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On-Campus Emergencies (SU Police Department)
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
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. We have developed policies and implemented procedures to increase awareness and provide precautionary measures for all persons on 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.

ANNUAL CAMPUS CRIME REPORT

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, Student Conduct and Community Standards, the Office of Housing and Residence Life, the Women’s Center, the Health Center, the Office of Communications and Marketing, and the Office of Equity, Inclusion, and Compliance.

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.

CAMPUS SAFETY APPLICATIONS

Shippensburg launched ShipShield, an expanded and updated version of the CampusShield safety app, redesigned in 2021 to include many safety and emergency features. Members of the campus community may download the app and use their Ship login to gain access to emergency communications, and anonymously report concerns that include video and photographs.

SU-Alert is used to quickly alert you in the event of a crisis or emergency that poses an immediate and life-threatening danger to campus. Everyone is strongly encouraged to use this system to receive important alerts. Sign up at ship.edu/alert.
WHO IS RESPONSIBLE FOR CAMPUS SECURITY?

The Department of Public Safety is responsible for providing security and police services on our campus. It has two components: the University Police Department, which has 16 full-time police officers who have received their training under Act 120 (the Municipal Police Officers’ Education and Training Act) and their police commission from the Governor and the Secretary of Education of Pennsylvania; and the University Safety Department, which is staffed by an Environmental Health and Safety Manager. University police officers also are required to attend annual update training under PA Act 18.

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

The Department of Public Safety encourages all campus 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 support 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 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.
WHAT SECURITY CONSIDERATIONS DOES SU USE IN THE MAINTENANCE OF CAMPUS FACILITIES?

University facilities and lighting on campus are maintained to minimize hazardous conditions. Maintenance requests 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 REGARDING POSSESSION, USE OR SALE OF ALCOHOL OR 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 Student 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 underaged 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 NOTIFYING THE CAMPUSS COMMUNITY OF AN EMERGENCY?

The Shippensburg University Crisis Communications Plan and the Emergency Notification Systems Protocols cover official mass communications 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 for additional communications to the campus community. 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 “SU-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 fact, place the community in danger (including but not limited to the Department of Public Safety, Shippensburg Borough Police Department, Pennsylvania State Police, and/or Shippensburg fire and emergency medical services), compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

The university relies on a series of varied communication methods to provide information during an emergency or dangerous situation. These communication methods include, but are not limited to, emergency text messaging system, e-mail, outdoor/indoor public address systems, emergency broadcast system (EBS) on campus radio/TV stations, computer screen pop-up system, the ShippShield and SU-Alert app and social media, and ship.edu. 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 (register at ship.edu/alert). Other information, such as a description of the event(s), a description of suspects 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 constituents, which include but are not limited to students, faculty, staff associates, administrators, parents, alumni, and external stakeholders. 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 e-mail accounts, the university’s website, and text message to “SU-Alert” subscribers.
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 Office of Student Development, 210 Old Main. Programs and services 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 AOD (Alcohol and Other Drugs) Program is a comprehensive program including prevention, education, and intervention support services. It was developed at Shippensburg University in cooperation 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 AOD 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 Office of Student Development. The group meetings focus on testing the accuracy of drug and alcohol information; examining each person’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 AOD may be referred to one or more of the following: (a) a two-part meeting with a trained AOD staff member; (b) enrollment in a closed, psychoeducational peer group that meets once a week for five weeks; (c) assessment with an alcohol/drug professional; (d) referral to personal counseling through the Counseling Center; (e) referral to Etter Health Center for medical needs; and (f) referral for support from the Women’s Center; referral to personal counseling through the Counseling Center; referral to Etter Health Center for medical needs, and outpatient/inpatient treatment. Individuals may contact AOD at (717) 477-1164 for further information and assistance. All involvement in AOD 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 illegal substances found. Penalties for a first offense upon conviction can include fines of no less than $500.00 and possible imprisonment up to 15 years.

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

In addition to the above criminal penalties, any student charged with these types of violations will be referred to the Office of Student Development for disciplinary action through the university judicial process. Referrals to AOD 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 AOD. The Office of Student Development may require attendance and participation in this program as a sanction for students referred through the disciplinary process.

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. The process also includes a SU-Alert, which will be sent within one-half hour of the incident reported through a “SU-Alert” to encourage students to report incidents to the appropriate law enforcement agency as noted in the alert.

The Department of Public Safety conducts education programs 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 conducts education programs year-round to campus community members. Topics include 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.

WHAT ARE THE CAMPUS EVACUATION PROCEDURES?

Evacuation plans are posted on every floor in all academic buildings and within every room in all 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 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 the consent of appropriate personnel.

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 accessibility concerns should become familiar with the building evacuation plans. Procedures for academic building occupants 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), and Department of Public Safety, working in conjunction with Residence Life, conduct a minimum of two fire drills in each on campus residence hall every semester. Each 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 drills, 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.

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.

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 can use to gain access to the building. All other entries 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, kitchens, 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
SHIPPENSBURG UNIVERSITY

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 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.

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, police officers conduct crime prevention and safety seminars in the residence halls. Residence directors (RDs) conduct hall meetings with students during the first week of the academic year, police officers conduct 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. Communal housing is available in McLean and Mowrey.

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 TYPE OF STUDE NCE HOUSING IS AVAILABLE?

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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 (8) is protected by an automatic sprinkler system (100 percent coverage). Harley, Kieffer, Lackhove, McCune, McLean, Mowrey, Naugle, and Seavers halls are wet systems. The attic spaces in Harley, Kieffer, Lackhove, McCune, McLean, Mowrey, and Seavers halls have dry systems in place. 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.

University Policies

Smoking: Smoking (including vaping and e-cigarettes) 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 heaters, electric fry pans, toaster ovens, electric griddles, hot pots, toaster 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 burners, 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 over exit
doors. No natural Christmas trees or natural decorations are permitted. Extension cords: Not permitted. An UL-approved power strip is permitted, but cannot be daisy chained together with another.

NOTICE OF NON-DISCRIMINATION AND SEXUAL HARASSMENT

The university prohibits any form of discrimination or harassment on the basis of sex, race, color, age, religion, national or ethnic origin, sexual orientation, gender identity or expression, pregnancy, marital or family status, medical condition, genetic information, veteran status, or disability in any decision regarding admissions, employment, or participation in a university program or activity in accordance with the letter and spirit of federal, state, and local nondiscrimination and equal opportunity laws, such as Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Age Discrimination in Employment Act, the Americans with Disabilities Act and ADA Amendments Act, the Equal Pay Act, and the Pennsylvania Human Relations Act.

Title IX of the Education Amendments of 1972 prohibits any person in the United States from being discriminated against on the basis of sex in seeking access to any educational program or activity receiving federal financial assistance. The U.S. Department of Education, which enforces Title IX, has long defined the meaning of Title IX’s prohibition on sex discrimination broadly to include various forms of sexual harassment and sexual violence that interfere with a student’s ability to equally access educational programs and opportunities. The Sexual Misconduct Policy applies to all on campus and off-campus conduct that is likely to have a substantial adverse effect on any member of the University community. The Sexual Misconduct Policy is available at ship.edu/policies.

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 Chief Equity, Inclusion, and Compliance Office and Title IX Coordinator 1871 Old Main Drive, Suite 200, Shippensburg, PA 17257-2299 titleix@ship.edu (717) 477-1161 Office for Civil Rights, Department of Education 400 Maryland Ave. SW, Washington, DC 20202-1100 ed.gov/ocr/ocr@ed.gov Phone: (202) 475-6700; Toll-free: (800) 421-3481; TTY: (800) 877-8339

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: Violence 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 considerations 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 Office of Equity, Inclusion and Compliance, the Dean of Students Office, and Eter 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 returning 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 ship.edu/no_more.

Information regarding registered sex offenders can be found at paremgandalau.state.pa.us.

WHAT IS THE SU POLICY FOR REPORTING SEX OFFENSES, DATING VIOLENCE, DOMESTIC VIOLENCE, AND STALKING AND FOR ASSISTING VICTIMS OF REPORTED SEX CRIMES?

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 2020 and will offer them again in the 2021-2022 academic year pursuant to COVID-19 health and well-being guidelines promulgated by federal, state and local authorities. Programs can be customized to any group, and, though the group size and time listed for each program are ideal, programs can be adjusted.

Just Between Us: Consent and Safer Sex

Objectives:

• Understand the fundamentals of asking for and giving consent
• Learn how to integrate safer sex practices into a consensual relationship
• What to do when consent is violated

Together Forever: Healthy Relationships and Stalking

Objectives:

• Introduction to the dynamics of power and control in an abusive relationship
• How to spot red flags, and support healthy habits
• The use of social media in stalking and abuse
• How to seek help, and support friends

Lies the Media Told Me: Gender and Body Image

Objectives:

• Introduction to the influence of media, including social media, on gender expectations
• Understand the dynamics of body image and eating disorders
• Learn how to present healthy messages
• How to support friends in unhealthy situations

Talk it Out: Nonviolent Communication and Conflict Resolution

Objectives:

• Introduction to the principles of nonviolent communication
• Understand the value of healthy communication and conflict resolution
• Spot red flags for escalation and how to deescalate
• Conflict resolution activity
• How to see support on campus.

WOMEN’S CENTER EDUCATIONAL WORKSHOPS

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The Women's Center offered the following prevention and awareness programs for all students in 2020 and will offer them again in the 2021-2022 academic year pursuant to COVID-19 health and well-being guidelines promulgated by federal, state and local authorities. Programs can be customized to any group, and, though the group size and time listed for each program are ideal, programs can be adjusted.

Just Between Us: Consent and Safer Sex

Objectives:

• Understand the fundamentals of asking for and giving consent
• Learn how to integrate safer sex practices into a consensual relationship
• What to do when consent is violated

Together Forever: Healthy Relationships and Stalking

Objectives:

• Introduction to the dynamics of power and control in an abusive relationship
• How to spot red flags, and support healthy habits
• The use of social media in stalking and abuse
• How to seek help, and support friends

Lies the Media Told Me: Gender and Body Image

Objectives:

• Introduction to the influence of media, including social media, on gender expectations
• Understand the dynamics of body image and eating disorders
• Learn how to present healthy messages
• How to support friends in unhealthy situations

Talk it Out: Nonviolent Communication and Conflict Resolution

Objectives:

• Introduction to the principles of nonviolent communication
• Understand the value of healthy communication and conflict resolution
• Spot red flags for escalation and how to deescalate
• Conflict resolution activity
• How to see support on campus.

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 Office of Student Development, Office of Equity, Inclusion, and Compliance, and the University Police Department review reported incidents involving students both on and off campus who are survivors of sexual violence and are involved in determining what agency would be responsible for the investigation in addition to providing information for their physical and psychological well-being.

Survivors of rape, sexual assault, and other types of relationship violence have a right to report these incidents to the Department of Public Safety; the police department of jurisdiction and the Title IX Coordinator. 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 agencies 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 with the Title IX Coordinator assist the survivor in obtaining support from the university and county agencies as 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, Ship Says No More Advocacy Line, 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 Office for Student Development 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 any other information or support that may be needed.

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, the local police department having jurisdiction where the offense occurred, and the University's Title IX Coordinator.

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.
• The university’s Title IX Coordinator.
• 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 when the alleged respondent is a member of the campus community.

Resources available to victims of domestic violence, dating violence, sexual assault, or stalking include services for counseling, health, mental health, victim advocacy, 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 on-campus 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 authorities 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 survi- vor requests that can be accomplished reasonably coordinating on-campus resources. Every effort also will be made to accommodate interim measures concerning on-campus employment and transportation issues. Such accommodation requests should be directed to the Office of Student Development. Reasonable measures will be taken to avoid survivor/respondent contact until final dispositional 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 recommend a sanction for violations of this nature, formally imposed by the Dean of Students, including probation, loss of on-campus housing, or suspension or expulsion from the institution.

You have the following rights from the police.

Complainant Bill of Rights
• The right to an investigation and appropriate resolution of all credible complaints of sexual misconduct made in good faith by complaints, university administrators.
• The right to be treated with respect by university officials.
• 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.
• The right not to be discouraged by university officials when reporting an assault on off-campus and/or off- campus authorities.
• The right to be informed promptly of the outcome and sanction of any disciplinary hearing involving sexual assault and/or any violent crime offenses.
• 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.
• 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.
• The right to be advised of the options available to change academic and living situations (no formal complaint investigation, campus or criminal, need occur before this option is available).
• The right not to have irrelevant prior sexual history admitted as evidence in a campus hearing.
• The right not to have any complaint of sexual assault mediated (as opposed to adjudicated).
• 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.
• 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 comforting student or others.
• The right to have complaints of sexual misconduct responded to quickly and professionally by campus law enforcement, the Office of Student Conduct and Community Standards, and the Title IX Coordinator.
• The right to review all documentary evidence available regarding the complaint, subject to the privacy limitations imposed by state and federal law, at least 10 days prior to the hearing.
• The right to be informed of the names of all witnesses who will be called to give testimony within 10 days of the hearing, except in cases where a witness’s identity will not be revealed to the respondent student for compelling safety reasons.
• The right to preservation of confidentiality to the extent possible and allowed by law.
• The right to a hearing closed to the public.
• The right to bring a victim advocate or advisor to all phases of the investigation and campus conduct proceeding.
• The right to give testimony in a campus hearing by means other than being in the same room with the respondent student.
• The right to identify relevant witnesses, including expert witnesses and have an advisor cross examine.
• 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.
• The right to have the university compel the presence of student employee witnesses and the opportunity (if desired) to have the advisor ask questions, directly or indirectly, of witnesses (including the respondent student), and the right to challenge documentary evidence.
• The right to be present for all testimony given and evidence presented before the conduct body.
• The right to have complaints heard and appeals adjudicated by those who have received annual sexual misconduct training.
• The right to a University Conduct Board composed of representatives of both genders.
• 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
• 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.
• The right to a hearing on the complaint, including timely notice of the hearing date, and adequate time for preparation.
• The right not to have irrelevant prior sexual history admitted as evidence in a campus hearing.
• 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.
• The right to appeal the finding of the conduct body and sanction, in accordance with the standards for appeal established by the university.
• The right to review all documentary evidence available regarding the complaint, subject to the privacy limitations imposed by state and federal law, at least 10 days prior to the hearing.
• The right to be informed of the names of all witnesses who will be called to give testimony within 10 days of the hearing, except in cases where a witness's identity will not be revealed to the respondent student for compelling safety reasons.
• The right to a hearing closed to the public.
• The right to petition that any members of the conduct body be removed on the basis of bias.
• The right to have the university compel the presence of a student and the opportunity to ask questions, directly or indirectly, of witnesses, and the right to challenge documentary evidence.
• The right to have complaints heard by and appeals adjudicated by those who have received annual sexual misconduct adjudicator training.
• The right to have university policies and procedures followed without material deviation.
• The right to have an advisor or advocate accompany and assist in the campus hearing process for cross examination purposes.
• The right to a fundamentally fair hearing as defined in these procedures.
• The right to a written notice of the outcome and sanction of the hearing.
• The right to a University Conduct Board composed of representatives of both genders.
• The right to be informed in advance, when possible, of any public release of information regarding the complaint.

You have the following rights from the University.

Administrative Disciplinary Proceedings for Sexual Misconduct (whether or not a police report has been filed)

1. Upon notification of an alleged sexual misconduct violation, a Title IX Coordinator (or designee such as an Investigator, hereinafter referred to collectively as “Title IX Coordinator”) will initiate or conduct an investigation. A report of the investigation will be submitted to a Title IX Coordinator for review. Included in the report will be a summary of the allegation and a list of the Sexual Misconduct Policy violations, along with complainant, respondent, and witness answers to questions posed during fact finding/investigation.

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

• Notice something is wrong/inappropriate
• Consider taking action
• Choose what form of assistance to use and understand how to implement the choice
• Intervene
• 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.

1. 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, coworkers, 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 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.

1. 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.

2. As per the determination of a Title IX Coordinator, an informal resolution or a formal hearing will be scheduled. A Title IX Coordinator will contact both the complainant and the respondent to arrange a pre-hearing conference prior to the formal hearing. This conference will provide each party with information and address any questions or concerns about preparing for the formal hearing.

3. Both the complainant and the respondent will be informed of their right to have the complaint investigated heard by a panel of university representatives who have received annual training on Title IX investigations and adjudications.

4. In the pre-hearing process, both the complainant and the respondent will be informed that they will be notified of the hearing outcome (responsible/not responsible) and any sanctions imposed. The University Conduct Board determines the outcome and makes sanction recommendations. The Dean of Students determines the sanctions.

5. 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 all parties involved.

The Dean of Students is required to consider suspending or expelling any student found responsible for sexual misconduct; however, the Dean of Students may impose any sanction that he/she finds to be fair and proportionate to the violation. In determining an appropriate sanction, the Dean of Students may consider any record of past violations of the Student Code of Conduct or the Sexual Misconduct Policy, the nature and severity of such past violation(s), the Dean of Students 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.

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 include those 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 and occurred in areas immediately adjacent to and accessible from the campus.

HOW DOES SU REPORT INCIDENTS FOR PUBLIC PROPERTIES?

Reporting for public properties includes all incidents known to the university that are reported to local 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 Eter 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.
## UNIVERSITY STUDENT/EMPLOYEE POPULATION – FALL SEMESTER 2020

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<thead>
<tr>
<th>Enrollent</th>
<th>Residing On Campus</th>
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<td>Graduate</td>
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| Non-student employee    |                     |

## CLERY REPORTABLE CRIMINAL OFFENSES REPORTING TABLE

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<tr>
<th>Offense</th>
<th>Year</th>
<th>On-Campus Property</th>
<th>On-Campus Housing</th>
<th>Non-Campus Property</th>
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### VAWA (VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT) OFFENSES REPORTING TABLE

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<th>Offense</th>
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### ARRESTS AND DISCIPLINARY REFERRALS REPORTING TABLE

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<td>On-Campus</td>
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<td>Arrests: Weapons, Carrying, Processing, Etc.</td>
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<td></td>
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<td>Arrests: Drug Abuse Violations</td>
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<td>Arrests: Liquor Law Violations</td>
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## FIRE SYSTEMS IN RESIDENCE HALLS

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<td>Public Safety</td>
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<td>Attic Only</td>
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<td>Public Safety</td>
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<td>Harley Hall 147 Dauphin Dr. 17257</td>
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<td>Stone Ridge Commons 503 N. Earl St. 17257*</td>
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<td>College Park Commons 503 N. Earl St. 17257*</td>
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<td>SU Foundations</td>
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</table>

* Apartment Complex owned and controlled by the SU Foundation

## STATISTICS AND RELATED INFORMATION REGARDING FIRES IN RESIDENCE HALLS

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<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>
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<tbody>
<tr>
<td>McCune Hall 21 York Dr. 17257</td>
<td>2020 0 N/A</td>
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<td>Kieffer Hall 150 Lancaster Dr. 17257</td>
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<td>N/A N/A</td>
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<tr>
<td>Lackhove Hall 194 Lancaster Dr. 17257</td>
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<td>4 N/A</td>
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<td>N/A N/A</td>
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<td>McLennan Hall 393 Adams Dr. 17257</td>
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<td>Naugle Hall 317 Adams Dr. 17257</td>
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<td>N/A N/A</td>
<td>No damage. Fire due to burnt food container in microwave.</td>
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</tbody>
</table>

* Apartment Complex owned and controlled by the SU Foundation

** SUPD Incident Number

† McLean and Mowery Halls not housing students during Spring and Fall semesters
STUDENTS MAY CONTACT ANY OF THE FOLLOWING TO REPORT CRIMES

<table>
<thead>
<tr>
<th>CAMPUS OFFICES</th>
<th>(717) 477-xxxx</th>
<th>Address</th>
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<tbody>
<tr>
<td>Public Safety</td>
<td>(717) 477-1444</td>
<td>Reed Operations Center</td>
</tr>
<tr>
<td>Student Affairs</td>
<td>(717) 477-1308</td>
<td>301 Old Main</td>
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<tr>
<td>Housing</td>
<td>(717) 477-1701</td>
<td>113 McLean Hall</td>
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<tr>
<td>Student Conduct and Community Standards</td>
<td>(717) 477-1164</td>
<td>210 Old Main</td>
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<tr>
<td>Administration and Finance</td>
<td>(717) 477-1375</td>
<td>304 Old Main</td>
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<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>Office of Communications and Marketing</td>
<td>(717) 477-1202</td>
<td>306 Old Main</td>
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<tr>
<td>Women's Center</td>
<td>(717) 477-1790</td>
<td>Horton Hall</td>
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<td>Admissions</td>
<td>(717) 477-1231</td>
<td>305 Old Main</td>
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<thead>
<tr>
<th>EMERGENCY NUMBERS</th>
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<tr>
<td>On-campus Emergencies (Police) Department of Public Safety, Reed Operations Center</td>
<td>(717) 477-1444 or ext.1444</td>
</tr>
<tr>
<td>On-campus Emergencies (Fire, Medical)</td>
<td>DIAL 911</td>
</tr>
<tr>
<td>Off-campus Emergencies (Police, Fire, Medical)</td>
<td>DIAL 911</td>
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<tr>
<td>Shippensburg Borough Police Dept., 60 W. Burd St., Shippensburg, PA 17257</td>
<td>(717) 532-7361</td>
</tr>
<tr>
<td>Pennsylvania State Police Carlisle Barracks, 1538 Commerce Ave., Carlisle, PA 17013</td>
<td>(717) 249-2121</td>
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<table>
<thead>
<tr>
<th>OFFICES THAT CAN PROVIDE ASSISTANCE TO VICTIMS OF SEX CRIMES</th>
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<tbody>
<tr>
<td>On Campus</td>
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<tr>
<td>Department of Public Safety</td>
<td>(717) 477-1444</td>
</tr>
<tr>
<td>Office of Student Development</td>
<td>(717) 477-1164</td>
</tr>
<tr>
<td>Women’s Center</td>
<td>(717) 477-1790</td>
</tr>
<tr>
<td>Office of Social Equity</td>
<td>(717) 477-1161</td>
</tr>
<tr>
<td>Etter Health Center</td>
<td>(717) 477-1458</td>
</tr>
<tr>
<td>University Counseling Center</td>
<td>(717) 477-1481</td>
</tr>
<tr>
<td>Advocacy Hotline</td>
<td>(717) 207-8095</td>
</tr>
<tr>
<td>Office of Multicultural Student Affairs</td>
<td>(717) 477-1616</td>
</tr>
<tr>
<td>Office of the Title IX Coordinator</td>
<td>(717) 477-1161</td>
</tr>
<tr>
<td>Off Campus</td>
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<tr>
<td>Domestic Violence Services of Cumberland and Perry Counties</td>
<td>(717) 258-4249 or (800) 852-2102</td>
</tr>
<tr>
<td>Sexual Assault/Rape Crisis Services of Cumberland County</td>
<td>(888) 727-2877</td>
</tr>
<tr>
<td>Women in Need (Franklin and Fulton County)</td>
<td>(717) 244-4444, (800) 621-6660</td>
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<tr>
<td>US Citizenship and Immigration Services</td>
<td>(800) 375-5283</td>
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<tr>
<td>MidPenn Legal Services</td>
<td>(717) 243-9400</td>
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