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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 Department
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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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 Health Center, the Office of Communications and Marketing, the Pride and Gender Equity (PME) Center, and the Office of Inclusion, Belonging, and Social Equity.

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 researched.

CAMPUS SAFETY APPLICATIONS
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 14 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, 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 120.

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 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 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 Student Conduct and Community Standards.

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 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. Emergency phones are located throughout the campus and connect directly to the University Police Department station when activated. (See map on page 28 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 remedies, they are strongly 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 Student Conduct and Community Standards.

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 Residential 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 IS THE SU POLICY ON NOTIFYING THE CAMPUS COMMUNITY OF EMERGENCY RESPONSE AND EVACUATION PROCEDURES?
The University Police Department station located in the Reed Operations Center, or by using one of the provided emergency phones on campus. Emergency phones are located throughout the campus and connect directly to the University Police Department station when activated. (See map on page 28 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 remedies, they are strongly 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 Student Conduct and Community Standards. 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 Student Conduct and Community Standards. All students are held accountable for their behavior both on and off campus property.

Shippensburg University’s emergency preparedness plan 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 other 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.

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 municipal, borough, county, and state 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.

 HOW AND WHEN DOES SU NOTIFY 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 concludes 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 one 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.
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 similar conditions are reported through work orders filed with the work management department for repair or correction.
- Plant growth is 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 AND ILLEGAL DRUGS?

- The university complies with federal, state, and local laws, including those that regulate the possession, 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 events 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 Borough Police Department, Pennsylvania State Police, and/or Shippensburg fire and emergency medical services), compromise the efforts to assist 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, 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 or witnesses, 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 its 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 respond to needs of the campus community and is current with changing technologies.

The university will issue an “all clear” message to convey the 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.

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 and university 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, whether complete or 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.

- 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, weapons which the university’s job independence with all federal, state and local 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 relevant information, including any criminal history, will be 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 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 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. Shippensburg University of Pennsylvania does not ask for criminal history information on its admissions application. Please note, however, that certain criminal conduct may prohibit you from obtaining campus housing. If you apply for university housing, questions about specific conduct will be asked and the resulting information will be considered in determining your eligibility because of applicable statutes, regulations, and university policies. Applicants who are currently incarcerated are not eligible for state financial aid. If you have any questions, you should contact the admissions office at admissions@ship.edu and/or phone (717) 477-1231.

Additionally, some criminal and non-criminal conduct may render you ineligible for professional licensure, and/or prohibit you from becoming employed in certain professional fields. If you have any questions, you should contact the admissions office at admissions@ship.edu and/or phone (717) 477-1231. Students who are convicted of a criminal offense after admission are subject to further disciplinary action. 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 ship.edu/ no more.
Office of Student Development. 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 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 two-part meeting with a trained AOD 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 PACE Center; referral to Ems 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 offense. Penalties upon conviction 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 of a first offense can include fines of no less than $500.00 and inpatient treatment.

Persons with Disabilities Evacuation Procedures

Persons with accessibility concerns should become familiar with the building unless the emergency egress glass is broken or the fire alarm system has been disabled. College Park Commons and Stone Ridge Commons are apartment complexes owned and controlled by the SU Foundation. Each apartment requires key access.

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 been disabled. The 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.

Persons with Disabilities Evacuation Procedures

Persons with accessibility concerns should become familiar with the building unless the emergency egress glass is broken or the fire alarm system has been disabled. 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 the hall/community. All halls/complexes have student life assistants (SAs), RA’s, or RA’s living in 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.

Persons with Disabilities Evacuation Procedures

Persons with accessibility concerns should become familiar with the building unless the emergency egress glass is broken or the fire alarm system has been disabled. College Park Commons and Stone Ridge Commons are apartment complexes owned and controlled by the SU Foundation. Each apartment requires key access.

Persons with Disabilities Evacuation Procedures

Persons with accessibility concerns should become familiar with the building unless the emergency egress glass is broken or the fire alarm system has been disabled. College Park Commons and Stone Ridge Commons are apartment complexes owned and controlled by the SU Foundation. Each apartment requires key access.

Persons with Disabilities Evacuation Procedures

Persons with accessibility concerns should become familiar with the building unless the emergency egress glass is broken or the fire alarm system has been disabled. College Park Commons and Stone Ridge Commons are apartment complexes owned and controlled by the SU Foundation. Each apartment requires key access.
WHAT IS THE UNIVERSITY POLICY FOR HOUSING?

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 IS THE UNIVERSITY 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 and facilities are 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.

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 TYPE OF STUDENT HOUSING IS AVAILABLE?

Hakley, 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 Mowery.

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 smoke 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 fire/smoke 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.

Fire Alarm System Description

Every residence hall facility (8) is protected by an automatic sprinkler system (100 percent coverage). Hakley, Kieffer, Lackhove, McCune, McLean, Mowery, Naugle, and Seavers halls are wet systems. The attic spaces in Hakley, Kieffer, Lackhove, McCune, Naugle, 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, ensuring the system will function even in a long-term power outage. Hakley, 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) 477-7101
• 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 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 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 cover exit strips. 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, 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 non-discrimination 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 programs or activities 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 Shipensburg University’s Title IX coordinator or to the Department of Education’s Office of Civil Rights:

Shipensburg University Human Resources Office
Title IX Coordinator/Compliance Officer,
University Open Records Officer
1871 Old Main Drive, Suite 106A
Shipensburg, PA 17257-2299
Title9@ship.edu
(717) 477-1323

Office for Civil Rights, Department of Education
400 Maryland Ave. SW
Washington, DC 20202-1100
ed.gov/ocr
ocr@ed.gov
Phone: (202) 425-6700; 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 Health 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 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.

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 Counseling Center, the Office of Inclusion, Belonging, and Social Equity; the Dean of Students Office, the PAGE Center, the Center for Equity Health Education 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 ship.edu/no_more.

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

WOMEN’S CENTER EDUCATIONAL WORKSHOPS

The PAGE 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 PAGE Center at (717) 477-1277 or page@ship.edu for more information.

The PAGE Center offered the following prevention and awareness programs for all students in 2021 and will offer them again in the 2022-2023 academic year pursuant to COVID-19 health and well-being guidelines promulgated by federal and state 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

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 seek support on campus

WHAT IS THE UNIVERSITY’S 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 Inclusion, Belonging, and Social Equity, and the 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 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 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 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 PAGE 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.

Report these offenses to the University Police Department, the local police department in the 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 university has the right to:

You have the following rights from the police.

Complaint Bill of Rights

- The right to an investigation and appropriate resolution of all credible complaints of sexual misconduct made in good faith to 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 or on-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 or investigation, campus or criminal, need occur before this option is available).
- The right to have irrelevant prior sexual history admitted as evidence in a campus hearing.
- The right to a University Conduct Board composed of representatives of both genders.
- The right to have complaints heard and appeals adjudicated by those who have received annual sexual misconduct training.
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- The right to have complaints heard and appeals adjudicated by those who have received annual sexual misconduct training.
- 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.
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- 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.

Complainant Bill of Rights

- The right to preservation of confidentiality to the extent possible and allowed by law.
- The right to a hearing closed to the public.
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:

- **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 person or group of people, 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 at all times.
- Know your limits; Avoid excessive use of alcohol and drugs that may interfere with clear thinking.
- Plan ahead when going out.
- Walk with people you know and trust.

- Do not be afraid to ask for help if you are afraid or during, or after an assault.
- Be aware of your surroundings and the people around you.
- Keep campus emergency numbers in your cell phone or call 911.
- Always trust your instincts when something or a situation does not feel right.”
- If a person is intoxicated with alcohol or drugs, legal or illegal, they cannot legally consent to sex.
- Do not allow politeness, fear of hurting someone’s feelings, or accusations that you have “led someone on” to trap you into a dangerous situation.
- Know your sexual boundaries and clearly communicate them; speak up and be assertive about yourself.
- Do not be a silent bystander. If you see a potentially dangerous situation, speak up, get help, call 911.

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 off-campus locations. The Shippensburg Borough Police and the Pennsylvania State Police routinely provide information to the university regarding incidents involving students residing off-campus. Students who participate in illegal activities 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 incidents include all incidents reported to the Office of Public Safety involving students and visitors. These statistics are used to measure campus safety and security. The numbers are a reflection of the number of crimes that occur on campus. These data are compiled and reported by the University Police Department and are used to keep students informed of campus crime and security measures. The University Public Safety and the Department of Public Safety ensure that the data reported are accurate and complete. The data are compiled and reported by the University Police Department and the Department of Public Safety ensure that the data reported are accurate and complete.
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 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.
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* Note: In 2021 there were zero (0) hate crimes and zero (0) unfounded crimes.
### VAWA (Violence Against Women Reauthorization Act) Offenses Reporting Table

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<th>Offense</th>
<th>Year</th>
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<th>On-Campus Property</th>
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### Arrests and Disciplinary Referrals Reporting Table

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**FIRE SYSTEMS IN RESIDENCE HALLS**

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* Apartment Complex owned and controlled by the SU Foundation

---

**STATISTICS AND RELATED INFORMATION REGARDING FIRES IN RESIDENCE HALLS**

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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>
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* SUPD Incident Number
** Apartment Complex owned and controlled by the SU Foundation
† McLean and Mowrey Halls not housing students during Spring and Fall semesters

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**SHIPPENSBURG UNIVERSITY**

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**SHIPPENSBURG UNIVERSITY**

25
STUDENTS MAY CONTACT ANY OF THE FOLLOWING TO REPORT CRIMES

<table>
<thead>
<tr>
<th>CAMPUS OFFICES</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) 477-1165</td>
<td>301 Old Main</td>
</tr>
<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) 477-1848</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>
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<tr>
<td>Office of Inclusion, Belonging, and Social Equity</td>
<td>(717) 477-1161</td>
<td>200 Old Main</td>
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<tr>
<td>Office of Communications and Marketing</td>
<td>(717) 477-1201</td>
<td>302 Old Main</td>
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<tr>
<td>Pride and Gender Equity (PAGE) Center</td>
<td>(717) 477-1277</td>
<td>232 CUB</td>
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<td>Admissions</td>
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<th>EMERGENCY SERVICES</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>
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<tr>
<td>On-campus Emergencies (Fire, Medical)</td>
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<tr>
<td>Shippensburg Borough Police Dept., 60 W. Burd St., Shippensburg, PA 17257</td>
<td>(717) 532-7361</td>
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<td>Pennsylvania State Police Carlisle Barracks, 1538 Commerce Ave., Carlisle, PA 17013</td>
<td>(717) 249-2121</td>
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<th>OFFICES THAT CAN PROVIDE ASSISTANCE TO VICTIMS OF SEX CRIMES</th>
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<td><strong>ON CAMPUS</strong></td>
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<tr>
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<td>Office of Student Development</td>
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<tr>
<td>PAGE Center</td>
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<td>Office of Social Equity</td>
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<td>Elter Health Center</td>
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<td>Advocacy Hotline</td>
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<td>Office of Multicultural Student Affairs</td>
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<tr>
<td>Office of the Title IX Coordinator</td>
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<td><strong>OFF CAMPUS</strong></td>
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<td>Domestic Violence Services of Cumberland and Perry Counties</td>
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<td>Sexual Assault/Rape Crisis Services of Cumberland County</td>
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<td>Women in Need (Franklin and Fulton County)</td>
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<td>US Citizenship and Immigration Services</td>
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<td>MidPenn Legal Services</td>
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ship.edu/maps
For More Information
Administration and Finance (717) 477-1375
Student Affairs (717) 477-1165
Public Safety (717) 477-1444

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Shippensburg University website at ship.edu/police.

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Shippensburg University, 1871 Old Main Drive, Shippensburg, PA 17257-2299,
(717) 477-1364, oar@ship.edu.

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