

# Annual Security Report

## SAFETY AND SECURITY POLICIES AND PROCEDURES

In compliance with Pennsylvania Legislative Act 73, Section 3: Crime Statistics Reports and Security Policies and Procedures, and Federal Public Law 101-542, Title II, "Crime Awareness and Campus Security Act of 1990," Seton Hill University provides the following information, which is made available to all currently enrolled students, employees, applicants for admission, and prospective employees upon request.

Situated in Greensburg, Pennsylvania, the Westmoreland County Seat, on approximately 200 acres, Seton Hill University is set on the western edge of the city opposite a quiet residential neighborhood only four blocks from the center of town, one block from the newly remodeled train station, and two blocks from the Westmoreland Transit Authority Bus Station. The campus, which sits atop a hill with tree-lined drives and turn-of-the-century buildings, provides a quiet, comfortable, and safe atmosphere.

## REPORTING CRIMES AND EMERGENCIES

Reporting criminal actions/or other emergencies is facilitated by a campus wide network of telephone communication for students and other members of the University community. The exterior telephones, located across the campus, connect immediately to the campus police officer on duty. By using internal telephones, located throughout all the buildings and residence hall rooms, a person dials **4911** to be connected to the campus police officer on duty, by way of a cellular telephone. University policy is to dispatch through the Communications Center, or the campus police officer on duty, the appropriate unit, i.e., Maintenance, Campus Police, Residence Life Staff, Health Services, City Police, City Fire Service, Mutual Aid Ambulance Service, or a combination as deemed appropriate.

Persons may also reports crimes in person to the Campus Police Department Office. The office is located in room 117 of Lowe Hall.

Persons may report crimes on a voluntary and confidential basis. Those wishing to report a crime in the above manner may report the crime by E-mail to [dell@setonhill.edu](mailto:dell@setonhill.edu), in writing, by telephone or in person. For statistical reporting and timely warnings, crimes may be reported to any Resident Assistant, Resident Director, Director of Resident Life, Dean of Student Services, Wellness Center Director, or the Counseling Center.

All Emergency Telephones are checked weekly by the Campus Police Officers to insure that they are in proper working order. Any and all problems are reported to the Chief of Campus Police.

Officers while on patrol check the campus for safety issues such as burned out lights, lights in need of repair or replacement, bushes and shrubs that need trimming, walks in need of repair, etc.

If a student discloses to a member of the University Counseling Center or to a member of the Campus Ministry Team that she/he has been a victim of a crime, the student is encouraged to voluntarily and confidentially report the crime.

## SECURITY AND ACCESS TO CAMPUS FACILITIES

The various entities of the University offer plays, recitals, concerts, exhibits, lectures, etc. These programs are normally open to the students, employees, guests, and general public.

Visitors may reach campus residents from the phones at the building entrances or the security desk located in each hall. Visitation hours are Sunday through Thursday 11 AM – Midnight and Friday and Saturday 11 AM – 2 AM.

**Main Complex:** All visitors must sign in with the Desk Security Assistant when visiting after 8 PM. Visitors arriving prior to and leaving before 8 PM are not required to sign in. Visitors arriving prior to 8 PM and remaining in the hall must register with the Desk Security Assistant at 8 PM.

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

**Main Complex Residents (Canevin/Lowe, Maura, and Havey):** All residents are required to present a valid Seton Hill University ID if such information is requested by the Desk Security Assistant. Residents of the building do not need to sign in. Main Complex residents may visit any Main Complex resident student for academic and social reasons without restriction. Co-habitation is not permitted at any time or under any circumstance.

Brownlee Hall residents must leave the Main Complex at the end of the visitation hours: Sunday through Thursday by Midnight and Friday and Saturday by 2 AM. Brownlee residents are not permitted in Main Complex after visitation hours for any reason.

Off-campus guests must follow the visitation hours policy. Off-campus guests are not permitted in the Main Complex after visitation hours (unless registered as an overnight guest through the Office of Residence Life).

**Brownlee Residents:** All residents are required to present a valid Seton Hill University ID if such information is requested by the Desk Security Assistant. Residents of the building do not need to sign in, unless signing in an off-campus guest. Residents may visit other Brownlee residents without restriction. Co-habitation is not permitted at any time or under any circumstance.

Main Complex residents must leave Brownlee Hall at the end of visitation hours: Sunday through Thursday by midnight and Friday and Saturday by 2 AM. Main Complex residents are not permitted in Brownlee Hall after visitation hours for any reason.

Off-campus guests must follow the visitation hours policy. Off-campus guests are not permitted in Brownlee Hall after visitation hours.

**Farrell and Dechantal Residents:** All residents are required to present a valid Seton Hill University ID if such information is requested by the Desk Security Assistant. Residents of the building do not need to sign in, unless signing in an off-campus guest. Residents may visit other Farrell Hall residents without restriction. Co-habitation is not permitted at any time or under any circumstance.

Main Complex residents must leave Farrell Hall at the end of visitation hours: Sunday through Thursday by midnight and Friday and Saturday by 2 AM. Main Complex residents are not permitted in Farrell Hall after visitation hours for any reason.

Off-campus guests must follow the visitation hours policy. Off-campus guests are not permitted in Brownlee Hall after visitation hours.

**Commuters:** All Seton Hill University commuters are required to present a valid Seton Hill University ID to the DSA but do not have to leave their ID at the desk. Commuters must sign in if after 8PM in the residence hall of the host/hostess even when visiting the same sex. The host/hostess must be present to escort the guest to and from the residence hall room. All commuter students must follow the University's Visitation policy: Sunday through Thursday 11 AM -midnight and Friday and Saturday 11 AM - 2 AM.

**Guests:** Guests from off-campus are required to present a valid photo ID and sign in if after 8 PM when entering the residence hall. This includes mothers and fathers as well as visitors of the same sex. The ID will be retained by the DSA and returned when the guests leave. The host/hostess must be present at the security desk to escort the guest to and from the residence hall room.

**Entrance to the Student Housing :** Brownlee, Havey, Farrell and DeChantal halls are equipped with a Card Access System. The door is locked 24 hours a day. Access can only be gained with a student's card key, which is programmed into the card reader. Main Complex (Canevin, Lowe and Maura Halls) residence floors are locked 24 hours a day. The students need their room key to access their respective floors. The elevator in Canevin/ Lowe Halls is operated by the student's room key. All residents are required to present a valid Seton Hill University ID if such information is requested by the Desk Security Assistant. Residents of the building do not need to sign in, unless signing in an off-campus guest. Residents may visit other Brownlee residents without restriction. Co-habitation is not permitted at any time or under any circumstance.

Main Complex residents must leave Brownlee Hall at the end of visitation hours: Sunday through Thursday by midnight and Friday and Saturday by 2 AM. Main Complex residents are not permitted in Brownlee Hall after visitation hours for any reason.

Off-campus guests must follow the visitation hours policy. Off-campus guests are not permitted in Brownlee Hall after visitation hours.

The Main Complex has a Card Access System that locks the doors from 9 PM to 6 AM seven days a week. Three exceptions to this are the Canevin Sub-basement Door which locks at 10:15 PM, the Canevin Bridge Door which locks at Midnight, and the Lowe Dining Door which locks at 10:15 PM.

Farrell and Dechantal Halls are locked 24 hours a day 7 days a week. Access can only be gained with a student's card key, which is programmed into the card reader. All residents are required to present a valid Seton Hill University ID if such information is requested by the Desk Security Assistant. Residents of the building do not need to sign in, unless signing in an off-campus guest. Residents may visit other Farrell residents without restriction. Co-habitation is not permitted at any time or under any circumstance.

## **CAMPUS POLICE**

The University employs its own Security Force of 10 officers. Shifts for officers are 7 AM to 3 PM, 8 AM to 4 PM, 3 PM 11 PM. And Midnight to 8 AM. At least one officer is on duty for each shift. Before being employed, all officers are required to be certified under the Commonwealth of Pennsylvania Act 235 which requires training in the Crimes Code, Self- Defense and the Use of Force. Officers may also be Act 120 trained, which, is the basic training for police officers in Pennsylvania. This training is 520 hours long and covers all aspects of police work. Act 2 Basic Sheriff's Training is also accepted. All officers are First Aid and CPR certified with annual retraining required. Officers also attend seminars to update training. The Enforcement Authority of the Campus Police Officers is that of "Special Police", i.e., under Commonwealth of Pennsylvania Law, they possess full Police Powers on Seton Hill University Campus. The working relationship with the City of Greensburg Police is very close. The Chief of Campus Police is in daily contact with the Greensburg Police Department. They discuss any crimes that occur in the area of the University and if needed a notice is issued to the campus community. The City Police cars cruise through the campus on a frequent basis, 24 hours a day. The Campus Police carry multi-channel two-way radios providing access to channels with the City Police, City Fire Department, and Mutual Aid Ambulance Service. The relationship with the Pennsylvania State Police is professionally cordial but their services are seldom needed due to the close working relationship with the City of Greensburg Police.

The Campus Police encourage all members of the University community and visitors to report all crimes and suspicious activities to the Campus Police Department. It is important that crimes be reported as soon as possible so that actions may be taken to apprehend the violators and prevent future crimes. Persons reporting crimes to the campus should give their name, address, and telephone number to the Campus Police.

On campus crimes should be reported to the Campus Police in person at the Campus Police Department Office, or by using one of the emergency telephones on campus. The person can also use any campus telephone by dialing 4911. If the person is off campus and wants to report an on campus crime they dial 724-830-4999.

Off campus crimes should be reported to either the Greensburg Police Department or the Pennsylvania State Police depending on the location of the crime. For crimes in the City of Greensburg persons may report crimes to the Greensburg Police Department at 416 South Main Street, Greensburg, Pa 15601 or by dialing 911 or 724-834-3800. For crimes outside the City of Greensburg persons may report crimes to the Pennsylvania State Police at 100 North Westmoreland Avenue, Greensburg, Pa 15601 or by dialing 911 or 724-832-3288. If you are not sure which department to call you may call either department and they will put you in touch with the proper authority.

All criminal incidents of significance or incidents that could have an impact beyond the campus are reported to the City Police. The University complies with the State Police Annual Reporting requirements.

## **INFORMING THE UNIVERSITY COMMUNITY**

Security matters are conveyed to the Campus Community through the University's weekly "Communicator." As a matter of routine, they are discussed at the Dean of Student Services Staff meetings with the Residence Life staff who take the information to their floor meetings. Security Bulletins are posted on all entrance doors and resident hall floors for incidents requiring immediate notice to students, employees, and guests.

The Campus Community is notified of serious crimes by way of Security Alerts. These timely warnings are prepared by the Dean of Student Services and the Chief of Campus Police, for all major crimes that may impact the University community. The notices are prepared on bright red paper and will contain the following but not limited to:

1. Date and time of the incident
2. Location of the incident

3. Type of incident
4. Description of the actor(s)
5. Summary of what occurred
6. Crime prevention tips
7. Whom to call if anyone possess information
8. Whom to call to report suspicious activities

The Security Alerts will be prepared without delay and will be posted on entrance doors to all buildings, Student Services Bulletin board, all resident hall floors, and any other location in order to notify as many members of the University community and visitors as possible. The security alert will also be sent out campus wide via the campus e-mail system.

The "Daily Crime Log" is available for viewing 24 hours a day, 7 days a week. Anyone may view the "Daily Crime Log" in the Campus Police Department Office located in room 117 of Lowe Hall

### **CRIME PREVENTION**

Crime Prevention Pamphlets on a variety of subjects are available from the Campus Police. Engravers are also available so the students can mark their property. Throughout the year programs on Basic Self-defense are held. Child safety seat programs are held in conjunction with the Greensburg Police Department. Programs on fire safety and prevention are also held.

### **MONITORING OFF CAMPUS CRIME**

The Chief of Campus Police is in daily contact with the Greensburg Police, and he discusses criminal activity and Crime Prevention with them. The University has no off campus housing of student organizations with off campus housing.

### **POLICY ON ALCOHOL**

Seton Hill University supports the Pennsylvania State Laws and Federal Laws concerning alcohol and accepts the responsibility to inform each student of his/her obligation to obey these laws. Violation of such laws includes financial and educational penalties for underage drinking, driving under the influence, providing alcohol to minors, using false ID's, public drunkenness, and more. In Pennsylvania and all states in the U.S., the legal drinking age is 21.

Students and their guests, regardless of age, may neither store nor consume alcoholic beverages of any kind on University property or as part of any University activity. Additionally, any use of alcohol that results in behavior which causes hazard of injury to the individual, injury or embarrassment to the University or members of the external community, or which leads to a social disturbance, shall be a matter for disciplinary action: and students who present themselves on campus in an intoxicated condition are subject to disciplinary action and/or counseling. Alcoholic beverages are not permitted at any student sponsored function. No University funds, including orientation fees or activities fees, are to be spent for alcohol by student groups or club advisors.

At special University-sanctioned functions hosted by faculty or staff, alcohol may be served to legal-age students provided the proper procedures and guidelines and all state and federal laws are followed. Guidelines and permission request forms are available in the Student Services Office.

In Pennsylvania underage drinking laws apply to a number of behaviors, which include: lying about age to obtain alcohol; purchasing, attempting to purchase, consuming, possessing, or transporting alcohol; carrying a false identification card; and being intoxicated. Consequences for any of the above include, but are not limited to: fines up to \$500.00, loss of driver's license for 3 months to two years, notification of parents/guardians, alcohol education, counseling, and evaluation of one's alcohol use by an alcohol/drug assessment professional.

Consequences for providing alcohol to minors (people under the age of 21) include mandatory fines of \$1000.00 for the first person served and \$2500.00 for each additional person served. Loss of driver's license is also possible. In Pennsylvania it is illegal for parents to provide their underage children with alcohol.

Conviction for the first offense of driving under the influence (DUI), when there are no fatalities, can result in a mandatory 48 hour jail sentence, minimum fine of \$300.00, loss of driver's license for 1 year, and or other financial and education consequences. Penalties increase substantially for each subsequent conviction. An arrest for DUI can occur for driving with a Blood Alcohol Content (BAC) of .10 or higher, or driving with a BAC of .04 and higher when there is other evidence of impaired driving.

## **POLICY ON ILLEGAL DRUGS**

The use of illicit drugs (e.g., marijuana, speed, LSD, cocaine, steroids, etc.) is believed to lead to temporary and even permanent physical and psychic damage to those who use them ( except when prescribed and taken under strict medical supervision ), and to impair the user's capacity for the intellectual and judgmental discipline needed for academic achievement and social living. Furthermore, in Pennsylvania, the selling, buying, possession, and/or use of illicit drugs is a felony punishable by severe fines and/or imprisonment. University policy, therefore, holds that unlawful manufacture, distribution, possession, or use of illicit drugs is prohibited on any University facility or work place or as part of any University activity. Furthermore, proven instances of manufacture, distribution, possession, or use of illicit drugs (regardless of location) are considered evidence of one's failure to accept the principles of personal responsibility which are fundamental to the academic and social life of the University, and, therefore, will result in disciplinary action. Sanctions for violation of the drug police may include but are not limited to: opportunity for immediate withdrawal from the University, suspension with a stipulation that the student seek personal counseling, expulsion, ejection from the premises, and arrest by state/local/University police. The University will enforce all Federal and State Drug Laws.

## **DRUG AND ALCOHOL ABUSE PROGRAMS**

Alcohol and drug prevention and education programs are conducted regularly throughout the academic year. Programming occurs in the Residence Halls, classrooms, and campus wide. Recognizing the scope of substance abuse, the University is available for and does conduct community based programs. Every freshman is required to attend the Freshman Seminar Lab Series as part of their academic coursework; drug and alcohol education is included in the lab series.

## **SEXUAL OFFENSE POLICY**

The following sexual offense policy is in effect in all cases of alleged sexual misconduct which violate the conduct standard cited below. This policy modifies and supercedes the existing student conduct regulations and disciplinary procedures only in cases of sexual offenses or misconduct.

### **1. Conduct Standard on Sexual Offenses:**

It is against Seton Hill University policy for students or other members of the University community to commit sexual offenses. Sexual offense is defined as "any sexual act directed against another person forcibly and/or against that person's will; or act forcibly or against the person's will where the victim is incapable of giving consent." Examples of such behavior include, but are not limited to, the following:

- a. Coerced sexual activities, including rape, forcibly sodomy, sexual assault with an object, and forcibly fondling. Also included are acts of incest and statutory rape.
- b. Physical contact of a lewd type, including brushing, grabbing, hugging, kissing, patting , pinching, and touching.
- c. Deliberate or reckless threats, implied or actual, or physical conduct of a sexual nature that results in reasonable apprehension of physical harm or a sexual offense.

II. Definitions

- a. RESPONDANT: A student (or group of students) charged as being responsible for the violation of appropriate conduct standards.
- b. AGGRIEVED PARTY: A member of the University community or campus group who is a primary victim of the alleged sexual misconduct.

III. PROCEDURES

- a. The Superior Court of the Seton Hill University Student Government will be responsible for hearing sexual offense cases. All Court members will be trained in the area of sexual assault.
- b. Any sanction to be imposed by the Superior Court Judicial Board following conviction for the sexual assault will be selected from the University’s existing disciplinary sanctions.

**Sanctions that may be imposed:**

1. **Power of Dismissal, Summary Suspension, or Suspension-** The Power of Dismissal, Summary Suspension, or Suspension of a student for social matters lies with the Dean of Student Services.
2. **Dismissal** – A student may be dismissed if her/his behavior shows a continued lack of respect for University policies and rules, if she/he is continually and demonstrably disruptive to the harmony of the community, or if she/he commits a proven grave offense – such as but not limited to, vandalism, theft, assault – against a person or property on or off campus.
3. **Summary Suspension** – may occur in severe or emergency cases in which the safety and well-being of students, faculty, or University property is endangered.
4. **Suspension** – results from an infraction of University rules or policy that is serious, but not serious enough to warrant dismissal. During the period of suspension, a student temporarily severs her/his connection with Seton Hill in order to reevaluate her/his behavior and to consider whether Seton Hill provides the atmosphere in which the student can comfortably combine an academic and social life. A student who is planning to return to Seton Hill should present in writing evidence of her/his willingness to live a responsible life-style. Duration and condition of the suspension are established by the Dean of Student Services relative to each individual case and communicated in writing. Students under disciplinary suspension or dismissal are required to disassociate themselves from the University within the time prescribed by the Dean of Student Services. They are not to visit the University except for business and counseling appointments approved in writing by the Dean.
5. **Probation** – provides a period during which a student and Seton Hill may determine whether the atmosphere on the Hill is the best place for her/him to reach her/his goals. During the period of probation a student may ask for no special privileges. She/he should recognize that violation of any policy may warrant dismissal, and she/he must remain in close contact with the Dean of Student Services or the Dean’s delegate throughout the period of probation. Specific conditions and the duration of probation are established by the Dean of Student Services relative to each individual case and are outlined in a letter to the student. A copy may be sent to the parents of the student.
6. **Service or Special Duties** – are temporary positions of work responsibility appropriate to the offense.
7. **Monetary Fines** – may be assigned for: violation of alcohol policy , smoking in forbidden areas, illegal use of electrical appliances, use of candles and incense, damage to University property, possession of pets, baby-sitting in residence halls, loss of keys, or for any other offenses against the general welfare and safety of the community.

- a. Violation of Alcohol/Drug Policy.....\$25.00 to \$50.00
- b. Violation of smoking regulation .....\$25.00
- c. Tampering with fire equipment or causing Potential fire problem.....\$25.00
- d. Failure to leave area of alarm.....\$25.00
- e. Babysitting in residence hall .....\$25.00
- f. Pets in residence halls.....\$25.00

**Alcohol/Drug Education** may be assigned for violations of the alcohol/drug policy, in addition to the monetary fines levied. In some cases, counseling may be required as well.

Level I: \$25.00 fine and mandatory attendance at an alcohol/drug education program.

Level II. \$50.00 fine, possible notification of parents/guardians, mandatory attendance at an alcohol/drug education program.

This alcohol/drug education program may include: video viewing, interactive exercises, self-evaluation, journal writing, and information regarding physiological effect of alcohol, drugs, legal consequences, risk factors, social/peer influence, low risk vs. high risk use, SHC policy, etc. An educational program will typically require six hours of in-class time (which may be extended over a period of weeks), plus required outside time commitments, such as journal writing.

**Financial Restitution** is required for damages or theft.

**Counseling** – may be required and may also be offered as an alternative to dismissal or suspension.

**Requirement to attend** a scheduled seminar or workshop program relative to the development of positive standards of behavior or goals may be ordered.

**Suspension of privileges** in social and residence hall life may occur.

All sanctions are cumulative. Consequently, upper class students who already have violations of University policy may receive more severe sanctions. Sanctions may also be enhanced based on the severity of the behavior and the impact on the community.

- c. Respondents may elect to admit to charges in which event the Judicial Board would not hear evidentiary testimony but would determine sanctions.
- d. All existing guidelines for filing complaints and appeals as outlined in the Student Handbook will apply to sexual offense cases.

The following procedures are applicable for on campus disciplinary action in cases of alleged sexual assault:

1. Both the accuser and the accused have the same opportunity to have others present (in support or advisory roles) during a campus disciplinary hearing.
2. Both parties have the right to be informed of the outcome (and sanction) of any disciplinary hearing involving sexual assault.
3. Students shall be informed of their 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.
4. Survivors shall be notified of available counseling, mental health or student services for victims of sexual assault, both on campus and in the community.
5. Notification to the students of and options for, and available assistance in, changing academic and living situations after an alleged sexual assault incident, if so requested by the victim and if such changes are reasonably available. It is not necessary that charges be filed or an investigation started for this option to occur. Accommodations may include:
  - a. Change of an on campus student's housing to a different on-campus location;
  - b. Assistance from University support staff in completing the relocation;
  - c. Housing contract pro-rata refunds;
  - d. Exam (paper, assignment) rescheduling;
  - e. Taking an incomplete in a class;
  - f. Transferring class sections;
  - g. Temporary withdrawal;
  - h. Alternative course completion options.

As an educational institutional Seton Hill University recognizes its responsibility to inform students and employees about campus security and prevention of crime. Programs to promote awareness of rape, acquaintance rape, and other sexual offenses will be offered on an annual basis. Students are provided with sexual assault protocol at the beginning of each academic year which outlines procedures to follow if a sexual offense occurs, including who should be contacted, the importance of preserving evidence as may be necessary to the proof of the criminal sexual assault, and to whom the alleged offense should be reported. Existing campus and community counseling, mental health counseling, and services for the victims of sexual assault are cited in the protocol.

### **IF A SEX OFFENSE OCCURS**

If you are the victim of a sex offense you should:

1. Contact the Campus Police
2. The RD on duty or any RA

In order to preserve important evidence you **should not**:

1. Shower or douche
2. Change your clothing

If you do change your clothing keep the clothing separate. Place each article of clothing in a separate paper bag, **do not use plastic bags.**

### **CAMPUS SEX CRIMES PREVENTION ACT**

Students, faculty, staff and visitors at Seton Hill University can obtain information concerning registered sex offenders by contacting the Chief of Campus Police at (724) 830-4998, the Pennsylvania State Police at (724) 832-3288 or the Westmoreland County detective Bureau at (724) 830-3287.

### **ANTI-HARASSMENT POLICE AND PROCEDURES**

#### Introduction

Seton Hill University, a diverse academic community, celebrates this diversity and is committed to serving individuals and groups from all backgrounds. It strives to provide an equal opportunity to all members of our community. Accordingly, University police requires that no person be denied employment or academic opportunities or otherwise discriminated against on the basis of race, ethnicity, religion, gender, national origin, sexual orientation, color age, disablement, or economic status.

The University is also committed to freedom of thought, discourse and speech, and the attainment of the highest quality of academic and educational pursuits.

True to its mission as a Catholic, woman's focused, liberal arts University, Seton Hill University espouses trust, civility, and a willingness to recognize the dignity of each person. Thus, it is the responsibility of each member of the University community to learn and to understand the differences among us, as well as the similarities and to demonstrate tolerance which precludes and expression of bigotry. However, tolerance is not enough. Respect, understanding, and a basic generosity of spirit is expected.

#### Policy: Sexual Harassment and Harassment on the Basis of National Origin, Race, or Sexual Orientation

##### A. Sexual Harassment

Sexual harassment is a form of sex discrimination that is prohibited by Title VII, of the Civil rights Act of 1964 (Employers), Title IX of the Education Amendments Act of 1972 (students), Pennsylvania law, and by Seton Hill University police. Sexual harassment is defined as follows:

- unwelcome sexual advances;
- requests for sexual favors and other verbal or physical conduct is made a term or condition of one's academic or employment status or is used as a basis for academic or employment decisions; or
- conduct which unreasonably interferes with one's academic pursuits or working conditions by creating a hostile environment.

The University makes yearly training available.

Definitions are available in the training manual appended to the Affirmative Action Office policy, which can be reviewed in that office.

#### B. Harassment on the Basis of National Origin, Race, or Sexual Orientation

This includes any ethnic, racial, or sexual slurs and other verbal or physical conduct relating to an individual's national origin, race or sexual orientation when this conduct 1) has the purpose or effect of creating an intimidating, hostile, or offensive work or student environment; 2) has the purpose or effect of unreasonably interfering with an individual's work or academic performance; 3) otherwise adversely affects an individual's employment or academic opportunities. This definition will be interpreted and applied consistent with academic freedom and freedom of expression.

Harassment, physical, racial or psychological coercion, fighting, personal threat or disrespect toward students, faculty, or any other University personnel will not be condoned. It also is a violation of the University Anti-Harassment Policy for any employee or students at the University to attempt in any way to retaliate against a person who makes a claim of harassment.

#### Key Factors in Determining Instances of Harassment

1. The behavior or expression is related to the receiver's gender, sexual orientation, race, ethnic origin, age, religion, disability, or economic status.
2. The behavior is unwelcome and can be reasonably perceived by the receiver as offensive and objectionable.

However, the mere perception of a behavior or expression as harassing does not constitute harassment. Such perceptions must be carefully examined and understood such that perceived offenders can recognize both the unintentional effects of the behavior, and potential grievants can recognize their responsibility to clarify their discomfort with such behavior.

In the most serious instances of harassment, however, it is unreasonable to expect grievants to confront their perceived harassers. In many instances in which the perceived harassment is more subtle and it cannot be assumed that the perceived offenders are aware of the way in which their behaviors have been interpreted, the responsibility for resolution is shared by both parties. Perceivers have the responsibility to make their discomfort known to perceived harassers (either directly through a third party), and the perceived harassers have a responsibility to respond in a thoughtful, sensitive manner to the perception.

#### Grievance Procedures

Any member of the Seton Hill community who feels that she or he has experienced harassment has a right to the resolution of her or his grievance. An informal resolution of the problem, as listed under "I. Informal Resolution" should be sought first. If this is not effective, such individuals should then pursue a formal resolution of the complaint through procedures listed under "II. Formal resolutions."

The Affirmation Action Officer is present to informally counsel faculty, students and employees and, if desired by the grievant, to take steps to initiate the grievance procedure (informal and formal) on the grievant's behalf.

Consultation with the Affirmative Action Officer allows a potential grievant to clarify the events of a particular situation or the patterns of a relationship which have created in the grievant's mind, a perception of harassment. Consultation is beneficial also in informing the grievant of additional means of resolution of a conflict if the grievance procedure proves ineffective. In any case, the first step in a resolution of a harassment grievance is informal, confidential consultation with

the Affirmative Action Officer. Such consultation in no way implies that the grievance procedure will be used and is often helpful in recognizing ways in which one might resolve a grievance without third party intervention.

Regardless of their level or the person with which they are filed, harassment charges will be reported to the Affirmative Action Officer. This information will be retained in the Office of the Affirmative Action officer as part of a confidential file used to monitor such incidents with the University.

### I. Informal Resolution

Any faculty member, student, or employee who believes she or he has been harassed should contact the appropriate individual listed in #IA. Every effort should be made to resolve the problem informally.

After an initial interview, it may be suggested that the faculty member, student or employee take individual action to resolve the problem through verbal or written communication with the person whose actions the student/employee found to be offensive. If that does not resolve the matter or if the person filing the complaint is reluctant to deal directly with the accused, the problem can then be referred to the person initially contacted as listed in #IA. This person should then act as a mediator, which may involve confronting the alleged harasser to advise him or her of the University Anti-harassment Policy, disciplinary actions, and the expectation that he or she actively help in the implementation of the policy and the resolution of the complaint or perceived complaint.

During all informal attempts to resolve the problem, to the extent possible, efforts will be made to keep the identity of the of the involved parties confidential.

#### A. Informal Resolution Contact Person

	<u>Students</u>	<u>Faculty</u>	<u>Admin</u>	<u>Hourly</u>
Initial Contact/Mediator	Dean of Students	Academic VP	Admin VP	Personnel

### II. Formal Resolution

If a problem cannot be resolved through informal attempts and the faculty member, student, or employee wishes to pursue the matter further, he or she must file a written complaint, stating the problem and the steps which have been taken to resolve the problem. This step should be completed in a timely manner – within fourteen (14) days after an informal resolution procedure proves ineffective. The written complaint is directed to the Affirmative action Officer.

Every attempt will be made to schedule a hearing within seven (7) days upon receipt of the formal written complaint with the member of the Grievance Board. Both the employee or student filing the complaint and the alleged harasser must be present at this hearing.

All formal complaints will be given a full, impartial and timely investigation. During such investigations, every effort will be made to protect the privacy rights of all parties, however, confidentiality cannot be guaranteed.

#### A. Seton Hill University Grievance Board

The Affirmative Action Officer will refer the case to the appropriate Grievance Board as follows:

Student/Student – Dean of Student Services to utilize student court system. See Student Handbook for disciplinary procedures.

Faculty/Faculty – Vice-President for Academic affairs – Board composition to include: Affirmative Action officer, division chair, President of professional Association.

Faculty/Student – Vice-President of Academic Affairs and Dean of Student Services – Board composition to include: Chief Justice, Faculty Member appointed by Academic Vice-President, One Faculty/Staff chosen by student, One Faculty/Staff chosen by Faculty Member, Affirmative Action Officer.

Administration – Board composition to include: Affirmative Action Officer, Presidential Appointment and President of Professional Association.

Hourly – Board composition to include: Vice-President for Finance, Personnel Manager, Affirmative Action Officer, and Presidential Appointee.

The Grievance Board has the responsibility for investigating complaints filed with it and conveying its findings and recommendations to the student or employee who filed the complaint, the alleged harasser, as well as the appropriate dean and/or director within fourteen (14) days after receipt of the complaint.

All complaints and related documents will be maintained in a confidential file and every attempt will be made to assure the privacy of the individual and the respondent, subject to the University's legal obligations to take necessary disciplinary steps. If it is determined that harassment has occurred, the University will proceed with disciplinary action with or without agreement from the complainant.

Reprisals or retaliation towards any person for filing a complaint or alleging sexual harassment is also prohibited by law and by University policy. Knowingly making false allegations will subject a person to disciplinary action.

### Sanctions

If investigations of a reported occurrence of harassment reveals that the complaint is without reasonable foundation, both parties will be informed. They will also be informed that no further action is warranted. If, however, an individual is found to have violated the University's Anti-Harassment policy, the investigating body will recommend disciplinary action appropriate to the severity of the offense, including, but not limited to, reprimand, suspension, expulsion from the residence halls, reassignment of responsibilities, termination of employment or expulsion from the University. Such findings and recommendations will be forwarded to the appropriate dean or director for action.

A dean or director must take formal action within seven (7) days of receiving the findings and recommendations regarding a complaint of harassment. All parties to the complaint and the Grievance Board must be informed of the specific action taken.

### Appeals

Findings presented to and/or sanctions imposed by a dean or director may be appealed by any party to the complaint. Within fourteen (14) days of the presentation of a finding and/or imposition of a sanction, appeals of that finding and/or sanction must be submitted in writing to the President. The President then has fourteen (14) days to respond to the appeal. Decisions resulting from any such appeal to the President are final.

Copies of the Anti-Harassment policy and training manual are available in the following offices: President, Vice-President of Administration and Student Life, Vice-President for Academic Affairs, Dean of student Services, and Personnel.

*Seton Hill University does not discriminate on the basis of sex, race, national origin, color, age, or handicap status in its education program and policies, curricular activities, scholarships and loan programs, and employment practices. Inquiries may be directed to the Vice President for Administration and Student Life/ Dean of Students, Seton Hill University, Seton Hill Drive, Box 166K, Greensburg, PA 15601, 724-838-4200.*

## CRIME STATISTICS SETON HILL UNIVERSITY

THE JEANNE CLEARY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIMES  
STATISTIC ACTS (formerly the Campus Security Act)\*\*

	2006	2007	2008
<b>MURDER AND NON-NEGLIGENT MANSLAUGHTER</b>			
ON CAMPUS ***	0	0	0
ON CAMPUS IN RESIDENTIAL FACILITIES	0	0	0
NON-CAMPUS BUILDINGS AND PROPERTY	0	0	0
PUBLIC PROPERTY	0	0	0
<b>NEGLIGENT MANSLAUGHTER</b>			
ON CAMPUS ***	0	0	0
ON CAMPUS IN RESIDENTIAL FACILITIES	0	0	0
NON-CAMPUS BUILDINGS AND PROPERTY	0	0	0
PUBLIC PROPERTY	0	0	0
<b>ARSON</b>			
ON CAMPUS ***	2	0	0
ON CAMPUS IN RESIDENTIAL FACILITIES	0	0	0
NON-CAMPUS BUILDINGS AND PROPERTY	0	0	0
PUBLIC PROPERTY	0	0	0
<b>SEXUAL OFFENSES FORCEABLE</b>			
ON CAMPUS ***	0	0	2
ON CAMPUS IN RESIDENTIAL FACILITIES	0	0	2
NON-CAMPUS BUILDINGS AND PROPERTY	0	0	0
PUBLIC PROPERTY	0	0	0
<b>NON-FORCEABLE SEXUAL OFF.</b>			
ON CAMPUS ***	0	0	0
ON CAMPUS IN RESIDENTIAL FACILITIES	0	0	0
NON-CAMPUS BUILDINGS AND PROPERTY	0	0	0
PUBLIC PROPERTY	0	0	0
<b>ROBBERY</b>			
ON CAMPUS ***	0	0	0
ON CAMPUS IN RESIDENTIAL FACILITIES	0	0	0
NON-CAMPUS BUILDINGS AND PROPERTY	0	0	0
PUBLIC PROPERTY	0	0	1
<b>AGGRAVATED ASSAULT</b>			
ON CAMPUS ***	0	1	0
ON CAMPUS IN RESIDENTIAL FACILITIES	0	1	0
NON-CAMPUS BUILDINGS AND PROPERTY	0	0	0

PUBLIC PROPERTY	0	0	0
<b>BURGLARY</b>			
ON CAMPUS ***	12	25	8
ON CAMPUS IN RESIDENTIAL FACILITIES	4	14	7
NON-CAMPUS BUILDINGS AND PROPERTY	0	0	0
PUBLIC PROPERTY	0	0	4
<b>MOTOR VEHICLE THEFT</b>			
ON CAMPUS ***	0	1	0
ON CAMPUS IN RESIDENTIAL FACILITIES	0	0	0
NON-CAMPUS BUILDINGS AND PROPERTY	0	0	0
PUBLIC PROPERTY	0	0	0
<b>THEFT</b>			
ON CAMPUS ***	53	43	20
ON CAMPUS IN RESIDENTIAL FACILITIES	44	25	20
NON-CAMPUS BUILDINGS AND PROPERTY	0	0	0
PUBLIC PROPERTY	3	0	8
<b>VANDALISM</b>			
ON CAMPUS ***	65	44	25
ON CAMPUS IN RESIDENTIAL FACILITIES	45	16	5
NON-CAMPUS BUILDINGS AND PROPERTY	0	0	0
PUBLIC PROPERTY	1	0	8
<b>LIQUOR VIOLATION ARRESTS</b>			
ON CAMPUS ***	0	0	0
ON CAMPUS IN RESIDENTIAL FACILITIES	0	0	0
NON-CAMPUS BUILDINGS AND PROPERTY	0	0	0
PUBLIC PROPERTY	0	0	2
<b>LIQUOR VIOLATION REFERRALS</b>			
ON CAMPUS ***	106	117	61
ON CAMPUS IN RESIDENTIAL FACILITIES	92	115	61
NON-CAMPUS BUILDINGS AND PROPERTY	0	0	0
PUBLIC PROPERTY	0	0	0
<b>DISORDERLY CONDUCT</b>			
ON CAMPUS ***	15	13	0
ON CAMPUS IN RESIDENTIAL FACILITIES	7	4	0
NON-CAMPUS BUILDINGS AND PROPERTY	0	0	0
PUBLIC PROPERTY	4	0	7
<b>HATE CRIMES</b>			
ON CAMPUS ***	0	0	3*
ON CAMPUS IN RESIDENTIAL FACILITIES	0	0	3*
NON-CAMPUS BUILDINGS AND PROPERTY	0	0	0
PUBLIC PROPERTY	0	0	0

<b>DRUG VIOLATION ARRESTS</b>			
ON CAMPUS ***	0	0	0
ON CAMPUS IN RESIDENTIAL FACILITIES	0	0	0
NON-CAMPUS BUILDINGS AND PROPERTY	0	0	0
PUBLIC PROPERTY	1	2	2
<b>DRUG VIOLATION REFERRALS</b>			
ON CAMPUS ***	3	18	8
ON CAMPUS IN RESIDENTIAL FACILITIES	6	9	8
NON-CAMPUS BUILDINGS AND PROPERTY	0	0	0
PUBLIC PROPERTY	0	0	2
<b>WEAPON VIOLATIONS ARRESTS</b>			
ON CAMPUS ***	0	0	0
ON CAMPUS IN RESIDENTIAL FACILITIES	0	0	0
NON-CAMPUS BUILDINGS AND PROPERTY	0	0	0
PUBLIC PROPERTY	0	0	0
<b>WEAPON VIOLATIONS REFERRALS</b>			
ON CAMPUS ***	0	0	0
ON CAMPUS IN RESIDENTIAL FACILITIES	2	0	0
NON-CAMPUS BUILDINGS AND PROPEITY	0	0	0
PUBLIC PROPERTY	0	0	0
<b>FIRE ALARM (FALSE)</b>	3	1	0
<b>FIRE ALARM (ACTUAL)</b>	18	20	12
<b>FIRE ALARM (SYSTEM MALFUNCTION)</b>	14	5	4

\* 2 based on gender and 1 based on race

\*\* The Campus Security Act was amended in 1998. Any marked increase across years or in the revised statistics from previous years can be accounted for by the fact that the geographic boundaries for reporting were greatly expanded in 1998, and reporting of drug, alcohol and weapons violations has also been broadened to include not only arrests but also disciplinary referrals.

\*\*\* This category includes all on-campus incidents including those listed in the category below, "On campus in residential facilities." Therefore, the two categories are nor cumulative, but duplicative.

**KEY TO HATE CRIME NOTATIONS:**

Type of bias or Prejudice

Race = ra

Gender = g

Religion = re

Sexual Orientation = s

Ethnicity = e

Disability = d

# Definitions

The Campus Security Act (1990, 1994) and the Jeanne Clery Act (1998) mandated the use of the Federal Bureau of Investigation's Uniform Crime Reporting typology for campus crime reporting. The definitions are taken from the following sources, the Federal Bureau of Investigation's Uniform Crime Reporting Handbook, the National Incident-based Reporting System of the Uniform Crime Reporting Handbook, and the Higher Education Amendment of 1998.

**Criminal Homicide: Murder and Non-negligent Manslaughter** – The willful (non-negligent) killing of one human being by another.

**Criminal Homicide: Manslaughter by Negligence** – The killing of another person through gross negligence.

**Sex Offenses – Forcible** – Any sexual act direct at another person, forcible and/or against that person's will; or not forcible or against the person's will where the victim is incapable of giving consent.

A. **Forcible Rape** – The carnal knowledge of a person, forcibly and/or against that Person's will; or not forcibly or against that person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

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

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

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

**Sexual Offenses – Non-forcible** – Unlawful non-forcible sexual intercourse

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

B. **Statutory Rape** – non-forcible sexual intercourse with a person who is under the statutory age of consent.

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

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

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

**Motor Vehicle Theft** – The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned – including joyriding.)

**Hate (Prejudice) Crimes** – Crimes (murder, sex offenses, robbery, aggravated assault, manslaughter, arson, etc.) involving bodily injury to any person in which the victim is intentionally selected because of actual or perceived race, gender, religion, sexual orientation, ethnicity or disability condition. *Crimes should be categorized and reported as a crime of Prejudice.*

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

**Weapon Law Violation** – The violations of laws or ordinances dealing with weapons offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

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

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

The Chief of Campus police collects the Crime Statistics from the following sources:

1. Campus Police Reports
2. Greensburg Police Department Reports
3. PA State Police Reports
4. Dean of Student Services
5. Director of Residence Life
6. Resident Assistants
7. Athletic Director

Duplicate reporting is prevented by comparing the date, time and location of each incident. Reports are classified in accordance with the Uniform Crime Report and the Clery Act.