Student Activities and Greek Life:** by dialing (717) 337-6304, or on-campus extension 6304; or in person at the Office of Student Activities and Greek Life Suite in the College Union Building (CUB), Room 210

the **Office of Residential Education:** by dialing (717) 337-6901, or on-campus extension 6901; or in person at the Residential Education Suite in the College Union Building (CUB), Room 250.

All missing student reports **must be referred to Campus Safety immediately** at: (717) 337-6911. Campus Safety will generate a Missing Person report and initiate an investigation.

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

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

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

EMERGENCY MEDICAL RESPONSE PROCEDURES

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

Campus Safety uniformed patrol personnel are trained to provide medical assessment and basic emergency care. Campus Safety can summon an ambulance through the Adams County 911 Center.

CRIME PREVENTION, FIRE SAFETY, AND SAFETY AWARENESS PROGRAMMING

Gettysburg College offers many programs designed to inform students and employees about campus safety and security procedures and practices and the prevention of crimes. A common theme of all awareness and crime prevention programs is to encourage students and employees to be responsible for their own safety and for the safety of others on campus. Crime prevention programs on personal safety and security are sponsored by various campus organizations throughout the year.

These programs include general crime prevention and security awareness programs, such as safety education forums, programs, and discussions about topics such as alcohol abuse, sexual assault awareness

and prevention, relationship violence awareness and prevention, bystander intervention, fire and life safety, emergency response and evacuation procedures, crime and risk reduction strategies, and theft prevention. During the fall orientation for incoming students Campus Safety, Residential Education, College Life, Student Rights and Responsibilities, and the Title IX Coordinator participate in forums, panels, meetings, and programs in residence halls and fraternities to explain College security, campus safety, campus policies, and expectations related to student conduct and behavior and fire safety measures and procedures at Gettysburg College. These crime prevention and security awareness themes are additionally reviewed as part of Campus Safety's community partnership programming with the sororities, fraternities, first-year residents, and other key student groups and organizations. New-employee orientation includes the distribution of crime prevention and fire safety materials to all new employees during scheduled orientation sessions throughout the year. Crime prevention, security awareness and fire prevention programming occur throughout the academic year with an average of five programs per academic month. This includes in-person programming, online programming, community partnership programming, and tabling events.

There are two Campus Safety marquee crime prevention/safety awareness events that occur each year. In the fall semester, Campus Safety conducts a live burn simulation of a mock residence hall room entitled "How Fast It Burns." This program demonstrates to students how quickly a room with tapestries and other safety violations will burn. The second marquee event in the fall entitled: "Campus Safety Day," involves a community event outside of the College Union Building that includes representatives from Campus Safety, local fire departments, local police, student volunteers, and other support agencies meeting and greeting students and handing out prevention materials, as well as conducting safety presentations.

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

NOTE: Due to COVID 19 restrictions and mitigation strategies, in-person programming was limited during the 2020/2021 academic year and moved to social media and virtual platforms.

PENNSYLVANIA ANTIHAZING LAW

The Timothy J. Piazza Antihazing Law was signed into Pennsylvania law in October of 2018. The law requires primary and secondary schools along with institutions of higher education (IHEs) in the State of Pennsylvania to publish an annual hazing report twice each year, on January 1st and August 1st. The law also requires schools to issue antihazing policies and develop and implement antihazing awareness and education programs.

The law defines hazing as: A person or persons who intentionally, knowingly, or recklessly, for the purposes of initiation, admitting or affiliating a minor or student into or with an organization, or for the purposes of continuing or enhancing a minor or student's membership or status in an organization causes, coerces, or forces a minor or student to do any of the following:

- Consume any food, liquid, alcoholic liquid, drug, or other substance which subjects the minor or student to a risk of emotional or physical harm.
- Endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment.
- Endure brutality of a sexual nature; and/or
- Endure any other activity that creates a reasonable likelihood of bodily injury to the minor or student.

Gettysburg College's antihazing report can be found at www.gettysburg.edu/offices/president/ethics-integrity-officer/hazing-law-violations-reporting.

ANNUAL FIRE SAFETY REPORT (2024)

Fire Safety Report Overview

The Higher Education Opportunity Act of 2008 (HEOA) requires all academic institutions with on-campus student residential facilities to develop and publish an annual fire safety report. The following report includes the information required by the HEOA, as it relates to the Gettysburg College campus.

Campus Safety publishes this Fire Safety Report as part of its annual Clery Act Compliance document, via this annual report, which contains information with respect to the fire safety practices and standards for Gettysburg College. The compliance document is available for review 24 hours a day on the Campus Safety website, and a physical copy may be obtained by making a request to Campus Safety by calling (717) 337-6912, or by visiting Campus Safety Headquarters in person at 51 West Stevens Street.

The Fire Safety Report contains the following information.

- Fire statistics for each on-campus student housing facility.
- Description of the fire safety system for each on-campus student housing facility.
- Number of fire drills held during the previous calendar year.
- Institutional policies/rules regarding portable electrical appliances, smoking, and open flames in on-campus student housing facilities.
- Procedures for student housing facility evacuation.
- Policies for fire safety education and training programs provided to students and employees, including procedures students and employees should follow in case of a fire.
- List of the titles or organizations to which fires should be reported.
- Plans for future improvements.

Definition of Terms (the following terms are defined in CFR 668.49(a)):

- **Cause of Fire:** The factor or factors that give rise to a fire. The causal factor may be, but is not limited to, the result of an intentional or unintentional action, mechanical failure, or act of nature.
- **Fire:** Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.
- **Fire Drill:** The supervised practice of a mandatory evacuation of a building for a fire.
- **Fire-related Injury:** Any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of the fire. The term “person” may include students, faculty, staff, visitors, firefighters, or any other individuals.
- **Fire-related Death:** Any instance in which a person is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire; or dies within one year of injuries sustained as a result of the fire.

- **Fire Safety System:** Any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire. This system may include sprinkler systems or other fire extinguishing systems; fire detection devices; standalone smoke alarms; devices that alert one to the presence of a fire, such as horns, bells, or strobe lights; smoke-control and reduction mechanisms; and fire doors and walls that reduce the spread of a fire.
- **Value of Property Damage:** The estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity. This estimate should include contents damaged by fire, and related damages caused by smoke, water, and overhaul; however, it does not include indirect loss, such as business interruption.

General Residence Hall Fire Safety

With exceptions as noted below, all of Gettysburg College's on-campus residential student housing facilities (including all fraternities) are completely covered by integrated automatic sprinkler and hard-wired addressable fire alarm systems, which are monitored twenty-four hours a day, seven days a week by Campus Safety.

Special Notes

From 2020 – 2022, the college temporarily leased/rented additional residential space in local motels and at the Gettysburg Lutheran Seminary in response to its efforts to de-densify living space on campus and procure isolation and quarantine space as part of its overall COVID-19 mitigation planning. These additional residential facilities were President Inn & Suites, at 606 York Street in Gettysburg (on-campus property, 2020-2022); the Super 8 by Wyndham, at 869 York Road in Straban Township (non-campus property, 2020-2022); the Gettysburg Hotel, at 1 Lincoln Square in Gettysburg (on-campus property, 2020-2021); and Aberly and Heiges Halls at the United Lutheran Seminary, Springs Avenue in Gettysburg (on-campus property, 2020-2021).

The Gettysburg Hotel, President Inn (classified as on-campus properties); and Super 8 (classified as non-campus property) fire alarm systems are all monitored by an offsite private entity. These hotel common areas and residential spaces are all sprinklered with smoke detection systems. Aberly and Heiges residence halls at the United Lutheran Seminary are not sprinklered; they are equipped with battery smoke detection systems within the residence hall rooms and a fire alarm detection system within the common areas. These Seminary residence hall fire alarm systems are monitored by an offsite private entity.

In addition, on-campus residential facilities have the following life safety systems: portable fire extinguishers, emergency lighting, emergency exit signs and doors, fire tower stairways, and emergency phones. Every student residential facility has emergency evacuation maps in major common areas such as hallways, to direct occupants to exits. Fire drills are conducted each semester by Campus Safety.

A quality control program ensures that each building is inspected by trained building inspectors on a regular basis to ensure that these systems are in working condition and includes a yearly fire alarm systems test and inspection. In addition, the sprinkler systems are tested and inspected quarterly.

Each resident has access to the Residential Guidebook located on the Residential Education website at: <https://www.gettysburg.edu/offices/residential-first-year-programs/residential-guidebook/>. This

Guidebook includes information on fire safety and appropriate actions to take during a fire alarm or fire emergency.

Reporting a Fire for Inclusion in the Fire Statistics

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

Fires should be immediately reported to Campus Safety. If a member of the Gettysburg College community finds evidence of a fire that has been extinguished, and the person is not sure whether Campus Safety has already responded, the community member should immediately notify Campus Safety to investigate and document the incident. For example, if a housekeeper finds evidence of a fire in a trashcan in the hallway of a residence hall, they should not touch the trashcan, and should report the incident to Campus Safety immediately and wait for an officer's response. The officer will document the incident prior to removing the trashcan.

Fire alarms alert community members of potential hazards, and community members are required to heed their warning and evacuate buildings immediately upon hearing a fire alarm in a facility. Use the nearest stairwell and/or exit to leave the building immediately. Do not use the elevator. Community members should familiarize themselves with the exits in each building.

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

Procedures for Students and Employees in the Event of a Fire

Find the nearest pull station and sound central alarm, or call 911, or contact Campus Safety directly at: (717) 337-6911, or 6911 from an on-campus or cell phone.

- Shut all doors and windows in the vicinity of the fire.
- If the fire is small, use fire extinguishers to put it out.
- Exit by nearest safe stairway.
- Do not use the elevators.
- Do not run.
- If there is smoke in the room, keep low to the floor.
- Try to exit the room, feel the doorknob
 - If it is hot, do not open the door.
 - If the doorknob is not hot, brace yourself against the door and crack it open.
 - If there is heat or heavy smoke, close the door and stay in your room.
- Don't panic!

- Seal up the cracks under the door with sheets, or towels.
- If there is smoke in the room, crack the windows at the bottom and at the top, if possible, to allow for ventilation
- Hang a sheet or towel from the window to announce that you are in your room.
- Call Campus Safety at: (717) 337-6911; be sure to give your room number and your location.
- If you can exit the room, put on shoes (and if necessary, a coat). If smoke is evident, get a wet towel to cover your face.
- Close all doors.
- If, in exiting the building you are blocked by fire, go to the safest fire-free area or stairwell. If a phone is available, call Campus Safety; or find a window, and signal that you are still in the building.

Student Residence Hall Fire Evacuation Procedures in Case of a Fire

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

close the door, seal cracks, open the windows if safe, wave something out the window, and shout or phone for help.

- If you are on fire, stop, drop, and roll, wherever you are. Rolling smothers fire.
- Cool burns. Use cool tap water on burns immediately. Don't use ointments. If the skin is blistered or charred, call for an ambulance.
- Be aware of obstacles. Storage of any items in the corridors, such as bicycles, chairs, desks, and other items is prohibited in all exit ways, including stairwells. Blocked exits and obstacles impede evacuation, especially during dark and smoky conditions.
- If you are a person with a disability (even temporarily), you should do the following:
 - Learn about fire safety.
 - Plan for fire emergencies.
 - Be aware of your own capabilities and limitations.

Plans for Future Improvements in Fire Safety

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

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

Life Safety Inspections and Violations

Campus Safety's Life and Fire Safety Unit performs residence hall and fraternity full-scale Health and Safety (H&S) Inspections two times a year, once during winter break and once during the summer months prior to the start of each fall semester.

Life and Fire Safety building inspectors conduct regular inspections of residential halls and fraternity common areas throughout the academic year. Full-scale building/hall inspections are announced.

Not all common area inspections are announced.

Students are required to read and comply with the Residential and Fraternity Guidelines which include life and fire safety rules and regulations for residential buildings.

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

Additionally, each apartment kitchen is equipped with a fire extinguisher for student safety. This extinguisher must be inspected each month to ensure it is in good working order and mounted properly. Fire and Life Safety inspectors will check these fire extinguishers monthly to ensure they are in good working order.

Prohibited Conduct and Items

As a residential college, it is important for students to maintain their residential space in a way that promotes health, safety, and community. As a result, there are certain items and behaviors that are not permitted in the residence halls. Students are responsible for the items contained and the events that occur in their rooms.

Prohibited Conduct

Interior

- Draping or placing objects, including fabric, over lighting fixtures, smoke detectors, fire sprinkler systems, or modifying room/building systems in any way
- Painting, wallpapering, or similarly decorating individual rooms or common areas unless prior approval is given by Residential Education and Facilities Services
- Repairing any damages to walls, ceiling, or floors
- Removal or replacement of light bulbs in ceiling fixtures
- Removal or replacement of shower heads and installation of water filtering devices
- Removal, destruction, disassembling, or altering of room furniture
- Removing screens from windows
- Installing wall partitions or paneling
- Modifying or tampering with circuit breakers or any part of the electrical system
- Installing personal locks or chains on doors or windows
- Installing cable, internet, or satellite TV equipment
- Flushing of any items that are not meant to be flushed including flushable wipes
- Storage of any items in stairwells or hallways

Exterior

- Modifying temporarily or permanently the exterior of a building without prior consent from Residential Education or the Office of Student Activities & Greek Life (OSAGL)

Security

- Lending, using, copying, or possession of keys that are not authorized for your use

- Altering, tampering, blocking or dismantling any door closure or lock
- Intentionally leaving keys in door locks
- Propping open any exterior door
- Using windows for entry or exit of a building
- Accessing any unauthorized space including mechanical rooms, roofs, and balconies or other areas not intended for student use

Horseplay / Roughhousing

- Water fights, ball playing, bike riding, or similar activities inside which cause harm to persons or property
- Throwing any items into or out of windows

Use of Ladders

- Students living in College Houses or College-owned fraternity houses may use and store ladders that are six feet in length or less when fully extended. If a student needs a longer ladder, they must contact Campus Safety who will provide the ladder and supervise the use of it at their discretion.
- Students in all other College-operated student housing may only store and use step stools with a maximum of two steps.
- Students living in privately-owned fraternity houses may use and store ladders as permitted by the Housing Corporation that manages the facility.

Prohibited Items

Animals

- Animals or pets of any kind (except certified service animals, College approved emotional support animals, and/or non-carnivorous fish in a fish tank 3 gallons or smaller)

Appliances

- Room-heating devices, including all space heaters, kerosene or oil lamps, and alcohol burners. Space heaters provided by Facilities Services to accommodate temporary heat concerns are permitted.
- Grills of any type (except Foreman-style grills in apartments) without approval by OSAGL or Residential Education
- Using electrical appliances with an exposed heating source (e.g. toaster ovens, toasters, hot plates, air fryers) in residential rooms. These items must be used in appropriate kitchens but can be stored in residential rooms.
- Portable washers, dryers, and dishwashers

- Mini refrigerators except the MicroFridges provided by the College
- Air conditioners except approved units that are provided and installed by the College through the disabilities accommodation process
- Microwaves other than the College-provided MicroFridges in non-apartments (Apartments are limited to one microwave, which would be provided by the student(s) living in the apartment.)

Flammables

- Lit candles and/or incense
- Pressurized tanks (e.g., helium tanks)
- Flammable and/or combustible liquids and/or chemicals including gasoline
- Fireworks, smoke bombs, sparklers, etc.

Weapons

- Guns, firearms, knives longer than three inches, or weapons of any type, including any item that appears to look like a firearm or uses compressed gas or spring to shoot a projectile (airsoft, paintball, orbeez etc)

Furniture

- Excessive furniture that blocks or restricts egress
- Waterbeds and beds other than twin size (unless provided by the College)
- Any personally constructed furniture to include lofts, stages, bars not approved by the College
- Attaching hammocks to the interior or exterior of any College building
- Equipment meant for outside use such as pools, hot tubs, or other items. These items can be stored in a room but not used inside.

Motorized Vehicles

- Gasoline-powered items, such as motorcycles, mopeds, or parts thereof

Vegetation

- Live trees

Network Devices / Technology

- Overloaded electrical receptacles or faulty extension cords
- Light dimmers, ceiling fans, or any other device that replaces, adds to, or interferes with any room apparatus

Décor

- Nails, screws, hooks, staples, or other items or actions that will damage walls, ceilings and flooring

The College may make reasonable exceptions to these policies based on medical, religious and other accommodations. Exceptions will be evaluated based on the impact to the College and other residents.

EMERGENCY BUILDING EVACUATION DRILLS

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

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

FIRE INVESTIGATIONS/ARSON

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

DESCRIPTION OF ON-CAMPUS STUDENT HOUSING FIRE STATISTICS

Fire statistics must be collected and reported annually in both the Annual Fire Safety Report and the U.S. Department of Education's web-based data collection system. The following fire statistics must be reported for each on-campus student housing facility:

- Number of fires.
- Cause of each fire.
- Number of persons who received fire-related injuries that resulted in treatment at a medical facility.
- Number of deaths related to a fire.
- Value of property damage caused by a fire.

Following the fire safety systems tables are the fire-related statistics for each on-campus student housing facility for the three most recent calendar years (**2021, 2022, and 2023**). For Gettysburg College's fire statistics, data is collected from multiple sources, including Campus Safety, Residential Education, Student Rights and Responsibilities, Human Resources, Facilities Management, and local Gettysburg Fire Department (during an active incident when responding to campus).

FIRE SAFETY SYSTEMS IN GETTYSBURG COLLEGE ON-CAMPUS RESIDENTIAL FACILITIES (2023)

Current Fire Safety Systems in place within On-Campus Residential Facilities as of Calendar Year 2023							
Facility	Clery Classification	Fire Alarm Monitoring Done on Site by Campus Safety	Fully Sprinklered	Smoke Detection	Fire Extinguisher Devices	Evacuation Plans & Placards	Number of Evacuation (fire) Drills Each Calendar Year
Alpha Tau Omega 104 W. Water St	On-Campus	✓	✓	✓	✓	✓	2
Athena House 105 W. Water St	On-Campus	✓	✓	✓	✓	✓	2
Phi Delta Theta 109 W. Lincoln Ave	On-Campus	✓	✓	✓	✓	✓	2
Sigma Chi 240 Carlisle St	On-Campus	✓	✓	✓	✓	✓	2
25 Railroad St	On-Campus	✓	✓	✓	✓	✓	2
25 S. Washington St	On-Campus	✓	✓	✓	✓	✓	2
209 N. Washington St	On-Campus	✓	✓	✓	✓	✓	2
223 Carlisle St	On-Campus	✓	✓	✓	✓	✓	2
227 Carlisle St	On-Campus	✓	✓	✓	✓	✓	2
343 Carlisle St	On-Campus	✓	✓	✓	✓	No	2
Albaugh House 337 Carlisle St	On-Campus	✓	✓	✓	✓	✓	2
Apple Hall 264 W. Lincoln Ave	On-Campus	✓	✓	✓	✓	✓	2
Appleford Carriage House 218 Carlisle St, Rear	On-Campus	✓	✓	✓	✓	✓	2
Appleford Inn 218 Carlisle St	On-Campus	✓	✓	✓	✓	✓	2
Bregenzer House 239 Carlisle St	On-Campus	✓	✓	✓	✓	✓	2
Carlisle House 249 Carlisle St	On-Campus	✓	✓	✓	✓	✓	2
College Apartments 49 Railroad St	On-Campus	✓	✓	✓	✓	✓	2
Colonial Hall 157 Carlisle St	On-Campus	✓	✓	✓	✓	✓	2
Constitution Apartments 110 N. Washington St	On-Campus	✓	✓	✓	✓	✓	2
Corkran Hall 405 W. Lincoln Ave	On-Campus	✓	✓	✓	✓	✓	2
Corner Cottage 400 Carlisle St	On-Campus	✓	✓	✓	✓	✓	2
Eisenhower Institute 157 N. Washington St	On-Campus	✓	✓	✓	✓	✓	2
Haaland Hall 403 W. Lincoln Ave	On-Campus	✓	✓	✓	✓	✓	2
Hanson Hall 343 N. Washington St	On-Campus	✓	✓	✓	✓	✓	2

Current Fire Safety Systems in place within On-Campus Residential Facilities as of Calendar Year 2023							
Facility	Clery Classification	Fire Alarm Monitoring Done on Site by Campus Safety	Fully Sprinklered	Smoke Detection	Fire Extinguisher Devices	Evacuation Plans & Placards	Number of Evacuation (fire) Drills Each Calendar Year
Hazlett Hall 401 W. Lincoln Ave	On-Campus	✓	✓	✓	✓	✓	2
Huber Hall 344 Carlisle St	On-Campus	✓	✓	✓	✓	✓	2
Hutchinson House 225 N. Washington St	On-Campus	✓	✓	✓	✓	✓	2
Ice House Bldg G 125 W. Race Horse Alley	On-Campus	✓	✓	✓	✓	✓	2
Ice House Bldg H 127 W. Race Horse Alley	On-Campus	✓	✓	✓	✓	✓	2
Ice House Bldg I 135 W. Race Horse Alley	On-Campus	✓	✓	✓	✓	✓	2
Lahm Hall 331 Carlisle St	On-Campus	✓	✓	✓	✓	✓	2
Lamp Post 301 Carlisle St	On-Campus	✓	✓	✓	✓	✓	2
Lau House 48 N. Washington St	On-Campus	✓	✓	✓	✓	✓	2
Multicultural Engagement 102 W. Water St	On-Campus	✓	✓	✓	✓	✓	2
Musselman Hall 44 W. Lincoln Ave, Rear	On-Campus	✓	✓	✓	✓	✓	2
Patrick Hall 44 W. Lincoln Ave	On-Campus	✓	✓	✓	✓	✓	2
Paul Hall 132 W. Lincoln Ave, Rear	On-Campus	✓	✓	✓	✓	✓	2
Paxton Hall 405 Carlisle St	On-Campus	✓	✓	✓	✓	✓	2
Rice Hall 132 W. Lincoln Ave	On-Campus	✓	✓	✓	✓	✓	2
Smith House 42 N. Washington St	On-Campus	✓	✓	✓	✓	✓	2
Smyser Hall 345 Carlisle St	On-Campus	✓	✓	✓	✓	✓	2
Stevens Hall 332 Carlisle St	On-Campus	✓	✓	✓	✓	✓	2
Stine Hall 154 W. Lincoln St	On-Campus	✓	✓	✓	✓	✓	2
Tudor House 243 N. Washington St	On-Campus	✓	✓	✓	✓	✓	2
Van Horn House 38 N. Washington St	On-Campus	✓	✓	✓	✓	✓	2
West Hall 407 W. Lincoln Ave	On-Campus	✓	✓	✓	✓	✓	2
Baughman Hall 418 Springs Ave (Lease Ended 5/31/2023)	On-Campus	✓	✓	✓	✓	No	2

ANNUAL FIRE SAFETY REPORT/FIRE STATISTICS ON-CAMPUS RESIDENTIAL FACILITIES (2021, 2022, 2023)

On-campus Residential Facilities – Calendar Year 2023

Statistics and Related Information Regarding Fires in On-Campus Residential Facilities (CY 2023)						
Residential Facilities	Total Fires in Each Building	Fire Number	Cause of Fire	Number of Injuries that Required Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire
Alpha Tau Omega 104 W. Water St	0	0	N/A	0	0	N/A
Phi Gamma Delta 105 W. Water St	0	0	N/A	0	0	N/A
Phi Delta Theta 109 W. Lincoln Ave	0	0	N/A	0	0	N/A
Sigma Chi 240 Carlisle St	1	1	Intentional lighting of “snake” firework on floor	0	0	\$0-\$99
25 Railroad St	0	0	N/A	0	0	N/A
25 S. Washington St	0	0	N/A	0	0	N/A
127 Chambersburg St.	0	0	N/A	0	0	N/A
129/131 N. Washington St	0	0	N/A	0	0	N/A
133 N. Washington St	0	0	N/A	0	0	N/A
209 N. Washington St	0	0	N/A	0	0	N/A
215 N. Washington St	0	0	N/A	0	0	N/A
223 Carlisle St	0	0	N/A	0	0	N/A
227 Carlisle St	0	0	N/A	0	0	N/A
227 N. Washington St	0	0	N/A	0	0	N/A
343 Carlisle St	0	0	N/A	0	0	N/A
Albaugh House 337 Carlisle St	0	0	N/A	0	0	N/A
Apple Hall 264 W. Lincoln Ave	1	1	Accidental Stovetop Fire	0	0	\$99-\$200
Appleford Carriage House 218 Carlisle St Rear	0	0	N/A	0	0	N/A
Appleford Inn 218 Carlisle St	0	0	N/A	0	0	N/A
Bregenzer House 239 Carlisle St	0	0	N/A	0	0	N/A
Carlisle House 249 Carlisle St	0	0	N/A	0	0	N/A
College Apartments 49 Railroad St	0	0	N/A	0	0	N/A
Colonial Hall 157 Carlisle St	0	0	N/A	0	0	N/A
Constitution Apartments 110 N. Washington St	0	0	N/A	0	0	N/A

Statistics and Related Information Regarding Fires in On-Campus Residential Facilities (CY 2023)						
Residential Facilities	Total Fires in Each Building	Fire Number	Cause of Fire	Number of Injuries that Required Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire
Corkran Hall 405 W. Lincoln Ave	0	0	N/A	0	0	N/A
Corner Cottage 400 Carlisle St	0	0	N/A	0	0	N/A
Eisenhower Institute 157 N. Washington St	0	0	N/A	0	0	N/A
Haaland Hall 403 W. Lincoln Ave	0	0	N/A	0	0	N/A
Hanson Hall 343 N. Washington St	0	0	N/A	0	0	N/A
Hazlett Hall 401 W. Lincoln Ave	0	0	N/A	0	0	N/A
Huber Hall 344 Carlisle St	0	0	N/A	0	0	N/A
Hutchinson House 225 N. Washington St	0	0	N/A	0	0	N/A
Ice House Bldg G 125 W. Race Horse Alley	0	0	N/A	0	0	N/A
Ice House Bldg H 127 W. Race Horse Alley	1	1	Electrical Fire due to faulty plug.	0	0	\$0-\$99
Ice House Bldg I 135 W. Race Horse Alley	0	0	N/A	0	0	N/A
Lahm Hall 331 Carlisle St	0	0	N/A	0	0	N/A
Lamp Post 301 Carlisle St	0	0	N/A	0	0	N/A
Lau House 48 N. Washington St	0	0	N/A	0	0	N/A
Multicultural Engagement 102 W. Water St	0	0	N/A	0	0	N/A
Musselman Hall 44 W. Lincoln Ave Rear	0	0	N/A	0	0	N/A
Patrick Hall 44 W. Lincoln Ave	1	1	Malicious burning of room number sign.	0	0	\$0-\$99
Paul Hall 132 W. Lincoln Ave Rear	1	1	Malicious burning of restroom sign.	0	0	\$0-\$99
Paxton Hall 405 Carlisle St	0	0	N/A	0	0	N/A
Rice Hall 132 W. Lincoln Ave	0	0	N/A	0	0	N/A
Smith House 42 N. Washington St	0	0	N/A	0	0	N/A
Smyser Hall 345 Carlisle St	0	0	N/A	0	0	N/A
Stevens Hall 332 Carlisle St	0	0	N/A	0	0	N/A
Stine Hall 154 W. Lincoln St	0	0	N/A	0	0	N/A
Tudor House 243 N. Washington St	0	0	N/A	0	0	N/A
Van Horn House 38 N. Washington St	0	0	N/A	0	0	N/A
West Hall 407 W. Lincoln Ave	0	0	N/A	0	0	N/A

Statistics and Related Information Regarding Fires in On-Campus Residential Facilities (CY 2023)						
Residential Facilities	Total Fires in Each Building	Fire Number	Cause of Fire	Number of Injuries that Required Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire
Baughman Hall 418 Springs Ave (Lease ended 5/31/2023)	0	0	N/A	0	0	N/A

On-campus Residential Facilities – Calendar Year 2022

Statistics and Related Information Regarding Fires in On-Campus Residential Facilities (CY 2022)						
Residential Facilities	Total Fires in Each Building	Fire Number	Cause of Fire	Number of Injuries that Required Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire
Alpha Tau Omega 104 W. Water St	0	0	N/A	0	0	N/A
Phi Gamma Delta 105 W. Water St	0	0	N/A	0	0	N/A
Phi Delta Theta 109 W. Lincoln Ave	0	0	N/A	0	0	N/A
Sigma Chi 240 Carlisle St	0	0	N/A	0	0	N/A
25 Railroad St	0	0	N/A	0	0	N/A
25 S. Washington St	0	0	N/A	0	0	N/A
127 Chambersburg St.	0	0	N/A	0	0	N/A
129/131 N. Washington St	0	0	N/A	0	0	N/A
133 N. Washington St	0	0	N/A	0	0	N/A
209 N. Washington St	0	0	N/A	0	0	N/A
215 N. Washington St	0	0	N/A	0	0	N/A
223 Carlisle St	1	1	Electrical Fault	0	0	\$500
227 Carlisle St	0	0	N/A	0	0	N/A
227 N. Washington St	0	0	N/A	0	0	N/A
343 Carlisle St	1	1	Clothes Iron left too long on flammable material.	0	0	\$99-\$200
Albaugh House 337 Carlisle St	0	0	N/A	0	0	N/A
Apple Hall 264 W. Lincoln Ave	0	0	N/A	0	0	N/A
Appleford Carriage House 218 Carlisle St Rear	0	0	N/A	0	0	N/A
Appleford Inn 218 Carlisle St	0	0	N/A	0	0	N/A

Statistics and Related Information Regarding Fires in On-Campus Residential Facilities (CY 2022)						
Residential Facilities	Total Fires in Each Building	Fire Number	Cause of Fire	Number of Injuries that Required Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire
Bregenzner House 239 Carlisle St	0	0	N/A	0	0	N/A
Carlisle House 249 Carlisle St	0	0	N/A	0	0	N/A
College Apartments 49 Railroad St	0	0	N/A	0	0	N/A
Colonial Hall 157 Carlisle St	0	0	N/A	0	0	N/A
Constitution Apartments 110 N. Washington St	0	0	N/A	0	0	N/A
Corkran Hall 405 W. Lincoln Ave	0	0	N/A	0	0	N/A
Corner Cottage 400 Carlisle St	0	0	N/A	0	0	N/A
Eisenhower Institute 157 N. Washington St	0	0	N/A	0	0	N/A
Haaland Hall 403 W. Lincoln Ave	0	0	N/A	0	0	N/A
Hanson Hall 343 N. Washington St	0	0	N/A	0	0	N/A
Hazlett Hall 401 W. Lincoln Ave	0	0	N/A	0	0	N/A
Huber Hall 344 Carlisle St	0	0	N/A	0	0	N/A
Hutchinson House 225 N. Washington St	0	0	N/A	0	0	N/A
Ice House Bldg G 125 W. Race Horse Alley	0	0	N/A	0	0	N/A
Ice House Bldg H 127 W. Race Horse Alley	0	0	N/A	0	0	N/A
Ice House Bldg I 135 W. Race Horse Alley	0	0	N/A	0	0	N/A
Lahm Hall 331 Carlisle St	0	0	N/A	0	0	N/A
Lamp Post 301 Carlisle St	0	0	N/A	0	0	N/A
Lau House 48 N. Washington St	0	0	N/A	0	0	N/A
Multicultural Engagement 102 W. Water St	0	0	N/A	0	0	N/A
Musselman Hall 44 W. Lincoln Ave Rear	1	1	Intentional Fire. Burning of flammable liquid on carpet.	0	0	\$90
Patrick Hall 44 W. Lincoln Ave	0	0	N/A	0	0	N/A
Paul Hall 132 W. Lincoln Ave Rear	0	0	N/A	0	0	N/A
Paxton Hall 405 Carlisle St	0	0	N/A	0	0	N/A
Rice Hall 132 W. Lincoln Ave	1	1	Intentional Fire. Lighting paper on fire and dropping it onto carpet.	0	0	\$0-\$99
Smith House 42 N. Washington St	0	0	N/A	0	0	N/A

Statistics and Related Information Regarding Fires in On-Campus Residential Facilities (CY 2022)						
Residential Facilities	Total Fires in Each Building	Fire Number	Cause of Fire	Number of Injuries that Required Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire
Smyser Hall 345 Carlisle St	0	0	N/A	0	0	N/A
Stevens Hall 332 Carlisle St	0	0	N/A	0	0	N/A
Stine Hall 154 W. Lincoln St	0	0	N/A	0	0	N/A
Tudor House 243 N. Washington St	0	0	N/A	0	0	N/A
Van Horn House 38 N. Washington St	1	1	Stovetop fire. Food caught fire on burner.	0	0	\$0-\$99
West Hall 407 W. Lincoln Ave	0	0	N/A	0	0	N/A
Baughman Hall 418 Springs Ave	0	0	N/A	0	0	N/A
President Inn & Suites 606 York St <i>(Lease ended 5-29-2022)</i>	0	0	N/A	0	0	N/A

On-campus Residential Facilities – Calendar Year 2021

Statistics and Related Information Regarding Fires in On-Campus Residential Facilities (CY 2021)						
Residential Facilities	Total Fires in Each Building	Fire Number	Cause of Fire	Number of Injuries that Required Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire
Alpha Tau Omega 104 W. Water St	0	0	N/A	0	0	N/A
Phi Gamma Delta 105 W. Water St	0	0	N/A	0	0	N/A
Phi Delta Theta 109 W. Lincoln Ave	0	0	N/A	0	0	N/A
Sigma Chi 240 Carlisle St	0	0	N/A	0	0	N/A
25 Railroad St	0	0	N/A	0	0	N/A
25 S. Washington St	0	0	N/A	0	0	N/A
127 Chambersburg St.	0	0	N/A	0	0	N/A
129/131 N. Washington St	0	0	N/A	0	0	N/A
133 N. Washington St	0	0	N/A	0	0	N/A
209 N. Washington St	0	0	N/A	0	0	N/A
215 N. Washington St	0	0	N/A	0	0	N/A

Statistics and Related Information Regarding Fires in On-Campus Residential Facilities (CY 2021)						
Residential Facilities	Total Fires in Each Building	Fire Number	Cause of Fire	Number of Injuries that Required Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire
223 Carlisle St	0	0	N/A	0	0	N/A
227 Carlisle St	0	0	N/A	0	0	N/A
227 N. Washington St	0	0	N/A	0	0	N/A
343 Carlisle St	0	0	N/A	0	0	N/A
Albaugh House 337 Carlisle St	0	0	N/A	0	0	N/A
Apple Hall 264 W. Lincoln Ave	0	0	N/A	0	0	N/A
Appleford Carriage House 218 Carlisle St Rear	0	0	N/A	0	0	N/A
Appleford Inn 218 Carlisle St	0	0	N/A	0	0	N/A
Bregenzer House 239 Carlisle St	0	0	N/A	0	0	N/A
Carlisle House 249 Carlisle St	0	0	N/A	0	0	N/A
College Apartments 49 Railroad St	0	0	N/A	0	0	N/A
Colonial Hall 157 Carlisle St	0	0	N/A	0	0	N/A
Constitution Apartments 110 N. Washington St	0	0	N/A	0	0	N/A
Corkran Hall 405 W. Lincoln Ave	0	0	N/A	0	0	N/A
Corner Cottage 400 Carlisle St	0	0	N/A	0	0	N/A
Eisenhower Institute 157 N. Washington St	0	0	N/A	0	0	N/A
Haaland Hall 403 W. Lincoln Ave	0	0	N/A	0	0	N/A
Hanson Hall 343 N. Washington St	0	0	N/A	0	0	N/A
Hazlett Hall 401 W. Lincoln Ave	0	0	N/A	0	0	N/A
Huber Hall 344 Carlisle St	0	0	N/A	0	0	N/A
Hutchinson House 225 N. Washington St	0	0	N/A	0	0	N/A
Ice House Bldg G 125 W. Race Horse Alley	0	0	N/A	0	0	N/A
Ice House Bldg H 127 W. Race Horse Alley	0	0	N/A	0	0	N/A
Ice House Bldg I 135 W. Race Horse Alley	0	0	N/A	0	0	N/A
Lahm Hall 331 Carlisle St	0	0	N/A	0	0	N/A
Lamp Post 301 Carlisle St	0	0	N/A	0	0	N/A
Lau House 48 N. Washington St	0	0	N/A	0	0	N/A

Statistics and Related Information Regarding Fires in On-Campus Residential Facilities (CY 2021)						
Residential Facilities	Total Fires in Each Building	Fire Number	Cause of Fire	Number of Injuries that Required Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire
Multicultural Engagement 102 W. Water St	0	0	N/A	0	0	N/A
Musselman Hall 44 W. Lincoln Ave Rear	1	1	Intentional Fire – Malicious Burning – Door sign lit on fire	0	0	\$0-\$99
Patrick Hall 44 W. Lincoln Ave	0	0	N/A	0	0	N/A
Paul Hall 132 W. Lincoln Ave Rear	1	1	Intentional Fire – Malicious Burning – Posters in stairwell lit on fire	0	0	\$0-\$99
Paxton Hall 405 Carlisle St	0	0	N/A	0	0	N/A
Rice Hall 132 W. Lincoln Ave	0	0	N/A	0	0	N/A
Smith House 42 N. Washington St	0	0	N/A	0	0	N/A
Smyser Hall 345 Carlisle St	0	0	N/A	0	0	N/A
Stevens Hall 332 Carlisle St	0	0	N/A	0	0	N/A
Stine Hall 154 W. Lincoln St	1	1	Unintentional Fire (cooking) – Food caught fire in microwave oven.	0	0	\$0-\$99
Tudor House 243 N. Washington St	0	0	N/A	0	0	N/A
Van Horn House 38 N. Washington St	0	0	N/A	0	0	N/A
West Hall 407 W. Lincoln Ave	1	1	Intentional Fire – Malicious Burning – Portion of a table in common area damaged by application of open flame.	0	0	\$100-\$999
Aberly Hall 448 Springs Ave (Leased for COVID-19 purposes, 6-24-2021 to 5-31-2021)	0	0	N/A	0	0	N/A
Baughman Hall 418 Springs Ave	0	0	N/A	0	0	N/A
Gettysburg Hotel 1 Lincoln Square (Reclassified for COVID-19 purposes to residential-student, 7-27-2020 to 4-30-2021)	0	0	N/A	0	0	N/A
Heiges Hall 464 Springs Ave (Leased for COVID-19 purposes, 8-1-2020 to 6-15-2021)	0	0	N/A	0	0	N/A
President Inn & Suites 606 York St (Leased 8-1-2020 to 5-29-2022)	0	0	N/A	0	0	N/A

CLERY CRIME DEFINITIONS

The following definitions are to be used for reporting the crimes listed in the Clery Act, in accordance with the Federal Bureau of Investigation's Uniform Crime Reporting (UCR) Program.

- The definitions of murder/non-manslaughter by negligence, rape, robbery, aggravated assault, burglary, motor vehicle theft, weapons: carrying, possessing, etc., law violations, drug abuse violations, and liquor law violations are from the "Summary Reporting System (SRS) User Manual" from the FBI's UCR Program.
- The definitions of fondling, incest, and statutory rape are excerpted from the "National Incident-Based Reporting System (NIBRS) User Manual" from the FBI's UCR Program.
- The definitions of larceny-theft (except motor vehicle theft), simple assault, intimidation, and destruction/damage/vandalism of property are from the "Hate Crime Data Collection Guidelines and Training Manual" from the FBI's UCR Program.

Crime Definitions from the Summary Reporting System (SRS) User Manual from the FBI's UCR Program

Arson: Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Criminal Homicide—Manslaughter by Negligence: The killing of another person through gross negligence.

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

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

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.)

Weapons: Carrying, Possessing, etc.: The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

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

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

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

Crime Definitions from the National Incident-Based Reporting System (NIBRS) User Manual from the FBI's UCR Program Sex Offenses

Any sexual act directed against another person without the consent of the victim, including instances where the victim is incapable of giving consent.

- **Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- **Incest:** Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape:** Sexual intercourse with a person who is under the statutory age of consent.

Crime Definitions from the Hate Crime Data Collection Guidelines and Training Manual from the FBI's UCR Program

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

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

- **Bias:** a preformed negative opinion or attitude toward a group of persons based on their race, religion, disability, sexual orientation, or ethnicity/national origin.
- **Bias Crime:** a criminal offense committed against a person or property that is motivated, in whole or in part, by the offender's bias against a race, religion, disability, sexual orientation, or ethnicity/national origin; also known as Hate Crime.

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

Larceny-Theft (Except Motor Vehicle Theft): The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Attempted larcenies are included. Embezzlement, confidence games, forgery, worthless checks, etc., are excluded.

Simple Assault: An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Intimidation: To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

Destruction/Damage/Vandalism of Property: To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

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

Domestic Violence, Dating Violence, and Stalking

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

- by a current or former spouse or intimate partner of the victim.
- by a person with whom the victim shares a child in common.
- by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner.
- by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or by any other

person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

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

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

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

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

For the purposes of this definition:

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

UNIFORM CRIME REPORTING (UCR) DEFINITIONS

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

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

For the purposes of PA UCR reporting, Gettysburg College's Clery Act Geography is used as our UCR reporting jurisdiction. This excludes non-campus locations located outside of the borough of Gettysburg where Campus Safety does not patrol or respond to incidents.

Crimes ruled unfounded by the investigation of a sworn or commissioned law enforcement officer are omitted from PA UCR statistics tables.

The Part I Offenses

Criminal Homicide:

Murder and Non-negligent Manslaughter: the willful (non-negligent) killing of one human being by another. Deaths caused by negligence, attempts to kill, assaults to kill, suicides, and accidental deaths are excluded. The program classifies justifiable homicides separately, and limits the definition to:

- the killing of a felon by a law enforcement officer in the line of duty; or
- the killing of a felon, during the commission of a felony, by a private citizen.

Manslaughter by Negligence: the killing of another person through gross negligence. Traffic fatalities are excluded.

Rape: Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. Statutory offenses (no force used, victim under the age of consent) are excluded.

Robbery: The taking or attempted taking of anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. Simple assaults are excluded.

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

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

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

Human Trafficking:

Involuntary Servitude: The obtaining of a person(s) through recruitment, harboring, transportation, or provision, and subjecting such persons by force, fraud, or coercion into involuntary servitude, peonage, debt bondage, or slavery (excludes Commercial Sex Acts).

Commercial Sex Acts: inducing a person by force, fraud, or coercion to participate in commercial sex acts, or in which the person induced to perform such act(s) has not attained 18 years of age.

Arson: Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

The Part II Offenses

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

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

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

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

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

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

Weapons; Carrying, Possessing, etc.: The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons. Attempts are included.

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

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

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

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

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

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

Liquor Laws: The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness. Federal violations are excluded.

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

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

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

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

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

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