

ANNUAL SECURITY AND FIRE SAFETY REPORT



CEDAR CREST COLLEGE

-9292023-

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INTRODUCTION

The following information is provided to you as part of Cedar Crest College's (hereinafter "CCC") on-going commitment to the safety and security of everyone on campus in accordance with the Commonwealth of Pennsylvania Act 73 of 1988 and Public Law 101-542 of 1990 (The Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Statistics Act). The Chief of Campus Police is the campus official assigned responsibility for receiving and resolving complaints relative to these Acts. If you have any concerns, questions or comments related to these Acts or this document, you may contact Mark A. Vitalos, Chief, Campus Police, Cedar Crest College, 100 College Drive, Allentown, PA 18104-6196 - 610-437-4471 ext. 3523.

REPORTING THE ANNUAL DISCLOSURE OF CRIME STATISTICS

CCC Campus Police prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This report is prepared in cooperation with the local law enforcement agencies surrounding our campus, Residential Life and the Vice President of Student Affairs. Each entity provides updated information on their educational efforts and programs to comply with the Act. Campus crime, arrest and referral statistics include those reported to Campus Police, designated campus officials, including but not limited to, Residence Life personnel and local law enforcement agencies. These statistics also include crimes that have occurred on public property adjacent to our campus. A Campus map is also attached to this report. All employees and students will receive notice as to where the annual security report can be viewed online. Copies of the report may also be obtained at Campus Police located in the Safety & Facilities Building. All prospective employees may obtain a copy from Human Resources in the Administration Building or by calling 610-437-4471 off campus or ext. "0" on campus.

MISSION STATEMENT

It is the mission of the Cedar Crest College Campus Police (hereinafter "Campus Police") to serve our College community with pride, respect and dignity in our daily service to Cedar Crest College, its faculty, staff, students and guests, and to carry out our duties with professionalism, courage and strength.

NUMBER OF STUDENTS ENROLLED

Cedar Crest College has 1,252 undergraduate and graduate students enrolled in classes during fall semester of the 2023/2024 academic year.

NUMBER OF STUDENTS IN CAMPUS HOUSING,

The College has a total of 333 students and for the fall semester living in campus housing during the 2023/2024 academic year.

NUMBER OF NON-STUDENT EMPLOYEES

There are 381 non-student employees working on campus: 85 full time and 15 part time faculty members, 119 Adjuncts and 162 full time and part time staff members.

CAMPUS POLICE

The primary function of the Cedar Crest College Campus Police is to provide for the safety and welfare of all members of the College community. The Campus Police currently consists of 13 full- and part-time officers. Officers are trained and certified in Act 235 (Lethal Weapons Training Act). Officers are qualified to use and to carry firearms and other defensive tools. Officers are also trained in CPR, First Aid, the use of emergency oxygen and the use of an Automated External Defibrillator (AED). Additional courses in police-related topics such as; procedure, crime prevention, criminal investigation, narcotics, etc., are provided whenever possible.

Campus Police is staffed 24 hours a day, seven days a week. In addition to our 12 officers, we have 4 staff members that are utilized for dispatch duty and act as the main switchboard operators for the College. In the event of an emergency, members of the College community can contact the Campus Police by pressing "0" any campus telephone or by calling 610-437-4471 (Option "0") from any off-campus telephone.

Patrols are maintained with two readily identifiable Ford Interceptor SUVs. The patrol vehicles contain basic medical and first-aid equipment, fire extinguishers and traffic cones. Bicycle patrols with officers in distinctive uniforms also patrol campus. These environmentally friendly patrols provide visibility and community-oriented policing throughout the spring, summer and fall seasons.

Foot patrol is encouraged on campus and inside buildings. Officers on foot are more visible which results in one-on-one contact and encourages a working rapport with the College community. Buildings and grounds are patrolled to determine the presence of unauthorized persons, observe any safety violations and the general condition of the College facilities. Roadways and parking areas are patrolled to ensure compliance with the College Traffic and Parking Regulations. Buildings are locked and unlocked according to schedules. Violations of College regulations, as well as the laws of the Commonwealth of Pennsylvania, are dealt with in accordance with college policies, as well as local, state and federal statutes.

CAMPUS POLICE AUTHORITY AND JURISDICTION

CCC Campus Police officers who have been commissioned have complete police authority to apprehend and arrest anyone involved in illegal acts on campus and areas immediately adjacent to the campus. These powers are granted by the Commonwealth of Pennsylvania. If minor offenses involving CCC rules and regulations are committed by a CCC student, Campus Police officers may also refer the individual for disciplinary action by the Vice President of Student Affairs. Major offenses are reported to the local police and joint investigative efforts with officers from CCC and the local police are deployed to solve these serious incidents. The prosecution of all criminal offenses is conducted in the Court of Common Pleas of Lehigh County. Campus Police personnel work closely with local police agencies. At this time there are no written memorandums of understanding between Cedar Crest College and the local police departments.

BACKGROUND AND CLEARANCE CHECKS

Cedar Crest College conducts post job offer pre-employment screening with a thorough background check, including some or all of the following as applicable: a Pennsylvania criminal records check, a public records check, a credit check, a Pennsylvania Driving Record Check and Operator's License Check. If applicable, the College also requires a child abuse clearance check and an FBI fingerprint check. The college does not do these checks on students.

SEXUAL OFFENDER REGISTRATION

The Campus Sex Crimes Prevention Act (hereinafter "CSCPA") of 2000 is a federal law that provides for the tracking of convicted sex offenders enrolled at, or employed by, institutions of higher education. The CSCPA is an amendment to the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Act. The federal law requires state law enforcement agencies (in Pennsylvania, it is the Pennsylvania State Police (hereinafter "PSP") to provide CCC with a list of registered sex offenders who have indicated that they are enrolled, employed or carrying on a vocation at CCC. CCC is required to inform the campus community that a PSP registration list of sex offenders will be maintained and available at two campus locations: Campus Police in the Safety & Facilities Building and the Office of the Vice President of Student Affairs located in the Allen House. The CSCPA further amends the Family Educational Rights and Privacy Act of 1974 (FERPA) to clarify that nothing in the Act can prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders. This statement is provided in compliance with the Campus Sex Crimes Prevention Act of 2000. Information on registered

sexually violent offenders can also be obtained from the Pennsylvania State Police or their website at meganslaw.psp.pa.gov.

CAMPUS FACILITIES – SECURITY CONSIDERATIONS

In order to discourage criminal activity, Campus Facilities/Grounds makes sure the campus is well-lit at night and that bushes and trees are kept trimmed. During routine patrols Campus Police officers make note of lights that are not operating, defective door and window locks and safety and fire hazards. A written report is sent to Facilities personnel for timely action.

COMMUNICATION MEDIUMS

Aside from direct, personal contact with the College Community, Campus Police uses campus mail, campus e-mail, telephone, e2campus alerts and postings to communicate security matters as needed.

TIMELY WARNINGS

In the event that a situation arises, either on or off campus, that, in the judgment of a Campus Police Officer, constitutes an ongoing or continuing threat, a campus-wide “timely warning” will be issued. The warning will be issued through the College e-mail system and, in some instances, the campus’ mass notification system, known as “e2campus.” This warning will be sent to all Faculty, Staff and Students in the Cedar Crest College Community. Brightly colored notices will also be posted on the bulletin boards on each floor of the residence halls and on the Campus Police bulletin board located on the first floor of the Tompkins College Center (hereinafter “TCC”) and other campus buildings. Anyone with information warranting a timely warning should report the circumstances to Campus Police office by phone (ext. 3522) or in person at the Campus Police dispatch center within the Safety & Facilities Building that is located on the southeast corner of the campus behind Curtis Hall.

"e2Campus" Mass Notification

In the event of an emergency, the College uses the “e2Campus” mass notification system. When necessary, the College will send notifications to all registered mobile phones and email addresses. "e2Campus" is also used to notify the campus community in the event of delays or closure of the College due to severe weather conditions. All members of the Cedar Crest community are encouraged to keep their information current for this program. Students are automatically enrolled, while Faculty & Staff have the option to do so. **Faculty and staff** can sign-up for E2Campus by simply clicking on the e2Campus link found on the “Employee” page on “My Cedar Crest” and filling out the **registration form**. It should be noted that anyone with a Cedar Crest College e-mail will receive at least a notification on that account. Campus Police will immediately dispatch officers to evaluate all emergency situations. At a minimum, the Campus Police will test this emergency response and evacuation procedure on an annual basis. This is the surest way for you to receive notifications critical to your safety and wellbeing.

GENERAL PROCEDURES FOR REPORTING A CRIME OR EMERGENCY

Community members, students, faculty, staff and guests are encouraged to report all crimes and public safety related incidents to Campus Police in an accurate and timely manner. To report a crime or an emergency on the campus of CCC, call Campus Police by pressing “0” (“operator”) or, from outside the campus phone system, 610-437- 4471 (Option “0”). To report a non-emergency security or public safety related matter, call Campus Police at extension 3522 or, from outside the campus phone system, 610-606-4642. Dispatchers operate these telephone numbers 24 hours a day, 7 days a week. In response to a call, CCC Campus Police will take the required action by dispatching an officer or asking the individual to stop by the Campus Police office to file an incident report. There are also 15 emergency call boxes placed throughout the campus. When an emergency call box is activated, the blue light flashes which helps to identify the location of a call for assistance.

All student related Campus Police incident reports are forwarded to the Dean of Students for review and potential action by the Dean. Campus Police officers will investigate a report when it is deemed appropriate. Additional information obtained via the investigation will also be forwarded to the Dean of Students. If assistance is required from the City of Allentown Police, Fire Department, or other public safety entity, Campus Police will contact the appropriate unit. If a sexual assault should occur, staff on the scene, including Campus Police officers, will offer the victim a wide variety of victims services. Publications that are produced contain information about on-campus and off-campus resources. That information is made available to provide CCC community members with specific information about the resources that are available in the event that they become the victim of a crime.

The information about “resources” is not provided to infer that those resources are “reporting entities” for CCC. Crimes should be reported to CCC Campus Police to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate. A crime that was reported only to the Allentown Police Department may not be included in the CCC crime statistics.

VOLUNTARY CONFIDENTIAL REPORTING

If the victim of a crime does not want to pursue action within the college system or the criminal justice system, they may still want to consider making a confidential report. With permission, the Chief of Campus Police, Dean of Students or Director of Residence Life can file a report on the details of the incident without revealing a victim’s identity. The purpose of a confidential report is to comply with a victim’s wish to keep the matter confidential, while taking steps to ensure the future safety of the victim and others. With such information, the College can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

ACCESS TO FACILITIES

It is the responsibility of Campus Police personnel to lock and unlock all campus buildings according to class schedules and campus events. Access to institutional facilities by employees is on an as-needed basis. Visitors to the campus seeking access to campus buildings and facilities for special events must do so through an individual host, sponsoring department, Campus Police or the Director of Conference Services.

SAFETY AND SECURITY IN THE CAMPUS RESIDENTIAL COMMUNITY

Cedar Crest College (CCC) offers traditional residence halls with a total capacity of 554. This housing is offered to undergraduate and graduate women. We now offer graduate housing to men, as well as women. The three major room types offered to resident students include singles, doubles and triples. In addition to these room types, there are also some suite-style rooms that include a full or half bathroom in Butz and Curtis Halls. Security safeguards within the residence halls include restricted Card Access: Access to CCC housing facilities is limited to resident students, their escorted guests, and CCC professional staff. All main entrances to the residence halls are only accessible by scanning a CCC ID card.

Guest Registration: Residents must register all guests who will be on campus for more than one hour through the department’s “Guest Registration Form” system located in eRezLife. Guests must always carry valid photo identification and provide it immediately upon request from any college official. These visitors may not be in the hall if their hostess is not present in the hall. Residents may not give their CCC identification card to guests to access the halls.

On-Call Duty Rotation: Resident Advisors serve on an on-call duty rotation daily from 8pm-730am in their respective residence halls. Full time professional staff including the Director of Housing & Residence Life,

Assistant Director of Residential Education & Leadership, the Assistant Director of Student Engagement, and the Graduate Area Coordinator are on call twenty-four hours a day on a rotating basis.

Most importantly, residents are reminded of safety and security issues at orientation, the opening floor meetings and in the student handbook. Students are asked to keep their rooms locked at all times even when occupied, to observe building security procedures and to notify Residence Life Staff or Campus Police of any unfamiliar guests or unusual incidents within the residence halls. All Residence Life staff members in the halls undergo training each semester for both prevention and response regarding safety and security issues, including drug and alcohol awareness and fire safety training.

HOUSING ENTRANCE SECURITY

The main door of each residence hall is equipped with a keyless entry system. Persons entering or leaving each residence hall must do so through the main entrance and access to the main door is restricted to authorized personnel and students with electronic access/ID cards. The use of these electronic access/ID cards is recorded by a computer which is located in the Campus Police office. Security cameras at these main doors record all entries to the residence halls and are monitored by switchboard personnel. In the event the main door is held open or propped, an alarm will sound at the Campus Police Office which will result in a response by Campus Police. All secondary doors to the residence halls are locked and connected to alarms 24-hours a day.

Students are responsible for their access/ID cards and are not permitted to loan their cards to anyone. Students found lending their cards will be subject disciplinary actions. All authorized personnel entering residence halls should be aware of "tail gating" by individuals not authorized to be there and report any infractions to campus police immediately.

Each residence hall room is equipped with its own fire detection device. The alarm system is centralized at the College switchboard and is monitored 24 hours a day. Should unauthorized exit or entry occur or, if a fire detector is activated, an alarm will sound both at the site of the problem and at the switchboard. This alarm will audibly and visually identify the site of the problem and display at the switchboard the time, date, location of the problem and print out a complete record of alarms. Once an alarm has been set off and the building identified, an officer will be dispatched to investigate and to take necessary action.

DOOR AND WINDOW SECURITY

Residence hall windows are equipped with locks, and room keys are issued to each resident upon move-in. In the event that a key is lost or stolen, that loss must be reported to the Director of Residence Life and to Campus Police as quickly as possible. If a room key is lost or a student leaves and does not return her key, a charge of \$50 will be assessed for replacement. Keys may not be duplicated. Students are responsible for their keys and are not permitted to loan their keys to anyone. Students found duplicating or lending their room keys may be subject to disciplinary action.

RESIDENCE HALL PERSONNEL

The Assistant Director of Residential Education & Leadership (AD) is a twelve-month live-in professional who resides in Moore Hall (oversees Moore and Steinbright Halls). In addition to the AD, there is also a live-in Graduate Area Coordinator (GAC) who resides in Butz Hall (Oversees Butz and Curtis Halls). The AD and GAC oversee a combined staff of 3 Head Resident Advisors and 15 Resident Advisors between all of the residence halls. RAs are student staff members who live on each floor of the residence halls and provide the following support and services to students: peer helper, educator, administrator, policy enforcer, team member, and role model. Training and development at all levels includes comprehensive in person training at the beginning of each semester and a Resident Advisor manual, which outlines important policies and

procedures. Professional and student staff also participate in on going professional development sessions throughout the academic year.

Other personnel who enter the residence halls include custodial, facilities and maintenance staff, as well as off campus vendors. All of the aforementioned personnel receive instruction on building security protocol and are required to sign in and out at Campus Police at the commencing and conclusion of their work in the residence halls. Campus Police Officers also conduct routine patrols through the residence halls.

HOLIDAY AND VACATION HOUSING

For each break period, a specific closing time for the halls will be indicated. All students are expected to vacate their rooms by this deadline, unless the student makes arrangement with the Office of Housing & Residence Life to remain in the residence halls due to certain circumstances. Unauthorized occupancy can lead to disciplinary action being taken. Students may be required to relocate to another building for safety or logistical reasons if they are remaining in the residence halls when they are closed for break.

Break periods are used for general maintenance. Students may expect work crews in the buildings during these times. Failure to comply with residence hall break guidelines may result in fines or disciplinary sanctions.

GUEST HOUSING

During the summer months Cedar Crest College houses international workers in the residence halls on campus. These workers are hired by Dorney Park/Wild Water Kingdom, a company not affiliated with Cedar Crest College, to fill various positions within the amusement park. The workers are issued ID badges from the park and access cards from the college. All policy and procedures of the College must be adhered to while these workers are staying on campus. The only exceptions to the rules are overnight guests are not permitted.

ROOM SELECTION AND ROOM CHANGES

All returning resident students are required to complete the online housing application to secure housing for the following academic year. In addition, students must be financially clear and registered for 12 or more credits in order to select a room.

No room changes may be made during the first and last fourteen (14) calendar days of any semester. There is a formal mediation process to assist roommates in resolving conflicts. Students should contact their resident hall staff member for assistance. All requests for changes must be submitted in writing with the signatures of all parties on a room change form. Students relocating rooms must follow proper check-in and check-out procedures. Students found occupying a room that has not been assigned by the Director of Housing & Residence Life must immediately move back to their originally assigned room and sanctions may apply.

SECURITY EDUCATION, INFORMATION AND COMMUNICATION

Students participate in two fire drills per semester in their residence halls; any residence hall having an unsatisfactory fire drill is required to have an additional one. During fire drills students are required to evacuate the building as quickly as possible. Campus Police conduct thorough building inspections including keying into all rooms to make sure all students are in compliance. Students who remain in the building during these drills are subject to disciplinary action.

Residence hall staff are also trained by the Allentown Fire Department on fire extinguisher use and related topics on an annual basis.

ADDITIONAL INFORMATION ON FIRE EXTINGUISHERS CAN BE FOUND HERE:

<https://www3.cedarcrest.edu/security/fireextinguisher.shtm>

Security related workshops and short courses such as the R.A.D. (Rape Aggression Defense) program can be organized by contacting the Chief of Campus Police.

Students, Faculty & staff can Learn how to defend themselves (should they choose to do so) in different situations that could arise in everyday life. They learn from Certified Instructors. Learn from a program that is taught in all 50 states, Canada, and England. Rape Aggression Defense (R.A.D.) Program: Since the program deals specifically with defense against abduction for the purpose of rape, we focus on how women are attacked. The first class is dedicated to educating women about the terminology of various types of sexual assault, crime statistics, date rape drugs (i.e. Rohypnol, GHB, etc.) and their effects, process of investigation, and the importance of risk awareness and avoidance. The next two classes involve the practical application of realistic self-defense techniques for women to prevent abduction and sexual assault. The fourth class (optional) is a simulation exercise in which the female students use the techniques learned against trained “aggressors”. The R.A.D. program has a free lifetime return and practice policy. R.A.D. is not a Martial Arts program.

Fliers are distributed regularly to students, faculty and staff on a variety of topics, including self-protection in the home, on the highway and outdoors. Crime prevention programs include orientation workshops, individual floor meetings, residential community-wide presentations and educational programs. Campus Police will also work with student groups to organize programs focused on campus and personal safety issues.

ADDITIONAL SAFETY INFORMATION CAN BE FOUND HERE:

EMERGENCY ACTION GUIDELINES

<https://www3.cedarcrest.edu/security/EMERGENCYACTIONSGUIDELINES.pdf>

EMERGENCY RESPONSE AND EVACUATION DRILLS

In order to better prepare for emergencies on campus, Cedar Crest College regularly tests its emergency response and procedures through various drills that can incorporate a Tabletop discussion, a larger, more practical Functional Drill or a Full Scale Drill. These drills will usually always involve the College’s Incident Management Team, Campus Police and some or all of the entire campus community. The college also frequently requests the assistance of emergency services in the City of Allentown to assist in these drills, with their equipment and expertise. The following is a synopsis of the drills held for the last three years:

2022: The College conducted Fire Drills in the Butz, Curtis, Moore and Steinbright Residence Halls on September 13th, 2022 in which the fire alarm was activated by Campus Police and an evacuation compliance check was completed for all rooms in the halls. There were no reported issues with these drills. Another Fire Drill was conducted on March 29th, 2022 in Butz and Curtis Residence Halls. There were no issues reported with these drills. Fire Drills were also conducted on March 30th, 2022 in the Moore and Steinbright Residence Halls and there were no issues reported.

Although Active Shooter Training involving the use of a campus building was planned in November of 2022, the actual training was delayed until January of 2023 due to scheduling and manpower issues.

2021: The College conducted a “Lock Down” drill of the entire campus on November 9th, 2021, at approximately 09:01 a.m. The Campus Community was notified via email of the upcoming drill on November 8th, at approximately 09:39 hours however, the exact date and time for the drill was not given. Attached to the

original email was the colleges "Lock Down" procedure for everyone to review. The drill was completed in approximately 15 minutes. Notification to the Campus Community was made through our mass notification system, "E2Campus", which provides not only an email and text to everyone enrolled, but also Alertus "pop-ups" on all active network computers, televisions on the Visix System and Alertus beacons. There were no major issues encountered during this drill however, there was a technical issue with the Visix system which was resolved after the drill was completed.

The College also conducted Fire Drills in Moore and Steinbright Residence Halls on March 16th, 2021 in which the fire alarm was activated by Campus Police and an evacuation compliance check was completed for all rooms in the halls. There were no reported issues with these drills. Another Fire Drill was conducted on March 22nd, 2021 in Butz Hall. There were no issues reported with this drill. Another drill was conducted on March 23rd, 2021 in Curtis Hall and other than a missing glass in the pull station near the main door, there were no other issues reported. The missing glass was replaced.

2020: The College conducted a "Lock Down" drill of the entire campus on November 10th, 2020, at approximately 10:04 a.m. The Campus Community was notified via email of the upcoming drill on November 10th, at approximately 08:22 hours however, the exact date and time was not given. Attached to the original email was the colleges "Lock Down" procedure for everyone to review. The drill was completed in approximately 17 minutes. Notification to the Campus Community was made through our mass notification system, "E2Campus", which provides not only an email and text to everyone enrolled, but also Alertus "pop-ups" on all active network computers, televisions on the Visix System and Alertus beacons. There were no major issues encountered during this drill.

The College also conducted Fire Drills in Butz, Moore and Steinbright Residence Halls on September 23rd, 2020 in which the fire alarm was activated by Campus Police and a evacuation compliance check was completed for all rooms in the halls. There were no reported issues with these drills. Another Fire Drill was conducted on September 30th, 2020 in Curtis Hall. Two students were counselled on the evacuation requirement, otherwise no other issues were reported.

CRIME PREVENTION PROGRAMS

Crime prevention programs on personal safety and theft prevention are sponsored by various CCC campus organizations throughout the year. The Campus Police personnel practice community-oriented policing and facilitate programs for student, parent, faculty, new employee orientations, student organizations and community organizations.

CEDAR CREST COLLEGE AED POLICY

I. Policy Statement

This policy will establish a process for the inspection and maintenance of Automated External Defibrillators (AED) in locations throughout the Campus of Cedar Crest College.

II. **Scope**

Applicable departments within the Cedar Crest College Community.

III. **Definition**

- An Automated External Defibrillator (AED) is used to treat victims who experience Sudden Cardiac Arrest (SCA). It is only to be applied to victims who are unconscious, without a pulse and not breathing. The AED will analyze the heart rhythm and advise the operator if a shockable rhythm is detected. If a shockable rhythm is detected, the AED will charge to the appropriate energy level and advise the operator to deliver a shock.

IV. **Procedure**

A. **AED Locations and Inspection Process**

1. Public AED's are located in several locations in the buildings of Cedar Crest College. They are as follows:
 - a. Alumnae Hall lobby (on the wall next to the main entrance to the Alumnae Theater)
 - b. Blaney Hall (on the wall near main stairwell at fire hose)
 - c. Cressman Library (on wall at the top of the main stairwell, near the main entrance)
 - d. Dorothy Rider Pool Science Center (on the wall across from room 129)
 - e. Hamilton Boulevard Building lobby (near the entrance to the Exercise & Physiology Lab)
 - f. Lees Hall lobby (on the wall between the restrooms)
 - g. Steinbright Hall (In the main lobby)
 - h. Tompkins College Center main lobby (on the wall near the north entrance)
2. Other AED locations:
 - a. Campus Police patrol vehicles
 - b. Campus Police Office
 - c. Rodale Aquatic Center (located on the deck of the large pool)
 - d. Athletics Department (Lees Hall In room 109)
 - e. Health Services (Curtis Hall in room 108)
3. Public and departmental AED's will be inspected by Campus Police in accordance with manufacturer specifications.
 - a. Each public AED should have two sets of pads, one adult and one infant, and the expiration date of electrode pads will be checked monthly. Any pads expiring prior to the next monthly check will be replaced. This inspection will include the activation of the AED to ensure proper functionality, along with an inspection of the AED responder pack, included in the AED cabinet. This pack will include the following:
 - 1) One facemask barrier device
 - 2) Two pair of latex free gloves
 - 3) One set of trauma shears

- 4) One medical prep razor
- 5) Absorbent hand towel
- 6) Antimicrobial hand towelette
- 7) Equipment cleaning towelette
- 8) Biohazard bag
- 9) Nylon pouch

Confirmation of these inspections will be logged on the AED checklist.

- b. Batteries will be replaced as indicated.
 - c. Public space AEDs: Campus Police will perform a visual, daily check to confirm the status indicator reads "OK", indicating proper functioning on all public AEDs.
 - d. AEDs in other departments, such as Athletics, Health Services and the Rodale Aquatic Center, will be checked by that departments personnel on a daily basis, to:
 - 1) Confirm the status indicator reads "OK", indicating proper functioning.
 - 2) Batteries will be replaced as indicated.
 - 3) The expiration date of electrode pads will be checked monthly. Any pads expiring prior to the next monthly check will be replaced. Confirmation of these inspections will be logged on the AED checklist (See Appendix #2).
 - e. Non-functioning equipment will be removed for repair.
4. At the month's end, all completed AED checklists will be forwarded to the Chief of Campus Police.

Training

1. Campus Police, Athletic Trainers, Rodale Aquatic Center Staff and Health Services Staff will renew CPR and AED training at least once every two years.

Using an Automated External Defibrillator (AED)

A victim who does respond or appears to be in distress may have an abnormal heart rhythm that stops the heart from pumping blood. In such a case, an AED may be used to provide aid to the victim. Observe the following steps:

1. Check to see if the scene is free of hazards such as:
 - Electric (e.g. downed power lines. Electric cords, etc.)
 - Chemical hazards (e.g. gases, liquids, solids or fumes)
 - Suspicious individuals or anyone that could potentially harm a person
 - Traffic both vehicular and pedestrian that could harm the victim
 - Fire or flammable gases such as oxygen, propane, and hydrogen
2. Determine that the victim is:
 - Unresponsive (Shake shoulders and ask are "Are you alright?")
 - No visual breathing (gaspings is not effective breathing) or
 - Without a pulse
3. Notify Cedar Crest Campus Police by dialing "0" or (610) 437-4471
4. Immediately begin Chest compressions and CPR, if trained and feel comfortable doing so
5. Retrieve or ask someone to retrieve the nearest AED
6. When the AED arrives:
 - Turn the AED on by opening the case and press the green power button. Follow voice prompts provided by the AED
 - Make sure the AED pads are dry

- Open the person's shirt and wipe his or her bare chest dry
7. Make sure that everyone is clear of contact with victim while AED analyzes the heart rhythm. Remember that the AED will not advise a shock in all cases. If AED advises "no shock" immediately begin chest compressions and CPR, if trained for two minutes until the AED voice prompt says:
 - "Do not touch victim. Analyzing rhythm." The AED will guide the rescuer through a defibrillation sequence. Make sure that everyone is clear of the victim before shocking
 - Continue this sequence until a rhythm is detected or EMS personnel arrive
 8. Fill out and file the AED Incident Report Form (Appendix #1) (available through the Campus Police department)
 9. Turn the AED over to Cedar Crest Campus Police

B. Record Keeping

Cedar Crest Campus Police will maintain all documentation for equipment maintenance, repairs, inspections, usage, *AED Incident Forms*, and qualified users for a minimum of seven years.

Documentation includes:

- Maintenance and safety inspection records for each AED (semi-annual and weekly).
- Original copy of each *AED Incident Report* completed after an AED is used.
- All information of AED usage, including Cedar Crest Campus Police reports and/or emergency response treatment. This documentation will be stored in accordance with local, regional and federal standards for storing confidential medical information.
- Training records of those employees and students trained in CPR and/or AED to include documentation of training, qualifications, and evidence of certification.

Cedar Crest Campus Police Officers will check all AED on their shift and note the check on their shift logs.

C. Important notes for AED use:

1. If a patient is under eight years of age or 55 lbs, an infant/child pads cartridge should be used. If an infant/child cartridge is not available, an adult cartridge can be used. Place the pads on the center of the chest and on the center of the back.
2. Remove any medicine patches and residual adhesives before applying AED pads using proper personal protection equipment, such as gloves.
3. Pacemakers may interfere with rhythm analysis; do not place electrodes directly over pacemaker, they should be place one hand width away.
4. If the victim converts to a heart rhythm that does not require defibrillation, follow instructions from AED voice prompt.
5. Do not remove pads unless directed to do so by emergency personnel.
6. Individuals who elect to use AED, perform CPR, or are requested by a recognized emergency response personnel to assist a victim are protected from civil liability by **Pennsylvania Good Samaritan Act 42 Pa.C.S.A. § 8332.**
7. All equipment contained within the emergency kit associated with each AED is disposable. Upon use, Cedar Crest Campus Police must be notified to ensure that equipment and personal protective equipment (PPE) used to aid a victim is disposed of properly. Under most circumstances, unless blood or bodily fluids are present, PPE and equipment may be disposed of in a solid waste bin.
8. AED used on any patient must be returned to Cedar Crest Campus Police as soon as possible to retrieve the electronic rescue data stored on the device so that it can be provided to medical service professionals to assist in treatment.

CEDARCREST CAMPUS POLICE
AED INCIDENT REPORT

Complete this form with every incident necessitating AED use, submitting within 24 hours of use to the Cedar Crest College Campus Police

PATIENT'S NAME: _____

STUDENT'S ID NUMBER (If applicable): _____

DOB: _____ AGE: _____ SEX: F M PHONE: _____

ALLERGIES: _____

CURRENT MEDICATIONS: _____

PERTINENT MEDICAL HISTORY: _____

DATE & TIME OF AED USE: _____ AED used located at: _____

EXACT LOCATION OF INCIDENT: _____

DESCRIPTION OF INCIDENT (use reverse if necessary):

WITNESSES: _____

PHONE NUMBER: _____

NAME OF AED OPERATOR: _____

Was CPR Conducted? Y/N Person Conducting CPR: _____

OTHER ASSISTING RESPONDERS: _____

EMS UNIT RECEIVING PERSON: _____

TIME AND LOCATION OF TRANSPORT: _____

REPORTED BY: _____ DATE: _____

PHONE NUMBER: _____

Pennsylvania Good Samaritan Act

42 Pa.C.S.A. § 8332

Nonmedical Good Samaritan Civil Immunity

(a) General rule.--Any person who renders emergency care, first aid or rescue at the scene of an emergency, or moves the person receiving such care, first aid and rescue to a hospital or other place of medical care, shall not be liable to such person for any civil damages as a result of any acts or omissions in rendering the emergency care, first aid or rescue, or moving the person receiving the same to a hospital or other place of medical care, except any acts or omissions intentionally designed to harm or any grossly negligent acts or omissions which result in harm to the person receiving the emergency care, first aid or rescue or being moved to a hospital or other place of medical care.

(b) Exceptions--

(1) This section shall not relieve a driver of an ambulance or other emergency or rescue vehicle from liability arising from operation or use of such vehicle.

(2) In order for any person to receive the benefit of the exemption from civil liability provided for in subsection (a), he shall be, at the time of rendering the emergency care, first aid or rescue or moving the person receiving emergency care, first aid or rescue to a hospital or other place of medical care, the holder of a current certificate evidencing the successful completion of a course in first aid, advanced lifesaving or basic life support sponsored by the American National Red Cross or the American Heart Association or an equivalent course of instruction approved by the Department of Health in consultation with a technical committee of the Pennsylvania Emergency Health Services Council and must be performing techniques and employing procedures consistent with the nature and level of the training for which the certificate has been issued.

1982; 1976, July 9, P.L. 586, No. 142, S 2, effective June 27, 1978. As amended 1978, July 1, P.L. 697, No. 122, S 1, effective in 60 days.

LIST OF OFFICIALS WITH SIGNIFICANT RESPONSIBILITY FOR STUDENT AND CAMPUS ACTIVITIES

Although we encourage the reporting of campus criminal activity directly to CCC Campus Police, in some instances members of the campus community may choose to file a report with another campus security authority. For reporting purposes at CCC, campus security authorities include, but are not limited to:

Campus Police
Dean of Students
Director of Residence Life and Community Standards
Assistant Director of Residence Education & Leadership
Resident Advisors
Athletic Director
Assistant Coaches
Director of Human Resources
Title IX Coordinator
Advisors to Student Organizations
Director of Diversity and Inclusion
Faculty
Staff

HARASSMENT FREE ENVIRONMENT POLICY

It is the College's policy to ensure that all individuals have the right and opportunity to work and learn in an environment that is free from unlawful harassment of any nature. All workplace relationships should be professional and free of harassment, unlawful bias and other offensive conduct. The College will not tolerate unlawful discrimination, including harassment, based on any legally protected characteristic. Moreover, it is also the College's policy to prohibit other forms of harassment or unprofessional conduct, whether or not it rises to the level of a hostile work environment as defined by the law. Discriminatory harassment directed toward employees, applicants for admission or employment, temporary employees, temporary agency workers, vendors, or students is unacceptable conduct and will not be tolerated by this College.

This policy applies to all types of harassment, including sexual harassment and misconduct, in addition to harassment on the basis of race, color, religion, gender or sex, gender identity, pregnancy, national origin, age, disability, sexual orientation, familial status or any other characteristic protected from discrimination under law. Harassing behavior includes discriminatory intimidation, ridicule, or insult that has the purpose or effect of unreasonably interfering with an individual's work performance, or of creating an intimidating, hostile or offensive work environment, as viewed from the perspective of a reasonable person.

Examples include but are not limited to: epithets, slurs, or threatening, intimidating, or hostile acts that relate to a protected characteristic; written or graphic material on the College's premises or on College business that reflects hostility or aversion toward an individual or group because of race, color, sex or gender, gender identity, religion, national origin, age, disability, sexual orientation, pregnancy, or any other protected classification.

It is important to create and foster an atmosphere in which instances of harassment are not tolerated. Toward this end, all members of the College community should support the principle that harassment represents a failure in ethical behavior and that the exploitation of professional relationships will not be condoned. The College promotes and encourages prompt reporting and timely resolution of all harassment, including sexual harassment and sexual misconduct.

Any acts of sexual misconduct, sexual violence, or sexual harassment violates the standards of conduct required of members of the campus community and are prohibited without exception. Sexual harassment consists of unwelcome advances, requests for sexual favors, and/or other spoken, visual or physical conduct of a sexual nature where:

1. Submission to or rejection of such conduct is used as a basis for employment, or as a basis for decisions affecting the individual's employment, or
2. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance, or of creating an intimidating, hostile or offensive work environment.

Sexual harassment and sexual violence may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. It is the policy of the College that no one shall threaten or suggest, either explicitly or implicitly, that the refusal of another staff member, student, or applicant for employment to submit to sexual advances in any form will adversely affect that person's employment, performance evaluation, wages, compensation, advancement, assigned duties, or any other term or condition of employment. Furthermore, all employees are prohibited from offering, promising or granting preferential treatment to any employee, applicant or student, as a result of that individual's engaging in or agreeing to engage in sexual conduct.

Examples of behaviors that would violate this policy include but are not limited to the following: physical assaults of a sexual nature; other unwanted and unnecessary physical contact with another employee; unwelcome advances, propositions or sexual flirtations; subtle pressure or requests for sexual activities; spoken abuse of a sexual nature, including but not limited to inappropriate comments about an individual's body or sexual activities; the inappropriate use of sexually explicit or offensive language in discussions with or to describe an individual; and sexually explicit or offensive jokes. Conduct described above may not be sufficiently severe or pervasive to constitute sexual harassment in the legal sense, however, the College considers this type of behavior to be inappropriate and unacceptable within the campus community.

Consensual Relationships

Sexual relations between students and staff members create the potential for exploitation and abuse. The respect and trust accorded an employee by a student make voluntary consent by the student suspect. Even when both parties initially have consented, the development of a sexual relationship renders both the employee and the institution vulnerable to possible later allegations of sexual harassment or sexual violence or abuse in light of the significant power differential that exists between employees and students. Similarly, the inequality of power and the respect and trust that are often present between a senior and a junior co-worker make sexual relationships vulnerable to exploitation and abuse. In their relationships with students and co-workers, employees are expected to be aware of the potential for professional favoritism, bias or abuse.

For these reasons, the College prohibits sexual relationships and abuse between individuals where one of the individuals is in a position to make decisions that may affect the career or academic experience of the other. Any behavior that could be interpreted by employees or students as the showing of favoritism due to a personal relationship is strictly prohibited. In addition, sexual abuse of a student by any faculty, staff or volunteer at the college is strictly prohibited and must be reported as outline below.

Reporting Sexual Abuse of Students

Members of the campus community with knowledge or awareness of sexual abuse of a student by a faculty, staff or volunteer on campus are required to report the information to the Title IX Coordinator (or designee) immediately upon becoming aware of the abuse. The Title IX Coordinator is Amy Porter who can be reached at 610-606-4666 ext. 4588

Retaliation is Prohibited

Retaliation in any form against an employee, student or applicant who exercises his or her right to make a complaint under this policy is strictly prohibited and will itself be cause for appropriate disciplinary action, up to and including termination. Concerns about acts of retaliation should be reported to the Chief Financial Officer/Treasurer or Human Resources Director/Title IX Coordinator who will determine the appropriate investigative process to be followed, depending upon the nature of the allegations.

Complaint Procedure

Cedar Crest is committed to diligent and impartial enforcement of its equal employment policy and its policy against harassment. Cases involving harassment are particularly sensitive and demand special attention to confidentiality. The College encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken. All allegations of harassment and sexual misconduct will be investigated promptly and in as confidential a manner as is possible, consistent with an effective investigation. As part of a confidential investigation, persons possessing information relating to the charge may be interviewed. The College in its discretion may take reasonably necessary or prudent interim measures pending the outcome of the investigation.

1. Anyone who feels that he or she is a victim of harassment at Cedar Crest College or has witnessed an incident of harassment may choose to advise the offender that his or her behavior is unwelcome and to request that it be discontinued. If the situation persists after such a discussion, or if the individual prefers not to speak directly to the person who is perceived to be engaging in harassment, the individual should promptly discuss his or her concerns with the Chief Financial Officer/Treasurer or Human Resources Director/Title IX Coordinator. It is never necessary for an individual to speak directly to an offender. The discussion or the complaint should occur as promptly as possible after the alleged harassment has taken place. Failure to present a complaint promptly could potentially limit the possibility of corrective action being taken and may negatively impact future recourse to legal procedures. In the event that the Human Resources Director/Title IX Coordinator is the alleged offender, the complaint may be raised with the Chief Financial Officer/Treasurer. If the Chief Financial Officer/Treasurer is the alleged offender, the complaint may be raised with the Human Resources Director/Title IX Coordinator or the President.
2. An initial discussion between the reporting party and the Chief Financial Officer/Treasurer or Human Resources Director/Title IX Coordinator will take place promptly. The reporting party will then be asked to submit a written complaint to the Chief Financial Officer/Treasurer or Human Resources Director/Title IX Coordinator. However, either an oral or written complaint may initiate an investigation depending upon the nature of the allegations, regardless of whether the reporting party desires to proceed.

Upon receipt of an oral or written complaint, the Chief Financial Officer/Treasurer or Human Resources Director/Title IX Coordinator will initiate a confidential, prompt, thorough, and fully documented investigation as is reasonable in the circumstances of the complaint. This investigation will involve gathering

all relevant information while protecting the confidentiality of the responding party and the reporting party consistent with an effective investigation. The investigation will commence by asking for all relevant information from the reporting party. The Chief Financial Officer/Treasurer or Human Resources Director/Title IX Coordinator will inform the responding party of the allegations and of the identity of the reporting party and obtain the perspective of the responding party on the situation under investigation. If other individuals have relevant information, they may be interviewed during the investigation. If appropriate, additional information shall be gathered at the request of the reporting party, the responding party, or by others who have knowledge of the incident.

Resolution of a Harassment Complaint

The Chief Financial Officer/Treasurer or Human Resources Director/Title IX Coordinator will advise the reporting party and the responding party individually of the College's position as to whether or not the claim has merit, and if the complaint has merit, what proposed action(s) will take place to correct the situation. The College will take corrective action when it has reason to believe there has been a violation of this policy. The College will take reasonably appropriate disciplinary and/or remedial measures, up to and including discharge, based on the totality of the circumstances. If the complaint is found to be without merit, the College's action will conclude at this stage. No retaliation will be taken against any person involved in the proceedings. However, if the investigation reveals no basis for the complaint, along with reason to believe the complaint was malicious and knowingly false, the reporting party may be subject to disciplinary action.

Corrective Action

If harassment, abuse, or other violation is found to have occurred, appropriate action will be taken to stop and eliminate the harassment, abuse, or other violation, prevent its reoccurrence, and remedy its effects. Any employee who the College determines has engaged in discrimination, harassment, or sexual abuse, will be appropriately disciplined. Disciplinary actions may include verbal warning, written warning, final warning, suspension or termination of employment.

BIAS RESPONSE POLICY

Cedar Crest College values a diverse, inclusive and equitable learning environment. The College is committed to maintaining a respectful and welcoming living, learning and working environment for all students, faculty and staff. As such, the College has established the Bias Incident Response Team. The Response Team is the first response from the College in coordinating responses to bias and hate incidents. The Response Team ensures that affected individuals have access to appropriate resources, to assist the College in its response and to facilitate a coordinated campus response to bias-related incidents and situations.

Bias incidents are expressions, acts or behaviors — verbal, written or physical — which are directed against or target an individual or group based on perceived or actual characteristics, such as, race, ethnicity, color, religion, gender, gender identity, gender expression, pregnancy, national origin, age, disability, sexual orientation, familial status, veteran status or any other characteristic protected from discrimination under law. Bias incidents include hate crimes as defined under Federal and applicable state law. Incidents do not need to be hate crimes to be reported. All such incidents may violate College policies regarding student, faculty and staff conduct, as well as laws against discrimination. The College strongly encourages the reporting of all hate crimes and bias incidents.

As an academic community, the College values protected free speech as central to advancement of learning. The College also recognizes an obligation to ensure an educational environment that is welcoming and inclusive of all learners.

The Bias Incident Response Team does not replace processes and policies for reporting and addressing acts of discrimination, harassment or violence, including but not limited to those established in student, faculty and staff handbooks or by the offices of Student Affairs, Human Resources, the Provost or the College Police.

Retaliation of any kind against a student or member of the faculty, staff or College community for submitting a bias incident report, participating in a bias follow-up procedure or refusing to participate in a bias follow-up procedure is explicitly prohibited

For more information and how to report visit the Bias Response Policy Site, [click here](#).

HAZING REPORT AND INFORMATION

Information on Cedar Crest Colleges hazing policy and report can be found here:

<https://www3.cedarcrest.edu/security/pdf/CEDARCRESTCOLLEGEHAZINGREPORT2017-2023.pdf>

ALCOHOL POLICY

Cedar Crest College complies with the Commonwealth of Pennsylvania's liquor laws. All students are expected to know and abide by these laws and to follow the procedures of the College that support them. Students and organizations that violate these guidelines are subject to disciplinary action by the College. They will not be protected from legal action taken by public agencies or campus police officers responsible for enforcing the law, even when college disciplinary action has been taken for the violation of campus regulations.

I. THE ALCOHOL RELATED STATE LAWS

Public laws most relevant to college students are listed below. These laws apply to all persons while they are within the boundaries of the Commonwealth of Pennsylvania. Please note that this is not an all-inclusive list of public laws pertaining to alcohol. For more information, please consult Pennsylvania's Title 18 crimes and offenses at <http://www.legis.state.pa.us/wu01/li/li/ct/htm/18/18.htm>.

The College permits the use of alcoholic beverages by individuals who are 21 years of age and older under conditions that safeguard the rights of others. It directs the attention of all students to the Pennsylvania liquor, penal and motor vehicle codes (partially summarized below), and to the college procedures that support them:

1. All persons are subject to Pennsylvania liquor, penal and motor vehicle codes while they are in the Commonwealth of Pennsylvania.
2. It is illegal for a person knowingly and falsely to represent herself/himself to be 21 years of age or older for the purpose of procuring or having furnished to her/him alcoholic beverages. It is a summary offense for a first violation and a misdemeanor of the third degree for any subsequent violations. The minimum penalty shall order the operating privilege of the person be suspended for 90 days from the date for the first offense; one year

for the second offense; and two years for the third offense. A person who does not have a driver's license shall be ineligible to apply for a learner's permit for 90 days from the date for the first offense; one year for the second offense; and two years for the third offense. The maximum penalty shall be a fine of not more than \$500 for subsequent violations.

3. It is illegal for a person less than 21 years of age to attempt to purchase, consume, possess, or knowingly and intentionally transport alcoholic beverages. It is a summary offense. The minimum penalty shall order the operating privilege of the person be suspended for 90 days from the date for the first offense; one year for the second offense; and two years for the third offense. A person who does not have a driver's license shall be ineligible to apply for a learner's permit for 90 days from the date for the first offense; one year for the second offense; and two years for the third offense. The maximum penalty shall be a fine of not more than \$500.

4. It is illegal for a person to knowingly, willfully and falsely represent to any licensed dealer or other person that a minor is over 21 years of age for the purpose of inducing any such licensed dealer or other person to sell or furnish alcoholic beverages to a minor. This is a third degree misdemeanor with a fine of not less than \$300.

5. It is illegal for a person to hire, request or induce any minor to purchase or offer to purchase alcoholic beverages from a licensed dealer for any purpose. This is a third degree misdemeanor with a fine of not less than \$300.

6. It is illegal to sell alcoholic beverages to any person unless duly licensed in the Commonwealth of Pennsylvania.

7. It is illegal for a person intentionally and knowingly to sell, furnish or purchase with the intent to sell or furnish any alcoholic beverages to a person who is less than 21 years of age. This is a third degree misdemeanor with a fine of not less than \$1,000 for the first violation and a fine of \$2,500 for each subsequent violation. NOTE: Act 31 of the Pennsylvania Liquor Code in part defines furnish as to allow a minor to possess alcoholic beverages.

8. It is illegal to manufacture, make, alter, sell or attempt to sell an identification card falsely representing the identity, birth date or age of another. This is a second degree misdemeanor with a fine of not less than \$1,000 for the first violation and a fine of not less than \$2,500 for each subsequent violation.

9. It is illegal for a minor to possess an identification card falsely identifying that person by name, age, birth date or photograph as being 21 years of age or older or to obtain or attempt to obtain alcoholic beverages by using the identification card of another or by using an identification card that has not been lawfully issued to or in the name of that person who possesses the card. This is a summary offense for a first violation and a misdemeanor of the third degree for any subsequent violations. The minimum penalty shall order the operating privilege of the person be suspended for 90 days from the date for the first offense; one year for the second offense; and two years for the third offense. A person who does not have a driver's license shall be ineligible to apply for a learner's permit for 90 days from the date for the first offense; one year for the second offense; and two years for the third offense. The maximum penalty shall be a fine of not more than \$500 for subsequent violations. Note: The police department making an arrest for a suspected violation of carrying a false identification card shall so notify the parents or guardian of the minor charged.

10. It is illegal for a person 18 years of age or older to corrupt or tend to corrupt the morals

of a person less than 18 years of age by aiding, abetting or encouraging a minor.

11. It is illegal for a person under 21 years of age to pay either direct or indirect assessments which will be used in whole or in part for the purchase of alcoholic beverages.

12. It is illegal for a licensee or his/her agent to sell alcoholic beverages to a minor or to a person who is intoxicated.

13. A person who serves alcoholic beverages is responsible for the alcohol-related actions of the persons he/she served even after they leave the place of service.

14. It is illegal for a driver to consume any alcoholic beverages while driving or attempting to drive a motor vehicle.

II. COLLEGE REGULATIONS REGARDING ALCOHOL

A. GENERAL REGULATIONS REGARDING ALCOHOL

1. Students 21 years of age or older may possess or consume alcoholic beverages in accordance with Cedar Crest College policies.

2. Students under 21 years of age are prohibited from possessing and/or consuming alcoholic beverages.

3. Possession, consumption and/or provision of alcohol in public areas of the campus are not permitted. Public areas are defined as those areas of the campus that are readily accessible to students, faculty, staff and guests. Such areas include all outside areas, athletic fields, lobbies, classrooms, lounges, building corridors and offices. Campus police have the authority to confiscate alcohol in the possession of any individual under 21 years of age and may confiscate alcohol of individuals over 21 years of age if circumstances dictate such action to be necessary.

4. Students of legal drinking age, 21 years of age, and their guests who are of age may consume alcohol in residence hall rooms or at college-sponsored events where alcohol is being served.

5. There shall be no kegs or beer balls in the residence halls, nor shall there be any common sources containing alcohol, such as bathtubs, punch bowls, baby pools, trash cans, etc.

6. When all official residents of the room are under the age of 21 no alcoholic beverages are permitted in the residence hall room.

7. When one student is 21 years of age and her roommate is under 21, only the student who is 21+ years old may possess and consume alcohol.

8. Visibly intoxicated persons or persons showing signs of alcohol abuse may be removed from campus by police, campus police or medical personnel.

9. Violating other policies while under the influence of alcohol will constitute a violation of the Alcohol policy as well.

10. Campus police has the authority to administer a breathalyzer test in those situations where underage drinking is suspected of having occurred. A student has the right to refuse a breathalyzer test. In accordance with the Commonwealth of Pennsylvania law summary

action and sanctions may apply.

11. Providing alcohol to underage individuals is prohibited, including leaving alcohol unattended in locations where those under 21 may serve themselves. The student who serves alcohol to a person regardless of age shares responsibility with that person for any violation of the Cedar Crest College policies.

12. Guests of underage students are prohibited from bringing any alcohol into the residence halls.

B. CAMPUS EVENTS WITH ALCOHOL

1. All events with alcohol must be registered with both the Tompkins College Center staff and the Dean of Students. Forms can be obtained from the office of the Dean of Students. A completed registration must be submitted to the Vice President at least 10 working days prior to the date of the scheduled event. The person signing the registration for an event where alcohol is to be served must be 21 years of age or older.

2. Events must have a stated purpose (dancing, entertainment, etc.) other than the consumption of alcohol. Themes that encourage the consumption of alcohol (i.e. happy hours and drinking games) are prohibited.

3. Faculty, administration, alumnae and other non-student groups are urged to consider alternatives to the furnishing of alcoholic beverages at sponsored functions especially if students and minors are to be present. If alcohol is to be furnished, there must be responsible use of alcohol within the law and consistent with the above college policies and regulations. Functions closed to students and other minors at which alcoholic beverages are to be served do not require registration and approval, but must be noted on the room reservation form. Functions open to students or other minors to be held in areas of the campus not usually available for the service of alcoholic beverages must be noted on the room reservation.

4. Complete guidelines for events where alcohol is to be served can be obtained from the office of the Director of Student Union & Engagement in the Tompkins College Center..

C. SANCTIONS FOR VIOLATIONS OF THE ALCOHOL POLICY

The dean of students may initiate any or all of the following sanctions in response to violations of the alcohol policy, which include but are not limited to:

First Offense:

- Notification of parent(s) or legal guardian(s) if student is under age 21
- Residence hall probation and/or disciplinary probation
- Community restitution
- Other sanctions depending on the nature of the offense

Second Offense:

- Notification of parent(s) or legal guardian(s) if student is under age 21
- Substance abuse evaluation
- Residence hall probation or eviction and/or disciplinary probation
- Community restitution
- Possible other sanctions depending on the nature of the offense

Third Offense:

- Conference with parent(s) or legal guardian(s) if student is under age 21
- Mandatory substance abuse counseling

- \$300 fine
- Permanent eviction from residence hall
- Community restitution
- Possible other sanctions depending on the nature of the offense

D. AMNESTY POLICY

The policy may apply when a student receives emergency medical assistance that is (a) related to the consumption of alcohol, and (b) sought by a person not serving in an official college capacity. This policy may also apply to any student who seeks medical assistance for another student experiencing a medical emergency based upon alcohol consumption. The student will not be charged or sanctioned for violations of college alcohol-related policies. Students receiving medical assistance in compliance with this policy shall not be referred for prosecution for any state, local or federal crime or misdemeanor solely related to the possession, consumption or supplying of alcohol. The student will be required to consult with the Dean of Students and may be required to participate in an appropriate educational program. Nothing in this policy shall prevent an individual who is obligated by federal, state, or local law, or college policy, practice, or procedure, to do so from reporting, charging, or taking other action related to the possible criminal prosecution of any student.

No individual may receive amnesty more than once. Records of all requests for assistance under this policy shall be maintained by the office of the Dean of Students. Participation in any program as a result of this policy shall not be noted on the student's judicial record. In the event an individual who previously utilized the amnesty policy is involved in a subsequent alcohol-related incident, this incident and any resulting charges shall be treated as an alleged second offense.

ARREST POLICY

Students who are arrested by any law enforcement agency are required to inform the Dean of Students within 72 hours of their release. Students arrested may be subject to College disciplinary action when their conduct violates College standards. Failure to report this information to the Dean will result in a "Failure to Comply" charge and may result in further disciplinary action.

WEAPONS

Weapons are prohibited on the campus of Cedar Crest College. All federal, state and local laws regarding the possession, use and sale of weapons are in force on campus. Cedar Crest Police Officers do carry ASP batons and firearms. Cedar Crest College Campus Police have the lawful authority to use force, up to and including deadly force that is reasonably necessary to effectively bring an incident under control, while protecting the lives of the officer and others.

DRUGS - ILLICIT DRUGS

Cedar Crest College complies with the Commonwealth of Pennsylvania's drug laws. All students are required to abide by and know the state and federal drug laws. Please consult the Commonwealth of Pennsylvania *The Controlled Substances, Drugs, Device, and Cosmetic Act* at <http://www.health.state.pa.us/pdf/ddc/ddcAct.pdf> for further information.

Cedar Crest College shares the concern of the medical profession and law enforcement agencies for the serious effects that can result from the use of dangerous drugs and narcotics. Cedar Crest College opposes and prohibits the possession and use of illegal drugs and narcotics by its students on or off the campus. The College will cooperate with the state in the enforcement of Pennsylvania State Law.

The College may take disciplinary action against a student who violates these laws to the extent of separation from the College. Students who wish to seek counseling regarding the use of drugs and their effects are urged to consult with the office of health and counseling services.

I. THE DRUG RELATED PUBLIC LAWS

The following acts and the causing thereof within the Commonwealth including upon the campus of Cedar Crest College are hereby prohibited:

1. The manufacture, sale or delivery, holding, offering for sale, or possession of any controlled substance, other drug, device or cosmetic that is adulterated or misbranded. (Punishable by imprisonment not exceeding one year and/or a fine not exceeding \$5,000.00).
2. The acquisition or obtaining or possession of a controlled substance by misrepresentation, fraud, forgery, deception or subterfuge. (Punishable by imprisonment not exceeding one year and/or a fine not exceeding \$5,000.00).
3. The intentional purchase or knowing receipt in commerce by any person of any controlled substance, other drug or device from any person not authorized by law to sell, distribute, dispense or otherwise deal in such controlled substance, other drug or device. (Punishable by imprisonment not exceeding three years and/or a fine not exceeding \$5,000.00 however, in the event of a second conviction, the fine will not exceed \$25,000.00).
4. The manufacture, delivery, or possession with intent to manufacture or deliver, a controlled substance by a person not registered to do so, or knowingly creating, delivering or possessing with intent to deliver, a counterfeit controlled substance. (The severity of the penalty varies according to the substance and circumstances. Maximum penalties may be imprisonment up to fifteen years and/or a fine of \$250,000.00 or more depending on the assets of the person involved).
5. The possession of a small amount of marihuana only for personal use; the possession of a small amount of marihuana with the intent to distribute it but not to sell it; or the distribution of a small amount of marihuana but not for sale. For purposes of this subsection, thirty (30) grams of marihuana or eight (8) grams of hashish shall be considered a small amount of marihuana. (Punishable by imprisonment not exceeding thirty days and/or a fine not exceeding \$500.00).
6. The use of, or possession with intent to use, drug paraphernalia for the purpose of planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packing, repacking, storing, containing, concealing, injecting, ingesting, inhaling or otherwise introducing into the human body a controlled substance in violation of this act. (Punishable by imprisonment not to exceed one year and/or a fine not to exceed \$2,500.00).
7. The delivery of, possession with intent to deliver, or manufacture with intent to deliver, drug paraphernalia, knowing, or under circumstances where one reasonably should know, that it would be used to plant, propagate, cultivate, grow, harvest, manufacture, compound, convert, produce, process, prepare, test, analyze, pack, repack, store, contain, conceal, inject, ingest, inhale or otherwise introduce into the human body a controlled substance in violation of this act. (The severity of the penalty varies according to the age of the person the paraphernalia is furnished to such as someone under the age of eighteen or three years or

more junior. Penalties range from imprisonment of one to two years and fines from \$2,500.00 to \$5,000.00).

8. The placing in any newspaper, magazine, handbill or other publication or by written or electronic means, including electronic mail, internet, facsimile and similar transmission, any advertisement, knowing, or under circumstances where one reasonably should know, that the purpose of the advertisement, in whole or in part is to promote the sale of objects designed or intended for use as drug paraphernalia. (Punishable by imprisonment not to exceed one year and/or a fine not to exceed \$2,500.00).

9. The knowing or intentional manufacture, distribution, possession with intent to distribute, or possession of a designer drug. (Punishable by imprisonment not to exceed fifteen years and/or a fine not to exceed \$250,000.00).

II. SANCTIONS FOR VIOLATIONS OF THE DRUG POLICY

The Dean of Students may initiate any or all of the following sanctions in response to violations of the drug policy, which include but are not limited to:

First Offense:

- Notification of parent(s) or legal guardian(s)
- Immediate eviction from the residence hall for two semesters with loss of room rent
- Substance abuse evaluation
- Disciplinary probation for four semesters
- Discretionary prosecutorial referral to local authorities
- Community restitution
- Possible other sanctions depending on the nature of the offense

Second Offense:

- Permanent eviction from the residence hall
- Suspension/expulsion from the College
- Community restitution
- Discretionary prosecutorial referral to local authorities
- Possible other sanctions depending on the nature of the offense

Sale and/or possession of large quantity/quantities of illegal drugs as defined by state and federal law on College property will result in the following sanctions:

- Parental notification
- Suspension/expulsion from the College
- Discretionary prosecutorial referral to local authorities
- Community restitution
- Possible other sanctions depending on the nature of the offense

ss days of the date that the appeal is received.

CEDAR CREST COLLEGE SEXUAL MISCONDUCT POLICY

OVERVIEW

Cedar Crest College is committed to ensuring that all members of the college community have a learning and working environment that is free from sexual misconduct. Sexual misconduct includes sexual harassment, sexual assault, sexual exploitation, intimate partner violence and stalking that is sex or gender based. Cedar Crest College considers all forms of sexual misconduct to be serious offenses that are not tolerated within the College or any community. Cedar Crest College expects all members of the College community to share in the responsibility for ensuring that the Cedar Crest College environment is free from any form of abuse, violence or verbal or physical intimidation.

Cedar Crest College promotes and encourages prompt reporting and resolution of all sexual misconduct reports. Allegations of sexual misconduct may be reported anonymously, unless the individual reporting is a mandated reporter. Retaliation in any form (e.g., intimidation, threats or harassment) against anyone who makes a complaint of sexual misconduct in good faith, or any third party cooperating with the investigation of such an act is strictly prohibited by law and Cedar Crest College policy and may result in disciplinary action.

Survivors are encouraged to seek medical attention and utilize support resources available on campus and through local and national agencies. Assistance is available twenty-four hours a day as outlined in the “Services, Education, and Prevention Programs” section below.

Cedar Crest College does not discriminate on the basis of race, color, religion, gender, gender identity, gender expression, sex, national origin, age, disability, sexual orientation, family status or any other characteristics protected from discrimination under law or Cedar Crest College policy.

If you have any questions regarding this Policy or Title IX generally, you may contact Cedar Crest College’s Title IX Coordinator, Amy Porter, Assistant Dean of Students/Title IX Coordinator, Cressman Library, 318. 610-606-4666 x: 4588 or by e- mail at titleix@cedarcrest.edu .

POLICY

It is the policy of Cedar Crest College that any act(s) of sexual misconduct violate(s) the standards of conduct required of members of the college community. As such, sexual misconduct is prohibited without exception.

DEFINITIONS

The law provides for various violent and/or non-consensual sexual acts that constitute criminal acts. Commission of any act deemed a crime by state or federal law is a violation of the College’s policies. Additionally, the College has defined categories of sexual misconduct, as stated below, for which action under this policy will be imposed. To fall within the jurisdiction of Title IX, and this policy, the alleged Title IX prohibited conduct must have taken place in a College program or activity, and against a person in the United States at the time the conduct occurred. A College program or activity includes locations, events, or circumstances over which the College exercises substantial control over both the respondent and the context in which the Title IX prohibited conduct occurs, and also includes any building owned or controlled by a student organization that is officially recognized by the College. Both study-abroad programs and off-campus locations that are not within a College program or activity and are not covered by the Title IX regulations.

CONSENT

Consent is knowing, voluntary and expressed permission to engage in mutually agreed upon sexual activity. Consent can be given by words or actions as long as they establish mutually understandable clear permission

regarding the willingness to engage (and the conditions of) sexual activity. Since individuals may experience the same interaction in different ways, it is the responsibility of each party to make certain that the other has consented before engaging in the activity. Consent is active, not passive, and can never be assumed.

A person cannot consent if the person is unable to understand what is happening or is disoriented, helpless, asleep or unconscious for any reason, including due to alcohol or other drugs. An individual who engages in sexual activity when the individual knows, or should know, that the other person is physically or mentally incapacitated has acted without consent. It is not an excuse that the individual responding party was intoxicated and, therefore, did not realize the incapacity of the other party.

Incapacitation is defined as a state where someone cannot make rational, reasonable decisions because they lack capacity to give knowing consent (e.g., to understand the “who, what, when, where, why or how” of the sexual interaction). Incapacitation may result from physical or mental conditions, including mental disability, sleep, involuntary physical restraint, from the consumption of alcohol and/or other drugs and may, but not always, manifest as unconsciousness or a state of blackout.

Consent cannot be given by an individual who has been coerced, including being compelled by force, threat of force, or deception. Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Coercion is unreasonable pressure for sexual activity.

Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). Previous relationships or prior consent to a sexual act does not imply consent to future sexual acts, including “blanket” consent (i.e. permission in advance for any/all actions at a later time/place).

The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred and any similar previous patterns. Silence or the absence of resistance alone is not consent. A person can withdraw consent at any time during sexual activity by expressing in words or actions that the act should no longer continue and, if that happens, the other person must stop immediately.

Sexual contact by an adult with a person who is of an age that they cannot legally consent to sexual activity in the State of Pennsylvania will be considered a violation of this policy. According to Pennsylvania law, a person under the age of 13 years cannot consent to sexual activity. Individuals between the ages of 13 and 15 can only consent to sexual activity with a person within a four-year age range.

SEXUAL HARASSMENT

Sexual Harassment is form of sexual misconduct which is prohibited under Title VII in employment and under Title IX in education. Sexual harassment is unwelcome, sexual or gender-based verbal, written, visual, online and/or physical conduct and can occur in two forms: quid pro quo (power differential) and hostile environment.

Quid pro quo sexual harassment exists when there are unwelcome sexual advances, requests for sexual favors, and other verbal, written, visual, online and/or physical conduct of a sexual nature AND when submission to such conduct is made, explicitly or implicitly, a term or condition of a community member’s employment, education, or other participation in the community OR when submission or rejection of such conduct is used as the basis for decisions affecting employment, education or other participation in the community.

Hostile Environment sexual harassment exists with unwelcome sexual or gender-based verbal, written, visual, online and/or physical conduct is sufficiently severe and pervasive and objectively offensive that it has the effect of unreasonably interfering with, denying or limiting employment opportunities or the ability to participate in or benefit from the College's educational, social and/or residential programs and activities.

It is not possible to list all circumstances that may constitute sexual harassment, however, the following are examples of conduct that, if unwelcome, may constitute harassment, depending on the totality of the circumstances

- Unwelcome sexual advances or propositions (regardless of whether they involve physical touching)
- Explicitly or implicitly conditioning any terms of employment or education (e.g. continued employment, wages, evaluation, advancement, assignments, grades, participation in events) on provisions of sexual favors)
- Inquiries into another's sexual experience, discussions of one's sexual activities, comments on an individual's body or about an individual's sexual activity, deficiencies or prowess
- Sexual innuendo, sexually suggestive comments or use of sexually explicit or vulgar language
- Sexually oriented teasing or practical jokes or humor about gender specific traits
- Suggestive body language or gestures
- Display or transmission of sexually suggestive objects, pictures, posters, illustrations, or other printed or visual material
- Leering, whistling, or physical contact such as unwelcome touching, patting, pinching, or brushing against another's body
- Continued requests to socialize, on or off duty, on or off campus, when a community member has indicated rejection or lack of interest
- Continued writing/sending of sexually suggestive messages when it is known or should be known to be unwelcome
- Derogatory or provocative remarks relating to an employee's sex, sexual orientation, gender, or gender identity

The College prohibits relationships, whether consensual or nonconsensual, between individuals where there is a power differential and the possibility of favoritism or abuse exists or where one of the individuals is in a position to make decisions that may affect the career or academic experience of the other. Should such a relationship develop, the individuals involved are required to disclose the relationship to the Title IX Coordinator so that any real or perceived inequities, favoritism or other such power differential can be addressed and minimized or eliminated.

SEXUAL ASSAULT

Sexual assault is a form of sexual violence and includes non-consensual sexual contact and non-consensual sexual penetration.

Non-consensual sexual contact is any intentional sexual touching, however slight, with any body part or object, by any individual upon another, that is without consent and/or by force, including physical violence, threats, intimidation or coercion. Sexual contact includes any intentional contact with the breasts, groin, genitals or buttocks or making another touch you with or on any of these body parts. Sexual contact also includes any other bodily contact in a sexual manner.

Non-consensual sexual penetration is any sexual penetration however slight, with any body part or object, by any individual upon another, that is without consent and/or by force, including physical violence, threats, intimidation or coercion. Sexual penetration includes vaginal or anal penetration by a penis, tongue, finger or

object, or oral copulation by mouth to genital contact or genital to mouth contact, no matter how slight the penetration or contact.

SEXUAL EXPLOITATION

Sexual Exploitation occurs when a person takes non-consensual or abusive sexual advantage of another in a way that does not constitute one of the other sexual violence definitions in this policy. Examples of sexual exploitation include, but are not limited to:

- Exposing one's genitals in non-consensual circumstances or inducing another to expose their genitals
- Engaging in sexual voyeurism such as watching a person undressing, using the bathroom, or engaged in sexual acts without the consent of the person being observed.
- Permitting others to observe you engaging in an act of consensual sex without the consent of all involved parties
- Taking pictures or video or audio recordings of a sexual nature without the consent of all involved
- Disseminating pictures, video, or audio recordings of a sexual nature without the consent of all involved parties
- Knowingly exposing another to pornography without their consent
- Possession, use, and/or distribution of alcohol or other drugs for the purpose of engaging in or facilitating any act of sexual violence
- Knowingly engaging in sexual activity with another while knowingly infected with a sexually transmitted infection (STI) without informing the other person in advance of the sexual activity
- Prostituting another individual

INTIMATE PARTNER VIOLENCE

Intimate partner violence is any instance of violence or abuse (verbal, physical or psychological) that occurs between those who are in or have been in an intimate relationship with each other. Intimate partner violence includes dating violence and domestic violence. To categorize an incident as domestic violence, the relationship between the Respondent and the Complainant must be more than just two people living together as roommates. The people cohabitating must be current or former spouses or have an intimate relationship.

STALKING

Stalking is repetitive acts and/or communications targeted at an individual that would cause a reasonable person to fear for their safety or the safety of others, or to experience substantial emotional distress. Stalking may include, but is not limited to, repeatedly following, harassing, threatening, or intimidating another by phone, mail, electronic communication, or any other action, device or method. Stalking that is gender-based is included in the protections in this policy.

REPORTING OPTIONS and RESPONSIBILITIES

Any individual who has information about an alleged violation of this policy is encouraged to report that information to any or all of the resources listed in this section. Any person may report Title IX prohibited conduct, whether or not the individual reporting is the person alleged to have experienced the conduct. Individuals are encouraged to make a report soon after the incident in question in order to maximize the College's ability to investigate and reach a finding. Offenses to be reported include those allegedly committed by students, faculty, staff, other members of the College community, or non-members. Individuals of any gender identity may report sex or gender-based offenses.

Reporting, for the purpose of this policy, is simply the act of disclosing information to someone. Reporting is the first step in accessing resources and support services and exploring the various options for resolution described in this policy. All reports will be met with the highest possible degree of respect and privacy for all involved parties.

Depending on how a report is made, the person or office receiving the report may have an obligation to inform the Title IX Coordinator, whose purpose is to conduct an initial assessment of the report and to ensure the well-being of the survivor and the campus community. Reporting parties will, as much as possible, retain the right to determine if and when certain resolution options are implemented. If on the face of the initial report, the Title IX Coordinator determines that the conduct alleged does not fall within the scope of Title IX, the Title IX Coordinator may also inform the Complainant that the matter may be referred to another College process. Supportive measures, however, will be offered regardless of whether the matter is investigated.

Reports, including anonymous reports, can be made directly to the Title IX Coordinator online at any time using the Title IX Reporting Form. If known, reports should include as much detail as possible about the date, time, location, and nature of the incident or behavior. Under the Clery Act, the Title IX Coordinator is considered a Campus Security Authority (CSA) and has an obligation to report statistical information about sexual assault, intimate partner violence, and stalking to campus law enforcement for inclusion in the daily crime log and Annual Security Report for the safety of our campus community. When the reported incident constitutes a serious or ongoing threat to the campus community, campus law enforcement may be required to issue a Timely Warning Notice warning of potential danger. No personally identifiable information is reported or utilized for these purposes.

In addition to the anonymous online reporting form, [h](#)reports may also be made directly to the Title IX Coordinator in person, by phone, or by email:

Amy Porter, Assistant Dean of Students/Title IX Coordinator
Cressman Library
610-606-4666 x 4588
titleIX@cedarcrest.edu

The Title IX Coordinator will ask for the following information, if known: Name of Complainant; Complainant's role, if any, within the College (student, faculty, staff, alumni, other); Name of Respondent; Respondent's role within the College (student, faculty, staff, other); Date of the incident; Location of the incident; Time of the incident; Nature of the conduct; Date of previous report (if any); To whom any previous report was made (if any).

Title IX personnel shall be free from bias or conflict.

CONFIDENTIAL RESOURCES

Confidential resources are able to receive disclosures without an obligation to tell anyone. Only one specific group of campus professionals are licensed as confidential resources.

Confidential campus resources include:
Health and Counseling Services (610)606-4640

Additional confidential local, state, and national resources can be found on the College's Title IX Support Resources web site.

RESPONSIBLE EMPLOYEES

All faculty and staff at the College, including resident advisors, coaches, and campus police officers are considered responsible employees with an obligation to report disclosures of sexual violence, including sexual harassment and sex or gender-based discrimination to the Title IX Coordinator.

Responsible employees can report in person, by email, or by using the Title IX Reporting Form and may face disciplinary consequences for failing to report. Responsible employees who personally experience sexual violence or discrimination are not obligated to report these experiences but are encouraged to do so in order to permit the College to conduct an investigation into such issues.

OFFICIALS WITH AUTHORITY (OWAs)

Officials with Authority (OWA's) are those individuals on campus who have the authority to institute corrective measures. This includes the Title IX Coordinator, Deputy Title IX Coordinators, Dean of Students, Assistant Dean of Students, Provost, President, Chief Financial Officer/Chief Operating Officer, Director of Residence Life, Vice President for Student Success and Engagement, Chief of Campus Police and the Director of Athletics. A report made to any such individual constitutes actual knowledge of any such allegations.

FAMILY AND EMERGENCY NOTIFICATION

Reporting parties are strongly encouraged to share information with their families so that they may provide support and comfort during this process. This policy stops short of requiring parental notification when students are 18 years of age or older in order to create a more supportive environment for reporting offenses of this nature. If an individual is so seriously injured that they are physically unable to make this decision, an administrator may contact a parent, guardian and/or emergency contact person.

AMNESTY

Cedar Crest College strongly encourages a culture of reporting sexual violence. The College recognizes that students who have been drinking and/or using drugs surrounding an incident of sexual violence may be hesitant to report due to fear of potential consequences for their own conduct. Therefore, reporting parties and witnesses acting in good faith are offered amnesty and will not be subject to sanctioning under the College's code of conduct for alcohol and/or drug use revealed in the reporting or investigative processes. Amnesty for other minor policy violations may be granted at the discretion of applicable leadership, such as in Student Affairs.

RETALIATION

It is a violation of policy to retaliate against any person making a complaint of sexual misconduct or against any person cooperating in the investigation of an allegation of sexual misconduct. For this policy, retaliation includes intimidation, threats, coercion, or discrimination against any individual for the purpose of interfering with any right or privilege provided by Title IX or because the individual has made a report or complaint, testified, assisted or participated or refused to participate in any manner in an investigation, proceeding or hearing. Incidents of retaliation should be reported immediately to the Title IX Coordinator and may result in disciplinary action outside of and independent of any sanction or interim measures imposed in response to the original allegation.

Charging an individual with a disciplinary violation for making a materially false statement in bad faith in the course of an investigation does not constitute retaliation.

A determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

FALSE ALLEGATIONS or INFORMATION

It is a violation of this policy to make intentionally or deliberately false allegations, in addition to providing deliberately false, distorted, or misrepresented information in the Title IX process. False allegations may result in disciplinary action outside of and independent of any sanction or interim measures imposed in response to the original allegation.

RIGHTS OF REPORTING PARTY (Complainant) AND RESPONDING PARTY (Respondent)

The rights outlined in this policy apply equitably to parties involved in a campus Title IX process. The responding party (or respondent) is the individual alleged to have violated the Sexual Misconduct Policy. The reporting party (or complainant) is the individual directly impacted by the responding party's alleged violation. When an alleged violation of this policy is reported to the Title IX Coordinator, an initial assessment will be conducted by the Coordinator or a designee to determine jurisdiction, potential threats, emergency removal, timely warnings, and to assess the reporting party's willingness to participate in the process. This typically includes a conversation with the reporting party to gather information and ensure they are aware of support resources and measures and resolution options.

RIGHTS OF THE REPORTING PARTY (Complainant)

- To access campus and local support services, including medical attention
- To have every effort made to provide privacy and confidentiality throughout the process to the extent possible.
- To have every effort made to provide freedom from intimidation or harassment.
- To request a change of academic or living situation, transportation or working situations, while proceedings take place.
- To make up any academic work missed as a result of participation in the Title IX process.
- To request a "no contact" notice with the other individual(s) involved while proceedings take place.
- To remain present during any conduct proceedings where information is being presented.
- To have an advisor of choice present for investigative and disciplinary proceedings and who may participate in cross examination during the hearing process. A party may not directly cross-examine another party. To have an advisor ask questions of the reporting party and any witnesses during the investigative process.
- To be protected against evidence of past sexual history (not involving claims of assault) during the process except to the extent permitted by College conduct process or by law.
- To be informed in writing of the outcome of the hearing.
- To request an appeal of the outcome and to be notified of any changes to the final outcome as a result of the appeal.
- The right to request a reasonable accommodation due to a disability during the complaint, investigative, hearing, or appeal process. Such requests will be reviewed in accordance with College policies and procedures.

RIGHTS of RESPONDING PARTY (Respondent)

- To access campus and local support services, including medical attention
- To have every effort made to provide privacy and confidentiality throughout the process to the extent possible.

- To have every effort made to provide freedom from intimidation or harassment.
- To request a change of academic or living situation, transportation or working situations, while proceedings take place.
- To make up any academic work missed as a result of participation in the Title IX process.
- To request a "no contact" notice with the other individual(s) involved while proceedings take place.
- To remain present during any conduct proceedings where information is being presented.
- To have an advisor of choice present for investigative and disciplinary proceedings and who may participate in cross examination during the hearing process. A party may not directly cross-examine another party.
- To have an advisor ask questions of the reporting party and any witnesses during the investigative process.
- To be protected against evidence of past sexual history (not involving claims of assault) during the process except to the extent permitted by College conduct process or by law.
- To be informed in writing of the outcome of the hearing.
- To request an appeal of the outcome and to be notified of any changes to the final outcome as a result of the appeal.
- The right to request a reasonable accommodation due to a disability during the complaint, investigative, hearing, or appeal process. Such requests will be reviewed in accordance with College policies and procedures.

SUPPORTIVE MEASURES

Supportive measures are designed to restore or preserve equal access to College programs or activities without unreasonably burdening the other party, including measures designed to protect the safety of all parties, the educational and working environment and to deter sexual harassment. Supportive measures are designed to be non-disciplinary, non-punitive individualized services as appropriate and are reasonably available to the reporting party and the responding party whether or not a formal complaint is filed.

The Title IX Coordinator or designee works with the reporting party to arrange appropriate measures to ensure the safety and well-being of the members of the College community and to preserve the safety of College property, to ensure the reporting party's own physical or emotional safety and well-being, to ensure normal operation of the College if the responding party poses a threat of disruption, and to preserve the integrity of the Title IX process. Supportive measures are available with or without filing a formal complaint and can be requested, considered, and implemented at any point.

The Title IX Coordinator will maintain privacy to the degree possible while working with other campus resources to provide these measures. The specific measures that may be implemented will vary based on the circumstances of the situation, but may include:

- Referral to counseling, medical and/or other health services
- Referral to Employee Assistance Program (EAP)
- Safety resources or planning
- Academic support, extensions of deadlines or other related adjustments
- Change in work or class schedule
- Change of supervisor
- Consideration of leave or withdrawal requests
- Timely Warnings
- No Contact limitations or orders

In addition to No Contact notices, interim actions such as holds on transcripts, degrees, or references, and/or suspension from classes, employment or campus facilities, may be applied to the responding party to protect the campus community pending the outcome of an investigation.

Any measures put in place will be regularly re-evaluated to determine the necessity of their continued implementation. Parties may specifically request an interim action be amended or removed at any time by submitting a written request to the Title IX Coordinator, whose decision in the matter will be final.

CONFIDENTIALITY

If the reporting party does not wish to pursue a formal process and/or requests that the complaint remain confidential, the College will attempt to honor this request. In such cases, the College may still take steps to limit the effects of the alleged behavior and prevent its recurrence. The reporting party will be informed, however, that the College's ability to take action may be limited. The reporting party will also be informed that an investigation can be requested in the future but that information may be more difficult to acquire as times passes.

There are circumstances under which the College will not be able to fully honor the request of the reporting party. Factors impacting this decision include past reports or records of similar behavior by the responding party, a determination that there is a perceived threat of harm to the community or any of its members, or legal requirements the College must follow. A reporting party will be informed if a decision is made to proceed with an investigation that may compromise the confidentiality of their identity or go against their preferences for resolution.

CRIMINAL INVESTIGATION

The reporting party may choose to pursue a criminal investigation through local law enforcement before, after, concurrently, or independently of the other resolution options described in this policy. Cedar Crest College Campus Police can be contacted at 610-437-4471 or by dialing "0" from any campus phone to assist in facilitating this process. It should be noted that when a reporting party initiates both the criminal and internal processes, it may impact the timing of College internal processes to allow for concurrent law enforcement activity. The College will typically not wait for the criminal process to fully resolve.

INITIAL ASSESSMENT

Upon receipt of a complaint of sexual misconduct, the Title IX Coordinator or designee will conduct a brief initial assessment to determine:

- jurisdiction,
- health or safety threats
- emergency removal,
- if the behavior meets the definition of sexual harassment, sexual assault, intimate partner violence or stalking,
- if the behavior occurred within the College's programs or activities,
- the reporting party's willingness to participate
- other critical issues

The initial assessment will determine if a formal investigation will be initiated. If the report is determined to fall outside the jurisdiction of this policy, the complaint may be referred to other policies or processes.

In addition, when the College does not have jurisdiction over the responding party, the Title IX Coordinator may be able to assist by connecting the reporting party with additional resolution options that, depending on

the situation, may include either a Title IX process at the responding party's institution (K-12 or college) or human resources process at the responding party's place of employment, if applicable.

When the College has jurisdiction over the responding party, administrative action may be taken directly through the College to resolve the complaint.

FORMAL INVESTIGATION

A formal complaint must be signed by a Complainant or the Title IX Coordinator to start the investigative process. The College will send written notice to both parties (complainant and respondent) upon receipt of a formal complaint. When a formal investigation is initiated, the College aims to resolve investigations in a thorough, equitable and timely manner, typically within a semester, unless good cause exists to extend this timeline. This includes but is not limited to the absence of parties and/or witnesses or accommodations for language assistance, disabilities, or health conditions. Incidents of sexual misconduct are typically investigated by the Title IX office and then forwarded for resolution to either Student Affairs (for responding parties that are students) or Human Resources (for responding parties that are employees). Regardless of which process is used, the rights of the parties outlined in this policy will apply.

Upon initiation of a formal investigation, the Title IX Coordinator will assign an investigator(s) who will contact the reporting party for an interview to initiate the investigation. The Title IX Coordinator will provide written notice to reporting and responding parties to allow for them to prepare for an interview and identify an advisor. Notification of Allegations and Interview will include:

- the identity of the parties involved
- the sections of the policy alleged to have been violated
- the misconduct being alleged and that is considered sexual harassment, discrimination or retaliation
- the date and location of the alleged incident(s),
- the responding party is presumed to be “not responsible” for the alleged conduct until a determination is made according to the appeal/grievance process
- the parties may have an advisor of their choice who may be an attorney
- and a reminder of the expectation of truthfulness in the process
- a summary of the procedures and possible outcomes as outlined in this policy
- the date, time, location and participants of any investigative interview or meeting.

The investigator(s) will meet separately with the reporting and responding parties, as well as any relevant witnesses identified by either party or otherwise determined by the College to have information pertinent to the investigation. As part of the interview process, the reporting and responding parties will have the ability to provide any relevant evidence to the investigators. At the conclusion of each interview, the parties will have an opportunity to inspect and review the evidence obtained during the investigation that is directly related to the allegations and to review their statements for accuracy, as well as to propose questions to be asked of each other and any witnesses.

Following this process, a written report that summarizes the investigation (including summaries of all interviews and relevant evidence collected during the investigation) will be shared with the reporting and responding parties, who will have the opportunity to review and respond in writing (typically ten calendar days) to any perceived factual errors or omissions and to disclose any information that was not previously known or available. The Title IX Coordinator or designee will determine if any additional investigation needs to be done and this process will repeat as necessary.

Should it become clear, at any point during the investigation, that sufficient evidence does not exist to allege a potential violation of policy, the Title IX Coordinator or designee may end the process and inform the parties of the decision. It should be noted that insufficient evidence is not the same as a false claim and can result from a number of factors, including but not limited to the inability to obtain, corroborate, or verify evidence. Additionally, should a good-faith counterclaim (e.g. allegation by the responding party against the reporting party for the same or different behavior) be initiated, the Title IX Coordinator reserves the right to determine how the counterclaim is investigated. This may mean that the counterclaim is investigated after the resolution of the original allegation or concurrently, through the same investigation. Counterclaims not made in good faith may be considered retaliation under this policy.

HEARING PROCESS

Once the investigation is deemed complete, the Title IX Coordinator or designee will forward the investigative report to the appropriate decision-making body (based on status of responding party) in preparation for a “live” hearing (in person or through the use of technology) at least ten (10) days prior to the hearing, unless all parties agree to waive this provision. All parties will be provided with notice of the date, time, location, participants, procedures, possible sanctions and purpose of the hearing, after the conclusion of the investigation, unless such time period would need to be extended due to reasonable cause for delay. At the request of either party, the recipient must provide for the entire live hearing (including cross-examination) to occur with the parties located in separate rooms with technology enabling the parties to see and hear each other.

Hearings will be transcribed or recorded through audio or audiovisual means, and the College will make the transcript or recording available to the parties for inspection and review upon request.

Advisors: At the hearing, each party may have an advisor who presents questions to be asked of the other party and any witnesses relevant as well as follow up questions (cross examination). Such cross-examination at the live hearing must be conducted directly, orally, and in real time by the party’s advisor of choice and never by a party personally. This is the only part of the hearing that an advisor may actively participate. If a party does not have an advisor, the College will provide one, at no cost, to ask question on the party’s behalf. The decision-making body will determine the relevance of questions and if they should be excluded. If a party or witness chooses not to submit to questioning/cross examination, the decision maker may consider statements made by the parties and witnesses during the investigation, or emails or text exchanges between the parties leading up to the alleged sexual misconduct. A decision maker may also consider police reports, Sexual Assault Nurse Examiner (SANE) documents, medical reports or other relevant documents when determining responsibility. Only relevant cross- examination and other questions may be asked of a party or witness. Before a complainant, respondent, or witness answers a cross-examination or other question, the decision-maker must first determine whether the question is relevant and explain to the party’s advisor asking cross-examination questions any decision to exclude a question as not relevant.

Standard of Proof: The “preponderance of evidence” standard, whether the conduct “more likely than not” occurred, will be used in making determinations of responsibility.

Determination: The decision maker will provide a written determination of responsibility to the parties at the same time, including specific information about the rationale supporting the decision(s). The written documentation will include: the section of the policy that was violated, a description of the procedural steps used, finding of fact that support the determination, conclusions, a statement of and rationale for, the determination and disciplinary sanctions imposed and the procedures for appeal.

APPEALS:

Parties may appeal a determination on the following basis:

- a procedural error that impacted the outcome
- new evidence that was not reasonably available at the time of the determination was made that could impact the outcome
- a conflict of interest or bias for or against the reporting or responding party that affected the outcome.

Appeals must be submitted in writing to the Title IX Coordinator within 10 calendar days of the determination, with extensions permitted for reasonable cause. Each party will be provided with written notification of the appeal and will have five calendar days to submit a written statement in support of or challenging the outcome. Student appeals will be reviewed and evaluated by the Dean of Students and employee appeals will be heard by the Chief Financial Officer/Chief Operating Officer. Appeals decision-makers may remand the matter back to investigator or hearing decision maker for reconsideration. A written decision of the outcome of the appeal will be provided to the parties at the same time, with the rationale for the determination.

When violations of other College policies allegedly occurred in conjunction with sexual misconduct violations, the procedures in this policy may be used to address those behaviors as well.

The College's investigation, hearing and resolution process are private proceedings. All persons present at any time during the process are expected to maintain privacy in accordance with this policy. While there is an expectation of privacy around what is disclosed in interviews, written in the investigative report, and decided in the resolution process, the parties do have discretion to share their own experiences with others should they choose to do so.

SANCTIONS and REMEDIES

If a responding party (respondent) has been found responsible for violating this policy, an appropriate set of outcomes will be determined. Sanctions or remedies will only be implemented when the appeals time frame has expired or the process has completed, unless there is ongoing risk or threat to the campus community.

The following factors may be considered when determining outcomes:

- The nature, severity, and circumstances surrounding the violation
- The respondent's disciplinary history
- The need to bring an end to the reported behavior
- The need to prevent the future recurrence of the reported behavior
- The need to remedy the effects of the reported behavior on the reporting party and the college community

For student respondents, guidelines have been created to indicate when violations are likely to result in suspension or expulsion from the College. Students who are not dismissed from the College will receive developmental and/or restrictive sanctions intended to respond to the needs of the parties and the situation. Students who are suspended may also be given additional sanctions that must be completed prior to and/or after their return to the College.

For College employees (faculty and staff), disciplinary action and processes are outlined in the applicable handbook, faculty or staff.

Supportive measures that were implemented earlier in the process may be revised and/or extended at this stage of the process. Based on the outcome, additional measures may be implemented at the discretion of the Title IX Coordinator. Examples of additional remedies or measures are:

- Training and education on issues related to sexual misconduct
- Increased security measures in designated areas
- Updates to policy or procedures

INFORMAL RESOLUTION

In some situations, parties may agree to resolve a report informally rather than through the formal investigation and resolution process described above. Informal resolution may include mediation, restorative practices, or other measures that result in mutually agreed upon outcomes, including but not limited to those items listed as interim measures above. Informal resolution may be pursued at any point in the process prior to a determination of responsibility being made.

Informal resolution is available provided:

- a formal complaint has been filed
- the parties voluntarily agree in writing to participate

In the informal resolution process, each party will be provided with written notice of:

- the reported misconduct/allegations the requirements of the informal resolution process
- the rights of parties to withdraw from the process
- the consequences resulting from participating in the process, including possible sanctions and record retention
- whether the resolution is binding.

Informal resolution may be applicable where the responding party accepts responsibility and sanctions early, withdraws or resigns, or it is determined that a remedies only response is equitable to the parties.

Informal resolution may not be used to resolve allegations where an employee (faculty or staff) sexually harassed a student.

Decisions about the process or which resolutions may be most appropriate will be made in consultation with the Title IX Coordinator.

ENFORCEMENT OF TITLE IX

Any concerns regarding the application of Title IX law should be directed to:

U.S. Department of Education Office for

Civil Rights

100 Penn Square East, Suite 515

Philadelphia, PA 19107-3323

(215) 656-8541

OCR.Philadelphia@ed.gov

Background Checks

Certain categories of individuals will be required to clear a criminal background check prior to participation in College-run or affiliated activities involving minors. Individuals will be notified by the College if a background check is required. Non-College organizations and entities that operate programs or activities on campus involving minors must conduct criminal background checks of their employees, volunteers, and representatives that meet College standards and the requirements of Pennsylvania law. The College may request any additional information it deems necessary to meet the requirements of this Policy.

Consequences of Abuse

The employment , or volunteer status, of any college employee or volunteer who is charged with or convicted of a charge related to abuse of a minor will be terminated, whether the abuse occurred on or off campus. Any employee or volunteer against whom a credible allegation of child abuse has been made as determined by a preponderance of the evidence, on or off campus, is subject to College discipline up to and including termination. Any Cedar Crest student who is charged with or convicted of a charge related to abuse of a minor will be expelled from the College, whether the abuse occurred on or off campus. Any Cedar Crest student against whom a credible accusation has been made as determined by a preponderance of the evidence, on or off campus, is subject to discipline up to and including expulsion.

Reference Documents

[PA Child Protective Services Law](#) (CPSL)

CEDAR CREST COLLEGE'S ANNUAL DISCLOSURE OF CRIME

Cedar Crest College prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This report is prepared in cooperation with the local law enforcement agencies surrounding our main campus, Residence Life and the Dean of Student Affairs. Campus crime, arrest and referral statistics include those reported to the Campus Police, designated campus officials and local law enforcement agencies. These statistics may also include crimes that have occurred on public property adjacent to our campus.

UCR CRIME STATISTICS

	2022			2021			2020		
	FTE STUDENTS		1125	FTE STUDENTS		1216	FTE STUDENTS		1219
	FTE EMPLOYEES		204	FTE EMPLOYEES		265	FTE EMPLOYEES		261
TOTALS		1329	TOTALS		1481	TOTALS		1480	
	RATE PER FTE	RATE PR 100,000 FTE		RATE PER FTE	RATE PR 100,000 FTE		RATE PER FTE	RATE PR 100,000 FTE	
NO.*			NO.*			NO.*			
	STUDENT/EMPLOYEE	STUDENT/EMPLOYEE		STUDENT/EMPLOYEE	STUDENT/EMPLOYEE		STUDENT/EMPLOYEE	STUDENT/EMPLOYEE	
PART I OFFENSES									
Criminal Homicide	0	.0000	0	0	.0000	0	0	.0000	0
Forcible Rape	0	.0000	0	0	.0000	0	0	.0000	0
Robbery	0	.0000	0	0	.0000	0	0	.0000	0
Assault	0	.0000	0	0	.0000	0	0	.0000	0
Burglary	0	.0000	0	0	.0000	0	0	.0000	0
LaUcen±TheftW	5	.0038	376	7	.0047	473	0	.0000	0
Motor Vehicle Theft	0	.0000	0	0	.0000	0	0	.0000	0
Arson	0	.0000	0	0	.0000	0	0	.0000	0
TOTAL PART I	5	.0038	376	7	.0047	473	0	.0000	0
PART II OFFENSES									
Forgery & Counterfeit	0	.0000	0	0	.0000	0	0	.0000	0
Embezzlement	0	.0000	0	0	.0000	0	0	.0000	0
Vandalism	1	.0007	75	1	.0007	68	0	.0000	0
Weapons, Carrying, Possession, Etc.	0	.0000	0	0	.0000	0	0	.0000	0
Sex Offenses	1	.0007	75	1	.0007	68	0	.0000	0
Drug Abuse Violation	4	.0030	301	1	.0007	68	9	.0061	608
Liquor Laws	0	.0000	0	1	.0007	68	3	.0020	203
Drunkness	0	.0000	0	0	.0000	0	0	.0000	0
Disorderly Conduct	0	.0000	0	1	.0007	68	0	.0000	0
Driving Under the Influence	0	.0000	0	0	.0000	0	0	.0000	0
All Other Offenses (except traffic)	0	.0000	0	0	.0000	0	0	.0000	0
TOTAL PART II	6	.0042	451	5	.0035	340	12	.0081	811

* Number of Actual Offenses reported to Campus Police.

Criminal Offenses – On Campus	2020	2021	2022
a. Murder/Non-negligent manslaughter	0	0	0
b. Manslaughter by Negligence	0	0	0
c. Rape	0	1	1
d. Fondling	0	0	1
e. Incest	0	0	0
f. Statutory rape	0	0	0
g. Robbery	0	0	0
h. Aggravated assault	0	0	0
i. Burglary	0	0	0
j. Motor vehicle theft	0	0	0
k. Arson	0	0	0

Criminal Offenses – On Campus Student Housing Facilities	2020	2021	2022
a. Murder/Non-negligent manslaughter	0	0	0
b. Manslaughter by Negligence	0	0	0
c. Rape	0	1	1
d. Fondling	0	0	1
e. Incest	0	0	0
f. Statutory rape	0	0	0
g. Robbery	0	0	0
h. Aggravated assault	0	0	0
i. Burglary	0	0	0
j. Motor vehicle theft	0	0	0
k. Arson	0	0	0

Criminal Offenses – Public Property	2020	2021	2022
a. Murder/Non-negligent manslaughter	0	0	0
b. Manslaughter by Negligence	0	0	0
c. Rape	0	0	0
d. Fondling	0	0	0
e. Incest	0	0	0
f. Statutory rape	0	0	0
g. Robbery	0	0	0
h. Aggravated assault	0	1	0
i. Burglary	0	0	0
j. Motor vehicle theft	0	1	0
k. Arson	0	0	0

Hate Crimes – On Campus	2022 Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
b. Rape	0	0	0	0	0	0	0	0	0
c. Fondling	0	0	0	0	0	0	0	0	0
d. Incest	0	0	0	0	0	0	0	0	0
e. Statutory rape	0	0	0	0	0	0	0	0	0
f. Robbery	0	0	0	0	0	0	0	0	0

g. Aggravated assault	0	0	0	0	0	0	0	0	0
h. Burglary	0	0	0	0	0	0	0	0	0
i. Motor vehicle theft	0	0	0	0	0	0	0	0	0
j. Arson	0	0	0	0	0	0	0	0	0
k. Simple assault	0	0	0	0	0	0	0	0	0
l. Larceny-theft	0	0	0	0	0	0	0	0	0
m. Intimidation	0	0	0	0	0	0	0	0	0
n. Destruction/damage/ vandalism of property	0	0	0	0	0	0	0	0	0

Hate Crimes – On Campus	2021 Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
b. Rape	0	0	0	0	0	0	0	0	0
c. Fondling	0	0	0	0	0	0	0	0	0
d. Incest	0	0	0	0	0	0	0	0	0
e. Statutory rape	0	0	0	0	0	0	0	0	0
f. Robbery	0	0	0	0	0	0	0	0	0
g. Aggravated assault	0	0	0	0	0	0	0	0	0
h. Burglary	0	0	0	0	0	0	0	0	0
i. Motor vehicle theft	0	0	0	0	0	0	0	0	0
j. Arson	0	0	0	0	0	0	0	0	0
k. Simple assault	0	0	0	0	0	0	0	0	0
l. Larceny-theft	0	0	0	0	0	0	0	0	0
m. Intimidation	0	0	0	0	0	0	0	0	0
n. Destruction/damage/ vandalism of property	0	0	0	0	0	0	0	0	0

Hate Crimes – On Campus	2020 Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
b. Rape	0	0	0	0	0	0	0	0	0
c. Fondling	0	0	0	0	0	0	0	0	0
d. Incest	0	0	0	0	0	0	0	0	0
e. Statutory rape	0	0	0	0	0	0	0	0	0
f. Robbery	0	0	0	0	0	0	0	0	0
g. Aggravated assault	0	0	0	0	0	0	0	0	0
h. Burglary	0	0	0	0	0	0	0	0	0
i. Motor vehicle theft	0	0	0	0	0	0	0	0	0
j. Arson	0	0	0	0	0	0	0	0	0
k. Simple assault	0	0	0	0	0	0	0	0	0
l. Larceny-theft	0	0	0	0	0	0	0	0	0
m. Intimidation	0	0	0	0	0	0	0	0	0
n. Destruction/damage/ vandalism of property	0	0	0	0	0	0	0	0	0

Hate Crimes – On Campus Student Housing Facilities

	2021 Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. Murder/Non-negligent manslaughter									
b. Rape									
c. Fondling	0	0	0	0	0	0	0	0	0
d. Incest	0	0	0	0	0	0	0	0	0
e. Statutory rape	0	0	0	0	0	0	0	0	0
f. Robbery	0	0	0	0	0	0	0	0	0
g. Aggravated assault	0	0	0	0	0	0	0	0	0
h. Burglary	0	0	0	0	0	0	0	0	0
i. Motor vehicle theft	0	0	0	0	0	0	0	0	0
j. Arson	0	0	0	0	0	0	0	0	0
k. Simple assault	0	0	0	0	0	0	0	0	0
l. Larceny-theft	0	0	0	0	0	0	0	0	0
m. Intimidation	0	0	0	0	0	0	0	0	0
n. Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0

Hate Crimes – On Campus Student Housing Facilities

a. Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
b. Rape	0	0	0	0	0	0	0	0	0
c. Fondling	0	0	0	0	0	0	0	0	0
d. Incest	0	0	0	0	0	0	0	0	0
e. Statutory rape	0	0	0	0	0	0	0	0	0
f. Robbery	0	0	0	0	0	0	0	0	0
g. Aggravated assault	0	0	0	0	0	0	0	0	0
h. Burglary	0	0	0	0	0	0	0	0	0
i. Motor vehicle theft	0	0	0	0	0	0	0	0	0
j. Arson	0	0	0	0	0	0	0	0	0
k. Simple assault	0	0	0	0	0	0	0	0	0
l. Larceny-theft	0	0	0	0	0	0	0	0	0
m. Intimidation	0	0	0	0	0	0	0	0	0
n. Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0

Hate Crimes – On Campus Student Housing Facilities

2020 Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
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a. Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
b. Rape	0	0	0	0	0	0	0	0	0
c. Fondling	0	0	0	0	0	0	0	0	0
d. Incest	0	0	0	0	0	0	0	0	0
e. Statutory rape	0	0	0	0	0	0	0	0	0
f. Robbery	0	0	0	0	0	0	0	0	0
g. Aggravated assault	0	0	0	0	0	0	0	0	0
h. Burglary	0	0	0	0	0	0	0	0	0
i. Motor vehicle theft	0	0	0	0	0	0	0	0	0
j. Arson	0	0	0	0	0	0	0	0	0
k. Simple assault	0	0	0	0	0	0	0	0	0
l. Larceny-theft	0	0	0	0	0	0	0	0	0
m. Intimidation	0	0	0	0	0	0	0	0	0
n. Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0
Hate Crimes – Public Property	2022 Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
b. Rape	0	0	0	0	0	0	0	0	0
c. Fondling	0	0	0	0	0	0	0	0	0
d. Incest	0	0	0	0	0	0	0	0	0
e. Statutory rape	0	0	0	0	0	0	0	0	0
f. Robbery	0	0	0	0	0	0	0	0	0
g. Aggravated assault	0	0	0	0	0	0	0	0	0
h. Burglary	0	0	0	0	0	0	0	0	0
i. Motor vehicle theft	0	0	0	0	0	0	0	0	0
j. Arson	0	0	0	0	0	0	0	0	0
k. Simple assault	0	0	0	0	0	0	0	0	0
l. Larceny-theft	0	0	0	0	0	0	0	0	0
m. Intimidation	0	0	0	0	0	0	0	0	0
n. Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0
Hate Crimes – Public Property	2021 Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
Naa. Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
b. Rape	0	0	0	0	0	0	0	0	0
c. Fondling	0	0	0	0	0	0	0	0	0
d. Incest	0	0	0	0	0	0	0	0	0
e. Statutory rape	0	0	0	0	0	0	0	0	0
f. Robbery	0	0	0	0	0	0	0	0	0
g. Aggravated assault	0	0	0	0	0	0	0	0	0
h. Burglary	0	0	0	0	0	0	0	0	0
i. Motor vehicle theft	0	0	0	0	0	0	0	0	0
j. Arson	0	0	0	0	0	0	0	0	0
k. Simple assault	0	0	0	0	0	0	0	0	0
l. Larceny-theft	0	0	0	0	0	0	0	0	0
m. Intimidation	0	0	0	0	0	0	0	0	0
n. Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0

Hate Crimes – Public Property

	2020 Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
b. Rape	0	0	0	0	0	0	0	0	0
c. Fondling	0	0	0	0	0	0	0	0	0
d. Incest	0	0	0	0	0	0	0	0	0
e. Statutory rape	0	0	0	0	0	0	0	0	0
f. Robbery	0	0	0	0	0	0	0	0	0
g. Aggravated assault	0	0	0	0	0	0	0	0	0
h. Burglary	0	0	0	0	0	0	0	0	0
i. Motor vehicle theft	0	0	0	0	0	0	0	0	0
j. Arson	0	0	0	0	0	0	0	0	0
k. Simple assault	0	0	0	0	0	0	0	0	0
l. Larceny-theft	0	0	0	0	0	0	0	0	0
m. Intimidation	0	0	0	0	0	0	0	0	0
n. Destruction/damage/	0	0	0	0	0	0	0	0	0

vandalism of property

VAWA Offenses – On Campus

	2020	2021	2022
a. Domestic violence	0	0	0
b. Dating violence	0	1	1
c. Stalking	0	1	0

VAWA Offenses – On Campus Student Housing Facilities

	2020	2021	2022
a. Domestic violence	0	0	0
b. Dating violence	0	1	1
c. Stalking	0	0	0

VAWA Offenses – Public Property

	2020	2021	2022
a. Domestic violence	0	0	0
b. Dating violence	0	0	0
c. Stalking	0	0	0

Arrests – On Campus

	2020	2021	2022
a. Weapons: Carrying, possessing, etc	0	0	0
b. Drug abuse violations	1	0	0
c. Liquor law violations	0	0	0

Arrests – On Campus Student Housing Facilities

	2020	2021	2022
a. Weapons: Carrying, possessing, etc	0	0	0
b. Drug abuse violations	1	0	0
c. Liquor law violations	0	0	0

Arrests – Public Property

	2020	2021	2022
a. Weapons: Carrying, possessing, etc	0	0	0
b. Drug abuse violations	0	0	0

c. Liquor law violations	0	0	0
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Disciplinary Actions – On Campus **2020** **2021** **2022**

a. Weapons: Carrying, possessing, etc	1	0	0
b. Drug abuse violations	7	0	2
c. Liquor law violations	3	2	2

Disciplinary Actions – On Campus Student Housing Facilities **2020** **2021** **2022**

a. Weapons: Carrying, possessing, etc	1	0	0
b. Drug abuse violations	7	0	2
c. Liquor law violations	3	2	2

Disciplinary Actions – Public Property **2020** **2021** **2022**

a. Weapons, Carrying, possessing, etc	0	0	0
b. Drug abuse violations	0	2	0
c. Liquor law violations	0	0	0

Unfounded Crimes **2020** **2021** **2022**

a. Total unfounded crimes	0	0	0
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**CEDAR CREST COLLEGE
100 COLLEGE DRIVE
ALLENTOWN, PA. 18104-6196
PHONE: (610) 437- 4471 Opt: 0
FAX: (610) 606 – 4649**

ANNUAL FIRE SAFETY REPORT

For Residence Halls owned and operated by Cedar Crest College, the following fire safety policies and procedures are in place.

Students and Staff are trained on the evacuation of the Residence Halls and evacuation routes are posted on each building's bulletin boards along with other fire safety information. Fire Safety is addressed at the beginning of each year for both first year students and staff. The Allentown Fire Department conducts a fire safety training session with Residence Hall Staff prior to the beginning of each school year. Drills are conducted twice per semester and all students must evacuate the building when a fire alarm sounds. Drills are documented and problems are addressed. During a fire or a drill, the Residence Hall Staff assists with accountability of residents of the Residence Hall and a written procedure is in place. Fire Safety Policies have been established and are outlined in the Student Handbook.

Burning or burnt candles or incense, toaster ovens, potpourri crocks, halogen lamps, unapproved electric heaters, space heaters, hot plates and electric blankets are fire hazards and may not be used in the Residence Halls. Smoking is prohibited in all campus buildings. Over-door hangers may not be attached to doors, nor may hangers be placed over closet edges or hung from picture moldings. Tapestries and other articles may not be hung on light fixtures. Policy prohibits any Items being cooked in the residence hall kitchens being left unattended. Decorative lights may not be hung in the Residence Halls. To comply with the City of Allentown fire ordinances, students may only decorate the upper ½ of their room doors (50% of the door above the doorknob) and no items are to be posted on the door frames or on the wall around the doors. Tapestries and lights are strictly prohibited on door, door frames and walls. The college reserves the right to remove any decorations that do not comply with the City of Allentown fire ordinances or college regulations. Any violation of college regulations may result in a fine up to \$300 and/or other sanctions as warranted.

Minimum sanctions for fire hazard violations are as follows:

First offense = \$100 fine and Residence Hall probation.

Second offense = \$200 fine and Residence Hall probation.

Third offense = \$300 fine and residence hall eviction

Note: additional sanctions ranging from warnings to expulsion may apply.

Inspection, testing, and maintenance programs for fire sprinkler, fire/smoke detection, and fire alarm systems are performed on an annual basis. Training and competency of State Certified personnel responsible for the routine inspection, testing and maintenance of fire sprinkler, fire/smoke detectors and alarm systems is handled by the certified contractors hired to perform these inspections. The Residence Halls are also inspected annually by the City of Allentown Fire Inspector.

Newly constructed residential facilities as well as those that undergo reconstruction, as defined by the building code of Pennsylvania, must have sprinkler systems and complete fire and smoke detection and alarm systems. There are no sprinklers in the current Residence Halls. All existing Cedar Crest College Residence Halls have fully integrated fire and smoke detection and alarm systems, including pull stations, alarm panels (connected to Safety and Security), hoses and both heat and smoke detectors. Residence Hall capacities are as follow:

Butz Hall - 182 beds
 Curtis Hall - 66 beds
 Moore Hall - 157 beds
 Steinbright Hall - 149 beds

When a Residence Hall integrated fire and smoke detection system is activated, alarms are sounded in the building, and the Campus Police Office. The alarm is not sent directly to the Allentown Fire department and in the event of an actual fire, Campus Police will notify the Allentown Fire Department. If the alarm is not activated by an actual fire, the Campus Police officers will determine the nature of the alarm and will notify the switchboard operator, who will then clear the alarm without initiating a response from the Allentown Fire Department. In the event of an actual fire, the Allentown Fire department will be notified to respond to the call.

The campus will voluntarily submit campus fire reports to the City of Allentown. Statistics concerning the following Residence Hall fire incidents are maintained by Cedar Crest College Campus Police.

Fires – On Campus Student Housing Facilities Summaries	2022			2021			2020		
	Fires	Injuries	Deaths	Fires	Injuries	Deaths	Fires	Injuries	Deaths
Moore Hall	0	0	0	0	0	0	0	0	0
Curtis Hall	0	0	0	0	0	0	0	0	0
Butz Hall	1	0	0	0	0	0	0	0	0
Steinbright Hall	0	0	0	0	0	0	0	0	0
Total	1	0	0	0	0	0	0	0	0

On-campus Student Housing Facility	Category of Fire	Cause of Fire	Fire-related Injuries	Fire-related Deaths	Property damage
Butz Hall	Unintentional	Over heated Item in Trash Can	0	0	\$0-\$99

INFORMATION ON “THE FOUR POINTS by SHERATON” HOTEL (A NON-CAMPUS PROPERTY):

Because Cedar Crest College has contracted with The Four Points by Sheraton Hotel for COVID 19 living/quarantine space, the hotel is, by the Department of Education’s definition, classified as a “Non-Campus” location. As such, we are required to obtain information on and report all Clery crime that meet the Department of Education’s guidelines for non-campus buildings and/or property. These statistics can be found in our Annual Campus Crime Report under the headings of: Criminal Offenses-Noncampus, Hate Crimes-Noncampus, Arrests-Noncampus and Disciplinary Actions-Noncampus.

For purposes of the 2022 reporting period, there were no reported incidents on the dates where Cedar Crest students occupied the Four Points by Sheraton Hotel.

To Report EMERGENCIES at THE FOUR POINTS by SHERATON: Please call 911 immediately, the local police will respond...

The local Police Department for this location is:

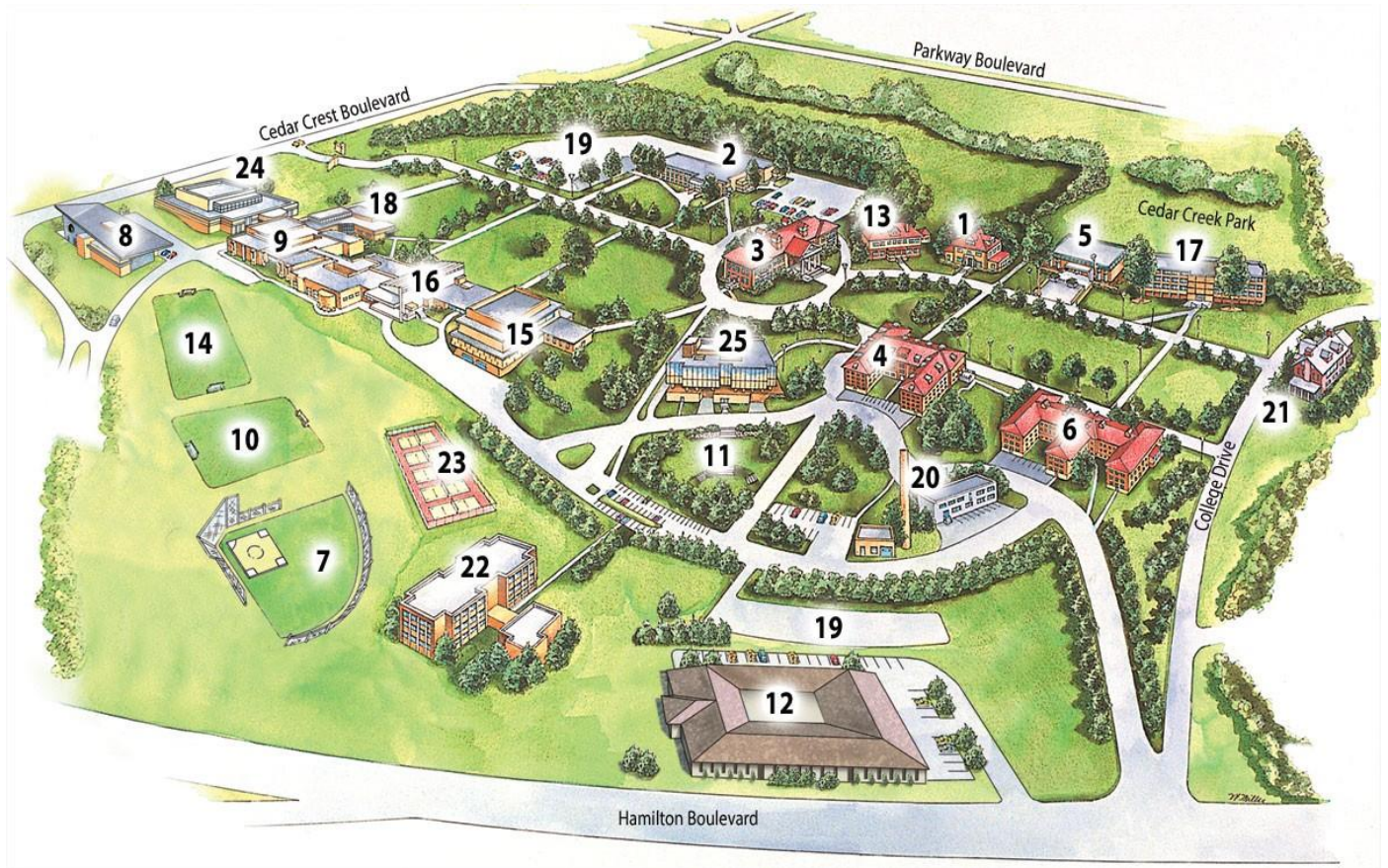
The South Whitehall Township Police Department
4444 Walbert Avenue
Allentown, Pa. 18104-1666
610-398-0337

The address for the Four Points by Sheraton is:

3712 Hamilton Boulevard
Allentown, Pa. 18103
Phone: 610-437-9100

Parking for students utilizing the hotel is available on site

CAMPUS MAP



- | | |
|-------------------------------------------------------------------|------------------------------------------------------|
| 1 Allen House | 15 Lees Hall |
| 2 Alumnae Hall | 16 Miller Family Building |
| 3 Blaney Hall | 17 Moore Hall |
| 4 Butz Hall | 18 Oberkotter Center for Health and Wellness |
| 5 Cressman Library | 19 Parking Lot |
| 6 Curtis Hall and Sigal Center for Business and Technology | 20 Facilities/Security |
| 7 Cynthia L. Blaschak Softball Field | 21 President's Residence |
| 8 Da Vinci Discovery Center of Science and Technology | 22 Steinbright Hall |
| 9 Dorothy Rider Pool Science Center | 23 Tennis Courts |
| 10 Field Hockey Field | 24 The Rodale Aquatic Center for Civic Health |
| 11 Greek Theater | 25 Tompkins College Center |
| 12 Hamilton Boulevard Building | |
| 13 Hartzel Hall | |
| 14 Lacrosse/Soccer Field | |