

# Maintaining a Safe & Secure Campus

Millersville University, The Ware Center  
42 N. Prince Street, Lancaster, PA

2016 Annual Ware Center Security & Safety Report



LiveSafe



MU ALERT



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### From the Vice President of Student Affairs & Enrollment Management

The security and safety of the Millersville University campus are paramount to providing an environment that fosters educational exploration and academic excellence. The policies and procedures outlined in our annual report promote the safety and help reduce risks to the members of the Millersville University campus community.

Millersville University has implemented training, policies, victim centered support and reporting that comply with changes made to the Clery Act through the Violence Against Women Act (VAWA). At Millersville University we use the Clery Act, Title IX and VAWA policies to guide our prevention, education and responses across university divisions. Each member of the campus is encouraged to read and know about the programs and services in place at Millersville University to reduce risk and to ensure a safer campus community. Each member of the Millersville University campus community shares in the responsibility for keeping our campus safe. It is our shared duty to report any safety or security concerns we may each have to the Millersville University Police. You can contact the police at 717-871-4357 or use our new smartphone app, LiveSafe, to make those reports.

Thank you for your contribution to building a safe, caring and concerned campus community.

**Brian P. Hazlett**

Vice President, Student Affairs & Enrollment Management

## The University

Millersville University of Pennsylvania is located in Lancaster County, Pennsylvania, an area that continues to have among the lowest crime rates in the nation.

Millersville University offers a diversified program of undergraduate and graduate studies in the arts, sciences, business and education. The student body of 7,988 undergraduate and graduate students (6,746 FTE), who study, work and live in a community of faculty, administrators and support staff who are concerned about the quality of life on campus for all of its members. The faculty includes 373 highly qualified full-time and part-time personnel. The noninstructional staff consists of 528 persons, providing a nonstudent working community on campus of 901 employees.

The 250-acre campus, located three miles from the city of Lancaster in the suburban community of Millersville, includes 84 well-maintained buildings on well-lighted streets and walkways. A pond, gardens and large expanse of grounds provide students an environment that is exceptionally comfortable. The grounds of the campus are open to visitors, as are lobbies and business offices in major University buildings. Residence halls, however, are open only to students, employees and invited guests. The general public is welcome to use the University library and attend special events in campus buildings when so publicized by the University.

The Department of Facilities Management maintains lighting of all campus parking lots, walkways and building entrances. University Police report any nonfunctioning lights, and replacements and/or repairs are made in a matter of days. In addition, University Police and facilities staff monitor the condition of plants, shrubs and other natural growth for additional security considerations.

## Special Clarification to the 2016 ASR

During a June 2016 program review the U.S. Department of Education issued three findings of non-compliance related to the 2015 Annual Security Report and 2015 Annual Fire Safety Report. The findings and university response are summarized below. Millersville University takes pride in the emphasis placed on safety and will continue to strive to produce an annual security and fire safety report that publishes crime data in a transparent manner and documents the efforts of all of the campus crime prevention and response programs that make Millersville University a safe place for students, employees and visitors.

- **Crime Awareness Requirements Not Met-Omission/Inadequacy of Required Statistical Disclosures and Policy Statements.**

In response to this finding, Millersville University clarified the statistical discrepancy between the 2014 published and distributed, and 2014 electronically filed statistics was the result of a combination of a cautious approach to including statistics in affiliated student housing (Brookwood and Wellness) and not correcting this submitted data when the Department re-

quested Millersville University to redact the affiliated housing crime data from the electronic file report. Millersville University notes that the Department's "Handbook for Campus Safety and Security Reporting" (2016 edition) expanded the lens of affiliated campus housing to include this crime data within the ASR as filed in 2014 and 2015 ASR.

- **Fire Awareness Requirements Not Met- Failure to Publish and Distribute an Annual Fire Safety Report.** In response to this finding, Millersville University prepared and distributed a 2015 annual fire safety report and for 2016 has prepared this report as a combined Annual Security and Fire Safety Report. Millersville University sent a draft of this report to the U.S. Department of Education within 60 days of the August 12, 2016 program review report. Millersville University also used The Clery Center for review of the 2016 report.
- **Drug and Alcohol Abuse Prevention Program Requirements Not Met.** In response to this finding, Millersville University completed a biennial review <http://www.millersville.edu/saem/files/DFSCA-Biennial-Report.pdf> of the Drug and Alcohol Abuse Prevention Programs with a goal of ensuring effectiveness of a broad range of DAAPP and ensuring consistent enforcement of applicable drug and alcohol related law against students and employees who may be found in violation.

## Annual Campus Crime Report

The compilation and distribution of this report is mandated under the Student Right to Know and Campus Security Act of 1990. This law requires colleges and universities to disclose information about campus safety and security procedures and to provide statistics concerning the occurrence of a number of criminal offenses. In addition, the report must contain statements describing campus law enforcement policies and procedures, campus security education and prevention programs, drug and alcohol policies, sexual assault awareness programs, procedures for reporting sexual assaults and an overview of the campus judicial process. The charts provided regarding criminal offenses reflect: a) all official reports filed for the Uniform Crime Report as reported by those agencies assigned significant responsibility for law enforcement; and b) anonymous reports from persons who have directly contacted or have been referred by faculty or staff at the University or in victim assistance programs. Any difference in the number of official reports as noted through the Uniform Crime Report versus the total number of incidents reported, may be a result of the choice of the victim/complainant who choose not to file an official report or to have the incident handled through the campus internal judicial process. While all visitors and members of the campus community are encouraged to report crime in a timely manner, it is understood that a small number of crimes may not be reported and therefore may not be included in the published statistics. Voluntary confidential reporting of criminal activity to any official of this institution who has significant responsibility for student and campus activities is encouraged.

The University Police Department has the responsibility for collecting the information that is contained within the Annual Campus Crime report. Millersville University Office of the President will receive the Department of Education's Campus Safety Survey Administrator letter (normally within the month of July).

The letter will contain the following information: the start date that

## Campus Emergency Notifications & Timely Warnings

Should an event take place either on or off campus property that the chief of police, vice president for Student Affairs & Enrollment Management, director of Health and Safety or vice president for Finance & Administration deem an immediate or ongoing threat to public safety, an Emergency Notification and/or Timely Warning shall be issued. Emergency Notifications may be issued for threats to personal safety (such as street robbery, or sexual assault) and/or public safety information (such as fires located on or near campus with street closures).

**Email Blast**—Electronic mail message used to provide brief messages of public safety importance. Messages may include weather, safety, or crime-related information. These messages may contain more detail than a text message. Intended recipients are anyone who is registered with a Millersville account or is registered with the MU Alert system.

**MU Alert**—Text messaging system used to provide “flash information” or brief messages of public safety importance. Messages may include weather, safety, or crime-related information. Intended recipients include all those persons who have enrolled in the MU Alert System.

**Web Page Lite**—Electronic messages appearing on the Millersville University homepage used to provide information relating to weather, safety or crime. In the event of a campus emergency the normal Millersville University homepage will become inactive and a graphics-lightened page will appear that is intended to load more quickly and allow for faster response time. Intended recipients will be anyone who accesses the campus homepage during a campus emergency.

**NOTE**—In the event of a campus emergency the campus telecommunications operation will reduce service to phone lines and voice communications through radio to the police officers only. Do NOT attempt to request routine service, escorts, room openings, etc., if the University is in a campus emergency operations situation.

**The Emergency Response Procedures** web address is [www.millersville.edu/hr/ehs](http://www.millersville.edu/hr/ehs). In the left column select “Environmental Health & Safety” then from the drop down “Emergency Response and Evacuation Procedures.”

For more information on the Emergency Notifications policy, please see [www.millersville.edu/police](http://www.millersville.edu/police)

the collection site will open, the internet web page and web address of the submission site, the logon information for the user ID and password, the date the submission data should be entered by and the date of closing.

The Office of the Vice President for Student Affairs & Enrollment Management which is responsible to ensure the compliance of the Act will next receive the letter. Under the direction of the Vice President, the Chief of Police or his/her designee will open (log on) the submission site. Under the guidance of the Chief of Police, all the data or information will be collected which may include:

- gathering on and off campus information
- contacting other outside agencies for static information
- creating policies and or directives
- review of current information
- using the assistance of auditors
- contacting/using other Millersville University Departments

## The Lancaster City and Millersville University Police

The Lancaster city police force was formed in 1865 with 21 night policemen. Today the Lancaster Bureau of Police is a full service police department providing service to the City of Lancaster. The Bureau is the largest and only urban law enforcement agency in Lancaster County, serving a population of 59,322 (2010 U.S. Census) residents. Current manpower consists of approximately 147 sworn officers and 46 civilian employees with a service area of 7.26 square miles.

Primary responsibility for security on campus belongs to the Millersville University Police Department, which is part of the Student affairs and enrollment management division of the University. The University uses a dual force concept, employing both commissioned police officers and noncommissioned security officers. Twelve police officers are assigned to regular patrol duties. Administrative duties are handled by the chief, deputy chief, and a detective lieutenant, who are also commissioned police officers. The department employs two clerical staff. The administrative office is located in Lebanon House, which is open from 8 a.m. to 4:30 p.m. weekdays. A 24-hour, seven-day-a-week schedule is maintained by the University police with an around-the-clock dispatcher system.

As a condition of employment, all police officers employed by the Millersville University Police Department must have completed a Basic Police Training course as required by Pennsylvania Act 120 or have completed equivalent training as approved by Municipal Police Officers Education and Training Commission of the Pennsylvania Department of Education, Bureau of Academic Programs. Millersville University police officers and security officers are required to maintain appropriate levels of training in CPR, basic first aid, nonviolent crisis intervention, and in the use of the police baton. In addition, police officers must qualify twice a year with firearms and complete yearly updates as approved by the Municipal Police Officers Education and Training Commission. The Pennsylvania Administrative Code, Section 2416, grants

full police power to commissioned police officers employed by Millersville University. Therefore, Millersville University police have the power and duty to enforce order, protect life and property, make arrests as provided by law, conduct investigations, and exercise the same powers authorized for police in local municipalities. The University police have a supportive working relationship with local, county and state police agencies. Act 48 of 2004 grants full municipal police powers to university officers and permits off-campus police responses. In addition, University police coordinate investigations with the Bureau of Liquor Enforcement and the Pennsylvania State Police.

Millersville University police file monthly reports with the Pennsylvania State Police, which depict all offenses as listed in the FBI Uniform Crime Report. Information on crimes that may impact or relate to the surrounding community, county and state are shared directly with the appropriate law enforcement agencies.

In instances where timely reporting to the campus is warranted, University police utilize the MU | Alert system, the WAVES mass notification system, the campus radio station, WIXQ, internally published posters, pamphlets, and brochures, the Office of Housing and Residential Programs and other campus staff.

**University police are on duty 24 hours a day, 365 days a year and are in constant communication with a University telecommunications center.** The department also is in regular contact with a county-wide police radio network. All reports of criminal activity coming to the University police are investigated and coordinated with appropriate area law enforcement agencies as needed. All criminal prosecutions for offenses taking place on the campus of Millersville University are initiated by the University police.

In cases where actions are violations of campus policy and Commonwealth law, and the perpetrator is a student of the University, both internal and external judicial action may be taken. The Office of Judicial Affairs will initiate disciplinary action in accordance with the University Judicial Code for violators who are students. Internal judicial action will be initiated in addition to, not in lieu of, filing of criminal charges before the local District Justice. Students should be aware that some information may be shared regarding on-campus violations.

Complete background investigations are made on all applicants considered for appointment to the University police department. Each background investigation consists of a Pennsylvania State Police records check, a local police records check and personal contact of references. Pre-employment criminal background checks are conducted for all new hires at the University. This policy began in April of 2009.

No procedure for checking possible criminal records of prospective or current students is currently in use at the University.

Millersville University Police Department currently has no Memo of Understanding (MOU) with any municipal police agencies due to it's Police Officers being covered under state laws with assisting outside agencies. You can find more information under Millersville University Police policy section, PASSHE Act 188.

## Campus Responsibility

Safety on the campus of Millersville University must involve a cooperative effort of the campus community. Everyone who utilizes campus facilities must assume responsibility for the security of personal belongings and their own personal safety. Everyone should learn the location of the 46 emergency communication stations on campus. In addition, anyone traveling alone on campus between 11 p.m. and 7 a.m. should use the campus escort system. See escort policy rules and regulations for other times and guidelines. Personal items such as televisions, computers and stereos should be engraved and the serial numbers recorded. Information on secure, online registration of valuables is available at the University Police, Lebanon House. Vehicles should be locked at all times and valuables stored in the trunk. Campus community members, students, faculty, staff, and guests are encouraged to report all public safety related incidents and crimes to the appropriate police agency or the University Police in a timely manner. Prosecutorial decisions, or formal witness status can always be decided at a later time, but reporting should be done immediately.

Millersville University has established a Threat Assessment Team (TAT@MU) to assist in addressing situations where students, faculty, or staff are displaying disruptive or threatening behaviors that potentially impede their own or others' ability to function successfully or safely. The process is designed to help identify persons whose behaviors potentially endanger their own or others' health and safety.

It is the responsibility of faculty, staff, and students to immediately report any situation that could possibly result in harm to anyone at the University. Any member of the campus community may become aware of a troubling person or situation that is causing serious anxiety, stress, or fear and, if so, this information should be provided to the Threat Assessment Team at (717) 871-7070. During non-business hours, this line auto-forwards to Lancaster County Wide Communications dispatch. For additional information, please see the Threat Assessment Team web page at [www.millersville.edu/safetyandsecurity/threatassessment.php](http://www.millersville.edu/safetyandsecurity/threatassessment.php)

## Campus Safety App - LiveSafe

- Millersville University is the first Pennsylvania university to launch LiveSafe (Aug 15). Millersville joined Virginia Tech, Georgetown and Delaware as institutions engaging in LiveSafe.
- LiveSafe was launched after Student Senate engaged with University Police as another community policing effort to keep our community safe.
- Millersville is cited By LiveSafe as being a student engaged Campus
- Within the first year, over 2,000 MU students downloaded the free safety App
- Within the first year, students texted 151 tips to the university call center, 88% resulted in tip chat with call center employees and/or police.
- Most tips were for quality of life issues such as noise, loud persons, and facility concerns such as a light out.
- Other tips were students taking care of students in need

such as concern of depression.

- A total of 731 peer to peer safewalks, exactly 400 between 9p.m. and 3a.m.

**Safety AT YOUR Fingertips**

LiveSafe is a mobile safety app that enables the Millersville University community to easily connect with police.

**Access MU resources**  
Have fast access to important information and resources, including phone numbers and emergency procedures.

**Share info with MU Police**  
Share safety info, and concerns. Attach a photo, video, or audio file. Send anonymously if you choose.

**Know what's around you**  
Use the Safety Map to see potential safety locations and nearby incidents.

**Get safety alerts**  
Receive important, timely alerts from MU Police.

**Use location sharing in an emergency**  
MU Police can see where you are in an emergency situation, allowing faster response times.

**Get home safely, and help your friends**  
Use SafeWalk to virtually walk your friends home by reporting their move along a map.

**Download the MU LiveSafe app**  
Download "LiveSafe" and sign up with your email. Enable location services & push notifications when prompted. Create a password and fill in your name. Search for "Millersville University" to select it as your organization.

Report Tips | Emergency Options | Safety Map | StaySafe

LiveSafe

student organizations. Many faculty offer students extra credit for participation, information is integrated into several department curriculums, students are approached by peer educators across campus, and educational workshops and awareness events are provided. A large focus of the first-six-weeks includes information about the red zone.

- Athletics program: a presentation on healthy relationships was presented to all first year athletes during the CHAMPS education program.
- Center for Health Education and Promotion had five trained student peer educators (trained by the YWCA, DVS and other local organizations) to provide ongoing educational workshops, interactive awareness events and conduct campus outreach. Passive education is provided in Stall Talk, their website, and through social media networks.

Education workshops include:

- **End the Violence! Break the Silence:** This program more broadly focuses on sexual misconduct and includes information on dating violence, domestic violence, sexual assault and stalking. The program engages participants in an activity to increase their knowledge of violence along a continuum, helps individuals understand the role of being an active bystander and how to potentially intervene, and the available resources (including reporting) for students who are victimized.
- **Calling Men to Action:** This men-only program embraces the help and courage of men in ending sexual assault as gender violence isn't just a women's issue. This program seeks to motivate men to be involved in ending sexual assault, engages participants in role plays to understand consent, helps participants brainstorm ways that men can be involved in ending sexual assault, provides participants with information on available resources on and off campus and how to help a friend if victimized and reporting procedures.
- **In the Green: Red Zone Awareness:** This program is aimed at raising awareness about sexual assault and the Red Zone (the time starting on the first day on campus until the first break when students are at an increased risk of being sexually assaulted). The program provides information about bystander intervention and ways on how to intervene in a potentially risky situation, provides information on available resources on and off campus and how to help a friend if victimized, reporting procedures, identifies the dangers of the red zone, and discussions around victim blaming.
- **Got Consent:** The purpose of this program is to increase the knowledge of sexual assault and understanding about consent. Information is presented to raise awareness of sexual assault and consent. This program discusses the Red Zone as well as resources (including reporting) available on and off campus for victims of sexual violence.
- **Sex Goes to the Movies:** This program uses popular movie clips to educate participants about risky and unsafe partying, alcohol consumption, consent, how to avoid potentially risky situations, and resources available on

## University Programs

- Incoming and transfer students are asked to complete the Student Success online education portal, *Not Anymore*, prior to arriving on campus in August. The portal includes information on dating violence, domestic violence, sexual assault and stalking. In order to ensure that students completed the portal, we continued our partnership with the Wellness and Sport Sciences faculty to integrate the online portal into the educational curriculum of the WELL175 course which is a course that most students are required to complete before graduation and often is taken during the students first year on campus. Wellness faculty are requiring students to complete assignments relating to the content of the portal, are working to integrate information into the curriculum that students answered incorrectly during the posttest after completing the portal, and are encouraging individual and group discussions about sexual violence. 1,363 MU students completed the Not Anymore program in 2015-2016.
- During Orientation, students are engaged in several programming efforts to build upon the content of the online education portal. In 2015 these activities included:
  - A presentation by Catharsis Productions, *The Hookup* that addresses gender stereotypes, rape, sexual assault, consent, hookup culture, rape myths and bystander intervention techniques.
  - Inclusion of sexual violence information in the campus safety presentation.
  - Inclusion of sexual assault and consent in the alcohol education programming provided.
  - Inclusion of the consent video *TEA Consent*.
- The University provides a first-six-weeks sexual violence education program in partnership with faculty, staff and

and off campus.

- *When You See A Red Flag, Say Something*: This program utilizes interactive questions to educate participants about “red flags” and warning signs of and unhealthy relationship. This program also educates participants on the different characteristics of healthy vs unhealthy relationships and ways to support friends and resources available on and off campus.
- *Pizza With The Chief*: This program is in association with Housing & Residential Programs, during which the university Police Chief meets with students in the residence halls during Sunday evenings to discuss consent, bystander intervention, active shooter response and provide an open forum for students to talk with officers.

Outreach: peer educators provide brief education interactions with students as they walk around campus on topics including: The Red Zone, dating violence, domestic violence, sexual assault and stalking.

Wellness Wednesdays: throughout the semester peer educators set up interactive opportunities outside of the Center for Health Education and Promotion to provide additional learning opportunities about sexual assault, domestic violence, dating violence and stalking.

Awareness Events: Take Back the Night was held during the first six weeks of the semester. The Clothesline Project was displayed on campus and students could make shirts to display during Sexual Assault Awareness Month in April. Numerous activities were planned throughout the month of February in recognition of Teen Dating Violence Awareness Month. The Red Flag Campaign, a national campaign aimed at encouraging students when they see a red flag in a relationship to say something, was the cornerstone activity connecting students to the educational programming that took place throughout the month. Activities included: educational/promotional materials (posters, yard signs, banners and red flags), presentation of the One Love Foundation’s Escalation workshop, presentations to various student groups, Wear Orange Day, a tribute to the students who lost their lives to dating violence at the SUNY Geneseo campus, and various outreach and tabling activities. The month was dedicated to the memory of Karlie Hall.

- Collaboration among Millersville University, Domestic Violence Services of Lancaster, and guidance counselors from several local middle/high schools was initiated this year to partner on healthy relationship/relationship violence education and best practice efforts. The group has met four times so far and have discussed current educational efforts taking place within the school districts based on those in attendance, looking at expanding educational efforts and ways to connect with the MU peer educators as well as partaking in national awareness efforts (such as Teen Dating Violence Awareness Month) and looking at available curriculum and trainings.
- A comprehensive webpage ([www.millersville.edu/sexualviolence](http://www.millersville.edu/sexualviolence)) was developed this year to provide students, families, and the campus community easily accessible information about sexual and dating violence. The page contains

## Victim Services Numbers

(all area code 717)

Victim/Witness Assistance.....	299-8048
<i>Information on victim rights and services in the criminal justice system/community.</i>	
Victim/Witness Assistance Hotline.....	299-8048
Victim/Witness Services.....	299-8048
<i>Counseling and services for the surviving family of homicide victims, robbery, aggravated assault, and burglary victims.</i>	
Other Victims of Violence Hotline.....	299-8048
<i>Reimbursements for out-of-pocket loss due to personal injury.</i>	
Crime Victims Compensation Hotline.....	299-8048
Lancaster Shelter for Abused Women.....	299-1249
<i>Counseling, shelter, legal protection.</i>	
Domestic Violence Hotline.....	299-1249
Sexual Assault Prevention & Counseling Service .....	393-1735
<i>Counseling and services for adult and child sexual assault victims.</i>	
Sexual Assault Victims Hotline (YWCA) .....	372-7273
Mothers Against Drunk Driving.....	657-3911
<i>Counseling, advocacy and services</i>	
Children & Youth Social Services.....	299-7925
<i>Counseling, information and referral services for abused and neglected children.</i>	
Child Abuse Victims Hotline .....	1-800-932-0313
Office of Aging.....	299-7979
<i>Counseling, shelter, protective services for victims age 60 and over.</i>	
Elder Abuse Victims Hotline.....	1-800-801-3070

numerous pieces of information including reporting options, support resources, educational programming, and how to support a student survivor. The page was created to improve the ease at which individuals can locate sexual and dating violence information on the MU website. From January to May 2016 the webpage had 838 unique page views.

- The above webpage is a resource available as a direct link in the University campus safety app, LiveSafe.
- The One Love Foundation workshop, Escalation, focusing on dating violence was present several times on campus this year.
- Distribution of sexual violence resource cards (distributed to students during orientation programming). Cards are available in various support offices across campus and can be found online. The publications, Student Sexual Assault: What Millersville University Students Need to Know and Dating/ Domestic Violence and Stalking: Reporting were distributed to help students navigate resources and reporting options.
- The YWCA Lancaster continues to provide free advocacy services for survivors of sexual assault out of the Center for Health Education every Monday afternoon from 1-5pm. A total of 37 advocacy sessions occurred.
- Domestic Violence Services of Lancaster provided a free advocate for students experiencing dating or domestic violence out of the Center for Health Education & Promotion. One advocacy session occurred.
- The Office of Transition Programs encourages first year experience faculty to provide sexual violence programming within their curriculum. The peer educators have been utilized to provide prevention programming in these courses.
- Orientation leaders and peer educators were provided with training on the Clery Act, Title IX and sexual violence awareness. Students were asked to complete the online education portal, Not Anymore. A session on dating violence, domestic violence, sexual assault and stalking was provided to the graduate assistants in Housing and Residential Programs.
- A new sexual and dating violence advisory task force was developed to convene representatives of the Millersville University Community to serve as members of an advisory board to ensure consistent, ongoing and well researched programs that will help reduce the incidence of sexual misconduct, ensure quality resources and services for those impacted by sexual misconduct, and increase reporting by students at Millersville University. The task force was convened twice in the spring semester and moving forward members will break into smaller action teams to start working on identified areas of need.
- Bystander intervention was a large priority this year. Helping students gain skills and confidence in being able to effectively intervene in risky situations was a focus of several of our peer education programs, Wellness Wednesday activities as guided the development of the It's On Us MU campaign. Through a partnership with Lambda Chi Alpha, the It's On Us campaign was developed and launched in April 2016. The campaign featured posters, yard signs, a video and educa-

tional programs. This campaign, while providing students with knowledge about sexual violence, enables students to understand the role that each member of our campus community plays in ending violence on our campus.

Millersville University consistently reviews all programs each year to make sure all students and staff have the most up to date information on security awareness and crime prevention programs.

## Emergencies on Campus

### MEDICAL EMERGENCIES - Call 911

*For medical emergencies that appear to be life-threatening such as head, neck or back injuries, excessive bleeding, breathing difficulty, convulsions, loss of consciousness, or chest pains:*

Call 911 for an ambulance; be sure to give exact location and nature of emergency.

### NON-EMERGENCY MEDICAL SERVICES

*For medical situations that do not appear to be life-threatening where the injured or ill party is mobile:*

Contact Health Services staff at (717) 871-5250 and a police transport will be arranged, if appropriate, or dial (717) 871-4357 to contact University Police to escort the party to Health Services. Members of the campus community should check with Health Services for the actual hours of coverage.

### POLICE EMERGENCIES - Call 911

*For situations that require urgent police assistance such as criminal or suspicious activity, disorderly or threatening behavior in progress, or a vehicle or pedestrian accident:*

Call 911 for University Police; be sure to give exact location and nature of the emergency.

### FIRE EMERGENCIES

*Upon discovery of a fire, activate the local alarm and vacate the area.*

*If a fire is suspected but not observed:*

Activate the local alarm, then contact University Police at 911. Contact University Police from a safe location. If you suspect a fire, do not remain in the building.

*When in doubt regarding a fire emergency (smoke visible but no flames, strong electrical burning odor):*

Call 911, then University Police at 911 if it appears safe to do so.

For routine University Police information or assistance call (717) 871-4357.

## Emergency Communication Phones

There are 46 emergency communication stations located at various locations around the campus. Wall-mounted phones are yellow in color, the pedestals are blue or brown with a blue light located above, and the telephones make direct emergency contact to the Lancaster County Wide Communications and the University Police. The telephones may be used any time emergency assistance is needed. It should be noted, however, that misuse of these telephones could result in criminal prosecution. The emergency communication call boxes

are tested twice a month and the results of these tests are available through the University Police by appointment.

To activate the telephone:

- 1. Push the call button and release. Police officers will be sent to your location.**
- 2. The dispatcher will respond to the caller.**
- 3. State the nature of your emergency and confirm your location.**
- 4. Follow the directions of the dispatcher.**

**Only the large button needs to be pushed to summon aid.**

Arrival time is generally three minutes or less.

## 911 Information System

The 911 emergency dialing system facilitates the prompt response of police, fire and ambulance services to the campus community. When callers dial 9-1-1, each campus phone will create a display at the Lancaster County Dispatch Center showing the specific geographic location of the campus caller to include building. This system does not work with wireless cellular telephones operated on campus.

If you dial 911 by mistake and the Telecommunications Operator tells you that you have reached the Emergency Dispatch Center – DO NOT HANG UP! Explain to the operator that you dialed 911 by mistake; seldom will additional action be taken. If you fail to stay on the line and explain that a mistake has been made, emergency personnel will respond to your location and appropriate action will be taken.

## Campus Security Authorities

The Campus Right to Know Act mandates that institutions disclose statistics both for crimes reported to criminal justice agencies and crimes reported to other members of the campus community. Local contiguous police agencies providing crime data include the Millersville Borough Police, Manor Township Police, and the Lancaster City Bureau of Police. While everyone on campus is encouraged to report crime, under the Campus Right to Know Act some individuals are designated as *campus security authorities*. The name campus security authority is somewhat misleading as it is applied to a group of people who by function are not necessarily engaged in security-related work. According to the law, any person who has the authority and duty to take action or respond to particular issues on behalf of the University, or has significant responsibility for student actions is defined as a *campus security authority*.

Because job titles and official responsibilities vary from campus to campus, the Campus Right to Know Act does not provide a list of specific titles and/or functions that should be designated as a *campus security authority*. At Millersville University the following titles have been recognized as *campus security authorities* in addition to all sworn and unsworn members of the Millersville University Police Department:

- Vice President for Student Affairs & Enrollment Management, all subordinate administrators, and all division staff, excluding clerical staff.

## Tips for Maintaining a Safe & Secure Campus

### In the office or classroom:

- Avoid working or studying alone in a building at night.
- Keep your purse and petty cash in a locked cabinet or drawer.
- While in class or in the library keep personal belongings in view.
- Use the Escort Service to travel alone at night (see Escort Service guidelines).
- Report anyone who behaves suspiciously to the University Police. Remember his/her appearance and relay it to the dispatcher.

### On the street:

- Stay in well-lit areas; walk midpoint between curbs and buildings, away from alleys, entries and bushes.
- Carry only necessary credit cards and money.
- Obtain a whistle from the University Police and carry it with you at all times.
- If you are followed, act suspicious. Keep looking behind you and you may discourage the follower.
- Never hitchhike.

### Living on campus:

- Keep doors locked, even if you are away for a few minutes. Remember that most losses occur during the day.
- Use the peepholes in residence doors before permitting entry to anyone. If the peephole is broken or missing, notify the graduate assistant/residence hall director.
- Keep an accurate inventory of your possessions. Engraving tools may be borrowed from the University Police for inscribing your driver's license or ID number.
- If you return to your residence and suspect that it has been illegally entered, do not enter. Call University Police immediately.
- If someone you don't know tries to enter a building behind you, or asks to go past the security checkpoint with you for any reason, say NO.
- If you see a suspicious person in a corridor or lounge, or if someone knocks on your door to solicit, call the University Police.
- Harassment by any means, including computer harassment, should be reported to University Police.

- All athletic coaches and assistant coaches.
- Title IX Coordinator and subordinate non-clerical staff.
- Executive Director of Human Resources and subordinate non-clerical staff.
- Advisors to any student group.

NOTE: Students may be included in this category if they are employees of the University and have responsibility for student activities (to include residence hall assistants and peer educators)

Certain individuals who have responsibility for student and campus activities are exempt from disclosing information. Pastoral and professional licensed counselors are exempt from disclosing reported offenses if they are acting in their role of pastoral and professional counselors. Counselors so noted are still encouraged to provide confidential reporting information to crime victims. Such confidential reports are still valuable in enhancing the safety of the greater campus community and in assuring the accuracy of campus crime data. CSA's are notified of their responsibility on a yearly basis and have a tutorial available to them at the University Police website:

[www.millersville.edu/police](http://www.millersville.edu/police)

## Safety Information Activities

The University Police use a variety of media to address issues of campus safety.

- **An annual report**, a comprehensive report of all crimes reported to the University Police, is compiled, published, and widely distributed yearly. This information may also be accessed through the University Police website at [www.millersville.edu/police](http://www.millersville.edu/police)
- **Crime and safety programs** presented by peer educators from the Center of Health Education & Promotion, members of the Lancaster County District Attorney's Office, area police investigators, and/or the Millersville University Police are offered each semester. There is no charge for the service, and group presentations can be organized during late evening hours and adjusted for any group size. The University Police currently have three Pennsylvania-certified Crime Prevention Practitioners who also assist groups and individuals with academic projects related to crime and safety. Programs or educational materials can be scheduled or ordered by contacting the appropriate office. Generally programs through the University Police require a two-week advance notice. Over the last three years University Police have offered programs to both student and employee group meetings. Some examples of what kinds of the programs offered at Millersville University are, RAD, MU Get Involved and the Women's Commission programs.
- **The campus newspaper**, *The Snapper*, reaches almost every member of the University community and covers campus crimes and arrests. Major feature articles are presented frequently on issues relating to student safety. Published weekly, *The Snapper* addresses every major campus issue, including safety and security concerns. It should be noted, however, that the University Police have no editorial control over what appears in the campus newspaper. Information

releases are furnished to the staff of *The Snapper* but final published information may differ from the information releases due to the editors' selective omissions. All arrests are public information.

- **WIXQ-FM**, the campus radio station that serves the greater Millersville community, is sensitive to the needs of the community and broadcasts public service announcements upon request.
- **Daily Log**, a public record of all incident reports filed by the University Police. The daily log is available for public inspection Monday through Friday during normal business hours at 237 North George Street (Lebanon House), except holidays and when the University is officially closed. Those desiring to view the daily log during hours other than those so noted must make an appointment through the chief of police to make sure that an officer is available to release the document. The daily log is currently available in hard copy form ONLY. The University reserves the right to withhold information from the log when posting such information could jeopardize an ongoing investigation, or personal safety of a victim, accused or witness. Any information or posting temporarily withheld from the daily log for any lawful justification will be posted once the possibility of adverse effects is no longer likely to occur. The daily logs are maintained for seven years as suggested by law.
- **An employee newsletter**, *Millersville Exchange*, is published online biweekly and carries articles regarding safety issues or policies when appropriate.
- **A University Police website** that provides safety tips, crime statistics for a three-year period, a campus map, emergency response information, campus security authority training, and information about the student intern program. The web address is [www.millersville.edu/police](http://www.millersville.edu/police)
- **MU | Alert** is a software application used to send emergency alerts, notifications and updates to your cell phone, pager, PDA and/or email account. In the event of an emergency, such as a fire or September 11th-type attack, Millersville University will be able to send important alerts and updates right to your cell phone or mobile device. All you have to do is sign up for an MU | Alert account through the University homepage.

## Timely Warnings

Should an event take place either on or off campus property, that the chief of police or vice president for Student Affairs & Enrollment Management deems an immediate or ongoing threat to public safety, a Timely Warning shall be issued. Timely Warnings may be issued for threats to property (such as financial aid fraud, or vehicle break-ins), as well as threats to personal safety (such as street robbery, or sexual assault). It is irrelevant whether the victims or perpetrators are members of the campus community. Local police jurisdictions generally keep the University Police informed when such crimes take place in their jurisdiction.

The format for a Timely Warning is not mandated under the Campus Right to Know Act. Such warnings may be distributed through campus

email to faculty, staff, and students, in poster form, the campus radio station or cable television station, or in some cases through the campus newspaper, *The Snapper*. Timely Warning posters are placed in campus buildings in such a manner as to likely come to the attention of persons entering or leaving the building, such as residence halls, the library, student center, the commuter house and off campus student housing. Warnings will also be placed on the University Police website. All victims' names will be withheld from the Timely Warning.

Those persons charged with generating Timely Warnings will make every effort to avoid unreasonable delays in presenting the information to the campus community."

Additional information on Timely Warnings can be found in the Timely Warning Policy at [www.millersville.edu/police](http://www.millersville.edu/police)

Pursuant to the Campus Right to Know Act and University Police Directive 03-001 warnings will be issued as soon as pertinent information is available to the police regarding the event. However, the University Police may not issue a Timely Warning if:

- The crime was revealed to a pastoral or professionally licensed counselor.
- The department apprehended the suspect(s) and the threat of imminent danger for members of the community is mitigated.
- Issuing a Timely Warning would severely jeopardize an ongoing criminal investigation or the safety of an individual.
- Issuing a Timely Warning would possibly cause a suspect to flee or evade detection.
- Issuing a Timely Warning would result in the destruction of evidence.
- Issuing a Timely Warning would likely identify the victim.

Anyone with information regarding an incident warranting a Timely Warning should report that incident immediately to the University Police by phone at 717-871-4357, or in person at Lebanon House, located at 237 North George Street.

## Emergency Notification Policy

### Policy Statement

Should an event take place either on or off campus property, that the Chief of Police, vice president for Student Affairs & Enrollment Management, Director of Safety & Environmental Health or their designee deems an immediate or ongoing threat to public safety; an Emergency Notification shall be issued.

### Scope

Emergency Notifications may be issued for threats to personal safety such as street robbery and sexual assault. They may also be issued for weather related and or safety issues such as a pending tornado or street closing because of a building fire. It is irrelevant whether the victims or perpetrators are members of the campus community. Local police jurisdictions generally keep the University Police informed when such crimes take place in their jurisdiction.

### Communication of the Warning

Such warnings may be distributed through:

- Campus email blast (to faculty, staff, and students) - Electronic mail message used to provide "flash" information or brief messages of public safety importance. Messages may include weather, safety, or crime-related information. These messages may contain more detail than a text message. Intended recipients are anyone who is registered with a Millersville account, or is registered with the MU Alert system
- MU Alert - Text messaging system used to provide "flash information" or brief messages of public safety importance. Messages may include weather, safety, or crime-related information. Intended recipients include all those persons who have enrolled in the MU Alert System
- Mass Notification System Sirens - Outdoor audible tone and voice notification system. Alerts may be sounded for weather, safety, or crime-related information. Intended recipients include the campus and local Millersville community as the system has an outdoor range of ½ mile or more depending on wind and other weather conditions. The system is not intended to be heard indoors.
- Web Page Lite- Electronic messages appearing on the MU homepage used to provide information relating to weather, safety or crime. In the event of a campus emergency the normal Millersville University homepage will become inactive and a graphics-lightened page will appear that is intended to load more quickly and allow for faster response time. Intended recipients will be anyone who accesses the campus homepage during a campus emergency.
- Local News Media – The Office of Communication and Marketing sends press releases and makes calls to contacts on a local media list. Because of the transient nature of its population, the University depends a great deal on broadcast media to notify students, faculty members, and staff members of emergencies before or during their commutes

**NOTE:** In the event of a campus emergency the campus telecommunications operation will reduce service to phone lines and voice communications through radio to the police officers only. Do NOT attempt to request routine service, escorts, room openings, etc., if the University is in a campus emergency operations situation.

Those persons charged with generating information on Emergency Notifications and Timely Warnings will make every effort to avoid unreasonable delays in presenting the information to the campus community.

## Campus Residence Halls

The University operates ten (10) residence halls, all coed, housing about 2,214 undergraduate students. Residence hall housing is limited to unmarried students or married students residing separately. Residence hall rooms are primarily double occupancy; however, some single, three-person and four-person occupancy rooms are available. The residence halls are managed by graduate students who supervise a staff of resident assistants. Resident assistants are assigned to each

resident wing or floor with a general student ratio of 1:30.

Resident and graduate assistants participate in mandatory in-service training at the beginning of each semester that is conducted by various professionals within housing and residential programs in concert with other members of the Division of Student Affairs & Enrollment Management staff. Student development issues, campus safety and University policy and procedures are a central focus during this in-service training.

Resident students are instructed on University policy through regular floor or wing meetings, periodic all-residence-hall meetings and University publications such as the Living On Campus Handbook (published annually and distributed to resident students by the housing and residential programs staff) and the Millersville University Judicial Affairs Handbook (available online at [www.millersville.edu/judicialaffairs/files/studentcodeofconduct.pdf](http://www.millersville.edu/judicialaffairs/files/studentcodeofconduct.pdf)). University Police crime prevention practitioners are available to present programs in all residence halls and in any instructional venue upon request. In addition, housing staff and University Police provide brochures regarding campus regulations, local ordinances, and state law to students upon request.

Access to the residence halls is limited to the main lobby entrance 24 hours a day. All halls have card access. All residence hall exterior doors remained locked 24 hours daily during the University school year with the exception of Harbold Hall, which has locked doors off of the lobby. Perimeter security is maintained by a card access system. Interior student rooms use a conventional lock system with a peephole in each door. Windows are equipped with locks and rooms equipped with screens are generally secured from the inside. A security camera system operates for all residence halls. The cameras are installed in hallways and common areas to produce images for evidentiary purposes only. The camera system allows for viewing of selected interior hallways and additional public areas. The cameras will not generally be monitored in real time, but will be recorded to access violations of the state or federal law, and violations of the Student Code of Conduct.

Residents of a designated residence hall are identified by a color-coded validation sticker installed on the student identification card at the beginning of each semester. Residents are required to present their validated identification card to the staff member on duty upon entering the residence hall. Visitors and students not assigned to a designated residence hall must be escorted by a valid resident at all times. The resident host or hostess is responsible and accountable for the actions of his or her guests.

The university police are a 24 hour, 7 days-a-week police department and as part of patrol check the residence halls on periodical basis. As a general rule, residents' rooms will not be entered and personal possessions of students will not be searched by University personnel without the permission of the student unless a search warrant is obtained. However, in case of circumstances relevant to the welfare of people or the safety of property or if there exists reasonable cause to believe that University policy has been violated, housing and residential programs staff members maintain the authority to enter student rooms without a warrant and without permission of the resident(s).

Visitation is permitted in all residence halls on a 24-hour basis unless members of a wing or floor have contracted to limit visitation hours. Overnight guests may be registered into a residence hall by a valid resident as long as there is space available and all current policies governing overnight guests are observed.

The Living On Campus Handbook outlines the process for changing room assignments. It is imperative that proper policies be followed as University Police need to know where students are located for emergency notification and evacuation accountability purposes. Failure to follow printed procedures could result in the loss of housing privileges and other judicial action.

Generally no on-campus housing is available during official University breaks. Some exceptions may be made for exigent circumstances, to include student athletes and international students for example. Students staying in student housing over breaks are urged to contact the University Police (717) 871-4357 and inform them of the location and duration of the special housing assignment. Students should not assume that the police department has been informed of the special considerations for break housing.

## Access to Campus Facilities

Most campus buildings and facilities are accessible to members of the campus community during normal business hours, Monday through Friday. Authorization to use facilities when the University is not in normal operation must come from the facility staff or staff responsible for the specific area. Proper identification, such as a University identification card, is required when using any campus building or facility.

## Other Campus Facilities

In the fall of 2010, Millersville University placed into operation a facility located at 42 North Prince Street in Lancaster, Pennsylvania. The Millersville University Lancaster building was later rededicated The Ware Center. The building sits within the jurisdiction of the Lancaster City Police Department but for non-emergency situations both the buildings' coordinator and front desk reception can be contacted during normal business hours. Crimes at this location should first be reported to the Lancaster City Police Department at 800-957-2677 or 911 if appropriate. Millersville University publishes and distributes a separate Annual Security Report for this location. Fire Safety reporting is not required for this location for it is a nonresidential building.

## Security Consideration for Maintenance of Campus Facilities

The Maintenance & Operations Branch provides a variety of services to the campus community seven days a week and twenty-four hours a day through scheduled and on-call staff. The department includes maintenance, automotive garage, and daily operations. For more

information please see Maintenance & Operations web link <http://www.millersville.edu/facmgmt/maintenance/>

The goal is to provide the physical environment and support services necessary to conduct teaching and service activities through professional management of the design, construction, and maintenance of the buildings, grounds, and infrastructure of the University.

## Student Organizations with Noncampus Housing Facilities

Millersville University does not have any off-campus student organizations with non-campus housing facilities. Since the university does not have any student organizations with off-campus housing facilities, the university also does not monitor local police departments for Clery reportable crimes.

## International Programs

Millersville University has student exchange programs in many locations around the world. Crime reporting requirements at these schools differ significantly from methods mandated by law in the United States. Students are encouraged to seek out general crime information upon arrival at any foreign college or university. No reports of major criminal activity at any one of the participating exchange schools were received at the Millersville University Police Department. Exchange students should, however, take reasonable precautions in matters dealing with personal safety and property protection.

## Student Code of Conduct

Millersville University students are governed not only by local, state and federal laws, but also by regulations of the Millersville University Code of Conduct. Violation of those regulations may lead to University judicial action in addition to any action taken by civil or criminal courts. A complete copy of the Student Code of Conduct appears in the Student Handbook (available online at <http://www.millersville.edu/judicialaffairs/>). Some violations that are subject to campus judicial and/or criminal court action include:

- Use, sale, exchange or possession of alcoholic beverages on campus.
- Use, sale, or exchange or possession of controlled substances on campus.
- Use or possession of firearms, knives, explosives, or any other weapon. Students who wish to store hunting guns on campus must register and store such weapons with the University Police.
- Physical assault, or attempted physical assault or harassment of any person.
- Theft or attempted theft of the property or services of the University, its students, employees, organizations or of any individual visiting or passing through the University campus.

## New Student Organizations

For students interested in creating a new organization. Millersville University has put together a packet to aid students in forming a new club or organization. We hope it will become a mainstay on campus and provide valuable activities and information. This packet has been separated into several sections for convenience.

To start the process, the first step is to submit the form entitled "Guide to Forming a New Organization" on the Student Senate Get Involved page at <https://getinvolved.millersville.edu/>.

Students will need to submit everything electronically by attaching the advisor letter of support, the constitution, and the signature sheet to the online form. The full process is outlined in the Millersville University Student Organization Guidebook.

## Considerations of Maintenance Facilities

Millersville University uses several processes in the maintenance of campus facilities, including landscaping, grounds-keeping and outdoor lighting. Some of those processes students, employees or others can use are university dispatch, university police, computer programs (School Dude, AtTask, LiveSafe) and university residential housing and employee staff to report unsafe or hazardous conditions.

Malfunctioning lights and other unsafe conditions are reported to the Facilities Management Department for repair or correction. Once received by Facilities Management, the request is entered into a computerized work order. The work order is then processed and assigned to staff within 24 hours. Depending on the assignment, the request is reviewed and then scheduled for repair.

## Drug and Alcohol Policy

The University complies with federal, state and local laws including those that regulate the possession, sale, and use of alcoholic beverages and controlled substances. Millersville University students who use, sell, exchange, consume, or possess alcoholic beverages or illegal drugs or drug paraphernalia on University property or at University functions will be dealt with in accordance with the University judicial policy as well as Commonwealth, federal and local laws.

Visitors and or employees who violate the University's policies and whose actions are not in compliance with the orderly operation of the University will be prosecuted in accordance with Commonwealth, federal and local laws. Visitors and or employees involved in on-campus violation of these policies may be banned from University property.

Millersville University students, visitors and employees need to be aware of local, state and federal laws, as violations may have long-term effects on their lives. Two examples are listed below.

- Pennsylvania Act 31 concerns underage drinking including: misrepresentation of age to secure liquor; purchase, consumption, possession or transportation of intoxicating beverages; carrying a false identification card and using same

to obtain or attempt to obtain liquor. In addition to fines for conviction of these offenses, the court will order the motor vehicle operating privileges of the person suspended, and a copy of the order will be sent to the Department of Transportation. The suspension will be 90 days for the first offense, one year for the second, two years for any offense thereafter.

- Pennsylvania House Bill 1139 requires public and private schools, intermediate units and area vocational-technical schools to require prospective employees to submit with their employment application a report of criminal history record information from the Pennsylvania State Police or a statement from the State Police that the central repository contains no such information relating to that person. Many Millersville University students intend to become educators and need to be aware of these provisions.

*Pennsylvania law now requires parental notification for all alcohol law violations where the offender is under 21 years of age.*

Alcohol abuse is clearly associated with impairment of academic functioning and students often find it difficult to maintain their academic focus and meet their responsibilities. Alcohol is frequently related to poor academic achievement, low GPA, or the decision to leave school without a degree. The following list includes some additional information about the risks associated with drug and alcohol use.

- Any drug, even over-the-counter or a doctor's prescription, has possible side effects that can cause impairments. There are no guidelines for the use of illegal drugs, and one can never be sure of their strength or purity.
- Cocaine is a highly addictive drug--both psychologically and physically.
- Alcohol is a depressant drug; it slows the central nervous system. Impairs judgment and in high doses can be fatal.
- THC, the active ingredient in marijuana, remains in your body for one month following use. THC concentration has been increasing in marijuana which increases the risk of harmful effects.
- Marijuana smoke produces all of the harmful effects of tobacco smoke and contains 50 percent more of the cancer-causing chemicals.
- Alcohol is frequently associated with sexual violence, date rape, poor sexual decisions as well as accidental injury and death. Alcohol is associated with over 1700 deaths of college students per year.

In addition to the life impact related to a criminal record, the University wishes to remind students, employees and visitors of the many psychological and physical risks associated with the abuse of alcohol and other substances. Staff members at Health Services, Human Resources, the Center for Health Education & Promotion and the Center for Counseling and Human Development can provide additional information and services relating to substance abuse

problems including:

- Accidents due to impaired judgment
- Unwanted sexual activity
- Physical damage to include heart, lung, and liver problems
- Physical and psychological dependence
- Difficulty in learning and attention

In addition to offering professional counseling services, the University hires student peer educators, who provide lifestyle change workshops. Workshop topics include a wide variety of wellness-related topics including alcohol and other drugs, dating & sexual violence, mental health and sexual health. The Center for Health Education & Promotion is supplied with brochures, videos, student resource files, and consultation services.

### **Drug-Free Schools and Communities Act**

Millersville University supports and endorses the Drug-Free Schools and Communities Act amendments of 1989. The Drug-Free Schools and Communities Act Amendments requires institutions of higher education to inform the campus community about issues related to substance use and abuse, including information describing the resources available to assist students, faculty, and staff in combating alcohol and drug problems and listing the appropriate regulations and laws. The University reaffirms the commitment to a campus community environment that promotes health, safety, personal development and academic success of all faculty, staff and students. Questions regarding further information on the college's Drug-Free Schools and Communities Act and Drug-Free Workplace Act program should be directed to the Office of Human Resources (employees) or the Dean of Students Office (students).

### **Alcohol and Drug in the Workplace**

The unlawful manufacture, distribution, dispensing, possession, or use of alcohol and other controlled substances by a University employee while on duty, or on University grounds is prohibited. Inappropriate use of alcohol or other controlled substances by any employee while on University grounds is prohibited. Such conduct shall subject the employee to appropriate discipline, up to and including termination. Employees who are taking a controlled substance, as prescribed by a medical provider are not in violation of University policy.

### **Drug-Free Workplace Policy**

PA State System of Higher Education Board of Governors had adopted a drug-free workplace policy (1989-02). It states, The State System of Higher Education, Commonwealth of Pennsylvania, hereby declares as its policy that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited at any workplace under the authority of the Board of Governors. Any employee violating the policy will be referred to the Commonwealth's employee assistance program and/or disciplined, in an appropriate manner, up to and including termination. Discipline, when appropriate, shall be taken under relevant provisions of collective bargaining agreements, Civil Service Commission policy, or other human resource policies adopted by the Board of Governors.

For more information about Drug and Alcohol programs please contact Millersville University's Center for Health Education & Promotion at (717) 871-4141 or visit the web page at [www.millersville.edu/chep/](http://www.millersville.edu/chep/).

The University's most recent Drug & Alcohol Prevention Program biennial review can be found at [www.millersville.edu/saem/files/DFSCA-Biennial-Report.pdf](http://www.millersville.edu/saem/files/DFSCA-Biennial-Report.pdf).

## Sexual Violence and Prevention Information

### Sexual Violence

Millersville University is strongly committed to maintaining a positive learning, working, and living environment for all and assuring its educational and employment environment is free from and prohibits unlawful sex discrimination, including sexual harassment and sexual violence. Other prohibited offenses are domestic violence, dating violence, sexual assault and stalking. Sexual misconduct that occurs in the educational setting (on or off campus) may implicate several state and federal laws, including the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics (Clery Act), as amended by the Violence Against Women Act (VAWA), and a federal civil rights law called Title IX of the Higher Education Amendments of 1972.

### Definitions

*NOTE: The definitions used here are the University's definitions used in its policies to address these crimes.*

**Consent:** Consent is clear, knowing and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable, clear permission regarding willingness to engage in (and the conditions of) sexual activity:

1. Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity.
2. Previous relationships or prior consent cannot imply consent to future sexual acts.
3. In order to give effective consent, one must be of legal age.

**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 complainant and where the existence of such a relationship shall be determined based on a consideration of the following factors:

- (a) the length of the relationship.
- (b) the type of relationship.
- (c) the frequency of interaction between the persons involved in the relationship.

**Domestic Violence:** The term "domestic violence" includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the

victim shares a child in common, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, 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. Investigation: This is a systematic collection of all reasonably ascertainable and relevant facts in a fair and objective manner. An assigned Investigative Team conducts an investigation, including investigatory interviews of witnesses, the employee or student making the complaint and the employee or student respondent. The Investigative Team prepares an investigative fact-finding report at the conclusion of the investigation. Generally, the Investigative Team will consist of the Title IX Coordinator and Director of Human Resources, however, depending on the circumstances of the complaint alternative individuals may be assigned to conduct an investigation of a complaint.

**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.

**Sexual assault:** This form of sexual violence is any involuntary sexual act in which a person is threatened, coerced, or forced to engage against their will, or any non-consensual sexual touching of a person. This includes rape (such as forced vaginal, anal or oral penetration or drug facilitated sexual assault), groping, forced kissing, child sexual abuse, or the torture of the victim in a sexual manner.

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

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

**Fondling:** The touching of the private parts of another person for the purposes of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

**Stalking:** The term "stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress.

Millersville University has printed hand out material on the crimes of dating violence, domestic violence, sexual assault, and stalking at the following locations, Millersville University's Police Department, Center for Health Education and Promotion, Office of Judicial Affairs, Title IX Coordinator, Health Services, and University Center for Counseling & Human Development.

## Educational Programs

Millersville University offers the following Educational Programs for all incoming and current Students and Employees:

- Incoming and transfer students are asked to complete the Student Success online education portal, *Not Anymore*, prior to arriving on campus in August. The portal includes information on dating violence, domestic violence, sexual assault and stalking. In order to ensure that all students completed the portal, starting in 2014 a partnership was initiated with the Wellness and Sports Sciences faculty to integrate the online portal into the educational curriculum of the WELL175 course which is a course that most students are required to complete before graduation and often is taken during the students first year on campus. Wellness faculty are requiring students to complete assignments relating to the content of the portal, are working to integrate information into the curriculum that students answered incorrectly during the post test after completing the portal, and are encouraging individual and group discussions about sexual violence. In 2015 the Not Anymore program was completed by 1,363 Millersville students.



- During Orientation, students are engaged in several programming efforts to build upon the content of the online education portal. In 2015 these activities included:
  - A presentation by Catharsis Productions, *The Hookup* that addresses gender stereotypes, rape, sexual assault, consent, hookup culture, rape myths and bystander intervention techniques.
  - Inclusion of sexual violence information in the campus safety presentation.
  - Inclusion of sexual assault and consent in the alcohol education programming provided.
- The University provides a first six weeks sexual violence education program in partnership with faculty, staff and student organizations. Many faculty offer students extra credit for participation, information is integrated into several department curriculums, students are approached by peer educators across campus, and educational workshops and awareness events are provided. A large focus of the first 6 weeks includes information about the red zone.
- Athletics program: the Choices peer educators (NCAA grant funded alcohol educators) provided a session on alcohol and consent to the Champs program (focus on

first year student athletes).

- Center for Health Education and Promotion has five trained student peer educators (trained by the YWCA, DVS and other local organizations) to provide ongoing educational workshops, interactive awareness events and conduct campus outreach. Passive education is provided in Stall Talk, our website, and through social media networks. The peer educators have implemented the *I Got This* bystander intervention campaign and have engaged students in ways to be active bystanders.
  - Education workshops include:
    - *Break the Silence, End the Violence*: This program focuses broadly on sexual misconduct and includes information on dating violence, domestic violence, sexual assault and stalking. The program engages participants in an activity to increase their knowledge of violence along a continuum, helps individuals understand the role of being an active bystander and how to potentially intervene, and provides available resources (including reporting) for students who are victimized.
    - *Calling Men to Action*: This men-only program embraces the help and courage of men in ending sexual assault as gender violence isn't just a women's issue. This program seeks to motivate men to be involved in ending sexual assault, engages participants in role plays to understand consent, helps participants brainstorm ways that men can be involved in ending sexual assault, provides participants with information on available resources on and off campus and how to help a friend who's been victimized and reporting procedures.
    - *In the Green: Red Zone Awareness*: This program is aimed at raising awareness about sexual assault and the Red Zone (the time starting on the first day on campus until the first break when students are at an increased risk of being sexually assaulted). The program provides information about bystander intervention and ways on how to intervene in a potentially risky situation, provides information on available resources on and off campus and how to help a friend who has been victimized, reporting procedures, identifies the dangers of the red zone, and discussions concerning victim blaming.
    - *Got Consent*: The purpose of this program is to increase the knowledge of sexual assault and understanding about consent. Information is presented to raise awareness of sexual assault and consent. This program discusses the Red

Zone as well as resources (including reporting) available on and off campus for victims of sexual violence.

- Sex Goes to the Movies: This program uses popular movie clips to educate participants about risky and unsafe partying, alcohol consumption, consent, how to avoid potentially risky situations, and resources available on and off campus.
- Outreach: Peer educators provide brief education interactions with students as they walk around campus on topics including *The Red Zone*, dating violence, domestic violence, sexual assault and stalking.
- Wellness Wednesdays: Throughout the semester peer educators set up interactive opportunities outside of the Center for Health Education and Promotion to provide additional learning opportunities about sexual assault, domestic violence, dating violence and stalking.
- Awareness Events: Take Back the Night was held during the first six weeks of the semester. The *Clothesline Project* was displayed on campus and students could make shirts to display during Sexual Assault Awareness Month in April.
- The One Love Foundation presented their workshop, *Escalation*, as a pilot to students, staff, faculty and community members in 2014. The workshop focuses on dating violence and is presented in the format of a film and discussion. Several campus and community individuals will be trained to facilitate the program in 2015.
- Distribution of sexual violence resource cards (distributed to students during orientation programming). Cards are available in various support offices across campus and can be found online.
- A new publication, *Student Sexual Assault: What Millersville University Students Need to Know*, was developed and distributed to help students navigate the resources following a sexual assault.
- Millersville University also provides up-dated information and publication for employees to help with navigating resources following a sexual assault.
- The YWCA Lancaster continued to provide free advocacy services for survivors of sexual assault out of the Health Center every Monday afternoon from 1-5pm. A student support group was held in the spring semester. Starting in 2015 Domestic Violence Services of Lancaster will be providing dating and domestic violence advocacy services on campus.
- The Office of Transition Programs encourages first year experience faculty to provide sexual violence programming within their curriculum. The peer educators have been utilized to provide prevention programming in these courses.
- Sexual violence resource page on University's website can be found at <http://www.millersville.edu/sexualviolence>
- A comprehensive training program has been provided to Housing student staff (RAs, GAs), peer educators, orientation leaders and first year experience mentors were provided with a joint training on the Clery Act, Title IX and sexual violence awareness. These students are also asked to complete the online education portal, Not Anymore.
- Training was provided to first year athletes by the Chief of Police and Director for the Center for Health Education and Promotion on dating violence.
- A sexual and dating violence advisory task force was developed to convene representatives of the Millersville University Community to serve as members of an advisory board to ensure consistent, ongoing and well researched programs that will help reduce the incidence of sexual misconduct, ensure quality resources and services for those impacted by sexual misconduct, and increase reporting by students at Millersville University. The task force was convened twice in the spring semester and moving forward members will break into smaller action teams to start working on identified areas of need.
- Bystander intervention was a large priority this year. Helping students gain skills and confidence in being able to effectively intervene in risky situations was a focus of several of our peer education programs, Wellness Wednesday activities as guided the development of the It's On Us MU campaign. Through a partnership with Lambda Chi Alpha, the It's On Us campaign was developed and launched. The campaign featured posters, yard signs, a video and educational programs. This campaign, while providing students with knowledge about sexual violence, enables students to understand the role that each member of our campus community plays in ending violence on our campus.

## Prevention

*What safe and positive options are available for bystanders to prevent harm or to intervene when there is a risk of domestic violence, dating violence, sexual assault or stalking?*

All members of the Millersville University community should take a safe and positive action when intervening with the risk of domestic violence, dating violence, sexual assault, or stalking. There is no single "right" way to intervene, and what is appropriate depends on the situation and the individuals involved.

Available intervention strategies can include but are not limited to:

- Asking the individuals involved to stop what they are doing
- Using a distraction in an effort to stop an individual's

activities

- Stepping in and separating the people involved in a non-combative manner ONLY if it is safe to do so
- Ask another bystander, or a number of other bystanders to intervene with you ONLY if it is safe to do so.
- Notify law enforcement by calling 911

## What are warning signs of abusive behavior, and how can potential attacks be avoided?

Warning signs of abusive behavior include threats of violence, jealousy, and controlling behavior. Potential attacks can be avoided by avoiding unsafe situations.

The following are safety tips that can be used to avoid unwanted situations:

- Be aware of your surroundings and avoid isolated areas
- Avoid being alone with someone you do not trust or know well
- Make sure your cell phone is with you and charged
- Use the buddy system when going out or walking at night
- Use the LiveSafe safe walk app
- Utilize the Millersville University's escort program
- Should you choose to drink, do not let others get drinks for you. Always know what is in your drink.
- Never leave your drink unattended
- Be cautious of those who pressure you to drink more than you want
- Do not give in to guilt, pressure, threats, or embarrassment
- In case of an emergency – Dial 911

## Reporting an Incident

### Who to Report To:

Title IX Coordinator, Deputy Coordinators, University Police

Sexual assault is one of the most troubling of all campus crimes. The University provides on campus victim advocacy services through the YWCA and Domestic Violence Services. In addition, the following is a summary of relevant information in the Student Right-to-Know and Campus Security Act. Educational programming and support services for rape, acquaintance rape, and other sex offenses are provided by many campus organizations. Members of the campus community can secure information from the University Police and Office of Housing and Residential Programs in addition to the Counseling Center, University Health Services, Center for Health Education and Promotion. Don't be afraid or reluctant to get help.

### If you are sexually assaulted, raped or stalked, it is important that you follow the steps as noted below:

- For cases of sexual assault or rape, get medical attention as soon as possible to deal with your physical condition and to collect evidence, which may be used if you wish to take legal action. Lancaster General Hospital, 555 N. Duke St., Lancaster, has a sexual assault nurse examiner, or one could get a sexual assault forensic exam.
- Attempt to preserve all physical evidence of the crime, which means that you should not wash, douche, or change clothing. If you must change, put all your clothing in a paper bag. Preserve the scene of the crime as much as possible.
- For those who are sexually assaulted, raped or stalked, it is important contact the appropriate police department. If the incident took place on campus, dial 911 for the University Police. If the incident took place off campus, local police may be reached by calling 911.
- If the incident is a domestic/dating violence incident, obtain a Protection From Abuse (PFA) order.
- Speak with a counselor who can maintain confidentiality, explain your options, and provide emotional support. Contact any of the areas previously noted or any external support service such as the Sexual Assault Prevention and Counseling Center located in the Lancaster YWCA.
- For Title IX compliance, the Title IX Coordinator will be informed of the incident and the victim's identity.
- Millersville University will provide written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available to victims, both within the institution and in the community.
- Following a report of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off campus, the university will provide the student or employee a written explanation of the student's or employee's rights and options.
- Millersville University will attempt to provide accommodations and or protective measures that are available if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement.

### If you plan to initiate charges through the criminal justice system:

- It is important that you contact the police as soon as possible after the incident; however, if you decide at a later date to report the incident, you may still do so.
- For Title IX compliance, the Title IX Coordinator will be informed of the incident and the victim's identity.
- The purpose of the police report is to protect you and oth-

ers from possible future victimization. As a victim you have control over the direction of prosecution. Reporting an incident does not require prosecution.

- Should you wish to pursue prosecution, you will be required to give statements, attend a preliminary hearing, and possibly a trial. An investigator from the University Police (if appropriate) will accompany you through every step of the justice system. See also the Victim Bill of Rights provided by the investigating police department.
- Crimes may also be reported to any employee of the campus who has responsibility for student or campus activities. (See also "Campus Security Authorities" in this document). Regardless of where the alleged sexual assault took place, the University will assist, upon request, in changing the victim's academic or living situations as long as what is requested is reasonable and available. Specific questions regarding housing contracts, academic schedule changes, or fee refunds should be directed to the appropriate campus office. The University Police sexual assault investigators or a representative from the Lancaster County District Attorney's Office of Victim/Witness Services should be consulted regarding specific on and off campus support services. The University can help with transportation with any incident or working situation. Information about Millersville University's Sex Offense Policy can be found at [www.millersville.edu/sexualviolence/index.php](http://www.millersville.edu/sexualviolence/index.php).

## Millersville University Employees

### Sexual Harassment

Millersville University is committed to assuring that its educational and employment environment is free from unlawful discrimination and harassment based upon an individual's sex. Sexual harassment, in any form, is considered unacceptable behavior and counterproductive to the mission of an educational institution in which students, faculty, and staff form bonds based on intellectual trust and dependence. The University regards sexual harassment behavior, whether verbal, non-verbal, written or physical, as a violation of the standards of conduct required of all persons associated with the institution. Accordingly, those inflicting such behavior on others are subject to the full range of internal institutional disciplinary actions up to, and including, separation from the University. Likewise, acts of retaliation will not be tolerated and are subject to the same range of disciplinary actions. The University regards any retaliatory behavior as unacceptable and is committed to protecting the rights of any student and/or employee who reports any allegations of sexual harassment against any retaliation. Retaliation will be considered a separate offense. Please refer to sexual violence and dating violence awareness page [www.millersville.edu/sexualviolence/index.php](http://www.millersville.edu/sexualviolence/index.php).

The University is able to deliver its mission and goals efficiently and effectively when each employee meets the standards of

conduct and performance. Through performance appraisals, training and development, and coaching and counseling, management and supervision strive to maintain and improve employee conduct and performance through these positive actions. When these measures are not effective and the employee fails to meet established standards, disciplinary action may be necessary. Disciplinary procedures have been established pursuant to the Merit Principles Policy and the Collective Bargaining Agreements negotiated between the Commonwealth and employee organizations. The Commonwealth and the University operate on the principle of progressive discipline which strives to match the severity of the penalty to the infraction committed, taking into consideration the work and disciplinary history of the individual. In certain circumstances when the actions of the employee are not conducive to rehabilitation or the conduct is too egregious to continue employment, termination may be imposed. Due to the amount of and differences in the bargaining units, the following is a list of those bargaining units and the procedures for discipline with them:

### American Federation of State, County, and Municipal Employees (AFSCME)

These employees typically perform work in the clerical field, accounting, maintenance and trades, grounds keeping, custodial, and information technology.

[http://www.passhe.edu/inside/hr/syshr/Pages/unit\\_info.aspx?q=afscme](http://www.passhe.edu/inside/hr/syshr/Pages/unit_info.aspx?q=afscme)

### Association of Pennsylvania State College and University Faculties (APSCUF)

These employees hold positions as full and part-time teaching faculty, department chairpersons, librarians, athletic trainers and faculty members whose basic responsibilities lie outside of the classroom setting.

[http://www.passhe.edu/inside/hr/syshr/Pages/unit\\_info.aspx?q=apscuf](http://www.passhe.edu/inside/hr/syshr/Pages/unit_info.aspx?q=apscuf)

### Management (Non-Represented Employees)

These employees hold professional and managerial positions such as accountants, bursars, registrars, human resource generalists, maintenance managers, information technology specialists and academic deans.

[http://www.passhe.edu/inside/hr/syshr/Pages/unit\\_info.aspx?q=managers](http://www.passhe.edu/inside/hr/syshr/Pages/unit_info.aspx?q=managers)

### The State College & University Professional Association (SCUPA)

These employees typically hold professional positions working in admissions, financial aid, residence life, registrar, or career services.

[http://www.passhe.edu/inside/hr/syshr/Pages/unit\\_info.aspx?q=scupa](http://www.passhe.edu/inside/hr/syshr/Pages/unit_info.aspx?q=scupa)

### Coaches (APSCUF Non-Faculty Athletic Coaches)

These employees hold positions as non-faculty athletic coaches.

[http://www.passhe.edu/inside/hr/syshr/Pages/unit\\_info.aspx?q=coaches](http://www.passhe.edu/inside/hr/syshr/Pages/unit_info.aspx?q=coaches)

### Security, Police, and Fire Professionals of America (SPFPA)

These employees typically hold professional positions working as patrol specialist, police supervisor, patrol officer, or security officer.

[http://www.passhe.edu/inside/hr/syshr/Pages/unit\\_info.aspx?q=spfpa](http://www.passhe.edu/inside/hr/syshr/Pages/unit_info.aspx?q=spfpa)

### Office of Professional Employees International Union Healthcare Pennsylvania (OPEIU)

These employees typically hold university registered nurse; university certified registered nurse practitioner; or university registered nurse supervisory positions.[http://www.passhe.edu/inside/hr/syshr/Pages/unit\\_info.aspx?q=opei](http://www.passhe.edu/inside/hr/syshr/Pages/unit_info.aspx?q=opei)

### Pennsylvania Social Service Union (PSSU)

These employees typically hold positions such as social worker, drug and alcohol treatment specialist supervisor, juvenile court consultant, or licensed occupational therapists.

[http://www.passhe.edu/inside/hr/syshr/Pages/unit\\_info.aspx?q=pssu](http://www.passhe.edu/inside/hr/syshr/Pages/unit_info.aspx?q=pssu)

### Pennsylvania Doctors' Alliance (PDA)

These employees hold positions as physicians at the University health centers.

[http://www.passhe.edu/inside/hr/syshr/Pages/unit\\_info.aspx?q=pda](http://www.passhe.edu/inside/hr/syshr/Pages/unit_info.aspx?q=pda)

## Annual Sexual Violence Statistics

The below chart shows the incidents that were reported to the Millersville University Police and Title IX Coordinator.

REPORTED CRIMES	ON CAMPUS			NON-CAMPUS			PUBLIC PROPERTY		
	2013	2014	2015	2013	2014	2015	2013	2014	2015
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0

## Sexual Assault Information

Sexual assault is one of the most troubling of all campus crimes. The University has initiated a Sexual Assault Prevention and Survivor Support Program. In addition, the following is a summary of relevant information in the Student Right-to-Know and Campus Security Act.

Educational programming and support services for rape, acquaintance rape, and other sex offenses are provided by many campus organizations. Members of the campus community can secure information from the University Title IX Office, University Police, Office of Housing and Residential Programs, Counseling Center, Health Services and Center for Health Education & Promotion. Don't be afraid or reluctant to get help.

### If you plan to initiate charges through the criminal justice system in cases such as dating violence, domestic violence, sexual assault and or stalking:

- Contact with the police should be made as soon as possible after the incident; however, if you decide at a later date to report the incident, you may still do so.
- For Title IX compliance, The Title IX Coordinator will be informed of the incident and the victim's identity.
- The purpose of the police report is to protect you and others from possible future victimization—as a victim you have control over the direction of prosecution. Reporting an incident does not require prosecution.
- Should you wish to pursue prosecution, you will be required to give statements, attend a preliminary hearing, and possibly a trial. An investigator from the University Police (if appropriate) will accompany you through every step of the justice system. See also the Victim Bill of Rights provided by the investigating police department.

### If you plan to initiate charges through the Student Code of Conduct:

Allegations of violations of sexual misconduct can be a very difficult period for both the complainant and the respondent. Title IX of the Education Amendments of 1972 and its underlying regulations mandate that educational institutions prevent and address cases of sexual misconduct against students, whether perpetrated by peers or by employees of the institution. Millersville University has appointed, a Campus Title IX Coordinator. The Director of Judicial Affairs and the Assistant Director of Judicial Affairs serve as Deputy Title IX Coordinators who work closely with the Campus Title IX Coordinator to ensure adherence to the guidelines provided in Title IX. Alleged violations must be immediately reported to the Campus Title IX Coordinator or Deputy Title IX coordinators. In addition, please reference the complainant and respondent rights statement if you are the victim (referred to as a complainant throughout this document) or accused person (referred to as a respondent throughout out this document) of sexual misconduct. Mediation will not be used to resolve reports of sexual misconduct.

### STATEMENT OF RIGHTS OF THE COMPLAINANT IN CASES INVOLVING SEXUAL MISCONDUCT

- The right to an investigation and appropriate resolution of all credible complaints of sexual misconduct made in good faith to university administrators;
- The right to be treated with respect by university officials;
- The right of both accuser and respondent to have the same opportunity to have others present (in support or advisory roles) during a campus investigation;
- The right to be promptly informed of the outcome and sanction of any disciplinary hearing involving sexual

- misconduct and/or any violent crime offenses;
- The right to be informed by university officials of options to notify proper law enforcement authorities, including on-campus and local police, and the option to be assisted by campus authorities in notifying such authorities, if the student so chooses. This also includes the right not to report, if this is the victim's desire;
- The right to be notified of available counseling, mental health or student services for victims of sexual misconduct, both on campus and in the community;
- The right to notification of and options for, and available assistance in, changing academic and living situations after an alleged sexual misconduct incident, if so requested by the complainant and if such changes are reasonably available (no formal complaint, or investigation, campus or criminal, need occur before this option is available);
- The right not to have irrelevant prior sexual history admitted as evidence in a campus hearing;
- The right to have any complaint of sexual misconduct fairly adjudicated and not mediated;
- The right to make a victim-impact statement during the investigation and to have that statement become a part of the report submitted to the Director of Judicial Affairs or designee;
- The right to a no contact order against another person who has engaged in or threatens to engage in stalking, threatening, harassing or other improper conduct that presents a danger to the welfare of the complaining student or others;
- The right to have complaints of sexual misconduct responded to quickly and professionally by campus law enforcement, Judicial Affairs and the Title IX Coordinator;
- The right to review all documentary evidence provided in the investigative report available regarding the complaint, subject to the privacy limitations imposed by state and federal law and/or cannot be revealed for compelling safety reasons, at least 48 hours prior to the hearing;
- The right to preservation of confidentiality, to the extent possible and allowed by law;
- The right to an adequate, reliable and impartial investigation closed to the public;
- The right to bring a victim advocate or advisor to all phases of the investigation;
- The right to give testimony in a campus hearing by means other than being in the same room with the respondent student;
- The right to ask the investigators to identify and question relevant witnesses, including expert witnesses;
- The right to be fully informed of campus conduct rules and procedures as well as the nature and extent of all alleged violations contained within the complaint;
- The right to have the university compel the presence of student and employee witnesses, and the right to challenge documentary evidence;
- The right to have complaints investigated and heard by investigators and administrators who have received annual sexual misconduct training;
- The right to appeal the findings and sanctions given to the respondent in accordance with the standards of appeal established for sexual misconduct cases;
- The right to have university policies and procedures followed without material deviation;
- The right to be considered for amnesty of other Code of Conduct violations when reporting a sexual misconduct incident;
- The right to have the disclosure of this information governed by the Family Educational Rights and Privacy Act and to only permit exceptions that are allowed by FERPA legislation. You can find out more information about the disclosing of information by clicking here.

## STATEMENT OF RIGHTS OF THE RESPONDENT IN CASES INVOLVING SEXUAL MISCONDUCT

- The right to an investigation and appropriate resolution of all credible complaints of sexual misconduct made in good faith to university administrators;
- The right to be treated with respect by university officials;
- The right to be informed of and have access to campus resources for medical, counseling, and advisory services;
- The right to be fully informed of the nature, rules and procedures of the campus conduct process and to the timely written notice of all alleged violations within the complaint, including the nature of the violation and possible sanctions;
- The right to a hearing on the complaint, including timely notice of the hearing date, and
- adequate time for preparation;
- The right not to have irrelevant prior sexual history admitted as evidence in a campus hearing;
- The right to make an impact statement during the investigation and to have that statement become a part of the report submitted to the Director of Judicial Affairs or designee;
- The right to appeal the findings and sanctions given to the respondent, in accordance with the standards for appeal established for sexual misconduct cases;
- The right to review all documentary evidence provided in the investigative report available regarding the complaint, subject to the privacy limitations imposed by state and federal law and or cannot be revealed for compelling safety reasons, at least 48 hours prior to the hearing;
- The right to an adequate, reliable and impartial hearing closed to the public;
- The right to have the university compel the presence of students, and the right to challenge documentary evidence.
- The right to have complaints investigated and heard by investigators and conduct administrators who have received annual sexual misconduct training;
- The right to have university policies and procedures followed without material deviation;
- The right to have an advisor or advocate accompany

and assist in the campus hearing process. This advisor can be anyone, including an attorney (provided at the respondent student's own cost), but the advisor may not take part directly in the hearing itself, though they may communicate with the respondent student as necessary;

- The right to a campus conduct outcome based solely on evidence presented during the investigation process. Such evidence shall be credible, relevant, based in fact, and without prejudice;
- The right to written notice of the outcome and sanction of the hearing;
- The right to have the disclosure of this information governed by the Family Educational Rights and Privacy Act and to only permit exceptions that are allowed by FERPA legislation. You can find out more information about the disclosing of information by clicking here.

## ADMINISTRATIVE FACT FINDING

Upon notification of an alleged sexual misconduct violation, the Campus Title IX Coordinator or Deputy Title IX Coordinators will coordinate an Administrative Fact Finding process. This process will include interviews of the complainant, the respondent, and any witnesses. Included in the Fact Finding Report will be a summary of the allegation, a list of university policies that may have been violated and a synthesis of the facts outlining what questions remain and elements that are in dispute or in agreement. Also, investigators will assess the credibility of both complainant and respondent and provide an objective credibility statement based on the interviews and other facts of the case. Respondents and Complainants will be informed of the outcome of the Administrative Fact Finding process. If policy allegations have been substantiated the Fact Finding Report will be submitted to the Director of Judicial Affairs or designee for an Administrative Hearing

## ADMINISTRATIVE HEARING PROCEDURES

It is important to note that our campus disciplinary process is not a criminal trial. It is a University proceeding designed to hold students responsible for their role in violations of the Student Code of Conduct.

Like in all other Administrative Hearings, the University will apply a "preponderance of the evidence" standard in determining whether a violation of the student code of conduct occurred in cases of alleged sexual misconduct. A preponderance of the evidence standard simply means that it is "more likely than not" that a violation occurred. This is in contrast to "beyond a reasonable doubt," which is the higher standard of proof required for a conviction in a criminal trial. In addition, the University has chosen to utilize an investigation model for resolving sexual misconduct complaints. The investigation model is non-adversarial and minimizes re-victimization by discouraging interaction between the complainant and respondent. Investigations are conducted with all involved parties separately. Pertinent notes are

synthesized and compiled into a Fact Finding Report. If a Code of Conduct violation is prevalent in the Fact Finding report, the respondent (also known as the accused student) will be afforded an administrative hearing by the Office of Judicial Affairs. Outlined below are the additions to the existing Administrative Hearing procedures adhered to in cases of alleged sexual misconduct:

- Upon receipt of the substantiated allegations in the Administrative Fact Finding Report, an Administrative Hearing will be held.
- In cases of alleged sexual misconduct the respondent:
  - May select an advocate to guide them through the judicial process;
  - Shall be advised of their responsibility to tell the truth before speaking to the charges;
  - May decline to answer questions posed during a hearing. The refusal of the respondent to answer questions shall not be considered as evidence of a violation of the Code However such refusal may be considered in assessing credibility;
  - Shall be allowed to introduce witness testimony, relevant evidence and his/her version of the events that resulted in the accusation of a violation of the Code of Conduct;
  - May question and examine the relevant statements, evidence and documents presented in the Investigative Report. The Director of Judicial Affairs, designee or Hearing Officer will determine if questions will be submitted in writing prior to the hearing;
  - May bring an advisor or Judicial Advocate who may consult with and advise the student/student organization but may not otherwise participate in the hearing.
- Hearing decisions and penalties imposed shall be provided to the respondent or student organization in writing and shall include information about the student's rights to an appeal hearing. Complainants of sexual misconduct violations shall also be notified of hearing decisions and their rights to appeal in accordance with FERPA requirements and Title IX guidelines.
- All hearing procedures shall be carried out in a timely fashion adhering to the following guidelines:
  - All charges of a violation as well as the date, time and place of the hearing shall be provided in writing to the complainant, respondent or student organization;
  - The Hearing Officer shall consider the evidence presented within the Administrative Fact Finding Report and provided by the hearing with the respondent to determine if a violation of the Student Code of Conduct occurred. The Hearing Officer shall inform both the respondent and the complainant of the decision. If additional time is required to render a decision, the respondent and complainant shall be informed of the decision within five (5) business days of the hearing conclusion. All decisions will be communicated in writing;

- The respondent and complainant have the right to an appeal in cases alleging sexual misconduct.

#### APPEALS IN TITLE IX SEXUAL MISCONDUCT CASES

A student may appeal the Administrative Hearing decision in Title IX sexual misconduct cases in writing to the University's President or designee within five (5) class days following the decision. The President or a designee will review the appeal and render a decision.

- Appeals to the President or his/her designee must be based on one or more of the following:
  - Alleged violations of hearing procedures.
  - New information pertaining to the case that was not available at the time of the hearing that may substantially change the decision.
  - Sanctions imposed were arbitrary or capricious for the violation of the Student Code of Conduct.
- The President or designee will review the existing record and may:
  - Uphold the findings and sanctions.
  - Modify some or all of the findings and sanctions.
  - Reverse all of the findings of the Administrative Hearing decision.
  - Order a new hearing.

The Decision rendered by the President or designee is final.

In matters of a safety and/or security risk to the campus, the President or designee reserves the right to institute measures to protect the safety and well-being of the campus. In such matters the President or designee will have sole discretion to ensure the safety of the University, including but not limited to an interim suspension.

Students found to have violated the Student Code of Conduct shall be subject to restitution, if appropriate, and a full range of penalties. Penalties shall include: disciplinary reprimand, probation, disciplinary probation, suspension, or expulsion.

Voluntary confidential reporting of any criminal activity is encouraged and can be initiated by utilizing the University Police report. The report can be accessed through the University Police website at [www.millersville.edu/police/police/report.php](http://www.millersville.edu/police/police/report.php). Crimes may also be reported to any employee of the campus who has responsibility for student or campus activities. (See also "Campus Security Authorities" in this document.)

Regardless of where the alleged sexual assault took place, the University will assist, upon request, in changing the victim's academic or living situations as long as what is requested is reasonable and available. Specific questions regarding housing contracts, academic schedule changes, or fee refunds should be directed to the appropriate campus office. The University Police sexual assault investigators and/or a representative from the University Title IX Office and Lancaster County District Attorney's Office of Victim/Witness Services should be consulted regarding specific on and off campus support services. The University can help with transportation with any incident or working incident.

A robust comprehensive webpage is available for all employee, students, families, and the campus community with easily accessible information about sexual and dating violence. This site contains numerous pieces of information including reporting options, policies, support resources, educational programming, and how to support a survivor. The page was created to improve the ease at which individuals can locate sexual and dating violence information at <http://www.millersville.edu/sexualviolence/index.php>

## Campus Sex Crimes Prevention Act of 2000

The Campus Sex Crimes Prevention Act of 2000 (CSCPA) amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offenders Act. The Wetterling Act sets minimum state standards for state sex offender registration and community notification standards. Under the CSCPA there are provisions relating to registration and community notification for sex offenders who are enrolled in or work at institutions of higher education. In addition to Wetterling, the CSCPA amends the Clery Act and the Family Educational Rights and Privacy Act of 1974.

Under the CSCPA Millersville University is required to inform the campus community where sex offender registration information can be obtained. The CSCPA does not require the University Police to maintain a list of registered Pennsylvania sex offenders. Information currently required under the law is maintained by the Pennsylvania State Police and is accessible at [www.pameganslaw.state.pa.us/](http://www.pameganslaw.state.pa.us/). Members of the campus community may contact the State Police directly or request assistance from the University Police. National information about sexual offender registries may be obtained online from <http://www.pameganslaw.state.pa.us/>

## Important Changes to Crime Reporting

There have been several changes required in the Campus Crime Statistics report due to amendments to the original legislation:

- Two new crime reporting categories have been added – manslaughter and arson.
- Persons arrested/cited or referred for campus disciplinary action for liquor law violations, drug-related violations and weapon possession.
- Redefinition of reporting areas to include **Campus, Student Residences, Noncampus Building or Property and Public Property.**

*Campus*—Any building or property owned or controlled by the University, used by the University in direct support of or in a manner related to the institution's educational purposes.

*Student Residences*—Any residential facility for students within the immediate campus area.

*Noncampus Building or Property* – Any building or property owned or controlled by a student organization recognized by the University or a building or property (other than a branch campus) owned or controlled by the University in direct support of the institution's

educational purposes, and is not within a reasonably contiguous geographic area.

*Public Property*—All public property that is within a reasonably contiguous geographic area to the institution and is adjacent to property owned or controlled by the University. **NOTE:** Property owned or controlled by Millersville University is adjacent to properties patrolled by Millersville Borough, Manor Township and Lancaster City Police Departments.

## Voluntary Confidentiality and Reporting

Millersville University understands the amount of strength and courage that is required to come forward and disclose a sexual misconduct. Be it harassment, assault, sexual exploitation, stalking or dating violence, Millersville University takes your right to privacy seriously. Because the safety of our students, faculty and staff is of our utmost concern, we are not always able to grant complete confidentiality in a sexual misconduct case, however, we will, to the extent possible, do our best to protect your privacy while meeting the University's legal obligations.

For those members of the campus community who wish to report a criminal incident, be they the victim, witness or a third party, including campus security authorities reports can be made through the University Police website.

### On Campus:

To reach the reporting screen,

- Go to <http://www.millersville.edu/police/police/report.php> on the University Police website.
- Fill in the blanks. Do NOT use this to report a crime in progress, as this site is not regularly monitored.
- You may also use the Clery Incident Form located on the MUPD homepage, just print, complete, and forward to the University Police, 237 N. George Street, Millersville, PA 17551. Confidential reporting forms are available at the following locations in addition to the Millersville University Police Department:
  - Title IX Coordinator—Room 107, Student Memorial Center—21 S. George St.
  - The Office of Student Affairs & Enrollment Management, Student Memorial Center – 21 S. George St.
  - Center for Health Education & Promotion, Montour House – 16 S. George Street
  - Human Resources, Dilworth Building – 20 Dilworth Dr.
  - Counseling Center, 3rd floor Lyle Hall – 40 N. Dilworth Dr.
  - Health Services, Witmer Infirmary – 4 McCollough Dr.
  - The Ware Center – 42 North Prince St., Lancaster

### Non-campus:

- Rape, Abuse, and Incest National Network (RAINN) [1-800-656-4673]
- Pastors of local churches, synagogues, and mosques when acting in a pastoral role.

More information about these organizations can be found in the Resources section of the policy.

Under Title IX, the University has an obligation to investigate all incidents of sexual misconduct, and make victims aware of the resources available to them, while striving to respect the privacy and confidentiality of the victim. Consistent with this and related obligations under Title IX, the confidentiality of all parties to the complaint of sexual misconduct will be observed by University personnel to the extent possible. The University's obligation to protect the safety of its students and to record statistics may not permit complete confidentiality, but the University shall take the necessary measures to ensure that the information shared is limited to those individuals required to know pursuant to law, regulation or University policy. In life-threatening situations, confidentiality is not legally possible and University employees will contact emergency personnel immediately.

The University will not inform students' parents or guardians of their involvement in a situation involving sexual misconduct unless they are in major medical jeopardy. However, students are strongly encouraged to inform their parents or guardians. College officials will directly inform a student's parents or guardians only when requested to do so by the student.

All reported instances of sexual misconduct will be investigated promptly, thoroughly, and equitably with appropriate response taken to ensure a safe and nondiscriminatory environment for all students, faculty, and staff. The University will inform the victim before conducting an investigation and determining appropriate action to remedy a situation. A victim may request that no investigation take place or that his or her name not be disclosed to the accused during an investigation. These requests will be evaluated according to the severity of the situation and the threat that the accused(s) poses to the overall safety of the campus community. The University will notify the victim if and when confidentiality and/or compliance with their wishes cannot be guaranteed.

## Missing Persons

Student lifestyles will often result in a situation where no contact is made with parents or friends, or that classes are skipped for several days. While generally there is no cause for alarm, members of the campus community are urged to use caution. Any time a student is believed to be missing, whether or not the student is a campus resident, the appropriate police department should be immediately contacted within 24 hours. The University Police, the Division of Student Affairs & Enrollment Management and Housing and Residential Programs work together to locate missing students and check on the welfare of such students. University Police and HARP staff may enter student rooms in the form of a welfare check. If the student is located, verification of the student's health and intention of returning to campus or classes is made.

If a student is not located, parental notification by the Millersville University Police Department will take place within 24 hours of the filing of the initial report. If the student is an off-campus resident, family or appropriate parties are encouraged to file a report with the law enforcement agency that has jurisdiction. University Police will assist in identifying the appropriate police agency.

University Police and/or Housing & Residential Programs will contact parents of any student under the age of 18, who is not emancipated, within 24 hours of the student being determined as missing.

University Police, the Division of Student Affairs & Enrollment Management, or HARP will make every attempt to notify all parties previously contacted when the case is brought to closure.

At the start of each semester, each student living in campus housing has the option of registering a confidential contact person to be notified in case the student is reported missing. Only campus officials authorized under the Higher Education Opportunity Act may have access to the confidential information provided by the student. The University Missing Student Policy will outline the complete process followed when a student is officially reported missing. Students should understand that a missing person investigation WILL be undertaken upon the filing of such a report even if no confidential contact person is listed with the University. An emergency contact person is NOT the same as a confidential contact person, however, they may be the same person.

### Policy on Missing Students

<http://www.millersville.edu/saem/files/mu-policy-on-missing-residential-student-notification.pdf>

## Date Rape Drugs

Designer or date rape drugs can be placed in any drink, not just alcohol. Effects of such drugs may range from general illness, to a feeling of euphoria, short-term memory loss, to an intoxication or aphrodisiac effect. Persons who have ingested such drugs have also reported anxiety, hallucinations, loss of muscle control, nausea and amnesia lasting up to 24 or more hours.

If anyone suspects that they or somebody they know has been drugged and/or assaulted, it is imperative that they:

- Go to a safe place.
- Call the University Police or the local police if off campus.
- Get to campus Health Services or a local hospital emergency room as soon as possible for treatment of any injuries, and possibly the initiation of a blood or urine test.

## Protection from Abuse/No-Contact Orders

The highest rate of domestic abuse and dating violence takes place in the traditional college age category of 17-24. Abuse may take the form of physical or mental acting out behaviors. Victims of abuse need not be married or living with someone to seek legal help from the police or courts. Protection from Abuse Orders are available through the Court of Common Pleas of Lancaster County. Students or other members of the campus community who are granted a Protection from Abuse Order should always make sure that the University Police are included in the distribution of those court documents. In addition to protection orders the University Police may also wish to issue a No Trespass Order for the offending party named in the order. Information regarding Protection from Abuse Orders and other legal remedies

may be obtained by contacting the University Police or any of the following off-campus resources:

### Domestic Violence Legal Clinic

14 South Duke Street  
Lancaster, PA (717) 291-5826

### Lawyer Referral Services

28 East Orange Street  
Lancaster, PA (717) 393-0737

### Lancaster County Court of Common Pleas

<http://www.co.lancaster.pa.us/253/Protection-From-Abuse>

## Safety Tips and Guidelines for Active Shooter Incidents

An active shooter is a suspect who is actively discharging a firearm at police or citizens where it is reasonably expected that persons will be struck by fire. These situations normally require the first arriving law enforcement officers to take immediate action to end the danger, and not render immediate aid to injured citizens.

- Remain calm; do not engage the intruder.
- If you are in a classroom, room, or office and can secure or barricade the door, staying there may be the safest option.
- If attempting to escape, do not carry phones, backpacks, or other objects in your hands. Keep your hands elevated, with open palms visible to responding law enforcement officers.
- Do exactly and immediately what responding law enforcement officers tell you to do.
- Only one person in the secured room should call the police at 911. If you cannot speak, leave the line to the police open. Turn off cell phone ringers.
- Do not leave your secured room or hiding place until you are positive that it is a police officer or recognized campus official coming to help you.

## ALICE Active Shooter Response Training

**A.L.i.C.E. training:** Teaching how to respond when an intruder threatens.

A.L.i.C.E. stands for Alert, Lockdown, Inform, Counter, and Evacuate. This nationally-renowned training was developed following examination of school shootings, such as the one that occurred April 20, 1999 at Columbine High School in Colorado.

MUPD has adopted the program and conducts training sessions for students, faculty and staff teaching the proactive measures that people can take when faced with an assailant entering a building or classroom.

For more information on the A.L.i.C.E. program or for training contact: Pete Anders, Chief of Police at [Peter.Anders@millersville.edu](mailto:Peter.Anders@millersville.edu) or visit <http://www.millersville.edu/police/run-hide-fight.php> which includes the Department of Homeland Security *Run, Hide Fight* video.

## Campus Crime Reporting for University Employees

The Millersville University Police Department is responsible for gathering and publishing accurate and prompt reporting information required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, a federal law generally known as the Clery Act. A copy of the University Police publication that provides information about this law is available at Lebanon House (237 N. George St.) or at [www.millersville.edu/police](http://www.millersville.edu/police).

Unfortunately, some crime that takes place on a college or university campus is never reported to law enforcement authorities. Given the importance of campus security, recognizing that University employees in the course of your daily work may become aware of crimes committed on or adjacent to campus, and in light of our legal obligation to do everything possible to ensure the accuracy of our crime data, Millersville University's CSA's are mandated to report crimes but we urge all University employees to comply with the procedures for reporting crimes outlined herein.

Included in the law's requirements is the stipulation that all incidents of murder, manslaughter, sexual offenses, robbery, aggravated assault, arson, burglary, and motor vehicle theft taking place on the campus or on property contiguous to it, be included in the institution's annual report.

The following is information regarding procedures to be followed if you become aware of any of the crimes specified in the law:

If you learn from a victim/witness that a crime specified above has been committed on or contiguous to the campus, urge him/her to report the incident directly to the appropriate police department. If the crime took place on the campus of Millersville University, it should be reported to the University Police at (717) 871-4357. If the incident occurred off but contiguous to the campus, it should be reported to the police department having jurisdiction. If you or the victim/witness is unsure of which police department to contact, the University Police will assist you in determining the appropriate one to notify.

Certain individuals who have responsibility for student and campus activities are exempt from disclosing information. Pastoral and professional licensed counselors are exempt from disclosing reported offenses if they are acting in their roles of pastoral and professional counselors.

If the victim/witness is unwilling to report the crime to the police, you must inform him/her that as a University employee you are obligated under federal law to report the incident to the University Police. You are not required, however, to provide the name of the victim/witness to the Police. Your report should include the time, date, location and description of the incident as reported to you or as much of this information as you know. University Police will then include the information in the University's crime report.

Millersville University takes very seriously its obligation to provide accurate information to members of the campus community about crimes committed on or adjacent to the campus. Your cooperation in fulfilling this responsibility is important and appreciated.

If you have questions about this matter or would like to discuss any incident that has been reported to you, please feel free to contact University Police at (717) 871-4357 or Chief Peter Anders via email at [Peter.Anders@millersville.edu](mailto:Peter.Anders@millersville.edu).

## Annual Crimes Statistics- The Ware Center

Crimes reported to Millersville University Police Department, campus officials and by other law enforcement agencies near the Ware Center building. These reports of crime are compiled in accordance with the provisions of the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act.

REPORTED CRIMES Crime Category	ON CAMPUS			NON-CAMPUS			PUBLIC PROPERTY		
	2013	2014	2015	2013	2014	2015	2013	2014	2015
Murder/Non-Neg. Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Non-Neg. Manslaughter	0	0	0	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Nonforcible Sex Offenses	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Forcible Burglary	0	0	0	0	0	0	0	0	0
Nonforcible Burglary	0	0	0	0	0	0	0	0	0
Burglary	2	0	0	0	0	0	0	0	0
Motor Vehicle Theft	1	1	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction, Damage, or Vandalism of Property	0	0	0	0	0	0	0	0	3
<b>ARRESTS</b>									
Liquor Laws	0	0	0	0	0	0	0	0	0
Drug Laws	0	0	0	0	0	0	0	0	0
Weapons Laws	0	0	0	0	0	0	0	0	0
<b>REFERRALS</b>									
Liquor Laws	0	0	0	0	0	0	0	0	0
Drug Laws	0	0	0	0	0	0	0	0	0
Weapons Laws	0	0	0	0	0	0	0	0	0

HATE CRIMES Crime Category	RACE			GENDER			SEXUAL ORIENTATION			ETHNICITY			DISABILITY			RELIGION		
	2013	2014	2015	2013	2014	2015	2013	2014	2015	2013	2014	2015	2013	2014	2015	2013	2014	2015
Murder	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Agg. Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Auto Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Forcible Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Nonforcible Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Nonforc. Sex Offenses	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hate Crimes w/injury	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Vandalism	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Larceny Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Harassment	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Criminal Mischief	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Gender Identity	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
National Origin	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

- In 2015 Millersville University did not have any Clery reportable crimes that were unfounded
- Data for the public property (local police departments: Lancaster City, Lancaster Township and Manor Township) is not broken down by student involvement and is not included in MU statistics.
- No crimes were reported to the University Police from any off-campus training facility.
- Sex offenses may be unsubstantiated due to third-party reporting.
- University Police incident totals may differ from totals published in the Uniform Crimes Report due to the counting of confidential and anonymous reports.
- Judicial Affairs data may count offenses in more than one area.
- Millersville University uses an off-campus site for instruction and training of students. The Mellon Independence Center, located at 701 Market Street, Concourse Level, Philadelphia, PA 19106, is being used by Millersville University and other PASSHE schools. Any reportable statistical crimes will be stated within this annual report. Millersville University utilizes the PASSHE University Philadelphia Center Annual Security Report and distributes. This is a stand alone report.
- Millersville University uses The Marine Science Consortium Center for education and training. The Center is located at 34001 Mill Dam Road, Wallops Island, VA 23337. A request was made for crime statistics information data. No reportable crimes were returned.
- Millersville University uses an off-campus site for instruction, Dixon University Center, 2986 North Second Street, Harrisburg, PA 17110. A request was made for crime statistics information data. As of the time of this report, no information or returns have been made.

## Crimes That Must Be Reported

**Aggravated Assault** – Attacking another person for the purpose of inflicting severe or aggravated bodily injury.

**Arson** – Willful or malicious burning or attempt to burn, with or without the intent to defraud.

**Burglary** – Unlawful entry of a structure with the intent to commit a crime therein (theft or any other felony).

**Dating Violence** – Dating violence or dating abuse is legally defined as the perpetration, act of intimidation or threat of an act of violence by one member involved in a romantic relationship on the other member within the context of a romantic relationship.

**Domestic Violence** – The threat or causing of physical harm and any physical or sexual mistreatment of children.

**Hate Crimes** – A crime manifesting evidence that the victim was chosen based on actual or perceived race, religion, sexual orientation, gender, ethnicity or disability.

**Motor Vehicle Theft** – Theft or attempted theft of a motor vehicle.

**Murder and Non-Negligent Manslaughter** – The willful killing of another.

**Negligent Manslaughter** – The killing of another through gross negligence.

**Robbery** – Taking or attempting to take anything of value from the custody of another person, by force or threat of force.

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

**Sex Offenses – Nonforcible** – Any non-forcible but unlawful sexual intercourse or sex act prohibited by statute, e.g., having intercourse or committing any sex act with a minor.

**Stalking** – A person who is stalking 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.

## Fire Safety Information

Millersville University has an Annual Fire Safety Report that is published each October (compiling fire statistics for the previous calendar year) as part of the Annual Security and Fire Safety Report.

The Clery Act requires that the Annual Fire Safety Report include the following information:

- The number of reportable fires
- The cause of each fire
- The number of fire-related injuries caused by each fire
- The number of fire-related deaths caused by each fire
- The value of any property damage caused by each fire

Fire safety at Millersville University includes an assortment of measures directed at preventing fires and enhancing the safety of all visitors and members of the campus community. At Millersville, fire safety is a cooperative endeavor reflecting the efforts of members of Facilities Management, Environmental Health and Safety, Housing and Residential Programs, Campus Faculty, University Police, Student Lodging Inc., and Blue Rock Fire & Rescue (Millersville area fire department). This cooperative relationship includes testing of fire alarms and systems, fire drills, the drafting of a fire safety campus policy and preplanning in high fire potential areas of the campus.

According to the United States Fire Administration the greatest risk of a fire-related emergency in a campus setting exists in the residence hall. Student apathy during a fire emergency is listed as a primary cause of injury or death. Cooking, smoking, and arson are listed as the top three causes of residence hall campus fires. Students should also be aware of the strong link between alcohol abuse and fire fatalities. In more than 50 percent of adult fire fatalities, the victim was under the influence of alcohol at the time of the fire.

*For your safety the University recommends the following:*

- Pull the fire alarm as soon as you find or suspect a fire.
- Report a fire by calling 911.
- Report vandalized or improperly maintained fire alarms or detection equipment to the director of Safety and Environmental Health at (717) 871-4240.
- Learn the locations of fire exits and fire extinguishers.
- Treat every fire alarm as the real thing; evacuate immediately.
- Stay out of the building until given the OK to return by University officials.
- If you have a disability, self-disclose and inquire about special alarm considerations by calling (717) 871-4240.
- Attend voluntary fire extinguisher training.

If you would like more information about fire safety contact Patrick Weidinger the Millersville University Director of Safety and Environmental Health at (717) 871-4240, Tom Waltz the Millersville University Assistant Vice President for Facilities at 717-871-7245, or Police Chief Pete Anders of the Millersville University

Police Department, at (717) 871-4357.

- Fire Alarm Manufacturer – Pyrotronics
- Fire Alarm System – Description: Manual pull alarm boxes, visual and audible alarms, integrated automatic detection devices, duct dampers, master fire panels, addressable smoke detector/sounder bases and smoke/heat detectors located in individual sleeping rooms, corridors, common areas, and mechanical spaces.
- Fire Alarm Testing and Inspection: Individual components of the fire alarm system are inspected and tested in accordance with NFPA 13A.
- Fire Suppression Equipment – Fire Extinguishers: Portable fire extinguishers are in conformance with NFPA 10. Fire extinguishers are inspected monthly by MU personnel in accordance with NFPA 10.
- Fire Suppression Equipment – Sprinkler Systems: Each residence life building has an automatic sprinkler system tied to the building fire alarm system. The coverage area is the entire building in accordance with NFPA 13. All sprinkler systems inspected as required by a certified inspection company in accordance with NFPA 13A.
- Fire Drills: All Student Lodging Inc. owned and Millersville University operated residence halls have four total fire drills per year (two each semester). All fire drills are unannounced and random and are monitored and evaluated for effectiveness by Housing and Residential Program staff.
- .

### Fire Drills

Each on-campus Millersville University owned and operated student housing facility has four total fire drills each year, two per semester. Contact the Director of Environmental Health and Safety Patrick Weidinger at 717-871-4240 for fire drill information for Millersville University owned and operated student housing units. Contact Student Lodging Inc. (SLI) at 717-871-5669 or 717-872-4611 for fire drill information for SLI owned and operated buildings. The Ware Center is not a student housing or residential building.

### Prohibited Items and Activities – Fire Safety

The following are prohibited for on-campus student housing facilities:

- Smoking including e-cigarettes
- Candles, incense burners, oil lamps, hookahs
- Hover boards, e-cigarettes
- Flammable or combustible chemicals or gases such as gasoline, butane, propane, (including storage indoors of grilles, motorcycles or mopeds)
- Fireworks
- Deep fat fryer, slow cooker, crock pot, hot oil popcorn popper, electric wok, electric griddle, toaster, toaster oven, portable grilles (such as a “George Foreman” grill), any appliance capable of heating grease to the point of combustion, strobe lights, fog machines
- Sky lanterns (“Chinese lanterns”)
- Non-LED string (“Christmas”) lights
- Live Christmas trees, wreaths, garlands

- Highly combustible decorations such as corn stalks and hay bails
- Any device producing an open flame

## Fire Evacuation Procedures - Building Evacuations

If you see a fire, or other emergency requiring people to leave the building, activate the building alarm and leave the building immediately. Do not delay your exit – get out right away.

- When the building alarm sounds, walk quickly to the nearest marked exit and leave the building.
- Know the location of the nearest fire exit and have an alternate exit pathway identified if your primary exit is blocked by smoke or flame.
- Do not use the elevator.
- Once outside, move a safe distance away from the building (at least 100 feet); do not block emergency responders as they enter the building.
- Do not return to an evacuated building until the all clear sign is provided by the Fire Chief, a Police Officer, the EHS Director, or other official.
- If your building has established a designated assembly point, go there and stay at the assembly point until a head count is taken.

## Fire Safety Education and Training Programs

Fire safety education and training programs include fire safety training for all new and current RA's and GA's working in on-campus student housing facilities.

The Millersville University Fire Safety program is part of its Accident and Illness Prevention Program (AIPP). The AIPP can be found here:

<http://www.millersville.edu/hr/ehs/ehs-forms/aipp.pdf>

In case of a fire, students, faculty, and staff should do the following:

- Pull the fire alarm as soon as you find or suspect a fire.
- Report smoke or flames in campus buildings or on campus grounds by calling 911.
- Immediately exit the building, move a safe distance away, and remain there until instructed that it is safe to reenter.
- Assist those with disabilities who ask for assistance exiting a building, if possible.
- Do not use the elevators.
- If you are trapped inside a building by a fire, and if you feel it is safe to do so, leave the room via the nearest exit by crawling below the smoke. If not, stay in the room, close the door, call 911 for help, move to a window and await rescue by emergency services.
- Use a portable fire extinguisher to fight the fire if you are trained, experienced, and confident using one and if you judge the fire to be of the type and size that could be extinguished using a handheld fire extinguisher. If you are uncomfortable using a fire extinguisher do not do so, leave the building.
- Alert others who may not be aware of the fire or emer-

gency at the building.

- Offer information to the emergency responders as they arrive at the building if requested.

Report vandalized or improperly maintained fire alarms or detection equipment to the Millersville University Facilities Assistant Vice President for Facilities Tom Waltz – 717-871-7245 or the Director of Environmental Health and Safety Patrick Weidinger – 717-871-4240.

Learn the locations of fire exits and fire extinguishers.

Treat every fire alarm as the real thing; evacuate immediately.

## Reporting that a Fire Occurred

Call 911 to report a fire

Other contact information:

Millersville University Police

Chief Pete Anders – 717-871- 4357

Blue Rock Fire and Rescue

Fire Chief Duane Hagelgans – 717-872-9345

Millersville Borough Police

Chief John Rochat – 717-872-4645

Millersville University Facilities

Assistant Vice President for Facilities Tom Waltz – 717-871-7245

Student Services Inc.

CEO Geoff Beers – 717-871-5898

Millersville University

Director of Environmental Health and Safety Patrick Weidinger – 717-871-4240

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Millersville University

Director of Environmental Health and Safety Patrick Weidinger –  
717-871-4240

# Millersville University Addresses

## Campus Buildings

Building	Address
Adams House	2 North George St.
Allegheny House	21 East Frederick St.
Armstrong House	23 East Frederick St.
Bassler Hall	10 North George St.
Bedford House	12 South George St.
Bennet Cooper Baseball Stadium	221 North Prince St.
Berks House	233 North George St.
Blair House	160 Creek Dr.
Biemesderfer Executive Center	101 North George St.
Biemesderfer Field	35 Pucillo Dr.
Bishop Building	157 Creek Dr.
Boyer Hall	37 West Frederick St.
Brooks Gym	40 Brooks Dr.
Brossman Hall	110 Pucillo Dr.
Breidenstine Hall	46 West Frederick St.
Bucks House	110 North Prince St.
Byerly Hall	24 Pucillo Dr.
Caputo / Roddy Hall	50 East Frederick St.
Carpenter Trout	45 Pucillo Dr.
Cambria House	14 East Ann St.
Chester House	135 North George St.
Chryst Hall	30 North George St.
Columbia House	215 North George St.
Cumberland House	2 South George St.
Dauphin House	19 East Frederick St.
Delaware House	104 North George St.
Dilworth Building	20 Dilworth Rd.
Duncan Alumni House	205 North George St.
Dutcher Hall	30 Ganser Loop
Franklin House	6 North George St.
Fulton House	4 South George St.
Ganser Library	9 North George St.
Gerhart Hall	22 East Frederick St.

Building	Address
Gordinier Hall	30 South George St.
Hash Building	10 North George St.
Huntingdon House	8 South George St.
Jefferson Hall	164 West Cottage Ave.
Juniata House	139 North George St.
Lancaster House	46 West Cottage Ave.
Lebanon House	237 North George St.
Lehigh House	223 North Prince St.
Luzerne House	8 S. High School Ave.
Lyle Hall	40 Dilworth Rd.
Mccomsey Hall	43 East Frederick St.
Mercer House	28 W. Cottage Ave.
Mifflin House	220 North Prince St.
Monroe House	239 N. George St.
Montgomery House	165 Creek Dr.
Montour House	16 South George St.
Newman House	227 North George St.
Nichols House	18 Creek Dr.
Northampton House	26 West Cottage Ave.
Northumberland House	219 North Prince St.
Osburn Hall	40 Frederick St.
Palmer Building	153 Creek Dr.
Parking Garage (east)	
Parking Garage (west)	245 North Prince St.
Perry House	18 East Frederick St.
Philadelphia House	34 West Frederick St.
Pike House	227 Cove Dr.
Pucillo Gym	105 Pucillo Dr.
Pump House	43 Frederick St.
Potter House	218 North Prince St.
Schuylkill House	22 West Cottage Ave.
Stayer Hall	51 Lyte Rd.

Building	Address
Student Memorial Center	21 South George St.
Somerset House	225 North George St.
Susquehanna House	29 East Frederick St.
Tanger House	10 Hemlock Lane
Tin Shop	11 Ganser Loop
Trolley Barn	143 Frederick St
Ware Center	42 North Prince St Lancaster
Washington House	18 South George St
Wickersham Hall	34 Dilworth Rd
Winter Center	60 West Cottage Ave
Witmer Infirmary	4 Mccollough St
York House	68 West Cottage Ave

## Residence Halls

Building	Address
Bard Hall	60 Brooks Drive
Diehm Hall	90 Residence Hall Cir
Gaige Hall	230 N. Prince Street
Gilbert Hall	80 Brooks Drive
Harbold Hall	60 Residence Hall Cir
Hull Hall	240 Residence Hall Cir
South Village	120 Centennial Drive
East Village	90 East Residence Hall Circle
Reighard Hall	101 Shenks Lane
Shenks Hall	131 Shenks Lane

## Important Telephone Numbers

Area code 717

When calling from off-campus, add "871-" to extensions shown.

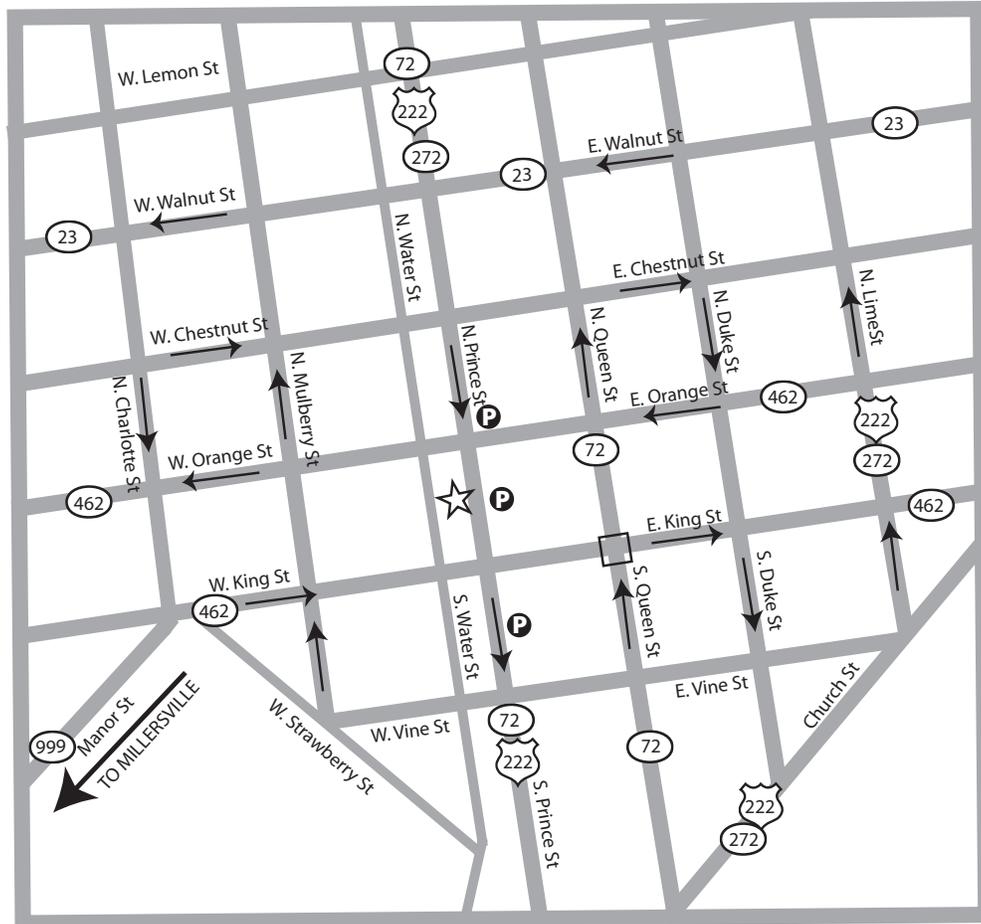
Millersville University Police (24 hours a day)	
EMERGENCY .....	911
Business and from off-campus .....	ext. 4357
Parking Division .....	ext. 5964
Millersville University Information .....	ext. 4636
Millersville University Health Services .....	ext. 5250
MU Center for Counseling & Human Development .....	ext. 7821
Title IX Coordinator .....	ext. 4100
LEMSA (Business)	
(Lancaster Emergency Medical Services Association) ..	872-4688
Millersville Fire Company (Business) .....	872-9345
MU Center for Health Education & Promotion .....	ext. 4141

## Adjacent Police Jurisdictions

Millersville Borough Police Department.....	872-4657
10 Colonial Avenue	
Millersville, PA 17551	
Manor Township Police Department .....	299-5231
950 West Fairway Drive	
Lancaster, PA 17603	
Lancaster City Police Department.....	735-3301
39 West Chestnut Street	
Lancaster, PA 17603	
Manheim Township Police Department .....	569-6401
1825 Municipal Drive	
Lancaster, PA 17601	

# Lancaster City Ware Center Neighborhood Map

## The Ware Center



☆ The Ware Center      One way       □ Penn Square      P Parking

## Emergency Procedures

### Lockdown and Shelter In Place

**EMERGENCY LOCKDOWN** - Go to the nearest building or office, secure all interior and exterior doors, lock or barricade doors, keep quiet, turn off lights, do not bunch together in the area and do not open door or leave the secure area until instructed to do so by the police or Environmental Health and Safety (EHS) Director. All events, including classes, are cancelled. Wait for further instruction by means of MU | Alert text message or the web.

**PREVENTATIVE LOCKDOWN** - Go to the nearest building or office; secure all EXTERIOR doors. You may conduct normal business or class, but may not be outdoors. Do not leave secure area until instructed to do so by the police or the EHS Director. Wait for further instructions by means of MU | Alert text message, or the web.

**SHELTER IN PLACE** - Go to the nearest building, move to the center of the building away from doors and windows, close windows and turn off air circulating equipment if possible. All events, including, classes are cancelled. Do not leave secure area until instructed to do so by the police or EHS Director. Wait for further instructions by means of MU | Alert text messaging, or the web.

**EVACUATION** - If police officers, firefighters, or other emergency staff request that you evacuate a building for public safety reasons, do NOT take backpacks or other items with you. Keep your hands open and clearly visible as you exit the building. Do not use cell phones while exiting the building.

# Millersville University

NOTE: All problems or concerns related to the contents of this report should be reported immediately and directly to University Police at (717) 871-4357 or to Peter.Anders@millersville.edu.

Millersville University is an Equal Opportunity/Affirmative Action institution.

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