

ANNUAL SECURITY AND FIRE SAFETY REPORT



CEDAR CREST COLLEGE

-3312017-

The following information is provided to you as part of Cedar Crest College's (hereinafter "CCC") on-going commitment to the safety and security of everyone on campus in accordance with the Commonwealth of Pennsylvania Act 73 of 1988 and Public Law 101-542 of 1990 (The Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Statistics Act). The Chief of Campus Police is the campus official assigned responsibility for receiving and resolving complaints relative to these Acts. If you have any concerns, questions or comments related to these Acts or this document, you may contact Mark A. Vitalos, Chief, Campus Police, Cedar Crest College, 100 College Drive, Allentown, PA 18104-6196 - 610-437-4471 ext. 3523.

SEXUAL OFFENDER REGISTRATION

The Campus Sex Crimes Prevention Act (hereinafter "CSCPA") of 2000 is a federal law that provides for the tracking of convicted sex offenders enrolled at, or employed by, institutions of higher education. The CSCPA is an amendment to the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Act. The federal law requires state law enforcement agencies (in Pennsylvania, it is the Pennsylvania State Police (hereinafter "PSP") to provide CCC with a list of registered sex offenders who have indicated that they are enrolled, employed or carrying on a vocation at CCC. CCC is required to inform the campus community that a PSP registration list of sex offenders will be maintained and available at two campus locations: Campus Police in the Safety & Facilities Building and the Office of the Vice President of Student Affairs located in the Allen House. The CSCPA further amends the Family Educational Rights and Privacy Act of 1974 (FERPA) to clarify that nothing in the Act can prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders. This statement is provided in compliance with the Campus Sex Crimes Prevention Act of 2000. Information on registered sexually violent offenders can also be obtained from the Pennsylvania State Police or their website at www.psp.state.pa.us.

REPORTING THE ANNUAL DISCLOSURE OF CRIME STATISTICS

CCC Campus Police prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This report is prepared in cooperation with the local law enforcement agencies surrounding our campus, Residential Life and the Vice President of Student Affairs. Each entity provides updated information on their educational efforts and programs to comply with the Act. Campus crime, arrest and referral statistics include those reported to Campus Police, designated campus officials, including but not limited to, Residence Life personnel and local law enforcement agencies. These statistics also include crimes that have occurred on public property adjacent to our campus. A Campus map is also attached to this report. All employees and students will receive notice as to where the annual security report can viewed online. Copies of the report may also be obtained at Campus Police located in the Safety & Facilities Building. All prospective employees may obtain a copy from Human Resources in the Administration Building or by calling 610-437-4471 off campus or ext. 3522 on campus.

MISSION STATEMENT

It is the mission of the Cedar Crest College Campus Police (hereinafter "Campus Police") to serve our College community with pride, respect and dignity in our daily service to Cedar Crest College, its faculty, staff, students and guests, and to carry out our duties with professionalism, courage and strength.

NUMBER OF STUDENTS ENROLLED

Cedar Crest College has 1,471 undergraduate and 200 graduate students enrolled in classes during fall semester of the 2016/2017 academic year.

NUMBER OF STUDENTS IN CAMPUS HOUSING,

The College had 393 undergraduate students and 7 graduate students for the fall semester living in campus housing during the 2016/2017 academic year.

NUMBER OF NON-STUDENT EMPLOYEES

There are 413 non-student employees working on campus: 74 full time and 12 part time faculty members, 124 Adjuncts and 203 staff members.

CAMPUS POLICE

The primary function of the Cedar Crest College Campus Police is to provide for the safety and welfare of all members of the College community. The Campus Police currently consists of 12 full- and part-time officers. Officers are trained and certified in Act 235 (Lethal Weapons Training Act). Officers are qualified to use and to carry firearms and other defensive tools. Officers are also trained in CPR, First Aid, the use of emergency oxygen and the use of an Automated External Defibrillator (AED). Additional courses in police related topics such as; procedure, crime prevention, criminal investigation, narcotics, etc., are provided whenever possible.

Campus Police is staffed 24 hours a day, seven days a week. In addition to our 12 officers, we have four staff members that are utilized for dispatch duty and act as the main switchboard operators for the College. In the event of an emergency, members of the College community can contact the Campus Police by pressing "0" any campus telephone or by calling 610-437-4471 from any off-campus telephone. There are also 15 emergency call boxes placed throughout the campus. When an emergency call box is activated, the blue light flashes which helps to identify the location of a call for assistance.

Patrols are maintained with one readily identifiable Ford Escape and one Ford Interceptor SUVs. The patrol vehicles contain basic medical and first-aid equipment, fire extinguishers and traffic cones. Bicycle patrols with officers in distinctive uniforms also patrol campus. These environmentally friendly patrols provide visibility and community oriented policing throughout the spring, summer and fall seasons.

Foot patrol is encouraged on campus and inside buildings. Officers on foot are more visible which results in one-on-one contact and encourages a working rapport with the College community. Buildings and grounds are patrolled to determine the presence of unauthorized persons, observe any safety violations and the general condition of the College facilities. Roadways and parking areas are patrolled to ensure compliance with the College Traffic and Parking Regulations. Buildings are locked and unlocked according to schedules. Violations of College regulations, as well as the laws of the Commonwealth of Pennsylvania, are dealt with in accordance with College policies, as well as local, state and federal statutes.

CAMPUS POLICE AUTHORITY AND JURISDICTION

CCC Campus Police officers who have been commissioned have complete police authority to apprehend and arrest anyone involved in illegal acts on campus and areas immediately adjacent to the campus. These powers are granted by the Commonwealth of Pennsylvania. If minor offenses involving CCC rules and regulations are committed by a CCC student, Campus Police officers may also refer the individual for disciplinary action by the Vice President of Student Affairs. Major offenses are reported to the local police and joint investigative efforts with officers from CCC and the local police are deployed to solve these serious incidents. The prosecution of all criminal offenses is conducted in the Court of Common Pleas of Lehigh County. Campus Police personnel work closely with local police agencies. At this time there are no written memorandums of understanding between Cedar Crest College and the local police departments.

GENERAL PROCEDURES FOR REPORTING A CRIME OR EMERGENCY

Community members, students, faculty, staff and guests are encouraged to report all crimes and public safety related incidents to Campus Police in an accurate and timely manner. To report a crime or an emergency on the campus of CCC, call Campus Police by pressing "0" ("operator") or, from outside the campus phone system, 610-437-4471. To report a non-emergency security or public safety related matter, call Campus Police at extension 3522 or, from outside the campus phone system, 610-606-4642. Dispatchers operate these telephone numbers 24 hours a day, 7 days a week. In response to a call, CCC Campus Police will take the required action by dispatching an officer or asking the individual to stop by the Campus Police office to file an incident report.

All student related Campus Police incident reports are forwarded to the Vice President of Student Affairs for review and potential action by the Vice President or Honor and Judicial Board. Campus Police officers will investigate a report when it is deemed appropriate. Additional information obtained via the investigation will also be forwarded to the Vice President of Student Affairs. If assistance is required from the City of Allentown Police, Fire Department, or other public safety entity, Campus Police will contact the appropriate unit. If a sexual assault should occur, staff on the scene, including Campus Police officers, will offer the victim a wide variety of services. Publications that are produced contain information about on-campus and off-campus resources. That information is made available to provide CCC community members with specific information about the resources that are available in the event that they become the victim of a crime.

The information about "resources" is not provided to infer that those resources are "reporting entities" for CCC. Crimes should be reported to CCC Campus Police to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate. A crime that was reported only to the Allentown Police Department may not be included in the CCC crime statistics.

VOLUNTARY CONFIDENTIAL REPORTING

If the victim of a crime does not want to pursue action within the college system or the criminal justice system, they may still want to consider making a confidential report. With permission, the Chief of Campus Police, Vice President of Student Affairs or Director of Residence Life can file a report on the details of the incident without revealing a victim's identity. The purpose of a confidential report is to comply with a victim's wish to keep the matter confidential, while taking steps to ensure the future safety of the victim and others. With such information, the College can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution

ACCESS TO FACILITIES

It is the responsibility of Campus Police personnel to lock and unlock all campus buildings according to class schedules and campus events. Access to institutional facilities by employees is on an as-needed basis. Visitors to the campus seeking access to campus buildings and facilities for special events must do so through an individual host, sponsoring department, Campus Police or reservations.

TIMELY WARNINGS

In the event that a situation arises, either on or off campus, that, in the judgment of a Campus Police Officer, constitutes an ongoing or continuing threat, a campus-wide "timely warning" will be issued. The warning will be issued through the College e-mail system and, in some instances, the campus' mass notification system, known as "e2campus." This warning will be sent to all Faculty, Staff and Students in the Cedar Crest College Community. Brightly colored notices will also be posted on the bulletin boards on each floor of the residence halls and on the Campus Police bulletin board located on the first floor of the Tompkins College Center (hereinafter "TCC") and other campus buildings. Anyone with information warranting a timely warning should report the circumstances to Campus Police office by phone (ext. 3522) or in person at the Campus Police dispatch center within the Safety & Facilities Building that is located on the southeast corner of the campus behind Curtis Hall.

SAFETY AND SECURITY IN THE CAMPUS RESIDENTIAL COMMUNITY

CCC offers traditional residence halls, which provide on-campus housing for approximately 534 students. All housing is on campus only for undergraduate, post-baccalaureate women. Rooms are designed for single, double or triple occupancy. Security safeguards within the residence halls include restricted access, guest registration and external door prop alarm systems. Access to CCC housing facilities is limited to residents, their escorted guests and CCC staff. Residents must register all guests who will be on campus for more than one hour through the department's "Residence Hall Guest Registration" system. Guests must carry valid photo identification at all times and provide it immediately upon request from any college official. These visitors may not be in the hall if their hostesses are not in the hall. Residents may not give their ID's to guests to access the halls. Professional Hall Directors and student Resident Advisors, who are all members of the CCC Residence Life staff, live on campus and provide 24-hour staff coverage.

Most importantly, residents are reminded of safety and security issues at orientation, the opening floor meetings and in the student handbook. Students are asked to keep their rooms locked at all times even when occupied, to observe building security procedures and to notify Residence Life Staff or Campus Police of any unfamiliar guests or unusual incidents within the residence halls. All Residence Life staff members in the halls undergo training each semester for both prevention and response regarding safety and security issues, including drug and alcohol awareness and fire safety training.

HOUSING ENTRANCE SECURITY

The main door of each residence hall is equipped with a keyless entry system. Persons entering or leaving each residence hall must do so through the main entrance and access to the main door is restricted to authorized personnel and students with electronic access/ID cards. The use of these electronic access/ID cards is recorded by a computer which is located in the Campus Police office. Security cameras at these main doors record all entries to the residence halls and are monitored by switchboard personnel. All secondary doors to the residence halls are locked and connected to alarms 24 hours a day.

Students are responsible for their access/ID cards and are not permitted to loan their cards to anyone. Students found lending their cards will be subject disciplinary actions. All authorized personnel entering residence halls should be aware of "tail gating" by individuals not authorized to be there and report any infractions to campus police immediately.

Each residence hall room is equipped with its own fire detection device. The alarm system is centralized at the College switchboard and is monitored 24 hours a day. Should unauthorized exit or entry occur or, if a fire detector is activated, an alarm will sound both at the site of the problem and at the switchboard. This alarm will audibly and visually identify the site of the problem and display at the switchboard the time, date, location of the problem and print out a complete record of alarms. Once an alarm has been set off and the building identified, an officer will be dispatched to investigate and to take necessary action.

DOOR AND WINDOW SECURITY

Residence hall windows are equipped with locks, and room keys are issued to each resident upon move-in. In the event that a key is lost or stolen, that loss must be reported to the Director of Residence Life and to Campus Police as quickly as possible. If a room key is lost or a student leaves and does not return her key, a charge of \$50 will be assessed for replacement. Keys may not be duplicated. Students are responsible for their keys and are not permitted to loan their keys to anyone. Students found duplicating or lending their room keys may be subject to disciplinary action.

RESIDENCE HALL PERSONNEL

Hall Directors (hereinafter "HD's") are Student Affairs professionals who also live in the residence halls. There is one HD who lives in each residence hall with the exception of Curtis Hall. Curtis Hall is primarily used for classroom and offices but does house up sixty six residents on the third floor. In this case the HD who lives in Butz Hall is also responsible for Curtis. Resident Advisors (hereinafter "RA's") are student staff members who live on each floor of the halls. There are two RA's assigned to each floor in all four residence halls. All HD's and RA's are issued staff manuals that cover protocols to be followed in the event of emergencies. The written material is reinforced by instructional training sessions presented by the Director of Residence Life. Custodial and Maintenance personnel are also instructed on building security protocol and must sign in and out when their duties take them inside the residence halls. Campus Police officers also conduct routine patrols through the residence halls on a continual basis.

HOLIDAY AND VACATION HOUSING

For each vacation period, a specific closing time for the halls will be indicated. All students are expected to vacate their rooms by this deadline. Unauthorized occupancy can lead to disciplinary action being taken. Students may be required to relocate to another building during the break for safety or logistical reasons.

Break periods are used for general maintenance. Students may expect work crews in the buildings during these times. Failure to comply with residence hall break guidelines may result in fines or disciplinary sanctions.

GUEST HOUSING

During the summer months Cedar Crest College houses international workers in the residence halls on campus. These workers are hired by Dorney Park/Wild Water Kingdom, a company not affiliated with Cedar Crest College, to fill various positions within the amusement park. The workers are issued ID badges from the park and access cards from the college. All policy and procedures of the College must be adhered to while these workers are staying on campus. The only exceptions to the rules are overnight guests are not permitted.

ROOM SELECTION AND ROOM CHANGES

All returning resident students are required to complete the online housing application to secure housing for the following academic year. In addition, students must be financially clear and registered for 12 or more credits in order to select a room.

No room changes may be made during the first and last fourteen (14) calendar days of any semester. There is a formal mediation process to assist roommates in resolving conflicts. Students should contact their resident hall staff member for assistance. All requests for changes must be submitted in writing with the signatures of all parties on a room change form. Students relocating rooms must follow proper check-in and check-out procedures. Students found occupying a room that has not been assigned by the director of residence life must immediately move back to their originally assigned room and sanctions may apply.

SECURITY EDUCATION, INFORMATION AND COMMUNICATION

Students participate in two fire drills per semester in their residence halls; any residence hall having an unsatisfactory fire drill is required to have an additional one. During fire drills students are required to evacuate the building as quickly as possible. Campus Police conduct thorough building inspections including keying into all rooms to make sure all students are in compliance. Students who remain in the building during these drills are subject to disciplinary action.

Security related workshops and short courses such as the R.A.D. (Rape Aggression Defense) program are offered periodically throughout the year. Fliers are distributed regularly to students, faculty and staff on a variety of topics, including self-protection in the home, on the highway and outdoors. Crime prevention programs include orientation workshops, individual floor meetings, residential community-wide presentations and educational programs. Campus Police will also work with student groups to organize programs focused on campus and personal safety issues.

CRIME PREVENTION PROGRAMS

Crime prevention programs on personal safety and theft prevention are sponsored by various CCC campus organizations throughout the year. The Campus Police personnel practice community-oriented policing and facilitate programs for student, parent, faculty, new employee orientations, student organizations and community organizations.

LIST OF OFFICIALS WITH SIGNIFICANT RESPONSIBILITY FOR STUDENT AND CAMPUS ACTIVITIES

Although we encourage the reporting of campus criminal activity directly to CCC Campus Police, in some instances members of the campus community may choose to file a report with another campus security authority. For reporting purposes at CCC, campus security authorities have been designated as:

Campus Police
Vice President of Student Affairs and Traditional Enrollment
Director of Community Standards and Residence Life
Assistant Director of Residence Life
Graduate Hall Directors
Resident Advisors
Residence Hall Directors
Athletic Director
Assistant Coaches
Director of Human Resources
Title IX Coordinator
Advisors to Student Organizations
Director of Diversity and Inclusion

In certain instances, a crime victim may be reluctant to file a report fearing the process and/or loss of her/his anonymity. In such circumstances, crime victims are encouraged to consider making a confidential report to one of the designated campus security authorities. At a minimum, crime victims will receive valuable counseling and referral information. Confidential reports are important because they provide valuable information that will enhance the safety of the community-at-large. The statistics gathered provide a more accurate portrait of actual campus crime.

POLICY ON HATE CRIMES

Any offense motivated by hatred toward the actual or perceived race, color, religion, national origin, ancestry, mental or physical disability, sexual orientation, gender, gender identity, or gender expression, of another individual or group of individuals may be defined as a hate crime. An offense can be, but is not limited to, the following, and does not include bias incidents (incidents not involving violence or threat of violence): stalking, harassment, graffiti, vandalism, assault and arson. Any student committing such acts can be referred to the Vice President of Student Affairs for disciplinary action, as well as face prosecution under Pennsylvania law.

ALCOHOL POLICY

Cedar Crest College complies with the Commonwealth of Pennsylvania's liquor laws. All students are expected to know and abide by these laws and to follow the procedures of the College that support them. Students and organizations that violate these guidelines are subject to disciplinary action by the College. They will not be protected from legal action taken by public agencies or campus police officers responsible for enforcing the law, even when college disciplinary action has been taken for the violation of campus regulations.

I. THE ALCOHOL RELATED STATE LAWS

Public laws most relevant to college students are listed below. These laws apply to all persons while they are within the boundaries of the Commonwealth of Pennsylvania. Please note that this is not an all-inclusive list of public laws pertaining to alcohol. For more information, please consult Pennsylvania's Title 18 crimes and offenses at <http://www.legis.state.pa.us/wu01/li/li/ct/html/18/18.htm>.

The College permits the use of alcoholic beverages by individuals who are 21 years of age and older under conditions that safeguard the rights of others. It directs the attention of all students to the Pennsylvania liquor, penal and motor vehicle codes (partially summarized below), and to the college procedures that support them:

1. All persons are subject to Pennsylvania liquor, penal and motor vehicle codes while they are in the Commonwealth of Pennsylvania.
2. It is illegal for a person knowingly and falsely to represent herself/himself to be 21 years of age or older for the purpose of procuring or having furnished to her/him alcoholic beverages. It is a summary offense for a first violation and a misdemeanor of the third degree for any subsequent violations. The minimum penalty shall order the operating privilege of the person be suspended for 90 days from the date for the first offense; one year for the second offense; and two years for the third offense. A person who does not have a driver's license shall be ineligible to apply for a learner's permit for 90 days from the date for the first offense; one year for the second offense; and two years for the third offense. The maximum penalty shall be a fine of not more than \$500 for subsequent violations.
3. It is illegal for a person less than 21 years of age to attempt to purchase, consume, possess, or knowingly and intentionally transport alcoholic beverages. It is a summary offense. The minimum penalty shall order the operating privilege of the person be suspended for 90 days from the date for the first offense; one year for the second offense; and two years for the third offense. A person who does not have a driver's license shall be ineligible to apply for a learner's permit for 90 days from the date for the first offense; one year for the second offense; and two years for the third offense. The maximum penalty shall be a fine of not more than \$500.
4. It is illegal for a person to knowingly, willfully and falsely represent to any licensed dealer or other person that a minor is over 21 years of age for the purpose of inducing any such licensed dealer or other person to sell or furnish alcoholic beverages to a minor. This is a third degree misdemeanor with a fine of not less than \$300.
5. It is illegal for a person to hire, request or induce any minor to purchase or offer to purchase alcoholic beverages from a licensed dealer for any purpose. This is a third degree misdemeanor with a fine of not less than \$300.
6. It is illegal to sell alcoholic beverages to any person unless duly licensed in the Commonwealth of Pennsylvania.

7. It is illegal for a person intentionally and knowingly to sell, furnish or purchase with the intent to sell or furnish any alcoholic beverages to a person who is less than 21 years of age. This is a third degree misdemeanor with a fine of not less than \$1,000 for the first violation and a fine of \$2,500 for each subsequent violation. NOTE: Act 31 of the Pennsylvania Liquor Code in part defines furnish as to allow a minor to possess alcoholic beverages.

8. It is illegal to manufacture, make, alter, sell or attempt to sell an identification card falsely representing the identity, birth date or age of another. This is a second degree misdemeanor with a fine of not less than \$1,000 for the first violation and a fine of not less than \$2,500 for each subsequent violation.

9. It is illegal for a minor to possess an identification card falsely identifying that person by name, age, birth date or photograph as being 21 years of age or older or to obtain or attempt to obtain alcoholic beverages 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 that person who possesses the card. This is a summary offense for a first violation and a misdemeanor of the third degree for any subsequent violations. The minimum penalty shall order the operating privilege of the person be suspended for 90 days from the date for the first offense; one year for the second offense; and two years for the third offense. A person who does not have a driver's license shall be ineligible to apply for a learner's permit for 90 days from the date for the first offense; one year for the second offense; and two years for the third offense. The maximum penalty shall be a fine of not more than \$500 for subsequent violations. Note: The police department making an arrest for a suspected violation of carrying a false identification card shall so notify the parents or guardian of the minor charged.

10. It is illegal for a person 18 years of age or older to corrupt or tend to corrupt the morals of a person less than 18 years of age by aiding, abetting or encouraging a minor.

11. It is illegal for a person under 21 years of age to pay either direct or indirect assessments which will be used in whole or in part for the purchase of alcoholic beverages.

12. It is illegal for a licensee or his/her agent to sell alcoholic beverages to a minor or to a person who is intoxicated.

13. A person who serves alcoholic beverages is responsible for the alcohol-related actions of the persons he/she served even after they leave the place of service.

14. It is illegal for a driver to consume any alcoholic beverages while driving or attempting to drive a motor vehicle.

II. COLLEGE REGULATIONS REGARDING ALCOHOL

A. GENERAL REGULATIONS REGARDING ALCOHOL

1. Students 21 years of age or older may possess or consume alcoholic beverages in accordance with Cedar Crest College policies.

2. Students under 21 years of age are prohibited from possessing and/or consuming alcoholic beverages.

3. Possession, consumption and/or provision of alcohol in public areas of the campus are not permitted. Public areas are defined as those areas of the campus that are readily accessible to students, faculty, staff and guests. Such areas include all outside areas, athletic fields, lobbies, classrooms, lounges, building corridors and offices. Campus police have the authority to confiscate alcohol in the possession of any individual under 21 years of age and may confiscate alcohol of individuals over 21 years of age if circumstances dictate such

action to be necessary.

4. Students of legal drinking age, 21 years of age, and their guests who are of age may consume alcohol in residence hall rooms or at college-sponsored events where alcohol is being served.
5. There shall be no kegs or beer balls in the residence halls, nor shall there be any common sources containing alcohol, such as bathtubs, punch bowls, baby pools, trash cans, etc.
6. When all official residents of the room are under the age of 21 no alcoholic beverages are permitted in the residence hall room.
7. When one student is 21 years of age and her roommate is under 21, only the student who is 21+ years old may possess and consume alcohol.
8. Visibly intoxicated persons or persons showing signs of alcohol abuse may be removed from campus by police, campus police or medical personnel.
9. Violating other policies while under the influence of alcohol will constitute a violation of the Alcohol policy as well.
10. Campus police has the authority to administer a breathalyzer test in those situations where underage drinking is suspected of having occurred. A student has the right to refuse a breathalyzer test. In accordance with the Commonwealth of Pennsylvania law summary action and sanctions may apply.
11. Providing alcohol to underage individuals is prohibited, including leaving alcohol unattended in locations where those under 21 may serve themselves. The student who serves alcohol to a person regardless of age shares responsibility with that person for any violation of the Cedar Crest College policies.
12. Guests of underage students are prohibited from bringing any alcohol into the residence halls.

B. CAMPUS EVENTS WITH ALCOHOL

1. All events with alcohol must be registered with both the Tompkins College Center staff and the Vice President of Student Affairs and Traditional Enrollment. Forms can be obtained from the office of the Vice President of Student Affairs and Traditional Enrollment. A completed registration must be submitted to the Vice President at least 10 working days prior to the date of the scheduled event. The person signing the registration for an event where alcohol is to be served must be 21 years of age or older.
2. Events must have a stated purpose (dancing, entertainment, etc.) other than the consumption of alcohol. Themes that encourage the consumption of alcohol (i.e. happy hours and drinking games) are prohibited.
3. Faculty, administration, alumnae and other non-student groups are urged to consider alternatives to the furnishing of alcoholic beverages at sponsored functions especially if students and minors are to be present. If alcohol is to be furnished, there must be responsible use of alcohol within the law and consistent with the above college policies and regulations. Functions closed to students and other minors at which alcoholic beverages are to be served do not require registration and approval, but must be noted on the room reservation form. Functions open to students or other minors to be held in areas of the campus not usually available for the service of alcoholic beverages must be noted on the room reservation.

4. Complete guidelines for events where alcohol is to be served can be obtained from the office of the Director of Student Union & Engagement in the Tompkins College Center..

C. SANCTIONS FOR VIOLATIONS OF THE ALCOHOL POLICY

The dean of students may initiate any or all of the following sanctions in response to violations of the alcohol policy, which include but are not limited to:

First Offense:

- Notification of parent(s) or legal guardian(s) if student is under age 21
- Residence hall probation and/or disciplinary probation
- Community restitution
- Other sanctions depending on the nature of the offense

Second Offense:

- Notification of parent(s) or legal guardian(s) if student is under age 21
- Substance abuse evaluation
- Residence hall probation or eviction and/or disciplinary probation
- Community restitution
- Possible other sanctions depending on the nature of the offense

Third Offense:

- Conference with parent(s) or legal guardian(s) if student is under age 21
- Mandatory substance abuse counseling
- \$300 fine
- Permanent eviction from residence hall
- Community restitution
- Possible other sanctions depending on the nature of the offense

D. AMNESTY POLICY

The policy may apply when a student receives emergency medical assistance that is (a) related to the consumption of alcohol, and (b) sought by a person not serving in an official college capacity. This policy may also apply to any student who seeks medical assistance for another student experiencing a medical emergency based upon alcohol consumption. The student will not be charged or sanctioned for violations of college alcohol-related policies. Students receiving medical assistance in compliance with this policy shall not be referred for prosecution for any state, local or federal crime or misdemeanor solely related to the possession, consumption or supplying of alcohol. The student will be required to consult with the Vice President of Student Affairs and Traditional Enrollment and may be required to participate in an appropriate educational program. Nothing in this policy shall prevent an individual who is obligated by federal, state, or local law, or college policy, practice, or procedure, to do so from reporting, charging, or taking other action related to the possible criminal prosecution of any student.

No individual may receive amnesty more than once. Records of all requests for assistance under this policy shall be maintained by the office of the Vice President of Student Affairs and Traditional Enrollment. Participation in any program as a result of this policy shall not be noted on the student's judicial record. In the event an individual who previously utilized the amnesty policy is involved in a subsequent alcohol-related incident, this incident and any resulting charges shall be treated as an alleged second offense.

ARREST POLICY

Students who are arrested by any law enforcement agency are required to inform the Vice President of Student Affairs and Traditional Enrollment within 72 hours of their release. Students arrested may be subject to College disciplinary action when their conduct violates College standards. Failure to report this information to the dean will result in a "Failure to Comply" charge and may result in further disciplinary action.

WEAPONS

Weapons are prohibited on the campus of Cedar Crest College. All federal, state and local laws regarding the possession, use and sale of weapons are in force on campus. Cedar Crest Police Officers do carry ASP batons and firearms. Cedar Crest College Campus Police have the lawful authority to use force, up to and including deadly force that is reasonably necessary to effectively bring an incident under control, while protecting the lives of the officer and others.

DRUGS - ILLICIT DRUGS

Cedar Crest College complies with the Commonwealth of Pennsylvania's drug laws. All students are required to abide by and know the state and federal drug laws. Please consult the Commonwealth of Pennsylvania *The Controlled Substances, Drugs, Device, and Cosmetic Act* at <http://www.health.state.pa.us/pdf/ddc/ddcAct.pdf> for further information.

Cedar Crest College shares the concern of the medical profession and law enforcement agencies for the serious effects that can result from the use of dangerous drugs and narcotics. Cedar Crest College opposes and prohibits the possession and use of illegal drugs and narcotics by its students on or off the campus. The College will cooperate with the state in the enforcement of Pennsylvania State Law.

The College may take disciplinary action against a student who violates these laws to the extent of separation from the College. Students who wish to seek counseling regarding the use of drugs and their effects are urged to consult with the office of health and counseling services.

I. THE DRUG RELATED PUBLIC LAWS

The following acts and the causing thereof within the Commonwealth including upon the campus of Cedar Crest College are hereby prohibited:

1. The manufacture, sale or delivery, holding, offering for sale, or possession of any controlled substance, other drug, device or cosmetic that is adulterated or misbranded. (Punishable by imprisonment not exceeding one year and/or a fine not exceeding \$5,000.00).
2. The acquisition or obtaining or possession of a controlled substance by misrepresentation, fraud, forgery, deception or subterfuge. (Punishable by imprisonment not exceeding one year and/or a fine not exceeding \$5,000.00).
3. The intentional purchase or knowing receipt in commerce by any person of any controlled substance, other drug or device from any person not authorized by law to sell, distribute, dispense or otherwise deal in such controlled substance, other drug or device. (Punishable by imprisonment not exceeding three years and/or a fine not exceeding \$5,000.00 however, in the event of a second conviction, the fine will not exceed \$25,000.00).
4. The manufacture, delivery, or possession with intent to manufacture or deliver, a controlled substance by a person not registered to do so, or knowingly creating, delivering or possessing with intent to deliver, a counterfeit controlled substance. (The severity of the penalty varies according to the substance and circumstances. Maximum penalties may be imprisonment up to fifteen years and/or a fine of \$250,000.00 or more depending on the assets of the person involved).
5. The possession of a small amount of marihuana only for personal use; the possession of a small amount of marihuana with the intent to distribute it but not to sell it; or the distribution of a small amount of marihuana but not for sale. For purposes of this

subsection, thirty (30) grams of marihuana or eight (8) grams of hashish shall be considered a small amount of marihuana. (Punishable by imprisonment not exceeding thirty days and/or a fine not exceeding \$500.00).

6. The use of, or possession with intent to use, drug paraphernalia for the purpose of planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packing, repacking, storing, containing, concealing, injecting, ingesting, inhaling or otherwise introducing into the human body a controlled substance in violation of this act. (Punishable by imprisonment not to exceed one year and/or a fine not to exceed \$2,500.00).

7. The delivery of, possession with intent to deliver, or manufacture with intent to deliver, drug paraphernalia, knowing, or under circumstances where one reasonably should know, that it would be used to plant, propagate, cultivate, grow, harvest, manufacture, compound, convert, produce, process, prepare, test, analyze, pack, repack, store, contain, conceal, inject, ingest, inhale or otherwise introduce into the human body a controlled substance in violation of this act. (The severity of the penalty varies according to the age of the person the paraphernalia is furnished to such as someone under the age of eighteen or three years or more junior. Penalties range from imprisonment of one to two years and fines from \$2,500.00 to \$5,000.00).

8. The placing in any newspaper, magazine, handbill or other publication or by written or electronic means, including electronic mail, internet, facsimile and similar transmission, any advertisement, knowing, or under circumstances where one reasonably should know, that the purpose of the advertisement, in whole or in part is to promote the sale of objects designed or intended for use as drug paraphernalia. (Punishable by imprisonment not to exceed one year and/or a fine not to exceed \$2,500.00).

9. The knowing or intentional manufacture, distribution, possession with intent to distribute, or possession of a designer drug. (Punishable by imprisonment not to exceed fifteen years and/or a fine not to exceed \$250,000.00).

II. SANCTIONS FOR VIOLATIONS OF THE DRUG POLICY

The Vice President of Student Affairs and Traditional Enrollment may initiate any or all of the following sanctions in response to violations of the drug policy, which include but are not limited to:

First Offense:

- Notification of parent(s) or legal guardian(s)
- Immediate eviction from the residence hall for two semesters with loss of room rent
- Substance abuse evaluation
- Disciplinary probation for four semesters
- Discretionary prosecutorial referral to local authorities
- Community restitution
- Possible other sanctions depending on the nature of the offense

Second Offense:

- Permanent eviction from the residence hall
- Suspension/expulsion from the College
- Community restitution
- Discretionary prosecutorial referral to local authorities
- Possible other sanctions depending on the nature of the offense

Sale and/or possession of large quantity/quantities of illegal drugs as defined by state and federal law on College property will result in the following sanctions:

- Parental notification
- Suspension/expulsion from the College

- Discretionary prosecutorial referral to local authorities
- Community restitution
- Possible other sanctions depending on the nature of the offense

BACKGROUND AND CLEARANCE CHECKS

Cedar Crest College conducts post job offer pre-employment screening with a thorough background check, including some or all of the following as applicable: a Pennsylvania criminal records check, a public records check, a credit check, a Pennsylvania Driving Record Check and Operator's License Check. If applicable, the College also requires a child abuse clearance check and an FBI fingerprint check. The college does not do these checks on students.

CAMPUS FACILITIES – SECURITY CONSIDERATIONS

In order to discourage criminal activity, Campus Facilities/Grounds makes sure the campus is well-lit at night and that bushes and trees are kept trimmed. During routine patrols Campus Police officers make note of lights that are not operating, defective door and window locks and safety and fire hazards. A written report is sent to Facilities personnel for timely action.

COMMUNICATION MEDIUMS

Aside from direct, personal contact with the College Community, Campus Police uses campus mail, campus e-mail, telephone, e2campus alerts and postings to communicate security matters as needed.

SEXUAL ASSAULT/HARASSMENT POLICY AND PROCEDURES

I. OVERVIEW

Cedar Crest College is committed to ensuring that all members of the College Community have a learning and working environment that is free from sexual misconduct and sexual harassment. Sexual misconduct and sexual harassment are unlawful and are considered sexual discrimination under the Equal Opportunity in Education Act, commonly referred to as Title IX. Sexual misconduct and sexual harassment will not be tolerated. Cedar Crest College expects all members of the College Community to share in the responsibility for ensuring that the Cedar Crest College environment is free from any form of abuse, violence or verbal or physical intimidation.

Cedar Crest College promotes and encourages prompt reporting and timely adjudication of all sexual misconduct and sexual harassment. Retaliation in any form (e.g., intimidation, threats or harassment) against anyone who exercises his or her rights to make a complaint of sexual misconduct or sexual harassment, or any third party cooperating with the investigation of such an act is strictly prohibited by law and Cedar Crest College policy and may result in disciplinary action. Cedar Crest College is committed to the health, safety, and well-being of all members of the College Community. Assistance is available twenty-four hours a day, 365 days of the year.

Cedar Crest College does not discriminate on the basis of race, color, religion, gender, gender identity, gender expression, sex, national origin, age, disability, sexual orientation, family status or any other characteristics protected from discrimination under law or Cedar Crest College policy.

If you have any questions regarding this Policy or Title IX generally, you may contact Cedar Crest College's Title IX Coordinator, Lisa Garbacik, by phone at 610-606- 4666 ext. 3584, in person at Blaney 104 or by e-mail at lbgarbac@cedarcrest.edu.

II. POLICY

It is the policy of Cedar Crest College that any act(s) of sexual misconduct, sexual harassment, dating violence, domestic violence and stalking, violate(s) the standards of conduct required of members of the College Community. As such, sexual misconduct, sexual harassment, dating violence, domestic violence and stalking are prohibited without exception.

III. DEFINITIONS

State law defines various violent and/or non-consensual sexual acts as crimes. Additionally, the College has defined categories of sexual misconduct, as stated below, for which action under this policy may be imposed.

Sexual Misconduct

- a. Sexual Harassment is:
 - a) unwelcome, sexual or gender-based verbal, written or physical conduct that is,
 - b) sufficiently severe, persistent or pervasive that it,
 - c) has the effect of unreasonably interfering with, denying or limiting employment opportunities or the ability to participate in or benefit from the College's educational, social and/or residential program, and is based on real or reasonably perceived power differentials (quid pro quo), the creation of a hostile environment or retaliation.
- b. Non-Consensual Sexual Intercourse is defined as:
 - a) any sexual penetration or intercourse (anal, oral or vaginal),
 - b) however slight,
 - c) with any object,
 - d) by a person upon another person,
 - e) that is without consent and/or by force.
 - f) Note: "Sexual penetration" includes vaginal or anal penetration by a penis, tongue, finger or object, or oral copulation by mouth to genital contact or genital to mouth contact.
- c. Non-Consensual Sexual Contact is defined as:
 - a) any intentional sexual touching,
 - b) however slight,
 - c) with any object,
 - d) by a person upon another person
 - e) that is without consent and/or by force.
 - f) Note: "Sexual touching" includes any bodily contact with the breasts, groin, genitals, mouth or other bodily orifice of another individual, or any other bodily contact in a sexual manner.
- d. Sexual Exploitation
 - a) Sexual Exploitation refers to a situation in which a person takes non-consensual or abusive sexual advantage of another, and situations in which the conduct does not fall within the definitions of Sexual Harassment, Non-Consensual Sexual Intercourse or Non-Consensual Sexual Contact. Examples of sexual exploitation include, but are not limited to:
 1. Sexual voyeurism (such as watching a person undressing, using the bathroom or engaged in sexual acts without the consent of the person observed).
 2. Taking pictures or video or audio recording another in a sexual act, or in any other private activity without the consent of all involved in the activity, or exceeding the boundaries of consent (such as allowing another person to hide in a closet and observe sexual activity, or disseminating sexual pictures without the photographed person's consent).
 3. Prostitution.

4. Sexual Exploitation also includes engaging in sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV) or other sexually transmitted disease (STD) and without informing the other person of the infection, and further includes administering alcohol or drugs (such as “date rape” drugs) to another person without his or her knowledge or consent.
- e. Domestic Violence
 - a) Domestic violence includes felony or misdemeanor crimes of violence committed by:
 - b) a current or former spouse of the victim.
 - c) by a person with whom the victim shares a child in common.
 - d) by a person who is cohabitating with or has cohabitated with the victim as a spouse.
 - e) by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, OR
 - f) 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 jurisdiction.
 - f. Dating Violence
 - a) Dating violence means violence committed by a person:
 - b) who is or has been in a social relationship of a romantic or intimate nature with the victim; and
 - c) where the existence of such a relationship shall be determined based on a consideration of the following factors:
 1. the length of the relationship.
 2. the type of the relationship.
 3. the frequency of interaction between the persons involved in the relations.
 - g. Stalking
 - a) Stalking means engaging in a:
 - b) course of conduct.
 - c) directed at a specific person.
 - d) that would cause a reasonable person to
 1. fear for his or her safety or the safety of others; or
 2. suffer substantial emotional distress

Statement on Consent

- a. Consent is knowing, voluntary and clear permission by word or action, to engage in mutually agreed upon sexual activity. Since individuals may experience the same interaction in different ways, it is the responsibility of each party to make certain that the other has consented before engaging in the activity. For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct.
- b. A person cannot consent if he or she is unable to understand what is happening or is disoriented, helpless, asleep, or unconscious for any reason, including due to alcohol or other drugs. An individual who engages in sexual activity when the individual knows, or should know, that the other person is physically or mentally incapacitated has violated this policy. It is not an excuse that the individual respondent of sexual misconduct was intoxicated and, therefore, did not realize the incapacity of the other.
- c. Incapacitation is defined as a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the “who, what, when, where, why or how” of their sexual interaction). This policy also covers a person whose incapacity results from mental disability, involuntary physical restraint, and/or from the taking of incapacitating drugs.
- d. Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). A current or previous dating relationship is not sufficient to constitute consent. The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred and any similar previous patterns that may be evidenced. Silence or the absence of resistance alone is not consent.

- e. A person can withdraw consent at any time during sexual activity by expressing in words or actions that he or she no longer wants the act to continue, and, if that happens, the other person must stop immediately.
- f. A minor below the age of consent according to state law cannot consent to sexual activity. This means that sexual contact by an adult with a person below the age of consent is a crime as well as a violation of this policy, even if the minor appeared to have wanted to engage in the act.
 1. In addition, Pennsylvania has designated a minimum age of 13 years where consent cannot be given under any circumstances. Consent is also lacking when a person engages in sexual intercourse with a complainant under the age of 16 years and that person is four or more years older than the complainant and the complainant and the person are not married to each other.

Consensual Relationships

Students, faculty and staff members should understand that consensual sexual relationships, particularly those among persons of unequal status (i.e. a member of the faculty and a student or an administrator and a student), may be or may become a violation of Cedar Crest College's sexual misconduct policy. Anyone who engages in a sexual relationship with a person over whom he or she has any degree of power or authority must understand that the validity of consent involved can and may be questioned.

IV. IF YOU ARE A VICTIM OF SEXUAL MISCONDUCT

1. Get to a safe place

Get to a safe place as fast as you can. If you feel you are in imminent danger, call the Police by dialing 911 or call Campus Police by dialing 610-437-4471. If you are on the Cedar Crest College Campus and you are outside, you may also use one of the emergency call boxes, which have blue lights on top. These boxes connect directly with the Campus Police Office. If you are on the Cedar Crest College Campus and you are inside a building, you may dial "0" from any Campus telephone to reach the Campus Police Office.

2. Contact someone for help and support

Cedar Crest College offers support services and resources to victims of sexual misconduct. For a list of resources, please see the "Resources/Support Services" section of this Policy. Victims of sexual misconduct will be treated with sensitivity, dignity and respect. Depending on the nature of the offense and the status of the accused, there may be instances when Cedar Crest College must take action to protect the victim and/or members of the College Community by use of a Campus Crime Alert, Warning or other type of protective/remedial measures.

If the sexual misconduct occurred on campus, Cedar Crest College encourages you to contact the Campus Police Office at 610-437-4471 or "0" from a Campus Phone. If the sexual misconduct occurred off campus, you are encouraged to contact the local police department by dialing "911". Cedar Crest College will assist you in notifying these authorities if you request assistance.

3. Get Medical Attention

Whether the sexual misconduct happened on or off-campus, the personnel listed in the "Resources and Support Services" section of this Policy are trained to assist you in getting medical and emotional support. They will facilitate your transportation to a hospital or a medical doctor for treatment. Even if you believe that you were not physically injured (or you are uncertain about injury), you are encouraged to seek treatment.

In addition, a hospital or medical facility can aid in the collection of evidence of the sexual misconduct, which can only be collected for a short time after the misconduct occurs. The evidence collected by a medical facility can be helpful in the event that you decide to pursue criminal charges. Evidence is best preserved if you avoid drinking, bathing, showering, douching or changing clothes prior to seeking medical attention.

4. Seek Emotional Support

You are strongly encouraged to seek out assistance with dealing with the emotional aftermath of sexual misconduct. For a list of local resources and support services, please see the “Resources/Support Services” section of this Policy.

SERVICES, EDUCATION AND PREVENTION PROGRAMS

Cedar Crest College emphasizes personal safety and the need to institute proactive measures to reduce the risk of becoming a victim of a crime, including incidents of sexual misconduct. Campus programs and services are available including:

Campus Crime Alerts/Timely Warnings: Campus crime alerts are sent to the College Community in the event that a situation arises, either on or off-campus, which, in the judgment of Cedar Crest College Campus Police and/or the Cedar Crest College Cabinet, constitutes an immediate, ongoing or continuing threat. The College Community will be notified using the emergency alert system. The warning will be issued through various means including, but not limited to, the Cedar Crest College e-mail system, the E2Campus text messaging system, notices in the residence halls and other buildings on the Cedar Crest College campus.

Emergency Call Boxes: Emergency call boxes are strategically placed throughout the College Community. These call boxes connect directly to the Campus Police switchboard.

Escort Service: The Campus Police provide escort services to the College Community desiring an escort from one campus destination to another. **To arrange for an escort, please contact the Cedar Crest College switchboard operator by dialing “0” from a campus phone or 610-437-4471 from an off campus phone.**

Health and Counseling: Upon request, the Cedar Crest College Health and Counseling Center will facilitate access to sexual misconduct programs to resident advisors, clubs and students. Individual counseling sessions and medical appointments are also available to residential students. The Health and Counseling Center will help facilitate appointments for commuter and adult students. **Contact Health and Counseling at 610-606-4640 or “3476” from a campus phone.**

Residence Life Programs: During floor meetings and throughout the year, programs are offered through Residence Life and Campus Police. These programs are designed to promote awareness and prevention of sexual misconduct. **Contact the Office of Residence Life at 610-606-4603.**

Orientation: Sexual misconduct prevention programs are offered to all new students during new student orientation. Information is distributed to all new students, and is also located in the Health and Counseling Office in Curtis Hall, Allen House, residence halls, the Provost’s Office, the SAGE Office, the Human Resources Office and the Campus Police Office. Other orientation and first year

programming contains sessions on personal safety, prevention, awareness, consent, bystander intervention, Intimate Partner Violence and Dating Violence.

Rape Aggression Defense Program (R.A.D): R.A.D. is a hands on program offered through Campus Police. The program focuses on prevention, risk reduction and avoidance of sexual misconduct while progressing onto the basics of self-defense. **Contact Campus Police for more information at 610-437-4471 or “0” from a Campus Phone.**

Title IX Coordinator: The Title IX Coordinator or designee is responsible for overseeing all Title IX complaints and identifying and addressing any **patterns** or systemic problems that arise during a review of such complaints. The Title IX Coordinator or designee is available to meet with students, faculty and staff as needed. The director of human resources serves as the Title IX Coordinator and oversees implementation of the College’s policies on equal opportunity, harassment and non-discrimination. Reports of discrimination, harassment and/or retaliation should be made to the Title IX Coordinator or designee promptly, but there is no time limitation on the filing of complaints, as long as the accused individual remains subject to the College’s jurisdiction. The Cedar Crest College policy on sexual misconduct is included in the student, faculty and staff handbooks. Information related to sexual misconduct protocols can also be found on the College's intranet (Mycedarcrest) and the employee payroll site. The College provides ongoing training for faculty and staff regarding sexual misconduct and mandated reporting.

DEFINITIONS:

- a. *Awareness programs* means community-wide or audience-specific programming, initiatives, and strategies that increase audience knowledge and share information and resources to prevent violence, promote safety, and reduce perpetration.
- b. *Bystander intervention* means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.
- c. *Ongoing prevention and awareness campaigns* means programming, initiatives, and strategies that are sustained over time and focus on increasing understanding of topics relevant to and skills for addressing dating violence, domestic violence, sexual assault, and stalking, using a range of strategies with audiences throughout the institution.
- d. *Primary prevention programs* means programming, initiatives, and strategies informed by research or assessed for value, effectiveness, or outcome that are intended to stop dating violence, domestic violence, sexual assault, and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe directions.

RIGHTS OF COMPLAINANTS AND RESPONDENTS

1. Rights of Complainant of Sexual Misconduct

Students pursuing a complaint of sexual misconduct who report the incident to Cedar Crest College officials are called “complainants,” and can anticipate that:

All reports of sexual misconduct will be treated seriously.

The complainant will be treated with sensitivity, dignity and respect.

Note that while Cedar Crest College recognizes and respects the need for confidentiality, depending on the nature of the offense and the status of the respondent, there may be instances when Cedar Crest College must take action to protect the complainant and/or members of the College Community.

The complainant has the right to and should seek immediate medical attention.

The complainant will be fully informed in a timely manner of their rights and options, including the necessary steps of each option.

The complainant may invite or be assigned a member of the Campus Community (i.e. faculty, staff) to guide and support them through all parts of the complaint process.

The complainant may request on-campus relocation, transfer of classes and academic work (when options are available), or other steps to prevent unwanted contact and proximity to a respondent (if the respondent is a member of the College Community) while the resolution process is taking place. Note that Cedar Crest College will make every effort not to disrupt the complainant's residential or academic situation.

If the respondent is a student, the complainant may pursue a College Honor and Judicial Board hearing.

If the respondent is a Cedar Crest College employee, faculty or staff member, the complainant may pursue a grievance according to the Cedar Crest College employee policies and procedures.

The complainant has the right to pursue criminal charges if the conduct is criminal in nature.

The complainant has the right to know the disposition of the Honor and Judicial Board hearing if the case involves a respondent who is a Cedar Crest College student or the outcome of the disciplinary procedures if the respondent is a College faculty or staff member.

Retaliation in any form (intimidation, threats or harassment) against anyone who exercises his or her rights to make a complaint, or any third party cooperating with the investigation under this policy is strictly prohibited by law and Cedar Crest College policy and may result in disciplinary action and/or criminal charges.

2. Rights of Respondent of Sexual Misconduct

Students who have been accused of sexual misconduct by a member of the College Community are called "respondents," and can anticipate that:

All reports of sexual misconduct will be treated seriously.

The respondent will be treated with sensitivity, dignity and respect. Note that depending on the nature of the offense and the status of the respondent, there may be instances when Cedar Crest College must take action to protect the complainant and/or members of the College Community.

The respondent will be fully informed in a timely manner of their rights and options, including the necessary steps and potential consequences of each option.

The respondent may invite or be assigned a member of the Campus Community (i.e. faculty, staff) to guide and support them through all parts of the complaint procedure.

The complainant may pursue an Honor and Judicial Board hearing and will be informed of the disposition of the Honor and Judicial Board hearing if the respondent is a student.

The complainant may pursue a grievance according to the Cedar Crest College employee policies and procedures if the respondent is a faculty or staff member or Cedar Crest College employee.

The respondent may be required to relocate his or her on-campus housing, transfer classes and academic work, or take other steps to prevent unwanted contact and proximity to a complainant while the resolution process is taking place.

The complainant may also elect to pursue criminal charges against the respondent.

Retaliation in any form (intimidation, threats or harassment) against anyone who exercises his or her rights to make a complaint, or any third party cooperating with the investigation under this Policy is strictly prohibited by law and Cedar Crest College policy and may result in disciplinary action and/or criminal charges.

REPORTING SEXUAL MISCONDUCT OR SEXUAL HARASSMENT AND OPTIONS WHEN REPORTING

The following informal and formal procedures are designed to ensure a timely response to reports of sexual misconduct. The goals of the procedure outlined in this Policy are a full and complete investigation and a fair adjudication.

In all cases of alleged sexual misconduct, regardless of whether the complainant wishes to pursue the formal or informal reporting procedure, Cedar Crest College will undertake an appropriate inquiry and take prompt and effective action to support and protect the complainant, including taking appropriate interim steps before the final outcome of the investigation and hearing, if any. Accordingly, at or after an initial meeting reporting sexual misconduct, Cedar Crest College may impose a “no-contact” order, which typically will include a directive that the parties refrain from having contact with each other, directly or through proxies, whether in person or via electronic means, pending the investigation and, if applicable, the hearing. The vice president of student affairs and traditional enrollment and/or the Title IX Coordinator also may take any further protective action that he or she deems appropriate concerning the interaction of the parties pending the hearing, if any, including, without limitation, directing Cedar Crest College officials to alter the students’ academic, housing or employment arrangements. Title IX requires that, when taking steps to separate a complainant and respondent, a school must minimize the burden on the complainant. Thus, Cedar Crest College, as a matter of course, will not remove a complainant from his or her classes, housing or employment while allowing the respondent to remain. Violations of the directive of the vice president of student affairs and traditional enrollment and/or the Title IX Coordinator shall constitute related offenses that may lead to additional disciplinary action.

Cedar Crest College strongly encourages persons who believe that they have been the victim of sexual misconduct to report the sexual misconduct to Cedar Crest College authorities as set forth below. Cedar Crest College requires all persons who believe that a member of the College Community has been the victim of sexual misconduct to report the sexual misconduct to Cedar Crest College authorities as set forth below. Cedar Crest College will fully investigate all complaints of sexual misconduct regardless of whether a complainant files a formal or informal complaint.

1. Informal Reporting Procedure

If sexual misconduct is reported to any Cedar Crest College administrator, faculty member, Residence Life staff member (including Resident Advisors) or employee and the complainant opts not to file a formal complaint at that time, the complainant can anticipate the following:

The first priority will be to ensure that the complainant receives immediate medical attention, if needed.

The complainant will be referred to the vice president of student affairs and traditional enrollment, Title IX Coordinator or his/her designee(s).

The complainant will be encouraged to utilize the resources and support services available on and

off campus and will be offered coordinated assistance including physical, emotional, personal safety and academic support.

To the extent possible and consistent with applicable legal requirements, informal complaints will be treated confidentially. If a complainant requests anonymity, such a request may limit Cedar Crest College's ability to fully investigate and respond to the sexual misconduct, and Cedar Crest College may not be able to maintain confidentiality.

A complainant may terminate the informal complaint procedure and pursue a formal complaint at any time.

The complainant will receive written information regarding the Cedar Crest College sexual misconduct policy.

The complainant will be informed of the procedure to obtain a Protection From Abuse order by the Campus Police or the College Official taking the report.

2. Formal Reporting Procedure

a. Sexual Misconduct

If sexual misconduct is reported and the complainant wants to file a formal complaint, the complainant will be directed to (and whenever possible escorted to) the Cedar Crest College Campus Police Office. If sexual misconduct is reported off-campus and the complainant wants to file a formal complaint, the complainant will be directed to the local police department. Cedar Crest College will assist the complainant in notifying these authorities if the complainant requests assistance. The Cedar Crest Campus Police Office and/or the local police department have the responsibility of investigating the complaint. The complainant can anticipate the following:

The first priority will be to ensure that the complainant receives immediate medical attention, if needed.

Campus Police will contact the vice president of student affairs and traditional enrollment, Title IX Coordinator or his/her designee(s). The complainant will be informed about available support services, the reporting procedure, legal and administrative options and provide the complainant with written information about the process.

To the extent possible and consistent with applicable legal requirements, complaints will be treated confidentially. If a complainant requests anonymity, such a request may limit Cedar Crest College's ability to fully investigate and respond to the sexual misconduct, and Cedar Crest College may not be able to maintain such confidentiality.

If the complainant opts to pursue criminal charges, the Campus Police will follow the policies and procedures outlined in its handbook.

b. Sexual Harassment

If sexual harassment is reported and the complainant wishes to file a formal complaint, the complainant will be directed to the vice president of student affairs and traditional enrollment, Title IX Coordinator or his/her designee(s). If the conduct is criminal in nature the complainant will be directed to (and whenever possible escorted to) the Cedar Crest College Campus Police Office. This division has the sole responsibility of investigating a criminal complaint.

The complainant can anticipate the following:

The first priority will be to ensure that the complainant receives immediate medical attention, if needed.

The complainant will be informed of available support services, explained the reporting procedure, legal and administrative options and provided with written information about the process.

To the extent possible and consistent with applicable legal requirements, complaints will be treated confidentially. If a complainant requests anonymity, such a request may limit Cedar Crest College's ability to fully investigate and respond to the sexual harassment, and Cedar Crest College may not be able to maintain confidentiality.

If the complainant opts to pursue criminal charges, the Campus Police will follow the policies and procedures outlined in their handbook.

3. College Disciplinary Procedures and Sanctions

Whether or not a complainant opts to file a criminal complaint, the complainant may pursue an administrative hearing if the respondent is also a Cedar Crest College student. Cedar Crest College is committed to providing a judicial and disciplinary process that is sensitive, supportive, expedient and respectful of the individual rights of all involved.

If the respondent is a Cedar Crest College student, an administrative hearing will be held within sixty (60) days of the date that the formal complaint was submitted. The hearing will be held in accordance with written conduct procedures. If the respondent is a faculty or staff member, the director of human resources will commence disciplinary action according to the disciplinary procedures applicable to the respondent. The director of human resources will inform the respondent of the applicable policies and procedures to be followed.

There are two types of student judicial hearings: administrative hearings and sanction-only hearings. The administrative hearing is run by a hearing officer. The director of community standards and residence life determines the final disposition of an administrative hearing. Administrative hearings may be called at the discretion of the director of community standards and residence life; however the hearing process, as outlined below, will be followed.

The complainant and respondent will each meet with the director of community standards and residence life separately within twenty (20) days of the date that a formal complaint is made. During this meeting, the director of community standards and residence life will continue an investigation of the matter and will explain the hearing process and other pertinent information, including the following:

The Complainant

The complainant's on-campus living situation may be changed upon the complainant's request.

The complainant's academic situation may be changed upon the complainant's request if options are available.

The complainant has the right to pursue criminal charges off-campus.

The complainant has the right to be accompanied by a College advisor and witnesses during the hearing process.

The complainant has the right to a confidential advisor during the hearing process.

The complainant is informed that all hearing officers take an oath of confidentiality.

The hearing officer will hear a report of the investigation by an impartial investigator.

After hearing all of the reports and testimony, the hearing officer will make a determination of whether or not the respondent is responsible for the charge(s). The standard of proof used to decide whether a respondent is responsible is whether it is "more likely than not" that respondent committed the act of sexual misconduct.

The hearing officer will provide her/his recommendation(s) and resolution of the case including sanction recommendations to the director of community standards and residence life in writing.

The director of community standards and residence life will make the final determination about the sanction(s) imposed on the respondent. If the final determination is different than the recommendation of the hearing officer, then the director of community standards and residence life must provide a rationale for his or her determination with respect to sanctions.

The complainant will be notified in writing within seven (7) days after the date of the administrative hearing with the outcome of the hearing.

Each party has the right to be present during the entire hearing; however, one party may not directly question the other party.

The Respondent

The respondent's on-campus living situation can be changed at the discretion of Cedar Crest College.

The respondent's academic situation can be changed at the discretion of Cedar Crest College.

The respondent has the right to be accompanied by a College advisor and witnesses during the hearing process.

The respondent has the right to a confidential advisor during the hearing process.

The respondent is informed that all hearing officers take an oath of confidentiality.

The hearing officer will hear a report of the investigation by an impartial investigator.

After hearing all of the testimony, the hearing officer will make a determination of whether or not the respondent is responsible for the charge(s). The standard of proof used to decide whether a respondent is responsible is whether it is "more likely than not" that respondent committed the act of sexual misconduct.

The hearing officer will provide her/his recommendation(s) and resolution of the case including sanction recommendations to the director of community standards and residence life in writing.

The director of community standards and residence life will make the final determination about the sanction(s) imposed on the respondent. If the final determination is different than the recommendation of the hearing officer, then the director of community standards and residence life must provide a rationale for his or her determination with respect to sanctions.

The respondent will be notified in writing within seven (7) days after the date of the administrative hearing with the outcome of the hearing.

Each party has the right to be present during the entire hearing; however, one party may not directly question the other party.

The respondent may not use the consumption of alcohol or other drugs as an excuse for any sexual misconduct.

The director of community standards and residence life will also provide each party with a written copy of this policy.

In addition to meeting with the complainant and respondent, the director of community standards and residence life will review any investigative reports compiled or filed to make a determination regarding the necessity of a hearing. The director of community standards and residence life will make a determination as to whether to hold a hearing within seven (7) days of the date of meeting with either the complainant or respondent, whichever occurs later. This decision will be communicated to both the complainant and respondent in writing.

If it is decided that a hearing will be held, the hearing will occur no more than thirty (30) days after the

director of community standards and residence life determines that a hearing is necessary. If the director of community standards and residence life determines that a hearing is not necessary and the complainant desires a hearing, the complainant may request a hearing. Such a request shall be made in writing within seven (7) days of the date of director of community standards and residence life's written determination not to hold a hearing. A hearing shall then be held as set forth above. The director of community standards and residence life cannot impose sanctions on the respondent without a hearing.

4. Sanctions

Cedar Crest College recognizes the role of accountability as an integral component of the educational process. In order to prevent recurrences, respective sanctions have been developed. These exist to promote a sense of community responsibility and to maintain the integrity of Cedar Crest College as an ethical, just and caring community of learning. The standard of proof used to decide if a respondent is responsible is the preponderance of evidence and whether the conduct in question "more likely than not" occurred. If there is a finding of responsibility, disciplinary sanction(s) may include, but are not limited to, expulsion, suspension, a no contact order, removal from Cedar Crest College housing, and/or referred or mandated evaluation or education. In addition, persons charged with offenses that are criminal in nature may also be prosecuted by the applicable local authority. Please refer to the Sanctions section for more detail.

5. Appeals Process

Either party shall have the right to one (1) appeal. The appeal shall be made in writing to the vice president of student affairs and traditional enrollment or his or her designee within three (3) days of the date of the written decision of the director of community standards and residence life. The appeal may be based on any of the following grounds:

Grounds for Appeal:

1. A procedural error or omission occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures, etc.).
2. To consider new evidence, unavailable during the original hearing or investigation, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included.
 - a. Note: when a party fails to provide a statement under advice of counsel during an investigation, and subsequent to the hearing decides to provide a statement, it will not be considered "new evidence" for the purposes of this ground. Additionally, subsequent findings of a criminal or civil court (e.g., dismissals, plea bargains, settlements) will not alone constitute sufficient grounds for appeal, but may be considered if new evidence was the grounds for said finding.

3. The sanctions fall outside the range of sanctions the College has designated for this offense. The vice president of student affairs and traditional enrollment or his or her designee will forward a copy of the appeal to the non-appealing party, who may respond to the appeal in writing within three (3) days of receiving a copy of the appeal. The vice president of student affairs and traditional enrollment will review the appeal and any response thereto.

There are two possible outcomes:

The appeal will be denied.

The appeal will be forwarded to the hearing officer to rehear the case.

A written determination of the appeal will be provided to the parties within five (5) days of the date that the appeal is received.

1) RESOURCES/SUPPORT SERVICES

Cedar Crest College offers support services and resources to complainants of sexual misconduct. Complainants will be treated with sensitivity, dignity and respect. Depending on the nature of the offense and the status of the respondent, there may be instances when Cedar Crest College must take action to protect the complainant and/or members of the College Community. Confidential resources (i.e. the College chaplain) will not file a report for investigation. Other resources are required to follow up if the identity of the alleged assailant is known or can be determined. Although confidentiality cannot be assured, any follow up will be done with respect for the privacy of all involved in the incident.

a) On Campus Confidential Resources and Support Services

Cedar Crest College Chaplain610-606-4666 ext. 3473

b) On and Off Campus Resources and Support Services

Campus Police/Local Police

Cedar Crest College Campus Police

Calling from off-campus Phone.....610-437-4471

Calling from on-campus phone Press "0"

Emergency (on-campus)..... Press "0"

Allentown Police Emergency..... Dial "911"

Allentown Police Non-emergency.....610-437-7751

Allentown Police Special Victims Unit.....610-437-7798

Medical Treatment

Cedar Crest College

Health & Counseling Services610-606-4640
(Monday-Friday 8:30 a.m.-4:30 p.m.)

Lehigh Valley Hospital610-402-8000
(Cedar Crest Facility)

Lehigh Valley Hospital E.R.610-402-2226
(17th & Chew Streets)

St. Luke's Hospital.....610-628-8300
1736 Hamilton Street, Allentown

Counseling Services

Cedar Crest College

Health & Counseling Services610-606-4640
(Monday-Friday 8:30 a.m.-4:30 p.m.)

Crime Victims Counsel of Lehigh Valley610-437-6611
(24 hours)

Crisis Intervention (24 hours).....610-782-3127

Turning Point (24 hours).....610-437-3369

Administrative Offices

Vice President of Student Affairs & Traditional Enrollment

.....610-606-4680 or "0" to contact after hours

Cedar Crest College Ethics Hotline877-309-9396

Residence Life610-606-4603

Graduate Hall Directors & Residence Advisors Contact information is posted in the
entranceway in the residence halls

On-call staff member610-437-4471 or "0" from a campus phone

Title IX Coordinator: Lisa Garbacik.....610-606-4666 ext. 3584

CEDAR CREST COLLEGE'S ANNUAL DISCLOSURE OF CRIME

Cedar Crest College prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This report is prepared in cooperation with the local law enforcement agencies surrounding our main campus, Residence Life and the Dean of Student Affairs. Campus crime, arrest and referral statistics include those reported to the Campus Police, designated campus officials and local law enforcement agencies. These statistics may also include crimes that have occurred on public property adjacent to our campus.

Criminal Offenses – On Campus	2013	2014	2015
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses – Forcible	1		
d. Rape		0	0
e. Fondling		0	0
f. Sex offenses – Non-forcible	0		
g. Incest	0	0	0
h. Statutory rape	0	0	0
i. Robbery	0	0	0
j. Aggravated assault	1	0	0
k. Burglary	2	6	3
l. Motor vehicle theft	0	0	0
m. Arson	0	0	0

Criminal Offenses – On Campus Student Housing Facilities	2013	2014	2015
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses – Forcible	1		
d. Rape		0	0
e. Fondling	0		
f. Sex offenses – Non-forcible	0	0	0
g. Incest	0	0	0
h. Statutory rape	0	0	0
i. Robbery	0	0	0
j. Aggravated assault	0	0	0
k. Burglary	1	6	3
l. Motor vehicle theft	0	0	0
m. Arson	0	0	0

Criminal Offenses – Noncampus	2013	2014	2015
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses – Forcible	0		
d. Rape		0	0
e. Fondling		0	0
f. Sex offenses – Non-forcible	0		
g. Incest	0	0	0
h. Statutory rape	0	0	0
i. Robbery	0	0	0
j. Aggravated assault	0	0	0
k. Burglary	0	0	0
l. Motor vehicle theft	0	0	0
m. Arson	0	0	0

Criminal Offenses – Public Property

	2013	2014	2015
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses – Forcible	1		
d. Rape		0	0
e. Fondling		0	0
f. Sex offenses – Non-forcible	0		
g. Incest	0	0	0
h. Statutory rape	0	0	0
i. Robbery	0	0	0
j. Aggravated assault	0	0	0
k. Burglary	0	0	0
l. Motor vehicle theft	0	0	0
m. Arson	0	0	0

Hate Crimes – On Campus

	2015 Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
b. Rape	0	0	0	0	0	0	0	0	0
c. Fondling	0	0	0	0	0	0	0	0	0
d. Incest	0	0	0	0	0	0	0	0	0
e. Statutory rape	0	0	0	0	0	0	0	0	0
f. Robbery	0	0	0	0	0	0	0	0	0
g. Aggravated assault	0	0	0	0	0	0	0	0	0
h. Burglary	0	0	0	0	0	0	0	0	0
i. Motor vehicle theft	0	0	0	0	0	0	0	0	0
j. Arson	0	0	0	0	0	0	0	0	0
k. Simple assault	0	0	0	0	0	0	0	0	0
l. Larceny-theft	0	0	0	0	0	0	0	0	0
m. Intimidation	0	0	0	0	0	0	0	0	0
n. Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0

Hate Crimes – On Campus

	2014 Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
b. Rape	0	0	0	0	0	0	0	0	0
c. Fondling	0	0	0	0	0	0	0	0	0
d. Incest	0	0	0	0	0	0	0	0	0
e. Statutory rape	0	0	0	0	0	0	0	0	0
f. Robbery	0	0	0	0	0	0	0	0	0
g. Aggravated assault	0	0	0	0	0	0	0	0	0
h. Burglary	0	0	0	0	0	0	0	0	0
i. Motor vehicle theft	0	0	0	0	0	0	0	0	0
j. Arson	0	0	0	0	0	0	0	0	0
k. Simple assault	0	0	0	0	0	0	0	0	0
l. Larceny-theft	0	0	0	0	0	0	0	0	0
m. Intimidation	0	0	0	0	0	0	0	0	0
n. Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0

Hate Crimes – On Campus

2013 Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
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a. Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
b. Rape	0	0	0	0	0	0	0	0	0
c. Fondling	0	0	0	0	0	0	0	0	0
d. Incest	0	0	0	0	0	0	0	0	0
e. Statutory rape	0	0	0	0	0	0	0	0	0
f. Robbery	0	0	0	0	0	0	0	0	0
g. Aggravated assault	0	0	0	0	0	0	0	0	0
h. Burglary	0	0	0	0	0	0	0	0	0
i. Motor vehicle theft	0	0	0	0	0	0	0	0	0
j. Arson	0	0	0	0	0	0	0	0	0
k. Simple assault	0	0	0	0	0	0	0	0	0
l. Larceny-theft	0	0	0	0	0	0	0	0	0
m. Intimidation	0	0	0	0	0	0	0	0	0
n. Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0

Hate Crimes – On Campus Student Housing Facilities	2015 Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
b. Rape	0	0	0	0	0	0	0	0	0
c. Fondling	0	0	0	0	0	0	0	0	0
d. Incest	0	0	0	0	0	0	0	0	0
e. Statutory rape	0	0	0	0	0	0	0	0	0
f. Robbery	0	0	0	0	0	0	0	0	0
g. Aggravated assault	0	0	0	0	0	0	0	0	0
h. Burglary	0	0	0	0	0	0	0	0	0
i. Motor vehicle theft	0	0	0	0	0	0	0	0	0
j. Arson	0	0	0	0	0	0	0	0	0
k. Simple assault	0	0	0	0	0	0	0	0	0
l. Larceny-theft	0	0	0	0	0	0	0	0	0
m. Intimidation	0	0	0	0	0	0	0	0	0
n. Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0

Hate Crimes – On Campus Student Housing Facilities	2014 Total	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity	National Origin
a. Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0
b. Rape	0	0	0	0	0	0	0	0
c. Fondling	0	0	0	0	0	0	0	0
d. Incest	0	0	0	0	0	0	0	0
e. Statutory rape	0	0	0	0	0	0	0	0
f. Robbery	0	0	0	0	0	0	0	0
g. Aggravated assault	0	0	0	0	0	0	0	0
h. Burglary	0	0	0	0	0	0	0	0
i. Motor vehicle theft	0	0	0	0	0	0	0	0
j. Arson	0	0	0	0	0	0	0	0
k. Simple assault	0	0	0	0	0	0	0	0
l. Larceny-theft	0	0	0	0	0	0	0	0
m. Intimidation	0	0	0	0	0	0	0	0
n. Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0

Hate Crimes – On Campus Student Housing Facilities	2013 Total	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity	National Origin
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c. Fondling	0	0	0	0	0	0	0	0
d. Incest	0	0	0	0	0	0	0	0
e. Statutory rape	0	0	0	0	0	0	0	0
f. Robbery	0	0	0	0	0	0	0	0
g. Aggravated assault	0	0	0	0	0	0	0	0
h. Burglary	0	0	0	0	0	0	0	0
i. Motor vehicle theft	0	0	0	0	0	0	0	0
j. Arson	0	0	0	0	0	0	0	0
k. Simple assault	0	0	0	0	0	0	0	0
l. Larceny-theft	0	0	0	0	0	0	0	0
m. Intimidation	0	0	0	0	0	0	0	0
n. Destruction/damage/ vandalism of property	0	0	0	0	0	0	0	0

VAWA Offenses – On Campus	2013	2014	2015
a. Domestic violence		1	0
b. Dating violence		0	0
c. Stalking		0	0

VAWA Offenses – On Campus Student Housing Facilities	2013	2014	2015
a. Domestic violence		1	0
b. Dating violence		0	1
c. Stalking		0	0

VAWA Offenses – Non-Campus	2013	2014	2015
a. Domestic violence		0	0
b. Dating violence		0	0
c. Stalking		0	0

VAWA Offenses – Public Property	2013	2014	2015
a. Domestic violence		0	0
b. Dating violence		0	0
c. Stalking		0	0

Arrests – On Campus	2013	2014	2015
a. Illegal Weapons Possession	0	0	0
b. Drug law violations	0	0	0
c. Liquor law violations	2	5	6

Arrests – On Campus Student Housing Facilities	2013	2014	2015
a. Illegal Weapons Possession	0	0	0
b. Drug law violations	0	0	0
c. Liquor law violations	0	4	3

Arrests – Noncampus	2013	2014	2015
a. Illegal Weapons Possession	0	0	0
b. Drug law violations	0	0	0
c. Liquor law violations	0	0	0

Arrests – Public Property	2013	2014	2015
a. Illegal Weapons Possession	0	0	0
b. Drug law violations	0	0	0
c. Liquor law violations	0	0	0

Disciplinary Actions – On Campus	2013	2014	2015
a. Illegal Weapons Possession	0	0	0
b. Drug law violations	1	2	2
c. Liquor law violations	8	3	2

Disciplinary Actions – On Campus Student Housing Facilities	2013	2014	2015
a. Illegal Weapons Possession	0	0	0
b. Drug law violations	1	2	1
c. Liquor law violations	5	3	2

Disciplinary Actions – Noncampus	2013	2014	2015
a. Illegal Weapons Possession	0	0	0
b. Drug law violations	0	0	0
c. Liquor law violations	0	0	0

Disciplinary Actions – Public Property	2013	2014	2015
a. Illegal Weapons Possession	0	0	0
b. Drug law violations	0	0	0
c. Liquor law violations	0	0	0

Unfounded Crimes	2013	2014	2015
a. Total unfounded crimes		4	0

**CEDAR CREST COLLEGE
100 COLLEGE DRIVE
ALLENTOWN, PA. 18104-6196
PHONE: (610) 437- 4471
FAX: (610) 606 - 4652
ANNUAL FIRE SAFETY REPORT**

For Residence Halls owned and operated by Cedar Crest College, the following fire safety policies and procedures are in place.

Students and Staff are trained on the evacuation of the Residence Halls and evacuation routes are posted on each building's bulletin boards along with other fire safety information. Fire Safety is addressed at the beginning of each year for both first year students and staff. The Allentown Fire Department conducts a fire safety training session with Residence Hall Staff prior to the beginning of each school year. Drills are conducted twice per semester and all students must evacuate the building when a fire alarm sounds. Drills are documented and problems are addressed. During a fire or a drill, the Residence Hall Staff assists with accountability of residents of the Residence Hall and a written procedure is in place. Fire Safety Policies have been established and are outlined in the Student Handbook.

Burning or burnt candles or incense, toaster ovens, potpourri crocks, halogen lamps, unapproved electric heaters, space heaters, hot plates and electric blankets are fire hazards and may not be used in the Residence Halls. Smoking is prohibited in all campus buildings. Over-door hangers may not be attached to doors, nor may hangers be placed over closet edges or hung from picture moldings. Tapestries and other articles may not be hung on light fixtures. Policy prohibits any items being cooked in the residence hall kitchens being left unattended. Decorative lights may not be hung in the Residence Halls. To comply with the City of Allentown fire ordinances, students may only decorate the upper ½ of their room doors (50% of the door above the door knob) and no items are to be posted on the door frames or on the wall around the doors. Tapestries and lights are strictly prohibited on door, door frames and walls. The college reserves the right to remove any decorations that do not comply with the City of Allentown fire ordinances or college regulations. Any violation of college regulations may result in a fine up to \$300 and/or other sanctions as warranted.

Minimum sanctions for fire hazard violations are as follows:

UCR CRIME STATISTICS

2016				2015				2014			
		FTE STUDENTS	= 1363			FTE STUDENTS	= 1273			FTE STUDENTS	= 1195
		FTE EMPLOYEES	= 284			FTE EMPLOYEES	= 277			FTE EMPLOYEES	= 174
		TOTALS	= 1647			TOTALS	= 1550			TOTALS	= 1369
	NO.*	RATE PER FTE STUDENT/EMPLOYEE	RATE PER 100,000 FTE STUDENTS/EMPLOYEES		NO.*	RATE PER FTE STUDENT/EMPLOYEE	RATE PER 100,000 FTE STUDENTS/EMPLOYEES		NO.*	RATE PER FTE STUDENT/EMPLOYEE	RATE PER 100,000 FTE STUDENTS/EMPLOYEES
PART I OFFENSES											
Criminal Homicide	0	0	0	0	0	0	0	0	0	0	0
Forcible Rape	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0
Assault	0	0	0	0	0	0	0	2	.0015	146	
Burglary	2	.0012	121	1	.0006	65	65	0	0	0	0
Larceny-Theft	18	.0109	1,093	9	.0058	581	581	24	.0175	1,753	1,753
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0
TOTAL PART I	22	.0134	1,336	10	.0065	645	645	26	.0190	1,899	1,899
PART II OFFENSES											
Forgery & Counterfeit	0	0	0	0	0	0	0	0	0	0	0
Embezzlement	0	0	0	0	0	0	0	0	0	0	0
Vandalism	1	.0006	61	0	0	0	0	1	.0007	73	73
Weapons, Carrying, Possession, Etc.	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses	0	0	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	1	.0007	73	73
Liquor Laws	1	.0006	61	4	.0026	258	258	10	.0073	730	730
Drunkenness	0	0	0	0	0	0	0	0	0	0	0
Disorderly Conduct	0	0	0	1	.0006	65	65	0	0	0	0
Driving Under the Influence	0	0	0	0	0	0	0	0	0	0	0
All Other Offenses (except traffic)	0	0	0	1	.0006	65	65	0	0	0	0
TOTAL PART II	2	.0012	121	6	.0039	387	387	12	.0088	877	877

* Number of Actual Offenses reported to Campus Police.

INFORMATION ON “THE READING HOSPITAL SCHOOL OF HEALTH SCIENCES”

Because Cedar Crest College has contracted with The Reading Hospital School of Health Sciences to allow for classroom and office space, TRHSHS is, by the Department of Education’s definition, classified as a “Non-Campus” location. As such, we are required to obtain information on and report all Clery crime that meet the Department of Education’s guidelines for non-campus buildings and/or property. These statistics can be found in our Annual Campus Crime Report under the headings of: Criminal Offenses-Noncampus, Hate Crimes-Noncampus, Arrests-Noncampus and Disciplinary Actions-Noncampus.

To obtain a copy of The Reading Hospital School of Health Services Campus Crime Report, please contact the Office of Admissions at **TRHSHS**. This report is published annually, and includes information about substance abuse and campus security policies, procedures, practices, and statistics.

It is the intent of The Reading Hospital School of Health Sciences to provide a healthful, safe, and secure environment for all patients, students, employees, and guests. It is the responsibility of the Hospital’s security staff to safeguard all parties mentioned above as well as Hospital and School property, including the residence program offered through the Inn at Reading.

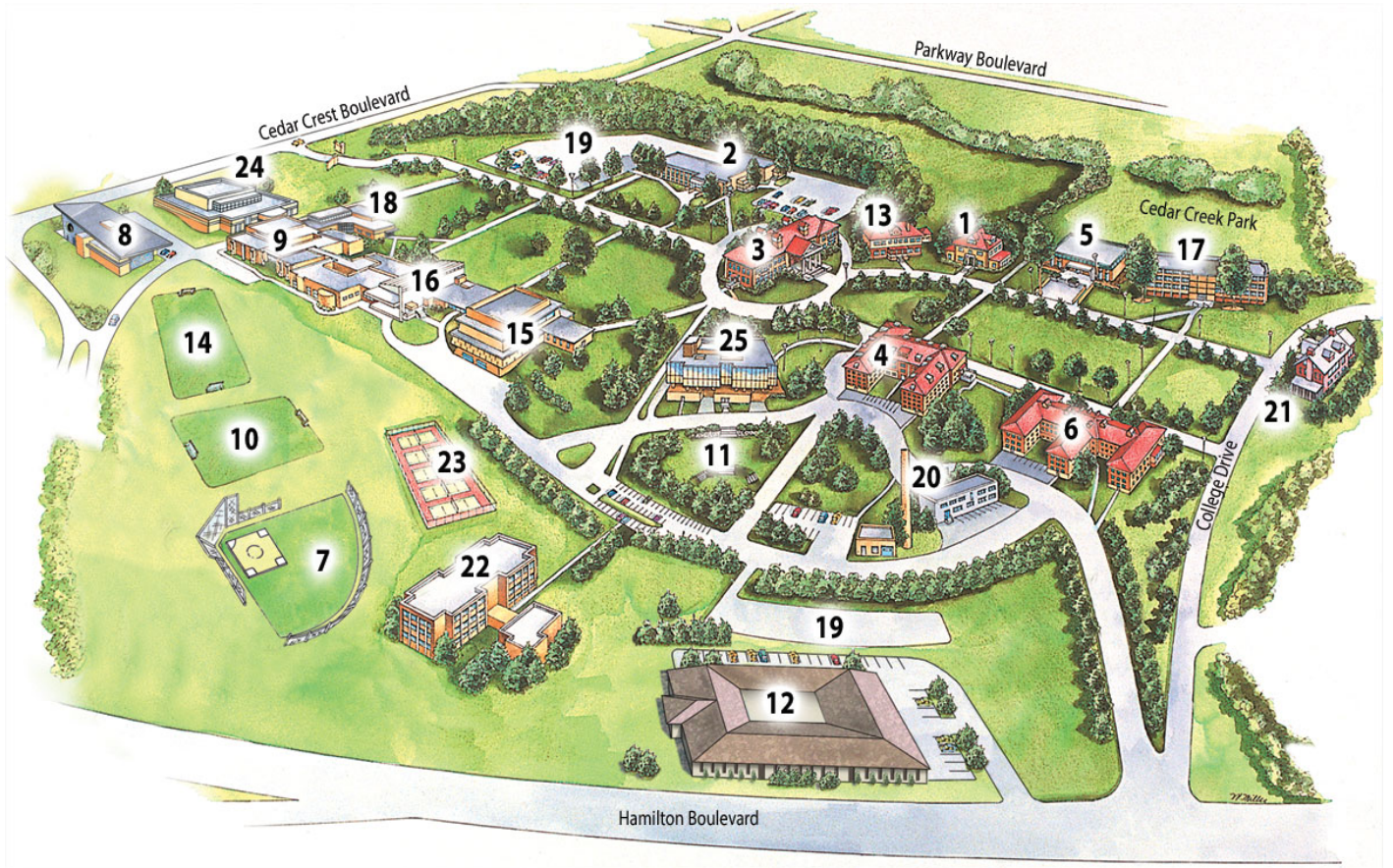
To report EMERGENCIES at TRHSHS: Please call 911 immediately, the local police will respond...

Emergencies and criminal activity can also be reported to the Reading Hospital Security Department at 484-628-8222.

At TRHSHS the “**Everbridge Emergency Bulletin System**” notifies all on the campus in Reading of emergencies and the precautions/actions to take. **Inclement Weather and School Closings** are broadcast via the emergency notification system as well.

Parking is available on or near the Reading Hospital location. The Hospital runs a shuttle bus system, which provides transportation from the hospital complex to the school. If students decide to drive, they must park on nearby streets.

CAMPUS MAP



- 1 Allen House
- 2 Alumnae Hall
- 3 Blaney Hall
- 4 Butz Hall
- 5 Cressman Library
- 6 Curtis Hall and Sigal Center for Business and Technology
- 7 Cynthia L. Blaschak Softball Field
- 8 Da Vinci Discovery Center of Science and Technology

- 9 Dorothy Rider Pool Science Center
- 10 Field Hockey Field
- 11 Greek Theater
- 12 Hamilton Boulevard Building
- 13 Hartzel Hall
- 14 Lacrosse/Soccer Field
- 15 Lees Hall
- 16 Miller Family Building

- 17 Moore Hall
- 18 Oberkotter Center for Health and Wellness
- 19 Parking Lot
- 20 Facilities/Security
- 21 President's Residence
- 22 Steinbright Hall
- 23 Tennis Courts
- 24 The Rodale Aquatic Center for Civic Health
- 25 Tompkins College Center