

# Maintaining a Safe & Secure Campus

Millersville University, The Ware Center, 42 North Prince St., Lancaster, Pa. 2013-2014 Annual Report of Campus Security Policies and Procedures

## The University

Millersville University of Pennsylvania's satellite campus, The Ware Center (located at 42 North Prince St., Lancaster, Pa.) offers a four-level multipurpose building that hosts undergraduate and graduate programs. Both the main and satellite campuses are 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, about 8,700 undergraduate and graduate students, works and lives 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 approximately 4369 highly qualified full-time and part-time personnel. The noninstructional staff consists of approximately 552 persons, providing a nonstudent working community on campus of approximately 921 persons.

The main campus consists of 250 acres located three miles from the city of Lancaster in the suburban community of Millersville, includes 87 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.

**Millersville University**  
SEIZE THE OPPORTUNITY

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## 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 to refuse 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 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 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, and one police officer is assigned as a Community Policing Officer to augment residence hall security. 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

### From the Vice President of Student Affairs

The security and safety of the Millersville University campus is paramount to providing an educational environment that fosters educational exploration and academic excellence.

The policies and procedures outlined in our annual report promote the safety and security of, and help reduce risks to, the members of the Millersville University campus community.

Each member of the campus is encouraged to read and become well versed in the programs and services in place at Millersville University to reduce risk and to facilitate 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.

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

Michelle Pérez  
Interim Vice President, Student Affairs

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. MU 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.

## Campus Responsibility

Safety on the campuses 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 40 emergency communication stations on campus.

Personal items such as cell phones, computers and MP3 players 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.

## 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 800-957-2677.

### 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 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 Lancaster County Radio at 911. Contact 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.

## Campus Emergency Notifications

**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 Marauder account, 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 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.

**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)

## Emergency Call Boxes

(Found on main campus)

There are 40 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 Telecommunications Center 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.

## Enhanced 911 Information System

The enhanced 9-1-1 emergency dialing system facilitates the prompt response of 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 and room number. This system does not work with wireless cellular telephones operated on campus.

It is important to understand that the enhanced 9-1-1 system is to be used for fire and ambulance emergencies ONLY. Members of the campus community needing emergency police assistance should continue to use the 9-1-1 campus calling system. University police are NOT dispatched through the Lancaster County Dispatch Center for the satellite location and calling the 9-1-1 center for campus police assistance may delay the response.

If you dial 9-1-1 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 9-1-1 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 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 un-sworn members of the Millersville University Police Department:

- Vice President for Student Affairs, all subordinate administrators, and all division staff, excluding clerical staff.
- All athletic coaches and assistant coaches.
- The Office of Title IX and subordinate non-clerical staff.
- Associate Vice President for 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.

CSAs 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)

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

- **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.
- **Crime and safety programs** presented by peer health educators from the Wellness Center, 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.
- **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)

- **Printing and duplicating** provides the Millersville University Police with the ability to draft, print, and distribute flyers and posters as needed. Campus-wide distribution of public service announcements and warnings can be accomplished in a matter of hours. (See also Timely Warnings)
- **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 home page.

## Timely Warnings

Should an event take place either on or off campus property, that the chief of police or vice president for student affairs 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.

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 872-3433, or in person at 237 North George Street.

## Campus Residence Halls

The University operates nine 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. Other than the nine graduate assistants (GAs) so noted, the University only has one graduate student housed on campus who is not a Housing and Residential Programs employee.

Resident and graduate assistants participate in mandatory in-service training at the beginning of each semester that is conducted by the director of housing and residential programs in concert with other members of the Division of Student Affairs 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 Student Handbook (available online at [www.millersville.edu/handbook](http://www.millersville.edu/handbook)). 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 day a week police department and as part of patrol check the residence halls on periodical basis. As a general rule, resident 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 (ext. 3433) 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

## 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, 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 (YMCA).....	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

reported to the Lancaster City Police Department at 800-957-2677 or 911 if appropriate.

## 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/services/judicialaffairs/files/Student%20Code%20of%20Conduct.pdf>). 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.

## 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.

Nonstudents 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. Nonstudents involved in on-campus viola-

tion of these policies may be banned from University property.

Millersville University students 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.

In addition to the life impact related to a criminal record, the University wishes to remind students and other members of the campus community of the many psychological and physical risks associated with the abuse of alcohol and other substances. Staff members at Health Services, the Wellness Center, 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 health educators, who provide lifestyle change workshops. Workshop topics include a wide variety of wellness-related topics to include: nutrition, sexual behavior, stress management, HIV and AIDS, substance abuse. The campus Wellness Center is supplied with brochures, videos, student resource files and consultation services.

Specific reference should be made to campus policy as required under the Drug-Free Schools and Communities Act.

For more information with Drug and Alcohol programs please contact Millersville University's Wellness Center at 717-872-3841 or visit the web page at [www.millersville.edu/wandw/](http://www.millersville.edu/wandw/)



## 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.
- 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.

## 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 police and Office of Housing and Residential Programs in addition to the Counseling Center, University Health Services, Women's Center/Wellness Center, and the Office of Off-Campus Life. Don't be afraid or reluctant to get help.

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

- 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.
- 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.
- It is important to 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.
- 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.

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

- 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:

The Student Code of Conduct covers student conduct and behavior.

ioral standards for all students.

- Complaints of physical/sexual assault or attempted physical/sexual assault should be in writing, signed by the complainant and forwarded to the Office of Judicial Affairs located in Harbold Hall, 60 Residence Hall Circle.
- The first step in the judicial process is an administrative hearing where the case/complaint is presented before the primary judicial designee of the vice president for student affairs. Each party involved will have a chance to present relevant written and verbal testimony.
- Within five days of the hearing, the primary judicial designee of the vice president for student affairs will issue a written determination of the charges. The accused may request a de novo appeal hearing before the University Judicial Board.
- The hearing before the University Judicial Board, usually held within 30 days, allows each party the opportunity to present relevant written or verbal information, or have such information presented by legal counsel or a non-attorney advocate. Written briefs may be submitted at the conclusion of the hearing.

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, personal conduct probation, disciplinary probation, suspension, or expulsion. For a complete explanation of all disciplinary actions and procedures, refer to the Student Handbook (available on-line at <http://www.millersville.edu/services/judicialaffairs/files/Student%20Code%20of%20Conduct.pdf>).

The decision of the University Judicial Board shall be forwarded to those persons involved within five days of the conclusion of the hearing or receipt of the final briefs. Such information shall be delivered in person or by any form of certified U.S. mail.

Voluntary confidential reporting of any criminal activity is encouraged and can be initiated by utilizing the University police Silent Witness Program. The Silent Witness Program 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" and page 13 of 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 investigator or a representative from the 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. Offences Policy can be found at the following locations:

#### **SEX DISCRIMINATION and SEXUAL MISCONDUCT,**

[http://www.millersville.edu/about/administration/policies/pdf/social\\_equality/sex-discrimination-misconduct.pdf](http://www.millersville.edu/about/administration/policies/pdf/social_equality/sex-discrimination-misconduct.pdf)

#### **DISCRIMINATION and HARASSMENT POLICY,**

[http://www.millersville.edu/about/administration/policies/pdf/social\\_equality/discrimination-harassment-complaint.pdf](http://www.millersville.edu/about/administration/policies/pdf/social_equality/discrimination-harassment-complaint.pdf)

**PREVENTING SEXUAL HARASSMENT AND SEX DISCRIMINATION**  
<http://www.millersville.edu/studentaffairs/files/PreventingSexualHarassmentAndSexDiscrimination1.pdf>

## **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.familywatchdog.us/> or [www.sexualoffenders.com](http://www.sexualoffenders.com).

## **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 Confidential Reporting

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. To reach the reporting screen:

- Go to [www.millersville.edu](http://www.millersville.edu).
- Use quick links to reach the University Police.
- Go to Investigations, then click on Report a Crime and 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:

- Student Affairs, Student Memorial Center – 21 S. George Street
- Montour House – 16 S. George Street
- The Office of Title IX
- Dilworth Building – 20 Dilworth Dr. ( first floor HR office)
- Franklin House – 6 N. George Street
- Lyle Hall – 40 N. Dilworth Dr. ( 3rd floor Counseling Center)
- Witmer Infirmary – 4 McCollough Dr.
- Harbold Hall – 60 Residence Hall Circle (HARP office first floor)
- The Ware Center – 42 North Prince St., Lancaster

## Fire Safety

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 the office of physical plant division, environmental health and safety, housing and residential programs and University police, the campus faculty and the Millersville Borough 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.

The University has completed a four-year program to equip all residence halls with sprinkler systems. In addition, the Fire Safety Committee is evaluating expansion of educational efforts during

National Fire Safety month in October of each year.

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 safety and environmental health office at 717-872-3017.
- Learn the location 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 717-872-3017.
- Attend voluntary fire extinguisher training.

If you would like more information about fire safety and fire regulations, contact Patrick Weidinger, director, safety and environmental health, at 717-872-3017, or the Millersville University Police Department, at 717-872-3433.

Fire drills are conducted at least twice per semester in all residence halls and fire alarms are constantly monitored for malfunction. Blue phones are tested twice each month by the University police.

## 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 contacted. The University police, the Division of Student Affairs, 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, the Division of Student Affairs, or HARP will make every attempt to notify all parties previously contacted when the case is brought to closure.

Starting in the fall of 2010 each student living in campus housing will have 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 is in the process of adopting a formal Missing Student Policy that 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

[www.millersville.edu/studentaffairs/files/MU%20Policy%20on%20Missing%20Residential%20Student%20Notification.pdf](http://www.millersville.edu/studentaffairs/files/MU%20Policy%20on%20Missing%20Residential%20Student%20Notification.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 together to seek legal help from the police or courts. Protection from Abuse Orders are available through the Court of Commons 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 contact 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  
[www.co.lancaster.pa.us/courts--\(Instructions for a PFA\)](http://www.co.lancaster.pa.us/courts--(Instructions%20for%20a%20PFA))

## 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 can not 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.

## Campus Crime Reporting for University Employees

The Millersville University Police Department is responsible for gathering and publishing information required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, a federal law known generally 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 CSAs are mandated to report crime 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 872-3433. 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 role 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 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 872-3433 or Chief Peter Anders via email at [Peter.Anders@millersville.edu](mailto:Peter.Anders@millersville.edu).

# Annual Crimes Statistics - The Ware Center

42 N. Prince St., Lancaster, Pa.

Crimes reported to Millersville University Police Department, campus officials and by other law enforcement agencies near the Millersville campus. 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			PUBLIC PROPERTY		
	2011	2012	2013	20011	2012	2013
Murder	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Non-Neg. Manslaughter	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	1
Robbery	0	0	0	0	1	2
Auto Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Forcible Burglary	0	0	0	0	0	0
Non-Forcible Burglary	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	1
Non-Forcible Sex Offenses	0	0	0	0	0	0
<b>ARRESTS</b>						
Liquor Laws	0	0	0	0	0	0
Drug Laws	0	0	0	0	1	0
Weapons Laws	0	0	0	0	0	0
<b>REFERRALS</b>						
Liquor Laws	0	0	0	0	0	0
Drug Laws	0	0	0	0	0	0
Weapons Laws	0	0	0	0	0	0

This information is based on reports filed by the Millersville University Police and the Lancaster City Police Departments

HATE CRIMES Crime Category	RACE			GENDER			SEXUAL ORIENTATION			ETHNICITY			DISABILITY			RELIGION		
	2011	2012	2013	20011	2012	2013	2011	2012	2013	2011	2012	2013	2011	2012	2013	2011	2012	2013
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
Non-Forcible 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
Non-Forc. 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

- Data for the public property (local police departments: Lancaster City, Lancaster Township, Manor Township and Millersville Borough) do not break down data 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 school in down town Philadelphia. Any reportable statistical crimes will stated within this annual report.
- Millersville University uses The Marine Science Consortium Center for education and training, 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 – Non-Forcible** – 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** – Stalking a person 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 Report**

Millersville University's main campus Fire Safety Statistics and Annual Fire Safety Report can be found at: [www.millersville.edu/hr/ehs/annual-fire-safety-report.php](http://www.millersville.edu/hr/ehs/annual-fire-safety-report.php). For further information you can also contact:

Patrick Weidinger, Director, Environmental Health & Safety, Human Resources - Environmental Health & Safety, 717-872-3715, [patrick.weidinger@millersville.edu](mailto:patrick.weidinger@millersville.edu) or

Jonathon Driscoll, Safety Inspector, Human Resources - Environmental Health & Safety, 717-871-5111, [jonathon.discoll@millersville.edu](mailto:jonathon.discoll@millersville.edu)

Note: Millersville University's Ware Center is not a Resident Life building. For more information on fire safety statistics for The Ware Center, contact Lancaster City Fire Department at 717-291-4866. or view their web page, <http://www.cityoflancasterpa.com/>

# 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

**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 - 1) who is or has been in a social relationship of a romantic or intimate nature with the complainant; and 2) 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 APSED and DHR, 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:** A 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:** Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.



**Statutory Rape:** Non-forcible 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 - 1) fear for his or her safety or the safety of others; or 2) suffer substantial emotional distress.

## Educational Programs

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



- **Break the Silence, End the Violence:** This program focuses broader 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.
- **Getting Down 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:** This programs purpose 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.
- **Hey Baby:** This program identifies different types of sexual harassment, how to respond to potentially harassing situations through scenario role plays, and resources available to help individuals report harassing situations.
- **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.
- **Prevention of sexual misconduct:** The prevention of sexual misconduct and the establishment of effective procedures with due concern for everyone involved requires a comprehensive educational plan. The University provides information concerning; a) definitions of sexual misconduct and retaliation; b) examples of incidents of sexual misconduct; and c) sources of support and information for complainants and respondents. Faculty, staff, administrators, and students must share joint responsibility for creating and maintaining an environment free from discrimination and harassment

## 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 situ-

ation and the individuals involved.

Available intervention strategies can include but are not limited to:

- Asking the individuals involved to stop what they are doing
- Use 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
- Utilize the Millersville University's escort program
- 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:

Designation of Title IX Coordinator, Deputy Coordinators, University Police

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 police and Office of Housing and Residential Programs in addition to the Counseling Center, University Health Services, Women's Center/Wellness Center, and the Office of Off-Campus Life. 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 sexually assaulted or raped, 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.
- 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 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 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

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

- It is important 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:**

The Student Code of Conduct covers student conduct and behavioral standards for all students.

- Complaints of physical/sexual assault or attempted physical/ sexual assault should be in writing, signed by the complainant and forwarded to the Office of Judicial Affairs located in Harbold Hall, 60 Residence Hall Circle.
- The first step in the judicial process is an administrative hearing where the case/complaint is presented before the primary judicial designee of the vice president for student affairs. Each party involved will have a chance to present relevant written and verbal testimony.
- Within five days of the hearing, the primary judicial designee of the vice president for student affairs will issue a written determination of the charges. The accused may request a de novo appeal hearing before the University Judicial Board.
- The hearing before the University Judicial Board, usually held within 30 days, allows each party the opportunity to present relevant written or verbal information, or have such information presented by legal counsel or a non-attorney advocate. Written briefs may be submitted at the conclusion of the hearing. 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, personal conduct probation, disciplinary probation, suspension, or expulsion. For a complete explanation of all disciplinary actions and procedures, refer to the Student Handbook (available online at <http://www.millersville.edu/services/judicialaffairs/files/Student%20Code%20of%20Conduct.pdf>). The decision of the University Judicial Board shall be forwarded to those persons involved within five days of the conclusion of the hearing or receipt of the final briefs. Such information shall be delivered in person or by any form of certified U.S. mail. Voluntary confidential reporting of any criminal activity is encouraged and can be initiated by utilizing the University police Silent Witness Program. The Silent Witness Program 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 investigator or a representative from the 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 Offence Policy can be found at [www.millersville.edu/police/police/policies.php](http://www.millersville.edu/police/police/policies.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 the full policy statement "Preventing Sexual Harassment and Sex Discrimination" at the following link: <http://www.millersville.edu/socialeq/files/PreventingSexualHarassmentAndSexDiscrimination.pdf>

## Discipline

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=opeciu](http://www.passhe.edu/inside/hr/syshr/Pages/unit_info.aspx?q=opeciu)

## 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 in 2013.

REPORTED CRIMES	ON CAMPUS			RESIDENCE HALL			NON-CAMPUS			PUBLIC PROPERTY		
	2011	2012	2013	2011	2012	2013	2011	2012	2013	2011	2012	2013
Domestic Violence	0	0	1	0	0	1	0	0	0	0	0	0
Dating Violence	0	0	4	0	0	2	0	0	0	0	0	0
Stalking	0	0	1	0	0	0	0	0	0	0	0	0

## Important Telephone Numbers

### Area code 717

When calling from off-campus, add "872-" to extensions shown.

Lancaster City Police (24 hours a day)	
EMERGENCY .....	911
Business .....	800-957-2677
Parking Division .....	ext. 3432
Millersville University Information .....	ext. 3024
MU Witmer (Campus) Infirmary .....	ext. 3250
MU Center for Counseling & Human Development .....	ext. 3122
Office of Title IX .....	871-4100
LEMSA (Business)	
(Lancaster Emergency Medical Services Association) ..	872-4688
Lancaster City Fire Department (Business) .....	291-4869
MU Wellness Center .....	ext. 3841

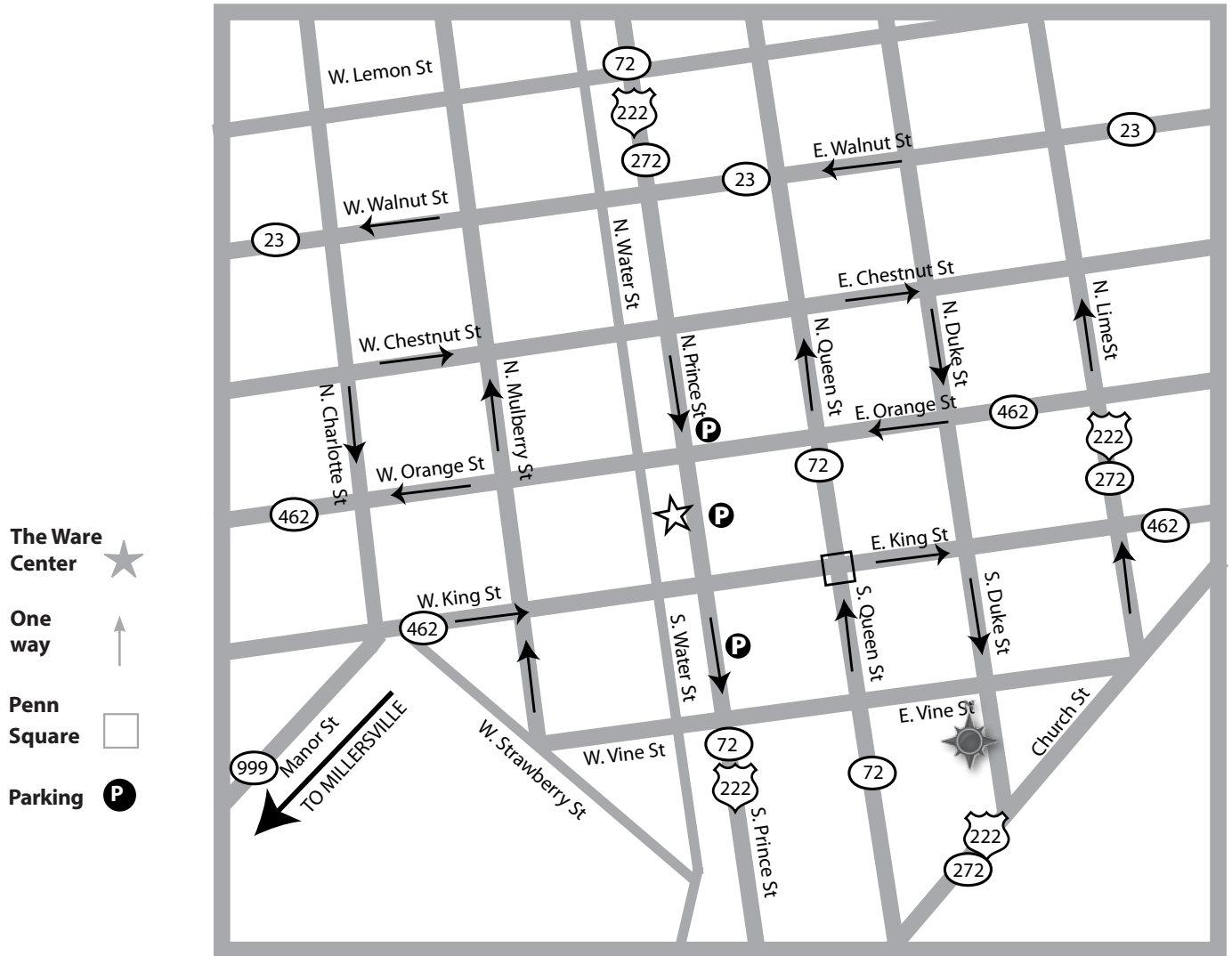
## Adjacent Police Jurisdictions

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	

# Ware Center Map



42 North Prince Street, Lancaster, Pa.



# 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, do not open door or leave the secure area until instructed to do so by the police or the Environmental Health and Safety (EHS) Director. All events, to include 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 to include 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 you hands open and clearly visible as you exit the building. Do not use cell phones while exiting the building.

*NOTE: All problems or concerns related to the contents of this report should be reported immediately and directly to University Police at 717-872-3433 or to [Peter.Anders@millersville.edu](mailto:Peter.Anders@millersville.edu).*