

# University Police



**CAMPUS SAFETY & SECURITY/  
FIRE STATISTICS 2011**

**[WWW.SHIP.EDU](http://WWW.SHIP.EDU)**



**SHIPPENSBURG  
UNIVERSITY**



# TABLE OF CONTENTS

Safety and Security overview .....	1
Crime Reports (2008-2010).....	2
University student/employee population.....	4
Responsibility for campus security.....	4
Reporting criminal incidents to State and Local Police.....	5
Encouraging the reporting of crime .....	5
Procedures for reporting criminal activity or other emergencies occurring on campus .....	6
Informing campus about security matters.....	6
Evacuation procedures .....	8
Access to the University's facilities and programs .....	9
Programs to inform student-housing residents about housing security and enforcement procedures .....	9
Types of student housing .....	10
Fire safety measures .....	10
Fire safety statistics .....	11
Campus map showing emergency phone locations.....	14
Housing assignments and changes.....	16
Security of student-housing facilities .....	16
SU employees assigned to University housing facilities ..	16
Housing students during low occupancy periods .....	17
Housing guests .....	17
Security considerations for maintenance of campus facilities.....	17
Policy on possession, use or sale of alcohol and illegal drugs .....	18
Policy on possession and use of weapons by security personnel or others.....	18
Policy on students or employees with criminal records....	18
Drug and alcohol abuse educational programs .....	19
Penalties for those criminally charged with the abuse of drugs and alcohol.....	20
Sex offenses (education, policies and victim assistance)..	20
Monitoring off-campus crime .....	22
Reporting incidents for on-campus properties .....	23
Reporting incidents for campus residential facilities .....	23
Reporting incidents for non-campus properties .....	23
Reporting incidents for public properties .....	23
Crimes involving bias.....	23
Policy on Missing Residential Student Notification .....	24
Emergency Telephone Numbers .....	27





## **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 in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, in cooperation with local law enforcement agencies, the Student Affairs Division, the Office of Judicial Affairs, 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. This publication is distributed in accordance with 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.

**This publication is available on the Shippensburg University website at [www.ship.edu/police](http://www.ship.edu/police).**

CRIME REPORTS	Year	On Campus Property	Campus Residential Facility	Non-Campus Building/Property	Public Property	Total Incidents Reported	Crime Rate
Aggravated Assault	2010	0	0	0	0	0	.0000
	2009	0	0	0	0	0	.0000
	2008	0	0	1	0	1	.0001
Arson	2010	0	0	0	0	0	.0000
	2009	0	0	0	0	0	.0000
	2008	0	0	0	0	0	.0000
Burglary	2010	11	9	0	0	11	.0013
	2009	16	16	0	0	16	.0019
	2008	25	18	7	0	32	.0040
Disorderly conduct	2010	18	8	0	1	19	.0022
	2009	22	21	0	0	22	.0027
	2008	65	27	0	0	65	.0081
Driving under the influence	2010	2	0	0	0	2	.0002
	2009	3	0	0	0	3	.0004
	2008	3	0	0	0	3	.0004
Drunkenness	2010	14	4	0	0	14	.0016
	2009	27	15	1	0	28	.0034
	2008	12	5	0	0	12	.0015
Embezzlement	2010	0	0	0	0	0	.0000
	2009	0	0	0	0	0	.0000
	2008	0	0	0	0	0	.0000
Forgery and counterfeiting	2010	1	1	0	0	1	.0001
	2009	1	0	0	0	1	.0001
	2008	1	1	0	0	1	.0001
Fraud	2010	2	2	0	0	2	.0002
	2009	0	0	0	0	0	.0000
	2008	3	1	0	0	3	.0004
Gambling	2010	0	0	0	0	0	.0000
	2009	0	0	0	0	0	.0000
	2008	0	0	0	0	0	.0000
Larceny	2010	32	7	1	0	33	.0039
	2009	48	13	0	0	48	.0058
	2008	52	13	2	0	54	.0067
Motor vehicle theft	2010	0	0	0	0	0	.0000
	2009	0	0	0	0	0	.0000
	2008	0	0	0	0	0	.0000
Murder/ non-negligent manslaughter	2010	0	0	0	0	0	.0000
	2009	0	0	0	0	0	.0000
	2008	0	0	0	0	0	.0000
Non-negligent manslaughter	2010	0	0	0	0	0	.0000
	2009	0	0	0	0	0	.0000
	2008	0	0	0	0	0	.0000
Offenses against family	2010	0	0	0	0	0	.0000
	2009	0	0	0	0	0	.0000
	2008	0	0	0	0	0	.0000
Other assaults	2010	0	0	1	0	1	.0001
	2009	1	1	1	0	2	.0002
	2008	2	1	0	0	2	.0002
Prostitution	2010	0	0	0	0	0	.0000
	2009	0	0	0	0	0	.0000
	2008	0	0	0	0	0	.0000
Robbery	2010	0	0	0	0	0	.0000
	2009	3	0	0	0	3	.0004
	2008	0	0	0	0	0	.0000

CRIME REPORTS	Year	On Campus Property	Campus Residential Facility	Non-Campus Building/Property	Public Property	Total Incidents Reported	Crime Rate
Sex offenses (forcible)*	2010	6	4	2	0	8	.0009
	2009	1	1	0	0	1	.0001
	2008	3	2	2	0	5	.0006
Sex offenses (nonforcible)	2010	0	0	0	0	0	.0000
	2009	0	0	0	0	0	.0000
	2008	0	0	0	0	0	.0000
Stolen property, received	2010	2	0	0	0	2	.0002
	2009	2	1	0	0	2	.0003
	2008	5	2	1	0	6	.0004
Vandalism	2010	35	6	0	0	35	.0041
	2009	38	8	0	0	38	.0046
	2008	83	19	0	0	83	.0103
All other	2010	18	8	1	0	19	.0022
	2009	16	10	2	0	18	.0022
	2008	15	5	2	0	17	.0021
<b>ARRESTS</b>							
Drug abuse	2010	8	5	0	0	8	.0009
	2009	7	7	0	0	7	.0008
	2008	6	5	0	3	9	.0011
Liquor laws	2010	177	110	0	0	177	.0209
	2009	171	137	7	0	178	.0215
	2008	139	91	4	0	143	.0178
Weapons violations	2010	0	0	0	0	0	.0000
	2009	0	0	0	0	0	.0000
	2008	0	0	0	0	0	.0000
<b>CAMPUS DISCIPLINARY REFERRALS**</b>							
Drug abuse	2010	16	16	0	0	16	.0019
	2009	7	7	0	0	7	.0008
	2008	14	14	0	0	14	.0017
Liquor laws	2010	216	210	0	6	216	.0255
	2009	138	137	0	1	138	.0167
	2008	172	166	4	0	176	.0219
Weapons violations	2010	0	0	0	0	0	.0000
	2009	1	0	1	0	1	.0001
	2008	4	4	0	0	4	.0005

There were no reported hate crimes for the years 2008, 2009, and 2010.

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

FTEs
JAN-DEC 2010 (FTE 8,485)
JAN-DEC 2009 (FTE 8,286)
JAN-DEC 2008 (FTE 8,041)

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 2008, for example, there were 32 burglaries reported; 32 divided by the total FTE (8,041) equals a crime rate of .0040.

## University Student/Employee Population – Fall Semester 2010

Enrollment		Residing on Campus	
Undergraduate	7,143	Undergraduate	2,604
Graduate	1,183	Graduate	9
Total	8,326	Total	2,613
Non-Student Employees	783		

### 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 17 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. 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 a minimum of 40 hours of in-service training annually which 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 Department of Public Safety 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 Department of Public Safety 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 Department of Public Safety strongly encourage faculty, staff, students, and guests to report any illegal or suspicious activity in a timely manner to the University Police. 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 Department of Public Safety 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 Public Safety 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 Public Safety 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 Department of Public Safety 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 Judicial Affairs. Arrests of university students by municipal or state police agencies that are brought to the attention of the Department of Public Safety are also forwarded to the Office of Judicial Affairs. All students are held accountable for their behavior on and off campus property.

## **How and when does SU inform the campus about security matters?**

The Department of Public Safety will inform the University Communications and Marketing office of any criminal activity of which it is aware that may present an ongoing or continuing threat, so that the campus community may be alerted. This procedure 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 an off-campus location. In these situations, a “Safety Alert” will be issued to all university members. Information contained in the “Safety Alert” will appear on the university

web page and will include the time, date, location, and type of incident. This information will also be sent electronically to all campus members with e-mail accounts. In the case of a life-threatening situation, the "Safety Alert" will immediately be sent to all registered cell phones via a text messaging system. Depending on the type of incident, other information such as a brief description of the events, a description of suspects, and pertinent crime prevention information may also be provided. In addition, e-mails will be sent to all campus members with e-mail accounts advising them of the situation. Campus voice mail "Hot Line" messages will also be used as well as public address systems.

Shippensburg University's Crisis Communications Plan is part of the university's overall planning in response to various possible emergencies that affect the campus community. While each crisis is different, this plan provides guidelines for the university's response to crises and 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 numerous other external groups.

The main objective of the plan is to provide information quickly and effectively to appropriate audiences. Communications methods used in a crisis include, but are not limited to:

- Emergency text messaging
- E-mail
- Implementation of an emergency broadcast system (EBS) on campus radio and TV stations
- University website

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

Anyone who may have information about criminal activity that may warrant notification of the campus community can contact the Department of Public Safety at 717-477-1444 or in person at the University Police station, which is located in the Reed Operations Center. All information received will be analyzed by the Department of Public Safety and the university administration to determine the threat level of the incident to the campus community. Anyone with information regarding an incident reported through a "Safety Alert" is encouraged to report that information to the appropriate law enforcement agency as is noted on the alert.

Officers from the Department of Public Safety conduct safety presentations for new students during orientation programs at the beginning of each semester. Presentations regarding safety, prevention and security issues are made avail-

able to all faculty, staff, and student organizations throughout the year. Safety, security, and crime prevention information is available in brochures from the Department of Public Safety located in the 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.

<b>On-campus Emergencies (Police)</b> Department of Public Safety Reed Operations Center	717-477-1444 or ext. 1444
<b>On-campus Emergencies (Fire, Medical)</b>	DIAL 911
<b>Off-campus Emergencies (Police, Fire, Medical)</b>	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.

### **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 Public Safety. 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, Public Safety 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?**

University owned on-campus housing consists of eight residence halls. Most rooms are double occupancy; however some single rooms are available under specific circumstances. All residence halls house both male and female students. There is also a leased apartment complex that is part of university housing. This complex is located just off campus and is owned by the Shippensburg University Foundation.

## **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 back-up 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. Mowrey, Naugle, and McLean halls have fire department-approved standpipe systems which allow firefighters to direct water to fire connections within the building. The other residence halls, which are two or three stories, do not have standpipe systems but do have extinguishers. 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.

### *Fire Alarm System Description*

Every residence hall facility (8) is protected by an automatic sprinkler system (100% coverage). Harley, McCune, Kieffer, Lackhove, Naugle, McLean, and Mowrey are all wet systems, with Seavers Apartments being the exception. It has one wet zone, and three dry zones. The Siemens addressable fire alarm system reports all conditions to University Police. Multiple alarms can be received from each system, providing responders a detailed synopsis of what is occurring in each facility. Each building has emergency generators to provide lighting in the event of a power failure, or a failure caused by a fire. Every fire alarm system is supplied by normal power, battery backup power, and generator back up power to ensure the system will function if needed.

*Fire Safety Statistics*

Fires by Type	Year	Occurrence
University Owned Housing	2010	1
	2009	0
	2008	1
All Other Structures	2010	1
	2009	2
	2008	0
Non-Structural	2010	1
	2009	1
	2008	2
Fires by Severity	Year	Occurrence
Large Loss Fires (fatality or damage exceeding \$5 million)	2010	0
	2009	0
	2008	0
Minor Fires (no fatalities or damage above \$500,000)	2010	0
	2009	0
	2008	0
Incidental Fires (damage to \$500,000)	2010	3
	2009	1
	2008	1
Injuries Caused by Fires	Year	Occurrence
	2010	0
	2009	0
	2008	0
Death Caused by Fires	Year	Occurrence
	2010	0
	2009	0
	2008	0
Fires by Cause	Year	Occurrence
Unintentional	2010	3
	2009	2
	2008	2
Intentional	2010	0
	2009	0
	2008	1
Fire Alarm Activations	Year	Occurrence
Intentional (pull station activation, vandalism)	2010	0
	2009	2
	2008	0
Accidental (cooking, dust, steam, smoking, hair spray, maintenance, contractor, mechanical problem)	2010	21
	2009	15
	2008	10

# Campus Map



**Emergency Phone Locations**



**Visitor Parking**



## Numerical Key

- |                            |   |
|----------------------------|---|
| 1. Old Main                | 17. Lackhove Hall                       |
| 2. Horton Hall             | 18. Wright Hall                         |
| 3. Gilbert Hall            | 19. Naugle Hall                         |
| 4. Stewart Hall            | 20. McLean Hall                         |
| 5. Henderson Gymnasium     | 21. Reisner Dining Hall                 |
| 6. Shearer Hall            | 22. Ezra Lehman<br>Memorial Library     |
| 7. Rowland Hall            | 23. Martin House                        |
| 8. Memorial Auditorium     | 24. Reisinger House                     |
| 9. Shippen Hall            | 25. Steam Plant                         |
| 10. Huber Art Center       | 26. Franklin Science Center             |
| 12. Kriner Dining Hall     | 27. Dauphin Humanities Center           |
| 13. Reed Operations Center | 28. Anthony F. Ceddia<br>Union Building |
| 14. Harley Hall            | 29. Mowrey Hall                         |
| 15. McCune Hall            |   |
| 16. Kieffer Hall           |   |



## SHIPPENSBURG UNIVERSITY

- |   |  |
|---|--|
| 30. Heiges Field House                                  | 41. Stone Ridge Commons                    |
| 31. Seth Grove Stadium                                  | 42. Little Red Schoolhouse                 |
| 33. Seavers Complex                                     | 43. Davis House                            |
| 34. Etter Health Center                                 | 44. Robb Sports Complex                    |
| 35. Mathematics<br>and Computing<br>Technologies Center | 45. Eckels Field                           |
| 36. John L. Grove Hall                                  | 46. Reed Annex                             |
| 37. Richard D. Rife<br>Alumni House                     | 47. Student Recreation<br>Complex          |
| 38. Grace B. Luhrs University<br>Elementary School      | 48. H. Ric Luhrs Performing<br>Arts Center |
| 39. Cora I. Grove<br>Spiritual Center                   | 49. Conference Center                      |
| 40. Warehouse   | 50. ShipRec                                |
|   | 51. Fairchild Field                        |

## Fire Alarm System Description

Every Residence Hall Facility (8) is protected by an automatic sprinkler system (100% coverage). Harley, McCune, Kieffer, Lackhove, Naugle, McLean, and Mowery are all wet systems, with Seavers Apartments being the exception. It has one wet zone and three dry zones. The Siemens addressable fire alarm system reports all conditions to University Police. Multiple alarms can be received from each system, providing responders a detailed synopsis of what is occurring in each facility. Each building has emergency generators to provide lighting in the event of a power failure, or a failure caused by a fire. Every fire alarm system is supplied by normal power, battery backup power, and generator back up power to ensure the system will function if needed.

## Mandatory supervised fire drills

Pennsylvania code requires two supervised fire drills per facility per year (16). The Department of Public Safety attempts to perform three per semester in each residence hall (24 per semester). This would be 48 for a yearly cycle. Additional drills can be conducted during the year, If staff warrants it.

Fire Drills	Year	Occurrence
Residence Halls (8)	2010	57
	2009	46
	2008	50
All Other Facilities (includes monthly testing)	2010	343*
	2009	353
	2008	360

\* (CUB and Huber building renovations)

## University Policies

University policies for students are distributed through the student handbook, *The Swataney*. This book describes all university policies as they relate to being a student at Shippensburg.

**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 which 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. Holiday decorations are limited to one 100 bulb maximum strand of miniature lights. 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 work space, 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. Fire alarm/suppression systems are upgraded during renovation projects. New residence hall construction is being planned. The project is scheduled to start mid-summer 2011.

## **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 Director of Housing. 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.

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.

## **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, which totals 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 or the Assistant Vice President 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 Department of Public Safety conducts checks of all surveillance cameras on each shift daily, 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?**

Unauthorized persons are prohibited from possessing weapons of any kind on university property. University police officers are authorized to carry firearms and are certified in their use twice a year. University police officers also carry pepper spray and expandable batons which must be used in accordance with all federal and state laws and university policies. Unauthorized persons found in violation will be subject to criminal prosecution and/or judicial processing.

## **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 abuse education programs are available for students through the Division of Student Affairs and the Dean of Students Office. 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 mission of the Connection Alcohol and Other Drug Program is 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 through a comprehensive program including prevention, education, intervention and community coalition activities.

The goals of the Connection Program are:

- To provide alcohol and other drug screenings to help students examine their patterns of use.
- To act as a referral source, establishing necessary network contacts with university personnel and community agencies to assist students who are dealing with drug or alcohol-related problems.

- To provide effective education classes for students who are referred for the education series.
- To provide an early intervention group to high-risk students who are beyond education, but are not yet ready for professional treatment.
- To seek out contacts to establish and implement support groups on campus. These should include but are not limited to AA, AL-Anon, NA, ACOA.

The Connection Education series is a four-part series, two hours in length, described as follows:

- Class 1 (Laws and Policies) reviews consequences related to campus policies, and federal, state and local laws regarding alcohol and other drug use. Discussion includes summary and misdemeanor alcohol related offenses and liability issues.
- Class 2 (Alcohol and the Brain/Body) covers the physical and psychological effects of alcohol use.
- Class 3 (Healthy Decision Making) is an interactive presentation regarding decision making.
- Class 4 (Other Drugs) focuses on the physical and psycho-logical signs, symptoms and consequences of other drugs (i.e. heroine, cocaine, marijuana, club drugs, etc.).

### **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.

## **What programs are offered to educate and prevent sex offenses and what is the SU policy for reporting these offenses and assisting victims of reported sex crimes?**

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.

Rape Educators and Contacts (REACT) is a program that supports survivors of sexual assault and educates the campus community on this issue. The REACT program 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 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, rape and sports, minority women and rape, date rape drugs, male/female communications.

The university has established the REACT coordinators, which consist of staff members from the Women's Center, Counseling Center, Judicial Affairs Office, and University Police who 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. The REACT coordinators are involved in the recruiting and training of students for the REACT program. Lastly, they review existing programs and brainstorm new ideas in order to increase awareness and to educate the community to respond proactively to issues of violence, especially sexual assault.

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 who they should 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.

**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
Etter Health Center	717-477-1458
University Counseling Center	717-477-1481
Domestic Violence Services of Cumberland & Perry Counties	717-258-4249 1-800-852-2102
Sexual Assault/Rape Crisis Services of Cumberland County	1-888-727-2877
Women in Need (Franklin & Fulton County)	717-264-4444 1-800-621-6660

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

The university will make every effort to accommodate survivor requests associated with academic and living situations that can reasonably be accomplished. 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 subject to judicial proceedings as well. During judicial proceedings, 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.

**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 Department of Public Safety as well as the Social Equity Office, investigates any incident involving bias against any individual or group due to race, gender, religion, sexual orientation, ethnicity or disability. Incidents of this nature are responded to immediately and are recorded by Public Safety 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	717-477-1164	210 Old Main
Judicial Affairs	717-477-1164	210 Old Main
V.P. Administration & Finance	717-477-1375	301 Old Main
Director of Health Services	717-477-1458	Etter Health Center
Director 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 Enrollment Management	717-477-1231	105 Old Main

**EMERGENCY NUMBERS**

<b>On-campus Emergencies (Police)</b> Department of Public Safety Reed Operations Center	717-477-1444 or ext. 1444
<b>On-campus Emergencies (Fire, Medical)</b>	DIAL 911
<b>Off-campus Emergencies (Police, Fire, Medical)</b>	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
Etter Health Center	717-477-1458
University Counseling Center	717-477-1481
Domestic Violence Services of Cumberland & Perry Counties	717-258-4249 1-800-852-2102
Sexual Assault/Rape Crisis Services of Cumberland County	1-888-727-2877
Women in Need (Franklin & Fulton County)	717-264-4444 1-800-621-6660

**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



SHIPPENSBURG  
UNIVERSITY

1871 Old Main Drive

Shippensburg, PA 17257-2299

1-800-822-8028 or 717-477-1231

Fax: 717-477-4016 E-mail: [admiss@ship.edu](mailto:admiss@ship.edu)

[www.ship.edu](http://www.ship.edu)

Shippensburg University is 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](mailto:ods@ship.edu).