



**SETON HILL UNIVERSITY**  
**ANNUAL FIRE SAFETY AND SECURITY REPORT**  
**2019<sup>1</sup>**

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<sup>1</sup> Based on calendar year January 1, 2018 through December 31, 2018.

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### **Non-Discrimination Statement**

Seton Hill University, as an educational institution and as an employer, values equality of opportunity, human dignity, and racial/ethnic and cultural diversity. Accordingly, the University prohibits and will not engage in discrimination or harassment on basis of race, color, religion, national origin, genetic information, age, marital status, familial status, sex, sexual orientation, gender identity, disability, or veteran status. Further, Seton Hill University will continue to take affirmative steps to support and advance these values. This policy applies to admissions, employment, and access to and treatment in University programs and activities. This is a commitment made by Seton Hill University and is in accordance with federal, state, and/or local laws and regulations.



## **FROM THE PRESIDENT**

To the Seton Hill University Community –

It is up to each one of us to help foster a secure and supportive environment at Seton Hill University — an environment where individuals can feel safe to visit, learn, work and live. Primary to this goal are the principles of responsibility and respect. These values are essential to any community, and serve as the foundation for the success and productivity of our students, faculty and staff. Safety on campus is one of the highest concerns. A truly safe campus can only be achieved through the cooperation of everyone. This publication contains information about campus safety measures and reports statistics about crime in our University community. It also describes our efforts to combat alcohol and drug abuse. Please take the time to read it and help foster a more caring and safe environment.

*Dr. Mary Finger*



## **FROM THE DIRECTOR OF PUBLIC SAFETY/CHIEF OF POLICE**

To the Seton Hill University Community –

The Campus Police Department welcomes you to Seton Hill University. Public safety is our highest priority. This report is intended to provide information about the role of the Police Department on campus, safety resources and statistics about crime here at Seton Hill.

As you will see, the statistics demonstrate that the University has an extremely safe campus, and we believe that this is based in part on the combined efforts of many University departments and members of the University community.

The Seton Hill University Police Department, located in 115 Administration Annex, is a full-service law enforcement agency. The department consists of sworn police officers serving all properties of the Seton Hill University campus. All officers are highly trained and dedicated to providing first-class service to the Seton Hill Community and its visitors.

At Seton Hill, we have 24-hour police protection, foot and mobile patrols of campus and surrounding areas, assistance with lock outs, an escort service for anyone who does not wish to walk alone, a safety committee made up of faculty and staff, and a state of the art mass notification system for distribution of emails and text messaging in case of an emergency.

Seton Hill University is an extremely safe campus, as demonstrated in the crime statistics. At Seton Hill, we are fortunate to have great working relationships between the police, residence life, and student development, all of which make campus safety a top priority. Safety is a shared responsibility and the police department relies on faculty, staff, students, and visitors to be alert to their surroundings and practice good safety measures as suggested in this report.

While we can't solve every situation or problem, we can reach out to the appropriate resources both on and off campus for assistance when needed. The men and women of the Seton Hill University Police Department are committed to making our campus a safe place in which to live, work and study. For more information about safety and security at Seton Hill University, please visit us at <https://www.setonhill.edu/campus-life/health-safety/campus-safety/> or contact us at 724-830-4999.

*Chief Michele Proctor*

# ANNUAL SECURITY REPORT

## **Preparation of the Annual Security Report and Disclosure of Crime Statistics**

The Seton Hill University Police Department, in cooperation with Seton Hill University Clery Act Compliance Committee, prepares this report to comply with the Jeanne Clery Disclosure of Campus Security and Crime Statistics Act using information maintained by the Seton Hill University Police Department, information provided by offices and individuals designated as Campus Security Authorities, and information provided by local law enforcement agencies surrounding the main campus. Each of these offices provides updated policy information and crime data.

This report provides statistics for the previous three calendar years concerning reported crimes that occurred within the Clery Geography, including the campus and certain off-campus buildings or property owned, leased, or controlled by Seton Hill University. Copies of the Clery Geography Maps can be found in Attachment 1. This report also includes institutional policies concerning campus security, such as policies regarding sexual assault and the possession and/or use of alcohol and other drugs.

Seton Hill University electronically distributes a notice of the availability of this Annual Security and Fire Safety Report by October 1 of each year to every member of Seton Hill University community. Anyone, including prospective students and employees, may obtain a paper copy of this report by contacting Seton Hill University Police Department at 724-830-4999. This report can also be found on-line at <https://www.setonhill.edu/campus-life/health-safety/campus-safety/>.

## **Reporting Crimes and Other Emergencies**

Seton Hill University has a number of ways for campus community members and visitors to report crimes, serious incidents, and other emergencies to appropriate University officials. Regardless of how and where you decide to report these incidents, it is critical for the safety of the entire University community that you immediately report all incidents to the Seton Hill University Police Department at 724-830-4999 for non-emergency notifications and 4-911 or 911 for emergencies, to ensure an effective investigation and appropriate follow-up actions, which may include Timely Warnings via posters and through electronic notification via e2Campus.

## **Voluntary, Confidential Reporting**

If crimes are never reported, little can be done to help other members of the community from also being victims. We encourage University community members to report crimes promptly and to participate in and support crime prevention efforts. Seton Hill University community will be much safer when all community members participate in safety and security initiatives.

If you are the victim of a crime or want to report a crime you are aware of, but do not want to pursue action within Seton Hill University or criminal justice system, we ask that you consider filing a voluntary, confidential report. Depending upon the circumstances of the crime you are reporting, you may be able file a report while maintaining your confidentiality. The purpose of a confidential report is to comply with your wish to keep your personally identifying information confidential, while taking steps to ensure your safety and the safety of others. The confidential reports allow Seton Hill University to compile accurate records on the number and types of incidents occurring on campus. Reports filed in this manner are counted and disclosed in the Annual Security and Fire Safety Report.

Anyone may call the Seton Hill University Police Department at 724-830-4999 to report information and indicate that they want to file a confidential report. In limited circumstances, the Seton Hill University Police Department may not be able to assure confidentiality and will inform you in those cases.

### **Reporting to the University Police Department**

We encourage all members of Seton Hill University community to accurately and promptly report all crimes and other emergencies to the University Police Department or the appropriate local, state, and/or federal police agencies, including situations when the victim of crime elects to or is unable to make such a report. The Police Department is available by phone for non-emergency notifications at (724) 830-4999, or for emergencies, at extension 4911 from a campus phone, on any internal house phone, or in person twenty-four hours a day at 115 Administration Annex. Though there are many resources available, the Police Department should be notified of any crime, whether or not an investigation continues, to assure Seton Hill University can assess any and all security concerns and inform the community if there is a significant threat to Seton Hill University community.

### **Emergency Towers**

Seton Hill University has installed emergency towers around the Seton Hill University campus. Towers are located in public areas and provide direct access to University Police. They can be easily identified by the blue light on top of the tower and are activated with the push of a button.

### **Anonymous Reporting**

Although there is no formal anonymous crime reporting process at Seton Hill University, those wishing to report a crime to the Campus Police Department may do so anonymously if they choose at (724) 840-4999. Persons may also report crimes anonymously through the [Pennsylvania Crime Stoppers](#) website or by calling 1-800-472-8477.

### **Reporting to Other Campus Security Authorities**

Seton Hill University encourages community members to promptly report all crimes and other emergencies directly to the Seton Hill University Police Department at extension 4911 from a campus phone. In accordance with the Title IX Policy, all Title IX related crimes should be reported to the Title IX Coordinator and he/she will coordinate with Campus Police.

The Clery Act requires Seton Hill to designate certain University faculty and staff as “Campus Security Authorities” (CSAs). CSAs encompass four groups of individuals at the institution:

- 1) A campus police department or a campus security department of an institution.
- 2) Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department (e.g., an individual who is responsible for monitoring the entrance into institutional property)
- 3) Any individual or organization specified in an institution’s statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.
- 4) An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.

Seton Hill has compiled a master list of CSAs and updates it annually. Seton Hill has also instituted a mandatory CSA Clery Act Compliance Training program for those individuals.

### **Pastoral and Professional Counselors**

According to the Clery Act, pastoral and professional counselors who are appropriately credentialed and hired by Seton Hill University to serve in a counseling role are not considered CSAs when they are acting in the counseling role. Seton Hill University encourages pastoral and professional counselors to notify those whom they are counseling of the voluntary, confidential reporting options available to them.

### **About the Seton Hill University Police Department**

The Seton Hill University Police Department is made up of sworn/commissioned police officers which derive their law enforcement authority from the Constitution of the Commonwealth of Pennsylvania, Article 6 and from Statute, 22 Pa. C.S. § 50, Section 501 of the Act of November 15, 1972, P.L. 1063 No. 271 (also known as Act 501). Pursuant to Act 501, Seton Hill University police officers are vested with “. . . all the powers of a police officer,” including the power to make arrests, “in the Commonwealth, in and upon, and in the immediate and adjacent vicinity of Seton Hill University property.”

All police officers are required to complete a basic police academy training course approved and authorized by the Pennsylvania Municipal Police Officers Education and Training Commission or equivalent State Academy certification. Police officers also enforce the City of Greensburg’s ordinances and the policies of Seton Hill University. Police officers also are required to attend mandatory in-service training throughout the year to enable them to perform more efficiently and safely. All police officers are trained in CPR, First Aid/First Responder and the use of automatic external defibrillators (AEDs).

### **Working Relationship with Local, State, and Federal Law Enforcement Agencies**

The Seton Hill University Police Department maintains cooperative relationships with the City of Greensburg Police, surrounding local police agencies, and state and federal law enforcement agencies. This includes intraoperative radio capability, training programs, special events coordination, and investigation of crimes on and near campus.

The Seton Hill University Police Department does not participate in an Intermunicipal Mutual Aid Agreement. Rather, they rely on the Pennsylvania Municipal Police Jurisdiction Act (MPJA), which authorizes police officers and supervisors of the participating agencies to request mutual aid for incidents based upon a reasonable belief that such aid will enhance the public’s and/ or officer's safety and efficiency.

### **Crimes Involving Students at Off-Campus Locations**

Seton Hill University relies on its close working relationships with local law enforcement agencies to receive information about incidents involving Seton Hill University students on and off campus. Seton Hill University does not have any officially recognized student organizations that own or control any on-campus or non-campus property. If the Seton Hill University Police Department learns of criminal activity involving students, it will coordinate with the appropriate external law

enforcement agency and forward information about the situation to the Director of New Student and Transition Programs, as appropriate.

### **Timely Warning Reports**

Seton Hill University Campus Police Department will issue a timely warning for all Clery Act crimes and other crimes as it deems necessary that occur within its Clery Geography that are (1) reported to Campus Security Authorities, which includes the Campus Police Department, or to local police agencies and (2) considered by the University to represent a serious or continuing threat to students and employees.

This determination is made on a case-by-case basis in light of all the facts surrounding a crime, such as the nature of the crime, the continuing danger to the campus community, and the possible risk of compromising law enforcement officials.

These warnings are issued in a manner that is timely and will aid in the prevention of similar crimes. Specifically, the message will be issued as soon as pertinent information is available. The purpose of these Timely Warnings is to notify the campus community of the incident and to provide information that may enable community members to protect themselves from similar incidents.

The Seton Hill University Police Department issues Timely Warnings and posts these warnings in a variety of ways, including but not limited to posters on exterior doors, e-mails, and text messages. It also has the responsibility of responding to and summoning the necessary resources to mitigate, investigate, and document any situation that may be the cause of a Timely Warning. In situations involving an immediate criminal threat, any police supervisor may authorize a Timely Warning. When there is not an immediate criminal threat but there is a pattern of crimes against persons or property, the Director of Public Safety/Chief of Police will generally make the determination, in consultation with Student Affairs and the Vice President for Student Affairs.

### **Emergency Response and Evacuation Procedures**

#### **Emergency Management at Seton Hill University**

The Seton Hill University Emergency Planning Committee is responsible for the Emergency Operations Plan for All Hazards. This plan is designed to be an all-hazards disaster response and emergency management plan that complies with FEMA Guidelines for Higher Education including planning, mitigation, response, and recovery actions.

Our priorities are:

- Life safety, infrastructure integrity, and environmental protection during an emergency;
- Coordination with university departments to write, maintain, test, and exercise the Emergency Operations Plan for All Hazards; and
- Cooperation, integration, and mutual aid with local, state, and federal planning, response, and public safety agencies and their Emergency Operations Plan for All Hazards.

#### **Drills, Exercises, and Training**

Seton Hill University's emergency planning includes information about response, incident priorities, and performance expectations; shelter-in-place and evacuations guidelines; and local contingency and continuity planning requirements. University departments are responsible for

developing contingency plans and continuity of operations plans for their staff and areas of responsibility. Seton Hill University schedules and conducts at least one emergency response exercise or drill every year, such as a tabletop exercise or field exercise, and tests of the emergency notification system. These tests are designed to assess and evaluate the emergency plans and capabilities of the institution. The University documents the time, date, description, and location of these tests and whether the tests are announced or unannounced.

### **Emergency Notification**

Seton Hill University is committed to ensuring that the campus community receives timely, accurate, and useful information in the event of a significant emergency or dangerous situation on campus or in the local area that poses an immediate threat to the health and safety of campus community members. Seton Hill University uses the e2Campus emergency notification system that is available to students, staff, or anyone in the University community who subscribes. Seton Hill University performs a University-wide bi-annual (once each semester) test of the system. Emergency evacuation plans and routes are posted in all designated areas on campus. The following procedures outline the process the University uses when issuing emergency notifications.

### **Procedures Used to Notify the Campus Community**

In the event of a situation that poses an immediate threat to members of the campus community, e2Campus can be used to send emergency messages within minutes of the occurrence of an incident. Alerts sent by e2Campus are simulcast to the University community via our Facebook page, Twitter, and all University e-mail accounts.

### **Confirming the Existence of a Significant Emergency or Dangerous Situation and Initiating the Emergency Notification System**

The Seton Hill University Police Department during patrols or other assignments and/or other campus first responders may become aware of a significant emergency or dangerous situation occurring on the campus that involves an immediate threat to the health or safety of students or employees. An “immediate” threat as used here includes an imminent or impending threat, such as an approaching forest fire, or a fire currently raging in one of the buildings.

If campus first responders become aware of the emergency rather than campus police, they must immediately report it to the Seton Hill University Police Department.

For any crime or incident representing an immediate threat, imminent or impending, to the health or safety of students or employees of the University, the Campus Police Department will confirm this threat through the process of either visual observation, officer investigation, the assistance of key campus administrators, local or campus first responders, or official government reporting through agencies such as the National Weather Service. The Campus Police Department then has the responsibility to respond to those reports to determine if the situation does in fact pose an immediate threat, imminent or impending, to the campus community and to respond accordingly.

Upon such confirmation, the Director of Public Safety/Chief of Police will notify the authorized University representative(s) to immediately coordinate the content of the notification and send the emergency notification itself. Such University representatives include, Seton Hill University IT Network Director, IT Systems Director, Vice President for Student Affairs, Vice President for

Institutional Advancement, and Director of Communications and Media Relations.

If, in the professional judgment of first responders, issuing a notification potentially compromises efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency, Seton Hill University may elect to delay issuing an emergency notification. As soon as the condition that may compromise efforts is no longer present, Seton Hill University will issue the emergency notification to the campus community.

### **Determining the Appropriate Segment or Segments of the Campus Community to Receive an Emergency Notification**

Seton Hill University and/or local first responders on the scene of a critical incident or dangerous situation will assist those preparing the emergency notification with determining what segment or segments of Seton Hill University community should receive the notification. Generally, campus community members in the immediate area of the dangerous situation (e.g. the building, adjacent buildings, or surrounding area) will receive the emergency notification first. Seton Hill University may issue subsequent notifications to a wider group of community members. If the emergency affects a significant portion of the entire campus, University officials will distribute the notification to the entire campus community.

### **Determining the Contents of the Emergency Notification**

The Seton Hill University Police Department will, without delay, in concert with University and local first responders, determine the contents of the notification. Seton Hill University has developed a range of template messages addressing several different emergency situations. The individual who sends the alert will select the template message most appropriate to the ongoing situation and modify it to address the specifics of the present incident. In those cases where there are no pre-determined template messages in the system, the individual who sends the alert will develop the most succinct message to convey the appropriate information to the community. The goal is to ensure individuals are aware of the situation and that they know the steps to take to safeguard their personal and community safety.

### **Disseminating Emergency Information to the Greater Community**

If Seton Hill University activates its emergency notification system in response to a situation that poses an immediate threat to members of the campus community, the appropriate University offices are responsible for notifying the larger community about the situation and steps the University has taken to address the emergency. Primarily, the Office of Public Information (a unit of the Office of Institutional Advancement) is responsible for crisis communications and would follow procedures outlined in Seton Hill's Crisis Management Communications Coordination Plan. The Office of Public Information would also collaborate with the University's Marketing Department to ensure appropriate messaging is prepared and posted on Facebook, Twitter, and other social networking platforms. In addition, the Office of Public Information is responsible for maintaining communications with news outlets, distributing press releases, and scheduling press conferences, as appropriate.

### **Enrolling in Seton Hill University's Emergency Notification System**

All members of the Seton Hill University community are encouraged to enroll in the e2Campus Notification System. Each year, during the summer orientation sessions with all incoming new

students, students are introduced to the system during a technology session and given time to enroll. University community members are encouraged to regularly update their information at the same site.

### **Security of and Access to University Facilities**

At Seton Hill University, all campus buildings are secured through a key card access system or traditional lock and key. Most campus buildings are open from 6:00 a.m. until 11:00 p.m. daily. Some academic buildings have extended hours as needed. Access to specialized classrooms and laboratories is limited to those enrolled in the courses meeting there by key card access. Likewise, access to most academic facilities is limited to those enrolled in the academic program or otherwise authorized access by key cards.

Many cultural and athletic events held in Seton Hill University facilities such as the McKenna Center, Cecilian Hall, the Performing Arts Center, and the Seton Hill Art Center are open to the public and are secured by traditional lock and key. Other facilities such as the bookstore and library are likewise open to the public and secured by lock and key. Only those who have demonstrated a need are issued keys to a University building.

Seton Hill University police conduct random patrols of all campus and surrounding areas 24/7. Officers are assigned directed patrols to areas of heightened concerns when the need arises. Numerous video surveillance cameras are positioned at key locations throughout campus to deter criminal activity and assist with investigations, including within residence halls.

### **Special Considerations for Residence Hall Access**

Residence halls are locked 24 hours a day and only have key card access.

Visitors may reach campus residents from the phones at the building entrances or the security desk located in each hall. All visitors must sign in with the Desk Security Assistant when visiting after 9:00 p.m. Visitors arriving prior to and leaving before 9:00 p.m. are not required to sign in. Visitors arriving prior to 9:00 p.m. and remaining in the hall must register with the Desk Security Assistant at 9:00 p.m.

Residents are responsible for the behavior of their guests and are required to accompany them at all times. The resident is responsible for making sure the guest is aware of and adheres to the visitation policies. On special occasions, it may be necessary to limit the number of guests to ensure safety and to provide crowd control.

To avoid infringements of the right to privacy, roommates are expected to arrive at a mutual agreement concerning visitors.

### **Hours of Visitation**

Sunday through Thursday	11:00 a.m.-Midnight
Friday and Saturday	11:00 a.m.-2:00 a.m.

### **Seton Hill University Resident Students**

1. All residents are required to present a valid Seton Hill University ID if requested by the Desk Security Assistant.

2. Residents of the building do not need to sign in with the DSA. Residents must sign in with the DSA when visiting another residence hall.
3. Resident students may visit residents in other residence halls for academic and social reasons without restriction. However, cohabitation is NOT permitted at any time or under any circumstance.
4. Commuters and off-campus guests must follow the hours of visitation outlined above.
5. Commuters and off-campus guests (non-Seton Hill students) are not permitted on campus after visitation hours unless participating in a campus-organized student activity or if registering as an overnight guest through the Office of Residence Life.

### Commuters

1. All Seton Hill University commuters are required to present a valid Seton Hill University ID to the DSA.
2. Commuters must register with the DSA after 9:00 p.m., and the host/hostess must be present to escort the guest to and from the residence hall room.
3. All commuter students must follow the University's visitation hour's policy:
 

Sunday through Thursday	11:00 a.m. – Midnight
Friday and Saturday	11:00 a.m. – 2:00 a.m.

### Guests

1. All guests from off-campus are required to produce a valid photo ID and register with the DSA upon entering the residence hall after 9:00 p.m. This includes mothers and fathers as well as visitors of the same sex. The ID will be retained by the DSA and returned when the guest leaves.
2. The host/hostess must be present at the security desk to escort the guest to and from the residence hall room.
3. All guests must follow the University's visitation hour's policy:
 

Sunday through Thursday	11:00 a.m. – Midnight
Friday and Saturday	11:00 a.m. – 2:00 a.m.
4. Off-campus guests must be off Seton Hill property by the end of visitation hours or may be charged with trespassing.

### Overnight Guests

Guests are not permitted to stay more than three consecutive nights.

1. **Same-sex guests:** Students who wish to have a guest of the same sex stay in their room overnight must register their guest with the Office of Residence Life. An Office of Residence Life staff member will then issue a Guest Pass for admittance to the residence hall. If a guest is a significant other of the same sex, please follow the opposite-sex guest procedures below.
2. **Opposite-sex guests:** Students who wish to host an overnight guest of the opposite sex must register their guest with the Office of Residence Life. To do this, the student must obtain an Overnight Guest Form from the Office of Residence Life. When completed, the form must be signed by the student's RA and submitted to the Office of Residence Life at least two days in advance. The Area Coordinator or the Resident Director will then assign a room and issue a Guest Pass for admittance to the residence hall. The guest must be

signed in when visiting the room of the resident. The resident is responsible for locating a same-sex room for their guest. Meals may be purchased at the dining hall.

3. **Minors:** Persons under the age of 18 are not permitted to stay overnight due to liability issues.

### **Security Considerations for the Maintenance of Campus Facilities**

Seton Hill University is committed to campus safety and security. At Seton Hill University, locks, landscaping, and outdoor lighting are designed for safety and security. Sidewalks are designed to provide well-traveled, lighted routes from parking areas to buildings and from building to building. Emergency towers are also in place across campus. We encourage community members to promptly report any security concern, including concerns about locking mechanism, lighting, or landscaping to the Police Department.

The University Safety Committee maintains campus facilities through quarterly inspections of the campus. Campus Police and the Maintenance and Grounds Department also perform daily walk-throughs of the campus.

### **Campus Security Policies, Crime Prevention, and Safety Awareness Programs**

In addition to the many programs offered by the Seton Hill University Police Department and other campus offices, the University has established a number of policies and practices related to ensuring a reasonably safe campus community. These policies and practices include:

#### **CARE Team**

In order to extend our efforts on emergency preparedness and prevention, Seton Hill University has established the CARE Team. The objective of the Campus Assessment, Response, and Evaluation Team (CARE) is to put in place a structured process for evaluating potentially threatening student situations that occur at Seton Hill University. The multi-disciplinary team is comprised of members from around Seton Hill University community. If you would like further information about the CARE Team you may email them at [careteam@setonhill.edu](mailto:careteam@setonhill.edu).

#### **Firearms/Offensive Weapons Policy**

It is absolutely prohibited for any person to possess firearms (including pellet guns, paintball guns, or bb guns), a rifle (including air rifles), shotgun, handgun, knife (with 3-in blade or longer), switchblade, slingshot, balloon launcher, bow, or any other lethal or dangerous weapons or devices capable of causing harm to another person. Possession is defined as being carried on the person, being present in a residence hall room or campus building, or being in a vehicle on campus. Use of any instrument in a dangerous fashion is also not permitted, and the person will be subject to disciplinary action. This policy applies to the grounds and all buildings including academic buildings and university housing.

#### **Crime Prevention and Safety Awareness Programs**

In an effort to promote safety awareness, the University Police maintains a strong working relationship with the community. This relationship includes offering a variety of safety and security programs and services and crime prevention programming on a continual and ongoing basis that occurs annually and bi-annually. Below are some of the programs and services available:

### Engravers

Engravers are available to students and employees from the University Police Department to be used for marking their personal property.

### Alcohol and Other Drug Programs

Seton Hill University has an alcohol prevention specialist that oversees the university's alcohol and substance abuse program. The program includes a required mandatory speaker program for all new students and all athletes to address issues related to irresponsible drinking and drug abuse.

### myPlaybook

myPlaybook is an evidence-based online program specifically for NCAA student-athletes to systemically and rigorously prevent alcohol and other drug-related use and harm. Student athletes also receive life skills modules that are targeted to particular needs within the student-athlete population.

### Self Defense Class

All students are invited by the Martial Arts Club to learn self-defense skills from a martial arts instructor at least once per semester.

### STOP Violence Collaborative Program with the Community

The STOP Grant provides a way for Seton Hill University to be a part of a unified, community response to gender violence within Westmoreland County. Grant funds are used to bring services from the Blackburn Center to the students and employees about their rights if they are the victim of violence, how they can assist someone who has been harmed and strategies for holding people who perpetrate violence accountable.

## **Student Conduct**

### **Director of New Student and Transition Programs**

The mission of the Director of New Student and Transition Programs within the Division of Student Affairs is to promote a safe, orderly, and civic University community. In doing so, students are encouraged to become active citizens, engaging in responsible and ethical decision making while demonstrating respect for the rights and safety of all community members.

### **Standards of Student Conduct**

The Director of New Student and Transition Programs is responsible for administering the Standards of Student Conduct for students, which articulates the behavioral standards and the equitable procedures employed by Seton Hill University to respond to allegations of student misconduct. Alleged violations of student conduct that occur off campus may also be addressed. Students who are found responsible for violations of the Standards of Student Conduct may be subject to sanctions ranging from a disciplinary warning, probation, service or special duties, monetary fines, dismissal, or suspension. In most cases, students will also be assigned developmental and educational interventions designed to promote greater awareness and improved decision-making for students and to deter future misconduct. Students residing in University housing may also lose the privilege of living on campus for violating University rules and regulations or conditions of the housing contract.

In instances where there is reasonable cause to believe a student is an immediate threat to the safety of himself/herself or other persons or property or is an immediate threat to disrupt essential campus operations, the student may be Summarily Suspended and/or be subject to other actions designed to protect the health and safety of the community.

The Vice President for Student Affairs and the Director of New Student and Transition Programs are responsible for conducting pre-admission, pre-enrollment, and re-enrollment reviews for prospective students or returning students with known disciplinary issues.

The Director of New Student and Transition Programs provides outreach programming designed to inform and educate students and to promote SHU principles. All policies and procedures related to the conduct process are housed in the Student Handbook.

### **Parental Notification Policy**

Although, Seton Hill sees parent(s)/guardian(s) as important to the student in the achievement of higher education goals and personal development, when a student turns 18 years old or enters a postsecondary institution at any age, all rights afforded parents for access to student educational records generally transfer to the student in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA).

In accordance with the FERPA health and safety exceptions, parent(s)/guardian(s) may be notified if a student poses a risk to themselves, others, or the University community's well-being. Parent(s)/guardian(s) may also be notified of an alcohol/drug violation for a student under the age of 21. Parent(s)/guardian(s) will be notified in instances when a missing person report is filed with Student Affairs or Campus Police. Seton Hill strongly encourages students and parents to have an open discussion regarding personal responsibility and privacy during the college years.

### **Seton Hill University's Response and Commitment to Addressing Discriminatory Harassment, Sexual Harassment, Sexual Assault and Other Forms of Sexual Violence, Dating Violence, Domestic Violence, and Stalking**

Seton Hill University does not discriminate on the basis of sex in its educational programs and does not tolerate sexual harassment or sexual violence, which is a type of sex discrimination. Other acts can also be forms of sex-based discrimination and are also prohibited whether gender based or not. These include dating violence, domestic violence, and stalking. As a result, Seton Hill University established the University-Wide Policy Against Discriminatory Harassment, Sexual Harassment, Sexual Assault and Other Forms of Sexual Violence, Dating Violence, Domestic Violence, and Stalking (Title IX). Under the Title IX Policy, distributed annually to current students and employees, Seton Hill prohibits discriminatory harassment, sexual harassment, sexual assault and all other forms of sexual violence, dating violence, domestic violence, and stalking.

Seton Hill University has a prompt, fair, and impartial process from the initial complaint to the final result. The proceedings will be conducted by officials who, at a minimum, receive annual training on the issues related to dating violence, domestic violence, sexual assault, and stalking, as well as how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability. Those involved in the adjudication and appeals process also participate in this annual training. The training includes a review of our policies and procedures, victim sensitivity training, and a case scenario mock hearing. Seton Hill also will respond promptly and appropriately to any

form of alleged misconduct and will take steps to prevent recurrence and to remedy its effects. In this context, Seton Hill University prohibits the offenses of sexual harassment, domestic violence, dating violence, sexual assault, and stalking, and reaffirms its commitment to maintaining a campus environment that emphasizes the dignity and worth of all members of the University community. This sentiment is reinforced through University prevention programs for students and employees.

### **What is Consent?**

Sexual activity requires consent, which is defined for purposes of the Title IX Policy as clear, unambiguous, and voluntary agreement between the participants to engage in specific sexual activity. Consent cannot be inferred from the absence of a "no," a clear "yes," verbal or otherwise, is necessary. Although consent does not need to be verbal, verbal communication is the most reliable form of asking for and gauging consent, and individuals are thus urged to seek consent in verbal form. Talking with sexual partners about desires and limits may seem awkward, but serves as the basis for positive sexual experiences shaped by mutual willingness and respect. Consent cannot be obtained from someone who is asleep or otherwise mentally or physically incapacitated, whether due to alcohol, drugs, or some other condition. Consent cannot be obtained by threat, coercion, or force. Agreement given under such conditions does not constitute consent. Consent must be clear and unambiguous for each participant throughout any sexual encounter. Consent to some sexual acts does not imply consent to others, nor does past consent to a given act imply ongoing or future consent. Consent can be revoked at any time. For all of these reasons, sexual partners must evaluate consent in an ongoing fashion and should communicate clearly with each other throughout any sexual encounter.

### **Defining Discriminatory Harassment, Sexual Harassment, Sexual Assault, and Other Forms of Sexual Violence, Dating Violence, Domestic Violence, and Stalking**

**The following terms are defined for purposes of the Title IX Policy:**

**Discriminatory Harassment:** Discriminatory harassment is defined as any oral, written, physical, or symbolic behavior that is based on an individual's membership (or perceived membership) in a particular demographic group, including race, color, national origin, ethnicity, sex, sexual orientation, gender, gender identity, age, religion, or disability, and interferes with a reasonable person's academic or work performance, creates an intimidating, hostile or offensive environment for a person, or subjects a person to unwanted and unsolicited attention. Such behaviors include, but are not limited to, the use of slurs, epithets, name-calling, gestures, demeaning jokes, derogatory stereotypes, bullying, or conduct that may be physically threatening, harmful, or humiliating or cause a person to feel unsafe.

**Sexual Harassment:** Sexual harassment includes any unwelcome sexual advances, requests for sexual favors, or other unwelcome conduct of a sexual nature. Sexual harassment may be found in a single episode as well as in persistent behavior.

Sexual harassment also includes unwelcome sexual conduct when:

- such conduct has the purpose or effect of interfering with an individual's academic and/or work performance or of creating an intimidating, hostile, or offensive living, learning, or working environment; or

- submission to such conduct is made (explicitly or implicitly) a term or condition of an individual's employment or education; or submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual.

**Sexual Coercion:** Sexual coercion is the act of using pressure or force to have sexual contact with someone who has already refused or not consented.

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

**Rape:** Rape is 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. Rape also occurs when a person engages in sexual intercourse with a person by forcible compulsion or the threat of forcible compulsion that would prevent resistance by a person of reasonable resolution, or when a person is unconscious or where the person knows that the victim is unaware that the act is occurring.

**Sexual Battery:** Sexual battery is generally defined as the non-consensual touching of another with intent to arouse or gratify the sexual desire of the offender. Examples include groping, touching genitals over or under clothing, etc.

**Sexual Exploitation:** Sexual exploitation is a form of sexual harassment, and it includes taking non-consensual sexual advantage of another for one's own benefit or for the benefit of anyone other than the one being exploited. Examples include, but are not limited to, videotaping sexual acts without consent of both partners; allowing others to observe sexual activities without the consent of both partners; endangering the health of another person by knowingly exposing him/her to an STI or HIV; inducing incapacitation of another through encouragement to consume excess quantities of alcohol or giving the person alcohol or other drugs without his/her knowledge with the purpose of having sex with the other person.

**Dating Violence:** Dating violence is 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 will be based on a consideration of the following factors: (i) the length of the relationship; (ii) the type of relationship; and (iii) the frequency of interaction between the persons involved in the relationship.

**Domestic Violence:** 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 cohabitating with or has cohabitated with the victim as a spouse, 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 state.

**Stalking:** Stalking means a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or to suffer substantial emotional distress. A person commits the crime of stalking when the person either: (i) engages in a course of conduct or repeatedly commits acts toward another person, including following the person without proper authority, under circumstances which demonstrate either an intent to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person; or

(ii) engages in a course of conduct or repeatedly communicates to another person under circumstances which demonstrate or communicate either an intent to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person.

### **What to Do If You Have Been the Victim of Discriminatory Harassment, Sexual Harassment, Sexual Assault and Other Forms of Sexual Violence, Dating Violence, Domestic Violence, and Stalking**

The following resource information is included in the Title IX Policy, a copy of which is provided to the victim at the beginning of the process:

**Get to a safe place.** This may mean simply getting away from the location of the incident, or seeking support from a friend, a Residence Life staff member, or a person with whom the victim is comfortable.

- **Seek medical attention.** The victim's well-being is of primary concern. If the incident caused physical harm, the victim should seek medical attention immediately at the nearest medical facility.
- **Preserve evidence.** If the incident was a form of oral/verbal harassment, write the actual slur, joke, or comment on a sheet of paper. If it was written (for example, a flier or email message), preserve the written evidence. An individual who has been sexually or physically assaulted or has been a victim of stalking should do everything possible to preserve any evidence of the incident and injuries as that may be helpful in obtaining a protective order.
- **Seek support.** The local rape crisis center is located at Blackburn Center, Greensburg, PA, 1-888-832-2272. The victim can also speak to a counselor at a national center by calling the RAINN hotline [800-656-HOPE]. Telling someone is the first step to healing and will help the victim re-establish control of the situation.

If the sexual misconduct involved any type of physical contact, especially in the case of non-consensual sexual contact and/or non-consensual sexual intercourse, the victim should also consider taking the following steps:

1. If you can avoid bathing, showering, douching and/or changing your clothes, please do so. However, if you have done these things, it is okay and understandable - evidence can still be collected. If you changed your clothes, please bring them to the hospital - the hospital has evidence bags into which the clothes will be placed.
2. Seek medical care as soon as possible. Medical care is advised because you may have a physical injury that you are unaware of and evidence of the assault can be collected. This evidence collection is part of a Forensic Rape Examination (FRE). This testing is done at most hospital emergency room. Forensic Rape Exams can be collected anonymously. This means that the evidence is collected without speaking to the police. The police will simply collect the evidence from the hospital without speaking to you. In Pennsylvania, victims who report anonymously have at least two years to determine whether or not they wish to speak to the police. Victims choosing to report the assault to law enforcement will likely speak, at least briefly, with a police officer while at the hospital or be provided information on how to contact the officer who will be handling your case. Forensic Rape Exams can be collected up to 9 days after an assault occurs. Having an FRE completed does not obligate you to follow through on criminal charges - it just offers you this option. You have the right to decline having an FRE performed entirely or to any specific portion of the FRE. Forensic Rape Exams, provided at no cost to you or your insurance.

You can anticipate the following in connection with your medical care:

1. If a medical advocate is not present, you have the right to request a Blackburn Center medical advocate be contacted and be present during the entire process. An advocate from Blackburn Center can meet you in the waiting room of the hospital to explain your options before you even speak with anyone at the hospital. This can be done by calling Blackburn Center's hotline at 1-888-832-2272. Advocates will come to the hospital any time, day or night.
2. A physical examination, which may include areas of the body touched or penetrated during the assault. Other bruises or other injuries may be evaluated.
3. If you suspect you have been drugged, please alert the nurse at the hospital and request urine testing for drugs. Testing for some drugs must be done within a shorter time frame while others are present for longer periods of time. If you are unable to seek medical care within a short time, collect your urine in a clean container with a tight-fitting lid, place it in the refrigerator, and take it with you to the medical facility. The sample would likely not be usable for evidence in a criminal proceeding, but you would find out for yourself if you were drugged.
4. You have the right to ask any questions of the medical practitioner or to request a break whenever you need it. The medical staff should also advise you about follow-up treatment, including information on follow-up testing for STIs and HIV.

### **University Procedures for Responding to Reports of Discriminatory Harassment, Sexual Harassment, Sexual Assault and Other Forms of Sexual Violence, Dating Violence, Domestic Violence, and Stalking**

For the purposes of the Title IX Policy, *all* Seton Hill University employees except the professional counselors in the Counseling Center and Family Therapy Center, the health service providers in Health Services, the Director of Campus Ministry, and other priests and pastoral counselors have been designated as a "Responsible Employee." Responsible employees have an obligation to promptly report incidents of sexual violence or other types of misconduct prohibited by the Title IX Policy to the Title IX Coordinator or to one of the Deputy Title IX Coordinators. Additionally, all current students, prospective students, applicants for employment, employees, or campus visitors who believe that they have been subjected to conduct in violation of the Title IX Policy or who have observed, know of, or suspect an occurrence of discriminatory or sexual harassment, sexual assault or other forms of sexual violence, dating violence, domestic violence, or stalking are strongly encouraged to immediately contact the Title IX Coordinator or one of the Deputy Title IX Coordinators.

Individuals who may have been subjected to alleged violations of this Policy will be informed about options for resolving potential violations. Those options include informal resolution and formal resolution pursuant to this Policy. At the request of a Complainant, an advocate from Blackburn Center can be present throughout the process to offer support to Complainants who have experienced Dating, Domestic, or sexual violence. At all phases of the process, both the complainant and the respondent may be accompanied by an advisor of their choice, to support and advise the individual (but not to advocate on his/her behalf or to examine/cross-examine other parties or witnesses). There shall be no direct questioning between respondents and complainants or victims, and the parties need not ever be in the same room.

Certain forms of misconduct under this Policy may constitute criminal conduct. The Blackburn Center Advocate can assist the Complainant with legal referrals should they be requested. Campus

authorities can assist in notifying law enforcement authorities if the victim so chooses. Regardless of whether or not someone who has been subjected to such conduct chooses to pursue criminal charges externally, a person still has the right to pursue an internal complaint under this Policy, no matter the status of any external proceedings.

After the Title IX Coordinator receives a report, the Complainant may not want to pursue any action internally and/or externally. However, based on the nature of the report, SHU may still have an obligation to pursue an investigation, make a complaint, and take corrective action directly.

Upon receiving the report or upon request, the Title IX Coordinator will provide the Reporter and/or Complainant with a resource guide explaining how to preserve evidence and the accommodations available regarding academic, living, transportation, and/or working situations and protective measures (outlined below), regardless of whether he/she chooses to pursue any internal or external grievance procedure. The Title IX Coordinator will also provide the student or employee with a written explanation of the student's or employee's rights and options.

The Title IX Coordinator listed below is responsible for, among other things, overseeing reports and complaints brought forward under the Title IX Policy to assure that these matters are handled appropriately and effectively, and for identifying and addressing patterns of misconduct and systemic problems. The Title IX Coordinator also serves as resource available to anyone seeking additional information about the processes and procedures under the Title IX Policy, about other resources that may be available to victims of misconduct covered by the Title IX Policy, or to those who wish to file a complaint of an alleged violation of the Title IX Policy. All Title IX investigations are conducted by the Title IX Coordinator and Deputy Title IX Coordinators as appointed and assigned.

Darlene Sauers

Assistant Vice President for Human Resources, Policy and Compliance and Title IX Coordinator

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Phone: (724) 838-4210

Office Location: 305 Administration

Inquiries may also be directed to the Office for Civil Rights of the U.S. Department of Education at (800) 421-3481 or by email at [OCR@ed.gov](mailto:OCR@ed.gov).

### **Internal Procedures That Will be Followed Once an Incident of Discriminatory Harassment, Sexual Harassment, Sexual Assault and Other Forms of Sexual Violence, Dating Violence, Domestic Violence, or Stalking Has Been Reported**

#### Reports involving LECOM Students

In the event an applicable complaint or report is received by either Seton Hill University or the Lake Erie College of Osteopathic Medicine (LECOM), a Title IX Coordinator (including any Deputy Title IX Coordinator) of the institution that received the complaint shall immediately notify a Title IX Coordinator (including any Deputy Title IX Coordinator) of the other institution. If the respondent is a Seton Hill University student, faculty member, or staff, that person will face the Title IX investigation, adjudication, and disciplinary procedures of Seton Hill University. If the respondent is a LECOM student, faculty member, or staff, that person will face the Title IX investigation, adjudication, and disciplinary procedures of LECOM.

### Initiation of the Process

Usually with the complainant's consent, the Title IX Coordinator (or designee) will initiate the process under the Title IX Policy by notifying the accused party ("respondent") that a complaint has been filed against him/her and inform the respondent of the nature of the complaint. The Title IX Coordinator (or Deputy Coordinator) shall provide an overview of the Title IX policy and explain to both parties the avenues for informal and formal action, including a description of the process and the relevant avenues of redress to the complainant and the respondent. Each party is also provided with a copy of the Title IX Policy, which includes appendices with resource information regarding suggested steps if sexual misconduct is experienced, bystander intervention strategies, and Healthy, Consensual Relationships.

### Informal Resolution Process

Seton Hill provides an informal resolution process when the parties desire to resolve the situation cooperatively. Informal resolution includes an inquiry by the University into the facts, but does not typically rise to the level of a full-blown investigation. The informal process, which is overseen by the Title IX Coordinator or a Deputy Coordinator, is designed to resolve complaints quickly, efficiently, and to the mutual satisfaction of all parties involved, including the satisfaction of the University for assuring a safe and non-discriminatory environment for the overall University community. Where circumstances allow, the informal process will be initiated as soon as possible after the filing of the complaint or receipt of a report of an alleged violation, absent any unusual circumstances.

Informal resolution may include, but is not limited to, options such as meeting informally with the complainant and the respondent with the intent of bringing about resolution, meeting privately with the respondent and acting as intercessor, separation of the parties, referral of the parties to counseling programs, conducting educational and/or training programs, or other remedial measures.

Situations that are resolved through informal resolution are usually subject to follow up after a period of time. Steps taken by the Title IX Coordinator or a Deputy Title IX Coordinator to help the parties achieve informal resolution will be documented.

Some reports of alleged violations of the Title IX Policy may not be appropriate for informal resolution but may require a formal investigation at the discretion of the Title IX Coordinator. The Office for Civil Rights of the U.S. Department of Education has taken the position that mediation is not an appropriate mechanism for resolution in cases of alleged sexual assault/sexual violence.

Both the complainant and the respondent have the right to bypass or end the informal resolution process at any time in order to begin the formal complaint process.

### Formal Complaint Process

If the allegation of a violation of the Title IX Policy has not been resolved as a result of the informal process or is not suited for informal efforts, or if either the complainant or the respondent requests to invoke the formal complaint process, the following process will be initiated. (The lodging and processing of a formal complaint does not preclude, however, the possibility of an informal or mediated resolution of the matter.)

In such cases, unless a written complaint has already been submitted, the individual making the complaint (the “complainant”) should submit a written, signed complaint containing the name(s) and relevant allegations against a person (the “respondent”). The Title IX Coordinator (or Deputy Coordinator) shall share with the respondent the reported complaint.

The following general principles and procedures shall govern this process, to the extent consistent with the University’s legal obligations:

1. Procedures are to be fair, both in substance and in perception, to all persons concerned and to the University community. All persons concerned are to be treated with respect, dignity, and impartiality.
2. The Title IX Coordinator, a Deputy Title IX Coordinator, or someone with appropriate training and qualifications designated by the Title IX Coordinator will conduct the investigation. (The investigator need not be an employee of the University so long as he/she is trained and qualified.) The investigation of formal complaints generally includes interviews of the complainant, the respondent, and any witnesses who may have information relevant to the complaint as well as compilation and review of relevant documents and other materials as appropriate. Disclosure of facts to non-party witnesses shall be limited to what is reasonably necessary to conduct a fair and thorough investigation.
3. Both the complainant and respondent will be given an opportunity to be heard during the investigation, to provide documentation and other evidence, and to suggest the names of other persons who they believe might have relevant information. The complainant and respondent will be provided equal access to relevant information and documents gathered during the investigation.
4. The investigation shall be completed as promptly as possible and in most cases in less than 60 days from receipt of the original complaint. However, some investigations may not be completed in this time frame due to the nature and extent of the allegations or other extenuating circumstances. In the event the investigation cannot be completed within 60 days, the complainant and respondent shall be so notified in writing.
5. SHU uses an investigative model. The investigation is conducted by one or two Deputy Coordinators and/or the Title IX Coordinator who interview applicable Reporter(s), Complainant(s), Respondent(s), witnesses etc. After concluding his/her investigation, the Title IX Coordinator/Deputy Coordinator (or designee) will record the findings and recommendations in a written report. In making any findings under this Policy, the “preponderance of evidence” standard (i.e., more likely than not) will be used. The written report will also include recommended disciplinary and corrective actions that are appropriate for the severity of the violation (including remedial and protective measures if deemed necessary).
6. The complainant and respondent will be notified the investigation has been completed and will be provided an opportunity to meet with the Title IX Coordinator to review the written report. If the investigator was someone other than the Title IX Coordinator, the written report will be provided to the Title IX Coordinator. When the Title IX Coordinator is reviewing the report with a party, the coordinator will provide both the complainant and

respondent with a document that outlines the finding (responsible or not responsible), recommended sanctions, and the rights and process to appeal if applicable.

## **Internal Procedures for Institutional Disciplinary Action in Cases of Discriminatory Harassment, Sexual Harassment, Sexual Assault and Other Forms of Sexual Violence, Dating Violence, Domestic Violence, and Stalking**

### Employee Respondents

Where the respondent is a staff member of the University, the written report of findings and recommendations shall be submitted to the Vice President for Finance and Administration, CFO. The Vice President for Finance and Administration, CFO shall make final decisions in such cases, in consultation with the Title IX Coordinator. The Grievance Procedure for staff shall not apply to matters arising under or relating to the Title IX Policy. Final decisions of the Vice President for Finance and Administration, CFO shall be communicated in writing to the complainant and respondent simultaneously. There are no appeals for respondent staff members of the University.

Where a faculty member or other instructional employee is the respondent, the written report of findings and recommendations shall be submitted to the Provost. The Provost, in consultation with the Title IX Coordinator, shall make final decisions in such cases. If the proposed action by the Provost includes discipline or dismissal of a faculty member, the matter will be referred to the processes described in the Dismissal for Cause and Actions Short of Dismissal Policy, except that the standard for proof of cause in cases arising under or relating to the Title IX Policy shall be preponderance of the evidence. The Grievance Policies for Faculty shall not apply to matters arising under or relating to the Title IX Policy. Final decisions of the Provost shall be communicated in writing to the complainant and the respondent simultaneously. There are no appeals for respondent faculty members or other instructional employees.

### Student Respondents

For cases involving student respondents, the written report and recommendations shall be submitted to the Vice President for Student Affairs. At that point, either the complainant or the respondent may request a hearing appealing the findings and recommendations contained in the written report. If no hearing is requested, the Vice President for Student Affairs (in consultation with the Title IX Coordinator) will make the final decision at that point, including imposition of disciplinary and remedial actions. The final decision of the Vice President for Student Affairs shall be communicated in writing (email is permissible) to the complainant and the respondent simultaneously. As outlined below, student respondents may appeal the final decision.

### Student Appeals

A request for a hearing must be in writing (email is permissible) to the Vice President for Student Affairs and must be submitted within five (5) calendar days upon reviewing the findings and recommendations. An appeal must demonstrate at least one of the following criteria:

1. **New Information of a Substantive Nature:** New, significant or relevant information regarding the case becomes available that could not have been discovered by a complainant or respondent at the time of the hearing. Information is not considered new if the student did not attend actively participate in the investigation or withheld information during the investigation.

2. Substantive Procedural Error: The specified procedural error or error in interpretation of university procedures may have substantially affected the hearing such that the complainant or respondent was denied a fair investigation or the error prevented the Title IX Investigator or Title IX Coordinator from making a fair decision.
3. Substantive Disproportionate Sanction: The sanction appears to be significantly incongruent with the violation, given either the student's prior record or the usual action for his or her offense.
4. An Arbitrary or Capricious Finding: The finding appears to be significantly incongruent with the established facts.

If either complainant or the student respondent requests a hearing, a fair and impartial private hearing will be conducted before a three-member Hearing Panel (appointed by the Vice President for Student Affairs), consisting of University full-time faculty and/or administrators who have received appropriate training to hear such cases. The parties will receive at least five business days' notice of the date, time, and place of the hearing. An Associate Dean of Students (or designee) shall be available to the Hearing Panel to assist with logistical matters such as coordinating scheduling, reserving rooms, collecting and distributing information, etc. The Title IX Coordinator and/or a Deputy Title IX Coordinator may attend and may offer evidence deemed pertinent to the case. Both the complainant and the respondent shall have the chance to present information and documents, review information and documents ahead of time, vocalize their experience, and present witnesses to the incident(s). A copy of the investigator's report and recommendations will also be made available to the Hearing Panel. The hearing shall be voice-recorded; however, if technical difficulties occur, the hearing will continue.

Both the complainant and the respondent must submit to the Vice President for Student Affairs a notice of who will be attending the hearing as an advisor and who will be attending to serve as a witness. The information is to be submitted at least 24 hours prior to the hearing.

Both the complainant and the respondent may be accompanied at the hearing (and at all other phases of this process) by an advisor of their choice, to support and advise the student (but not to advocate on his/her behalf or to examine/cross-examine other parties or witnesses). There shall be no direct questioning between respondents and complainants or victims, and the parties need not ever be in the same room. The complainant and respondent may attend the entire hearing, but other witnesses may attend only while presenting their own testimony. There shall be no questioning of the complainant regarding prior sexual conduct with anyone other than the respondent and then only if there is a prior sexual relationship between the parties that would be relevant to the issue of consent in the pending case. (Evidence of a prior consensual relationship by itself does not imply consent or preclude a finding of sexual misconduct.) If the advisor for any party is an attorney, the University reserves the right to have an attorney present.

The Hearing Panel will prepare a written report of its findings and recommendations (using the preponderance of evidence standard), and shall submit its report to the Vice President for Student Affairs, the Title IX Coordinator, and each of the parties. Barring extenuating circumstances, that report should be submitted within five business days of the completion of the hearing. Following receipt of the Hearing Panel's findings and recommendations, the Vice President for Student Affairs (in consultation with the Title IX Coordinator) will make the final decision on the matter, including

imposition of disciplinary and remedial actions. A copy of that decision shall be communicated in writing to the complainant and respondent simultaneously.

The University will respect the privacy of students involved in this process by sharing information only with those who need to know the information. The privacy of student information is protected by FERPA, and nothing in the Title IX Policy or process would violate FERPA.

The Campus Life Resolution Board (CLRB) and the Administrative Hearing Board designated in the Student Handbook shall not apply to cases falling within the Title IX Policy.

### Burden of Proof

As noted, the standard of evidence for determining whether a violation occurred, specifically when investigation alleged domestic violence, dating violence, sexual assault, and stalking, is “preponderance of evidence”.

### **Possible Sanctions and Protective Measures Seton Hill May Impose Following a Final Determination of an Institutional Procedure**

Sanctions and corrective actions will be implemented on a case-by-case basis for violations of the Title IX Policy, and they will be appropriate to the circumstances and gravity of the violation. For employees, sanctions range from coaching/counseling, verbal or written warning, salary freeze, suspension, demotion, or termination from employment. Sanctions for students range from counseling, verbal or written warning, suspension or expulsion from residence halls and/or dining facilities, suspension or exclusion from extracurricular or co-curricular activities, community service, or suspension or dismissal from the University. The University will take appropriate steps to prevent recurrence of any violations of the Title IX Policy and to remediate the effects on the complainant and the campus community, if and as appropriate.

During the pendency of an investigation or other proceedings under the Title IX Policy, the University may provide accommodations or take reasonable and prudent protective measures to ensure equal access to its education programs and activities, to protect the parties, and/or to safeguard the University community, including interim disciplinary measures if necessary and appropriate. In cases of alleged discriminatory harassment, sexual harassment, sexual assault, and other forms of sexual violence, dating violence, domestic violence, or stalking, the Title IX Coordinator will review the Title IX Policy with the complainant that outlines his/her options regarding accommodations and protective measures to avoid contact with the respondent, a copy of which was provided at the beginning of the process. Accommodations or protective measures are available if requested and are reasonably available regardless of whether the victim chooses to report the crime to University police or local law enforcement. Examples include but are not limited to: no contact orders, changing academic and extracurricular activities and/or his/her living arrangements, transportation, dining, and working situation as reasonable and appropriate. In such cases, the Title IX Coordinator will review the available resources (such as counseling services, medical and mental health services, and victim advocacy services) and of the right to report a crime to local law enforcement that is contained in the Title IX Policy, a copy of which was provided at the beginning of the process. The Policy also contains information for students and employees about existing counseling health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available to victims, both within the institution and in the community.

Upon request, the University will disclose the results of any disciplinary proceedings conducted by the University against a student who is the alleged perpetrator of any crime of violence or a non-forcible sex offense to the alleged victim, and if the victim is deceased, upon request, then to the next of kin.

### **Protecting the Confidentiality of Victims**

Seton Hill University will respect the wishes of the victim to maintain confidentiality to the greatest degree possible consistent with the University's legal obligations to take all reasonable steps to protect the welfare of the campus community and to otherwise comply with applicable law regardless of whether a disciplinary action commences. The University also provides confidentiality regarding accommodations and protective measures by limiting the accessibility to personal, identifiable information, and the Title IX Coordinator will only share this information on a need-to-know basis. Finally, Seton Hill will not include personal, identifiable information in publicly available records.

### **Resources**

Healthy, Consensual Relationships: Risk Reduction Tips

Sexual violence is never the fault of the victim. Responsibility for sexual violence is strictly on the people who perpetrate this type of violence. Sexual violence is perpetrated out of a desire to degrade and humiliate someone, not out of a desire for sexual activity. The following tips are offered to help all members of our community understand that only "yes" means "yes" and that consent must be ongoing, affirmative, and freely given for the safety and well-being of all involved.

1. Do not make assumptions about:
  - Consent;
  - Someone's sexual availability;
  - Whether a person is attracted to you;
  - How far you can go; or
  - Whether a person is physically and mentally able to consent to you.
2. Clearly communicate your intentions to your sexual partner and give him/her a chance to clearly relate his/her intentions to you.
3. Mixed messages from your partner should be a clear indication that you should step back, defuse the sexual tension, and communicate better. Perhaps you are misreading your partner. Perhaps your partner has not figured out how far he/she wants to go with you yet. You need to respect the timeline with which your partner is comfortable.
4. Do not take advantage of someone's drunkenness or drugged state, even if he/she did it to him/herself.
5. Realize that your potential partner could be intimidated by you, or fearful. You may have a power advantage because of your gender or size. Do not abuse that power.
6. Understand that consent to some forms of sexual behavior does not necessarily imply consent to other forms of sexual behavior.
7. On this campus, 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.

8. Do not force someone to have sex with you, or have sex with a partner who has not clearly consented to you by words or actions unmistakable in their meaning.

### **Contacting Law Enforcement**

Certain forms of misconduct covered by the Title IX Policy would also be a violation of criminal law. An individual has the option of filing a criminal complaint, and may do so with the Campus Police Department, which is located in Administration Annex 115 and can be reached by telephone for non-emergency notifications at (724) 830-4999, or for emergencies at extension 4911 from a campus phone. The Campus Police Department is staffed seven days per week, 24 hours per day. A criminal complaint may also be lodged with the Greensburg City Police Department, which can be reached at (724) 834-3800. You can also contact the PA State Police at (724) 832-3288.

### **Other On-Campus and Off-Campus Resources**

A number of other on-campus and off-campus resources (some of which are listed below) are available to assist individuals who have been the victim of misconduct prohibited by the Title IX Policy. If the incident caused physical injury, the victim should seek medical attention immediately, and should also preserve any evidence of the incident and injuries as the evidence may assist with the investigation and/or serve as proof of a crime. The following resources are available locally to assist victims of the types of misconduct covered by the Title IX Policy, a copy of which is provided to both the victim and respondent at the beginning of the process and within the Title IX Policy that is distributed annually to current students and employees:

- The Resident Director on duty can be contacted at (724) 433-3942.
- University Counseling Center, Room 511.02 Administration Bldg., (724) 838-4295
- University Health Services, Room 510 Administration Bldg., (724) 838-4234
- Seton Hill University, Center for Family Therapy, 104 Bayley Hall, (724) 552-0339
- Emergency Room – Excelsa Health Westmoreland Hospital, 532 West Pittsburgh Street, Greensburg, (724) 832-4355
- Blackburn Center against Domestic & Sexual Violence, (888) 832-2272 (24-hrs.)

### **Education and Prevention Programs**

Through the annual distribution of the Title IX Policy, the University will provide written notification to all students and employees about existing counseling health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available to victims, both within the institution and in the community. Additionally, Seton Hill University has ongoing comprehensive prevention and awareness campaigns for students and employees. The educational programming described below is designed as an intentional campaign to prevent sexual misconduct/violence, domestic violence, dating violence, sexual assault and stalking in the campus community. This sentiment is included as part of the following programs and campaigns for new students and for current students and employees:

#### **New Student Programs and Campaigns**

##### **G.O. Weekend (Griffin Orientation) Programming**

Mandatory program where the Title IX Coordinator and Blackburn Center Representative share information with incoming students. This program includes review of prohibited behaviors, on-campus and off-campus support, and provides a time for questions.

### Bystander Training

During Griffin Orientation, students are trained by Seton Hill University and Blackburn Center staff to recognize problematic and criminal behaviors. Students are also informed of how to safely intervene on behalf of victims.

### Knowing the Signs of an Abusive Relationship

Program presented by a member of The Blackburn Center Against Domestic and Sexual Violence as part of first-year student programming.

### Healthy Relationships

Required for all first-year students, students identify characteristics of healthy and unhealthy relationships and know how to respond to an abusive relationship; this is an online module.

### Lasting Choices: Protecting Our Campus from Sexual Assault

Required for all first-year students, this online course teaches students how to protect their campus from sexual assault. Topics include the role of alcohol, how to report incidents, and intervention strategies.

### Show Some Respect!

Required for all first-year students, this online course teaches students how to prevent harassment.

## **Current Student and Employee Programs and Campaigns**

### Setonians Say No More! Campaign

This campaign includes programming each semester. This year, programming will include showing the film “Second Assault” followed by group discussion; having Don McPherson, a national leader and advocate for the prevention of sexual and domestic violence, speak at SHU; and having the SHU students perform the play “Jane Doe.”

### Meeting with Resident Assistants and Orientation Leaders

At the start of each academic year, the Title IX Coordinator and Blackburn Center Representative meet with student leaders to provide them with training regarding their reporting obligations, policies, procedures, and how to respond to a disclosure along with answering any questions the student leaders may have.

### Walk a Mile in Her Shoes

A partnership with the Blackburn Center Against Domestic and Sexual Violence challenges the campus community and the local community to walk a mile in high-heeled shoes. The event encourages everyone to sign a pledge to stand against sexual violence. To raise funds for the Blackburn Center, University students design and sell a yearly calendar that features male faculty and staff in red high-heeled shoes.

### Red Sand Project

Seton Hill University participates in the Red Sand Project, a program to heighten awareness about human trafficking.

### Harassment Prevention (Title IX Training)

An annual training for employees that reviews different forms of discrimination and harassment including sexual misconduct. The training references our policy and informs employees that they are mandated reporters for Title IX purposes. The training also includes relevant case scenarios and how to respond to a disclosure.

### NCAA Sexual Assault Awareness Training

Annually, student-athletes and coaches are required to participate in sexual assault awareness training.

### Classroom Programing

Many professors include awareness programming in the classroom.

## **Bystander Intervention Information**

You can actively help prevent incidents before they occur and help to keep your classmates, colleagues, and our campus community safe. Bystander intervention empowers and mobilizes individuals to recognize, intervene, prevent, and/or stop inappropriate comments, actions, and behaviors. All of us play a valuable role in preventing acts that violate the dignity, safety, and welfare of an individual.

### **The common components of bystander intervention are:**

- A. Awareness. A key first step is to heighten awareness so individuals and groups are better able to identify instances of sexual violence.
- B. Sense of Responsibility. A sense of responsibility gives the bystander motivation to step in and take action. Bystanders are much more likely to help friends than strangers and are more likely to help strangers if they see them as part of a group they identify with (like supporting the same sports team).
- C. Perceptions of Norms. Perceptions of peer norms about helping (whether you think your friends are likely to help), and perceptions of authorities' (like teachers') attitudes are related to bystander attitudes. People often mistakenly think others are less supportive of doing something to address sexual violence than they actually are. Studies show links between perceptions of helping, trust, and commitment among community members; trust in campus authorities; and their willingness to take action as a bystander.
- D. Weighing Pros and Cons. People weigh the costs and benefits of getting involved in a risky situation. These include threats to their own safety, negative consequences for their relationships with others, and the potential to change the outcome of a risky situation or to help a Complainant.
- E. Confidence. People who feel more confident in their ability to help are more likely to act. A consistent research finding is that prevention programs, particularly in-person educational and skill workshops, increase individuals' sense that they can take effective action.
- F. Building Skills. People need to know what to do and how to do it. Population survey data shows that many people are at a loss for specific ways to help. Survivors say that friends and family do not always do things that are useful or supportive, and these negative or unhelpful responses make

coping with and recovering from abuse much harder. Some of the promise of bystander intervention training is that it can give motivated community members skills to intervene in ways that protect their own safety and are truly supportive to Complainants.

G. Context. Bystanders also need safety nets for themselves – resources they can call upon and community policies that support intervention.

### **Sex Offender Registration – Campus Sex Crimes Prevention Act**

#### **Megan’s Law**

Members of the general public may request community notification flyers for information concerning sexually violent predators in a particular community by visiting the chief law enforcement officer in that community. In jurisdictions where the State Police is the primary law enforcement agency, members of the general public may make such requests at the local State Police Barracks in that community.

Students, faculty, staff, and visitors at Seton Hill University can obtain information concerning registered sex offenders by contacting the Director of Public Safety/Chief of Police at (724) 830-4998, the Pennsylvania State Police at (724) 832-3288, or the Westmoreland County Detective Bureau at (724) 830-3287. Registered sex offender information can also be found on-line at <http://www.pameganslaw.state.pa.us/>.

### **Missing Student Notification Policy**

Seton Hill University takes student safety very seriously. To this end, the following policy has been developed in order to assist in locating Seton Hill students living in University housing, who, based on the facts and circumstances known to the University, are determined to be missing. This policy is in compliance with Section 488 of the Higher Education Act of 2008.

If a member of the University community has reason to believe that a student who resides in University housing is missing, or has learned that an individual has been missing, for any period of time, he or she shall immediately notify the Seton Hill University Police Department at 724-830-4999. The Seton Hill University Police Department will generate a missing person report and initiate an investigation.

After investigating a missing person report, should the Seton Hill University Police Department determine that the student has been missing for 24 hours, Seton Hill University will notify the Greensburg Police Department and the student’s Missing Student 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, Seton Hill University will notify the student’s parent and/or legal guardian immediately after the Seton Hill University Police Department has determined that the student has been missing for 24 hours.

It is made clear to all students each semester that every student should designate an individual to be contacted by the University administration no later than 24 hours after the time that Seton Hill University determines the student is missing. The University provides each student with the means and opportunity to register their confidential Missing Student contact information by logging into MySHU, the University intranet, and filling out the Address and Contact Information fields. This information is only accessible to University employees who are authorized campus officials, and this

information will not be disclosed to others with the exception of law enforcement personnel in the furtherance of a missing student investigation.

### **Daily Crime and Fire Log**

The Seton Hill University Police Department maintains a combined Daily Crime and Fire Log of all crime and fire incidents reported to the Department. The log is available 24 hours per day to members of the public. This log identifies the type, location, and time of each criminal incident reported to University Police.

### **University Policies Governing Alcohol, Tobacco, And Other Drugs**

As described more fully below, Seton Hill University has established policies regarding the possession, use and sale of alcoholic beverages and illegal drugs, as well as policies regarding enforcement of state underage drinking laws and federal and state drug laws.

#### **Drug Free Schools and Communities Act (DFSCA) Compliance**

In compliance with the institution's drug and alcohol abuse programs required under the Drug-Free Schools and Communities Act (DFSCA), Seton Hill University issues an annual notice via email. The notice includes the university's policies on alcohol, tobacco, and other drugs, as well as a summary of the consequences for violations of applicable law and university policy. It is also located with all other University policies. A hard copy of the notice is also available from the Assistant Director of Counseling & Prevention Specialist or the Human Resources Department. Please view this document at one of the above-listed locations for more information.

### **Alcohol Policy**

#### **Students 21 Years or Older**

Community members and their guests who are 21 years of age or older may store and consume alcohol according to approved guidelines and in approved locations on campus. Additionally, students are not permitted to store or consume alcohol as part of any University activity, host gatherings that do not adhere to approved guidelines, or possess/display decorative alcohol containers, empty alcohol containers, or unapproved alcohol paraphernalia.

The following additional guidelines apply:

1. Who choose to consume alcoholic beverages are expected to do so responsibly and follow low-risk guidelines.
2. Are prohibited from distributing/providing alcoholic beverages to persons under 21 years of age, including roommates who are under 21 years of age.
3. May possess alcohol for personal use in their living space. Alcohol can be stored in common/shared appliances only if all residents are 21 years of age or older.
4. May consume alcohol in the presence of a student under 21 years of age only if the student is a roommate and the consumption occurs in the room in which both reside.
5. May have alcohol in the Residence Halls and must adhere to the following permitted type and amount guidelines at any given time:
  - a. Two of the following: 1.5 L or less bottle of wine; 750 mL liquor (80 proof or less); 12 bottles/cans of beer, wine cooler, malt beverage
  - b. All alcohol containers must be in retail packaging.

- c. Types of alcohol prohibited: Hard liquor, grain alcohol, and distilled spirits above 80 proof are prohibited on University property.
  - d. Alcohol that does not align with permitted type/amount/volume will be discarded immediately.
6. The presence, possession or use of any bulk or common container of alcohol (e.g., kegs, beer balls, etc.) or any device or activity (e.g., beer bong, beer pong, etc.) used to consume alcohol in a dangerous or unhealthy manner, or excessive amounts of alcohol in any campus living unit is prohibited, no matter the age of the participants. Mock drinking games (e.g., water pong) are not permitted.
  7. No money may be charged for any event at which alcoholic beverages are present.
  8. The University may notify the parents/guardians of any student over the age of 21 regarding violations of alcohol-related policies on an as-needed basis.
  9. Those residents who are over 21 years of age should properly dispose of all alcohol containers after consumption in a timely manner and may not display them.
  10. May host a gathering where alcohol is present according to the following guidelines:
    - a. All attendees are 21 years of age or older.
    - b. Each resident who is present may have up to three (3) invited guests.
    - c. Follow safe hosting guidelines (see The Office of Residence Life)
    - d. Students/Rooms/Suites who host a gathering that does not adhere to policy guidelines are subject to additional corresponding sanctions listed in the Violations section below.

### Students Under the Age of 21

In accordance with federal and state underage drinking laws, community members and their guests who are younger than 21 years of age may neither store or consume alcohol on University property.

The following additional guidelines apply:

1. Are not permitted to use, possess, manufacture or distribute alcoholic beverages.
2. Those who reside with students who are 21 years or older are permitted to be in the presence of alcoholic beverages in their own residence; however, they are not permitted to consume alcohol.
3. Are only permitted to be in the presence of alcohol when the alcohol is consumed by a roommate that is 21 years of age or older and is occurring in the space where both students reside.
4. Are not permitted to have alcohol in rooms in which all residents are students under 21 years of age.
5. Cannot store alcohol in their personal belongings, including, but not limited to, refrigerators, storage containers, etc.
6. Students/Rooms/Suites who host a gathering that does not adhere to policy guidelines are subject to additional consequences.

### Students Regardless of Age

1. Alcohol use beyond the low-risk guidelines and public intoxication are not permitted, regardless of the age of the individual.

2. Students in violation of PA State Law are subject to criminal penalties pursuant to PA Crimes Code Title 18 and PA Vehicle Code Title 75. Students are also subject to SHU Alcohol Policy consequences for violation of PA State Laws. Seton Hill University's Campus Police Department many enforce Pennsylvania's underage drinking laws under Title 18 of the PA Crimes Code.
3. Approved University professional staff may use breathalyzers to determine need for medical response for high-risk alcohol use, suspected high-risk, or concerning consumption.
4. All containers or vessels with alcohol present will be treated as "in use" by students of any age. Examples of containers of alcohol include, but are not limited to: bottles, cans, boxes, bags, jugs, trash cans, coolers, cups, or mugs containing alcohol.
5. All empty alcohol containers or vessels that previously contained alcohol (manufactured or home-brewed) will be treated as "in use" by students of any age. Examples include, but are not limited to: empty beer cans or bottles, empty wine bottles, boxes, or bags, empty or decorative liquor bottles, empty or stored homebrew beer equipment. Alcohol and disposable containers will be discarded immediately.
6. The public possession and use of alcoholic beverages are prohibited in all public and common areas. Exceptions include official University-approved events or locations.
7. Alcohol and alcohol paraphernalia are prohibited in common kitchens and kitchenettes.
8. Displays that offend, concern, or otherwise disrupt supportive living and learning environments are prohibited. They include, but are not limited to: displays that advertise or endorse alcohol/alcohol use, alcohol paraphernalia, drugs/drug use, drug paraphernalia.
9. Sponsorship by alcohol manufacturer/related business or organization, advertisements and signs that include alcohol, use of student organization/club funds for alcohol, and use of alcohol for recruitment purposes are prohibited.
10. Alcohol Paraphernalia:
  - a. Students who possess prohibited alcohol paraphernalia or inhabit a room where prohibited alcohol paraphernalia is present are subject to corresponding sanctions listed in the Violations section below.
  - b. Resident students 21 years or older can possess barware/glassware designed for individual use. This is the only form of alcohol paraphernalia allowed on campus.
  - c. Resident students under the age of 21 are not permitted to possess any form of alcohol paraphernalia.
  - d. The University prohibits anything designed for or manipulated to support or promote illegal alcohol consumption, promote or support rapid/long-term consumption of alcohol, and/or promote or support risky alcohol use. Prohibited alcohol paraphernalia is defined as products, objects, vessels, equipment, containers, implements, tools, or materials that are related to alcohol consumption or use. Examples include, but are not limited to: drinking game paraphernalia, ice luge/mold, beer bongs, paint sticks, funnels or related objects/products, beer pong table.
  - e. Prohibited items will be taken by a member of the Residence Life Staff and stored by the Office of Residence Life. Students may retrieve stored items from Residence Life staff prior to University Residence Hall closings (See the Academic Calendar for University breaks). Students must coordinate with staff prior to retrieval and may not be able to retrieve stored items without first contacting Residence Life staff. It is suggested that students contact a staff member to coordinate retrieval at least 5 business days prior to the date requested for pick up. Students may not pick up item(s) more than 24 hours before planned departure from

campus for University breaks. All unclaimed items will be discarded 14 days after the end of semester final examinations.

### **Tobacco and Nicotine Policy**

For the safety and welfare of the University community and by order of the Greensburg Fire Department, the use of tobacco and nicotine products inside any Seton Hill University facility is prohibited. Individuals may use tobacco or nicotine products at least 25 feet away from any Seton Hill building. Tobacco and Nicotine products and paraphernalia are not permitted in the Residence Halls (including, but not limited to, cigarettes, cigars, pipes, electronic cigarettes, hookahs, chewing tobacco/snuff, and other tobacco/nicotine paraphernalia). No employee is permitted to smoke at any time during the performance of the employee's duties. Compliance with the policy will be a collaborative effort among all Seton Hill community members. Community members are empowered to request for individuals to extinguish or discard tobacco/nicotine product(s) when use occurs in a non--designated area.

### **Other Drugs Policy**

Community members and their guests may not abuse prescription medication or store/consume illicit drugs of any kind on University property. Seton Hill University prohibits the unlawful manufacturing, distribution, dispensation, possession, and/or use of controlled substances on University property or as part of any University activity. This includes steroids, abuse/misuse of prescription medication, and/or possession of illicit drug paraphernalia.

Medical marijuana is not permitted to be stored or consumed on University property. Under federal law, marijuana is an illegal drug. Seton Hill University receives federal funding and will uphold federal regulations with regards to drug use. Students with prescriptions for medical marijuana should contact the Office of Disability Services to register and develop a reasonable accommodation plan involving responsible off-campus use.

Sanctions

### **Alcohol and Other Drug Violations**

Any alcohol or drug usage that does not adhere to PA State Laws or Seton Hill University Policy, contributes to behavior which causes hazard or injury to the individual, injury or embarrassment to the University or members of the community, or which leads to a social disturbance, shall be a matter for disciplinary action. Seton Hill University's Campus Police Department enforces federal drug laws under Title 21 United States Code, Controlled Substances Act and Pennsylvania drug laws under PA Act 64, Controlled Substance Drug Device and Cosmetic Act.

### Employee Sanctions

Employees that violate this policy will face sanctions that may include providing written documentation of completed participation in a rehabilitation program, suspension, progressive discipline, termination of employment and/or arrest by state/local/University police.

Employees must, as a condition of employment, abide by the terms of this policy. Any conviction under a criminal drug statute for violations occurring on or off campus while conducting university business must be reported to Human Resources within five days after the conviction. Seton Hill

University is obligated to notify the federal contractor or granting agency within ten days of learning of an employee criminal conviction for illicit drug activity within the workplace.

Student Sanctions

As outlined below, student sanctions will be imposed, and may include, but are not limited to: monetary fine, BASICS, mandatory AOD Counseling and/or personal counseling, evaluation of one’s alcohol use by an alcohol assessment professional, evaluation of one’s drug use by a drug assessment professional, opportunity for immediate withdrawal from the University, suspension with or without a stipulation that the student seek personal counseling/treatment, expulsion, removal from the Residence Halls, and/or arrest by state/local/University police.

Sanctions listed below are according to the category of the violation:

1. Alcohol paraphernalia policy violation
2. Alcohol use, intoxication, presence/possession, local/state law violation
3. Alcohol hosting policy violation
4. Other drug policy violation
5. Other drug hosting policy violation

Sanctions categories have various levels that are utilized depending upon severity of the violation as well as for repeat offenses of violations.

1. Student sanctions for unapproved alcohol paraphernalia include, but are not limited to:

Level I	<p>Educational Meeting with the Director of New Student and Transition Programs or designee.</p> <p>If an athlete, coach will be notified.</p>
Level II	<p>Minimum of a \$250.00 fine</p> <p>A refund of \$225 will be awarded after successful completion of BASICS if completed within 15 days of the violation.</p> <p>A refund of \$175 will be awarded after successful completion of BASICS if completed within 30 days of the violation.</p> <p>A refund of \$125 will be awarded after successful completion of BASICS if completed within 45 days of the violation.</p> <p>No refund will be granted if not completed within 45 days.</p> <p>If an athlete, coach will be notified.</p>
Level III	<p>Minimum of a \$300.00 fine</p>

	<p>A refund of \$225 will be awarded after successful completion of BASICS if completed within 15 days of the violation.</p> <p>A refund of \$175 will be awarded after successful completion of BASICS if completed within 30 days of the violation.</p> <p>A refund of \$125 will be awarded after successful completion of BASICS if completed within 45 days of the violation.</p> <p>No refund will be granted if not completed within 45 days.</p> <p>If an athlete, coach will be notified.</p>
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2. Student sanctions for alcohol use, intoxication, presence/possession, or local/state law violation(s) include, but are not limited to:

Level I	<p>Minimum of a \$250.00 fine</p> <p>A refund of \$200 will be awarded after successful completion of BASICS if completed within 30 days of the violation.</p> <p>A refund of \$150 will be awarded after successful completion of BASICS if completed within 45 days of the violation.</p> <p>A refund of \$100 will be awarded after successful completion of BASICS if completed within 60 days of the violation.</p> <p>No refund will be granted if not completed within 60 days.</p> <p><b>A possible PA State citation;</b> If student is under 21 years old, parent notification; if an athlete, coach notification.</p>
Level II	<p>Minimum of a \$300.00 fine</p> <p>A refund of \$200 will be awarded after successful completion of BASICS if completed within 30 days of the violation.</p> <p>A refund of \$150 will be awarded after successful completion of BASICS if completed within 45 days of the violation.</p> <p>A refund of \$100 will be awarded after successful completion of BASICS if completed within 60 days of the violation.</p> <p>No refund will be granted if not completed within 60 days.</p>

	<b>A possible PA State citation;</b> If student is under 21 years old, parent notification; if an athlete, coach notification.
Level III	<p>Minimum of a \$400.00 fine</p> <p>A refund of \$200 will be awarded after successful completion of BASICS if completed within 30 days of the violation.</p> <p>A refund of \$150 will be awarded after successful completion of BASICS if completed within 45 days of the violation.</p> <p>A refund of \$100 will be awarded after successful completion of BASICS if completed within 60 days of the violation.</p> <p>No refund will be granted if not completed within 60 days.</p> <p><b>A possible PA State citation;</b> If student is under 21 years old, parent notification; if an athlete, coach notification.</p>

3. Student sanctions for Alcohol Hosting violation(s) include, but are not limited to:

Level I	Minimum \$300 fine.
Level II	Minimum \$400 fine.
Level III	Minimum \$550 fine.

4. Student sanctions for Other Drug Policy Violation(s) include, but are not limited to:

Level I	<p>Minimum of a \$300.00 fine</p> <p>A refund of \$200 will be awarded after successful completion of BASICS if completed within 30 days of the violation.</p> <p>A refund of \$150 will be awarded after successful completion of BASICS if completed within 45 days of the violation.</p> <p>A refund of \$100 will be awarded after successful completion of BASICS if completed within 60 days of the violation.</p> <p>No refund will be granted if not completed within 60 days.</p> <p><b>A possible PA State citation;</b> Parent notification; if an athlete, coach notification.</p>
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Level II	<p>Minimum of a \$400.00 fine</p> <p>A refund of \$200 will be awarded after successful completion of BASICS if completed within 30 days of the violation.</p> <p>A refund of \$150 will be awarded after successful completion of BASICS if completed within 45 days of the violation.</p> <p>A refund of \$100 will be awarded after successful completion of BASICS if completed within 60 days of the violation.</p> <p>No refund will be granted if not completed within 60 days.</p> <p><b>A possible PA State citation;</b> Parent notification; if an athlete, coach notification.</p>
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5. Student sanctions for Drug Hosting violation(s) include, but are not limited to:

Level I	Minimum \$350 fine.
Level II	Minimum \$500 fine.

Tobacco and Nicotine Violations

All community members and guests will be treated with dignity and respect. Persistent violators should be reported to the Dean of Students (students) or Human Resources (employees) with consequences that include a fine or other disciplinary action. At any time, all students can voluntarily receive cessation support, and residents may be permitted to possess certain products as part of a comprehensive cessation program. See Alcohol and Other Drug Resources section for more information and participation guidelines. Information on tobacco use cessation programs is available in the Health Service, Office of Prevention Services, and the Human Resources and Payroll Office (employees).

**Student Medical Amnesty**

Students involved in an alcohol-related incident for which amnesty is granted will be provided appropriate educational or developmental interventions. Amnesty applies only to alcohol and other drug violations and does not apply to other criminal activity such as assault, property damage, or presence of other illicit substances. In cases where medical help is indicated but not sought, involved students will be engaged in a process to encourage responsible concern for others. Students who are involved in the alcohol and other drug medical amnesty procedure on multiple occasions will be required to participate in counseling sessions with the Coordinator of ATOD Services to explore the significance of their involvement and decision-making. This policy is subject to change pending University, State, or Federal legislation/policy amendments.

Seton Hill University supports §6308 of Title 18 of the Pennsylvania Consolidated Statutes, the University Medical Amnesty Policy. Exception to purchase, consumption, possession or

transportation (Underage): A person seeking medical attention for another. A person shall be immune from prosecution and/or University fine for consumption or possession of alcohol, if she or he can establish the following:

- The only way law enforcement officers became aware of the person's violation is because the person placed a 911 call, or call to the Seton Hill University police department or residence life staff, in good faith, and reported, based on a reasonable belief, that another person was in need of immediate medical attention to prevent death or serious injury;
- And the person reasonably believed they were the first person to make a 911 call or a call to the Seton Hill University police department or residence life staff, and reported that a person needed immediate medical attention to prevent death or serious injury;
- And the person provided their own name to the 911 operator, the Seton Hill University police department officer, or residence life staff;
- And the person remained with the person needing medical assistance until emergency health care providers arrived and the need for her/his presence ended.

### **Student Cessation Program**

A case-by-case determination may be made on the permissiveness of certain products within Residence Halls as part of a comprehensive cessation program. Students living in Residence Halls can begin a cessation program with the Coordinator of ATOD Services even if they have not received a violation. Students living in Residence Halls who are involved with an off-campus cessation program and desire approved possession of certain tobacco/nicotine products must register with the Coordinator of ATOD Services. Appropriate documentation must be provided and monitoring procedures will be established.

### **Student Breathalyzers**

The University is committed to supporting the health and safety of students. Professional staff may be called to respond to situations involving varying severities of student intoxication. Emergency medical services will be dispatched when students' health or safety requires medical attention, including during episodes of alcohol poisoning/overdose\*. When alcohol intoxication is concerning and more information is needed to determine how to proceed, authorized professional staff will use a breathalyzer to obtain more information. Breathalyzers will be used to determine BAC (Blood Alcohol Concentration) via BrAC (Breath Alcohol Concentration) and its direction (rising or falling). If BAC is within a risky range or is rising, professional staff will dispatch emergency medical services. If other drug use is suspected or if behavioral observations indicate safety concerns, appropriate emergency services will be dispatched.

### **BASICS (Brief Alcohol Screening and Intervention for College Students)**

BASICS and/or risk reduction program may be assigned for violations of the alcohol and other drug policy, in addition to the monetary fines levied. In some cases, AOD counseling, personal counseling, parent notification, drug testing, and/or coach notification may be required as well. The AOD risk reduction/education program must be completed within the time frame specified during the Informal Conduct Hearing and typically includes an initial and exit interview with the Coordinator of ATOD Services and completion of the educational program, BASICS and/or risk reduction program. At the Coordinator's discretion, the education program may also include video viewing, interactive exercises, support group attendance, self-evaluation, journal writing, drug testing, instruction on physiological effects of alcohol, other drugs, legal consequences, risk factors, social/peer influence,

low-risk vs. high-risk use, Seton Hill University policy, professional evaluation, off-campus referral, seminars/workshops, etc. The educational program requirements correspond with the requirements indicated in the policy violation consequences and may require additional sessions or alternative consequences.

- Suspension of privileges in co-curricular activities. See Student-Athlete Handbook for information on consequences through SHU Athletics and NCAA sanctions.
- Pennsylvania state citations may be issued for violations of University policy.
- Financial restitution is required for damages or theft.
- Suspension or dismissal from the residence halls may be ordered. Room and board charges will be prorated at the time of separation according to the refund policy through the Office of Financial Services and Registrar. Students suspended from the residence halls may request permission to move back on campus after the suspension date. The student must present in writing evidence of her/his willingness to live a responsible lifestyle in community.
- Counseling may be required and may also be offered as an alternative to dismissal or suspension.
- All sanctions are cumulative. Consequently, students who repeatedly violate University policy may receive more severe sanctions. Sanctions may also be enhanced based on the severity of the behavior and the impact on the community.

### **Naloxone/Narcan Program**

ACT 139 allows first responders (law enforcement, firefighters, EMS) to administer the opioid overdose drug naloxone (“Narcan”) to individuals experiencing an opioid overdose. ACT 139 provides legal protections for people who intervene in the case of an overdose and provides protection under certain conditions for those who have completed an approved training. and Sanctions section for more information on both policies.

Seton Hill University supports the Controlled Substance, Drug, Device and Cosmetic Act – Drug Overdose Response Immunity Act 139, including referrals to approved opioid overdose training for staff and the University community. A person may not be charged and shall be immune from prosecution for any offense listed in subsection (b) and for a violation of probation or parole if the person can establish the following:

- Law enforcement officers only became aware of the person's commission of an offense listed in subsection (b) because the person transported a person experiencing a drug overdose event to a law enforcement agency, a campus police office or a healthcare facility; or
- All of the following apply:
- The person reported, in good faith, a drug overdose event to a law enforcement officer, the 911 system, a campus police officer or emergency services personnel and the report was made on the reasonable belief that another person was in need of immediate medical attention and was necessary to prevent death or serious bodily injury due to a drug overdose;
- The person provided their own name and location and cooperated with the law enforcement officer, 911 system, campus police officer or emergency services personnel; and
- The person remained with the person needing immediate medical attention until a law enforcement officer, a campus police officer, or emergency services personnel arrived.

## **Resources**

### On Campus Resources

#### Counseling Center (Students):

Phone: 724-830-4606

Email: [counselingcenter@setonhill.edu](mailto:counselingcenter@setonhill.edu)

Address: 5th Floor Administration Building

#### Office of Human Resources (Employees)

Phone: 724-838-4210

Email: [shuhr@setonhill.edu](mailto:shuhr@setonhill.edu)

Address: Administration 305

#### Center for Marriage and Family Therapy:

Phone: 724-552-0339

Address: 104 Bayley Hall

#### Seton Hill University Campus Police

Phone: 724-830-4999

Address: Administration Annex 115

### Off-Campus Resources

#### Alcoholics Anonymous

Phone: 412-471-7472

Website: <http://www.aa.org/>

#### Al-Anon, Alateen

Phone: 1-888-4AL-ANON (1-888-425-2666)

Website: <http://www.pa-al-anon.org/>

#### Narcotics Anonymous

Phone: 412-391-5247

Website: <http://www.na.org/>

#### Gateway Rehab

Phone: 800-472-1177 or 724-853-7300 (Greensburg)

Website: <http://www.gatewayrehab.org/>

#### Greenbriar Treatment Center

Phone: 1-800-637-HOPE or 724-339-7180 (New Kensington)

Website: <http://www.greenbriar.net/>

#### Highmark Substance Abuse Hotline

Phone: 1-800-258-9808

#### Mon Yough Community Services, Inc.

Phone: 412-675-6927 (McKeesport)

Website: <http://www.mycs.org/>

Rational Recovery (RR)

Phone: 530- 621-2667 or 530-621-4374

Website: <https://rational.org/>

SPHS

Phone: 1-800-220-1810 (Westmoreland County), 1-800-281-7150 (Washington County), 1-877-459-0112 (Narcotics)

Website: <http://www.sphs.org/>

Substance Abuse Hotline (Westmoreland County)

Phone: 1-844-897-8927

Hours: 7:00 p.m.-2:00

Women for Sobriety, New Life Program

Phone: 215-536-8026

Website: [www.womenforsobriety.org](http://www.womenforsobriety.org)

To Report Underage Drinking, call 1-888-UNDER-21 (1-888-863-3721)

PA QUITLINE (Tobacco cessation services)

Phone: 1-800-784-8669

Website: <https://pa.quitlogix.org/en-US/>

## **Annual Disclosure of Crime Statistics**

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f)) requires colleges and universities across the United States to disclose information about crime on and around their campuses. The Seton Hill University Police Department maintains a close relationship with all police departments where Seton Hill University owns or controls property to ensure that crimes reported directly to these police departments that involve Seton Hill University are brought to the attention of Seton Hill University Police.

Seton Hill University Police Department collects the crime statistics disclosed in the charts through a number of methods. Officers enter all reports of crime incidents made directly to the department into a crime-reporting database. After an officer enters the report in the system, a department administrator reviews the report to ensure it is appropriately classified in the correct crime category. The Department periodically examines the data to ensure that all reported crimes are recorded in accordance with the crime definitions outlined in the FBI Uniform Crime Reporting Handbook and the FBI National Incident-Based Reporting System Handbook (sex offenses only). In addition to the crime data that Seton Hill University Police maintains, the statistics below also include crimes that are reported to various CSAs, as defined in this report.

### **Criminal Offenses**

**Murder/Non-Negligent Manslaughter** – defined as the willful (non-negligent) killing of one human being by another.

**Manslaughter by Negligence** – is defined as the killing of another person through gross negligence.

**Sex Assault (Sex Offenses)** – Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

- A. 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. This offense includes the rape of both males and females.
- B. 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.
- C. Incest** — Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- D. Statutory Rape** — Sexual intercourse with a person who is under the statutory age of consent.

**Robbery** – is defined as 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** – is defined as 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 means likely to produce death or great bodily harm.

**Burglary** – is the unlawful entry of a structure to commit a felony or a theft.

**Motor Vehicle Theft** – is 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.

## **Hate Crimes**

**Hate Crimes** - A Hate Crime is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. Hate crimes can be any of the Clery Act criminal offenses plus the following four crimes when one of the following is motivated by the perpetrator's bias against the victim:

### Categories of Hate Crimes

- **Larceny/Theft** - the unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.
  - **Constructive Possession** - the condition in which a person does not have physical custody or possession.
- **Simple Assault** - an unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.
- **Intimidation** - to unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct but without displaying a weapon or subjecting the victim to actual physical attack.
- **Destruction/Damage/Vandalism or Property (except Arson)** - to willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

### Categories of Bias for Hate Crimes

- **Race** – A preformed negative attitude toward a group of persons who possess common physical characteristics, e.g., color of skin, eyes, and/or hair; facial features, etc., genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind, e.g., Asians, blacks or African Americans, whites.
- **Religion** – A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being, e.g., Catholics, Jews, Protestants, atheists.
- **Sexual Orientation** – A preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation.

- **Gender** – A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender, e.g., male or female.
- **Gender Identity** – A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender non-conforming individuals.
- **Ethnicity** – A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry.
- **National Origin** – A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth.
- **Disability** – A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age, or illness.

#### **Dating Violence, Domestic Violence, and Stalking (VAWA)**

- **Dating Violence** – Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
  - Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
  - Dating violence does not include acts covered under the definition of domestic violence.
- **Domestic Violence** – A felony or misdemeanor crime of violence committed:
  - By a current or former spouse or intimate partner of the victim;
  - By a person with whom the victim shares a child in common;
  - By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
  - By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; 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 the person's 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, surveils, 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.

### Crime Statistics Charts

Criminal Offenses Reporting Table					
OFFENSE	YEAR	GEOGRAPHIC LOCATION			
		ON-CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING FACILITIES	NON-CAMPUS PROPERTY	PUBLIC PROPERTY
MURDER/NON-NEGLIGENT MANSLAUGHTER	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0
MANSLAUGHTER BY NEGLIGENCE	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0
RAPE	2016	2	2	0	0
	2017	3	3	0	0
	2018	1	1	0	0
FONDLING	2016	0	0	0	0
	2017	1	1	0	0
	2018	1	1	0	0
INCEST	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0
STATUTORY RAPE	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0

ROBBERY	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0
AGGRAVATED ASSAULT	2016	0	0	0	0
	2017	1	0	0	0
	2018	0	0	0	0
BURGLARY	2016	3	2	0	0
	2017	0	0	0	0
	2018	2	1	0	0
MOTOR VEHICLE THEFT	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0
ARSON	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0

<b>VAWA Offenses Reporting Table</b>					
<b>OFFENSE</b>	<b>YEAR</b>	<b>GEOGRAPHIC LOCATION</b>			
		<b>ON-CAMPUS PROPERTY</b>	<b>ON-CAMPUS STUDENT HOUSING FACILITIES</b>	<b>NON-CAMPUS PROPERTY</b>	<b>PUBLIC PROPERTY</b>
DOMESTIC VIOLENCE	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0
DATING VIOLENCE	2016	0	0	0	0
	2017	1	1	0	0
	2018	0	0	0	0
STALKING	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0

### Arrests and Disciplinary Referrals Reporting Table

OFFENSE	YEAR	GEOGRAPHIC LOCATION			
		ON-CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING FACILITIES	NON-CAMPUS PROPERTY	PUBLIC PROPERTY
ARRESTS: WEAPONS: CARRYING, POSSESSING, ETC.	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0
DISCIPLINARY REFERRALS: WEAPONS: CARRYING, POSSESSING, ETC.	2016	1	1	0	0
	2017	4	4	0	0
	2018	6	6	0	0
ARRESTS: DRUG ABUSE VIOLATIONS	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0
DISCIPLINARY REFERRALS: DRUG ABUSE VIOLATIONS	2016	6	4	0	0
	2017	6	6	3	0
	2018	23	23	0	0
ARRESTS: LIQUOR LAW VIOLATIONS	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0
DISCIPLINARY REFERRALS: LIQUOR LAW VIOLATIONS	2016	10	9	0	0
	2017	18	18	2	0
	2018	31	31	0	0

**Hate Crimes**

**2016:**

No Hate Crimes reported.

**2017:**

On-campus

One Vandalism characterized by Race Bias

Residential Facilities

None

Non-campus Buildings or Property

One off-campus Intimidation characterized by Race Bias

Public Property

None

**2018:**

On-campus

One Intimidation characterized by Race Bias

Residential Facilities

None

Non-campus Buildings or Property

None

Public Property

None

**Unfounded Crimes**

**2016:**

Three unfounded crimes.

**2017:**

No unfounded crimes.

**2018:**

No unfounded crimes.

## **Crime Prevention Tips**

While the Seton Hill University campus is a reasonably safe environment, crimes do occur. In addition to the Clery Act crimes statistics listed above, other common crimes that occur on campus are outlined below:

### **Theft**

Theft is a common occurrence on college campuses. Often times this is due to the fact theft is a crime of opportunity. Confined living arrangements, recreation facilities, and many open classrooms and laboratories provide thieves with effortless opportunities. Occupants of the residence halls often feel a sense of security and home atmosphere and become too trusting of their peers, while others leave classrooms and laboratories unlocked when not occupied for short periods of time.

It is important to be very vigilant when it comes to suspicious persons. Never leave items and valuables lying around unsecured. Doors should be locked at all times. The following is a list of suggestions to help you not fall victim of theft:

- Keep doors to residence halls, labs, classrooms locked when not occupied
- Don't provide access to unauthorized persons in the buildings or classrooms
- Do not keep large amounts of money with you.
- Lock all valuables, money, jewelry, and checkbooks in a lock box or locked drawer
- Keep a list of all valuable possessions including the makes, models, and serial numbers
- Take advantage of the Engraving Program to have all valuables engraved with specific identifying marks
- Don't leave laptop computers or textbooks unattended in labs or libraries, even if it is for a short period of time
- Don't lend credit cards or identification cards to anyone
- Report loitering persons or suspicious persons to police immediately; don't take any chances

### **Identity Theft**

Identity theft is a crime in which someone wrongfully obtains and uses another person's personal information in some ways that involve fraud or deception, typically for economic gain. This personal data could be a Social Security number, bank account, or credit card information.

Persons involved in identity theft often use computers or other forms of media to assist them.

There are measures you can take to prevent this from happening to you:

- Do not give anyone your personal information unless there is a reason to trust him or her and the release is for good reason.
- Never give your credit card information, date of birth, or other information over the telephone, unless you can confirm the identity of the person receiving that information.
- Complete a credit check frequently to assure there is no suspicious activity.
- Examine financial information often to assure all transactions are authorized and accounted for.
- Use of computer security software on computers and installation of firewalls are sound practices.

## ANNUAL FIRE SAFETY REPORT

The Higher Education Opportunity Act enacted on August 14, 2008, requires institutions that maintain on-campus student housing facilities to publish an annual fire safety report that contains information about campus fire safety practices and standards of the institution. The following report details all information required for Seton Hill University.

### **Definitions**

The following terms are used within this report. Definitions have been obtained from the Higher Education Opportunity Act:

**University Housing** – A student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within a reasonable contiguous area that makes up the campus.

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

### **Residence Hall Fire Drills**

Regular fire drills are conducted in all on-campus residence halls during the school year to allow occupants to become familiar with and practice their evacuation skills. The drills are conducted by Seton Hill University Police in cooperation with Residence Life Staff.

### **Fire Safety**

Seton Hill University takes Fire Safety very seriously and continues to enhance its programs to the university community through education, engineering, and enforcement of institutional policies and practices. Educational programs are presented periodically to faculty, staff, and students so they are aware of the rules and safe practices, as well as evacuation procedures that are housed with Seton Hill University Police. These programs include identification and prevention of fire hazards, actual building evacuation procedures and drills, specific occupant response to fire emergencies, and hands-on use of fire extinguishers.

All University owned buildings have emergency evacuation plans to allow occupants to become familiar with and practice their evacuation skills.

All University buildings have smoke detectors and building fire alarm systems to provide early detection and warning of a possible fire emergency. Hearing-impaired students are provided with additional equipment for their safety. Additionally, Food Service staff members at the University are trained annually on hands-on use of fire extinguishers and emergency procedures in the event of a fire.

The University maintains and tests all fire alarms and automatic fire suppression systems in accordance with the appropriate National Fire Protection Association Standard to insure system readiness and proper operation in the event of a fire emergency.

The University has adopted and developed numerous Safety Policies and Guidelines to help promote a safe living and work environment at all University locations. These policies, guidelines, and other fire safety information are described below:

### **Fire Prevention Policies**

Since many of Seton Hill University buildings were built in the late nineteenth and early twentieth century, fire prevention is especially significant at Seton Hill. Seton Hill University works closely with the Greensburg Fire Department to maintain fire alarm systems, to modify building structures where necessary for safety, to conduct drills, and to train residence hall staff in fire safety. In addition, fire-resistance ratings are required on furniture in residence hall rooms. Seton Hill's Police Officers check smoke alarms across campus regularly in order to ensure they are not disabled and that they are in good working order. When a fire alarm signal is sounded at Seton Hill University, that signal is automatically transmitted to the Greensburg Fire Department for immediate response.

Students are expected to recognize the hazards of fire in all of the buildings and to accept responsibility for not participating in any activity that may cause a fire and jeopardize the personal safety and property of others. Smoking, candles, and open flames are not permitted in the residence halls. Portable electrical appliances used for cooking may be used only in residence hall lounges, kitchenettes, and other designated locations where heavy circuits have been installed to carry the extra load. Due to the fire hazard involved in overloading electrical circuits, halogen lamps, electric blankets, portable heaters, sunlamps, lamps with plastic coverings, or cooking appliances of any kind may not be used in any student's room. During winter break all electrical appliances must be unplugged.

### **False Alarms**

Any person who is found to have willingly signaled a false alarm will be liable to both state and federal laws. Seton Hill does not view such action lightly and will take whatever action is deemed necessary to ensure the safety and welfare of the total University community. Seton Hill will cooperate with civil authorities in the investigation, apprehension, and conviction of all such persons of causing a false alarm can result in a fine up to \$300.00.

### **Fire Drills**

Fire drills are conducted throughout the year. During the previous calendar year, one fire drill was conducted in each occupied university-owned/controlled building, including residence halls.

Everyone is expected to participate and cooperate with Seton Hill and City of Greensburg fire officials. Once an alarm sounds in a building, all occupants of the building are to leave in an orderly and quiet manner. They are to remain outside until they are signaled by the proper authorities to return. Failure to participate in a fire drill by remaining in a building during a state of alarm will result in a fine up to \$300.00. Fire safety rules-compliance inspections are conducted in Seton Hill residence halls throughout the year as well.

### **System Tests**

Seton Hill University maintains and tests all fire alarms and automatic fire suppression systems in accordance with the appropriate National Fire Protection Association Standard to insure system readiness and proper operation in the event of a fire emergency.

**Police Training**

Additional protection is provided by Seton Hill University Police Officers who are trained for initial response to fire incidents occurring at University facilities. Officers provide assistance in building evacuation and extinguishment / confinement of small fires.

**Fire Statistics for University Housing Facilities**

<b>Fire Statistics and Related Information Regarding Fires in University Housing Facilities for 2016</b>						
<b>Building &amp; Address</b>	<b>Total Fires in Each Building</b>	<b>Fire Number</b>	<b>Cause of Fire</b>	<b>Number of Injuries that Required Treatment at a Medical Facility</b>	<b>Number of Deaths Related to Fire</b>	<b>Value of Property Damage Caused by Fire</b>
<b>Brownlee Hall</b> 290 Seton Hill Drive	0	0	N/A	N/A	N/A	N/A
<b>Canevin Hall</b> 251 Seton Hill Drive	1	1	Unintentional/Burned Food	0	0	\$0-\$99
<b>DeChantal Hall</b> 302 DeChantal Drive	2	1	Unintentional/Burned Food	0	0	\$0-\$99
		2	Unintentional/Burned Food	0	0	\$0-\$99
<b>Farrell Hall</b> 292 Seton Hill Drive	0	0	N/A	N/A	N/A	N/A
<b>Havey Hall</b> 275 Seton Hill Drive	5	1	Unintentional/Burned Food	0	0	\$0-\$99
		2	Unintentional/Burned Food	0	0	\$0-\$99
		3	Unintentional/Burned Food	0	0	\$0-\$99
		4	Unintentional/Burned Food	0	0	\$0-\$99
		5	Unintentional/Burned Food	0	0	\$0-\$99
<b>Lowe Hall</b> 253 Seton Hill Drive	0	0	N/A	N/A	N/A	N/A
<b>Maura Hall</b> 247 Seton Hill Drive	0	0	N/A	N/A	N/A	N/A
<b>Welty House</b> 117 & 119 W. Otterman St.	1	1	Unintentional/Burned Food	0	0	\$0-\$99

**Fire Statistics and Related Information Regarding Fires in University Housing Facilities for 2017**

<b>Building &amp; Address</b>	<b>Total Fires in Each Building</b>	<b>Fire Number</b>	<b>Cause of Fire</b>	<b>Number of Injuries that Required Treatment at a Medical Facility</b>	<b>Number of Deaths Related to Fire</b>	<b>Value of Property Damage Caused by Fire</b>
<b>Brownlee Hall</b> 290 Seton Hill Drive	0	0	N/A	N/A	N/A	N/A
<b>Canevin Hall</b> 251 Seton Hill Drive	2	1	Unintentional/Burned Food	0	0	\$0-\$99
		2	Unintentional/Burned Food	0	0	\$0-\$99
<b>DeChantal Hall</b> 302 DeChantal Drive	3	1	Unintentional/Burned Food	0	0	\$0-\$99
		2	Unintentional/Burned Food	0	0	\$0-\$99
		3	Unintentional/Burned Food	0	0	\$0-\$99
<b>Farrell Hall</b> 292 Seton Hill Drive	4	1	Unintentional/Burned Food	0	0	\$0-\$99
		2	Unintentional/Burned Food	0	0	\$0-\$99
		3	Unintentional/Burned Food	0	0	\$0-\$99
		4	Unintentional/Burned Food	0	0	\$0-\$99
<b>Havey Hall</b> 275 Seton Hill Drive	3	1	Unintentional/Burned Food	0	0	\$0-\$99
		2	Unintentional/Burned Food	0	0	\$0-\$99
		3	Unintentional/Burned Food	0	0	\$0-\$99
<b>Lowe Hall</b> 253 Seton Hill Drive	0	0	N/A	N/A	N/A	N/A
<b>Maura Hall</b> 247 Seton Hill Drive	0	0	N/A	N/A	N/A	N/A
<b>Welty House</b> 117 & 119 W. Otterman St.	0	0	N/A	N/A	N/A	N/A

**Fire Statistics and Related Information Regarding Fires in University Housing Facilities for 2018**

<b>Building &amp; Address</b>	<b>Total Fires in Each Building</b>	<b>Fire Number</b>	<b>Cause of Fire</b>	<b>Number of Injuries that Required Treatment at a Medical Facility</b>	<b>Number of Deaths Related to Fire</b>	<b>Value of Property Damage Caused by Fire</b>
<b>Brownlee Hall</b> 290 Seton Hill Drive	3	1	Unintentional/Burned Food	N/A	N/A	\$0-\$99
		2	Unintentional/Burned Food	N/A	N/A	\$0-\$99
		3	Unintentional/Burned Food	N/A	N/A	\$0-\$99
<b>Canevin Hall</b> 251 Seton Hill Drive	0	0	N/A	0	0	N/A
<b>DeChantal Hall</b> 302 DeChantal Drive	2	1	Unintentional/Burned Food	0	0	\$0-\$99
		2	Unintentional/Burned Food	0	0	\$0-\$99
<b>Farrell Hall</b> 292 Seton Hill Drive	0	0	N/A	N/A	N/A	N/A
<b>Havey Hall</b> 275 Seton Hill Drive	0	0	N/A	N/A	N/A	N/A
<b>Lowe Hall</b> 253 Seton Hill Drive	0	0	N/A	N/A	N/A	N/A
<b>Maura Hall</b> 247 Seton Hill Drive	1	1	Unintentional/Burned Food	0	0	\$0-\$99
<b>Welty House</b> 117 & 119 W. Otterman St.	0	0	N/A	N/A	N/A	N/A

## **Description of University Housing Fire Safety Systems**

<b>University Housing Facility</b>	<b>Fire Detection System (Smoke and Heat)</b>	<b>Fire Suppression (Sprinkler) System</b>	<b>Fire Extinguisher Present</b>
<b>Brownlee Hall</b>	Yes	No	Yes
<b>Canevin Hall</b>	Yes	No	Yes
<b>DeChantal Hall</b>	Yes	Yes	Yes
<b>Farrell Hall</b>	Yes	Yes	Yes
<b>Havey Hall</b>	Yes	No	Yes
<b>Lowe Hall</b>	Yes	Yes	Yes
<b>Maura Hall</b>	Yes	No	Yes
<b>Welty House</b>	Yes	No	Yes

### **Fire Safety Education and Training Programs for Students, Faculty, and Staff**

Residence Life provides annual training to Resident Assistants (RA) staff and students on fire safety in residence halls and proper evacuation procedures in the event of a fire alarm.

Topics addressed during this training include:

- Fire prevention in university housing facilities

### **What to Do in the Event of a Fire**

- How to report a fire or other emergency
- How residence hall fire safety systems operate

In addition, faculty and staff are provided with opportunities for hands-on fire extinguisher training, and all participate in routine fire drills.

### **Fire Incident Reporting**

Students, faculty, and staff are instructed to call 911 to report a fire emergency. Non-emergency notifications (e.g., fire is out, evidence that something burned, attempted intentional burning of material) are made to the Seton Hill University Police Department at 724-830-4999.

### **Plans for Future Improvements in Fire Safety**

Seton Hill University continues to monitor trends related to residence hall fire incidents and alarms to provide a fire safe living environment for all students. New programs and policies are developed as needed to help ensure the safety of all students, faculty, and staff. Currently, Seton Hill plans to increase the number of fire drills from occurring once a year in all residence halls and once a year in all academic buildings. Plans also include implementation of fire extinguisher training.

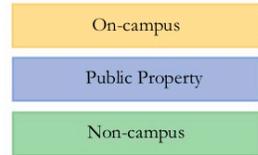
# ATTACHMENT 1: CLERY GEOGRAPHY MAPS

2019 ASR  
(2016, 2017, & 2018)  
Main Campus Clery Geography Map

On-campus
Public Property
Non-campus



**2019 ASR  
(2016, 2017, & 2018)  
Building 131 Clery Geography Map**



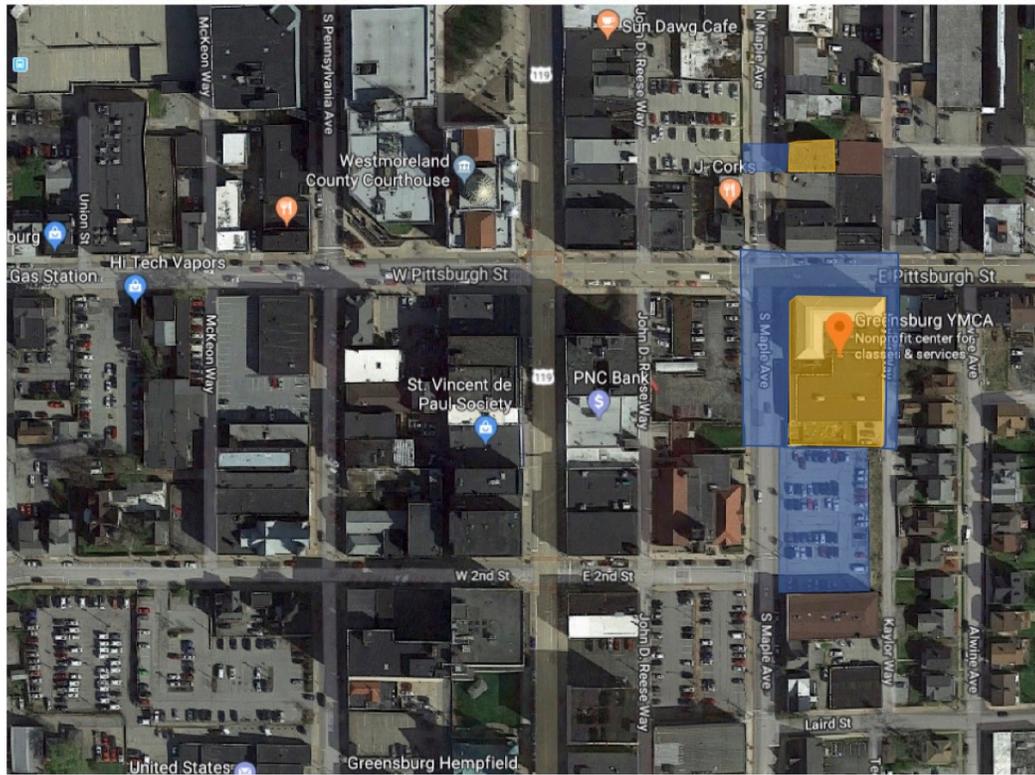
**2019 ASR  
(2016, 2017, & 2018)  
Performing Arts Center, Welty House, Center for Family Therapy,  
Arts Center, and 112 College Avenue Clery Geography Map**

On-campus
Public Property
Non-campus



**2019 ASR  
(2016, 2017, & 2018)  
YMCA and 13 North Maple Avenue Clergy Geography Map**

On-campus
Public Property
Non-campus



2019 ASR  
(2016, 2017, & 2018)  
Orthodontics Center Clery Geography Map

On-campus
Public Property
Non-campus



**2019 ASR**  
**(2016, 2017, & 2018)**  
**Noncampus Locations List Clergy Geography**

- Seton Hill Orthodontic Center
  - 2900 Seminary Drive, Building E, Greensburg, PA 15601
- Offut Field
  - 109 Laird Street, Greensburg, PA 15601
- Bloomfield Stables
  - Tro Lane, Belle Vernon, PA 15012
- Greensburg Racquet Club
  - 341 Johnson Road, Greensburg, PA 15601
- Hannastown Golf Club
  - 441 Blank School Road, Greensburg, PA 15601
- Totteridge Golf Club
  - 2029 Totteridge Drive, Greensburg, PA 15601
- Greensburg Salem High School Track & Field
  - 65 Mennel Drive, Greensburg, PA 15601
- Greensburg Central Catholic High School Track & Field
  - 911 Armory Dr., Greensburg, PA 15601
- Hempfield Area High School Track & Field
  - 4345 PA-136, Greensburg, PA 15601