Maintaining a Safe and Secure Campus

Millersville University 2020 Annual Security and Fire Safety Report
From the Vice President, Finance and Administration

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

Millersville University has implemented training, policies, victim-centered support and reporting that complies with changes made to the Clery Act through the Violence Against Women Act (VAWA). At Millersville University, we use the Clery Act, Title IX and VAWA policies to guide our prevention, education and responses across University divisions. Our University Police focus on student engagement and problem-solving using a community policing emphasis, consistent with the University’s EPPIIC values and commitment to student success.

Each member of the campus is encouraged to read and know about the programs and services in place at Millersville University to reduce risk and to ensure a safer campus community. Each member of the Millersville University campus community shares in the responsibility for keeping our campus safe. It is our shared duty to report any safety or security concerns we may each have to the Millersville University Police. Thank you for your contribution to building a safe, caring and concerned campus community.

Guilbert L. Brown
Vice President
Finance and Administration

The University

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

Millersville University offers a diversified program of undergraduate and graduate studies in the arts, sciences, business and education. The student body of 7,817 undergraduate and graduate students (6,366 FTE) study both in and 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 NOS full-time and part-time personnel. The noninstructional staff consists of 570 persons, providing a nonstudent working community on campus of 1,073 employees.

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

The Department of Facilities Management maintains lighting of all campus parking lots, walkways and building entrances. University Police report any nonfunctioning lights, and replacements and/or repairs are made in a matter of days. In addition, University Police and facilities staff monitor the condition of plants, shrubs and other natural growth for additional security considerations. Millersville University practices Crime Prevention Through Environmental Design (CPTED) across multiple departments on campus including police, environmental health and safety, grounds, facility and project managers. These practices provide a shared vision for having a campus design that appears well maintained and evokes a perception of being safe for students, employees and visitors. The University administration regularly receive comments as well on the openness and beauty of our campus.

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 victim-assistance programs. Any difference in the number of official reports as noted through the Uniform Crime Report and the total number of incidents reported may be a result of the choice of victims/complainants who choose not to file an official report or to have the incident handled through the campus internal judicial process. While all visitors and members of the campus community are encouraged to report crimes 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 reporting of criminal activity to any official of this institution who has significant responsibility for student and campus activities is encouraged.
Should an event take place either on or off campus property that the Chief of Police, Vice President for Student Affairs and Enrollment Management, Director of Health and Safety, or Vice President for Finance and Administration deems to be immediate or ongoing threat to public safety, an Emergency Notification shall be issued. Emergency notifications may be issued for threats to personal safety (such as active shooter, sexual assault) and/or public safety information (such as fires located on or near campus with street closures). Timely Warnings will be issued for Clery Act crimes within our Clery geographic area. The warning will be issued as soon as pertinent information is available.

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 include anyone who is registered with a Millersville account or is registered with the MU | Alert system.

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

Web Page Lite—Electronic messages appearing on the Millersville University home page used to provide information relating to weather, safety or crime-related information. In the event of a campus emergency, the normal Millersville University home page 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 home page 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 police officers only. Do NOT attempt to request routine service, escorts, room openings, etc., if the University is in a campus emergency operations situation.

Persons responsible for carrying out notifications—Chief of Police, University Directors, and Directors as assigned by the President for Finance and Administration, Director of Health and Safety, and Associate Director for Finance, Director of Communication.

The Emergency Response Procedures web address is www.millersville.edu/ehs. In the right column, select "Environmental Health & Safety," then from the drop-down, "Emergency Preparedness & Emergency Operations."

For more information on the emergency notifications policy, please see www.millersville.edu/police.

Preparing the Annual Security Report

The University Police Department has the responsibility for collecting and preparing the information that is contained within the Annual Campus Crime Report. Millersville University Office of the President will forward the report to the Department of Education’s Campus Security Survey Administrator letter (normally within the month of July).

The letter will contain the following information: the start date that the collection site will open, the internet web page and web address of the submission site, the login ID and password that must be used, and the due date the submission data should be entered by and the date of closing.

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

• gathering on- and off-campus information
• contacting other outside agencies for statistical information
• creating policies and/or directives
• reviewing current information
• using the assistance of auditors
• contacting/using other Millersville University departments

The University Police

Primary responsibility for security on campus belongs to the Millersville University Police Department, which is part of Finance and Administration. The University uses a dual-force concept, employing both police officers and security officers in the enforcement of policies. Security officers are responsible for the security of all individuals on the campus of Millersville University, and a full-time security officer is assigned full-time to the Campus Police Department. The Campus Police Department hosts Academic and special events. Administrative duties are handled by the chief and deputy chief, who reports directly to the President. The department employs clerical staff. The administrative office is located in Leon Hall, 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 of emergency dispatchers. All emergency calls are dispatched from the campus police radio system to officers on duty. All calls are logged and reviewed for legal and administrative purposes. Any calls related to on-campus security are handled by the Campus Police Department.

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In cases where actions are violations of campus policy and conduct, the University Police Department is responsible for issuing notices to students who are violations of campus policy and conduct. The University Police Department is responsible for ensuring that the notices are issued in a timely manner.

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Community Police Specialist Officers

Millersville University Police became the first University in the PASSHE system to establish community police specialist positions for patrol officers and also the first to have officers receive Community Police Specialist certifications. Founded in 2008, the Community Police Specialist program is designed to foster a cooperative relationship between the University and a student’s hometown police departments to positively impact their own or others’ ability to function successfully or safely. The program provides a cooperative relationship between the University and a student’s hometown police departments to positively impact their own or others’ ability to function successfully or safely.

The University Police

Campus Responsibility

Safety on the campus of Millersville University must involve a cooperative effort of the campus community. Everyone who utilizes campus facilities must assume responsibility for the security of personal belongings and the protection of their own personal safety. Everyone should learn the location of the 46 emergency communication stations on campus. In addition, anyone traveling alone on campus between 11 p.m. and 7 a.m. should use the campus escort system (see escort policy rules and regulations for other times and guidelines). Personal items such as televisions, computers and stereos should be engraved and the serial numbers recorded. Information on secure, online registration of valuables is available at the University Police, Lebanon House.

Vehicles should be locked at all times and valuables stored in the trunk. Campus community members, students, faculty, staff and guests are encouraged to report all public safety-related incidents and crimes to the appropriate police agency or the University Police in a timely manner.

Prosecutorial decisions or formal witness status can always be decided at a later time, but reporting should be done immediately.

Millersville University has established a Behavioral Intervention Team (BIT/SMU) to assist in addressing situations where students, faculty or staff are displaying behaviors that potentially impede their own or others’ ability to function successfully or safely. The purpose of the BIT/SMU is to engage in early intervention and provide opportunities to address concerning behaviors.

The responsibility is the responsibility of the BIT/SMU to address concerning behaviors but is not limited to crisis intervention team certification, DOJ and DCPD community police trainings, implicit bias training, de-escalation training, and patrol methods and technique training. Four patrol officers completed this training and other officers are in process toward completing this training for the department.

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University Programs

- All incoming and transfer students are asked to complete the Student Success online education portal, Not Anymore, prior to arriving on campus in August. The portal includes information on dating violence, domestic violence, sexual assault and stalking. In order to ensure that students completed the portal, we continued our partnership with the Wellness and Sport Sciences faculty to integrate the online portal into the educational curriculum of the WELL115 course, which is a course that most students are required to complete before graduation and often is taken during their first year on campus. Many of the Wellness faculty are requiring students to complete assignments relating to the content of the portal, and are encouraging individual and group discussions about sexual violence. Additionally, orientation leaders encouraged student completion of the portal through ongoing communication with students about the importance of the educational portals. The Not Anymore program was completed by 1,299 MU students in 2018.

- During orientation, students are engaged in several programming efforts to build upon the content of the online education portal. In 2019 these activities included:
  - The Center for Health Education and Promotion presented an orientation skit, "Millersville University: A Community of Respect at the ‘Ville"—Certified Peer Educators.
  - Inclusion of sexual-violence information in the campus safety presentation.
  - The University offers a first six-weeks sexual violence education program in partnership with faculty, staff and student organizations. Many faculty offer students extra credit for participation, information is integrated into several department curriculums, students are approached by peer educators across campus, and educational workshops and awareness events are provided. A large focus of the first six weeks includes information about the Red Zone.
  - Athletics program: A presentation from the peer educators on healthy relationships during Teen Dating Violence Awareness Month was presented to all first-year athletes during the CHAMPS education program.
  - The Center for Health Education and Promotion had five trained student peer educators (trained by the YWCA, DVS and other local organizations) to provide ongoing educational workshops, interactive awareness events and campus outreach. Passive education is provided in Stall Talk, our website and through social media networks.

Education workshops include:

- Getting Down in the Green: 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 for the following: bystander intervention and ways to intervene in a potentially risky situation; available resources on and off campus; how to help a friend who is victimized; reporting procedures; identification of the dangers of the Red Zone; and discussions concerning victim blaming.
- Red Flags: This program focuses on dating and domestic violence, and provides information on the signs of healthy vs. unhealthy relationships and the red flag indicators of dating abuse, as well as helps students become aware of available resources on and off campus.
- Escalation From the One Love Foundation, this program includes a film that illuminates the warning signs and an exploration of potentially dangerous relationships, followed by a discussion about relationships, how to identify warning signs in unhealthy relationships, and how to be proactive bystanders in prevention.
- Sex Goes to the Movies: This program uses popular movie clips to educate participants about risky and unsafe partying, alcohol consumption, consent and how to make healthy personal decisions.
- Keep It REALationships: Actively discusses various types of intimate relationships. Students discuss healthy and unhealthy aspects of relationships and learn to effectively communicate with current and future partners.
- Behind the Post: Billions of photos are posted on social media every day, but can you really see the big picture through the small ones? Behind the Post is a seven-minute video followed by a discussion on how social media can skew our view of the relationships around us and, in some cases, influence our decisions to stay in them.

Outreach Peer educators provide brief education interactions with students as they walk around campus on topics that include the Red Zone, dating violence, domestic violence, sexual assault and stalking. Wellness Wednesdays: Throughout the semester, peer educators set up interactive educational stations outside the Center for Health Education and Promotion to provide additional learning opportunities on sexual assault, domestic violence, dating violence and stalking. Awareness events this year included Take Back the Night, Purple Carnival, and the Clothesline Project. The Purple Carnival took place in October during Domestic Violence Awareness Month. This event was a collaborative event with campus student organizations that engaged students in interactive learning activities focused on healthy relationships and dating/domestic violence. Numerous activities were planned throughout the month of February in recognition of Teen Dating Violence Awareness Month. The Red Flag Campaign, a national campaign aimed at encouraging students when they see a red flag in a relationship to say something, was the cornerstone activity connecting students to the educational programming that took place throughout the month. Activities included educational/promotional materials (posters, yard signs, banners), a flag distribution of the One Love Foundation’s Escalation workshop and presentations to various student groups. The month is dedicated to the memory of Karlie Hall. The Clothesline Project was displayed on campus, and students could make t-shirts to display during Sexual Assault Awareness Month in April.

- The Center for Health Education and Promotion partnered with the Center for Student Involvement and Leadership to continue the work of programming for fraternity and sorority members. Many individual fraternities and sororities participated in the sexual-assault program “Greeks Against Sexual Assault,” created by the peer educators. The program focuses on definitions and statistics, myths vs. realities, bystander intervention, Greek Life rituals and procedures, how to support a survivor, and resources and referral information. The Greeks held their four Wellness Wednesday events during the 2018-2019 school year to educate students about bystander intervention and sexual violence.
- A comprehensive web page (www.millersville.edu/sexualityviolence) continues to provide students, families and the campus community easily accessible information about sexual and dating violence. 1,748 unique page views were logged from August 29, 2018, through August 29, 2019. The page contains numerous pieces of information, including reporting options, support resources, educational programming and how to support a student survivor. The page is dedicated to improving the ease at which individuals can locate sexual and dating violence information on the Mullsky site.
- Distribution of sexual violence resource cards (distributed to students during orientation programming). Cards are available in various support offices across campus and can be found online. Sexual misconduct support services and reporting options were distributed to students and departments. A resource guide for LGBTQA+ students and staff was distributed as well. The Student Conduct and Community Standards Handbook provides information and guidance for student sexual misconduct.
- The YWCA Lancaster continued to provide free advocacy services for survivors of sexual assault out of the Center for Health Education and Promotion every Monday afternoon from 10 a.m. -6 p.m. Fifty-three sessions in the fall and 44 sessions in the spring occurred.
- Domestic Violence Services of Lancaster provided a free advocate for students experiencing dating or domestic violence on Tuesdays from 1-4 p.m. in the Center for Health Education and Promotion. Seven advocacy sessions were held in the fall as well as 25 campus events and tabling throughout the fall and spring semesters.
- The Office of Transition Programs encourages first-year-experience faculty to provide sexual-violence programming within their curriculum. The peer educators have been utilized to provide prevention programming in these courses.
- Peer educators were provided with training on the Clery Act, Title IX, stalking and sexual-violence awareness. Students were asked to complete the online education portal Not Anymore.
- A session on dating violence; domestic violence, sexual assault and stalking was provided to the residential assistants in Housing and Residential Programming by the Title IX Director and University Chief of Police.
- The YWCA Lancaster provided two training blocks for their Sexual Assault Hotline training, one in the fall and another in the spring. The 40-hour training consisted of in-person and online training. The training is PCAR approved and may be transferable (upon successful completion) to other rape crisis centers in Pennsylvania. Upon completion, individuals are required to complete an exit interview with the YWCA director in order to obtain a certificate of completion.
- Millersville University received an It’s on Us PA grant award in November 2018 worth $29,959.50. Funding supported the continuation of the Red Flag Campaign, the development of a consent education campaign, Green Dot bystander training, social norming campaign and student assessment, and provided YWCA Lancaster Sexual Assault Counseling and Prevention experts.

2020 Annual Security and Fire Safety Report

Victim Services Numbers

- Victim/Witness Assistance ........................................ 299-8048
- Information on victim rights and services in the criminal justice system/community. ........................................ 299-8048
- Victim/Witness Hotline ........................................ 299-8048
- Victim/Witness Services ........................................................................................................ 299-8048
- Counseling and services for the surviving families of homicide victims, and robbery, aggravated assault and burglary victims. ........................................................................................................ 299-8048
- Other Victims of Violence Hotline........................................ 299-8048
- Reimbursements for out-of-pocket loss due to personal injury. ........................................................................................................ 299-8048
- Crime Victims Compensation Hotline ........................................ 299-8048
- Domestic Violence Services of Lancaster County ........................................ 299-1249
- Counseling, shelter, legal protection. ........................................................................................................ 299-1249
- Domestic Violence Hotline ........................................ 299-1249
- Sexual Assault Prevention & Counseling Service ........................................................................................................ 393-1735
- Counseling and services for adult and child sexual-assault victims. ........................................................................................................ 392-7273
- Sexual Assault Victims Hotline (YWCA) .......................... 392-7273
- Mothers Against Drunk Driving .......................... 657-3911
- Counseling, advocacy and services. ........................................................................................................ 299-7925
- Children & Youth Social Services ........................................................................................................ 299-7925
- Counseling, information and referral services for surviving and neglected children. ........................................................................................................ 657-3911
- Child Abuse Victims Hotline ........................................ 1-800-932-0313
- Office of Aging ........................................................................................................ 299-7979
- Counseling, shelter and protective services for victims age 60 and over. ........................................................................................................ 1-800-801-3070
- Elder Abuse Victims Hotline ........................................ 1-800-801-3070
Emergency Communication Procedures

PURPOSE

The purpose of these instructions is to establish guidelines by which the University emergency communication system, MU Alert, will be used for distribution of emergency messages to students, faculty, staff and any others who could be affected by a crisis. A crisis can be a disaster or emergency which poses an imminent threat to the health or safety of students and or employees either on campus, in the immediate area off campus, or at property owned or controlled by the University. A significant or dangerous situation includes a Clery crime such as a shooting, but it also may include any situation as well as noncriminal incidents, such as an outbreak of a communicable illness, an impending weather emergency or a gas leak. Notifications are to be issued without delay upon confirmation of the emergency by responsible authorities preidentified by the institution in their annual Clery Act reports.

INSTRUCTION

Millersville University recognizes its responsibility to provide accurate and timely information to the campus community and the public during emergencies. The University also recognizes its responsibility to students, faculty and staff to ensure the dissemination of accurate information to the campus community, and to follow University policies concerning the release of personal information. In keeping with this commitment, the University will make every effort to inform the campus community and individuals of an emergency, as quickly as possible, using MU Alert as well as other communication methods. The University will also follow standard procedures for the authorization and creation of emergency messages, approved authorized users, maintaining security, training and defining responsibilities.

SCOPE

In the event of an immediate or critical threat to the campus community, the University has procedures in place to activate the emergency communication system. Such emergencies shall include only those catastrophic or dangerous events where there is an immediate threat of physical harm to community members and there is no time to warn the campus in advance. Such threats may be either on campus, in the immediate area off campus, or at property owned or controlled by the University. Therefore, Millersville University will activate MU Alert for those threats requiring immediate action by members of the campus community.

Millersville University will avoid inundating the campus community with messages that are not time sensitive or not of a true emergency nature. If users of campus alerts receive too many alerts, especially those which do not involve true emergencies, they will deem the alerts a nuisance and “tune out” the message. There is a very real danger that the user will fail to react appropriately.

The ultimate goal of sending MU Alert to a campus community is to provide accurate and timely information of an imminent emergency to the community so they may respond and protect themselves. Millersville University will balance managing, as best possible, situations that must be evaluated on a case-by-case basis, as well as comply with the spirit and letter of the Higher Education Opportunity Act.

BACKGROUND

In the event of an imminent emergency (immediate or critical threat to the health or safety of students and or employees either on campus, in the immediate area off campus, or at property owned or controlled by the University). Millersville University will attempt to notify as many campus constituents as possible of the nature of the emergency, where the emergency is taking place, and what they should do to protect themselves. Following the above, communication, including updates and notifications that the emergency has ended, will also be made. The goal is to provide individuals with timely and accurate information so they may seek shelter, escape, or otherwise protect themselves.

Millersville University has a multi-faceted and redundant emergency communications system designed to get information to a critical mass of campus constituents and provide appropriate direction on how to avoid potential harm. The system is detailed in the Crisis Communications Plan. Millersville University will only use MU Alert to notify campus constituents of imminent emergencies and weather alerts (this will include natural event cancellations and/or delays as well as thunderstorm warnings and tornado warnings issued for the 17551 area code).

PROGRAM

The Millersville University Crisis Communications Program details specific duties, responsibilities and actions to be taken by the University to ensure communication takes place in a timely, accurate and coordinated fashion.

AUTHORIZATION OF NEW USERS

Only those University employees authorized to use the emergency communication systems may do so.

Authorization to new users is provided by University Administration. Once approved by the University Administration, access to the emergency communication systems is provided to new, authorized users by the MU Alert administrator.

AUTHORIZATION TO SEND ALERT MESSAGES

Designees from the following University offices have the authority to approve dissemination of an emergency text message or other emergency alert message:

1. Office of the Vice President of Finance and Administration
   • Director of Environmental Health and Safety
   • Police Chief, Deputy Police Chief and Lead Investigator
   • Assistant VP for facilities

2. Office of the Vice President for Advancement
   • Director of Communications
   • Assistant Director of Communications
   • Office of Chief Technology Officer
   • Applications manager

MESSAGE COMPOSITION

All emergency communication messages must adhere to the limitations (8 of characters) set forth by the alert technology.

• Where possible, utilize prepared emergency messages (“scenario”).

• When developing emergency alert messages, be brief, concise and accurate.

• Possible, in the message body, refer the receiver of the emergency alert to the MU home page for more information and updates.

SENDING MESSAGES

• Only if absolutely necessary, send out multiple alerts. Try to send one initial alert message, and only use the emergency communication systems for follow-up alerts (updates, changing conditions, termination of the emergency, etc.).

When time permits, have University Administration and University Communications and Marketing review the message before it is sent.

• The person sending the alert message shall notify others so that all offices are sharing consistent information and are not sending duplicate messages.

• When time permits, notify the VPFA and the VPSAEM prior to sending an emergency message. Cabinet members will be alerted by the appropriate call trees as spelled out in the Crisis Communications Plan.

FOLLOW-UP MEASURES AFTER THE ALERT IS SENT

• University Police patrol officers will immediately contact Lancaster County-Wide Communications with the content of the emergency message and a very brief overview of the need for the emergency message.

• Ensure the MU Chief of Police (or designee), the Director of EHS (or designee) and Director of Communications (or designee) are notified.

• Notify all on-duty MUPD officers that the alert is about to be sent.

• Communications or Information Technology may initiate “weblite” measures to the MU home page and place the initial emergency message onto the home page. They will add more information and updates to the MU home page as it becomes available.

• University Telecommunications is authorized to reduce the number of telephone lines answered following an emergency text message to only the X4357 number.

The Director of Communications may prepare a media script for use by MU Call Center Dispatchers following the sending of all emergency messages. This way, dispatchers can answer public phone call questions in a consistent manner.

Responsibilities of individuals are spelled out in the Crisis Communications Plan.

SECURITY

Access to the emergency communication systems is only possible through secure login procedures using security information and passwords. Authorized users may not share their passwords or other security information with others.

TRAINING

All authorized users and trainers will receive training in how to prepare emergency communication messages and use the technology to send the messages. Authorized users and administrators will also become familiar with this policy and its requirements.
Emergencies on Campus

911 Information System
The 911 emergency dialing system facilitates the prompt response of police, fire and ambulance services to the campus community. When callers dial 911, each campus phone will create a display at the Lancaster County Dispatch Center, DO NOT HANG UP! Explain to the operator that you dialed 911 by mistake; seldom will additional action be taken. If you fail to stay on the line and explain that a mistake has been made, emergency personnel will respond to your location, and appropriate action will be taken.

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

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

• Vice President for Student Affairs and Enrollment Management, all subordinate administrators and all division staff, excluding clerical staff.
• All athletic coaches and assistant coaches.
• Title IX Coordinator and subordinate nonclerical staff.
• Executive Director of Human Resources and subordinate nonclerical staff.
• Advisors to any student group.

NOTE: Students may be included in this category if they are employees of the University and have the authority and duty to take action or respond to particular issues on behalf of the University, or have significant responsibility for student actions (to include residence hall assistants and peer educators).

Voluntary, Confidential Reporting
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.

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.
• Crime and safety programs presented by peer educators from the Center for Health Education and Promotion, members of the Lancaster County District Attorney’s Office, area police investigators, and/or the Millersville University Police are offered each year. 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 the following campus-wide Prevention Programs that 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 personnel have conducted specific peer education and group meetings. Some examples of what kinds of programs are offered at Millersville University include MU Get Involved, ALICE active shooter prevention training and the Women’s Commission programs.

• The campus newspaper, The Snapper, reaches almost every member of the University community and covers campus crimes and events. 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.
• WIXO-FM, the campus radio station that serves the greater Millersville community, is sensitive to the needs of the community and broadcasts public service announcements upon request.
• Daily Log is 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 weekends 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 a copy 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 the 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 adverse effects are no longer likely to occur. The daily logs are maintained for seven years, as suggested by law.
• An employee newsletter, Millersville Exchange, is published online biweekly and carries articles regarding safety issues or policies when appropriate.
• The University Police website provides safety tips, crime statistics for a three-year period, a campus map, emergency response

Tips for Maintaining a Safe and Secure Campus

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 back and you may discourage the follower.
• Never hitchhike.

LIVING ON CAMPUS:
• Keep doors locked, even if you are away for only a few minutes. Remember that most losses occur during the day.
• Use the peephole in doors before permitting entry to anyone. If the peephole is broken or missing, notify the hall staff.
• 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 online harassment, should be reported to University Police.

Emergency Communication Phones
There are 46 emergency communication stations located at various locations around the campus. Wall mounted phones are yellow in color, the pedestals are blue or brown with a blue light located above, and the telephones make direct emergency contact to Lancaster County-Wide Communications and the University Police. The telephones may be used anytime emergency assistance is needed. It should be noted, however, that the use of these telephones could result in criminal prosecution. The emergency communication call boxes are tested once a month, and the results of these tests are available through the University Police website at www.millersville.edu/police.

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.

MEDICAL EMERGENCIES - CALL 911
For medical situations that do not appear to be life-threatening where the injured or ill party is mobile.

NONEMERGENCY MEDICAL SERVICES
Contact Health Services staff at (717) 871-5230 and a police transport will be arranged, or dial (717) 871-4357 to contact University Police to escort the party to Health Services. Members of the campus community should check with Health Services for the actual hours of coverage.

POLICE EMERGENCIES - CALL 911
For situations that require urgent police assistance, such as criminal or suspicious activity, disorderly or threatening behavior in progress, or a vehicle or pedestrian accident:

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

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

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

When in doubt regarding a fire emergency (smoke visible but no flames, strong electrical burning odor):
Contact University Police at 911 if it appears safe to do so.

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

2020 Annual Security and Fire Safety Report

Millersville University

10

2020

11
Emergency Notification Policy

**POLICY STATEMENT**

Should an event take place either on or off campus property that the chief of police, Vice President of Finance and Administration, Director of Safety and Environmental Health, Assistant Vice President for Facilities, Executive Associate Department of Office of Vice President for Finance, or Director of Communications deems an immediate or ongoing threat to public safety, without delay 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 near campus.

**COMMUNICATION OF THE WARNING**

Such warnings may be distributed through:
- Electronic message used to provide "flash" information or brief messages of public-safety importance. Messages may include weather, safety or crime-related information. These messages may contain more detail than a text message. Intended recipients include anyone who is registered with a Millersville account or is enrolled in the MU Alert system.
- Mass Notification System Sirens—Outdoor audible tone and voice messages distributed through campus audio systems. The Snapger Transparent 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.
- Electronic mail to faculty, staff and students.—Electronic message used to provide "flash" information or brief messages of public-safety importance. Messages may include weather, safety or crime-related information. Intended recipients include anyone who accesses the University home page or account through the University home page.

**SCOPE**

Emergency Notifications may be issued for threats to personal safety such as street robbery and sexual assault. They may also be issued for weather-related and/or safety issues such as a pending tornado or street closing because of a fire building. 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 near campus.

**NOTE:**

Should an event take place either on or off campus property that the chief of police, or anyone acting on behalf of the chief of police, determines that such an event meets the requirements for a Timely Warning, the University Police will notify the University and the emergency will be communicated to the affected individuals.

**Access to Campus Facilities**

Most campus buildings and facilities are accessible to members of the campus community during normal business hours (8 a.m.–4:30 p.m.), Monday through Friday. Authorization to use facilities when the University is not in normal operation must come from the facility staff or responsible for the specific area. Proper identification, such as a University identification card, is required when using any campus building or facility.
The Millersville University Police Department. Exchange students should, upon arrival at any foreign college or university. No reports of major criminal activity around the world. Crime-reporting requirements at these schools differ for Clery-reportable crimes.

The University also does not monitor local police departments. Since the University does not have any student organizations with off-campus housing facilities, the University does not have any student organizations with noncampus housing facilities. Since the University has put together a packet to aid them. We hope it will become available to assist students, faculty and staff in combating alcohol and drug problems, and listing the appropriate regulations and laws. The University reaffirms the commitment to a campus community environment that promotes health, safety, personal development and academic success of all faculty, staff and students. Questions regarding further information on the University's Drug-Free Schools and Communities Act and Drug-Free Workplace Act should be directed to the Office of Human Resources (employees) or the Dean of Students (Office of Students).

Drug and Alcohol Policy

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

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

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

• Pennsylvania law requires parental notification for all alcohol law violations where the offender is under 21 years of age. Also as a note, now can be omitted as this notification has existed for nearly a decade.
• 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 no such information relating to that person. Many Millersville University students intend to become educators and need to be aware of these provisions.

Alcohol abuse is clearly associated with impairment of academic functioning, and students often find it difficult to maintain their academic focus and meet their responsibilities. Alcohol is frequently related to poor academic achievement, low GPA or the decision to leave school. The element of the drug also includes some additional information about the risks associated with drug and alcohol use:

• Any drug, even over-the-counter or a doctor's prescription, has possible side effects that can cause impairments. There are no guidelines for the use of illegal drugs, and one can never be sure of their strength or purity.
• Cocaine is a highly addictive drug, both psychologically and physically.
• Alcohol is a depressant drug, it slows the central nervous system, impairs judgment and in high doses can be fatal.
• THC, the active ingredient in marijuana, remains in your body for one month following use. THC concentration has been increasing in marijuana, which increases the risk of harmful effects.
• Marijuana smoke produces all of the harmful effects of tobacco smoke and contains 50 percent more of the cancer-causing chemicals.
• Alcohol is frequently associated with sexual violence, date rape, poor sexual decisions as well as accidental injury and death.
• Alcohol is associated with over 1,700 deaths of college students per year.

In addition to the life impact related to a criminal record, the University wishes to remind students; employees and visitors of the many problems, however, take care to protect themselves with the abuse of alcohol and other substances. Staff members at Health Services, Human Resources, the Center for Health Education and Promotion, and the Center for Counseling and Human Development can provide additional information and services relating to substance-abuse problems, including:

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

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

DRUG-FREE SCHOOLS AND COMMUNITIES ACT

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

ALCOHOL AND DRUGS IN THE WORKPLACE

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

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

Consent: Consent is clear, knowing and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable, clear permission regarding the willing engagement to (in the conditions of) sexual activity:
1. Consent to any one form of sexual activity cannot automatically permit or condone other forms of sexual activity.
2. Previous relationships or prior consent cannot imply consent to future sexual acts.
3. In order to give effective consent, one must be of legal age.

Dating Violence: The term “dating violence” means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the complainant, and where the existence of such a relationship shall be determined based on a consideration of the following factors:
(a) the length of the relationship.
(b) the type of relationship.

c) the frequency of interaction between the persons involved in the relationship.

Domestic violence: The term “domestic violence” includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person similarly situated to a spouse of the victim under the domestic or family laws of the jurisdiction in which the violence occurred, 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 investigative interviews of witnesses, the employee or student making the complaint, and the employee or student respondent. The investigative team compiles an investigative fact-finding report at the conclusion of the investigation. Generally, the investigative team will consist of the Title IX Coordinator and Director of Human Resources; however, depending on the circumstances of the complaint, alternative individuals may be assigned to conduct an investigation of a complaint.

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

Sexual assault: This form of sexual violence is any involuntary sexual act in which a person is threatened, coerced or forced to engage against their will, or any nonconsensual sexual touching of a person. This includes, but is not limited to, 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: Nonconsensual sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory rape: Nonconsensual 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 touching is accomplished by force, threat, or deceit, or without the consent of his/her age or because of his/her temporary or permanent mental incapacity.

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

Sexual Violence

Millersville University is strongly committed to maintaining a positive learning, working and living environment for all and ensuring that educational and employment environment is free from and prohibits unlawful sex discrimination, including sexual harassment and sexual violence. Other prohibited offenses include domestic violence, dating violence, sexual assault, and stalking. This is an educational setting (on or off campus) and 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 known as Title IX of the Higher Education Amendments of 1972.

Educational Programs

Millersville University offers the following educational programs (some online) for all incoming and current students and employees:

All incoming and transfer students are asked to complete the Student Success online education portal, Not Anymore, prior to arriving on campus in August. The portal includes information on dating violence, domestic violence, sexual assault and stalking. In order to ensure that students completed the portal, we continued our partnership with the Wellness Center. Students are required to complete this online into the educational curriculum of the WELL175 course, which is a course that most students are required to complete before graduation and often is taken during the students’ first year on campus. Wellness faculty are requiring students to complete assignments relating to the content of the portal, are working to integrate information into the curriculum that students learn about the posteros through the portal, and are encouraging individual and group discussions about sexual violence. Additionally, orientation leaders encouraged student completion of the portal through ongoing communication with students about the importance of the educational portals. 808 MU students completed the Not Anymore program in 2019-2020.

• During orientation, students are engaged in several programming efforts to build upon the content of the online education portal. In 2019 these activities included:
  • The Center for Health Education and Promotion presented an orientation skit, “Millersville University: A Community of Respect at the Ville” — Certified Peer Educators.
  • Inclusion of sexual-violence information in the campus safety presentation.
  • The University provides a First 6 Weeks sexual violence education program in the Student Affairs Office and to students in the classroom.
  • Many faculty members offer students extra credit for participation, information is integrated into several department curriculums, students are approached by peer educators across campus, and educational workshops and awareness events are provided. A large focus of the First 6 Weeks includes information about the Red Zone.
  • Athletics program: A presentation from the peer educators on healthy relationships. The presentation included educational materials (posters, yard signs, banners and red flags), presentation of the One Love Foundation’s Escalation workshop and presentations to various groups. The awareness event was a collection of posters created by the peer educators, with materials from the Red Zone campaign.
  • Wellness Wednesdays: Throughout the semester, peer educators set up interactive opportunities outside of the Center for Health Education and Promotion to provide additional learning opportunities about sexual assault, domestic violence, dating violence and stalking.

Awareness events this year included Purple Carnival and the Clothesline Project. The Purple Carnival took place in October during Sexual Assault Awareness Week and was a collaborative event between the Center for Student Involvement and Leadership with student organizations and the Clothesline Project with campus student organizations that engaged students in interactive learning activities around healthy relationships and dating/domestic violence. Numerous activities were planned throughout the month of February in recognition of Teen Dating Violence Awareness Month. The Red Flag Campaign, a national campaign aimed at encouraging students when they see a red flag in a relationship to say something, was the cornerstone activity connecting students to the educational programming that took place throughout the month. The awareness event included educational materials (posters, yard signs, banners and red flags), presentation of the One Love Foundation’s Escalation workshop and presentations to various groups. The awareness event was a collection of posters created by the peer educators, with materials from the Red Zone campaign. The Clothesline Project involved students creating shirts in specific colors with messages of sexual assault awareness. The shirts were hung on clotheslines near the student memorial center during Violence Awareness Month. The Red Flag Campaign, a national campaign aimed at encouraging students when they see a red flag in a relationship to say something, was the cornerstone activity connecting students to the educational programming that took place throughout the month. The awareness event included educational materials (posters, yard signs, banners and red flags), presentation of the One Love Foundation’s Escalation workshop and presentations to various groups. The awareness event was a collection of posters created by the peer educators, with materials from the Red Zone campaign.

• Educational Workshops Include:
  • Getting Down in the Green: 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 on dating violence, healthy relationships and ways to intervene in a potentially risky situation, provides information on available resources on and off campus and how to help a friend who has been victimized, reporting procedures, identifies the dangers of the Red Zone, and discussions about victim blaming.
  • Red Flags: This program focuses on dating and domestic violence, and provides information on the signs of healthy vs. unhealthy relationships and the red flag indicators of dating abuse, as well as helping students know available resources on and off campus.
  • Escalation: From the One Love Foundation, this program includes a film that illuminates the warning signs of an unhealthy and potentially dangerous relationship created by a dating partner, and includes information about relationships, how to identify warning signs in unhealthy relationships, and how to be an active bystander (90 minutes).
  • Sex Goes to the Movies: This program uses popular movie clips to help students identify unhealthy behaviors, such as yelling, alcohol consumption, consent and how to make healthy personal decisions.
  • Keepin’ It REALationships: Discusses various types of intimate relationships. Students discuss healthy and unhealthy aspects of relationships and learn to effectively communicate with their current and future partners.
  • Behind the Post: Billions of photos are posted on social media every day, but can you really see the big picture through the small ones? Behind the Post is a 7-minute video followed by a discussion on how social media can skew our view of the relationships around us and, in some cases, influence our decisions to stay in them.
  • Outreach: Peer educators provide brief education interactions with students as they walk around campus on topics that include the Red Zone, dating violence, domestic violence, sexual assault and stalking.

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

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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 safe and positive action when intervening with the risk of domestic violence, dating violence, sexual assault or stalking. There is no single “right” way to intervene, and what is appropriate depends on the situation and the individuals involved.

Available intervention strategies can include but are not limited to:
- Asking the individuals involved to stop what they are doing.
- Using a distraction in an effort to stop an individual’s activity.
- Stepping in and separating the people involved in a nonconfrontive manner only if it is safe to do so.
- Asking another bystander or a number of other bystanders to intervene with you only if it is safe to do so.
- Notifying law enforcement by calling 911.
- What warning signs of abusive behavior, and how can potential attacks be avoided?

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

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

Reporting an Incident

Who to Report To?

Title IX Coordinator, Deputy Coordinators, University Police

Sexual assault is one of the most troubling of all campus crimes. The University provides on-campus victims advocacy services through the YWCA and Domestic Violence Services. In addition, you will also be required to report the crime to the appropriate police department.

The University Policy on Sexual and Domestic Violence

The University will provide written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available to victims, both within the institution and in the community.

Following a report of dating violence, domestic violence, sexual assault or stalking, whether the offense occurred on or off campus, the University will provide the student or employee a written explanation of the student’s or employee’s rights and options.

Millersville University will attempt to provide accommodations and/or protective measures that are available if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement.

If you plan to initiate charges through the criminal justice system:
- It is important that you contact the police as soon as possible after the incident, however, if you decide at a later date to report the incident, you may still do so.
- For Title IX compliance, the Title IX Coordinator will be informed of the incident and the victim’s identity.
- The purpose of the police report is to protect you and others from further harm.
- If 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 a statement, 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.
- This information will be shared with the appropriate campus authorities and the community.
- Crimes may also be reported to any employee of the university who has responsibility for student or campus activities. (See “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 living situation, if long as it is reasonable and available. Specific questions regarding housing contracts, academic schedule changes or fee refunds should be directed to the appropriate campus office. The University Police sexual-assault investigators or a representative from the Lancaster County District Attorney’s Office of Victim/Witness Services should be consulted regarding specific on- and off-campus support services. The University can help with transportation with any incident or working situation. Information about Millersville University’s Sex Offense Policy can be found at www.millersville.edu/sexualviolence/help-from-university.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. Millersville's students, faculty and staff form bonds based on intellectual trust and dependence. The University regards sexual harassment behavior, whether verbal, nonverbal, 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 sexual violence and dating violence awareness page at www.millersville.edu/sexualviolence/index.php.

The University is able to deliver its mission and goals efficiently and effectively when each employee meets the standards of conduct and performance. Through performance appraisals, training and development, and coaching and counseling, management and supervision strive to maintain and improve employee conduct and performance through these positive actions. When these measures are not effective and the employee fails to meet established standards, disciplinary action may be necessary. Disciplinary procedures have been established pursuant to the Merit Principles Policy and the collective-bargaining agreements negotiated between the Commonwealth and employee organizations. The Commonwealth and the University operate on the principle of progressive discipline, which strives to match the severity of the 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 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, groundskeeping, custodial, and information technology.

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.
www.pashe.edu/inside/HR/LI/Documents/apscuf_agr.pdf

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

The State College and University Professional Association (SCUPA)
These employees typically hold professional positions working in admissions, financial aid, residence life, registrar or career services.
www.pashe.edu/inside/HR/LI/Documents/scupa_agr.pdf

Coaches (APSCUF Nonfaculty Athletic Coaches)
These employees hold positions as nonfaculty athletic coaches.
www.pashe.edu/inside/HR/LI/Documents/coaches_agr.pdf

Security, Police and Fire Professionals of America (SPFFPA)
These employees typically hold professional positions working as patrol officers, fire officers, police supervisors, patrol officers or security officers.
www.pashe.edu/inside/HR/LI/Documents/spffpa_agr.pdf

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.
www.pashe.edu/inside/HR/LI/Documents/opeiu_agr.pdf
www.pashe.edu/inside/HR/LI/Documents/opeiu_memo.pdf

Annual Sexual-Violence Statistics
The chart below shows the incidents that were reported to the Millersville University Police and Title IX Coordinator.

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<tbody>
<tr>
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<tr>
<td>Stalking</td>
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REPORTED CRIMES ON CAMPUS RESIDENCE HALL

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<td>Stalking</td>
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REPORTED CRIMES NONCAMPUS PUBLIC PROPERTY

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

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

If you plan to initiate charges through the criminal justice system in cases such as dating violence, domestic violence, sexual assault and/or stalking:
- Contact with the police should be made as soon as possible after the incident; however, if you decide at a later date to report the incident, you may still do so.
- For Title IX compliance, the Title IX Coordinator will be informed of the incident and the victim’s identity.
- The purpose of the police report is to protect you and others from 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 judicial system. See also the Victim Bill of Rights provided by the investigating police department.

If you plan to initiate charges through the Student Code of Conduct:
- Allegations of sexual misconduct can mark a very difficult period for both the complainant and the respondent. Title IX of the Education Amendments of 1972 and its underlying regulations mandate that educational institutions take and address cases of sexual misconduct against students, whether perpetrated by peers or by employees of the institution. Millersville University has appointed a Campus Title IX Coordinator. The Director of Judicial Affairs and the Assistant Director of Judicial Affairs serve as Deputy Title IX Coordinators who work closely with the Campus Title IX Coordinator to ensure adherence to the guidelines provided in Title IX. Alleged violations must be immediately reported to the Campus Title IX Coordinator or Deputy Title IX Coordinator.
In addition, please refer the complainant and respondent rights statement if you are the victim (referred to as a complainant throughout this document) or accused person (referred to as a respondent throughout this document) of sexual misconduct.

STATEMENT OF RIGHTS OF THE COMPLAINANT IN CASES INVOLVING SEXUAL MISCONDUCT
- The right to an investigation and appropriate resolution of all credible complaints of sexual misconduct made in good faith to University officials.
- The right to be treated with respect by University officials.
- The right of both accuser and respondent to have the same opportunity to have others present (in support or advisory roles) during any formal or informal investigation.
- The right to be promptly informed of the outcome and sanction of any disciplinary hearing involving sexual misconduct and/or any violent-crime offenses.
- The right to be informed by University officials of options to notify proper law enforcement authorities, including on-campus and/or local police, and the option to be assisted by campus authorities in notifying such authorities, if the student so chooses. This also includes the right not to report, if this is the victim’s desire.
- The right to be notified of available counseling, mental-health or student services for victims of sexual misconduct, both on campus and in the community;
- The right to notification of options for and available assistance in changing academic and living situations after an alleged sexual misconduct incident, if so requested by the complainant and if such changes are reasonably available (no formal complaint or investigation, campus or criminal, need occur before this option is available);
- The right to waive irrelevant prior sexual history admitted as evidence in a campus hearing;
- The right to have any complaint of sexual misconduct fairly adjudicated and not mediated;
- The right to make a victim-impact statement during the investigation and to have that statement become a part of the report of the Title IX Coordinator;
- The right to a no-contact order against another person who has engaged in or threatens to engage in stalking, threatening, harassing or other improper conduct that presents a danger to the health and safety of the complainant or accused person;
- The right to have complaints of sexual misconduct responded to quickly and professionally by campus law enforcement, Judicial Affairs and the Title IX Coordinator;
- The right to review all documentary evidence provided in the investigative report available regarding the complaint, subject to the privacy limitations imposed by state and federal law and/or which might be revealed for compelling safety reasons, at least 48 hours prior to the hearing;
- The right to preservation of confidentiality, to the extent possible and allowed by law;
- The right to an adequate, reliable and impartial investigation closed in the public;
- The right to bring a victim advocate or advisor to all phases of the investigation;
STATEMENT OF RIGHTS OF THE RESPONDENT IN CASES INVOLVING SEXUAL-MISCONDUCT
• The right to have an appropriate and independent investigator or hearing officer who is impartial and not related to or sympathetic toward the complainant or respondent determine whether a violation of the Student Code of Conduct occurred. The hearing officer shall have sole discretion to ensure the safety of the University, including the safety and well-being of the campus. In such matters the president or designee will have sole discretion to ensure the safety of the University, including but not limited to an interim suspension.

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

Reporting of any criminal activity is encouraged and can be initiated by utilizing the University Police report. The report can be accessed through the University Police website at www.millersville.edu/police/Policy/report.php. Complaints 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 situation as long as what is requested is reasonable and available. Specific questions regarding housing contracts, academic schedule changes or fee refunds should be directed to the appropriate campus office. The University Police sexual-assault investigators and/or a representative from the University Title IX Office and Lancaster County District Attorney’s Office provide information regarding specific on- and off-campus support services. The University can help with transportation with any incident or working incident.

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

Prevention Statement

All students and employees in our campus community deserve to feel safe and supported. Millersville University prohibits the crimes of sexual assault, domestic violence, dating violence and stalking (for definitions of how we define these incidents within our policy, please see page 16), and works year-round to provide you with education, tools and resources to recognize concerning or harmful behaviors, and strategies for intervening or helping others get the support they need.

As part of these efforts, Millersville University provides primary prevention and awareness campaigns for all incoming students and new employees, as well as ongoing prevention and awareness campaigns for all students and employees.

These comprehensive, intentional and integrated programs, initiatives, strategies and campaigns are intended to end sexual assault, domestic violence, dating violence and stalking.

Millersville University considers our unique campus when designing these programs to ensure they are:

- Culturally relevant
- Inclusive of diverse communities and identities
- Sustainable, so the programs can continue to benefit our campus community
- Responsive to community needs; and
- Informed by research or assessed for value, effectiveness or outcome so we know they’re working and ultimately benefiting you!

We also consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels so that we can address actual issues that may influence how or if violence is occurring within our own community and how the programs can meet our collective needs. You’ll notice some common themes throughout our programs. All of the programs will reinforce that sexual assault, domestic violence, dating violence and stalking are unacceptable (and prohibited) within our campus community. Many of these programs will:

- Address how we define these terms under Millersville University’s policy.
- Address the definitions of dating violence, domestic violence, sexual assault and stalking within our jurisdiction. (Millersville University’s POLICY uses different definitions to define these crimes than the definitions within our jurisdiction. It’s helpful to know the distinction in case you or a friend would ever choose to report to law enforcement. You can find the jurisdictional definitions on page 16). They’ll also talk about how consent is defined within our jurisdiction, which you can also find on page 16 for reference.
- Discuss safe and positive options for bystander intervention. This is an important part of our prevention philosophy on our campus; you can find some of these strategies listed below.
- Share information on risk reduction, options that work to decrease perpetration and bystander inaction (by giving you the tools you need to intervene), and increase empowerment for victims of these crimes. The goal is to promote overall safety and help our institution address any conditions that might facilitate violence within our own community.
- Give you more information about our institution’s disciplinary process, which is also explained on pages 42-44 within this ASR.

WHAT’S THE DIFFERENCE BETWEEN PRIMARY PREVENTION AND AWARENESS?

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<thead>
<tr>
<th>PRIMARY PREVENTION</th>
<th>AWARENESS</th>
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<tr>
<td>Primary prevention programs are those that are intended to stop dating violence, domestic violence, sexual assault and stalking before they occur through the promotion of positive and healthy behaviors that foster mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe directions.</td>
<td>Awareness programs are programs that are community-wide (anyone can access) or audience-specific (targeted towards a certain segment of our community, or students or employees specifically) that increase your knowledge and share information and resources to prevent violence, promote safety and reduce perpetration.</td>
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</tbody>
</table>

In the descriptions of our programs below, you’ll get a sense of what programs focus on these ideas and encourage you and your peers to intervene if appropriate.

Our awareness programs may address primary prevention specifically, but may also raise your own knowledge about these types of crimes and how they can impact a campus community.

WHAT IS BYSTANDER INTERVENTION?

Bystander intervention involves safe and positive options that might be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking.

Bystander intervention includes:

- Recognizing situations of potential harm;
- Understanding institutional structures and cultural conditions that facilitate violence;
- Overcoming barriers to intervening;
- Identifying safe and effective intervention options; and
- Taking action to intervene.

You’ll learn more about these options in the programs described below, but here are a few strategies for bystander intervention to consider:

GREEN DOT BYSTANDER INTERVENTION

Bystander education approach that aims to prevent violence with the help of bystanders. It is built on the premise that violence can be measured and systematically reduced within a community. Bystander intervention as a way of violence prevention is becoming popular measurably and systematically reduced within a community. Bystander education approach that aims to prevent violence with proactive bystander and a reactive bystander.

WHAT IS RISK REDUCTION?

Risk reduction refers to tools/strategies/behaviors/options that decrease perpetration and bystander inaction, and promote victim empowerment. Notice that our definition of risk reduction includes giving bystanders tools to overcome barriers that might lead them not to intervene, so all the tips provided above are not just bystander intervention, but can also be considered risk reduction. It is up to us as a community to look out for one another and create the safe environment all our students and employees deserve.

TITLE IX TRAINING: WHAT YOU NEED TO KNOW

This training is issued to all student leaders, student-athletes, resident assistants, orientation leaders and peer educators. This program is also offered to other clubs and organizations throughout campus by request. For more information on some of these offerings, please visit the website of either the Title IX Office or the Center for Health Education and Promotion Office. As you can see from some of the tips and information we’ve included above, we stress in our programming the need for consent and respecting a partner’s boundaries at all times, especially when engaging in sexual activity, not pressuring others to consume alcohol or any other harmful behaviors, and reinforcing resources within the community to access safe rides or other safety support.

Below is information on the programs we offer — we hope we’ll see you at some of them this year. For more information on some of these offerings, visit www.millersville.edu/titleix.

Program Name/Description

WHO’S IT FOR?

When/How Can I Access It?

Ex: CLERGY BYSTANDERS

- We’ve all been in situations that may feel uncomfortable and dangerous. This program gives you tips and strategies for bystanders to help out in a way that feels comfortable for them.

PROGRAM NAME/DESCRIPTION

WHO’S IT FOR?

When/How Can I Access It?

Monthly in residence halls

Students

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 CSCPA amends the Act to require institutions of higher education to collect and report certain data on sex offenses and 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 that sex offender registration and community notification standards may apply to offenders convicted of certain offenses. Under the CSCPA, Millersville University is required to provide the information listed below.

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 and 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 the University where the University has a direct relationship with the operator or user of the building or property (other than a branch campus) owned or controlled by the University in direct support of or in a manner related to 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.

2020 Annual Security and Fire Safety Report

25
Annual Security and Fire Safety Report

Reporting a Crime

The University will not inform students’ parents or guardians of their involvement in a situation involving sexual misconduct unless they are in major medical jeopardy. However, students are strongly encouraged to inform their parents or guardians. College officials will directly inform a student’s parents or guardians only when requested to do so by the student. All reported instances of sexual misconduct will be investigated promptly, thoroughly and equitably, with appropriate response taken to ensure a safe and nondiscriminatory environment for all students, faculty and staff. The University will inform the victim before conducting an investigation and determining appropriate action to remedy a situation. A victim may request that no investigation take place or that his or her name not be disclosed to the accused during an investigation. These requests will be evaluated according to the severity of the situation and the threat that the accused poses to the overall safety of the campus community. The University will notify the victim if and when confidentiality and/or compliance with their wishes cannot be guaranteed.

Missing Persons

Student lifestyles will often result in a situation where no contact is made with parents or friends, or that classes are skipped for several days. While generally there is no cause for alarm, members of the campus community are urged to use caution. Anytime a student is believed to be missing, whether or not the student is a campus resident, the appropriate police department should be immediately contacted. The University Police, the Division of Student Affairs and Enrollment Management, and University Housing and Residential Programs (HARP) work together to locate missing students and check on the welfare of such students. University Police and HARP staff may contact student relatives 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 the student is not located, Millersville University will contact the confidential contact person. This 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 and Enrollment Management, or HARP will make every effort to notify all parties previously contacted when the case is brought to closure. At the start of each semester, each student living in campus housing has the option of registering a confidential contact person to be notified in case the student is reported missing. Only campus officials authorized under the Higher Education Opportunity Act may have access to the confidential information provided by the student. The University Missing Student Policy will outline the complete process followed when a student is officially reported missing. Students should understand that a missing person investigation WILL be undertaken upon the filing of such a report even if no confidential contact person is listed with the University. An emergency contact person is NOT the same as a confidential contact person; however, they may be the same person.

Policy on Missing Students

www.millersville.edu/about/administration/polices/pdf/student-affairs/misappresidentialstudentnotification.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 or a feeling of euphoria, to short-term memory loss or an intoxication or aphrodisiac effect. Persons who have ingested such drugs have also reported anorexia, hallucinations, loss of muscle control, nausea and amnesia lasting up to 24 or more hours.

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

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

Protection from Abuse/No-Contact Orders

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

Domestic Violence Legal Clinic (for confidentiality reporting)
14 South Duke Street
Lancaster, PA. (717) 391-9826

Lawyer Referral Services
28 East Orange Street
Lancaster, PA 17602
(717) 393-0737

Lancaster County Court of Common Pleas
www.co.lancaster.pa.us/c33/Protection-From-Abuse

Safety Tips and Guidelines for Active-Shooter Incidents

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

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

ALICE Active Shooter Response Training

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

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

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

For more information on the A.L.I.C.E. program or for training, contact Pete Anderson, Chief of Police, at peter.anderson@millersville.edu or visit www.millersville.edu/police/run-hide-fight.php, which includes the Department of Homeland Security Run, Hide, Fight video.

2020 Annual Security and Fire Safety Report

26

27
Campus Crime Reporting for University Employees

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

Unfortunately, some crimes that take place on a college or university campus are never reported to law enforcement authorities. Given the importance of campus security, recognizing that University employees in the course of their daily work may become aware of crimes committed on or adjacent to the 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 crimes, but we urge all University employees to comply with the procedures for reporting crimes outlined herein.

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

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

If you learn from a victim/witness that a crime specified above has been committed on or contiguous to the campus, urge him/her to report the incident directly to the appropriate police department. If the victim/witness is unwilling to report the crime to the police, you must inform him/her that as a University employee, you are obligated under federal law to report the incident to the University Police. You are not required, however, to provide the name of the victim/witness to the police. Your report should include the time, date, location and description of the incident as reported to you or as much of this information as you know. University Police will then include the information in the University’s crime report.

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

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

The following is a table of the annual crime statistics for the Millersville University campus for the years 2017 to 2019.
HATE CRIMES

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<tr>
<th>Crime Category</th>
<th>Race</th>
<th>Gender</th>
<th>Gender Identity</th>
<th>Sexual Orientation</th>
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<tr>
<td>Murder/Negligent Manslaughter</td>
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<tr>
<td>Rape</td>
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<tr>
<td>Fondling</td>
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<td>Incest</td>
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<tr>
<td>Statutory Rape</td>
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<tr>
<td>Robbery</td>
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<tr>
<td>Aggravated Assault</td>
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<tr>
<td>Burglary</td>
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<tr>
<td>Motor Vehicle Theft</td>
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<tr>
<td>Arson</td>
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<tr>
<td>Simple Assault</td>
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<tr>
<td>Larceny Theft</td>
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<td>0</td>
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<tr>
<td>Intimidation</td>
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<td>0</td>
</tr>
<tr>
<td>Destruction, Damage or Vandalism of Property</td>
<td>0</td>
<td>0</td>
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</tbody>
</table>

PREFA E: Millersville University has changed the geographical designation of several properties contiguous to Millersville University from a statistical crime-reporting designation of “public property” to a designation of “noncampus.” This change will increase the amount of crime as being “noncampus” relative to past annual reports. Millersville University maintains those earlier reports against a misinterpretation that there was a significant change in crime otherwise “noncampus.” Prior to the change, University Police have not seen a significant increase in crime within the University properties or in the adjacent community during the reporting year. The properties that were changed to “noncampus” are commonly known as Brookwood Apartments, Healthy Living Apartments, Bagby Hall and Shenks Hall and on housing properties owned by Student Lodging Inc. Millersville University does not own or control Student Lodging Inc. properties, however, it does manage Bagby and Shenks halls. All of these properties are within Millersville Borough contiguous to Millersville University. The initial change was made for the 2011 Annual Security Report upon guidance from PA’s State System of Higher Education (PASSHE). Subsequent following an interpretation the Department of Education provided to other PASSHE institutions.

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ORIENTATION

Crimes That Must Be Reported

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

Assault – 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.

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

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

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

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

MURDER

Judicial Affairs data may count offenses in more than one area.

Millersville University uses an off-campus site for instruction and training of students.

Millersville University uses The Marine Science Consortium Center for education and training. The Center is located at 34001 Mill Dam Road, Wallops Island, VA 23337. A request was made for crime statistics information data. Millersville University did not have any students attend the Marine Science Campus for the 2019 year.

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. The Harrisburg City Police Department responded to the request, stating there were no Clery-reportable crimes for the 2019 year.
Annual Fire Safety Report

Note – There were no reportable fires for 2019.

Millersville University has an Annual Fire Safety Report that is published each October (completing fire statistics for the previous calendar year) as part of the Annual Security and Fire Safety Report. The Clery Act requires that the Annual Fire Safety Report include the following information:

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

On-Campus Housing Facilities

In 2019 Millersville University on-campus and associated student housing facilities included:

• South Villages – the University’s main campus housing complex fully opened in 2016 with the completion of East and West villages.
• Reighard Hall and Shenks Hall (Student Services Inc.–owned and MU-managed student housing).
• Bard Hall and Leigh Hall (formerly known as Gilbert Hall) are MU-owned and –operated student housing and currently vacant but remain for overflow housing.
• Millersville University also reports fire statistics for Student Services Inc.–owned and –operated Residence Housing units (Brookwood Apartments, College View Apartments and Wellness Apartments).

Fire Safety Systems and Building Information

The following is a description of each on-campus and associated student housing facility fire safety system:

Bard Hall (currently vacant but remains for overflow housing)

• Address: 60 Brooks Drive
• Year Built: 1961
• Occupancy: Residence Hall
• Capacity: 169
• Construction Type: Steel joists on masonry-bearing walls
• Fire Alarm Manufacturer – Pyrotechnics
• Fire Alarm System – Description: Manual pull alarm boxes, visual and audible alarms, integrated automatic detection devices, duct dampers, master fire panels, addressable smoke detector/sounder bases and smoke/heat detectors located in individual sleeping rooms, corridors, common areas and mechanical spaces.
• Fire Alarm Testing and Inspection: Individual components of the fire alarm system are inspected and tested in accordance with NFPA 13A.
• Fire Drills: All buildings have four total fire drills per year (two each semester).

College View Apartments

• Address: 31 - 47 Shenks Lane
• 61 - 67 Shenks Lane
• 81 - 87 Shenks Lane
• Year Built: 1960
• Occupancy: Student Lodging Inc. – Off-Campus Housing
• Capacity: 30
• Type of Construction: Cinder block walls, wood construction
• Fire Alarm Manufacturer – Pyrotechnics
• Fire Alarm System – Description: Visual and audible alarms, integrated automatic detection devices, duct dampers, master fire panels, addressable smoke detectors, heat detectors located in individual sleeping rooms, corridors, common areas and mechanical spaces.
• Fire Alarm Testing and Inspection: Individual components of the fire alarm system are inspected and tested in accordance with NFPA 13A.

Leigh Hall (formerly known as Gilbert Hall) is currently vacant but remains for overflow housing

• Address: 80 Brooks Drive
• Year Built: 1950
• Occupancy: Residence Hall
• Capacity: 169
• Construction Type: Steel joists on masonry-bearing walls
• Fire Alarm Manufacturer – Pyrotechnics
• Fire Alarm System – Description: Manual pull alarm boxes, visual and audible alarms, integrated automatic detection devices, duct dampers, master fire panels, addressable smoke detector/sounder bases, and smoke/heat detectors located in individual sleeping rooms, corridors, common areas and mechanical spaces.

East Village

Address: 210 East Residence Hall Circle
Year Built: 2015

• Occupancy: Student Housing/RA. A Residential/University District (Group: R-2; Classification: Residential; Group: A-3; Classification: Assembly
• Capacity: 613 bed count
• Type of Construction: Group: R-2, Type 5A
• Fire Alarm Manufacturer – Berkshire/Siemens
• Fire Alarm Testing and Inspection: Individual components of the fire alarm system are inspected and tested in accordance with NFPA 13A.
• Fire Drills: All residence halls have four total fire drills per year (two each semester).

On-Campus Housing Facilities

Fire Drills: All residence halls have four total fire drills per year (two each semester). All fire drills are unannounced and random, and are monitored and evaluated for effectiveness by Housing and Residential Programs staff.

Fire Alarm Testing and Inspection: Individual components of the fire alarm system are inspected and tested in accordance with NFPA 13A.

Fire Suppression Equipment – Fire Extinguishers: Portable fire extinguishers are in conformance with NFPA 10. Fire extinguishers are inspected monthly by MU personnel in accordance with NFPA 10.

Fire Suppression Equipment – Sprinkler Systems: Each residence life building has an automatic sprinkler system tied to the building fire alarm system. The coverage area is the entire building in accordance with NFPA 13. All sprinkler systems are inspected as required by a certified inspection company in accordance with NFPA 13A.

Fire Drills: All buildings have four total fire drills per year (two each semester). All fire drills are unannounced and random, and are monitored and evaluated for effectiveness by Housing and Residential Programs staff.
Shenks Hall
- Address: 131 Shenks Lane
- Year Built: 2005
- Occupancy: Student Services Inc.–owned and MU-managed
- Residence Hall
- Capacity: 204
- Type of Construction: Wood frame, block and plank, masonry party walls, rated windows and shaft walls, etc., shingled roof

Fire Alarm Manufacturer – Pyrotronics
Fire Alarm System – Description: Manual pull alarm boxes, visual and audible alarms, integrated automatic detection devices, duct dampers, master fire panels, addressable smoke detector/sounder bases and smoke/heat detectors located in individual sleeping rooms, corridors, common areas and mechanical spaces.

Fire Alarm Testing and Inspection: Individual components of the fire alarm system are inspected and tested in accordance with NFPA 13A. Each fire extinguisher is in conformance with NFPA 10. Fire extinguishers are inspected and tested monthly by MU personnel in accordance with NFPA 10.

Fire Alarm System – Description: Digital Addressable Fire Alarm System. The coverage area is the entire building in accordance with NFPA 13A. All sprinkler systems are inspected as required by a certified inspection company in accordance with NFPA 13A.

Fire Drills: All residence halls have fire drills per year (two each semester). All fire drills are unannounced and random, and are monitored and evaluated for effectiveness by Housing and Residential Programs staff.

Wellness Apartments
- Address: 21 - 77 Shenks Lane & 10 - 136 University Drive
- Year Built: 21 - 77 Shenks Lane - 1998
- 10 - 36 University Drive - 2000
- 40 - 76 University Drive - 2001
- 80 - 136 University Drive - 2002
- Occupancy: Student Lodging, Inc. Off-Campus Housing
- Capacity: 284
- Type of Construction: Wood frame, block and plank, masonry party walls, rated windows and shaft walls, etc., shingled roof

Fire Alarm Manufacturer: Pyrotronics
Fire Alarm System – Description: Visual and audible alarms, integrated automatic detection devices, duct dampers, master fire panels, addressable smoke detectors, heat detectors located in individual sleeping rooms, corridors, common areas and mechanical spaces.

Fire Alarm Testing and Inspection: Individual components of the fire alarm system are inspected and tested in accordance with NFPA 13A. Each fire extinguisher is in conformance with NFPA 10. Fire extinguishers are inspected monthly in accordance with NFPA 10.

Fire Suppression Equipment – Fire Extinguishers: Portable fire extinguishers are in conformance with NFPA 10. Fire extinguishers are in conformance with NFPA 10. Fire extinguishers are in conformance with NFPA 10. Fire extinguishers are in conformance with NFPA 10. Fire extinguishers are in conformance with NFPA 10.

Fire Drills: All buildings have fire drills per year (two each semester).

West Village
- Address: 120 Centennial Drive
- Year Built: 2014
- Occupancy: Residence Hall
- Capacity: 709
- Construction Type: Wood frame, block and plank, masonry party walls, rated windows and shaft walls, etc., shingled roof

Fire Alarm Manufacturer – Pyrotronics
Fire Alarm System – Description: Manual pull alarm boxes, visual and audible alarms, integrated automatic detection devices, duct dampers, master fire panels, addressable smoke detector/sounder bases and smoke/heat detectors located in individual sleeping rooms, corridors, common areas and mechanical spaces.

Fire Alarm Testing and Inspection: Individual components of the fire alarm system are inspected and tested in accordance with NFPA 13A. Each fire extinguisher is in conformance with NFPA 10. Fire extinguishers are inspected monthly by MU personnel in accordance with NFPA 10.

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Fire Drills: All residence halls have four total fire drills per year (two each semester). All fire drills are unannounced and random, and are monitored and evaluated for effectiveness by Housing and Residential Programs staff.

Residential Programs staff.

Fire Drills – Statistics
Each on-campus student housing facility has four total fire drills each year, two per semester.

Prohibited Items and Activities – Fire Safety
The following are prohibited for on-campus student housing facilities:
- Smoking, including e-cigarettes
- Candles, incense burners, oil lamps, hookahs
- Hoverboards, e-cigarettes
- Flammable or combustible substances or gases such as gasoline, butane, propane (including indoor storage of grills, motorcycles or mopeds)
- Fireworks
- Deep fat fryer, slow cooker, crock-pot, hot-oil popcorn popper, electric wok, electric griddle, toaster, toaster oven, portable grills, (such as a “George Foreman” grill), any appliance capable of heating grease to the point of combustion, stove lights, fog machines
- Sky lanterns (“Chinese lanterns”)
- Non-LED string (“Christmas”) lights
- Live Christmas trees, wreaths, garlands
- Highly combustible decorations such as cornstalks and hay bales
- Any device producing an open flame

Fire Education Procedures – Building Evacuations
- If you see a fire or other emergency requiring people to leave the building, activate the building alarm and leave the building immediately. Do not delay your exit – get out right away.
- If the building alarm sounds, walk quickly to the nearest marked exit, and leave the building.
- If the location of the nearest exit is not marked, and you are unsure of the correct exit to use, stay near an open doorway and listen for further instructions.
- If your primary exit is blocked by smoke or flame, use your backup exit.
- Do not use the elevator.
- Once outside, move a safe distance away from the building (at least 100 meters), or until you are sure the danger has passed.
- If you receive a message to return to your room, do so only if you receive a message from the Office of Residential Programs staff.
- Offer information to the emergency responders as they arrive at the building.
- Assist those with disabilities who ask for assistance.
- Do not return to an evacuated building until the all-clear sign is provided by the Millersville University Fire Safety Program.

Firesafetyreport.org

Fire Safety Training and Education Programs
Millersville University fire safety education and training programs include fire safety training for all new and current Residence Area (RA) and Graduate Assistant staff working in on-campus student housing facilities.

The Millersville University Fire Safety Program is part of its Accident and Health Prevention Program (AHP). The AHP can be found here: www.millersville.edu/hr/ehs/forms/aipp.pdf.

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

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

Reporting that a Fire Occurred
Call 911 to report a fire.

Other contact information:
- Millersville University Police
  - Chief Pete Anders: 717-871-4357
- Blue Rock Fire and Rescue
  - Fire Chief Duane Hagele: 717-872-9345
- Millersville Borough Police
  - Chief John Robichet: 717-872-4645
- Millersville University Facilities
  - Assistant Vice President for Facilities: Tom Waltz: 717-871-7874
- Student Services Inc.
  - CEO Geoff Beers: 717-871-5989
- Millersville University
  - Director of Environmental Health and Safety: Patrick Weidinger: 717-871-4240
- Future Improvements to Fire Safety
  - In 2019 and continuing into 2020 until the project is completed, Millersville University will replace all of the older Siemens/Pyrotronics fire safety system panels with newer-model panels (Siemens “Firefinder” panels).

The Millersville University Fire Safety Program is part of its Accident and Illness Prevention Program (AIPR). In 2020, the AIPR will be renamed "Firefinder".
Resident Life Fire Drills

Resident Life Fire Drills 2017

<table>
<thead>
<tr>
<th>BUILDING</th>
<th>SPRING 2017</th>
<th>FALL 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bard Hall</td>
<td>Unoccupied</td>
<td>Unoccupied</td>
</tr>
<tr>
<td></td>
<td>N/A</td>
<td>N/A</td>
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<tr>
<td></td>
<td>N/A</td>
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</tr>
</tbody>
</table>

A summary of recent emergency response procedure tests include:
- December 11, 2017 – An emergency exercise was conducted for all Millersville University emergency responders, moderated by Duane Hagelgans, professor for the MU Center for Disaster Research and Education.
- May 19, 2016 – Tabletop exercise for Millersville University emergency responders moderated by a representative of Michael Baker International.
- October 26, 2015 – Actual mock emergency test (in the field) of a mock chlorine gas release.
- August 16, 2014 – Practice Incident Command Structure (ICS) test involving actual switching down of all electrical power to the Millersville University campus to facilitate the installation of new electrical power infrastructure.

Confirmation of Emergency Response and Emergency Evacuation Events
The Millersville University Behavioral Intervention Team (BIT) details the procedures which will be used by the University Administration, University Communications, University Police, Environmental Health and Safety and other involved parties to confirm an emergency and communicate the emergency to campus constituents. The Millersville University BIT can be found here: www.millersville.edu/safetyandsecurity/bitassessment.php.

Plans for Future Improvements in Fire Safety
Millersville University is currently in the process of upgrading all of the existing Siemens MVL-brand fire panels on campus to more modern Siemens XLS fire panels. This project is ongoing and should be completed in several years. The new fire panels provide more functionality and include the ability to make public address announcements, using the fire alarm system, to building occupants. The new fire panels will enhance fire safety protection and notification of fires and other emergencies to building occupants, as well as to emergency responders. There are no other future plans for fire safety improvement.
Important Telephone Numbers
Area code 717

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

Millersville University Police (24 hours a day)
EMERGENCY ................................................................. 911

Business and from off campus ........................................... ext. 4357

Parking Division ................................................................ ext. 5964

Millersville University Information ...................................... ext. 4636

Millersville University Health Services .................................. ext. 5250

MU Center for Counseling and Human Development .... ext. 7821

Title IX Coordinator .......................................................... ext. 4100

LEMSA (Business)
(Lancaster Emergency Medical Services Association) .872-4688

Millersville Fire Company (Business) ....................................872-9345

MU Center for Health Education and Promotion .............. ext. 4141

Adjacently Jurisdictions

Millersville Borough Police Department............................ 717-872-4657
100 Municipal Drive
Millersville, PA 17551

Manor Township Police Department ................................. 717-299-5231
950 West Fairway Drive
Lancaster, PA 17603

Lancaster City Bureau of Police .......................................... 717-735-3300
39 West Chestnut Street
Lancaster, PA 17603

Manheim Township Police Department ............................. 717-569-6401
1825 Municipal Drive
Lancaster, PA 17601

Pequea Township Police Department ................................. 717-945-7546
1026 Millwood Road
Willow Street, PA 17584
www.pequeatownshipd.org

Registered Organizations - FULL SERVICES

1. ADAP
2. After School Corp
3. All Campus Musical
4. All Greek Council
5. Alliance for Social Change (formerly Social Work Organization)
6. Alpha Phi Alpha
7. Alpha Sigma Alpha
8. Alpha Sigma Tau
9. Alpha Xi Delta
10. American Chemical Society
11. American Choral Directors Association
12. American Meteorological Society
13. American Sign Language Learners Club
14. Art Club
15. Athletic Training Club
17. Best Buddies
18. Bible Campus Ministries
19. Black Student Union
20. Board Game Club
21. Bowling Club
22. Cheer of Millersville University
23. Chromatic Expansion
24. Circle K
25. Cisgender Players
26. Club Baseball
27. Club Sport Council
28. College Bible Fellowship
29. College Republicans
30. Collegiate Middle Level Association
31. Counsel of Teaching & Mentoring Program
32. Conestoga Outdoor Club
33. Creative Writers Guild
34. Cyber Defense Organization
35. Dance Team
36. Delta Phi Eta
37. Delta Sigma Theta
38. Delta Zeta
39. Early Childhood Organization
40. English Club
41. Entomology Club
42. Equestrian Club
43. Essence Dance Team
44. Expressions Dance
45. Fencing Guild
46. Flute Ensemble
47. Food Recovery Network
48. Friends of Advocates
49. Native Nations (NAN
50. Gender & Sensuality Alliance
51. Geography Club
52. Geology Club
53. German Club
54. Helping Paws
55. Her Campus Millersville
56. Hiller
57. Honors College Student Association
58. Ice Hockey Club
59. Inter-Fraternity Council
60. International Association of Emergency Managers
61. Jazz Band
62. Jewelry & Metal Arts Guild
63. Kappa Alpha Psi
64. Lacrosse, Men's Club
65. Lambda Chi Alpha
66. Love Your Melanin (new as of 10/18/18)
67. Magic, Players
68. Malawi Graphics
69. Marauder Music Productions
70. Marching Band
71. Mathematics Educators
72. Moose Ultimate
73. Mu Sigma Upsilon
74. Music Performance
75. NAVY
76. NAACP
77. National Association for Music Education
78. National Broadcasting Society
79. National Society of Leadership & Success
80. Navigators
81. NextGen
82. NPHC NAUFO & NMGCC presents GCG
83. Ocean Science Club
84. Omega Psi Phi
85. Orchestra
86. Pennsylvania Council of Social Studies
87. Percussions Ensemble
88. Phi Mu Alpha Sinfonia
89. Phi Sigma Pi
90. Pre Health Club
91. Psychology Club
92. Public Relations Student Society
93. Reformed University Fellowship
94. Relay for Life
95. Rugby, Women's Club
96. Sigma Tau Gamma
97. Sigma Xi
98. Snapwear
99. Sigma Xi, Men's Club
100. Society for International Human Rights
101. Society on Latinos/Minorities (SOLMA)
102. Society of Manufacturing Engineers
103. Society of Motion Picture & Television Engineers
104. Spanish Club
105. Spoon University
106. Student Alumni Association
107. Student Business Association
108. Student Alumni Association
109. Student PSEA (Study Buddies)
110. Super Smash Club
111. Tau Kappa Epsilon
112. Team FTK (formerly Mini-THON)
113. Technology & Engineering Education
114. Tourism Industry Association
115. University Activities Board
116. United Campus Ministry
117. University Christian Fellowship
118. WIXQ 91.7
119. Willow Valley Christian Church
120. World Orchestra

Registered Student Organizations, 2018 to 2019

2020 Annual Security and Fire Safety Report

No Registration Begun

5 Rivers Fly Fishing Club (new as of 1/26/17)
Artists Rocking Together
Asian & Friends Affiliation
Council for Exceptional Children
Feature Tableau
Lambda Sigma Upsilon

Sustainability Club
Student Veterans Association
InterVarsity Christian Fellowship
Habitat for Humanity
Graduate Student Organization
Footprints Praise Dance Ministry
Editors Society
Economics Society

Editors Society
Fashion at Heart
Footprints Praise Dance Ministry
Graduate Student Organization
Habitat for Humanity
Humans vs. Zombies
InterVarsity Christian Fellowship
Pokémon Club
Pre-Law Society
Roller Hockey
Student Veterans Association
Sustainability Club
Tau Sigma
Wife Nation
COMPLAINT, INVESTIGATION AND DISCIPLINE PROCEDURES FOR REPRESENTED EMPLOYEES

Complaints

• Complaints can be filed through the Title IX online reporting system (Massive) or through the Human Resources office (primarily the Executive Director of Human Resources/Title IX Coordinator).
• Complaints can be verbal or written in nature.
• Complaints can be filed by the impacted individual or by others who are made aware of the incident.

Notice of Complaint and Fact-Finding Investigation

• Each collective-bargaining agreement includes a brief article on procedures for complaints.
• Each article has been developed based on the provisions of the relevant articles:
  • AFSCME Master Agreement – Article 28
  • SPFPA Master Agreement – Article 27
  • SPFPA Memorandum – Article 27
  • SCUPA – Article 24
  • SCUPA: Except during the probationary period, a professional may appeal a demotion, suspension or discharge beginning at the first step of the accelerated grievance procedure, within 15 working days of the date of its occurrence.

Discipline

• Following the predisciplinary conference, the Executive Director of Human Resources determines whether discipline is warranted and, if so, what level of discipline is recommended.
• Each article, all possible witnesses, research relevant articles.
• Possible outcomes are as follows: memorandum of instruction, written warning, suspension or termination.
• Decisions regarding discipline must be made in a timely manner following the predisciplinary conference and are provided in writing to the respondent.
• If the complaint is a student who is a member of the coach’s team, the investigation will include that information as well.
• The Human Resources office, typically the Executive Director of Human Resources, will identify and interview all possible witnesses, research relevant articles.
• The responders will identify and interview all possible witnesses, research relevant articles and procedures, work with the University Police Department to see if any video surveillance is available, and take any necessary steps to perform a complete, thorough and timely investigation.

Appeals/Grievance Process

• AFSCME Master Agreement and Memorandum: Except during the probationary period, an employee may appeal a demotion, suspension or discharge beginning at the first step of the accelerated grievance procedure, within 15 working days of the date of its occurrence.
• SCUPA. Except during the probationary period, a professional employee may appeal a demotion, suspension or discharge beginning at the first step of the accelerated grievance procedure, within 15 working days of the date of its occurrence.
• SPFPA Master Agreement and Memorandum: Except during the probationary period, an employee may appeal a disciplinary determination, suspension or discharge beginning at the second step of the grievance procedure contained in Article 37, within 15 working days of the date of its occurrence.

• If a preliminary determination is made which requires suspension, pending investigation, the respondent will be notified in person (whenever possible) and in writing as soon as the preliminary determination is made.
• If a no-contact order, temporary office relocation or any other accommodation is required for the complainant, the written notice will include that information as well.
• The employee will attempt to discipline the employee in a manner so as not to embarrass the employee or any other employees, including the manner in which a suspended or discharged employee is treated of the employer’s premises. It must be kept in mind, however, that where insubordination or fouling of authority by an employee in public and in the presence of other employees takes place, this provision does not apply.
• The investigator, typically the Executive Director of Human Resources, will identify and interview all possible witnesses, research relevant articles and procedures, work with the University Police Department if it must also state that the investigation is to be kept confidential, and information may only be shared with those persons necessary to prepare a response to the complaint. This same confidentiality requirement applies to those investigating the complaint and those interviewed as potential witnesses.
• If the complaint is a student who is a member of the coach’s team, the investigation may be delayed until the end of the season.
• If a no-contact order, temporary office relocation or any other accommodation is required for the complainant, the written notice will include that information as well.
• Complaints can be verbal or written in nature.

• Following the completion of the predisciplinary conference, the investigator will consider any additional information provided and interview any additional individuals named by the respondent.
• The Human Resources office, typically the Executive Director of Human Resources, determines whether discipline is warranted and, if so, what level of discipline is recommended.
• In cases where suspension without pay or termination is recommended, the appropriate vice president and the University president, as well as University legal counsel, will be consulted before a final decision is made.
• Possible outcomes are as follows: memorandum of instruction, suspension or termination.
• Decisions regarding discipline must be made in a timely manner following the predisciplinary conference and are provided in writing to the respondent.
• If the complaint is a student who is a member of the coach’s team, the investigation will include that information as well.

• Following the predisciplinary conference, the Executive Director of Human Resources will identify and interview all possible witnesses, research relevant articles.
• The Human Resources office, typically the Executive Director of Human Resources, will identify and interview all possible witnesses, research relevant articles.
• The responders will identify and interview all possible witnesses, research relevant articles and procedures, work with the University Police Department to see if any video surveillance is available, and take any necessary steps to perform a complete, thorough and timely investigation.

• Per Article 22 of the CBA (coaches) collective bargaining agreement (CBA) requires that the respondent must be notified in writing as soon as possible after a complaint is made (generally within 20 days of the receipt of the complaint). The notice must include the nature of the complaint but need not provide specific details at this stage of the investigation.
• The notice must advise the respondent that he/she is prohibited from retaliating against the complainant or any other person, and that such action may result in a separate disciplinary action; it must also state that the investigation is to be kept confidential, and information may only be shared with those persons necessary to prepare a response to the complaint. This same confidentiality requirement applies to those investigating the complaint and those interviewed as potential witnesses.
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2020 Annual Security and Fire Safety Report

Millersville University

Employee Complaint and Investigation Procedures
Complaints
Complaints can be filed through the Title IX online reporting system (Maxient) or through the Human Resources office (primarily the Executive Director of Human Resources/Deputy Title IX Coordinator).
• Complaints can be verbal or written in nature.
• Complaints can be filed by the impacted individual or by others who are made aware of the incident.

Notice of Complaint and Fact-Finding Investigation
• Article 42 of the APSCUF (faculty) collective bargaining agreement (CBA) requires that the respondent must be notified in writing as soon as possible after a complaint is made (generally within 20 days of the receipt of the complaint). The notice must include the nature of the complaint but need not provide specific details at this stage of the investigation.

• The notice must advise the respondent that he/she is prohibited from retaliating against the complainant, and any such action may result in a separate disciplinary action; it must also include confidentiality language – specifically, that the investigation is to be kept confidential and may only be shared with those persons necessary to prepare a response to the complaint. This same confidentiality requirement applies to those investigating the complaint and those interviewed as potential witnesses.

• If the complainant is a student in the faculty member’s class, the investigation may be postponed until after the submission of the final grade.

• If a no-contact order, temporary office relocation or any other accommodation is required for the complainant, the written notice will include that information as well.

• The Human Resources office, typically the Executive Director of Human Resources, will identify a co-fact finder to assist with the investigatory process. The co-fact finder is typically the dean of another college within the University, but may also be the Title IX Coordinator, depending on the nature of the complaint.

• The investigators will identify and interview all possible witnesses, research relevant policies and procedures, work with the University Police Department to see if any video surveillance is available, and take all necessary steps to perform a complete, thorough and timely investigation.

• Per Article 42 of the APSCUF-CBA, prior to the investigatory interview, the respondent must receive a copy of the original complaint(s). If the initial complaint was verbal, the respondent must receive a written summary of the complaint.

• The complainant is permitted to have an individual of their choosing accompany him/her to any meeting related to the investigation, but that individual may not participate in the meeting itself by responding to questions on behalf of the complainant. Per Article 42 of the CBA, the respondent is entitled to an APSCUF representative during any meeting in which decisions are to be made, which the respondent reasonably believes could lead to discipline. APSCUF representatives are not permitted to participate in the meeting itself by responding to questions on behalf of the respondent. All parties are permitted to pause the meeting to caucus.

• Following the completion of the respondent's interview, the investigators will consider any additional information provided and interview any additional individuals named by the respondent.

• The investigators will write a fact-finding report and submit said report to the Vice President of Academic Affairs and provost and the University president, who will determine whether a preliminary conference is necessary.

• If necessary, the president will convene a preliminary conference with the respondent, provost, Executive Director of Human Resources and, if requested by the respondent, an APSCUF representative.

• Prior to the preliminary conference, the faculty member must receive a complete and unredacted copy of the fact-finding report, along with any supporting policies or procedures or other documents considered as part of the investigation.

• The University president runs the preliminary conference, during which he or she provides the respondent with the specifics of the alleged offense. The respondent is given the opportunity to explain his or her actions and add anything to the record that he or she feels is relevant to the case.

Discipline
• Following the preliminary conference, the University president, with advice from the Vice President of Academic Affairs and provost and the Executive Director of Human Resources, determines whether discipline is warranted and, if warranted, what level of discipline is appropriate. In cases where suspension without pay or termination is recommended, the appropriate vice president and the University president, as well as University legal counsel, will be consulted before a final decision is made.

• Possible outcomes are as follows: memorandum of instruction, suspension or termination.

• Decisions regarding discipline must be made in a timely manner following the preliminary conference and are provided in writing to the respondent.

• Degree of discipline is determined on an individual basis, taking into account such factors as the seriousness of the offense and the record of the employee’s service with the University.

Appeals/Grievance Process
• A faculty member may appeal a demotion, suspension or discharge within 48 working days of the date of its occurrence.

• Following the predisciplinary conference, the University president, the provost, the executive vice president and the Executive Director of Human Resources, as authorized by the CBA, will determine whether discipline is warranted and, if warranted, whether discipline is appropriate. In cases where suspension without pay or termination is recommended, the appropriate vice president and the University president, as well as University legal counsel, will be consulted before a final decision is made.

• The investigators will write a fact-finding report and submit said report to the Vice President of Academic Affairs and provost and the University president, who will determine whether a preliminary conference is necessary.

• If necessary, the president will convene a preliminary conference with the respondent, provost, Executive Director of Human Resources and, if requested by the respondent, an APSCUF representative.

• Prior to the preliminary conference, the faculty member must receive a complete and unredacted copy of the fact-finding report, along with any supporting policies or procedures or other documents considered as part of the investigation.

• The University president runs the preliminary conference, during which he or she provides the respondent with the specifics of the alleged offense. The respondent is given the opportunity to explain his or her actions and add anything to the record that he or she feels is relevant to the case.

• Following the preliminary conference, the University president, with advice from the Vice President of Academic Affairs and provost and the Executive Director of Human Resources, determines whether discipline is warranted and, if warranted, what level of discipline is appropriate. In cases where suspension without pay or termination is recommended, the appropriate vice president and the University president, as well as University legal counsel, will be consulted before a final decision is made.

• Possible outcomes are as follows: memorandum of instruction, suspension or termination.

• Decisions regarding discipline must be made in a timely manner following the preliminary conference and are provided in writing to the respondent.

• Degree of discipline is determined on an individual basis, taking into account such factors as the seriousness of the offense and the record of the employee's service with the University.
A. Harassing conduct: Engaging in conduct that is humiliating, intimidating or threatening, or engaging in conduct that constitutes unlawful discrimination or harassment based on another person’s race, color, sex, sexual orientation, gender identity, religion, creed, age, national or ethnic origin, citizenship, veteran status or disability. Harassing conduct may include electronic communication.

B. Hazing: No person shall engage in hazing activities or intimidating practices for the purposes of initiation or maintaining group affiliation. Hazing is defined as any action that endangers the mental or physical health or safety of a student, with or without his/her consent. Any activity falling within the definition is considered to be a forced activity, subjecting the organization and its individual members to the full range of penalties. Additional information is available in our Student Organization Guidebook.

C. Physical violence: Striking, shoving or subjecting another person to unwanted physical contact.

D. Sexual misconduct: All sexual-misconduct cases are resolved in accordance with Section E (the Student Sexual-Misconduct Policy) on page 21 of this handbook. Sexual misconduct can be defined as any type of sexual contact or conduct that occurs without the explicit consent of the recipient. Sexual-misconduct violations include but are not limited to:

- A. Sexual and gender-based harassment – Sexual and gender-based harassment consists of interaction between individuals that is characterized by unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment, living conditions, and/or educational evaluation and/or educational activity; (2) submission to or rejection of such conduct by an individual is used as the basis for tangible employment or educational decisions affecting such individual; or (3) such conduct has the effect of interfering with an individual’s work or academic performance, or creating an intimidating, hostile or offensive working or educational environment. Sexual harassment as described in elements (1) and (2) is known as “quid pro quo” and typically arises when a person has authority over another. Sexual harassment as described in element (3) is also referred to as hostile work or educational environment harassment.

- B. Sexual Assault – Sexual assault is a form of sexual misconduct and represents a continuum of conduct from forcible intercourse to nonphysical forms of pressure that compel individuals to engage in sexual activity against their will.

Examples of sexual assault under this policy include but are not limited to the following behaviors, however slight, when consent is not present:

- Nonconsensual sexual intercourse – Nonconsensual sexual intercourse is having or attempting to have sexual intercourse with another individual without consent. Sexual intercourse includes vaginal or anal penetration, however slight, with a body part or an object, or oral penetration by genital contact; or attempted. Sexual intercourse is defined as vaginal penetration, however slight, by a penis, object, tongue, or finger; anal penetration, however slight, by a penis, object, tongue or finger; or oral copulation (mouth-to-genital contact or genital-to-mouth contact).

- C. Nonconsensual sexual contact – Nonconsensual sexual contact is any intentional sexual touching (including touching with an object); however slight, by one person on another without consent. Intentional contact with the breasts, buttocks, groin or genitals, or touching another with any of these body parts, or making any other touch; or touching with or on any of these body parts; any other intentional, unwanted bodily contact of a sexual nature; use of coercion, manipulation or force to make someone else engage in sexual touching, including breasts, chest and buttocks.

- D. Sexual exploitation and/or exposure: Sexual exploitation occurs when an individual takes nonconsensual or abusive advantage of another in a sexual or intimate context for the advantage or benefit of the individual, or to the benefit or advantage of anyone other than the one being exploited. Sexual exploitation includes the exposure of one’s self to another person without that person’s consent; it also includes recording, photographing, transmitting, viewing or distributing intimate or sexual images or sexual information without the knowledge and consent of all parties involved, or observing others who are engaged in intimate or sexual situations without permission, or engaging in consensual activity with another person while knowingly infected with a sexually transmitted disease of another person.

Relationship violence refers to both dating violence and domestic violence. All acts of relationship violence are forms of sexual misconduct under this policy.

E. Dating violence - Dating violence is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the complainant, and where the existence of such relationship shall be determined based on a consideration of the following factors: (1) the length of the relationship; (2) the type of relationship; (3) the frequency of interaction between the persons involved in the relationship.

F. Domestic violence – Domestic violence includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the complainant, by a person with whom the complainant shares a child in common, by a person who is, or has lived with the complainant as a spouse or intimate partner, by a partner similarly situated to a spouse of the complainant under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth complainant who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

Domestic violence can include:

- Physical assault;
- Verbal abuse;
- Controlling behavior;
- Sexual abuse; or
- Psychological abuse.

G. Stalking – Stalking is engaging in a pattern of conduct directed at a specific person that would cause a reasonable person to: (1) fear for the person’s safety or the safety of others; or (2) suffer substantial emotional distress.

Stalking includes but is not limited to:

- Unwanted letters, email, social-media messages (e.g., Twitter, Facebook) or other forms of communication;
- Pursuing or following a person without the person’s consent;
- Unwanted appearances at a person’s place of residence, school activity or work;
- Surveillance or other types of unauthorized observation;
- Use of electronic devices or software to track or obtain private information; and
- Cyberstalking, a form of stalking where a person engages in a course of conduct using the internet, email or other electronic communications devices to pursue or track another person that would cause a reasonable person to fear for the person’s safety or the safety of others, or suffer substantial emotional distress.

“Consent”: Consent is clear, knowing and voluntary, and expressed prior to engaging in and during an act. 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.

- Consent to any form of sexual activity cannot automatically imply consent to any other forms of sexual activity.
- Consent can be withdrawn at any time.
- Previous relationships or prior consent cannot imply consent to future sexual acts.

- In order to give effective consent, one must be of legal age.
- In order to give effective consent, one must not be incapacitated.

*Please note that all sexual-misconduct cases are resolved in accordance to Section E (the Student Sexual-Misconduct Policy) on page 21 of this handbook.

V.2. Alcohol: Millersville University is a “responsible use” campus, which means that alcohol is not permitted on campus or any affiliated campus property or event without the express written permission of the Vice President for Student Affairs and Enrollment Management. All approved service of alcohol must adhere to the Administrative Policy on Alcoholic Beverages found at www.millersville.edu/aoi-university-policies.php. Accordingly, the following activities are prohibited:

- A. Conduct involving the possession and/or possession of alcohol in violation of the law on or off campus.
- B. Distribution of alcoholic beverages to minors.
- C. Knowingly being in the presence of unauthorized use, possession or distribution of alcoholic beverages.
- D. Public drunkenness.
- E. Violations of the University Administrative Policy on Alcoholic Beverages.

V.3. Drugs: Acts involving the manufacture, distribution, sale, exchange, use, offer to sell or possession of illegal drugs, narcotics, or drugs not prescribed for the person in possession of the illegal drug or paraphernalia. Illegal drugs are defined by state and federal statutes. The following activities are also prohibited under this section:

- A. Knowingly being in the presence of unauthorized use, possession or distribution of drugs.
- B. The use of counterfeit or synthetic substances, frequently referred to as “designer drugs”
- C. Failure to comply with any existing University policy regarding the manufacture, distribution, sale, or use of marijuana (cannabis) in a controlled substance under federal law, and its possession and use, even for medical reasons, is prohibited. University-owned or operated by the University at or University-sponsored or -affiliated programs and events.

V.4. Weapons and incendiary devices: The possession or carrying of any deadly or offensive weapon by any person is prohibited in University academic buildings, administrative buildings, student residential buildings, dining facilities, parking garages or while attending a sporting, entertainment or educational event on the University’s property or sponsored by the University. For the purposes of this policy, deadly and offensive weapons may include but are not limited to firearms, loaded or unloaded, pistol, flare, tranquilizer, stun, spear or dart guns; knives with blades larger than a small folding knife; any instrument anywhere where the blade is housed in an automatic way; daggers or swords; striking instruments, including clubs,unchionives and blackjacks; martial arts weapons; bow-and-arrow combinations; explosive devices, ammunition or components.

Theft, vandalism, destruction of property, or theft of University property are all violations of the Student Code of Conduct. For more information on policies and procedures, please see the Millersville University Student Code of Conduct.
to manufacture ammunition. Objects that could be mistaken for any of the prohibited weapons are also a violation of the Student Code of Conduct. The University policy PROHIBITING DEADLY and OFFENSIVE WEAPONS can be found at www.millersville.edu/weapons-policy.

V.5. Conduct which violates community standards: The following conduct, which deviates from, interferes with and negatively impacts the academic and administrative functions or activities of the University, is prohibited.

A. Academic dishonesty: Incidents of plagiarism, cheating and other forms of academic dishonesty as set forth in the Academic Honesty Policy violate the Student Code of Conduct and are adjudicated by the appropriate academic affairs personnel under the provision of the Academic Honesty Policy, which can be found at www.millersville.edu/honesty-policy.

B. Destruction: Deliberate or negligent acts that endanger and/or result in damage or vandalism (see Student Organization Guidebook for the policy on chalking) to University property, including its electronic resources, or the property of others.

C. Disorderly conduct: Conduct which is disorderly, disruptive or interferes with orderly University operations, including but not limited to:

- Any act that fails to comply with, ignores or disobeys directives given by law enforcement officers and duly authorized University officials, including Millersville University faculty, staff, paraprofessionals and student employee leaders in the performance of their duties.

- Fire safety – Violation of safety regulations including but not limited to (a) setting unauthorized fires, (b) tampering with fire safety, firefighting equipment and/or defibrillators, or rendering such equipment inoperable, (c) turning in false fire alarms by any means of communication, including but not limited to,谎报火警, text message, or data entry into any University systems or acts constituting unauthorized possession, duplication, or use, transfer or access of University keys or IDs. Failure to adhere to a No Trespass Order is also a violation of this policy.

- G. Furnishing false information to any law enforcement officer or University employee orally, in writing or electronically.

- H. Forging, altering or misusing any document, record or any instrument of identification, which includes possession of a false identification card.

- J. Tampering with relevant evidence/information pertinent to a disciplinary proceeding.

- K. Failing to appear when directed to do so by the Vice President for Student Affairs and Enrollment Management or designee, the Director of Student Conduct and Community Standards, the Assistant Director of Student Conduct and Community Standards, Residential Area Directors, or the University Appeal Board when charged with a violation of the Student Code of Conduct.

- L. Failing to comply with a sanction imposed by either the Director of Student Conduct and Community Standards or designee, the Associate Provost, the University’s Appeal Board, the Vice President for Student Affairs and Enrollment Management or designee.

- M. Fire alarm causation triggered by acts that are a violation of the Student Code of Conduct or any other rules, regulations, and state or local laws.

V.6. Theft: No person shall engage in the theft or misappropriation of University-provided funds or property, including its electronic resources or the property or funds of another person, entity or organization. For more information, follow this link: www.millersville.edu/about/administration/policies/pdf/information-technology/responsibilityofinformationtechnologyresources.pdf.

V.7. Trespassing: Unauthorized entry to or use of University/ non-University facilities or any other property, including electronic systems or acts constituting unauthorized possession, duplication, or use, transfer or access of University keys or IDs. Failure to adhere to a No Trespass Order is also a violation of this policy.

V.8. Unlawful conduct:

A. Conduct in violation of federal, state or local laws, including violations of municipal ordinances.

B. Conduct that constitutes unlawful discrimination based on a person’s race, color, sex, religion, age or national origin.

V.9. Prohibited conduct: Conduct that violates published University policies, rules and regulations that are contained in other University publications and publications but not specified in the Student Code of Conduct that are announced to the University community following this publication, including but not limited to the Student Organization Guidebook, residence hall rules and regulations, and the Policy for Responsible Use of Technology found here: www.millersville.edu/about/administration/policies/pdf/information-technology/responsibleuseofinformationtechnologyresources.pdf.

V.10. Retaliation. No individual shall physically harm, threaten, intimidate or harass any person or witness involved in a student conduct case or any other University process or investigation, or cause damage to a person’s property, with the intent of influencing the outcome of the case or investigation.

SECTION C

Select Policies, Guidelines and Resources

V.9. Prohibited conduct: Conduct that violates published University policies, rules and regulations that are contained in other University publications and publications but not specified in the Student Code of Conduct that are announced to the University community following this publication, including but not limited to the Student Organization Guidebook, residence hall rules and regulations, and the Policy for Responsible Use of Technology found here: www.millersville.edu/about/administration/policies/pdf/information-technology/responsibleuseofinformationtechnologyresources.pdf.

V.10. Retaliation. No individual shall physically harm, threaten, intimidate or harass any person or witness involved in a student conduct case or any other University process or investigation, or cause damage to a person’s property, with the intent of influencing the outcome of the case or investigation.

SECTION C

Select Policies, Guidelines and Resources

Required Action Policy

Millersville University holds the safety, security and well-being of its students as one of its highest priorities. The University prides itself on offering all of the benefits of a public institution while preserving a caring, individualized community. Millersville University recognizes that a student’s concern for potential disciplinary action while under the influence of alcohol and/or other substances may hinder a student’s actions in response to seeking assistance in certain emergency situations and/or reporting incidents.

It is imperative that medical attention be sought should concerns arise for a person’s own safety or the safety of others. This policy is intended to increase the reporting of incidents requiring emergency assistance during a life-threatening or drug/alcohol-related illness and will in turn result in increased safety for students and the campus community.

Policy

As such, medical amnesty is in effect to ensure that those students who seek assistance for another individual who may have consumed excessive alcohol or other drugs will turn to the appropriate personnel to seek emergency medical assistance without fear of being cited for a violation under the Commonwealth of Pennsylvania’s Crimes Code or charged by the University for violating Section V.2.A, Alcohol or V.3. Drugs of the Student Code of Conduct, if all of the conditions below are met:

1. The only way law enforcement officers or University officials became aware of the person’s violation of the Student Code of Conduct is because the person placed a 911 call or a call to campus safety, police or emergency services, in good faith, based on a reasonable belief, and reported that another person was in need of immediate medical attention to prevent death or serious injury.

2. The person reasonably believed they were the first person to make a 911 call or a call to campus safety, police or emergency services and report that a person needed immediate medical attention to prevent death or serious injury.

3. The person provided their own name to the 911 operator or equivalent campus safety, police or emergency officer.

4. The person remained with the person needing medical assistance until emergency healthcare providers arrived and the need for the person’s presence had ended.

Confidentiality

The Office of Student Conduct and Community Standards will take every measure to ensure the privacy of all parties involved in the disciplinary process. Information related to disciplinary cases will be shared only with appropriate University authorities and law enforcement authorities as necessary for each case. Due to University obligations to investigate particular complaints, circumstances may arise that may limit the Office of Student Conduct and Community Standards’ ability to provide absolute confidentiality.

PARENTAL NOTIFICATION

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) protects the privacy of student education records. FERPA gives parents certain rights with respect to their children’s education records, but these rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high-school level. Millersville University must have written permission from the student in order to release any information from a student’s education record, including information contained in a record maintained by the Office of Student Conduct and Community Standards. FERPA does, however, allow for some disclosures without student consent.

In accordance with FERPA regulations, Millersville University’s Parental Notification policy includes notifying parents of students who are under 21 years of age who have been found responsible for involvement in an incident in which there was an alcohol violation. Millersville University’s Parental Notification policy also includes notifying parents of students who have been found responsible for being involved in an incident in which there was a drug violation. Parental notification is an option under FERPA regulations that will be subscribed to when deemed to be in the best interest of the student.

Local Law Enforcement

Millersville University students are expected to conduct themselves at all times in a manner that is consistent with the University’s Student Code of Conduct. Incidents that result in actions taken by any law enforcement agency, on or off campus, will be addressed by the Office of Student Conduct and Community Standards. Application of the Student Code of Conduct may proceed while criminal investigations are pending and may proceed without a finding in court.
CITATIONS: A non-traffick summary citation is a ticket issued when someone has committed a non-traffick-related summary offense. The citation is either handed personally to the defendant or sent via summons from a court of law. Both the Office of Student Conduct and Community Standards and local law enforcement will separately adjudicate conduct that results in the issuance of citations.

CRIMINAL COMPLAINTS: Charges that result in an arrest for an alleged criminal action.

DISRUPTIVE CONDUCT REPORTS: A formal written warning issued by local law enforcement and adjudicated by the Office of Student Conduct and Community Standards.

SECTION D

STUDENT CONDUCT AND COMMUNITY STANDARDS PROCESS UNDERSTANDING THE STUDENT CONDUCT AND COMMUNITY STANDARDS PROCESS

As members of the University community, Millersville University students are expected to act as responsible members and citizens both on campus and in the local community. In the event an incident or conflict arises in which the Student Code of Conduct is in question, the Office of Student Conduct and Community Standards administers the Student Conduct and Community Standards process for Millersville University.

It is important to note that our campus disciplinary process is not a criminal trial. It is a University proceeding designed to determine the facts pertaining to alleged misconduct. The University will apply a “preponderance of the evidence” standard in determining whether a violation of the Student Code of Conduct occurred. A preponderance of the evidence standard simply means that it is “more likely than not” that a violation occurred. This is in contrast to the “beyond a reasonable doubt” standard, which is the higher standard of proof required for a conviction in a criminal trial.

USE OF ADVISORS IN THE PROCESS

A student can have one advisor present with him/her at any stage in the Student Conduct and Community Standards process, whether a parent, member of the University community, advocate or attorney. At the discretion of the hearing officer, one additional advisor may be allowed. However, advisors may not speak in the process, may not question witnesses or otherwise participate in the hearing; rather, they may only communicate with the student. If the advisor charges a fee, the fee will be borne by the student.

CONDUCT ADVOCATE PROGRAM

A conduct advocate is a resource for students going through or involved in the disciplinary process at Millersville University. Advocates are here to help and guide both complainants and respondents (students accused of violating the Code of Conduct) in preparation for a University disciplinary hearing and will help students understand outcomes of disciplinary cases as appropriate. Conduct advocates also provide necessary support and resources to those who may have been victims of a violation of the Code. The advocates are well trained in the Student Conduct and Community Standards process and are neutral parties who have no influence on the outcome of the case.

PROCEDURES FOR REPORTING AND RESPONDING TO

ALLEGED CODE VIOLATIONS

Any member of the University community may report alleged violations of the Student Code of Conduct and Community Standards. All reports of violations of the Student Code of Conduct must be in writing and should be submitted via the online incident report found on the Student Conduct and Community Standards web page. Please note that all emergencies/crimes should be immediately reported to the police by dialing 911.

1. The Director of Student Conduct and Community Standards or designee will review incident reports and will determine whether there are sufficient grounds to initiate the Student Conduct and Community Standards process for violations of the Student Code of Conduct.

2. The University conduct process may proceed independent of any pending criminal or civil charges and actions. The Student Conduct and Community Standards process outcome, including sanctions in the Student Conduct and Community Standards process, will be determined independent of other criminal or civil proceedings.

3. Students will be notified in writing when a complaint of an alleged violation has been received by the Office of Student Conduct and Community Standards. The student shall respond as required by the notice. Failure to respond accordingly to the notice may result in further disciplinary charges.

ADMINISTRATIVE HEARING PROCEDURES

1. Upon receipt of a complaint of alleged violations of the Student Code of Conduct, the Office of Student Conduct and Community Standards will send reasonably specific advanced written notice of charges containing a description of the alleged acts of misconduct, including time, date and place of occurrence and the rules of conduct allegedly violated by the student. The student will be notified by email to their University account of charges filed against the respondent, along with the date, time, and location of the respondent’s scheduled hearing.

2. Failure to appear at a hearing for the scheduled date and time may result in a decision being made in the absence of the respondent, which might result in additional charges and sanctions, including Failure to Comply, along with applicable fines.

3. If a student organization is charged with violating the Code of Conduct, the organization’s president or his/her designee must attend the hearing.

4. During the administrative hearing, the respondent:
   a. Shall be informed that the hearing will be recorded and the recording shall be the property of the University.
   b. Shall be advised of their responsibility to tell the truth before testifying in response to the charges.
   c. Shall be allowed to introduce witness testimony, relevant evidence and provide the respondent’s version of the events that resulted in the alleged violation of the Student Code of Conduct.
   d. May hear and may question witnesses as well as examine the relevant evidence and documents presented against the respondent.
   e. May bring an advisor or Student Conduct and Community Standards advocate, who may consult with and advise the student/student organization but may not otherwise participate in the hearing.

5. Only those individuals involved with the proceedings will be admitted to the hearing.

6. The hearing officer shall decide that a violation of the Code of Conduct occurred if it is proven that it is more likely than not that such a violation occurred.

7. Hearing decisions and penalties imposed shall be provided in writing within five business days to the respondent and shall include information about the student’s right to an appeal hearing.

8. All hearing procedures shall be carried out properly, adhering to the following guidelines:
   a. All charges of a violation as well as the date, time and place of the hearing shall be provided to the complainant, respondent or student organization.
   b. The hearing officer shall consider the evidence presented by the parties and determine if a violation of the Code occurred. The hearing officer shall inform the respondent of the decision. If additional time is required to render a decision, the respondent shall be informed of the decision within five business days of the hearing conclusion. All decisions will be communicated in writing via University email to the respondent or student organization.
   c. The respondent has the right to an appeal.

APPEALS

1. Millersville University’s appeal process is provided to ensure that the procedures used for resolving student conduct matters are followed in such a manner as to provide fundamental fairness to all parties involved. An appeal is not a re-hearing of a case, but instead is an independent review of the original student disciplinary process, finding or sanctioning.

2. A respondent found responsible for violating the Student Code of Conduct may request an appeal of the administrative hearing decision by submitting an appeal request form to the Office of Student Conduct and Community Standards within five business days following the hearing officer’s decision. If granted, the University Appeal Board may hear the appeal. The Appeal Form is available on the Office of Student Conduct and Community Standards web page at www.millersville.edu/studentconduct/files/appeal.pdf.

3. All sanctions rendered at the administrative hearing must be adhered to while awaiting a result of the request for appeal. Appeals will only be considered if the request is based on one or more of the following reasons. The burden of proving that a legitimate reason exists for an appeal rests with the student:
   a. Alleged violations of administrative hearing procedures.
   b. New factual information pertaining to the case that was not available at the time of the administrative hearing which is relevant and may materially impact the decision issued by the Office of Student Conduct and Community Standards.
   c. The sanctions issued are allegedly arbitrary and capricious.

4. The appeal officer or designee will review the appeal request and determine whether there is sufficient reason to initiate the appeal process. Any requests not meeting the above criteria will not be considered, and all original findings will be upheld.

5. Should the appeal officer or designee conclude that the request meets any of the above-noted reasons, the following actions may be taken with or without reconvening a hearing:
   a. No change in any findings or sanctions.
   b. A modification of some or all of the findings and sanctions.
   c. Reversal of all of the findings of the administrative hearing decision and/or sanctions.

UNIVERSITY APPEAL BOARD

When a student has submitted the Administrative Appeal Form, the respondent may be granted a review by the University Appeal Board. The Director of Student Conduct and Community Standards or designee shall convene the Board to conduct a review. The University Appeal Board is responsible for reviewing appeals of findings made at administrative hearings.
SECTION E  

Student Sexual-Misconduct Policy

Title IX of the Education Amendments of 1972 and its underlying regulations mandate that educational institutions prevent and address cases of sexual misconduct against students, whether perpetrated by peers or by employees of the institution. Millersville University has appointed a Campus Title IX Coordinator. The Director of Student Conduct and Community Standards, as a Deputy Title IX Coordinator, has been designated by the President of the University as the Student Code of Conduct. The Appeal Board's duties require the honesty, intelligence, professionalism and diligence of every Board member, and to ensure this, the following is adhered to during appeal reviews:

1. At least three Appeal Board members will preside over a University Appeal Board review. One of the three Board members presiding over the case will act as chairman during the review.

2. If a member of the University Appeal Board has been involved in any way in a case to be heard or he/she feels unable to render a fair decision, they must disqualify themselves from the hearing. If it is determined by the University Appeal Board that a member of the University Appeal Board is unable to render a fair decision, the chairperson may disqualify the University Appeal Board member from the hearing. A respondent may request that a University Appeal Board member be disqualified if he/she feels the member is unable to make a fair decision. The chairperson reserves the right to approve or deny the respondent student's request.

3. Those present at a University Appeal Board hearing shall be limited to the Board members, chairperson, and the Director of Student Conduct and Community Standards or their designee.

4. After completing and submitting the Administrative Appeal Hearing Form, the respondent may be granted a University Appeal Board hearing. During the hearing the following process will be followed:
   - A recording of the hearing, not including the Board members, shall be made. The recording shall be the property of the University.
   - Pertinent records, exhibits and written statements may be accepted as information for consideration by the University Appeal Board at the discretion of the chairperson.
   - All procedural questions are subject to the final appeal of the Board members.
   - All decisions made by the University Appeal Board are final.
   - The appeal is the final step in the Millersville University process.

MELISSA WARDWELL is a Deputy Title IX Coordinator and can be reached in person at the Huntington House, by telephone at 717-871-7655 or by email at melissa.wardwell@millersville.edu. Ms. Wardwell's role is to work with complaints involving sexual misconduct fairly adjudicated and not mediated.

The University has designated the following person to assure compliance with Title IX requirements:

Millersville University Title IX Coordinator Elizabeth Swantek Phone No.: 717-871-4100 Email: Elizabeth.Swantek@millersville.edu Office: Student Memorial Center, Room 1078

Individuals who wish to report incidents of sexual misconduct in University programs or activities may contact the Title IX Coordinator. In the event that there is a conflict of interest with the Title IX Coordinator, reports or complaints of sexual misconduct may be made with the Deputy Title IX coordinators.

Sexual-misconduct complaints that only involve students will be processed by the Office of Student Conduct and Community Standards. Sexual-misconduct complaints involving employees will be processed by the Office of Human Resources.

LORI B. AUSTIN is a Deputy Title IX Coordinator that can be reached in person at the Witmer Building, by telephone at 717-871-5841 or by email at lori.austin@millersville.edu. Ms. Austin’s role is to work with complaints involving students. Ms. Austin serves as a hearing chairperson and sanctioning administrator. This deputy coordinator handles students’ complaints once they reach the Office of Student Conduct and Community Standards.

DIANE COPENHAVER is a Deputy Title IX Coordinator and can be reached in person at the Olwirth Building, by telephone at 717-871-4950 or by email at diane.copenhaven@millersville.edu. Ms. Copenhaven's role is to work with complaints involving employees from investigation through outcomes. This deputy coordinator handles student and employee complaints once they reach the Office of Human Resources.

SCOTT HELFRICH is a Deputy Title IX Coordinator and can be reached in person at the Lombardo Welcome Center, by telephone at 717-871-4200 or by email at scott.helfrich@millersville.edu. Dr. Helfrich’s role is to work with complaints involving on-campus students. This deputy coordinator handles response and intake of on-campus student complaints.

COMPLAINTANT AND RESPONDENT RIGHTS AND EXPECTATIONS

A. The right to have complaints of sexual misconduct responded to quickly and professionally by campus law enforcement, the Office of Student Conduct and Community Standards and the Title IX Coordinator;

B. The right to an investigation and equitable resolution of all credible complaints of sexual misconduct made in good faith to University officials;

C. The right to be treated with respect by University officials;

D. The right to be notified of available counseling and mental-health or student services, both on campus and in the community;

E. The right to be informed by University officials of the various reporting options;

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

G. The right to notification of and options for, and available assistance in, reasonably available interim measures;

H. Freedom from retaliation for making a good-faith report of sexual misconduct or participating in any proceeding under the sexual misconduct policy;

I. The responsibility to refrain from retaliation directed against any person for making a good-faith report or participating in any proceeding under the sexual misconduct policy;

J. The right to an adequate, reliable and impartial investigation closed to the public;

K. The right to have any complaint of sexual misconduct fairly adjudicated and not mediated;

L. The opportunity for procedural due process;

M. The responsibility to provide truthful information in connection with any report, investigation or resolution under the sexual misconduct policy or these procedures;

N. The opportunity to articulate concerns or issues about proceedings under the sexual-misconduct policy or these proceedings;

O. The right not to have irrelevant prior sexual history admitted as evidence in a campus hearing.

P. The right to submit an impact statement to the sanctioning administrator after the panel renders a decision;

Q. The right to be fully informed of campus conduct rules and procedures as well as the nature and extent of all alleged violations contained within the complaint;
R. The right to have complaints investigated and heard by investigators and administrators who have received annual sexual misconduct training.

S. The right to ask the investigators to identify and question relevant witnesses.

T. The right to review all documentary evidence provided in the investigative report regarding the complaint (subject to the privacy limitations imposed by state and federal law and/or information which cannot be revealed for compelling safety reasons) at least 48 hours prior to the hearing, and the right to challenge documentary evidence.

U. The right to preservation of privacy, to the extent possible and allowed by law.

V. The right to be promptly informed of the outcome and sanction of any conduct hearing involving sexual misconduct and/or any violent-crime offenses.

W. The right to appeal the findings in accordance with the standards of appeal established for sexual-misconduct cases.

X. The right to be considered for amnesty of other minor Student Code of Conduct violations when reporting a sexual-misconduct incident;

Y. The right to have the disclosure of this information governed by the Family Educational Rights and Privacy Act and to only permit exceptions that are allowed by FERPA legislation. You can find out more information about the disclosing of information allowed by FERPA legislation. You can find out more information about the disclosing of information impacted by FERPA requirements and the right to appeal in cases alleging sexual-violence.

SECTION E DISCIPLINARY SANCTIONS

The following are general University sanctions which may be imposed upon a student or an organization that is found responsible for a violation of the Student Code of Conduct. This list is not intended to be exhaustive, and the University and its agents reserve the right to impose additional sanctions to ensure the highest standards of conduct. Counseling, treatment programs, restrictions from facilities or other conditions may be imposed when deemed appropriate. The University may impose any combination of the following sanctions:

a. Alleged violations of hearing procedures.

b. New information pertaining to the case that was not available at the time of the hearing that may substantially change the decision.

c. Sanctions imposed were arbitrary or capricious for the violation of the Student Code of Conduct.

The vice president or designee will review the existing record and may:

1. Uphold the findings and sanctions.

2. Modify some or all of the findings and sanctions.

3. Reverse all of the findings of the administrative hearing decision.

4. Order a new hearing.

The decision rendered by the vice president or designee is final.

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

APPEALS IN TITLE IX SEXUAL-MISCONDUCT CASES

A student may appeal the administrative hearing decision in Title IX sexual-misconduct cases in writing to the Vice President for Student Affairs and Enrollment Management or designee within five days following the decision. The vice president or designee will review the appeal and render a decision.
to strengthen critical-thinking abilities to identify appropriate conduct.

D. Counseling services: Where there is a question of safety, a student may be required to obtain an evaluation through the University’s Counseling and Human Development Center or another counseling resource, and comply with the recommendations that result from the evaluation.

E. Conduct contract: A student and hearing officer may reach a written agreement concerning expectations for future conduct and decisions to assist in preventing inappropriate conduct from recurring.

F. Behavioral mentor: The student may be assigned to a faculty, staff, community or student mentor for support in the areas of personal and academic development relevant to the violation. The hearing officer will establish the frequency and duration of the mentoring relationship. Any missed appointment with the assigned mentor will be considered a failure to comply, and additional sanctions may be imposed.

G. Restorative practices: Restorative action holds students responsible for violating the Code accountable for their conduct by involving them in face-to-face encounters with the people they have harmed/impacted. The restorative action seeks to develop good relationships and restore a sense of community.

H. Off-campus counseling: The student will need to provide verification from an off-campus, verified, licensed counseling professional stating that the student has entered counseling and is complying with the treatment plans and/or recommendations of the treatment provider. This verification should include a component focused on the student's health, safety and welfare of the University community. Additional violations during this period will result in more serious sanctions by the Code of Conduct.

I. Pretrial diversion: A student/student organization may be required to make payment to the University or to another specified person(s) or group(s) for damages incurred as a result of a violation of behavioral expectations.

J. Suspension: The loss of privileges of enrollment for a designated period of time determined by the hearing officer or designee. A suspension remains in place during the appeal process and until a final outcome of the appeal has been determined.

Suspended persons are prohibited from taking classes, participating in dietetic education and online courses, taking exams and/or receiving grades, participating in University activities and being present on University-owned or -controlled property. During a period of suspension, a person is found to be present on University property without permission from the Office of Student Conduct and Community Standards, there will be an arrest for criminal trespass. Persons are not entitled to a monetary refund for tuition, housing or a meal plan. (Please reference the offices of Housing and Residential Programs and Office of Student Accounts fee schedules for more details.) If living on campus, a student must make arrangements to vacate within 48 hours or less. The time period will be determined by the hearing officer.

In order to be eligible for readmission, a person must comply with all aspects of the suspension letter. Readmission is contingent upon completion of the suspension period, fulfillment of sanctions, if any, and the approval of the Vice President for Student Affairs and Enrollment Management or designee.

To petition for reenrollment, a letter must be submitted to the Office of Student Conduct and Community Standards. Students enrolled in Student Affairs and Enrollment Management no sooner than 30 days prior to the intended reenrollment. The written petition should include 1) reasons for wanting to return to Millersville University, 2) how behavior has changed since the suspension and 3) plans for becoming a productive member of the University community.

After the petition has been approved, notification will be made to the Office of Student Conduct and Community Standards or the Vice President for Student Affairs and Enrollment Management to arrange for a readmission meeting.
K. Inactivation: Temporary loss of University recognition and campus privileges for a designated period of time not to exceed five years imposed upon a student organization.

L. Termination of University recognition: The organization is not eligible for reinstatement for a minimum of five years. Only the Vice President for Student Affairs and Enrollment Management can grant reinstatement of an organization’s recognition. Consideration for reinstatement must be accompanied by a written proposal developed under the guidance of the Director of the Center for Student Involvement and Leadership. The proposal for reinstatement must also include the following criteria:

a. A letter of endorsement/support from a proposed faculty/staff advisor.

b. A letter of support from the Executive Board of Student Senate.

c. A cover letter outlining the steps that have been taken to avoid a repeat of the earlier misconduct.

M. Expulsion: The student is separated from the University permanently. There are no provisions for the readmission of the student in the future. The expelled student is responsible for the payment of all tuition and fees in accordance with the University payment policies. (Please refer to the Department of Housing, and Residential Programs’ and Office of Student Accounts’ fee schedules for more details.)

COMPLIANCE

The Director of Student Conduct and Community Standards or designee has oversight for monitoring the compliance of sanctions. In the event a student does not comply with the imposed sanctions, the hearing officer may place a hold on their student record. A hold will prevent future course registration, receipt of diplomas and access to general business services.

Before a Student Conduct and Community Standards hold can be removed, the student will be required to submit a Hold Removal Form, located on the web page of the Office of Student Conduct and Community Standards.

Students who miss appointments during or as a part of the fulfillment of any phase of the Student Conduct and Community Standards process may incur fines and have additional charges imposed against them for noncompliance. This includes appointments with the hearing officer, the Appeal Board, Counseling Center personnel or with any other internal or external individuals or entities enlisted by the University to assist with the Student Conduct and Community Standards process.

It should be noted that noncompliance with mandated sanctions may also result in the loss of University scholarships. Students who are found responsible for violations are directed to contact the Financial Aid department to assess the consequences that may result from a sanction issued by the Office of Student Conduct and Community Standards. Sanctions imposed against student organizations do not apply to the individual members of the organizations. However, organization members may be held separately responsible for violations, depending on their individual role and involvement, and relevant sanctions may be imposed as appropriate.

*Please note that interim suspensions are applied prior to any Student Conduct and Community Standards proceedings in cases where safety may be a major concern.

**APPENDIX**

RETENTION OF RECORDS

Expunging of Records

1. All disciplinary records or electronic files for cases involving sanctions other than suspension or expulsion will be expunged seven years after the initial date of the incident. If for some reason the date of the initial incident is unable to be determined, the case will be expunged seven years after the resolution of the initial incident.

2. University suspension and expulsion records will be maintained by the Office of Student Conduct and Community Standards for an indefinite period of time.

3. Audio recordings for cases resulting in suspension or expulsion will be maintained for an indefinite period of time.

Request to Obtain Student Records

1. All requests for a student disciplinary record must be done in writing and authorized/signed by the student and given to the appropriate office.

2. Students are able to view the file in the corresponding office where the file is kept and take appropriate notes of their observations.

Student disciplinary records are the property of Millersville University and cannot be copied, photographed or removed from the corresponding office.

AMENDMENTS AND REVISIONS

Any question of interpretation or application of the Code of Conduct shall be referred to the Vice President for Student Affairs and Enrollment Management for final determination, P.O. Box 1002, Millersville, PA 17551-0302.

The Code of Conduct is reviewed annually, and amendments are made under the direction of the Director of Student Conduct and Community Standards. Amendments to the Student Code of Conduct policy are subject to presidential approval and formal action by the Council of Trustees. An electronic version of the updated Code of Conduct is available for all students each year via the internet on the Office of Student Conduct and Community Standards website.

Information regarding advocates or forms may be obtained at www.millersville.edu/studentconduct/files/conductadvocatereciprocalprogram.pdf.

GLOSSARY OF TERMS

“Administrative hearing” refers to the lowest level of review in the conduct process. The hearing officer conducts this hearing. In cases involving Title IX, the Student Conduct and Community Standards Title IX Panel will hold the hearing.

“Arbitrary or capricious” refers to decisions subject to individual will or judgment without restriction, contingent solely upon one’s discretion, and made by an arbiter rather than by a law or statute.

“Business days” refers to days when University offices are open for normal business hours.

“Complainant” refers to the person who is impacted by or subject to the alleged violation. In some cases, the Millersville University Police Department or the Office of Student Conduct and Community Standards, serving in the best interest of the University, may act as the complainant.

“Conduct advocate” refers to a resource for students going through or involved in the Student Conduct and Community Standards process at Millersville University. The advocates are well trained in the Student Conduct and Community Standards process and provide necessary support and resources as needed to any party involved in the disciplinary process. As neutral parties they have no influence on the outcome of the case.

“Consent”: Consent is clear, knowing, and voluntary, and expressed prior to engaging in and during a sexual act. 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.

- Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity.

- Consent can be withdrawn at any time.

- Previous relationships or prior consent cannot imply consent to future sexual acts.

- In order to give effective consent, one must be of legal age.

- In order to give effective consent, one must not be incapacitated.

“Designee” means a person authorized to make decisions on behalf of the named administrator in his/her absence or on behalf of that administrator.

“Director of Student Conduct and Community Standards” refers to the administrative officer responsible for overseeing the Division of Student Conduct and Community Standards. This position is staffed by a person with training and experience in community standards management who is responsible for overseeing the overall operations of the conduct process.

“Faculty member” means any person defined as a member of the faculty in the APSCUF collective-bargaining agreement.

“Force”: Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcome resistance or produce consent.

“Good standing” is defined as having no outstanding disciplinary sanctions, or disciplinary actions pending. Students must be in “good standing” to receive a degree from the University.

“Hearing officer” refers to a staff member designated by the Vice President for Student Affairs and Enrollment Management or Director of Student Conduct and Community Standards to hold disciplinary hearings, including the administrative hearing; impose sanctions; manage student conduct records and administer the Student Code of Conduct.

“Incapacitation” is a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the “who, what, when, where, why or how” of their sexual interaction). This definition also covers a person whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the use of alcohol or drugs. Sexual activity with a person they know or reasonably should know to be mentally or physically incapacitated constitutes sexual misconduct under this code. In evaluating whether a person should know if another individual is incapacitated is whether a reasonable person in the same position knew or should have known of the complainant’s incapacitation.

“Interim suspension” means that a student cannot attend classes and must leave University property and remain off University property until a hearing is completed.

“Office of Student Conduct and Community Standards” investigates possible violations, maintains Student Conduct and Community Standards records, trains the University Appeal Board and the Student Conduct and Community Standards Title IX Panel, interviews parties involved in alleged violations and coordinates with the Title IX Coordinator in matters pertaining to sexual assault/harassment.

“Preponderance of the evidence” has been described as just enough evidence to make it more likely than not.

“Relevant evidence” refers to evidence having any tendency to make the existence of any fact that is of consequence to the determination of the action more probable or less probable than it would be without the evidence.

“Sexual assault” includes, but is not limited to, rape, sodomy, sexual penetration, or intercourse with force or threat of force.

“Sexual harassment” refers to unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made a condition of employment, or (2) submission to or rejection of such conduct is used as a basis for employment decisions affecting the complainant.

“Title IX Coordinator” refers to the person designated by the University to address an individual’s concern about sexual assault/harassment. (See the listing of Title IX Coordinators in matters pertaining to sexual assault/harassment.)

“Victim” is a person who is involved in an event that is addressed under the Title IX Policy.

“Witness” is a person who is not a victim or complainant, but who provides information concerning possible violations of the Title IX Policy.
III. DEFINITIONS
EVIDENCE: Any physical item or object which may provide proof of a crime, could be used in a criminal proceeding as support for testimony, or which may implicate or clear a person of a criminal change(s), or disprove a disputed fact.

EVIDENCE CUSTODIAN: A sworn MUPD police officer authorized to possess and use the key to the evidence room and is solely accountable for control, chain-of-custody transfers and maintenance of all evidence and property stored in the department property area.

EVIDENCE ROOM: A room designated as a restricted to authorized MUPD personnel only area for long-term storage of evidence, requiring that any MUPD sworn officer, other employee, or other authorized law enforcement personnel entering same must be accompanied by an evidence custodian, and must sign the log when entering and exiting the room.

FOUND PROPERTY: Any item or object whose owner is not known or cannot be determined or located at the time of discovery or submission that is found and given or turned over to department personnel.

PROPERTY: Any item coming into the possession of the department which is not classified as evidence. Property may be generally classified as follows:

• Impounded
• Found
• Turned Over to Police for Destruction
• Safekeeping
• Personal Belongings
• Held for Forfeiture

PROPERTY HELD FOR SAFEKEEPING: Any item or object that is obtained by or given to any MUPD employee which because of the nature or value of the object, or the circumstances under which it is obtained, including to prevent injury to the owner or another, must be safeguarded.

TEMPORARY EVIDENCE LOCKER: The Temporary Evidence Lockers are located in the Firearms Storage/Cleaning Room in the basement of the MUPD. These evidence lockers are authorized by the department as temporary storage for evidence, until the evidence custodian can remove the items from the back side of the locker, which is located in the evidence room. (PLEAC 3.6.2)(Obs.). (3.6.3)

IV. PROCEDURES
A. All property and evidence received by any MUPD employee must be properly documented and logged into the ALERT system as soon as possible, safeguarded and secured by the employee receiving or coming into possession of the property/evidence. (PLEAC 3.6.1)(a)

B. Employees shall ensure that all property/evidence which comes into the department is properly safeguarded until relieved of that responsibility. It shall be the responsibility of the employee first receiving the property/evidence to ensure that it is clearly marked, identified and stored prior to the conclusion of the employee’s shift and according to the provisions of this directive. (PLEAC 3.6.1)(b)

1. In every instance, employees shall place all property evidence obtained in the course of their employment in the appropriate locker or storage area. (PLEAC 3.6.2)(Obs.).

2. In no instance shall an employee store property or evidence in a personal locker or other unauthorized location, or remove it from the MUPD station, unless removal is for legitimate, documented, authorized purposes.

C. When an employee cannot determine if an item should be classified as property or evidence, it shall be classified as property. Should the classification need to be changed to evidence, the employee shall notify the evidence custodian in writing. The employee shall also forward to the evidence custodian a copy of the supplement report explaining in detail why the change is needed.

D. When property/evidence comes into the control of this department, the receiving employee shall:

1. Ensure that an ALERT entry is made by the dispatcher.

2. Complete an Incident Report. The Incident Report shall include (PLEAC 3.6.1(c):

• a. The circumstances under which the property evidence came into the department’s possession and control.
• b. A description of the item(s), including condition.
• c. Identification of the owner and/or finder, if known.
• d. Any details concerning special handling or disposition of the property/evidence.
• e. A copy of any search warrants and receipts (if applicable).

3. Enter the required information about the property evidence in the proper data fields in the ALERT Property File module, and generate an ALERT Property Record for the item(s). (PLEAC 3.6.5)

4. Mark the property/evidence and/or its package/container with the ALERT case/report number.

5. Submit the properly packaged item, with a hardcopy of the property record attached, to the shift supervisor/coordinate, who will inspect the item(s) before it is placed in the appropriate storage location. The shift supervisor/coordinator shall place his/her initials and the date on the bottom right hand corner of the envelope (s)/package(s) and the property record as an indication that the package has been properly sealed.

6. Secure the property/evidence in the storage area designated by this directive. Items such as bicycles, which are too big for the temporary evidence locker, shall be placed in the basement storage area.

E. Property Record

1. The property record generated by the ALERT Property File module shall be utilized to document and record all property and evidence as required by this directive.

2. Mandatory fields: The following fields within the Property File module must be completed for each entry/item:

   a. Property Type: This is a field of a select box that allows to classify the property/evidence by type. You may select more than one type. You will be able to search by this type later on.

   b. Property Status: This allows you to choose, from a list of check boxes, the status of the property evidence.

   You will also be able to print a report for any of these items. Check the boxes as indicated below:

   (1) Check “Entered into System” for all property and evidence that is held and deposited in one of the designated storage areas (temporary evidence locker, evidence room, basement storage area).

   (2) Check “Hold for Invest. And Do Not Release” for all evidence.

   (3) Check “Release on Demand” for all found property for which the owner has been identified.

   (4) Check “Hold for Invest.” for all found property for which no ownership has been established, and for found property turned in by a person who states that they intend to claim the property if it remains unclaimed after the mandatory waiting period established in this directive.

   (5) Check “Hold for Destruct.” for all alcoholic beverages.

   (6) For drugs and other controlled substances, check “Hold for Invest. + Hold for Destruct.”

   + Do Not Release.

   c. Property Item Information: This is where you enter the specific property/evidence information.

   d. Names: Up to two names can be associated with a property record. You can click on the check box describing their relation to the case, and then enter their address information in the spaces provided.
3. Evidence transfers/transactions

a. The transfer of custody of all property classified as evidence shall also be documented in the property record for each item of evidence. Examples of the transfer of custody of evidence include:

1. To the investigating officer for court appearances
2. To/from a lab for analysis
3. To the DA’s office
4. To another law enforcement agency which is assuming responsibility for the follow-up investigation and prosecution of the case to which the evidence is related (e.g., PSP, Millersville Borough, Butler County District Attorney’s Office, FBI, etc.)

b. To maintain the integrity of the physical evidence, all property records relating to evidence will remain in the custody of the MUPD.

c. When evidence is to be transferred for an extended period of time (i.e., 30 days or more) or permanently to the custody of another criminal justice entity, as in Subsections 4.a (3) and (4) above, the transaction shall also be documented in a supplemental report.

d. Information to be documented regarding the transfer of evidence shall include the following (PLEAC 3.5.2):

1) Name of the MUPD member possessing/receiving the evidence (PLEAC 3.5.2)(a)
2) Date and time of every transaction/transfer (PLEAC 3.5.2)(b)
3) Name and assignment of the member receiving the evidence (PLEAC 3.5.2)(c)
4) Reason for the transaction/transfer (PLEAC 3.5.2)(d)
5) Name and location of any laboratory and/or agency to which the evidence was transferred (PLEAC 3.5.2)(e)
6) Type of examination(s) requested (PLEAC 3.5.2)(f)
7) Any other pertinent information relating to the transaction/transfer of the evidence (PLEAC 3.5.2)(g)
8) Any type of hazard related to the evidence
9) Complaint/case/incident number
10) Location where evidence was obtained
11) If obtained from a person, name of the person
12) Full description of the item(s)

e. These requirements will ensure that the chain of custody of the evidence will be ascertainable for court purposes and presentation. It provides a way to determine who had possession of and the location of the evidence during any time that it was in the custody of the MUPD or other authorized agency or individual.

F. Determining Ownership

1. Employees shall make every attempt to determine the owner of found property and have the property returned. The employee taking actual, initial control of property which is found and/or recovered and not needed for evidentiary purposes shall be responsible for doing so. (PLEAC 3.6.1)(f)

2. If the found property is returned, the owner shall sign a printed/handwritten ALERT Property Record to document all pertinent information, including the attempt(s), in a supplemental report.

J. Special Instructions

3. Evidence transfers/transactions

a. The transfer of custody of all property classified as evidence shall also be documented in the property record for each item of evidence. Examples of the transfer of custody of evidence include:

1. To the investigating officer for court appearances
2. To/from a lab for analysis
3. To the DA’s office
4. To another law enforcement agency which is assuming responsibility for the follow-up investigation and prosecution of the case to which the evidence is related (e.g., PSP, Millersville Borough, Butler County District Attorney’s Office, FBI, etc.)

b. To maintain the integrity of the physical evidence, all property records relating to evidence will remain in the custody of the MUPD.

c. When evidence is to be transferred for an extended period of time (i.e., 30 days or more) or permanently to the custody of another criminal justice entity, as in Subsections 4.a (3) and (4) above, the transaction shall also be documented in a supplemental report.

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5) Name and location of any laboratory and/or agency to which the evidence was transferred (PLEAC 3.5.2)(e)
6) Type of examination(s) requested (PLEAC 3.5.2)(f)
7) Any other pertinent information relating to the transaction/transfer of the evidence (PLEAC 3.5.2)(g)
8) Any type of hazard related to the evidence
9) Complaint/case/incident number
10) Location where evidence was obtained
11) If obtained from a person, name of the person
12) Full description of the item(s)

e. These requirements will ensure that the chain of custody of the evidence will be ascertainable for court purposes and presentation. It provides a way to determine who had possession of and the location of the evidence during any time that it was in the custody of the MUPD or other authorized agency or individual.

F. Determining Ownership

1. Employees shall make every attempt to determine the owner of found property and have the property returned. The employee taking actual, initial control of property which is found and/or recovered and not needed for evidentiary purposes shall be responsible for doing so. (PLEAC 3.6.1)(f)

2. If the found property is returned, the owner shall sign a printed/handwritten ALERT Property Record. The
inventory the container and itemize the contents in the incident report and property record. 

4. Alcoholic Beverages: Employees shall, whenever possible, avoid seizing even small quantities of alcoholic beverages. Every effort should be made to return to the rightful owner alcoholic beverages that are not evidence of illegal activity or a violation of the University alcohol policy, if the owner can be identified and if he/she is a responsible person of legal age. 

a. Before returning alcoholic beverages, a photo of the beverages should be taken for evidentiary purposes. The photo will then be documented in the incident report and property record as an item of evidence, and will be processed as any other item of evidence. 

b. Before returning the alcoholic beverages, employees shall document the type, brand and quantity in the incident report and obtain a signed property receipt from the responsible person. 

c. In the event that no responsible person is located, a photo shall be taken of the alcoholic beverages, and the photo will be processed as in item 4a above. The alcohol may then be disposed of under the supervision of the evidence custodian. The disposal and witnesses to the disposal shall be documented in a supplemental report.

5. Firearms 

a. All firearms, except weapons which are to be fingerprinted, shall be unloaded immediately after being taken into custody. Firearms which will be fingerprinted shall be unloaded as soon as possible, taking extra care not to destroy any latent prints. 

b. An officer seizing a firearm shall unload any firearm before entering the MUPD station. 

(1) If the firearm cannot be unloaded because of a malfunction or the officer's unfamiliarity with the firearm, the officer shall attempt to secure the weapon so that it cannot fire (e.g., secure the cylinder or trigger). 

(2) The officer shall attach a prominent note to the firearm, describing the malfunction, and/or a warning that the firearm has not been unloaded, before depositing it in the temporary evidence locker. 

c. All firearms shall be checked through JetNET/NCIC CLEAN before being deposited in the temporary evidence locker. The results of this check shall be noted in the incident report. If a "hit" is received on a weapon, the recovering officer shall be responsible for the follow-up action. 

d. Upon taking a firearm into custody, sworn members shall record the following in the incident report and property record: 

(1) Make (Winchester, Remington, etc.) 

(2) Caliber (22, 30/30, 12-gauge, etc.) 

(3) Serial number 

(4) Type (revolver/triple-barreled shotgun, over/under, shotgun, etc.) 

(5) Color (blue steel, chrome plated, etc.) 

(6) Any special markings or defects (e.g., chip or scratches on left side of stock, trigger guard broken, engraved stock, etc.) 

(7) A copy of the property receipt shall be attached to the property record. 

ea. Attach a property tag to the trigger guard of all weapons, regardless of whether or not the weapon has been placed in a property bag or was in a carrying case or shotgun/rifle bag at the time it was taken into custody. 

b. Unless otherwise advised, any weapon taken into custody shall be stored in a paper bag or paper wrapping. The bag or wrapping shall be secured by means of tape so as to prevent any tampering. Shotguns or rifles may be wrapped in newspaper or a series of paper bags. 

c. The evidence custodian may be called in to secure a large amount of weapons or a weapon(s) that will not fit in the temporary evidence locker. This will be at the discretion of the shift supervisor. 

h. Firearms not seized/recovered as per Section J.1c above shall be submitted to the PSP Firearms Unit for test firing and other forensic examinations needed to ensure successful prosecution of relevant criminal charges. 

6. Disposal of Weapons 

a. All found weapons whose owners cannot be identified and all weapons seized as evidence shall be destroyed as instructed by the District Attorney’s office or in compliance with an order issued by the court in which the criminal case was adjudicated. No weapons may be converted to department or individual use. 

b. If a weapon was seized as evidence, the original seizing officer or the shift supervisor shall contact the clerk of the court that had jurisdiction over the case in which the weapon was seized to obtain and/or verify the final disposition. 

c. The original seizing officer or the shift supervisor shall prepare a supplemental report containing the final disposition of the case and any instructions given regarding disposition by the presiding judge, and forward a copy of the supplemental report to the evidence custodian. 

d. Absent any specific directions from the court as to disposal, the evidence custodian shall cause the weapon to be transferred to a suitable facility for disposal or destruction. 

(1) The evidence custodian shall complete a supplemental report documenting the date, time, location and nature of any destruction. 

(2) The destruction will be witnessed by the evidence custodian and his assistant. 

7. Bicycles 

a. All found, abandoned and recovered (stolen) bicycles taken into the custody of the department should be transported first to the police station for processing. 

b. An incident report shall be prepared for each bicycle taken into custody, except: 

(1) When more than one bicycle is seized 

(2) If the bicycle is recovered (i.e., it was previously reported stolen) 

(3) If the bicycle was registered in a law enforcement registration program. 

(4) If the bicycle is not new, they shall be recorded in the property record. 

(5) If the bicycle is not new, receipt of the bicycle shall also make an attempt to contact the registering agency. The attempt shall be noted in the incident report. 

(6) If the property record shall be attached to the property tag that is attached to the bicycle. 

(7) After completion of the required forms, all bicycles shall be transported first to the MUPD station and secured in the bicycle storage area. 

(8) Under no circumstances shall any bicycle be left outdoor and unsecured. 

(9) If access cannot be gained to the bicycle storage area at any given time, the bicycle shall be temporarily stored in a secure area as determined by the shift supervisor.
g. Officers shall make an effort to locate the owners of all bicycles in the department's custody.

h. Bicycles shall be returned to the owner only upon presentation of a signed property receipt.

c. All damage or missing parts shall be described in the incident report (e.g., missing hubcap L/R wheel, large dent and peeling paint on R/R quarter panel). Such notations are important in terms of protecting the department from fraudulent claims by owners of impounded vehicles that additional damage was done to their vehicle while in police custody.

d. As per Directive #49, Part V, T.A., a complete inventory search of all vehicles entered into the MUPD property and evidence control system as per this directive.

e. When stolen motor vehicles are recovered, the officer recovering the vehicle shall immediately notify the owner or the law enforcement agency where the vehicle was reported stolen. Any special instructions regarding handling or disposition of the vehicle shall be noted in the incident report.

10. Perishable Items
a. All perishable items, such as food that was stolen, shall be photographed and then returned to the owner upon receipt of a signed property receipt. The photo will be processed as evidence. If the item cannot be returned, it may be disposed of.

b. In the case of items from a food store which are wrapped in plastic and have a price tag attached, photograph the entire item, but remove and retain the price tag from the wrapper for evidentiary purposes. Both the photo and the price tag will be entered on the property record and processed as evidence.

11. Prisoner’s Property
a. At the time of arrest, a prisoner shall be thoroughly searched, and any personal property which could be used to effect an escape or injure an officer shall be temporarily removed from the prisoner.

b. Noninjurious property may be returned to the prisoner, at the discretion of the arresting officer.

c. Injurious property (e.g., ties, belts, suspenders, neck scarf, shoelaces, lighter, etc.) shall be placed in a paper bag labeled with the prisoner’s name and the complaint or case number.

d. The paper bag shall be returned to the prisoner at the time of his release from custody, or when he/she is turned over to another law enforcement officer or an employee of the Lancaster County Prison/Sheriff's Office.

e. Property removed from a prisoner which is classified as evidence shall be handled in accordance with procedures set forth in this directive regarding evidence. If officers and employees destroy any such item, the property custodian shall convert to their own use any item of evidence coming into their possession in the course of their official duties, nor shall officers or employees destroy any such item except according to established procedures. Any instance of conversion or use of evidence shall be reported to the evidence custodian, in accordance with the policies of the Evidence Custodian.

12. Impounded Vehicles
a. MUPD officers are authorized to tow vehicles as per Directive #49 Towing Procedures.

b. When impounding a vehicle for offenses other than parking or traffic, the impounding officer shall, before the towing company removes the vehicle from the scene, carefully inspect the interior and exterior of the vehicle for damage or missing or damaged parts or equipment.

e. When a prisoner’s vehicle(s) shall not be impounded if a relative or responsible person can assume custody. Officers shall not have, however, permit such vehicles to be left at locations where they might be exposed to damage for extended periods of time.

c. Relatives wishing to claim the property of a deceased person shall be instructed to contact the evidence custodian by mail or telephone.

15. Property of Alleged Mentally Ill
a. As an insured as described in Directive #49, b. Employees shall be aware that when such property is taken into custody by the department, an expense is incurred by the department. Therefore, every effort shall be made to locate a relative, another responsible person, or transport the property with the person so as to transfer custody of the property.

16. Blood and DNA: Blood and DNA evidence not seized/ recovered as per Section 1.1c above shall, after being processed according to Part VI, A-E of this directive, be submitted to the (PS) Greensburg Forensic Laboratory Division of the Medical Examiner.

K. Property

1. The release of property/evidence in the department’s possession/control to the rightful owners, victims, claimants, courts or other agencies shall normally be accomplished by the evidence custodian, in accordance with the policies of this agency.

2. Evidence Needed for Court Appearances: In the case of the release of property/evidence for court purposes, the requesting officer shall notify the evidence custodian 24 hours prior to the appearance, if possible.

3. Property/evidence shall only be released from the evidence room by the evidence custodian. The case officer or shift supervisor must advise the evidence custodian if the property/evidence is cleared for release. The chain of evidence for the item will be properly maintained until the final release of that item.

4. Relatives wishing to claim the property to the owner or the victim of a crime if it has been determined that the property evidence has no prosecutorial value by the Butler County Division of the Medical Examiner.

5. If property is retained by the courts, an entry shall be deposited in the temporary evidence locker.

6. Bicycles shall be returned to the owner only upon presentation of a signed property receipt. The photo will be processed as evidence. If the item cannot be returned, it may be disposed of.

7. In all cases where a member of the immediate family is not present, cannot be located to respond in a timely manner, or other responsible person cannot be located, a search of the premises shall be made for money and other items of value that could be easily converted. These items shall be turned over to the courts, an entry shall be made in the ALRRT property record detailing the retention order. A report shall also be completed to reflect the disposition of the property.

8. Whenever evidence is transferred between the MUPD and other agencies and/or organizations, the receiving and/or releasing MUPD employee/official shall obtain a copy of
1. Chain of Custody and Control
   a. All property/evidence will be logged in by completing an ALERT Property Record. The receipt and transfer shall be documented in an incident report.
   b. The property/evidence will be placed into an appropriate type of storage bag or marked with a property tag if necessary.
   c. Any items which are to be submitted to the State Police Laboratory, the FBI Laboratory or any other certified laboratory shall be placed into individual packages to prevent cross-contamination and will be packed according to the instructions from the laboratory.
   d. Once properly prepared for temporary storage, the item(s) shall be placed into one of the temporary storage locker compartments.
   e. A copy of the property record shall be placed with the item inside an available locker.

2. Duties of Evidence Custodian
   a. The control of and accountability for all property and evidence that has been entered into the department’s property and evidence control system shall be the duty and responsibility of the evidence custodian.
   b. Once evidence has been placed in the temporary evidence locker, it will be the responsibility of the evidence custodian to:
      (1) Remove it from the temporary evidence locker.
      (2) Ensure that the ALERT Property Record was properly completed.
      (3) Account for the items listed on the ALERT Property Record.
      (4) Transfer the property from the back of the locker into the evidence room.
   c. Once property/evidence has been placed into the evidence room, the evidence custodian shall make a log entry to reflect the date and time of transfer to the evidence room as well as the location of the property evidence within the evidence room.
   d. The evidence custodian shall examine the ALERT Property Record for each item for completeness. The record should contain:
      (1) Complete description of the item(s)
      (2) Number of items in sequence
      (3) Signatures of receiving/seizing officer and approving shift supervisor for purposes of chain of custody
      (4) Owner’s information, if known
      (5) Date, time and location the item was found or seized
      (6) Status and location of item
   e. When evidence is to be transferred for an extended period of time (i.e., 30 days or more) or permanently to the custody of another criminal justice entity, as in subsections E.4a (3) and (4), the evidence custodian shall document the transaction in a supplemental report.

3. Inquiry
   a. Inquiry shall be made of the MUPD employee who originally took control of the property to assist in determining its status.
   b. A copy of the report signed by the chief of police will be placed in the department accreditation files.

4. Disposition of Property
   1. The evidence room will be purged of selected items on at least an annual basis. Items of little value which are unclaimed will be purged on, at minimum, a quarterly basis. Items no longer needed as evidence may be purged at any time on a case-by-case basis.
   2. Such a purge shall be conducted after review of agency records for status of prosecution and/or appeals. If necessary, the DA’s office may be contacted for verification of the need to retain evidence for prosecution.
   3. Inquiry shall be made of the MUPD employee who originally took control of the property to assist in determining its status.
   4. Property/evidence that may be returned to victims shall be done at this time.

5. The evidence custodian will oversee the destruction of purged property/evidence, and a second officer will witness the destruction of the property/evidence.
   6. The ALERT Property Record shall include a notation which indicates the date and time the property/evidence was destroyed. The custodian and witnessing officer shall sign the ALERT Property Record for the final disposition in the chain of custody.

7. Unclaimed Property/evidence will be disposed of in the most practical means consistent with the current standards of the Pennsylvania Treasury Department.

8. Bicycles which are in good condition and unclaimed will be stored for no more than one month.

9. If the bicycle is not claimed within that time, it may be donated to a charitable organization or destroyed.

10. Bicycles which are deemed to be valueless by the supervisor of the bike patrol will be disposed of.
Emergency Procedures
Lockdown and Shelter In Place

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

PREVENTIVE 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 the secure area until instructed to do so by the police or the EHS Director. Wait for further instructions by means of MU | Alert text messaging or the web.

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

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

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

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