SHIPPENSBURG UNIVERSITY

University Police

CAMPUS SAFETY & SECURITY/ FIRE STATISTICS 2014

ship.edu/police

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Safety and Security

Shippensburg University of Pennsylvania is a member of the Pennsylvania State System of Higher Education and is concerned about the safety and welfare of everyone in the campus community. No campus is entirely isolated from crime and Shippensburg University is no exception.

Shippensburg University has developed policies and implemented procedures in order to increase awareness and provide precautionary measures for all persons on our campus. The information contained within this publication is designed to provide an overview of the Department of Public Safety as well as other campus safety and security measures that have been instituted at Shippensburg University. This report is prepared by the Department of Public Safety, which includes the University Police Department as well as the Safety Department. It is in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, and is produced in cooperation with local law enforcement agencies, the Division of Student Affairs, the Office of Student Conduct, the Office of Residence Life and Housing, the Student Health Center, the Women's Center and the Counseling Center in addition to off-campus agencies, the Pennsylvania College and University Security Requirements (Chapter 33), The Crime Awareness and Campus Security Act of 1990 and The Accuracy in Campus Crime Reporting Act of 1997.

CRIME REPORTS	Year	On Campus Property	Campus Residential Facility	Non-Campus Building/ Property	Public Property	Total Incidents Reported	Crime Rate
Aggravated Assault	2013	0	0	0	0	0	.0000
	2012	0	0	1	0	1	.0001
	2011	1	0	0	0	1	.0001
Arson	2013	0	0	0	0	0	.0000
	2012	0	0	0	0	0	.0000
	2011	0	0	0	0	0	.0000
Burglary	2013	16	16	1	0	17	.0022
	2012	10	9	4	0	14	.0017
	2011	3	3	1	0	4	.0005
Dating violence	2013	0	0	1	0	1	.0001
Disorderly conduct	2013	28	5	5	0	33	.0042
	2012	39	6	8	0	47	.0058
	2011	35	11	5	0	40	.0048
Domestic violence	2013	1	0	0	0	1	.0001
Driving under the influence	2013	7	0	0	0	7	.0009
	2012	13	0	0	0	13	.0016
	2011	16	0	0	0	16	.0019
Drunkenness	2013	22	5	3	0	25	.0032
	2012	21	4	0	0	21	.0026
	2011	40	12	0	0	40	.0048
Embezzlement	2013	0	0	0	0	0	.0000
	2012	0	0	0	0	0	.0000
	2011	0	0	0	0	0	.0000
Forgery and counterfeiting	2013	1	0	0	0	1	.0001
	2012	0	0	0	0	0	.0000
	2011	0	0	0	0	0	.0000
Fraud	2013	3	1	0	0	3	.0004
	2012	2	0	0	0	2	.0002
	2011	0	0	0	0	0	.0000
Gambling	2013	0	0	0	0	0	.0000
	2012	0	0	0	0	0	.0000
	2011	0	0	0	0	0	.0000
Larceny	2013	48	8	3	0	51	.0065
	2012	31	9	1	0	32	.0039
	2011	26	2	2	0	28	.0033
Motor vehicle theft	2013	0	0	0	0	0	.0000
	2012	0	0	0	0	0	.0000
	2011	0	0	0	0	0	.0000
Murder/ non-negligent manslaughter	2013	0	0	0	0	0	.0000
	2012	0	0	0	0	0	.0000
	2011	0	0	0	0	0	.0000
Non-negligent manslaughter	2013	0	0	0	0	0	.0000
	2012	0	0	0	0	0	.0000
	2011	0	0	0	0	0	.0000
Offenses against family	2013	0	0	0	0	0	.0000
	2012	0	0	0	0	0	.0000
	2011	0	0	0	0	0	.0000
Other assaults	2013	7	2	0	0	7	.0009
	2012	0	0	1	1	2	.0002
	2011	4	2	2	0	6	.0007

CRIME REPORTS	Year	On Campus Property	Campus Residential Facility	Non-Campus Building/ Property	Public Property	Total Incidents Reported	Crime Rate
Prostitution	2013	0	0	0	0	0	.0000
	2012	0	0	0	0	0	.0000
	2011	0	0	0	0	0	.0000
Robbery	2013	1	0	0	0	1	.0001
	2012	0	0	0	0	0	.0000
	2011	1	0	0	0	1	.0001
Stalking	2013	0	0	0	0	0	.0000
Sex offenses (forcible)	2013	8	6	1	0	9	.0012
	2012	3	3	0	3	6	.0007
	2011	1	0	2	0	3	.0004
Sex offenses (non-forcible)	2013	0	0	0	0	0	.0000
	2012	2	2	0	0	2	.0002
	2011	0	0	0	0	0	.0000
Stolen property, received	2013	2	2	0	0	2	.0003
	2012	6	3	0	0	6	.0007
	2011	1	0	0	0	1	.0001
Vandalism	2013	23	6	3	0	26	.0033
	2012	31	9*	3	0	34	.0042
	2011	28	3	1	0	29	.0034
All other	2013	15	8	1	0	16	.0020
	2012	23	5	3	0	26	.0032
	2011	21	7	1	0	22	.0026
ARRESTS							
Drug abuse	2013	33	20	3	0	36	.0046
	2012	43	23	0	0	43	.0053
	2011	20	11	0	0	20	.0023
Liquor laws	2013	157	90	4	0	161	.0206
	2012	185	73	3	0	188	.0232
	2011	276	159	4	0	280	.0333
Weapons violations	2013	0	0	0	0	0	.0000
	2012	0	0	0	0	0	.0000
	2011	0	0	0	0	0	.0000
CAMPUS DISCIPLINARY REFERRALS**							
Drug abuse	2013	6	6	1	0	7	.0009
	2012	5	5	2	0	7	.0009
	2011	2	2	0	0	2	.0002
Liquor laws	2013	89	89	0	0	89	.0114
	2012	111	110	0	0	111	.0137
	2011	107	107	0	0	107	.0127
Weapons violations	2013	0	0	0	0	0	.0000
	2012	1	1	0	0	1	.0001
	2011	0	0	0	0	0	.0000

**One vandalism incident occurring in a residence hall was classified as a hate crime. It occurred on 9/7/2012 and was racial graffiti. There were no reported hate crimes for the years 2011 and 2013.*

***Individuals not arrested but referred for possible campus disciplinary action.*

Crime rate is calculated by dividing the total number of reported incidents by the number of full-time equivalent (FTE) undergraduate students, graduate students, and university employees. In 2012, for example, there were 11 burglaries reported; 11 divided by the total FTE (8,104) equals a crime rate of .0014.

FTEs
JAN-DEC 2013 (FTE 7,810)
JAN-DEC 2012 (FTE 8,104)
JAN-DEC 2011 (FTE 8,398)

University Student/Employee Population – Fall Semester 2013

ENROLLMENT		RESIDING ON CAMPUS	
Undergraduate	6,550	Undergraduate	2,356
Graduate	998	Graduate	8
Total	**7,548**	**Total**	**2,364**
Non-Student Employees	906		

Who is responsible for campus security?

The Department of Public Safety is responsible for providing security and police services on our campus. The Department of Public Safety consists of the University Police Department; 16 full-time police officers who have received their training under Act 120 (the Municipal Police Officers' Education and Training Act), and their police commission from the governor and the Secretary of Education of Pennsylvania, as well as the University Safety Department, which is staffed by a Safety Coordinator and a Safety Clerk. University police officers are also required to attend annual update training under PA Act 180.

All full-time employees of the Department of Public Safety, in addition to any mandated or specialty training, also receive in-service training annually that includes CPR and first aid training.

The Department of Public Safety encourages all campus faculty, staff, students and guests to act responsibly and to report criminal activity in a timely manner to ensure a safe campus environment for everyone.

What is the enforcement authority of Public Safety personnel?

University police officers have full authority to enforce all commonwealth and federal laws as well as any applicable university policies. The University Police Department is the police department of jurisdiction on the Shippensburg University campus. University police authority includes the power of arrest on campus property. University police officers may also initiate campus judicial board proceedings for violations of the Student Code of Conduct, as a sole process for resolution or in addition to criminal charges.

What is the SU policy on reporting criminal incidents to State and Local Police?

The University Police Department investigates all incidents involving criminal activity it receives. The department may also coordinate investigations with other outside agencies as needed. The university does not have written agreements with other agencies, however, Pennsylvania legislation, Act 48, allows University police officers to act outside the campus limits and with other agencies under specific conditions. All university crime statistics are reported monthly to the Pennsylvania State Police for use in the Uniform Crime Report and arrest information for offenses as required by state criminal history record retention laws.

What is the SU policy on encouraging the reporting of crime?

Shippensburg University and the police department strongly encourage faculty, staff, students, and guests to report any illegal or suspicious activity in a timely manner to the University Police. Reporting is especially encouraged when the victim of a crime elects or is unable to make such a report. Those incidents reported to pastoral and professional counselors are not included in campus crime statistics, however reports of criminal activity that are brought to the attention of the Dean of Students, Residence Life and Housing Services, any student organization or activity advisor, athletic coaches, intramural sport advisors and medical health professionals are required to be reported and they should be brought to the attention of the police department either by the victims or by the person receiving the report as soon as possible after the report is received. Forms have been provided to those on campus identified as Campus Security Authorities for these reports. Those who report criminal incidents to pastoral or professional counselors are encouraged to voluntarily report the incident to the police department on a confidential basis. If off campus, individuals are encouraged to report crimes to the local police in a timely manner.

Providing safety and security are the primary responsibilities of the Department of Public Safety and our main goal is to serve and protect the university community. This however, is a goal we cannot achieve alone. We need the cooperation of everyone in the community. As members of the university community, we all have a moral responsibility and a personal interest in the maintenance of a safe environment on campus for all to enjoy. Taking responsibility and reporting crime and suspicious activities in a timely manner will be beneficial to you, the university and the entire community.

What are the procedures for students and others to report criminal activity or other emergencies occurring on campus and how does the University respond?

The campus community can report criminal activity on campus by calling the University Police Department at (717) 477-1444 (campus extension 1444), in person at the

University Police station located in the Reed Operations Center, or by using one of the provided emergency phones. These emergency phones are located in various areas throughout the campus and report directly to the University Police station when activated. (See map on page 14 for locations.) Anyone on campus needing assistance in a medical or fire emergency should dial 911.

Even if victims of crime do not wish to pursue criminal or judicial charges, they are still encouraged to file a confidential report with the Student Affairs Division, or with the University Police. This allows for information about the incident to be documented and analyzed while protecting the identity of the reporting person. Having the university community file reports for all incidents that occur on campus allows the university to accurately report the number of criminal incidents and determine whether crime patterns are present to protect the campus community from future criminal acts. The University Police Department maintains a crime log, which is available for public inspection 24-7. The crime log is located in the police dispatch area.

The University Police Department maintains a 24-hour dispatch center, which is staffed by a police officer, to answer all calls for assistance. Upon receiving a request for assistance, an officer along with any other appropriate personnel will be immediately dispatched to the location. In cases involving criminal activity, University police officers will respond and conduct an investigation. Information regarding all citations or arrests made by University Police for criminal violations on campus is forwarded to the Office of Student Conduct. Arrests of university students by municipal or state police agencies that are brought to the attention of the University Police Department are also forwarded to the Office of Student Conduct. All students are held accountable for their behavior on and off campus property.

How and when does SU notify the campus community of emergency response and evacuation procedures?

Shippensburg University's emergency preparedness planning includes information about university operating status parameters; incident priorities and performance expectations; shelter in place and evacuation guidelines; and local contingency and continuity planning requirements. Individual university departments are responsible for developing contingency plans and continuity of operations plans for their respective staffs and areas of responsibility. Members of the SU Department of Public Safety (SUDPS) assist departments in creating their plans. The university annually conducts various emergency response exercises, such as table-top exercises and field exercises, and the emergency notification systems

are tested on a regular basis. These tests are designed to assess and evaluate the emergency plans and capabilities of the institution.

SUDPS officers and supervisors have received training in incident command and responding to critical incidents on campus. When an incident occurs that causes an immediate threat to the campus, the first responders to the scene are usually University Police. Once they respond, they typically work with members of the Shippensburg Borough police and fire departments, and the Pennsylvania State Police to manage the incident. Other local, state, or federal agencies may also be involved in responding depending on the nature of the incident.

General information about the emergency response and evacuation procedures for SU are publicized each year as part of the institution's Clery Act compliance efforts.

All members of the university community are notified on an annual basis that they are required to notify the SUDPS of any situation or incident on campus that poses a significant emergency or danger that may involve an immediate or ongoing threat to the health and safety of the campus. SUDPS is responsible to respond to and summon the necessary resources to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation. In addition, SUDPS will respond to such incidents to determine if the situation does pose a threat to the community. If it is determined that there is a threat, the appropriate university officials will immediately notify the campus community or the appropriate segments of the community that may be affected by the situation.

How and when does SU inform the campus about an immediate threat and what is the SU policy on notifying the campus community of an emergency?

The Shippensburg University Crisis Communications Plan and the Emergency Notification Systems Protocols cover official mass communication methods to ensure effective and efficient communication and provide accurate and timely emergency notifications and information to the campus community for situations that are considered a danger or an emergency.

When SUDPS confirms that an emergency or dangerous situation poses an immediate threat to the health or safety to some or all members of the campus community, the Director of Public Safety will determine the content of the message and will use some or all of the systems described below to communicate to the campus community, or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population.

A member of the Department of Public Safety will inform the Executive Director for University Communications and Marketing of any dangerous or emergency situation of which it is aware that may present an ongoing or continuing threat so that the campus community may be alerted. This notification includes any incident that poses a serious threat to the campus community that is reported to the university, whether the incident occurred on campus or at a nearby off-campus location. In these situations, a "Safety Alert" will be issued to all university members through multiple communication methods. The Director of Public Safety will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the judgment of the first responders (including, but not limited to SUDPS, Shippensburg Borough Police Department, Pennsylvania State Police, and/or Shippensburg fire and emergency medical services), compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

The university relies on a series of varied communication methods to provide information during an emergency or dangerous situation. These communication methods include, but are not limited to, emergency text messaging system, e-mail, change websites to reflect information, outdoor/indoor public address systems, emergency broadcast system (EBS) on campus radio/TV stations, computer screen pop-up system, and social media sites like Facebook and Twitter. Use of the text alert system is the first method used in all life-threatening situations and the information sent to all registered users. Other information, such as a description of the event(s), a description of suspects and related pertinent crime prevention information may also be provided. The name of any victim(s) will be omitted from any emergency or timely warnings that are issued.

Initial emergency communications will be sent immediately and will convey only the most critical information. Details will be carried on the university's homepage, which will be updated as circumstances dictate.

Shippensburg University's Crisis Communications Plan is part of the university's overall planning in response to various possible emergencies. While each crisis is different, this plan provides guidelines for the various methods the university will use to communicate with our constituencies, which include but are not limited to students, faculty, staff associates, administrators, parents, alumni, and external groups.

In the event of a serious incident that poses an immediate threat to members of the SU community, the university has various systems in place to communicate information quickly. The main objective of the plan is to provide information

quickly and effectively to appropriate audiences. The plan is reviewed periodically to ensure that it meets the needs of the campus community and is current with changing technologies.

The university will issue an "all clear" message to convey the university's return to normal operations to all faculty, staff and students via university assigned e-mail accounts, the university's website, and text message to "SU Alert" subscribers.

Anyone with information about criminal and/or inappropriate activity that may warrant notification to the campus community should contact the University Police Department at (717) 477-1444 or in person at the University Police Department in Reed Operations Center (Building #13 on campus maps). All information received will be analyzed by the SUDPS to determine the threat level of the incident to the campus. Anyone with information regarding an incident reported through a "Safety Alert" is encouraged to report that information to the appropriate law enforcement agency as noted in the alert.

SUDPS officers conduct safety presentations for new students during orientation programs at the beginning of each semester. Presentations regarding safety, crime prevention and security issues are available to all faculty and staff, and student organizations throughout the year. Safety, security, and crime prevention information is also available in brochures from the SUDPS office in Reed Operations Center. Criminal incident information is available 24 hours a day from the department's daily incident log to those persons requesting this information.

On-campus Emergencies (Police) Department of Public Safety Reed Operations Center	(717) 477-1444 or ext. 1444
On-campus Emergencies (Fire, Medical)	DIAL 911
Off-campus Emergencies (Police, Fire, Medical)	DIAL 911
Shippensburg Borough Police Dept. 60 West Burd St., Shippensburg, PA 17257	(717) 532-7361
Pennsylvania State Police Carlisle Barracks, 1538 Commerce Ave., Carlisle, PA 17013	(717) 249-2121

What are the campus evacuation procedures?

Evacuation plans are posted in all academic buildings on every floor and on every residence hall room's interior door in all residence hall rooms. The campus community is encouraged to become familiar with these plans in the event of an emergency evacuation. The evacuation notification may be mechanical (fire alarm system) or verbal (police or emergency personnel). Upon notification, proceed to the nearest stair tower to exit the building (do not use elevators). Once outside of the structure, move away from the entrances to allow

emergency personnel to gain access. Public Safety will instruct you where to go (alternate facility, re-entry). Never re-enter a structure without approval from emergency services personnel (SUPD, fire services).

In the event of an outside danger or hazard, (weather, hazmat, human threat) building occupants may be instructed to shelter in place. Public Safety will provide notification to the affected building(s) and provide instruction of what measures to take (move to a lower level, lock door and stay in classroom/office).

Persons with Disabilities Evacuation Procedures

Persons with special needs should become familiar with the building evacuation plans. Procedures for academic buildings require the individual to go to the nearest stair tower and wait for assistance (faculty should stay with student until relieved by emergency personnel). If you have a cell phone, call police at 477-1444 and give them your location in the building. Residence hall procedures are similar. Go to the nearest designated stair tower and wait for assistance from the residence life staff. If you have a cell phone, call police at 477-1444 and give them your location in the building. If you are not able to go to a stair tower, call police from your room and give them your location. Wait until help arrives (residence staff or public safety) to assist you with exiting the building.

Testing of Emergency Procedures and Evacuation

Emergency evacuations are practiced annually, (fall semester) in all academic buildings. Systems are exercised monthly to assure system integrity for emergency conditions (evacuations are not done at these times). Residence halls perform monthly (three per semester) evacuation drills and record any problems during the evacuation.

The purpose of evacuation drills is to prepare building occupants for an organized evacuation in case of fire or other emergency. During the drill, occupants practice drill procedures and familiarize themselves with the location of exits and the sound of the fire alarm. In addition to educating the occupants of each building about the evacuation procedures during the drills, the process also provides the University with an opportunity to test the operation of fire alarm system components.

What is the SU policy about access to the University's facilities and programs by students, employees, guests and others?

University facilities are open to the public during normal business hours. All individuals accessing university facilities must adhere to all federal and state laws as well as all university policies. All administrative and academic buildings are opened at approved times and secured upon the completion of their scheduled use by police department. Prior to scheduling any extracurricular event the university must approve the use of the facility. When administrative and academic buildings are secure, access is restricted to authorized individuals through the use of card access or written authorization from the building administrator or faculty member.

Residence hall access is restricted 24 hours per day via a card access system. Residents are provided access to the hall they live in via their student identification card at the designated entrances. Guests are given access to the building by the resident they are visiting, and the resident is responsible for the guest while they are in the building. University policy states all employees, contractors, vendors shall display University identification when in an occupied residence hall.

What SU programs are available to inform student housing residents about housing security and enforcement procedures?

At the beginning of each semester during new student orientation, students are informed of housing security and enforcement procedures by Department of Public Safety personnel. Public Safety personnel also participate in Residence Life staff training. Throughout the academic year, police officers conduct crime prevention and safety seminars in the residence halls. Residence Directors conduct hall meetings with students during the first week of each semester in regard to security issues and additionally, Resident Assistants conduct periodic resident floor meetings to inform students of campus policies and procedures.

What type of student housing is available?

There are three different on-campus housing options for the 2014-15 academic year: traditional, suite, and apartment style. McLean and Mowrey are traditional residence halls with double occupancy rooms and community bathrooms. McLean II, Seavers, Presidents, Lackhove, Kieffer, and McCune are suite-style halls in which no more than two students share a bathroom. The suites are available in five different layouts and feature individually controlled heating and air conditioning units in each room and complete wireless internet throughout. Stone Ridge Commons is an apartment-style student housing with full kitchens and bathrooms. A meal plan is not required in this living option.

All residence halls house both male and female students.

What fire safety measures are in place?

Every residence hall is equipped with an automatic smoke/heat detection system monitored 24 hours a day by university police. The system also includes strobe light units to notify students who are hearing impaired. An alarm prompts immediate evacuation of the building. The system also self-tests for tampering and reduces the chance for false alarms.

Each individual residence hall room has an AC powered smoke detector with battery backup which resident assistants check during monthly room inspections. Fire drills are conducted monthly in all residence halls. Students who fail to evacuate as required are referred to the judicial system.

All residence halls are equipped with fire sprinkler systems. Fire extinguishers are also provided in many different areas of all campus buildings. Fire hydrants are located outside each residence hall.

The Department of Public Safety conducts monthly building inspections of every campus facility. Fire extinguishers are checked monthly.

The three new suite-style residence halls provide enhanced levels of fire safety. Room smoke detectors are an integral component of the new system and report directly to SUPD, replacing the stand-alone devices in the original residence halls. The new buildings are 100 percent sprinklered with fire department connection points in each stairwell. Fire extinguishers will also be available in each hall.

Fire Safety Statistics

Fires by Type	Year	Occurrence
University Owned Housing	2013	1
	2012	0
	2011	1
All Other Structures	2013	0
	2012	2
	2011	1
Non-Structural	2013	0
	2012	0
	2011	0
Fires by Severity	**Year**	**Occurrence**
Large Loss Fires (fatality or damage exceeding $5 million)	2013	0
	2012	0
	2011	0
Minor Fires (no fatalities or damage above $500,000	2013	0
	2012	0
	2011	0
Incidental Fires (damage to $500,000)	2013	1
	2012	0
	2011	2
Injuries Caused by Fires	2013	0
	2012	0
	2011	0
Death Caused by Fires	2013	0
	2012	0
	2011	0
Fires by Cause	**Year**	**Occurrence**
Unintentional	2013	1
	2012	2
	2011	2
Intentional	2013	0
	2012	0
	2011	0
Fire Alarm Activations	**Year**	**Occurrence**
Intentional (pull station activation, vandalism)	2013	0
	2012	0
	2011	1
Accidental (cooking, dust, steam, smoking, hair spray, maintenance, contractor, mechanical problem)	2013	39
	2012	22
	2011	12

Fire Alarm System Description

Every residence hall facility (8) is protected by an automatic sprinkler system (100 percent coverage). Kieffer, Lackhove, McCune, McLean, McLean II, Mowery, Presidents, and Seavers halls are wet systems. The attic space in Kieffer, Lackhove, McCune, McLean II, Presidents, and Seavers halls are dry. Every facility is monitored by a Siemens addressable fire alarm system, which reports all system conditions to University Police. Room smoke detectors (in all halls except McLean and Mowrey) are a part of the fire alarm system with smoke detectors in each room and a sounder base in each room as well. The older housing units (McLean and Mowery) have an AC-powered smoke detector with battery backup in each room. Emergency generators are provided for back-up lighting, which provides back-up power to the fire alarm system. Battery back up is also a part of the fire alarm system, assuring these systems will function, even in a long term power outage. Kieffer, Lackhove, McCune, McLean II, Presidents, and Seavers halls have emergency notification tied to the fire alarm speakers, making it possible for University Police to make an emergency notification to a single building, or any building with this system installed in it.

Mandatory Supervised Fire Drills

Pennsylvania code requires two supervised fire drills per facility per year (14). The Department of Public Safety attempts to perform three per semester in each residence hall (21 per semester). This would be 42 for a yearly cycle. Additional drills can be conducted during the year, if staff warrants it.

Fire Drills	Year	Occurrence
Residence Halls (8)	2013	48
	2012	54
	2011	53
All Other Facilities (includes monthly testing)	2013	374
	2012	383
	2011	346*

** (CUB Addition Construction)*

University Policies

Smoking: Not permitted in any university building or fleet vehicle. Designated smoking areas have been established for the campus community. The university disciplinary process is used for those who do not follow the policy.

Appliances: Cooking appliances are prohibited in all rooms, in all residence halls. Examples include hot plates, immersion coils, electric fry pans, toaster ovens, electric griddles, hot pots, toasters, popcorn poppers, and hot shots. Secondary heating appliances are not permitted, including kerosene heaters, charcoal stoves, propane or natural gas fired appliances.

Open Flame: Any item that may produce an open flame is prohibited. Examples include incense burning, candles, oil lamps, lanterns, and potpourri burners.

Decorations: Posters, flags, tapestries, or decorations shall not be hung from the ceiling, walls, windows, or cover exit doors. No natural Christmas trees or natural decorations are permitted.

Extension cords: Not permitted. A UL approved power strip is permitted, but cannot be daisy chained.

Inspections: All apartments, rooms, suites, etc. are subject to regular and routine maintenance and safety inspections. Students cannot refuse entry under these conditions.

Evacuations: All individuals are to evacuate a building with an alarm condition. Residence halls have established meeting areas to which to report. Academic buildings exit on alarm, but do not have one designated meeting area. Periodic room inspections during a drill are conducted to assure compliance with the policy.

Training programs: Various training programs are conducted on campus. Residence hall staff provide training to students on evacuation procedures, meeting areas, room regulations concerning items that are prohibited, smoking policies, etc. Other fire safety programs are conducted for new hires after they join the university, explaining policies for evacuation, what is permitted in their workspace, and other information. Specialized training sessions are conducted for various staff members. Examples would be extinguisher usage for the resident life staff and fire safety for daycare. Faculty members receive training during orientation.

Plans for Future Fire Safety Improvements

There are currently no plans to upgrade the fire alarm/suppression systems in the existing residence halls. A feasibility study has been authorized to determine what upgrades can be made in McLean and Mowery halls in the coming years. Fire alarm/suppression systems are upgraded during renovation projects. The new suite-style halls have fire alarm systems with room smoke detection reporting to SUPD. The system is capable of sending mass notification messages through the fire alarm system. The buildings are 100 percent sprinklered.

What is the SU policy on housing assignments and requests by students for assignment changes?

Housing assignments are initially made for an entire academic year. Returning students apply for university-owned housing during the first half of the spring semester each year and receive their assignments by mid-March. Assignment processes for affiliated housing begin later in the fall semester. First-year and transfer students are accepted as either "resident" or "commuter" students through the Office of Admissions, and those who plan to live on campus are notified of their assignments in early August prior to their arrival.

The housing application includes a section for students to indicate their personal preference regarding quiet hours and smoking (although all university housing facilities are smoke-free). These preferences are met whenever possible. Room changes are permitted for all residents during the second week of each semester if signed by the Residence Director (RD) of the hall and approved by the Housing Office. The RD handles any extenuating circumstances on a case-by-case basis.

How are student-housing facilities secured?

All exterior doors to the residence halls are locked 24 hours a day. The main entrances to each building are equipped with card readers, which residents can use to gain access to the building. All other entrances are alarmed and set for delayed egress, which will deny the ability to exit the building unless the emergency egress glass is broken or the fire alarm system has released the doors. Residents must provide access to the building for their guests and applicable guest policies must be followed. Each main entrance is also monitored through video camera surveillance. Additional cameras will be placed throughout common areas of the facilities, such as laundry, kitchen, and study lounges.

Doors in the residence halls are equipped with a standard lock and key system. The windows are equipped with screens and will lock in place. Ground-level resident rooms have security screens installed on their windows.

SHIPPENSBURG UNIVERSITY

Campus Map

- Visitor Parking
- Disability Parking
- Emergency Phones

Numerical Key

1. Old Main
2. Horton Hall
3. Gilbert Hall
4. Stewart Hall
5. Henderson Gymnasium
6. Shearer Hall
7. Rowland Hall
8. Memorial Auditorium
9. Shippen Hall
10. Huber Art Center
12. Kriner Dining Hall
13. Reed Operations Center
15. McCune Hall
16. Kieffer Hall
17. Lackhove Hall
18. Wright Hall
19. Naugle Hall
20. McLean Hall
21. Reisner Dining Hall
22. Lehman Memorial Library
23. Martin House
24. Reisinger House
25. Steam Plant
26. Franklin Science Center
27. Dauphin Humanities Center
28. Anthony F. Ceddia Union Building
29. Mowrey Hall
30. Heiges Field House
31. Seth Grove Stadium
35. Mathematics and Computing Technologies Center
36. John L. Grove Hall
37. Richard D. Rife Alumni House
38. Grace B. Luhrs University Elementary School
39. Cora I. Grove Spiritual Center
40. Warehouse
41. Stone Ridge Commons
42. Little Red Schoolhouse
43. Davis House
44. Robb Sports Complex
45. Eckels Field
46. Reed Annex
47. Student Recreation Complex
48. H. Ric Luhrs Performing Arts Center
49. Conference Center
50. ShipRec
51. Fairchild Field
52. McLean Hall II
53. Seavers Hall
54. Presidents Hall
55. HM Warehouse

How many and what types of SU employees are assigned to University housing facilities?

Each hall has a live-in Residence Director who oversees all operational aspects of that hall/complex. All halls/complexes have student Resident Assistants living on each floor or in each apartment building and a student Desk Assistant who remains at the hall main desk during various hours, seven days a week. The entire residence life staff, of approximately 120 persons, receives varying levels of training on security procedures and policies, crisis intervention, confrontation, alcohol and drug abuse, and responding to emergency situations.

What is the SU policy for housing students during low occupancy periods, such as holidays and vacations?

During vacations and other low occupancy periods from late August to mid-May, most residence halls are vacated by residents and are locked and secured. During these low occupancy periods, entrance to the occupied residence halls is restricted via the card access system to only those students approved to stay on campus. University police officers patrol and check the buildings during these periods.

What is the SU policy for housing guests or others not assigned to student housing or not regularly associated with the University?

University housing is primarily for full-time registered students. Special arrangements may be made for part-time students with the permission of the Director of Housing and Residence Life or the Assistant VP of Student Affairs.

Students are permitted to host guests in their residence hall rooms. Every guest is subject to university rules and regulations and guests are the responsibility of the resident host. The university reserves the right to deny access to any person who presents a threat to the peace, safety, and welfare of other residents.

The university does not permit cohabitation or patterns of extended visitation in the residence halls or apartment complexes. All guests must follow proper registration and check-in procedures as prescribed by the appropriate staff. Overnight guests are permitted to visit and stay in university-owned and affiliated housing for defined periods of time, but the rights of the roommate take precedence in issues involving a guest. Patterns of visitation, which interfere with the rights, privileges or privacy of any resident student will not be tolerated and may subject the host to judicial action.

What security considerations does SU use in the maintenance of campus facilities?

University facilities and lighting on campus are maintained to minimize hazardous conditions. Malfunctioning lights and other unsafe conditions are reported through work orders filed with the Work Management Department for repair or correction. Plant growth is also monitored. Any growth considered a security hazard is reported to the grounds maintenance department for action. In addition, the University Police Department conducts periodic checks of the surveillance system, and also conducts twice monthly testing of all emergency telephones on campus. If any issues are discovered with the cameras or emergency telephones, the appropriate individuals are contacted to have the items repaired or replaced. The Work Management Department can be contacted at (717) 477-1454.

What is the SU policy on possession, use or sale of alcohol and illegal drugs?

The university complies with the federal, state, and local laws including those that regulate the possession, use, and sale of alcoholic beverages and other controlled substances. Shippensburg University students, who use, sell, exchange, consume or possess, alcoholic beverages, illegal drugs or drug paraphernalia on university property or at University functions will be dealt with in accordance with the commonwealth, federal, and local laws as well as the university Student Code of Conduct. As Shippensburg University is a dry campus, even students who are 21 years of age or more are not permitted to possess or consume alcohol on campus property.

Non-students who violate the university's policies and whose actions are not in compliance with the orderly operation of the university will be prosecuted in accordance with commonwealth, federal, and local laws. Non-students involved in on-campus violations of these policies may be banned from university property.

Pennsylvania Act 31 concerns underage drinking including misrepresentation of age to secure liquor, purchase, consumption, possession or transportation of intoxicating beverages, carrying a false identification card and using same to obtain or attempt to obtain alcoholic beverages and providing alcohol to minors. In addition to fines for conviction of these offenses, the court will order the motor vehicle operating privileges of the person suspended and a copy of the order will be sent to the Department of Transportation.

What is the SU policy on possession and use of weapons by security personnel or others?

The possession or carrying of any deadly or offensive weapon by any person is prohibited in university academic buildings, administrative buildings, student residence buildings, dining facilities, student union building, student recreation building, or while attending a sporting, entertainment

or educational event on the university's property or sponsored by the university. Entry upon university property in violation of this prohibition is expressly forbidden and will result in the individual being directed to remove the weapon immediately from university property. Failure to comply with such directive may result in further disciplinary action for students or employees. *(Policy approved 11/16/12)*

University police officers are authorized to carry firearms and are certified in their use twice a year. University police officers also carry pepper spray, expandable batons, and TASERs, which must be used in accordance with all federal and state laws and university policies.

What is the SU policy about students or employees with criminal records?

Before an offer of employment is extended, the accuracy of the information given to the university by the candidate regarding previous employment, educational attainment and other information including any criminal history is verified. Criminal history verification will be conducted by a contracted provider and a copy will be provided to the candidate, allowing them the opportunity to verify and respond to the findings. The university keeps this information in the strictest confidence. A candidate's arrest record will not be considered when making employment decisions, however criminal convictions will be considered.

Criminal conviction does not necessarily preclude employment with the university. When evaluating this information, the following will be considered: the nature and gravity of the offense, the amount of time that has passed since the conviction and/or completion of the sentence, evidence of rehabilitation, and the nature of the job in question. If the university administration discovers that a current employee has been convicted of a criminal offense, the university reserves the right to review the conviction in relationship to the employee's current position and, if warranted, take action to either reassign or dismiss the employee.

A student with a criminal record will not in all cases be barred from admission to the University. When an applicant indicates that they have a criminal record, the application is reviewed by the Dean of Enrollment Services and decisions are made on a case-by-case basis. Students who are convicted of a criminal offense after admission are subject to the university's judicial process. If the university finds the student responsible, penalties can range from probation to expulsion, depending on the severity of the offense and whether the student has prior offenses.

What types of drug and alcohol abuse educational programs are offered at SU?

Drug and alcohol prevention, education and intervention programs are available for students through the Division of Student Affairs and the Dean of Students Office at 210 Old Main. Programs for employees are available through the Human Resources Office at 109 Old Main. Programs involving counseling professionals, guest speakers, and extensive literature on these subjects are available through these offices. The Connection Program is a comprehensive program including prevention, education, and intervention support services. It was developed at Shippensburg University in coordination with the Cumberland-Perry Drug and Alcohol Commission to address the university community's alcohol and drug related concerns. The Connection Alcohol and other Drug (AOD) Program is designed to cultivate within students a sense of personal accountability and empowerment to make healthy choices and responsible decisions regarding the use of alcohol and other drugs.

Involvement and referrals to the Connection Program is confidential. The program provides individual and group programs held during the academic year for university students. These programs are scheduled and conducted by trained staff members in cooperation with the Dean of Students Office. The group meetings focus on testing the accuracy of drug and alcohol information; examining each individual's own use of alcohol or other drugs; establishing ways of dealing with alcohol and other drugs; establishing ways of dealing with alcohol and other drug related concerns; discussing issues related to children of alcoholics; and recognizing and helping someone close who has a drug or alcohol problem.

A student involved in the Connection Program may be referred to one or more of the following: a two-part meeting with a trained Connection staff member; enrollment in a closed, psychoeducational peer group that meets once a week for five weeks; an assessment with an alcohol/drug professional; referral to personal counseling through Shippensburg University Counseling Center; referral for support from the Women's Center; referral to Etter Health Center for medical needs; and outpatient/inpatient treatment.

Individuals may contact the Connection Program at (717) 477-1164 for further information and assistance. All involvement in the Connection Program is confidential.

What are the penalties for those criminally charged with the abuse of drugs and alcohol?

Shippensburg University students need to be aware of local, state, and federal laws as violations may have long-term effects on their lives. Anyone in possession of illegal drugs

or paraphernalia can be charged under PA Title 18 Crimes Code with a misdemeanor or felony offense, depending on the illegal substances found. Penalties for a first offense upon conviction can include fines of no less than $500.00 and possible imprisonment up to 15 years.

Anyone who purchases, consumes, possesses or transports alcoholic beverages while being under the age of 21 can be charged under PA Title 18 Crimes Code with a summary offense. Penalties upon conviction of a first offense can include fines up to $300.00 and will involve the suspension of driving privileges for 90 days. Anyone found to be furnishing alcohol to minors can be charged under PA Title 18 Crimes Code with a misdemeanor offense. Penalties upon conviction can include fines of no less than $1,000.00.

In addition to the above criminal penalties, any student charged with these types of violations will also be referred to the Dean of Students Office for disciplinary action through the university judicial process. Referrals to the Connection Program may be made through faculty, administrators, residence hall staff and students. Students who are involved in violations of the university's alcohol and drug policy and related behavior problems may be referred to the Connection Program. The Dean of Students Office may require attendance and participation in this program as a sanction for students referred through the disciplinary process. Shippensburg University upholds Pennsylvania Laws as well as their own policies and procedures for alcohol and other drug use that can be found the student handbook. The alcohol and other drug policies and procedures for Shippensburg University can be found in our *Swataney* Student Handbook. The Shippensburg University community is encouraged to read and become familiar with this section.

Individuals may contact the Connection Program at (717) 477-1164 for further information and assistance. All involvement in the Connection Program is confidential.

Notice of Non-Discrimination and Sexual Harassment

It is the policy of Shippensburg University to prohibit discrimination on the basis of sex in any of its educational programs or activities. This policy is in accordance with Title IX of the Education Amendments of 1972.

Prohibited sex discrimination covers sexual harassment including sexual violence. Sexual harassment is conduct that is sexual in nature, and is sufficiently severe, persistent, or pervasive that it adversely affects a student's ability to participate in or benefit from the university's activities or educational programs or creates a hostile or abusive educational environment. Sexual violence is a form of sexual harassment, prohibited by Title IX which includes conduct that is criminal in nature. Acts may include rape, sexual assault, sexual battery, sexual coercion, unwanted touching, dating violence and sexually motivated stalking.

Inquiries concerning the application of Title IX may be referred to Shippensburg University's Title IX coordinator or to the Department of Education's Office of Civil Rights.

Shippensburg University Title IX Coordinator
Mary Rose Wilson
Benefits and Employee Services Manager,
Human Resources Old Main 109
1871 Old Main Drive, Shippensburg, PA 17257-2299
mwilson@ship.edu
(717) 477-1124

Office for Civil Rights, Department of Education
400 Maryland Ave SW, Washington, DC 20202-1100
ocr@ed.gov
P: (202) 245-6700; Toll-free: (800) 421-3481; TTY: (800) 877-8339
http://www.ed.gov/ocr

What programs are offered to educate and prevent sex offenses, dating violence, domestic violence, and stalking?

Educational programs to prevent rape, sexual assault, and other types of relationship violence as well as how to respond to these types of incidents are presented by various departments on campus. The Women's Center, the Counseling Center, the Dean of Students Office, and the Student Health Center along with the Department of Public Safety are directly involved in conducting seminars, distributing literature and producing programming throughout the campus. Information regarding prevention and community response to sexual violence is presented during new student orientation programming.

The Rape Educators and Contacts (REACT) program supports survivors of sexual assault and educates the campus community on this issue. REACT is made up of compassionate students who volunteer and go through rigorous training recognizing the need to end violence and sexual assault. REACT is actively involved during orientation and throughout the academic year presenting programs related to various issues surrounding sexual assault, abuse and rape. Some of the topics that REACT typically presents are: Alcohol and date rape, campus rape, steps to maximize safety, taking action, filing charges on or off campus, how to help a victim/survivor date rape drugs, male/female communications.

What is the SU policy for reporting sex offenses, dating violence, domestic violence, and stalking and assisting victims of reported sex crimes?

Staff members from the Dean of Student's Office, Office of Social Equity, Office of Student Code of Conduct, and University Police review reported incidents involving students both on and off campus, who are survivors of sexual violence, in order to address specific issues and ensure that the survivors of these incidents are receiving assistance and support.

Survivors of rape, sexual assault, and other types of relationship violence are encouraged to report these incidents as soon as they are able to the Department of Public Safety or the police department of jurisdiction. Timely reports are crucial to evidence collection and preservation. If survivors are unsure whom to contact, the Department of Public Safety will aid them in determining what agency would be responsible for the investigation in addition to providing information for their physical and psychological well being.

Survivors of sexual assaults should take every precaution to preserve all evidence of the assault by not tampering with any items at the scene, not changing clothing and not washing any area of their body. Upon receiving a report of a sex related crime, a police officer(s) will investigate the incident and assist the survivor in obtaining support from the university and county agencies that may be appropriate.

Procedures the University Police Department would follow in investigating any report of sexual misconduct include:

- Assisting the victim with obtaining immediate medical attention if needed
- Interviewing the victim
- Assisting the victim in contacting the appropriate law enforcement agency if the SUPD is not the department of jurisdiction
- Collecting any available evidence
- Contacting the University Women's Center or other appropriate organization to provide immediate support for the victim
- Providing the victim with information on support systems/resources available for assistance in dealing with the incident
- Assisting the victim in contacting the Dean of Students Office or on call dean for accommodation of interim measures concerning academic and living situations as well as working and transportation issues.
- Conducting a thorough investigation into the incident

- Remaining in contact with the victim to assure her/his safety and keeping her/him appraised of investigative findings
- Making an arrest(s) when appropriate
- Providing the victim with support when/if needed to testify
- Providing the victim with notice of final resolution of the incident
- Providing any other information or support as or that may be needed by the victim

What are the rights and options of those reporting domestic violence, dating violence, sexual assault, or stalking?

It is extremely important to preserve any evidence of the incident. This evidence will be necessary to prove the criminal domestic violence, dating violence, sexual assault, or stalking or to obtain a protection order.

Report these offenses to the Shippensburg University Police Department or the local police department having jurisdiction where the offense occurred. The victim has the option to:

- Notify proper law enforcement authorities, including on campus and local police
- Be assisted by campus authorities in notifying law enforcement authorities if she/he so chooses
- Decline to notify such authorities

The victim has the right to seek, where applicable, an order of protection, no contact order, restraining order, or similar lawful order issued by a criminal, civil, or tribal court. The university bears the responsibility of assisting the victim to obtain such documents and of serving and enforcing them.

Resources available to victims of domestic violence, dating violence, intimate partner abuse, sexual assault, or stalking include services for counseling, health, mental health, victim advocacy, legal assistance, and other services both on campus and in the community. A list of these resources is available to any victim.

Victims who request to change academic, living, transportation, and working situations, will receive assistance, if such accommodations are reasonably available, regardless of whether or not they report the crime to campus police or local law enforcement.

The university will make every effort to accommodate survivor requests associated that can reasonably be accomplished. Every effort will also be made to accommodate interim measures concerning working and transportation issues. Such requests should be directed to the Dean of Students

Office. Reasonable measures will be taken to avoid survivor/suspect contact until final disposition and due process take place.

Violators of sexual assault statutes can be prosecuted criminally and are also subject to judicial proceedings where both the survivor and the suspect have equal rights to have others present. Both the survivor and the suspect will be advised of the outcome of any judicial proceeding. A judicial hearing board may impose a sanction for violations of this nature including probation, loss of on-campus housing, suspension or expulsion from the institution. A preponderance of evidence is required in a judicial hearing.

Information regarding registered sex offenders can be found at http://www.pameganslaw.state.pa.us/

Offices that can provide assistance to victims of sex crimes	
Department of Public Safety	(717) 477-1444
Office of the Dean of Students	(717) 477-1164
The Women's Center	(717) 477-1790
Office of Social Equity	(717) 477-1161
Etter Health Center	(717) 477-1458
University Counseling Center	(717) 477-1481
Domestic Violence Services of Cumberland and Perry Counties	(717) 258-4249 (800) 852-2102
Sexual Assault/Rape Crisis Services of Cumberland County	(888) 727-2877
Women in Need (Franklin and Fulton County)	(717) 264-4444 (800) 621-6660

What is the SU policy concerning monitoring off-campus crime?

Shippensburg University works in conjunction with local law enforcement agencies that have jurisdiction in areas surrounding the campus, in order to monitor criminal activity at off-campus locations. The Shippensburg Borough Police and the Pennsylvania State Police routinely provide information to the university regarding incidents involving students residing or visiting within the Borough of Shippensburg or Shippensburg Township. All incidents received by these agencies that are known to involve students of the university are indicated as such through their reporting system. University police officers on patrol are equipped to monitor radio dispatches for other local police departments as well as other types of emergency services. Reports to the Department of Public Safety involving students as victims in off-campus incidents are recorded and assistance is rendered in regard to appropriate support services available at the university. Students

who participate in illegal activity at off-campus locations are held accountable by means of the university judicial process.

How does SU report incidents for on-campus properties?

Statistics for on-campus properties include all incidents reported to the Department of Public Safety that occurred in any building or property owned or controlled by the institution located on campus and used to meet or support the educational purposes of the institution. These statistics also include all residential facilities on campus.

How does SU report incidents for campus residential facilities?

Statistics for residential facilities include all incidents reported to the University Department of Public Safety that occurred in the student residential facilities located on the campus. These numbers are also included in the On-Campus Property statistics.

How does SU report incidents for non-campus properties?

Statistics for non-campus properties include all incidents known to the university that are reported to local municipal and State Police agencies for incidents occurring at properties owned or controlled by student organizations and any educational facilities owned by the university but located off the main campus.

How does SU report incidents for public properties?

Reporting for public properties includes all incidents known to the University that are reported to local municipal and State Police agencies and occurred in areas geographically contiguous to campus property.

How does SU respond to crimes involving bias?

Shippensburg University supports and encourages programs that benefit all people and which seek to eradicate discrimination and injustice. The University Police Department as well as the Social Equity Office, investigates any incident involving bias against any individual or group due to national origin, actual or perceived race, gender, gender identity, religion, sexual orientation, ethnicity, or disability. Incidents of this nature are responded to immediately and are recorded by the police department separately from other incident types.

What is SU's Policy on Missing Residential Student Notification

Originated by the Vice President for Student Affairs, this policy addresses the reporting, investigation, and notification of others when a residential student is believed missing. The

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

Definitions:

Residential Student—A student who resides in campus housing, has signed a housing agreement, and is currently enrolled at the university.

Missing—A residential student is presumed missing if he or she is unaccounted for over a 24 hour period.

Community Members—All Shippensburg University faculty, staff members, clerical personnel, administrators, and students.

Authorized Campus Officials—The President and all Vice Presidents and/or their designees shall be considered as authorized campus officials.

Policy:

As required by the Higher Education Opportunity Act, and consistent with Shippensburg University's commitment to student safety, this policy establishes notification procedures in the event that a residential student is defined as missing. Specific requirements are outlined as follows:

- Residential students will be informed at the beginning of each academic semester via e-mail that everyone has the option of registering a confidential contact person to be notified in the event that a student is determined to be missing. This identified person will be contacted by the Shippensburg University Police within 24 hours after the time it was determined that the student was missing. Residential students are responsible for ensuring that the contact information is current and accurate.
- Residential students under the age of 18 and not emancipated will further be informed that the Shippensburg University Police are required to notify custodial parents or legal guardians within 24 hours after the time a student is determined to be missing.
- Only authorized campus officials and law enforcement officers in furtherance of a missing person investigation may have access to the confidential contact person's information.
- The Shippensburg University Police will immediately notify the appropriate law enforcement agencies upon determination that a student is missing, even if the student did not register a contact person.
- If circumstances warrant, this policy and these procedures may be implemented in less than 24 hours.

Responsibilities:

The Shippensburg University Police will be responsible for the following:

- Providing notification of this policy in the Annual Campus Security Report.
- Serving as the site for residential students who wish to register a confidential contact person.
- Maintaining the registry of the confidential contact people.
- Initiating the emergency contact procedures, which include notifying the designated confidential contact persons, custodial parents, legal guardians, university officials, and other law enforcement agencies as appropriate.
- Coordinating any campus-based investigation into a missing residential student, which shall include the assistance of Student Affairs personnel.

Shippensburg University community members are responsible for the following:

- Reporting any missing residential student to the Shippensburg University Police.
- Students may choose to report a missing student to the Residence Life staff, who in turn will contact and assist the Shippensburg University Police.

Procedures:

The Shippensburg University Police in cooperation with Student Affairs staff members will implement the following investigative procedures when a missing student report is received from a community member:

- Attempt to call the alleged missing person using the phone numbers supplied to the university.
- Talk with Residence Life staff members to determine if the person has been seen.
- Have Residence Life staff members check the assigned room and also have them talk with neighbors, friends, and roommates. If necessary, have the Residence Life staff key into the room for health and safety purposes.
- Check the card access system log to determine when the person last entered the housing facility.
- Contact University Dining Services to determine when the person last used their meal plan.
- Check the person's e-mail account to determine the last time it was used.
- Contact the person's faculty members to determine class attendance.

- Consult with the Counseling Center staff and Health Center staff.
- If the missing student is determined to be under the age of 18, the Shippensburg University Police will contact the student's parents or legal guardians within 24 hours.
- If the missing student is over the age of 18 and registered a confidential contact person, that person will be contacted by the Shippensburg University Police within 24 hours.

Students may contact any of the following campus offices to report crimes.		
Director of Public Safety	(717) 477-1444	Reed Operations Center
V.P. for Student Affairs	(717) 477-1308	301 Old Main
Director of Housing	(717) 477-1701	113 McLean Hall
Judicial Affairs	(717) 477-1164	210 Old Main
V.P. Administration and Finance	(717) 477-1375	301 Old Main
Director of Health Services	(717) 477-1458	Wellness Center
Office of Social Equity	(717) 477-1161	200 Old Main
Executive Director of Communications/Marketing	(717) 477-1202	306 Old Main
Director of Women's Center	(717) 477-1790	Horton Hall
Dean of Admissions	(717) 477-1231	105 Old Main

EMERGENCY NUMBERS	
On-campus Emergencies (Police) Department of Public Safety Reed Operations Center	(717) 477-1444 or ext. 1444
On-campus Emergencies (Fire, Medical)	DIAL 911
Off-campus Emergencies (Police, Fire, Medical)	DIAL 911
Shippensburg Borough Police Dept. 60 West Burd St., Shippensburg, PA 17257	(717) 532-7361
Pennsylvania State Police Carlisle Barracks, 1538 Commerce Ave., Carlisle, PA 17013	(717) 249-2121

Offices that can provide assistance to victims of sex crimes	
Department of Public Safety	(717) 477-1444
Office of the Dean of Students	(717) 477-1164
The Women's Center	(717) 477-1790
Office of Social Equity	(717) 477-1161
Etter Health Center	(717) 477-1458
University Counseling Center	(717) 477-1481
Domestic Violence Services of Cumberland and Perry Counties	(717) 258-4249 (800) 852-2102
Sexual Assault/Rape Crisis Services of Cumberland County	(888) 727-2877
Women in Need (Franklin and Fulton County)	(717) 264-4444 (800) 621-6660

Information regarding registered sex offenders can be found at http://www.pameganslaw.state.pa.us/

For More Information

Vice President for Student Affairs, (717) 477-1308
Director of Public Safety, (717) 477-1444

This publication is available on the Shippensburg University website at www.ship.edu/police.

SHIPPENSBURG UNIVERSITY

1871 Old Main Drive
Shippensburg, PA 17257-2299
P: (717) 477-1231 F: (717) 477-4016
E-mail: admiss@ship.edu
www.ship.edu

Shippensburg University is a member of the Pennsylvania State System of Higher Education and an equal opportunity educational institution. Direct requests for disability accommodations and other inquiries to the Office of Disability Services, Horton Hall 120, Shippensburg University, 1871 Old Main Drive, Shippensburg, PA 17257-2299, (717) 477-1329, ods@ship.edu.

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