

# CLARION UNIVERSITY – VENANGO



2019 ANNUAL

## **ANNUAL SECURITY** *and* **FIRE SAFETY REPORT**





## DEAR CAMPUS COMMUNITY,

The Annual Security Report is generated every year by the university as a tool to promote awareness for our community. Each year, many prospective students, their families and potential employees make inquiries as to the nature of crime on campus and the procedures the university has undertaken to improve the quality of the overall student experience at Clarion University – Venango.

The goal of the Annual Security Report is to increase awareness through education of the types of incidents reported on the campus, and to bring safety to the forefront of everyone's daily routine. Safety is a partnership that we all share, and taking steps to increase your own safety reduces the opportunity for crime to occur. The annual security report is also a source of practical information that can be utilized in the event you need to access the university's resources.

The Annual Security Report is compiled in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act of 1998. We hope this report will help you to increase your personal awareness of safety and security on campus.



## THE CAMPUS SECURITY ACT: LEGAL REQUIREMENTS

The Campus Security Act requires colleges and universities to publish an annual report by Oct. 1 that contains three years of campus crime statistics and certain campus security policy statements; disclose crime statistics for the campus, public areas immediately adjacent to or running through the campus; and certain non-campus facilities and remote classrooms. The statistics must: be gathered from campus police and security, local law enforcement and other university officials who have significant responsibility for student and campus activities; show provision of “timely warning” notices of those crimes that have occurred and pose an ongoing threat to students and employees; and disclose a public log of any crime that occurred on campus within the patrol jurisdiction of the university police or is reported to the Department of Public Safety.

The Clarion University Department of Public Safety is guided by a departmental policy regarding the procedure for compiling the crime statistics and the annual dissemination of the contents of this report. This policy is reviewed and updated annually, prior to July 1. The Clarion University Department of Public

Safety is responsible for preparation, distribution, maintenance and electronic submission of this report. The Department of Public Safety also seeks information from the Oil City Police Department to aid in compiling this annual report.

## **VENANGO CAMPUS SAFETY PROTOCOLS**

Clarion University has partnered with the Oil City Police Department, and all emergency calls on campus are handled by the Oil City Police. Emergency calls are dispatched through the Venango County 911 system. Incidents requiring criminal investigations are reported to the Clarion University Police for follow up. Venango Campus employs a security officer who is available to provide building security and escort services five days per week. Clarion University – Venango is located on 68 acres at 1801 West First Street, Oil City, Pennsylvania.

Clarion University Department of Public Safety operates under the Division of Finance and Administration. The department has 11 full-time commissioned police officers. The Clarion University Police provide supplemental law enforcement and security services at Clarion University – Venango. A Venango Campus map is available [here](#).

The university’s Safety Department is responsible for ensuring that proper safety procedures are followed in all areas of campus. Departmental responsibilities include fire safety, emergency planning and preparedness, hazardous material management, and occupational safety. The Public Safety Office is located on Wood Street. Phone is 814-393-2111, or call 911 for emergencies.

The Dispatch Center within the Department of Public Safety is staffed 24 hours a day, 365 days a year. The Dispatch Center is located in the Public Safety building on Wood Street. The dispatchers are trained to gather information vital to proper call response and, upon receiving a call, immediately dispatch an officer to the area by use of a two-way radio. All complaints received by the Dispatch Center are thoroughly investigated by the police officers. The Department of Public Safety, through its patrols and investigations, consistently enforces all of the laws of the Commonwealth of Pennsylvania, including those related to alcohol and other illegal drugs.



## **ARREST AUTHORITY & JURISDICTION**

In Pennsylvania, the State System of Higher Education Act 188 of 1982, as amended by Act 48 of 2003, establishes and defines the powers and duties of campus police officers. This act granted university police officers the authority to exercise the same powers that are granted to municipal officers under the Statewide Municipal Police Jurisdiction Act (Title 42, 8953). All Clarion University Police officers are commissioned police officers in the Commonwealth of Pennsylvania. All officers carry firearms and are granted powers of arrest through the governor of the commonwealth. The department's sworn police officers have received police training and regularly attend in-service training. Uniformed officers patrol the Clarion Campus 24 hours a day, seven days a week, 365 days a year, and respond to Venango Campus if a criminal incident is reported.

## **MISSION STATEMENT**

The mission of the University Police is to establish an environment where people on the campus may be free from fear and, thereby, contribute to the quality and excellence of the university. The Clarion University Police are committed to: the protection of life and property; the preservation of peace and safety; the fair and impartial enforcement of state and federal laws and university regulations; and the defense of the Constitution of the Commonwealth of Pennsylvania and the Constitution of the United States of America. University Police officers will exercise law enforcement authority on behalf of the people of the Commonwealth of Pennsylvania and will faithfully discharge that trust. To fulfill this mission, the University Police have an obligation to develop and maintain performance standards that will ensure our functions are performed in an effective, efficient, consistent and fair manner. These standards and programs will reflect commitments to quality service, ethical behavior and the rule of law. We recognize that we can accomplish our mission only with the support and trust of the university community and through collaborating with the community to:

1. Reduce the opportunities for the commission of some crimes through providing educational programs to the community and preventive patrol.
2. Identify violators of the law and university policies and, where appropriate, refer such violators to the legal or administrative systems and participate in subsequent proceedings.
3. Aid individuals who are in danger of physical harm or who cannot care for themselves.
4. Promote the protection on constitutional guarantees to all members of the community while providing an educational function as to the rights and responsibilities of individuals in the community.
5. Provide a role model of responsibility, accountability and trustworthiness for the members of the community through the actions and statements of each member of the department.
6. Assist in the educational mission of the university through cooperation with colleges and by providing direct instruction to members of the community to enhance safety in the workplace, living areas and recreational areas.
7. Resolve conflict between individuals or groups that could escalate to criminal behavior.
8. Facilitate the movement of persons and vehicles.
9. Reduce environmental hazards to persons and property through inspection, investigation and prevention, and maintain an effective program for environmental health and safety.
10. Participate in the identification and recovery of lost or stolen property and return to it to the rightful owner.
11. Identify problems that are potentially serious to law enforcement, safety or the university.

12. Enforce parking regulations to ensure that employees, students and visitors who have parking privileges are able to use the facilities as assigned.
13. Create and maintain a feeling of safety in the community.
14. Promote and preserve order.
15. Provide other university departments with timely, appropriate information essential to their function.
16. Provide other services on an emergency basis, and provide assistance to victims of crimes.
17. Prevent theft through establishing physical security programs and alarm monitoring.
18. Provide walking escorts to persons in the community during hours of darkness.

## **WORKING RELATIONSHIP WITH OTHER AGENCIES**

The Clarion University Department of Public Safety is the primary agency handling criminal incidents on Venango Campus. The Oil City Police Department handles emergency response to Clarion University – Venango. The Clarion University Department of Public Safety is equipped with a telecommunications system to contact and exchange information with Oil City Police Department. Clarion University maintains a working relationship with the Oil City Police Department. The Clarion University Police utilize the investigative services of the Pennsylvania State Police when circumstances dictate the need for additional capabilities for on-campus incidents. No formal memorandum of understanding exists with the Pennsylvania State Police, but resources are always provided if requested.

## **MUTUAL AID**

The Clarion University Police Department has a written mutual aid agreement with the Clarion Borough Police Department. University officers often interact with other agencies and provide assistance when requested.

## **MONITORING AND RECORDING CRIMINAL ACTIVITY OFF CAMPUS**

The university relies on the close working relationship with local law enforcement agencies to receive information about incidents concerning or involving a member of the campus community. If the university is notified of a situation in which a campus community member is the subject of a crime, the department may issue a Campus Safety Alert detailing the incident and providing tips so that other members of the campus community may avoid similar incidents. If the Department of Public Safety is notified of a crime or other serious incident that involves a member of the campus community and occurs in Oil City, the incident will be referred to Student Affairs for disciplinary action in addition to any criminal process initiated by law enforcement.

## **REPORTING OF CRIMINAL OFFENSES**

The Clarion University Department of Public Safety and University Police encourages all members of the campus community and visitors to accurately and promptly report all on-campus crimes and emergencies to the department at extension 2111 or 814-393-2111, or by using the “blue light” emergency telephones located throughout campus. Crimes can also be reported in person at the Dispatch Center of the Public Safety Office on Wood Street. The Department of Public Safety investigates all reported on-campus crimes and initiates prosecutions through the legal systems, when warranted.

Crimes that occur off university property may be reported to either the Oil City Police Department or the Pennsylvania State Police. Both of these agencies can be contacted by dialing 911. The Department of Public



Safety works in conjunction with the Oil City Police and the Pennsylvania State Police to investigate crimes and other emergencies involving students both on and off campus. Public Safety officers also provide assistance off campus when requested by another police agency.

Students and employees should report any potential criminal offenses to Clarion University Department of Public Safety or a Campus Security Authority for the purpose of making timely warning reports and inclusion in the annual statistical disclosure.

## **VOLUNTARY CONFIDENTIAL REPORTING**

If you are the subject of a crime and do not want to pursue action within the university's student conduct system or the criminal justice system, please consider making a confidential report. With your permission, the chief or designee of Clarion University Police can take a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the university can keep an accurate record of the number of incidents involving students, employees and visitors, and determine where there is a pattern of crime and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the required Annual Security Report. Anonymous crime tips can be reported by using the *Anonymous Tips* reporting form.

Professional counselors are not required to report crimes to be included in the Annual Security Report statistics, unless mandated under scope of license or law. Counselors verbally encourage a person being counseled of the procedures to report crimes on a voluntary basis for inclusion in the annual crime statistics.

## **CAMPUS SECURITY AUTHORITIES**

As required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, or Clery Act, colleges and universities must annually compile and publish crime, fire and security information about their campuses. Under this law, Campus Security Authorities are mandated to report crimes brought to their attention for inclusion in Clarion University's Annual Security and Fire Safety Report and for the purpose of issuing timely warning notices, if deemed necessary. At the beginning of the spring and fall semesters, the Office of Public Safety identifies personnel with a "significant responsibility for student and campus activities" and maintains a list of CSAs. CSAs are contacted at the beginning of each semester and are reminded of their reporting obligations and the procedure for filing a report. The reporting policy and procedure are reviewed prior to each dissemination (prior to Jan. 31 for the spring semester and prior to Sept. 15 for the fall semester), and updates are made as needed. If you or someone you know wishes to

report a crime; you may contact any of the following Campus Security Authorities. The compiling of the CSA list and procedure for CSA Compliance is governed by an internal Public Safety Policy that is reviewed annually prior to July 1.

### **CAMPUS SECURITY AUTHORITIES ON CLARION UNIVERSITY MAIN CAMPUS**

University President	Vice President for Finance & Administration
Director of Public Safety/Chief of Police	Associate VP for Finance & Administration
University Police Officers	University Police Dispatchers
Department of Public Safety Management Technician	University Safety Inspector
Public Safety Students	Provost
Dean of College of Arts & Sciences	Dean of College of Business Administration
Dean of Health Sciences and Human Services	Dean of School of Education
Dean of Enrollment Management	Dean of University Libraries
Registrar	Assistant to President for Social Equity
Student Advocate	Woman's Studies Program Director
Admission Counselors	Vice President for Student Affairs
Director of Athletics	Orientation Director
Director of Student Engagement & Development	Reinhard Villages Director
Director, Athletic Training, Sports & Wellness	Director, Student Recreation Center
Greek Student Life Coordinator	Health Center Director
Health Center Nurses	Health Educator
Counseling Center Counselors	Advising Center Coordinator
Director of Residence Life	Assistant Director(s) of Residence Life
Associate Director of Residence Life	Residence Life Coordinator
Graduate Assistants	Community Assistants
Athletics Events & Promotions	Associate Director of Athletics
Coaches	Student Organization Advisors
Counseling Center Director	Assistant VP for Student Affairs
Assistant Director of Student Conduct and Community Development	

## CAMPUS SECURITY AUTHORITIES AT CLARION UNIVERSITY—VENANGO

Director of Student Affairs	Executive Dean
Asst. Director of Marketing & Communication	Director of Finance and Administration
Assistant to the Executive Dean	Director, School of Nursing and Allied Health
Chair of Applied Technology	Chair, Dept. of Humanities, Science and Tech.
Coordinator of Intramural and Recreation	Coordinator of Admissions & Financial Aid
Graduate Assistants	Public Safety Staff & Community Assistants
Assistant Coordinator, Admissions and Financial Aid	Chair of the Department of Allied Health
Chair, Department of Nursing	Coordinator of Career Services
Coordinator of Learning Support	Safety Counselor

## NOTIFICATION OF MISSING STUDENTS

If a member of the university community has reason to believe that a student who resides in on-campus housing is missing, they should immediately notify University Police/Public Safety at 814-393-2111. Once information is provided, University Police will generate a missing person report and initiate an investigation.

After investigating the missing person report, should University Police determine that the student is missing, Clarion University will notify the student's Missing Person Contact within 24 hours. If the missing student is under the age of 18 and is not an emancipated individual, Clarion University will notify the student's parent or legal guardian immediately after University Police have determined the person is missing. The local law enforcement agency with jurisdiction will also be notified no later than 24 hours after the student is determined to be missing. The student's Missing Person Contact information is collected at the "MyClarion" area of the [website](#). This information is registered as confidential and is only accessible to Clarion University Police in furtherance of an official investigation where a student is determined to have been missing for 24 hours or more. The complete Clarion University of Pennsylvania Policy on Missing Students is listed as "Appendix P" in the Clarion University Judicial Policy Handbook and can be accessed at [Student Code of Conduct](#).

## MISSING STUDENT EMERGENCY CONTACT

Residence Life Services will provide annual notice to all students in university housing regarding this policy. Students are given an opportunity at the beginning of the fall semester to designate an individual to be contacted by the university if the student is determined to be missing. The designation remains in effect until changed or revoked by the student.

The online form provided for designation states the circumstances in which the designated emergency contact information will be used and will include a statement that the university is required by law to also notify the student's custodial parent or guardian if the student is under 18 and not emancipated at the time he or she is discovered to be missing. This notification is required in addition to any person designated as a missing student emergency contact. Students are advised that their contact information will be registered confidentially, will be accessible only to authorized university officials, and will not be disclosed to any third party except to law enforcement personnel in furtherance of a missing person investigation.

## **EMERGENCY RESPONSE & CAMPUS EVACUATION PROCEDURES**

Emergency preparedness is the responsibility of the Office of Emergency Management under the supervision of the Director of Public Safety. Members of the team include the Vice President of Finance & Administration, the Vice President of Student Affairs, the Director of Facilities Maintenance, and the Vice President of University Advancement.

The Office of Emergency Management works to develop an Emergency Operations Plan (EOP) and a Campus Evacuation Plan to address response to emergency incidents/situations related to all types of hazards (natural, man-made, utilities, and technological) that may arise. The campus EOP is National Incident Management Systems (NIMS) compliant and incorporates the principles of the Incident Command System (ICS) as required by state and federal law. Both the EOP and Campus Evacuation Plans provide responders with guidelines for documentation, sheltering in place, and other pertinent information for managing emergencies.

Clarion Department of Public Safety Officers are trained in ICS as are members of the Critical Incident Team (CIT) and Emergency Management Team. If an incident causing an immediate threat to the campus occurs, the first responders at the scene are the Clarion University Police. If the Director of Public Safety determines the need for mutual aid assistance, the Oil City Police, Pennsylvania State Police, Venango County Emergency Medical Services, Venango County Sheriff's Department and Oil City Fire Department will be requested to respond.

Emergency response and evacuation procedures are reviewed and tested on an annual basis. Each year the Department of Emergency Management conducts and participates in various tabletop exercises to test and evaluate potential emergency response actions. Each tabletop is critiqued upon completion, and suggestions are provided for improved response. Evacuation Drills are conducted twice per year in each building owned or controlled by Clarion University to evaluate emergency response to a potential incident. Each drill is monitored and evaluated by the university's Safety Manager. To view the procedures Clarion University will follow in the event of an emergency click [here](#).

## **FIREARMS/WEAPONS POLICY**

Clarion University of Pennsylvania is an institution of higher education. As an academic environment, there is no legitimate purpose to possess or control weapons, firearms or dangerous devices on university property. Weapons, firearms and dangerous devices are instruments capable of causing harm and injury to the campus population. Accordingly, it shall be prohibited for anyone to possess or control weapons, firearms or dangerous devices at Clarion University of Pennsylvania, except as provided for in the following paragraph. Prohibition of such devices and instruments on university property is an attempt to reduce the possibility of injury to the campus population.

Exception to this policy include the following:

1. Small canisters of pepper spray as those sometimes carried on key chains for personal protection.
2. Pocketknives and other similar devices.
3. Tools carried by maintenance employees in furtherance of their assigned jobs.
4. Weapons carried by law enforcement officers in the performance of their duties.

Other exceptions to this policy may be granted in appropriate circumstances by the Director of Public Safety.

A facility to temporarily store weapons is located at the Public Safety Office on Wood Street. Failure to comply with the Weapons, Firearms and Dangerous Devices Policy will result in campus administrative or judicial actions by the Department of Public Safety.

This policy complies with Clarion University of Pennsylvania president's authority under Act 188 to adopt policies governing the use of institutional facilities and property, and to do and perform those things necessary and required for the orderly operation of the institution.

## **ZERO TOLERANCE POLICY FOR ALCOHOL AND ILLEGAL DRUGS**

The university will not tolerate the use, possession, sale and/or distribution of alcohol or illegal drugs. These activities present a danger to the university community and detract from the educational mission of the institution. Students may be denied admittance into university facilities if it is believed they are under the influence or in possession of alcohol or illegal drugs. Negative behavior that results from the use of alcohol and/or other drugs will not be tolerated in the Clarion University community. All instances of drug and underage alcohol usage will be formally adjudicated by the Office of Student Affairs, and, when prosecutable under state/federal law, police authorities. The university reserves the right to provide alcohol amnesty to the person reporting the act of sexual violence and/or to the reported survivor of sexual violence in efforts to increase the likelihood of reporting such incidents.

## **DRUG AND ALCOHOL POLICY**

No persons regardless of age are permitted to possess, transport or consume alcoholic beverages on campus with the exception of certain president-approved non-student activities.

It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession, sale, use, manufacture or distribution of any controlled substance (drugs) is illegal under both state and federal law and prohibited by university policy as denoted in the Code of Conduct contained within the ***Student Code of Conduct***. Limited numbers of hard copies are also available at the Office of Judicial and Mediation Services.

Clarion University prohibits the unlawful use or distribution of illicit drugs and alcohol by students and employees on Clarion University property or at any Clarion University events. Violators of the law are subject to criminal prosecution under applicable state and/or federal laws, as well as under the student conduct system as outlined in the ***Student Code of Conduct***. Possession of illegal drugs in the Commonwealth of Pennsylvania is punishable by imprisonment of up to 30 days and a fine of up to \$500. Sale of illegal drugs in the Commonwealth of Pennsylvania is punishable by imprisonment of up to 3 years and a fine of up to \$25,000. Underage consumption or possession of alcohol is a summary offense in the Commonwealth of Pennsylvania and is punishable by a fine of up to \$500 for the first violation, and a fine of up to \$1,000 for the second violation. Furnishing alcohol to minors is a third degree misdemeanor in the Commonwealth of Pennsylvania and punishable by a minimum fine of \$1,000 in addition to any other penalty imposed.

Clarion University has developed programs to prevent the illicit use of drugs and abuse of alcohol by students and employees. The program services related to drug use and abuse include dissemination of information materials, educational programs through Wellness Programs, counseling services, referrals, individualized meetings, and required programming by way of disciplinary actions. Clarion University uses BASICS, which stands for Brief Alcohol Screening and Intervention for College Students, as its drug and alcohol workshop. The goal of the program is to reduce risky behaviors and harmful consequences of alcohol abuse. BASICS is a two-session preventative alcohol education program offered to Clarion University students who want to further examine their alcohol use. Some students are required to take the BASICS workshop if they are referred by Judicial Services, Athletics, or Residence Life for violating the campus drug and alcohol policy or by the district magistrate if they receive an alcohol violation off campus. Other students may voluntarily participate in the BASICS workshop if they are interested in examining their own drinking

behaviors or learning strategies for moderating alcohol consumption and reducing the harmful consequences of drinking. At the conclusion of the workshop, goals are selected.

Additional information about employee and student drug treatment, education, and health risks associated with illegal drug use can be found in the ***Student Code of Conduct***.

## **DRUG-FREE LEGISLATION**

In addition to this publication and in accordance with the Drug-Free Schools and Campuses Act and Drug-Free Workplace Act, the university makes available and distributes, on an annual basis, a ***Student Code of Conduct*** brochure which contains specific information concerning the use and abuse of alcohol and illegal drugs, and programs available both on and off campus. The ***Student Code of Conduct*** contains a compliance manual section which details information regarding drug use and sale, as well as information related to alcohol.

## **DRUG AND ALCOHOL INTERVENTION SERVICES**

Clarion University provides alcohol and other drug prevention and intervention services to its students and employees through the Office of Health Promotions and Programs located in the Center for Wellness. Some of the services provided include alcohol education/intervention workshops. The Office of Health Promotions and Programs supports a Clarion University—Clarion Community Coalition on the prevention of alcohol abuse and violence task force. The staff offers presentations to university groups, classes, treatment referral service, student field experiences and literature distribution.

Clarion University, in conjunction with all Pennsylvania's State System of Higher Education institutions, provides Brief Alcohol Screening and Interactions (BASICS) for all known first-time offenders of the Clarion University Alcohol Policy. BASICS is a two-session preventative alcohol program offered to Clarion University students who want to further explore their alcohol use. More information on Clarion University's programs required under HEA (otherwise known as the Drug-Free Schools and Communities Act of 1989) is available at this [webpage](#). The Office of Alcohol and Drug Programming completes and stores the biennial review of Clarion University Alcohol Prevention and Treatment Programs.

## **CRIME PREVENTION AND SECURITY AWARENESS PROGRAMS**

The Office of Public Safety/Emergency Management is dedicated to the safety of employees and students and offers annual training in A.L.I.C.E. (Active Shooter) and severe weather emergencies. Crime Prevention/Security Awareness trainings are held during Orientation Week for all new freshman to attend, and at least once per semester to remind students and employees of campus security procedures and practices. Information regarding all emergency plans is located on the [website](#), and all employees and students are encouraged to prepare themselves for a campus emergency by attending training events and familiarizing themselves with the information on the website.

***Student Code of Conduct*** is available for student use and public viewing or inspection [online](#). A brochure version is sent to all new students and new employees, and information is conveyed electronically to the campus community on the Wednesday prior to the start of fall and spring classes. The ***Student Code of Conduct*** contains information regarding university policies, procedures, and information on personal safety, fire safety, and other policies.

Each student is responsible for familiarizing themselves with the information contained in this document. Students must carry their university identification card at all times and must present it to a university official upon request, in accordance with the ***Student Code of Conduct***.

Students and employees are encouraged to be responsible for their safety and security as well as that of others through educational programs designed to educate students and employees on a variety of topics.

Active Shooter awareness training (A.L.I.C.E.), Violence Prevention & Personal Safety, sexual assault awareness and prevention including domestic violence, Step Up, sexual harassment training, alcohol and other drug awareness and education, are some of the programs implemented annually by University Police, the Center for Residence Life Services, Wellness Programs, Office of Student Conduct & Community Development, and the Office of Social Equity. Two University Police officers are certified as Rape Aggression Defense (RAD) Instructors. RAD is a nationally recognized self-defense course for women that teaches practical crime prevention skills. Additional efforts are utilized during summer orientation sessions, Discovery Weekend Programs (conducted prior to the start of each full semester), and through meetings held by Residence Life staff. The following are crime prevention programs offered on the Clarion Campus that are open to all Venango students.

<b>Training</b>	<b>Frequency</b>	<b>Orientation Week Program</b>	<b>Description</b>
A.L.I.C.E.	3 times per semester + when requested	YES	Student/Employee Active Shooter Response Preparedness training
Violence Prevention & Personal Safety	Once per year/4 sessions during Orientation	YES	New student presentation about personal safety/reporting
STEP Up	3 times per semester + when requested	NO	Trains students in personal security and how to intervene in difficult situations
R.A.D.	3 times per semester	NO	Student/Employee rape prevention
Sexual Assault Awareness	Annually	ONLINE	Student/Employee online training for awareness of sexual assault and reporting
Alcohol & Drug Awareness Training	Annually	YES	Student presentation about dangers of alcohol abuse
Sexual Harassment Training	Annually	ONLINE	Online module to train students and employees to recognize sexual harassment
Violence Prevention	Annually + when requested	NO	Employee training on responding to violence/personal safety

Each Community Assistant provides a minimum of two mandatory meetings each school year to verbally emphasize applicable residence hall policies and procedures as well as safety and security procedures. Other meetings are held as needed to disseminate information or follow up on concerns. Community Assistants are also required to complete programs for students in their building/floor/wing.

Student Affairs maintains contact with recognized fraternity and sorority organizations through the Office of Leadership and Involvement's Fraternity and Sorority Affairs. The University Police do not provide law enforcement service to off-campus residences of recognized fraternity or sorority organizations. All off-campus events are required to register with the university's Leadership and Involvement office if alcohol will be present. Criminal activity at such off-campus locations is addressed by either Clarion Borough Police/Oil City Police or Pennsylvania State Police, depending on the jurisdiction of the activity. Clarion University Police maintain a close working relationship with all entities and offers assistance when requested.

## **SAFETY ESCORTS**

The Clarion University – Venango security officer provides on-campus safety escorts during specified hours and can be scheduled by contacting the on-duty Venango security officer at 814-393-1238.

## **EMERGENCY PHONES**

Campus Emergency Phones have been installed for safety. All students, faculty, staff and visitors are encouraged to activate the phones if they encounter any situation that makes them feel uncomfortable. Some situations when the Emergency Phones may be used:

1. If a crime is in progress or being witnessed.
2. If emergency assistance is needed.
3. If you are being harassed/feeling threatened.
4. If you are ill or require medical attention.
5. If you require assistance or directions.

## **NOTIFICATION OF DAILY CRIME LOGS**

The Department of Public Safety maintains a Daily Crime & Fire Log that includes all crimes and fires reported to University Police at Venango Campus. The Daily Crime & Fire Log is posted each day in the lobby of the Public Safety office on Wood Street at the Clarion main campus and also in the main lobby of the Frame Administration Building on Venango Campus. The daily Crime & Fire Log policy and procedure is regulated by an internal departmental policy that is reviewed and updated annually, prior to Feb. 1, by the Chief of Police.

The Daily Crime & Fire Log is available for public inspection 24 hours per day at the Public Safety office, and during regular business hours at Venango's Frame Administration Building. The Daily Crime & Fire Log includes the nature of crime, date and time crime occurred, date and time crime reported and the general location of each crime reported to the department, as well as the disposition of the complaint if the information is known at the time the log is created.

The department posts specific incidents in the Daily Crime & Fire Log within two business days of receiving a report of an incident and reserves the right to exclude details contained in reports from the log in certain circumstances.

## **TIMELY WARNING NOTICES AND EMERGENCY NOTIFICATIONS**

In accordance with the Clery Act, Clarion University will immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation occurring on campus involving an immediate threat to the health or safety of students or staff. The university will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of the responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency. Such authorities, include, but are not limited to, the Clarion University Department of Public Safety, the Office of the President, the Office of the Vice President of Finance and Administration and University Advancement.

The university will send a timely warning notice to the campus community, notifying of any crimes that pose a serious and continuing threat to the community in an attempt to aid in the prevention of similar crimes on campus or in Clarion University-owned or controlled property off campus. timely warning notices are usually distributed for the following Uniformed Crime Reporting Program (UCR)/National Incident Based Reporting

System (NIBRS) classifications: arson, criminal homicide, and robbery. Cases of aggravated assault and sex offenses are considered on a case-by-case basis, depending on the facts of the case and the information known by the Department of Public Safety. Cases involving sexual assault are sometimes reported long after the incident has occurred, and there is no ability to distribute a timely warning notice to the community. Sex offenses will be considered on a case-by-case basis depending on when and where the incident occurred, when it was reported, and the amount of information known by the Department of Public Safety. The Chief of Police, or designee, will review all reports to determine if there is any ongoing or immediate threat to the community and if the distribution of a timely warning notice is warranted. Timely warning notices may also be posted for other crime classifications, as deemed necessary. The name of any subject of a crime will be withheld in all public notices and/or communication.

Public Safety will issue a campus-wide timely warning notice or emergency notification through the Office of University Advancement. Public Safety will provide University Advancement with the content of the timely warning and determine the appropriate segment or segments of the campus community to receive them. University Advancement will send the notifications to the community as instructed. This notification will consist of information being disseminated via the Eagle Alerts System, which includes email messages and emergency text messages. Students and employees can sign up at Eagle Alerts. During registration for



this service, students may also include family members to be notified when an alert is issued. Active crime alerts are posted on the Clarion University Police [webpage](#). In the event of any incident that would require notification of the community at large, University Advancement would coordinate this dissemination at the request of the Department of Public Safety/Office of Emergency Management to local media outlets who would facilitate this notification.

The Department of Public Safety/Emergency Management serves as the clearinghouse for all emergency events that would require an emergency alert or timely warnings to be generated. The Department of Public Safety/Emergency Management maintains an internal policy in regard to the policy and procedure for issuance of Emergency Alerts & Timely Warnings. This policy is reviewed annually prior to July 1 by the Director of Public Safety/Emergency Management and updated with any changes at that time. Copies of Emergency Alerts, Crime Alerts and Safety Alerts issued are retained by the Department of Public Safety.

The Office of Emergency Management works closely with local resources to ensure communication is maintained at the highest level. The Director of Emergency Management/Public Safety meets quarterly with other local emergency managers and, when necessary, the Oil City Emergency Management Coordinator. An open line of communication is always accessible to ensure events requiring a timely notification in local areas are communicated to our Public Safety Department. The Director of Public Safety also meets quarterly with area law enforcement agencies to ensure the same level of communication is maintained and that Public Safety is notified of any event that would require a timely notification on the Clarion University – Venango Campus.

Any person with information about a crime or other situation that may warrant a timely warning should report it immediately to Public Safety at 814-393-2111, or 2111 from a campus phone, or in person at Public Safety, on Wood Street.

## **TESTING OF THE EMERGENCY NOTIFICATION SYSTEM**

Each semester, Clarion University tests its emergency notification system, Eagle Alerts. The process is a collaboration between Finance and Administration, University Advancement and Computing Services. The Eagle Alert system is designed to provide time-sensitive information to university students, faculty and staff in the event of life-threatening events. The system will also be used to let participants know if the campus will be closed for any reason, or if classes are delayed or canceled. The information you enter into this system will not be shared with any outside vendors, nor will it be retained by the university beyond the opt-out date. Register for eagle alerts here.

## **EMERGENCY RESPONSE & EVACUATION PROCEDURES**

Emergency Response and Evacuation Procedures are disseminated via email at the beginning of each semester to all students, faculty and staff by the Office of Emergency Management. In addition, Emergency Response plans and procedures are available online at [\*Emergency Management Handbook\*](#). Emergency Response procedures are tested annually through the use of tabletop exercises to ensure review of emergency response protocols, and after-action reviews to evaluate the effectiveness of existing procedures. The Office of Emergency Management/Department of Public Safety maintains all documentation for testing of the Emergency Response Procedures. The Office of Emergency Management reviews policies annually in conjunction with tabletop exercises to make changes as needed or update existing protocols. These reviews take place prior to July 1 every year.

In compliance with state regulations, the Department of Public Safety, in conjunction with Student Life/Housing, conducts emergency evacuation drills a minimum of four times annually. Each semester, Public Safety also conducts one evacuation drill in each academic and administrative building. Drills shall be held at random and are conducted during all hours of the day to avoid distinction between drills and actual emergencies. The university requires all occupants to evacuate the buildings during the evacuation drills. Individuals who ignore fire alarms and required evacuations may face disciplinary action or criminal charges. Emergency evacuation drill documentation is maintained by the Safety Office.

The Office of Emergency Management works closely with local resources to ensure communication is maintained at the highest level. The Director of Emergency Management/Public Safety meets quarterly with other local Emergency Managers and, when necessary, the Oil City Emergency Management Coordinator. An open line of communication is always accessible to ensure emergencies occurring in local areas are communicated to our Public Safety Department. The Director of Public Safety also meets quarterly to ensure the same level of communication is maintained with all area law enforcement agencies, and that Public Safety is notified in any event that would impact safety on the Clarion University campus.

## **CAMPUS FACILITIES AND ON-CAMPUS STUDENT HOUSING**

### **SECURITY CONSIDERATIONS IN THE MAINTENANCE OF CAMPUS FACILITIES**

Each semester the Campus Safety Inspector, within the Department of Public Safety, and various members of the campus community participate in a Safety Walk of the campus grounds to conduct inspections of the facilities and grounds and to note and correct deficiencies that may exist, inclusive of landscaping, grounds keeping and outdoor lighting. The Clarion University–Venango Security Officer, on routine patrols, reports any safety hazards that are noticed and submit work orders for the necessary corrections to be made by the Facilities Management Department.

### **SECURITY OF AND ACCESS TO CAMPUS FACILITIES**

Clarion University is a public educational institution. The academic and administrative buildings are typically open during normal business hours and into the evening hours for night classes and activities. Most facilities have individual hours which may vary at different times of the year. Access to some campus buildings is controlled by a card access system which has various levels of access to authorized individuals. There are various areas of the campus that are posted, in a manner prescribed by law, to serve notice not to trespass, under penalty of law. These areas include, but are not limited to: hazardous and utility areas; residence halls; and academic buildings that are closed after normal operating hours. Administrative and academic buildings are typically locked between 10 p.m. and 7 a.m., unless there is a need to keep them open for extended hours. Unauthorized persons are not permitted in the buildings during these hours. In most buildings on campus, a building authorization form must be completed and signed by faculty, department head and academic dean.

Students residing in the Student Apartment Complex live in four-bedroom, two-bathroom apartments. Each unit has an outside entrance accessible with a key card, and each student has a private bedroom accessible with a hard key. In addition to general lease policies, students are expected to abide by the rights and regulations outlined in the Clarion University Student Code of Conduct.



## **SECURITY AND ACCESS TO RESIDENTIAL FACILITIES**

The Student Apartments at Clarion University – Venango are privately owned and operated by the Clarion University Foundation, Inc.

The Clarion University Foundation, Inc. contracts management of the apartment complex and oversees all staff assigned to the property.

## **POLICIES FOR ASSIGNMENT & ON-CAMPUS HOUSING CHANGES**

Students can select their room and may select a roommate or roommates using our online housing system. Students who do not select a roommate will be automatically assigned a roommate based upon a roommate preferences questionnaire. Assignments are not made with regard to race, creed, color, religion or sexual orientation. The university and the foundation reserve the right to make assignments, temporary assignments, consolidations and reassignments. The university and the foundation reserve the right to cancel any housing agreement and terminate a student's housing if the conduct of the student disrupts others, disregards the rights of others, or is in violation of the terms of the Housing Agreement, local, state or federal law. Involuntary moves may also occur in regard to a request of a reporting party of a crime.

## **VISITATION POLICY**

Students may have overnight guests no more than three consecutive nights and no more than seven nights per month.

## **HOUSING WHILE THE UNIVERSITY IS ON RECESS**

Students are able to remain in their apartments over breaks and recesses.

## **NOTICE OF NON DISCRIMINATION AND SEXUAL HARASSMENT**

Clarion University is committed to cultivating a learning, teaching and working environment that is free of discrimination on any basis, which includes discrimination on the basis of sex in accordance with Title IX of the Education Amendments Act of 1972, which prohibits discrimination on the basis of sex in educational programs and activities at institutions that receive federal financial assistance. Title IX prohibits sexual offenses in all collegiate aspects and requires a prompt and equitable resolution of complaints. Sexual harassment, which includes acts of sexual violence (including, but not limited to rape, sexual assault, sexual harassment and sexual exploitation, as well as domestic violence, dating violence and stalking) is a form of sexual discrimination prohibited by Title IX. In the context of Clarion University of Pennsylvania's Sexual Harassment Policy and Procedures, sexual assault or violence occurs when there are physical sex acts perpetrated against the will of a student or employee when that student or employee is incapable of giving consent. Acts of rape, sexual assault, sexual battery and sexual coercion all constitute sexual violence. Allegations of sexual harassment involving employees or students will be investigated pursuant to the process outlined in the University's Sexual Harassment Policy and Procedures found [here](#).

The University offers many resources for addressing complaints of sexual discrimination. Inquiries, concerns or complaints of faculty, staff and students regarding sexual discrimination should be directed to the attention of University's Office of Social Equity by phone 814-393-2109. The Office of Social Equity (Carrier 210) works closely with the Office of Public Safety (University Police) and Student Conduct & Community Development in addressing complaints regarding sexual harassment or sexual discrimination. Please visit our website for the institution's sexual harassment policy, including a copy of complaint\* procedures or Title IX and the Clery Act.

## **POLICES AND PROGRAMS TO PREVENT/RESPOND TO DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT AND STALKING**

The Clarion University Student Conduct Policy prohibits the crimes of dating violence, domestic violence, sexual assault and stalking. For the purposes of the student conduct prohibitions, these terms are defined in the policy as:

### **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 and where the existence of such a relationship shall be determined based upon a consideration of these factors: the length of the relationship, the type of relationship, the frequency of interaction between the persons involved in the relationship.

### **Domestic Violence:**

Felony or misdemeanor crimes of violence committed by a current or former spouse 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, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, 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.

### **Sexual Assault:**

The imposition of non-consensual sexual conduct (excluding rape). It includes, but is not limited to caressing, fondling, or touching a person's genitalia, buttocks, or breasts. It shall also be considered sexual assault when the person is compelled to caress, fondle or touch the assailant's genitalia, buttocks, or breasts.

### **Stalking:**

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

### **Consent:**

Consent is an informed decision made freely and actively by all parties. Conduct will be considered "without consent" if there is no clear consent, verbal or nonverbal. Since sexual misconduct is defined as sexual activity that is undertaken without consent, each participant must obtain and give consent to each sexual act. People with mental disabilities cannot give consent to sexual activity if they cannot understand the fact, nature or extent of the sexual situation in which they find themselves. The mental disability of the survivor must be known, or reasonably knowable, to the non-disabled sexual partner, in order to constitute a violation.

The Student Conduct Policy defines consent for the purposes of this section as explicit cooperation, both verbally and behaviorally. It must be voluntary and with full knowledge concerning the nature of the interaction/encounter. Previous sexual interactions shall not be considered implied consent. Silence or passivity shall not constitute consent. The Student Conduct handbook contains information regarding the preservation of evidence and information regarding protection order options, as well as the contact information for reporting to the university and law enforcement agencies. Students are encouraged to report any incidents occurring on or near campus to the Clarion University Police, who will begin the investigation or facilitate contact with the proper law enforcement agency where the incident occurred. Students living off campus at Clarion University – Venango are encouraged to report incidents to the Oil City Police. If the reporting person does not feel comfortable contacting the police directly, they may report any incidents to a Campus Security Authority for assistance in notifying law enforcement. All positions identified as Campus Security Authorities are listed within the annual security report.

## **PREVENTION MEASURES FOR DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT AND STALKING**

Clarion University provides all new and current employees with training relative to topics of sexual assault, dating violence, domestic violence and stalking through interactive online and in-person sessions dedicated to Title IX Issues. Current employees are provided annual update training through interactive web-based training and are also afforded the opportunity to attend in-person training sessions. New students are required to complete interactive web-based training and are required to attend in-person sessions held during Discovery Weekend. Returning students are requested to complete the interactive training requirements annually and are also afforded the opportunity to attend in-person sessions.

The Office of Student Conduct & Community Development conducts bystander intervention training during Orientation Week and in-person sessions throughout the semester. This program (STEP UP!) is geared toward safe and positive options for bystander intervention and is mandatory for all student-athletes. The content of this course focuses on recognizing situations of potential harm, understanding institutional structures and cultural conditions that may facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene. In conjunction with these training sessions, additional information on risk-reduction tactics can be found in the Clarion University Sexual Misconduct Policy. Risk reduction tactics include information on options designed to decrease perpetration and bystander inaction, increase empowerment for subjects of crime in order to promote safety, and techniques to help individuals and communities address conditions that facilitate violence. Clarion University has implemented a program that provides ongoing access to these programs through S.T.A.R.S., a monthly educational campaign designed to provide additional opportunities to attend established training programs for both employees and staff at various times and locations around campus.

Clarion University, through Orientation, Discovery Weekend, student activities, Counseling Services, residence hall programming and academic departments, produces an array of programs and services which promote the awareness of rape, sexual assault, domestic violence, dating violence and stalking. Public Safety provides crime prevention and self-defense instruction through the RAD (Rape Aggression Defense) program throughout the academic year.

## **REPORTING OPTIONS FOR INCIDENTS OF DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT AND STALKING**

### **FILING A REPORT WITH THE DEPARTMENT OF PUBLIC SAFETY 814-393-2111**

If the subject of sexual assault, dating violence, domestic violence or stalking elects to contact the Department of Public Safety to file a report, an officer trained to investigate sexual-related offenses will work with the reporting person to gather information. The reporting person always retains the right to decide whether or not to participate in any criminal prosecution. The officer will ensure that the reporting person gets the counseling and other assistance they need.

### **CONTACTING ANOTHER LAW ENFORCEMENT AGENCY 9-1-1**

Individuals may also contact local law enforcement agencies to report a sexual assault, dating violence, domestic violence, stalking or other crime which occurred off university property. Members of the Department of Public Safety and other university officials will assist the reporting party in notifying the appropriate agency in the applicable jurisdiction if requested.



### **FILING AN INTERNAL COMPLAINT WITHIN THE UNIVERSITY**

If you have been sexually assaulted or have been a subject of domestic violence, dating violence or stalking, you have several options to address the situation. You may simply wish to speak with a counselor or member of the Student Affairs staff privately. File a formal written complaint and incident report [here](#) or contact the Office of Student Conduct & Community Development (814-393-1918) directly.

### **FILING AN ANONYMOUS COMPLAINT/DECLINING TO FILE A COMPLAINT**

Subjects of sexual assault, domestic violence, dating violence or stalking may choose to speak a professional counselor, on-campus healthcare provider, or other off-campus resources listed in the Sexual Misconduct Policy. Any individual may also choose to decline any reporting or services offered.

Any subject of dating violence, domestic violence, sexual assault or stalking may have another person accompany him/her through the process of filing a report. The Director of Student Engagement and Development will advise the victim on the student conduct process. The Office of Social Equity (814-393-2109) and the Title IX Coordinator (814-393-2351) will offer guidance concerning allegations of sexual harassment.

### **REPORTING PARTY'S RIGHTS AND INTERIM MEASURES FOR INCIDENTS OF DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT AND STALKING**

If a Clarion University student who is a survivor of sexual assault or relationship violence requests a change in her or his living arrangements, academic schedule, working arrangements and/or transportation arrangements, the Office of Student Affairs and/or Office of Academic Affairs will assist the student. In addition, the university may issue "no contact" letters and provide assistance for the reporting party to obtain a Protection from Abuse (PFA) or Sexual Violence Protection (SVP) order. All protective measures or accommodations provided to the reporting party relating to any complaint of dating violence, domestic violence, sexual assault or stalking are kept confidential. Only university employees charged with supervision and monitoring compliance with these orders or accommodations are made aware of their existence. Reporting parties will be advised by the Office of Student Conduct & Community Development when requested

protective measures or accommodations will require third party disclosure (to whom and what information) to fulfill any requested accommodation.

An education brochure entitled “Sexual Violence, Interpersonal Violence, and Stalking: Reporting & Resources” is a campus resource that is provided in print to parties (students or employees) reporting dating violence, domestic violence, sexual assault or stalking. This brochure is also available online in digital form. The resource provides information about sexual misconduct policies, relationship violence, educational information, safety tips and information about how to respond and report sexual violence. This brochure provides details regarding resources such as counseling, health concern resources, mental health resources, information on advocacy, legal assistance resources, visa and immigration assistance, student financial aid resources, and other services available from the university and within the community. This pamphlet also directs readers to applicable sections of the Student Conduct Policy for additional information on protective measures and how to request assistance or changes to academic, living, transportation and working situations through these processes. Information on services, rights and options are provided to all reporting persons whether the incident occurred on campus or at another location, and regardless of whether or the individual chooses to report the crime to University Police or local law enforcement.

If you are the subject of a sexual assault, you are encouraged to report the incident to Public Safety, located on Wood Street, or call 814-393-2111. Because all allegations of sexual assault have the potential to involve criminal conduct, the university strongly encourages all subjects to first report directly to Public Safety. All reports of dating violence, domestic violence, sexual assault or stalking are kept confidential. Information (personally identifying) regarding reporting party identities and identities of other involved parties are not released in publicly available daily logs or disclosed for Clery purposes.

You should seek medical attention immediately because you could be injured, internally or externally. A medical examination could also provide important evidence of assault that is vital for the prosecution of the offender. It is possible that you could become pregnant or contract a sexually transmitted disease. PPC Violence Free Network (800-243-4944) can provide trained support staff to assist you. Don't bathe until you have had a medical exam; you literally could be washing away valuable evidence. Save the clothing you were wearing; place in a paper bag to preserve for evidence as well.

## **OVERVIEW OF THE STUDENT CONDUCT AND MEDIATION PROCESS**

The university's judicial procedures and policies are fully detailed in the “Guide to Clarion University Judicial Policy Manual” found [here](#). These procedures are sensitive to the rights of all concerned in the matter. The accused and accuser are each entitled to have a person accompany them to the hearing and all related proceedings. Attorney(s) will not be allowed to address the University Judicial Board but may serve in an advisory capacity. Both the accused and the accuser shall be informed of the outcome of the proceedings involving alleged sex offenses.

Clarion University's response system is designed to afford the accuser (the person who is bringing the charge) and the accused (the person who is answering the charge) a fair, prompt and appropriate resolution. The process is designed to be impartial and transparent from the time the investigation is initiated through the exhaustion of any appeals to resolutions instituted. This is accomplished through appointment of officials that receive annual training on issues related to dating violence, domestic violence, sexual assault and stalking. Student Conduct Investigators receive annual training on conducting investigations and utilize a hearing process that protects the safety of accuser and the accused and promotes accountability for unwelcomed conduct. Recently, all Judicial Investigators and Title IX Investigators completed a NCHERM Group training on Civil Rights (level 1). This training focused on proper techniques for questioning witnesses, burden of proof and techniques for questioning witnesses. Student Conduct Board members and Title IX and Judicial Investigators also completed NCHERM Due Process Training which reviewed relevant evidence and

usage, witness questioning techniques, procedural rules for a conduct proceeding, and how to avoid conflicts of interest. The process is designed to help persons who need support as they address these incidents, and incorporates both informal resolutions and formal disciplinary procedures.\*

Clarion University, upon written request, will disclose to the reporting party of an alleged crime of violence or a non-forcible sex offense, the report of the results of any disciplinary proceeding conducted by the institution against a student who is the alleged perpetrator of such crime or offense. If the subject is deceased as a result of such crime or offense, the next of kin of such person shall be treated as the reporting party for purposes of this paragraph.

Throughout the entire on-campus student conduct process and employee process, both the complainant and respondent will have access to the same rights, including the opportunity to have an advocate of their choice present during the process and to be informed of the outcome without condition. Clarion University does not restrict the selection of advocates but does impose rules for the participation of any advocate during a proceeding. The accused and the accuser will be notified simultaneously in writing of any no-contact order or other protective measures, as well as notifications from the judicial review board. The complainant, respondent and appropriate officials will have timely and equal access to any information that will be used during formal and informal meetings and hearings. Judicial review board notifications include: date and time of any and all meetings or hearings, the results of the Student Conduct Board hearing, the appeal process after an adjudication has been determined, the result of any appeal process or required appearances, and the final result of the judicial process. The complainant will be afforded certain rights while the university hearing process is ongoing, as defined in the Sexual Offenses Policy. Some of the rights include, but are not limited to: changing academic and/or living situations, if those changes are requested by the reporting party and are reasonably available; protection against discussion of past sexual history; and to be free from intimidation and harassment. All incidents of dating violence, domestic violence, sexual assault or stalking are considered major violations of the Student Code of Conduct. A student found responsible by the student conduct process is subject to disciplinary probation, suspension or dismissal.

## **DISCIPLINARY PROCESSES FOR INCIDENTS OF DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT OR STALKING**

Clarion University utilizes two types of disciplinary processes in regard to offenses of dating violence, domestic violence, sexual assault or stalking. These processes take place outside the scope of any law enforcement investigation that take place during the same time period. The student disciplinary process is the means to address issues of student misconduct within the university environment and is handled through the Office of Student Conduct & Community Development (814-393-1918). The other process is through the Office of Social Equity (814-393-2109) and Human Resources (814-393-2235) and addresses any allegations of employee misconduct. The university directs complaints reported to the appropriate entity based on review by the Title IX Coordinator (814-393-2351). Complainants are also recommended to contact the Title IX Coordinator independently through information resources provided to new students and employees and through information provided via webpages. The online complaint form is available [here](#).

The Student Conduct Process commences when a complaint is received by Office of Student Conduct & Community Development from the Title IX Coordinator. Initial complaints may be submitted via email, in writing, by phone, in person or through information received by the Office of Student Conduct & Community Development or the Title IX Coordinator. Each complaint is reviewed upon intake and the accuser is advised of the allegation and procedure steps. Once the notification has been made, the accuser will file a formal complaint. Once the complaint has been filed, the investigator will review the circumstances of the complaint to determine if the conduct described violates conduct prohibited by the Student Code of Conduct. If the conduct alleged meets the criteria of violating established rules and regulations, the investigator will promptly initiate a fact-finding investigation. Within 14 days, the investigator will notify the alleged of the

allegation. Within 14 days of having received notification of the complaint, the investigator will meet with the accused and allow them an opportunity to respond to the allegation. A University Conduct Board will be convened within 14 days to review the statements received pursuant to the investigation. The Student Conduct Board will render a decision based on the preponderance of the evidence presented. The accused and accuser will be notified of the decision simultaneously, and both parties have the opportunity to appeal to the level of the university President or the president's designee. Possible sanctions include probation w/mandated counseling, suspension and expulsion.

The Employee Conduct process commences when a complaint is received by the Office of Social Equity from the Title IX Coordinator. Initial complaints may be submitted via email, in writing, by phone, in person or through information received by the Office of Social Equity or the Title IX Coordinator. Each complaint is reviewed upon intake, and the accuser is advised of the allegation and procedure steps. Once the notification has been made, the accuser will file a formal complaint, or a formal complaint may be filed based on the statements received by the Office of Social Equity. Once the complaint has been filed, the investigator will review the circumstances of the complaint to determine if the conduct described violates conduct prohibited by Clarion University employees. If the conduct alleged meets the criteria of violating established rules and regulations, the investigator will promptly initiate a fact-finding investigation. Within 14 days, the investigator will notify the alleged of the allegation. Within 14 days of having received notification of the complaint, the investigator will meet with the accused and allow them an opportunity to respond to the allegation. A conference with the university President, Director of Human Resources, Title IX Coordinator and Director of Social Equity will be convened within 30 days to render a decision pursuant to the results of the investigation. The university President will render a decision based on the preponderance of the evidence discovered prior to the conference and based on statements presented during the conference. The accused and accuser would be notified of the decision simultaneously. Possible sanctions include suspension or termination.

In addition to disciplinary sanctions, Student Conduct & Community Development may issue no-contact letters and provide assistance for the reporting party to obtain a Protection from Abuse (PFA) or Sexual Violence Protection (SVP) order. All protective measures or accommodations made, provided to the victim relating to any complaint of dating violence, domestic violence, sexual assault or stalking, are kept confidential. Only university employees charged with supervision and monitoring compliance with these orders or accommodations are made aware of their existence.

For each process, the timelines indicated serve as a guide to Clarion University's policy. For each step in the timeline, there is a process where the reviewing party may consider requests for extensions. These extensions will be granted based on a review of the request, and written notification of the request for a delay communicated with the other party. Extensions are only granted with good cause after review by the office overseeing the investigation or proceeding.

The full text of the protocol for handling informal and formal complaints is available from the Title IX Coordinator. The full context by which the alleged sexual incident occurred must be considered in determining whether the alleged conduct constitutes sexual harassment or assault. Procedures for resolving complaints regarding sexual assault or harassment are handled through the Office of Student Conduct & Community Development or the Office of Social Equity and the Title IX Coordinator. In any case, both the accuser and the accused are entitled to the same opportunity to have others present during the disciplinary proceeding. Complainants may file a confidential report with the Title IX Coordinator, Office of Student Conduct & Community Development or the Office of Social Equity.

## **DISCIPLINARY PROCESS RESULTS AND APPEALS**

Upon completion of a Clarion University Student Conduct Process or Employee Conduct Process at the university, both the accused and the accuser will be notified simultaneously of the results from the Judicial

Board or Employee Conduct Process. This is accomplished through a simultaneous email to both the accused and the accuser with a follow up letter sent via U.S. or campus mail.

For the employee conduct process, the decision rendered has been reviewed by the President, and that decision is final. No appeal with the university is allowed for Employee Conduct decisions.

For the Student Conduct Process, the accused or accuser is entitled to file an appeal to the adjudication determined by the Student Conduct Board. Instructions for filing an appeal are sent to both the accused and accuser at the time of notification of the board's determination. Appeals to the Student Conduct Board's determination are made to the university President and are reviewed by the President's designee. The President's designee will review the Student Conduct Procedure to determine if any procedural error occurred, to consider new evidence not available during the original hearing that could substantially impact the original finding or sanction, or to review whether the sanctions imposed are substantially outside the parameters set by the university for this type of offense or for the cumulative conduct record of the responding student. The appeals officer will render a decision within 30 days. The appeals officer will make notification simultaneously to the accused and the accuser of any change (if the appeal was successful) or that the original determination will stand as the final result.

In the event an appeal is granted and a change is made by the appeals officer, the accused or accuser has an additional opportunity to appeal the changed determination. Instructions for filing a final appeal are sent to both the accused and accuser at the time of notification of the appeals officer's determination. A final appeal is made to the university President and will be reviewed by the President's designee. The President's designee will review the appeal officer's determination based solely on whether the sanctions imposed are substantially outside the parameters set by the university for this type of offense or for the cumulative conduct record of the responding student. The final appeals officer will render a decision within 10 days. The final appeals officer will make notification simultaneously to the accused and the accuser of the final result.

## **UNIVERSITY SERVICES FOR SEXUALLY ASSAULTED INDIVIDUALS**

The university provides assistance to any individual who is reported to have been subject to sexual assault or relationship violence through Counseling Services and the University Health and Wellness Center. Victim services are also available from local women's support groups SAFE and PASSAGES and PPC Violence Free Network for Oil City area.

Clarion University is obligated to comply with reasonable requests for interim protective measures following an alleged sex offense. Interim measures include changes in academics (class or schedule adjustments), living (housing adjustments), transportation (parking or escort options), and working situations (employee relocation/adjustments as determined by Human Resources), as well as protective measures. Requests made for interim measure by students will be reviewed by the Office of Student Conduct & Community Development, as well as the Title IX Coordinator. Employee requests will be reviewed by the Office of Social Equity and the Title IX Coordinator. Additionally, any requests for adjustments to working conditions will be reviewed by Human Resources. In determining the reasonableness of a request, the university may consider, but are not limited to the following: the specific need expressed by the complainant; the age of the student(s) involved; the severity or pervasiveness of the allegations; any continuing effects on the complainant; and whether the complainant and alleged perpetrator share the same residence hall, dining hall, class, transportation or job location. Measures will also be mandated to comply with any court order (PFA/SVP) for protection of a victim.

## **PROTECTIVE MEASURES FOR VICTIMS OF SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE AND STALKING**

Clarion University will provide victims of sexual assault, domestic violence, dating violence and stalking with assistance in choosing the correct protective measure based on Pennsylvania Law and University Policy.

No-contact orders are issued by the Clarion University Office of Student Conduct & Community Development. These orders are not court ordered, but are enforceable through the university code of conduct. Any reporting party may request a no-contact order, and if appropriate the request will be granted by the Office of Student Conduct & Community Development within 24 hours. Orders may be requested directly through the Director of Student Engagement and Development (814-393-1918) verbally, in writing or through an online form posted on the Office of Student Conduct & Community Development website. Any violations of no-contact orders should be reported to the Office of Student Conduct & Community Development, or University Police if outside of normal business hours. Violations of no-contact orders will be adjudicated through the University's disciplinary process.

Protection from Abuse (PFA) orders are a legal option available to reporting victims of sexual assault, domestic violence, dating violence and stalking. In Pennsylvania, people who are current/prior romantic partners, co-habitants or relatives can request a Protection from Abuse order from the common pleas court in the county where they reside. If the incident is reported to the University Police, the reporting party will be advised of the steps necessary and provided assistance with the request for a PFA. If the incident is reported to another entity on campus, the reporting party will be advised to contact the police or will be provided contact information for PASSAGES to assist them with the process. The application for an Emergency Protection from Abuse order is completed at a district justice or common pleas court. Once the application is completed, the district justice or common pleas judge will issue the emergency PFA, which is good until the next business day. A hearing will be scheduled for the next business day when the emergency PFA will be turned into a temporary PFA, unless the district justice or common pleas judge finds good cause to terminate the order. If the order is extended, a hearing will be held within 14 days to extend the order for up to 36 months. A Protection from Abuse order is a court order in the Commonwealth of Pennsylvania, and violations are processed as a civil charge of Indirect Criminal Contempt. Violations of PFAs on the Clarion University Campus are charged by the Clarion University Police.

Sexual Violence Protection (SVP) orders and Protection from Intimidations (PFI) orders are legal options available to reporting parties of sexual assault, domestic violence, dating violence and stalking. Protection from Intimidation orders are for minors, only in cases where an adult would be eligible for a SVP Order. In Pennsylvania, people who are subjects of sexual assault and not eligible for a PFA based on prior interactions, can request a Sexual Violence Protection (SVP) or Protection from Intimidation (PFI) order from the common pleas court in the county where they reside. If the incident is reported to the University Police, the reporting party will be advised of the steps necessary and provided assistance with the request for a SVP or PFI order. If the incident is reported to another entity on campus, the reporting party will be advised to contact the police or will be provided contact information for PASSAGES to assist them with the SVP or PFI process. The application for an Emergency Sexual Violence Protection order or Protection from Intimidation order is completed at a district justice or common pleas court. Once the application is completed, the district justice or common pleas judge will issue the emergency SVP or PFI, which is good until the next business day. A hearing will be scheduled for the next business day when the emergency SVP will be turned into a temporary SVP or PFI, unless the district justice or common pleas judge finds good cause to terminate the order. If the order is extended, a hearing will be held within 14 days to extend the order for up to 36 months. A Sexual Violence Protection order and Protection from Intimidation order are court orders in the Commonwealth of Pennsylvania, and violations are processed as a civil charge of Indirect Criminal Contempt. Violations of SVP or PFI orders on the Clarion University Campus are charged by the Clarion University Police.

## OFF-CAMPUS ASSISTANCE

The following off-campus organization offers assistance to parties reporting sexual offenses. The university will assist the reporting party in contacting these support organizations, should he/she request such assistance.

- PPC Violence Free Network: 716 East Second Street, Oil City, PA 16301 (800-243-4944)

## SEX OFFENDER REGISTRY

The Campus Sex Crimes Prevention Act (CSCPA) of 2000 is a federal law that provides for the tracking of sex offenders enrolled at or employed by institutions of higher education. A list of all registered sex offenders in Pennsylvania is available [here](#).

## REPORTING ANNUAL DISCLOSURE OF CRIME STATISTICS

Campus crime, arrest and referral statistics are compiled from statistics reported to the Public Safety Office and to Campus Security Authorities, (including but not limited directors, deans, department heads, designated housing personnel, Residence Life and dining services staff, advisors to students/student organizations, athletic coaches, trainers, and local law enforcement agencies). University Counseling Services staff are encouraged to inform their clients of the procedures to report crime to the Department of Public Safety on a voluntary or confidential basis, should they feel it is in the best interest of the client.

In accordance with applicable state and federal regulations, the university publishes and distributes crime statistics to all current students, faculty and staff on an annual basis. The crime statistics are also available upon request to all applicants for enrollment or employment. View the crime statistics report [online](#).

## UCR STATEMENT

Since Clarion University – Venango is not staffed with a standalone police agency, all reports of crimes are attributed to the UCR Report of the respective agency handling the incident (if Oil City Police handle a 911 call, the incident is counted on Oil City Police Department's UCR; if the incident is an investigation handled by the Clarion University Police, the incident is counted on Clarion University's UCR). Crime statistics and arrest information for offenses occurring on campus, as required by state criminal history record retention laws, are reported monthly to the Pennsylvania State Police for use in the Uniform Crime Report.

## CRIME STATISTICS

Statistical data for this report is compiled and maintained by the Public Safety Department. Information about crime is obtained from Public Safety crime statistics, university employees, campus judicial records and Oil City Police. Individuals who wish to report crimes for inclusion in the Annual Security Report may contact the Department of Public Safety at 814-393-2111. In seeking to maintain a safe, secure educational setting, the Department of Public Safety encourages the reporting of crimes and other emergencies. Individuals who report crimes are not compelled to seek criminal prosecution of suspects. University policy requires all employees, except professional and pastoral counselors, to report certain serious crimes to Public Safety for inclusion in the annual report. The identity of the person reporting the crime to the employee does not have to be disclosed to Public Safety. Information about selected serious crimes can be found in the statistical report below. This publication is available, upon request, from the Department of Public Safety or can be found [here](#).

Crimes reported to the Clarion University Department of Public Safety, campus officials or other law enforcement agencies that occurred at the Clarion University – Venango Campus are below. These reports of crime are compiled in accordance with the provisions of the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act.

Reported Crimes	On Campus Property			On Campus Student Housing Facilities			Non-Campus Property			Public Property		
	2016	2017	2018	2016	2017	2018	2016	2017	2018	2016	2017	2018
<b>Murder/Non---Negligent Manslaughter</b>	0	0	0	0	0	0	0	0	0	0	0	0
Unfounded	-	-	-	-	-	-	-	-	-	-	-	-
<b>Negligent Manslaughter</b>	0	0	0	0	0	0	0	0	0	0	0	0
Unfounded	-	-	-	-	-	-	-	-	-	-	-	-
<b>Rape</b>	0	0	1	0	0	1	0	0	0	0	0	0
Unfounded	-	-	-	-	-	-	-	-	-	-	-	-
<b>Fondling</b>	0	0	0	0	0	0	0	0	0	0	0	0
Unfounded	-	-	-	-	-	-	-	-	-	-	-	-
<b>Statutory Rape</b>	0	0	0	0	0	0	0	0	0	0	0	0
Unfounded	-	-	-	-	-	-	-	-	-	-	-	-
<b>Incest</b>	0	0	0	0	0	0	0	0	0	0	0	0
Unfounded	-	-	-	-	-	-	-	-	-	-	-	-
<b>Domestic Violence *</b>	0	0	0	0	0	0	0	0	0	0	0	0
Unfounded	-	-	-	-	-	-	-	-	-	-	-	-
<b>Dating Violence *</b>	0	0	0	0	0	0	0	0	0	0	0	0
Unfounded	-	-	-	-	-	-	-	-	-	-	-	-
<b>Stalking *</b>	0	0	0	0	0	0	0	0	0	0	0	0
Unfounded	-	-	-	-	-	-	-	-	-	-	-	-
<b>Robbery</b>	0	0	0	0	0	0	0	0	0	0	0	0
Unfounded	-	-	-	-	-	-	-	-	-	-	-	-
<b>Aggravated Assault</b>	0	0	0	0	0	0	0	0	0	0	0	0
Unfounded	-	-	-	-	-	-	-	-	-	-	-	-
<b>Motor Vehicle Theft</b>	0	0	0	0	0	0	0	0	0	0	0	0
Unfounded	-	-	-	-	-	-	-	-	-	-	-	-
<b>Arson</b>	0	0	0	0	0	0	0	0	0	0	0	0
Unfounded	-	-	-	-	-	-	-	-	-	-	-	-
<b>Burglary</b>	0	0	0	0	0	0	0	0	0	0	0	0
Unfounded	-	-	-	-	-	-	-	-	-	-	-	-

Reported Crimes	On Campus Property			On Campus Student Housing Facilities			Non-Campus Property			Public Property		
	2016	2017	2018	2016	2017	2018	2016	2017	2018	2016	2017	2018
<b>ARRESTS</b>												
Liquor Laws	0	0	0	0	0	0	0	0	0	0	0	0
Drug Laws	0	0	0	0	0	0	0	0	0	1	0	0
Weapon Laws	0	0	0	0	0	0	0	0	0	0	0	0
<b>REFERRALS</b>												
Liquor Laws	0	0	11	0	0	11	0	0	0	0	0	0
Drug Laws	0	0	1	0	0	1	0	0	0	0	0	0
Weapons Laws	0	0	0	0	0	0	0	0	0	0	0	0

## DEFINITIONS AND CAVEATS

Public property is considered the roads and sidewalks adjacent to, but not part of Clarion University property at Clarion University – Venango.

Statistics for Liquor Law Referrals and Drug Law Referrals reflect incidents in which arrests were not made for those violations but were instead handled through the Student Disciplinary system.

The crime statistics information years 2016 through 2018 as shown above include data that was collected by Oil City Police Department and Clarion University Police.

For the years 2016 through 2018, West Penn Hospital did not provide any statistics for inclusion into this report.

## HATE CRIMES

HATE CRIMES Reported Crimes	ON CAMPUS			ON CAMPUS RESIDENCE			NON CAMPUS PROPERTY			PUBLIC PROPERTY		
	2016	2017	2018	2016	2017	2018	2016	2017	2018	2016	2017	2018
Murder/Non---Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Larceny---Theft	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0
Threats/Intimidation	0	0	0	0	0	0	0	0	0	0	0	0
Harassment	0	0	0	0	0	0	0	0	0	0	0	0
Vandalism	0	0	0	0	0	0	0	0	0	0	0	0

- In the event a Hate Crime is reported the nature of the Bias Category would be disclosed here for each incident.

## DEFINITION OF REPORTABLE CRIME

Clarion University is required to report crime statistics as defined by the Clery Act for the following crimes which are reported and may have occurred in a geographic location as detailed below.

### **CRIMINAL HOMICIDE**

#### ***Murder and Non-negligent manslaughter:***

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

#### ***Negligent Manslaughter:***

The killing of a person through gross negligence.

## **FORCIBLE SEX OFFENSES**

### ***Forcible Rape:***

The carnal knowledge of a person, forcible and/or against the person's will; or not forcible or against the person's will, where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

### ***Forcible Sodomy:***

Oral or anal sexual intercourse with another person, forcibly and/or against the person's will; or not forcible or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

### ***Sexual Assault with an Object:***

The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's but where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

### ***Forcible Fondling:***

The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

## **NON-FORCIBLE SEX OFFENSES AND VIOLENCE AGAINST WOMEN OFFENSES**

### ***Incest:***

Non-forcible sexual intercourse by persons who are related to each other within the degrees wherein marriage is prohibited by law.

### ***Statutory Rape:***

Non-forcible sexual intercourse with a person who is under the statutory age of consent.

### ***Domestic Violence:***

Felony or misdemeanor crimes of violence committed by a current or former spouse 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, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, 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.

### ***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 and where the existence of such a relationship shall be determined based upon a consideration of these factors: the length of the relationship, the type of relationship, the frequency of interaction between the persons involved in the relationship.

### ***Stalking:***

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

## **SERIOUS CRIMINAL OFFENSES**

### ***Robbery:***

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

### ***Aggravated Assault:***

An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife or other weapon is used which could or probably would result in a serious potential injury if the crime were completed successfully.)

### ***Burglary:***

The unlawful entry of a structure to commit a felony or a theft. For reporting purposes, this definition includes: unlawful entry with intent to commit a larceny or a felony, breaking and entering with intent to commit a larceny, housebreaking, safecracking, and all attempts to commit any of the aforementioned acts.

### ***Motor Vehicle Theft:***

The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where taken by persons not having lawful access, even though the vehicles are abandoned; including joy riding.)

### ***Arson:***

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

## **OTHER OFFENSES**

### ***Liquor Law violations:***

The violations of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing of intoxicating liquor; maintaining unlawful drinking places; bootlegging, operating a still, furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or a public conveyance; all attempts to commit any of the aforementioned activities. (Drunkenness and driving under the influence are not included in this definition.)

### ***Drug Abuse violations:***

Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include opium or cocaine and their derivatives (morphine, heroine, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

### ***Weapon Law violations:***

The violation of laws regulatory in nature, such as: manufacture, sale or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned acts.

## **HATE CRIMES**

A ***hate crime*** is a criminal offense committed against a person or property which is motivated in whole or in part by the offender's bias. ***Bias*** is a pre-formed negative opinion or attitude toward a group of persons based on their actual or perceived race, gender, disability, religion, sexual orientation, gender identity, ethnicity or national origin.

## **GEOGRAPHIC LOCATION REQUIRED**

The following is a statement of the geographic location for which the university is required to report crime statistics and issue timely warnings under the Clery Act. The Clarion University Police are responsible for designation of campus buildings, non-campus buildings, and public property for the purposes of the Clery Report. A list is maintained by the Office of Public Safety and is updated annually prior to July 1.

The university is required to report crime statistics for Clery-designated crimes and to issue timely warnings for those crimes that represent a severe and continuing threat in the following geographic locations: on campus, public property and non-campus buildings and property.

### ***On-Campus***

Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including student housing; and any building or property that is within or reasonably contiguous to property that is owned by the institution but controlled by another person, is frequently used by students and supports institutional purposes.

#### ***Definition for Clarion University Main Campus:***

Campus buildings and property on the Main Campus. Campus student housing would be included as on-campus. Beginning with the 2013 reporting period, Reinhard Villages will be included in On-Campus and On-Campus Residence Halls and not in Non-Campus property as was done previously.

### ***Public Property***

All property, including thoroughfares, streets and sidewalks that are within the campus, or immediately adjacent to and accessible from the campus are considered public property.

#### ***Definition for Clarion University – Venango:***

Streets, alleys and sidewalks that are adjacent to campus or that bisect campus, would be included as public property.

### ***Non-Campus buildings or Property***

Any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

## GEOGRAPHIC LOCATON NOT REQUIRED

The following is a statement of the geographic locations for which the university is NOT required to report crime statistics or issue timely warnings.

The university is NOT required to report crime statistics or issue timely warnings for Clery-designated crimes that occur off campus, with the exception of those crimes committed on public property or in (on) non-campus buildings and/or properties, as defined and described above. However, the university recognizes that in certain cases timely warnings, even if not required by the Clery Act, may benefit the campus community. The following criteria must be met for the university to issue a timely warning for an off-campus crime that does not require a timely warning under the Clery Act.

1. The crime is a murder, rape or other serious or violent assault; or the local municipality requests that the university issued a timely warning.
2. The crime occurred in a geographic area frequented by Clarion University students
3. The crime represents a continuous threat to the Clarion University campus community.

It is the policy of Clarion University of Pennsylvania that there shall be equal opportunity in all of its educational programs, services, and benefits, and there shall be no discrimination with regard to a student's or prospective student's gender, gender identity, race or color, ethnicity, national origin or ancestry, age, mental or physical disability, religion or creed, genetic information, affectional or sexual orientation, veteran status, or other classifications that are protected under Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and other pertinent state and federal laws and regulations. Direct inquiries to the Title IX Coordinator, Clarion University of Pennsylvania, 103 Carrier Administration Building, sfenske@clarion.edu or phone 814-393-2351, or the Director of Social Equity, 210 Carrier Administration Building 16214-1232; Email asalsgiver@clarion.edu or phone 814-393-2109. Inquiries may also be directed to the Director of the Office for Civil Rights, Department of Education, 330 Independence Avenue, SW, Washington, DC 20201.

## QUICK REFERENCE NUMBERS

University Police (24 hours a day).....	814-393-2111
EMERGENCY .....	911
Parking and Transportation.....	814-393-2111
PPC Violence Free Network.....	800-243-4944
<i>Provides free, confidential sexual assault services</i>	
Judicial Affairs.....	814-393-1918
<i>Investigates allegations/student code violations; makes referrals to other appropriate agencies</i>	
Social Equity .....	814-393-2109
<i>Investigates allegations of sexual harassment; makes referrals to other appropriate agencies</i>	
Health (Wellness) Center.....	814-393-2121
<i>Provides medical treatment at the Clarion University main campus</i>	
Counseling Center .....	814-393-2255
<i>Provides assessment and intervention to assist in alcohol and drug abuse; provides referrals and other resources.</i>	
Alcohol & Drug Education.....	814-393-1949
<i>Certified sexual assault counselors; makes referrals to other appropriate agencies</i>	
Title IX Coordinator.....	814-393-2351

## CLARION UNIVERSITY – VENANGO 2019 FIRE SAFETY AND STATISTICAL REPORT\*

Clarion University is committed to providing a safe environment for all students, faculty, staff and visitors. It is the university’s intent to protect members of the campus community against avoidable and undue risks of injury or death due to fire. Fire prevention measures also minimize loss of property due to fire. It is the intent of the university to provide a safe environment with respect to fire and emergency safety by following the International Fire Code (IFC). To request more information or to speak with the Clarion University Safety Inspector, call 814-393-2009 or visit Public Safety on Wood Street.

The Clarion University Department of Public Safety is guided by a departmental policy regarding the procedure for compiling the annual statistics for reported fires in on-campus housing and the annual dissemination of the contents of this report. This policy is reviewed and updated annually prior to July 1. The Clarion University Department of Public Safety is responsible for preparation, distribution, maintenance and electronic submission of this report.

ON CAMPUS STUDENT HOUSING FACILITY FIRE SAFETY SYSTEMS						
Housing Facility	FIRE ALARM MONITORING ON SITE (BY University Police)	FULL SPRINKLER SYSTEM	SMOKE DETECTION	FIRE EXTINGUISHER DEVICES	EVACUATION PLANS & PLACARDS	NUMBER OF EVACUATION DRILLS PER YEAR
Black Hall 1950 W. First Street Oil City, Pa. 16301	NO	YES	YES	YES	NO	2
Peters Hall 1952 W. First Street Oil City, Pa. 16301	NO	YES	YES	YES	YES	2
Hughes Hall 1954 W. First Street Oil City, Pa. 16301	NO	YES	YES	YES	YES	2
Leadership Hall 1956 W. First Street Oil City, Pa. 16301	NO	YES	YES	YES	YES	2
Hughes Hall 1958 W. First Street Oil City, Pa. 16301	NO	YES	YES	YES	YES	2

- All Clarion University–Venango Student Housing Facilities are owned by the Clarion University Foundation. Fire alarm monitoring is performed by Simplex.
- All Clarion University–Venango Student Housing Facilities are townhome-style apartments that do not require placards by fire code.



## FIRE SAFETY STATISTICS

This report complies with the Clery Act and the Campus Fire Safety Right-to-Know Act and is based on reporting documents which includes housing affiliated with Clarion University – Venango.

ON CAMPUS STUDENT HOUSING FACILITIES												
Housing Facility	FIRES			INJURIES			DEATHS			PROPERTY DAMAGE VALUE		
	2016	2017	2018	2016	2017	2018	2016	2017	2018	2016	2017	2018
Black Hall 1950 W. First Street Oil City, Pa. 16301	0	0	0	0	0	0	0	0	0	0	0	0
Peters Hall 1952 W. First Street Oil City, Pa. 16301	0	0	0	0	0	0	0	0	0	0	0	0
Hughes Hall 1954 W. First Street Oil City, Pa. 16301	0	0	0	0	0	0	0	0	0	0	0	0
Leadership Hall 1956 W. First Street Oil City, Pa. 16301	0	0	0	0	0	0	0	0	0	0	0	0
Hughes Hall 1958 W. First Street Oil City, Pa. 16301	0	0	0	0	0	0	0	0	0	0	0	0

## PROCEDURES IN CASE OF FIRE OR A FIRE ALARM

- If a fire alarm is heard or seen, immediately begin evacuation of the building.
- Close all windows and doors behind you.
- If a fire or smoke is discovered, sound the building fire alarm.
- Notify University Police at 814-393-2111 or dial 911.
- Close the window to your room.
- Proceed quickly to the nearest exit, closing room and stairwell doors as you leave (do not lock doors). Closing doors helps to confine the fire by reducing oxygen flow.
- Alert others as you leave. DO NOT USE ELEVATORS.
- Activate the fire alarm as you leave the building.
- If you encounter smoke, stay near the floor and below the smoke.
- Exit the building and assemble in the area established by your Residence Staff. Do not leave the area, as you must be accounted for. If you do not know where your designated area is located, contact your GA.
- If unable to leave your room due to heat, smoke or fire, call 911 to give your location so firefighters can find you. If possible, hang a brightly colored towel or article of clothing out your window to signal for assistance.
- Do not return to an evacuated building unless told to do so by an authorized university official.

## **FIRE DETECTION AND PROTECTION**

Clarion University is committed to providing a safe living environment for the residents of university-operated student housing. Automatic sprinkler systems and fire alarm systems are engineered building features that help to provide for a fire-safe living environment. Each university-operated student housing unit is equipped with building fire alarm systems, automatic sprinkler systems, residential smoke detectors in rooms, and fire extinguishers in the hallways.

The building fire alarm system consists of smoke detectors, manual pull stations and water flow sensors that indicate activation of the buildings' sprinkler systems. The alarm system activations go into the Venango County 911 Center and the Clarion University Police Department; both are staffed 24 hours a day, 7 days a week, 365 days per year. In student housing, the fire alarm system is monitored by Simplex 24 hours a day, 7 days a week, 365 days per year.

The university maintains and tests all fire alarm and automatic suppression systems, in accordance with applicable fire codes and National Fire Protection Association standards, to ensure system readiness and proper operation in the event of a fire emergency.

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

### ***Building Fire Alarm System Information***

- Manual pull stations are located near the exits and at fire code specified locations in the hallways. When activated, the pull stations will actuate the building fire alarm system.
- Smoke detectors are installed throughout the building and provide the initial warning signal of a fire in the building. These smoke detectors operate by emitting an ionizing beam that senses particles in the air and then activates a fire alarm.
- Activation of the fire alarm system will cause audio/visual devices in the rooms and hallways to initiate, giving notification to the residents.
- Activation of a sprinkler system water flow sensor will initiate a building fire alarm.

### ***Residential Smoke Detectors***

- Residential smoke detectors are provided in each bedroom and living room of each unit.
- Residential smoke detectors are designed to provide a notification to room occupants. Activation of a residential smoke detector will not actuate a building fire alarm.
- Residential smoke detectors do not require battery replacement or resident maintenance.

### ***Automatic Sprinkler System Information***

- The sprinkler systems installed in the living areas of the Venango student housing units are wet systems; this means there is water in the system up to the sprinkler head.
- Only the Suites on Main North and South on the main campus have dry systems installed in the attic areas. Dry systems are filled with air up to the sprinkler head and are used in areas that are not heated.
- Sprinkler heads have a heat sensing device that actuates the sprinkler when it reaches a predetermined temperature. Smoke will not activate a sprinkler head.

- Each sprinkler head operates independently; activation of one sprinkler head will not activate other sprinkler heads.
- Activation of a sprinkler system water flow sensor will initiate a building fire alarm.
- Residents must not damage, tamper with, cover, or hang items from sprinkler heads, because an accidental activation may occur.
- Residents must not store any items within 18 inches of any sprinkler head.
- Do not open windows during the winter months. If areas are not heated well enough, water in the piping can freeze, causing leaks and flooding from broken pipes.

### ***Fire Extinguishers***

- Fire extinguishers are distributed throughout the student housing units in accordance with applicable fire code requirements.
- All fire extinguishers located in student housing are the ABC type and are designed to extinguish the types of fires common to student housing.

### **GENERAL FIRE SAFETY**

Smoking and open flames are prohibited in all student housing. The following items are not permitted in student housing:

- Halogen Lamps
- Candles
- Incense
- Explosives/Live Ammunition
- Unsafe Electrical Devices
- Flammable Holiday Decorations (Live Christmas trees, hay bales, corn stalks, etc.)

Refrigerators, microwaves, hot pots, hot-air popcorn poppers and coffee makers with automatic shut-off features are allowed in student housing. All other cooking appliances are prohibited. There may be additions to the restrictions placed on what students may bring into the housing units, as deemed necessary by the Residence Life Services office.

Be aware of the possible primary and secondary emergency exit routes, fire alarm pull stations and emergency procedures of your place of residence. Those with physical disabilities should notify Residence Life, in advance, to plan for an evacuation. If you become temporarily disabled due to an injury or illness, Residence Life should also be informed.

Become familiar with the fire exits nearest your room and the evacuation plans posted on each floor of your building. Generally speaking, you should use the stairwell closest to your room, but you should also be aware of a secondary exit in the event your primary exit becomes unusable.

### **FIRE DRILLS**

In compliance with state regulations, the Department of Public Safety, in conjunction with Student Life/Housing, conducts fire drills (evacuations) a minimum of four times annually. Each semester, Public Safety also conducts one fire drill in academic and administrative buildings. Drills shall be held at random and are

conducted during all hours of the day to avoid distinction between drills and actual fires. The university requires all occupants to evacuate the buildings during the fire drills. Individuals who ignore fire alarms and required evacuations may face disciplinary action or criminal charges. Fire drill documentation is maintained by the Safety Office.

## **NOTIFICATION OF DAILY FIRE LOGS**

The Department of Public Safety maintains a Daily Crime and Fire Log that includes all crimes and fires reported to University Police. The Daily Crime and Fire Log is posted each day in the lobby of the Public Safety office on Wood Street and also in the main lobby of the Frame Administration Building on Venango Campus. The daily Crime and Fire Log Policy and Procedure is regulated by an internal departmental policy that is reviewed and updated annually by the Chief of Police, prior to Feb. 1.

The department posts specific incidents in the Daily Crime and Fire Log within two business days of receiving a report of an incident and reserves the right to exclude details contained in reports from the log in certain circumstances. Information about the Crime and Fire Log is posted on the Public Safety website.

All entries for any reported fire in on-campus housing in the Daily Crime and Fire Log contain the following information:

- Nature of the fire
- Date/time fire occurred
- Date/time fire reported
- General location of the fire

## **PROCEDURE FOR REPORTING A FIRE**

Students, faculty and staff are instructed to call 911 to report a fire emergency.

Clarion University is required to disclose statistical data on all fires that occur in on-campus student housing facilities. The fire should be reported to:

Public Safety Office Dispatch Center ..... 814-393-2111  
Safety Inspector ..... 814-393-2009

If you find evidence after the fact that a fire may have occurred (e.g. evidence that something burned), please notify Public Safety at 814-393-2111 as soon as possible. Do not attempt to remove or clean up any debris until an officer has assessed the situation.

## **USE OF FIRE EXTINGUISHERS**

Properly trained and competent student housing staff may attempt to put out a fire using fire extinguishers. Fire extinguishers are not meant to fight large or spreading fires.

Apply the following guidelines when using a fire extinguisher:

- Only trained personnel should use a fire extinguisher.
- Activate a fire alarm prior to using a fire extinguisher.
- Always position yourself with an exit or means of escape at your back before using a fire extinguisher to put out a fire.
- If the fire is producing large amounts of smoke that you may inhale fighting it, do not try to extinguish it.

## **EDUCATION AND TRAINING**

Student housing faculty and staff participate in (live-burn) fire extinguisher training and classroom fire safety training at a minimum of once a year.

Topics addressed during this training include:

- Fire prevention in student housing;
- What to do in the event of a fire;
- How to report a fire or other emergency;
- How student housing fire safety systems operate.

Additional fire safety training and education programs for student housing residents are coordinated by Community Assistants. Students, faculty and staff may request fire training at any time by calling 814-393-2009.

University employees are sent a training presentation once per year for fire safety and prevention techniques.

## **PLANS FOR FUTURE IMPROVEMENTS IN FIRE SAFETY**

Clarion University continues to monitor trends related to student housing 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.