



UNIVERSITY POLICE

Crime Statistics Security Report, Fire Safety and
On-Campus Student Housing Report

2022 edition

This copy contains statistics for the calendar years 2019-2021

PennWest **CALIFORNIA** UNIVERSITY POLICE

Crime Statistics Security Report And Fire Safety and On-Campus Student Housing Report

Both the College and University Security Information Act and the Crime Awareness and Campus Security Act of 1990 require the publication of certain information and statistics to be distributed to students, employees and applicants.



2022 edition

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California, Clarion and Edinboro universities integrated to become Pennsylvania Western University on July 1, 2022. All crime statistics included in this current report predate the integration. Beginning in 2023, there will be a single Clery report for Pennsylvania Western University.



Dear Campus Community,

Many prospective students and their families, as well as prospective employees, have indicated their concern and interest in measures taken by colleges and universities regarding campus safety.

Safety at PennWest University is everybody's business. PennWest California students, faculty and staff are partners with the University in creating an atmosphere that is safe and conducive to learning. Together we form a powerful team.

The key to preventing crime is awareness through education. While it is not likely that you will become a victim of crime on campus, PennWest California has taken many steps to reduce the risks. The information in this handy guide, combined with practical precautions, can ensure your safety and the safety of all members of the California family.

Please read this guide carefully and use the information to help maintain a safe environment. Only with your help can we succeed in keeping PennWest California a great place to live, work and study.

This edition of PennWest California's Safety and Security Report is in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act of 1998. We hope the information in this brochure will help to increase your personal awareness of safety and security on campus.

CALIFORNIA CAMPUS CRIME STATISTICS

The University Police Department gathers statistical data and prepares this publication in collaboration with local law enforcement agencies, the Student Affairs division, the Office of Student Conduct, the End Violence Center, the Office of Social Equity and campus security authorities (CSAs). The University Police Department sends letters to all outside agencies once a year requesting any statistical data required by the Clery Act. University police also send out a notice via email to all CSAs asking them to report any crimes that they are aware of or that have been reported to them.

Individuals who wish to report crimes on a voluntary, confidential basis for inclusion in the campus security document may do so by contacting the University Police Department at 724-938-4299 and advising the officer they wish to remain anonymous; or they can fill out the anonymous witness form that is available online and send it via email to University Police officials. In seeking to maintain a safe, secure and educational setting, the University Police Department encourages the reporting of crimes and other emergencies. Individuals who report crimes are not compelled to seek criminal prosecution of suspects.

Information about crime on campus can be found in this brochure. Crime data is presented in separate tables because federal and state laws governing the reporting and presentation of statistics differ. This publication can be obtained by contacting the University Police at 724-938-4299.

In addition, an electronic version of the report is published at: www.calu.edu.

AUTHORITY – CALIFORNIA CAMPUS

The University Police Department is here to help all members of the university community. The University Police Department, located in the Building B, serves as the administrative office responsible for law enforcement on the California campus. University Police officers are on duty 24 hours a day, every day of the year. The University Police Department has full arrest powers, and its officers are responsible for enforcing all state and federal laws, as well as any applicable University policies. The University Police Department is the police department of jurisdiction on the California campus. University Police authority includes the power of arrest on all campus property, whether owned or leased. University Police officers also may initiate campus judicial board procedures for violation of the Student Code of Conduct, either as a sole process for resolution or in addition to criminal charges. University Police receive their arrest powers through a commission from the Governor of Pennsylvania.

The University Police Department consists of a full-time chief, full-time assistant chief, 15 full-time commissioned officers, one full-time K-9 officer, two dispatchers and one administrative assistant. All police officers have completed the required training at the Pennsylvania Municipal Police Officers Training Academy. All officers are required to maintain certifications in cardio-pulmonary resuscitation (CPR), including the use of an automated external defibrillator (AED) and first aid, pepper spray, ASP, tasers, firearms and annual update training through the Pennsylvania Municipal Police Officers Training Commission. The officers also attend additional specialized training, such as active-shooter training, as it becomes available. The department patrols consist of marked units, bicycle, ATV and foot patrols for the California campus.

The University Police Department maintains a 24-hour dispatch center to answer all calls for assistance. Upon receiving a request for assistance, an officer, along with any other appropriate personnel, will be immediately dispatched to the location. In cases involving criminal activity, University police officers will respond and conduct an investigation. Information regarding all arrests made by University Police for criminal violations on campus is forwarded to the Office of Student Conduct.

The University Police Department maintains a liaison with the California Borough Police Department for any crimes committed by a student off campus. When Borough Police arrest an individual known to be a University student, a news release is sent to the Office of Student Conduct. University Police provide a list of all addresses for non-campus locations of student organizations officially recognized by the University, including housing facilities, when requesting annual crime statistics via certified mail. The University Police Department also maintains an excellent relationship with all local police agencies, Pennsylvania State Police and

all federal agencies. If the need for additional police officers arises, these agencies may be called for assistance.

When necessary, physical evidence is processed by the Pennsylvania State Police Crime Laboratory or the FBI Laboratory Division. University Police regularly use the National Crime Information Center to assist in the investigation of criminal offenses, giving them access to more than 20 million files.

REPORTING CRIMES

The 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. Those incidents reported to pastoral or professional counselors are not included in campus crime statistics. However, reports of criminal activity that are brought to the attention of the Dean of Students, University Housing, any student organization or activity adviser, athletic coaches, intramural sport advisers or medical health professionals are required to be reported annually and, as such



are brought to the attention of the University Police either by the victims or by the person receiving the report. Those who report criminal incidents to pastoral or professional counselors are encouraged to report the incident voluntarily to University Police on a confidential basis for inclusion in the annual disclosure of crime statistics. An anonymous witness form is available online at calu.edu.

Providing safety and security is the primary responsibility of the University Police Department, and its main goal is to serve and protect the University community. However, the police department cannot achieve this goal 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. Taking responsibility and reporting crime and suspicious activities in a timely manner will be beneficial to you, the University, and the entire community.



WHERE TO GET INFORMATION

The Daily Logs are records of all the incidents that have occurred within the patrol jurisdiction of the University Police Department. The Daily Logs are kept in the dispatch area of the University police station. Log entries for the most recent 60 days may be viewed by the general public, except when prohibited by law or when disclosure jeopardizes an investigation or the confidentiality of the victim. If a request is made to inspect entries in the Daily Logs that are more than 60 days old, these must be made available within two (2) business days of the request.

Crime statistics, as well as security policies and procedures reports, are available at the Admissions Office and at the Administration and Finance Office, both in Dixon Hall; in the Student Affairs Office, in the Natali Student Center; and in the University Police Department office, in the Building B. Special criminal alert notifications are posted online at www.calu.edu and/or on University bulletin boards across the campus when the need arises.

University Police make a weekly check with the local police and receive all information concerning student criminal activity. This information, in addition to being retained by the University Police Department, is also provided to the associate dean for student conduct, who may subject the violator to University discipline procedures.

SAFETY/SECURITY AND CRIME PREVENTION PROGRAMS

In an effort to improve campus safety/security and prevent crime on campus, California offers these education programs:

- **New Student Orientation and Welcome Weekend** — Both programs include safety/security and crime prevention information for incoming first-year and transfer students.

- **Everfi** — Online training for all students that covers student rights and responsibilities under Title IX; protections and prohibited acts under the Violence Against Women Act (VAWA) and the Clery Act. (Required)
- **The Clery Act and Campus Security Authorities** — Online training for all students that outlines school and campus authority (CSA) responsibilities under the Clery Act. (Required)
- **BASICS (Brief Alcohol Screening and Intervention of College Students)** — An alcohol education and preventive intervention program, available to all students and required of students who have been cited by the University judicial officer for violations of the Student Code of Conduct.
- **CASICS (Cannabis Screening and Intervention for College Students)**— A marijuana education and preventive intervention program, available to all students and required of students who have been cited by the University judicial officer for violations of the Student Code of Conduct.
- **Bystander Intervention Training** — Education/training focused on intervention in cases of alcohol poisoning, presented to residence hall Community Assistants, and to other groups upon request

TIMELY WARNING NOTICE

The University Police Department is required to issue timely warnings to the campus community regarding any Clery crime that occurs on our Clery geography and is considered an ongoing threat to the University community in compliance with The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (hereafter the Clery Act, 20 USC 1092,) and the Pennsylvania Uniform Crime Reporting Act (hereafter Act 180, S.B. 668, 2003).

PennWest California goes beyond that requirement and will also issue other alerts if a crime of significance takes place outside our Clery geography; crime alerts and safety bulletins will be issued in those instances.

These warnings (“alerts”) are posted and distributed in partnership with the Office of Environmental Health and Safety, the Office of Student Affairs, and the Office of Communications and Marketing through a variety of media, including the Omnilert e2Campus notification system, campuswide email and the University website.

The warnings are designed to provide timely notification to the campus community of a serious crime or a safety concern. The warnings provide information regarding the matter in question, and assist all concerned in taking appropriate safety precautions.

Definition(s):

1. Timely Warnings

- a. Are issued when a Clery crime is committed and the crime is committed on Clery geography.
- b. Are generally confined to serious crimes that occur on campus and in adjacent areas defined in the Clery Act.

2. Crime Alerts

- a. Are issued about individual crimes against persons (e.g., any assault, robbery, any hate crime), or any series/patterns of personal or property crimes (e.g., multiple thefts/burglaries, thefts from autos in a particular campus parking lot) in which a member of the University community or the University itself is the victim; and
- b. Are generally confined to crimes that occur off campus, or immediately adjacent to the campus.

3. Safety Bulletins

- a. Are issued to warn or inform the campus community about serious crimes against persons that occur in nearby areas likely to be frequented by students, and/or in neighborhoods where significant numbers of students live in private, non-University housing.
- b. Are issued to provide crime prevention tips relevant to University-sponsored events, national holidays, and unofficial commercial or religious holidays (e.g., during Move-In Days and the week of New Student Orientation to remind new and returning students of commonsense steps to ensure the safety of their persons and their property).
- c. Are issued when a single crime or repeated pattern of crimes:
 - i. Occurs only in/at one particular on-campus residence hall or off-campus housing location, or one University building;
 - ii. Has a low likelihood of occurring in other campus locations; and
 - iii. When safety tips or other advice relevant to this criminal offense or pattern would not be of interest to the entire University community from a crime prevention standpoint.

4. Emergency Team

The Emergency Team is led by the Chief of Police; members from the Office of Environmental Health and Safety, Campus Administrator, the Executive Director of Communications, and the Vice President for Student Affairs or other designees appointed by the University President.



CLERY GEOGRAPHY MAP



NON-CAMPUS MAP

ORGANIZATIONS AND LOCATIONS

Fraternities

Acacia
649 Park St.
California, PA 15419

Alpha Kappa Lambda
600 Wood St.
California, PA 15419

Theta Xi
728 High St.
California, PA 15419

Sigma Tau Gamma
545/547 2nd St.
California, PA 15419

Sororities

Delta Zeta
507 2nd St.
California, PA 15419



Non-campus Property

PENNWEST CALIFORNIA AT WASHINGTON HOSPITAL



No Residence Halls



VIOLENCE AGAINST WOMEN ACT [VAWA]:

JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT, AS AMENDED BY THE VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT OF 2013

PennWest California does not discriminate on the basis of sex in its educational programs and activities; sexual harassment and sexual violence are types of sex discrimination. Other acts can also be forms of sex-based discrimination and are also prohibited whether sexually based or not and include dating violence, domestic violence, and stalking. As a result, PennWest California issues this statement of policy to inform the community of our comprehensive plan addressing all forms of sexual misconduct through educational programs and procedures that address sexual assault, domestic violence, dating violence, and stalking. PennWest University prohibits the offenses of domestic violence, dating violence, sexual assault and stalking and reaffirms its commitment to maintain a campus environment that emphasizes the dignity and worth of all members of the University community.

POLICY ON SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE AND STALKING

PennWest California proudly embraces its Bill of Rights and Responsibilities, which notes the right to safety and security and the responsibility to ensure the safety and security of others. In our efforts to promote a safe and secure learning and work environment, PennWest California prohibits the crimes of dating violence, domestic violence, sexual assault and stalking. A community response has been established to prevent these crimes, serve victims, and increase accountability.

DEFINITIONS:

PennWest University prohibits the crimes of domestic violence, dating violence, sexual assault and stalking, as defined by the Uniform Crime Reporting Handbook and Section 40002(a) of the Violence Against Women Act of 1994.

WHAT IS CONSENT?

Consent is clear, knowing and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity. Consent to any one form of sexual activity cannot automatically imply consent to any other form of sexual activity. Previous relationships or prior consent cannot imply consent to future sexual acts. Consent can be withdrawn at any point in sexual activity.

Sexual Assault: Any sexual act directed against another person without the consent of the victim, including instances where the victim is incapable of giving consent.

Rape: The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Fondling: The touching of the private body parts of another person for the purpose of sexual gratification without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory rape: Sexual intercourse with a person who is under the statutory age of consent.

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.
- The frequency of interaction between the persons involved in the relationship.

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; or
- 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.

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his/her safety or the safety of others or suffer substantial emotional distress.

- Course of Conduct: Two or more acts, including (but not limited to) acts in which the stalker directly, indirectly or through third parties, by any action, method, device or means, follows, monitors, observes, surveilles, threatens or communicates to or about a person, or interferes with a person's property.

- Reasonable Person: A reasonable person under similar circumstances and with similar identities to the victim.
- Substantial Emotional Distress: Significant mental suffering or anguish that may (but does not necessarily) require medical or other professional treatment or counseling.

REPORTING AND RESPONSE TO SEXUAL MISCONDUCT

Any individual, including a third party, may make a report concerning sexual misconduct. Complainants and third-parties are encouraged to report sexual misconduct as soon as possible to allow the University to respond promptly and effectively.

The Title IX Coordinator/designee or Director of Human Resources, Vice President for Student Affairs, University Provost, University President, and the State System Chancellor has authority to institute corrective measures for reports of alleged violations of this Policy. Mandated reports to the Title IX Coordinator by Officials, Volunteers and Employees shall not automatically result in corrective measures being instituted. Individuals are encouraged to report sexual misconduct directly to the Title IX Coordinator, through the University's electronic and anonymous reporting systems or by filing a Formal Complaint.

1. REPORTS TO THE TITLE IX COORDINATOR

Any person may report sex discrimination, including sexual misconduct (whether or not the person reporting is the person alleged to be the person subjected to conduct that could constitute sex discrimination or sexual misconduct), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report.

Contact Information for the Title IX Coordinator

Amy Salsgiver
 Director of Equity, Compliance and Title IX Coordination
 423 Becht Hall, Clarion PA 16214
 814-393-2109 asalsgiver@pennwest.edu

Title IX Intake Offices

Sheleta Camarda-Webb
 Dixson Hall Room 422
 724-938-5735 or camardawebb@pennwest.edu

Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address listed for the Title IX Coordinator.

The University's Title IX Coordinator is trained to work with individuals who report sexual misconduct and have knowledge about resources and services, both on and off campus, including the availability of Supportive Measures.

If a report of misconduct discloses a serious or immediate threat to the campus community, the University will issue a timely warning to the community to protect the health or safety of the community. The timely warning will not include any identifying information about the Complainant.

PLEASE NOTE: Title IX Coordinators are not a confidential source of support. While they will address matters reported with sensitivity and will keep your information as private as possible, confidentiality cannot be guaranteed. To speak with an individuals designated as having confidentiality, please contact:

Health and Wellness Center: 724-938-4232

<https://www.calu.edu/student-life/health-wellness.aspx>

Counseling Center: 724-938-4056

<https://www.calu.edu/student-life/health-wellness.aspx>

End Violence Center: 724-938-5707

<https://www.calu.edu/catalog/current/graduate/student-affairs/end-violence.aspx>

PLEASE ALSO NOTE: Making a report is different from filing a Formal Complaint (see the section titled Filing a Formal Complaint). A report is defined as notification of an incident of sexual misconduct to the Title IX Coordinator or designee by any person. A report may be accompanied by a request for (1) Supportive Measures; (2) no further action; (3) filing a Formal Complaint a request to initiate an informal resolution process; and/or (4) a request to initiate an informal resolution process after filing a Formal Complaint. Filing a Formal Complaint initiates the University's formal investigation process. (See Sexual Misconduct Resolution Process).

2. ELECTRONIC AND ANONYMOUS REPORTING

You may also file a report about sexual misconduct using the appropriate links below. While anonymous reports are accepted, the University's ability to address misconduct reported anonymously is significantly limited.

Individuals may use this site to electronically file a report of sexual misconduct with the University: calu.edu/inside/faculty-staff/administrative-offices/human-resources/equal-opportunity/complaint-form.jsp

Individuals may also file a report electronically by email to: asalsgiver@pennwest.edu.

3. FILING A FORMAL COMPLAINT

The timeframe for the Sexual Misconduct Resolution Process under this Policy begins with the filing of a Formal Complaint and will be concluded within a reasonably prompt manner, and usually no longer than 90 calendar days after the filing of the Formal Complaint, provided that the Process may be extended for a good reason, as set forth more fully in the Continuances and Granting Extensions section. Appeals may extend the timeframe for resolution.

To file a Formal Complaint, a Complainant must provide the Title IX Coordinator a written, signed complaint describing the facts alleged.

If a Complainant does not wish to make a Formal Complaint, the Title IX Coordinator may determine a Formal Complaint is necessary. The University will inform the Complainant of this decision in writing, and the Complainant need not participate in the process further, but will receive all notices issued under this Sexual Misconduct Resolution Process. **PLEASE NOTE:** The Title IX Coordinator does not lose impartiality solely due to signing a Formal Complaint.

A Complainant who files a Formal Complaint may elect, at any time, to address the matter through the Informal Resolution Process (see the Informal Resolution section below).

4. CRIMINAL REPORTING OPTIONS

A Complainant may also seek to initiate a criminal complaint, independent of or parallel with any report made to the University.

University Police - 724-938-4299

Building B North Wing

420 Hickory St.

California, PA 15419

California Borough Police - 911

225 Third Street, California, PA 15419

State Police - 911

PLEASE NOTE: *The University's policy, definitions, and burden of proof may differ from Pennsylvania criminal law. Neither law enforcement's decision whether to prosecute, nor the outcome of any criminal prosecution, is determinative of whether sexual misconduct has occurred under this Policy. In cases where there is a simultaneous law enforcement investigation, there may be circumstances when the University may need to temporarily delay its investigation while law enforcement gathers evidence. However, the University will generally proceed with Formal Complaint even during the time of a pending law enforcement investigation.*

The University may not be informed of reports made with law enforcement agencies.

5. EXTERNAL REPORTING OPTIONS

A person may also file a complaint with the U.S. Department of Education's Office for Civil Rights regarding an alleged violation of Title IX by calling 1-800-421-3481 : 1-877-521-2172 TTY or emailing OCR.Philadelphia@ed.gov or visiting <https://www2.ed.gov/about/offices/list/ocr/complaintintro.html>.

A person may also file a complaint with the Pennsylvania Human Relations Commission by calling 717- 787-9780 for the Harrisburg Regional Office; 412-565- 5395 for the Pittsburgh Regional Office; or 215-560-2496 for the Philadelphia Regional Office; or by visiting <https://www.phrc.pa.gov/Pages/default.aspx>.

Employees may also file a charge with the Equal Employment Opportunity Commission regarding an alleged violation of Title VII by calling 1-800-669-4000 or visiting <https://www.eeoc.gov/employees/howtofile.cfm>. The University may not be informed of reports made with external agencies.

6. TRUTHFULNESS

All participants in the reporting and resolution processes have the responsibility to be truthful with the information they share at all stages of the process. A report of a violation under this Policy is not considered a bad faith report merely because the evidence does not ultimately support the allegation. Individuals are prohibited from knowingly making a false report, filing a false Formal Complaint or making misrepresentations. If an investigation results in a finding that a person has willfully filed a bad faith report, filed a false Formal Complaint or made misrepresentations as part of the reporting or resolution process, the person may be subject to appropriate Disciplinary Sanctions



under the Code of Conduct in the case of Students or other relevant University policy and collective bargaining agreements in the case of Officials, Employees or Volunteers.

7. MULTIPLE PARTY COMPLAINTS

The Title IX Coordinator may consolidate Formal Complaints involving multiple parties where the allegations of sexual misconduct arise from the same facts or circumstances; in such consolidated matters, the Sexual Misconduct Resolution Process applies to more than one Complainant and/or more than one Respondent, but each party is still an “individual” and not a group or organization. The decision of the Title IX Coordinator to consolidate Formal Complaints is not subject to appeal.

UNIVERSITY REPORTING OBLIGATIONS

1. MANDATED REPORTING OBLIGATIONS OF UNIVERSITY OFFICIALS, VOLUNTEERS AND EMPLOYEES

All University Officials, Volunteers and Employees (including student employees) are obligated to report incidents of sexual misconduct of which they become aware to the Title IX Coordinator/designee, unless:

- 1) they serve in a role that makes such reports privileged or are recognized as providing a confidential resource (see Statement on Privacy and Confidentiality); or 2) they are a faculty member and learn of the report from a student during a classroom discussion, in a writing assignment for a class, or as part of a University-approved research project.

PLEASE NOTE: These reporting exceptions do not apply to reports of sexual misconduct involving an individual who was, or is, a child (a person under 18 years of age) when the abuse allegedly occurred. When a report involves suspected abuse of a child (an individual under the age of 18 at the time of the incident(s) as reported), all the University Employees, Officials and Volunteers are required to notify the University police and the ChildLine run by the Pennsylvania Department of Human Services (1-800-932- 0313). All other members of the University community are strongly encouraged to report suspected child abuse to law enforcement or the ChildLine.

University Employees designated as Campus Security Authorities (CSAs) under the Clery Act are required to report certain crimes for federal statistical reporting purposes.

2. UNIVERSITY OBLIGATIONS REGARDING TIMELY WARNINGS

Parties reporting Sexual Assault, Domestic Violence, Dating Violence, and/or Stalking should be aware that under the Clery Act, the University must issue timely warnings for reported incidents that pose a serious or continuing threat of bodily harm or danger to members of the campus community. If a report of sexual misconduct discloses a serious or immediate threat to the campus community, the University will issue a timely notification to the community to protect the health or safety of the community. The timely notification will not include any identifying information about the Complainant.

JURISDICTION AND DISMISSALS

In certain circumstances where violations defined under the Final Rule as Regulatory Prohibited Conduct (Regulatory Quid Pro Quo, Regulatory Hostile Environment Sexual Harassment, Regulatory Dating Violence, Regulatory Domestic Violence, Regulatory Sexual Assault and Regulatory Stalking) do not meet jurisdictional requirements, the University must dismiss those allegations contained in the Formal Complaint.

In certain circumstances the Title IX Coordinator may dismiss a Formal Complaint, or any specific allegations raised in the Formal Complaint at any time during the investigation or hearing. Any Party may appeal a dismissal determination. See the Determining Jurisdiction and Mandatory Dismissal for Certain Allegations under the Sexual Misconduct Resolution Process Section for more information.

EMERGENCY REMOVAL FOR STUDENTS

- 1.** The University retains the authority to remove a Respondent from its Education Programs or Activities on an emergency basis. This action is also referred to as an emergency removal.
- 2.** Before imposing an emergency removal on a student Respondent, the University will:
 - A.** undertake an individualized safety and risk analysis; and
 - B.** determine that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of covered sexual misconduct justifies a removal.
- 3.** If the University imposes an emergency removal on a student Respondent, the University will provide the Respondent with notice and an opportunity to challenge the decision immediately following the removal.
 - A.** The University will provide written notice of the emergency removal and applicable charges.
 - B.** The University will provide an opportunity for the Respondent to appeal that decision to an appropriate Hearing Officer or designee within 10 business days of the imposition of the emergency removal.
 - C.** The designated University Hearing Officer will hear the evidence and determine whether there is sufficient evidence to support the conclusion that the Respondent poses an immediate threat to the physical health or safety of any student or other individual arising from the allegations of covered sexual misconduct and that, based on that threat, removal is the appropriate course of action.

4. If the University learns of evidence that demonstrates that the emergency action is no longer justified after the emergency removal is imposed against a student Respondent, the University will take prompt action to rescind the emergency removal.
5. All emergency removals will also comply with requirements under Chapter 505 of Title 22 of the Pennsylvania Code concerning Student Personnel.

ADMINISTRATIVE LEAVE FOR EMPLOYEES

The University retains the authority to place Employees on administrative leave consistent with applicable requirements of relevant University policies and collective bargaining agreements.

INFORMAL RESOLUTION PROCESS

Informal means of resolution, such as mediation, may be used as an alternative to the formal investigation and hearing procedures. Informal resolution is a voluntary process and may be used only where a Formal Complaint has been filed. Upon written agreement of all parties, informal resolution may be initiated at any time prior to finding of responsibility in a hearing, and may be terminated at any time prior to final resolution. If the informal process is terminated, the Sexual Misconduct Resolution Process, which includes an investigation and hearing, will proceed. Once a final resolution has been reached and documented and signed by all parties, the resolution cannot be appealed.

Informal resolution may not be utilized when a Student files a Formal Complaint against a University Employee, Volunteer or Official under this Policy.

SEXUAL MISCONDUCT RESOLUTION PROCESS

1. FORMAL COMPLAINT

The Sexual Misconduct Resolution Process is initiated by a Complainant providing the Title IX Coordinator a written, signed Formal Complaint describing the facts alleged. See the section titled Filing a Formal Complaint above.

2. NOTICE OF ALLEGATIONS

The Title IX Coordinator will draft and provide a written Notice of Allegations to any Party alleged to have violated this Policy. Such notice will occur as soon as practicable, but no more than 10 business days, after the University receives a Formal Complaint of the allegations, if there are no extenuating circumstances.

The Notice of Allegations will include the following:

- A.** Notice of the University's Sexual Misconduct Resolution Process including any Informal Resolution process and a hyperlink to a copy of the process.
- B.** Notice of the allegations potentially constituting violation(s) of any University policy, and sufficient details known at the time the Notice of Allegations is issued, such as the identities of the parties involved in the incident, if known, including the Complainant; the conduct allegedly constituting a policy violation; and the date and location of the alleged incident, if known.

- C.** A statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the hearing.
- D.** A statement that the Parties may have an Advisor of their choice.
- E.** A statement that before the conclusion of the investigation, the Parties may inspect and review evidence obtained as part of the investigation that is directly related to the allegations raised in the Formal Complaint, including the evidence upon which the University does not intend to rely in reaching a determination regarding responsibility, and evidence that both tends to prove or disprove the allegations, whether obtained from a Party or other source.
- F.** Individuals are prohibited from knowingly filing a false report or making misrepresentations. If, following an investigation and hearing as appropriate under applicable policy, a person is found to have willfully filed a bad faith report or made misrepresentations as part of a resolution process, the party may be subject to appropriate Disciplinary Sanctions under the Code of Conduct in the case of Students or other relevant University policy in the case of Officials, Employees or Volunteers.

The Parties will be notified by their University email accounts if they are a Student or Employee, and by other reasonable means if they are neither.

The University will provide sufficient time for the Parties to review the Notice of Allegations and prepare a response before any initial interview.

3. DETERMINING JURISDICTION AND MANDATORY DISMISSAL FOR CERTAIN ALLEGATIONS

For alleged violations of Regulatory Prohibited Conduct (Regulatory Quid Pro Quo, Regulatory Hostile Environment Sexual Harassment, Regulatory Dating Violence, Regulatory Domestic Violence, Regulatory Sexual Assault and Regulatory Stalking) the following elements will be determined in the reasonable determination of the Title IX Coordinator:

- A.** The conduct is alleged to have occurred in the United States;
- B.** The conduct is alleged to have occurred in the University's Education Program or Activity; and
- C.** The alleged conduct, if true, would constitute covered Regulatory Prohibited Conduct, as defined in this Policy.

If all of the elements are met, the University will investigate the allegations under the processes set forth in this Policy. If any one of these elements is not met, the Title IX Coordinator will notify the parties the specific allegation contained in the Formal Complaint does not meet the required jurisdictional requirements under the Final Rule and is being dismissed. Any Party may appeal a dismissal using the process set forth in the Appeals section below. Dismissal of any violations constituting Regulatory Prohibited Conduct will not affect the University's ability to proceed with an investigation of charges categorized as Non-Regulatory or other charges under this Policy or any other University Policy.

4. DISCRETIONARY DISMISSALS FOR ALL ALLEGATIONS

The Title IX Coordinator may dismiss a Formal Complaint brought under this Policy, or any specific allegations raised within that Formal Complaint, at any time during the investigation or hearing, if:

- A.** A Complainant notifies the Title IX Coordinator in writing that they would like to withdraw the Formal Complaint or any allegations raised in the Formal Complaint;
- B.** The Respondent is no longer enrolled in, associated with or employed by the University; or,
- C.** If specific circumstances prevent the University from gathering evidence sufficient to reach a determination regarding the Formal Complaint or allegations within the Formal Complaint.

Any Party may appeal a dismissal using the process set forth in the Appeals section below.

5. ALLEGATIONS POTENTIALLY FALLING UNDER TWO POLICIES

If a Formal Complaint against a Respondent who is a Student contains allegations of a violation of any of the listed Sexual Misconduct Violations in this Policy, as well as any other violation in the Code of Conduct, the Sexual Misconduct Resolution Process set forth in this Policy will be applied in the investigation and adjudication of all of the allegations. If all of the alleged Sexual Misconduct Violations of this Policy are dismissed, and the remaining underlying allegations, if true, would violate another University policy or the University's Code of Conduct, the matter may be referred for further action by the University's Office of Student Conduct, as appropriate.

If a Formal Complaint against a Respondent who is an Employee contains allegations of violations of Regulatory Prohibited Conduct (Regulatory Quid Pro Quo, Regulatory Hostile Environment Sexual Harassment, Regulatory Dating Violence, Regulatory Domestic Violence, Regulatory Sexual Assault and Regulatory Stalking), the Sexual Misconduct Resolution Process set forth in this Policy will be applied in the investigation and adjudication of those allegations. For all other allegations, the University will follow applicable requirements in University policies and relevant collective bargaining agreements for resolution of the other allegations contained in the Formal Complaint.

If a Formal Complaint against a Respondent who is an Official or Volunteer contains any allegations under this Policy, the University or System will follow applicable requirements in University or System policies or procedures and standards for resolution of the allegations contained in the Formal Complaint.

Notice of Dismissal

Upon reaching a decision that any specific allegation contained in the Formal Complaint will be dismissed, the University will promptly send written notice of the dismissal and the reason for the dismissal, simultaneously to the parties through their institutional or other provided email account. It is the responsibility of parties to maintain and regularly check their email accounts.

6. INVESTIGATION

A. General Rules of Investigations

The Title IX Coordinator and/or an Investigator designated by the Title IX Coordinator will perform an investigation of the conduct alleged under a reasonably prompt timeframe, following issuance of the Notice of Allegations.

The University and not the Parties, has the burden of proof and the burden of gathering evidence, i.e., the responsibility of showing a violation of this Policy has occurred. Either party may decide not to share their account of what occurred or may decide not to participate in an investigation or hearing. This does not shift the burden of proof away from the University and does not indicate responsibility.

The University cannot access, consider, or disclose medical records without a waiver from the party (or parent, if applicable) to whom the records belong or of whom the records include information. The University will provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence, (i.e., evidence that tends to prove and disprove the allegations). See Inspection and Review of Evidence section below.

B. Inspection and Review of Evidence

Prior to the completion of the investigation, the parties will have an equal opportunity to inspect and review the evidence obtained through the investigation. The purpose of the inspection and review process is to allow each party the equal opportunity to meaningfully respond to the evidence prior to issuance of the investigation report.

Evidence that will be available for inspection and review by the parties will be any evidence that is directly related to the allegations raised in the Formal Complaint. It will include any:

- 1.) Evidence that is relevant, even if that evidence does not end up being relied upon by the Decision Maker(s) in making a determination regarding responsibility;
- 2.) inculpatory or exculpatory evidence (i.e., evidence that tends to prove or disprove the allegations) that is directly related to the allegations, whether obtained from a Party or other source.

The University will send the evidence to each Party and each Party's Advisor, if any, to inspect and review through an electronic format or a hard copy. The University is not under an obligation to use any specific process or technology to provide the evidence and shall have the sole discretion in terms of determining format and any restrictions or limitations on access.

The Parties will have 10 calendar days to inspect and review the evidence and submit a written response by email to the Investigator. This response should include any new or additional evidence the Party would like the Investigator to consider. The University will provide copies of the Parties' written responses, and any new or additional evidence provided, to the other Party and their Advisor. The other Party will have 5 calendar days to inspect, review, and respond to the new or additional evidence through a written response to the Investigator.

The University will provide copies of the Party's supplemental written response to the other Party and their Advisor.

The Investigator will consider the parties' written responses before completing the Investigative Report. Parties may request a reasonable extension of the time to submit a written response, which may be denied in the sole discretion of the Investigator, in consultation with the Title IX Coordinator.

The Investigator has 10 business days to generate a report or after the responses to additional evidence are due or, alternatively, may provide the Parties and their Advisors with written notice extending the investigation and explaining the reason for the extension.

The parties and their Advisors are encouraged not to disseminate the Investigative Report or photograph or otherwise copy any of the evidence subject to inspection and review or use such evidence for any purpose unrelated to the Sexual Misconduct Resolution Process.

Any evidence subject to inspection and review will be available at any hearing, including for purposes of cross-examination.

C. Investigative Report

The Investigator will create an Investigative Report that fairly summarizes relevant evidence.

The Investigative Report is not intended to catalog all evidence obtained by the Investigator, but only to provide a fair summary of that evidence.

Only relevant evidence (including both inculpatory and exculpatory – i.e., tending to prove and disprove the allegations - relevant evidence) will be referenced in the Investigative Report.

Evidence obtained in the investigation that is determined in the reasoned judgment of the Investigator not to be directly related to the allegations in the Formal Complaint will be included in the appendices to the investigative report.

D. Ongoing Notice

If, in the course of an investigation, the University decides to investigate allegations about either Party that are not included in the Notice of Allegations and are otherwise covered Sexual Misconduct Violations falling within this Policy or other violations of the University's Code of

Conduct, the University will notify the Parties of the additional allegations by their University email accounts or other reasonable means.

The Parties will be provided sufficient time to review the additional allegations to prepare a response before any initial interview regarding those additional charges.



7. GENERAL RULES OF HEARINGS

A. Notice of Hearing

No less than 10 calendar days prior to the hearing, the Title IX Coordinator or Formal Hearing Officer or other designee will send written notice of the hearing to the Parties. The Parties will be notified by their University email accounts or by other reasonable means. Once mailed, emailed, and/or received in-person, notice will be presumptively delivered upon transmission by mail, email, or hand delivery.

The Notice of Hearing will contain:

- 1.)** A description of the alleged violation(s), a list of all policies allegedly violated, a description of the applicable procedures, and a statement of the potential Disciplinary Sanctions actions that could result.
- 2.)** The time, date, and location of the hearing.
- 3.)** Information about the option for the hearing to occur with the parties located in separate rooms using technology that enables the Decision Maker(s) and Parties to see and hear a Party or Witness answering questions. Parties should inform the Title IX Coordinator or Formal Hearing Officer or other designee of any desire to have the hearing occur in separate rooms at least 3 business days prior to the hearing to ensure appropriate technology is in place.
- 4.)** Information on how the hearing will be recorded and on access to the recording for the Parties after the hearing.
- 5.)** A copy of the rules of decorum for all hearing participants.
- 6.)** A list of the Decision Makers and Formal Hearing Officer who will attend the hearing, along with an invitation to object to any actual or perceived conflicts of interest or bias of the Decision Maker(s) prior to the hearing.
- 7.)** A statement that if any Party or Witness does not appear at the scheduled hearing, the hearing may be held in their absence, and the testimony or any statements provided by the Party or Witness prior to the hearing will not be considered by the Decision Maker.
- 8.)** Notification that the parties may have the assistance of an Advisor of their choice at the hearing and will be required to have one present for any questions they may desire to ask of the other Party or Witnesses. The Party should notify the Title IX Coordinator or Formal Hearing Officer or other designee in advance of the hearing if they do not have an Advisor, and the University will appoint one. Each party must have an Advisor present.
- 9.)** A copy of all the materials provided to the Decision Maker(s) about the matter and the opportunity to provide a written response in advance of the hearing.
- 10.)** Information regarding who to contact to arrange any disability accommodations, language assistance, and/or interpretation services that may be needed at the hearing.
- 11.)** For compelling reasons, the Title IX Coordinator or Formal Hearing Officer or other designee may reschedule the hearing.

B. Hearing

The University will not issue a Disciplinary Sanction arising from an allegation of a violation of this Policy without holding a hearing, unless otherwise resolved through an informal resolution process or an alternate process permitted under this Policy. If the University determines a hearing is necessary, the Parties cannot waive the right to a hearing.

The University may still proceed with the hearing in the absence of a Party, and may reach a determination of responsibility in their absence. The University will not threaten, coerce, intimidate, or discriminate against the Party in an attempt to secure the Party's participation.

If a Party does not participate in a hearing or submit to cross-examination in the hearing, the Decision Maker(s) may not rely on any "statement" by that Party. See Cross Examination section below.

The Decision Maker(s) cannot draw an inference about the determination regarding responsibility based solely on a Party's absence from the hearing or refusal to answer cross examination or other questions.

The hearing may be conducted with all Parties physically present in the same geographic location, or, at the University's discretion, any or all Parties, Witnesses, and other participants may appear at the hearing virtually through video conferencing technology. This technology will enable participants simultaneously to see and hear each other. At its discretion, the University may delay or adjourn a hearing based on technological errors.

All proceedings will be recorded through audio recording. That recording or transcript will be made available to the Parties for inspection and review upon request.

C. *Continuances or Granting Extensions*

The University may determine that multiple sessions or a continuance (i.e., a pause on the continuation of the hearing until a later date or time) is needed to complete a hearing. If so, the University will notify all participants and endeavor to accommodate all participants' schedules and complete the hearing as promptly as practicable.

D. *Participants in the Hearing*

Hearings are not public, and the only individuals permitted to participate in the hearing are as follows:

- 1.) The Decision Maker(s);
- 2.) The Formal Hearing Officer;
- 3.) Conduct administrator or designee or IT personnel or other University personnel;
- 4.) The Parties;
- 5.) Advisor of choice or provided by the University for each Party;
- 6.) Witnesses; or
- 7.) Any individuals necessary to provide interpretation or other support services associated with reasonable accommodations to facilitate participation in the hearing.

The Decision Maker(s) and Formal Hearing Officer will not have a conflict of interest or bias in favor of or against Complainants or Respondents generally, or in favor or against the Parties to the particular case. The Parties will have an opportunity to raise any objections regarding a Decision Maker's actual or perceived conflicts of interest or bias at the beginning of the hearing.

Parties and Witnesses cannot be compelled to participate in the hearing, and have the right not to participate in the hearing free from retaliation.

E. Hearing Procedures

For all hearings conducted under this Policy, the procedure will be as follows:

- 1.) Formal Hearing Officer will open and establish rules and expectations for the hearing.
- 2.) The Parties will each be given the opportunity to provide opening statements.
- 3.) The Investigator will present a summary of the final investigation report, including items that are and are not contested. The Investigator will be subject to questioning by the Decision Maker(s) and the Parties (through their Advisors). The Investigator should not be asked their opinion on credibility, recommended findings or determinations. If such information is introduced, the Formal Hearing Officer will direct that it be disregarded.
- 4.) Formal Hearing Officer and Decision Maker(s) will ask questions of the Parties and Witnesses.
- 5.) Parties will be given the opportunity for cross-examination after Decision Maker(s) conduct(s) its initial round of questioning See Cross-Examination Procedure below.
- 6.) During the Parties' cross-examination, Formal Hearing Officer will have the authority to pause cross-examination at any time for the purposes of asking Decision Maker(s) own follow up questions; and any time necessary in order to enforce order for the hearing or the established rules of decorum. If an Advisor does not comply with the established rules of decorum, the University may provide that Party with a different Advisor to conduct cross- examination on behalf of that Party.
- 7.) Should a Party or the Party's Advisor choose not to cross-examine a Party or Witness, the Party shall affirmatively waive cross-examination through a written or oral statement to the Decision Maker(s). A Party's waiver of cross-examination does not eliminate the ability of the Decision Maker(s) to use statements made by the Party.

F. Relevant Evidence and Questions

"Relevant" evidence and questions are those questions and evidence that tends to make an allegation of sexual misconduct more or less likely to be true. "Relevant" evidence and questions do not include the following types of evidence and questions, which are deemed "irrelevant" at all stages of any process initiated under this Policy:

- 1.) Evidence and questions about the Complainant's sexual predisposition or prior sexual behavior unless:
 - a.) They are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or
 - b.) They concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove Consent.
- 2.) Evidence and questions that constitute, or seek disclosure of, information protected under a legally-recognized privilege including attorney-client privilege; or
- 3.) Any party's medical, psychological, and similar records unless the party has given voluntary, written consent.

G. Cross-Examination

- 1.) Each Party's Advisor may conduct cross-examination of the other Party or Parties and Witnesses and ask follow-up questions, including those challenging credibility directly, orally, and in real time.
- 2.) Parties will not be permitted to personally cross-examine each other.
- 3.) If a Party does not participate in a hearing, the Party's Advisor may attend and conduct cross-examination on behalf of the Party.
- 4.) If neither a Party nor their Advisor appear at the hearing, the University will provide an Advisor to appear on behalf of the non-appearing Party and ask cross-examination questions.
- 5.) Before any cross-examination question is answered, the Decision Maker(s) will determine if the question is relevant. Cross-examination questions that are duplicative of those already asked, including by the Decision Maker(s) may be deemed irrelevant if they have been asked and answered.
- 6.) The Decision Maker(s) must explain to the Party proposing the question any decision to exclude a question as not relevant.
- 7.) If a Party or Witness does not submit to cross-examination at the hearing, the Decision Maker(s) may not rely on any statement of that Party or Witness in reaching a determination regarding responsibility.
- 8.) The Decision Maker(s) may not draw an inference about a determination of regarding responsibility based solely on a Party's or Witness's absence from the hearing or refusal to answer cross-examination or other questions.

8. DECISIONS

A. General Considerations for Evaluating Testimony and Evidence

- 1.) While the opportunity for cross-examination is required in all hearings under this Policy, determinations regarding responsibility may be based in part, or entirely, on documentary, audiovisual, and digital evidence, as warranted in the reasoned judgment of the Decision Maker(s).
- 2.) Decision Maker(s) shall not draw inferences regarding a Party or Witness' credibility based on the Party or Witness' status as a Complainant, Respondent, or Witness, nor shall it base its judgments in stereotypes about how a Party or Witness would or should act under the circumstances.
- 3.) Generally, credibility judgments should rest on the demeanor of the Party or Witness, the plausibility of their testimony, the consistency of their testimony, and its reliability in light of corroborating or conflicting testimony or evidence.
- 4.) Credibility judgments should not rest on whether a Party or Witness' testimony is non-linear or incomplete, or if the Party or Witness is displaying stress or anxiety.
- 5.) Where a Party or Witness' conduct or statements demonstrate that the Party or Witness is engaging in retaliatory conduct, including but not limited to witness tampering and intimidation, the Decision Maker(s) may draw an adverse inference as to that Party or Witness' credibility.

- 6.) Decision Maker(s) will afford the highest weight relative to other testimony to first-hand testimony by Parties and Witnesses regarding their own memory of specific facts that occurred. Both inculpatory and exculpatory (i.e., tending to prove and disprove the allegations) evidence will be weighed in equal fashion.
- 7.) The Final Rule requires the University to admit and allow testimony regarding polygraph tests (“lie detector tests”) and other procedures that are outside of standard use in academic and non-academic conduct processes. While the processes and testimony about them will be allowed to testify and be crossed as required by the Final Rule, the Decision Maker(s) will be instructed to afford lower weight to such processes relative to the testimony of fact witnesses.
- 8.) The Final Rule requires the University allow parties to call character witnesses to testify. The University does not provide for character witnesses in other proceedings. While the character witnesses will be allowed to testify and be crossed as required by the Final Rule, the Decision Maker(s) will be instructed to afford very low weight to any non-factual character testimony of any Witness.

B. *Timeline for Decision*

If there are no extenuating circumstances, the determination regarding responsibility will be issued by the University within 10 business days of the completion of the hearing.

C. *Finality*

The determination regarding responsibility becomes final either upon the outcome of any appeal or the expiration of the window to appeal without an appeal being requested as set forth in the Appeals section below.

9. DISCIPLINARY SANCTIONS AGAINST STUDENTS

A. *Possible Disciplinary Sanctions*

The University may impose the following Disciplinary Sanctions upon Students, singly or in combination:

https://www.calu.edu/inside/policies/_files/general/Student%20Code%20of%20Conduct.pdf

B. *Previous Disciplinary Sanctions*

Previous Disciplinary Sanctions of any kind involving the Respondent may be considered in determining an appropriate sanction upon a determination of responsibility. This information is only considered at the sanction stage of the process.

C. *Timing*

The Disciplinary Sanctions will be implemented as soon as is feasible, either upon the outcome of any appeal or the expiration of the window to appeal without an appeal being requested.

10. DISCIPLINARY SANCTIONS AGAINST EMPLOYEES, OFFICIALS AND VOLUNTEERS

A. *Possible Disciplinary Sanctions*

Disciplinary Sanctions imposed on an Employee for violating this Policy, subject to an applicable collective bargaining agreement or University/System policies, may include a penalty up to and including separation from employment.

Disciplinary Sanctions imposed on an Official or Volunteer may include a penalty up to removal or the request for removal of the Official or Volunteer from their respective position.

B. Timing

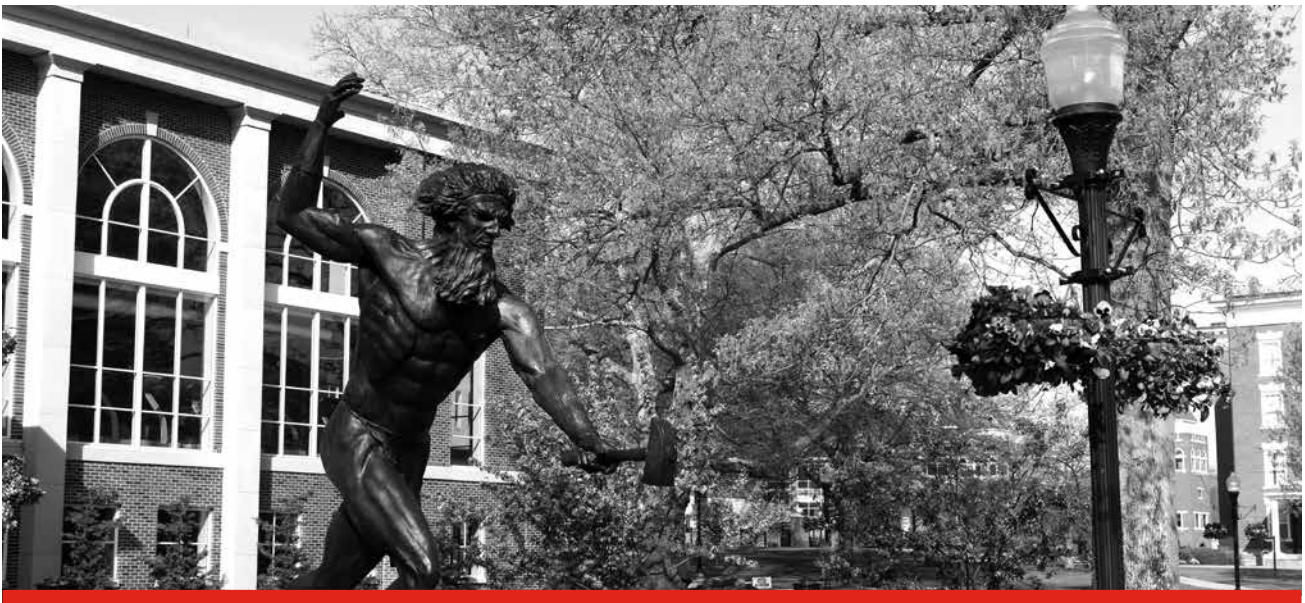
The Disciplinary Sanctions will be implemented as soon as is feasible, either upon the outcome of any appeal or the expiration of the window to appeal without an appeal being requested.

11. APPEALS WHERE THE RESPONDENT IS A STUDENT

- A.** Each Party may appeal the dismissal of a Formal Complaint or any included allegations or a determination of responsibility on the following grounds:
- 1.)** A procedural irregularity under the University policy or procedures that affected the hearing outcome.
 - 2.)** New evidence that was not reasonably available through the exercise of reasonable diligence at the time of the hearing or dismissal of the Formal Complaint that could affect the outcome of the matter.
 - 3.)** The Title IX Coordinator, Investigator(s), or Decision Maker(s) had a conflict of interest or bias for or against an individual party, or for or against complainants or respondents in general, that affected the outcome of the matter.
 - 4.)** The Disciplinary Sanction imposed was arbitrary or capricious or the appropriateness of the sanction.
- A.** Appeals must be filed in writing within 5 calendar days of being notified of the decision and must indicate the grounds for the appeal.
- B.** The submission of an appeal stays any Disciplinary Sanctions for the pendency of an appeal. Supportive Measures and remote learning opportunities remain available during the pendency of the appeal.
- C.** If a party appeals, the University will notify the other party in writing of the appeal as soon as practicable, however the time for appeal shall be offered equitably to all parties and shall not be extended for any party solely because the other party filed an appeal. If the basis of the appeal is the Disciplinary Sanction imposed was arbitrary or capricious or inappropriate, the other Party will be given 5 calendar days to respond to the Disciplinary Sanctions basis of appeal after being notified of the appeal.
- D.** Appeals will be decided by the Vice President for Student Affairs or designee, who will be free of conflict of interest and bias, and will not serve as an Investigator, Title IX Coordinator, Advisor or Decision Maker(s) in the same matter.
- E.** The appealing party must meet its burden to demonstrate the outcome was affected by a preponderance of the evidence. The role of the Vice President for Student Affairs or designee is to determine whether substantial evidence has been presented to support the determination of the Decision Maker(s), it is not to reweigh the evidence. The Vice President for Student Affairs or designee will confine their review to the basis of appeal alleged and may modify the sanction. The Vice President for Student Affairs or designee may modify the Disciplinary Sanction if an appeal on the basis of an arbitrary or capricious Disciplinary Sanction being imposed is granted. In the event a Disciplinary Sanction is modified, the other party will be notified of the modified Disciplinary Sanction.
- F.** The outcome of appeal will be provided in writing simultaneously to both Parties, and include rationale for the decision.

12. APPEALS WHERE THE RESPONDENT IS AN EMPLOYEE

- A.** Each Party may appeal the dismissal of a Formal Complaint or any included allegations or a determination of responsibility on the following grounds:
 - 1.)** A procedural irregularity under the University policy or procedures that affected the hearing outcome.
 - 2.)** New evidence that was not reasonably available through the exercise of reasonable diligence at the time of the hearing or dismissal of the Formal Complaint that could affect the outcome of the matter.
 - 3.)** The Title IX Coordinator, Investigator(s), or Decision Maker(s) had a conflict of interest or bias for or against an individual party, or for or against complainants or respondents in general, that affected the outcome of the matter.
- B.** Appeals must be filed in writing within 5 calendar days of being notified of the decision and must indicate the grounds for the appeal.
- C.** The submission of an appeal stays any Disciplinary Sanctions for the pendency of an appeal. Supportive Measures remain available during the pendency of the appeal.
- D.** If a Party appeals, the University will notify the other Party in writing of the appeal as soon as practicable, however the time for appeal shall be offered equitably to all Parties and shall not be extended for any Party solely because the other Party filed an appeal.
- E.** Appeals will be decided by the University President or designee or State System Chancellor or designee, who will be free of conflict of interest and bias, and will not serve as an Investigator, Title IX Coordinator, Advisor or Decision Maker in the same matter.
- F.** The appealing party must meet its burden to demonstrate the outcome was affected by a preponderance of the evidence. The role of the Appeal Officer is not to reweigh the evidence. The Appeal Officer will confine their review to the basis of appeal alleged.
- G.** The outcome of appeal will be provided in writing simultaneously to both parties, and include rationale for the decision.



RIGHTS/RESPONSIBILITIES

- A.** Reports and Formal Complaints have different meanings. An individual has a right to make a report of sexual misconduct to the University, which may be accompanied by a request for Supportive Measures. An individual also has a right to make a Formal Complaint of sexual misconduct, which is a request to initiate the University's informal resolution process or a formal disciplinary process, which includes an investigation and may proceed to a hearing.
- B.** Prior to the conclusion of a sexual misconduct investigation, the Complainant may request to withdraw the Formal Complaint by contacting the Title IX Coordinator/designee in writing. The Title IX Coordinator/designee will determine whether to close the case or conclude the investigation without the Complainant's continued participation.
- C.** An individual also has the right to report sexual misconduct to law enforcement, separate and apart from any report or Formal Complaint made to the University.
- D.** Victims and witnesses of sexual misconduct have the right to be assisted by the University in notifying law enforcement authorities of sexual misconduct or they can decline to notify such authorities.
- E.** Witnesses and Parties cannot be compelled to participate in the hearing, and have the right not to participate in the hearing free from retaliation.
- F.** Each Party who is charged with a violation of this Policy where jurisdiction is appropriate has a right to a hearing and for an Advisor to cross-examine Parties and Witnesses.
- G.** At the time a report is made, the reporting party does not have to decide whether to file a Formal Complaint or make a report of sexual misconduct to law enforcement.
- H.** An affected party has the right to request Supportive Measures from the University, which may include interim contact restrictions.
- I.** The reporting party has the right to seek medical treatment to address physical and mental health and to preserve evidence.
- J.** Parties may also have options to file civil actions in court or with administrative agencies.
- K.** To file a Formal Complaint, please contact the Title IX Coordinator/designee.

IF YOU ARE A VICTIM OF SEXUAL ASSAULT:

- **Get to a safe place as soon as you can.**
- **Report to the University Police Department — 724-938-4357 (HELP) or 724-938-4299.**
Because all allegations of sexual assault and rape have the potential to involve criminal conduct, the University strongly advises all victims to report first directly to University Police. If the assault occurred off campus, call 911 and the appropriate police agency will respond.
- **Try to preserve all physical evidence.** Do not wash, use the toilet or change clothing, if you can avoid it. If you do change clothing, put each article of clothing you were wearing at the time of the attack in an individual paper (NOT plastic) bag.
- **Get medical attention as soon as possible.** A medical examination will provide any necessary treatment and collect important evidence. Injuries may not be apparent immediately. If you suspect you were drugged, ask that a urine sample be collected. The sample will need to be analyzed later on by a forensic laboratory.



- **Contact University resources.** PennWest California has a specially trained group of professional staff members who are able to help you understand your options regarding medical attention, legal implications and University disciplinary action if any other student is involved. You can contact the **Office of Sexual Misconduct at 724-938-5707** (advocacy and support for sexual violence, intimate partner violence, and stalking issues), or the **Counseling Center at 724-938-4056** to talk with counselors who will maintain confidentiality, help explain your options, give you information and provide emotional support. University personnel will assist you in notifying University Police or local law enforcement if you request such assistance. You can also contact **University Police by calling 724-938-4299**, local police by **calling 911**, or **Student Health Services at 724-938-4056**.
- Contact someone you trust, a close friend or a residence life staff member to be with you and support you.

SEXUAL ASSAULT RESOURCES

University resources and the services they offer:

- **University Police, Ext. 4357** — Explain processes; investigate incident; arrange transportation to hospital; provide brochures and printed materials; make referrals to other appropriate agencies.
- **Office of Sexual Misconduct, Ext. 5707** – Provide free services, advocacy and support regarding sexual assault, relationship violence and stalking; share self-help materials; make referrals to other appropriate agencies. Also, provide educational programming including the Every Choice bystander prevention program, available to all incoming students through the online VIP portal; prevention and intervention training, available to all first-year students as part of the First-Year Seminar; and periodic classroom/small-group seminars, presented upon request.
- **Student Affairs, Ext. 4439** – Investigate allegations/Student Code of Conduct violations; provide brochures and printed materials; make referrals to other appropriate agencies.
- **Social Equity, Ext. 5425** – Investigate allegations of sexual harassment; provide support training; share brochures and printed material; make referrals to other appropriate agencies.

- **Health Center, Ext. 4056** – Provide medical treatment; share brochures and printed materials make referrals to other appropriate agencies.
- **Community Resources** — Crisis intervention and other services are available in Washington County through the C.A.R.E. Center/STTARS Program 24-hour hotline, 1-888-480-7283; and Domestic Violence Services of Southwestern Pennsylvania 24-hour crisis hotline, 1-800-791-4000.

FOR ALL EMERGENCIES, CALL UNIVERSITY POLICE AT 724-938-HELP (724-938-4357) OR 911.

Procedures for Reporting Sexual Assault, Dating Violence, Domestic Violence and Stalking

PennWest California has procedures in place that are sensitive to those who report sexual assault, domestic violence, dating violence and stalking. This includes informing individuals about their right to file criminal charges as well as make complaints to the appropriate University disciplinary process and the availability of counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services on and/or off campus. In addition, remedies to prevent contact between a complainant and an accused party, such as housing, academic, transportation and working accommodations, will be provided if reasonably available. The University will make such accommodations, if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to the University Police Department or local law enforcement.

Students, employees and third parties also may contact Title IX coordinator Dr. John Burnett, Director of Equity, Compliance and Title IX Coordination, Dixon Hall Room 408, 724-938-5425, burnett@calu.edu; or End Violence Center victim advocate Nancy Skobel, 117 Natali, 724-938-5707, skobel@calu.edu to file a complaint or get information.

Students and employees should know that reporting to the Title IX coordinator means that PennWest California has a duty to assess the information provided and may have to investigate the complaint or otherwise determine what happened. The University would like the consent of the complainant to be able to move forward with investigating and resolving the complaint, but there are times when the safety of the greater community outweighs the victim's request for confidentiality. Hence, when an employee or student reports to the Title IX coordinator or any other responsible employee, the information will be kept as private as possible but cannot be guaranteed to be confidential. Students do have the option to receive support, options and resources confidentially through the End Violence Center.

In Pennsylvania, forensic evidence may be collected from your body even if you choose not to make a report to law enforcement. A forensic exam is conducted by a sensitive and highly trained SANE nurse (Sexual Assault Nurse Examiner), and students and employees may go directly to the Washington Hospital to access this service. The End Violence Center Victim Advocate is available to students 24/7. The on-call advocate provides crisis intervention and risk assessment, hospital accompaniment, safety planning and emergency accommodations. It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours, so that evidence may be preserved that may assist in proving that the alleged criminal offense occurred or is occurring or may be helpful in obtaining a protection order. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns about pregnancy and/or sexually transmitted disease.

Victims of sexual assault, domestic violence, stalking and dating violence also are encouraged to preserve evidence by saving text messages, instant messages, social networking pages and other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to University hearing boards/investigators or police. Although the University strongly encourages all members of its community to report violations of this policy to law enforcement, it is the victim's choice whether to make such a report, and victims have the right to decline involvement with the police. The University will assist any victim with notifying local police if he/she so desires. To report an incident that occurred on campus, employees and students should contact the University Police Department at 724-938-4299, dial 911, or contact the police in the area where the assault took place. Criminal charges can be filed against any type of perpetrator, including non-University members. Criminal charges of sexual assault are entirely separate from violations of the Student Code of Conduct, which only applies to PennWest California students. Filing a formal report with the police is necessary when a victim would like to initiate a criminal investigation by the police. Perpetrators can receive punishment up to and including jail time. The victim of sexual assault, domestic violence, stalking and/or dating violence may choose to pursue both criminal prosecution and University disciplinary processes.

Local police agencies are as follows:

California Borough Police Department
225 Third Street
California, PA 15419
724-938-3233 or 911

If you have been the victim of domestic violence, dating violence, sexual assault or stalking on or off campus, you can report the incident promptly to the Title IX coordinator, or the End Violence Center by calling, writing or coming in to one of the respective offices to report in person and/or to campus police (if the victim so desires). The University will provide resources (on campus, off campus or both), to include medical, health, counseling, legal assistance, accommodations (housing changes, change in class schedule, work and transportation), and victim advocacy, if applicable, to individuals who have been victims of sexual assault, domestic violence, dating violence or stalking. The University will apply appropriate disciplinary procedures to those who violate this policy. The procedures set forth below are intended to afford a prompt response to charges of sexual assault, domestic or dating violence, and stalking, to maintain confidentiality and fairness consistent with applicable legal requirements, and to impose appropriate sanctions on violators of this policy. It is the goal of PennWest California to provide a prompt, fair and impartial process to all students, faculty and staff. As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. If a victim chooses not to make a complaint regarding an incident, he or she nevertheless should consider speaking with University Police or other law enforcement to preserve evidence in the event that the victim changes her/his mind at a later date.

If a report of domestic violence, dating violence, sexual assault or stalking is reported to the University, below are the procedures that the University will follow, as well as a statement of the standard of evidence that will be used during any student conduct hearing on campus arising from such a report:

Incident Being Reported:

Procedure PennWest California will follow:

Evidentiary Standard

The standard of evidence used in student conduct proceedings is preponderance of the evidence/“more likely than not”; therefore, a decision of responsibility will be based upon presented evidence sufficient to make a reasonable person believe that it was more likely than not a student is in violation of University policy.

Sexual Assault

- Depending on when reported, California will provide complainant with access to medical care.
- California will assess immediate safety needs of complainant and University community.
- California will assist the complainant to report a sexual assault/rape to the PennWest California Police Department, the Office of Student Conduct, Title IX Coordinator, End Violence Center, and/or local police for adjudication in both or either jurisdiction if requested.
- California will provide complainant with information regarding on- and off-campus services/providers.
- California will assess the need to implement interim or long-term protective measures, such as housing changes, change in class schedule, work and transportation, and/or “No Contact” directives between both parties if reasonably available.
- California will provide “Stay Off Campus” directives or an “Interim Suspension” to the respondent, if deemed appropriate.
- California will provide a copy of the Gender-Based Sexual Misconduct (Title IX) Policy to the complainant regarding the policy for reporting and addressing complaints.
- California will receive input from the complainant on her/his desire to move forward with Student Code of Conduct charges and/or participate in a hearing.
- California will provide both the respondent and complainant an opportunity to review the investigation report prior to a hearing, and the opportunity to be accompanied by an adviser of their choice.
- California will inform the complainant and respondent of the outcome of the student conduct process.
- California will enforce the retaliation policy of the Gender-Based Sexual Misconduct Policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination.
- California will provide simultaneous notice to both parties regarding both the submission and outcome of an appeal.

Stalking

- California will assess immediate safety needs of complainant and University community.
- California will assist the complainant to report stalking to the University Police Department, the Office of Student Conduct, Title IX Coordinator, End Violence Center, and/or local police for adjudication in both or either jurisdiction if requested.
- California will provide complainant with information regarding on- and off-campus services/providers.

- California will assess the need to implement interim or long-term protective measures, such as housing changes, change in class schedule, work and transportation, and/or “No Contact” directives between both parties if reasonably available.
- California will provide “Stay Off Campus” directives or an “Interim Suspension” to the respondent, if deemed appropriate.
- California will provide a copy of the Gender-Based Sexual Misconduct Policy to the complainant regarding the policy for reporting and addressing complaints.
- California will receive input from the complainant on her/his desire to move forward with Student Code of Conduct charges and/or participate in a hearing, and the opportunity to be accompanied by an adviser of their choice.
- California will provide both the respondent and complainant an opportunity to review the investigation report prior to a hearing.
- California will inform the complainant and respondent of the outcome of the student conduct process.
- California will enforce the retaliation policy of the Gender-Based Sexual Misconduct Policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination.
- California will provide simultaneous notice to both parties regarding both the submission and outcome of an appeal.

Dating Violence

- California will assess immediate safety needs of complainant and University community.
- California will assist the complainant to report dating violence to the University Police Department, the Office of Student Conduct, Title IX Coordinator, End Violence Center, and/or local police for adjudication in both or either jurisdiction if requested.
- California will provide complainant with information regarding on- and off-campus services/providers.
- California will assess the need to implement interim or long-term protective measures, such as housing changes, change in class schedule, work and transportation, and/or “No Contact” directives between both parties if reasonably available.
- California will provide “Stay Off Campus” directives or an “Interim Suspension” to the respondent, if deemed appropriate.
- California will provide a copy of the Gender-Based Sexual Misconduct Policy to the complainant regarding the policy for reporting and addressing complaints.
- California will receive input from the complainant on their desire to move forward with Student Code of Conduct charges and/or participate in a hearing and the opportunity to be accompanied by an adviser of their choice.
- California will provide both the respondent and complainant an opportunity to review the investigation report prior to a hearing, and the opportunity to be accompanied by an adviser of their choice.
- California will inform the complainant and respondent of the outcome of the student conduct process.

- California will enforce the retaliation policy of the Gender-Based Sexual Misconduct Policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination.
- California will provide simultaneous notice to both parties regarding both the submission and outcome of an appeal.

Domestic Violence

- California will assess immediate safety needs of complainant and University community.
- California will assist the complainant to report domestic violence to the University Police Department, the Office of Student Conduct, Title IX Coordinator, End Violence Center, and/or local police for adjudication in both or either jurisdiction if requested.
- California will provide complainant with information regarding on- and off-campus services/providers.
- California will assess the need to implement interim or long-term protective measures, such as housing changes, change in class schedule, work and transportation, and/or “No Contact” directives between both parties if reasonably available.
- California will provide “Stay Off Campus” directives or an “Interim Suspension” to the respondent, if deemed appropriate.
- California will provide a copy of the Gender-Based Sexual Misconduct Policy to the complainant regarding the policy for reporting and addressing complaints.
- California will receive input from the complainant on her/his desire to move forward with Student Code of Conduct charges and/or participate in a hearing.
- California will provide both the respondent and complainant an opportunity to review the investigation report prior to a hearing, and the opportunity to be accompanied by an adviser of their choice.
- California will inform the complainant and respondent of the outcome of the student conduct process.
- California will enforce the Retaliation Policy of the Gender-Based Sexual Misconduct Policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination.
- California will provide simultaneous notice to both parties regarding both the submission and outcome of an appeal.

Assistance for Victims: Rights and Options

Regardless of whether a victim elects to pursue a criminal complaint or whether the offense is alleged to have occurred on or off campus, the University will assist victims of sexual assault, domestic violence, dating violence and stalking and will provide each victim with a written explanation of her/his rights and options.

PennWest California complies with Pennsylvania law in recognizing orders of protection by advising any person who obtains an order of protection from any state within the U.S. to provide a copy to University Police and the Office of the Title IX Coordinator. A complainant may then meet with campus police to develop a Safety Action Plan, which is a plan for campus police and the victim to

reduce risk of harm while on campus or coming and going from campus. This plan may include, but is not limited to: escorts, special parking arrangements, changing classroom locations or allowing a student to complete assignments from home. Other options may be available for a student on a case-by-case basis as the University determines what other measures must be taken.

In addition, the Office of Sexual Misconduct provides advocacy services on an individual and group basis. The advocate empowers students through reinforcing their autonomy and self-determination. Additionally, the advocate also provides information and accompaniment to the survivor during the medical, investigative and judicial processes; and facilitates accommodation requests (academic, housing, transportation, work).

Prevention and Awareness

Green Dot Strategy. The Office of Sexual Misconduct primary prevention strategy is known as “Green Dot,” a comprehensive approach to preventing sexual, dating/domestic and stalking violence. A “green dot” is any behavior, choice, word or attitude that counters a “red dot” of violence. This approach capitalizes on the power of peer and cultural influences across all levels of the socio-ecological model. Based on social change theory, Green Dot targets all community members as potential bystanders. The model seeks to engage community members in proactive behaviors, as well as reactive interventions in potentially high-risk situations, through awareness, education and skills-practice. Power-based personal violence can be reduced on our campus by spreading the three reactive “green dots”: direct, delegate and distract.

Direct: A person does something by directly inserting themselves into a potential red dot situation and stopping it by addressing those involved. Example: Asking someone who seems uncomfortable or unsure if they are OK.

Delegate: If a person feels unsafe or uncomfortable stepping in themselves, they get someone else to intervene for them who might be more equipped or better able to handle the situation. Example: Calling University Police when it looks like a verbal argument might turn physical.

Distract: If a person doesn’t want to address the situation directly or even acknowledge they see it, they defuse a potential red dot by distracting those involved and interrupting the choice to make a red dot happen on our campus. Example: Accidentally spilling a drink on the guy who keeps forcing your drunk friend to dance with him.

It’s On Us California. “It’s On Us PA” is a statewide campaign that invites everyone to play a role in ending sexual assault.

Building on the momentum of the national It’s On Us movement, It’s On Us PA brings together college and university presidents, administrators, faculty, staff and students to reframe the conversation around sexual violence and pledge to be part of the solution. It’s On Us (to stop sexual assault) is a social movement for both men and women to raise awareness and fight against sexual assault on college campuses. The campaign urges the public to stand up against sexual assault and step away from the sidelines to be an active part of the solution by taking the pledge to:

- Recognize that non-consensual sex is sexual assault.
- Identify situations in which sexual assault may occur.

- Intervene in situations where consent has not or cannot be given.
- Create an environment in which sexual assault is unacceptable and survivors are supported.

The campaign combines innovative creative content and grassroots organizing techniques to spark conversation on both a national and local level.

#CalUStartbyBelieving Campaign. Start by Believing is a public awareness campaign uniquely focused on the public response to sexual assault. The goal is to change the world, and outcomes for victims, one response at a time. Start by Believing is an international campaign, conducted during Sexual Assault Awareness Month, that was begun in 2011 by End Violence Against Women International (EVAWI). The organization is dedicated to changing the way we respond to rape and sexual assault in our communities. The objective of the Start by Believing campaign is to pave the way for survivors to pursue justice and healing, so the decision to come forward and seek help is a safe one. The campaign invites community members to sign a pledge that states, “My name is (blank). When someone tells me they were raped or sexually assaulted, I start by believing.”

Walk a Mile in Her Shoes. The mission of this project is to create a unique and powerful public experience that educates individuals and communities about the causes of men’s sexualized violence against women, provides them with prevention and remediation strategies, and empowers them to further develop and implement this knowledge and skills.

Each year, an increasing number of men are joining Walk a Mile in Her Shoes®: The International Men’s March to Stop Rape, Sexual Assault & Gender Violence. A Walk a Mile in Her Shoes® event is a playful opportunity for men to raise awareness in their community about the serious causes and effects of men’s sexualized violence against women. There is an old saying: “You can’t really understand another person’s experience until you’ve walked a mile in their shoes.” Walk a Mile in Her Shoes® asks men to literally walk one mile in women’s high-heeled shoes. It’s not easy walking in these shoes, but it’s fun and it gets the community to talk about something that’s really difficult to discuss.

A Walk a Mile in Her Shoes® event is abundant with opportunities to get people talking. For preventive education, it helps men better understand and appreciate women’s experiences, thus changing perspectives, helping to improve gender relationships and decreasing the potential for violence.

For healing, it informs the community that services are available for recovery. It demonstrates that men are willing and able to be courageous partners with women in making the world a safer place.

The Office of Sexual Misconduct provides online prevention training for incoming students. Once first-year students are on campus, they receive additional prevention education that is built into the First Year Seminar curriculum. Additionally, all students are exposed to Green Dot through various programs, presentations and outreach events. Examples of these include: print campaigns, social media connections, clubs’ and organizations’ programs, classroom presentations, residence hall programming, promotional nights at sporting events and bars, campus- wide events such as Walk a Mile in Her Shoes and Take Back the Night, Greek life programming, athletic team presentations, and faculty/staff outreach.

To enhance prevention and awareness among faculty and staff, the following courses are administered annually through the Office of Social Equity, for campus security authorities:

1. The Clery Act and Campus Security Authorities
2. Preventing Discrimination & Sexual Violence: Title IX, VAWA, & Clery Act for Faculty & Staff
3. EEO Laws and Discrimination Prevention for Higher Education

Sexual Violence – Risk Reduction Tips

Risk reduction tips can often take a victim-blaming tone, even unintentionally. With no intention to victim-blame, and with recognition that only those who commit sexual violence are responsible for those actions, these suggestions may nevertheless help you to reduce your risk of experiencing a non-consensual sexual act. Below, suggestions to avoid committing a non-consensual sexual act also are offered:

1. If you have limits, make them known as early as possible.
2. Tell a sexual aggressor “NO” clearly and firmly.
3. Try to remove yourself from the physical presence of a physical aggressor.
4. Find someone nearby and ask for help.
5. Take affirmative responsibility for your alcohol intake/drug use and acknowledge that alcohol/drugs lower your sexual inhibitions and may make you vulnerable to someone who views a drunk or high person as a sexual opportunity.
6. Take care of your friends and ask that they take care of you. A real friend will challenge you if you are about to make a mistake. Respect them when they do.

If you find yourself in the position of being the initiator of sexual behavior, you owe sexual respect to your potential partner. These suggestions may help you to reduce your risk for being accused of sexual misconduct:

1. Clearly communicate your intentions to your sexual partner and give him/her a chance to clearly relate his/her intentions to you.
2. Understand and respect personal boundaries.
3. **DON'T MAKE ASSUMPTIONS** about consent; about someone's sexual availability; about whether they are attracted to you; about how far you can go; or about whether he/she is physically and/or mentally able to consent. If there are any questions or ambiguity then you **DO NOT** have consent.
4. Mixed messages from your partner are a clear indication that you should stop, defuse any sexual tension and communicate better. You may be misreading him/her. He/she may not have figured out how far they want to go with you yet. You must respect the timeline for sexual behaviors with which others are comfortable.
5. Don't take advantage of someone's drunkenness or drugged state, even if they did it to themselves.
6. Realize that your potential partner could be intimidated by you or fearful of you. You may have a power advantage simply because of your gender or size. Don't abuse that power.
7. Understand that consent to some form of sexual behavior does not automatically imply consent to any other form of sexual behavior.

8. Silence and passivity cannot be interpreted as an indication of consent. Read your potential partner carefully, paying attention to verbal and non-verbal communication and body language.

In campus proceedings such as a hearing conducted by the conduct board, legal terms like “guilt,” “innocence” and “burdens of proof” are not applicable, but the University never assumes a student is in violation of University policy. Campus proceedings are conducted to take into account the totality of all evidence available, from all relevant sources.

B.I.T.

Overview

The Behavioral Intervention Team (BIT) provides assessment and early intermediation to students exhibiting concerning behaviors, supports students with concerns and assists faculty/staff. The team is dedicated to the campus community’s wellness and safety by providing an atmosphere where individuals are able to work and learn in a secure and supportive environment.

Reasons to Refer a Student to B.I.T.

Referrals can be made by anyone – students, family, friends, employees, or community members. Referrals can be made at any time through the referral form [https://cm.maxient.com/reportingform.php?PennWestUniv&layout_id=60]. This referral system accepts reports any time but is not monitored so responses are not immediate. Immediate concerns should be reported to the police. If on campus, please call 724-938-4357 (HELP) or 911. If off campus, please call 911.

Referrals should be made whenever a student is exhibiting concerning behavior or appears to be in distress. This can include:

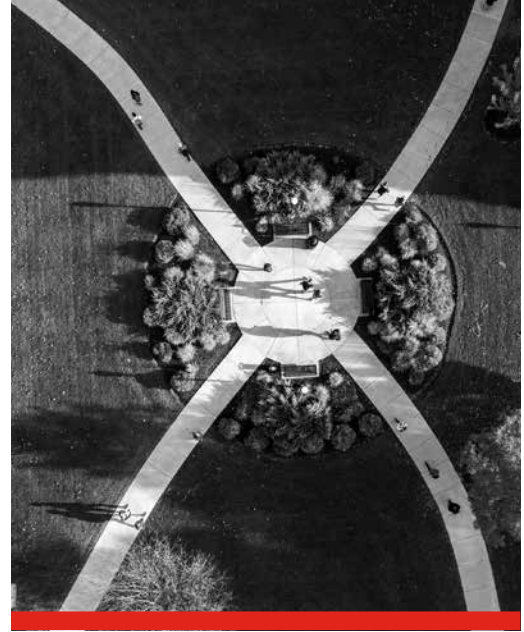
- Self-injurious/suicidal idealization, thoughts or actions
- Threatening behavior towards others
- Erratic behavior
- Aggressive behavior (arguments, fights, threats, angry outbursts, etc.)
- Destructive behavior (substance abuse, self-harm, disturbing others, not meeting commitments like attending class, etc.)
- Sudden changes in behavior
- Social withdrawal
- Eating disorders
- Frequent abnormal behavior (paranoia, hallucinations, etc.)
- Appearing tired or suddenly losing interest in activities or social events

How Do I Make a B.I.T. Referral?

Referrals can be made at any time through the referral form [https://cm.maxient.com/reportingform.php?PennWestUniv&layout_id=60]. This referral system accepts reports any time but is not monitored so responses are not immediate. Immediate concerns should be reported to the police. If on campus, please call 724-938-4357 (HELP) or 911. If off campus, please call 911.

When making a referral:

1. Provide as much information as you are able. Do not avoid or delay submitting a referral because you aren't sure if you have all the information. B.I.T. will collect additional information if needed.
2. Factually describe the behaviors you have observed that are causing the concern. To the best of your ability, include duration (how long ago did you notice the behavior?), frequency (how often do you observe the behavior?), and intensity (use a scale of 1 – 10 with 10 being the highest intensity).
3. Provide your name and contact information if you're comfortable doing so. You can report anonymously if you don't want to provide your name.
4. Identify witnesses if known and you are comfortable doing so.

**REGISTERED SEX OFFENDERS****MEGAN'S LAW**

In compliance with the Campus Sex Crimes Prevention Act found in 42 USC 1407(j) of the Wetterling Act, which states that the University must advise the campus community of where law enforcement agencies' information provided by the state concerning registered sex offenders may be obtained, the Megan's Law Statute may be found at the following website: www.meganslaw.state.pa.us.

MISSING STUDENT NOTIFICATION POLICY AND PROCEDURES

Suzanne's Law requires that law enforcement notify the National Crime Information Center when someone between the ages of 18 and 21 is reported missing. This mandate was signed into law by President George W. Bush as part of the "Amber Alert" legislation. The law was named after Suzanne Lyall, a State University of New York at Albany student who has been missing since 1998. PennWest California has adopted comprehensive and complete policies and procedures to comply with these provisions.

If a member of the University community has reason to believe that a student who resides in on-campus housing is missing, he or she should immediately notify the University Police Department at 724-938-4299. University Police will generate a missing person report and initiate an investigation.

In addition to registering a general emergency contact, students residing in on-campus housing have the option to identify confidentially an individual to be contacted by University Police in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, University Police will notify that individual no later than 24 hours after the student is determined to be missing. A student who wishes to identify a confidential contact can do so through the PennWest California Housing website. A student's confidential contact information will be accessible only by authorized campus officials and law enforcement in the course of the investigation.

After investigating a missing person report, should University Police Department determine that the student has been missing for 24 hours, University Police will notify California Borough Police Department and the student's confidential contact no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, University Police will notify the student's parent or legal guardian immediately after University Police Department has determined that the student has been missing for 24 hours.

ALCOHOLIC BEVERAGES

Penn West University encourages and sustains an academic environment that respects individual freedoms and promotes the health, safety, and welfare of all community members. In keeping with these objectives, the University has adopted a policy of prohibiting the possession, sale, and consumption of alcoholic beverages on property owned or controlled by Penn West University. University police has the authority to file criminal charges or refer the student to Student Conduct, or both.

If a friend who is not 21 years of age asks you to buy a six-pack of beer for him/her/them, don't. Any adult who buys alcohol for anyone younger than 21 may receive a mandatory fine of \$1,000 for a first offense and \$2,500 for each following offense.

If you are having a party and serving alcohol, be careful about who is having a drink. An adult who supplies minors with alcohol is breaking the law and may be liable for any resulting injuries and/or property damage caused by the minor.

Under the Drug-Free Schools and Communities Act (DFSCA), Penn West University provides education about illegal drugs (as well as alcohol) to all incoming students through the **New Student Orientation** and **Welcome Weekend** programs. The Wellness Office staff provide ongoing education and programs throughout each semester. **BASICS** (Brief Alcohol Screening and Intervention for College Students) is an educational and preventive intervention program, which is available to all students and required of students who have been cited by the University judicial officer for violations of the Student Code of Conduct.

For information about wellness programs, visit the Wellness Center in Carter Hall or call 724-938-4775.

Students and employees can access this information by visiting the University website (calu.edu); choose "Information for ..." Current Students or Faculty Staff to reach the resource page, then select "Drug-Free Schools and Campuses" from the list of policies.

Students can access the information directly at:

https://www.calu.edu/inside/policies/_files/general/dfsca-students.pdf

Employees can access the information directly at:

https://www.calu.edu/inside/policies/_files/general/drsca-employees.pdf

UNDERAGE DRINKING

Your driving privilege will be suspended if you are convicted of lying about your age to obtain alcohol; purchasing, consuming, possessing or transporting alcohol; or carrying a false ID. If you are under 21 years of age and you see friends walking down the street, offer them a ride and they happen to be taking a six-pack and some chips to a party, you could be charged with transporting alcohol and your license could be suspended.

In addition to driving privilege suspension, you may pay a fine of no less than \$500 and no more than \$1000, and the police will notify your parents, even if you are older than 18. The court also may require that you successfully complete a program of alcohol education, intervention or counseling. In addition, you must pay a restoration fee before you can get your license back or be considered for a learner's permit.

Remember, you don't have to be in or near a car, have a driver's license or be old enough to drive for the laws to apply. Just being caught with a false ID, drinking, being intoxicated, transporting alcohol or having alcohol in your possession will result in the suspension of your driving privilege.

POSSESSION AND USE OF WEAPONS

The possession or carrying of any weapon by any person is prohibited in University academic buildings, administrative buildings, student residence buildings, dining facilities, or while attending a sporting, entertainment, recreational or educational event on the University's property. Entry upon University property in violation of this prohibition is expressly forbidden and will result in the individual(s) being directed to remove the weapon immediately from University property; or to have the weapon securely stored at the University Police station, per the procedures of the Handling and Storage of Firearms Policy. Failure to comply with this directive may result in further disciplinary actions for students or employees.

For more information about California's weapons policy, including exemptions and notification of use of replica or "prop" weapons, please visit www.calu.edu (keyword "weapons policy").

ILLEGAL DRUGS

Penn West University does not permit the possession, use, or sale of controlled substances on campus. The University enforces all state and federal laws concerning illegal drugs. University Police has the authority to file criminal charges or refer the student to Student Conduct or both.

If you have a problem ...

Penn West University provides education about illegal drugs (as well as alcohol) to all incoming students through the **New Student Orientation** and **Welcome Weekend** programs. The Wellness Office staff provide ongoing education and programs throughout each semester. CASICS (Cannabis Screening and Intervention for College Students) is an educational and preventive intervention program, which is available to all students and required of students who have been cited by the University judicial officer for violations of the Student Code of Conduct.

For information about wellness programs, visit the Wellness Center in Carter Hall or call 724-938-4775.

University employees can receive free, confidential support on a wide range of issues, including drug and alcohol problems, through SEAP, the State Employees Assistance Program; for information, visit https://www.calu.edu/inside/policies/_files/general/drsca-employees.pdf

RESIDENCE HALL SAFETY

HELP US KEEP YOU SAFE

PennWest California maintains six co-ed residence halls on the main campus. Each floor has one student staff member in residence who is responsible for monitoring activity, advising and assisting students, and building community. Each residence hall has an emergency telephone located at the front of the building.

Every effort is made to ensure the safety of campus residents. In order to enter a residence hall, a student must swipe his/her CalCard at the front door. In all residence halls, exit doors are equipped with self-contained alarms. In addition, digital video cameras record activity at all building exits, computer labs and other public areas.

Office hours for residence hall directors (RAs) and on-call schedules for community assistants/graduate assistants are posted in the residence halls.

RESIDENCE HALL GUEST POLICY

Unless health/safety guidelines are in effect, guests are allowed at any time, provided that roommates agree to the presence of any guests in the room. All guests must be escorted within all facilities. Guests are limited to a three-day stay. Non-student guests must be at least 18 years old or have the written consent of their parent or guardian to visit in the residence halls.

EXTERIOR LIGHTING AND VEGETATION

PennWest California maintains a strong commitment to campus safety and security. Exterior lighting is an important part of this commitment. Parking areas, pedestrian walkways and building exteriors are well lighted. Surveys of exterior lighting on campus are conducted by University police officers on a regular basis, and the Facilities Management Department gives high priority to maintenance of exterior lights that need to be replaced. Members of the California community are encouraged to report any exterior lighting deficiencies to University Police. Police and the Facilities Management Department also monitor the growth of vegetation on campus. If any member of the campus community believes that the height of vegetation may cause a hazard, he/she is encouraged to report it to either University Police or Facilities Management.

ACCESS TO UNIVERSITY FACILITIES

Most University buildings and facilities, other than residence halls, are accessible to members of the University community, their guests and visitors during normal hours of business, during designated hours on weekends and holidays, and at other times when University events and activities may be taking place outside normal business hours.

Academic, administrative and recreational buildings are locked each night at the conclusion of activities and classes. Unauthorized individuals are not permitted to be inside the buildings during these times. Individuals who need to enter after hours may request special access from the University Police Department. University Police maintains a list of individuals who receive permission to be admitted after hours. Proper identification must be presented to the University Police Department for admittance to closed buildings.

The University Police Department has adopted a Community-Oriented Policing approach in all campus buildings on all shifts to provide high officer visibility and access. These regular foot patrols act as a deterrent to criminal activity and enable students, staff and visitors to get to know the officers.

PENNWEST CALIFORNIA

QUICK REFERENCE GUIDE FOR EMERGENCIES

This guide is to assist faculty, staff and students in responding to a variety of emergency situations they may encounter at PennWest California (California) while working, attending classes or events, or living on campus. Please become familiar with the contents of this guide. In the event of an emergency, it is designed to serve as a quick reference for effective action. New employees and students should be made aware of this guide during orientation. If there are any questions or comments regarding this guide, please contact the Office of Environmental Health and Safety at 724-938-4411.

In order to protect yourself and others, each California faculty member, staff member and student should know what to do in an emergency. Your response to any incident must focus on minimizing injury and loss of life. Do not jeopardize your safety or the safety of others to protect the physical assets of the University.

To reach University Police/Fire, call 724-938-4299; for an ambulance, call 911.

DECLARATION OF A CAMPUS STATE OF EMERGENCY (EOP SECTION 1.7.4.A)

The authority to declare a campus state of emergency rests with the University President or Emergency Administrative Director (EAD) after an evaluation of the emergency and the current state of the University. However, the Emergency Operations Coordinator (EOC) may also declare a state of emergency if an incident requires an immediate response for the security and control of the incident site.

Upon confirmation of a significant emergency or dangerous situation involving an immediate threat, the University 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 professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

UNIVERSITY NOTIFICATION SYSTEM

In the event of an emergency, timely and accurate communication of information is critical. PennWest California has developed a plan for emergency communication that utilizes multiple and redundant methods of communication and notification in order to maximize the effectiveness and reach of the emergency information.

California Alerts is the text-messaging system used to quickly notify registered users about campus emergencies such as major interruptions to or breaches in campus life and unanticipated major incidents (e.g., fires, on-campus violence, major weather incidents, or other crises). When an alert is issued, the California website will provide detailed information regarding the emergency, and it will be updated regularly to provide the most up-to-date, accurate information. In addition, an email to all campus email addresses will be sent that will describe the emergency, provide actions to take, and direct the campus community to the website postings. In some cases, information will be posted on entrance doors to campus buildings.

California Alerts may be scripted templates available in the Omnilert System and may be sent out by the Chief of Police; members from the Office of Environmental Health and Safety, Campus Administrator, the Executive Director of Communications, and the Vice President for Student Affairs or other designees appointed by the University President.

Those charged with determining the need for and implementing the emergency notification are the Chief of Police; members from the Office of Environmental Health and Safety, Campus Administrator, the Executive Director of Communications, and the Vice President for Student Affairs or other designees appointed by the University President. These university officials will collect and disseminate critical information regarding the emergency in a timely manner.

University Police will most likely be the first response agency on the scene. The highest ranking member of the University Police present will become the incident commander. The incident commander is typically the most experienced person on scene and may change throughout the course of the response. If the incident is determined to be of substantial magnitude, then the incident commander may request additional resources and will also inform members of the University's Emergency Command team. Should an incident occur that poses a threat to faculty, staff, or students, then an emergency alert will be sent via text/email and further actions may be taken by the University depending on the urgency of the situation.

The University Police Chief initially determines the need for the Emergency Alert System to be activated. Once this has been determined the Office of Environmental Health and Safety, the vice president for Communications and Marketing or the associate vice presidents for Student Affairs will initiate one of the scripted templates in the Emergency Notification System or a message will be developed depending on the level of the emergency and time required to create a detailed notification.

PennWest California, through its police chief, verbally communicates with local police authorities regarding emergencies affecting campus and the surrounding community and annually requests their cooperation in informing the institution about situations reported to them that may warrant an emergency response. The Office of Communications and Marketing is responsible for distributing emergency information and news releases to the community at large through press releases, press conferences and interviews.

TESTING OF THE EMERGENCY NOTIFICATION SYSTEM

Each year, PennWest California tests its emergency notification procedures. Comprehensive testing of the California Alerts system is conducted to ensure functionality and to acclimate the campus community to its use. The process is initiated by the Office of Environmental Health and Safety. The tests include the initiation of all critical active delivery methods: text-messaging, emergency email, website postings and desktop alerts.

The testing is announced at least a week prior to the test through the University's email announcement service so the campus community is provided the opportunity to register for the text-alert service before the test occurs. The announcement includes information on the University's emergency response plan and provides a link to the Quick Reference Guide for Emergencies on the California website.

EMERGENCY DRILLS, TESTING AND EVACUATION PROCEDURES

PennWest California has developed an Emergency Operations Plan (EOP) that addresses the planned response to emergency/disaster situations associated with natural disasters, technological incidents and national security emergencies. The EOP is designed to meet state and federal National Incident Management System (NIMS) requirements. Incorporating the principles of the Incident Command System (ICS), the EOP provides emergency responders with procedures, guidelines such as shelter-in-place and evacuation, and methods of documentation to effectively manage emergencies.

PennWest California tests the Emergency Notification System multiple times during each year. Testing of the California Alert System is conducted to ensure functionality and to acclimate the campus community to its use. The test is initiated by the Office of Environmental Health and Safety with the assistance of the Emergency Response Team. The testing is announced one week prior through the University's all campus announcement service. The announcement includes information on the University's emergency response plan and provides a link to the Quick Reference Guide for Emergencies on the California website.

Emergency response and evacuation procedures are tested on an annual basis. PennWest California conducts emergency simulation exercises, at least annually, that test the University's preparedness and identify areas that require improvement. Additionally, unannounced building evacuation drills are conducted at least annually, more often in residence halls, buildings with daycare facilities and other critical buildings. The exercises

and evacuation drills are documented and evaluated by the Office of Environmental Health and Safety.

CAMPUS RESPONSIBILITY DURING AN EMERGENCY OR DISASTER

Emergency Administrative Director (EAD): Vice President for Administration and Finance, 724-938-4432. The EAD assumes overall direction during an emergency and is responsible for employing the guidelines within the Emergency Operations Plan.

Emergency Operations Coordinator (EOC): Director of University Police Department, 724-938-4299. As the EOC, the Police Department director is responsible for overall coordination of the University's response to an emergency.

Emergency Command Team (ECT): The ECT provides overall leadership and guidance to the University community during an emergency or disaster.

Campus Emergency Resource Team (CERT): The ECT notifies the members of the Campus Emergency Resource team (CERT).

Media Relations: Vice president for Communications and Marketing, 724-938-5492. The Office of Communications and Marketing will coordinate media relations and act as the link between the University and the public. The university spokesperson will serve as the University’s media contact for all details regarding the event, e.g., specifics on the threat, PennWest California’s response to the threat, extent of injuries, etc.

EMERGENCY OPERATIONS LEVELS (EOP SECTION 1.7.3)

TIER 1 (Yellow): Any incident, potential or actual, which will not seriously affect the overall functioning of the University.

TIER 2 (Orange): Any incident, potential or actual, which affects an entire building or buildings, and which will disrupt the overall operations of the University. Outside emergency services may be required, as well as significant efforts from campus support services.

TIER 3 (Red): Any event or occurrence that has taken place and has seriously impaired or halted the operations of the University. In some cases, mass personnel casualties and severe property damage may be sustained.

A coordinated effort of all campus-wide resources is required to control the situation effectively. Outside emergency support services will be required.

SPECIFIC EMERGENCY RESPONSE GUIDELINES

The following guidelines are only highlights of the detailed response procedures located in the applicable section of the California Emergency Operations Plan (EOP):

I. REPORTING INCIDENTS, EMERGENCIES OR DISASTERS (EOP Section 3.2)

1. From a safe location, report all emergencies to University Police by dialing “HELP” (4357) from a campus phone, or call 724-938-HELP (724-938-4357) from any phone.
2. In case of an emergency off campus, call 911.
3. When calling, stay calm and carefully explain the problem and location to the officer.

II. EVACUATION PROCEDURES (EOP Section 3.3)

The main assembly areas in case of an emergency are:

- Parking lot across from Dixon Hall/Old Main (Lot 2)
- Parking lot behind Residence Halls A & B (Lots 17 & 19)

Building Evacuation

1. When a building evacuation alarm sounds and/or upon notification by University Police during an emergency, leave by the nearest marked exit or in accordance with the posted evacuation plan and alert others to do the same.
2. Stay calm. Do not panic

3. If it is safe to do so, assist people with disabilities to exit the building.
4. Once outside, proceed to a clear area that is at least 300 feet away from the affected building.
5. DO NOT return to an evacuated building unless told to do so by University police personnel.

Building Evacuation for Individuals with Disabilities

1. As soon as the alarm sounds, proceed to an enclosed stairwell, if possible.
2. If an enclosed stairwell is not available, go into a room just off the hallway or corridor and close the door.
3. Once inside the room, open a window and drape some article of clothing outside as a signal that someone is waiting for help. If a phone is available, contact University Police at Ext. 4299 or 724-938-4299.
4. On the way to the “safe area,” a person with physical disabilities should ask an able-bodied person for aid in notifying response personnel about the disabled person’s location.

Campus Evacuation

1. Evacuation of all or part of the campus grounds will be announced by University Police.
2. All persons (students, employees and visitors) are to vacate the area in question immediately and relocate to the designated main assembly areas.
3. DO NOT return to an evacuated building unless told to do so by University Police personnel.

Shelter in Place

When University Police advise to shelter in place:

1. A staff member should lock the exits to prevent unauthorized individuals from entering the space.
2. Staff should account for all students and staff and report anyone missing.
3. When appropriate, Facilities Management personnel will shut down HVAC equipment to prevent outside contaminated air from being introduced into the facility.

III. BIOLOGICAL, CHEMICAL OR RADIATION INCIDENT (EOP Section 3.4)

1. Any suspicious package received should be left untouched.
2. The location in which the package is located should be evacuated and University Police notified immediately at Ext. 4299 or 724-938-4299.
3. It is important for anyone who comes in contact with the suspicious package not to be in contact with other people if at all possible. These individuals should remain isolated until cleared by University Police.
4. Any exposure to a hazardous biological, chemical or radioactive material must be reported immediately to University Police at Ext. 4299 or 724-938-4299.
5. When reporting, be specific about the nature of the involved material and its exact location.
6. The key person on site should vacate the affected area at once, and seal it off to prevent further contamination of other areas until the arrival of University Police/Health & Safety personnel.

Spill response procedure

1. Immediately alert fellow workers, your supervisor and University Police (Ext. 4299 or 724-938-4299).
2. Follow detailed spill response procedures located in the EOP, Section 3.4.L.
3. Report all but minor spills to the Office of Environmental Health & Safety (Ext. 4411 or 724- 938-4411), as there are DEP and EPA regulations that require reporting of certain quantities of certain spilled materials.
4. Reporting to regulatory agencies is only to be done by the Office of Environmental Health & Safety.

IV. BOMB THREAT (EOP Section 3.5)

1. If a suspicious object or potential bomb is observed, do not handle the object. Call University Police at Ext. 4299. Clear the area immediately according to the building evacuation instructions listed below.
2. If you receive a written bomb threat, set it aside and call University Police at Ext. 4299 or 724-938-4299. Do not handle the note or the letter further.
3. If you receive a telephone bomb threat, be calm, courteous, listen, and do not interrupt the caller. Try to notify a person nearby of the bomb threat so that University Police (Ext. 4299 or 724-938-4299) can be notified as soon as possible.
4. The individual receiving the bomb threat is responsible for carefully recording the information and then immediately notifying his/her supervisor and the University Police Department.
5. Keep the caller on the line as long as possible and ask the caller the following:
 - When is the bomb going to explode?
 - Where is the bomb located?
 - What kind of bomb is it?
 - What does the bomb look like?

Be alert and listen for background noise during the call.

6. Keep the caller on the line as long as possible and note the following:
 - Age and gender of caller — male, female, adult, juvenile
 - Voice of caller — loud, soft, high-pitched, deep, raspy
 - Accent of caller — local, not local, foreign, nationality
 - Speech of caller — fast, slow, distorted, stutter, nasal, lisp
 - Manner of caller — calm, angry, rational, irrational, coherent, incoherent, deliberate, emotional, righteous, laughing, intoxicated
 - Background noises — office machines, factory machines, trains, airplanes, animals, music, silence, voices, traffic, party
7. Call the University Police Department at 724-938-4299 (if they have not been notified) and provide all the information you have obtained to the police, along with your name and location.

Building evacuation procedure if there is a suspicion of a bomb in the building

1. Employees, faculty and students should not search on their own. Opening and closing doors, drawers and cabinets or turning off lights may activate the bomb.
2. The building should be cleared as quickly as possible, but do NOT activate the fire alarm system, as this may activate the bomb.
3. Elevators should NOT be used, as this may activate the bomb.
4. Once outside, individuals should move at least 500 feet away from the affected building and stay clear of walkways and streets that may be used by emergency vehicles and crews.
5. Do not return to an evacuated building unless permitted to do so by a University Police officer.

Hostage situation

If you are taken hostage:

1. Be patient. Time is on your side. Avoid drastic action.
2. Follow instructions, be alert and stay alive.
3. Don't speak unless spoken to and then only when necessary.
4. Try to rest. Avoid speculating. Comply with instructions as best you can. Avoid arguments; expect the unexpected.
5. Be observant.
6. Be prepared to answer University Police on the phone. If medications, first aid or restroom privileges are needed, say so.

V. CIVIL DISTURBANCES, STRIKES OR DEMONSTRATIONS (EOP Section 3.6)

Peaceful and non-obstructive demonstrations

1. Peaceful and non-obstructive demonstrations will not be disrupted unless one or more of the following conditions exists as a result of the demonstration:
 - Interference with the normal operations of the University.
 - Prevention of access to offices, buildings or other University facilities.
 - Threat of physical harm to persons or damage to University facilities.
2. If any of the above conditions exist, call the University Police Department at 724-938-4299.

Non-violent disruptive demonstrations

1. Non-violent disruptive demonstrators will be asked to terminate the disruptive activity by one of California's vice presidents or his/her designee.
2. If demonstrators persist in the disruptive activity, they will be informed that continuing the disruptive activity could result in suspension, disciplinary actions and/or possible arrest.
3. Efforts should be made to secure positive identification of demonstrators in violation of the termination request, including photographs.

Violent disruptive demonstrations

In the event of a violent demonstration, the University President and vice president for Administration and Finance or his/her designee will be notified.

During business hours:

1. The appropriate vice president will notify University Police.
2. California police will contact the Pennsylvania State Police and the University's vice president for Communications and Marketing.
3. The President, in consultation with the appropriate vice president and the California Police Department director, will determine the possible need for an injunction.
4. University Police will provide an officer with a radio for communication between the University and the Pennsylvania State Police, as needed.

After business hours:

1. The University Police Department should be notified about the disturbance immediately.
2. California Police will investigate the disruption and notify the University Police Department director, who will report the situation to the appropriate vice presidents and the University President.
3. The California Police Department director or designee reserves the right to call for police assistance without counsel from others if such assistance is deemed to be of paramount importance to the safety of individuals involved.

VI. TERRORISM (EOP Section 3.7)

If you suspect a credible terrorist threat exists based on your own observations or conversations that you have overheard, contact the University Police Department at 724-938-4299 or the local office of the FBI in Pittsburgh, Pa., at 412-432-4000. The following are examples of items that should be considered potentially legitimate threats. This list is NOT meant to be all-inclusive.

1. An individual(s) makes a specific threat (eg., says he/she has a device with a contaminant that he/she intends to, or has, disperse(d) into the area or into food/water being consumed.)
2. An individual(s) in an area intentionally disperses something into the air using a mechanical device (with or without any communication or threat).
3. A package or other article is discovered that has specific wording or other identification on it: eg., identification of bomb or contaminant within (e.g., anthrax, explosives, "you will die . . .," etc.); threats or threatening wording on the package or article; hate speech or anti-American sentiments.
4. An abandoned package is discovered that is ticking or leaking a suspicious substance.
5. People in an area begin to complain of similar symptoms that have come on them suddenly. (There may be a potential chemical assault or accidental release of chemical irritant.)
6. Telephoned threat of a chemical or biological assault. [This should be handled the same as a bomb threat and will not constitute an immediate evacuation of the building. Follow bomb threat procedures and call University Police unless other indicators are present as well (i.e., coincides with one or more of the other conditions previously identified.)]

Take precautions when traveling. Be aware of conspicuous or unusual behavior. Do not accept packages from strangers. Do not leave luggage unattended. Unusual behavior, suspicious packages and strange devices should be promptly reported to University Police at 724-938-4299.

VII. VIOLENT OR CRIMINAL BEHAVIOR (EOP Section 3.8)

Witness to violent or criminal behavior

Witness to violent or criminal behavior

If you are a victim or a witness to any on-campus offense:

1. AVOID RISKS!
2. Promptly notify University Police at 724-938-4299 and report the incident, including the following information:
 - Nature of the incident
 - Location of the incident
 - Description of person(s) involved.
 - Description of property involved.

VIII. EXPLOSION ON CAMPUS (EOP Section 3.9)

1. Immediately take cover under tables, desks and other objects that will give protection against falling glass or debris.
2. After the effects of the explosion and/or fire have subsided, notify University Police at 724-938-4299. Give your name and describe the location and nature of the emergency.

IX. FIRE (EOP Section 3.10)

1. If a fire is discovered, activate a pull station.
2. Immediately notify University Police by phone at 724-938-4299.
3. If the fire is in the very early stages and you have attended fire extinguisher training AND you feel confident that you can extinguish the fire without endangering yourself and others, fight the fire with a fire extinguisher from a position where you can escape. Small fires can often be extinguished.
4. A fire that is large or spreading cannot usually be extinguished successfully. If possible, shut down any equipment that may add fuel to the fire.
5. Leave the fire area and prevent its spread by closing the doors behind you.
6. Evacuate the building by the closest marked exit and await the arrival of University Police. Be prepared to inform them of the exact location, details of the fire, and any chemicals that are stored or used in the area.
7. Once outside, move to a clear area at least 300 feet away from the affected building.
8. If your clothes catch fire, drop to the floor and roll to smother the flame. If a co-worker's clothing catches fire, knock the person to the floor and roll him/her to smother the flames.
9. Do NOT return to an evacuated building unless told to do so by a University police officer.

NOTE: If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews. If there is no window, stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location. Do not panic.

X. EARTHQUAKE (EOP Section 3.11)

Remain calm and quickly follow the steps outlined below.

1. If indoors, seek refuge in a doorway or under a desk or table. Stay away from glass windows, shelves and heavy equipment.
2. If outdoors, move quickly away from buildings, utility poles and other structures. Caution: Always avoid power or utility lines, as they may be energized. Know your assembly points.
3. If in an automobile, stop in the safest place available, preferably away from power lines and trees. Stop as quickly as safety permits, but stay in the vehicle for the shelter it offers.
4. Evaluate the situation and, if emergency help is necessary, call University Police at 724-938-4299.
5. Report damaged facilities to University Police and the Facilities Management Department.

XI. FLOOD (EOP Section 3.12)

If flooding occurs, or the conditions exist that could cause flooding to occur, observe the following:

1. Listen to the radio or watch television weather broadcasts to keep apprised of weather watches or warnings.
2. Listen to National Weather Service/National Oceanic and Atmospheric Administration (NOAA) radio broadcasts if a weather radio is available. Washington/Fayette NOAA weather can be found at 162.550 MHz.
3. Go online to track the storm and be aware of weather alerts/warnings at www.nws.noaa.gov/nwr
4. If a flood watch or warning occurs for the area you are in, move to higher ground immediately. Do not delay if a warning is posted.
5. If you are in a campus building that begins to flood, notify University Police immediately at Ext. 4299 or 724-938-4299.
6. Leave the building and move to a facility that is not flooding.
7. When traveling, do not drive through flooded roadways.
8. If a vehicle stalls in water, leave the vehicle immediately and move to higher ground.
9. Be extra cautious when driving at night, when it is more difficult to recognize flood signs or ascertain the depth of water.
10. During heavy rains or flood alerts, etc., do not park a vehicle near any streams, rivers or flash flood areas.
11. If caught outdoors, climb to high ground and stay there.
12. Do not walk through or drink floodwater.
13. If told to evacuate, do so immediately.
14. **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by University Police officers.

XII. TORNADO (EOP Section 3.13)

If a tornado is reported within a 15-mile radius of California, a California Alert text message will be issued by the University to registered students, staff and faculty.

The best protection is an underground shelter or basement, or a substantial steel-framed or reinforced concrete building. (If none is available, take refuge in other places, as indicated below.)

1. In any facility always go to the lowest floor possible.
2. If your residence has no basement, take cover under heavy furniture on the ground floor in the center of the building, or in a small room on the ground floor that is away from outside walls and windows.
3. Stay away from windows to avoid flying debris.
4. If you are outside in open country, drive away from the tornado's path, at a right angle to it. If there isn't time to do this – or if you are walking – take cover and lie flat in the nearest depression, such as a ditch, culvert, excavation or ravine.
5. If the school building is a sturdy steel-framed or reinforced concrete building, stay inside away from the windows and remain near an inside wall on the lower floors, if possible. The large brick buildings on the California campus are of reinforced construction and should provide adequate shelter. If you are in a smaller facility, go to the basement or nearest brick facility.
6. Avoid auditoriums and gymnasiums or large metal buildings with large, poorly supported roofs.
7. In office buildings, go to an interior hallway on the lowest floor or to a designated shelter area. Stay away from windows.
8. Many times, restrooms in lower levels are safety shelters in buildings.

XIII. INCLEMENT WEATHER (EOP Section 3.14)

The University President, or his/her designee, is solely responsible for authorizing the closing of the University when severe weather and/or emergency conditions warrant either a partial or full-day closing.

1. When road and sidewalk conditions become hazardous due to severe weather conditions, the University Police dispatcher shall call out the Facilities Management crew and notify both the director of the University Police Department and the director of Facilities Management.
2. The University Police Department director shall notify the Campus Administrator of weather and road conditions surrounding the University. The Campus Administrator recommends a course of action to the University President.
3. Once the decision to close or delay is made, the Campus Administrator will direct the Executive Director of Communications to send out a text alert to the campus community advising of the decision. Essential employees shall be advised of their status and when to report to work. Non-essential personnel will be instructed not to report to work.
4. The Office of Communications and Marketing will notify both radio and television media of the full-day closing or delayed opening.
 - At a minimum, the following media shall air the closing information: both the University radio and television stations, radio stations WESA, and KDKA, and television stations KDKA, WTAE, and WPXI. University Police will revise the message tape on the switchboard answering machine with up-to-date information. Employees may call the University's toll-free number (800-422-5639) for closing information or visit the University website, www.calu.edu.
5. All employees are advised to evaluate road conditions in their respective areas to determine if roads are passable.
6. The University will be closed when the Governor declares a statewide State of Emergency.

XIV. MEDICAL EMERGENCY (EOP Section 3.15)

1. If serious injury or illness occurs on campus, immediately dial Ext. 4299 or 724-938-4299 to reach the University Police Department. Give your name, describe the nature and severity of the medical problem, and give the campus location of the victim.
2. In case of minor injury or illness, report to the Wellness Center for evaluation.
3. In case of serious injury or illness, ONLY certified or appropriately trained personnel should quickly perform the following steps:
 - a. Keep the victim still and comfortable. DO NOT MOVE THE VICTIM.
 - b. Ask the victim, "Are you OK?" and "What is wrong?"
 - c. Check victim's breathing and begin artificial respiration, if necessary. Send someone to get help.
 - d. Control serious bleeding by direct pressure on the wound.
 - e. Continue to assist the victim until help arrives.
 - f. Look for emergency medical ID.
 - g. Give all information to the medical response team.

XV. PSYCHOLOGICAL EMERGENCY (EOP Section 3.16)

A psychological crisis exists when an individual is threatening harm to himself/herself or to others, or is out of touch with reality due to severe drug reactions or a psychotic break. A psychotic break may be manifested by hallucinations, uncontrollable behavior, etc.

1. Never try to handle a situation you believe is dangerous without appropriately trained assistance.
2. Notify the University Police Department by calling Ext. 4299 or 724-938-4299.
3. When contacting University Police, state the following:
 - Clearly state that you need IMMEDIATE ASSISTANCE.
 - Give your name.
 - Give your location.
 - Provide brief description of the situation.

XVI. STUDENT DEATH, SERIOUS INJURY OR ILLNESS (EOP Section 3.17)

In the event of a student's death, serious injury or severe illness, the following guidelines should be implemented to initiate an effective response and/or course of action on the part of the University.

1. The individual who discovers a student who is seriously injured, ill or dead should IMMEDIATELY contact the University Police Department at Ext. 4299 or 724-938-4299 and the University Wellness Center at Ext. 4232 or 724-938-4232.
2. The vice president for Student Affairs will be notified by any University representative who becomes aware of the death, serious injury or illness of a student.
3. The vice president for Student Affairs will:
 - Inform the University President, the provost/vice president for Academic Affairs, and the vice president for Communications and Marketing.
 - Assemble a crisis management team to assist in handling the situation.
 - Attempt to provide appropriate notification of the situation to the family.

XVII. UTILITY FAILURE (EOP Section 3.19)

In the event of a utility failure, these steps should be taken:

1. During regular working hours (8 a.m. through 4 p.m., Monday through Friday), immediately notify the Facilities Management Department at Ext. 4409 or 724-938-4409.

2. If there is potential danger to building occupants, or if the utility failure occurs after hours or on a weekend or holiday, notify the University Police Department at Ext. 4299 or 724-938-4299.
3. If an emergency exists, evacuate the building.
4. DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by PennWest California police officers.

Elevator Failure

If you are trapped in an elevator, use the emergency call button or phone in the elevator to alert others to your situation. If you hear or observe someone trapped in an elevator, immediately contact University Police at Ext. 4299 or 724-938-4299 so they can provide help.

Plumbing Failure/Flooding

Cease using all electrical equipment. Immediately notify the University Police Department at Ext. 4299 or 724-938-4299. If necessary, evacuate the area.

Gas Leak

Cease all operations and immediately vacate the area. Do not switch lights or any electrical equipment on or off. Extinguish all open flames, including cigarettes. Notify the University Police Department at Ext. 4299 or 724-938-4299 from a telephone outside the area affected by the gas leak.

Steam Line Failure

Immediately notify Facilities Management at Ext. 4409 or 724-938-4409 or the University Police Department at Ext. 4299 or 724-938-4299. If necessary, vacate the area. Keep clear to avoid burns.

Ventilation Problem

If smoke odors come from the ventilation system, immediately notify University Police at Ext. 4299 or 724-938-4299. If necessary, cease all operations and vacate the area.

XVIII. ACTIVE SHOOTER RESPONSE GUIDELINES (EOP Section 3.20)

“Active shooter” refers to a situation in which a suspect(s) — indoors or outdoors, either barricaded or in motion — is actively discharging a firearm at the public and/or randomly firing into an area where it is reasonably expected that individuals could be struck by the suspect’s fire. These situations leave little or no time for proper planning and normally require the first law enforcement units arriving on the scene to take immediate action to end the danger.

If You Are INDOORS and in Danger:

1. EVACUATE, if you can do so safely. Notify anyone you encounter to leave the building immediately. Evacuate to a safe area away from the danger and take protective cover. Stay there until emergency responders provide instructions.
2. When there is an active shooter, DO NOT activate the fire alarm to evacuate a building.
3. All persons NOT immediately impacted by the situation should take protective cover indoors, staying away from windows and doors. Follow the guidelines listed below.

4. If you cannot safely evacuate the building, the following guidelines are recommended:
 - Go to the nearest room or office.
 - Lock and barricade doors.
 - If the door has no lock and the door opens inward, jam a heavy door wedge between the bottom edge of the door and the floor, or look for heavy furniture you can use to barricade the door.
 - Turn off lights.
 - Close blinds and stay away from windows.
 - Cover windows, including windows on the door.
 - Turn off radios and computer monitors.
 - Stay calm, quiet and out of sight.
 - Take adequate cover/protection, e.g. behind concrete walls, heavy desks or filing cabinets. (Such cover may protect you from bullets.) Silence cell phones.
 - Place signs in exterior windows to identify the location of injured persons.
 - Do not open the door — it may be the shooter.
 - Remember, a shooter usually will not stop until he/she is engaged by an outside force. If you are trapped with the gunman and he is not shooting, DO NOT draw attention to yourself with sudden body movements, statements, comments or hostile looks.

If You Are OUTDOORS:

1. If you are outdoors and hear gunfire, stay alert and move away from the gunfire.
2. Look for appropriate cover locations. Brick walls, large trees, retaining walls, parked vehicles and any other objects that may stop bullets should be used as cover.

Contacting Police:

1. Notify the University Police Department as soon as it is safe to do so by dialing Ext. 4299 or 724-938-4299.
2. Provide the following information:
 - Your specific location — building name and office/room number.
 - Number of people at your specific location.
 - Injuries — number injured, types of injuries.
 - Assailant(s) — location, number of suspects, race/gender, clothing description, physical features, type of weapons (long gun or hand gun), backpack, shooter's identity (if known), separate explosions from gunfire, etc.

When Police Arrive:

1. When police officers arrive on scene, move toward any police vehicle when it is safe to do so while keeping your hands on top of your head. Do not carry anything in your hands that could be mistaken for a weapon. Do exactly and immediately what the police tell you to do.
2. If you are still inside the building, DO NOT RUN. Drop to the floor, place your hands behind your head and remain still. Make no sudden moves that may be interpreted as hostile or threatening.
3. Wait for instructions and obey all commands.
4. Do not be upset, resist or argue if a rescuer isn't sure whether you are the shooter or a victim.
5. Even if you are handcuffed and searched, DO NOT resist. Wait for the confusion to clear.
6. You will be taken to a safe area, where proper identification and status will be determined.

XIX. SUSPICIOUS MAIL PROCEDURE (EOP Section 3.21)

Basic procedures for responding to suspicious mail and packages

1. Stay calm.
2. Do not open the letter or package; or do not open it further. Do not shake it, show it to others or empty its contents.
3. Leave the letter or package where it is or gently place it on the nearest flat surface.
4. If possible, gently cover the letter (use a trash can, article of clothing, etc.).
5. Shut off any fans or equipment in the area that may circulate the material.
6. Alert others nearby to relocate to an area away from the site of the suspicious item. Take essential belongings with you (cell phones, keys, purse, backpack, books, etc.) in case return to your location is delayed.
7. Contact the University Police Department immediately at 724-938-4299.
8. Leave and close the door to the space containing the suspicious letter or package.
9. To prevent spreading any powder or hazardous substance to your face, wash your hands thoroughly with soap and water.
10. Stay close to the area until instructed otherwise by University Police. The police will arrange appropriate follow-up procedures as necessary.

XX. THREAT RESPONSE, ASSESSMENT AND INTERVENTION (EOP Section 3.22)

Threatening behavior includes, but is not limited to:

1. Physical actions short of actual contact/injury (e.g., moving closer aggressively, waving arms or fists, yelling in an aggressive or threatening manner).
2. General oral or written threats to people or property (e.g., “you better watch your back” or “I’ll get you”).
3. Threats made in a “joking” manner.
4. Stalking behavior.
5. Hate speech.
6. Implicit threats (e.g., “you’ll be sorry” or “this isn’t over yet”).

Violent behavior includes, but is not limited to:

1. Any physical assault, with or without weapons.
2. Behavior that a reasonable person would interpret as being potentially violent (e.g., throwing things, destroying property).
3. Specific threats to inflict harm (e.g., a threat to shoot a named individual).
4. Use of any object to attack or intimidate another person.

Procedures for the Campus Community

All faculty, staff and students are encouraged to be alert to the possibility of violence. Any report of violence or threatening behavior will be handled in a confidential manner, with information released only on a need-to-know basis. Those who act in good faith by reporting real or implied violent or threatening behavior will not be retaliated against or subjected to harassment. Deliberately false or misleading reports of violent or threatening behavior under this policy will be handled as incidents of unacceptable personal conduct, and those making such false or misleading reports will be subject to disciplinary action.

- A. **Imminent Threat:** For crimes in progress, violent incidents, or specific threats of imminent violence, University Police must be notified immediately at 724-938-4299. Examples of imminent threat include, but are not limited to, observing a person with a weapon or observing violent behavior.
- B. **Disturbing or Threatening Behavior:** When disturbing or threatening behavior that does not pose an imminent threat is observed, any member of the Threat Response, Assessment and Intervention Team (T.R.A.I.T.) should be notified as soon as possible. The team's chairperson is the associate vice president for Student Affairs, who can be contacted at 724-938-1603.

Emergency Evacuation of Individuals with Disabilities

Individuals with disabilities or those who provide assistance to individuals with disabilities should contact the Office of Environmental Health and Safety to discuss building evacuation procedures. Preparedness is critical and should include emergency evacuation routes, refuge locations and/or individuals to provide assistance in times of emergency.

Any questions related to this Quick Reference Guide should be referred to the Office of Environmental Health and Safety or the Chief of the University Police Department.

CRIME STATISTICS REPORT 2019 THROUGH 2021

PENNWEST CALIFORNIA MAIN CAMPUS AND WASHINGTON HOSPITAL

PennWest California is committed to providing a safe and secure educational environment for student and employees. Criminal activity exists throughout our society, and college campuses are not exempt from crime. However, in order to maximize security and minimize the opportunity for criminal activity to occur, a number of services and programs have been implemented at PennWest California. All members of the University community share in the responsibility for reporting crime and for taking precautions to discourage its potential.

The following statistics are provided in compliance with Act 1988-73, the College and University Security Information Act, the Student Right-to-Know and Campus Security Act of 1990, and the Jeanne Clery Disclosure of Campus Statistics Act of 1998.

The figures represent the calendar years of 2018, 2019 and 2020. Brief definitions of some of the crimes categories that may not be self-explanatory are provided in the definitions below. Questions regarding this report may be addressed to the University Police Department at 724-938-4299.

The following definitions for murder, robbery, aggravated assault, burglary, motor vehicle theft, weapons law violations, drug abuse violations and liquor law violations are provided from the Uniform Crime Reporting Handbook, in accordance with the Federal Bureau of Investigation's Uniform Crime Reporting Program. The definitions of forcible and non-forcible sex offenses are from the National Incident–Based Reporting System Edition of the Uniform Crime Reporting Handbook, in accordance with the Federal Bureau of Investigation's Uniform Crime Reporting Program.

MURDER AND NON-NEGLIGENT MANSLAUGHTER:

The willful (non-negligent) killing of one human being by another.

MANSLAUGHTER BY NEGLIGENCE:

The killing of another person through gross negligence.

RAPE:

The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral; penetration by a sex organ of another person, without the consent of the victim.

FONDLING:

The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim including where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

INCEST:

Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

STATUTORY RAPE: Sexual intercourse with a person who is under the statutory age of consent.

DATING VIOLENCE: The term “dating violence” means violence committed by a person:

- (A) Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- (B) Where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - (i) The length of the relationship.
 - (ii) The type of relationship.
 - (iii) The frequency of interaction between the persons involved in the relationship.

Domestic violence: The term “domestic violence” includes felony or misdemeanor crimes 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, intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of jurisdiction in which the crime of violence occurred, or 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.

STALKING: The term “stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- (A) fear for his or her safety or the safety of others; or
- (B) suffer substantial emotional distress.

ROBBERY:

The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

AGGRAVATED ASSAULT:

An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by a means likely to produce death or great bodily harm.

BURGLARY:

The unlawful entry of a structure to commit a felony or theft. For reporting purposes, this definition includes forcible entry, unlawful entry and attempted forcible entry.

MOTOR VEHICLE THEFT:

The theft or attempted theft of a motor vehicle.

ARSON:

Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

LIQUOR LAW VIOLATIONS:

The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.

DRUG ABUSE VIOLATIONS:

Violations of laws or ordinances prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs. The relevant substances include opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics/manufactured narcotics which can cause true addiction (Demerol, methadone); and dangerous non-narcotic drugs (barbituates, Benzedrine).

WEAPON LAW VIOLATIONS:

The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons.



PENNWEST CALIFORNIA'S RESPONSE TO CRIMES INVOLVING BIAS:

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

QUICK REFERENCE NUMBERS

UNIVERSITY POLICE (24 HOURS A DAY) 724-938-4299 EMERGENCY 911

Parking and Transportation724-938-4677

Office of Sexual Misconduct.....724-938-5707
 Provides free, confidential sexual assault services

SSART724-938-5707
 Certified sexual assault counselors; makes referrals to other appropriate agencies

Student Affairs 724-938-4439
 Investigates allegations/student code violations; makes referrals to other appropriate agencies

Social Equity 724-938-5425
 Investigates allegations of sexual harassment; makes referrals to other appropriate agencies

Health (Wellness) Center 724-938-4232
 Provides medical treatment

CHOICES counseling center..... 724-938-4056
 Provides assessment and intervention to assist in alcohol and drug abuse; provides referrals and other resources

Main Campus

Crimes reported to the University Police Department, campus officials and other law enforcement agencies, at the California campus. These reports of crime are compiled in accordance with the provisions of the **Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act**.

OFFENSE	California Campus			Residence Hall			Non Campus			Public Property			Total Crimes Reported			Total Unfounded Reported		
	2019	2020	2021	2019	2020	2021	2019	2020	2021	2019	2020	2021	2019	2020	2021	2019	2020	2021
Murder-Non Neg. Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
Unfounded	0	0	0	0	0	0	0	0	0	0	0	0				0	0	0
Manslaughter by Negligance	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
Unfounded	0	0	0	0	0	0	0	0	0	0	0	0				0	0	0
Aggravated Assault	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1			
Unfounded	0	0	0	0	0	0	0	0	0	0	0	0				0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
Unfounded	0	0	0	0	0	0	0	0	0	0	0	0				0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
Unfounded	0	0	0	0	0	0	0	0	0	0	0	0				0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
Unfounded	0	0	0	0	0	0	0	0	0	0	0	0				0	0	0
Burglary	5	0	1	4	0	1	0	0	0	0	0	0	5	0	1			
Unfounded	0	0	0	0	0	0	0	0	0	0	0	0				0	0	0
Rape	5	0	1	5	0	1	0	0	4	0	0	0	5	0	5			
Unfounded	0	0	0	0	0	0	0	0	0	0	0	0				0	0	0
Fondling	0	0	0	0	0	0	0	0	2	0	0	0	0	0	2			
Unfounded	0	0	0	0	0	0	0	0	0	0	0	0				0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
Unfounded	0	0	0	0	0	0	0	0	0	0	0	0				0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
Unfounded	0	0	0	0	0	0	0	0	0	0	0	0				0	0	0
Domestic Violence	3	0	1	3	0	1	0	1	1	0	0	0	3	0	2			
Unfounded	0	0	0	0	0	0	0	0	0	0	0	0				0	0	0
Stalking	4	1	1	1	0	1	0	0	1	0	0	0	4	0	2			
Unfounded	0	0	0	0	0	0	0	0	0	0	0	0				0	0	0
Dating Violence	1	2	1	0	2	1	0	0	0	0	0	0	2	0	1			
Unfounded	0	0	0	0	0	0	0	0	0	0	0	0				0	0	0

OFFENSE	California Campus			Residence Hall			Non Campus			Public Property			Total Crimes Reported					
	2019	2020	2021	2019	2020	2021	2019	2020	2021	2019	2020	2021	2019	2020	2021			
ARRESTS																		
Liquor Laws	0	0	6	0	0	1	2	0	1	0	0	0	0	0	7			
Drug Laws	17	1	4	14	0	2	5	2	8	0	0	0	3	0	12			
Weapons Laws	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
REFERRALS																		
Liquor Laws	41	18	33	40	16	31	0	0	0	0	0	0	18	0	33			
Drug Laws	37	20	20	19	14	14	4	1	1	1	0	0	21	0	21			
Weapons Laws	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			

Uniform Crime Reports

Uniform Crime Reporting - Parts I and II Offenses – Main Campus

The PennWest California Police Department is required to report crimes under the Uniform Crime Reporting System in addition to the Jeanne Clery Disclosure of Campus Security Police and Crime Statistics Act. Due to differences in crime classifications and their definitions, reported statistics in the two reports are generally not comparable.

The number of crimes in each category is divided by the gross number of full-time students (FTE) and employees.

Uniform Crime Reporting - Part I Offenses - Main Campus

	2021	pop. 6,606	2020	pop. 6,362	2019	pop. 6,680
OFFENSE	# of Offenses	Crime Rate	# of Offenses	Crime Rate	# of Offenses	Crime Rate
Murder-Non Neg. Manslaughter	0	0	0	0	0	0
Negligent by Manslaughter	0	0	0	0	0	0
Aggravated Assault	1	0.015	0	0	0	0
Arson	0	0	0	0	0	0
Burglary	1	0.015	0	0	5	0.075
Rape	0	0	0	0	4	0.059
Robbery	0	0	0	0	0	
Vehicle Theft	0	0	0	0	0	0

Uniform Crime Reporting - Part II Offenses - Main Campus

	2021	pop. 6,606	2020	pop. 10,483	2019	pop. 6,680
OFFENSE	# of Offenses	Crime Rate	# of Offenses	Crime Rate	# of Offenses	Crime Rate
Disorderly Conduct	10	0.151	5	0.047	11	0.9
Drug Laws	15	0.227	10	0.095	30	0.449
DUI	0	0	0	0	0	0
Embezzlement	0	0	0	0	0	0
Forgery	0	0	0	0	0	0
Fraud	2	0.03	1	0.019	9	0.135
Gambling	0	0	0	0	0	0
Liquor Law	7	0.106	3	0.029	6	0.089
Other Sex Offense	0	0	0	0	1	0.014
Public Drunkenness	0	0	0	0	2	0.03
Receiving Stolen Prop.	0	0	0	0	0	0
Simple Assault	0	0	0	0	1	0.015
Theft	8	0.121	5	0.047	12	0.18
Vagrancy	0	0	0	0	0	0
Vandalism	8	0.121	0	0	9	0.135
Weapons Possession	0	0	0	0	0	0

Main Campus - Hate Crimes

Crimes reported to the University Police Department, campus officials and other law enforcement agencies, at the California campus. These reports of crime are compiled in accordance with the provisions of the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act.

OFFENSE	Race			Gender			Sexual Orientation			Ethnicity			Disability			Religion			Gender Identity			National Origin			Total Unfounded					
	2019	2020	2021	2019	2020	2021	2019	2020	2021	2019	2020	2021	2019	2020	2021	2019	2020	2021	2019	2020	2021	2019	2020	2021	2019	2020	2021	2019	2020	2021
Murder-Non Neg. Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Unfounded	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent by Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Unfounded	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Agg. Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Unfounded	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Unfounded	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Unfounded	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Auto Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Unfounded	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Unfounded	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Unfounded	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Unfounded	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Unfounded	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Unfounded	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Unfounded	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Unfounded	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Unfounded	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Destruction, Damage or Vandalism of Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Unfounded	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

PennWest California at Washington Hospital

PennWest California leases classroom and lab facilities from Washington Health System (WHS) to operate its School of Radiologic Technology. Students attend classes and develop clinical skills at this hospital-based facility in Washington, Pa. They also gain clinical experience at several nearby locations.

In accordance with the Clery Act, the University is required to list the School of Radiologic Technology as a separate campus and provide crime statistics for the space specified in the University's lease.

Two full-time instructors assigned to the Radiologic Technology program serve as administrators of the program and have been named Campus Security Authorities (CSAs) in accordance with the Clery Act:

Lisa L. Finnegan, M.S. R.T. (R) (CT) (BD) (ARRT)
 Program Director, Radiologic Technology
 Office: N-B10

Kelli Alexander, M.S. R.T. (R) (ARRT)
 Clinical Coordinator, Radiologic Technology
 Office: N-B09

OFFENSE	California Campus			Residence Hall			Non Campus			Public Property			Total Crimes Reported			Total Unfounded		
	2019	2020	2021	2019	2020	2021	2019	2020	2021	2019	2020	2021	2019	2020	2021	2019	2020	2021
Murder-Non Neg. Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Unfounded	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligant Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Unfounded	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Agg. Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Unfounded	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Unfounded	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Auto Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Unfounded	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Unfounded	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Unfounded	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Unfounded	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Unfounded	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Unfounded	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

All faculty, staff and students will follow the same policies as the main campus.

*No residence halls present

OFFENSE	California Campus			Residence Hall			Non Campus			Public Property			Total Crimes Reported		
	2019	2020	2021	2019	2020	2021	2019	2020	2021	2018	2019	2020	2018	2019	2020
ARRESTS															
Liquor Laws	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug Laws	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Weapons Laws	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
REFERRALS															
Liquor Laws	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug Laws	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Weapons Laws	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

All faculty, staff and students will follow the same policies as the main campus.

*No residence halls present

Uniform Crime Reports

Uniform Crime Reporting - Parts I and II Offenses – Washington Hospital

The PennWest California Police Department is required to report crimes under the Uniform Crime Reporting System in addition to the Jeanne Clery Disclosure of Campus Security Police and Crime Statistics Act. Due to differences in crime classifications and their definitions, reported statistics in the two reports are generally not comparable.

The number of crimes in each category is divided by the gross number of full-time students (FTE) and employees.

Uniform Crime Reporting - Part I Offenses - Washington Hospital

	2021	pop. 15	2020	pop.	2019	pop.
OFFENSE	# of Offenses	Crime Rate	# of Offenses	Crime Rate	# of Offenses	Crime Rate
Murder-Non Neg. Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Vehicle Theft	0	0	0	0	0	0

Uniform Crime Reporting - Part II Offenses - Washington Hospital

	2021	pop. 15	2020	pop.	2019	pop.
OFFENSE	# of Offenses	Crime Rate	# of Offenses	Crime Rate	# of Offenses	Crime Rate
Disorderly Conduct	0	0	0	0	0	0
Drug Laws	0	0	0	0	0	0
DUI	0	0	0	0	0	0
Embezzlement	0	0	0	0	0	0
Forgery	0	0	0	0	0	0
Fraud	0	0	0	0	0	0
Gambling	0	0	0	0	0	0
Liquor Law	0	0	0	0	0	0
Other Sex Offense	0	0	0	0	0	0
Public Drunkenness	0	0	0	0	0	0
Receiving Stolen Prop.	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0
Theft	0	0	0	0	0	0
Vagrancy	0	0	0	0	0	0
Vandalism	0	0	0	0	0	0
Weapons Possession	0	0	0	0	0	0

Washington Hospital - Hate Crimes

Crimes reported to the University Police Department, campus officials and other law enforcement agencies, at the California Campus. These reports of crime are compiled in accordance with the provisions of the **Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act**.

OFFENSE	Race			Gender			Sexual Orientation			Ethnicity			Disability			Religion			Gender Identity			National Origin			Total Unfounded		
	2019	2020	2021	2019	2020	2021	2019	2020	2021	2019	2020	2021	2019	2020	2021	2019	2020	2021	2019	2020	2021	2019	2019	2021	2018	2019	2021
Murder-Non Neg. Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Unfounded	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Unfounded	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Agg. Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Unfounded	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Unfounded	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Auto Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Unfounded	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Unfounded	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Unfounded	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Fondling	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Unfounded	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Vandalism	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Unfounded	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Unfounded	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Vandalism	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Unfounded	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Unfounded	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Larceny-Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Unfounded	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Unfounded	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Stalking	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Unfounded	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Unfounded	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

PENNWEST CALIFORNIA FIRE SAFETY AND ON-CAMPUS STUDENT HOUSING REPORT



2022 edition

Submitted by the Office of Safety and Risk Management

The Higher Education Opportunity Act (HEOA) of 2008 requires each university to report fire safety statistics for on-campus housing. Enclosed statistics are reported for 2019, 2020 and 2021 calendar years.

PENNWEST CALIFORNIA
Department of Safety and Risk Management

On-Campus Residential Facilities

PennWest California Residence Hall Fire Log 2019

Building	Total Number of Fires	Cause of Fire	Total Injuries Requiring Medical	Total Number of Deaths	Value of Property Damage	Total Fire Drills
Building A - Smith Hall	0		0	0	0	4
Residence Hall B	0		0	0	0	4
Guesman Hall	0		0	0	0	4
Johnson Hall	0		0	0	0	4
Residence Hall E	0		0	0	0	4
Carter Hall	0		0	0	0	4

PennWest California of Pennsylvania Residence Hall Fire Log 2020

Building	Activation Date	Cause of Fire	Total Injuries Requiring Medical	Total Number of Deaths	Value of Property Damage	Total Fire Drills
Building A - Smith Hall	0		0	0	0	1
Residence Hall B	0		0	0	0	1
Guesman Hall	0		0	0	0	1
Johnson Hall	0		0	0	0	1
Residence Hall E	0		0	0	0	1
Carter Hall	0		0	0	0	1

PennWest California of Pennsylvania Residence Hall Fire Log 2021

Building	Activation Date	Cause of Fire	Total Injuries Requiring Medical	Total Number of Deaths	Value of Property Damage	Total Fire Drills
Building A - Smith Hall	0		0	0	0	4
Residence Hall B	0		0	0	0	4
Guesman Hall	0		0	0	0	4
Johnson Hall	0		0	0	0	4
Residence Hall E	0		0	0	0	4
Carter Hall	0		0	0	0	4

Definition of a Fire:

“Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.”

The Higher Education Opportunity Act (HEOA) of 2008 requires that each university report fire safety statistics for on-campus student housing. Specifically, the Act requires information on the cause of each fire, the number of injuries and deaths related to a fire, and the value of property damage caused by the fire being reported.

Information related to Penn West California's fire safety efforts has been provided to increase awareness of the programs and equipment that exist to ensure the safety and well-being of our students, employees and guests. The University has no plans for additions or modifications to its on-campus housing fire safety equipment or programming at this time.

1. **Fire Safety Statistics:** No fires in on-campus residence halls were reported for the 2020 calendar year. Statistics for the 2019, 2020 and 2021 calendar years are provided in the tables following this report.
2. **On-Campus Student Housing and Life Safety Systems:** Penn West California has a total of six on-campus student housing facilities that were constructed between 2004 and 2007, and are all very similar in construction and life safety equipment.
 - A. All residence halls are equipped with Simplex 4100U fire alarm panels. The systems consist of addressable manual pull stations, visual/audible alarm devices and integrated automatic detection devices. Each sleeping room in each residence hall is equipped with an addressable smoke detector and sounder base. All smoke detectors, heat detectors, duct detectors, pull stations and sprinkler controls in each residence hall are supervised and monitored by the building Simplex 4100U panel where each point is assigned an address that identifies the exact location of each initiating device. The display provides the location of the initiating device, which also transmits to the annunciator panel at University Police headquarters. The systems are monitored 24/7 by the main fire alarm panel located in the University Police Department's dispatch center.
 - B. All residence halls have fire sprinkler systems throughout, including the attic spaces, where dry pipe systems exist. The sprinkler systems are supervised and monitored by the building Simplex fire alarm panels, which report all alarm and trouble conditions to the True Site at Penn West California Police headquarters.
 - C. Fire extinguishers are located in all residence halls in accordance with NFPA 10, Standard for Portable Fire Extinguishers.
3. **Supervised Fire Drills:** At least four fire evacuation drills per calendar year are conducted in each residence hall. The fire evacuation drills are supervised by a team of University employees and are evaluated for effectiveness. At least one of these drills is conducted during night time hours.
4. **Fire Safety Policies and Rules:** Penn West California has instituted fire safety regulations in order to prevent injuries to members of the campus community and physical damage to facilities. The on-campus housing policies are published in the University's Residence Life Handbook:
 - A. The following appliances are not permitted in residence halls: open-coil heaters, immersion coils for heating liquids, pottery water-warmers, toasters, deep fat and French fryers, rotisseries, ovens, hot plates, air conditioners, stoves, exposed burners (including popcorn poppers that do not have self-contained heating units), large power tools, camping stoves, bacon fryers, Foreman-style grills, and charcoal or gas grills. Also, hover board use, charging, and storage are prohibited in the residence halls.
 - B. Smoking, including the use of electronic smoking devices, is not permitted in the residence halls.

- C. Candles, potpourri burners, incense or any other open flames are not permitted in the residence halls.
- D. The holiday decoration policy dictates that all electrical decorations bear the UL label. All decorations should be located so as not to obstruct exits, fire extinguishers, fire alarm pull stations, sprinkler heads or any heating devices. There must be a clear path to the door of the suite from the sleeping areas at all times. Central hallways and doorways also must be clear. No decorations of any kind shall be suspended from fire or electrical systems. Doors shall not be gift-wrapped. Cut Christmas trees are not permitted in residence halls.

5. Procedures for Student Housing Evacuation:

- A. If you discover or suspect a fire, sound the building alarm by pulling a manual pull station. Warn other occupants by knocking on doors and shouting as you leave. Take your room keys and cell phone in case you are unable to leave the corridor and must return to your room.
- B. Leave the building. Always use the closest available exit stair, not an elevator. Move to the designated meeting place away from your residence hall.
- C. Once in your designated meeting place, await further instructions from the Residence Life staff.
- D. Call University Police at extension 4299 or 724-938-4299. Be prepared to give the dispatcher the following information: Building Name, Floor, Room Number, and Type of Incident.
- E. If you get trapped: Seal the cracks and vents if smoke comes in. If you are trapped in a room and there is no smoke outside, open the windows from the top to let out the heat and smoke and open the bottom for fresh air.
- F. Signal for help. Hang an object out the window (a bed sheet or shirt) to attract the fire department's attention. Use your phone to call University Police and report you are trapped. Be sure to give your room number and location.
- G. Building Evacuation for Disabled Individuals
 - 1. As soon as the alarm sounds, proceed to an enclosed stairwell, if possible.
 - 2. If an enclosed stairwell is not available, go into a room just off the hallway or corridor and close the door.
 - 3. Once inside the room, open the window and drape some article of clothing outside as a signal that someone is waiting for help. If you have a phone available, contact University Police at extension 4299 or 724-938-4299.
 - 4. On the way to the safe area, the physically impaired person should ask a non-impaired person for aid in notifying response personnel of the impaired person's location.
- 6. Fire Safety Training and Education: The Office of safety and risk management offers fire safety education and training, such as fire safety awareness and fire extinguisher training. Training and education programs are offered to all University departments and units. Residence Life staff receive annual training in fire safety awareness and response, which is completed prior to the opening of the residence halls for the fall semester. Fire safety training or education can be scheduled by contacting the Department of Safety and Risk Management at 724-938-4411.
- 7. Reporting Fires: As with any emergency, all fires — either active fires or suspected fires that may have occurred — must be reported to University Police at extension 4299 or 724-938-4299.

Upon receipt of information relating to any fire on campus, the relevant information will be posted into the fire log, which is maintained in the Office of Safety and Risk Management, in Dixon Hall, Room 503. This fire log is available for review by contacting SRM at 724-938-4411. The portion of the log covering the most recent sixty (60) day period may be reviewed by the general public during normal business hours. If a request is made to inspect the fire log that is more than 60 days old, the fire log will be made available within two business days of the request.



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