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# STUDENT AND EMPLOYEE DISCIPLINARY PROCEEDINGS UTILIZED IN CASES OF ALLEGED DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, AND STALKING

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Enrollment: For the 2019-2020 academic year, Gettysburg College enrollment was near 2,634 students. The student body is approximately 53% women and 47% men. For the fall 2019 semester, there were 2,627 full-time equivalent (FTE) students at the college, and 95% of those students lived in college-owned, -recognized, -rented, -leased, or otherwise controlled housing. Additionally, there were 812 full-time equivalent (FTE) employees (faculty and staff combined) at the college.

Pandemic Planning: In the aftermath of a worldwide pandemic, in March of 2020 the College moved to remote learning and working. After an exhaustive planning process during the summer break, the College developed clear plans and protocols to open the campus for an in-person and residential 2020-2021 academic year. Plans were developed in coordination with the Centers for Disease Control (CDC), public health experts, and the Pennsylvania Department of Health. These plans also consider both a fully remote learning and working model as well as a hybrid of in-person and remote learning and working model depending upon the arc and trajectory of the virus. It has never been more important for campus community members to follow sound safety practices, including stringent adherence to established public health guidelines and mitigation compliance. Any changes to policies and procedures that would impact the Annual Security and Fire Safety Report (ASFSR) policy statements in response to the pandemic are noted within this document.

The Department of Public Safety (DPS) is responsible for policy enforcement, security and emergency response on the campus. DPS is guided by the mission strategic principles of Service, Protection, Enforcement, Continuous Quality Improvement, Constancy of Purpose, and Community Service Oriented Patrolling (CSOP) or Community Policing. The Department is under the leadership of the Assistant Vice President for College Life and Executive Director of Public Safety, who reports to the Vice President for College Life and Dean of Students. Institutional Clery compliance initiatives are managed by the Executive Director. The Department’s two Associate Directors, who report to the Executive Director, are responsible for coordinating the daily patrol, security and fire safety operations and activities of the Department. The Department is open and staffed 24 hours a day/7 days a week by eleven Community Service Officers, an Assistant Director, and three Shift Leaders/Supervisors who patrol the campus and staff the communications center and a variety of other fixed posts. The Assistant Director of Community Engagement is specifically assigned Title IX investigations and violence prevention initiatives, along with department crime prevention and security awareness programming. A Life and Fire Safety Manager is assigned the responsibility of coordinating the institution’s life and fire safety program initiatives; and a Clery Compliance and Auxiliary Services Coordinator is assigned the task of coordinating administrative duties and assignments relative to the public safety environment, coordinating functional needs associated with departmental technology, and managing Clery Act and Pennsylvania UCR Act compliance records retention processes.

The Department also has a contingent of approximately 10-15 part-time public safety officers who supplement patrol and communications center operations, life safety operations, parking enforcement operations, and work campus special events and details performing crowd and vehicular control activities, as well as other pertinent security related operations. DPS additionally employs a small contingent of students (typically ranging from 10 to 15) as student patrol officers, or SPOs, who supplement DPS operations by performing basic security functions including: foot patrol, foot escorts, building checks, interior building patrols, exterior patrols, directed patrols, traffic control, access monitoring, and special event security. Contract Security Officers provide additional support during large-scale campus events and assisting DPS with the management of on-campus social events/activities. The Department patrols the campus and provides public safety services through the deployment of vehicle, foot, and bicycle patrols.

To be successful in providing the highest degree of public safety services on the campus, it is important that community members follow good safety practices and understand that safety is the responsibility of all community members, not just those officially and formally charged with enforcing the laws, policies, and rules. This includes using the escort service, locking your valuables, and reporting suspicious/criminal activities. DPS takes a leadership role in this area. This includes educational programs on campus safety, preventative patrols, incident investigation, and crime reporting, fire safety and prevention, crime prevention, and community-policing. DPS Officers receive training in security, law enforcement, and emergency care. Full-time uniformed supervisors and patrol officers are required to be Red Cross-trained as emergency medical responders, which includes first aid, CPR and the use of an AED, and to be certified in various self-defense techniques. Supervisors and select officers are Pennsylvania ACT 235-Certified (Lethal Weapons Training) and carry batons, handcuffs and Tasers. DPS Headquarters is located at 51 West Stevens Street.

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

Sincerely,

William J. Lafferty
Assistant Vice President for College Life and Executive Director of Public Safety
CRIME/EMERGENCY REPORTING AND COLLEGE RESPONSE

Reporting Crimes and Other Emergencies

Campus community members - students, faculty, staff, visitors and guests - are encouraged to report all criminal actions, emergencies, suspicious behavior or other public safety related incidents occurring within the College’s Clery geography to the Gettysburg College Department of Public Safety (DPS) in an accurate, prompt, and timely manner. The College’s Clery geography (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 noncampus 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.

The Department of Public Safety has been designated by Gettysburg College as the official office for campus crime and emergency reporting. DPS strongly encourages the accurate and prompt reporting of crimes. Accurate and prompt reporting ensures Public Safety is able to evaluate, consider and send timely warning 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 accurate and prompt reporting to DPS and/or the local police when the victim of a crime elects to, or is unable to, make such a report.

This publication focuses on DPS because it has primary responsibility for patrolling the Gettysburg College campus and it has been designated as the institution’s primary reporting structure for crimes and emergencies. However, criminal incidents or incidents off campus can be reported to the local Gettysburg Borough Police Department. Additionally, as outlined below, the College has also identified a list of primary campus security authorities (CSA) or preferred receivers of reports to whom crimes can be reported.

Primary Campus Security Authorities (CSA) or Preferred Receivers of Reports:

- Call the Department of Public Safety by dialing (717) 337-6911 or on-campus extension 6911
- Report in person to the Department of Public Safety at the Public Safety office located at 51 West Stevens Street
- Crimes or emergency situations can be reported to the Gettysburg Borough Police or local emergency services by dialing 911
- Sex Offenses and other incidents of sexual or relationship violence can also be reported to the college’s Title IX Coordinator, by dialing (717) 337-6907 or on-campus extension 6907, or in person at the College Life Office Suite located in the College Union Building (CUB), Room 220
- Contact the Office of Human Resources (HR) by dialing (717) 337-6202 or on-campus extension 6202, or in person at the HR office located on the ground floor of Penn Hall
- Contact 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
- Emergency Phones located throughout campus can also be used to contact Public Safety to report a crime or emergency
- Complete the online “community concern” reporting form at: 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) 337-6912, or on-campus extension 6912 or 6911. In response to a call, DPS will take the required action by either dispatching an officer or asking the reporting party to go to the DPS headquarters to file an incident report in person. All reported crimes will be investigated by the college and may become a matter of public record. Crime victims are given on and off campus resource information as necessary and appropriate. DPS procedures require an immediate response to emergency calls. DPS works closely with a full range of borough and county resources to assure a complete and timely response to all emergency calls. Priority response is given to crimes against persons and personal injuries. DPS responds to and investigates all reports of crimes and/or emergencies that occur within the College’s Clery geography. Public Safety personnel also have the ability to notify Adams County emergency...
dispatchers of emergency situations occurring on-campus via portable, mobile, and fixed two-way radio communications systems, and transferring telephone calls to the 911 emergency center. This system allows Public Safety to summon assistance from emergency responders if deemed necessary and appropriate. Incidents occurring within the College’s Clery geography are documented and processed for further investigation and review by the Director of Student Rights and Responsibilities and/or the local Gettysburg Borough Police, depending upon the nature of the crime or emergency and the involvement of the local Gettysburg Borough Police. Additional information obtained via any investigation will also be forwarded to the Office of Student Rights and Responsibilities. Residential & First Year Programs professional and student staff may also complete reports of potential criminal incidents that are forwarded to the Office of Student Rights and Responsibilities for review and processing.

To obtain information or request any public safety or safety escort services, community members should call DPS. Located throughout campus are well-marked exterior phones. These phones access the campus phone system and can be used like any campus extension for example, to obtain emergency assistance (extension 6911), contact community members, or obtain general information.

When placing an emergency call, remember to stay on the line and wait for the dispatcher to end the call. These exterior phones should be used when seeking information and/or reporting activities – to include criminal incidents. If a member of the community finds any of these phones inoperative or vandalized, they should call the DPS so that the phone can be repaired or replaced as quickly as possible. If assistance is required from the local Gettysburg Borough Police or Gettysburg Fire Department, DPS will contact the appropriate unit.

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

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

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

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

Confidential Reporting

Students may make confidential reports to Pastoral Counselors and/or Professional Counselors assigned to the Counseling Center. Pastoral Counselors and Professional Counselors when acting in their capacity and function as Gettysburg College counselors do not make identifiable reports of incidents to the Official On-Campus Resources unless the student specifically requests them to do so; however, the College encourages counsellors, if and when they deem it appropriate, to inform students they can report incidents of crime to DPS, which can be done directly or anonymously through the 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 purposes of inclusion in the annual disclosure of crime statistics can be made to the Director of Health Services and Ombudsperson. The Director of Health Services and Ombudsperson, in their capacity as a CSA, can make confidential crime reports to DPS to ensure inclusion in the annual disclosure of crime statistics without disclosing personal identifying information. The Director of Health Services and Ombudsperson will work closely with DPS in order to allow DPS to properly assess reports for timely warning consideration and to avoid double counting of crimes. You can schedule a confidential meeting with the Ombudsperson via email: ombuds@gettysburg.edu, or phone (717) 337-7099.

Anonymous Reporting

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

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

Online Anonymous Reporting: The College allows faculty, staff 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 using the EthicsPoint system. EthicsPoint is a third-party vendor that is an industry leader in 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

Additionally, 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.

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

The purpose of an anonymous report is to possibly 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 with regard to a
particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

**STATISTICAL DISCLOSURE OF REPORTED INCIDENTS**

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

**REPORTING A CRIME TO THE GETTYSBURG BOROUGH POLICE DEPARTMENT**

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

**OFF-CAMPUS CRIME**

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

**MONITORING AND RECORDING CRIMINAL ACTIVITY 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 also 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 notify DPS to provide support assistance to one of those locations. However, the police do this out of a courtesy, and they are not “required” to notify or involve DPS when they respond to a call involving private property. DPS does provide oversight, patrol, and monitoring of recognized non-campus student facilities/residences, as these properties fall within the College’s Clery geography, as previously stipulated. DPS does not patrol or provide oversight of privately-owned property/residences rented by students that fall outside of the College’s Clery geography.

**PUBLIC SAFETY AUTHORITY AND JURISDICTION**

Public Safety Enforcement Authority

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

Public Safety employs security contract officers through a written agreement to staff special events, perform asset security, conduct security patrols, assist with vehicle and crowd control, and perform duties as access monitors as a means of supplementing existing proprietary security operations and staff. These contract security officers enforce College policy under the leadership and supervision of Public Safety officers and report incidents and crimes immediately to Public Safety.
Public Safety Arrest Authority

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

Public Safety Jurisdiction

Public Safety’s jurisdiction encompasses its Clery geography which includes its core or main campus, campus residence halls, buildings, and/or facilities; designated non-campus long term properties and facilities that are within the Borough of Gettysburg and local 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 local township.

DPS does not have an expanded patrol jurisdiction beyond the buildings, facilities and property the college owns or otherwise controls. This is also true for any contract security officer(s) working for DPS.

Criminal Background Checks

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

SECURITY OF AND ACCESS TO CAMPUS FACILITIES

Academic and Administrative Buildings

During normal business hours, the Gettysburg College campus is generally open and accessible to students, faculty, staff and visitors of the College. However, during the 2020/2021 academic year, visitors to campus have been limited to those whose access is in direct support of the primary academic, administrative and residential missions of the college.

The majority of academic and administrative buildings are open during normal business hours (typically Monday through Friday, from 8am to 5pm, except holidays) and are typically secured during the late evening hours, depending upon class schedules, special event scheduling and community usage. The designated 24-hour academic/administrative buildings are typically secured from 11pm to 6am each night, and access is gained to these buildings via the access control system. Members of the Department of Public Safety regularly patrol the interiors and exteriors of all campus facilities.

DPS officers patrol the campus grounds via foot, vehicle or bicycle, conduct regular interior and exterior checks of academic and administrative buildings and respond to incidents occurring anywhere within the college’s Clery geography. DPS will provide security escorts when requested for staff members, students, and faculty.

Residence Halls

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

Break Housing

NOTE: This section contains information related to break housing protocol during a typical academic year. There have been a number of changes for the 2020-2021 academic year due to COVID-19. The institution transitioned the fall 2020 academic semester to remote learning for all students prior to Thanksgiving Break. Residence Halls closed the Sunday before Thanksgiving Week. Students who required to remain in residence for any portion of the time the residence halls were closed petitioned to do
so through a late departure or break housing petition process. Those approved, were relocated to break housing assignments for the duration of the time they were approved to be on campus.

During the academic year, the College officially closes for Thanksgiving, Winter, and Spring Breaks. The residence halls close for Winter Break. Notices of specific times and dates are publicized in the College’s Academic Calendar and before each break. Students are reminded to make travel arrangements accordingly; all Winter Break.

During breaks, it is suggested that students take valuable items with them to ensure their safety.

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

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. DPS regularly patrols the campus and reports malfunctioning lights and other unsafe physical conditions to Facilities Management for correction. Campus community members can additionally report hazards directly to Facilities Management through an online service response reporting process. The campus’ overall safety and security program is supplemented by a variety of technological systems including: access control; closed circuit television; emergency phones; and fire detection, suppression, and reporting systems. Other members of the College community are helpful when they report equipment problems to DPS or Facilities Management. DPS is often consulted on security measures during construction and renovation capital project meetings.

DPS TRAINING

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

PUBLIC SAFETY’S WORKING RELATIONSHIPS WITH OTHER LOCAL AND STATE LAW ENFORCEMENT AGENCIES

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

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

**Written Memorandums of Understanding with Local Police**

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**

In an effort 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 Public 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 blast email to all students and employees on campus as soon as pertinent information is available. Alerts can also be sent/communicated via Gettysburg’s text/voice messaging system and a variety of other notification methods, as outlined in the Emergency/Immediate Notification section of this Annual Report and highlighted below. 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 Executive Director of Public Safety or an Associate or Assistant Director of Public Safety, and they are routinely reviewed and approved by the Vice President for College Life and Dean of Students or a designated Associate Dean of College Life prior to distribution. The Executive Director of Public Safety or an Associate/Assistant Director of Public Safety have the authority to issue a Campus Safety Alert without such consultation if consultation time is not available. Should the Executive Director and Associate/Assistant Directors of Public Safety be directly impacted and involved in an incident response or otherwise unavailable, any trained member from the Communications and Marketing Office could write and send a 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 DPS and that have occurred on or within the college’s Clery geography (on-campus, noncampus or public property), where after review and assessment it is determined that the incident may pose a serious or continuing threat to members of the College community.

Crimes that occur outside the campus’ primary Clery geography, as stipulated or other non-Clery specific crimes, will be evaluated on a case-by-case basis. Information related to these crimes may be distributed to the campus as a Public Safety Notice, as outlined and described in the below policy statement for “Public Safety Notices.”

Updates to the campus community, when deemed necessary, about any particular case resulting in a Campus Safety Alert may be: distributed via blast email, posted on the college website, shared with the Gettysburgian newspaper for a follow-up story, and/or distributed by the Executive Director of Public Safety or other members of the Campus Emergency Response Team (CERT).

Campus Safety Alert posters may also be posted by DPS in campus buildings when deemed necessary. When Campus Safety Alerts are posted in campus buildings, they are printed on red paper and posted in lobby/entrance areas of key buildings for a time-period determined by the Executive Director of Public Safety or designee. Gettysburg College professional staff are
informed of their responsibility to share Alert information with their sponsored visitors and/or guests. Conference Services staff are instructed to inform conference attendees, camp counselors, and/or directors/leaders about Alerts and Alert posters that may be posted in areas or residence halls where conference or camp attendees are visiting and/or occupying.

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 Public Safety or their 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.

DPS supervisors confer with the Executive Director of Public Safety or an Associate/Assistant Director of Public 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 from the Counseling Center and pastoral counselors who are performing that specific function and role as their primary employment with the College.

**Campus Safety Alert Distribution Matrix**

<table>
<thead>
<tr>
<th>PRIMARY METHODS</th>
<th>Primary Message Creator</th>
<th>Backup Message Creator</th>
<th>Authority to Approve/Send</th>
<th>Primary Message Sender</th>
<th>Backup Message Sender</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mass EMail</td>
<td>Executive Director, DPS</td>
<td>Associate/Assistant Director(s), DPS; or their designee; or, Any trained member of Communications &amp; Marketing Office</td>
<td>If time allows, consult with the VP for College Life and Dean of Students; or their designee; or, If time does not permit, the primary or backup creator/sender can proceed.</td>
<td>Executive Director, DPS</td>
<td>Associate/Assistant Director(s), DPS; or their designee; or, Communications &amp; Marketing Office</td>
</tr>
<tr>
<td>DPS Website</td>
<td>Executive Director, DPS</td>
<td>Associate/Assistant Director(s), DPS; or their designee; or, Any trained member of Communications &amp; Marketing Office</td>
<td>Executive Director, DPS; or designee</td>
<td>Executive Director, DPS</td>
<td>Associate/Assistant Director(s), DPS; or their designee; or, Any trained member of Communications &amp; Marketing Office</td>
</tr>
</tbody>
</table>
PUBLIC SAFETY NOTICES

A Public Safety Notice may be sent to the campus community for general crime prevention purposes, to inform the community of crimes and/or incidents that are not generally time sensitive or considered to be a continuing threat, but important to be aware of, and/or to inform the campus of incidents occurring on, around, or even off campus that do not meet the requirements or specifications for distribution of a Campus Safety Alert, as outlined above. A Public Safety notice may be sent to the electronic campus community digests, or they may be sent via blast email to all students and employees on campus. A Public Safety Notice is generally written and distributed to the campus community by the Executive Director of Public Safety or an Associate/Assistant Director of Public Safety, and they are routinely reviewed and approved by the Vice President for College Life and Dean of Students or a designated Associate Dean for College Life. These notices could also be sent by any member of the Campus Emergency Response Team (CERT) or administrative official from the Office of College Life.

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

DAILY CRIME AND FIRE LOG

The Department of Public Safety combines its Daily Crime Log and Fire Log into one public document. DPS 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 5pm, except holidays) at the DPS communications center in DPS Headquarters, located at 51 West Stevens Street. Any portion of these crime and fire logs that are older than 60 days are made available for public inspection within two business days of a request. All confirmed fires occurring within or on any and all on-campus residential facilities will also be included in the Daily Crime and Fire Log. 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 crime or fire, and disposition of each reported crime or fire. Faculty, staff, and students are encouraged to review these logs periodically to become more familiar with the types and locations of criminal incidents and fires that may impact the College’s campus community.
Additionally, in accordance with the Pennsylvania Uniform Crime Reporting (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 the Department of Public Safety. It is important to note that DPS 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. The Gettysburg College Department of Public Safety is primarily responsible for preparing the Annual Security and Fire Safety Report. This responsibility is specifically designated to the Executive Director of Public Safety or designee. The procedures for preparing the annual disclosure of crime statistics include reporting statistics to the College community obtained from the following sources: the Gettysburg College Public Safety Department (DPS), the Gettysburg Borough Police Department (GPD), the National Park Service (NPS), the Cumberland Township Police Department (CTPD), the Pennsylvania State Police (PSP), the Adams County Sheriff’s Office (ACSO), the Adams County District Attorney’s Office (DA), the Adams County Drug Strike 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 public safety personnel who have been designated as Campus Security Authorities or CSAs. 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 Executive Director of Public Safety with Human Resources, College Life, Residential & First Year Programs, Student Rights and Responsibilities, Life Safety and Environmental Services, the Title IX Coordinator, the Clery Compliance and Auxiliary Services 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 or CSAs (as defined by federal law). CSAs are also informed in writing and/or through training to report crimes to DPS in a timely manner so those crimes can be evaluated for timely warning purposes. A Campus Security Authority or CSA is a Clery-specific term that encompasses four groups of individuals and organizations associated with an institution:

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

Statistical information is not requested from, nor is it provided by, Professional Counselors of the Counseling Center 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 DPS for inclusion in the annual statistics. The Counseling Center and Pastoral Counselors facilitate anonymous reporting, as outlined earlier in this Annual Security and Fire Safety Report.
All statistics are gathered, compiled, and reported to the college community via this report, entitled the “Annual Security and Fire Safety Report,” which is published by DPS no later than October 1st of each year.\(^1\) DPS submits the annual crime statistics published in this brochure via a Web-based reporting system to the Department of Education (ED).\(^2\) The statistical information gathered by the Department of Education is available to the public through the ED website. Table One of the crime statistics satisfies the reporting requirements described by Pennsylvania Statutes, as outlined by the Pennsylvania Uniform Crime Reporting Act; and Table Two satisfies the requirements outlined by the Clery Act.

DPS sends an email to every enrolled student and current employee on an annual basis informing them of the availability of the Annual Security and Fire Safety Report. Additionally, notification letters (via campus mail) are sent to individual campus departments. The email and letter include a brief summary of the contents of this report. The email and letter also include the address for the DPS website where the Annual Security and Fire Safety Report (ASFSR) can be found online, and notification that a physical copy may be obtained by making a request to DPS by calling (717) 337-6912 or in person at the Public Safety Headquarters at 51 West Stevens Street. The availability of the ASFSR is also published in this brochure via a Web-based reporting system to the Department of Education (ED).\(^2\) The information in Table One of the crime statistics chart is published in accordance with the Pennsylvania Uniform Crime Reporting Act (Table One), and the Pennsylvania Uniform Crime Reporting Act mandates the release of crime statistics and rates to matriculated students and employees, and, upon request, to new employees and applicants for admission. The index rates are calculated by multiplying the actual number of reported offenses by 100,000 (a theoretical population for comparison purposes) and dividing that product by the number of the College’s Full Time Equivalent (FTE) students and employees. The statistics in Table One reflect the number of incidents reported to the College’s Department of Public Safety (but do not include reports from other campus security authorities, referrals from campus disciplinary authorities, or reports from local law enforcement, as required for Clery reporting in Table Two). They do not indicate actual crime prosecution or student disciplinary action, or the outcome of either. These State crime classification statistics are reported to the Pennsylvania State Police on an annual basis for publication in the Crime in Pennsylvania (Uniform Crime Report).

**Clery Act Reporting (Table Two)**

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

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1 In July of 2020, the Department of Education (ED) announced via an electronic announcement that due to the challenges students and institutions of higher education (IHE) are facing because of the novel coronavirus (COVID-19) pandemic, they were extending the date for IHEs to publish and distribute their Annual Security and Fire Safety Reports from October 1st to December 31st, 2020.

2 The annual crime and fire statistics survey used to electronically submit individual statistics to ED would be open from November 18, 2020 through January 14, 2021.
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 a considered a subset of the On-Campus category.

Reasonably Contiguous is defined in 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.” Generally speaking, 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 2017–2019

The Pennsylvania Uniform Crime Reporting Act requires the release of crime statistics and crime rates to students and employees, and it requires that those statistics be available to applicants and new employees upon request. The rate is based on the actual number of Full Time Equivalent (FTE) students, faculty, and staff calculated according to a state-mandated formula. The index in the table below is based on incidents per 100,000 FTEs. The crime rates for 2017, 2018, and 2019 are established using population figures for the fall 2018/2019 academic semester: 3,474 total members of the community (standard rounding rules are applied).

<table>
<thead>
<tr>
<th>Calendar Years</th>
<th>2017</th>
<th>2018</th>
<th>2019</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ACTUAL</td>
<td>INDEX</td>
<td>ACTUAL</td>
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<tr>
<td><strong>Part One Offenses</strong></td>
<td></td>
<td></td>
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<tr>
<td>Murder &amp; Non-Negligent Manslaughter</td>
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<td>0</td>
</tr>
<tr>
<td>Manslaughter by Negligence</td>
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<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Rape</td>
<td>27</td>
<td>777</td>
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<tr>
<td>Robbery</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Aggravated Assault</td>
<td>4</td>
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<td>5</td>
</tr>
<tr>
<td>Burglary</td>
<td>8</td>
<td>230</td>
<td>41 *</td>
</tr>
<tr>
<td>Theft - Larceny</td>
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<td>49</td>
</tr>
<tr>
<td>Motor Vehicle Theft</td>
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<td>0</td>
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<td>Human Trafficking</td>
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<td>0</td>
<td>0</td>
</tr>
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<td>Arson</td>
<td>3</td>
<td>86</td>
<td>0</td>
</tr>
<tr>
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<td><strong>Part Two Offenses</strong></td>
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<tr>
<td>Other Assaults – Not Aggravated</td>
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<td>Embezzlement</td>
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<tr>
<td>Stolen Property</td>
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<tr>
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<td>Other Sex Offenses</td>
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<tr>
<td>Drug Abuse Violations</td>
<td>43</td>
<td>1237</td>
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<td>Gambling</td>
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<td>Family Offenses</td>
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<tr>
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<td>4</td>
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<td>103</td>
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<td>Drunkenness</td>
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<td>Vagrancy</td>
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<tr>
<td>All Other Offenses (Except Traffic) **</td>
<td>12</td>
<td>348</td>
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<tr>
<td>TOTAL</td>
<td>232</td>
<td>6678</td>
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The statistics reported above reflect the number of incidents reported to the College’s Department of Public Safety (but may not include reports from other campus security authorities, referrals from campus disciplinary authorities or reports from local law enforcement). They do not indicate actual criminal prosecution or student disciplinary action, or the outcome of either. Please note that the state crime classifications, definitions and standards, which the College is reporting these statistics, may vary from the crime classifications, definitions and standards under federal law, which are also published in this annual report. Therefore state crime statistics may not match similar crime categories reported under federal law.

* Of the 41 reported Burglaries in 2018, a total of 38 are believed to be committed by one assailant within the span of a few days during winter break with the intent to commit thefts.

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

Hate Crime Statistics

2019

1. An incident of rape occurred at an on-campus residential facility, characterized by gender identity.
2. An incident of intimidation occurred on campus, characterized by race.
3. An incident of intimidation occurred at an on-campus residential facility, characterized by religion.
Hate Crime Statistics

2018
1. An incident of intimidation occurred at an on-campus residential facility, characterized by race.
2. An incident of intimidation occurred at an on-campus residential facility, characterized by race.
3. An incident of vandalism occurred at an on-campus residential facility, characterized by race.

2017
Zero (0) hate crimes, as defined by applicable federal law, were reported at Gettysburg College in 2017.

---

Campus Crime Statistics for Gettysburg College (Table Two)
(Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act)

Calendar Years (CY) 2017 – 2019

<table>
<thead>
<tr>
<th>Criminal Offenses or Primary Crimes (Crimes Reported by Hierarchy)</th>
<th>Calendar Year</th>
<th>On Campus (including Residential)</th>
<th>Non-Campus</th>
<th>Public Property</th>
<th>Total</th>
<th>On Campus (Residential Only)</th>
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<tr>
<td>Murder &amp; Non-Negligent Manslaughter</td>
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<tr>
<td></td>
<td>2017</td>
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<td>Manslaughter by Negligence</td>
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<td></td>
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<td>0</td>
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<td>Statutory Rape</td>
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<tr>
<td>Motor Vehicle Theft</td>
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<td>1</td>
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</tr>
<tr>
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</tr>
<tr>
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<tr>
<td>Arson **</td>
<td>2019</td>
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<tr>
<td></td>
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<td>2017</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>3</td>
<td>2</td>
</tr>
</tbody>
</table>

* Of the 41 reported Burglaries in 2018, a total of 38 are believed to be committed by one assailant who entered multiple student on-campus and non-campus residence hall rooms within the span of a few days during winter break with the intent to commit thefts.

** 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.
<table>
<thead>
<tr>
<th>Calendar Year</th>
<th>On Campus (Including Residential)</th>
<th>Non-Campus</th>
<th>Public Property</th>
<th>Total</th>
<th>On Campus (Residential Only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Domestic Violence</td>
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<td>Stalking</td>
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<td>Liquor Law Violation Arrests</td>
<td>5 3 8</td>
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<td>3</td>
<td>3</td>
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<td>Drug Law Violation Arrests</td>
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<td>Weapons Law Violation Arrests</td>
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<td>Liquor Law Violations Referred for Disciplinary Action</td>
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<td>212</td>
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<td>97</td>
<td>87</td>
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<td>0 0 0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

*Reported crimes* are allegations of crimes reported in good faith to CSAs. These crimes do not have to be investigated or adjudicated in order to count as a reported crime statistic in the ASFSR. Reported crimes may involve individuals not associated or affiliated with Gettysburg College. Reported Crimes may include information received from an anonymous reporting source.

Residential Facility crime statistics are a subset of the On Campus category, i.e. they are counted in both categories.

**Hate Crime Statistics**

**2019**
1. An incident of *rape* occurred at an on-campus residential facility, characterized by gender identity.
2. An incident of *intimidation* occurred on campus, characterized by race.
3. An incident of *intimidation* occurred at an on-campus residential facility, characterized by religion.

**2018**
1. An incident of *intimidation* occurred at an on-campus residential facility, characterized by race.
2. An incident of *intimidation* occurred at an on-campus residential facility, characterized by race.
3. An incident of *vandalism* occurred at an on-campus residential facility, characterized by race.

**2017**
Zero (0) hate crimes, as defined by applicable federal law, were reported at Gettysburg College in 2017.
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 any and all emergencies that could affect the College and local Gettysburg Borough communities. Emergency preparedness at Gettysburg College is managed by the College’s Campus Emergency Response Team (CERT). The complete plan is available on the College’s website at: https://www.gettysburg.edu/offices/public-safety/emergency-preparedness/ (Gettysburg College Login Required). 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 units and/or departments are responsible for developing emergency response and continuity of operations plans for their areas and staff. The Campus Emergency Response Team (CERT) provides resources and guidance for the development of these plans. Emergencies occurring on campus should be reported to DPS by dialing (717) 337.6911 or on-campus extension 6911 or by dialing 911 for outside emergency responders.\n
In conjunction with other emergency agencies, the college conducts emergency response drills and exercises each year, such as tabletop exercises, field 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 exercise. DPS 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 all of 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. DPS 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, DPS staff on the scene will communicate information to students 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 as a way 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.

DPS shall be responsible for the safe evacuation of all persons utilizing the College’s facilities in the event of natural disasters, civil disturbances, and active threats. The level of necessity will determine the response by DPS. If large scale events occur that are beyond the resource capabilities of DPS and the College, officials will request assistance from outside emergency resources such as the Gettysburg Borough Police and Fire, State Police, Adams County Emergency Management, and/or state departments of emergency management. The need to implement evacuation from a campus building or the entire campus shall be based upon information received 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 agency. Full or partial evacuations may be necessary as a protective action to reduce campus community members’ exposure to a hazard. Protective actions reduce TIME of exposure, create DISTANCE, or provide SHIELDING from a specific hazard. Hazards that may require an evacuation include:

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

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

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

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

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

**Building Evacuation**

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

Large-scale Campus Evacuation

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

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 DPS 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 he/she unable to exit without using an elevator, secure a safe location near a stairwell, and immediately inform DPS 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 belonging (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, DPS, Residential & First Year Programs, 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 maybe 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 in to DPS 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

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

EMERGENCY/IMMEDIATE NOTIFICATION

Gettysburg College has developed a process to notify the campus community in cases of emergency. While it is impossible to predict every significant emergency or dangerous situation that may occur on campus, the following identified situations are examples which may warrant an emergency (immediate) notification after confirmation: armed/hostile intruder; bomb/explosives (threat); communicable disease outbreak; severe weather; terrorist incident; civil unrest; natural disaster; hazardous materials incident and structural fire.

Emergencies occurring on or within any of the College’s Clery geography (as defined in the "Geography Definitions" elsewhere in this Annual Report) should be reported to DPS by dialing (717) 337-6911 or on-campus extension 6911, or by dialing 911 for outside emergency responders.

In the event of an emergency, an effective Campus-wide communications process is vital in order to provide the greatest safety possible for the College community. As part of its Emergency Management Operations, the College has 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 immediately notifying the campus community upon confirmation of a significant emergency or dangerous situation occurring on or near the campus that involves an immediate threat to the health or safety of students or employees. A threat is imminent when the need for action is instant, overwhelming, and leaves no moment for deliberation. Such situations would include, but are not limited to, a hazardous materials incident requiring shelter-in-place or evacuation, an armed intruder on or near campus, an approaching tornado, or a fire actively raging in a campus building.

The College will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system to the appropriate segment or segments of the campus community, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate an emergency.

Immediate notification to the campus can be accomplished through a variety of communications methods. Notification will be made by using some or all of the following multi-modal notification methods depending on the type of emergency: College’s Emergency Mass Notification System (EMNS) – which contains email, cell phone text, voice message alert); select in-building audible voice notification devices, fire alarm (where available); public address systems/outdoor speakers (where available); social media; digital signage (where available), local media, webpage, and/or alert siren for shelter-in-place. If any of these systems fail or the College deems it appropriate, in person communication may be used to communicate an emergency. Confirmation of the existence of an emergency typically involves the response and assessment of DPS officers, sometimes in conjunction with campus administrators and other college officials, local police and first responders and/or the national weather center.

When on-duty Public Safety officers become aware of a situation that may warrant the issuing of an immediate notification, the on-duty Public Safety Officer confirms (through response, investigation, or collaboration with emergency responders) that there
is a significant emergency and then immediately contacts the Executive Director of Public Safety or an Associate/Assistant Director of Public Safety, who quickly evaluates the situation to determine if an alert is warranted, develops the content of the notification message, and then identifies the appropriate segment or segments of the campus community who will receive the notification.

The Executive Director of Public Safety or an Associate/Assistant Director of Public Safety has the ability and authority to issue an alert without delay and without further consultation with any other College official. Notification message content is determined based on the type of incident, the context with which it is occurring, and the immediate danger or threat to the campus community and the need to advise campus community members to take action. The College will endeavor to make such notification sufficiently specific so as to enable recipients to take an appropriate response to the threat. Pre-canned messages have been prepared as part of the emergency notification system to aid in rapid communication processes. In situations lacking the presence of an imminent threat, the Executive Director of Public Safety or an Associate/Assistant Director of Public Safety consults with the President, Vice President for College Life and Dean of Students, and/or other members of the Campus Emergency Response Team (CERT) prior to an alert being issued.

Follow-up notices/communications will be provided as necessary during an active incident and may be provided by the Executive Director of Public Safety, an Associate/Assistant Director of Public Safety or a member of CERT. When a threat is neutralized or effectively removed, campus community members will be appropriately informed via all or some of the aforementioned communications methods. Additionally, updates regarding a prolonged and ongoing emergency situation such as a health emergency (norovirus, serious illness, pandemic, etc.) can be provided by creating a banner (webpage) at the top of the College’s homepage that would contain specific status update information along with links to public health agencies (for example) or other relevant entities.

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

If there is an immediate threat to the health or safety of students or employees occurring on campus, an institution must follow its emergency notification procedures. An institution that follows its emergency notification procedures is not required to issue a timely warning based on the same circumstances; however, the institution must provide adequate follow-up information to the community as needed.

**Emergency/Immediate Distribution Matrix**

<table>
<thead>
<tr>
<th>PRIMARY METHODS</th>
<th>Primary Message Creator</th>
<th>Backup Message Creator</th>
<th>Authority to Approve/Send</th>
<th>Primary Message Sender</th>
<th>Backup Message Sender</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mass Email</td>
<td>Executive Director, DPS</td>
<td>Associate/Assistant Director(s), DPS; or their designee; or, Any trained member of Communications &amp; Marketing Office can create the message if DPS is engaged in an active incident</td>
<td>If time allows, consult with the VP for College Life and Dean of Students; or their designee; or, If time does not permit, the primary or backup creator/sender can proceed.</td>
<td>Executive Director, DPS</td>
<td>Associate/Assistant Director(s), DPS; or their designee</td>
</tr>
<tr>
<td>G’burg EMNS Messaging Alert System (Text/Voice/Email, Alertus Beacons, and Audible Notification)</td>
<td>Executive Director, DPS</td>
<td>Associate/Assistant Director(s), DPS; or their designee; or, Any trained member of Communications &amp; Marketing Office</td>
<td>If time allows, consult with the VP for College Life and Dean of Students; or their designee; or, If time does not permit, the primary or backup creator/sender can proceed.</td>
<td>Executive Director, DPS</td>
<td>Associate/Assistant Director(s), DPS; or their designee; or, Any member of the CERT Team</td>
</tr>
</tbody>
</table>
The Emergency Mass Notification System (EMNS) will be tested at least each academic semester to ensure that all systems are working properly and that emergency managers maintain a working knowledge of the system. These tests will also be educational moments for the campus community to remind them that this system does exist, and that it is a working and functioning system that they can rely upon. In conjunction with at least one of the annual EMNS test notifications, information is shared with the campus community related to the campus’ emergency response and evacuation procedures.

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

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

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

- Log onto CNAV, my place, my settings, my preferences and under “contact devices” add your cell-phone number (with area code) in the box named in the box named “Cell Phone Number”, and click “Save.”
- If you do not currently receive the EMNS notification, it shows 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.

The College’s primary and secondary means of communicating during an emergency situation include those addressed above. The following, although not all of these methods are always employed – modalities includes primary, secondary and tertiary
methods of notification that are decided upon based on the segment or segments of the campus community that require notification and the best method(s) determined to maximize that notification. The communications method used would depend on the type of emergency:

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

**ALCOHOL/DRUG POLICIES AND THE POINTS SYSTEM**

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

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

Commonwealth law states that a person who is under 21 years of age and who attempts to purchase, purchases, consumes, possesses, or who knowingly and intentionally transports any alcohol, liquor, or malt beverages commits a summary offense. A person who is under 21 who misrepresents their own age to a licensed dealer or other persons who sell or furnish intoxicating liquors constitutes a summary offense for a first violation, and a misdemeanor of the third degree for any subsequent violation. 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 are Borough open container and noise ordinances.

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

The Points System was designed in order to provide clarity around how the College will respond to alcohol, drug, and related violations. Students will meet with the appropriate student conduct administrator or hearing body in order to determine if a violation of policy did occur. Once this determination is made, the corresponding number of points and other required sanctions will be assigned. Students will receive this information from the student conduct administrator in writing, once the administrative or Student Conduct Review Board hearing is complete. Anyone having questions about the Points System should contact the Office of Student Rights and Responsibilities by dialing (717)337-6900, x6900 from a campus extension or visit them in CUB220.

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

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

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 on this website and within the DAAPP. The biennial report, developed in accordance with the Drug Free Schools and Communities Act (DFSCA) of 1989, can be also be obtained by contacting the Offices of Human Resources or Student Rights and Responsibilities, as outlined above.

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 & First Year Programs staff conducts one-on-one “GChats” with all First Year students to openly discuss issues of alcohol use in order to promote a healthy self and environment
- The College uses a points system when working with students who violate the College’s alcohol policies, and all First Year students participate in a session at orientation introducing the College’s alcohol policy and point system. The points system is designed to facilitate good decision making on the part of students surrounding issues of alcohol use. The points system places a higher point value on less healthy decisions, e.g., driving under the influence, and less risky behaviors tend to result.
- Educational sanctions and Point Forgiveness Opportunities 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 servers. In addition, the Department of Public Safety conducts pre- and post-event walkthroughs. Quantities of alcohol are also limited by the number of people expected to attend the event.
• The College has a venue where it serves alcohol to students. Students are required to show that they are 21 years of age or older. In addition, students are limited to one drink (beer or wine) for every hour of the event. Events involving the College serving alcohol must be approved by a committee of student affairs administrators. These events are limited to Friday and Saturday nights.

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:**
  
  i. A Felony or misdemeanor crime of violence committed by—

  A) a current or former spouse or intimate partner of the victim;

  B) a person with whom the victim shares a child in common;

  C) a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;

  D) a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or

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

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

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

  i. An offense that has an element of the use, attempted use, or threatened use of physical force against the person or property of another; or,

  ii. Any other offense that is a felony and that, by its nature, involves a substantial risk that physical force against the person or property of another may be used in the course of committing the offense.

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

  i. The existence of such a relationship shall be based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

  ii. For the purposes of this definition—

    A) Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

    B) Dating violence does not include acts covered under the definition of domestic violence.
iii. For the purposes of complying with the requirements of this section and §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

- **Sexual Assault**: An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI’s Uniform Crime Reporting (UCR) program. Per the National Incident-Based Reporting System User Manual from the FBI UCR Program, a sex offense is “any sexual act directed against another person, without the consent of the victim, including instances where the victim 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**:
  
  i. Engaging in a course of conduct directed at a specific person that would cause a reasonable person to—
    
    A) Fear for the person’s safety or the safety of others; or,
    
    B) Suffer substantial emotional distress.
  
  ii. For the purposes of this definition—
    
    A) **Course of Conduct** means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person’s property.
    
    B) **Reasonable Person** means a reasonable person under similar circumstances and with similar identities to the victim.
    
    C) **Substantial Emotional Distress** means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
  
  iii. For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

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

- **Sexual Assault**: The state of Pennsylvania defines Sexual Assault (Pa 18 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 (Pa 18 CS §3121) and involuntary deviate sexual intercourse (Pa 18 CS §3123) are not included in this definition and are considered separate crimes.

- **Domestic Violence/Abuse**: Pennsylvania law (Pa 23 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 in order to qualify as domestic abuse.

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

- **Stalking**: Pennsylvania law (Pa 18 CS § 2709.1) defines Stalking when a person either:
  
  1. engages in a course of conduct or repeatedly commits acts toward another person, including following the person without proper authority, under circumstances which demonstrate either an intent to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person; or
(2) engages in a course of conduct or repeatedly communicates to another person under circumstances which demonstrate or communicate either an intent to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person.

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

- **Ineffective consent** — Unless otherwise provided by this title or by the law defining the offense, assent does not constitute consent if:
  
  1) it is given by a person who is legally incapacitated to authorize the conduct charged to constitute the offense;
  
  2) it is given by a person who by reason of youth, mental disease or defect or intoxication is manifestly unable or known by the actor to be unable to make a reasonable judgment as to the nature or harmfulness of the conduct charged to constitute the offense;
  
  3) it is given by a person whose improvident consent is sought to be prevented by the law defining the offense; or
  
  4) it is induced by force, duress or deception of a kind sought to be prevented by the law defining the offense.

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

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

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

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

**Consent:** Consent to engage in sexual activity must exist from beginning to end of each instance of sexual activity. Consent is demonstrated through mutually understandable words and/or actions that clearly indicate a willingness to engage in, and continue to engage in, a specific sexual activity. In order 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 an 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 present at all times 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.” We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. Below is a list of some ways to be an active bystander. Further information regarding bystander intervention may be found. If you or someone else is in immediate danger, call DPS at (717) 337-6911, or the local police by dialing 911. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

- 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.

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4 Bystander intervention strategies adapted from Stanford University’s Office of Sexual Assault & Relationship Abuse
• 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.).

• Don’t leave your drink unattended while talking, dancing, using the restroom, or making a phone call. If you’ve left your drink alone, just get a new one.

• Don’t accept drinks from people you don’t know or trust If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don’t drink from the punch bowls or other large, common open containers.

• Watch out for your friends, and vice versa. If a friend seems out of it, is way too intoxicated for the amount of alcohol they’ve had, or is acting out of character, get 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 in order 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; Green Dot sexual violence and relationship violence bystander intervention programming; programming specific to developing healthy
relationships; Women’s Center and LGBTQA Advocacy programming; and regular student conversations related to sexual assault and relationship violence as part of the Students Against Sexual Assault (SASA) organizational meetings.

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

- **Online Education:** 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. Employees also receive online education through Safe Colleges.
- **Orientation Programming:** Incoming first year students participate in a series of information sessions about the Clery Act and Title IX information, in addition to learning about the Sexual Misconduct Policy, bystander intervention, and resources. New faculty and employees receive Clery Act and Title IX information during their orientation programs.
- **Extended Orientation Programming:** Incoming first year students choose between a workshop on self-defense, bystander intervention training, or consent education session. These 2-hour trainings are designed to give students an interactive educational experience geared at giving them the personal tools to reduce and prevent violence.
- **DPS Liaison Programming:** DPS officers offer liaison activities with students for the purpose of concentrated crime prevention and security awareness programming. In addition to general crime prevention programming, DPS officers provide sexual assault, domestic violence, dating violence, and stalking awareness programs for these students.
- **Peer Education Monologues/Orientation Performances:** Performed focus on alcohol and other drugs, in addition to educating on sexual violence and bystander intervention.
- **Green Dot College Strategy and Bystander Intervention Workshops:** Green Dot Bystander Intervention presentations help people understand what stops us from intervening in potentially harmful situations and provides tools to intervene. Green Dot covers ways to end power-based personal violence. Bystander Intervention workshops cover bystander effect and ways to decide to act when we see someone in need. Participants leave with practical tips to intervene.
- **14 Days to End Sexual Violence:** Is a series of programs that take place over 14 days led by the Students Against Sexual Assault (SASA) organization. All programs are to help raise awareness and offer support in an attempt to end sexual violence.

**NOTE:** While programs like Take Back the Night and 14-Days to end Sexual Violence are institutional marquee VAWA prevention programs, due to the pandemic and the College’s decision to move to remote learning and working in March of 2020, these and other spring 2020 programs were directly impacted by this decision.

**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 Public Safety and the Gettysburg Borough Police, it is the victim’s choice whether or not to make such a report. Furthermore, victims have the right to decline to notify law enforcement.

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

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

Pennsylvania recognizes matriculated students under the age of 18 as “children” for purposes of this law and, as such, the college is mandated to report a criminal complaint of abuse or sexual abuse involving any student victim under the age of 18 immediately to ChildLine and the police having jurisdiction. Law Enforcement authorities may notify the victim’s parents or guardians as stipulated by law. 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 220; phone: 717-337-6907) by calling, writing or coming into the office to report in person. Reports of all domestic violence, dating violence, sexual assault, and stalking made to Public Safety will automatically be referred to the Title IX Coordinator for review. The Title IX Coordinator is not a confidential reporting entity and is required to report criminal incidents to Public Safety.

**Procedures the College Will Follow When a Crime of Domestic Violence, Dating Violence, Sexual Assault, 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 220; 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 Director of Student Rights and Responsibilities for student cases and the Co-Directors of Human Resources for employee cases.

If a report of domestic violence, dating violence, sexual assault, or stalking is reported to the College, below are the procedures that the College will follow.
<table>
<thead>
<tr>
<th>Incident Being Reported</th>
<th>Procedures Institution Will Follow</th>
</tr>
</thead>
</table>
| **Sexual Assault**      | 1. Depending on when reported (immediate vs delayed report), institution will provide victim with access to medical care  
2. Institution will assess immediate safety needs of victim  
3. Institution will assist victim with contacting local police if complainant requests AND provide the victim with contact information for local police department  
4. Institution will provide victim with referrals to on- and off-campus mental health providers  
5. Institution will assess need to implement interim or long-term protective measures, if appropriate  
6. Institution will provide the victim with a written explanation of the victim’s rights and options  
7. Institution will provide a “No trespass” (PNG) or “No Contact” directive to accused party if deemed appropriate  
8. Institution will provide written instructions on how to apply for Protective Order  
9. Institution will provide a copy of the policy applicable to Sexual Assault to the victim and inform the victim regarding timeframes for inquiry, investigation, and resolution  
10. Institution will inform the victim of the outcome of the investigation, whether or not the accused will be administratively charged, and what the outcome of the hearing is  
11. Institution will enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for reporting sex-based discrimination or for assisting in the investigation |
| **Stalking**            | 1. Institution will assess immediate safety needs of victim  
2. Institution will assist victim with contacting local police if complainant requests AND provide the victim with contact information for local police department  
3. Institution will provide written instructions on how to apply for Protective Order  
4. Institution will provide written information to victim on how to preserve evidence  
5. Institution will assess need to implement interim or long-term protective measures to protect the victim, if appropriate  
6. Institution will provide the victim with a written explanation of the victim’s rights and options  
7. Institution will provide a “No trespass” (PNG) or “No Contact” directive to accused party if deemed appropriate |
| **Dating Violence**     | 1. Institution will assess immediate safety needs of victim  
2. Institution will assist victim with contacting local police if victim requests AND provide the victim with contact information for local police department  
3. Institution will provide written instructions on how to apply for Protective Order  
4. Institution will provide written information to victim on how to preserve evidence  
5. Institution will assess need to implement interim or long-term protective measures to protect the victim, if appropriate  
6. Institution will provide the victim with a written explanation of the victim’s rights and options  
7. Institution will provide a “No trespass” (PNG) or “No Contact” directive to accused party if deemed appropriate |
<table>
<thead>
<tr>
<th>Incident Being Reported</th>
<th>Procedures Institution Will Follow</th>
</tr>
</thead>
</table>
| Domestic Violence       | 1. Institution will assess immediate safety needs of victim  
2. Institution will assist victim with contacting local police if victim requests AND provide the victim with contact information for local police department  
3. Institution will provide written instructions on how to apply for Protective Order  
4. Institution will provide written information to victim on how to preserve evidence  
5. Institution will assess need to implement interim or long-term protective measures to protect the victim, if appropriate  
6. Institution will provide the victim with a written explanation of the victim’s rights and options  
7. Institution will provide a “No trespass” (PNG) or “No Contact” directive to accused party if deemed appropriate |

**Facilitated Anonymous Reporting through the Counseling Center/Pastoral Counselors**

Professional Counselors assigned to the Counseling Center and practicing pastoral counselors are confidential resources and do not report incidents. In their capacity and function, they do not make identifiable reports of incidents to the official on-campus resources unless the student specifically requests them to do so; however, the College encourages counselors to inform students that they can report incidents of crime to DPS, which can be done directly or anonymously (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 the Department of Public Safety and the Office of the Title IX Coordinator. A complainant may then meet with Public Safety to develop a Safety Action Plan, which is a plan for Public Safety and the victim to reduce the risk of harm while on campus or coming and going from campus. This plan may include, but is not limited to: escorts, special parking arrangements, providing a temporary cellphone, changing classroom/work site location, or working with Academic Advising on alternative class possibilities, allowing a student to complete assignments from home, allowing an employee to develop a flexible work schedule, etc. The College cannot apply for a legal order of protection, No Contact order, or restraining order for a victim from the applicable jurisdiction(s).

In Pennsylvania, a victim of domestic violence, dating violence, sexual assault, or stalking has the right to file a petition with the courts requesting protection through PFAs, SVPOs, and/or 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 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 or not 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 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.

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

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

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

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

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

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

**Confidentiality**

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

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

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

**On- and Off-campus Services for Victims**

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

These resources include the following:

<table>
<thead>
<tr>
<th><strong>ON CAMPUS</strong></th>
<th><strong>Employees</strong></th>
<th><strong>Students</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Counseling/Mental Health</strong></td>
<td>Gettysburg College Counseling Office&lt;br&gt; Phone: 717-337-6960 *Confidential Resource&lt;br&gt; (Can make recommendations for local confidential counseling and psychiatric services in the local area)</td>
<td>Gettysburg College Counseling Office&lt;br&gt; Phone: 717-337-6907</td>
</tr>
<tr>
<td><strong>Health Services</strong></td>
<td>Gettysburg College Health Services Office&lt;br&gt; Phone: 717-337-6970 *Confidential Resource</td>
<td>Gettysburg College Counseling Office&lt;br&gt; Phone: 717-337-6907</td>
</tr>
<tr>
<td><strong>Title IX Director</strong>&lt;br&gt;Title IX: 717-337-6907&lt;br&gt;Human Resources: 717-337-6211</td>
<td></td>
<td>Title IX: 717-337-6907</td>
</tr>
<tr>
<td><strong>Ombudsperson</strong>&lt;br&gt;Email: <a href="mailto:ombuds@gettysburg.edu">ombuds@gettysburg.edu</a>&lt;br&gt;Phone: 717-337-7009</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>ON CAMPUS</strong></td>
<td><strong>Employees</strong></td>
<td><strong>Students</strong></td>
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</tr>
</tbody>
</table>
| 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 | |
| LGBTQ+ Advocacy and Education | LGBTQ+ Resource Center  
Phone: 717-337-7577 | |
| Women's Center | Women's Center  
Phone: 717-337-6991 | |
| Pastoral Counseling | Campus Chaplain  
Phone: 717-337-6280 *Confidential Resource | |
| Department of Public Safety | Non-Emergency Phone: 717-337-6912  
Emergency Phone: 717-337-6911 | Non-Emergency Phone: 717-337-6912  
Emergency Phone: 717-337-6911 |
| Dean of Students | Vice President of College Life & Dean of Students  
Phone: 717-337-6921 | |
| Office of Multicultural Engagement | Executive Director of Multicultural Engagement  
Phone: 717-337-6311 | |
| Sexual Misconduct Resource Site | www.gettysburg.edu/sexualmisconductresource | www.gettysburg.edu/sexualmisconductresource |
| Facilitated Anonymous Reporting | | A student can go to Health and Counseling 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. |

<table>
<thead>
<tr>
<th><strong>OFF CAMPUS</strong></th>
<th><strong>Employees</strong></th>
<th><strong>Students</strong></th>
</tr>
</thead>
</table>
| Counseling/ Mental Health | Employee Assistance Program (EAP)  
General Assistance: 866-227-6527  
Critical Situations: 800-673-2496  
*Confidential Resource | Gettysburg Hospital (WellSpan)  
Phone: 717-334-2121 |
| Health Services | Gettysburg Hospital (WellSpan)  
Phone: 717-334-2121 | Gettysburg Hospital (WellSpan)  
Phone: 717-334-2121 |
| Victim Advocacy | PA Coalition Against Domestic Violence  
Hotline: 717-420-2135 or 888-547-2405  
Victim Witness Services of Adams County  
Phone: 717-337-9844 | PA Coalition Against Domestic Violence  
Hotline: 717-420-2135 or 888-547-2405  
Victim Witness Services of Adams County  
Phone: 717-337-9844 |
| Legal Assistance | MidPenn Legal Services (Gettysburg)  
Phone: 717-334-7624 or 800-326-9177 | MidPenn Legal Services (Gettysburg)  
Phone: 717-334-7624 or 800-326-9177 |
| 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/ | 30 N. 41st Street, Philadelphia, PA 19104  
Phone: 800-375-5283 |
| Gettysburg Police | Adams County Emergency Center: 911 | Adams County Emergency Center: 911 |
Other resources available to persons who report being the victim of sexual assault, domestic violence, dating violence, or stalking, include:

http://www.rainn.org – Rape, Abuse and Incest National Network
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 meeting and hearings;
3. The institutional disciplinary procedures will not be conducted by officials who have a conflict of interest or bias for or against the 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. College employees who provide confidential support services (Counseling/Health Services staff and pastoral counselors) or have an actual or perceived conflict of interest (the Title IX Coordinator, Department of Public Safety, and the Dean of Students, for example) may not serve as Advisors. A student or employee should select as an advisor a person whose schedule allows attendance at the scheduled date and time for any meetings, because delays will not normally be allowed due to the scheduling conflicts of an advisor.
5. 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. The complainant and the respondent will be notified simultaneously, in writing, of any initial, interim, and final decision of any disciplinary proceeding; and,
7. 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 final 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 2 (two) options:

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

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

**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 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. For allegations where a faculty member or employee engaged in sexual misconduct that does not fall within the sexual harassment definition under 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/interim measures are available to them, the Complainant can decide to move forward with an investigation of the reported behavior. For the investigation to proceed the Complainant will need to provide to the College a signed formal complaint.

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, resources, and rights in the process at least five (5) business days prior to the investigation meeting. Investigations will include timely notice of meetings for both the Complainant and the Respondent throughout the process.

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 five (5) 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 will be able to be reviewed, however the parties will not be able to take the draft of the investigative report with them during the draft period. 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 five (5) business days or any approved extension will result in a forfeiture of the right to do so later. Both parties will be provided the final report, statements, and equal access to all evidence prior to the adjudication process.

If the student wishes to participate in a police investigation, the College may wait a reasonable amount of time (usually 7 to 10 business days 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 Department of Public 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 has a written Memorandum of Understanding (MOU) with the Gettysburg Police Department regarding the criminal and administrative investigation of incidents of sexual violence and the distribution of timely warning notices or campus safety alerts and immediate or emergency notifications.

The College will conduct a prompt, fair, impartial investigation in a timely manner designed to provide all parties with resolution. However, there may be times where the process may take longer and the College will communicate on an ongoing 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: the Department of Public Safety (DPS), the Title IX Coordinator, an external investigator, or other investigator designated by the Dean of Students. This designee may be an employee of the College, an external investigator, or both. All reasonable efforts will be made to keep information private during the College's investigation and adjudication of a complaint. 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 victims, 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 Director to request a different investigator be assigned to the report. The Title IX Director 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 DPS staff members who are responsible for these investigations have been trained on investigation, Title IX, and LGBTQA concerns, trauma informed training and are aware of this policy. As described in the Confidentiality section of this Policy, the investigation will be conducted in a manner that is respectful of individual privacy concerns.

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

At the conclusion of the investigation, the investigator will prepare a report setting forth the facts gathered. The report will provide 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.

**Interim Measures and Supportive Measures Overview**

During the investigation and prior to the final determination, the College may take appropriate interim measures to protect the parties involved; after a fair assessment to determine the need for such interim measures. Interim measures will be individualized an 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 interim measures at its discretion to ensure the safety of all parties, the College community, and/or the integrity of the process. Interim and 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. Interim and Supportive measures may be imposed whether or not formal disciplinary action is sought by the Complainant or the College.

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

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

**Types of Interim and Supportive Measures**

Supportive measures are used during the Title IX Grievance process and are similar to interim measures. They are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or the Respondent. They are designed to restore equal access to the College’s educational program or activity without unreasonably burdening the other party.

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

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

During the Interim Separation, a student shall be denied access to the residence halls, fraternities, and/or to the campus or other areas owned or controlled by the College. Interim Separation will not be placed on a student’s official, permanent academic record.

A student may be required to submit to an assessment before being considered for return from interim separation. In the event that a student refuses to cooperate with such an assessment or if an assessment cannot be completed within a reasonable amount of time, determination of eligibility for return will be based on readily available information, including indirect behavioral observations.

The Interim Separation does not replace the regular process, which shall proceed on the normal schedule, up to and through a hearing, if required. However, the student should be notified in writing of this action and the reasons for the separation. The student will also be notified of the time, date, and place of a subsequent Student Conduct Review Board or Sexual Misconduct hearing, if applicable.
**Interim residential separation or residential relocation:** A student may be separated temporarily from College housing or temporarily reassigned to another residential location on campus. Their original housing location will be held until the process is over. It can be determined that residential relocation is a sanction when appropriate, and at that time the student will move permanently into a location determined by Residence Life.

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

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

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

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

**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 sexual harassment, the College is permitted to remove 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 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 this 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, on-line education courses, counseling sessions, other educational remedies or mediation of the complaint conducted by the Student Conduct Administrator and/or an Associate Dean of College Life. Informal resolution may be used in certain cases involving sexual misconduct; such as non-consensual sexual contact (incidents that are not classified as fondling), sexual exploitation, and sexually inappropriate behaviors. Informal resolution will never be used in cases involving allegations of violent sexual assault (including rape, incest, or statutory rape).

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 back 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 in the course of 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 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 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 the Vice President for College Life and Dean of Students.
- Adjudication of the Sexual Misconduct and Relationship Violence Policy will be conducted by a panel or the Vice President for College Life and Dean of Students 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 have the opportunity to 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. 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 information. 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 of Students (or designee) in connection with an appeal. The audio recording is a record of the college, and is destroyed 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; and
- **New Information:** To determine new information is discovered which was not available at the time of the investigative process and could have affected the outcome of the case.
Appeals: Appeals will be heard by the Vice President of College Life and Dean of Students or their designee or an Appeals Board assigned at the discretion of the Title IX Coordinator. The Appeals Board will consist of three trained employees.

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 of College Life and Dean of Students or an Appeals Board. Common reasons why an appeal may be rejected, or not accepted for consideration, include the following:

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

If the 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 of College Life and Dean of Students: the original appeal letter and any response will be submitted to the Vice President of College Life and Dean of Students.
- If being heard by an Appeals Board: Once a board has been convened, the original appeal letter and any responses will be submitted to the Appeals Board. This board will be chaired by one of the voting members of the Appeals Board.

Appeals with Vice President of College Life and Dean of Students

- The Vice President of College Life and Dean of Students/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 of College Life and Dean of Students/or their designee will determine whether or not the original sanction(s) should be amended. Amendment of the sanctions may include an increase or decrease in severity.
- The Vice President of College Life and Dean of Students/or their designee may, in their sole discretion, meet with the Complainant, Respondent, other involved in the process, or the Adjudicator in order to determine whether the original sanction(s) should be amended. During any meeting with the Complainant, Respondent and/or other individuals, the Vice President of College Life and Deans of Students 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 of College Life and Dean of Students/or their designee is final.

Appeals Board Process:

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

- The Appeals Board will have access to reports, statements by the Complainant, Respondent, witnesses and any other materials gathered during the investigation.
- The Appeals Board will vote on whether or not the original sanction(s) should be amended. Amendment of the sanctions may include an increase or decrease in severity.
- The Appeals Board may, in its sole discretion, meet with the Complainant, Respondent, others involved in the process, or the Adjudicator in order to determine whether the original sanction(s) should be amended. During any meeting with the Complainant, Respondent and/or other individuals, the Appeals Board will not revisit the entire matter, but will limit its discussion to whether the sanction is unreasonable as previously identified.
- The decision of the Board is final.
Title IX Student and Employee Grievance Process (includes cases of Sexual Assault, Dating Violence, Domestic Violence, and Stalking)

For the purpose of 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. 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 does strive for reasonably prompt time frames for the grievance process to conclude, and both parties are notified of the time frames allotted to them throughout the process. 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 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 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 sexual harassment, as defined by the Title IX definition of sexual harassment, sexual assault, stalking, dating violence, and domestic violence, including sufficient details known and sufficient time (7 business days) to prepare a response before any initial interview. The details 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. Both parties will also be notified of their right to have an advisor of their choice, who may be, but is not required to be an attorney.
- If during the course of 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 with regard to that conduct for 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, 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 of 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

In the formal grievance process for possible violations of sexual harassment as defined by the Department of Education under Title IX, both parties will have the opportunity to meet with the investigator, provide any witnesses, including expert witnesses, and share any evidence they wish to provide to the investigator. The parties can provide to the investigator sensitive personal information, such as medical records, only if they provide voluntary written consent with the documents.

Each party is able to have an advisor of their choice at any related meeting or proceeding related to the investigation and the formal grievance process. See the definition of advisor for additional information on the role of the advisor.

Both parties will be provided the opportunity to review and inspect all evidence that was obtained as part of the investigation. Both parties and their advisors will be provided with copies of the draft investigative report and all evidence that has been collected, for review and inspection, where they will have 10 (ten) business days to review, inspect, and provide a response that will be included in the final investigative report. Once the investigative report is completed, the parties and their advisor will again receive the investigative report, at least 10 business days prior to any hearing that may occur, for their review and written response.

Live Hearings for Title IX Grievance Process

As part of the Title IX formal grievance process there is a live hearing, where the decision-maker(s) 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.

Cross examination, must be conducted directly, orally and in real time, by the party’s advisor of choice and never by the party personally. At the request of either party, the College must provide for the live hearing to occur with the parties in separate rooms with technology allowing for the parties and the decision-maker(s) 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. Only questions that are relevant may be asked, and the decision-maker(s) will first determine if the question is relevant before a party answers the question. If the decision-maker(s) exclude 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.

If a party or a witness do not submit to cross-examination at the live hearing, then the decision-maker(s) must not rely on any statement of that party or witness in reaching a determination of responsibility.

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**

The decision-maker(s) must 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 at the time the parties are provided a written determination of the result of an appeal, if an appeal is filed, or the date that the appeal window closes if an appeal is not filed.

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 evident, 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 reasonable 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.

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 a written decision simultaneously that described the result of the appeal and the rationale for the result.

**Informal Resolution Under Title IX Grievance Process**

A Complainant who has signed a formal complaint can request for an informal resolution process which both parties must voluntarily agree to before the College facilitates an informal resolution. A formal complaint needs to be signed for a formal grievance process or for informal resolution. The College also reserves the option to offer informal resolution to both parties in certain circumstances. The informal resolution process is voluntary and both parties have to provide their written consent to participate in the process. Informal resolution will not be allowed in reported incidents where an employee sexually harassed a student.

The informal resolution does not involve a full investigation and adjudication provided that the College still provides 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

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.

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.
   a. 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. 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.
   b. All records from the Title IX Grievance Process will be retained for seven years from the date of the initial report to the College. This includes each sexual harassment investigation, any audio or audio visual recording of the live hearing, records of any sanctions imposed on the Respondent, and any remedies provided to the Complainant. Additionally, all records from the appeal process, if either party submitted an appeal, and any documents from any informal resolution process under the Title IX Grievance Process will be retained.
   c. 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.
   d. Disciplinary records of students who have been expelled will be retained indefinitely in addition to a permanent notation on the student’s transcript.
   e. 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.

2. Information and disciplinary records are generally not released to third parties without the student’s permission. There are two main areas of exception:
   a. The College may release information to parents without student consent when deemed appropriate and is not otherwise prohibited by FERPA or other applicable laws. The College’s complete FERPA policy may be found in the Student Handbook.
   b. Information and/or records may be produced in response to a subpoena, warrant, or court order.
3. 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 considered to be the records of the Respondent and Complainant students.

4. 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 to the disciplinary records retention policy. These cases are discoverable by search warrant, subpoena, or federal audit.

5. 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.

6. 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.

7. 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.

**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 the Title IX Coordinator, Co-Directors of HR, and/or Provost.

**Sanctions for Sexual Misconduct and Title IX Grievance Processes**

Below is a list of all sanctions that may be assigned by a Student Conduct Administrator, Student Conduct Review Board, Adjudicator, Appeals Officers, Sexual Misconduct Hearing Board, Sexual Misconduct Appeals Board, the Vice President of College Life and Dean of Students, or Co-Director Human Resources or Associate Provost. 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.
When determining the appropriate sanctions, the conduct administrator, hearing panel, or decision-maker(s) may take into account any previous violations or sanctions imposed in a prior conduct proceeding. The conduct administrator or board may issue one or a combination of the following or similar types of sanctions:

A. **College Expulsion** – permanent separation of the student from the College. A letter will be sent to parents or guardian notifying them of this sanction. Records will be permanently maintained by the College, and the transcript will note the expulsion.

B. **College Suspension** – separation of the student from the College for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified. Students who are suspended forfeit all fees that have been paid to the College; and are ineligible to visit the campus (including fraternity chapter houses) unless permission is granted by the Director of Student Rights and Responsibilities. In addition, a “suspension” notation is placed on their College transcript until the term of suspension has expired (notation changed to “withdrew” after suspension ends). Students must seek readmission as outlined in the Academic Procedures section of the Handbook. A letter will be sent to parents or guardians notifying them of this sanction.

C. **Revocation of Admission** – Applicants and admitted students are expected to abide by the same code of conduct as Gettysburg College students and are covered by the same Code of Conduct. Gettysburg College reserves the right to revoke admission to admitted or deposited students for fraud, misrepresentation, violation of College standards, or for other serious violations committed by a student prior to enrolling at Gettysburg.

D. **Withholding and/or Revocation of Degree** – Gettysburg College reserves the right to withhold or revoke a degree awarded from the College for sexual assault and other violations of sexual misconduct.

E. **Withholding Diploma** – the College may withhold a student’s diploma for a specified period of time. The student may also be denied participation in commencement exercises while charges are pending or as a sanction. In addition, the College may withhold a student’s transcript if the student has judicial charges pending or the student was found responsible for violating Policy.

F. **Conduct Probation** – a written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions, such as suspension or expulsion, if the student is found to violate any institutional regulation(s) during the probationary period. A letter will be sent to parents or guardians notifying them of this sanction. Students on probation are normally not permitted to live off-campus, join a Greek letter social organization, or study off-campus.

G. **Loss of Privileges** – denial of specified privileges for a designated period of time. This includes, but is not limited to, loss of position in club or organization, suspension from athletic team or performing group, loss of privileges to use specified facilities, prohibition from participation in co-curricular activities, loss of privilege to have car on campus, loss of privilege to live in residence hall or lottery system, loss of privilege to join a fraternity or sorority, restricted access to a fraternity chapter house.

H. **Restitution** – compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.

I. **Discretionary Sanctions** – work assignments, essays, behavioral contracts, alcohol and drug assessment or substance use advising, service to the College, community service, or other related discretionary assignments.

J. **No contact directive** – the College may impose a "no contact" directive in cases where an agreement cannot be reached or is not applicable. Generally, "no contact" is defined as having no direct or indirect contact at any time. This includes, but is not limited to, communication that is written, verbal, or physical. Written communication is understood to include all electronic means of communication; including, but not limited to, email, instant messaging and text messaging. Verbal communication is understood to include phone calls and voice mail messages. A "no contact" directive may include additional restrictions and terms. Students found responsible for violation of the no contact may face sanctions that result in immediate removal from campus, suspension, or expulsion.

K. **Residence Hall Relocation** – students may be assigned to a different residential space on campus if they violate policy or demonstrate an inability to continue living in their current community or room.

L. **Residence Hall Separation** – separation of the student from the residence halls for a definite period of time, after which the student is eligible to return. Conditions for readmission to the residence halls may be specified.
M. **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 of time. When a College organization fails to fulfill the College’s expectations or violates the terms of previously imposed conduct probation, the Vice President for College Life and Dean of Students may decide to terminate the recognition of or suspend the organization. The Vice President for College Life and Dean of Students may consult with the Student Conduct Review Board on the question of suspension of a College organization, or the termination of the recognition of a College organization, if The Vice President for College Life and Dean of Students so chooses.

C. **Social Probation.** A loss of privilege to host social events on campus, in fraternity chapter houses or off-campus for a specified period of time. Social probation may include all events or only social events with alcohol.

D. Loss of selected rights and privileges for a specified period of time.

**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 the inappropriate behavior.

E. **Suspension Without Pay** - Occasionally, the employee may be suspended without pay while the College conducts an investigation into 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 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

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

In the Commonwealth of Pennsylvania, information regarding registered sex offenders who are subject to community notification may be obtained from a community member’s respective local municipal police agency and/or the Pennsylvania State Police. In the Borough of Gettysburg, information regarding registered sex offenders who are subject to community notification may be obtained at the Gettysburg Borough Police Department, located at 59 East High Street (phone: 717-334-1168); or at the Pennsylvania State Police – Gettysburg Barracks, located at 3033 Old Harrisburg Road (phone: 717-334-8111). This information can also be obtained by visiting the Pennsylvania State Police’s Megan’s Law website at: http://www.pameganslaw.state.pa.us/

RESIDENCE HALL ROOM OPTIONS/ROOM ASSIGNMENTS

Room selection is conducted each spring for rising sophomores, juniors, and seniors using a lottery process. Lottery numbers are assigned by expected graduation term (not credits). During the spring semester, students receive full instructions pertaining to residence hall room selection for the next academic year. Each student is encouraged to have a roommate before participating in the room selection process. Since Gettysburg College is a residential college, a limited number of seniors are released from the residency requirement and given permission to live off-campus each year through an application process. Due to COVID-19 related density reductions in the Fall 2020 semester, a limited number of juniors were also released from the residency requirement and given permission to live off-campus. Off-campus approval is granted in the spring for the following year as part of the room selection process. Students who live off-campus are expected to do so for the entire year. Due to a mid-semester transition to remote learning due to COVID in the early Fall 2020 semester, those remaining on campus were assigned into single occupancy bedrooms if they were not already in one.

Gettysburg College strives to help students create environments that complement their academic development, as well as their personal and intellectual growth. College Houses provide students the opportunity to form self-directed and self-governing groups focused on a particular academic focus, theme, or mutual interest. Students establish clear goals for their group and, through a community agreement, plan how to be engaged participants in their community and the campus community. College Houses serve as social and intellectual hubs for students, faculty, and staff, and connect academic departments, courses, College programs, and student clubs/organizations with a shared commitment to an interdisciplinary topic. House Leaders, the student contacts for each house, coordinate recruitment and assignment. After the transition to remote learning in the early part of the Fall 2020 semester, many College House programs were paused due to their residents transitioning to remote study. A few houses with a larger number of the residents remaining on campus informally continued their program.

More information on College Houses can be found at https://www.gettysburg.edu/offices/residential-first-year-programs/upperclass-living/college-house-program/.
GUESTS/VISITORS

NOTE: The below policy statement outlines the normal college protocol relative to campus guests and visitors. However, due to the pandemic, the college restricted visitation to the campus and student overnight guests/visitors within residence halls was prohibited without prior approval for the 2020/2021 academic year.

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

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

TRAINING OF RESIDENCE HALL STAFF

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

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

WEAPONS POLICY

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

COMMUNITY COMPLAINTS/FEEDBACK

The Department of Public 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 Public Safety or designee. Additionally, the Department occasionally conducts community surveys to receive feedback regarding its operations and services. The Executive Director of Public Safety uses this feedback as part of the Department’s strategic planning process. Students are an integral part of the Department’s operations and strategic planning process. Regular feedback regarding the Department’s performance is received from a variety of student groups and organizations. Complaints against DPS can also be filed through
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 noncampus 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 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, DPS 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:

- Call the Department of Public Safety by dialing (717) 337-6911 or on-campus extension 6911
- Report in person to the Department of Public Safety at the Public Safety office located at 51 West Stevens Street
- Contact 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
- Contact 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
- Contact the Office of Residential & First Year Programs by dialing (717) 337-6901 or on-campus extension 6901, or in person at the Residential & First Year Programs Suite in the College Union Building (CUB); Room 250.

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

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

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

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

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

DPS uniformed patrol supervisors and officers are Red Cross-trained as emergency medical responders to provide medical assessment and basic emergency care. DPS can summon an ambulance through the Adams County Emergency Center.

CRIME PREVENTION, FIRE SAFETY, AND SAFETY AWARENESS PROGRAMMING

Gettysburg College offers many programs designed to inform students and employees about campus 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 safety, emergency response and evacuation procedures, crime and risk reduction strategies and theft prevention. Public Safety, Residential & First Year Programs, College Life, Student Rights and Responsibilities, and the Title IX Coordinator participate in forums, panels, meetings, and programs in residence halls and fraternities to explain College security, campus safety, campus policies, and expectations related to student conduct and behavior and fire safety measures and procedures at Gettysburg College with all incoming students during the fall orientation program.

These crime prevention and security awareness themes are additionally reviewed as part of Public Safety’s community policing liaison program with the sororities, fraternities, first-year residents, and other key student groups and organizations. New- employee orientation includes the distribution of crime prevention and fire safety materials to all new employees during scheduled orientation sessions throughout the year. Crime prevention, security awareness and fire prevention programming occurs throughout the academic year with an average of five programs per academic month – this includes in-person programming, online programming, community-policing programming and tabling events.

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

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

NOTE: Due to COVID 19 restrictions and mitigation strategies, in-person programming has been limited and moved to social media and virtual platforms.
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 educations (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 items:
  - Consume any food, liquid, alcoholic liquid, drug or other substance which subjects the minor or student to a risk of emotional or physical harm;
  - Ensure 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.
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.

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

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 Public Safety’s communications center.

Special Notes

1. For the 2017/2018 Academic Year (AY), the college temporarily leased a few rooms within Stuempfle Hall, a residence hall located on the campus of the Gettysburg Lutheran Seminary. These spaces within Stuempfle Hall were not covered by a sprinkler system or hard-wired addressable fire alarm (smoke detectors were included and fire alarms reported locally on-site). This lease was not renewed for the 2018/2019 academic year.

2. For the 2018/2019 and 2019/2020 Academic Years (AY), the college temporarily leased student residence hall rooms in additional properties located near the core campus at 343 Carlisle Street and 127 Chambersburg Street. Both properties are sprinklered and have addressable fire alarm systems that report directly to Public Safety.

3. For the 2020/2021 Academic Year (AY), 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: the President’s Inn Hotel at 606 York Street in Gettysburg, the Super 8 Hotel at 869 York Road in Straban Township, the Gettysburg Hotel at 1 Lincoln Square in Gettysburg, and Aberly and Heiges Halls at the Gettysburg Lutheran Seminary. The Gettysburg Hotel, President’s Inn and Super 8 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 Lutheran Seminary are not sprinklered and they are equipped with battery smoke detection systems within the residence hall rooms and a fire alarm detection system within the common areas. These 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. 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 Residence Halls Guidebook for Residents located on the Office of Residential and First Year Programs 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. Every student room has an emergency evacuation map installed on the inside of the front door as well, to direct occupants to primary and secondary exits. Fire drills are conducted each semester by the Department of Public Safety.
**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. DPS can be contacted at (717) 337-6911. DPS will initiate a response to all fire alarms or reports it receives. Upon confirmation of a fire, DPS will immediately summon the local fire department for assistance by contacting the 911 Adams County Emergency Center.

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

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

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

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

Find nearest pull station and sound central alarm, or call 911, or contact DPS directly at: (717) 337-6911 or 6911 from an on-campus 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 DPS at: (717)337-6911; be sure to give your room number and your location
- If you can exit the room, put on shoes (and if necessary a coat). If smoke is evident, get a wet towel to cover your face
- Close all doors
- If in exiting the building you are blocked by fire, go to the safest fire-free area, or stairwell. If a phone is available call DPS, or find a window, and signal that you are still in the building.

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

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

Plans for Future Improvements in Fire Safety

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

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

Life Safety Inspections and Violations

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

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

Prohibited Items and Prohibited Conduct

If a student’s behavior does not meet College community expectations or is in violation of the policies outlined in the Residence Hall Housing License Agreement or the Handbook of Student Rights and Responsibilities, they may expect conduct action. Gettysburg College expects students, as adults, to maintain a standard of personal discipline that is in harmony with the educational goals of the institution, federal, state, and local laws, and to respect the rights, privileges, and property of fellow students, faculty, staff, and administrators.

Students are responsible for the items contained in their rooms and the events that occur in their rooms. Special surveillance resources may be utilized by the College when conduct issues become chronic or disruptive.

Prohibited Items

The following items are prohibited in residence halls:

- Guns; firearms; knives longer than three inches; or weapons of any type, including BB and pellet guns
- Candles and/or incense (lit or unlit)
- Tapestries, banners, and flags. These items cannot be hung on walls, ceilings, or over windows. Window treatments such as curtains must be made of a fabric that resists or retards the spreading of flames and has either a UL fire rating #723 or NFPA 225
- Room-heating devices, including all space heaters, kerosene or oil lamps, and alcohol burners
- Gasoline-powered items, such as motorcycles, mopeds, or parts thereof
- Pressurized tanks (e.g., helium tanks)
- Flammable and/or combustible liquids and/or chemicals, including gasoline and charcoal
- Grills of any type (except UL-listed Foreman-style grills in apartments)
- Fireworks, smoke bombs, sparklers, etc.
- Drug paraphernalia and illegal drugs
- Animals or pets of any kind, except certified service animals or non-carnivorous fish; refer to the College’s Pet Policy in the Student Handbook and on the College website
- Light dimmers, ceiling fans, or any other device that replaces, adds to, or interferes with any room apparatus
- Excessive furniture that blocks or restricts egress from sleeping areas
- Physical training equipment
- Three-section couches
- Waterbeds, and beds other than twin size
- Dartboards and darts
- Nails, hooks, double-faced adhesive tape, or other items that will damage walls
- Live trees
- Personal lofts
- Hoverboards

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

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

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

Prohibited Conduct

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

• Smoking inside any residential space, this includes the use of electronic cigarettes
• Open flames
• Draping or placing objects, including fabric, over lighting fixtures, smoke detectors, or fire sprinkler systems
• Hanging cardboard, plastic, or fabric (e.g., tapestries, banners, and flags) on walls, ceilings, light fixtures, or fire sprinkler apparatus. Posters on walls cannot exceed 25% of the total wall surface.
• Hanging stringed lights on the exterior of buildings without the advance, expressed, written consent of the Office of Residential & First-Year Programs. Inside residence halls, students may use up to three strands of stringed lights per room; all stringed lights must be UL-approved.
• Wrapping or placing wires or stringed lights in the area of beds
• Lending keys to others, copying keys, possession of keys that are not authorized for your use
• Water fights, ball playing, bike riding, or similar activities that may cause harm to persons or property
• Storage of bicycles in stairwells, halls, or rooms
• Storage of personal items such as sports bags/equipment, furniture, or suitcases in stairwells or halls
• Throwing any items into or out of windows
• Altering, tampering, or dismantling any door closure or propping open any exterior door
• Cooking food in individual rooms (other than in microfridges)
• Solicitation of goods or services, except by Gettysburg College students who have received prior approval from the Office of College Life
• Painting, wallpapering, or similarly decorating individual rooms or common areas, unless prior approval is given by the Office of Residential & First-Year Programs and Facilities Services
• Repairing any damages or the removal or replacement of light bulbs in ceiling fixtures that have not been provided by the Facilities staff
• Removal, destruction, disassembling, or altering of any furniture in a room
• Removing screens from windows
• Installing wall partitions or paneling
• Modifying or tampering with circuit breakers or any part of the electrical system
• Installing and subscribing to a cable or satellite TV provider
• Installing personal locks or chains on doors or windows
• Sleeping in public areas of the residence halls by residents and/or guests
• Entering the Quarry pond - this includes wading, swimming, and ice skating
• Vehicle maintenance on college property

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

**FIRE INVESTIGATIONS/ARSON**

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

**FIRE SAFETY SYSTEMS IN GETTYSBURG COLLEGE ON-CAMPUS RESIDENTIAL FACILITIES**

(2019)

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<tr>
<th>Facility</th>
<th>Clery Classification</th>
<th>Fire Alarm Monitoring Done on Site by DPS</th>
<th>Fully Sprinklered</th>
<th>Smoke Detection</th>
<th>Fire Extinguisher Devices</th>
<th>Evacuation Plans &amp; Placards</th>
<th>Number of Evacuation (fire) Drills Each Calendar Year</th>
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## Current Fire Safety Systems in place within On-Campus Residential Facilities as of Calendar Year 2019

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<th>Facility</th>
<th>Clery Classification</th>
<th>Fire Alarm Monitoring Done on Site by DPS</th>
<th>Fully Sprinklered</th>
<th>Smoke Detection</th>
<th>Fire Extinguisher Devices</th>
<th>Evacuation Plans &amp; Placards</th>
<th>Number of Evacuation (fire) Drills Each Calendar Year</th>
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## ANNUAL FIRE SAFETY REPORT/FIRE STATISTICS ON-CAMPUS RESIDENTIAL FACILITIES (2017, 2018, 2019)

On-campus Residential Facilities – Calendar Year 2019

<table>
<thead>
<tr>
<th>Residential Facilities</th>
<th>Total Fires in Each Building</th>
<th>Fire Number</th>
<th>Cause of Fire</th>
<th>Number of Injuries that Required Treatment at a Medical Facility</th>
<th>Number of Deaths Related to a Fire</th>
<th>Value of Property Damage Caused by Fire</th>
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<tbody>
<tr>
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<td>Fire Number</td>
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<td>Value of Property Damage Caused by Fire</td>
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### Statistics and Related Information Regarding Fires in On-Campus Residential Facilities (CY 2019)

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<th>Residential Facilities</th>
<th>Total Fires in Each Building</th>
<th>Fire Number</th>
<th>Cause of Fire</th>
<th>Number of Injuries that Required Treatment at a Medical Facility</th>
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<th>Value of Property Damage CAUSED by Fire</th>
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<tr>
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### On-campus Residential Facilities – Calendar Year 2018

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<th>Number of Deaths Related to a Fire</th>
<th>Value of Property Damage CAUSED by Fire</th>
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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.

A. **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.

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

C. **Statutory Rape**: Sexual intercourse with a person who is under the statutory age of consent.

**Hate Crimes**: any of the above offenses, and any other crime involving bodily injury, reported to local police agencies or campus security authority that manifest evidence that the victim was intentionally selected because of the perpetrator’s bias, or the perpetrator perceived the person to be in one of the protected group categories. Additionally, on August 14, 2008, the Clery Act was amended to include larceny/simple assault, intimidation, and destruction/damage/vandalism (except arson) as reportable categories of hate crimes. 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 additions from the 2014 VAWA Negotiated Rulemaking Final Consensus Language

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

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

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

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

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

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

For the purposes of this definition:

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

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

*Under the Pennsylvania Uniform Crime Reporting Act*, Gettysburg College is required to report crime statistics as defined by the Uniform Crime Reporting Program for the following crimes if the crimes are reported and occur on the property owned, 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 Department of Public Safety (DPS) submits information on the number of Part I and Part II offenses known to DPS, and those offenses cleared by arrest or exceptional means, to the Pennsylvania State Police.
The Part I Offenses

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 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.

**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.

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

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

The Part II Offenses

**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 perverseness 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 Executive Director of Public Safety either by mail at Gettysburg College, 300 North Washington Street, Gettysburg, PA 17325; email at: wlaffert@gettysburg.edu; or by telephone at (717) 337-6912.