Maintaining a
Safe and Secure Campus

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

2026 Annual Ware Center Security Report

Millersville University

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Note: Web links are best opened in Chrome.

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, personal development, and academic excellence. The policies, procedures, and initiatives outlined in this Annual Security and Fire Safety Report are designed to promote safety, increase awareness, and help reduce risks for all members of the University community. We welcome students, parents, faculty, staff, and visitors to enjoy their time on campus and visiting the downtown Lancaster Ware Center for the Arts.

This report includes information required under the Jeanne Clery Campus Safety Act, including crime and fire statistics, safety and security policies, emergency response procedures, and information regarding the University's prevention, response, and support efforts. In accordance with federal law, the report also contains information related to hazing prevention, reporting, and transparency. Additional information concerning reported hazing incidents and institutional responses is available through the University's Hazing Transparency Report.

Millersville University continues to invest in programs, personnel, technology, and infrastructure that enhance campus safety. Recent efforts include complete upgrades and expansion of the University's closed-circuit television (CCTV) camera system, improving card access systems, the hiring of experienced patrol officers and supervisors from our region, supporting investigations, and assisting first responders in protecting the campus community. In 2025, the Millersville University Police Department achieved accreditation through the Pennsylvania Law Enforcement Accreditation Commission (PLEAC), demonstrating the department's commitment to professional excellence, accountability, best practices, and continuous improvement in public safety services. Millersville University also partnered with Lancaster EMS to house a new 24/7 ambulance station on campus cutting response time to medical incidents.

Millersville University has implemented training, policies, victim-centered support services, and reporting procedures that comply with the Jeanne Clery Campus Safety Act, Title IX, the Violence Against Women Act (VAWA), and other applicable federal and state requirements. These frameworks guide our prevention, education, intervention, and response efforts across all divisions of the University.

The Millersville University Police Department remains committed to student engagement, problem-solving, and community partnerships through a community-oriented policing philosophy that reflects the University's EPPIIC values and commitment to student success. Through education, outreach, technology, and collaborative partnerships, the University strives to foster a safe, caring, and welcoming environment for students, employees, and visitors.

Each member of the campus community is encouraged to familiarize themselves with the programs, resources, and services available to promote safety and reduce risk. Campus safety is a shared responsibility, and we encourage all community members to promptly report safety or security concerns. The Millersville University Police Department can be reached 24 hours a day for emergencies by calling 911 or for non-emergencies at 717-871-4357. Community members may also use the LiveSafe smartphone application to text patrol officers, share information, complete peer to peer virtual safe walks, and access campus safety resources.

Thank you for your partnership and commitment to maintaining a safe, caring, and engaged campus community.

Sincerely,
Nafez Alyan, Ph.D.
Vice President of Finance and Administration
Millersville University

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 5,564.8 undergraduate and graduate students (4,961.8 FTE) study, work and live in a community of faculty, administrators and support staff who are concerned about the quality of life on campus for all of its members. The faculty includes 294 highly qualified full-time and part-time personnel. The noninstructional staff consists of 496 persons, providing a nonstudent working community on campus of 791 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 receives 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 in victim-assistance programs. Any difference in the number of official reports as noted through the Uniform Crime Report versus the total number of incidents reported may be a result of the choice of 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 an accurate, prompt and 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.

Campus Emergency Notifications and Timely Warnings

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 deem an 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 street robbery or sexual assault) and/or public-safety information (such as fires located on or near campus with street closures). Timely Warnings will be issued for Jeanne Clery Campus Safety Act crimes within our Clery geographic area which are deemed to constitute serious and ongoing threats to the campus community. 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. 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, Deputy Chief of Police, Lieutenant of Police, Director of Safety and Environmental Health, Assistant Vice President for Facilities, Executive Associate Department of Office of VP for Finance, Director of Communications.

The Emergency Response Procedures web address is

millersville.edu/hr/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 millersville.edu/police.

Voluntary reporting of criminal activity to any official of this institution who has significant responsibility for student and campus activities is encouraged.

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 receive the Department of Education's Campus Safety Survey Administrator letter (normally within the month of July).

The letter will contain the following information: the start date that the collection site will open, the internet web page and web address of the submission site, the log-on information for the user ID and password, the date the submission data should be entered by and the date of closing.

The Office of Finance and Administration, which is responsible for ensuring the compliance of the Act, will next receive the letter. Under the direction of the vice president, the chief of police or his/her designee will open (log on to) the submission site. Under the guidance of the chief of police, all the data or information will be collected, which may include:

- information received from Mandated Reporters and Campus Security Authoress (CSA) gathering on- and off-campus information
- contacting other outside Law Enforcement agencies for statistical information
- creating policies and/or directives
- review of current information
- using the assistance of auditors
- contacting/using other Millersville University departments

The Lancaster City and Millersville University Police

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

Primary responsibility for law enforcement and security on University-owned and -controlled property belongs to the Millersville University Police Department, which is part of Finance and Administration. The University uses a dual-force concept, employing both commissioned police officers and noncommissioned security officers. Nine officers and three supervisors are assigned to regular patrol duties. Additionally, the police department deploys a full-time security officer who is assigned solely to the residence halls on campus, and a second full-time security officer who is assigned full time to the Lancaster Ware Center, covering hours the Ware Center hosts academic classes and special events. Administrative duties are handled by the chief and deputy chief, who are also commissioned police officers. The department employs clerical staff. The administrative office is located in the Lebanon House, which is open from 8 a.m. to 4:30 p.m., weekdays. A 24-hour, seven-days-a-week schedule is maintained by the University Police, with an around-the-clock dispatcher system of student emergency dispatchers and Lancaster County-wide communications 911 direct dispatching of emergency calls. Officers use dual-band radios to directly monitor both dispatch systems.

This radio system greatly enhances the safety of the campus community through interoperability with other community first responders.

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

The Pennsylvania Administrative Code, Section 2416, grants full police power to commissioned police officers employed by Millersville University. Therefore, Millersville University Police have the power and duty to enforce order, protect life and property, make arrests as provided by law, conduct investigations, and exercise the same powers authorized for police in local municipalities on University property. The University Police have a supportive working relationship with local, county and state police agencies. Act 48 of 2004 grants full municipal police powers to University officers and permits off-campus police responses. In addition, University Police coordinate investigations with the Bureau of Liquor Enforcement and the Pennsylvania State Police.

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

In instances where timely reporting to the campus is warranted, University Police utilize the MU | Alert system; internally published posters, pamphlets and brochures; the Office of Housing and Residential Programs and other campus staff.

University Police are on duty 24 hours a day, 365 days a year and are in constant communication with Campus Dispatch (NACSA) for central dispatch of all police nonemergency and service-related calls. The department is also in primary contact with the Lancaster County-wide police 911 dispatch network; County 911 is the patrol officers' primary frequency with campus dispatch as the secondary frequency. All reports of criminal activity coming to the University Police are investigated and coordinated with appropriate area law enforcement agencies as needed. All criminal prosecutions for offenses taking place on the campus of Millersville University are initiated by the University Police.

COMMUNITY POLICE SPECIALIST OFFICERS

Millersville University 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 classifications.

Patrol officers are required to have regular focus on community engagement and problem-solving within patrol and to complete more than 80 hours of training, which includes but is not limited to crisis intervention team certification, DOJ and COPS community police trainings, implicit bias training, de-escalation training and patrol mountain bicycle training. Four patrol officers completed this training, and other officers are in process toward completing this training for the department.

In cases where actions are violations of campus policy and Commonwealth law, and the perpetrator is a student of the University, both internal and external judicial action may be taken. The Office of Judicial Affairs will initiate disciplinary action in accordance with the University Code of Conduct for violators who are students. Internal judicial action will be initiated in addition to, not in lieu of, filing of criminal charges before the local district justice.

Students should be aware that some information may be shared regarding on-campus violations.

Complete background investigations are made on all applicants considered for appointment to the University Police Department. Each background investigation consists of a Pennsylvania State Police records check, a local police records check and personal contact of references. Preemployment criminal background checks, including child-abuse clearances, are conducted for all new hires at the University. This background check policy began in April 2009, with child-abuse clearances beginning in January 2015.

No procedure for checking possible criminal records of prospective or current students is currently in use at the University; however, applicants are asked to self-report felony convictions.

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

Campus Responsibility

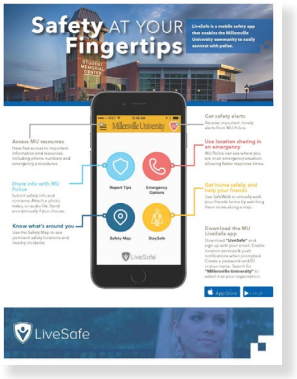
Safety on the campus of Millersville University must involve a cooperative effort of the campus community. Everyone who utilizes campus facilities must assume responsibility for the security of personal belongings and their own personal safety. Everyone should learn the location of the 46 emergency communication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

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

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

Campus Safety App – LiveSafe

- Millersville University is the first Pennsylvania university to launch LiveSafe. Millersville joined Virginia Tech, Georgetown and Delaware as institutions engaging in LiveSafe.
- LiveSafe was launched after Student Senate engaged with University Police in another community policing effort to keep our community safe.
- Millersville is cited by LiveSafe as being a student-engaged campus.
- Within the first year, over 2,000 MU students downloaded the free safety app.
- Within the first year, students texted 151 tips to the University call center; 88% resulted in tip chat with call center employees and/or police.



- Most tips were for quality-of-life issues such as noise, loud persons and facility concerns such as a burnt-out light.
- Other tips were students taking care of students in need, such as concern of depression.
- As a note only: For an unknown reason, the Safewalk feature continues to decline, we only had 6 during 2025.

Security and Emergency Management (SEM) Committee

The Security and Emergency Management (SEM) Committee serves as Millersville University's primary collaborative body for campus safety, security, emergency preparedness, and risk reduction initiatives. Established to provide safety and security recommendations to university leadership, the committee is composed of managers, administrators, and faculty representatives from every university division, ensuring a broad campus perspective on safety-related issues and initiatives. The committee provides recommendations to Vice President for Finance and Administration Dr. Nafez Alyan through Chief Pete Anders.

Collaborative Governance Structure

SEM operates through a team-based approach that brings together representatives from Facilities, Police, Student Affairs, Environmental Health and Safety, Information Technology, Residence Life, Communications, Purchasing, and faculty. To address specialized areas of responsibility, the committee utilizes focused work groups and subcommittees that concentrate on:

- Emergency Management and Emergency Operations Planning
- Campus CCTV and Security Technology
- Electronic Card Access Systems
- Panic Alarms, Intrusion Alarms, and Emergency Blue Phones
- Business Continuity and Risk Assessment
- Tabletop Exercises and Emergency Preparedness Training

These work groups research issues, develop recommendations, and report findings to the full committee for consideration and action.

Major Campus Safety Initiatives

CCTV MODERNIZATION PROJECT

One of the committee's most significant accomplishments has been oversight of the university-wide migration of security cameras to the Verkada cloud-based video management platform. The project upgraded all 580 indoor and outdoor campus security cameras and enhanced investigative capabilities through improved image quality, cloud storage, analytics, and more efficient video retrieval. The modernization effort supports proactive safety measures and strengthens security operations across campus and at the downtown Lancaster Ware Center. The Ware Center has over 20 cameras recording both inside and outside the building.

UNIVERSITY-WIDE CARD ACCESS EXPANSION

SEM has also guided the university's comprehensive card access initiative designed to provide controlled access to academic and business facilities while improving emergency lockdown capabilities. Through stakeholder engagement, building assessments, and policy development, the committee has worked toward implementing card access on the exterior doors of academic and administrative buildings. This multi-year effort enhances campus security, streamlines building access, and provides the ability to remotely secure facilities during emergencies. The University implemented card-access technology across all academic and business buildings by Summer 2026. The University will limit building access to the card access controlled doors by January 2027 through a coordinated communication plan to students, faculty and staff..

SUPPORTING A SAFER CAMPUS

Beyond technology projects, SEM continues to coordinate emergency planning, tabletop exercises, emergency communications, vulnerability assessments, alarm maintenance, and blue phone system oversight. By bringing together expertise from across the university, the committee ensures that safety initiatives are evaluated from operational, academic, student, and facilities perspectives.

The success of the Security and Emergency Management Committee is built upon a collaborative partnership among university departments and stakeholders. Through collective problem-solving, shared expertise, and coordinated planning, SEM provides informed safety and security recommendations that support Millersville University's commitment to maintaining a safe, secure, and resilient learning environment for students, faculty, staff, and visitors.

University Programs

All incoming and transfer students are asked to complete the Get Inclusive online education portal, Voices for Change, prior to arriving on campus in August. The portal includes information on dating violence, domestic violence, sexual assault, consent education and stalking. Additionally, orientation leaders encouraged student completion of the portal through ongoing communication with students about the importance of the educational portals.

During orientation, students are engaged in several programming efforts to build upon the content of the online education portal. In 2025-2026, these activities included:

- Inclusion of sexual-violence information in the campus safety presentation.
- The University provides a first-six-weeks sexual violence education program in partnership with faculty, staff and student organizations. Many faculty offer students extra credit for participation, information is integrated into several department curriculums, students are

approached by peer educators across campus, and educational workshops and awareness events are provided. A large focus of the first six weeks includes information about the Red Zone.

- The Center for Health Education and Promotion had 18 trained student peer educators (trained by the YWCA, DVS and other local organizations) to provide ongoing educational workshops, interactive awareness events and conduct campus outreach. Passive education is provided in Stall Talk, our website and through social media networks.

Education workshops include:

- *Green Dot:* The goal of Green Dot is to implement a bystander intervention strategy that prevents and reduces power-based personal violence. Power-based violence includes sexual violence, domestic violence, dating violence and stalking. A Green Dot is a behavior, choice or action that promotes safety for everyone.
- *Outreach:* Peer educators provide brief education interactions with students as they walk around campus on topics that include dating violence, domestic violence, sexual assault, healthy relationships, consent and stalking.

Awareness events this year included Project Condom and Purple Carnival. The Purple Carnival takes place annually 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.

- Fraternity and Sorority Life students attended Green Dot and Title IX trainings during the first week of classes.
- A comprehensive web page, millersville.edu/sexualviolence, continues to provide students, families and the campus community easily accessible information about sexual and dating violence. 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 with which individuals can locate sexual- and dating-violence information on the MU website.
- 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 publications were distributed to students and departments. A resource guide for LGBTQIA+ students and staff was distributed as well. The Student Conduct and Community Standards Handbook does provide information and guidance for student sexual misconduct.
- The YWCA Lancaster continued to provided free, weekly advocacy services on campus for survivors of dating or domestic violence. Throughout the academic year, YWCA Lancaster participated in tabling events alongside the Center for Health Education and Promotion.
- Domestic Violence Services of Lancaster provided free advocacy services for survivors of dating or domestic violence weekly on campus. Throughout the academic year, DVS participated in tabling events alongside the Center for Health Education and Promotion.
- University College 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 Jeanne Clery Campus Safety Act, Title IX, stalking and sexual-violence awareness.

Victim Services Numbers

Victim/Witness Assistance 717-299-8048
Information on victim rights and services in the criminal justice system/community.

Victim/Witness Assistance Hotline..... 717-299-8048

Victim/Witness Services 717-299-8048
Counseling and services for the surviving family of homicide victims, and robbery, aggravated assault and burglary victims.

Other Victims of Violence Hotline 717-299-8048
Reimbursements for out-of-pocket loss due to personal injury.

Crime Victims Compensation Hotline..... 717-299-8048

Domestic Violence Services of Lancaster County..... 717-299-1249
Counseling, shelter, legal protection.

Domestic Violence Hotline..... 717-299-1249
Text SAFE to 61222

Sexual Assault Prevention & Counseling Services 717-393-1735
Counseling and services for adult and child sexual-assault victims.

Sexual Assault Victims Hotline (YWCA) 717-392-7273

Mothers Against Drunk Driving 717-657-3911
Counseling, advocacy and services.

Children & Youth Social Services..... 717-299-7925
Counseling, information and referral services for abused and neglected children.

Child Abuse Victims Hotline 1-800-932-0313

Office of Aging..... 717-299-7979
Counseling, shelter and protective services for victims age 60 and over.

Elder Abuse Victims Hotline 1-800-801-3070

- 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.
- Millersville University received an It's on Us PA grant award in January 2026 worth $40,000. Funding supported the continuation of the Red Flag Campaign, the development of a consent education campaign, Green Dot bystander training, social norms campaign and student assessment, and provided YWCA Lancaster Sexual Assault Counseling and Prevention experts.
- The Center for Health Education and Promotion brings guest speakers to campus to speak on topics of sexual health, dating violence, healthy relationships, hazing, consent education, etc.

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

Emergency Communications 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 their health or safety given their presence on University property and/or its surrounding areas. The purpose is also to define various responsibilities for service, testing, maintenance of the system, training and security. These instructions align with the Crisis Communications Plan approved by the Millersville University cabinet in 2015 and updated in January 2020.

MU | Alerts are triggered by any significant emergency or dangerous situation involving an immediate 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 emergency or dangerous situation includes a Clery crime such as a shooting, but it also may cover crimes not reportable under Clery 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 respond to concerns about personal safety and security, and to follow University policies concerning the release of personal information. In keeping with this commitment, the University will make every effort to inform affected 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, approving 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 of the crisis 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 | Alerts 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 campus community), 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. Follow-up 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 multifaceted 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 weather cancellations and/or delays as well as thunderstorm warnings and tornado warnings issued for the 17551 area).

PROGRAM

The Millersville University Crisis Communications Program details specific duties, responsibilities and actions to be taken by the University to ensure emergency 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. After the below designees have been briefed on the emergency, they can issue the issue the alert message.

1. Office of the Vice President for 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

3. Office of Chief Technology Officer
   - Applications manager

MESSAGE COMPOSITION

- All emergency communication messages must adhere to the limitations (# of characters) set forth by the alert technology.
- Where possible, utilize prepared emergency messages ("scenarios").
- When developing emergency alert messages, be brief, concise and accurate.
- If 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 tree 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 "web lite" 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 log-on procedures using security information and passwords.

Authorized users may not share their passwords or other security information with others.

TRAINING

All authorized users and administrators 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

MEDICAL EMERGENCIES – Call 911

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

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

NONEMERGENCY MEDICAL SERVICES

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

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

POLICE EMERGENCIES – CALL 911

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

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

FIRE EMERGENCIES

Upon discovery of a fire, activate the local alarm and vacate the area. If a fire is suspected but not observed:

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

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

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

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

Emergency Communication Phones

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

To activate the telephone:

1. **Push the call button and release. Police officers will be sent to your location.**
2. **The dispatcher will respond to the caller.**

3. **State the nature of your emergency, and confirm your location.**
4. **Follow the directions of the dispatcher. Only the large button needs to be pushed to summon aid. Arrival time is generally three minutes or less.**

911 Information System

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

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

Campus Security Authorities

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

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

- Vice President for Student Affairs, all subordinate administrators and all division staff, excluding clerical staff.
- All athletic coaches and assistant coaches.
- Title IX Coordinator and subordinate nonclerical staff.
- 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 responsibility for student activities (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: millersville.edu/police.

MANDATED REPORTING OBLIGATIONS OF UNIVERSITY OFFICIALS, VOLUNTEERS AND EMPLOYEES

All University officials, volunteers and employees (including student employees) are obligated to report incidents of sexual misconduct of which they become aware to the Title IX Coordinator/designee, unless 1) they serve in a role that makes such reports privileged or are recognized as providing a confidential resource (see Statement on Privacy and Confidentiality) or 2) they are a faculty member and learn of the report from a student during a classroom discussion, in a writing assignment for a class or as part of a University-approved research project.

ELECTRONIC AND ANONYMOUS REPORTING

You may also file a report about sexual misconduct using the appropriate links below. While anonymous reports are accepted, the University's ability to address misconduct reported anonymously is significantly limited.

Individuals may use the following Sexual Misconduct Report Form to electronically file a report of sexual misconduct with the University.

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 millersville.edu/police/police/stats.php.
- **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 semester. There is no charge for the service, and group presentations can be organized during late evening hours and adjusted for any group size. The University Police currently have three Pennsylvania-certified Crime Prevention Practitioners who also assist groups and individuals with academic projects related to crime and safety. Programs or educational materials can be scheduled or ordered by contacting the appropriate office. Generally, programs through the University Police require a two-week advance notice. Over the last three years, University Police have offered programs to both student and employee group meetings. Some examples of what kinds of 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 arrests. Major feature articles are presented frequently on issues relating to student safety. Published weekly, *The Snapper* addresses every major campus issue, including safety and security concerns. It should be noted, however, that the University Police have no editorial control over what appears in the campus newspaper. Information releases are furnished to the staff of *The Snapper,* but final published information may differ from the information releases due to the editors' selective omissions. All arrests are public information.

- **WIXQ-FM,** the campus radio station that serves the greater Millersville community, is sensitive to the needs of the community and broadcasts public service announcements upon request.
- **Daily Log** 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 for holidays and when the University is officially closed. Those desiring to view the daily log during hours other than those so noted must make an appointment through the chief of police to make sure that an officer is available to release the document. The daily log is currently available in hard-copy form ONLY. The University reserves the right to withhold information from the log when posting such information could jeopardize an ongoing investigation or the personal safety of a victim, the accused or a 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 and emergency response.
- **MU | Alert** is a software application used to send emergency alerts, notifications and updates to your cell phone, pager, PDA and/or email account. In the event of an emergency, such as a fire or September 11–type attack, Millersville University will be able to send important alerts and updates right to your cell phone or mobile device. All you have to do is sign up for an MU | Alert account through the University home page.

Timely Warnings Policy

I. PURPOSE

To ensure compliance with the Timely Warning requirements of the Jeanne Jeanne Clery Campus Safety Act and to provide the University community, including faculty, staff and students, with timely information about crimes.

II. ACCOUNTABILITY

Under the direction of the president, the Vice President for Student Affairs shall ensure compliance with this policy. The chief of police shall implement the policy.

III. DEFINITIONS

A. For the purposes of this policy, *crimes* means offenses enumerated in the Jeanne Clery Campus Safety Act and associated regulations which have been reported to Millersville University or a local police agency, and which occur either on campus or off campus (as defined below).

B. For the purposes of this policy, *on campus* means within the Millersville University Jeanne Clery Campus Safety Act reporting area.

C. Jeanne Clery Campus Safety Act: A federal law with associated regulations administered by the U.S. Department of Education which requires that institutions of higher education provide students, employees and requesting applicants with an Annual Security Report, which must contain crime statistics concerning specified reportable offenses and other security-related information, imposes crime reporting and records-keeping requirements on the institutions, and provides for penalties for noncompliance.

Tips for Maintaining a Safe and Secure Campus

IN THE OFFICE OR CLASSROOM:

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

ON THE STREET:

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

D. Jeanne Clery Campus Safety Act–reportable crimes: murder and nonnegligent manslaughter, negligent manslaughter, forcible sex offenses, nonforcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, arrests for liquor law violations, drug law violations, illegal weapons possession and hate crimes to include larceny-theft, simple assault, intimidation and destruction/ damage/vandalism of property if the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity or disability.

E. Emergency notification: If there is an immediate threat to the life, health or safety of students or employees occurring on campus, whether related to a crime or other hazard, the University will issue an emergency notification, the procedures and protocols for which are found in the University's Emergency Communication Procedure.

IV. REFERENCES

A. Annual Security Report

B. Jeanne Clery Campus Safety Act

C. Jeanne Clery Campus Safety Act Regulations 34 CFR § 668.46

D. Emergency Response and Evacuation Procedures

V. POLICY

A. Requirement – Under the requirements of the Jeanne Jeanne Clery Campus Safety Act, the University must provide faculty, staff and students with timely warnings about reported crimes, occurring on or off campus which, in the professional judgment of the chief of police or designee, constitute a serious, ongoing or continuous threat. All members of the University community are encouraged to report any crime or hazard to the Millersville University Police as soon as possible after the incident. Timely warnings may be made about any serious crimes, whether reportable under the provisions of the Jeanne Clery Campus Safety Act
or not.

B. Responsibilities – The chief of police or designee is responsible for:

   a. Determining whether or not the situation actually poses a threat to the University community and making the decision to issue timely warnings on a case-by-case basis, considering factors such as the nature of the threat, the continuing hazard to the University community, and the possible risk of compromising law enforcement efforts.

   b. Issuing timely warnings to faculty, staff and students on the involved campus(es) as soon as possible after pertinent information about the threat becomes available.

   c. As appropriate, notifying the Vice President for Student Affairs and/or other University administrators about crimes and timely warnings.

   d. Summoning the necessary resources to mitigate, investigate and document any serious crime occurring on campus.

   e. e. Interacting with other local law enforcement agencies to obtain information about crimes occurring off campus and to help ensure that such crimes are mitigated, investigated and documented by the local law enforcement agency.

VI. PROCEDURE

A. A. Methods of Distribution

Timely warnings will be distributed via some or all of the mechanisms listed below, or any other appropriate means. The list is not prioritized or ranked; the chief of police or designee will determine the most appropriate means to distribute the message based on the information being disseminated, segment(s) of the University community being notified and other related factors.

1. Text messaging to cell phones or email. Registration required (see Attachment Registration Procedure below).
2. Email from: millersville.edu
3. Postings on campus buildings
4. University Police website (intranet): millersville.edu/police/police/stats.php
5. Media releases/press conferences

B. Timely Emergency Notifications

Timely Emergency Notifications will include at minimum:

1. A short description of the incident or type of crime, including date, location and time of occurrence.
2. A physical description of the suspect, if available, including gender and race.
3. A composite drawing or photograph of the suspect, if possible.
4. Gender of the victim(s), if appropriate.
5. Injury sustained by the victim(s), if appropriate.
6. Date and time the notice was released.
7. A warning to the campus community to exercise caution.

VII. EXHIBIT

Emergency Notification Registration Procedure (text/email messaging):

1. Go to web page: millersville.edu/safetyandsecurity/index.php
2. Under MU Alert, click on the highlighted Emergency Alerts or Cell Phone to register for text messages and email emergency notifications.

Emergency Notification Policy

POLICY STATEMENT

Should an event take place either on or off campus property that the chief of police, Vice President for Finance and Administration, Director of Safety and Environmental Health or their designee deems an immediate or ongoing threat to public safety, an emergency notification shall be issued.

SCOPE

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

COMMUNICATION OF THE WARNING

Such warnings may be distributed through:

- **Campus email blast** (to faculty, staff and students) – Electronic mail message used to provide "flash" information or brief messages of public-safety importance. Messages may include weather-, safety- or crime-related information. These messages may contain more detail than a text message. Intended recipients 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.

- **Mass Notification System Sirens** – Outdoor audible tone and voice notification system. Alerts may be sounded for weather-, safety- or crime-related information. Intended recipients include the campus and local Millersville community, as the system has an outdoor range of one-half mile or more, depending on wind and other weather conditions. The system is not intended to be heard indoors.
- **Web Page Lite** – Electronic messages appearing on the MU home page used to provide information relating to weather, safety or crime. 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 include anyone who accesses the campus home page during a campus emergency.
- **Local News Media** – The Office of University Communications and Marketing sends press releases and makes calls to contacts on a local media list. Because of the transient nature of its population, the University depends a great deal on broadcast media to notify students, faculty members and staff members of emergencies before or during their commutes.

NOTE: In the event of a campus emergency, the campus telecommunications operation will reduce service to phone lines and voice communications through radio to 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 and confirming notifications are the chief of police, deputy chief of police, lieutenant of police, Director of Environmental Health & Safety, Assistant Vice President for Facilities, Associate VP of Finance & Administration, and Director of Communications.

Campus Residence Halls – Main Campus Only

The University operates eight residence halls, all coed, housing about 627 undergraduate students. Residence hall housing is limited to unmarried students or married students residing separately. Residence halls are available for 2–5-person occupancy, with a choice of rooms or suites. The residence halls are managed by the hall director and graduate assistants, who supervise a staff of resident assistants. Resident assistants are assigned to each resident wing or floor, with a general student ratio of 1:30. A full-time security officer for University Police is assigned to the residence halls for safety and security. This officer is assigned to evening and night work and participates in housing director meetings while being supervised by patrol supervisors.

The security officer is trained toward student engagement and is well known by the resident hall student assistants as well as residential students.

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

Resident students are instructed on University policy through regular floor or wing meetings, periodic all-residence-hall meetings and University publications such as the Living On Campus Handbook (published annually and distributed to resident students by the Housing and Residential Programs staff) and the Millersville University Student Conduct and Community Standards Handbook, available online at millersville.edu/studentconduct. University Police crime-prevention practitioners are available to present programs in all residence halls and in any instructional venue upon request. In addition, housing staff and University Police provide brochures regarding campus regulations, local ordinances and state law to students upon request.

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

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

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

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

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

Generally, no on-campus housing is available during official University breaks. Some exceptions may be made for exigent circumstances, to include student-athletes and international students, for example. Students staying in student housing over breaks are urged to contact the University Police, 717-871-4357, and inform them of the location and duration of the special housing assignment.

Students should not assume that the police department has been informed of the special considerations for break housing.

Access to Campus Facilities

Most campus buildings and facilities are accessible to members of the campus community during normal business hours (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 staff responsible for the specific area. Proper identification, such as a University identification card, is required when using any campus building or facility.

Access to all University-owned buildings is limited to the lobbies. Officers and/or administrative staff secure each building each day during closing hours, which vary from building to building.

Other Campus Facilities

In the fall of 2010, Millersville University placed into operation a facility located at 42 North Prince Street in Lancaster, Pennsylvania. The Millersville University Lancaster building was later rededicated the Ware Center. The building sits within the jurisdiction of the Lancaster City Police Department, but for nonemergency situations, both the building's coordinator and front desk reception can be contacted during normal business hours. University Police have a security officer who is assigned full-time to the Ware Center in Lancaster and is supplemented by part-time security officers. These security officers are present when students have classes in the building as well as for all evening and weekend special events. These security officers are trained toward being professional, friendly guardians of students, faculty and guests and have an ability to directly radio Lancaster County 911 for either Lancaster City Police or Millersville University Police officer assistance. Crimes at this location should first be reported to the Lancaster City Police Department at 800-957-2677 or 911 if appropriate. Millersville University publishes and distributes a separate Annual Security Report for this location. Fire-safety reporting is not required for this location, for it is a nonresidential building.

Security Considerations for Maintenance of Campus Facilities

The Maintenance and Operations branch provides a variety of services to the campus community seven days a week and 24 hours a day through scheduled and on-call staff. The department includes maintenance, automotive garage and daily operations. For more information, please see the Maintenance and Operations web link: millersville.edu/facmgmt/maintenance.

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

Student Organizations With Noncampus Housing Facilities

Millersville University does not have any off-campus student organizations with noncampus housing facilities. There are student organizations that rent different privately owned properties within the Millersville area, but the University has no control over them. Since the University does not have any student organizations with off-campus housing facilities, the University also does not monitor local police departments for Clery-reportable crimes.

International Programs

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

Student Code of Conduct

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

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

New Student Organizations

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

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

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

Considerations of Maintenance Facilities

Millersville University utilizes several processes in the maintenance of campus facilities, including landscaping, groundskeeping and outdoor lighting. Some of the processes students, employees or others can use to report unsafe or hazardous conditions include University dispatch, University Police, computer programs (SchoolDude, AtTask, LiveSafe) and University residential housing and employee staff.

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

Drug and Alcohol Policy

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

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

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

- Pennsylvania law requires parental notification for all alcohol law violations where the offender is under 21 years of age.
- Pennsylvania House Bill 1139 requires public and private schools, intermediate units and area vocational-technical schools to require prospective employees to submit with their employment application a report of criminal-history-record information from the Pennsylvania State Police or a statement from the State Police that the central repository contains no such information relating to that person. Many Millersville University students intend to become educators and need to be aware of these provisions.

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

- Any drug, even over-the-counter or a doctor's prescription, has possible side effects that can cause impairments. There are no guidelines for the use of illegal drugs, and one can never be sure of their strength or purity.
- Cocaine is a highly addictive drug, both psychologically and physically.
- Alcohol is a depressant drug; it slows the central nervous system, impairs judgment and in high doses can be fatal.
- THC, the active ingredient in marijuana, remains in your body for one month following use. THC concentration has been increasing in marijuana, which increases the risk of harmful effects.
- Marijuana smoke produces all of the harmful effects of tobacco smoke and contains 50 percent more of the cancer-causing chemicals.
- Alcohol is frequently associated with sexual violence, date rape and 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 psychological and physical risks associated with the abuse of alcohol and other substances. Staff members at Health Services, Human Resources, the Center for Health Education 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 outreach and dialogue. 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 program should be directed to the Office of Human Resources (employees) or the Dean of Students office (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.

DRUG-FREE WORKPLACE POLICY

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

The University's Drug and Alcohol Prevention Program current biennial review can be found at: millersville.edu/chep/files/daapp_2026.pdf.

SEXUAL VIOLENCE AND PREVENTION INFORMATION

Sexual Violence

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

Sexual-Misconduct Definitions

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

1. **Dating violence –** As defined in the Violence Against Women Act (VAWA) amendments to the Jeanne Clery Campus Safety Act, includes any 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: (i) the length of the relationship, (ii) the type of relationship and (iii) the frequency of interaction between the persons involved in the relationship. Dating violence includes but is not limited to sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

   Dating violence is categorized as regulatory when it occurs in the United States, within an education program or activity, and when the complainant is participating or seeking to participate in an education program or activity at the time of the filing of the complaint. Otherwise, dating violence will be categorized as nonregulatory.

2. **Domestic violence –** As defined in the VAWA amendments to the Jeanne Clery Campus Safety Act, includes any 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 cohabitating with or has cohabitated with the complainant as a spouse or intimate partner, by a person similarly situated to a spouse of the complainant under Pennsylvania's domestic or family violence laws 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 Pennsylvania.

   Domestic violence is categorized as regulatory when it occurs in the United States, within an education program or activity, and when the complainant is participating or seeking to participate in an education program or activity at the time of the filing of the complaint. Otherwise, domestic violence will be categorized as nonregulatory.

3. **Retaliation –** Any action, directly or through others, which is aimed to deter a reasonable person from reporting sexual misconduct or participating in an investigation or hearing or action that is done in response to such activities. This includes but is not limited to intimidation, threats, coercion or discrimination against any individual for the purpose of interfering with any right or privilege secured by Title IX of the Education Amendments of 1972 or its implementing regulations, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding or hearing under this policy. A finding of retaliation under this policy is not dependent on a finding that the underlying sexual misconduct occurred.

4. **Sexual assault –** As defined in the Jeanne Clery Campus Safety Act, includes any sexual act directed against another person, without the consent of the complainant, including instances where the complainant is
   incapable of giving consent. Sexual assault may be one of the following categories:

   A. **Sexual Penetration Without Consent –** Any penetration of the mouth, sex organs or anus of another person, however slight, by an object or any part of the body, when consent is not present. This includes performing oral sex on another person when consent is not present.

   B. **Sexual Contact Without Consent –** Knowingly touching or fondling a person's genitals, breasts, buttocks or anus, or knowingly touching a person with one's own genitals or breasts when consent is not present. This includes contact done directly or indirectly through clothing, bodily fluids or with an object. It also includes causing or inducing a person, when consent is not present, to similarly touch or fondle oneself or someone else.

   C. **Statutory Sexual Assault –** The age of consent for sexual activity in Pennsylvania is 16. Minors under the age of 13 cannot consent to sexual activity. Minors aged 13–15 years old cannot consent to sexual activity with anyone who is four or more years older than they are at the time of the activity. Minors 16 years of age or older can legally consent to sexual activity as long as the other person does not have authority over them as defined in Pennsylvania's institutional sexual assault statute [1].

   Sexual assault is categorized as regulatory when it occurs in the United States, within an education program or activity, and when the complainant is participating or seeking to participate in an education program or activity at the time of the filing of the complaint. Otherwise, sexual assault will be categorized as nonregulatory.

5. **Sexual Exploitation –** Engaging in sexual behaviors directed toward or involving another person or use of another person's sexuality for purposes of sexual gratification, financial gain, personal gain or personal advantage when consent is not present. This includes but

is not limited to the following actions, including when they are done via electronic means, methods or devices:

A. Sexual voyeurism or permitting others to witness or observe the sexual or intimate activity of another person without that person's consent;

B. Indecent exposure or inducing others to expose private or intimate parts of the body when consent is not present;

C. Recording or distributing information, images or recordings of any person engaged in sexual or intimate activity in a private space without that person's consent;

D. Prostituting another individual; or

E. Knowingly exposing another individual to a sexually transmitted disease or virus without that individual's knowledge; and

F. Inducing incapacitation for the purpose of making another person vulnerable to nonconsensual sexual activity.

6. **Regulatory Prohibited Conduct** – For purposes of this policy, the term includes the defined violations of regulatory quid pro quo, regulatory hostile environment sexual harassment, regulatory dating violence, regulatory domestic violence, regulatory sexual assault and regulatory stalking.

7. **Regulatory Quid Pro Quo Sexual Harassment** – An employee conditioning the provision of aid, benefit or service of the University on an individual's participation in unwelcome sexual conduct.

8. **Nonregulatory Quid Pro Quo Sexual Harassment** – An official, volunteer or student conditioning the provision of aid, benefit or service of the University on the individual's participation in unwelcome sexual conduct.

9. **Regulatory Hostile Environment Sexual Harassment** – Unwelcome conduct, on the basis of sex, that a reasonable person would determine is so severe, pervasive and objectively offensive that it effectively denies a person equal access to the University's education program or activity.

10. **Nonregulatory Hostile Environment Sexual Harassment** – Unwelcome conduct, on the basis of sex, that a reasonable person would determine is sufficiently severe, pervasive and objectively offensive that it unreasonably interferes with, limits or deprives an individual from participating in or benefitting from any educational, employment, social or residential program offered in connection with the University.

11. **Stalking** – As defined in the VAWA amendments to the Jeanne Clery Campus Safety Act, means engaging in a course of conduct directed at a specific person that would cause a reasonable person to

A. fear for their safety or the safety of others; or

B. B. suffer substantial emotional distress.

A course of conduct is when a person engages in two or more acts that include but are not limited to acts in which the person directly, indirectly or through third parties, by any action, method, device or means, follows, monitors, observes, surveys, threatens or communicates to or about a person in a prohibited way, or interferes with a person's property.

Stalking includes the concept of cyberstalking, in which electronic media such as the internet, social networks, blogs, cell phones, texts, email or other similar devices or forms of contact are used to pursue, harass or make unwelcome contact with another person in an unsolicited fashion.

Stalking is categorized as regulatory when it occurs in the United States, within an education program or activity, and when the complainant is participating or seeking to participate in an education program or activity at the time of the filing of the complaint. Otherwise, stalking will be categorized as nonregulatory.

OTHER DEFINITIONS

1. **Advisor –** An individual who may be present to provide support to a party throughout an investigation and/or hearing.

A. Advisors may accompany a party to any meeting or hearing they are required or eligible to attend, but may not speak for the party, except for the purposes of cross-examination.

B. Each party is responsible for coordinating and scheduling with their choice of advisor.

C. The advisor may be an attorney or a union representative when applicable.

D. If a party does not have an advisor of choice present for a hearing, the University will appoint an advisor for the limited purposes of conducting cross-examination.

E. If a party does not attend the hearing, the party's advisor may appear and conduct cross-examination on the party's behalf.

F. If neither a party nor their advisor appears at the hearing, the University will provide an advisor to appear on behalf of the nonappearing party for the limited purposes of conducting cross-examination.

G. The advisor is not prohibited from having a conflict of interest or bias in favor of or against a party, nor is the advisor prohibited from being a witness in the sexual misconduct resolution process.

2. **Appeals Officer –** The individual or individuals with the authority under law or otherwise appointed by the University to decide appeals. The appeals officer will be free of conflict of interest and bias, and will not serve as the investigator, Title IX Coordinator, advisor to any party or a decision maker in the same matter.

3. **Complainant –** An individual who has reported being or is alleged to be subjected to conduct that could constitute covered sexual misconduct as defined under this policy.

4. **Consent –** A knowing and voluntary agreement to engage in specific sexual activity at the time of the activity communicated through clear actions and/or words that are mutually understood.

In order to be valid, consent must be active, present and ongoing. Consent is not present when it is the result of coercion, intimidation, force or threat of harm. Consent is not present when an individual is incapacitated due to alcohol, drugs or sleep, or otherwise without capacity to provide consent due to intellectual or other disability or other condition. Consent can be withdrawn at any time, and consent to one form of sexual activity is not necessarily consent to other forms of sexual activity.

When alcohol is involved, incapacitation is a state beyond drunkenness or intoxication. When drug use is involved, incapacitation is a state beyond being under the influence of or impaired by the use of the drug. Alcohol and other drugs impact each individual differently. Determining whether an individual is incapacitated requires an individualized determination. When determining whether a person has the capacity to provide consent, the University will consider whether a sober, reasonable person in the same position knew or should have known that the other party could or could not consent to the sexual activity. When determining whether consent has been provided, all the circumstances of the relationship between the parties will be considered.

5. **Decision Maker –** The individual or individuals appointed by the University to render a decision on a formal complaint that goes to a hearing. The decision maker(s) will be free of conflict of interest and bias, and will not serve as the investigator, Title IX Coordinator, an advisor to any party or appeals officer in the same matter.

6. **Disciplinary Sanction –** The penalty imposed on an individual for violating this policy. For students, disciplinary sanctions are subject to applicable University/system policies, up to and including expulsion from the University. For employees, disciplinary sanctions are subject to applicable collective bargaining agreement or University/system policies, up to and including separation from employment. For officials or volunteers, this may include the removal or the request for removal of the official or volunteer from their respective position.
7. **Education Program or Activity –** For purposes of this policy, the term "education program or activity" includes any activity that occurs in, on or within:
   A. Any on-campus premises;
   B. Any off-campus premises the University has substantial control over. This includes buildings or property owned or controlled by a recognized student organization or a recognized affiliated entity.
   C. Computer and internet networks, digital platforms, and computer hardware or software owned or operated by or used in the operations of the University's programs and activities over which the University has substantial control.
8. **Employee –** An individual who is employed by the State System (either at a State System university or in the Office of the Chancellor), including but not limited to faculty members, coaches, staff, managers and student employees.
9. **Final Rule –** The Final Rule issued on May 19, 2020, by the U.S. Department of Education under Title IX of the Education Amendments of 1972.
10. **Formal Complaint –** Means a document, including an electronic submission, filed by a complainant with a signature or other indication that the complainant is the person filing the formal complaint, or signed by the Title IX Coordinator, alleging sexual misconduct against a respondent and requesting initiation of the process set forth in this policy to investigate the allegation of sexual misconduct.
11. **Hearing Officer –** Refers to an individual designated by the Title IX Coordinator to hold Title IX hearings, including the administration of the hearing and imposing sanctions.
12. **Investigator –** The Title IX Coordinator or the individual designated by the Title IX Coordinator to perform an investigation under this policy. The investigator may not have a conflict of interest or bias for or against an individual party, or for or against complainants or respondents in general. The investigator may not serve as a decision maker, appeals officer or advisor to any party in the same matter.
13. **Notice of Allegations –** The written notice to the Title IX Coordinator or designee is required to provide to the parties following receipt of a formal complaint. See Notice of Allegations section below.
14. **Notice of Hearing –** The written notice to the Title IX Coordinator or designee is required to provide the parties prior to the hearing. See Notice of Hearing section below.
15. **Official –** A member of the Council of Trustees or of the Board of Governors or their respective designees.
16. **Parties or Party –** A term that refers to the complainant and the respondent collectively or the complainant or respondent individually.
17. **Respondent –** Any individual who has been reported to be the perpetrator of conduct that could constitute sexual misconduct as defined under this policy.
18. **Student –** Any person (1) seeking admission to the University through the formal University application process, (2) admitted to the University, (3) eligible to register or schedule for classes or (4) living in University or University-affiliated residence halls even though they are not enrolled at the University. The term "student" shall include employees, volunteers and officials where the employee, volunteer or official otherwise meets the enrollment criteria set forth in this definition.
19. **Supportive Measures –** Nondisciplinary and nonpunitive individualized services designed to restore or preserve access to the University's education programs or activities without unduly burdening the other party. Supportive measures will be offered, as appropriate, to the complainant or the respondent, regardless of whether a formal complaint is filed. Supportive measures may include but are not limited to counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, restrictions on contact between the parties (no-contact orders), changes in work or housing locations, leaves of absence, and increased security and monitoring of certain areas of the campus.
20. **Title IX Coordinator –** The individual designated by the University with assistance of the deputy Title IX coordinators to coordinate the University's compliance with Title IX and VAWA and to respond to reports of violations. The Title IX Coordinator may not have a conflict of interest or bias for or against an individual party, or for or against complainants or respondents in general. The Title IX Coordinator may serve as the investigator of a formal complaint. The Title IX Coordinator may serve as the investigator of a formal complaint for formal complaints against respondents who are employees. The Title IX Coordinator may not serve as a decision maker or appeals officer.
21. **Volunteer –** A recognized volunteer or any individual who represents or acts on behalf of the University or whose actions may bind the University, regardless of whether the individual receives monetary or other compensation. For purposes of this policy, employees and officials of recognized affiliated entities, ROTC instructors, visiting professors and unpaid camps and conference personnel will be considered volunteers.
22. **Witness –** A person who has knowledge related to specific aspects of a case and may have reported such aspects to the institution.

[1] The text of Chapter 31 of the Pennsylvania Crimes Code is available here: bit.ly/305G9pu.

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 activities.
- Stepping in and separating the people involved in a noncombative 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 are warning signs of abusive behavior, and how can potential attacks be avoided?

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

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

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

Reporting an Incident

1. **Reports to the Title IX Coordinator**
   Any person may report sex discrimination, including sexual misconduct (whether or not the person reporting is the person alleged to be the person subjected to conduct that could constitute sex discrimination or sexual misconduct), in person, by mail, by telephone or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report.

   Contact information for the Title IX Coordinator:

   Title IX Coordinator – 717-871-4100
   Human Resources, Dilworth Hall, 20 Dilworth Rd.

   Such a report may be made at any time (including during nonbusiness hours) by using the telephone number or electronic mail address, or by mailing to the office address listed for the Title IX Coordinator.

   The University's Title IX Coordinator is trained to work with individuals who report sexual misconduct and has knowledge about resources and services, both on and off campus, including the availability of supportive measures.

   If a report of misconduct discloses a serious or immediate threat to the campus community, the University will issue a timely warning to the community to protect the health or safety of the community. The timely warning will not include any identifying information about the complainant.

   PLEASE NOTE: Title IX Coordinators are not a confidential source of support. While they will address matters reported with sensitivity and will keep your information as private as possible, confidentiality cannot be guaranteed. To speak with an individual designated as having confidentiality, please access these resources by visiting millersville.edu/titleix.

   PLEASE ALSO NOTE: Making a report is different from filing a formal complaint (see the section titled Filing a Formal Complaint). A report is defined as notification of an incident of sexual misconduct to the Title IX Coordinator or designee by any person. A report may be accompanied by a request for (1) supportive measures; (2) no further action; (3) filing a formal complaint, a request to initiate an informal resolution process; and/or (4) a request to initiate an informal resolution process after filing a formal complaint. Filing a formal complaint initiates the University's formal investigation process. (See Sexual Misconduct Resolution Process.)

2. **Statement on Privacy and Confidentiality**
   The University is committed to protecting the privacy of all individuals involved in a report of sexual misconduct. Every effort will be made to protect the privacy interests of all individuals involved. Privacy, confidentiality and privilege have distinct meanings under this policy.

   Privacy generally means that information related to a report of sexual misconduct will only be shared with a limited circle of individuals, including individuals who "need to know" in order to assist in the review, investigation or resolution of the report or to deliver resources or support services. While not bound by confidentiality or privilege, these individuals will be discreet and respect the privacy of all individuals involved in the process. All participants in an investigation of sexual misconduct under this policy, including advisors and witnesses, will be informed that privacy helps enhance the integrity of the investigation and protect the privacy interests of the parties; however, nothing in this policy is intended to impose restraints on a party's ability to discuss the allegations under investigation or to gather and present evidence as part of the resolution process.

   Certain individuals (as referenced below) are designated as having confidentiality. For reports made to employees designated with having confidentiality, the University will respect the reporting party's expectations of privacy to the extent permissible by law while still ensuring compliance with other reporting obligations. For example, reports involving minors are subject to mandatory reporting requirements. Individuals designated as having confidentiality are required to report the nature, date, time and general location of an incident to the Title IX Coordinator. Individuals designated as having confidentiality will not share other information with the Title IX Coordinator or any other employee of the University without the express permission of the disclosing party. Individuals designated as having confidentiality can provide information about the University and off-campus resources, support services and other options. As noted above, because of the confidential nature of these resources, disclosing information to or seeking advice from a confidential resource does not constitute a report or formal complaint to the University and will not result in a response or intervention by the University. A person consulting with a confidential resource may decide to make a report to the University and/or law enforcement. Confidential resources can be found at millersville.edu/titleix.

   Communication with certain individuals may be privileged by operation of law, and reports made to these individuals will not be shared with the University Title IX Coordinator or law enforcement except in very limited situations, such as when failure to disclose the information would result in imminent danger to the individual or to others or as otherwise required by law.

   On-Campus Confidential Resources:

   Center for Counseling and Human Development (Lyle Hall, 3rd floor), 717-871-7821

   Health Services (Lyle Hall), 717-871-5250

   Community Confidential Resources:

   Domestic Violence Services of Lancaster County, 717-299-1249

   YWCA Sexual Assault Prevention and Counseling Center, 717-392-7273

All University proceedings are conducted in compliance with the requirements of the Family Educational Rights and Privacy Act (FERPA), the Jeanne Clery Campus Safety Act, Title IX of the Education Amendments of 1972 ("Title IX"), Violence Against Women Act (VAWA), state and local law, and University policy. No information will be released from such proceedings, except as required or permitted by law and University policy.

The University may share nonidentifying information about reports received in aggregate form, including data about outcomes and disciplinary sanctions.

Any individual, including a third party, may make a report concerning sexual misconduct. Complainants and third parties are encouraged to report sexual misconduct as soon as possible to allow the University to respond promptly and effectively.

The Title IX Coordinator (or designee) has authority to institute corrective measures for reports of alleged violations of this policy. Mandated reports to the Title IX Coordinator by officials, volunteers and employees shall not automatically result in corrective measures being instituted. Individuals are encouraged to report sexual misconduct directly to the Title IX Coordinator, or to a deputy Title IX coordinator through the University's electronic and anonymous reporting systems or by filing a formal complaint.

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

Millersville University Title IX Coordinator

Title IX Coordinator – 717-871-4100
Human Resources, Dilworth Hall, 20 Dilworth Rd.

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.

1. **Reports to the Title IX Coordinator**
   Any person may report sex discrimination, including sexual misconduct (whether or not the person reporting is the person alleged to be the person subjected to conduct that could constitute sex discrimination or sexual misconduct), in person, by mail, by telephone or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report.

2. **Electronic and Anonymous Reporting**
   You may also file a report about sexual misconduct using the appropriate links below. While anonymous reports are accepted, the University's ability to address misconduct reported anonymously is significantly limited. Individuals may use the following Sexual Misconduct Report Form to electronically file a report of sexual misconduct with the University.
   cm.maxient.com/reportingform.php?MillersvilleUniv

   Individuals may also file a report electronically by email to mutitleixcoordinator@millersville.edu.

3. **Filing a Formal Complaint**
   The time frame for the Sexual Misconduct Resolution Process under this policy begins with the filing of a formal complaint and will be concluded in a reasonably prompt manner, and usually no longer than 90 days after the filing of the formal complaint, provided that the process may be extended for a good reason, as set forth more fully in the Continuances and Granting Extensions section. Appeals may extend the time frame for resolution.

   To file a formal complaint, a complainant must provide the Title IX Coordinator a written, signed complaint describing the facts alleged.

   If a complainant does not wish to make a formal complaint, the Title IX Coordinator may determine a formal complaint is necessary. The University will inform the complainant of this decision in writing, and the complainant need not participate in the process further but will receive all notices issued under this Sexual Misconduct Resolution Process.

   PLEASE NOTE: The Title IX Coordinator does not lose impartiality solely due to signing a formal complaint.

   A complainant who files a formal complaint may elect, at any time, to address the matter through the Informal Resolution Process (see the Informal Resolution section below).

4. **Criminal Reporting Options**
   A complainant may also seek to initiate a criminal complaint, independent of or parallel with any report made to the University.

   In the event of an emergency, please call 911.

   For nonemergency reports, please contact the following agencies:

   - Millersville University Police Department, Lebanon House, 717-871-4357
   - Millersville Borough Police Department, 717-872-4657
   - Manor Township Police Department, 717-299-5231
   - Lancaster City Police Department, 717-735-3300
   - 24/7 Lancaster County Nonemergency Dispatch
     - *dispatch all Lancaster County Police Departments, 717-664-1180
   - Pennsylvania State Police, 717-299-7650

   PLEASE NOTE: The University's policy, definitions and burden of proof may differ from Pennsylvania criminal law. Neither law enforcement's decision whether to prosecute nor the outcome of any criminal prosecution is determinative of whether sexual misconduct has occurred under this policy. In cases where there is a simultaneous law enforcement investigation, there may be circumstances when the University may need to temporarily delay its investigation while law enforcement gathers evidence. However, the University will generally proceed with a formal complaint even during the time of a pending law enforcement investigation.

   The University might not be informed of reports made with law enforcement agencies.

Millersville University Employees

SEXUAL HARASSMENT

Millersville University is committed to assuring that its educational and employment environment is free from unlawful discrimination and harassment based upon an individual's sex. Sexual harassment, in any form, is considered unacceptable behavior and counterproductive to the mission of an educational institution in which students, faculty and staff form bonds based on intellectual trust and dependence. The University regards sexual-harassment behavior, whether verbal, 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 millersville.edu/sexualviolence/index.php.

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

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

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

passhe.edu/hr/labor-relations/index.html

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.

passhe.edu/hr/labor-relations/index.html

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.

passhe.edu/hr/labor-relations/index.html

Association of Pennsylvania State College and University Faculties for Nonfaculty Athletic Coaches (APSCUF-Coaches)

These employees hold positions as nonfaculty athletic coaches.

passhe.edu/hr/labor-relations/index.html

PASSHE Officers Association (POA)

These employees typically hold professional positions working as police and security officers.

passhe.edu/hr/labor-relations/index.html

Pennsylvania Doctors Alliance (PDA)

passhe.edu/hr/labor-relations/index.html

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.
passhe.edu/hr/labor-relations/index.html

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.

SEXUAL MISCONDUCT RESOLUTION PROCESS

1. **Formal Complaint**

   The Sexual Misconduct Resolution Process is initiated by a complainant providing the Title IX Coordinator a written, signed formal complaint describing the facts alleged. See the section titled Filing a Formal Complaint above.

2. **Notice of Allegations**

   The Title IX Coordinator will draft and provide a written Notice of Allegations to any party alleged to have violated this policy. Such notice will occur as soon as practicable, but no more than 10 days after the University receives a formal complaint of the allegations, if there are no extenuating circumstances.

   The notice of allegations will include the following:

   A. Notice of the University's sexual misconduct resolution process, including any informal resolution process and a hyperlink to a copy of the process.

   B. Notice of the allegations potentially constituting violation(s) of any University policy, and sufficient details known at the time the notice of allegations is issued, such as the identities of the parties involved in the incident, if known, including the complainant; the conduct allegedly constituting a policy violation; and the date and location of the alleged incident, if known.

   C. A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the hearing.

   D. A statement that the parties may have an advisor of their choice.

   E. A statement that before the conclusion of the investigation, the parties may inspect and review evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint, including the evidence upon which the University does not intend to rely in reaching a determination

regarding responsibility, and evidence that both tends to prove or disprove the allegations, whether obtained from a party or other source.

F. Individuals are prohibited from knowingly filing a false report or making misrepresentations. If, following an investigation and hearing as appropriate under applicable policy, a person is found to have willfully filed a bad-faith report or made misrepresentations as part of a resolution process, the party may be subject to appropriate disciplinary sanctions under the Code of Conduct in the case of students, or other relevant University policy in the case of officials, employees or volunteers.

3. Determining Jurisdiction and Mandatory Dismissal for Certain Allegations

For alleged violations of Regulatory Prohibited Conduct (regulatory quid pro quo, regulatory hostile environment sexual harassment, regulatory dating violence, regulatory domestic violence, regulatory sexual assault and regulatory stalking), the following elements will be determined in the reasonable determination of the Title IX Coordinator:

A. The conduct is alleged to have occurred in the United States;

B. The conduct is alleged to have occurred in the University's education program or activity; and

C. The alleged conduct, if true, would constitute covered Regulatory Prohibited Conduct, as defined in this policy.

If all of the elements are met, the University will investigate the allegations under the processes set forth in this policy. If any one of these elements is not met, the Title IX Coordinator will notify the parties that the specific allegation contained in the formal complaint does not meet the required jurisdictional requirements under the Final Rule and is being dismissed. Any party may appeal a dismissal using the process set forth in the appeals section below. Dismissal of any violations constituting Regulatory Prohibited Conduct will not affect the University's ability to proceed with an investigation of charges categorized as nonregulatory or other charges under this policy or any other University policy.

4. Discretionary Dismissals for All Allegations

The Title IX Coordinator may dismiss a formal complaint brought under this policy, or any specific allegations raised within that formal complaint, at any time during the investigation or hearing if:

A. A complainant notifies the Title IX Coordinator in writing that they would like to withdraw the formal complaint or any allegations raised in the formal complaint;

B. The respondent is no longer enrolled in, associated with or employed by the University; or,

C. If specific circumstances prevent the University from gathering evidence sufficient to reach a determination regarding the formal complaint or allegations within the formal complaint.

Any party may appeal a dismissal using the process set forth in the appeals section below.

5. Allegations Potentially Falling Under Two Policies

If a formal complaint against a respondent who is a student contains allegations of a violation of any of the listed sexual-misconduct violations in this policy, as well as any other violation in the University's Student Code of Conduct, the sexual misconduct resolution process set forth in this policy will be applied in the investigation and adjudication of all of the allegations. If all of the alleged sexual-misconduct violations of this policy are dismissed and the remaining underlying allegations, if true, would violate another University policy or the University's Student Code of Conduct, the matter may be referred for further action by the University's Office of Student Conduct, as appropriate.

If a formal complaint against a respondent who is an employee contains allegations of violations of Regulatory Prohibited Conduct (regulatory quid pro quo, regulatory hostile environment sexual harassment, regulatory dating violence, regulatory domestic violence, regulatory sexual assault and regulatory stalking), the sexual misconduct resolution process set forth in this policy will be applied in the investigation and adjudication of those allegations.

For all other allegations, the University will follow applicable requirements in University policies and relevant collective bargaining agreements for resolution of the other allegations contained in the formal complaint.

If a formal complaint against a respondent who is an official or volunteer contains any allegations under this policy, the University or system will follow applicable requirements in University or system policies or procedures and standards for resolution of the allegations contained in the formal complaint.

6. Notice of Dismissal

Upon reaching a decision that any specific allegation contained in the formal complaint will be dismissed, the University will promptly send written notice of the dismissal and the reason for the dismissal simultaneously to the parties through their institutional or other provided email account. It is the responsibility of parties to maintain and regularly check their email accounts.

7. Investigation

A. *General Rules of Investigations*

The Title IX Coordinator and/or an investigator designated by the Title IX Coordinator will perform an investigation of the conduct alleged under a reasonably prompt time frame, following issuance of the notice of allegations.

The University, and not the parties, has the burden of proof and the burden of gathering evidence (i.e., the responsibility of showing a violation of this policy has occurred). Either party may decide not to share their account of what occurred or may decide not to participate in an investigation or hearing. This does not shift the burden of proof away from the University and does not indicate responsibility.

The University cannot access, consider or disclose medical records without a waiver from the party (or parent, if applicable) to whom the records belong or of whom the records include information. The University will provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence (i.e., evidence that tends to prove or disprove the allegations). See Inspection and Review of Evidence section below.

B. *Inspection and Review of Evidence*

Prior to the completion of the investigation, the parties will have an equal opportunity to inspect and review the evidence obtained through the investigation. The purpose of the inspection and review process is to allow each party the equal opportunity to meaningfully respond to the evidence prior to issuance of the investigative report.

Evidence that will be available for inspection and review by the parties will be any evidence that is directly related to the allegations raised in the formal complaint. It will include any:

1) evidence that is relevant, even if that evidence does not end up being relied upon by the decision maker(s) in making a determination regarding responsibility;

2) inculpatory or exculpatory evidence (i.e., evidence that tends to prove or disprove the allegations) that is directly related to the allegations, whether obtained from a party or other source.

The University will send the evidence to each party and each party's advisor, if any, to inspect and review through an electronic format or a hard copy. The University is not under an obligation to use any specific process or technology to provide the evidence and shall have the sole discretion in terms of determining format and any restrictions or limitations on access.

The parties will have 10 days to inspect and review the evidence and submit a written response by email to the investigator.

This response should include any new or additional evidence the party would like the investigator to consider. The University will provide copies of the parties' written responses, and any new or additional evidence provided, to the other party and their advisor. The other party will have five days to inspect, review and respond to the new or additional evidence through a written response to the investigator. The University will provide copies of the party's supplemental written response to the other party and their advisor.

The investigator will consider the parties' written responses before completing the investigative report. Parties may request a reasonable extension of the time to submit a written response, which may be denied in the sole discretion of the investigator, in consultation with the Title IX Coordinator.

The investigator has 10 days to generate a report or after the responses to additional evidence are due or, alternatively, may provide the parties and their advisors with written notice extending the investigation and explaining the reason for the extension.

The parties and their advisors are encouraged not to disseminate the investigative report or photograph or otherwise copy any of the evidence subject to inspection and review or use such evidence for any purpose unrelated to the sexual misconduct resolution process.

Any evidence subject to inspection and review will be available at any hearing, including for purposes of cross-examination.

C. *Investigative Report*

The investigator will create an investigative report that fairly summarizes relevant evidence.

The investigative report is not intended to catalog all evidence obtained by the investigator but only to provide a fair summary of that evidence.

Only relevant evidence (including both inculpatory and exculpatory – i.e., tending to prove or disprove the allegations – relevant evidence) will be referenced in the investigative report.

Evidence obtained in the investigation that is determined in the reasoned judgment of the investigator not to be directly related to the allegations in the formal complaint will be included in the appendices to the investigative report.

D. *Ongoing Notice*

If in the course of an investigation the University decides to investigate allegations about either party that are not included in the Notice of Allegations and are otherwise covered sexual-misconduct violations falling within this policy or other violations of the University's Student Code of Conduct, the University will notify the parties of the additional allegations by their University email accounts or other reasonable means.

The parties will be provided sufficient time to review the additional allegations to prepare a response before any initial interview regarding those additional charges.

8. General Rules of Hearings

A. *Notice of Hearing*

No less than 10 days prior to the hearing, the Title IX Coordinator, hearing officer or other designee will send written notice of the hearing to the parties. The parties will be notified by their University email accounts or by other reasonable means. Once mailed, emailed and/or received in person, notice will be presumptively delivered.

The Notice of Hearing will contain:

1. A description of the alleged violation(s), a list of all policies allegedly violated, a description of the applicable procedures and a statement of the potential disciplinary sanctions actions that could result.
2. The time, date and location of the hearing.
3. Information about the option for the hearing to occur, with the parties located in separate rooms using technology that enables the decision maker(s) and parties to see and hear a party or witness answering questions. Parties should inform the hearing officer or other designee of any desire to have the hearing occur in separate rooms at least three days prior to the hearing to ensure appropriate technology is in place.
4. Information on how the hearing will be recorded and on access to the recording for the parties after the hearing.
5. A copy of the rules of decorum for all hearing participants.
6. A list of the decision maker(s) who will attend the hearing, along with an invitation to object to any actual or perceived conflicts of interest or bias of the decision maker(s) prior to the hearing.
7. A statement that if any party or witness does not appear at the scheduled hearing, the hearing may be held in their absence, and the testimony or any statements provided by the party or witness prior to the hearing will not be considered by the decision maker.
8. Notification that the parties may have the assistance of an advisor of their choice at the hearing and will be required to have one present for any questions they may desire to ask of the other party or witnesses. The party should notify the hearing officer or other designee in advance of the hearing if they do not have an advisor, and the University will appoint one. Each party must have an advisor present.
9. A copy of all the materials provided to the decision maker(s) about the matter and the opportunity to provide a written response in advance of the hearing.
10. Information regarding who to contact to arrange any disability accommodations, language assistance and/or interpretation services that may be needed at the hearing.
11. For compelling reasons, the hearing officer or other designee may reschedule the hearing.

B. *Hearing*

The University will not issue a disciplinary sanction arising from an allegation of a violation of this policy without holding

a hearing, unless otherwise resolved through an informal resolution process or an alternate process permitted under this policy. If the University determines a hearing is necessary, the parties cannot waive the right to a hearing.

The University may still proceed with the hearing in the absence of a party and may reach a determination of responsibility in their absence. The University will not threaten, coerce, intimidate or discriminate against the party in an attempt to secure the party's participation.

If a party does not participate in a hearing or submit to cross-examination in the hearing, the decision maker(s) may not rely on any "statement" by that party. See Cross-Examination section below.

The decision maker(s) cannot draw an inference about the determination regarding responsibility based solely on a party's absence from the hearing or refusal to answer cross-examination or other questions.

The hearing may be conducted with all parties physically present in the same geographic location, or, at the University's discretion, any or all parties, witnesses and other participants may appear at the hearing virtually through videoconferencing technology. This technology will enable participants to see and hear each other simultaneously. At its discretion, the University may delay or adjourn a hearing based on technological errors.

All proceedings will be recorded through audio recording. That recording or transcript will be made available to the parties for inspection and review upon request.

C. *Continuances or Granting Extensions*

The University may determine that multiple sessions or a continuance (i.e., a pause on the continuation of the hearing until a later date or time) is needed to complete a hearing. If so, the University will notify all participants and endeavor to accommodate all participants' schedules and complete the hearing as promptly as practicable.

D. *Participants in the Hearing*

Hearings are not public, and the only individuals permitted to participate in the hearing are as follows:

1. The decision maker(s)
2. Hearing officer
3. Conduct administrator or designee
4. IT personnel
5. The parties
6. Advisor of choice or provided by the University for each party
7. Witnesses
8. Any individuals necessary to provide interpretation or other support services associated with reasonable accommodations to facilitate participation in the hearing

The decision maker(s) and hearing officer will not have a conflict of interest or bias in favor of or against complainants or respondents generally, or in favor or against the parties to the particular case. The parties will have an opportunity to raise any objections regarding a decision maker's actual or perceived conflicts of interest or bias at the beginning of the hearing.

Parties and witnesses cannot be compelled to participate in the hearing and have the right not to participate in the hearing free from retaliation.

E. *Hearing Procedures*

For all hearings conducted under this policy, the procedure will be as follows:

1. The hearing officer will open and establish rules and expectations for the hearing.
2. The parties will each be given the opportunity to provide opening statements.
3. The investigator will present a summary of the final investigative report, including items that are and are not contested. The investigator will be subject to questioning by the decision maker(s) and the parties (through their advisors). The investigator should not be asked their opinion on credibility, recommended findings or determinations. If such information is introduced, the hearing officer will direct that it be disregarded.
4. The hearing officer and/or decision maker(s) will ask questions of the parties and witnesses.
5. Parties will be given the opportunity for cross-examination after the decision maker(s) conducts its initial round of questioning. See Cross-Examination Procedure below.
6. During the parties' cross-examination, the hearing officer will have the authority to pause cross-examination at any time for the purposes of asking the decision maker(s) their own follow-up questions, and any time as necessary in order to enforce the order for the hearing or the established rules of decorum. If an advisor does not comply with the established rules of decorum, the University may provide that party with a different advisor to conduct cross-examination on behalf of that party.
7. Should a party or the party's advisor choose not to cross-examine a party or witness, the party shall affirmatively waive cross-examination through a written or oral statement to the hearing officer and/or decision maker(s). A party's waiver of cross-examination does not eliminate the ability of the decision maker(s) to use statements made by the party.

F. *Relevant evidence and questions*

"Relevant" evidence and questions are those questions and evidence that tend to make an allegation of sexual misconduct more or less likely to be true. "Relevant" evidence and questions do not include the following types of evidence and questions, which are deemed "irrelevant" at all stages of any process initiated under this policy:

1. Evidence and questions about the complainant's sexual predisposition or prior sexual behavior unless:
   a) They are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or
   b) b) They concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.
2. Evidence and questions that constitute, or seek disclosure of, information protected under a legally recognized privilege, including attorney-client privilege; or
3. Any party's medical, psychological and similar records unless the party has given voluntary, written consent.

G. *Cross-Examination*

1. Each party's advisor may conduct cross-examination of the other party or parties and witnesses and ask follow-up

questions, including those challenging credibility directly, orally and in real time.

2. Parties will not be permitted to personally cross-examine each other.
3. If a party does not participate in a hearing, the party's advisor may attend and conduct cross-examination on behalf of the party.
4. f neither a party nor their advisor appears at the hearing, the University will provide an advisor to appear on behalf of the nonappearing party and ask cross-examination questions.
5. Before any cross-examination question is answered, the hearing officer will determine if the question is relevant. Cross-examination questions that are duplicative of those already asked, including by the decision maker(s), may be deemed irrelevant by the hearing officer if they have been asked and answered.
6. The hearing officer must explain to the party proposing the question any decision to exclude a question as not relevant.
7. If a party or witness does not submit to cross-examination at the hearing, the decision maker(s) may not rely on any statement of that party or witness in reaching a determination regarding responsibility.
8. The decision maker(s) may not draw an inference about a determination regarding responsibility based solely on a party's or witness's absence from the hearing or refusal to answer cross-examination or other questions.

9. Decisions

A. *General Considerations for Evaluating Testimony and Evidence*

1. While the opportunity for cross-examination is required in all hearings under this policy, determinations regarding responsibility may be based in part, or entirely, on documentary, audiovisual and digital evidence, as warranted in the reasoned judgment of the decision maker(s).
2. The decision maker(s) shall not draw inferences regarding a party's or witness's credibility based on the party's or witness's status as a complainant, respondent or witness, nor shall it base its judgments in stereotypes about how a party or witness would or should act under the circumstances.
3. Generally, credibility judgments should rest on the demeanor of the party or witness, the plausibility of their testimony, the consistency of their testimony and its reliability in light of corroborating or conflicting testimony or evidence.
4. Credibility judgments should not rest on whether a party's or witness's testimony is nonlinear or incomplete, or if the party or witness is displaying stress or anxiety.
5. Where a party's or witness's conduct or statements demonstrate that the party or witness is engaging in retaliatory conduct, including but not limited to witness tampering and intimidation, the decision maker(s) may draw an adverse inference as to that party's or witness's credibility.
6. The decision maker(s) will afford the highest weight relative to other testimony to firsthand testimony by parties and witnesses regarding their own memory of specific facts that occurred. Both inculpatory and exculpatory (i.e., tending to prove or disprove the allegations) evidence will be weighed in equal fashion.
7. The Final Rule requires the University to admit and allow testimony regarding polygraph tests ("lie detector tests") and other procedures that are outside of standard use in academic and nonacademic conduct processes. While the processes and testimony about them will be allowed to testify and be crossed as required by the Final Rule, the decision maker(s) will be instructed to afford lower weight to such processes relative to the testimony-of-fact witnesses.
8. The Final Rule requires the University to allow parties to call character witnesses to testify. The University does not provide for character witnesses in other proceedings. While the character witnesses will be allowed to testify and be cross-examined as required by the Final Rule, the decision maker(s) will be instructed to afford very low weight to any nonfactual character testimony of any witness.

B. *Timeline for Decision*

If there are no extenuating circumstances, the determination regarding responsibility will be issued by the University within 10 days of the completion of the hearing.

C. *Finality*

The determination regarding responsibility becomes final either upon the outcome of any appeal or the expiration of the window to appeal without an appeal being requested as set forth in the Appeals section below.

10. Disciplinary Sanctions Against Students

A. *Possible Disciplinary Sanctions*

The University may impose the following disciplinary sanctions upon students, singly or in combination:

Deferred action: Deferring the imposition of a standard sanction for a violation based on mitigating circumstances. Students imposed "deferred action" sanctions understand that any new misconduct for which a student is found responsible will result in the immediate imposition of the sanction that was deferred, becoming effective immediately without further review. A sanction may be in deferred status for a limited period of time.

Reprimand: A student shall be warned, in writing, not to violate the Student Code of Conduct in the future. Additional violations may result in more serious disciplinary action.

Financial restitution: A student or 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.

Fines: A financial cost applied to the student or organization as predetermined on existing policies.

No-contact directive: This action is implemented at the discretion of a hearing officer directing a student to avoid initiating contact with another member of the University community and may include limiting access to areas to avoid incidental contact. Restricted contact includes direct interactions in person or through technology as well as the use of third parties to interact.

Loss of privileges: A student/student organization may be denied specific privileges for a designated period of time. These privileges include but are not limited to access to specific buildings, facilities, residence hall assignment and participation

in extracurricular activities. When a No Trespass Order is issued as a sanction in a student disciplinary matter, the Office of Student Conduct and Community Standards will forward notice of the No Trespass Order to the Millersville University Police Department. Students who violate such orders will be subject to further disciplinary action under the Student Code of Conduct, along with being cited or arrested for criminal violations.

Probation: This level of probation is intended to provide the student an opportunity to reflect on and learn from their conduct while increasing their awareness of the impact of their conduct on themselves and others and of the University's behavioral expectations. Additional violations during this period will result in more serious sanctions by the Office of Student Conduct and Community Standards.

Censure: Designated for a period of not less than a full academic year and not more than the remainder of the student's academic career at Millersville University. During a period of assigned "censure," a student may maintain membership with any student organization, group or team, but the student may not represent the University in any official leadership capacity or hold office or leadership position in any student organizations, groups or teams. Censure indicates to the student that further violation(s) of University regulations will result in more stringent conduct action, including but not limited to suspension or expulsion from the University.

Suspension: The loss of privileges of enrollment for a designated period of time, up to four semesters, 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, including distance-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, if a person is found to be present on University property without permission from the Office of Student Conduct and Community Standards, they will be subject to 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 or the Vice President for 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 make an appointment with the Vice President for Student Affairs and Enrollment Management to arrange for a readmission meeting.

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.

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 Department of Campus Life. 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.

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 reference the offices of Housing and Residential Programs and Office of Student Accounts fee schedules for more details.)

Counseling: The student will need to provide verification from a 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 written statement that the treatment plan will include the following outcomes: (1) development of effective coping strategies to help deal with the pressures (peer and otherwise) one is facing, (2) plans to achieve a healthier balance in life and (3) identification of tools and resources to achieve psychological well-being.

B. *Previous Disciplinary Sanctions*

Previous disciplinary sanctions of any kind involving the respondent may be considered in determining an appropriate sanction upon a determination of responsibility. This information is only considered at the sanction stage of the process.

C. *Timing*

The disciplinary sanctions will be implemented as soon as is feasible, either upon the outcome of any appeal or the expiration of the window to appeal without an appeal being requested.

11. Disciplinary Sanctions Against Employees, Officials and Volunteers

A. *Possible Disciplinary Sanctions*

Disciplinary sanctions imposed on an employee for violating this policy, subject to an applicable collective bargaining agreement or University/system policies, may include a penalty up to and including separation from employment.

Disciplinary sanctions imposed on an official or volunteer may include a penalty up to removal or the request for removal of the official or volunteer from their respective position.

B. *Timing*

The disciplinary sanctions will be implemented as soon as is feasible, either upon the outcome of any appeal or the expiration of the window to appeal without an appeal being requested.

12. Appeals by Where the Respondent Is a Student

A. Each party may appeal the dismissal of a formal complaint or any included allegations or a determination of responsibility on the following grounds:

1. A procedural irregularity under the University policy or procedures that affected the hearing outcome.
2. New evidence that was not reasonably available through the exercise of reasonable diligence at the time of the hearing or dismissal of the formal complaint that could affect the outcome of the matter.
3. The Title IX Coordinator, investigator(s) or decision maker(s) had a conflict of interest or bias for or against an individual party, or for or against complainants or respondents in general, that affected the outcome of the matter.
4. The disciplinary sanction imposed was arbitrary or capricious.

B. Appeals must be filed in writing within five days of being notified of the decision and must indicate the grounds for the appeal.

C. The submission of an appeal stays any disciplinary sanctions for the pendency of an appeal. Supportive measures and remote-learning opportunities remain available during the pendency of the appeal.

D. If a party appeals, the University will notify the other party in writing of the appeal as soon as practicable; however, the time for appeal shall be offered equitably to all parties and shall not be extended for any party solely because the other party filed an appeal. If the basis of the appeal is the disciplinary sanction imposed was arbitrary or capricious, the other party will be given five days to respond to the disciplinary sanctions basis of appeal after being notified of the appeal.

E. Appeals will be decided by the Vice President for Student Affairs and Enrollment Management or designee, who will be free of conflict of interest and bias, and will not serve as an investigator, Title IX Coordinator, advisor or decision maker in the same matter.

F. The appealing party must meet its burden to demonstrate the outcome was affected by a preponderance of the evidence. The role of the Vice President for Student Affairs and Enrollment Management or designee is to not reweigh the evidence, but to conduct an independent review of the original hearing process, factual record or sanction to determine whether sufficient evidence supports the decision rendered by the decision maker(s).

G. The outcome of the appeal will be provided in writing to both parties simultaneously and include rationale for the decision.

RIGHTS/RESPONSIBILITIES

A. Reports and formal complaints have different meanings. An individual has a right to make a report of sexual misconduct to the University, which may be accompanied by a request for supportive measures. An individual also has a right to make a formal complaint of sexual misconduct, which is a request to initiate the University's informal resolution process or a formal disciplinary process, which includes an investigation and may proceed to a hearing.

B. Prior to the conclusion of a sexual-misconduct investigation, the complainant may request to withdraw the formal complaint by contacting the Title IX Coordinator/designee in writing. The Title IX Coordinator/designee will determine whether to close the case or conclude the investigation without the complainant's continued participation.

C. An individual also has the right to report sexual misconduct to law enforcement, separate and apart from any report or formal complaint made to the University.

Victims and witnesses of sexual misconduct have the right to be assisted by the University in notifying law enforcement authorities of sexual misconduct, or they can decline to notify such authorities.

E. Witnesses and parties cannot be compelled to participate in the hearing and have the right not to participate in the hearing free from retaliation.

F. Each party who is charged with a violation of this policy where jurisdiction is appropriate has a right to a hearing and for an advisor to cross-examine parties and witnesses.

G. At the time a report is made, the reporting party does not have to decide whether to file a formal complaint or make a report of sexual misconduct to law enforcement.

H. An affected party has the right to request supportive measures from the University, which may include interim contact restrictions.

I. The reporting party has the right to seek medical treatment to address physical and mental health and to preserve evidence.

J. Parties may also have options to file civil actions in court or with administrative agencies.

K. To file a formal complaint, please contact the Title IX Coordinator/designee.

L. After experiencing a crime of dating violence, domestic violence, sexual assault or stalking, victims after making a report will be provided information of a written notification of rights and options for victims of these crimes.

Prevention Statement

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: millersville.edu/sexualviolence/index.php.

All students and employees within 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 17) 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 own unique campus when designing these programs to ensure they are:

- Culturally relevant,
- nclusive 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 17.) They'll also talk about how consent is defined within our jurisdiction, which you can also find on page 17 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 44–46 within this ASR.

WHAT'S THE DIFFERENCE BETWEEN PRIMARY PREVENTION AND AWARENESS?

PRIMARY PREVENTION	AWARENESS
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 healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe directions.	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.
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,
- dentifying 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 measurably and systematically reduced within a community. Bystander intervention as a way of violence prevention is becoming popular within society. Its mission is to reduce power-based violence by being a 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 engage in 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 millersville.edu/titleix.

PROGRAM NAME/ DESCRIPTION	WHO'S IT FOR?	WHEN/HOW CAN I ACCESS IT?
Ex: CLERY BYSTANDERS • We've all been in situations that may feel uncomfortable and dangerous. This program gives you tools and strategies for bystanders to help out in a way that feels comfortable for them.	Students	Monthly in residence halls

Campus Sex Crimes Prevention Act of 2000

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

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

Important Changes to Crime Reporting

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

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

Campus – Any building or property owned or controlled by the University 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 a student organization recognized by the University, or a building or property (other than a branch campus) owned or controlled by the University in direct support of the institution's educational purposes, and is not within a reasonably contiguous geographic area.

Public Property – All public property that is within a reasonably contiguous geographic area to the institution and is adjacent to property owned or controlled by the University.

NOTE: Property owned or controlled by Millersville University is adjacent to properties patrolled by Millersville Borough, Manor Township and Lancaster City police departments.

Reporting a Crime

Millersville University understands the amount of strength and courage that is required to come forward and disclose sexual misconduct. Be it harassment, assault, sexual exploitation, stalking or dating violence, Millersville University takes your right to privacy seriously. Because the safety of our students, faculty and staff is of our utmost concern, we are not always able to grant complete confidentiality in a sexual-misconduct case; however, we will, to the extent possible, do our best to protect your privacy while meeting the University's legal obligations.
For those members of the campus community who wish to report a criminal incident, be they the victim, witness or a third party, including campus security authorities, the University encourages accurate and prompt reporting; reports can be made through the University Police website.

ON CAMPUS:

To reach the reporting screen,

- Go to millersville.edu/police/police/report.php on the University Police website.
- Fill in the blanks. Do NOT use this to report a crime in progress, as this site is not regularly monitored.
- You may also use the Clery Incident Form located on the MUPD home page; just print, complete and forward to the University Police, 237 N. George Street, Millersville, PA 17551. Confidential reporting forms are available at the following locations in addition to the Millersville University Police Department:
- Title IX Coordinator – Human Resources, Dilworth Hall, 20 Dilworth Rd.

- The Office for Student Affairs and Enrollment Management, Student Memorial Center – 21 S. George St.
- Center for Health Education and Promotion, Montour House – 16 S. George Street
- Human Resources, Dilworth Building – 20 Dilworth Dr.
- Counseling Center, 3rd floor, Lyle Hall – 40 N. Dilworth Dr. (for confidentiality reporting)
- Health Services, Witmer Building – 4 McCollough Dr.
- The Ware Center – 42 North Prince St., Lancaster

NONCAMPUS:

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

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

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

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

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

Missing Residential Student Notification Policy

PURPOSE

To establish policy and procedures for the Millersville University community regarding the reporting, investigation and notification of others when a residential student is believed missing.

SCOPE

The application of this policy is directed primarily to residential students living in campus facilities. All members of the University community share responsibility for reporting to designated University officials and police when they believe that a student is missing.

OBJECTIVE

To clearly define a protocol for reporting missing residential students.

DEFINITIONS

- Residential Student: A student who resides in campus housing, has signed a housing agreement and is currently enrolled at the University.
- Missing: A residential student is presumed missing if he or she is unaccounted for over a 24-hour period.
- Community Members: Community members are defined as all Millersville University faculty, staff members, clerical personnel, administrators and students.
- Designated University Officials: Shall include those persons designated as Campus Security Authorities, the Office of the Vice President for Students Affairs, HARP administration and staff, and the University Police Department.
- Health and Safety Purposes: Conditions which constitute a possible imminent threat to an individual student or to a group of students in the residential setting.

ADMINISTRATIVE POLICY

Administrative policy is consistent with Millersville University's commitment to student safety; this policy establishes notification procedures in the event that a residential student is defined as missing. Specific requirements are outlined as follows:

- Residential students will be informed at the beginning of the housing registration process that he or she has the option to register a confidential contact person to be notified in the case that the student is determined to be missing. This person will be contacted by Student Affairs/Millersville University Police within 24 hours after the time the student is determined to be missing. Residential students are responsible for ensuring that the contact information is current and accurate.
- Residential students under the age of 18 and not emancipated will be informed that Student Affairs/Millersville University Police is required to notify a custodial parent or guardian within 24 hours after the time the student is determined to be missing.
- Only the Office of the Vice President for Students Affairs, HARP administration and law enforcement officers in furtherance of a missing person investigation may have access to the confidential contact person's information.
- Millersville University Police will immediately notify the appropriate law enforcement agencies upon determination that a student is missing, even if the student did not register a contact person.
- If circumstances warrant, this policy and procedure may be implemented in less than 24 hours.

RESPONSIBILITIES

The Millersville University Police will be responsible for the following:

- Providing notification of this policy in the Annual Campus Security Report.

- Initiating the emergency contact procedures, which include notifying the designated confidential contact persons, custodial parents, legal guardians, University officials and other law enforcement agencies as appropriate.
- Coordinating any campus-based investigation into a missing residential student, which shall include the assistance of Student Affairs personnel.
- University Police, HARP and the Office of Student Affairs will work together to notify all primary parties contacted during the investigation that the case has been brought to closure.

The office of Housing and Residential Programs shall be responsible for the following:

- Serving as the site for residential students who wish to register a confidential contact person.
- Maintaining the registry of the confidential contact people.
- Reporting any missing residential student to the Millersville University Police.
- Students may choose to report a missing student to HARP staff, who in turn will contact and assist the Millersville University Police.

PROCEDURES

The following missing student notification procedures will go into effect within 24 hours of the determination that a student who lives in on-campus student housing has been missing for 24 hours. The Millersville University Police in cooperation with Student Affairs staff members will implement the following investigative procedures when a missing student report is received from a community member:

- Attempt to call the alleged missing person using the phone numbers supplied to the University.
- Talk with HARP staff members to determine if the missing person has been seen.
- Have HARP staff members check the assigned room and also have them talk with neighbors, friends and roommates to see when the missing person was last seen.
- Check the card access system log to determine when the missing person last entered the housing facility.
- Contact University Dining Services to determine when the missing person last used their meal plan.
- Check the missing person's email account to determine the last time it was used.
- Contact the missing person's faculty members to determine class attendance.
- Consult with the Counseling Center staff and Health Center staff to see if the missing person has been seen at either location.
- HARP staff may key into the room for health and safety purposes. Entry without designated notice shall only be with the approval of the director of HARP or a designee.
- If the missing student is determined to be under age 18, Student Affairs/Millersville University Police will contact the student's parent(s) or legal guardian within 24 hours.
- If the missing student is over the age of 18 and registered a confidential contact person, that person will be contacted by Student Affairs/Millersville University Police within 24 hours.
- When the missing student is located, verification information shall be secured to include a description of the health of the student and intention of returning to campus and/or classes. In addition, the student shall be encouraged to contact the confidential contact person.
- NOTE: Every effort will be made to balance the right to privacy with the issue of compliance to federal regulations and the interest of public safety.

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 anxiety, hallucinations, loss of muscle control, nausea and amnesia lasting up to 24 or more hours.

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

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

Protection From Abuse/ No-Contact Orders

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

Information regarding Protection From Abuse Orders and other legal remedies may be obtained by contacting the University Police or any of the following off-campus resources:

Domestic Violence Legal Clinic
14 South Duke Street
Lancaster, PA 717-291-5826

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

Lancaster County Court of Common Pleas
co.lancaster.pa.us/253/Protection-From-Abuse

Safety Tips and Guidelines for Active-Shooter Incidents

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

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

ALICE Active Shooter Response Training

ALICE training: Teaching how to respond when an intruder threatens.

ALICE 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 ALICE program or for training, contact Pete Anders, Chief of Police, at Peter.Anders@millersville.edu, or visit millersville.edu/police/run-hide-fight.php, which includes the Department of Homeland Security Run, Hide, Fight video.

Campus Crime Reporting for University Employees

The Millersville University Police Department is responsible for gathering and publishing accurate and prompt reporting information required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, a federal law generally known as the Jeanne Clery Campus Safety Act. A copy of the University Police publication that provides information about this law is available at Boyer Building (37 West Frederick St.) or at 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 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 crime took place on the campus of Millersville University, it should be reported to the University Police at 717-871-4357. If the incident occurred off but contiguous to the campus, it should be reported to the police department having jurisdiction. If you or the victim/witness is unsure of which police department to contact, the University Police will assist you in determining the appropriate one to notify.

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

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

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

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

Annual Crime Statistics – The Ware Center

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

Crime data statistics for Millersville University's Ware Center campus were requested from Lancaster City Bureau of Police. At the time of this report, that data has not been received.

REPORTED CRIMES	ON CAMPUS			NONCAMPUS			PUBLIC PROPERTY		
Crime Category	**2023**	**2024**	**2025**	**2023**	**2024**	**2025**	**2023**	**2024**	**2025**
Murder/Non-Neg. Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	1	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	1	0	0	0	0
ARRESTS	**2023**	**2024**	**2025**	**2023**	**2024**	**2025**	**2023**	**2024**	**2025**
Liquor Laws	0	0	0	0	1	0	0	0	0
Drug Laws	0	0	0	1	0	0	0	0	0
Weapons Laws	0	0	0	0	0	0	0	0	0
DISCIPLINARY REFERRALS	**2023**	**2024**	**2025**	**2023**	**2024**	**2025**	**2023**	**2024**	**2025**
Weapons Laws	0	0	0	0	0	0	0	0	0
Drug Laws	0	0	0	0	0	0	0	0	0
Liquor Laws	0	0	0	0	0	0	0	0	0
VAWA OFFENSES	**2023**	**2024**	**2025**	**2023**	**2024**	**2025**	**2023**	**2024**	**2025**
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	1	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
Sexual Assault	0	0	0	0	0	0	0	0	0
Sexual Harassment	0	0	0	0	0	0	0	0	0
Sexual Explotation	0	0	0	0	0	0	0	0	0

*The two crime incidents that took place occurred in Lancaster city's parking garage, where students park. Everyone is always reminded to be aware of your surroundings when inside a parking garage.

HATE CRIMES	RACE												GENDER												GENDER IDENTITY												SEXUAL ORIENTATION											
	2023				2024				2025				2023				2024				2025				2023				2024				2025				2023				2024				2025			
Crime Category	O	R	N	P	O	R	N	P	O	R	N	P	O	R	N	P	O	R	N	P	O	R	N	P	O	R	N	P	O	R	N	P	O	R	N	P	O	R	N	P	O	R	N	P	O	R	N	P
Murder/ Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Larceny Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Destruction, Damage or Vandalism of Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

HATE CRIMES	ETHNICITY												NATIONAL ORIGIN												DISABILITY												RELIGION											
	2023				2024				2025				2023				2024				2025				2023				2024				2025				2023				2024				2025			
Crime Category	O	R	N	P	O	R	N	P	O	R	N	P	O	R	N	P	O	R	N	P	O	R	N	P	O	R	N	P	O	R	N	P	O	R	N	P	O	R	N	P	O	R	N	P	O	R	N	P
Murder/ Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Larceny Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Destruction, Damage or Vandalism of Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

CRIME CATEGORY KEY: "O" - On Campus | "R" - Resident Hall | "N" - Noncampus | "P" - Public Property

PREFACE: Millersville University Main Campus 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 cautions those reading the report against a misinterpretation that there was a significant change in crime either "noncampus" or at the adjacent student housing in Millersville Borough. Millersville University Police have not seen a significant variance in crime with 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, Reighard Hall and Shenks Hall and are housing properties owned by Student Lodging Inc. Millersville University does not own or control Student Lodging Inc. properties; however, it does manage Reighard and Shenks halls. All of these properties are within Millersville Borough contiguous to Millersville University. The initial change was made for the 2013 Annual Security Report upon guidance from PA's State System of Higher Education (PASSHE) counsel following an interpretation the Department of Education provided to another PASSHE institution.

- In 2023, 2024 and 2025, Millersville University did not have any Clery-reportable crimes that were unfounded, including the VAWA offenses.
- The VAWA incidents in the chart were reported to Millersville University Police or the Title IX Coordinator.
- Data for the public property (local police departments: Manor Township, Millersville Borough, Manheim Township, Pequea Township) is not broken down by student involvement and may be included in MU statistics.
- No crimes were reported to the University Police from any off-campus training facility.
- Sex offenses may be unsubstantiated due to third-party reporting.
- University Police incident totals may differ from totals published in the Uniform Crime Report due to the counting of confidential and anonymous reports.
- Judicial Affairs data may count offenses in more than one area.
- Millersville University uses an off-campus site for instruction and training of students.
- 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 2024 year.

Crimes That Must Be Reported

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

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

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

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

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

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 and Nonnegligent Manslaughter – The willful killing of another.

Negligent Manslaughter – The killing of another through gross negligence.

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

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

Stalking – A person who is stalking engages in a course of conduct or repeatedly commits acts toward another person, including following the person without proper authority, under circumstances which demonstrate either an intent to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person.

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

Fire Safety Information

Note: No residential housing is available at the Ware Center. General Fire Safety information is below.

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

Fire safety at Millersville University includes an assortment of measures directed at preventing fires and enhancing the safety of all visitors and members of the campus community. At Millersville, fire safety is a cooperative endeavor reflecting the efforts of members of Facilities Management, Environmental Health and Safety, Housing and Residential Programs, campus faculty, University Police, Student Lodging Inc., and Blue Rock Fire and Rescue (Millersville-area fire department). This cooperative relationship includes testing of fire alarms and systems, fire drills, the drafting of a fire safety campus policy and preplanning in high fire-potential areas of the campus. The Ware Center in Lancaster is covered by the Lancaster City Fire Department, a paid department with three engine companies.

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

For your safety, the University recommends the following:

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

If you would like more information about fire safety, contact Patrick Weidinger, the Millersville University Director of Safety and Environmental Health, at 717-871-4240; Tom Waltz, the Millersville University Assistant Vice President for Facilities, at 717-871-7245; or Police Chief Pete Anders of the Millersville University Police Department at 717-871-4357.

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

Fire Drills

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

Prohibited Items and Activities – Fire Safety

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

- Smoking, including e-cigarettes
- Candles, incense burners, oil lamps, hookahs
- Hoverboards, e-cigarettes
- Flammable or combustible chemicals 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, strobe 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 Evacuation Procedures – Building Evacuations

- If you see a fire or other emergency requiring people to leave the building, activate the building alarm and leave the building immediately. Do not delay your exit – get out right away.
- When the building alarm sounds, walk quickly to the nearest marked exit, and leave the building.
- • Know the location of the nearest fire exit, and have an alternate exit pathway identified if your primary exit is blocked by smoke or flame.
- Do not use the elevator.
- Once outside, move a safe distance away from the building (at least 100 feet); do not block emergency responders as they enter the building.
- Do not return to an evacuated building until the all-clear sign is provided by the fire chief, a police officer, the EHS director or other official.
- If your building has established a designated assembly point, go there and stay at the assembly point until a head count is taken.

Fire Safety Education and Training Programs

Fire safety education and training programs include fire safety training for all new and current RAs and GAs working in on-campus student housing facilities.

The Millersville University Fire Safety Program is part of MU's Accident and Illness Prevention Program (AIPP). The AIPP can be found here: millersville.edu/hr/ehs/ehs-forms/aipp.pdf.

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

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

Report vandalized or improperly maintained fire alarms or detection equipment to the Millersville University Facilities Assistant Vice President for Facilities, Tom Waltz (717-871-7874), or the Director of Environmental Health and Safety, Patrick Weidinger (717-871-4240).

Learn the locations of fire exits and fire extinguishers.

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

Reporting That a Fire Occurred

Call 911 to report a fire.

Other contact information:

Millersville University Police
Chief Pete Anders – 717-871-4357

Lancaster Bureau of Fire
Fire Chief – 717-291-4869

Blue Rock Fire and Rescue
Fire Chief Duane Hagelgans – 717-872-9345

Millersville Borough Police
Chief of Police – 717-872-4645

Millersville University Facilities
Assistant Vice President for Facilities Tom Waltz – 717-871-7874

Student Services Inc.
CEO Geoff Beers – 717-871-5898

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

Plans for Future Improvements in Fire Safety

Millersville University is currently in the process of upgrading all of the existing Siemens MXL-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.

Millersville University Addresses

(Nonresidential Buildings)

Building	Address
Adams House	2 North George St.
Allegheny House	21 East Frederick St.
Armstrong House	23 East Frederick St.
Athletic Storage Building (track shed)	Pucillo Dr.
ATM Building	29 Centennial Dr.
Bard Hall	60 Brooks Dr.
Bennett J. Cooper Baseball Field	221 North Prince St.
Berks House	233 North George St.
Biemesderfer Executive Center	101 North George St.
Biemesderfer Field & Stadium	35 Pucillo Dr.
Bishop Building	157 Creek Dr.
Blair House	160 Creek Dr. (previously listed as 165)
Boyer Building	37 West Frederick St.
Breidenstine Hall	46 East Frederick St.
Brooks Gym	40 Brooks Dr.
Brossman Hall	110 Pucillo Dr.
Luek Hall (Formerly Byerly Hall)	24 Pucillo Dr.
Caputo Hall	50 East Frederick St.
Carpenter-Trout Weight Training Bldg.	45 Pucillo Dr.
Chester House	135 North George St.
Columbia House	215 North George St.
Creek Lodge	198 Creek Dr.
Cumberland House	2 South George St.
Dauphin House	19 East Frederick St.
Delaware House	104 North George St.
Dilworth Building	20 Dilworth Rd.
Duncan Alumni House	205 North George St.
Dutcher Hall	30 Ganser Loop
Francine G. McNairy Library & Learning Forum	9 North George St.
Franklin House	6 North George St.
Fulton House	4 South George St.
Gerhart Hall	22 East Frederick St.
Gordinier Hall	40 James St.
Hash Building/Bassler Hall	10 North George St.
Huntingdon House	8 South George St.
Jefferson Hall (Old Stayer Education Center)	164 West Cottage Ave.
Juniata House	139 North George St.
Lancaster House	46 West Cottage Ave.
Lebanon House	237 North George St.
Lombardo Welcome Center	88 James St.
Luzerne House	8 South High School Ave.
Lyle Hall	40 Dilworth Rd.
McComsey Hall	43 East Frederick St.
Mercer House - 30	30 West Cottage Ave.
Mifflin House	220 North Prince St.
Montgomery House	165 Creek Dr. (previously listed as 160)
Nichols House	18 Creek Dr.
North Prince Street Parking Garage	245 North Prince St.
Northampton House	26 West Cottage Ave.
Northumberland House	219 North Prince St.
Osburn Hall	40 East Frederick St.
Palmer Building	153 Creek Dr.
Perry House	18 East Frederick St.
Philadelphia House	34 West Frederick St.
Pike House	227 Cove Dr.
Pucillo Gym	105 Pucillo Dr.
Pucillo Soccer Field Pressbox	101 Pucillo Dr.
Pucillo Softball Field (Now Seaber Softball Field)	125 Pucillo Dr.
Roddy Greenhouse	50 East Frederick St.
Roddy Science Center	50 East Frederick St.
Salt Storage Building	157 Creek Drive
Schuylkill House	22 West Cottage Ave.
Somerset House	225 North George St.
Stadium Storage Building (Ike)	Pucillo Dr.
Stayer Hall	51 Lyte Rd.
Student Memorial Center	21 South George St.
Susquehanna House	29 East Frederick St.
Susan P. Luek Hall (formerly Byerly Hall)	24 Pucillo Dr.
Switchgear Building (old Electrical Substation)	89 Centennial Dr.
Tanger House – President's Residence	10 Hemlock Lane
Tin Shop	11 Ganser Loop
Tioga Pole Barn	165 Creek Drive, rear
Trolley Barn	143 West Frederick St.
The Ware Center (Downtown Lancaster)	42 North Prince St. (Lancaster)
Water Tower	168 West Cottage Ave.
Wickersham Hall	34 Dilworth Rd.
Winter Visual & Performing Arts Center	60 West Cottage Ave.
Witmer Building	4 McCollough St.
York House	68 West Cottage Ave.

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)	717-872-4688
Millersville Fire Company (Business)	717-872-9345
MU Center for Health Education and Promotion	ext. 4141

Adjacent Police 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
53 Marticville Road
Lancaster, PA 17603
https://pequeatwp.org/important-links-contacts/

Registered Student Organizations 2025

Registered Organizations - FULL SERVICES

- Acacia
- Accounting and Finance Club
- ADAPT
- Aevidum U
- All Campus Musical Organization (ACMO)
- Alliance for Social Change
- Alpha Sigma Alpha (ASA)
- Alpha Sigma Tau (AST)
- Alpha Xi Delta
- American Association of University Women (AAUW)
- American Chemical Society
- American Meteorological Society
- American Society of Safety Professionals
- Art Club
- Association of Technology, Management and Applied Engineering (ATMAE) – Robotics
- Best Buddies
- Bible Campus Ministries (BCM)
- Black Student Union (BSU)
- Board Game Club
- Bowling Club
- Caputo
- Chaarg
- Chromatic
- Citamard Players
- Club Baseball
- Club Basketball of Millersville University
- Coding Club
- College Democrats
- College Republicans
- Color of Teaching Mentoring Program
- Conestoga Outdoor Club
- Construction Club
- Creative Writers Guild
- Cyber Defense Organization
- Dance Team
- Delta Phi Eta
- Delta Zeta
- DMAX
- Early Childhood Organization (ECHO)
- English Club
- Entomology Club
- Equestrian Club
- Expressions Dance
- Fellowship of Christian Athletes (FCA)
- Fencing Club
- Film Club
- First Gems of the 'Ville
- Food Recovery Network
- Gender & Sexuality Alliance (Allies)/(GSA)
- Geology Club
- Her Campus Millersville
- Hillel
- Honors College Student Association
- Ice Hockey Club
- Interactive Design Club
- International Association of Emergency Managers
- Jazz Bands
- Jewelry and Metal Arts Guild
- John Newman Association
- Kappa Delta Pi
- Lacrosse Club, Men's
- Lambda Chi Alpha
- Marauder Glee Club
- Marauder Graphics
- Marauder Music
- Marauder Video Productions
- Marching Band
- Martial Arts Club
- Math Club
- Mathematics Educators
- Middle Eastern Studies Organization
- Model United Nations
- Muslim Student Association of Millersville University
- MUTV99
- National Association for Music Education
- National Association for the Advancement of Colored People (NAACP)
- National Minority Teacher Association
- National Society of Leadership & Success (NSLS)
- Orchestra
- Panhellenic Council
- Paws on Deck
- Percussion Ensembles
- Phi Delta Theta
- Phi Mu Alpha Sinfonia
- Phi Sigma Pi
- Psychology Club
- Reformed University Fellowship (RUF)
- Relay for Life
- ROADS (Roundtable Organization of Abstract Discussions)
- Rugby Club, Women's
- Sigma Tau Gamma
- Single Reed Society
- Slip & Score Society
- Snapper
- Society of Manufacturing Engineers
- Society of Physics Students
- Society On Latino Affairs (SOLA)
- STAY
- Student Affiliates in School Psychology at MU (SASP)
- Student Alumni Association
- Student Business Association (SBA)
- Student Government Association (SGA)
- Student PSEA at MU
- Tau Kappa Epsilon
- Technology and Engineering Education Collegiate Association at Millersville University (TEECA)
- University Activities Board (UAB)
- Volleyball Club, Men's
- Wind Bands
- WIXQ 91.7 FM
- Share Meals
- Social Justice Beyond Borders
- Softball Club of Millersville University
- Technology Career Network at Millersville University
- Volleyball Club, Women's

Registration in Progress

- Alpha Phi Alpha
- American Choral Directors Association
- American Sign Language Learners Club
- AniMU: The Anime and Video Gaming Club at MU
- Biology Club
- CGC presented by NPHC NALFO & NMGC
- Choirs of Millersville University
- Circle K
- College Bible Fellowship (CBF)
- Delta Sigma Theta
- Essence Dance Team
- Fashion At Heart
- Flute Ensemble
- French Club
- Geography Club
- George Street Press
- German Club
- Gospel Choir
- Inter-Fraternity Council (IFC)
- Mu Sigma Upsilon Sorority Incorporated
- National Electronic Media Association
- National Society of Black Engineers
- Navigators
- Ocean Science Club
- Pennsylvania Association for Educational Communications and Technology Student Chapter of Millersville University (PAECT)
- Phi Alpha Theta
- Pre Health Club
- Public Relations Student Society of America
- Rugby Club, Men's
- Running Club
- Soccer Club, Men's
- Soccer Club, Women's
- Society of Motion Picture & Television Engineers (SMPTE)
- Spanish Club
- Submersible Research Team
- Super Smash Club
- Young Life
- Zeta Phi Beta Sorority Incorporated

No Registration Begun

- ADSE Super: Alliance for Diversity in Science and Engineering: STEM Undergraduates Preparing for Excellence in Research
- African and Caribbean Student Association
- Afterschool Corps (ASC)
- All Greek Council (AGC)
- Collegiate Middle Level Association
- Contra-Trebles
- Economics Society (Omicron Delta Epsilon)
- ENACTUS
- Ethiopian & Eritrean Student Association
- Footprints Praise Dance Ministry
- For Us Stepping Is Only Natural (FUSION) Step Team
- Global Marauders
- Helping Paws
- Kappa Alpha Psi
- Love Your Melon
- Magic Players of Millersville (Planeswalkers)
- Omega Psi Phi Fraternity Inc.
- Outdoor Sporting Association
- Paintball and Airsoft Club
- Pennsylvania Council of Social Studies
- Purple Party
- Roundnet Club of Millersville
- Spoon University
- Sustainability Club
- Team FTK (formerly Mini-THON)
- United Campus Ministry (UCM)
- University Christian Fellowship (UCF)
- 'Ville Sports Officials Association

Millersville University Employee Complaint and Investigation Procedures

COMPLAINT, INVESTIGATION AND DISCIPLINE PROCEDURES FOR REPRESENTED EMPLOYEES

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 Factfinding Investigation

- Each collective bargaining agreement includes a brief article on discharge, demotion, suspension and discipline. The following procedures have been developed based on the provisions of the relevant articles:
  - AFSCME Master Agreement – Article 28
  - AFSCME Memorandum – Article 28
  - SCUPA – Article 14
  - SPFPA Master Agreement – Article 27
  - OPEIU Master Agreement – Article 24
  - OPEIU Memorandum – Article 24
  - All employees – OA Management Directive 505.7, Personnel Rules, Chapter 13
- Upon review of the complaint and initial investigation, the Executive Director of Human Resources, along with the appropriate vice president, University legal counsel and/or University president, will make a preliminary determination as to whether the employee is able to continue to perform his or her duties, pending the outcome of the investigation and final determination.
  - If a preliminary determination is made which requires suspension, pending investigation, the respondent will be notified in person (when possible) and in writing as oon 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 employer will attempt to discipline the employee in such a manner so as not to embarrass the employee before the public or other employees, including the manner in which a suspended or discharged employee is escorted off of the employer's premises. It must be kept in mind, however, that where insubordination or flouting 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 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.
- 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. The respondent is entitled to have a union representative present during any meeting in which allegations are to be made which the respondent reasonably believes could lead to discipline, but that individual is 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.
- The Executive Director of Human Resources will convene a predisciplinary conference with the respondent, other relevant parties (typically the employee's supervisor) and, if requested by the respondent, a union representative.
- The Executive Director of Human Resources runs the predisciplinary 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 completion of the predisciplinary conference, the investigator will consider any additional information provided and interview any additional individuals named by the respondent.

Discipline

- Following the predisciplinary conference, the Executive Director of Human Resources determines whether discipline is warranted and, if warranted, the appropriate level of discipline. 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, 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.
- 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

- AFSCME Master Agreement and Memorandum: Except during the probationary period, an employee may appeal a demotion, suspension or discharge beginning at the third step of the standard grievance procedure/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, as appropriate.
- OPEIU 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 grievance procedure, within 12 working days of the date of its occurrence.

COMPLAINT, INVESTIGATION AND DISCIPLINE PROCEDURES FOR COACHES REPRESENTED BY APSCUF

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 Factfinding Investigation

- Article 22 of the APSCUF (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 any 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.
- If the complainant 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.
- The Human Resources office, typically the Executive Director of Human Resources, will identify a cofactfinder to assist with the investigatory process. The cofactfinder is typically the University's Title IX Coordinator or another nonrepresented employee within the same division.
- 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 22 of the APSCUF coaches 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 allegations 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 factfinding report and submit said report to the Vice President for Student Affairs and Enrollment Management and the University president, who will determine whether a predisciplinary conference is necessary.
- If necessary, the president will convene a predisciplinary conference with the respondent, Vice President for Student Affairs and Enrollment Management, Executive Director of Human Resources and, if requested by the respondent, an APSCUF representative.
- Prior to the predisciplinary conference, the coach must receive a complete and unredacted copy of the factfinding report, along with any supporting policies or procedures or other documents considered part of the investigation.
- The Executive Director of Human Resources runs the predisciplinary 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 predisciplinary conference, the University president, with advisement from the Vice President for Student Affairs and Enrollment Management 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 predisciplinary 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 coach may grieve a demotion or suspension only to the extent that an arbitrator can determine if the offense occurred as charged.

COMPLAINT, INVESTIGATION AND DISCIPLINE PROCEDURES FOR FACULTY REPRESENTED BY APSCUF

Complaints

- Complaints can be filed through the Title IX online reporting system (Maxient) or through the Human Resources office (primarily the 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 Factfinding 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 or any other person, 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 cofactfinder to assist with the investigatory process. The cofactfinder 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 allegations 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 factfinding report and submit said report to the Vice President for Academic Affairs and provost and the University president, who will determine whether a predisciplinary conference is necessary.
- If necessary, the president will convene a predisciplinary conference with the respondent, provost, Executive Director of Human Resources and, if requested by the respondent, an APSCUF representative.
- Prior to the predisciplinary conference, the faculty member must receive a complete and unredacted copy of the factfinding report, along with any supporting policies or procedures or other documents considered as part of the investigation.
- The University president runs the predisciplinary 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 predisciplinary conference, the University president, with advisement from the Vice President for 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 predisciplinary 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 40 working days of the date of its occurrence.

Student Conduct and Community Standards Handbook

SECTION A

Purpose

The purpose of this handbook is to inform students of their rights and responsibilities regarding the standards of conduct for the Millersville University community. In addition to providing a civic educational environment for intellectual pursuits, Millersville University is concerned with developing socially responsible citizens, ensuring the welfare and freedom of all members of the University community and protecting individual rights.

Preamble

The Student Code of Conduct supports Millersville University's educational mission by setting forth standards of conduct for students and student organizations that are intended to sustain an environment for educational pursuits and individual development. The Code of Conduct also establishes due-process procedures that respect individual rights and freedoms. It is the charge of the Office of Student Conduct & Community Standards to balance between holding students accountable and creating a positive environment for learning. The University takes an educational approach to the enforcement of the Code of Conduct, intending that adherence to the Code will be a means for students to learn the importance of their responsibilities and the value of their rights. If a student feels as though their rights have been violated, they have the ability to file an incident report with the Office of Student Conduct & Community Standards. The Office of Student Conduct & Community Standards will diligently follow up on all complaints. The University appreciates every student's right to make a complaint and does not tolerate retaliation. Any form of retaliation will be taken very seriously, and students will be held accountable accordingly.

In accordance with Title IX of the Education Amendments of 1972, it shall be the policy of Millersville University to prohibit the harassment and discrimination of students on the basis of sex. Furthermore, the University's obligation is to provide educational programs and activities that do not discriminate on the basis of sex. The University will promptly investigate all allegations of sexual misconduct, harassment or discrimination and will take appropriate corrective action, up to and including formal discipline, against individuals who violate the University's policies.

Procedures for reporting allegations of sexual misconduct are set forth in section F of this document.

Jurisdiction

The Student Code of Conduct applies to all students and student organizations of Millersville University. "Student" for the purposes of the Student Code of Conduct refers to any person who accepts an offer of admission indicating intention to enroll at the University, including participation in a course or participation in a University-sponsored program. A person who is not enrolled for a particular semester, but who otherwise has a continuing relationship with the University, including students who are on a medical leave of absence or serving an academic or disciplinary suspension, is a "student" for the purposes of this Code.

The classification of student is not limited to the physical campus of the University. Concern for the conduct of students extends to satellite and remote locations, wherever University operations are conducted, including the virtual, online learning environment of a student. Students will also be held responsible for their conduct regardless of their place of residence or whether their conduct occurred on or off campus.

The Code also applies to any group of students who have complied with the University requirements for recognition as a student organization. Members of a student organization may be individually held responsible or charged as a group for infractions and violations of the Code.

SECTION B: STUDENT CODE OF CONDUCT

Millersville University wants to ensure that all of our students and student organizations have an exceptional, productive and challenging educational experience in a civil and safe environment. In order to maintain such an environment, Millersville University has adopted this Student Code of Conduct in support of its mission to prepare students to become well-rounded individuals who become involved in productive roles as civic and community-engaged leaders and citizens.

The purpose of the Student Code of Conduct is not solely to punish students for transgressions but to help them understand and accept their obligations as citizens of this academic community. The Student Code of Conduct reflects the University community's concern that students and student organizations on our campus and in our communities maintain the highest standards of conduct. It guarantees due process and protects the individual freedoms of our students while holding students accountable for conduct that violates the terms of the Student Code of Conduct. Students are responsible for the actions of their invited guests. Violation of any policy by a guest of a Millersville University student may subject that student to disciplinary action via the Code of Conduct. Disciplinary action may be imposed on a student whose conduct violates the Code, whether that conduct occurs on or off campus. The Student Code of Conduct details the rules and regulations for students and student organizations. The Code of Conduct is reviewed annually by the Office of Student Conduct & Community Standards, and amendments to the Code must be approved by Millersville University's president and Council of Trustees.

The following is prohibited conduct:

V.1. Conduct threatening the welfare of others: Acts which cause harm to another person or oneself or threaten or endanger the health or safety of another person or oneself, or constitute harassing conduct. The prohibited conduct may be intentional or reckless and includes but is not limited to:

A. **Harassing conduct:** Engaging in conduct that is harassing, intimidating or threatening, or engaging in conduct that constitutes unlawful discrimination based on another person's race, color, sex, sexual orientation, gender identity, religion, creed, age, national or ethnic origin, citizenship, veteran status or disability. This includes conduct involving electronic communication.

B. **Hazing:** The term hazing means any intentional, knowing or reckless act committed by a person (whether individually or in concert with other persons) against another person or persons regardless of the willingness of such other person or persons to participate, that;

I) is committed in the course of an initiation into, an affiliation with or the maintenance of membership in a student organization; and

(II) causes or creates a risk, above the reasonable risk encountered

in the course of participation in the institution of higher education or the organization (such as the physical preparation necessary for participation on an athletic team), of physical or psychological injury, including:

(aa) whipping, beating, striking, electronic shocking, placing of a harmful substance on someone's body or similar activity;

(bb) causing, coercing or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics or other similar activity;

(cc) causing, coercing or otherwise inducing another person to consume food, liquid, alcohol, drugs or other substances;

(dd) causing, coercing or otherwise inducing another person to perform sexual acts;

(ee) any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct;

(ff) any activity against another person that includes a criminal violation of local, state, tribal or federal law; and

(gg) any activity that induces, causes or requires another person to perform a duty or task that involves a criminal violation of local, state, tribal or federal law.

Student organization: The term student organization means an organization at an institution of higher education (such as a club, society, association, varsity or junior varsity athletic team, club sports team, fraternity, sorority, band or student government) in which two or more of the members are students enrolled at the institution of higher education, whether or not the organization is established or recognized by the institution.

For more information, please see, Millersville University Administrative Policy Anti-Hazing Policy
millersville.edu/campuslife/files/2025-anti-hazing-policy.pdf

January 1, 2026 Hazing Transparency Report:
millersville.edu/campuslife/hazing-prevention
Webpage provides hazing resources and the transparency report under Hazing Transparency Report tab on the this page.

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

Please note that all sexual-misconduct cases are resolved in accordance with Section F (the Sexual-Misconduct Policy) on page 52 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. All approved service of alcohol must adhere to the Alcoholic Beverages Administrative Policy found at millersville.edu/about/administration/policies/pdf/administration/alcoholic-beverages.pdf.

Accordingly, the following activities are prohibited:

A. Conduct involving the personal consumption and/or possession of alcohol in violation of the law, on or off campus.
B. Distribution of alcoholic beverages to minors (those under the age of 21).
C. Knowingly being in the presence of unauthorized use, possession or distribution of alcoholic beverages.
D. Public drunkenness.
E. Violations of the University Alcoholic Beverage Administration Policy

V.3. Drugs: Acts involving the manufacture, distribution, sale, exchange, use, offer to sell or possession of illegal drugs, narcotics, drugs not prescribed for the person in possession of the drug, or drug 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 medical marijuana. Marijuana (cannabis) is a controlled substance under federal law, and its possession and use, even for medical reasons, is prohibited on property owned or operated by the University or at 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 and 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; pellet, flare, tranquilizer, stun, spear or dart guns; knives with blades larger than a small folding knife; any cutting instrument where the blade is posed in an automatic way; daggers or swords; striking instruments, including clubs, truncheons and blackjacks; martial arts weapons; bow-and-arrow combinations; and explosive devices, ammunition or components 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 millersville.edu/policies/pdf/student-affairs/prohibiting-deadly-and-offensive-weapons.pdf.

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 hosted by 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 millersville.edu/academic-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 that is disorderly, disruptive or interferes with orderly University operations, including but not limited to:
    A. 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 employees/leaders, in the performance of their duties.
    B. 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, (d) tampering with or improper use of campus emergency phones, (e) failure to evacuate facilities upon the sounding of a fire alarm/drill or (f) creating any hazardous condition that endangers the health and safety of others.

C. Creating excessive noise or commotion.

D. Disrupting scheduled University programs and activities.

E. Obstructing vehicular and pedestrian traffic.

F. Deliberate acts that interfere with the use of University electronic resources.

G. False reporting of an emergency.

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

I. Forging, altering or misusing any document, record or any instrument of identification; includes possession of a fake 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 or his/her designee or the Director of Student Conduct & Community Standards or his/her designee 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 & Community Standards or his/her designee, the Associate Provost, the University's Conduct Board, the Vice President for Student Affairs or the president of the University.

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

N. Noncompliance with public health guidance or any institutional guidelines that are designed to address public health. Failure to comply with federal, regional, state or local directives of a public health crisis would fall under this violation.

V.6. Theft: No person shall engage in the theft or misappropriation of University-provided funds or property, including its electronic resources (see policy for Responsible Use) or the property or funds of another person, entity or organization.

V.7. Trespassing: Unauthorized entry or allowing 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 but not specified in this Student Code of Conduct, or 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.

A. Guest violations in the residence halls – i.e., failure to properly sign guests in and out of the buildings.

B. Allowing access to unregistered guests through doors other than the main door (this also constitutes V.7. Trespassing).

Prohibited conduct related to the sexual-misconduct policy can be found in Section F.

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 RESPONSIBLE ACTION POLICY

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 to the Office of Student Conduct & 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 & Community Standards web page. Please note that all emergencies/crimes should be immediately reported to the police by dialing 911.

- The Director of Student Conduct & Community Standards or designee will review incident reports and determine whether there are sufficient grounds to initiate the Student Conduct & Community Standards process for violations of the Student Code of Conduct.
- The University conduct process may proceed independent of any pending criminal or civil charges and actions. The Student Conduct & Community Standards process outcome, including sanctions in the University Student Conduct & Community Standards process, will be determined independent of other criminal or civil proceedings.
- Students will be notified in writing when a complaint of an alleged violation has been received by the Office of Student Conduct & Community Standards. The student shall respond as required by the notice. Failure to respond accordingly to the notice may result in further disciplinary charges.

RESPONSIBLE 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. 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 his/her 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 & 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 complaints, circumstances may arise which may limit the Office of Student Conduct & 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. millersville.edu/registrar/ferpaforstudents.php

These rights transfer to the student when they reach the age of 18 or attend 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 & Community Standards. FERPA does, however, allow for some disclosures without student consent.

In accordance with FERPA guidelines, 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 within the law 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 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 & Community Standards. Application of the Student Code of Conduct may proceed without a finding by a criminal or civil court.

- Citations: A nontraffic summary citation is a ticket issued when someone has committed a non-traffic-related summary offense. The citation is either handed directly to the defendant or sent via summons from a court of law. Both the Office of Student Conduct & Community Standards and local law enforcement will separately adjudicate 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 & Community Standards.

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 & Community Standards process and are neutral parties who have no influence on the outcome of the case.

SECTION D: STUDENT CONDUCT & 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 & Community Standards administers the Student Conduct & 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.

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 & Community Standards process, whether a parent, member of the University community, advocate or attorney. At the discretion of the hearing officer(s)/hearing board, one additional advisor may be allowed.

However, advisors may not speak in the process and 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.

ADMINISTRATIVE HEARING PROCEDURES

1. Upon receipt of a complaint of alleged violations of the Student Code of Conduct, the Office of Student Conduct & 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 University email with the date, time and location of the respondent's scheduled administrative hearing meeting.
2. Failure to appear at an administrative hearing meeting, administrative hearing, University Conduct Board or SCCS Title IX Panel hearing for the scheduled dates and times may result in a decision being made in the absence of the student, which might result in additional charges and sanctions, including Failure to Appear, 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 administrative hearing meeting and/or administrative or Conduct Board hearing.
4. The purpose of the administrative hearing meeting is to discuss the charges filed against a student. Students will then have the opportunity to have an administrative hearing immediately or request a hearing with the University Conduct Board. If the student requests a hearing with the University Conduct Board, the administrative hearing meeting will serve to support the student in explaining the hearing process and answer any questions they may have.
5. There are two types of formal hearings – an administrative hearing, facilitated by one University employee, and a Conduct Board hearing. A Conduct Board hearing is conducted by at least three University community members. University board members each have an equal vote in the outcome of the proceeding. Each member is trained in advance and prescreened on a case-by-case basis to eliminate familiarity with the involved parties.
6. The hearing officers or board members hold ultimate discretion over what records, exhibits and written statements may be accepted as information for consideration during the hearing. All procedural questions, including those regarding materials and testimony that will be presented during the hearing, are subject to the final decision of the hearing officers.
7. The hearing officer, or University Conduct Board chairperson, shares responsibility for maintaining order and decorum. They have the right to impose rules that are reasonable and necessary for an orderly and efficient hearing to take place. Any person who commits an action that interrupts the proceedings or refuses to comply with rules regarding behavior will be removed from the hearing. The hearing officer has the authority to direct the time of entrance and exit of all parties participating in the hearing. All hearings are closed proceedings.
8. During the administrative hearing, the respondent:
    a. Shall be informed that the hearing will be recorded. The recording shall be the property of the University. No other recordings will be permitted.
    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 & Community Standards advocate, who may consult with and advise the student/student organization but may not otherwise participate in the hearing.
9. Only those individuals involved with the proceedings will be admitted to the hearing.
10. The hearing officer/University Conduct Board 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.
11. Hearing decisions and sanctions 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.
12. All hearing procedures shall be carried out promptly, 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 in writing via University email to the complainant, respondent or student organization.
    b. The hearing officer/University Conduct Board 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 student or student organization.
    c. The respondent has the right to an appeal.

Administrative hearing meetings and University Conduct Board hearings will be an option only for cases that are not likely to end in suspension or expulsion and are only an option during the academic year.

APPEALS

1. Millersville University's appeals 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 rehearing 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(s) by submitting an appeal request form to the Office of Student Conduct & Community Standards within five business days following the hearing officer's decision.
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 that is relevant and may materially impact the decision issued by the Office of Student Conduct & Community Standards.

c. The sanctions issued were arbitrary and capricious.

4. The Director of Student Conduct & Community Standards or designee will review the appeal request and determine whether there is sufficient reason to initiate the appeals process. Any requests not meeting the above criteria will not be considered, and all original findings will be upheld. If granted, an individual appeal officer will review the case. The Appeal Form is available on the Office of Student Conduct & Community Standards web page at https://www.millersville.edu/studentconduct/files/archived/appeal.pdf.

5. Should the appeal officer conclude that the request meets any of the above noted reasons, the following actions may be taken by an individual appeal officer:

   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.

6. The appeal officer is responsible for reviewing findings made at administrative hearings. This is not a rehearing of the case. The respondent shall be notified of the date and time of the hearing review as well as the name of the appeal officer. During the appeal, the following process will be followed:

   - Pertinent records, exhibits and written statements may be accepted as information for consideration by the University appeal officer.
   - All appeal decisions are final.
   - The appeal is the final step in the Millersville University process.

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:

INTERIM SUSPENSION

Pending final action on charges of violating the Student Code of Conduct, the student may be subject to immediate suspension or loss of privileges if it is determined by the Vice President for Student Affairs or designee that the student's presence on campus may constitute a threat to the health, safety and welfare of the University community. In addition, a student may be placed on interim suspension if the student poses an ongoing disruption of, or interference with, the normal operations of the University.

If a student is placed on interim suspension, an administrative hearing will be scheduled within 10 class days to determine a final sanction. Unless extenuating circumstances prevent the facilitation of a hearing, the reversal of an interim suspension shall not be construed as a determination that the student is not in violation of the Student Code of Conduct. The University reserves the right to extend the required time period for exceptions based on the health and/or mental-health concerns that may impede the student's ability to effectively participate on his/her behalf. In such matters, the Vice President for Student Affairs or designee will have sole discretion.

During a period of interim suspension, students may not continue to participate in classes or participate in online or distance-education courses, participate in University activities and/or be on University property. The interim suspension shall remain in effect until such time as it has been modified by the Director of Student Conduct.

While on interim suspension, the student is responsible for the payment of all tuition and fees in accordance with the University payment policies. (Please reference the Department of Housing and Residential Programs and Office of Student Accounts fee schedules for more details.)

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

SANCTIONS

This action will be commensurate with the violation. The objective of sanctions is to provide the responsible student with a dynamic and active educative experience. The goal is to help the student better understand the impact of his/her conduct on themselves and on the community, and to help rebuild healthy communities, increase the violator's social capital, decrease the likelihood of future negative conduct, repair harm and restore relationships. The objective of this administrative imposition of sanctions is to hold accountable the responsible student with a proportionate penalty in response to their role in violating the Code of Conduct.

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/hearing board 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.

Censure: Designated for a period of not less than a full academic year and not more than the remainder of the student's academic career at Millersville University. During a period of assigned "censure," a student may maintain membership with any student organization, group or team, but the student may not represent the University in any official leadership capacity or hold office or a leadership position in any student organizations, groups or teams. Censure indicates to the student that further violation(s) of University regulations will result in more stringent conduct action, including but not limited to suspension or expulsion from the University.

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.

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.

Deferred action: Deferring the imposition of a standard sanction for a violation based on mitigating circumstances. Students imposed "deferred action" sanctions understand that any new misconduct for which a student is found responsible will result in the immediate imposition of

the sanction that was deferred, becoming effective immediately without further review. A sanction may be in deferred status for a limited period of time.

Educational development: Hearing officers/hearing board members may refer students found responsible for violations to campus resources to assist, educate or monitor the development of appropriate conduct, critical-thinking skills, mature decision-making skills, etc. These referrals are mandatory, and failure to complete a referral could result in additional charges by the Office of Student Conduct & Community Standards. Referrals may include a drug and alcohol education program or other appropriate program or resource.

Educational reflection: Students may be required to attend an educational program, produce an educational project, write an essay or participate in other such creative educational activities.

Ethical reflection: The student will write a 1–2-page reflection paper on the importance of ethical decision-making in an educational community. It is important to include in the paper a discussion of how one poor decision can impact an individual, a community and the person who makes the poor decision.

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 reference the Department of Housing and Residential Programs and Office of Student Accounts fee schedules for more details.)

Financial restitution: A student or student organization may be required to make payment to the University or to another specified person(s) or group(s) for damages incurred because of a violation of behavioral expectations.

Fines: A financial cost applied to the student or organization as predetermined on existing policies. (A table of fines is located at the end of this document.)

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.

Loss of privileges/No Trespass Order: A student/student organization may be denied specific privileges for a designated period of time. These privileges include but are not limited to access to specific buildings or facilities, residence hall assignment and participation in extracurricular activities. When a No Trespass Order is issued as a sanction in a student disciplinary matter, the Office of Student Conduct & Community Standards will forward notice of the No Trespass Order to the Millersville University Police Department. Students who violate such orders will be subject to further disciplinary action under the Student Code of Conduct, along with being cited or arrested for criminal violations.

No-contact directive: This action is implemented at the discretion of a hearing officer, directing a student to avoid initiating contact with another member of the University community and may include limiting access to areas to avoid incidental contact. Restricted contact includes direct interactions in person or through technology as well as the use of third parties to interact.

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 written statement that the treatment plan will include the following outcomes:

1. development of effective coping strategies to help deal with the pressures (peer and otherwise) one is facing,
2. plans to achieve a healthier balance in life, and
3. identification of tools and resources to achieve psychological well-being.

Parental notification: A student's parent or guardian may be notified of a violation of the Code of Conduct and the student's disciplinary record in accordance with the Family Educational Rights and Privacy Act (FERPA) (see page 48).

Probation: This sanction is intended to provide the student an opportunity to reflect on and learn from their conduct while increasing their awareness of the impact of their conduct on themselves and others, and of the University's behavioral expectations. Additional violations during this period will result in more serious sanctions by the Office of Student Conduct & Community Standards.

Reprimand: A student shall be warned, in writing, not to violate the Student Code of Conduct in the future. Additional violations may result in more serious disciplinary action.

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.

Service restitution: Students may be required to perform a community service to assist in developing increased awareness of the impact of misconduct to strengthen critical-thinking abilities to identify appropriate conduct.

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 appeals process and until a final outcome of the appeal has been determined.

- Suspended persons are prohibited from taking classes, including distance 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, if a person is found to be present on University property without permission from the Office of Student Conduct & Community Standards, they will be subject to arrest for criminal trespass.
- Persons are not entitled to a monetary refund for tuition, housing or a meal plan. (Please reference the University Housing and Conference Services 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 or designee.
- 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.

Termination of University recognition: The organization is not eligible for reinstatement for a minimum of five years. Only the Vice

President for Student Affairs 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 Department of Campus Life. 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.

Additional sanctions involving cases of sexual misconduct can be found in Section F.

COMPLIANCE

The Director of Student Conduct & Community Standards and/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 & 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 & Community Standards.

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

SECTION F: SEXUAL-MISCONDUCT POLICY

millersville.edu/titleix

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 & 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 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 & Community Standards. 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 & Community Standards website.

Information regarding advocates may be obtained at millersville.edu/studentconduct/files/archived/conductadvocateprogram.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 & Community Standards Title IX Panel will hold the hearing.

"Administrative hearing meeting": An initial meeting between the accused student or student group and the hearing officer to review the information, discuss the allegations and ask the accused their position on the alleged violations. The accused will also have the opportunity to request a formal hearing with the University Conduct Board or complete their case at this meeting.

"Arbitrary or capricious" refers to decisions subject to individual will or judgment without restriction; contingent solely upon one's discretion; 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 reporting the alleged violation. In some cases, the Millersville University Police Department or the Office of Student Conduct & 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 & Community Standards process at Millersville University. The advocates are well trained in the Student Conduct & 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.

"Conduct Board hearing": A formal proceeding at which presentations are made by or on behalf of the complainant (charging party) and the

accused student or group to the hearing officer or University Conduct Board. The members of the Conduct Board will determine the accused student's responsibility for the violation(s). Not all cases will warrant the convening of a University Conduct Board hearing. Cases that could lead to suspension or expulsion are not eligible for Conduct Board hearings. Conduct Board hearings are only an option during the academic year.

"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. (The definition of consent for sexual-misconduct cases is in Section F of this document.)

"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 & Community Standards" refers to the administrator within the Division of Student Affairs 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.

"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 or Director of Student Conduct & Community Standards to hold disciplinary hearings, including the administrative hearing; impose sanctions; manage student-conduct records and administer the Student Code of Conduct.

"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 & Community Standards" investigates possible violations; maintains Student Conduct & Community Standards records; trains the University Conduct Board and the Student Conduct & 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.

"Respondent" refers to the party accused of violating the Code of Conduct.

"Staff member" is a University employee who is not a faculty member.

"Student organization" refers to any number of students who have complied with the formal requirements to be sanctioned as a student organization at the University.

"University campus" includes all property owned or leased by Millersville University.

"University appeal officer" refers to the individual who reviews a case when a student/student organization appeals the findings from an administrative hearing.

"University official" includes any person employed by the University who performs assigned administrative or professional responsibilities.

"University" means Millersville University of Pennsylvania, also referred to as Millersville University.

The term "may" is used in the permissive sense. The term "shall" is used in the imperative sense.

"Respondent" refers to the party accused of violating the Code of Conduct. "Staff member" is a University employee who is not a faculty member.

"Sex and gender-based discrimination" is discrimination against an individual on the basis of sex, sexual orientation, gender identity, genetic information and/or gender expression. "Student Conduct and Community Standards Title IX Panel" is charged with determining whether a student/student organization has violated the Code of Conduct in Title IX cases and recommending sanctions.

"Student organization" refers to any number of students who have complied with the formal requirements to be sanctioned as a student organization at the University.

"University campus" includes all property owned or leased by Millersville University.

"University Appeal Board" refers to those involved in the hearing process that results when a student/student organization appeals the findings from an administrative hearing. Members are chosen from among the staff, faculty and students. The University Appeal Board is charged with determining whether a student/student organization has violated the Code of Conduct and recommending sanctions.

"University official" includes any person employed by the University who performs assigned administrative or professional responsibilities.

"University" means Millersville University of Pennsylvania, also referred to as Millersville University.

The term"may" is used in the permissive sense. The term"shall" is used in the imperative sense.

Property and Evidence Control

	SUBJECT: Property & Evidence Control		DIRECTIVE NUMBER: 47	
	IACLEA STANDARDS: 83.1.1, 83.3.1, 84.1.1, 84.1.2, 84.1.3, 84.1.4, 84.1.5, 84.1.6 PLEAC STANDARDS: 3.5.1, 3.5.2, 3.6.1, 3.6.2, 3.6.3, 3.6.4, 3.6.5, 3.6.6, 4.5.1(h)		PAGE 1 OF 17	
BY ORDER OF: Peter Anders Chief of Police	EFFECTIVE DATE: Jan 19, 2018	ANNUAL REVIEW DATE: Jan 19, 2019	RESCINDS: Prior Manual/ Directive	REVISED:

I. PURPOSE

The purpose of this directive is to establish administrative and operational guidelines for property and evidence control by employees of the Millersville University Police Department (MUPD).

II. POLICY

It is the policy of the MUPD to ensure that all found and abandoned property, contraband and evidence in the department's custody are properly documented and accounted for, securely stored and readily retrievable for court, analysis, return to the rightful owner or claimant, disposal, destruction or other final disposition.

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 charge(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 their possession 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 supplemental 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 hard copy of the property record attached, to the shift supervisor/coordinator, 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 field is a series of check boxes that allow you 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 anyof 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 (e.g., 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 (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/hard copy of the ALERT Property Record. The ALERT Property File module for that record shall be updated to reflect the return. (PLEAC 3.6.1)(g)
3. If the property is not released prior to the employee going off duty, the property shall be secured in the temporary evidence locker.
4. All efforts to determine ownership shall be documented in the narrative of the incident report. These efforts may include but are not limited to:
    a. JNET inquiries
    b. Search of the ALERT Master Name File and other appropriate databases
    c. Messages to other University departments and law enforcement agencies
5. Once determined, the identity of the owner of any property/evidence shall be noted in the incident report and the property record along with what attempts were made to notify the owner. If the owner was previously unknown, upon learning the identity of the owner, the employee shall make an attempt to notify the owner and document all pertinent information, including the attempt(s), in a supplemental report.

G. Employees shall make appropriate inquiries to the JNET/NCIC/CLEAN system regarding all serialized or identifiable items of property/evidence to determine if the property/evidence has been reported stolen. The results of the inquiry shall be noted in the incident report narrative.

1. If the inquiry results in a positive "hit," the employee shall make appropriate inquiries with the originating agency and complete the necessary paperwork.
2. Information regarding the disposition of property evidence found to be stolen shall be included in the incident report and the property record.

H. Packaging (PLEAC 3.6.1)(d)

1. As a general rule, always practice officer safety when handling any property or evidence.
2. All property/evidence should be packaged in paper bags, secured and tagged. Always use a size-appropriate bag, and ensure that the bag will not tear or rip as a result of the item being placed in the bag.
3. To ensure the evidentiary properties of paper containers:
    a. Clothing or other items which are wet or which contain blood or other body fluids should be stored in a paper bag – never plastic.
    b. Wet evidence should be air dried before packaging.
    c. Evidence bags should be sealed with tape rather than staples.
4. Heavy items may be placed in a box after being sealed in a paper container.
5. Sharp items that are small, if dry, may be placed in a plastic container (syringe holder or jar). Seal the container, place the container in a paper bag and seal the bag.
6. Sharp items that are too large for a plastic container, if dry, may be wrapped in paper towel or newspaper, placed in a paper bag or box, and sealed.
7. Breakable items should be marked prominently.
8. In the event that the item is not suitable for packaging in an evidence bag, an evidence tag shall be secured to the item. All firearms shall be tagged and stored without ammunition.
9. The tag shall contain the same information as the evidence bag.

I. Valuables (PLEAC 3.6.1)(e)

1. Valuable property or evidence taken into department control shall be stored and recorded as described in Part VI, C.1-5 above. Additionally, the on-duty shift supervisor shall be notified.
2. Valuable property or evidence may include expensive jewelry, large amounts of U.S. or foreign coins/currency, large amounts of controlled substances and any other items which may be deemed exceptionally valuable. These items will subsequently be stored in a designated locked metal cabinet/safe inside the evidence room by the evidence custodian after they have been removed from the temporary evidence locker.
3. When possible, two employees should be present during the inventory and securing of valuable property or evidence.
    a. Money will be counted by the reporting officer and verified by a shift supervisor.
    b. Practice Officer Safety – wear latex gloves when counting currency, particularly when cash is seized in connection with a drug arrest or the execution of a search warrant.
    c. If the reporting officer is a shift supervisor or if no shift supervisor is available, a second officer shall verify the amount.
    d. Both officers' initials must appear on the hard copy of the ALERT Property Record, and the names of all MUPD employees present during any part of the counting or inventory shall be listed in the incident report.
    e. All money will be submitted in a sealed package or envelope.
4. Illegal controlled substances/drugs shall be counted and/or weighed prior to submission.
    a. The quantity of drugs shall be listed on the ALERT Property Record.
    b. Practice Officer Safety – latex gloves should be worn when handling any drugs or drug paraphernalia.

J. Special Instructions

1. Crime-Scene Processing (PLEAC 3.5.1)
    a. The criminal investigator is responsible for most crime-scene processing. Patrol officers may be utilized for most types of crime scenes, exclusive of vehicle collision scenes, if requested by the shift supervisor or captains. Qualified MUPD police officers when on duty may also process minor crime scenes.
    b. If an incident requires crime-scene processing when an MUPD supervisor is not available, the OIC shall notify the criminal investigator.
    c. The MUPD shift supervisor shall request the services of PSP crime-scene technicians in the following instances:
        1) Any major crime (rape, arson, shooting, homicide, etc.) occurring on campus or on University-owned/leased property involving serious injury or death.
        2) Any crime scene where blood or DNA evidence samples are present and need to be recovered, obtained or processed.
        3) All vehicle collisions occurring on campus or on University-owned/leased property involving serious injury or death.
    d. When the processing of any crime scene located on University property is being handled by the PSP or another law enforcement agency, all evidence collection, documentation, submission to a laboratory and storage shall be the responsibility of that agency. This includes any/all weapons and firearms that are part of the crime scene or recovered from a suspect's possession, property or vehicle at the crime scene, or at the scene of arrest if the latter is other than the crime scene.
    e. If nonevidentiary property collected at such scenes by a member of another agency is turned over to a member of the MUPD (e.g., the victim's personal property), the MUPD member shall complete an incident report for "Assist Outside Agency" and follow all procedures for recording and storing said property as required elsewhere in this directive.
2. Found Property
    a. An ALERT incident report shall be completed on ALL property that is:
        1) Found by a department employee
        2) Turned in/over to a department employee by someone on campus, or
        3) Turned in/over to a dispatcher by a walk-in at the Information Desk.
    b. The narrative shall contain:
        1) The name, telephone number, local residence address and email address of the person who turned in the property (if the person provides his/her name).

2) The exact location where the item was found (e.g., "in the PT Lot" is not sufficient. Describe as "1st row near building, second handicapped space").

3) The name and rank/title of the department employee to whom the property is turned over.

4) The location where the property is placed for storage (temporary evidence locker, basement storage area, etc.).

c. All cash, jewelry, credits cards, backpacks, wallets, cell phones and any other items – regardless of value – shall immediately be placed in the temporary evidence locker.

d. This procedure shall be followed regardless of whether or not:

1) The property (a wallet, MU ID card, PA driver's license, etc.) readily identifies the owner and the owner can be immediately notified or contacted by phone or email; OR

2) The property will be in the department's custody for any length of time.

e. Claims Filed for Unclaimed Property: Employees shall advise any finder filing a claim for property, particularly valuables and cash that he/she found and turned in to the MUPD, that according to Commonwealth law, all unclaimed property must be turned in annually by the MUPD to the Pennsylvania State Department of the Treasury.

f. Annual Report to the State

1) By January 15 of each calendar year, the evidence custodian shall submit a report through the chain of command to the chief of police listing all found property in the custody of the department which remains unclaimed.

2) The chief of police will then submit a report of same to the State Vault Manager, PA State Department of the Treasury, utilizing PA State Form TUP-40.

3) All unclaimed property shall be held in the custody of the department until the state determines which reported items it will accept and which items it will refuse.

4) Those items claimed by the state shall be forwarded upon receipt of a determination by the State Vault Manager.

5) Those items rejected by the state shall be disposed of by one of the below methods:

a) Discarding in appropriate trash receptacles

b) Direct charitable donation

c) As directed by MU Purchasing and Campus Services.

3. Containers: Locked/Large

a. Whenever locked containers, boxes, attaché cases, suitcases, etc. come into the custody of the department for which no keys are available, the employee handling the property/evidence shall notify the shift supervisor, who shall decide the method to be utilized in opening the locked items.

b. When recovering large containers (trunks, suitcases, boxes, lockers, etc.) in which assorted items of property/evidence are contained, employees shall inventory the container and itemize the contents in the incident report and property record.

c. Employees shall securely fasten a copy of the property record and a property tag to all large containers.

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 she/he 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.

d. When alcoholic beverages must be seized as evidence and a final disposition has been reached in the criminal case, the evidence custodian shall dispose of small quantities.

e. In the event that a keg and/or pump (tap) is taken into custody as evidence, every possible attempt shall be made to identify the owner of the keg. A photo shall be taken of the keg/pump, the photo entered into evidence and the keg turned over to the owner. The owner shall sign a property receipt upon receipt of the keg/pump. In the event that the owner of a keg is not immediately available or is not identified, the keg shall be properly tagged and stored in the basement storage area under the classification of Property.

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 JNET/NCIC/CLEAN before being deposited in the temporary evidence locker. The results of the 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 investigation.

d. Upon taking a firearm into custody, sworn members shall record the following in the incident report:
   1) Make (Winchester, Remington, etc.)
   2) Caliber (22, 30/30, 12-gauge, etc.)
   3) Serial number
   4) Type or model (double-barreled shotgun, over/under shotgun, etc.)
   5) Color (blue steel, chrome plated, etc.)
   6) Any special markings or defects (chip or scratches on left side of stock, trigger guard broken, engraved stock, etc.)

e. 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.

f. 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.

g. 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 approved 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 name of the person to whom the weapon was transferred for destruction.
   2) The destruction will be witnessed by the evidence custodian and his assistant.

e. BB guns and pellet guns shall be unloaded prior to entering the MUPD station. The evidence custodian may store them, and they do not have to be handled as other firearms.

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/recovered/found at the same time and location;
   2) In connection with the same complaint number (e.g., during the execution of an arrest or search warrant); or
   3) During the annual sweep of campus to remove abandoned bicycles from bike racks or other locations. (In this, all seized bicycles may be listed in the same incident report.)

c. If the bicycle is recovered (i.e., it was previously reported as stolen or the JNET/NCI query lists it as stolen), a copy of the initial incident report or the JNET NCIC check shall be attached to the hard copy of the property record.

d. Employees shall examine the frame and front forks of each bicycle in an attempt to locate a serial number, bicycle registration number, Social Security number or similar number engraved thereon or printed on a sticker/label attached thereto which indicates that the bicycle was registered in a law enforcement registration program.
   1) If any such numbers are found, they shall be recorded in the property record.
   2) Employees shall also make an attempt to contact the registering agency. The attempt shall be noted in the incident report.

e. A copy of the property record shall be attached to the property tag that is attached to the bicycle.

f. After completion of the required forms, all bicycleshall be transported to the MUPD station and secured in the bicycle storage area.
   1) Under no circumstances shall any bicycle be left outdoors and unsecured.
   2) 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 only upon presentation of definite proof of purchase and/or ownership. If the owner is a juvenile, the parent, guardian or other responsible adult shall cosign for the bicycle.

i. At the end of each calendar year, the evidence custodian shall submit a list of all unclaimed abandoned bicycles to the lieutenant. Any bicycle still in the department's possession may be donated to an appropriate charity, and this shall be documented in a supplemental report.

8. Narcotics and Dangerous Drugs

a. Whenever any employee of the department comes into possession, in any manner, of suspected narcotic and/or dangerous drugs, any needed field tests shall be performed as soon as possible and the suspected drugs entered into the department's property/evidence control system.

b. Employees shall keep in mind the importance of the continuity of evidence and shall protect the suspected drugs in every possible way, keeping them in their immediate possession and control, or in a secure place, until they are deposited in the temporary evidence locker.

c. The employee shall complete a single incident report and property record for all drugs classified as evidence and associated with a single complaint/case number. Any drugs not classified as evidence will be listed as "Hold For Destruct." on a separate property record.

d. Officers shall prepare a supplemental report immediately after receiving a final disposition in a narcotics case. A copy of the supplemental report shall be forwarded to the evidence custodian.

e. On an as-needed basis, but at least once each calendar year, the evidence custodian shall arrange for the destruction of all suspected narcotics and/or dangerous drugs remaining in the property system for which final dispositions have been obtained.

1) The evidence custodian shall apply for a court order after consulting with the District Attorney's office.

2) The evidence custodian and another MUPD officer shall witness the destruction of narcotics and/or dangerous drugs.

3) Following destruction, the evidence custodian shall cause the information regarding the destruction to be recorded in one or more supplemental reports as applicable.

9. Flammables, Explosives and Hazardous Materials

a. Employees shall not bring flammables or any property into the MUPD station (e.g., gasoline, kerosene, paint, industrial alcohol) that could present a direct or potential hazard to the health or safety of department personnel.

b. Any officer who locates an item either independently or in response to a complaint which he feels could be potentially volatile or hazardous shall:

1) Secure the immediate area and ensure that the item/object is not disturbed.

2) Request through the dispatcher that a representative of Environmental Health and Safety respond.

3) If the item(s) is not needed for evidentiary purposes, Environmental Health and Safety shall be allowed to dispose of the item(s).

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 (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 she/he 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.

f. Officers and employees shall not under any circumstances 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 unauthorized destruction will be grounds for criminal and/or serious disciplinary action.

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 to detect missing or damaged parts or equipment.

c. All damage or missing parts shall be described in the incident report (e.g., missing hubcap L/R wheel, large dent and paint scratch 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.4, a complete inventory search of the vehicle and all containers found within shall be conducted. Any containers, suitcases, boxes or other property having a value of $25 or more, as well as all evidence or contraband found during the inventory, shall be removed from the vehicle and 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.

13. Safekeeping

a. There are numerous occasions when an arrest would be inappropriate but the circumstances suggest that officers seize personal property temporarily from the owner (e.g., a weapon or potentially dangerous instrument). This is usually done to prevent the subject from using the item/

instrument in an unlawful manner to subsequently injure someone.

b. This category of property shall be handled in the same manner as found property.

c. It is vitally important whenever you seize property for safekeeping to obtain enough information on when, where, how and to whom the property should be returned.

d. The incident report and property record must include information sufficient to allow the evidence custodian at a later date to return the property to the rightful owner, destroy it or dispose of it by auction.

14. Estates of Deceased Persons

a. Employees of the department, upon determining that the property of a deceased person is without adequate safeguards and a search has failed to find a relative or responsible person to accept custody of the property, shall notify the shift supervisor. The shift supervisor will determine if the property is without adequate safeguards.

b. 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 taken into custody and shall be processed as property. The premises shall be left secured.

c. A deceased person's vehicle(s) shall not be impounded if a relative or responsible person can assume custody. Employees shall not, however, permit such vehicles to be left at locations where they might be exposed to damage for extended periods of time.

d. 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. Insofar as the provisions are applicable, officers who find it necessary to safeguard the property of an alleged mentally ill person shall do so in the same manner as described for "Deceased Person's" property.

b. Employees shall bear in mind 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, other 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 J.1c above shall, after being processed according to Part VI, A-E of this directive, be submitted to the (PSP Greensburg) Forensic Laboratory Division of the Medical Examiner.

K. Releasing 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 scheduled court date, 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. Nonevidentiary property can be returned to the victim of a crime if the District Attorney determines the property is not needed for further prosecution.

a. The owner/claimant shall be required to produce at east one valid piece of photo identification.

b. The dispatcher or other MUPD employee conducting the transaction shall photocopy the identification and attach the copy to the pink property receipt card.

c. The owner/claimant must sign a printed copy of the ALERT property record for receipt of the property as well as the property receipt card.

d. The completed/signed property receipt card shall be deposited in the temporary evidence locker.

5. If property is retained by the courts, an entry shall be made in the ALERT property record detailing the retention order. A report shall also be completed to reflect the disposition of the property.

6. Whenever evidence is transferred between the MUPD and other agencies and/or organizations, the receiving and/or releasing MUPD employee/officer shall obtain a copy of the other agency's custody form and update the property record to reflect the transfer or disposition of each item of property.

L. Evidence Storage Facilities (PLEAC 3.6.4)

1. A room has been designated as the evidence room.The basement storage area will serve as a secondary evidence storage location.

2. The evidence room and the basement storage area are controlled by limited key access. There will only be two keys for these rooms. The evidence custodian and the backup custodian will be the only MUPD personnel in possession of keys to the evidence room or evidence storage area.

3. Access to this area is limited to those persons authorized by the chief of police. In the event that items taken into department control cannot be stored in the evidence room due to size, condition or hazard, the evidence custodian shall make arrangements for secure storage in another area for such items.

4. Anytime a separate storage area is designated for such storage, it shall be documented in the incident/supplemental report and the property record by the receiving and securing officer(s).

5. Secure storage within the evidence room is available for items which may require added security. Valuable items will be kept in a locked metal safe or cabinet.

M. Temporary Storage (PLEAC 3.6.3)

1. Chain of Custody and Control

a. All property/evidence will be logged in by completing an ALERT Property Record and by documenting the receipt and transfer 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 packaged 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.
   1) A copy of the property record shall be placed with the item inside an available locker.
   2) The officer then closes the locker door and turns the handle counterclockwise one-quarter turn to the "locked" position. Once a locker is locked, only the evidence custodian can get to the locker from the back side. No key is needed to secure evidence.
   3) The evidence custodian will transfer the property from the temporary evidence locker to the evidence room as soon as possible.

e. Large items/objects: Certain property/evidence may have to be stored somewhere other than the temporary evidence locker. This includes bicycles and other objects which are too large for the temporary evidence locker.
   1) The designated storage area for these items is the basement of the University Police Building.
   2) In this circumstance, a hard copy of the property report shall be forwarded to the evidence custodian.
   3) The storage location of any property/evidence shall be noted in the incident report and entered in the ALERT Property File.

f. No evidence shall be left unsecured. Any question of storage should be directed to the evidence custodian or a superior officer.

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 recovering/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.

N. Reports and Inspections

1. Two annual inspections of the evidence room shall be conducted:

   a. One annual inspection shall be conducted by the captain to determine adherence to departmental regulations. A written report of the inspection will be submitted to the chief of police, with a copy placed in the accreditation files. (PLEAC 3.6.6)(a)

   b. A second annual inspection will be conducted by a shift supervisor or patrol specialist who is not responsible for the evidence control function. A written report of the inspection will be submitted to the chief of police or designee, with a copy placed in the accreditation files. (PLEAC 3.6.6)(d)

2. When a change of evidence custodians occurs due to reassignment, promotion or separation from the department; or when there is reason to believe that evidence has been tampered with or otherwise compromised; or when the evidence custodian has been removed due to any confirmed irregularities; an audit shall be conducted to ensure that records are correct and properly documented, and that all property/evidence inventory is accounted for. (PLEAC 3.6.6)(b)(c)

   a. This audit shall be made by the newly designated custodian and the incumbent custodian, unless the incumbent has been removed.

   b. A report shall be prepared by the newly appointed evidence custodian describing the results of the audit and submitted through the chain of command to the chief of police, with a copy placed in the accreditation file.

3. An annual audit of property/evidence stored in the evidence room will be conducted by the captain with the evidence custodian present.

   a. A report shall be completed by the lieutenant describing the results of the audit and forwarded to the chief of police for review.

   b. A copy of the report signed by the chief of police will be placed in the department accreditation files.

4. The chief of police may conduct unannounced inspections of the evidence room to determine if the requirements of this directive for the control of property and evidence are being met and properly administered. (PLEAC 3.6.6)(e)

O. 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 determination of 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 evidence 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.
    a. If the bicycle is not claimed within that time, it may be donated to a charitable organization or destroyed.
    b. Bicycles which are deemed to be valueless by the supervisor of the bike patrol will be disposed of.

EMERGENCY RESPONSE TEAM AND EMERGENCY OPERATION PLAN

Since an emergency is, by definition, an incident that may occur suddenly, without warning, at any time or any place, Millersville University of Pennsylvania (MU) has developed this Emergency Operations Plan (EOP). It is designed to provide the basic administrative structure and procedures necessary to cope with emergency situations.

MU's EOP was created to address emergencies that may happen on campus or at an MU facility. The EOP is designed to assist MU management with coordinating emergency response to minimize the effect on employees, students, visitors and facilities. MU is committed to providing continuous education and research opportunities to all its staff and students. This plan recognizes that any interruption of service to staff or students is a potential emergency and that MU will use all resources to mitigate the emergency quickly and safely.

MU and its operations are susceptible to emergencies such as natural disasters and human-caused hazards. Considering the broad range of crises and emergencies that may affect the University community, the EOP was designed to serve as a template for the range of appropriate responses. Procedures have been designed to comply with applicable regulations and guidelines provided by the Pennsylvania Emergency Management Agency (PEMA), Environmental Protection Agency (EPA) and other related agencies.

The EOP is the foundation for MU's Comprehensive Emergency Management Program. This program consists of plans, procedures, training, drills and exercises to acquire resources and equip facilities to be best prepared for a range of emergencies. The plan has been developed to coordinate with Lancaster County, Millersville Borough and Manor Township Emergency Operations Plans and to maintain emergency response capabilities. It is designed to interface with community response organizations and anticipate potential emergencies which may affect any operation or service.

This document will detail the key elements of the EOP of MU, with an emphasis on four goals:

- To protect life
- To protect property
- To stabilize the incident
- To resume normal operations

These four goals can only be achieved when MU administrators, faculty, maintenance personnel or staff, support staff, students, government entities and all other outside resources become involved in the development and implementation of the EOP. This meticulous preparation, through education and training, and the systematic implementation during an emergency, will allow MU to best handle an emergency or disaster and resume normal operations.

The four goals of the plan are strengthened by a framework of five fundamental areas of emergency management mission areas as defined by FEMA:

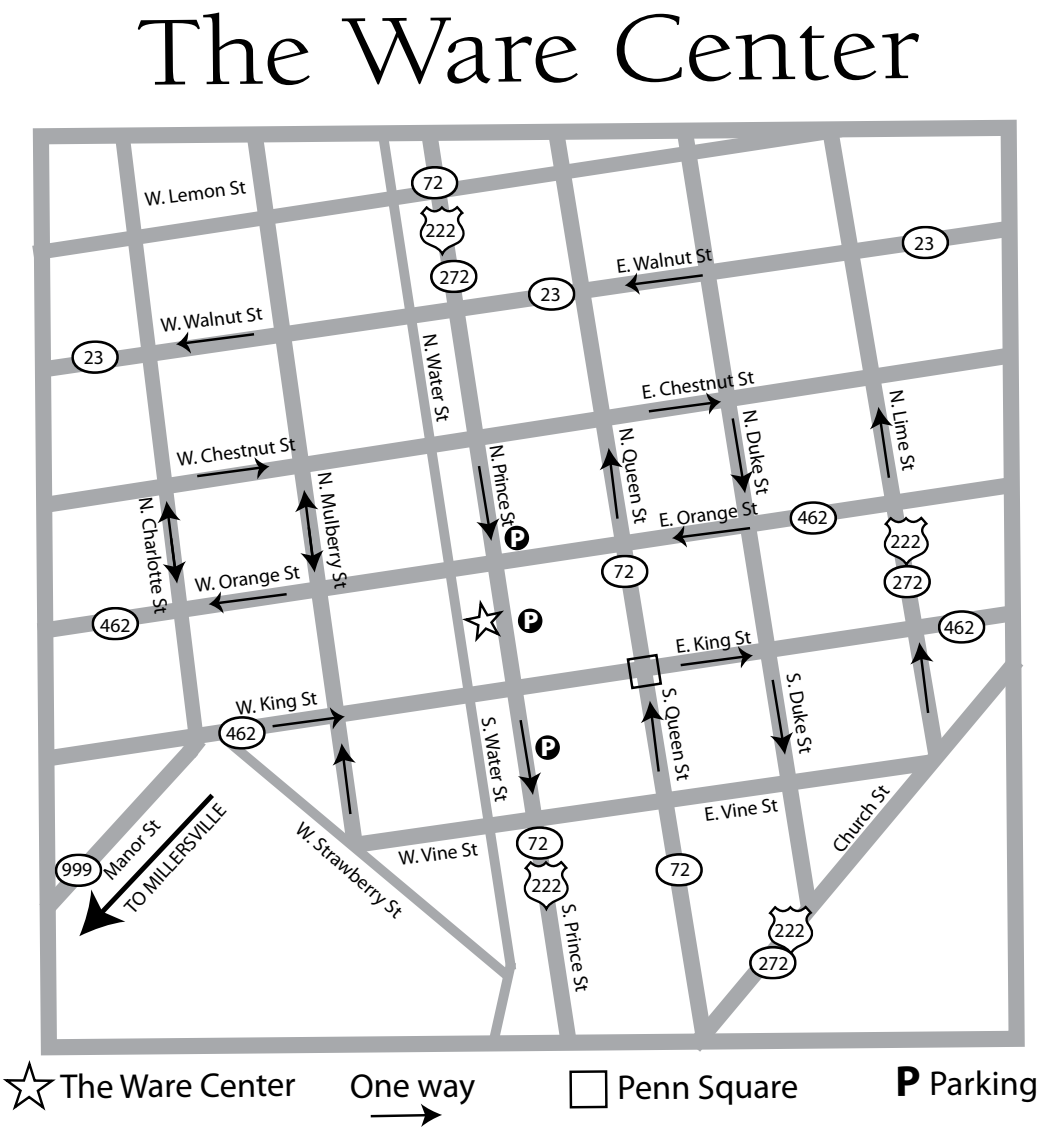
- Preparedness – planning for an emergency or disaster event.
- Protection/Prevention – planning for the prevention of terrorism events.
- Response - the planned response to an emergency or disaster event.
- Recovery - the process of returning to normal operations.
- Mitigation - steps taken to prevent the effects of an emergency or disaster.

Note that the five mission areas may occur simultaneously before, during and after an event. For instance, Recovery should be part of a predisaster plan and should begin as quickly as possible upon the onset of an event to try to restore to normal operations as soon as possible.

All key decision-makers and staff should be familiar with the contents of the EOP, their respective roles and responsibilities, as well as the functions outlined. Individuals with designated emergency leadership roles must know and understand their responsibilities.

Additional information for community response guides to emergencies can be viewed at millersville.edu/ehs/emergency_response_guides.php

Lancaster Ware Center Neighborhood Map



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RUN.

When there is an active threat. Once you are safe, call 911.

HIDE.

If escape is not possible, hide.

1. Block the door
2. Avoid windows
3. Silence your cell

FIGHT.

Only as a last resort and if your life is in danger.

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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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