

Campus Safety and Security/Fire Statistics 2023

UNIVERSITY POLICE



SHIPPENSBURG
UNIVERSITY

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On-Campus Emergencies (SU Police Department) Department of Public Safety, Reed Operations Center	(717) 477-1444 or ext. 1444
On-campus Emergencies (Fire, Medical)	DIAL 911
Off-campus Emergencies (Police, Fire, Medical)	DIAL 911
Shippensburg Borough Police Department 60 W. Burd St., Shippensburg, PA 17257	(717) 532-7361
Pennsylvania State Police Carlisle Barracks, 1538 Commerce Ave., Carlisle, PA 17013	(717) 249-2121

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SAFETY AND SECURITY

Shippensburg University of Pennsylvania is a member of Pennsylvania’s State System of Higher Education. Our top priority is the safety and welfare of everyone in the campus community. No community is entirely isolated from crime, and Shippensburg University is no exception. We have developed policies and implemented procedures to increase awareness and provide precautionary measures for all persons on campus.

The information contained within this publication is designed to provide an overview of the Department of Public Safety as well as provide information on campus safety and security measures that have been implemented at Shippensburg University.

ANNUAL CAMPUS CRIME REPORT

This report is prepared by the Department of Public Safety, which includes the University Police Department and the University Safety Department. It is in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, Title IX and the Violence Against Women Act. It is produced in cooperation with local law enforcement agencies, the Division of Student Affairs, Student Conduct and Community Standards, the Office of Housing and Residence Life, the Health Center, the Office of Communications and Marketing, the Pride and Gender Equity (PAGE) Center, and the Office of Inclusion, Belonging, and Social Equity.

In addition to off-campus agencies, the Pennsylvania College and University Security Requirements (Chapter 33), the Crime Awareness and Campus Security Act of 1990, and the Accuracy in Campus Crime Reporting Act of 1997 were also resourced.

CAMPUS SAFETY APPLICATIONS

SU-Alert is used to quickly alert you in the event of a crisis or emergency that poses an immediate and life-threatening danger to campus. Everyone is strongly encouraged to use this system to receive important alerts. Sign up at ship.edu/alert.



WHO IS RESPONSIBLE FOR CAMPUS SECURITY?

The Department of Public Safety is responsible for providing security and police services on our campus. The University Police Department, is comprised of full-time police officers who have received their training and certification under Act 120 (the Municipal Police Officers' Education and Training Commission). University police officers also are required to attend annual update training under PA Act 180.

All full-time employees of the Department of Public Safety, in addition to any mandated or specialty training, also receive annual in-service training that includes CPR and first aid training.

The Department of Public Safety encourages all campus faculty, staff, students and guests to act responsibly and to report criminal activity in a timely manner to ensure a safe campus environment for everyone.

WHAT IS THE ENFORCEMENT AUTHORITY OF PUBLIC SAFETY PERSONNEL?

University police officers have full authority to enforce all state and federal laws, as well as any applicable university policies. The University Police Department is the police department of jurisdiction on the Shippensburg University campus. University police authority includes the power of arrest on campus property. University police officers also may initiate campus judicial board proceedings for violations of the Student Code of Conduct, as a sole process for resolution or in addition to criminal charges.

WHAT IS THE SU POLICY ON REPORTING CRIMINAL INCIDENTS TO STATE AND LOCAL POLICE?

The University Police Department investigates all incidents involving criminal activity that it receives. The department also may coordinate investigations with outside agencies as needed. The university does not have written agreements with other agencies; however, Pennsylvania Act 48 allows university police officers to act outside the campus limits and with other agencies under specific conditions. All university crime statistics are reported monthly to the Pennsylvania State Police for use in the Uniform Crime Report and arrest information for offenses as required by state criminal history record retention laws.

WHAT IS THE SU POLICY ON ENCOURAGING THE REPORTING OF CRIME?

Shippensburg University and the University Police Department strongly encourage faculty, staff, students, and guests to report any illegal or suspicious activity in a timely manner to the University Police Department. Reporting is especially encouraged when the victim of a crime elects or is unable to make such a report. Those incidents reported to pastoral and professional counselors are not included in campus crime statistics. Reports of criminal activity that are brought to the attention of the dean of students, Housing and Residence Life, any student organization or activity advisor, athletic coaches, intramural sport advisors, and medical health professionals are required to be reported, and they should be brought to the attention of the University Police Department either by the victims or by the person receiving the report as soon as possible after the report is received. Forms have been provided to those on campus identified as campus security authorities for these reports. Those who report criminal incidents to pastoral or professional counselors are encouraged to voluntarily report the incident to the University Police Department on a confidential basis. If off campus, individuals are encouraged to report crimes to the local police in a timely manner.

Providing safety and security are the primary responsibilities of the Department of Public Safety, and our goal is to serve and protect the university community. This, however, is a goal we cannot achieve alone. We need the cooperation of everyone in the community. As members of the university community, we all have a moral responsibility and a personal interest in the maintenance of a safe environment on campus for all to enjoy. Taking responsibility and reporting crime and suspicious activities in a timely manner will be beneficial to you, the university and the entire community.

WHAT ARE THE PROCEDURES FOR STUDENTS AND OTHERS TO REPORT CRIMINAL ACTIVITY OR OTHER EMERGENCIES OCCURRING ON CAMPUS, AND HOW DOES THE UNIVERSITY RESPOND?

The campus community can report criminal activity on campus by calling the University Police Department at (717) 477-1444 (campus extension 1444), in person at the University Police Department station located in the Reed Operations Center, or by using one of the provided emergency phones on campus. Emergency phones are located throughout campus and connect directly to the University Police Department station when activated. (See map on page

28 for locations.) Anyone on campus needing assistance in a medical or fire emergency should dial 911.

Even if victims of crime do not wish to pursue criminal or judicial charges, they are still encouraged to file a confidential report with the Division of Student Affairs or with the University Police Department. This allows for information about the incident to be documented and analyzed while protecting the identity of the reporting person. Having the university community file reports for all incidents that occur on campus allows the university to accurately report the number of criminal incidents and determine whether crime patterns are present to protect the campus community from future criminal acts. **The University Police Department maintains both crime and fire logs, which are available for public inspection 24-7. These logs are located in the police dispatch area.**

The University Police Department maintains a 24-hour dispatch center, which is staffed by a police officer, to answer all calls for assistance. Upon receiving a request for assistance, an officer, along with any other appropriate personnel, will be dispatched immediately to the location. In cases involving criminal activity, university police officers will respond and conduct an investigation. Information regarding all citations or arrests made by university police for criminal violations on campus is forwarded to the Office of Student Conduct and Community Standards. Arrests of university students by municipal or state police agencies that are brought to the attention of the University Police Department also are forwarded to Student Conduct and Community Standards. All students are held accountable for their behavior both on and off campus property.

HOW AND WHEN DOES SU NOTIFY THE CAMPUS COMMUNITY OF EMERGENCY RESPONSE AND EVACUATION PROCEDURES?

Shippensburg University's emergency preparedness plan includes information about university operating status parameters; incident priorities and performance expectations; shelter in place and evacuation guidelines; and local contingency and continuity planning requirements. Individual university departments are responsible for developing contingency plans and continuity of operations plans for their respective staffs and areas of responsibility. Members of the Department of Public Safety assist departments in creating their plans. The university annually conducts various emergency response exercises, such as tabletop exercises and field exercises, and the emergency notification systems are tested on a regular basis. These tests are designed to assess and evaluate the emergency plans and capabilities of the institution.

University police officers and supervisors have received

training in incident command and responding to critical incidents on campus. When an incident occurs that causes an immediate threat to the campus, the first responders to the scene are usually university police. Once they respond, they typically work with members of the Shippensburg Borough police and fire departments and the Pennsylvania State Police to manage the incident. Other local, state, or federal agencies also may be involved in responding depending on the nature of the incident.

General information about the emergency response and evacuation procedures for SU are publicized each year as part of the institution's Clery Act compliance efforts.

All members of the university community are notified on an annual basis that they are required to notify the Department of Public Safety of any situation or incident on campus that poses a significant emergency or danger that may involve an immediate or ongoing threat to the health and safety of the campus. The Department of Public Safety is responsible for responding to and summoning the necessary resources to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation. In addition, the Department of Public Safety will respond to such incidents to determine if the situation does pose a threat to the community. If it is determined that there is a threat, the appropriate university officials will immediately notify the campus community or the appropriate segments of the community that may be affected by the situation.

HOW AND WHEN DOES SU INFORM THE CAMPUS ABOUT AN IMMEDIATE THREAT, AND WHAT IS THE SU POLICY ON NOTIFYING THE CAMPUS COMMUNITY OF AN EMERGENCY?

The Shippensburg University Crisis Communications Plan and the Emergency Notification Systems Protocols cover official mass communication methods to ensure effective and efficient communication and provide accurate and timely emergency notifications and information to the campus community for situations that are considered a danger or an emergency.

When the Department of Public Safety confirms that an emergency or dangerous situation poses an immediate threat to the health or safety to some or all members of the campus community, the Director of Public Safety will determine the content of the message and will use some or all of the systems described below to communicate to the campus community, or to the appropriate segment of the community if the threat is limited to a particular building or segment of the population.

A member of the Department of Public Safety will inform the Office of University Communications and Marketing of any dangerous or emergency situation of which it is aware that may present an ongoing or continuing threat for

additional communications to the campus community. This notification includes any incident that poses an immediate threat to the campus community that is reported to the university, whether the incident occurred on campus or at a nearby off-campus location. In these situations, an “SU-Alert” will be issued to all university members through multiple communication methods. The Director of Public Safety will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the judgment of the first responders (including but not limited to the Department of Public Safety, Shippensburg Borough Police Department, Pennsylvania State Police, and/or Shippensburg fire and emergency medical services), compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

The university relies on a series of varied communication methods to provide information during an emergency or dangerous situation. These communication methods include, but are not limited to, emergency text messaging system, e-mail, indoor public address systems, emergency broadcast system (EBS) on campus radio/TV stations, computer screen pop-up system, and SU-Alert app and social media, and ship.edu. Use of the text alert system is the first method used in all life-threatening situations, and the information is sent to all registered users (register at ship.edu/alert). Other information, such as a description of the event(s), a description of suspects and related pertinent crime prevention information also may be provided. The name of any victim(s) will be omitted from any emergency or timely warnings that are issued.

Initial emergency communications will be sent immediately and will convey only the most critical information. Details will be carried on the university’s homepage, which will be updated as circumstances dictate.

Shippensburg University’s Crisis Communications Plan is part of the university’s overall planning in response to various possible emergencies. While each crisis is different, this plan provides guidelines for the various methods the university will use to communicate with our constituencies, which include but are not limited to students, faculty, staff associates, administrators, parents, alumni, and external stakeholders. In the event of a serious incident that poses an immediate threat to members of the SU community, the university has various systems in place to communicate information quickly. The main objective of the plan is to provide information quickly and effectively to appropriate audiences. The plan is reviewed periodically to ensure that it meets the needs of the campus community and is current with changing technologies.

The university will issue an “all clear” message to convey the university’s return to normal operations to all faculty, staff, and students via university assigned e-mail accounts, the university’s website, and text message to “SU-Alert” subscribers.

WHAT SECURITY CONSIDERATIONS DOES SU USE IN THE MAINTENANCE OF CAMPUS FACILITIES?

University facilities and lighting on campus are maintained to minimize hazardous conditions. Malfunctioning lights and other unsafe conditions are reported through work orders filed with the work management department for repair or correction. Plant growth is also monitored. Any growth considered a security hazard is reported to the grounds maintenance department for action. In addition, the University Police Department conducts periodic checks of the surveillance system, and also conducts monthly testing of all emergency telephones on campus. If any issues are discovered with the cameras or emergency telephones, the appropriate individuals are contacted to have the items repaired or replaced. The Work Management Department can be contacted at (717) 477-1454.

WHAT IS THE SU POLICY REGARDING POSSESSION, USE OR SALE OF ALCOHOL AND ILLEGAL DRUGS?

The university complies with federal, state, and local laws, including those that regulate the possession, use, and sale of alcoholic beverages and other controlled substances. Shippensburg University students who use, sell, exchange, consume, or possess alcoholic beverages, illegal drugs or drug paraphernalia on university property or at university functions will be dealt with in accordance with state, federal, and local laws as well as the university’s Student Code of Conduct. As Shippensburg University is a dry campus, even students who are 21 years of age or more are not permitted to possess or consume alcohol on campus property.

Non-students who violate the university’s policies and whose actions are not in compliance with the orderly operation of the university will be prosecuted in accordance with state, federal, and local laws. Non-students involved in on-campus violations of these policies may be banned from university property.

PA Act 31 concerns underage drinking, including misrepresentation of age to secure liquor, purchase, consumption, possession or transportation of intoxicating beverages, carrying a false identification card and using same to obtain or attempt to obtain alcoholic beverages, and providing alcohol to minors.

WHAT IS THE SU POLICY ON POSSESSION AND USE OF WEAPONS BY SECURITY PERSONNEL OR OTHERS?

The possession or carrying of any deadly or offensive weapon by any person is prohibited in university academic buildings, administrative buildings, student residence buildings, dining facilities, student union building, and student recreation building or while attending a sporting, entertainment, or educational event on the university’s property or sponsored by the university. Entry upon university property in violation of this prohibition is expressly forbidden and will result in the individual being directed to remove the weapon immediately from university property. Failure to comply with such directive may result in further disciplinary action for students or employees.

University police officers are authorized to carry firearms and are certified in their use twice a year. University police officers also carry pepper spray, expandable batons, and TASERS, which must be used in accordance with all federal and state laws and university policies.

WHAT IS THE SU POLICY ON STUDENTS OR EMPLOYEES WITH CRIMINAL RECORDS?

Before an offer of employment is extended, the accuracy of the information given to the university by the candidate regarding previous employment, educational attainment, and other information, including any criminal history is verified. Criminal history verification will be conducted by the Provost’s Office for faculty and the Human Resources Office for all other positions, and a copy will be provided to the candidate, allowing them the opportunity to verify and respond to the findings. The university keeps this information in the strictest confidence. A candidate’s arrest record will not be considered when making employment decisions; however, criminal convictions will be considered.

Criminal conviction does not necessarily preclude employment with the university. When evaluating this information, the following will be considered: the nature and gravity of the offense, the amount of time that has passed since the conviction and/or completion of the sentence, evidence of rehabilitation, and the nature of the job in question. State System Board of Governors policy and Commonwealth of Pennsylvania law pertaining to the protection of minors on campus requires criminal background checks at the state and federal level, including fingerprinting. If the university administration discovers that a current employee has been convicted of a criminal offense, the university reserves the right to review the conviction in relationship to the employee’s current position and, if warranted, take action to either reassign or dismiss the employee.

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

Additionally, some criminal and non-criminal conduct may render you ineligible for professional licensure, and/or prohibit you from becoming employed in certain professional fields. If you have any questions, you should contact the admissions office at admissions@ship.edu and/or phone (717) 477-1231. Students who are convicted of a criminal offense after admission are subject to the university’s judicial process. If the university finds the student responsible, penalties can range from probation to expulsion, depending on the severity of the offense and whether the student has prior offenses.

The Shippensburg University Protection and Supervision of Minors on Campus policy is available online at ship.edu/no_more.

WHAT TYPES OF DRUG AND ALCOHOL ABUSE EDUCATIONAL PROGRAMS ARE OFFERED AT SU?

Drug and alcohol prevention, education, and intervention programs are available for students through the Division of Student Affairs and the Office of Student Development at 210 Old Main. Programs for employees are available through the Human Resources Office at 109 Old Main. Programs involving counseling professionals, guest speakers, and extensive literature on these subjects are available through these offices. The Connection AOD (Alcohol and Other Drugs) Program is a comprehensive program including prevention, education, and intervention support services. It was developed at Shippensburg University in coordination with the Cumberland-Perry Drug and Alcohol Commission to address the university community’s alcohol- and drug-related concerns. The AOD Program is designed to cultivate within students a sense of personal accountability and empowerment to make healthy choices and responsible decisions regarding the use of alcohol and other drugs. Involvement in and referrals to the AOD are confidential. The program provides individual and group programs held during the academic year for university students. These programs are scheduled and conducted by trained staff members in cooperation with the Office of Student

Development. The group meetings focus on testing the accuracy of drug and alcohol information; examining each individual's own use of alcohol or other drugs; establishing ways of dealing with alcohol and other drugs; establishing ways of dealing with alcohol and other drug-related concerns; discussing issues related to children of alcoholics; and recognizing and helping someone close who has a drug or alcohol problem.

A student involved in AOD may be referred to one or more of the following: a two-part meeting with a trained AOD staff member; enrollment in a closed, psychoeducational peer group that meets once a week for five weeks; an assessment with an alcohol/drug professional; referral to personal counseling through the Counseling Center; referral for support from the PAGE Center; referral to Etter Health Center for medical needs; and outpatient/inpatient treatment.

Individuals may contact AOD at (717) 477-1164 for further information and assistance. All involvement in AOD is confidential.

WHAT ARE THE PENALTIES FOR THOSE CRIMINALLY CHARGED WITH THE ABUSE OF DRUGS AND ALCOHOL?

Shippensburg University students need to be aware of local, state, and federal laws as violations may have long-term effects on their lives. Anyone in possession of illegal drugs or paraphernalia can be charged under PA Title 18 (Crimes Code) with a misdemeanor or felony offense, depending on the illegal substances found. Penalties for a first offense upon conviction can include fines of no less than \$500.00 and possible imprisonment up to 15 years.

Anyone who purchases, consumes, possesses, or transports alcoholic beverages while being under the age of 21 can be charged under PA Title 18 (Crimes Code) with a summary offense. Penalties upon conviction of a first offense can include fines up to \$300.00. Anyone found to be furnishing alcohol to minors can be charged under PA Title 18 (Crimes Code) with a misdemeanor offense. Penalties upon conviction can include fines of no less than \$1,000.00.

In addition to the above criminal penalties, any student charged with these types of violations will be referred to the Office of Student Development for disciplinary action through the university judicial process. Referrals to AOD may be made through faculty, administrators, residence hall staff, and students. Students who are involved in violations of the university's alcohol and drug policy and related behavior problems may be referred to AOD. The Office of Student Development may require attendance and participation in this program as a sanction for students referred through the disciplinary process.

Anyone with information about criminal and/or inappropriate activity that may warrant notification to the campus community should contact the University Police Department at (717) 477-1444 or in person at the University Police Department in Reed Operations Center (Building #13 on campus maps). All information received will be analyzed by the Department of Public Safety to determine the threat level of the incident to the campus. Anyone with information regarding an incident reported through an "SU-Alert" is encouraged to report that information to the appropriate law enforcement agency as noted in the alert.

Department of Public Safety officers conduct safety presentations for new students during orientation programs at the beginning of each semester. Presentations regarding safety, crime prevention, and security issues are available to all faculty and staff and to student organizations throughout the year. Safety, security, and crime prevention information also is available in brochures from the Department of Public Safety office in Reed Operations Center. The Department of Public Safety conducts education programs year-round to campus community members. Topics include active shooter response, alcohol education, hazing prevention, drug presentations, RA drug training, violent intruder response, and Rape Aggression Defense (RAD). Criminal incident information is available 24 hours a day from the department's daily incident log to those persons requesting this information.

WHAT ARE THE CAMPUS EVACUATION PROCEDURES?

Evacuation plans are posted on every floor in all academic buildings and within every room in all residence halls. The campus community is encouraged to become familiar with these plans in the event of an emergency evacuation. The evacuation notification may be mechanical (fire alarm system) or verbal (police or emergency personnel). Upon notification, proceed to the nearest stair tower to exit the building (do not use elevators). Once outside of the structure, move away from the entrances to allow emergency personnel to gain access. Department of Public Safety will instruct you where to go (alternate facility; re-entry). Never re-enter a structure without approval from emergency services personnel (university police; fire services).

In the event of an outside danger or hazard (weather; hazmat; human threat), building occupants may be instructed to shelter in place. The Department of Public Safety will provide notification to the affected building(s) and provide instruction of what measures to take (move to a lower level; lock door and stay in classroom/office).

Persons with Disabilities Evacuation Procedures

Persons with accessibility concerns should become familiar with the building evacuation plans. Procedures for academic buildings require the individual to go to the nearest stair tower and wait for assistance (faculty should stay with student until relieved by emergency personnel). If you have a cell phone, call police at (717) 477-1444 and give them your location in the building. Residence hall procedures are similar. Go to the nearest designated stair tower and wait for assistance from the residence life staff. If you have a cell phone, call police at (717) 477-1444 and give them your location in the building. If you are not able to go to a stair tower, call police from your room and give them your location. Wait until help arrives (residence staff or public safety) to assist you with exiting the building.

Testing of Emergency Procedures and Evacuation

Fire drills and emergency evacuations are conducted annually in all academic buildings (at the start of the fall semester). The Department of Public Safety, working in conjunction with Residence Life, conduct a minimum of two fire drills in each on-campus residence hall every semester. Every drill includes a full evacuation of each building. The purpose of evacuation drills is to prepare building occupants for an organized evacuation in case of fire or other emergency. During the drill, occupants practice drill procedures and familiarize themselves with the location of exits and the audible/visual notification capabilities of the fire alarm system. In addition to educating the occupants of each building about the evacuation procedures, the process also provides the university with an opportunity to perform the monthly test of the fire alarm system components.

Inspections of fire systems are conducted monthly to assure system integrity for emergency conditions (evacuations are not done at these times).

Plans for Future Fire Safety Improvements

There currently are no plans to further upgrade the fire alarm/suppression systems in the existing residence halls. Fire alarm/suppression systems are upgraded as necessary during renovation projects. All residence halls have fire alarm systems with room smoke detection reporting to the University Police Department. The system is capable of sending mass notification messages through the fire alarm system. The buildings are 100 percent sprinklered.

HOW ARE STUDENT HOUSING FACILITIES SECURED?

All exterior doors to the residence halls are locked 24-hours a day. The main entrances to each building are equipped with card readers, which residents can use to gain access to the building. All other entrances are alarmed and set for delayed egress, which will deny the ability to exit the building unless the emergency egress glass is broken or the fire alarm system has released the doors. Residents must provide access to the building for their guests, and applicable guest policies must be followed. Each main entrance also is monitored through video camera surveillance. Additional cameras are placed throughout common areas of the facilities, such as laundry, kitchen, and study lounges.

Doors in the residence halls are equipped with a standard lock and key system. The windows are equipped with screens and will lock in place. Ground-level resident rooms have security screens installed on their windows.

HOW MANY AND WHAT TYPES OF SU EMPLOYEES ARE ASSIGNED TO UNIVERSITY HOUSING FACILITIES?

Each residence hall has a live-in residence director (RD) who oversees all operational aspects of that hall/complex. All halls/complexes have student resident assistants (RAs) living on each floor or in each apartment building and a student desk assistant who remains at the hall main desk during various hours, seven days a week. The entire Residence Life staff of approximately 120 persons receives varying levels of training on evacuation procedures, security procedures and policies, crisis intervention, confrontation, alcohol and drug abuse, and responding to emergency situations.

College Park Commons and Stone Ridge Commons are owned and controlled by the SU Foundation.

WHAT IS THE SU POLICY FOR HOUSING STUDENTS DURING LOW-OCCUPANCY PERIODS, SUCH AS HOLIDAYS AND VACATIONS?

During vacations and other low-occupancy periods from late August to mid-May, most residence halls are vacated by residents and are locked and secured. During these low-occupancy periods, entrance to the occupied residence halls is restricted via the card access system to only those students approved to stay on campus. University police officers patrol and check the buildings during these periods.

WHAT IS THE SU POLICY FOR HOUSING GUESTS OR OTHERS NOT ASSIGNED TO STUDENT HOUSING OR NOT REGULARLY ASSOCIATED WITH THE UNIVERSITY?

University housing is primarily for full-time registered students. Special arrangements may be made for part-time students with the permission of the director of Housing and Residence Life or Student Affairs.

Students are permitted to host guests in their residence hall rooms. Every guest is subject to university rules and regulations, and guests are the responsibility of the resident host. The university reserves the right to deny access to any person who presents a threat to the peace, safety, and welfare of other residents.

WHAT IS THE SU POLICY REGARDING ACCESS TO THE UNIVERSITY'S FACILITIES AND PROGRAMS BY STUDENTS, EMPLOYEES, GUESTS AND OTHERS?

University facilities are open to the public during normal business hours. All individuals accessing university facilities must adhere to all federal and state laws as well as all university policies. All administrative and academic buildings are opened at approved times and secured upon the completion of their scheduled use by the University Police Department. Prior to scheduling any extracurricular event, the university must approve the use of the facility. When administrative and academic buildings are secure, access is restricted to authorized individuals through the use of card access or written authorization from the building administrator or faculty member.

Residence hall access is restricted 24 hours per day via a card access system. Residents are provided access to the hall they live in via their student identification card at the designated entrances. Guests are given access to the building by the resident they are visiting, and the resident is responsible for the guest while they are in the building.

Stone Ridge Commons and College Park Commons are apartment complexes owned and controlled by the SU Foundation. They are located reasonably contiguous to the university campus. Each apartment building requires either key or keycard access. Guests are provided access by tenants.

WHAT SU PROGRAMS ARE AVAILABLE TO INFORM STUDENT HOUSING RESIDENTS ABOUT HOUSING SECURITY AND ENFORCEMENT PROCEDURES?

At the beginning of each semester during new student orientation, students are informed of housing security and enforcement procedures by Department of Public Safety personnel. Department of Public Safety personnel also participate in Residence Life staff training. Throughout the academic year, police officers conduct crime prevention and safety seminars in the residence halls. Residence directors (RDs) conduct hall meetings with students during the first week of each semester regarding security issues, and additionally, resident assistants (RAs) conduct periodic resident floor meetings to inform students of campus policies and procedures.

WHAT TYPE OF STUDENT HOUSING IS AVAILABLE?

Harley, Kieffer, Lackhove, McCune, Naugle, and Seavers are suite-style halls in which no more than two students share a bathroom. The suites are available in five different layouts and feature individually controlled heating and air conditioning units in each room and complete wireless internet throughout. All residence halls house both male and female students. Communal housing is available in McLean and Mowrey. A gender inclusive housing policy is in place.

Stone Ridge Commons and College Park Commons are apartment complexes owned and controlled by the SU Foundation. They are located reasonably contiguous to the university campus. These apartments are equipped with full kitchens and bathrooms.

WHAT FIRE SAFETY MEASURES ARE IN PLACE IN THE RESIDENCE HALLS?

Every residence hall is equipped with an automatic smoke/heat detection system monitored 24 hours a day by university police. The system also includes strobe light units to notify students who are hearing impaired. An alarm prompts immediate evacuation of the building. The system also self-tests for tampering and reduces the chance for false alarms.

Each individual residence hall room has an AC-powered smoke detector with battery backup, which resident assistants (RAs) check during monthly room inspections. Fire drills are conducted a minimum of two times each semester in all residence halls. Students who fail to evacuate as required are referred to the university judicial system. All residence halls are equipped with fire sprinkler systems. Fire extinguishers are located in all campus buildings and residence halls and

are inspected monthly. Fire hydrants are located outside each residence hall. The Department of Public Safety conducts monthly building inspections of every campus facility.

All residence halls provide enhanced levels of fire safety. Room smoke detectors are an integral component of the new system and report directly to the University Police Department, replacing the stand-alone devices in the original residence halls. The new buildings are 100 percent sprinklered with fire department connection points located in each stairwell.

Stone Ridge Commons and College Park Commons are apartment complexes owned, controlled, and maintained by the SU Foundation. Stone Ridge Commons is equipped with an automatic smoke/heat detection system monitored 24 hours a day by the SU Foundation. The system also includes strobe light units to notify students who are hearing impaired. An alarm prompts immediate evacuation of the building. College Park Commons is equipped with an automatic smoke/heat detection system monitored 24 hours a day by the SU Foundation. The system also includes an alarm prompting immediate evacuation of the building.

Fire Alarm System Description

Every residence hall facility (8) is protected by an automatic sprinkler system (100 percent coverage). Harley, Kieffer, Lackhove, McCune, McLean, Mowrey, Naugle, and Seavers halls are wet systems. The attic spaces in Harley, Kieffer, Lackhove, McCune, Naugle, and Seavers halls have dry systems in place. Every facility is monitored by a Siemens addressable fire alarm system, which reports all system conditions to the University Police Department. Room smoke detectors are a part of the fire alarm system, with smoke detectors in each room and a sounder base in each room as well. Emergency generators are provided for backup lighting, which provides backup power to the fire alarm system. Battery backup is also a part of the fire alarm system, assuring these systems will function even in a long-term power outage. Harley, Kieffer, Lackhove, McCune, Naugle, and Seavers halls have emergency notification tied to the fire alarm speakers, making it possible for university police to make an emergency notification to a single building, or any building with this system installed in it.

Fire alarm systems in Stone Ridge Commons and College Park Commons are provided and maintained by the SU Foundation. Stone Ridge Commons is protected by an automatic sprinkler system (100 percent coverage). The facility is monitored by a fire alarm system, which reports all system conditions to the SU Foundation.

Reporting Fires that are Found "After the Fact"

Per federal law, Shippensburg University is required to annually disclose statistical data on all fires that occur in on-campus, or contiguous off-campus student housing facilities. For fire incidents that are discovered "after-the-fact" or where it is uncertain that the Department of Public Safety has

already been notified about a fire, students and employees are encouraged to report the incident to the Department of Public Safety to ensure the fire is investigated, if appropriate, and for inclusion in the annual fire statistics. If you find evidence of such a fire, or if you hear about such a fire, please contact the Department of Public Safety at (717) 477-1444 to initiate an incident report. If you encounter a fire that is actively burning, dial 911 for emergency assistance.

In addition to the Department of Public Safety, you may contact these offices regarding "after-the-fact" fires during regular business hours:

- Office of Residence Life and Housing
(717) 477-1701
- Office of Environmental Health and Safety
(717) 477-1446

When calling, please provide as much information as possible about the location, date, time, and cause of the fire.

University Policies

Smoking: Smoking (including vaping and e-cigarettes) is not permitted in any university building or fleet vehicle. Designated smoking areas have been established for the campus community. The university disciplinary process is used for those who do not follow the policy.

Appliances: Cooking appliances are prohibited in all rooms in all residence halls. Examples include hot plates, immersion coils, electric fry pans, toaster ovens, electric griddles, hot pots, toasters, popcorn poppers, and hot shots. Secondary heating appliances are not permitted, including kerosene heaters, charcoal stoves, and propane or natural gas-fired appliances.

Open Flame: Any item that may produce an open flame is prohibited. Examples include incense burning, candles, oil lamps, lanterns, potpourri/oil burners, propane grills, and fire pits.

Decorations: Posters, flags, tapestries, or decorations shall not be hung from the ceiling, walls, or windows or cover exit doors. No natural Christmas trees or natural decorations are permitted.

Extension cords: Not permitted. An UL-approved power strip is permitted, but cannot be daisy chained together with another.

NOTICE OF NON-DISCRIMINATION AND SEXUAL HARASSMENT

The university prohibits any form of discrimination or harassment on the basis of sex, race, color, age, religion, national or ethnic origin, sexual orientation, gender identity or expression, pregnancy, marital or family status, medical condition, genetic information, veteran status, or disability in any decision regarding admissions, employment, or

participation in a university program or activity in accordance with the letter and spirit of federal, state, and local non-discrimination and equal opportunity laws, such as Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Age Discrimination in Employment Act, the Americans with Disabilities Act and ADA Amendments Act, the Equal Pay Act, and the Pennsylvania Human Relations Act.

Title IX of the Education Amendments of 1972 prohibits any person in the United States from being discriminated against on the basis of sex in seeking access to any educational program or activity receiving federal financial assistance. The U.S. Department of Education, which enforces Title IX, has long defined the meaning of Title IX's prohibition on sex discrimination broadly to include various forms of sexual harassment and sexual violence that interfere with a student's ability to equally access educational programs and opportunities. The Sexual Misconduct Policy applies to all on-campus and off-campus conduct that is likely to have a substantial adverse effect on any member of the University community. The Sexual Misconduct Policy is available at ship.edu/policies.

Inquiries concerning the application of Title IX may be referred to Shippensburg University's Title IX coordinator or to the Department of Education's Office of Civil Rights:

**Shippensburg University Human Resources Office
Title IX Coordinator/Compliance Officer,
University Open Records Officer**
1871 Old Main Drive, Suite 106A,
Shippensburg, PA 17257-2299
title9@ship.edu
(717) 477-1323

Office for Civil Rights, Department of Education
400 Maryland Ave. SW, Washington, DC 20202-1100
ed.gov/ocr
ocr@ed.gov
Phone: (202) 245-6700; Toll-free: (800) 421-3481;
TTY: (800) 877-8339

WHAT PROGRAMS ARE OFFERED TO EDUCATE AND PREVENT SEX OFFENSES, DATING VIOLENCE, DOMESTIC VIOLENCE, AND STALKING?

Department of Education and the Commonwealth of Pennsylvania provide the following terms and definitions:

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

- Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- Dating violence does not include acts covered under the definition of domestic violence.

Domestic Violence: A felony or misdemeanor crime of violence committed

- By a current or former spouse or intimate partner of the victim.
- By a person with whom the victim shares a child in common.
- By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner.
- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
- By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Sexual Assault: An offense that meets the definition of rape, fondling, incest, or statutory rape used in the FBI's Uniform Crime Reporting system. A sex offense is any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of consent.

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- Fear for the person's safety or the safety of others.
- Suffer substantial emotional distress.

Consent: Within the context of sexual activity, consent is defined as an informed decision made freely and actively by all parties. Conduct will be considered "without consent" if no clear consent — verbal or nonverbal — is given. Because sexual misconduct is defined as sexual activity that is undertaken without consent, each participant must obtain and give consent to each sexual act.

Various departments on campus present educational programs to prevent rape, sexual assault, and other types of relationship violence, as well as how to respond to these types of incidents. The Counseling Center, the Office of Inclusion, Belonging, and Social Equity, the Dean of Students Office, the PAGE Center, and Etter Health Center along with the Department of Public Safety are directly involved in conducting seminars, distributing literature, and producing programming throughout the campus. Information regarding prevention and community response to sexual violence is presented during new student orientation programming. New and existing employees are provided education and training in these areas through the Office of Social Equity. There are booklets and online and face-to-face training sessions offered to all employees. Information for everyone

also can be found at ship.edu/no_more.

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

PAGE CENTER EDUCATIONAL WORKSHOPS

The PAGE Center provides engaging and educational workshops for residence hall floors, student organizations, classes, trainings, and other programs or events. These workshops reflect our mission to advance equality and end sexual assault and intimate partner abuse on our campus. All workshops are interactive and discuss the resources available on and off campus. Contact the PAGE Center at (717) 477-1277 or page@ship.edu for more information.

The PAGE Center offered the following prevention and awareness programs for all students in 2022 and will offer them again in the 2023-2024 academic year. Programs can be customized to any group, and, though the group size and time listed for each program are ideal, programs can be adjusted.

WHAT IS THE SU POLICY FOR REPORTING SEX OFFENSES, DATING VIOLENCE, DOMESTIC VIOLENCE, AND STALKING AND FOR ASSISTING VICTIMS OF REPORTED SEX CRIMES?

Staff members from the Office of Student Development, Office of Inclusion, Belonging, and Social Equity, and the University Police Department review reported incidents involving students both on and off campus who are survivors of sexual violence to address specific issues and ensure that the survivors of these incidents are receiving assistance and support.

Survivors of rape, sexual assault, and other types of relationship violence have a right to report these incidents to the Department of Public Safety, the police department of jurisdiction and the Title IX Coordinator. Timely reports are crucial to evidence collection and preservation. If survivors are unsure who to contact, the Department of Public Safety will aid them in determining what agency would be responsible for the investigation in addition to providing information for their physical and psychological well-being.

Survivors of sexual assault should take every precaution to preserve all evidence of the assault by not tampering with any items at the scene, not changing clothing, and not washing any area of their body. Upon receiving a report of a sex-related crime, a police officer(s) will investigate the incident and with the Title IX Coordinator assist the survivor in obtaining support from the university and county agencies as appropriate.

Procedures the University Police Department would follow

in investigating any report of sexual misconduct include:

- Assisting the victim with obtaining immediate medical attention if needed.
- Interviewing the victim.
- Assisting the victim in contacting the appropriate law enforcement agency if the University Police Department is not the department of jurisdiction.
- Collecting any available evidence.
- Contacting the PAGE Center, Ship Says No More Advocacy Line, or other appropriate organization to provide immediate support for the victim.
- Providing the victim with information on support systems/resources available for assistance in dealing with the incident.
- Assisting the victim in contacting the Office for Student Development or on-call dean for accommodation of interim measures concerning academic and living situations as well as employment and transportation issues.
- Conducting a thorough investigation into the incident.
- Remaining in contact with the victim to assure her/his safety and keeping her/him apprised of investigative findings.
- Making an arrest(s) when appropriate.
- Providing any other information or support that may be needed.

WHAT ARE THE RIGHTS AND OPTIONS OF THOSE REPORTING DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, OR STALKING?

It is extremely important to preserve any evidence of the incident. This evidence will be necessary to prove the criminal domestic violence, dating violence, sexual assault, or stalking or to obtain a protection order.

Report these offenses to the University Police Department, the local police department having jurisdiction where the offense occurred, and the University's Title IX Coordinator.

The victim has the option to:

- Notify proper law enforcement authorities, including on-campus and local police.
- Be assisted by campus authorities in notifying law enforcement authorities if she/he so chooses.
- The university's Title IX Coordinator
- Decline to notify such authorities.

The victim has the right to seek, where applicable, an order of protection, no-contact order, restraining order, or

similar lawful order issued by a criminal, civil, or tribal court. The university bears the responsibility of assisting the victim in obtaining such documents and of serving and enforcing them when the alleged respondent is a member of the campus community.

Resources available to victims of domestic violence, dating violence, sexual assault, or stalking include services for counseling, health, mental health, victim advocacy, student financial aid, and other services both on campus and in the community. A list of these resources is provided to all victims.

Victims of sexual violence may have a forensic examination completed to obtain evidence, even if they do not choose to report the incident to law enforcement. Victims can go directly to the following hospitals where a sensitive and highly trained SANE (Sexual Assault Nurse Examiner) nurse will conduct a forensic exam:

- **Chambersburg Hospital**
112 N. Seventh St., Chambersburg, PA 17201
(717) 267-3000
- **Carlisle Regional Medical Center**
361 Alexander Spring Road, Carlisle, PA 17015
(717) 249-1212

Victims who request to change academic, living, transportation, or on-campus employment situations or request protective measures will receive assistance and written notification of their options in those areas, if such accommodations are reasonably available, regardless of whether or not they report the crime to campus authorities or local law enforcement.

Additionally, personally identifiable information about the victim will be treated as confidential and only shared with persons with a specific need to know who are investigating/adjudicating the complaint or delivering resources or support services to the complainant. For example, publicly available recordkeeping for purposes of Clery Act reporting and disclosures will be made without inclusion of identifying information about the victim, as defined in 42 U.S.C. §1395 (a)(20). Further, the institution will maintain as confidential any accommodations or protective measures provided to the victim to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

The university will make every effort to accommodate survivor requests that can be accomplished reasonably coordinating on-campus resources. Every effort also will be made to accommodate interim measures concerning on-campus employment and transportation issues. Such accommodation requests should be directed to the Office of Student Development. Reasonable measures will be taken to avoid survivor/respondent contact until final dispositions take place. Violators of sexual assault statutes can be prosecuted criminally, and also are subject to university judicial proceedings where both the survivor and the suspect have equal rights to have others present. Both the

survivor and the suspect will be advised of the outcome of any judicial proceeding. A judicial hearing board may recommend a sanction for violations of this nature, formally imposed by the Dean of Students, including probation, loss of on-campus housing, or suspension or expulsion from the institution.

You have the following rights from the police.

Complainant Bill of Rights

- The right to an investigation and appropriate resolution of all credible complaints of sexual misconduct made in good faith to university administrators.
- The right to be treated with respect by university officials.
- The right of both complainant and respondent to have the same opportunity to have others present (in support or advisory roles) during a campus disciplinary hearing.
- The right not to be discouraged by university officials when reporting an assault to on-campus and/or off-campus authorities.
- The right to be informed promptly of the outcome and sanction of any disciplinary hearing involving sexual assault and/or any violent crime offenses.
- The right to be informed by university officials of options to notify proper law enforcement authorities, including on-campus and local police, and the option to be assisted by campus authorities in notifying such authorities, if the student so chooses. This also includes the right not to report, if that is the complainant's desire.
- The right to be notified of available counseling, mental health, or student services for victims of sexual assault, both on campus and in the community.
- The right to be advised of the options available to change academic and living situations (no formal complaint or investigation, campus or criminal, need occur before this option is available).
- The right not to have irrelevant prior sexual history admitted as evidence in a campus hearing.
- The right not to have any complaint of sexual assault mediated (as opposed to adjudicated).
- The right to make a victim-impact statement at the campus conduct proceeding and to have the statement considered by the board in determining its sanction.
- The right to a campus no-contact order against another student who has engaged in or threatens to engage in stalking, threatening, or harassing conduct that presents danger to the welfare of the complaining student or others.
- The right to have complaints of sexual misconduct

responded to quickly and professionally by campus law enforcement, the Office of Student Conduct and Community Standards, and the Title IX Coordinator.

- The right to review all documentary evidence available regarding the complaint, subject to the privacy limitations imposed by state and federal law, at least 10 days prior to the hearing.
- The right to be informed of the names of all witnesses who will be called to give testimony within 10 days of the hearing, except in cases where a witness's identity will not be revealed to the respondent student for compelling safety reasons.
- The right to preservation of confidentiality to the extent possible and allowed by law.
- The right to a hearing closed to the public.
- The right to bring a victim advocate or advisor to all phases of the investigation and campus conduct proceeding.
- The right to give testimony in a campus hearing by means other than being in the same room with the respondent student.
- The right to identify relevant witnesses, including expert witnesses and have an advisor cross examine.
- The right to be fully informed of campus conduct rules and procedures as well as the nature and extent of all alleged violations contained within the complaint.
- The right to have the university compel the presence of student employee witnesses and the opportunity (if desired) to have the advisor ask questions, directly or indirectly, of witnesses (including the respondent student), and the right to challenge documentary evidence.
- The right to be present for all testimony given and evidence presented before the conduct body.
- The right to have complaints heard and appeals adjudicated by those who have received annual sexual misconduct training.
- The right to a University Conduct Board composed of representatives of both genders.
- The right not to have released to the public any personally identifiable information about the complainant without his or her consent.

Respondent Bill of Rights

- The right to be fully informed of the nature, rules, and procedures of the campus conduct process and to timely written notice of all alleged violations within the complaint, including the nature of the violation and possible sanctions.
- The right to a hearing on the complaint, including timely notice of the hearing date, and adequate time for preparation.

- The right not to have irrelevant prior sexual history admitted as evidence in a campus hearing.
- The right to make an impact statement at the campus conduct proceeding and to have that statement considered by the board in determining its sanction.
- The right to appeal the finding of the conduct body and sanction, in accordance with the standards for appeal established by the university.
- The right to review all documentary evidence available regarding the complaint, subject to the privacy limitations imposed by state and federal law, at least 10 days prior to the hearing.
- The right to be informed of the names of all witnesses who will be called to give testimony within 10 days of the hearing, except in cases where a witness's identity will not be revealed to the respondent student for compelling safety reasons.
- The right to a hearing closed to the public.
- The right to petition that any members of the conduct body be removed on the basis of bias.
- The right to have the university compel the presence of a student and the opportunity to ask questions, directly or indirectly, of witness(es), and the right to challenge documentary evidence.
- The right to have complaints heard by and appeals adjudicated by those who have received annual sexual misconduct adjudication training.
- The right to have university policies and procedures followed without material deviation.
- The right to have an advisor or advocate accompany and assist in the campus hearing process for cross examination purposes.
- The right to a fundamentally fair hearing as defined in these procedures.
- The right to a written notice of the outcome and sanction of the hearing.
- The right to a University Conduct Board composed of representatives of both genders.
- The right to be informed in advance, when possible, of any public release of information regarding the complaint.

You have the following rights from the University.

Administrative Disciplinary Proceedings for Sexual Misconduct (whether or not a police report has been filed)

1. Upon notification of an alleged sexual misconduct violation, a Title IX Coordinator (or designee such as an Investigator, hereinafter referred to collectively as "Title IX Coordinator") will initiate or conduct an investigation. A report of the investigation will be

submitted to a Title IX Coordinator for review. Included in the report will be a summary of the allegation and a list of the Sexual Misconduct Policy violations, along with complainant, respondent, and witness answers to questions posed during fact finding/investigation. When available, complainant and respondent statements regarding the facts of the incident also may be submitted for review. Based on this review, a Title IX Coordinator will determine if the nature and circumstances of the complaint meet the definition of any of the violations included in the Sexual Misconduct Policy.

2. As per the determination of a Title IX Coordinator, an informal resolution or a formal hearing will be scheduled. A Title IX Coordinator will contact both the complainant and the respondent to arrange a pre-hearing conference prior to the formal hearing. This conference will provide each party with information and address any questions or concerns about preparing for the formal hearing. Students are advised of their right to have an advisor for the purposes of cross examination during the Title IX hearing.
3. Both the complainant and the respondent will be informed of their right to have the complaint investigated/heard by a panel of university representatives who have received annual training on Title IX investigations and adjudications.
4. In the pre-hearing process, both the complainant and the respondent will be informed that they will be notified of the hearing outcome (responsible/not responsible) and any sanctions imposed. The University Conduct Board determines the outcome and makes sanction recommendations. The Dean of Students determines the sanctions. The sanction letter shall inform both parties that either one may appeal the outcome and/or sanction according to the university's appeal policy, if they so choose. If an appeal is submitted, the other party will be notified. The outcome of the appeal also will be shared with all parties involved.

The Dean of Students is required to consider suspending or expelling any student found responsible for sexual misconduct; however, the Dean of Students may impose any sanction that he/she finds to be fair and proportionate to the violation. In determining an appropriate sanction, the Dean of Students may consider any record of past violations of the Student Code of Conduct or the Sexual Misconduct Policy, the nature and severity of such past violation(s). The Dean of Students also will consider, as part of its deliberations, whether the sanction will (a) bring an end to the violation in question, (b) reasonably prevent a recurrence of a similar violation, and (c) remedy the effects of the violation on the complainant and the university community. The sanction imposed will be explained or supported in the written decision.

WHAT CAN CAMPUS MEMBERS DO TO HELP PREVENT SEXUAL AND RELATIONSHIP VIOLENCE?

Bystander Intervention

**Adapted from the NSVRC Engaging Bystanders in Sexual Violence Prevention*

- Bystander intervention is when a person or group of people takes action to interrupt or assist to improve the outcome of the situation.

Steps to Bystander Intervention

- Notice something is wrong/inappropriate
- Consider taking action
- Choose what form of assistance to use and understand how to implement the choice
- Intervene
- Evaluate

Bystander intervention does not have to be time consuming or complicated; often a small act can change the course of events. Below are a few examples of effective methods for intervention, but there are many ways to take action to improve a situation:

I statements have three parts: (1) State your feelings; (2) Name the behavior; and (3) State how you want the person to respond. This focuses on your feelings rather than criticizing the other person.

Silent stares are a disapproving look that lets someone know what they are doing is inappropriate. Think of that look you get from your parents when you are breaking a rule.

Humor reduces the tension of an intervention by using a funny anecdote. Do not undermine what you say with too much humor. Funny doesn't mean unimportant, hurtful, or degrading.

Group intervention is when a group of friends, family members, co-workers, or acquaintances work together to address a situation that is either a long-term problem with a person or an immediate situation that has made them uncomfortable.

Distraction is used simply to snap someone out of a situation by providing an interruption that can give the potential target of the behavior a chance to move away or get help from another friend.

Risk Reduction

Being raped or sexually assaulted is never the victim's fault.

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

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

WHAT IS THE SU POLICY CONCERNING MONITORING OFF-CAMPUS CRIME?

Shippensburg University works in conjunction with local law enforcement agencies that have jurisdiction in areas surrounding the campus to monitor criminal activity at off-campus locations. The Shippensburg Borough Police and the Pennsylvania State Police routinely provide information to the university regarding incidents involving students residing or visiting within Shippensburg Borough or Shippensburg Township. All incidents received by these agencies that are known to involve students of the university are indicated as such through their reporting system. University police officers on patrol are equipped to monitor radio dispatches for other local police departments as well as other types of emergency services. Reports to the Department of Public Safety involving students as victims in off-campus incidents are recorded and assistance is rendered in regard to appropriate support services available at the university. Students who participate in illegal activity at off-campus locations are held accountable by means of the university judicial process.

HOW DOES SU REPORT INCIDENTS FOR ON-CAMPUS PROPERTIES?

Statistics for on-campus properties include all incidents reported to the Department of Public Safety that occurred in any building or property owned or controlled by the institution within the same reasonably contiguous geographic area and used to meet or support, or in a manner related to, the educational purposes of the institution. These statistics also include all residential facilities on campus.

HOW DOES SU REPORT INCIDENTS FOR CAMPUS RESIDENTIAL FACILITIES?

Statistics for residential facilities include all incidents reported to the Department of Public Safety that occurred in the student residential facilities owned or controlled by the university or by the university foundation and are within the reasonably contiguous geographic area. These numbers also are included in the on-campus property crime statistics.

HOW DOES SU REPORT INCIDENTS FOR NON-CAMPUS PROPERTIES?

Statistics for non-campus properties include all incidents known to the university that are reported to local and state police agencies for incidents occurring at properties owned or controlled by student organizations and any building or property owned or controlled by the university that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the university.

HOW DOES SU REPORT INCIDENTS FOR PUBLIC PROPERTIES?

Reporting for public properties includes all incidents known to the university that are reported to local and state police agencies and occurred in areas immediately adjacent to and accessible from the campus.

HOW DOES SU RESPOND TO CRIMES INVOLVING BIAS?

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

WHAT IS SU'S POLICY ON MISSING RESIDENTIAL STUDENT NOTIFICATION?

Originated by the vice president for Student Affairs, this policy addresses the reporting, investigation, and notification of others when a residential student is believed missing. The

application of this policy is directed primarily to residential students living in campus facilities. All members of the university community share responsibility for reporting to designated university officials when they believe that a student is missing.

Definitions:

- **Residential Student** — A student who resides in campus housing, has signed a housing agreement, and is currently enrolled at the university.
- **Missing** — A residential student is presumed missing if he or she is unaccounted for over a 24-hour period.
- **Community Members** — All Shippensburg University faculty, staff members, clerical personnel, administrators, and students.
- **Authorized Campus Officials** — The president and all vice presidents and/or their designees shall be considered as authorized campus officials.

Policy:

As required by the Higher Education Opportunity Act, and consistent with Shippensburg University's commitment to student safety, this policy establishes notification procedures in the event that a residential student is defined as missing. Specific requirements are outlined as follows:

- Residential students will be informed at the beginning of each academic semester via e-mail that everyone has the option of registering a confidential contact person to be notified in the event that a student is determined to be missing. This identified person will be contacted by the University Police Department within 24 hours after the time it was determined that the student was missing. Residential students are responsible for ensuring that the contact information is current and accurate.
- Residential students under the age of 18 and not emancipated will further be informed that the University Police Department is required to notify custodial parents or legal guardians within 24 hours after the time a student is determined to be missing.
- Only authorized campus officials and law enforcement officers in furtherance of a missing person investigation may have access to the confidential contact person's information.
- The University Police Department immediately will notify the appropriate law enforcement agencies upon determination that a student is missing, even if the student did not register a contact person.
- If circumstances warrant, this policy and these procedures may be implemented in less than 24 hours.

Responsibilities:

The University Police Department will be responsible for the following:

- Providing notification of this policy in the Annual Campus Security Report.
- Serving as the site for residential students who wish to register a confidential contact person.
- Maintaining the registry of the confidential contact people.
- Initiating the emergency contact procedures, which include notifying the designated confidential contact persons, custodial parents, legal guardians, university officials, and other law enforcement agencies as appropriate.
- Coordinating any campus-based investigation into a missing residential student, which shall include the assistance of Student Affairs personnel.

Shippensburg University community members will be responsible for the following:

- Reporting any missing residential student to the University Police Department.
- Students may choose to report a missing student to the Residence Life staff, who in turn will contact and assist the University Police Department.

Procedures:

The University Police Department, in cooperation with Student Affairs staff members, will implement the following investigative procedures when a missing student report is received from a community member:

- Attempt to call the alleged missing person using the phone numbers supplied to the university.
- Talk with Residence Life staff members to determine if the person has been seen.
- Have Residence Life staff members check the assigned room and talk with neighbors, friends, and roommates. If necessary, have the Residence Life staff key into the room for health and safety purposes.
- Check the card access system log to determine when the person last entered the housing facility.
- Contact University Dining Services to determine when the person last used their meal plan.
- Check the person's e-mail account to determine the last time it was used.
- Contact the person's faculty members to determine class attendance.
- Consult with the Counseling Center staff and Etter Health Center staff.
- If the missing student is determined to be under the age of 18, the University Police Department will contact the student's parents or legal guardians within 24 hours.
- If the missing student is over the age of 18 and

registered a confidential contact person, that person will be contacted by the University Police Department within 24 hours.

UNIVERSITY STUDENT/EMPLOYEE POPULATION – FALL SEMESTER 2022

Enrollment		Residing On Campus	
Undergraduate	4445	Undergraduate	1867
Graduate	719	Graduate	56
Total	5164	Total	1923
Non-student employee			

CLERY REPORTABLE CRIMINAL OFFENSES REPORTING TABLE

Offense*	Year	Geographic Location				Total
		On-Campus Property	On-Campus Housing	Non-Campus Property	Public Property	
Murder/Non-Negligent Manslaughter	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Manslaughter by Negligence	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Rape	2022	1	1	0	0	1
	2021	2	2	2	0	4
	2020	0	0	6	0	6
Fondling	2022	1	1	0	0	1
	2021	2	0	0	0	2
	2020	0	0	0	0	0
Incest	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Statutory Rape	2022	1	1	2	0	3
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Robbery	2022	0	0	0	0	0
	2021	0	0	0	5	5
	2020	0	0	0	1	1
Aggravated Assault	2022	0	0	0	0	0
	2021	0	0	0	3	3
	2020	0	0	0	1	1
Burglary	2022	1	1	4	0	5
	2021	0	0	7	0	7
	2020	0	0	6	0	6
Motor Vehicle Theft	2022	0	0	0	1	1
	2021	0	0	0	4	4
	2020	1	0	0	0	1
Arson	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	1	0	0	0	1

* Note: In 2022 there were zero (0) hate crimes and one (1) unfounded crimes.

VAWA (VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT) OFFENSES REPORTING TABLE

Offense	Year	Geographic Location				Total
		On-Campus Property	On-Campus Housing	Non-Campus Property	Public Property	
Domestic Violence	2022	0	0	0	0	0
	2021	1	1	0	0	1
	2020	0	0	0	0	0
Dating Violence	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Stalking	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0

ARRESTS AND DISCIPLINARY REFERRALS REPORTING TABLE

Offense	Year	Geographic Location				Total
		On-Campus Property	On-Campus Housing	Non-Campus Property	Public Property	
Arrests: Weapons, Carrying, Processing, Etc.	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	1	0	0	0	1
Disciplinary Referrals: Weapons, Carrying, Processing, Etc.	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Arrests: Drug Abuse Violations	2022	25	17	0	9	34
	2021	16	10	25	0	41
	2020	25	14	16	0	41
Disciplinary Referrals: Drug Abuse Violations	2022	20	20	0	0	20
	2021	9	9	0	0	9
	2020	59	55	0	0	59
Arrests: Liquor Law Violations	2022	40	8	0	10	50
	2021	21	8	19	0	40
	2020	6	1	0	0	6
Disciplinary Referrals: Liquor Law Violations	2022	33	30	2	0	35
	2021	17	16	0	0	17
	2020	17	15	0	0	17

ANNUAL CRIME STATISTICS – PART II OFFENSES

Offense	Year	Geographic Location				Total
		On-Campus Property	On-Campus Housing	Non-Campus Property	Public Property	
Disorderly Conduct	2022	8	5	0	0	8
	2021	7	0	0	0	7
	2020	9	5	0	0	9
Driving Under the Influence	2022	2	0	0	13	15
	2021	5	0	0	18	23
	2020	0	0	0	14	14
Public Drunkenness	2022	3	0	0	0	3
	2021	0	0	0	0	0
	2020	1	0	0	0	1
Embezzlement	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Forgery and Counterfeiting	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	2	0	0	0	2
Fraud	2022	9	0	0	0	9
	2021	4	4	0	0	4
	2020	2	1	0	0	2
Gambling	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Larceny/Theft	2022	48	13	0	20	68
	2021	15	6	0	25	40
	2020	17	4	0	13	30
Offenses Against Family	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Other Assaults (Not Aggravated)	2022	3	2	0	38	41
	2021	1	1	0	9	10
	2020	0	0	0	21	21
Prostitution	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Receiving Stolen Property	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Vandalism/Criminal Mischief	2022	9	4	0	0	9
	2021	7	1	0	0	7
	2020	6	0	0	0	6
Vagrancy	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
All Other Offenses	2022	9	2	0	0	9
	2021	11	1	0	2	13
	2020	3	0	0	0	3

FIRE SYSTEMS IN RESIDENCE HALLS

Residence Hall	Fire Alarm Monitoring Performed by	Smoke/Heat Detection	Pull Stations	Audio/Visual Notification System	Automatic Sprinkler System - Wet	Automatic Sprinkler System - Dry	Portable Fire Extinguishers	Evacuation Plans Posted
McCune Hall 21 York Dr. 17257	Public Safety	X	X	X	X	Attic Only	X	X
Kieffer Hall 150 Lancaster Dr. 17257	Public Safety	X	X	X	X	Attic Only	X	X
Lackhove Hall 194 Lancaster Dr. 17257	Public Safety	X	X	X	X	Attic Only	X	X
McLean Hall 393 Adams Dr. 17257	Public Safety	X	X	X	X	N/A	X	X
Mowrey Hall 192 Cumberland Dr. 17257	Public Safety	X	X	X	X	Elevator Machine Rooms Only	X	X
Naugle Hall 317 Adams Dr. 17257	Public Safety	X	X	X	X	Attic Only	X	X
Seavers Hall 501 Adams Dr. 17257	Public Safety	X	X	X	X	Attic Only	X	X
Harley Hall 147 Dauphin Dr. 17257	Public Safety	X	X	X	X	Attic Only	X	X
Stone Ridge Commons 501 N. Earl St. 17257*	SU Foundations	X	X	X	X	Attic Only	X	X
College Park Commons 503 N. Earl St. 17257*	SU Foundations	X	N/A	Audio Only	N/A	N/A	X	N/A

* Apartment Complex owned and controlled by the SU Foundation

STATISTICS AND RELATED INFORMATION REGARDING FIRES IN RESIDENCE HALLS

Residence Hall		Total Number of Fires	Fire Number	Total Number of Fire Drills	Nature or Cause of Fire	Number of Injuries Requiring Treatment	Number of Deaths	Estimated Value of Property Damage
McCune Hall 21 York Dr. 17257	2022	0	N/A	4	N/A	N/A	N/A	N/A
	2021	0	N/A	4	N/A	N/A	N/A	N/A
	2020	0	N/A	4	N/A	N/A	N/A	N/A
Kieffer Hall 150 Lancaster Dr. 17257	2022	0	N/A	4	N/A	N/A	N/A	N/A
	2021	0	N/A	4	N/A	N/A	N/A	N/A
	2020	0	N/A	4	N/A	N/A	N/A	N/A
Lackhove Hall 194 Lancaster Dr. 17257	2022	0	N/A	4	N/A	N/A	N/A	N/A
	2021	0	N/A	4	N/A	N/A	N/A	N/A
	2020	0	N/A	4	N/A	N/A	N/A	N/A
McLean Hall 393 Adams Dr. 17257	2022	0	N/A	4	N/A	N/A	N/A	N/A
	2021	0	N/A	4	N/A	N/A	N/A	N/A
	2020	0	N/A	4	N/A	N/A	N/A	N/A
Mowrey Hall 192 Cumberland Dr. 17257	2022	0	N/A	2	N/A	N/A	N/A	N/A
	2021	0	N/A	2	N/A	N/A	N/A	N/A
	2020	0	N/A	4	N/A	N/A	N/A	N/A
Naugle Hall 317 Adams Dr. 17257	2022	0	N/A	4	N/A	N/A	N/A	N/A
	2021	1	2021-006816*	4	N/A	N/A	N/A	No damage. Extinguisher used to put out fire (6/30/21 Contractor cutting pipe caught insulation on fire)
	2020	0	N/A	4	N/A	N/A	N/A	N/A
Seavers Hall 501 Adams Dr. 17257	2022	0	N/A	4	N/A	N/A	N/A	N/A
	2021	1	2021-012485*	4	N/A	N/A	N/A	No damage. Extinguisher used to put out fire (11/11/21 Grease Fire in kitchen—students cooking)
	2020	0	N/A	4	N/A	N/A	N/A	N/A
Harley Hall 147 Dauphin Dr. 17257	2022	0	N/A	4	N/A	N/A	N/A	N/A
	2021	1	2021-011237*	4	N/A	N/A	N/A	No damage. Fire out upon arrival/ investigation by SUPD (10/12/21 Burning Incense Sticks –melted garbage can)
	2020	1	2020-001582*	4	N/A	N/A	N/A	No damage. Fire due to burnt food container in microwave.
Stone Ridge Commons 501 N. Earl St. 17257**	2022	0	N/A	2	N/A	N/A	N/A	N/A
	2021	0	N/A	2	N/A	N/A	N/A	N/A
	2020	0	N/A	1	N/A	N/A	N/A	N/A
College Park Commons 503 N. Earl St. 17257**	2022	0	N/A	2	N/A	N/A	N/A	N/A
	2021	0	N/A	2	N/A	N/A	N/A	N/A
	2020	0	N/A	1	N/A	N/A	N/A	N/A

* SUPD Incident Number

** Apartment Complex owned and controlled by the SU Foundation

STUDENTS MAY CONTACT ANY OF THE FOLLOWING TO REPORT CRIMES

CAMPUS OFFICES

Public Safety	(717) 477-1444	Reed Operations Center
Student Affairs	(717) 477-1165	301 Old Main
Housing	(717) 477-1701	113 McLean Hall
Student Conduct and Community Standards	(717) 477-1848	210 Old Main
Administration and Finance	(717) 477-1375	304 Old Main
Health Services	(717) 477-1458	Wellness Center
Office of Inclusion, Belonging, and Social Equity	(717) 477-1161	200 Old Main
Office of Communications and Marketing	(717) 477-1201	302 Old Main
Pride and Gender Equity (PAGE) Center	(717) 477-1277	232 CUB
Admissions	(717) 477-1231	105 Old Main

EMERGENCY SERVICES

On-campus Emergencies (Police) Department of Public Safety, Reed Operations Center	(717) 477-1444 or ext. 1444
On-campus Emergencies (Fire, Medical)	DIAL 911
Off-campus Emergencies (Police, Fire, Medical)	DIAL 911
Shippensburg Borough Police Dept., 60 W. Burd St., Shippensburg, PA 17257	(717) 532-7361
Pennsylvania State Police Carlisle Barracks, 1538 Commerce Ave., Carlisle, PA 17013	(717) 249-2121

OFFICES THAT CAN PROVIDE ASSISTANCE TO VICTIMS OF SEX CRIMES

ON CAMPUS	
Department of Public Safety	(717) 477-1444
Office of Student Development	(717) 477-1164
PAGE Center	(717) 477-1277
Office of Inclusion, Belonging, and Social Equity	(717) 477-1161
Etter Health Center	(717) 477-1458
University Counseling Center	(717) 477-1481
Advocacy Hotline	(717) 207-9095
Office of Multicultural Student Affairs	(717) 477-1616
Office of the Title IX Coordinator	(717) 477-1161
OFF CAMPUS	
Domestic Violence Services of Cumberland and Perry Counties	(717) 258-4249 or (800) 852-2102
Sexual Assault/Rape Crisis Services of Cumberland County	(888) 727-2877
Women in Need (Franklin and Fulton County)	(717) 264-4444, (800) 621-6660
US Citizenship and Immigration Services	(800) 375-5283
MidPenn Legal Services	(717) 243-9400



PARKING MAP

- Visitor Parking
- ♿ Accessible Parking
- Faculty ONLY Parking
- Faculty/Staff Parking
- Commuter Parking
- Resident Parking
- Storage Parking
- General Parking
- Athletic Event Parking
- Assigned Parking
- Bicycle Racks
- Bicycle Path Blue (1.5 mi)
- Bicycle Path Red (2.2 mi)
- Bicycle Path Green (1.0 mi)
- Emergency Phones
- Ⓜ University Police (issues visitor parking permits)
- Restrooms



ship.edu/maps

For More Information

Administration and Finance (717) 477-1375

Student Affairs (717) 477-1165

Public Safety (717) 477-1444

**This publication is available on the
Shippensburg University website at ship.edu/police.**



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