



Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

Clery Report 2021

(Report is based on 2019, 2020, & 2021 information)

Revision Date: 3/1/22

This report covers the following:

Summerdale Campus, Pennsylvania

Lancaster Center, Pennsylvania

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Report adapted in part from Penn State University's annual security report.



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Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (CACSA)

Preparation of the Annual Security Report and Disclosure of Crime Statistics

This report is prepared in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, as amended by the Violence Against Women Reauthorization Act of 1994. The information maintained by the Public Safety & Health department, as well as information provided by other College offices such as the Office of Student Services, the Center for Student Engagement, the Center for Equity and Student Success, Office of Administration and Finance, and information provided by Campus Security Authorities, and local law enforcement are used in the preparation of this report. Each of these entities provides updated policy information and/or crime data.

These laws require all institutions of higher education within the Commonwealth to provide students and employees with information pertaining to, but not limited to, crime statistics, security measures, fire statistics, fire safety measures, policies relating to missing persons, and penalties for drug use, on an annual basis. These acts also require that this information be available to prospective students, prospective employees, enrolled students, and current employees upon request.

The primary purpose of the federal law is to create a national reporting system on crime and safety, as well as fire safety, for our nation's Colleges and universities. Central Penn College is in East Pennsboro Township, a quiet residential suburb of Enola. Central Penn College also has a satellite location in East Lampeter Township, an area of Lancaster.

The entire report is available online at <https://www.centralpenn.edu/public-safety/> plus, the link is disseminated via email and College publications to the Central Penn College Community every year as required by law.

Required Contents of the Annual Security Report

Required contents of the Annual Security Report:

- 1) Policies regarding alcoholic beverages and underage drinking laws
- 2) Policies regarding illegal drugs and applicable federal and state drug laws
- 3) Programs on substance abuse
- 4) Programs to prevent dating violence, domestic violence, sexual assault and stalking, and the procedures institutions will follow when such crimes are reported
- 5) Information regarding sex offenders
- 6) Descriptions of emergency response and evacuation procedures
- 7) Policies regarding missing student notifications
- 8) Campus crime statistics
- 9) Policies regarding procedures for reporting criminal actions or other emergencies on campus



- 10) Policies on security of and access to campus facilities
- 11) Policies on enforcement authority of security personnel; working relationship of campus security personnel with State and local police agencies; accurate and prompt reporting of crimes; pastoral and professional counselors
- 12) Programs on campus security procedures and practices

[Required Contents of the Pennsylvania Statutes Title 18 P.S. Crimes and Offenses 20.303¹](#)

In addition to the required contents of the Annual Security Report, Central Penn College is required to provide statements addressing the [Pennsylvania Statutes Title 18 P.S. Crime and Offenses 20.303. Crime Statistics and Security Policies and Procedures](#).

Crime Statistics Report

Each institution of higher education shall report to the Pennsylvania State Police, on an annual basis, crime statistics for publication in Crime in Pennsylvania (Uniform Crime Report) on forms and in the format required by the Pennsylvania State Police.

Publishing and distributing reports

Each institution of higher education shall publish and distribute a report which shall be updated annually, and which shall include the crime statistics as reported for the most recent three-year period.

Crime rates shall also be included in the report. The crime rates reported shall be based on the numbers and categories of crimes reported and the number of full-time equivalent undergraduate and graduate students (FTES) and full-time equivalent employees at the institution of higher education.

Upon request, the institution shall provide the report to every person who applies for admission to either a main or branch campus and to each new employee at the time of employment. In its acknowledgment of receipt of the formal application of admission, the institution shall notify the applicant of the availability of such information.

The information shall also be provided on an annual basis to all students and employees.

Institutions with more than one campus shall provide the required information on a campus-by-campus basis.

Daily logs and public records

The campus police or campus security officers of each institution of higher education shall develop and maintain a daily log as a public record. Entries in the log shall be chronologically recorded in a manner that can be easily understood and shall include the following:

¹ Crime Statistics and Security Policies and Procedures



- A report of each valid complaint and all reports of crimes received by the campus police or campus security officers and the responses thereto. Except as provided in paragraph below, names and addresses shall not be included in the daily log. This prohibition need not preclude the use of words, numbers, phrases, or other similar index keys in the logs to serve as indices to investigative information.
- The names and addresses of persons arrested and charged and the charges filed against those persons.
- A description of the disposition of the charges filed under paragraph (2) to be entered when and if available.

Arrests by State, county, or local police

For arrests made by State, county, or local police on campuses of institutions of higher education, the applicable police department shall provide to the institution of higher education without cost the names and addresses of persons arrested and the charges filed against those persons for inclusion in the daily logs required under this chapter.

Information concerning juveniles

Nothing in this chapter shall be construed to apply to information concerning juveniles, except as provided in 18 Pa.C.S. § 9123 (relating to juvenile records), unless they have been decided as adults.

Entries to be public records

All entries in the daily logs shall, except as provided in subsection (b.3) and as otherwise provided by law, be public records available without cost for examination and inspection by the public during regular business hours and at all other reasonable times. The institutions of higher education may charge a reasonable fee for the cost of copies, photographs or photostats.

Security policies and procedures

Each institution of higher education shall provide to every person who applies for admission to a main or branch campus, to every new employee at the time of employment and annually to all students and employee's information regarding the institution's security policies and procedures. Institutions with a main campus and one or more branch campuses shall provide the information on a campus-by-campus basis. Such information for the most recent school year shall include, but not be limited to, the following:

- 1) The number of undergraduate and graduate students enrolled.
- 2) The number of undergraduate and graduate students living in student housing.
- 3) The total number of nonstudent employees working on the campus.
- 4) The administrative office responsible for security on the campus.
- 5) A description of the type and number of security personnel utilized by the institution, including a description of their training.
- 6) The enforcement authority of security personnel, including their working relationship with State and local police agencies.
- 7) Policy on reporting criminal incidents to State and local police.



- 8) Policy regarding access to institutional facilities and programs by students, employees, guests, and other individuals.
- 9) Procedures and facilities for students and others to report criminal actions or other emergencies occurring on campus and policies concerning the institution's response to such reports.
- 10) A statement of policy regarding the possession, use and sale of alcoholic beverages.
- 11) A statement of policy regarding the possession, use and sale of illegal drugs.
- 12) A statement of policy regarding the possession and use of weapons by security personnel and any other person.
- 13) Any policy regarding students or employees with criminal records.
- 14) Security considerations used in the maintenance of campus facilities, including landscaping, groundskeeping and outdoor lighting.
- 15) A description of the communication media used to inform the campus community about security matters as well as the frequency with which the information is usually provided.

Information in security policies

Institutions which maintain student housing facilities shall include in the information required by subsection (c) the following:

- 1) Types of student housing available
- 2) Policies on housing assignments and requests by students for assignment changes.
- 3) Policies concerning the identification and admission of visitors in student housing facilities.
- 4) Measures to secure entrances to student housing facilities.
- 5) Standard security features used to secure doors and windows in students' rooms.
- 6) A description of the type and number of employees, including security personnel, assigned to the student housing facilities which shall include a description of their security training.
- 7) The type and frequency of programs designed to inform student housing residents about housing security and enforcement procedures.
- 8) Policy and any special security procedures for housing students during low-occupancy periods such as holidays and vacation periods.
- 9) Policy on the housing of guests and others not assigned to the student housing or not regularly associated with the institution of higher education.

Clery Crimes and Reporting²

Under the Clery Act, a school must report and disclose in its Annual Security Report statistics for the three most recently completed calendar years.

Institutions must submit their crime statistics as part of the annual data collection and survey, including the number of each of the following crimes – [listed in the box below](#) – that occurred on or within its [Clery Geography](#) and that are reported to local police agencies or to another official (as determined by the institution) such as a [Campus Security Authority](#).

² 34 CFR 668.46(c)(2)



The following chart provides a list of the crimes that must be reported and resources for where definitions for each Clery Crime can be found.

Clery Crime Definitions by Source

National Incident-Based Reporting System User Manual (NIBRS)		Uniform Crime Reporting Hate Crime Data Collection Guidelines and Training Manual	
Criminal Homicide	Rape	All Hate Crimes	
Robbery	Aggravated Assault	Violence Against Women Act of 1994	
Burglary	Motor Vehicle Theft	Domestic Violence	Dating Violence
Arson	Drug Law Violations	Stalking	Sexual Assault
Liquor Law Violations	Illegal Weapons Possession	Note: The FBI retired the Summary Reporting System (SRS) and transitioned to using only the NIBRS in January 2021.	
Fondling	Incest		
Statutory Rape			

Note: Institutions must disclose hate crime statistics for all Clery-reportable offenses and the crimes of larceny-theft, simple assault, intimidation, and vandalism/destruction of property that are determined to be hate crimes.³

Clery Geography⁴

Institutions are required to record crimes by location.

Campus

Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and any building or property that is within or reasonably contiguous to the area identified above that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes.

Non campus building or property

Any building or property owned or controlled by a student organization officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same contiguous geographic area of the institution.

Public Property

All public property, including thoroughfares, streets, sidewalks, and parking facilities, which is within the campus, or immediately adjacent to and accessible from the campus."

³ 34 CFR 668.46(c)(1)(iii)(B)

⁴ 34 CFR 668.46(a)



Reporting, Procedures, Policy, and Notification Requirements

Institutions must publish and disseminate an Annual Security Report by October 1st of each year.

Institutions that have on-campus residential facilities must also publish, by that same date, a Fire Safety Report.

Institutions must complete through the U.S. Department of Education a Campus Safety and Security Survey, whereby schools submit Clery Act crime statistics for the three most recent calendar years for which there is available data.

Schools with on-campus student housing facilities must also submit an annual Fire Safety Report. The report must include statistics on the number of fires and causes of each fire, as well as fire-related injuries, deaths, and/or fire-related property damage for each on-campus student housing facility. The Fire Safety Report is due at the same time as the Annual Security Report.

The Annual Security Report⁵ and Crime Statistics⁶

Each institution's Annual Security Report must include a list of titles of each person or organization to whom students and employees should report Clery Act crimes for the purpose of making both [timely warning](#) reports and the annual statistical disclosure.

The Annual Security Report must also include institutional policies or procedures for victims or witnesses to report Clery Act crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

Institutions must report and disclose in their Annual Security Report statistics that include the total number of crime reports that were "unfounded" and subsequently withheld from its crime statistics during each of the three most recently completed calendar years.

Additionally, institutions must include current policies concerning the security of, and access to, campus facilities and residences, as well as security considerations in the maintenance of campus facilities.

Campus Security Authorities (CSA)⁷

A Campus Security Authority (CSA) is a Clery-specific term that encompasses four groups of individuals and organizations associated with an institution.

A CSA includes:

- Campus police or security department personnel.

⁵ 34 CFR 668.46(b)

⁶ 34 CFR 668.46(c)

⁷ 34 CFR 668.46(a)



- Individuals with security-related responsibilities but who do not constitute a campus police department or a security department.
- Individuals or organizations identified in institutional security policies as an individual or organization to which students and employees should report criminal offenses.
- An official “who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings.” An official is defined as any person who has the authority and the duty to act or respond to issues on behalf of the institution⁸.
- Employees who meet the definition of any official who has the authority to institute corrective measures for Title IX purposes⁹.

While the College encourages all campus community members to promptly report all crimes and other emergencies directly to the Public Safety & Health department at 717-728-2364, or to 911, we also recognize that some may prefer to report to other individuals or College offices. The Clery Act recognizes certain College officials and offices as Campus Security Authorities.

The following positions are deemed official Campus Security Authorities:

Lancaster Center

- Director of Lancaster Center
- Contract Security Agency (Securitas)

Summerdale Campus

- 1) Public Safety and Health Department
- 2) Public Safety & Health Officers
- 3) Director of Public Safety & Health
- 4) Assistant Director of Public Safety & Health
- 5) Vice President of Student Services
- 6) Dean of Equity and Student Services (Title IX Officer)
- 7) Dean of Student Engagement
- 8) Director of Student Housing and Residential Life
- 9) Director of First Year Experience
- 10) Director of Student Advising
- 11) Director of the Learning Center
- 12) PACT (Pathways to Academic and Career success Together) Program Director
- 13) Residence Life Coordinator
- 14) Resident Hall Coordinator
- 15) Senior Resident Assistant
- 16) Resident Assistant

⁸ 34 CFR 668.46(a)(iv)

⁹ 34 CFR 106.30(a)



17) Athletic Director

Team Coaches

- Baseball (Men's)
- Basketball (Women's)
- Basketball (Men's)
- Soccer (Men's)
- Soccer (Women's)
- Volleyball (Women's)

Student Groups Who Have Advisors

- Activities Advisory Board
- Art Club
- Black Student Union
- Campus Christian Ministries
- Central Penn Armed Forces Association
- Central Penn College Business Club
- Central Penn College Gaming Club
- Club M Ed
- Colleges Against Cancer
- Equal Knights
- First Responder Club
- Gamma Beta Phi Honor Society
- Hispanic and Latino Student Association
- Knight Patrol
- The Knight Way
- Knightly News Media Club
- Legal Studies Society
- Occupational Therapy Assistant Association
- Physical Therapist Association Club
- Student Ambassadors

Contract Security

- Securitas



Crime Location	Crime Type	Reporting Requirements
Clery-Reportable Location	Clery Act Crime	Complete CSA Incident Reporting Form
Not a Clery-Reportable Location	Clery Act Crime	Do Not Complete a CSA Incident Reporting Form
Clery Reportable Location	Not a Clery Act Crime	Do Not Complete a CSA Incident Reporting Form

Reporting Crimes and Other Emergencies

The College has several ways for campus community members and visitors to report crimes, serious incidents, and other emergencies to the Public Safety & Health department and to appropriate College officials. Regardless of how and where you decide to report these incidents, it is critical for the safety of the entire College community that you immediately and accurately report all incidents so that the Public Safety & Health department can investigate the situation and determine if follow-up actions are required, including issuing a [timely warning](#) or [emergency notification](#). Please refer to the [Campus Security Authority](#) section in this report for a list of college officials that you can report crimes, serious incidents, and other emergencies.

Emergency Phones

Four emergency phones are in different areas of the campus. These phones are strategically positioned throughout the campus grounds to provide immediate contact with the Public Safety & Health department. Each emergency phone is clearly identified for “Emergency Use” and is easily activated. Public safety officers will respond to all emergency phones when activated even if no words are spoken.

Emergency phones can be found at:

1. Fred Hall
2. Suite 143
3. Suite 165
4. Suite 189

Voluntary, Confidential Reporting

If crimes are never reported, little can be done to help prevent other members of the community from also being victimized. We encourage campus community members to report crimes promptly and to participate in and support crime prevention efforts. We also encourage campus community members to report crimes when the victim is unable to make the report. The campus community will be much safer when all community members participate in safety and security initiatives.

If you are the victim of a crime or want to report a crime you are aware of, but do not want to pursue action within the College restorative justice system, we ask that you consider filing a voluntary, confidential report. Depending upon the circumstances of the crime you are reporting, you may be able to file a report while maintaining your confidentiality. The purpose of a confidential report is to comply



with your wish to keep your personally identifying information confidential, while taking steps to ensure your safety and the safety of others. The confidential reports allow the College to compile accurate records on the number and types of incidents occurring on campus. Reports filed in this manner are counted and disclosed in the Annual Security Report and Annual Fire Safety Report. In limited circumstances, the department may not be able to assure confidentiality and will inform you in those cases.

Anonymously

If you are interested in reporting a crime anonymously, you can use the Public Safety & Health department online crime reporting form, which can be accessed at <https://www.centralpenn.edu/public-safety/>. Public safety officers typically will not attempt to trace the origin of the person who submits this form unless such is deemed necessary for public safety.

Security of and Access to Central Penn College Facilities

At Central Penn College, all academic buildings are open from 7:00 a.m. until 11:00 p.m. These facilities are intended for use by students, employees, and guests of the College.

Special Considerations for Residence Hall Access

Central Penn College offers two residential housing areas with a capacity of approximately 412 students. The "Suites" house students who are 23 years of age or younger and consists of thirty-three units to accommodate approximately 231 students. Each fully furnished Suite offers seven single bedrooms, a large communal area, four bathrooms and two vanity areas.

The "Apartments" house students who are between 24 and 27 years of age and consists of forty-eight units to accommodate approximately 181 students. Each apartment can accommodate up to four people, two per bedroom. Students have a shared bathroom, vanity area, living room, and kitchen.

Only assigned residents and their invited guests are permitted in the living areas of the suites and apartments. It is the resident's responsibility to ensure that their guest is aware of college policies. It is each resident and staff member's responsibility to challenge or report individuals who cannot be identified as residents or guests of a resident. Each resident is responsible for securing their own residence and individual bedroom. Resident Assistants (RAs) are available in the suites and apartments to assist with residents' needs.

The on-campus Residence Life staff consists of ten Resident Assistants, two Senior Resident Assistants, one Residence Hall Coordinator (RHC) and one Residence Life Coordinator. These staff members live on campus within the suites and apartments.

Resident Assistants, Senior Resident Assistants, and Residence Hall Coordinators are available for information, programming, and to assist in the transition to on-campus living. At the beginning of each semester, the Residence Life staff discusses policies and procedures, including safety and security, with



students living in campus housing. Students have access to housing policies and procedures, which describe various housing and security regulations and their enforcement.

Resident Assistants are trained in, but not limited to:

- Community Building & Team Building
- Conflict Resolution & Management
- Cultural Diversity & Awareness
- FERPA
- Job Procedures
- Knight's Society Manual
- Maintenance & Facilities
- Orientation Activities
- Public Safety Scenarios & Incident Report Writing
- Residential & Judicial Policies
- Safe Zone Training
- Students in Crisis & Counseling Services
- Title IX: Sexual Assault & Domestic Violence

The Residence Life staff offers programs on assorted topics, including personal safety, fire safety, and emergency procedures. All exterior entrances to residence halls, bedroom doors, and windows at Central Penn College are equipped with locks. There are select residence halls that are equipped with access control devices. These devices control the locking mechanism on the front door and are operated by an authorized campus identification card being swiped across the access control point. These electronic locking mechanisms can be overridden by the issuance of physical keys issued and tracked by Residence Life and Student Housing. Throughout the year, groups who are not regularly associated with Central Penn College may use College residence hall facilities. The Public Safety & Health department provides continuous coverage for campus. When groups who are not regularly associated with Central Penn College are using the apartments, exterior apartment doors are locked twenty-four hours a day. Each guest is issued an identification card and keys to their assigned apartment and bedroom within the apartment.

Live-in Residence Life members are available:

- Resident Assistants – 7:00 PM to 7:00 AM
- Senior Resident Assistants - **TBA**
- Residence Hall Coordinators: 6:00 PM – 7:00 AM
- Residence Life Coordinator: **TBA**

Public safety personnel also conduct regular checks of residence hall areas.



Types of Housing Units at Central Penn College

Underclassman Housing Units

Residents will be placed in the suites. Rooms available are single occupancy (one bedroom, one person). First-year residents are not provided the opportunity to select the type of room they are assigned. Suites may accommodate up to seven students.

Upperclassman Housing Units

Upperclassmen Housing options are on a first come first serve basis. Approved placements will be housed in Gale Apartment. Students who have obtained and earned ninety credits or are going into their senior year will qualify to apply for upper class students housing. Rooms available are double occupancy (one bedroom: two people).

Non-Traditional Student Housing

Central Penn College reserves on-campus housing facilities for traditional college students ages 18 – 23. Students older than age 23 seeking on-campus housing are considered non-traditional residential students. The maximum age for nontraditional students to be considered for campus housing is twenty-seven. Students aged twenty-eight or older are not eligible to apply for on-campus housing.

Non-traditional students living in campus housing who turn 28 years of age may remain in campus housing for the remainder of the term in which they are currently enrolled but will not be permitted to return to housing for the following academic term. The Office of Residence Life designates specific residence halls for non-traditional residential students. The Office of Residence Life has limited availability to accommodate non-traditional students, and placement is not guaranteed.

Gender Inclusive Housing

Central Penn College strives to provide a safe, inclusive, affirming, comfortable, and supportive living environment for all students residing in campus housing, regardless of gender identity. Central Penn College is committed to providing students with housing placements that affirm their gender identity. Unless a student specifically requests gender inclusive housing, housing placements will be made based on the gender identity indicated on the self-disclosure section of the Central Penn College housing application.

For students who prefer not to live in gendered housing, the Student Housing and Residence Life Team offers a gender inclusive housing option. Designated gender inclusive suites are open to housing-eligible students of any gender identity.

The Student Housing and Residence Life Team affirms students' gender identity and will not question any student's decision to request gender inclusive housing.



Central Penn College Partnership Housing

Central Penn College works in partnership with outside organizations to provide housing when appropriate. Housing partnership residents are not housing in units with current students, and are expected to adhere to Central Penn College policies

Room Assignments

Central Penn tries to match every student with someone who shares the same interests. Every student must return a housing application with the lease and security deposit to the Department of Student Housing and Residential Life. Room assignments will be available approximately one month prior to the start of the term and after all the required housing paperwork (campus housing lease agreement, medical history form, meningitis waiver, and immunization records) is completed and turned in.

Move Requests

The Department of Student Housing and Residential Life encourages a healthy living environment, which fosters roommate and housemate cooperation. The Department of Student Housing and Residential Life reserves the right to issue move requests on a limited basis for situations where our office deems critical for a student to move.

Move request submissions by students are open only during weeks 5-10 of the term. Placement changes are no longer available after that window is closed. Please keep in mind that move requests are only granted two times during the academic year to an individual seeking a placement change. First-year residents can submit a move request after their first term living in campus housing.

Guest Policy & Visitors

Students are permitted to have two guests in their residence only if there are no objections from those residing within the unit. If a student does not want visitors to stay in the residence, other arrangements should be made.

Guest

A guest is any person who is not a full-time resident of the specific apartment or suite.

- 1) Student Guest: is any current Central Penn student (commuter or resident, full or parttime) who visits or stays overnight in a residence hall to which they have not been assigned.
- 2) Non-Student Guest: is any person who is not a student at Central Penn College. Non-student guests must be at least 18 years of age or enrolled at a college or university. Students may petition the Office of Residence Life for special permission to host a non-student guest who does not meet these criteria. This petition must be made by the Central Penn student host to the Director of Student Housing and Residential Life at least three days in advance of the visit.



Parent/Guardian Guests

Parents/Guardians are welcome to visit their student during the non-registration hours of 9:00 am-11:00 pm. For overnight stays parent/guardian must be registered through the online registration form. This registration must be submitted in advance and approved through the Department of Student Housing and Residential Life.

Minor (children under the age of 18) Guest Visitation

Baby Sitting: No baby-sitting is permitted by students in college-owned student housing.

Related Minors: A minor who is related to the host student may stay overnight in college-owned housing if they meet all the following conditions: the minor,

- is 16 years of age or older,
- is invited to do so by the host student,
- is the same gender as the host student,
- is always under the direct supervision of the student family member, and
- has provided a signed parent/guardian liability release and medical permission form to the Department of Student Housing and Residential Life.

Overnight guests may not stay for more than two consecutive nights.

A minor who is related to the host student and is under the age of 16 years may visit College-owned housing if they are invited to do so by a host student and is always under the direct supervision of the student family member. The minor must be registered for the day (registration will not count against the host student's overnight guest days). The minor may not stay overnight and must leave the Residence by 10:00pm.

Unrelated Minors: A minor who is unrelated to the host student may visit College-owned housing if they are invited to do so by a host student and is always under the direct supervision of the host student. The minor must be registered for the day (registration will not count against the host student's overnight guest days). The minor may not stay overnight and must leave the Residence by 10:00pm.

Exceptions: This policy does not apply to college-sponsored events, such as Admissions Events, in which the supervisory staff oversee and designate responsible host students.

Non-Student Guest Overnight Visitation

The following apply to Non-Student Guests/Hosts for Overnight Visits:

- 1) Overnight visits are permitted only on Friday, Saturday, and Sunday nights.
- 2) Cannot arrive on campus before 5:00pm on Fridays and must leave campus no later than 10:00pm on Mondays.
- 3) Must be registered using the online form and in person at the Public Safety Department Office before entering a residence hall.
- 4) Guests may not enter a residence prior to 9:00 a.m. and must be registered by 10:59 p.m.



- 5) Must show a valid picture ID and vehicle information.

Central Penn Student Guest

Active Central Penn Students must adhere to all guest policies, except for appearing in person at the Public Safety Department office for an overnight visit.

General Rules

Guests may not stay more than two consecutive nights. Student hosts are permitted to have ten guest days per term. Guests are permitted a total of ten visits per term.

Registration of overnight guests is necessary so the College can identify those individuals staying on campus, in the event of an emergency. All guests and visitors must comply with Central Penn policies while on campus. It is the host's responsibility to inform their guest(s) of Central Penn's policies. As a host, the student will be held personally responsible for any violation of college policy committed by their guest(s), regardless of severity. For safety and security purposes, each unit will not exceed eight guests.

There are four Blackout Periods in which overnight guests are not permitted to stay:

- Term Start (week 1) From move in – Friday
- Midterm week (week 6) Monday – Friday
- Final's week (week 11) Monday – Friday
- During term breaks (No guests are permitted at any time)

These Blackout Periods allow all residential students to focus on their academic success or allow College personnel to complete inspections/repairs.

Accountability for Guests

Working with an RA, students within a unit should create an agreement which identifies behaviors that they will find acceptable from guests and overnight guests to make everyone comfortable. These agreements will need to be in alignment with college policies and cannot infringe upon the rights of others. Roommates are expected to resolve problems created by their visitors and respect other roommates' right to privacy, quiet, and feelings of safety. If these rights are infringed upon, the guest(s) must leave, as the other roommates' rights take precedence.

In the event guests are unescorted by a host student, they will be asked to leave campus. All overnight guests must have a valid form of photo ID while on campus. All guests/visitors to campus are subject to the laws, rules, and regulations governing behavior in the Commonwealth of Pennsylvania and at Central Penn College. Student and/or guests shall not engage in any criminal or illegal activity, or any activity creating a nuisance or disturbance, affecting other persons, or violating College policies, including, but not limited to loud parties, music, televisions, radio, or other sound equipment, engaging in loud talk, or acting in any way that disturbs others. Any guest involved in activities deemed threatening, reckless, hazardous, criminal, disorderly, or threatening or activities that contradict the policies of the College shall be



immediately evicted from the property. The host student agrees to cooperate in the peaceful eviction of such a guest. All actions of an invited guest are deemed to be the actions of the student, and the student may be held responsible up to and including being found in default of their lease agreement.

Unauthorized Guests Residing in Residence Halls

Residential units leased by the student are not intended as living accommodations for transients, nonstudents, nonresidential students, or for students not assigned to that residence. Any student found to be hosting an unauthorized guest is in direct violation of the Central Penn College housing lease agreement.

The Public Safety & Health Director and the Residence Life Director shall conduct a swift, thorough, and joint investigation to determine the facts of each suspected policy violation. The results of the investigation shall be decided through the college's Judiciary Process. If an unauthorized guest is found to be residing in a residence hall, the College reserves the right to impose penalties.

Term Break Registration

Students must leave residence halls during term breaks unless express permission is granted in writing. If it is necessary for you to stay in campus housing during a term break, for security purposes you must complete a Term Break Application. The Term Break Application form will be emailed to residential students from the Department of Student Housing and Residential Life. It is also found on the Residence Life Blackboard page under Quick Links. The Director of Student Housing and Residential Life will review all applications submitted by the deadline (Friday of Week 9). The Department of Student Housing reserves the right to consolidate approved students to one building for safety and security purposes. It is understood that food service is not guaranteed during the term break. Guests are not permitted in residence halls during term breaks because health inspections and any necessary cleaning or repairs are done during these periods. If a student is found unregistered, they will need to leave for the remainder of the term break.

Consolidations

In student housing, students do not need to find a new roommate if someone in the residence leaves. The Residence Life Director is responsible for consolidating students to maintain reasonable occupancy and/or acceptable housing standards associated with major renovation/ cleaning standards.

If a student receives an informational notice through the campus email system that your residence has reached an occupancy level of 50% or below and/or has been selected for major renovation/cleaning, the Residence Life Director may either assign you new roommates or reassign you to another campus residence. When consolidation occurs, the Residence Life Director will follow these rules:

- Move the fewest number of students possible, depending on the current circumstances. A single student will be moved to a residence with three students instead of vice versa.
- Provide a flexible seven-day relocation schedule, to include one weekend, for students whose residences are being consolidated.



- Work with students to identify a location.

Security Considerations for the Maintenance of Campus Facilities

Central Penn College maintains campus facilities with security as a primary concern. Only authorized individuals have access to buildings for study, work, or teaching. Therefore, only those who have demonstrated a need for access are issued keys or access permissions to a building.

Landscaping, emergency telephones, and outdoor lighting on campus are designed for security, with the attempt to provide pedestrians peace of mind.

Sidewalks are designed to provide well-traveled, lighted routes from parking areas to buildings and residence halls. Grounds keeping personnel trim shrubs from sidewalks, walkways, and entrances to provide a well-lighted route. All campus walkways are checked to ensure adequate lighting. Burned-out lights are replaced promptly.

As needs are identified, the College will review and recommend corrective actions. We encourage community members to promptly report any safety or security concerns, including concerns about locking mechanisms, lighting, or landscaping to the Public Safety & Health department at 717-728-2364 or PublicSafety@CentralPenn.edu.

Campus Law Enforcement¹⁰ and Statements Regarding Disciplinary Proceedings¹¹

Institutions are required to include several policy statements in the Annual Security Report. Those policies cover a range of campus safety and crime prevention topics, including the law enforcement authority and authority of security personnel, including their working relationship with State and local law enforcement agencies.

Institutions must also publish their current institutional policies that encourage accurate and prompt reporting of all crimes to the campus police or safety offices, other Campus Security Authorities, and local law enforcement officials.

Schools must also provide a description of any procedures that exist that encourage pastoral and professional counselors, when they deem it appropriate, to inform the persons they are counseling of any procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

The Annual Security Report must include a description of programs designed to inform students and employees about the prevention of crimes, the types and frequency of programs designed to inform the campus community of security procedures as well as practices to encourage students and employees to be responsible for their own security and the security of others.

¹⁰ 34 CFR 668.46(b)

¹¹ 34 CFR 668.46(k)(2)(v)



Institutions must include policies regarding the possession, use, and sale of alcoholic beverages and illegal drugs, as well as policies regarding the enforcement of State underage drinking laws and Federal and State drug laws.

Such policies must provide a description of any drug or alcohol abuse education programs.^{12 13}

An institution must include a clear policy statement that addresses procedures for disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking, including:

- 1) Descriptions of types of proceedings (and how determined), the steps, timelines, decision-making processes, and how to file a complaint
- 2) The standard of evidence
- 3) The list of sanctions
- 4) The range of protective measures
- 5) A requirement that the proceedings – conducted by trained officials – will include a prompt, fair, and impartial process
- 6) Assurance that the accuser and accused will have the same opportunities to have others present, including an advisor of the individual's choosing, in any disciplinary-related meeting
- 7) The requirement of simultaneous written notification to both parties of the result of the proceedings, process for appeal, and when such findings become final

The institution must provide a statement that it will simultaneously provide in writing to both the accused and accuser: the results of any disciplinary proceeding conducted by such institution against a student accused of dating violence, domestic violence, sexual assault, or stalking.

The institution must also provide the institution's procedures for the accused and accuser to appeal the result of the institutional disciplinary hearing, if such procedures are available; any changes to the result; and when the results become final.

About the Public Safety & Health department

The Public Safety & Health department is responsible for protecting and serving more than nine hundred students, including a maximum of 412 residential students, 165 fulltime and part time faculty and staff members, at a campus located in Summerdale, Pennsylvania, and a satellite center located in Lancaster, Pennsylvania.

As of Fall 2021, there was a total of 978 students enrolled at Central Penn College consisting of nineteen graduate students and 959 undergraduate students. There were 133 students residing on campus.

¹² 120(a) – (d) of the Higher Education Act

¹³ 34 CFR Part 86



Applicants who apply for campus housing and who voluntarily disclose a criminal record will trigger additional screening rather than an automatic disqualification from living on campus.

The Director of Public Safety & Health oversees the department. The department maintains one director, one assistant director, one health officer, and twelve public safety officers, all of whom do not possess arrest powers.

The College has no officially recognized student organizations with noncampus locations.

Public Safety Officer Qualifications, Training and Authority

Governed by the Central Penn College board of directors, public safety officers are non-sworn and are not authorized to carry firearms or make arrests. All criminal incidents reported within the Colleges [Clery Geography](#), are investigated by the Public Safety & Health department, and if necessary, the criminal incident is referred to the appropriate law enforcement agency. All criminal incidents that occur or are reported on the Central Penn College campus, satellite centers or College property shall be investigated by public safety officers.

Public safety officers are required to complete the following training and certifications, including but not limited to:

- First Aid, CPR, AED (Automatic External Defibrillator), and tourniquet usage
- Oleoresin capsicum aerosol training
- Practical and tactical handcuffing
- Control and defense techniques
- Expandable baton tactics
- Pennsylvania Lethal Weapons (Act 235) without firearms
- Management of Aggressive Behaviors
- Federal Emergency Management Agency coursework

Safety, it is Everyone's Responsibility

The Public Safety & Health department takes considerable pride in the community at Central Penn College and offers many advantages for students, faculty, and staff. This community is a wonderful place to live, learn, work, and study, however, this does not mean that the campus community is immune from problems that arise in other communities. With that in mind, Central Penn has taken progressive measures to create and maintain a safe environment on campus. Though the College is progressive with its policies, programs, and education, it is up to each of us to live with a sense of awareness and use reasonable judgment when living, working, or visiting on campus.

Working Relationship with Law Enforcement Agencies

Central Penn College has a Memorandum of Understanding with the East Pennsboro police department and enjoys a positive and cooperative relationship with local, state, and federal law enforcement agencies. The cooperative relationship with East Pennsboro police department includes training programs, unique events coordination, and investigation of serious incidents. We encourage victims of crime to report the



incident to the Public Safety & Health department, the Office of Student Services, a [Campus Security Authority](#), or the local police.

Counseling Services

Counseling Services staff regards inquiries and counseling discussions as private and confidential. This scope of confidentiality begins at age 14 for mental health services per Pennsylvania Mental Health Procedures Act. In alignment with the Health Insurance Portability and Accountability Act (HIPAA), state licensure, and professional code of ethics no information of any kind is given to anyone outside of the counseling staff unless it is specifically requested in writing. Counseling Services staff, however, are legally and ethically required to break confidentiality under the following circumstances:

- Procuring crisis services when a client expresses a plan and intent to take one's own life.
- Procuring crisis services when a client expresses a plan and intent to take the life of one or more individuals other than the client.
- Reporting knowledge or suspicion of child abuse (any child under age 18) to PA ChildLine.
- Reporting knowledge or suspicion of elder abuse (any adult age 60 or older) to the PA Department of Aging.
- Reporting knowledge or suspicion of abuse of any individual (regardless of age) with a physical and/or intellectual disability to PA Adult Protective Services.
- Providing any requested information by first responders (EMS (Emergency Medical Services), Central Penn Public Safety & Health department, the Police, etc.) to provide medical treatment when a client experiences a medical emergency while receiving counseling services.
- Responding to a compelling (meaning the counselor is unable to dispute it) request from a court of law.
- Receiving clinical consultation and supervision from another member of the Counseling Services staff to provide a client with ethical and competent care.

HIPAA allows for exception of the release of records rule for the following reasons: training purposes, to defend oneself in legal proceedings brought by the client, to Health and Human Services to investigate or determine the entity's compliance with the Privacy Rules, to avert a serious and imminent threat to public health or safety; to a health oversight agency for lawful oversight of the originator of the psychotherapy notes; and for the lawful activities of a coroner or medical examiner or as required by law.

Sex Offender Registration

Members of the public may request community notification fliers for information concerning sexually violent predators in a particular community by visiting the chief law enforcement officer in that community. In jurisdictions where the Pennsylvania State Police is the primary law enforcement agency, members of the public may make such requests at the local Pennsylvania State Police Station in that community. This information is also available on the Pennsylvania State Police "Megan's Law" website <http://www.pameganslaw.state.pa.us>.



Education and Prevention Programs

The College offers periodic trainings and educational programs to promote awareness of sexual violence. The frequency of such programs varies per term. For more information students should contact the Title IX Coordinator.

Crime Prevention and Safety Awareness Programs

Central Penn College does not currently offer crime prevention programming. The Public Safety & Health department is diligently working on creating programs designed to inform students and employees about the prevention of crime.

In addition, Central Penn College does not currently offer safety awareness programming. The Public Safety & Health department is diligently working on creating programs designed to a.) inform students and employees about campus security procedures and practices and b.) encourage students and employees to be responsible for their own security and that of others.

Substance Abuse Educational Programs

Central Penn College does not currently offer substance abuse educational programs (alcohol and other drugs). The Public Safety & Health department is diligently working on creating programs designed to inform students and employees about: (1) standards of conduct, (2) possible legal sanctions and penalties, (3) health risks associated with drug and alcohol abuse, (4) programs available to students, staff, and faculty, (5) disciplinary sanctions for violations of the standards of conduct. The Public Safety & Health department will incorporate into their educational programming, statements focusing on prevention, counseling, treatment, rehabilitation, and reentry.

Campus Security Policies

Weapons Policy

The possession, carrying, or use of weapons, ammunition, or explosives is prohibited on college-owned or - controlled property. The only exception to this policy is for authorized public safety officers or others, specifically authorized by the College. The Public Safety & Health department does not provide storage for personal weapons. Failure to comply with the College weapons policy will result in disciplinary action.

Anti-Hazing Policy

Central Penn College does not tolerate hazing. Any student, student group, student organization, team, or other persons associated with a student organization found responsible of Hazing, Aggravated Hazing, or Organizational Hazing under this Policy, whether occurring on or off campus, may face disciplinary action from the College, and may also face criminal charges under state law, including The Timothy J. Piazza Antihazing Law.

Definitions

- **Aggravated Hazing:** A person commits the offense of aggravated hazing if the person commits a violation of Hazing that results in serious bodily injury or death to the minor or student; and



- The person acts with reckless indifference to the health and safety of the minor or student; or
- The person causes, coerces, or forces the consumption of an alcoholic liquid or drug by the minor or student.
- **Hazing:** An intentional, knowing, or reckless act, for the purpose of initiating, admitting, or affiliating a minor or student into or with an organization, or for the purpose of continuing or enhancing a minor or student's membership or status in an organization, causes, coerces, or forces a minor or student to do any of the items listed below:
 - Violate Federal or State criminal law.
 - Consume any food, liquid, alcoholic liquid, drug, or other substance which subjects the minor or student to a risk of emotional or physical harm.
 - Endure brutality of a physical nature, including whipping, beating, branding, calisthenics, or exposure to the elements.
 - Endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact, or conduct that could result in extreme embarrassment.
 - Endure brutality of a sexual nature; or
 - Endure any other activity that creates a reasonable likelihood of bodily injury to the minor or student.
 - Hazing does not include reasonable and customary athletic, law enforcement, or military training, contests, competitions, or events.
- **Organization**
 - A recognized or unrecognized fraternity, sorority, association, corporation, order, society, corps, club, or service, social or similar group, whose members are primarily minors, Central Penn College students, Central Penn College alumni, or alumni of an organization.
 - A national or international organization with which a fraternity or sorority or other organization as enumerated under paragraph (1) is affiliated.
- **Organizational Hazing:** An organization commits the offence of Organizational Hazing if the organization intentionally, knowingly, or recklessly promotes or facilitates a violation of Hazing or Aggravated Hazing
- **Other persons associated with an organization:** Any individual who assists students and organizations including but not limited to advisors, alumni, coaches, representatives of national or parent organizations, including but not limited to, its directors, trustees, or officers.
- **Student:** An individual who attends, has applied to attend, or has been admitted to Central Penn College



Application

This Policy applies to any acts of Hazing, Aggravated Hazing, or Organizational Hazing occurring for each act conducted on or off campus.

Prohibited Acts

Hazing, Aggravated Hazing, and Organizational Hazing are each prohibited by this Policy. It shall not be a defense to these acts that the consent of the minor or student was sought or obtained or that the conduct was sanctioned or approved by an organization.

Reporting Violations

Central Penn encourages all members of its community who believe that they have witnessed, experienced, or are aware of conduct that constitutes Hazing, Aggravated Hazing, or Organizational Hazing in violation of this Policy to report the violation to the Office of Equity at 717-728-2398 or compliance@centralpenn.edu.

Enforcement

Any substantiated violation of this Policy shall be deemed a violation of the Code of Conduct and Pennsylvania law. All allegations of Hazing, Aggravated Hazing, or Organizational Hazing will be investigated as outlined in the Code of Conduct.

Sanctions

Anyone found responsible for violating this Policy may face disciplinary action up to and including permanent dismissal. In addition to all sanctions provided under the Code of Conduct, those found responsible for violating this policy may also face additional sanctions, including but not limited to, the following:

- The imposition of fines
- The withholding of diplomas or transcripts pending compliance with the rules or payment of fines
- The rescission of permission for the organization to operate on college property or to otherwise operate under the sanction or recognition of the College
- The imposition of probation, suspension, dismissal, or expulsion
- The issuance of no trespassing notices to any third parties not under the control of the College
- Employee discipline up to and including termination
- Reporting of incident to law enforcement

Biannual Report

The College will maintain a report of all violations of this Policy or of Federal or State laws related to hazing that are reported to Central Penn College. Central Penn College interprets violations to mean substantiated violations. Central Penn College will update the report biannually on January 1 and



August 1 and will post all updated reports on its publicly accessible Internet website. Central Penn College will maintain each report for a period of five years.

Judicial Proceedings (Code of Conduct Violations)

The basic philosophy of discipline at Central Penn College is one of education and responsibility. As such, it focuses on the growth and development of a student's potential by encouraging self-discipline and by fostering a respect for the rights and privileges of others. Regardless of the means of processing judicial action, the object of discipline is to redirect the behavior of the student into productive, acceptable patterns and to protect the rights of other students within the College community.

Violations will be addressed in one of two manners outlined below based on the severity of the violation and/or potential sanctions. Violations will either be referred to a Disciplinary Officer or a Judicial Committee.

The Judicial Process is a five-step process.

1. **Violation** – A student violates the Central Penn College Code of Conduct
2. **Referral** – A student is notified that they have been written up for a violation of the Central Penn College Code of Conduct, and referred to either a Disciplinary Officer or the Judicial Committee
3. **Judicial Hearing** – A student's case is heard by either a Disciplinary Officer or the Judicial Committee
4. **Points & Sanctions** – If applicable, a student is assigned Judicial Points and/or other appropriate sanctions by either a Disciplinary Officer or the Judicial Committee
5. **Appeal** – The involved student has the right to submit an appeal to be reviewed by the Appeal Committee

A violation occurs when a student violates one or more rules, regulations, or policies outlined in the College's Code of Conduct. Alleged off-campus student Code of Conduct violations having, or potentially having, a direct, detrimental impact on the College's educational functions, its community members, or the local municipalities is subject to adjudication within the campus judicial system.

Each student is presumed to know the requirements expressed or implied in the Code of Conduct, and all other College regulations applicable to them. It is neither possible nor necessary to state beforehand every instance of misconduct that could result in disciplinary action against a student.

Additional information pertaining to The Code of Conduct can be found in the [Central Penn College Student Handbook](#).

Alcohol and Other Drugs

Federal law requires the College to notify all faculty, staff, and students of certain information pertaining to the unlawful possession, use, or distribution of illicit drugs and alcohol on its property or as part of its



activities. The information included in this report complies with the notification requirements of the Drug-Free Schools and Communities Act and its implementing regulations.

The possession, use, distribution, and sale of alcoholic beverages is prohibited upon the property of Central Penn College unless specifically authorized. Where such possession, use, distribution and/ or sale is authorized, strict compliance with the laws of the Commonwealth of Pennsylvania is required.

For students, the possession or use of alcoholic beverages is prohibited on all College owned or controlled property for students of any age.

Policies Specific to Faculty and Staff

Central Penn College has a longstanding commitment to providing a safe, quality-oriented, and productive work environment. Alcohol and drug abuse poses a threat to the health and safety of the College employees and to the security of the College's equipment and facilities. For these reasons, Central Penn College is committed to the elimination of drug and alcohol use and abuse in the workplace.

Policies Specific to Central Penn Students

Any student who violates the College's alcohol and drug policy is subject to disciplinary action including sanctions as outlined in the [Code of Conduct](#) in addition to any penalties resulting from violating local, state, and or federal law. Students who are found responsible for violations may be subject to sanctions ranging from Disciplinary Warning or Disciplinary Probation to Suspension or Expulsion from the College. Students residing in college housing may also lose the privilege of living on campus for violating College rules and regulations or conditions of the leasing agreement. Students may be assigned developmental and educational interventions designed to promote greater awareness and improved decision making for students and to further deter future misconduct.

Residence Life – Alcohol and Illegal Substances

Alcohol

The possession and/or use of alcoholic beverages is prohibited in all College housing, for students of any age. It is a violation of Pennsylvania state law and College policy for a student under 21 years of age to attempt to purchase, consume, possess, or transport alcoholic beverages. It is unlawful to sell, furnish, and give alcoholic beverages to any minor, or to permit alcoholic beverages to be sold, furnished, or given to any minor. Residents will be held responsible for activities that occur in their residence, and will be referred to Residence Life, the Office of Student Services, and/or to the Public Safety & Health department if guests are violating the on-campus alcohol policies listed above.

Failure to comply with the direction given by or the request to present identification, or supplying false information such as name, age, etc. to a college official acting in the performance of their duties is a violation of the Code of Conduct and will result in a referral to Residence Life and/or the Office of Student Services.



Illegal Substances (Drugs)

It is a violation of Pennsylvania state law and College policy to possess, distribute, manufacture, or sell illegal drugs. Students who violate this policy will be referred to Residence Life, the Office of Student Services, and/or Public Safety & Health department.

It is also against college policy for a student to be under the influence of an illegal substance or to be in a residential area and in the presence of an illegal substance. If a student is caught in the presence of an illegal substance in these areas, they will be referred to Residence Life, the Office of Student Services and/or to the Public Safety & Health department.

Related Alcohol Offenses

For more information about all alcohol-related offenses and resources in Pennsylvania, see www.lcb.state.pa.us/.

Underage Drinking

It is illegal for anyone under 21 years of age to attempt to purchase, consume, possess, or knowingly and intentionally transport any liquor, malt, or brewed beverage. It is also illegal to lie about age to obtain alcohol and to carry a false identification card.

Central Penn College has a zero-tolerance policy associated with students consuming alcohol beverages under the age of twenty-one. Not only is this against the Pennsylvania law, but it is also a violation of the Code of Conduct.

Carrying False I.D.

It is illegal for anyone under 21 to possess an identification card falsely identifying that person by name, age, date of birth, or photograph as being 21 or older to attempt to obtain liquor, malt, or brewed beverage by using the identification card of another or by using an identification card that has not been lawfully issued to or in the name of the person who possesses the card.

Public Drunkenness

Public drunkenness is a crime when a person appears in any public place manifestly under the influence of alcohol or a controlled substance to the degree that the person may endanger themselves or other persons or property or annoy persons in their vicinity.

Public drunkenness also leads to other behaviors and important health concerns. Often, public drunkenness contributes to many criminal mischiefs and disorderly conducts on campus. People must be responsible for their own actions and know their limits and tolerance levels before consuming alcohol.

Driving Under the Influence (DUI) Law

In Pennsylvania, the illegal level for DUI is 0.08 percent Blood Alcohol Content (BAC) and 0.02 percent BAC for minors. The law emphasizes treatment and a three-tier penalty system based on BAC and prior



offenses: (1) general impairment (.08-.099 percent), (2) high rate of alcohol (.10-.159 percent), and (3) highest rate of alcohol (.16 percent and above).

Also, drivers with any amount of a Schedule I, II, or III controlled substance not medically prescribed (or their metabolites) may not drive, operate, or be in actual physical control of a vehicle.

It is illegal for anyone under 21 years of age to drive a vehicle with a blood alcohol content of 0.02 percent or higher.

Open Container Law

In Pennsylvania, there is no state law to prohibit open containers of alcohol in public. However, many local governments have enacted such ordinances. For more information about all alcohol-related offenses in Pennsylvania, see www.lcb.state.pa.us.

Related Drug Offenses

Possession of Marijuana

It is unlawful for a person to possess marijuana knowingly or intentionally, a Schedule I substance. Persons engaged in such activity will be faced with criminal charges and charged with a violation of the Code of Conduct.

Pennsylvania's Medical Marijuana Act

Pennsylvania's Medical Marijuana Act went into effect on May 17, 2016. However, marijuana in any form remains a prohibited controlled substance under federal law, and therefore the possession, cultivation, and use by individuals remain illegal under federal law. The Pennsylvania Medical Marijuana Act conflicts with federal criminal laws governing controlled substances, as well as federal laws requiring institutions receiving federal funds, by grant or contract, to maintain drug-free campuses and workplaces. Central Penn College receives federal funding that would be in jeopardy if those federal laws did not take precedence over state law. Therefore, the use and/or possession by individuals of marijuana in any form and for any purpose continues to violate applicable College policies, and any student or employee who violates such policies will be subject to disciplinary sanctions.

Possession of Other Drugs

In Pennsylvania, the penalties for being convicted of possession of a controlled substance such as heroin, cocaine, methamphetamines, prescriptions, ecstasy, and LSD are up to one year in jail and a \$5,000 fine for a first offense, and up to three years in jail and a \$25,000 fine for any subsequent offense.

Possession of Drug Paraphernalia

It is unlawful for a person to use or possess, with the intent to use, drug paraphernalia that is used for packaging, manufacturing, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance.



Synthetic Marijuana

Effective March 1, 2011, the U.S. Drug Enforcement Agency classified synthetic marijuana as an illegal substance. It is also known as Spice, K2, Demon, Wicked, Black Magic, Voodoo Spice, and Ninja Aroma Plus. Individuals found responsible for manufacturing, possessing, importing/ exporting, or distributing these substances will face criminal and civil penalties. Central Penn students engaging in these activities will also be held responsible under the College's illegal substances policy. It is also against college policy to use synthetic marijuana.

Drug and Alcohol Abuse Education Programs

Resources for Faculty and Staff

Faculty and staff members who are experiencing problems resulting from drug or alcohol abuse or dependency may request, or be required to seek, counseling help. The College's Employee Assistance Program (EAP) can be used to identify counseling services. Rehab services are covered under the College's medical benefits with specific contractual limitations.

Resources for Students

An extensive list of resources can be found on the [Central Penn College Counseling Services](#) website.

Pennsylvania Alcohol-Related Offenses Pennsylvania's Medical Amnesty Law

Pennsylvania law provides immunity from prosecution for underage and/or hazing for an individual who seeks help for a friend who has a medical emergency due to underage alcohol consumption or hazing. The immunity also applies to the friend for whom medical assistance was sought. When a person is in violation of underage drinking or hazing laws and calls 911 to get help for a peer who needs immediate medical attention due to excessive alcohol consumption or hazing, the caller and the peer for whom assistance was sought will not be charged with underage drinking or hazing as long as that person's phone call was the only way law enforcement found out about that person's underage drinking, the caller reasonably believed they were the first to call and report the emergency, the person correctly identified themselves by name when reporting the emergency, and the person remained with the individual needing medical assistance until emergency services arrived. If you comply with the requirements of the medical amnesty law, you cannot be charged with underage drinking. You could still be charged with other offenses, such as public drunkenness.

Missing Persons Policies and Procedures¹⁴

If an institution maintains on-campus housing, the institution must establish a missing student notification policy and include a description of the policy in its Annual Security Report.

The policy must include the following:

- 1) List of titles of persons to which individuals should report that a student has been missing for 24 hours

¹⁴ 34 CFR 668.46(h)



- 2) Require that any missing student report be referred immediately to campus security or, in the absence of an institutional police or campus security department, to the local law enforcement agency that has authority in the area
- 3) Include an option for each student to identify a contact person, whom the institution will notify within 24 hours upon a determination that the student is missing

Each student must be advised that:

- 1) Their contact information will be kept confidential (except to authorized campus officials and law enforcement)
- 2) If they are under 18 years of age and not emancipated, the institution must notify, within 24 hours, a custodian, parent, or guardian that the student is missing
- 3) The institution will notify law enforcement within 24 hours that the student is missing

Central Penn College Missing/Runaway Persons Policy

If a member of the College community has reason to believe that a student is missing, whether the student resides on campus, all efforts are made to locate the student to determine their state of health and well-being through the collaboration of the Public Safety & Health department or Residence Life. College community members must report missing or suspected missing students immediately to the Public Safety & Health department or an authorized campus official. Missing student reports will be immediately referred to the Public Safety & Health department and/or the East Pennsboro police department.

If the student is an on-campus resident, the Public Safety & Health department will secure authorization from Residence Life officials to make a welfare entry into the student's room. If an off-campus student resident, the Public Safety & Health department will informally enlist the aid of the neighboring police agency having authority. Concurrently, College officials will endeavor to determine the student's whereabouts through contact with friends, associates, and/or employers of the student. Whether or not the student has been attending classes, labs, recitals, and scheduled organizational or academic meetings; or appearing for scheduled work shifts will be established.

If located, verification of the student's state of health and intention of returning to the campus is made. When and where appropriate a referral will be made to the Residence Life Office and Campus Counselor.

If not located, notification of the family or guardian may be necessary to determine if they know of the whereabouts of the student. Such notification will be made by the Student Services Dean or their designee. Notification procedures will be initiated within 24 hours of determining a student is missing. Persons listed as parents/guardians and/or emergency contacts for students will be the persons notified. Students provide this information at the time of registration. Students can update or change emergency contact information as deemed necessary. This information is confidentially maintained and used for emergency notification purposes. Custodial parents of students under the age of eighteen will be notified within 24 hours of determining a student is missing.



If the student is an off-campus resident, appropriate family members or associates are encouraged to make an official missing person report to the law enforcement agency with authority. The Public Safety & Health department will cooperate, aid, and assist the primary investigative agency in all ways prescribed by law. If the student is an on-campus resident, the Public Safety & Health department will open an official investigation and retain status as the primary investigative unit until relieved by a local police agency.

All pertinent law enforcement agencies, be they neighboring municipal, county, or state; those located along suspected travel corridors; or place of original domicile, will be notified and requested to render assistance. It is the policy of the College to make a missing student notification to law enforcement authorities within 24 hours of determining a student is missing.

The gathering of information regarding the missing person will include, but may not be limited to:

- name
- gender
- race
- date of birth
- height
- weight
- eye color
- hair color/length
- date/time of last contact
- photo availability
- possible medicinal usage
- address
- phone number
- social security number
- full information of vehicle the individual may be operating
- names/addresses/phone number(s)/description(s) of person(s) missing individual may be with

The following criteria may warrant immediate notification to the local police department:

- The person reported missing is under proven physical/mental disability; thereby subjecting him/herself, or others to personal and/or immediate danger.
- The person reported missing is/was in the company of another person under the circumstances indicating their physical safety is in danger.
- The person reported missing is under circumstances indicating the disappearance was not voluntary.

“Suzanne’s Law,” which requires local police to notify the National Crime Information Center (NCIC) when someone between 18 and 21 is reported missing was signed into law by President George W. Bush in the spring of 2003 as part of the national “Amber Alert Bill”. The federal law is named after Suzanne Lyall, a State College of New York at Albany student who has been missing since 1998.



Previously police were only required to report missing persons under the age of eighteen. This new law is intended to encourage police to begin investigating immediately when College-age people disappear, instead of waiting a day, which has been a customary practice. Upon closure of the missing person investigation, all parties previously contacted will be advised of the status of the case.

The Daily Crime Log¹⁵

Any institution that has a campus police or security department must create, maintain, and make available an easily understood daily crime log.

The daily crime log must include the nature, date, time, general location of each crime that occurs within the institution's [Clery Geography](#), and the disposition of the complaint, if known.

Statement of Policy and Procedures for Specific Offenses¹⁶

Each institution's Annual Security Report must include a statement of policy that addresses institutional programs to prevent dating violence, domestic violence, sexual assault, and stalking, as well as the procedures the institution will follow when one of these crimes is reported.

The statement of policy must include the following components:

- 1) A description of the institution's educational programs and campaigns to promote the awareness of dating violence, domestic violence, sexual assault, and stalking. The statement must describe the institution's primary prevention and awareness programs for all incoming students and new employees. Primary prevention and awareness programs must define said crimes, state that the institution prohibits such crimes, provide a definition of "consent" in reference to sexual activity, in the applicable authority, describe safe and positive options for bystander intervention, and information on risk reduction.
- 2) The procedures victims should follow if a crime of dating violence, domestic violence, sexual assault, or stalking has occurred, including written information about:
 - a. The importance of preserving evidence that may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a protection order
 - b. How and to whom the alleged offense should be reported
 - c. Options about the involvement of law enforcement and campus authorities, including notification of the victim's option to:
 - i. Notify proper law enforcement authorities, including on-campus and local police
 - ii. Be assisted by campus authorities in notifying law enforcement authorities if the victim so chooses
 - iii. Decline to notify such authorities

¹⁵ 34 CFR 668.46(f)

¹⁶ 34 CFR 668.46(b)(11)



- d. Rights of victims and institutional responsibilities for orders of protection or similar lawful orders

The statement must also include information about how the institution will protect the confidentiality of victims and other necessary parties, including how the institution will complete publicly available recordkeeping, while maintaining as confidential any accommodations or protective measures provided to the victim.

The statement must also state that the institution will provide written notification to student and employees about existing counseling, health, advocacy, and other services available for victims, both within the institution and in the community.

Institutions must include that they will notify victims about options for requests for changes to academic, living, transportation, and working situations or protective measures.

Central Penn's Response to Domestic Violence, Dating Violence, Sexual Assault, and Stalking

Central Penn College does not discriminate based on sex in its educational programs nor tolerate sexual violence or sexual harassment, which are types of sex discrimination. Other acts can also be forms of sex-based discrimination and are also prohibited whether gender-based or not and include dating violence, domestic violence, and stalking. As a result, Central Penn College issues this statement of policy to inform the community of our comprehensive plan addressing sexual misconduct, educational programs, and procedures that address sexual assault, domestic violence, dating violence, and stalking, whether the incident occurs on or off campus, and how these events are reported to a college official. In this context, Central Penn College prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking, and reaffirms its commitment to maintaining a campus environment that emphasizes the dignity and worth of all members of the College community.

Title IX and Bias-Related Incident Policy

Philosophy of One Process

Introduction

Central Penn College is committed to ensuring a just and humane campus, where all community members can thrive. At Central Penn College, Student Rights and Responsibilities, under the Center for Equity and Multicultural Affairs, works in partnership with community stakeholders to support the culture of equity and inclusion that is critical to the College's mission and identity. When the behavior of one or more community members challenge the well-being of others, Student Rights and Responsibilities determines, to the extent possible, whether the College's policies related to the Title IX and gender-based misconduct, ADA and disability, race discrimination, hazing, bias, and other forms of harassing conduct were violated. In addition, Student Rights and Responsibilities ensures College compliance with federal, state, and local laws covering discrimination, harassment, hazing, and gender-based misconduct.

To ensure the College's ability to foster a just and humane campus for all, violations of these policies will not be tolerated. As such, the College community is asked to report incidents that may violate College



anti-discrimination and sexual misconduct policies so that efforts can be made to end discriminatory and harassing conduct based on protected characteristics, prevent its reoccurrence and, where possible, address its effects. The College takes reports such as these seriously and is therefore committed to following up on reports of sexual misconduct, harassment, and discrimination, of any kind.

Investigations of Bias-Related Policy Violations

Central Penn utilizes a model based on procedures for investigating alleged violations of civil rights. Civil Rights violations are extremely sensitive and emotional and require thorough investigations to address them properly and effectively. Any investigation of civil rights violations must be responsive to specific context and individual circumstances, while maintaining rigorous standards. A civil rights model is based on an active gathering of information by trained investigators. Investigations are designed to be fair, impartial, thorough, and timely. It is not the job of the parties to prove whether a policy was violated, it is the responsibility of the institution to determine whether there is a preponderance of evidence that a college policy was violated.

Investigations involve an active accumulation of information from all relevant sources. Investigators must objectively and impartially collect the pertinent information, confirm its veracity, and analyze the information to understand violations, their causes, and effects, and, when necessary, take corrective action. The duration and scope of investigations can vary, as well as the content of final investigative reports. All findings determine the extent to which the parties involved are responsible for violating College policy. Findings may include recommendations on ways to mitigate violations for complainants, promote accountability for respondents found to have violated policy, stop ongoing abuses, and prevent their reoccurrence. Findings may also include recommendations to the College to address issues found to have contributed to a policy violation.

The standard used to determine whether the College's anti-discrimination and gender based, and sexual misconduct policy has been violated is whether it is more likely than not that the respondent violated the policy. This evidentiary standard is often referred to as a "preponderance of the evidence."

Overview of the Investigation Process

There are stages to the process: receipt of incident reports, intake, and determination of interim measures, including an option for mediation or other options for informal resolution. For all concerns resulting in a full investigation, a Notice of Investigation, including information of rights and options for resolution, is provided to involved parties in writing.

- *Stage 1:* In cases where a full investigation occurs, the Dean of Equity and Multicultural Affairs manages the case and investigators complete the investigative report. Investigators are typically members of the Public Safety Department, however for cases involving employees, and investigator from Human Resources will also be involved.
- *Stage 2:* Once the investigative report is complete, and all involved parties have had the opportunity to review the report and provide comment, the case will be referred to a Hearing



Board for review is deemed appropriate. The Hearing Board will consider all relevant information, evidence, and testimony before deciding. All involved parties will be notified of the board's determination.

- *Stage 3:* If any of the involved parties are unsatisfied with the determination of the Hearing Board, they may formally grieve the determination. Information on the Grievance Process is provided to parties in writing with the notification of determination.

Investigations of alleged violations of College anti-discrimination and/or Gender-based and Sexual Misconduct policies will be completed in as timely a manner as possible after a Notice of Investigation is issued.

Community Based Process

Members of the Central Penn College community (faculty/staff/student) who serve a role in the investigation and/or resolution process are trained to implement this process ethically and equitably and to offer support. Confidential Resources, Mediators, Investigators, and Hearing Board members may be faculty and staff members trained by the Dean of Equity and Multicultural Affairs or designee on equity, inclusion, confidentiality, and compliance. Each of the One Process roles is specialized and members of the Central Penn community should serve in only one capacity during an academic year.

The roles of One Process stakeholders are defined below:

Confidential Resources (CRs): A Confidential Resource is a licensed mental health professional or an employee functioning within the scope of their employment who are supervised by a college employee with a professional license (such as a graduate-level intern). CRs cannot disclose confidential information. These employees can maintain near complete confidentiality regarding issues of discrimination and harassment, including sexual assault.

Mediators: Mediation is a resolution process by which both parties agree to meet with an impartial trained mediator. Impartial and trained mediators from the Central Penn community (faculty/staff/student) develop a resolution process to discuss the incident and attempt to resolve it amicably.

Investigators: Trained investigators from the Central Penn community will interview the complainant, respondent, any witnesses, and any other relevant persons and determine the appropriate order for the interviews. Investigators are trained members of the community including faculty, staff, and external investigators who are appointed and trained by the Dean of Equity and Multicultural Affairs or designee. To the extent possible, one investigator will be the note taker and one will be the interviewer. The College, at its discretion, can contract with external investigators to ensure timely and impartial completion of investigations. It is the responsibility of the investigators to determine the facts of the situation under investigation.



Advisors: Each party has the right to choose and consult with an advisor; the advisor may be any person, including an attorney, who is not otherwise a party or witness involved in the investigation. While advisors may provide support at any meeting or proceeding, they may not speak on behalf of the parties or otherwise participate in or in any manner disrupt such meetings and proceedings. Investigators may terminate interviews when advisors violate these terms and conditions for participation in the interviews or proceedings.

Responsible employees: Responsible employees are College employees who have a duty to report incidents of sex discrimination, including sexual assault, rape, intimate partner violence, and stalking. Central Penn College considers all College employees, including contracted staff and student employees, to be Responsible Employees, except for licensed mental health professionals acting within the scope of their job responsibilities. A report to a responsible employee constitutes a report to the College and obligates Central Penn to document the incident and take appropriate steps to address the situation.

Mandatory Reporters: All College employees, contracted staff, designated student employees, and Trustees are required to report concerning behaviors, including threats or crimes by employees. In addition, state law requires the reporting of suspected cases of child abuse and neglect. When an employee or trustee becomes aware of an alleged employee crime, child abuse or neglect, the employee must promptly contact Public Safety. In cases of child abuse or neglect, the employee must contact the Title IX Coordinator and the Child Welfare Services hotline. If child abuse or neglect is suspected or disclosed, the reporter should not delay a call to the hotline, even if all the information about the victim or the incident is not readily available. The Pennsylvania Child Abuse Hotline is 1-800-932-0313.

When reporting abuse or neglect, reporters should be prepared to provide a phone number where they can be reached in case the Hotline needs to contact the reporter for additional information.

Confidentiality

Students who would like to report an incident or speak to someone about something that happened, and desire that details of the incident be kept confidential, should speak with the Campus Counselor or an off-campus resource, such as a rape crisis or domestic violence crisis center, who will maintain confidentiality. Counseling Services is free and available to all students who have experienced discrimination.

Counseling Services shares statistical information regarding sexual misconduct disclosures annually with the Title IX Coordinator regarding the type of incident and its general location (on or off-campus, in the surrounding area), for publication in the Annual Campus Security Report.

All inquiries, complaints, and investigations are treated with discretion. All information pertaining to a student complaint or investigation is maintained in a secure file.

Prohibition against Retaliation

The College prohibits retaliation against any person for reporting, testifying, assisting, or participating in any manner in any investigation or proceeding involving allegations of discrimination or harassment. Any



person who violates this policy will be subject to discipline, up to and including termination if they are an employee, and/or permanent dismissal if they are a student. Retaliation is any action by any person that is perceived as: intimidating, hostile, harassing, or violent that occurs in connection to the making and follow-up of the report.

Free Expression and Academic Freedom

Central Penn College is committed to free expression and academic freedom. We are also committed to creating and maintaining a safe, healthy, and harassment free environment for all members of our community. These are both legitimate interests but discrimination, intimidation, harassment, and retaliation against members of the community are not considered as protected expression. The College will investigate any alleged retaliation that involves individual statements, expression, or speech.

Immunity

The College encourages the reporting of sexual misconduct. Students who report incidents of sexual misconduct to college officials will be offered immunity from policy violations charges, such as underage drinking at the time of the incident.

Parental and Institutional Notification

The College reserves the right to notify parents/guardians regarding any health or safety emergency. The College also reserves the right to designate which officials have a need to know about individual conduct complaints pursuant to the Family Educational Rights and Privacy Act.

Educational Programming

The College offers periodic trainings and educational programs to promote awareness of sexual violence. The frequency of such programs varies per term. For more information students should contact the Title IX Coordinator.

Clery Act/Federal Statistical Reporting Obligations

All information will be considered confidential to the greatest extent possible. For federal reporting purposes, all personally identifiable information will be kept confidential, but statistical information must be reported to the relevant authorities. Such reporting protects the identity of the complainant and the respondent.

Other Grievances

The College community benefits from formal and informal procedures that encourage prompt resolution of complaints and concerns regarding the implementation of policies and procedures that govern the institution. All student grievances not involving discrimination and/or gender-based misconduct will be addressed through College Policy 300: Student Grievance Policy. Grievance procedures are outlined in the College Catalog.

Reporting Options and Levels of Confidentiality

Who Must Report & What Information Must They Disclose?



Central Penn's One Process policy makes students, faculty, and staff aware of the various reporting and confidential disclosure options available to them – so they can make informed choices. Central Penn College encourages anyone who experiences any kind of misconduct or discrimination to talk to someone identified in one or more of these groups but to be aware that different employees on campus have different abilities to maintain a complainant's confidentiality.

Licensed mental health professionals and employees functioning within the scope of their employment and who are supervised by college employees with a professional license cannot disclose confidential information. These employees can maintain near complete confidentiality regarding issues of discrimination and harassment, including sexual assault.

All other Central Penn employees – including faculty, staff, contracted employees, and designated student employees are required to report all the details of an incident (including the identities of both the complainant and respondent) to the Dean of Equity and Multicultural Affairs/Title IX Coordinator

Confidentiality Requests

Complainants have the right to request confidentiality. When deciding how they want to proceed, complainants must weigh up the fact that maintaining confidentiality can impact the College's ability to investigate a particular incident or to pursue appropriate action against the respondent.

A complainant who at first requests confidentiality may later decide to file a complaint with the College or report the incident to local law enforcement, and thus have the incident fully investigated. The Title IX Coordinator will provide the complainant with assistance if the complainant decides to file a complaint.

Requesting Confidentiality from the College

If a complainant discloses an incident to an employee but wishes to maintain confidentiality or requests that no investigation be conducted or disciplinary action taken, Central Penn College must weigh that request against the College's obligation to provide a safe, non-discriminatory environment for all.

If Central Penn honors the request for confidentiality, a complainant must understand that the College's ability to meaningfully investigate the incident and pursue disciplinary action against the respondent(s) may be limited.

Central Penn College has designated the Dean of Equity and Multicultural Affairs/Title IX Coordinator to evaluate requests for confidentiality. When weighing a complainant's request for confidentiality or request that no investigation or discipline be pursued, the Dean of Equity and Multicultural Affairs/Title IX Coordinator will consider a range of factors, including the following:

The increased risk that the respondent will commit additional acts of sexual or other violence, such as:

- whether there have been other sexual violence complaints about the same respondent.
- whether the respondent has a history of arrests or records from a prior school indicating a history of violence.



- whether the respondent threatened further sexual violence or other violence against the victim or others.
- whether multiple respondents committed the sexual violence.
- whether violence was perpetrated with a weapon.
- whether the complainant is a minor.
- whether the College possesses other means to obtain relevant evidence of the violence (e.g., security cameras or personnel, physical evidence).
- whether the complainant's report reveals a pattern of inappropriate conduct (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group.

The presence of one or more of these factors could lead the College to investigate and, if appropriate, pursue disciplinary action. If none of these factors is present, the College will respect the complainant's request for confidentiality.

If the College determines that it cannot maintain a complainant's confidentiality, the College will inform the complainant prior to starting an investigation and will, to the extent possible, only share information with people responsible for handling the College's response.

Central Penn College will remain mindful of the complainant's well-being and will take ongoing steps to protect the complainant from retaliation or harm and work with the complainant to create a safety plan.

Central Penn College will also:

- assist the complainant in accessing other available advocacy, academic support, counseling, disability, health or mental health services, and legal assistance both on and off campus.
- provide other security and support, which could include issuing a no-contact order, helping arrange a change of living or working arrangements or course schedules (including for the respondent pending the outcome of an investigation) or adjustments for assignments or tests.
- inform the complainant of the right to report a crime to campus or local law enforcement (or not to do so) – and provide the complainant with assistance if the complainant wishes to do so.

Community Alerts

Registered Sex Offender Information

In accordance with the "Campus Sex Crimes Prevention Act" of two thousand, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, the College's Student Services Office is providing a link to the Pennsylvania State Police Sex Offender Registry. This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student. In the Commonwealth



of Pennsylvania, an offender is required to register under 42 Pa.C.S. § 9795.1(a), (b)(1) or (2) (relating to registration). 42 Pa.C.S. § 9792.

Megan Law's is available via Internet pursuant to Section 42 Pa.C.S. § 9795.1(a), (b)(1) or (2) (relating to registration). 42 Pa.C.S. § 9792. Registry information provided under this section shall be used for the purposes of the administration of criminal justice, screening of current or prospective employees, volunteers or otherwise for the protection of the public in general and children. Unlawful use of the information for purposes of intimidating or harassing another is prohibited.

The Pennsylvania State Police does not provide information on sexually violent predators who are still in prison, unless the sexually violent predator was previously registered with the Pennsylvania State Police and subsequently incarcerated after registration.

This registry is not a complete and comprehensive listing of every person who has ever committed any sex offense in Penn, nor does it make information about every sex offender living in Penn available on the Internet. Under Pennsylvania law, before community notification takes place, offenders receive a final classification order from the court following the opportunity for a hearing.

Accuracy of the Information Contained within this Registry

Although the individuals listed on the sex offender registry are initially identified through fingerprinting and photograph submission to the Pennsylvania State Police, positive identification of any individual whose registration record has been made available on the Internet registry can be verified only through the review of a properly executed fingerprint card. By placing this information on the Internet, no representation is being made that the listed individual will not commit any specific crime in the future, nor is any representation being made that if the individual commits an offense that one of the listed offenses will be the offense committed. The Pennsylvania State Police, Megan's Law Section, verifies and updates this information regularly to try and ensure that it is complete and correct. Although efforts have been made to ensure the information is as accurate as possible, no guarantee is made or implied. You are cautioned that information provided on this site may not reflect the current residence, status, or other information regarding an offender.

Follow the link below to access the Pennsylvania State Police:

<http://www.pameganslaw.state.pa.us/EntryPage.as>

Maintaining a Healthy, Safe Campus

There are various support services available for those who have experienced sexual misconduct or sex discrimination. These support services include:

- **Counseling:** Students who experience any form of sexual misconduct may receive free and confidential counseling. The Campus Counselor offers the highest degree of confidentiality regarding sexual misconduct situations. Other offices will honor privacy, subject to required reporting mandates or concern for the safety of the campus community.



- Accommodations: In cases of alleged sexual misconduct, the College will work with the complainant to provide reasonable accommodation during the investigation, as necessary.
- Assistance in Reporting: Public Safety Department can assist students in making reports to law enforcement if requested. Students can contact the Public Safety Department at 717-728-2364.

When reporting and filing a complaint for a violation of any of these policies, College employees and/or students have the following options:

Students who wish to report a violation of this policy may contact:

- Public Safety Department (717-728-2364)
- Public Safety Director (717-728-2274)
- Title IX Coordinator (717-728-2398)

Employees of the College may report a violation of this policy should contact:

- Their immediate supervisor
- Title IX Coordinator (717-728-2398)
- Director of Human Resources (717-728-2418)

Reporting to “Responsible Employees”

All Central Penn College employees, including faculty, staff and student employees are considered “responsible employees” and must formally report the incident. Including the details of the incident and the names of the complainant or the person who discloses the incident.

When a complainant tells a Central Penn employee about an incident of misconduct, the complainant has the right to expect the College to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably.

Central Penn College employees must report to the Dean of Equity and Multicultural Affairs/Title IX Coordinator all relevant details about the alleged incident shared by the complainant and the College will need to determine what happened – including the names of the complainant and respondent(s), any witnesses, and any other relevant facts, including the date, time, and specific location of the alleged incident.

To the extent possible, information reported to a Central Penn employee will be shared only with people responsible for handling the College’s response to the report. Central Penn employees should not share information with law enforcement without the complainant’s consent unless the complainant has also reported the incident to law enforcement.

Before a complainant reveals any information to a Central Penn employee, the employee should ensure that the complainant understands the employee’s reporting obligations – and, if the complainant wants to maintain confidentiality, direct the complainant to the Confidential Resource.



If the complainant wants to tell the responsible employee what happened but also maintain confidentiality, the employee should tell the complainant that the College will consider the request but cannot guarantee that the College will be able to honor it. In reporting the details of the incident to the Dean of Equity and Multicultural Affairs/Title IX Coordinator, the employee will inform the coordinator of the complainant's request for confidentiality.

Central Penn employees will honor and support the complainant's wishes, to the extent possible. Central Penn employees will not pressure a complainant to make a full report if the complainant is not ready to do so.

Stages of the One Process Complaint Resolution

STAGE ONE: RECEIPT OF INCIDENT REPORTS, ENACTMENT OF SUPPORTIVE MEASURES, DETERMINATIONS REGARDING RESOLUTION PROCESS

The Title IX Coordinator, in cooperation with another assigned investigator, will conduct the investigation. The investigators will interview the complainant, respondent, any witnesses, and any other relevant persons and determine the appropriate order for interviews. The investigators may also review any relevant records, including documents, electronic texts, social media, and other information relevant to understanding the facts of the case.

INTAKE

Complainants of sexual misconduct should also be aware that College administrators must issue [timely warnings](#) for incidents reported to them that pose a substantial threat of bodily harm or imminent danger to members of the campus community. The College will withhold the name of the complainant and will make every effort to ensure that other identifying information is not disclosed, while still providing enough information for community members to make safety decisions considering the danger.

SUPPORTIVE MEASURES

For those who have experienced sexual misconduct or sex discrimination, the College houses various resource support services, which include:

- **Counseling:** students who experience any form of sexual misconduct may receive free and confidential services from the Counseling Office. The campus counselor offers the highest degree of confidentiality regarding sexual misconduct situations. Other offices will honor privacy, subject to required reporting mandates or concern for the safety of the campus community. Should anyone who experiences sexual misconduct, requesting the highest level of confidence, can email [Central Penn Collegecounselor@centralpenn.edu](mailto:CentralPennCollegecounselor@centralpenn.edu)
- **Accommodations:** in cases involving alleged sexual misconduct, the College will work with the complainant to provide reasonable accommodation during the investigation, as necessary. Some accommodations can include: a change in class schedule, a no contact order, and/or placement change in campus housing.



- **Assistance in Reporting:** The Public Safety Department can assist students in making reports to law enforcement if requested. Students can contact the Public Safety Office at (717) 728-2364 or PublicSafety@centralpenn.edu.

DETERMINATIONS REGARDING RESOLUTION PROCESS

Under its discretion, the institution can offer informal resolution options, so long as both parties provide voluntary, informed, written consent to attempt informal resolution. It cannot be required that the parties participate in an informal resolution process and may not offer an informal resolution unless a formal complaint is filed. At any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint.

MEDIATION OR IN/FORMAL RESOLUTION

Informal Resolution Procedures

Some complaints of sexual harassment may be resolved through informal mediation between the parties. The Title IX Coordinator and/or the Director of Human Resources may arrange for or facilitate mediation between the involved parties and coordinate other informal resolution measures.

All proceedings shall be prompt, fair, and impartial throughout the investigation and resolution. Once a report of sex discrimination has been made, informal resolution procedures shall be pursued within fourteen calendar days of the completion of the investigation.

Informal Resolution Procedures are optional and may be used when the College determines that it is appropriate. Informal procedures are never applied in cases involving violence or non-consensual sexual intercourse.

Once the informal resolution procedure is complete, written notification to both parties shall be given by the Title IX Coordinator (and the Director of Human Resources, in cases involving a student and employee). The College shall take reasonable steps to prevent the recurrence of discrimination or sexual misconduct in any form. If the recurrence takes place, those responsible for such behavior may be subject to additional disciplinary action under the Student Conduct Process.

The College will take all necessary steps to remedy the discriminatory effects on the complainant(s) and others. Examples of such remedies may include order of no contact, residence relocation, adjustment of schedule, etc. If the reporting party is dissatisfied with the outcome of the informal resolution procedure, the formal resolution procedure may be pursued.

Formal Resolution (Grievance Process) Procedures

Once a complaint of sexual misconduct or sex discrimination has been made by a student, an investigation of the report shall be pursued within five calendar days of the initial report. If the alleged incident involves an employee, the Office of Human Resources will be involved in the investigation. The formal resolution



procedure will be followed when the College determines it necessary. All proceedings shall be prompt, fair, and impartial throughout the investigation and resolution.

STAGE TWO: INVESTIGATION

All incidents of sexual misconduct or retaliation should be reported to one of the College officials previously listed. The Title IX Coordinator will authorize a conduct hearing as appropriate based on an investigation conducted by one or more of the College's designated Title IX Investigators.

To ensure a prompt and thorough investigation, the complainant should provide, to the extent possible, the following information in a written statement:

- The name of the person or persons allegedly causing the sexual misconduct, discrimination, harassment, or retaliation.
- A description of the incident(s), including the date(s) and location(s).
- The presence and name(s) of any of any witnesses.
- Any other information the complainant believes to be relevant to the discrimination, harassment, or retaliation.

Students alleged with violating this policy may be subject to temporary measures such as adjustments to living arrangements, class schedule, etc. until the complaint is resolved. In cases where a respondent's actions may pose a serious safety risk to the campus community, the student may be subject to an Interim Separation. These actions are not a presumption of responsibility for violation of this Policy.

TIMELINE FOR INVESTIGATION

The investigation shall be concluded within fourteen calendar days, unless reported during or immediately preceding a term break, in which case an additional seven calendar days may be required to complete the investigation. The investigation may include any of the following: interviews of the parties involved, including witnesses, review of security camera footage and evidence, and the gathering of other relevant information.

When a formal complaint is made, a hearing shall be scheduled within ten calendar days of the conclusion of the investigation outlined above. The purpose of the hearing is to determine responsibility for any alleged violations. Hearings take place before a Hearing Panel, which is comprised of at least three trained faculty and staff members.

INVESTIGATIVE REPORT

Once an investigation is officially declared, the investigators will gather all evidence surrounding all allegations made. After compiling all necessary facts, the investigators will draft an investigative report, which will be used by the hearing board at the live hearing. The investigative report outlines all parties, witnesses, facts, and evidence.



OPPORTUNITY FOR REVIEW AND COMMENT

The investigators will submit a draft of the investigative report, where it is then made available to the complainant and the respondent. Any statements of fact that need to be addressed in the report are discussed prior to the final report being issued.

STAGE THREE: HEARING BOARD

The hearing board is comprised of hand-selected College constituents, who have been trained to serve in this capacity. A copy of the investigative report is given to the hearing board prior to the live hearing, where each board member can review the allegations, evidence, parties, and witnesses.

HEARING

During a hearing in relation to sexual misconduct, the institution must conduct a live hearing. At the live hearing, the hearing board must permit each party's advisor to ask the other party and any witnesses all relevant questions and appropriate follow-up questions, including those challenging credibility. Such cross-examination at the live hearing must be conducted directly, orally, and in real time by the party's advisor of choice, and never by a party personally.

Live hearings may be conducted with all parties physically present in the same geographic location or, at the school's discretion, any or all parties, witnesses, and other participants may appear at the live hearing with technology enabling participants to simultaneously see and hear each other. The institution must create an audio or audiovisual recording, or transcript, of any live hearing and make it available to the parties for inspection and review.

At the request of either party, the College must provide for the live hearing to occur with the parties located in separate rooms with technology enabling the hearing board and parties to simultaneously see and hear the party answering questions.

Only relevant cross-examination and other questions may be asked of a party or witness. Before a complainant, respondent, or witness answers a cross-examination or other questions, the hearing board must first determine whether the question is relevant and explain any decision to exclude a question as not relevant.

If a party does not have an advisor present at the live hearing, the College is obligated to provide without fee or charge to that party an advisor of the school's choice, who may be, although not required to be, an attorney, to conduct cross-examination on behalf of that party. It is important to note that advisors cannot hold a personal relationship with the party in which they are representing.

In the event a party or witness does not submit to cross-examination at the live hearing, the hearing board must not rely on any statement of that party or witness in reaching a determination regarding responsibility; however, the hearing board cannot draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross examination or other questions.



Past Sexual History/Character

The past sexual history or sexual character of a party will not be admissible by the other party in hearings unless such information is determined to be highly relevant by the Title IX Coordinator or designee.

DETERMINATION & SANCTIONING

Standard for Determining Responsibility

The standard used to determine accountability will be a preponderance of the evidence standard - whether it is more likely than not that the respondent has violated the Sex Discrimination / Sexual Misconduct Policy. All students found responsible for violating this policy will be disciplined up to and including permanent dismissal from the College.

Consequences

The College reserves the right to take whatever measures it deems necessary in response to an allegation of sex discrimination or sexual misconduct to protect students' rights and personal safety. Such measures include, but are not limited to, modification of living arrangements, change in schedule, or interim separation from campus pending a hearing.

Not all forms of sexual misconduct will be deemed to be equally serious offenses, and the College reserves the right to impose differing sanctions, ranging from a formal warning to permanent dismissal, depending on the severity of the offense.

Any member of the College community found responsible for a violation of the Sex Discrimination / Sexual Misconduct Policy will be subject to disciplinary action, up to and including termination of employment if they are an employee and/or permanent dismissal if they are a student.

Sanctions

Sanctions in sexual misconduct cases will be levied commensurate with the degree of misconduct and may be imposed by any authorized official of the College, namely the Title IX Coordinator or designee, or through the hearing and appeal processes. Students will be notified of sanctions in writing within three business days by the Title IX Coordinator or designee. Common sanctions are detailed below; however, hearing administrators may recommend and assign alternative sanctions.

- **Disciplinary Probation:** This is a more severe sanction than a warning that stipulates a period during which the student must demonstrate acceptable patterns of behavior. Further violations of any College regulations, no matter how minor, can result in more severe disciplinary action, including suspension from campus housing or permanent dismissal from the College. The student may need to adhere to other stipulated requirements, such as revocation of guest privileges or removal from extracurricular activities.
- **Social Probation:** This action stipulates a period during which the student must demonstrate acceptable patterns of behavior. Involvement in extracurricular activities is restricted. This would



include the use of the Pool Area or other specified facilities, athletics, and/or campus organizations. When students are placed on social probation, guest privileges are suspended to the point that students may not have any guests, nor may they be a guest in any other campus residences.

- **Suspension/Permanent Dismissal from Campus Housing:**
 - Suspension from their assigned campus residence. The student will receive a housing reassignment and be placed as near to residence life staff as possible.
 - Suspension from living in any campus residence. The student will be excluded from living in any campus housing. Prepayment for housing is forfeited. Also, the student's financial obligation of the lease continues. Any further violation will result in immediate permanent dismissal from the College. In addition to this sanction, a student may be issued a full or limited no trespass order by the Director of Public Safety, Disciplinary Officer, or Judicial Committee.
 - Suspension from entering any Central Penn residence. During the period for review and observation, a commuting student who violates a policy, rule, regulation, or order of a duly authorized Central Penn official is subject to exclusion from campus at the end of the student's academic day and prohibited from entering any campus housing. In addition to this sanction, a student may be issued a full or limited no trespass order by the Director of Public Safety, Disciplinary Officer, or Judicial Committee.

- **No Trespass Order**
 - Limited Access to College Property: This means a student is only permitted in the academic buildings for academic purposes and is not permitted in or around other College-owned property, including any campus residence, for any reason.
 - Full No Trespass Order: This means a student is not permitted in any academic buildings and is not permitted in or around college-owned property, including any campus residences, for any reason.

- **Disciplinary Suspension:** Disciplinary suspension precludes a student from registration, class attendance, and use of Central Penn facilities for up to two terms. Disciplinary suspension is recorded for the term of suspension in the student's academic record. Upon termination of the suspension, the student shall be allowed to register in compliance with the College's standards. A student's academic eligibility to return is subject to review by the Academic Affairs office regardless of judicial standing.

- **Disciplinary Dismissal:** Disciplinary dismissal is the cancellation of the student's registration and all permissions and privileges related thereto by an authorized disciplinary official of the College. Dismissal is permanently recorded in the student's academic record. A student who has been dismissed through disciplinary action is not eligible for readmission earlier than four terms



following dismissal, and then only with the approval of the Vice President of Enrollment Management, or designee.

- **Permanent Dismissal:** Permanent dismissal is the cancellation of the student's registration and all permissions and privileges related thereto by an authorized disciplinary official of the College. Permanent dismissal does not permit the student to register, attend classes, become eligible for re-admission, or use any Central Penn facilities. Permanent dismissal is permanently recorded on the student's academic record.
- **Other Possible Sanctions:** Specific sanctions may be required to correspond with specific offenses. All sanctions remain on file as part of the student's record.

Even if law enforcement authorities do not prosecute College members, the College can pursue disciplinary action. In cases when students face criminal charges or are the subject of a criminal investigation, the College's conduct procedure may be initiated at any time during such investigation or criminal proceedings. Any member of the College community found to be harassing or intimidating others who have filed sex offense complaints face additional, serious disciplinary consequences.

Notification of Outcomes

The outcome of a campus hearing is part of the education record of the accused student and is protected from release under the Family Educational Rights and Privacy Act. However, the College observes the legal exceptions as follows: Complainants in nonconsensual sexual contact/intercourse, sexual exploitation, sexual harassment, stalking, and intimate partner violence incidents have a right to be informed of interim actions and the outcome and sanctions of a hearing, in writing, without condition or limitation. Notifications will be made to both the Complainant and Respondent at the same time.

Stage four: right to appeal

After a determination has been made by the hearing board, both parties have the right to appeal from a determination regarding responsibility, and from the institution's dismissal of a formal complaint or any allegations therein, on the following bases:

- Procedural irregularity that affected the outcome of the matter.
- New evidence that was not reasonable available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter.
- The Title IX Coordinator, investigator(s), or hearing board had a conflict of interest or bias that affected the outcome of the matter.

The College may offer an appeal equally to both parties on additional bases.



Gender-Based and Sexual Misconduct Policy

Central Penn College maintains the principle that the campus should be a place of work and learning, free of all forms of gender discrimination, sexual harassment, intimidation, exploitation, and sexual misconduct. Title IX of the Educational Amendment Act of 1972 states that: No person in the United States, shall base on sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal assistance. In compliance with Title IX and the Violence Against Women Act, Central Penn's policy ensures consistent procedures and provides coordinated resources for victims of sexual violence.

The College prohibits sex discrimination in all its forms and considers it to be a serious offense. This policy includes all forms of sex discrimination, including, but not limited to sexual harassment, sexual assault, sexual misconduct, stalking, intimate partner violence, and retaliation for reporting. For individuals to engage in sexual activity of any type with each other, there must be clear mutual consent.

Statement of Nondiscrimination

Central Penn College prohibits discrimination based on race, national origin, color, creed, religion, sex, age, disability, veteran status, sexual orientation, gender identity, protected classes, and any other criterion specified by federal, state, or local laws. Any activity or behavior from a Central Penn College student, staff, or faculty member that intends to harass, marginalize, defame, or harm individuals and/or groups based on any of the criteria, within or outside of the College community will be deemed a violation under the code of conduct. Central Penn College affirms an environment of diversity, inclusion, and equity among all internal and external constituents of the College.

Definitions and Dimensions of Gender-Based and Sexual Misconduct

Definitions and Dimensions of Gender-Based Misconduct

Gender-based misconduct is the umbrella term for a wide range of behaviors that violate community standards are, therefore, inappropriate. We use the term sexual misconduct when actions are gender-based but manifest themselves in sexual actions.

Coercion: Coercing someone into sexual activity is a violation of the College's sexual misconduct policy. Coercion exists when a sexual initiator engages in sexually pressuring and/or oppressive behavior that causes another individual to engage in unwanted sexual behavior. Coercion is differentiated from seduction by the repetition of the coercive activity beyond what is reasonable, the degree of pressure applied, environmental factors such as isolation, and the initiator's knowledge that the pressure is unwanted.

Consent: According to the American College Health Association, consent is a voluntary, sober, enthusiastic, creative, wanted, informed, mutual, honest, and verbal agreement to engage in sexual contact. Lack of consent is the critical factor in any incident of Sexual Misconduct and Sexual Violence.

- Consent must be informed, freely and actively given through clear communication between all persons involved in the sexual encounter



- Consent is active, not passive. Consent can be communicated verbally or by actions. But in whatever way consent is communicated, it must be mutually understandable. Silence, in and of itself, cannot be interpreted as consent.
- Consent to one form of sexual activity does not imply consent to other forms of sexual activity. It is the responsibility of the initiator of sexual contact to make sure they understand fully what the person with whom they are involved wants and does not want sexually.
- Previous relationships or consent does not imply consent to future sexual acts.
- Consent cannot be procured by use of physical force, compelling threats, intimidating behavior, or coercion.
- Effective consent cannot be given by minors, mentally disabled individuals or persons incapacitated because of drugs or alcohol.
 - When alcohol or other drugs are being used, someone will be considered unable to give valid consent if they cannot appreciate who, what, when where, why, or how of a sexual interaction.
 - If you have sexual activity with someone you know to be--or should know to be - mentally or incapacitated (by alcohol or other drug use, unconsciousness, or blackout), you are in violation of this policy.
 - This policy also covers someone whose incapacity results from sleep, involuntary physical restraint, or from the taking of a so-called "date-rape" drug.
 - Possession, use and/or distribution of any of these substances, including Rohypnol, Ketamine, GHB, Burundanga, etc. is prohibited, and administering one of these drugs to another person for the purpose of inducing incapacity is a violation of this policy.

Gender based discrimination: actions that deprive members of the community of educational or employment access, benefits, or opportunities on the bases of gender.

Gender identity: a person's identification with masculine, feminine, or other gender characteristics. These characteristics need not correspond to the sex assigned to that person at birth. A person's expression of gender identity may include manners of dress, styles, tones of speech or physical gestures.

Gender identity discrimination: denying access to college education programs, services, or employment opportunities, determining opportunities for advancement and pay increases, or creating a hostile institutional environment for someone because of that person's gender identity.

Sex discrimination: includes all forms of sexual harassment, sexual misconduct, and sexual violence by employees, students, or third parties against employees, students, or third parties. Sex discrimination also includes stalking and intimate partner violence. Students, College employees, and third parties are prohibited from harassing other students and/or employees whether the incidents of harassment occur on the College campus and whether the incidents occur during working hours.



Sexual misconduct, including sexual assault, is defined as deliberate contact of a sexual nature without the other parties' consent. Sexual Misconduct may vary in its severity and consists of a range of behaviors or attempted behaviors that may be grounds for student conduct action under college policy. These behaviors, all of which constitute sexual misconduct include:

Nonconsensual sexual contact: engaging in any sexual contact other than intercourse with another person without that person's consent and/or cognizance. It includes any non-consensual sexual contact, including sexual touching with any object by a man or a woman upon another person without consent, making any person touch you or themselves in a sexual manner, improper touching of intimate body parts (including, but not limited to, genitals, buttocks, groin, or breasts), and non-consensual removal of another's clothing.

Nonconsensual intercourse: any sexual intercourse (anal, oral, or vaginal), with any object, by a person upon another person without consent and/or cognizance. Non-consensual intercourse may be accomplished by expressly or implicitly forcing or coercing another person to have sexual intercourse against their will, including the use or threat of physical force, or any behavior that is designed to intimidate and induce fear in another person. Non-consensual intercourse can also occur when another person is under the influence of alcohol or other drugs, is undergoing physical or emotional trauma, is less than 17 years of age, or is otherwise incapable of denying or giving consent (for example, when an individual is in an unconscious or semi-conscious state).

Sexual Exploitation: non-consensual or abusive sexual advantage of another for their own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to prostituting another person, non-consensual video or audiotaping of sexual activity, going beyond the boundaries of consent (such as letting other parties hide to watch you having consensual sex, or deceiving a partner about the presence of contraceptives such as birth control or condoms), engaging in voyeurism, and knowingly transmitting an STD or HIV to another.

Sexual and Gender-based Harassment: Sexual harassment is unwanted sexual advances, requests for sexual favors, or visual, verbal, or physical conduct of a sexual nature when:

- submission to such conduct is made – either implicitly or explicitly – a term or condition of an individual's employment or academic status.
- submission to or rejection of such conduct is used as a basis for employment or education decisions affecting the individual; or such conduct has the purpose or effect of unreasonably interfering with a student's or employee's work performance or creating an intimidating, hostile, or offensive working, educational, or living environment.



While sexual harassment encompasses a wide range of conduct, some examples of specifically prohibited conduct include:

- Promising, directly, or indirectly, a reward to an individual if the person complies with a sexually oriented request.
- Threatening, directly or indirectly, retaliation against an individual, if the person refuses to comply with a sexually oriented request.
- Denying, directly or indirectly, an individual employment or education related opportunity, if the individual refuses to comply with a sexually oriented request.
- Engaging in sexually suggestive conversation or physical contact or touching another individual.
- Displaying pornographic or sexually oriented materials.
- Engaging in indecent exposure.
- Making sexual or romantic advances toward an individual and persisting despite the individual's rejection of the advances.
- Physical conduct such as assault, touching, or blocking normal movement.
- Retaliation for making harassment reports or threatening to report harassment.

Gender-based harassment is also prohibited. It includes but is not limited to acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex stereotyping, including gender expression or sexual orientation, even if those acts do not involve conduct of a sexual nature.

Sexual and gender-based harassment can involve males or females being harassed by members of either sex. Although harassment sometimes involves a person in a greater position of authority as the harasser, individuals in positions of lesser or equal authority also can be found responsible for engaging in prohibited harassment. Sexual and gender-based harassment can be physical and/or psychological in nature. An aggregation of a series of incidents can constitute sexual or gender-based harassment even if one of the incidents considered separately would not rise to the level of harassment.

Retaliation

The College prohibits retaliation against any person for reporting, testifying, assisting, or participating in any manner in any investigation or proceeding involving allegations of discrimination or harassment. Any person who violates this policy will be subject to discipline, up to and including termination if they are an employee, and/or permanent dismissal if they are a student. Retaliation is any action by any person that is perceived as: intimidating, hostile, harassing, or violent that occurs in connection to the making and follow-up of the report.

Intimate Partner Violence

Intimate partner violence refers to violence committed by a person, (a) who is or has been in a social relationship of romantic or intimate nature with the complainant; and (b) where the existence of such a relationship shall be determined based on a consideration of the following: the length of relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship.



Intimate partner violence also encompasses domestic violence. The term “domestic violence” includes felony or misdemeanor crimes committed by the current or former spouse of the complainant, by a person whom the complainant shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the complainant under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from the person’s acts under the domestic or family violence laws of the jurisdiction.

Stalking

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

Other Misconduct Offenses (fall under this policy when sex or gender-based)

- Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another.
- Hazing, defined as acts likely to cause physical or psychological harm, or social ostracism to any person within the College community, when related to the admission, initiation, pledging, joining or any other group-affiliation activity (as defined further in the Hazing Policy).
- Bullying, defined as written, verbal; or physical conduct that adversely affects the ability of one or more members of the community to participate in or benefit from the school’s educational programs or activities. Such conduct places an individual in reasonable fear of physical harm. Such conduct places an individual in reasonable fear of physical harm. Workplace bullying is repeated mistreatment of one or more persons by one or more individuals. The conduct is abusive because it threatens, humiliates, intimidates, interferes with, or sabotages an individual’s work. Workplace bullying results in stress-related, physical, emotional, economic, or psychological harm. Bullying in violation of the College’s non-discrimination policy means that the harassing conduct is based on an individual’s actual or perceived race, color, national origin, sex, disability, sexual orientation, gender identity or expression.

Bias-Motivated Offensive Conduct, Discrimination and Hate Crimes

Introduction

The College is committed to fostering an environment, both work and educational, free of racial harassment, discrimination, and hateful conduct. Our community is called by mission, values, and law to reject all forms of racial and/or ethnic harassment, discrimination, hate, and violence. Central Penn College prohibits any member of the community, including faculty, staff, administration, students, or campus visitors, whether they are guests, patrons, independent contractors, or clients, from discriminating against another person or member of the College community. The policy of non-discrimination aligns with federal and state laws including Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, and the Pennsylvania Human Relations Act.

All members of the College community should be aware that whether any conduct constitutes harassment or bias motivated conduct may depend, in part, on how that conduct is viewed by the person who is



subject to the adverse conduct. Any person who initiates or persists in this type of prohibited conduct assumes the risk that the person who is the object of the conduct may view such behavior as unwelcome or offensive. Thus, a person who initiates or persists in this type of conduct could be subject to discipline even if such behavior might not have been intended to be offensive, provided that the conduct meets the definitions of prohibited discrimination, harassment or bias-motivated conduct as defined in these policies.

The College's non-discrimination policy covers faculty, staff, students, and administrators. The policy as applied to employees prohibits discrimination based on race, color religion, sex, gender, national origin, disability, or gender identity. These policies apply equally to all members of our community regardless of sex, gender, sexual orientation, gender identity, race, ethnicity, nationality, disability, or age of any of the individuals involved.

Definitions

Discrimination is any distinction, advantage or detriment to an individual compared to others that is based on an individual's actual or perceived gender, race, color, age, creed, national or ethnic origin, physical or mental disability, religion, or sexual orientation. Under this policy, discrimination is defined as conduct that is so severe, persistent, or pervasive that it unreasonably interferes with or limits a person's ability to participate in or benefit from the institution's educational program, activities, or work obligations.

Discrimination may also involve a supervisor or person in authority making employment decisions related to hiring, firing, transferring, promoting, demoting, changing benefits, compensation or other terms and conditions of employment because of an employees' protected class status.

Racial and/or ethnic harassment, including hate crimes and racial/ethnic discrimination, is conduct directed against any person or group of persons based on race, ethnicity, color, or national origin that harms or creates an offensive, demeaning, intimidating or hostile environment for that person or group of persons. Harassment may be oral, written, and/or physical conduct. Such conduct includes but is not limited to objectionable epithets, demeaning depictions, or treatment, and threatened or actual abuse or harm.

Hate Crimes are criminal offenses that are motivated in whole or in part by the offender's bias toward the victim's actual or perceived race, religion, disability, sexual orientation, nationality, gender, or ethnicity. Hate crimes are not limited to actual crimes but may also be threatened or attempted crimes; and may include assault and battery, vandalism, or other destruction of property, or verbal threats of physical harm. Harassment or intimidation may also be a hate crime when intended to deprive or interfere with a person's civil rights. A person who initiates or persists in this type of conduct could be subject not only to disciplinary proceeding of the College, but also to criminal prosecution.

Racial and/or ethnic discrimination is conduct that serves to limit the social, political, economic, employment or educational opportunities of groups or individuals solely based on their race and/or ethnicity.



Racial and/or ethnic harassment is further defined as conduct that:

- Is directed at an identifiable person(s), and insults or demeans the person(s) to whom the conduct is directed, or abuses a power or authority relationship with that person based on race, color, ethnicity, or national origin using slurs, epithets, hate words, demeaning jokes, derogatory stereotypes, and similar action; and/or
- Is intended to inflict direct injury on that person or persons to whom the conduct is directed; and/or
- Is sufficiently abusive or demeaning so severe or pervasive as to create a hostile environment; and/or
- Occurs in any context or location such that an intent to inflict direct injury may be inferred; and/or
- Is intended to affect negatively the work or educational environment in a way that makes the treatment of the affected party unequal with respect to their proper functioning, opportunities for promotion and development because of their race, color, ethnicity, or national origin; and/or
- Is intended to damage or destroy or damages or destroys private property of any member of the College community or guest because of that person's race or ethnicity with the purpose of making the educational, work or living environment hostile for the person whose property was damaged or destroyed.

Notification of One Process concern

Following a recommendation from the Office of Equity and Multicultural Affairs, a Notice of One Process Concern (NOC) will be issued in response to a discrimination complaint that is not scheduled for investigation. The notice summarizes the complaint and offers the respondent the opportunity to respond to the allegations in writing. A Notice of Concern is sent to both parties. A NOC may trigger an investigation if either the complainant or the respondent makes such a request.

Students with Disabilities

The American with Disabilities Act, as amended and Section 504 of the Rehabilitation Act of 1973 prohibit discrimination based on ability. Central Penn College strives to create an environment that is accessible to its entire community and does not discriminate against individuals based on physical or mental disability. Accessibility is not limited to physical spaces but includes the following basic rights:

- Access to services, programs, and any events and activities organized by Central Penn College
- Access to information from Central Penn College as readily as others can access it
- The expectation of the same level and quality of service from Central Penn College that others receive

To ensure equal access and realizing that equal does not always mean the same, the College is committed to providing reasonable accommodations, including appropriate auxiliary aids and services, academic adjustments (inside or outside the classroom), and/or modification to the College's policies and procedures, to qualified individuals with disabilities, unless providing such accommodations would result in an undue burden or fundamentally alter the nature of the relevant program or activity.



Coordination with Law Enforcement

When necessary and proper, the institution may contact any law enforcement agency that is conducting its own investigation to inform them that a college investigation is also in progress. The Office of Equity and Multicultural Affairs may look to ascertain the status of the criminal investigation and to ascertain in the extent to which any evidence collected by law enforcement may be available to the institution in its investigation.

Filing and Record Keeping

Student Rights and Responsibilities, under the Office of Equity and Multicultural Affairs, will keep complaint files, electronic files, and complaint log. Reports will be kept in a locked filed cabinet for a period not to exceed three years. Files will then be stored in a secure location. Reports will be issued to One Process stakeholders and President's Cabinet. Summary reports will be filed to follow state, local and federal laws.

Periodic Review of One Process Policy

To ensure that enforcement of college standards governing discrimination and sexual misconduct are fair, reasonable, available to all members of the community and in compliance with relevant federal, state, and local laws, these policies will be reviewed annually by the Office of Equity and Multicultural Affairs and Diversity Inclusion Committee. Changes to the policy must be reviewed and approved by the President's Cabinet and Board of Directors.

Rights of Complainants and Respondents

The College will consider the concerns and rights of both the complainant and the respondent. The Title IX Coordinator will review a statement of rights with both parties at the beginning of the investigatory process.

The complainant and respondent have the right to a prompt process and resolution. At the conclusion of the hearing process, the College will supply written notification to the complainant and the respondent involved of the outcome and resolution of the hearing within three business days.

Once written notification of the resolution has been received, the parties involved will have the opportunity to appeal the findings. The letter of appeal should be sent according to the standard appeal process outlined in the Student Handbook.

Bystander Intervention tips

Prevention of sexual misconduct requires a commitment from all members of the campus community to promote a campus climate in which individuals are educated and empowered to intervene if it is safe to do so. To aid in this effort bystanders are encouraged to ACT:

- Acknowledge something is wrong
 - Notice the event. Pay attention to what is going on around you.
 - Decide if someone needs help. Error on the side of caution and investigate.



- Take responsibility. Do not assume someone else will do something. Have the courage and confidence to act.
- Consider your options
 - Direct. Directly address the situation. Step in and say or do something to stop the situation.
 - Distract. Find a way to redirect the attention toward something else to diffuse the situation.
 - Delegate. Work with someone else or find someone better equipped to address the concern.
- Act!
 - Be safe! Do not put yourself in a dangerous situation. If you need to, call Public Safety rather than intervening yourself.
 - Do not wait! Intervening early can avoid a minor problem from growing into an even bigger, more harmful problem.
 - Excellent job! Remember that any action taken to help is important and valuable.

Recommendations for Students Who Have Experienced Sexual Misconduct

- **Get to safety as soon as possible.** Do not stay where the misconduct occurred.
- **Seek medical attention as soon as possible.** A physical exam should be conducted by a SANE nurse within 72 hours (about 3 days) of the assault. Having a sexual assault exam does not mean you are mandated to press charges but will be helpful in your case should you choose to press charges later. Take a full change of clothing, including shoes, for use after a medical examination.
- **Preserve physical evidence.** Do not bathe, urinate, douche, brush teeth, or drink liquids. Clothes should not be changed but if they are bringing all the original clothing to the hospital in a paper bag. (Plastic bags may damage evidence.) Preserving evidence does not mean you are mandated to press charges but will be helpful in your case should you choose to press charges later.
- **Seek Counseling.** Request to speak with the campus counselor or a rape-crisis advocate for confidential support.
- **Report.** Reporting the incident does not mean you are mandated to press criminal charges. Reports made to college officials do require investigation. A student can start a complaint by contacting:
 - Public Safety Department (717-728-2364)
 - Title IX Coordinator (717-728-2398)

Pregnant and Parenting Students

Central Penn College is committed to creating and supporting a community where all individuals enjoy freedom from discrimination, including discrimination based on sex, as mandated by Title IX of the Education Amendments of 1972. Sex discrimination, which can include discrimination based on pregnancy, marital status, or parental status, is prohibited, and Central Penn College ensures the protection and equal treatment of pregnant persons, individuals with pregnancy-related conditions, and new parents. Students needing accommodations related to pregnancy, loss of pregnancy, or the arrival of



a new child (birth, foster, or adopted) should contact the Title IX Coordinator at compliance@centralpenn.edu for assistance.

False Reports

The College will not tolerate intentional false reporting of incidents. It is a violation of the student Code of Conduct to make an intentionally false report of any policy violation, and it may also violate state criminal statutes and civil defamation laws. Students who give falsified complaints are subject to disciplinary action and sanctioning.

Annual Fire Safety Report¹⁷

If an institution keeps an on-campus student housing facility, it must also publish an Annual Fire Safety Report.

The report must have the following:

- 1) Fire statistics given to the Department
- 2) Description of on-campus housing facilities fire safety systems
- 3) Number of fire drills during the previous calendar year
- 4) Policies on portable electrical appliances, smoking, and open flames in housing facilities
- 5) Procedures for evacuation due to fires in student housing
- 6) Policies on fire safety education and training programs
- 7) List of titles of persons to report fires on campus, for purposes of inclusion in statistics
- 8) Plans for future improvement in fire safety, if necessary

The Fire Log¹⁸

Any institution that keeps on-campus housing facilities must maintain a fire log.

The fire log must be a written and easily understood record of any fire that occurred in an on-campus student housing facility. The log must include the nature, date, time, and general location of each fire.

Notice and Distribution of Reports¹⁹

Institutions must supply notice of the availability of the Annual Security Report and the Annual Fire Safety Report (if applicable) to all current and prospective students and employees.

This notice must include:

- 1) A statement of the report's availability
- 2) A statement that a paper copy will be provided upon request and how to obtain one

¹⁷ 34 CFR 668.49(b)

¹⁸ 34 CFR 668.49(d)

¹⁹ 34 CFR 668.41(e)



- 3) A brief description of the contents
- 4) The exact electronic address of the report.

Emergency Response, Evacuation Notification, and Timely warnings²⁰

Each institution must develop emergency response and evacuation procedures and include a description of its procedures in its Annual Security Report.

The statement must include the procedures the institution will use to immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus.

At a minimum, an institution must have procedures to:

- 1) Confirm significant emergencies or dangerous situations.
- 2) Determine the appropriate community to notify and the content of the notification, including the withholding as confidential the names and other identifying information of victims
- 3) Initiate the notification system

The institution must also compile a list of persons or organizations responsible for these activities.

The institution must have procedures for disseminating emergency information to the larger community and must test emergency and evacuation procedures on at least an annual basis.

In an emergency or a dangerous situation, an institution must, without delay and accounting for the safety of the community, determine the content of the notification and initiate the notification system, unless such notification will compromise efforts to assist a victim or contain, respond to, or mitigate the emergency.

An institution must develop procedures to immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus.

Institutions are required to provide [emergency notifications](#) or [timely warnings](#) based upon the circumstances.

Emergency Response and Evacuation Procedures

Central Penn College maintains the capabilities necessary to warn and evacuate their academic and residential buildings. A part of these capabilities includes the development and distribution of emergency response guidelines to students, faculty, and staff. These guidelines are maintained and distributed in a

²⁰ 34 CFR 668.46(g)



variety of ways. Information may be posted in hallways and classrooms. This information is available on the Public Safety & Health department at <https://www.centralpenn.edu/public-safety/>.

Emergency Evacuation Drills and Training

To ensure the campus emergency operations plans remain current and actionable, the College may conduct seminars, drills, table-tops, functional, and full-scale exercises. After-action reviews are conducted for all exercises. Central Penn College may partner with local emergency responders to develop training programs and exercises. The Public Safety & Health department will notify the campus community of drills and exercises and remind the community of the College's CPCAlert system and emergency response procedures.

Emergency Notifications

Are required to provide immediate notification to the campus community upon confirmation of a significant emergency or dangerous situation occurring on campus that involves an immediate threat to the health or safety of students or employees.

Emergency Notification

The Central Penn College is committed to sending its campus community members timely, accurate, and useful information in the event of a significant emergency or dangerous situation on campus that poses an immediate threat to the health and safety of campus community members. Central Penn College will immediately notify the campus community upon confirmation of an emergency dangerous situation. Central Penn College uses the emergency notification system, **OMNILERT**, to provide alerts via CPCALERT is an emergency notification service available to students, faculty, and staff. CPCALERT can be used to send emergency messages within minutes of the occurrence of an incident. Central Penn's emergency communication system is multimodal, covering various forms of media.

Confirming the Existence of a Significant Emergency or Dangerous Situation and Initiating the Emergency Notification System

The Public Safety & Health department may become aware of a critical incident or other emergency that potentially affects the health and/or safety of the campus community. The Public Safety & Health department becomes aware of these situations when they are reported to public safety officers or directly to a college employee. This critical incident is reported to the Director of Public Safety & Health who has the knowledge, skills, and abilities necessary to evaluate whether a particular event requires an emergency notification and to determine if such a notification would compromise the efforts to contain the emergency. The director of public safety & health may also determine if a message should be sent to benefit the health, safety, and well-being of the campus community for situations that do not pose a significant emergency or dangerous situation.

Once first responders confirm that there is, in fact, an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the campus community, the Public Safety & Health department will be made aware of the situation.



The institution will, without delay, and considering the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of the Director of Public Safety & Health, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

Determining the Contents of the Emergency Notification

Speed and accuracy of the information are of utmost importance in issuing emergency notifications. To expedite this process and determine that each message contains essential information, the mass notification system contains pre-scripted templates for the most probable or highest impact emergencies. These messages identify the situation, allow for input of the location, and identify the immediate protective action that should be taken. The individual authorizing the message will select the most appropriate template. In those cases where there are no predetermined templates in the system, the individual may use a blank template to craft a specific message. The goal is to make people aware of the situation and communicate the steps to take to stay safe.

Procedures Used to Notify the Campus Community

In the event of a situation that poses an immediate threat to members of the campus community, the campus has various systems in place for communicating information quickly. Some or all these methods of communication may be activated in the event of an emergency. These methods of communications include the mass notification system CPCALERT, which may include SMS, e-mail, and voice. We may also use verbal announcements within buildings, public address systems, fire alarms, and posting to websites.

Procedures for Disseminating Emergency Information to the Larger Community (i.e., individuals and organizations outside the campus community)

If the campus activates its emergency notification system in response to a situation that poses an immediate threat to members of the campus community, the appropriate offices at the campus will notify the larger community about the situation and steps the campus has taken to address the emergency. Primarily, campus communicators/news and media relations are responsible for updating notices on social networking platforms and for maintaining communications with news outlets, distribution of press releases, and scheduling of press conferences.

In accordance with Clery Act emergency notification requirements and based on the April 2020 U.S. Department of Education guidance, the College issued emergency notifications and/or placed banners on the campus' home page to alert the campus community of the current COVID-19 pandemic and to provide necessary health and safety precautions, and updated information.

Enrolling in the College's Mass Notification System CPCALERT:

We encourage employees and students of the campus community to enroll in CPCALERT. All employees and students with an access account and a college email address will automatically have their college email enrolled in the system. They are encouraged to visit the CPCALERT portal at <https://my.centralpenn.edu/> and add phone numbers and additional e-mails.



Timely Warnings

Are required for all [Clery Act crimes](#) that occur on [Clery Geography](#) that are reported to Campus Security Authorities or local police agencies and are considered by the institution to represent a serious or continuing threat to students and employees.

The following chart identifies the differences between emergency notifications and timely warnings:

	Emergency Notifications	Timely Warnings
Scope	Significant emergency or dangerous situation	Clery crimes, reported to CSAs
Triggered by?	Event that is currently occurring on or imminently threatening campus	Crimes that occurred and represent an ongoing threat
Where event occurs?	Only on campus	Anywhere on Clery Geography
How soon to issue?	Immediately upon confirmation of situation	As soon as information is available

Timely Warnings – Central Penn College

To provide timely notice to the campus community in the event of a [Clery Act crimes](#) that may pose an ongoing threat to members of the campus community, the Public Safety & Health department in conjunction with senior College officials will issue “Timely Warnings.” The College may issue a timely warning for the following: arson; aggravated assault; criminal homicide; domestic violence; dating violence; robbery; burglary; sexual assault; hate crimes; and stalking. The College may also issue a timely warning for alcohol, drug, and weapon arrests or disciplinary referrals that may pose a continuing threat to the campus community. The Public Safety & Health department in conjunction with senior campus officials will distribute these warnings through a variety of ways, including but not limited to emails, posters, web postings, and media. The College also can send text message alerts to those who register their cell phone numbers.

The purpose of a timely warning is to notify the campus community of the incident and to provide information that may enable the community to take steps to protect themselves from similar incidents. The College will issue timely warnings considering on a case-by-case basis the following criteria:

1. one of the above listed crimes are reported.
2. the perpetrator has not been apprehended; and
3. there is a substantial risk to the safety of other members of the campus community because of this crime.

An institution is not required to provide a timely warning with respect to crimes reported to a pastoral or professional counselor. The College may also issue an alert in other circumstances, which may pose a significant threat to the campus community.



The Public Safety & Health department will make the determination, in consultation with other senior College officials, if a timely warning is required. However, in emergency situations, any senior College official may authorize a timely warning. For incidents involving off-campus crimes, the College may issue a timely warning if the crime occurred in a location used and frequented by the College population.

Annual Disclosure of Crime Statistics

While Central Penn College is a safe environment, crimes do occur. In addition to the Clery Act crimes statistics, other common crimes that occur on campus are outlined below.

Theft

Theft is a common occurrence on college campuses. Often, this is since theft is often seen as a crime of opportunity. Confined living arrangements, recreation facilities, and many open classrooms and laboratories provide thieves with effortless opportunities. Occupants of the residence halls often feel a sense of security and home atmosphere and become too trusting of their peers, while others leave classrooms and laboratories unlocked when not occupied for short periods of time.

It is important to be very vigilant when it comes to suspicious persons. Never leave items and valuables lying around unsecured. Doors should be always locked. The following is a list of suggestions to help you not fall victim to theft.

- Keep doors to residence halls, labs, classrooms locked when not occupied.
- Do not provide unauthorized access to persons in the buildings or classrooms.
- Do not keep substantial amounts of money with you.
- Lock all valuables, money, jewelry, and checkbooks in a lock box or locked drawer.
- Keep a list of all valuable possessions including the make, models, and serial numbers.
- Do not leave laptop computers or textbooks unattended in labs or libraries, even if it is for a brief period.
- Do not lend credit cards or identification cards to anyone.
- Report loitering persons or suspicious persons to police immediately; do not take any chances.

Identity Theft

Identity theft is a crime in which someone wrongfully obtains and uses another person's personal information in some ways that involves fraud or deception, typically for economic gain. This personal data could be a Social Security number, bank account, or credit card information.

Persons involved in identity theft often use computers or other forms of media to assist them.

You can take measures to prevent this from happening to you:



- Do not give anyone your personal information unless there is a legitimate reason to trust them.
- Never give your credit card information, date of birth, or other information over the telephone, unless you can confirm the person receiving that information.
- Complete a credit check frequently to assure there is no suspicious activity.
- Examine financial information often to assure all transactions are authorized and accounted for.
- Use security software and install firewalls on computers.

Clery Act Crimes

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires Colleges and universities across the United States to disclose information about crimes reported on and around their campuses. The Public Safety & Health department collects the Clery crime statistics disclosed through several methods.

The Public Safety & Health department maintains a close relationship with all police departments where Central Penn owns or controls property to ensure that crimes reported directly to these police departments that involve the College are brought to the attention of the Public Safety & Health department. In addition to collecting Clery crime statistics from local police departments, all reports of crime incidents made directly to the Public Safety & Health department. The reports are reviewed in accordance with the appropriate crime definitions. To ensure each report is appropriately classified in the correct crime category, after a report is reviewed, the Director of Public Safety & Health reviews the report to ensure it is appropriately classified.

In addition to the crime data that the Public Safety & Health department maintains, the College collects Clery crime statistics of reports made to various Campus Security Authorities, as defined in this report. The statistics reported in the attached charts reflect the number of criminal incidents reported to the various Campus Security Authorities. The statistics reported for the subcategories on liquor laws, drug laws, and weapons offenses represent the number of people arrested or referred to campus judicial authorities for respective violations, not the number of offenses documented.

Definitions of Reportable Crimes

Murder/Non-Negligent Manslaughter – defined as the willful killing of one human being by another.

Negligent Manslaughter – defined as the killing of another person through gross negligence.

Rape – Penetration no matter how slight of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.

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 their age or because of their temporary or permanent mental or physical incapacity.



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

Statutory Rape – Non-forcible sexual intercourse with a person who is under the statutory age of consent.

Robbery – defined as taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Aggravated Assault – defined as an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied using a weapon or by means likely to produce death or great bodily harm.

Burglary – unlawful entry of a structure to commit a felony or a theft.

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

Arson – any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, private property of another, etc.

Domestic Violence – Includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family laws of the Commonwealth of Pennsylvania, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction. Pennsylvania does not have a specific crime of domestic violence.

Dating Violence – Means violence committed by a person —(a) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (b) where the existence of such a relationship will be determined by the reporting party's statement and based on a consideration of the following factors:

- i. The length of the relationship.
- ii. The type of relationship.
- 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.

Pennsylvania does not have a specific crime of dating violence.



Stalking – 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) suffer substantial emotional distress. In Pennsylvania, a person commits the crime of stalking when the person either:

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

Hate Crimes – includes all the crimes listed above that manifest evidence that the victim was intentionally selected because the perpetrator’s bias against the victim based on one of the Categories of Prejudice listed below, plus the following four crimes.

Larceny/Theft – the unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

Simple Assault – unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Intimidation – to unlawfully place another person in reasonable fear of bodily harm using threatening words and/or other conduct but without displaying a weapon or subjecting the victim to actual physical attack.

Destruction/Damage/Vandalism to Property (except Arson) – to destroy willfully or maliciously, damage, deface, or otherwise injure real or private property without the consent of the owner or the person having custody or control of it.

Categories of Prejudice

Race – A preformed negative attitude toward a group of persons who possess common physical characteristics genetically transmitted by descent and heredity that distinguish them as a distinct division of humankind.

Gender – A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender, e.g., male or female.

Religion – A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being.



Sexual Orientation – A preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation.

Ethnicity – A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry.

National Origin – A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth.

Disability – A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/ challenges, whether such disability is temporary or permanent, congenital, or acquired by heredity, accident, injury, advanced age, or illness.

Gender Identity – A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender non-conforming individuals.

Definitions of Clery Act Locations

On-Campus – Any building or property owned or controlled by an institution within the same contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, including residence halls; and is frequently used by students, and supports institutional purposes.

Residence Halls – Any student housing facility that is owned or controlled by the institution or is located on property that is owned or controlled by the institution and is within the contiguous geographic area that makes up the campus is considered an on-campus student housing facility.

Public Property – All public property, including thoroughfares, streets, sidewalks, and parking facilities, which is within the campus, or immediately adjacent to and accessible from the campus.

East Pennsboro Township

The following streets within or immediately adjacent, and commonly accessed by affiliates to the Central Penn College, Summerdale Campus. The streets and accessed locations referred to are College Hill Road, Valley Street, B Street, Raymond Road, The Summerdale Apartments, and area of the Summerdale Plaza.



East Lampeter Township

The following streets within or immediately adjacent to, and commonly accessed by affiliates to the Central Penn College, Lancaster Center. The streets and accessed locations referred to are Old Philadelphia Pike, Greenfield Road, and Linda Avenue.

Non-Campus – Any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution’s educational purposes, is frequently used by students, and is not within the same contiguous geographic area of the institution.



Attachments

2021 – Clery Report Disclosure Announcement

2019 – 2021 Crime Statistics

2019 – 2021 Uniform Crime Report Statistics

2021 Crime Log – Central Penn College

2021 Crime Statistics Request - East Pennsboro Township Police Department

2021 Crime Statistics Results – East Pennsboro Township Police Department

2021 Crime Statistics Request - East Lampeter Township Police Department

2021 Campus Map – Central Penn College



Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

Clery Report 2021

(Report is based on 2019, 2020, & 2021 information)

Contact Information

Public Safety & Health Department

Email: PublicSafety@CentralPenn.edu

Address:

Central Penn College
Public Safety & Health Department
600 Valley Road
Summerdale, Pennsylvania 17093

Attention: CACSA Information

Page 76 of 76

To request this document in an alternative format contact PublicSafety@CentralPenn.edu

Report adapted in part from Penn State University's annual security report.



Clery Report Disclosure Announcement 2021

This report is prepared in compliance with the Federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, as amended by the Violence Against Women Reauthorization Act of 2013. The statistics are maintained and compiled by the Public Safety & Health Department.

These laws require all institutions of higher education within the Commonwealth to provide students and employees with information pertaining to, but not limited to, crime statistics, security measures, fire statistics, fire safety measures, policies relating to missing persons, and penalties for drug use, on an annual basis. These acts also require that this information be available to prospective students and employees upon request.

The primary purpose of the federal law is to create a national reporting system on crime and safety, as well as fire safety, for our nation's colleges and universities. Central Penn College is in East Pennsboro Township, a quiet residential suburb of Enola. Central Penn College also has a satellite location in East Lampeter Township.

The entire report is available online at <https://www.centralpenn.edu/public-safety/> plus the link is disseminated via email and college publications to the Central Penn College Community every year as required by law.

Sincerely,

2/22/2022

X Shaun Cooney

Shaun Cooney

Signed by: Shaun Cooney

From: [Cooney, Shaun](#)
Subject: 2021 Clery Report Disclosure Announcement
Date: Wednesday, February 23, 2022 3:17:03 PM
Attachments: [2021 Annual Campus Crime Report_Final.pdf](#)
[image001.png](#)
[2021 Fire Safety Report_Final.pdf](#)
[2021 Campus Announcement.pdf](#)



Clery Report Disclosure Announcement 2021

This report is prepared in compliance with the Federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, as amended by the Violence Against Women Reauthorization Act of 2013. The statistics are maintained and compiled by the Public Safety & Health Department.

These laws require all institutions of higher education within the Commonwealth to provide students and employees with information pertaining to, but not limited to, crime statistics, security measures, fire statistics, fire safety measures, policies relating to missing persons, and penalties for drug use, on an annual basis. These acts also require that this information be available to prospective students and employees upon request.

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The entire report is available online at <https://www.centralpenn.edu/public-safety/>. In addition to this email, the Clery Report Disclosure Announcement will be disseminated via college publications to the Central Penn College Community as required by law.

Announcement Date: *Wednesday, February 23, 2022*

Recipients: *Central Penn College faculty, staff, and active students*

Attachments: *2021 Annual Campus Crime Report, 2021 Fire Safety Report, and 2021 Campus Announcement*

Sincerely,

Shaun Cooney
Director, Public Safety & Health

Bollinger Building #46 | 717-728-2274
ShaunCooney@centralpenn.edu

Central Penn College
600 Valley Road
Summerdale, PA 17093
www.centralpenn.edu



Cooney, Shaun

From: Morrison, Jay
Sent: Friday, February 25, 2022 1:09 PM
To: Cooney, Shaun
Subject: FW: 2021 Clery Report Disclosure Announcement
Attachments: 2021 Annual Campus Crime Report_Final.pdf; 2021 Fire Safety Report_Final.pdf; 2021 Campus Announcement.pdf

Jay Morrison

Dept. of Public Safety & Health

jaymorrison@centralpenn.edu

Central Penn College

Bollinger Hall Room 46

Office: (717) 728-2364



www.centralpenn.edu

From: Cooney, Shaun <ShaunCooney@centralpenn.edu>

Sent: Wednesday, February 23, 2022 3:07 PM

Subject: 2021 Clery Report Disclosure Announcement



Clery Report Disclosure Announcement 2021

This report is prepared in compliance with the Federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, as amended by the Violence Against Women Reauthorization Act of 2013. The statistics are maintained and compiled by the Public Safety & Health Department.

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Announcement Date: *Wednesday, February 23, 2022*

Recipients: *Central Penn College faculty, staff, and active students*

Attachments: *2021 Annual Campus Crime Report, 2021 Fire Safety Report, and 2021 Campus Announcement*

Sincerely,

Shaun Cooney

Director, Public Safety & Health
Bollinger Building #46 | 717-728-2274
ShaunCooney@centralpenn.edu

Central Penn College

600 Valley Road
Summerdale, PA 17093
www.centralpenn.edu



From: [Web Content Specialist](#)
To: [Cooney, Shaun](#)
Subject: Web Update [#1017]
Date: Wednesday, February 23, 2022 4:30:38 PM

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello Shaun,

I have received your request to update the page located at www.centralpenn.edu/public-safety/. A copy of your request is included below.

I will email you to let you know when this request has been processed. If you wish to provide any additional information, please feel free to reply to this message without changing the subject line.

Thanks!

Web Content Specialist
(717) 576-1370 | (717) 732-7166 (Fax)
webcontentspecialist@centralpenn.edu

600 Valley Road, P.O. Box 309, Summerdale, PA 17093-0309
www.centralpenn.edu | 1-800-759-2727

Web Update

Name *	Shaun Cooney
Email *	shauncooney@centralpenn.edu
What type of request is this? *	Content Update
Request Priority *	Normal
Page URL to be updated *	www.centralpenn.edu/public-safety/
Where on the page is the content to be updated located? *	Main Content Area
Specific update instructions *	Post the 2021 Annual Campus Crime Report. Post the 2021 Annual Fire Safety Report.
Posting Due Date	Tuesday, March 1, 2022
Attach a File (optional)	2021_fire_safety_report_final.pdf



611.32 KB · PDF

Attach a File (optional)



[2021 annual campus crime report final.pdf](#)

1.87 MB · PDF

Crime Statistics: Clery Data (2019 – 2021)

The following annual security report provides crime statistics for selected crimes that have been reported to local police agencies or to campus security authorities. The statistics reported here generally reflect the number of criminal incidents reported to the various authorities. The statistics reported for the sub-categories on liquor laws, drug laws, and weapons offenses represented the number of people arrested or referred to campus judicial authorities for respective violations, not the number of offenses documented. This report complies with 20 U.S. Code Section 1092 (f).

Offense	2019				2020				2021			
	On-Campus Property		Public Property	Non-Campus	On-Campus Property		Public Property	Non-Campus	On-Campus Property		Public Property	Non-Campus
	Residence Hall	Total On Campus			Residence Hall	Total On Campus			Residence Hall	Total On Campus		
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	1	1	0	0
Statutory Rape	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
Robbery	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
Burglary	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
Arson	0	0	0	0	0	0	0	0	0	0	0	0
VAWA OFFENSES												
Domestic Violence	0	0	0	0	0	0	0	0	0	0	1	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	1	0	0
ARRESTS												
Weapons	0	0	0	0	0	0	0	0	0	0	1	0
Drugs	0	0	0	0	1	1	0	0	1	1	23	0
Alcohol	0	0	0	0	0	0	0	0	0	0	3	0
REFERRALS												
Weapons	0	0	0	0	0	0	0	0	0	0	0	0
Drugs	9	12	0	0	3	3	0	0	1	1	0	0
Alcohol	12	12	0	0	3	3	0	0	4	4	0	0

No hate crimes reported in 2019, 2020, or 2021

No unfounded crimes in 2019, 2020, or 2021

Pennsylvania Uniform Crime Report

Crime statistics are reported to the Pennsylvania State Police for annual publication in “Crime in Pennsylvania, the Uniform Crime Report of the Commonwealth.” These statistics are also available in the U.S. Department of Justice Publication, Crime in the United States, which is available at all public libraries and most law enforcement agencies within the United States.

Summerdale Campus Part I Offense	2019			2020			2021		
	Actual Offenses	*Crime Rate	Arrest Data	Actual Offenses	*Crime Rate	Arrest Data	Actual Offenses	*Crime Rate	Arrest Data
Criminal Homicide									
• Murder & Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
• Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
Forcible Rape									
• Rape by Force	0	0	0	0	0	0	0	0	0
• Assaults to Rape - Attempts	0	0	0	0	0	0	0	0	0
Robbery									
• Firearm	0	0	0	0	0	0	0	0	0
• Knife or Cutting Instrument	0	0	0	0	0	0	0	0	0
• Other Dangerous Weapon	0	0	0	0	0	0	0	0	0
• Strong Arm (Hands, Feet, etc.)	0	0	0	0	0	0	0	0	0
Assault									
• Firearm	0	0	0	0	0	0	0	0	0
• Knife or Cutting Instrument	0	0	0	0	0	0	0	0	0
• Other Dangerous Weapon	0	0	0	0	0	0	0	0	0
• Hands, Fist, Feet, etc.	0	0	0	0	0	0	0	0	0
Burglary									
• Forcible Entry	0	0	0	0	0	0	0	0	0
• Unlawful Entry – No Force	0	0	0	0	0	0	0	0	0
• Attempted Forcible Entry	0	0	0	0	0	0	0	0	0
Larceny – Theft (Exc. Motor Vehicle)	3	n/a	0	0	0	0	1	147	0
Motor Vehicle Theft									
• Autos	0	0	0	0	0	0	0	0	0
• Trucks and Buses	0	0	0	0	0	0	0	0	0
• Other Vehicles	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Total Part I Offenses	3	n/a	0	0	0	0	1	147	0

Crime Rate: Per 100,000 population. Population is calculated using fulltime equivalent students, faculty, and staff.

Lancaster Center Part I Offense	2019			2020			2021		
	Actual Offenses	*Crime Rate	Arrest Data	Actual Offenses	*Crime Rate	Arrest Data	Actual Offenses	*Crime Rate	Arrest Data
Criminal Homicide									
• Murder & Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
• Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
Forcible Rape									
• Rape by Force	0	0	0	0	0	0	0	0	0
• Assaults to Rape - Attempts	0	0	0	0	0	0	0	0	0
Robbery									
• Firearm	0	0	0	0	0	0	0	0	0
• Knife or Cutting Instrument	0	0	0	0	0	0	0	0	0
• Other Dangerous Weapon	0	0	0	0	0	0	0	0	0
• Strong Arm (Hands, Feet, etc.)	0	0	0	0	0	0	0	0	0
Assault									
• Firearm	0	0	0	0	0	0	0	0	0
• Knife or Cutting Instrument	0	0	0	0	0	0	0	0	0
• Other Dangerous Weapon	0	0	0	0	0	0	0	0	0
• Hands, Fist, Feet, etc.	0	0	0	0	0	0	0	0	0
Burglary									
• Forcible Entry	0	0	0	0	0	0	0	0	0
• Unlawful Entry – No Force	0	0	0	0	0	0	0	0	0
• Attempted Forcible Entry	0	0	0	0	0	0	0	0	0
Larceny – Theft (Exc. Motor Vehicle)	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft									
• Autos	0	0	0	0	0	0	0	0	0
• Trucks and Buses	0	0	0	0	0	0	0	0	0
• Other Vehicles	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Total Part I Offenses	0	0	0	0	0	0	0	0	0

Crime Rate: Per 100,000 population. Population is calculated using fulltime equivalent students, faculty, and staff.

Summerdale Campus Part II Offense	2019			2020			2021		
	Actual Offenses	*Crime Rate	Arrest Data	Actual Offenses	*Crime Rate	Arrest Data	Actual Offenses	*Crime Rate	Arrest Data
Assaults – Non-Aggravated	1	n/a	1	0	n/a	0	1	147	0
Forgery and Counterfeiting	0	n/a	0	0	n/a	0	0	0	0
Fraud	0	n/a	0	0	n/a	0	0	0	0
Embezzlement	0	n/a	0	0	n/a	0	0	0	0
Stolen Prop., Rec., Possess., etc.	0	n/a	0	0	n/a	0	0	0	0
Vandalism	0	n/a	0	0	n/a	0	0	0	0
Weapons, Carrying, Possess, etc.	0	n/a	0	0	n/a	0	0	0	0
Prostitution & Commercialized Vice	0	n/a	0	0	n/a	0	0	0	0
Sex Offenses (Exc. Prostitution & Rape)	0	n/a	0	0	n/a	0	1	147	0
Drug Violations									
• S - Opium-Cocaine	0	n/a	0	0	n/a	0	0	0	0
• A - Marijuana	0	n/a	0	0	n/a	0	0	0	0
• L - Synthetic	0	n/a	0	0	n/a	0	0	0	0
• E - Other	0	n/a	0	0	n/a	0	0	0	0
• P - Opium-Cocaine	0	n/a	0	0	n/a	0	0	0	0
• O - Marijuana	12	n/a	0	4	n/a	1	2	293	1
• S - Synthetic	0	n/a	0	0	n/a	0	0	0	0
• S - Other	0	n/a	0	0	n/a	0	0	0	0
Gambling									
• Book Making	0	n/a	0	0	n/a	0	0	0	0
• Numbers, etc.	0	n/a	0	0	n/a	0	0	0	0
Offense Against Family & Children	0	n/a	0	0	n/a	0	0	0	0
Driving Under the Influence	0	n/a	0	0	n/a	0	0	0	0
Liquor Laws	12	n/a	0	3	n/a	0	4	586	0
Drunkenness	0	n/a	0	0	n/a	0	0	0	0
Disorderly Conduct	3	n/a	0	0	n/a	0	0	0	0
Vagrancy	0	n/a	0	0	n/a	0	0	0	0
All Other Offenses (Exc. Traffic)	2	n/a	1	3	n/a	0	3	439	0
Total Part II Offenses	30	n/a	2	10	n/a	1	11	1,612	1
Total Part I & II Offenses	33	n/a	2	10	n/a	1	12	1,759	1

Summerdale Campus	Fall 2021
Total Employees	156
Total Students	780
FT Equivalent Employees	131
FT Equivalent Students	551

Crime Rate: Per 100,000 population. Population is calculated using fulltime equivalent students, faculty, and staff.

Lancaster Center Part II Offense	2019			2020			2021		
	Actual Offenses	*Crime Rate	Arrest Data	Actual Offenses	*Crime Rate	Arrest Data	Actual Offenses	*Crime Rate	Arrest Data
Assaults – Non-Aggravated	0	0	0	0	0	0	0	0	0
Forgery and Counterfeiting	0	0	0	0	0	0	0	0	0
Fraud	0	0	0	0	0	0	0	0	0
Embezzlement	0	0	0	0	0	0	0	0	0
Stolen Prop., Rec., Possess., etc.	0	0	0	0	0	0	0	0	0
Vandalism	0	0	0	0	0	0	0	0	0
Weapons, Carrying, Possess, etc.	0	0	0	0	0	0	0	0	0
Prostitution & Commercialized Vice	0	0	0	0	0	0	0	0	0
Sex Offenses (Exc. Prostitution & Rape)	0	0	0	0	0	0	0	0	0
Drug Violations									
• S - Opium-Cocaine	0	0	0	0	0	0	0	0	0
• A - Marijuana	0	0	0	0	0	0	0	0	0
• L - Synthetic	0	0	0	0	0	0	0	0	0
• E - Other	0	0	0	0	0	0	0	0	0
• P - Opium-Cocaine	0	0	0	0	0	0	0	0	0
• O - Marijuana	0	0	0	0	0	0	0	0	0
• S - Synthetic	0	0	0	0	0	0	0	0	0
• S - Other	0	0	0	0	0	0	0	0	0
Gambling									
• Book Making	0	0	0	0	0	0	0	0	0
• Numbers, etc.	0	0	0	0	0	0	0	0	0
Offense Against Family & Children	0	0	0	0	0	0	0	0	0
Driving Under the Influence	0	0	0	0	0	0	0	0	0
Liquor Laws	0	0	0	0	0	0	0	0	0
Drunkenness	0	0	0	0	0	0	0	0	0
Disorderly Conduct	0	0	0	0	0	0	0	0	0
Vagrancy	0	0	0	0	0	0	0	0	0
All Other Offenses (Exc. Traffic)	0	0	0	0	0	0	0	0	0
Total Part II Offenses	0	0	0	0	0	0	0	0	0
Total Part I & II Offenses	0	0	0	0	0	0	0	0	0

Lancaster Center	Fall 2021
Total Employees	9
Total Students	92
FT Equivalent Employees	8
FT Equivalent Students	57

Crime Rate: Per 100,000 population. Population is calculated using fulltime equivalent students, faculty, and staff.

2021 Crime Log

Incident #	Date/Time Reported	Nature of Offense	Location ¹	Disposition
2021 Summer 01	7/6/21 Unknown	Drug Law Violation	Mindy Suite College Hill Road Summerdale, PA	Closed - x1 Arrest
Field Contact	7/30/21 16:30 hours	Harassment	Bollinger Hall Multi-Purpose Room 103 College Hill Road Summerdale, PA	Closed - x1 <i>Title IX – Victim declined to pursue formal investigation</i>
Field Contact	8/23/21 08:35 hours	Trespassing	Parking Lot E 603 Valley Road Summerdale, PA	Closed <i>Disciplinary Referral</i>
N/A	11/02/21 18:45 hours	Sexual Harassment	Knight & Day Café 600 Valley Road Summerdale, PA	Closed - x1 <i>Title IX – Victim declined to pursue formal investigation</i>
2021 Fall 01	12/12/21 22:35 hours	Drug Law Violation	Jeremy Suite College Hill Road Summerdale, PA	Closed - x1 <i>Disciplinary Referral</i>
2021 Fall 02	12/12/21 00:12 hours	Liquor Law Violation	Jeremy Suite College Hill Road Summerdale, PA	Closed - x4 <i>Disciplinary Referral</i>
Field Contact	12/16/21 23:33 hours	Larceny/Theft	Gale Hall College Hill Road Summerdale, PA	Closed <i>Referred to Outside Agency</i>
Title IX Office	5/18/21	Fondling	Mindy Suite College Hill Road Summerdale, PA	Closed - x1 <i>Disciplinary Referral</i>
Title IX Office	7/13/21	Stalking	On-Campus Excluding Residence Halls	Closed - x1 <i>Title IX – Victim declined to pursue formal investigation</i>

¹ General location of each crime that occurs within the institution's Clery Geography.

Cooney, Shaun

From: Cooney, Shaun
Sent: Wednesday, February 9, 2022 3:24 PM
To: Steven Dunkerley
Cc: Cooney, Shaun
Subject: 2021 Public Property Crime Statistics Request - Central Penn College
Attachments: 2021 EPPD Request for Crime Statistics .pdf

Dear Sgt. Dunkerley,

Pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), the Central Penn College campus is required to compile and publish annual crime statistics. This report must include specified crimes that occurred on "**Public Property**" and that are reported to local police agencies.

For the purposes of this report, I respectfully request statistics (**2021 calendar year**) for the following:

Central Penn College, 600 Valley Road, Summerdale, PA 17093
Public property, within or immediately adjacent to and accessible from campus.

For additional details, please review the attached.

Sincerely,

Shaun Cooney

Director, Public Safety & Health
Bollinger Building #46 | 717-728-2274
ShaunCooney@centralpenn.edu

Central Penn College

600 Valley Road
Summerdale, PA 17093
www.centralpenn.edu



Cooney, Shaun

From: Cooney, Shaun
Sent: Wednesday, February 9, 2022 3:23 PM
To: Stephen B. Zerbe
Cc: Cooney, Shaun
Subject: 2021 Public Property Crime Statistics Request - Central Penn College
Attachments: 2021 ELTPD Request for Crime Statistics .pdf

Dear Chief Zerbe,

Pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), the Central Penn College campus is required to compile and publish annual crime statistics. This report must include specified crimes that occurred on **"Public Property"** and that are reported to local police agencies.

For the purposes of this report, I respectfully request statistics **(2021 calendar year)** for the following:

Central Penn College, 1905 Old Philadelphia Pike, Lancaster, PA 17602
Public property, within or immediately adjacent to and accessible from campus.

For additional details, please review the attached.

Sincerely,

Shaun Cooney

Director, Public Safety & Health
Bollinger Building #46 | 717-728-2274
ShaunCooney@centralpenn.edu

Central Penn College

600 Valley Road
Summerdale, PA 17093
www.centralpenn.edu



CHIEF OF POLICE
Mark T. Green

LIEUTENANT
William S. Diehl



EAST PENNSBORO TOWNSHIP POLICE DEPARTMENT

98 South Enola Drive
Enola, PA 17025
Phone (717) 732-3633 Fax (717) 732-3980



February 10, 2022

Shaun Cooney
Director of Public Safety and Health
Central Pennsylvania College
600 Valley Road / P.O. Box 309
Summerdale, PA 17093-0309

Director Cooney,

The following are the reported crimes in 2021 as outlined in your letter for the following streets within or immediately adjacent, and commonly accessed by affiliates to the Central Penn College, Summerdale Campus. The streets and accessed locations referred to in his letter are College Hill Road, Valley Street, B Street, Raymond Road, The Summerdale Apartments, and area of the Summerdale Plaza.

Below is the list of crimes you requested with the totals for each of those crimes. Also listed below are all arrest related crimes and the total calls for service in the selected area for 2021.

Requested Arrest Related Crimes:

Sex Offenses / Rape	0	Robbery	0
Burglary	0	Aggravated Assault	0
Motor Vehicle Theft	0	Arson	0
Murder/Manslaughter	0	Weapons Possession	1
Drug Law	23	Liquor Law	3
		Hate Crimes	0

All Arrest Related Crimes:

False ID to Law Enforcement	2	Strangulation "Domestic Violence"	1
Theft	14	Fleeing or Attempting to Elude	2
Simple Assault	2	Criminal Mischief	7
Fraud	2	Disorderly Conduct	3
Harassment	2	Public Drunkenness	6
DUI	20	Stalking	0
Resisting Arrest	2	False Report to Law Enforcement	0
Loitering	1	Unauthorized Use of a Vehicle	0

Total Calls for Service from above listed locations in 2021: 1415

Respectfully submitted,

Mark T. Green
Chief of Police

CHIEF OF POLICE
Mark T. Green

LIEUTENANT
William S. Diehl

PLEASE SEE BELOW FOR SPECIFIC STATISTICS

Incident Number:	Date and Time	Offense(s)
College Hill Road		
1 EPE2021070274	7/6/2021 17:03	Drugs
2 EPE2021100627	10/15/2021 23:31	Liquor Law
3 EPE2021100946	10/23/2021 11:39	Public drunkenness
4 EPE2021110104	11/3/2021 8:56	Theft
5 EPE2021120250	12/8/2021 0:40	Resisting arrest / False ID
6 EPE2021120371	12/12/2021 1:01	Liquor Law
B Street		
7 EPE2021010941	1/26/2021 14:08	Theft
8 EPE2021090676	9/18/2021 7:42	Criminal Mischief
Summerdale Apartments		
9 EPE2021020011	2/1/2021 14:06	DUI / Drugs
10 EPE2021030175	3/4/2021 10:46	Criminal Mischief
11 EPE2021070700	7/15/2021 14:12	Criminal Mischief
12 EPE2021070715	7/15/2021 20:39	Criminal Mischief
13 EPE2021060465	6/13/2021 14:31	Theft
14 EPE2021110969	11/25/2021 7:28	Theft
Summerdale Plaza		
15 EPE2021010309	1/9/2021 21:49	DUI
16 EPE2021010424	1/12/2021 18:37	Theft
17 EPE2021010716	1/20/2021 0:08	Disorderly conduct
18 EPE2021010792	1/22/2021 19:57	Retail theft / Drugs
19 EPE2021010706	1/19/2021 15:22	DUI
20 EPE2021010977	1/27/2021 12:55	Retail theft / Drugs
21 EPE2021020103	2/4/2021 10:27	Drugs
22 EPE2021020219	2/7/2021 14:05	Drugs
23 EPE2021020311	2/10/2021 9:56	Theft
24 EPE2021020268	2/9/2021 2:41	False identification / public drunkenness
25 EPE2021020369	2/11/2021 15:32	Theft
26 EPE2021020662	2/19/2021 16:23	Drugs
27 EPE2021020740	2/21/2021 16:49	Criminal mischief
28 EPE2021020933	2/26/2021 16:46	DUI
29 EPE2021030766	3/20/2021 1:01	DUI
30 EPE2021030957	3/24/2021 19:59	Drugs
31 EPE2021030985	3/25/2021 17:56	Drugs
32 EPE2021031126	3/29/2021 10:51	Theft
33 EPE2021030916	3/23/2021 16:19	Drugs
34 EPE2021040771	4/18/2021 0:08	DUI
35 EPE2021031208	3/31/2021 23:28	Public drunkenness

CHIEF OF POLICE
Mark T. Green

LIEUTENANT
William S. Diehl

36	EPE2021041285	4/30/2021 22:56	DUI
37	EPE2021060285	6/8/2021 16:15	Public
38	EPE2021070253	7/6/2021 9:04	Flight to avoid / DUI / Resisting arrest
39	EPE2021070348	7/8/2021 9:54	Theft
40	EPE2021070454	7/9/2021 23:17	DUI
41	EPE2021070749	7/16/2021 13:10	Criminal mischief
42	EPE2021071019	7/21/2021 23:44	Public drunkenness
43	EPE2021080235	8/5/2021 20:05	Theft
44	EPE2021080280	8/6/2021 20:51	DUI
45	EPE2021080355	8/8/2021 13:29	Disorderly conduct
46	EPE2021070295	7/7/2021 2:56	Loitering
47	EPE2021080897	8/21/2021 23:34	Drugs
48	EPE2021080942	8/22/2021 21:14	DUI
49	EPE2021041285	4/30/2021 22:56	DUI
50	EPE2021060285	6/8/2021 16:15	Public drunkenness
51	EPE2021081206	8/28/2021 21:41	DUI
52	EPE2021081316	8/31/2021 18:41	Simple assault
53	EPE2021090492	9/14/2021 9:46	Theft
54	EPE2021090703	9/18/2021 18:31	Drugs
55	EPE2021090716	9/18/2021 21:51	Drugs
56	EPE2021090744	9/20/2021 6:52	Theft
57	EPE2021090825	9/22/2021 19:15	Strangulation / simple assault / harassment/ Domestic violence
58	EPE2021090824	9/22/2021 19:12	Drugs
59	EPE2021091026	9/28/2021 22:21	DUI / Liquor law
60	EPE2021100037	10/1/2021 20:14	DUI / Drugs
61	EPE2021100448	10/12/2021 0:38	Drugs
62	EPE2021100631	10/16/2021 2:28	DUI
63	EPE2021110435	11/10/2021 16:00	Fraud
64	EPE2021110662	11/18/2021 13:10	Firearms not to be carried without a license / drugs
65	EPE2021110949	11/24/2021 18:05	DUI / drugs
66	EPE2021120482	11/4/2021 8:00	Fraud
67	EPE2021120665	12/20/2021 21:56	Fleeing or attempting to elude police officer
68	EPE2021120962	12/30/2021 20:12	DUI
	Valley Street		Disorderly Conduct
69	EPE2021030958	3/25/2021 2:07	Drugs
70	EPE2021070561	7/12/2021 11:46	Criminal mischief
71	EPE2021080333	8/7/2021 20:59	DUI
72	EPE2021080863	8/21/2021 0:33	Disorderly conduct

All visitors must report to the ATEC for proper guest registration.

Campus Structures

- 12. West Wing
- 13. Bart A. Milano Hall
- 14. Bollinger Hall
- 15. Charles "T" Jones Leadership Library
- 21. Stabler Health Sciences Building
- 22. ATEC (Advanced Technology Education Center)
- 23. The Boyer House & Barn
- 24. Craiger C. Parker Amphitheatre
- 25. Henszey's Bridge
- 26. Student Fellowship Area
- 28. Storage

Campus Offices

- 12. Center for Student Engagement (Lower Level)
- 12. Athletics (Lower Level)
- 12. Records & Registration
- 13. Business & Finance
- 13. Financial Aid
- 13. Human Resources
- 13. Marketing & Communications
- 13. Harold J. Stahle Sr. Alumni Museum
- 14. Center for Equity & Multicultural Affairs
- 14. Cultural Diversity Center
- 14. Facilities & Maintenance
- 14. I.T.
- 14. Public Safety & Health
- 14. Student Housing & Residential Life
- 14. Student Success and Advising Centre
- 22. Academic Affairs
- 22. Admissions
- 22. Alumni Engagement
- 22. Career Services
- 22. Counseling Services
- 22. Education Foundation
- 23. President

Hands-on Learning Centers

- 14. Computer Lab
- 14. John D. DeLeo Law Library & Courtroom
- 21. Occupational Therapy Lab
- 22. Applied Science Lab
- 22. Computer Labs
- 22. The Conference Center at Central Penn College
- 22. Information Technology Lab
- 22. Learning Center
- 22. Medical Assisting Lab
- 22. Physical Therapy Lab

Recreation

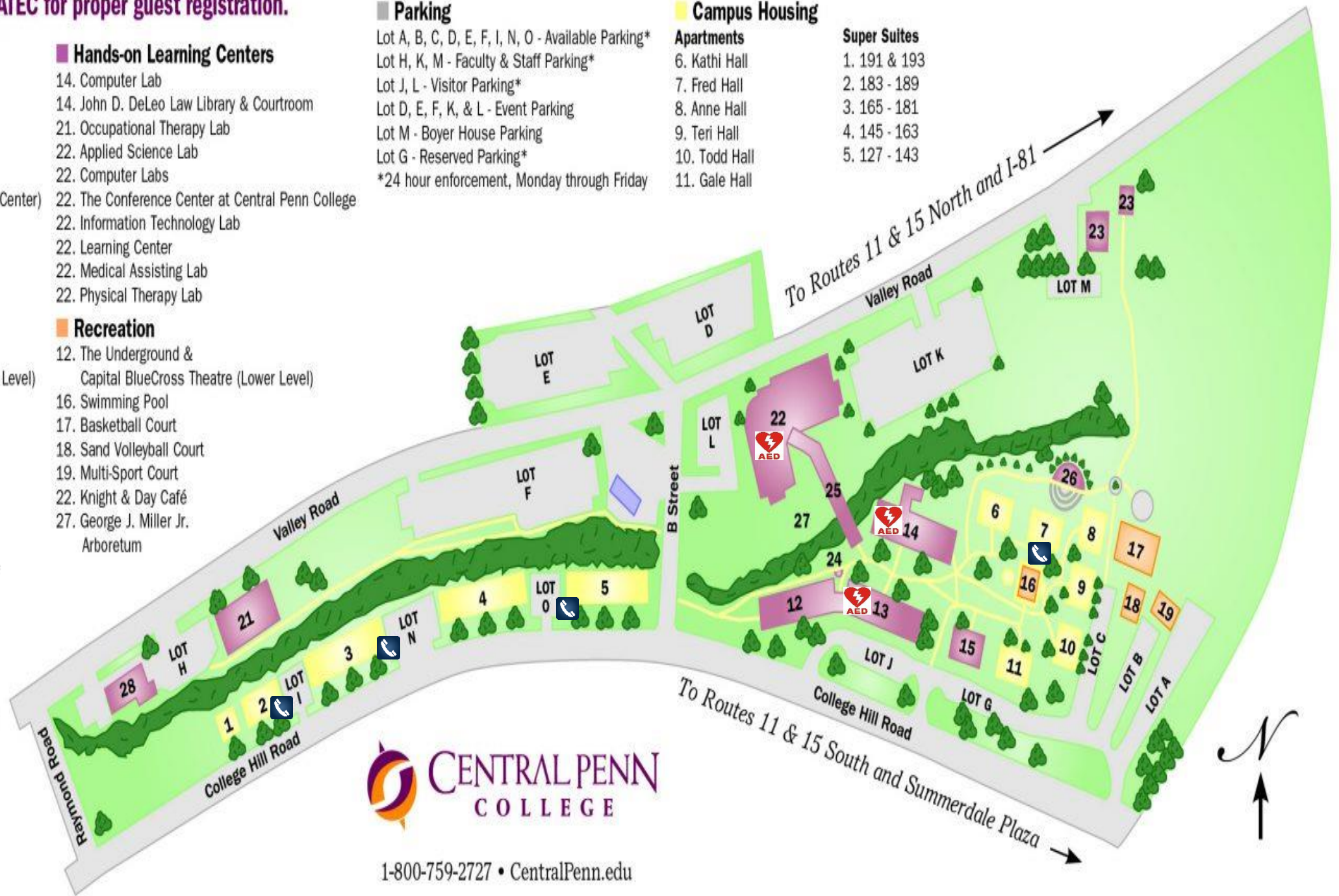
- 12. The Underground & Capital BlueCross Theatre (Lower Level)
- 16. Swimming Pool
- 17. Basketball Court
- 18. Sand Volleyball Court
- 19. Multi-Sport Court
- 22. Knight & Day Café
- 27. George J. Miller Jr. Arboretum

Parking

- Lot A, B, C, D, E, F, I, N, O - Available Parking*
- Lot H, K, M - Faculty & Staff Parking*
- Lot J, L - Visitor Parking*
- Lot D, E, F, K, & L - Event Parking
- Lot M - Boyer House Parking
- Lot G - Reserved Parking*
- *24 hour enforcement, Monday through Friday

Campus Housing

- | | |
|-------------------|---------------------|
| Apartments | Super Suites |
| 6. Kathi Hall | 1. 191 & 193 |
| 7. Fred Hall | 2. 183 - 189 |
| 8. Anne Hall | 3. 165 - 181 |
| 9. Teri Hall | 4. 145 - 163 |
| 10. Todd Hall | 5. 127 - 143 |
| 11. Gale Hall | |



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