**Safety and Security**

Shippensburg University of Pennsylvania is a member of Pennsylvania’s State System of Higher Education. Our top priority is the safety and welfare of everyone in the campus community. No community is entirely isolated from crime, and Shippensburg University is no exception.

Shippensburg University has developed policies and implemented procedures 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 provide information on campus safety and security measures that have been implemented at Shippensburg University. This report is prepared by the Department of Public Safety, which includes the University Police Department and the University Safety Department. It is in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, Title IX and the Violence Against Women Act. It is produced in cooperation with local law enforcement agencies, the Division of Student Affairs, the Office of Student Conduct, the Office of Housing and Residence Life, - the Women’s Center, the Wellness Center, - the Office of Communications and Marketing, the Office of Social Equity and Human Resources. 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 were also resourced.

**CLERY REPORTABLE CRIMINAL OFFENSES REPORTING TABLE**

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**CRIMES REPORTED IN THE STUDENT HOUSING FACILITIES COLUMN ARE INCLUDED IN THE ON-CAMPUS CATEGORY.**

*There were no reported Hate Crimes for the years 2014, 2015 or 2016.

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### VAWA (VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT) OFFENSES REPORTING TABLE

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### ARRESTS AND DISCIPLINARY REFERRALS REPORTING TABLE

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**CRIMES REPORTED IN THE STUDENT HOUSING FACILITIES COLUMN ARE INCLUDED IN THE ON-CAMPUS CATEGORY.**

*There were no reported Hate Crimes for the years 2014, 2015 or 2016.*

*There was One (1) unfounded crime in 2014, Two (2) unfounded crimes in 2015, and Three (3) unfounded crimes in 2016.*

*All tables included statistics reported by Shippensburg Borough Police and the Pennsylvania State Police (Carlisle Barracks) for their jurisdictions that apply to our Clery Geography.*

*Crime Rate = number of incidents + FTE*

*FTE 2016 – 7358*

*FTE 2015 – 7551*

*FTE 2014 - 7592*
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 state 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 also may 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 that it receives. The department also may coordinate investigations with outside agencies as needed. The university does not have written agreements with other agencies; however, Pennsylvania 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 University Police Department strongly encourage faculty, staff, students, and guests to report any illegal or suspicious activity in a timely manner to the University Police Department. 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. Reports of criminal activity that are brought to the attention of the Dean of Students, Housing and Residence Life, 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 University 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 University 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 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 Department station located in the Reed Operations Center, or by using one of the provided emergency phones on campus. These emergency phones are located in various areas throughout the campus and report directly to the University Police Department 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
Division of Student Affairs or with the University Police Department. 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 both crime and fire logs, which are available for public inspection 24-7. These logs are 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 dispatched immediately 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 also are forwarded to the Office of Student Conduct. All students are held accountable for their behavior both 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 Department of Public Safety assist departments in creating their plans. The university annually conducts various emergency response exercises, such as tabletop 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.

On August 11, 2016, Shippensburg University conducted an emergency preparedness exercise in Grace B. Luhrs University Elementary School. The exercise followed a functional format. Functional exercises simulate real emergencies. During this exercise, no live resources were deployed in the field. Instead, exercise participants were given a scenario, in this case an active shooter, then challenged to complete objectives associated with it by using scenario-based discussion and applying real-life procedures that have been developed by individual university departments. Participants included the Department of Public Safety, President’s Office, Provost’s Office, Student Affairs, Human Resources, Information and Technology, Administration and Finance, Facilities, Communications and Marketing, and External Affairs, as well as various building coordinators.

University police 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 also may 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 Department of Public Safety 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. The Department of Public Safety is responsible for responding to and summoning the necessary resources to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation. In addition, the Department of Public Safety 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 the Department of Public Safety 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 Office of 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 the Department of Public Safety, Shippensburg 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, changing 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 is sent to all registered users. Other information, such as a description of the event(s), a description of suspect(s) and related pertinent crime prevention information also may 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 Department of Public Safety 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.

Department of Public Safety 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 to student organizations throughout the year. Safety, security, and crime prevention information also is available in brochures from the Department of Public Safety Office in Reed Operations Center. The Department of Public Safety includes a Crime Prevention Specialist who conducts education programs year-round to campus community members. Programs conducted in 2015 by the Crime Prevention Specialist included active shooter response, alcohol education, hazing prevention, drug presentations, RA drug training, violent intruder response, and Rape Aggression Defense (RAD). 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 W. Burd St., Shippensburg, PA 17257

(717) 532-7361

Pennsylvania State Police
Carlisle Barracks, 1538 Commerce Ave., Carlisle, PA 17013

(717) 249-2121

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### WHAT ARE THE CAMPUS EVACUATION PROCEDURES?

Evacuation plans are posted on every floor in all academic buildings and residence halls. 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. Department of Public Safety will instruct you where to go (alternate facility; re-entry). Never re-enter a structure without approval from emergency services personnel (university police; fire services).

In the event of an outside danger or hazard (weather; hazmat; human threat), building occupants may be instructed to shelter in place. The Department of 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 (717) 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 (717) 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

Fire drills and emergency evacuations are conducted annually in all academic buildings (at the start of the fall semester). The Department of Public Safety, working in conjunction with Residence Life, conducts a minimum of two fire drills in each on-campus residence hall every semester. Every drill includes a full evacuation of each building. 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 audible/visual notification capabilities of the fire alarm system. In addition to educating the occupants of each building about the evacuation procedures, the process also provides the university with an opportunity to perform the monthly test of the fire alarm system components.

Fire drills are conducted at Stone Ridge Commons and each College Park Commons apartment complex every semester and include a full evacuation. Head counts and evacuation times are documented. Inspections of fire systems are conducted monthly to assure system integrity for emergency conditions (evacuations are not done at these times). These two apartment complexes are owned and controlled by the SU Foundation.

WHAT IS THE SU POLICY REGARDING 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 the University 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, and vendors shall display university identification when in an occupied residence hall.

Stone Ridge Commons and College Park Commons are apartment complexes owned and controlled by the SU Foundation. They are located reasonably contiguous to the university campus. Each apartment building requires either key or keycard access. Guests are provided access by tenants.

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. Department of Public Safety personnel also participate in Residence Life staff training. Throughout the academic year, the Crime Prevention Specialist, along with other police officers, conducts crime prevention and safety seminars in the residence halls. Residence directors (RDs) conduct hall meetings with students during the first week of each semester regarding security issues, and additionally, resident assistants (RAs) conduct periodic resident floor meetings to inform students of campus policies and procedures.

WHAT TYPE OF STUDENT HOUSING IS AVAILABLE?

Harley, Kieffer, Lackhove, McCune, Naugle, and Seavers 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. All residence halls house both male and female students.

Stone Ridge Commons and College Park Commons are apartment complexes owned and controlled by the SU Foundation. They are located reasonably contiguous to the university campus. These apartments are equipped with full kitchens and bathrooms.

WHAT FIRE SAFETY MEASURES ARE IN PLACE IN THE RESIDENCE HALLS?

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 (RAs) check during monthly room inspections. Fire drills are conducted a minimum of two times each semester in all residence halls. Students who fail to evacuate as required are referred to the university judicial system.

All residence halls are equipped with fire sprinkler systems. Fire extinguishers are located in all campus buildings and residence halls and are inspected monthly. Fire hydrants are located outside each residence hall. The Department of Public Safety conducts monthly building inspections of every campus facility.

All residence halls provide enhanced levels of fire safety. Room smoke detectors are an integral component of the new system and report directly to the University Police Department, replacing the stand-alone devices in the original residence halls. The new buildings are 100 percent sprinklered with fire department connection points located in each stairwell.

Stone Ridge Commons and College Park Commons are apartment complexes owned, controlled and maintained by the SU Foundation.
Stone Ridge Commons is equipped with an automatic smoke/heat detection system monitored 24 hours a day by the SU Foundation. The system also includes strobe light units to notify students who are hearing impaired. An alarm prompts immediate evacuation of the building. College Park Commons is equipped with an automatic smoke/heat detection system monitored 24 hours a day by the SU Foundation. The system also includes an alarm prompting immediate evacuation of the building.

Fire Alarm System Description

Every residence hall facility (6) is protected by an automatic sprinkler system (100 percent coverage). Harley, Kieffer, Lackhove, McCune, McLean (currently not housing students), Naugle, Mowrey (currently not housing students), and Seavers halls are wet systems. The attic spaces in Harley, Kieffer, Lackhove, McCune, Naugle, and Seavers halls are dry. Every facility is monitored by a Siemens addressable fire alarm system, which reports all system conditions to the University Police Department. Room smoke detectors are a part of the fire alarm system, with smoke detectors in each room and a sounder base in each room as well. Emergency generators are provided for backup lighting, which provides backup power to the fire alarm system. Battery backup is also a part of the fire alarm system, assuring these systems will function even in a long-term power outage. Harley, Kieffer, Lackhove, McCune, Naugle, 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.

Fire alarm systems in Stone Ridge Commons and College Park Commons are provided and maintained by the SU Foundation. Stone Ridge Commons is protected by an automatic sprinkler system (100 percent coverage). The facility is monitored by a fire alarm system, which reports all system conditions to the SU Foundation.

Reporting Fires that are Found “After the Fact”

Per federal law, Shippensburg University is required to annually disclose statistical data on all fires that occur in on-campus, or contiguous off-campus student housing facilities. For fire incidents that are discovered “after-the-fact” or where it is uncertain that the Department of Public Safety has already been notified about a fire, students and employees are encouraged to report the incident to the Department of Public Safety to ensure the fire is investigated, if appropriate, and for inclusion in the annual fire statistics. If you find evidence of such a fire, or if you hear about such a fire, please contact the Department of Public Safety at (717) 477-1444 to initiate an incident report. If you encounter a fire that is actively burning, dial 911 for emergency assistance.

In addition to the Department of Public Safety, you may contact these offices regarding “after-the-fact” fires during regular business hours:

- Office of Residence Life and Housing – (717) 477-1701
- Office of Environmental Health and Safety – (717) 477-1446

When calling, please provide as much information as possible about the location, date, time and cause of the fire.

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</tr>
</tbody>
</table>

* Apartment Complex owned and controlled by the SU Foundation

Mandatory Supervised Fire Drills

Pennsylvania code requires two supervised fire drills per facility per year. The Department of Public Safety, in conjunction with Residence Life, conducts a minimum of two drills per semester in each residence hall. Currently Mowrey Hall and McLean Hall do not house students. Additional drills can be conducted during the year if staff warrants it.
### 2016 - Statistics and Related Information Regarding Fires in Residence Halls

<table>
<thead>
<tr>
<th>Residence Hall</th>
<th>Total Number of Fires</th>
<th>Fire Number</th>
<th>Total Number of Fire Drills</th>
<th>Nature or Cause of Fire</th>
<th>Number of Injuries Requiring Treatment</th>
<th>Number of Deaths</th>
<th>Estimated Value of Property Damage</th>
</tr>
</thead>
<tbody>
<tr>
<td>McCune Hall - 21 York Dr. 17257</td>
<td>0</td>
<td>N/A</td>
<td>5</td>
<td>N/A</td>
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<tr>
<td>Kieffer Hall - 150 Lancaster Dr. 17257</td>
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<tr>
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<td>N/A</td>
<td>N/A</td>
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<tr>
<td>Naugle Hall - 317 Adams Dr. 17257</td>
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<td>5</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
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</tr>
<tr>
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<tr>
<td>Harley (President’s) Hall - 147 Dauphin Dr. 17257</td>
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</tr>
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<td>3</td>
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### 2015 - Statistics and Related Information Regarding Fires in Residence Halls

<table>
<thead>
<tr>
<th>Residence Hall</th>
<th>Total Number of Fires</th>
<th>Fire Number</th>
<th>Total Number of Fire Drills</th>
<th>Nature or Cause of Fire</th>
<th>Number of Injuries Requiring Treatment</th>
<th>Number of Deaths</th>
<th>Estimated Value of Property Damage</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
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<tr>
<td>Mowrey Hall - 192 Cumberland Dr. 17257</td>
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<tr>
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<td>College Park Commons - 503 N. Earl St. 17257 *</td>
<td>No data available for reporting year 2015 - documentation of Fire Statistics to begin Fall Semester 2016</td>
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### 2014 - Statistics and Related Information Regarding Fires in Residence Halls

<table>
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<th>Residence Hall</th>
<th>Total Number of Fires</th>
<th>Fire Number</th>
<th>Total Number of Fire Drills</th>
<th>Nature or Cause of Fire</th>
<th>Number of Injuries Requiring Treatment</th>
<th>Number of Deaths</th>
<th>Estimated Value of Property Damage</th>
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<tbody>
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<td>McLean Hall - 393 Adams Dr. 17257</td>
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<tr>
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<tr>
<td>Naugle Hall - 317 Adams Dr. 17257</td>
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<td>Seavers Hall - 501 Adams Dr. 17257</td>
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<tr>
<td>Presidents Hall - 147 Dauphin Dr. 17257</td>
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</tr>
<tr>
<td>Stone Ridge Commons - 501 N. Earl St. 17257 *</td>
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</tr>
<tr>
<td>College Park Commons - 503 N. Earl St. 17257 *</td>
<td>No data available for reporting year 2014 - documentation of Fire Statistics to begin Fall Semester 2016</td>
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</tbody>
</table>

* Apartment Complex owned and controlled by the SU Foundation
University Policies

Smoking: Smoking is 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, and 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, potpourri, oil burners, propane grills, and fire pits.

Decorations: Posters, flags, tapestries, or decorations shall not be hung from the ceiling, walls, or 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 together with another.

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 must immediately evacuate a building with an alarm condition. Residence halls have established meeting areas to which individuals should report following direction from RDs/RA. 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 provides 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 currently are no plans to further upgrade the fire alarm/suppression systems in the existing residence halls. Fire alarm/suppression systems are upgraded as necessary during renovation projects. All residence halls have fire alarm systems with room smoke detection reporting to the University Police Department. 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 initially are 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 also is monitored through video camera surveillance. Additional cameras are 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.

College Park Commons and Stone Ridge Commons are apartment complexes owned and controlled by the SU Foundation. Each apartment requires key access.

HOW MANY AND WHAT TYPES OF SU EMPLOYEES ARE ASSIGNED TO UNIVERSITY HOUSING FACILITIES?

Each residence hall has a live-in residence director (RD) who oversees all operational aspects of that hall/complex. All halls/complexes have student resident assistants (RAs) 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 evacuation procedures, security procedures and policies, crisis intervention, confrontation, alcohol and drug abuse, and responding to emergency situations.

College Park Commons and Stone Ridge Commons are owned and controlled by the SU Foundation.
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 university judicial action.

College Park Commons and Stone Ridge Commons are owned and controlled by the SU Foundation.

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 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 state, federal, and local laws as well as the university's 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 state, federal, and local laws. Non-students involved in on-campus violations of these policies may be banned from university property.

PA 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, and 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 ON 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 the Provost's Office for faculty and the Human Resources Office for all other positions, 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. State System Board of Governors policy and Commonwealth of Pennsylvania law pertaining to the protection of minors on campus requires criminal background checks at the state and federal level, including fingerprinting. 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 Admissions, 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.

The Shippensburg University Protection and Supervision of Minors on Campus policy is available online at http://www.ship.edu/no_more/

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 in and referrals to the Connection Program are 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 the 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 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 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.

In addition to the above criminal penalties, any student charged with these types of violations will 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 its own policies and procedures for alcohol and other drug use, which 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, domestic 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
Carlesha Green Halkias, JD, Director of Social Equity
Old Main 200
1871 Old Main Drive, Shippensburg, PA 17257-2299
cghalkias@ship.edu
(717) 477-1161

Office for Civil Rights, Department of Education
400 Maryland Ave. SW, Washington, DC 20202-1100
ocr@ed.gov
Phone: (202) 245-7600; 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?

Department of Education and the Commonwealth of Pennsylvania provide the following terms and definitions:

**Dating Violence:** Violent committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

- Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- Dating violence does not include acts covered under the definition of domestic violence.

**Domestic Violence:** A felony or misdemeanor crime of violence committed:

- By a current or former spouse or intimate partner of the victim.
- By a person with whom the victim shares a child in common.
- By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner.
- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
- By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

**Sexual Assault:** An offense that meets the definition of rape, fondling, incest, or statutory rape used in the FBI's Uniform Crime Reporting system. A sex offense is any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of consent.

**Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- Fear for the person's safety or the safety of others.
- Suffer substantial emotional distress.

**Consent:** Within the context of sexual activity, consent is defined as an informed decision made freely and actively by all parties. Conduct will be considered "without consent" if no clear consent — verbal or nonverbal — is given. Because sexual misconduct is defined as sexual activity that is undertaken without consent, each participant must obtain and give consent to each sexual act.

Various departments on campus present educational programs to prevent rape, sexual assault, and other types of relationship violence, as well as how to respond to these types of incidents. The Women's Center, the Counseling Center, the Dean of Students Office, and Etter 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. New and existing employees are provided education and training in these areas through the Office of Social Equity. There are booklets and online and face-to-face training sessions offered to all employees. Information for everyone also can be found at [http://www.ship.edu/no_more/](http://www.ship.edu/no_more/).
WOMEN’S CENTER EDUCATIONAL WORKSHOPS

The Women’s Center provides engaging and educational workshops for residence hall floors, student organizations, classes, trainings, and other programs or events. These workshops reflect our mission to advance equality and end sexual assault and intimate partner abuse on our campus. All workshops are interactive and discuss the resources available on and off campus. Contact the Women’s Center at (717) 477-1790 or womenscenter@ship.edu for more information.

The Women’s Center offered the following prevention and awareness programs for all students in 2016 and will offer them again in the 2017-2018 academic year. They can be customized to any group, and, though the group size and time listed for each program are ideals, they can be adjusted.

Consent Is Sexy/Consent Is Mandatory
Time: 45 minutes
Group Size: 20–80 people
This interactive program uses text messaging polls, video clips, and interactive dialogue to establish the scope of the sexual assault epidemic on college and university campuses. The core of the program breaks down five components of consent and discusses the necessity of asking for consent for intimate interactions.

This program is sometimes combined with the “Power of a Bystander” program.

Objectives:
- Define sexual assault, rape, and intimate partner abuse.
- Review sexual assault and rape statistics.
- Define and explain consent.
- Discuss the necessity of asking for consent.

Chris Goes to a Party?
Time: 30–45 minutes
Group Size: 20–30 people
This program takes a closer look at gender stereotyping and how that can contribute to victim blaming in cases of sexual assault. Through small-group work and larger group discussions, participants are led through a scenario and asked to assess how the main character is treated differently depending on his/her gender.

It is best if the theme of this program is not advertised or discussed beforehand. Participants should not know this workshop is about gender before they participate.

Objectives:
- Challenge students to think critically about gender and stereotypes.
- Address gender stereotyping and how it affects relationships.
- Discuss behaviors that lead to gender stereotyping.
- Gain understanding of how to be a change agent and break down gender stereotypes.

The Lies that Movies Told Me
Time: 45–60 minutes
Group Size: 12–40 people
This is the Women’s Center’s most popular program. It’s an interactive exploration of how media shape the way we perceive relationships. Participants take a critical look at the messages they receive from movies and the impact that can have on their own lives. This workshop discusses both healthy and unhealthy relationship behaviors and provides information for supporting a friend who may be in an unhealthy relationship.

Objectives:
- Understand the elements of healthy relationships.
- Gain knowledge of red flags for intimate partner abuse (IPA) and what to do about them.
- Obtain understanding of resources for IPA and how to help/support a friend.

#whyistayed
Time: 60–75 minutes
Group Size: 20–60
This eye-opening workshop is completely interactive and puts participants in their own dating abuse or domestic violence situation. Using money and favors, they must navigate the challenges of escaping an abusive partner. There are two versions of this workshop; one depicts a college dating abuse scenario, while the other focuses on a married couple. This program can be emotionally intense and be a trigger for victims of intimate partner abuse.

Objectives:
- Gain understanding of the complexities of IPA.
- Comprehend the difficulty victims face when making the decision to leave an IPA situation.
Learn about the cycle of violence and red flags to IPA.

Become informed of resources and ways to support friends or family members who are in IPA relationships.

The Problem, The Cause, The Cure — An Examination of Rape Culture

Time: 60–75 minutes

Group Size: 12–100 people

This workshop takes a closer look at rape culture in the media and its link to sexual violence. Through videos, memes, and advertisements, participants engage in conversations about the messages they absorb every day and the ways in which they can shift the culture to embrace and support positive messages of gender, anti-violence, and victim support.

Objectives:

- Establish a basic understanding of rape culture, its prevalence in our community and society, and how it impacts sexual violence.
- Gain knowledge of methods for combating rape culture, both personally and in the community.
- Learn the industries that contribute most to rape culture and why.

Consent 2.0

Time: 45–60 minutes

Group Size: 20 men

This program is an extension of the “Consent Is Sexy/Consent Is Mandatory” program that is designed specifically for men. After reviewing the five components of consent, participants are asked to individually contemplate a series of sexual misconduct scenarios and make comments via sticky notes. After participants have had a chance to comment, the large group engages in a discussion about sexual misconduct and its impact on the lives of the people involved in these situations.

Objectives:

- Review consent.
- Engage students in discussion about consent and its importance/necessity.
- Give students the opportunity to talk about situations that concern consent and healthy relationships.

Ship Says No More and the Power of a Bystander

Time: 30–45 minutes

Group Size: 12–50+

This short program discusses the role of bystanders in preventing sexual misconduct. Participants will learn what bystander intervention is, the steps to taking action, and simple techniques they can implement if they observe a situation. Through role play, they will practice the skills they just learned and discuss how small, simple actions can have successful outcomes.

This workshop often is combined with other workshops.

Objectives:

- Review the Ship Says No More program.
- Discuss reasons for and methods of intervention.
- Address safety concerns for bystander intervention.
- Practice bystander intervention through role play.

Don’t be a Target

Time: 30–45 minutes

Group Size: 20–40 women

This program, designed specifically for women, is a risk reduction program focusing on the three characteristics that perpetrators look for most. Participants engage in an interactive activity that takes them through three rings of a target, each section representing a different set of behaviors. This program also addresses victim blaming and resources.

*NOTE: This program is retired. The Women’s Center no longer advertises this program, but will facilitate it upon request and under certain circumstances.

Objectives:

- Gain understanding of victim blaming and rape culture.
- Gain knowledge of safety techniques and risk reduction that specifically address acquaintance rape.

One Drink

Time: 45–60 minutes

Group Size: 12–50+

Designed specifically for student-athletes, this program discusses the effects of alcohol on athletic performance, risk reduction, making healthy decisions, consent, sexual misconduct (specifically how alcohol relates to sexual misconduct), student conduct policies, NCAA policies, and resources. Funded by a Choices Grant from the NCAA, it is co-presented with SU Athletics, Office of Athletic Training, Office of Fraternity and Sorority Life, and The Connection Drug and Alcohol Program.
What is the SU policy for reporting sex offenses, dating violence, domestic violence, and stalking and for assisting victims of reported sex crimes?

Staff members from the Dean of Students Office, Office of Social Equity, Office of Student Code of Conduct, and University Police Department review reported incidents involving students both on and off campus who are survivors of sexual violence 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 who 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 assault 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 University Police Department is not the department of jurisdiction.
- Collecting any available evidence.
- Contacting the 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 employment 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 apprised 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 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 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 in obtaining 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, visa and immigration assistance, student financial aid, and other services both on campus and in the community. A list of these resources is provided to all victims.

Victims of sexual violence may have a forensic examination completed to obtain evidence, even if they do not choose to report the incident to law enforcement. Victims can go directly to the following hospitals where a sensitive and highly trained SANE (Sexual Assault Nurse Examiner) nurse will conduct a forensic exam:

- Chambersburg Hospital, 112 N. Seventh St., Chambersburg, PA 17201; (717) 267-3000
- Carlisle Regional Medical Center, 361 Alexander Spring Road, Carlisle, PA 17015; (717) 249-1212

Victims who request to change academic, living, transportation, or employment situations or request protective measures will receive assistance and written notification of their options in those areas, if such accommodations are reasonably available, regardless of whether or not they report the crime to campus police or local law enforcement.

Additionally, personally identifiable information about the victim will be treated as confidential and only shared with persons with a
specific need to know who are investigating/adjudicating the complaint or delivering resources or support services to the complainant. For example, publicly available recordkeeping for purposes of Clery Act reporting and disclosures will be made without inclusion of identifying information about the victim, as defined in 42 U.S.C. 1395 (a)(20). Further, the institution will maintain as confidential any accommodations or protective measures provided to the victim to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

The university will make every effort to accommodate survivor requests that can be accomplished reasonably. Every effort also will be made to accommodate interim measures concerning employment 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 also are subject to university 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, or suspension or expulsion from the institution. A preponderance of evidence is required in a judicial hearing.

**Institutional Disciplinary Proceedings for Sexual Violence**

- Upon notification of an alleged sexual misconduct violation, the Deputy Title IX Coordinator (or designee) will initiate an administrative fact finding process. A report of the investigation will be submitted to the Deputy Title IX Coordinator (or designee) for review. Included in the report will be a summary of the allegation and a list of the Student Code of Conduct violations, along with complainant, respondent, and witness answers to questions posed during fact finding/investigation. When available, complainant and respondent statements regarding the facts of the incident also may be submitted for review. Based on this review, the Deputy Title IX Coordinator will determine if the nature and circumstances of the complaint meet the definition of any of the grievances included in Title IX policy.
- As per the determination of the Deputy Title IX Coordinator, a formal hearing will be scheduled with the University Conduct Board for cases that meet the definition of a Title IX violation. The Dean of Students Office/Office of Student Conduct will contact both the complainant and the respondent to arrange a pre-hearing conference prior to the formal hearing with the University Conduct Board. This is a requirement. This conference will provide each party with information and address any questions or concerns about preparing for the formal hearing. Students are advised of their right to have representation at this and all stages of the Title IX process.
- The University Conduct Board is required to consider suspending or expelling any student found responsible for sexual misconduct; however, the board may impose any sanction that it finds to be fair and proportionate to the violation. In determining an appropriate sanction, the University Conduct Board may consider any record of past violations of the Student Code of Conduct, as well as the nature and severity of such past violation(s). The University Conduct Board also will consider, as part of its deliberations, whether the sanction will (a) bring an end to the violation in question, (b) reasonably prevent a recurrence of a similar violation, and (c) remedy the effects of the violation on the complainant and the university community. The sanction imposed will be explained or supported in the written decision of the University Conduct Board.
- Both the complainant and the respondent will be informed of their right to have their complaint investigated by a team and heard by a panel of university representatives who have received annual training on Title IX investigations and adjudications.
- In the pre-hearing process, both the complainant and the respondent will be informed that they will be notified of the outcome (responsible/not responsible) and the sanction of the University Conduct Board at the same time. The sanction letter shall inform both parties that either one may appeal the outcome and/or sanction according to the university’s appeal policy. If they so choose. If an appeal is submitted, the other party will be notified. The outcome of the appeal also will be shared with both parties involved at the same time.

**Complainant Bill of Rights**

a. The right to an investigation and appropriate resolution of all credible complaints of sexual misconduct made in good faith to university administrators.

b. The right to be treated with respect by university officials.

c. The right of both complainant and respondent to have the same opportunity to have others present (in support or advisory roles) during a campus disciplinary hearing.

d. The right not to be discouraged by university officials when reporting an assault to on-campus and/or off-campus authorities.

e. The right to be informed promptly of the outcome and sanction of any disciplinary hearing involving sexual assault and/or any violent crime offenses.

f. The right to be informed by university officials of options to notify proper law enforcement authorities, including on campus and local police, and the option to be assisted by campus authorities in notifying such authorities, if the student so chooses. This also includes the right not to report, if that is the complainant’s desire.

g. The right to be notified of available counseling, mental health, or student services for victims of sexual assault, both on campus and in the community.

h. The right to be advised of the options available to change academic and living situations (no formal complaint or investigation, campus or criminal, need occur before this option is available).

i. The right not to have irrelevant prior sexual history admitted as evidence in a campus hearing.

j. The right not to have any complaint of sexual assault mediated (as opposed to adjudicated).

k. The right to make a victim-impact statement at the campus conduct proceeding and to have the statement considered by the board in determining its sanction.
l. The right to a campus no-contact order against another student who has engaged in or threatens to engage in stalking, threatening, or harassing conduct that presents danger to the welfare of the complaining student or others.

m. The right to have complaints of sexual misconduct responded to quickly and professionally by campus law enforcement, the Office of Student Conduct, and the Title IX Coordinator.

n. The right to review all documentary evidence available regarding the complaint, subject to the privacy limitations imposed by state and federal law, at least 48 hours prior to the hearing.

o. The right to be informed of the names of all witnesses who will be called to give testimony within 48 hours of the hearing, except in cases where a witness's identity will not be revealed to the respondent student for compelling safety reasons.

p. The right to preservation of confidentiality to the extent possible and allowed by law.

q. The right to a hearing closed to the public.

r. The right to bring a victim advocate or advisor to all phases of the investigation and campus conduct proceeding.

s. The right to give testimony in a campus hearing by means other than being in the same room with the respondent student.

t. The right to ask investigators to identify and question relevant witnesses, including expert witnesses.

u. The right to be fully informed of campus conduct rules and procedures as well as the nature and extent of all alleged violations contained within the complaint.

v. The right to have the university compel the presence of student employee witnesses and the opportunity (if desired) to ask questions, directly or indirectly, of witnesses (including the respondent student), and the right to challenge documentary evidence.

w. The right to be present for all testimony given and evidence presented before the conduct body.

x. The right to have complaints heard by conduct and appeals officers who have received annual sexual misconduct training.

y. The right to a University Conduct Board composed of representatives of both genders.

z. The right not to have released to the public any personally identifiable information about the complainant without his or her consent.

Respondent Bill of Rights

a. The right to be fully informed of the nature, rules, and procedures of the campus conduct process and to timely written notice of all alleged violations within the complaint, including the nature of the violation and possible sanctions.

b. The right to a hearing on the complaint, including timely notice of the hearing date, and adequate time for preparation.

c. The right to have irrelevant prior sexual history admitted as evidence in a campus hearing.

d. The right to make an impact statement at the campus conduct proceeding and to have that statement considered by the board in determining its sanction.

e. The right to appeal the [finding and] sanction of the conduct body, in accordance with the standards for appeal established by the university.

f. The right to review all documentary evidence available regarding the complaint, subject to the privacy limitations imposed by state and federal law, at least 48 hours prior to the hearing.

g. The right to be informed of the names of all witnesses who will be called to give testimony within 48 hours of the hearing, except in cases where a witness's identity will not be revealed to the respondent student for compelling safety reasons.

h. The right to a hearing closed to the public.

i. The right to petition that any members of the conduct body be removed on the basis of bias.

j. The right to have the university compel the presence of a student and the opportunity to ask questions, directly or indirectly, of witness(es), and the right to challenge documentary evidence.

k. The right to have complaints heard by conduct and appeals officers who have received annual sexual misconduct adjudication training.

l. The right to have university policies and procedures followed without material deviation.

m. The right to have an advisor or advocate accompany and assist in the campus hearing process. This advisor can be anyone [optional: including an attorney (provided at the respondent student's own cost)], but the advisor may not take part directly in the hearing itself, though they may communicate with the respondent student as necessary.

n. The right to a fundamentally fair hearing as defined in these procedures.

o. The right to a written notice of the outcome and sanction of the hearing.

p. The right to a University Conduct Board composed of representatives of both genders.

q. The right to be informed in advance, when possible, of any public release of information regarding the complaint.

Information regarding registered sex offenders can be found at http://www.pameganslaw.state.pa.us/
WHAT CAN CAMPUS MEMBERS DO TO HELP PREVENT SEXUAL AND RELATIONSHIP VIOLENCE?

**Bystander Intervention**

*Adapted from the NSVRC Engaging Bystanders in Sexual Violence Prevention*

Bystander intervention is when a person or group of people takes action to interrupt or assist to improve the outcome of the situation.

**Steps to Bystander Intervention**

1. Notice something is wrong/inappropriate
2. Consider taking action
3. Choose what form of assistance to use and understand how to implement the choice
4. Intervene
5. Evaluate

Bystander intervention does not have to be time consuming or complicated; often a small act can change the course of events. Below are a few examples of effective methods for intervention, but there are many ways to take action to improve a situation:

**I statements** have three parts: (1) State your feelings; (2) Name the behavior; and (3) State how you want the person to respond. This focuses on your feelings rather than criticizing the other person.

**Silent stares** are a disapproving look that lets someone know what they are doing is inappropriate. Think of that look you get from your parents when you are breaking a rule.

**Humor** reduces the tension of an intervention by using a funny anecdote. Do not undermine what you say with too much humor. Funny doesn’t mean unimportant, hurtful, or degrading.

**Group intervention** is when a group of friends, family members, co-workers, or acquaintances work together to address a situation that is either a long-term problem with a person or an immediate situation that has made them uncomfortable.

**Distraction** is used simply to snap someone out of a situation by providing an interruption that can give the potential target of the behavior a chance to move away or get help from another friend.

**Risk Reduction**

**Being raped or sexually assaulted is never the victim’s fault.**

- Lock your door.
- Avoid excessive use of alcohol and drugs. They can interfere with clear thinking.
- Know your limits; plan ahead.
- Walk with people you know and trust.
- Don’t be afraid to ask for help before, during, or after an assault.
- Be aware of your surroundings and the people around you.
- Keep campus emergency numbers in your cell phone.
- Always trust your instincts when something doesn’t “feel right.”
- If a person is drunk, he or she cannot legally consent to sex.
- Be assertive. Don’t allow politeness, fear of hurting someone’s feelings, or accusations that you have “led someone on” trap you into a dangerous situation.
- Know your sexual boundaries and clearly communicate them.
- Don’t be a silent bystander. If you see someone in a potentially dangerous situation, speak up or get help.

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 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 Shippensburg Borough 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 within the same reasonably contiguous geographic area and used to meet or support, or in a manner related to, 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 Department of Public Safety that occurred in the student residential facilities owned or controlled by the university or by the university foundation and are within the reasonably contiguous geographic area. These numbers also are included in the On-Campus Property crime 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 and state police agencies for incidents occurring at properties owned or controlled by student organizations and any building or property owned or controlled by the university that is used in direct support of, or in relation to, the institution’s educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the university.

**HOW DOES SU REPORT INCIDENTS FOR PUBLIC PROPERTIES?**

Reporting for public properties includes all incidents known to the university that are reported to local and state police agencies and occurred in areas immediately adjacent to and accessible from the campus.

**HOW DOES SU RESPOND TO CRIMES INVOLVING BIAS?**

Shippensburg University supports and encourages programs that benefit all people and that seek to eradicate discrimination and injustice. The University Police Department as well as the Office of Social Equity 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 University Police Department 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 University Police Department is 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 University Police Department immediately will 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 University Police Department 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 will be responsible for the following:

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

Procedures:
The University Police Department, 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 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 Etter Health Center staff.
- If the missing student is determined to be under the age of 18, the University Police Department 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 University Police Department within 24 hours.
STUDENTS MAY CONTACT ANY OF THE FOLLOWING CAMPUS OFFICES TO REPORT CRIMES

<table>
<thead>
<tr>
<th>Department/Public Safety</th>
<th>(717) 477-1444</th>
<th>Reed Operations Center</th>
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<tbody>
<tr>
<td>Student Affairs</td>
<td>(717) 477-1308</td>
<td>301 Old Main</td>
</tr>
<tr>
<td>Housing/Residence Life</td>
<td>(717) 477-1701</td>
<td>113 McLean Hall</td>
</tr>
<tr>
<td>Office of Student Conduct</td>
<td>(717) 477-1661</td>
<td>210 Old Main</td>
</tr>
<tr>
<td>Health Services</td>
<td>(717) 477-1458</td>
<td>Wellness Center</td>
</tr>
<tr>
<td>Office of Social Equity</td>
<td>(717) 477-1161</td>
<td>200 Old Main</td>
</tr>
<tr>
<td>Women’s Center</td>
<td>(717) 477-1790</td>
<td>Horton Hall</td>
</tr>
</tbody>
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*Available 24/7

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 W. 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

ON CAMPUS

Department of Public Safety (717) 477-1444
Office of the Dean of Students (717) 477-1164
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
Office of Multicultural Student Affairs (717) 477-1616
Office of the Title IX Coordinator (717) 477-1161

OFF CAMPUS

Domestic Violence Services of Cumberland and Perry Counties (717) 258-4249 or (800) 852-2102
Sexual Assault/Rape Crisis Services of Cumberland County (888) 727-2877
Women in Need (Franklin and Fulton County) (717) 284-4444 (800) 621-6660
U.S. Citizenship and Immigration Services (800) 375-5283
MidPenn Legal Services (717) 243-9400

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.