

**University of the Sciences**

600 South 43<sup>rd</sup> Street  
Philadelphia, PA 19104

**Your Right to Know**

**2008 – 2010**

**The Jeanne Clery Disclosure of Campus Security  
Policy and Campus Crime Statistics Act (Clery Act)**

**The College and University Security Act of 1988**

**Annual Fire Safety Report**

Published September 30, 2011

## **Message from the Director of Public Safety**

The University of the Sciences in Philadelphia's Department of Public Safety prides itself on providing the highest level of public safety services to the University of the Sciences community in support of its academic mission. Through dedication, compassion and integrity the Department of Public Safety will uphold and administer University policies and procedures while providing a safe environment in which our community can excel.

We encourage the University of the Sciences community to take an active role in assisting the Department of Public Safety by registering for the Emergency Alert System, never leaving personal belongings unattended, locking doors, locking windows, crossing at crosswalks, traveling in well lit highly traveled areas, removing all items from parked vehicles, and most importantly by reporting suspicious activity immediately.

By working together, we can provide a safer environment at the University of the Sciences in which to excel academically and professionally.

As the Director of Public Safety, I welcome your comments, suggestions, and ideas for making the campus an even safer environment. To share your ideas, please visit the Public Safety office located at 4500 Woodland Avenue; call us at 215895-1117; or email us at [DPS@USP.edu](mailto:DPS@USP.edu).

To learn more about the Department of Public Safety, visit our website at <http://www.usp.edu/lifeatusp/PublicSafety>.

Help us! Help You!

Shawn E. Woods  
Director of Public Safety

## Introduction

The University of the Sciences, in compliance with **The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act)**, and **The College and University Security Act of 1988**, reports annually to its current and perspective students and employees. The report contains statistics for the previous three years pertaining to reported crimes that have occurred on-campus; in certain non-campus buildings or property that is owned or controlled by University of the Sciences; and on public property within, or immediately adjacent to and accessible from the campus.

The report also includes institutional policies concerning campus security, such as policies concerning alcohol use, drug use, and crime prevention, reporting of incidents, and a victim's rights about sexual assaults.

Additional disclosures required beginning with the Annual Security Report due on October 1, 2011; include revised hate crime statistics, law enforcement relationships, emergency response and evacuation procedures, missing student notification, and fire safety information and statistics.

If you believe there has been a violation of one or more of the provisions of the Pennsylvania College and University Security Information Act or the Clery Act you may file a complaint at the Department of Public Safety. The complaint will be forwarded to the Director of Public Safety, who will respond in writing to the complaint within five-business day from the date the complaint is received.

If, after receiving the reply to the complaint, you still feel that the violation has been committed, and not corrected, you may appeal to the Vice President of Operations, who has the ultimate responsibility to receive and resolve such complaints.

## Annual Fire Safety Report

The Higher Education Opportunity Act (HEOA) requires that institutions participating in federal student financial aid programs publish the following:

**Annual Fire Safety Report:** Institutions providing on-campus housing facilities must publish a fire safety report, which shall contain information with respect to the campus fire safety practices and standards of that institution.

The University of Sciences complies with this regulation by including all fire related incidents at on-campus students housing facilities as part of the Annual Security & Fire Safety Report. Information contained in this report includes the number of fire related deaths & injuries; value of fire-related property damage; information on evacuation procedures and fire safety education and training programs; fire safety systems; in each student housing facility; the number of

regular mandatory supervised fire drills; and policies on portable electrical appliances, smoking, and open flames. To view the most recent report, visit the Public Safety website.

**Fire Log:** Institutions must keep a fire log that states the nature of each fire date, time and general location of each fire in on-campus student housing facilities.

The University of Sciences complies with this regulation by including all fire-related incidents in the Daily Crime & Fire Log. To view the most recent report, visit the Public Safety website for all crime and fire-related incidents.

A copy of the annual crime report and fire safety report is available by visiting <http://www.usp.edu/lifeAtUsp/PublicSafety/cleryact.aspx> or by contacting the Department of Public Safety at 215-895-1117.

## **Mission Statement**

The Department of Public Safety will provide the highest level of public safety services to our community in support of its academic mission. Through dedication, compassion and integrity we will uphold and administer University policies and procedures while providing a safe environment in which our community can excel.

## **Vision Statement**

The Department of Public Safety aims to be highly visible, diligent, and “customer service” driven in meeting the public safety and security needs of the students, faculty, staff, and the University of the Sciences Community.

## **The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act**

**The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act**, codified at 20 USC 1092(f) as a part of the **Higher Education Act of 1965**, is a federal law that requires all colleges and universities to disclose certain timely and annual information about campus crime and security policies. All public and private institutions of postsecondary education participating in federal student aid programs are subject to this Act. Violators may be "fined" up to \$27,500 or face other enforcement action by the U.S. Department of Education, the agency charged with enforcement of the Act and where complaints of alleged violations should be made.

**The Clery Act**, originally enacted by Congress and signed into law by President George Bush in 1990 as the **Crime Awareness and Campus Security Act of 1990**, was championed by Howard & Connie Clery after their daughter Jeanne was murdered in 1986. Jeanne Ann Clery, a college freshman, was raped and murdered while asleep in her residence hall room on April 5, 1986 on the Lehigh University Campus. The Clery's also founded the non-profit, Security On Campus, Inc. in 1987.

Howard and Connie Clery discovered that students and their parents had not been told about 38 violent crimes on the Lehigh University campus in the three years before their daughter's murder. They joined with other campus crime victims and persuaded Congress to enact this law, which was originally known as the "Crime Awareness and Campus Security Act of 1990."

The law was amended in 1992 to add a requirement that schools afford the victims of campus sexual assault certain basic rights, and was amended again in 1998 to expand the reporting requirements. The 1998 amendments also formally named the law in memory of Jeanne Clery.

The law is tied to participation in federal student financial aid programs, applies to most institutions of higher education both public and private, and is enforced by the U.S. Department of Education.

The law was most recently amended in 2000 requires schools to notify the campus community about where "Megan's Law" information about registered sex offenders on campus can be obtained.

**Note:** The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act information noted above was extracted from the Security on Campus website, [www.securityoncampus.org](http://www.securityoncampus.org). Additional information has been added and the original text may have been modified for editorial clarity.

## Annual Report

Schools are required to publish an annual report every year by October 1<sup>st</sup> that contains the previous 3 years campus crime statistics and certain security policy statements, including sexual assault policies, which assure basic victims' rights, and where students should go to report crimes. The report is to be made available automatically to all current students and employees while prospective students and employees are to be notified of its existence and afforded an opportunity to request a copy. Schools can comply using the Internet so long as the required recipients are notified and provided the exact Internet address where the report can be found. Paper copies are available upon request. A copy of the statistics must also be provided to the U.S. Department of Education.

### Crime Statistics

The University of the Sciences Department of Public Safety, in compliance with **The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act)**, and **The College and University Security Act of 1988**, reports crime statistics annually to its current and perspective students and employees. The report contains statistics for the previous three years pertaining to reported crimes that have occurred on-campus; in certain non-campus buildings or property that is owned or controlled by University of the Sciences; and on public property within, or immediately adjacent to and accessible from the campus.

The crime statistics are prepared based on information/incidents reported by the campus community, crime reports from the Philadelphia Police Department, crime reports from the University City District, student conduct records, and crime reports provide by neighboring institutions.

Crimes are reported in the following seven major categories, with several subcategories: 1.) Criminal Homicide broken down by a.) Murder and Non-negligent Manslaughter and b.) Negligent manslaughter; 2.) Sex Offenses broken down by a.) Forcible Sex Offenses (including rape) and b.) Non-forcible Sex Offenses; 3.) Robbery; 4.) Aggravated Assault; 5.) Burglary; 6.) Motor Vehicle Theft; and 7.) Arson.

The report also includes information on hate crimes in the following categories: 1.) Criminal Homicide broken down by a.) Murder and Non-negligent Manslaughter and b.) Negligent manslaughter; 2.) Sex Offenses broken down by a.) Forcible Sex Offenses (including rape) and b.) Non-forcible Sex Offenses; 3.) Robbery; 4.) Aggravated Assault; 5.) Burglary; 6.) Motor Vehicle Theft; and 7.) Arson and crimes involving bodily injury.

The University of the Sciences Department of Public Safety is also required to report the following three types of incidents if they result in either an arrest or disciplinary referral: 1.) Liquor Law Violations; 2.) Drug Law Violations; and 3.)

Illegal Weapons Possession. If both an arrest and referral are made only the arrest is counted.

The statistics are also broken down geographically into "on campus," "residential facilities for students on campus," non-campus buildings, or "on public property" such as streets and sidewalks. The report also indicates if any of the reported incidents, or any other crime involving bodily injury, was classified as a "hate crime."

### **Reportable Geographical Locations**

The **Clery Act** requires that University of the Sciences disclose statistics for offenses committed in certain specific geographic locations. The specific locations are defined as follows:

**On Campus** - Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by University of the Sciences in direct support of, or in a manner related to, University of the Sciences educational purposes, including residence halls; and

Any building or property that is within or reasonably contiguous to paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

**Residence Halls and Fraternities** – (considered a subset of the “on-campus” category). The number of crimes reported for residence halls or other residential facilities must be less than or equal to the number of reported crimes for the on-campus category.

**Non-campus Building or Property** - Any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by University of the Sciences 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 institution.

**On Public Property** - All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus. This includes the sidewalk across the street, but does not include property beyond the sidewalk.

**Campus Patrol Area** -From August of 2007, through May 3, 2009, the University of the Sciences housed students at 4601 and 4619 Chester Avenue. During this period of time the Department of Public Safety patrolled the area and reported criminal incidents as required under federal and state law.

As of May 3, 2009, the University of the Sciences no longer houses students at 4601 or 4619 Chester Avenue. Since the University of the Sciences no longer has any property that is owned or controlled by the University, the patrol area and the crime reporting requirements have been updated to reflect the change in reporting responsibilities.

The current public safety patrol area includes:

- 41st Street to 45th Street, between Baltimore Avenue and Woodland Avenue including Clark Park
- South of Woodland Avenue to the railroad tracks, including the area defined by Loop Road
- 41st Street to 46th Street along Woodland Avenue
- The Athletic Fields located in the Woodlands Cemetery

## **Definition of Criminal Offenses**

### **Criminal Homicide:**

**Murder and Non-Negligent Manslaughter** -is defined as the willful (nonnegligent) killing of one human being by another.

**Negligent Manslaughter** is defined as the killing of another person through gross negligence.

### **Sex Offenses:**

**Forcible** is defined as any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent. Forcible sexual acts include forcible rape, forcible sodomy, sexual assault with an object, and forcible fondling.

**Non-forcible** are incidents of unlawful, non-forcible sexual intercourse. Non-forcible sexual acts include incest and statutory rape.

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

**Aggravated Assault** -is an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

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

**Motor Vehicle Theft** – is the theft or attempted theft of a motor vehicle.

**Arson** -is any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

**Hate Crime** – Hate Crimes include, by geographic location and by category of prejudice, any of the aforementioned offenses, and any other crime involving bodily injury reported to local police agencies or to a campus security authority, that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias.

### **Arrests or Disciplinary Referrals for Illegal Weapons Possession and Substance Law Violations**

In addition to disclosing statistics for the aforementioned offenses, the *Clery Act* requires institutions to disclose both the number of arrests and the number of persons referred for disciplinary action for Illegal weapons possession; Drug law violations; and Liquor law violations.

**Note:** The University of the Sciences Department of Public Safety does not have the authority to make an arrest. The Philadelphia Police Department or another sworn law enforcement agency may make an arrest depending on the severity of an incident. Arrests may be reported to the Department of Public Safety if the arresting authority determines that the individual is a University of the Sciences student. In most cases, individuals found in violation of illegal weapons possession, and liquor law violations are referred to the Office of Judicial Affairs for formal disciplinary action.

### **Access to Timely Information “Timely Warnings”**

Colleges and Universities are also required to provide "timely warnings" and a separate more extensive public crime log. It is these requirements that are most likely to affect the day-to-day lives of students, faculty and staff members. A “Timely Warning” is issued when Department of Public Safety officials and campus administrators believe a crime poses an ongoing threat to the student’s faculty, and staff.

Timely warnings cover a broader source of reports (campus police or security, other campus officials, and off-campus law enforcement) than the crime log, but are limited to those crime categories required in the annual report.

The University of the Sciences in Philadelphia maintains an Emergency Notification System that allows instant communication in the event of a campus emergency

A “Timely Warning” is issued when Department of Public Safety officials and campus administrators believe a crime poses an ongoing threat to the student’s

faculty, and staff. In the event of an emergency, the Department of Public Safety will utilize the University of the Sciences Emergency Notification System.

On occasions there may be an incident that occurs that does not require activation of the University of the Sciences Emergency Notification System, but may constitute an ongoing or continuing threat to the University community, requiring the Department of Public Safety will publish a "Public Safety Alert Notice."

The Public Safety Alert Notice will include the crime or incident, location, description of the perpetrators, time and date of occurrence, and any other information deemed necessary.

Anyone with information warranting a Public Safety Alert Notice should report the incident to the Public Safety Department by phone at 215-596-7000, or in person at the Public Safety Office, which is located at 4500 Woodland Avenue.

The University of the Sciences community is encouraged to check the DPS Alerts and the Daily Crime Log on a regular basis so you can take the necessary precautions to "Help Us, Help You."

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

The Department of Public Safety maintains a combined Daily Crime & Fire Log of all incidents reported to the Department of Public Safety. This includes all crimes, fire-related incidents and other serious incidents that occur on-campus; including non-campus buildings or property within the Department of Public Safety patrol boundaries.

The Daily Crime Log includes incidents reported to the Department of Public Safety, by the University of the Sciences Community and local law enforcement agencies. The crime log notes all reported crimes, not just those required by **The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act)**, and **The College and University Security Act of 1988**.

The University of the Sciences Department of Public Safety is required to disclose in the crime log "any crime that occurred on campus...or within the patrol jurisdiction of the campus police or the campus security department and is reported to the campus police or security department." The crime log includes the "nature, date, time, and general location of each crime" as well as its disposition, if known.

Incidents are included in the crime log within one business days of being reported, but certain information may be withheld to protect victim confidentiality,

ensure the integrity of an ongoing investigation, or to keep a suspect from fleeing.

Only the most limited information necessary will be withheld and even then, it will be released "once the adverse effect...is no longer likely to occur."

The crime log is available online at

**<http://www.usp.edu/lifeAtUsp/PublicSafety/crimelog.aspx>** or in the Public Safety Office during normal business hours at 4500 Woodland Avenue. Individuals can view past crime logs, but a request must be to the Director of Public Safety and the logs will be made available within two business days of the request.

**Megan's Law Website** - <http://www.pameganslaw.state.pa.us/>

Pennsylvania's legislature has determined that public safety will be enhanced by making information about registered sex offenders available to the public through the internet. Knowledge whether a person is a registered sex offender could be a significant factor in protecting yourself and your family members, or those in care of a group or community organization, from recidivist acts by registered sex offenders.

The technology afforded by the internet makes information on registered sex offenders readily accessible to the public, enabling them to undertake appropriate remedial precautions to prevent or avoid placing potential victims at risk. Public access to information about registered sex offenders is intended solely as a means of public protection.

### **Department of Public Safety Overview**

The Department of Public Safety at University of the Sciences reports to the Vice President of Operations. The public safety team consists of the Director of Public Safety, an Assistant Director, and an Assistant Director of Investigation & Crime Prevention, Public Safety Supervisors, Dispatchers and Public Safety Officers.

Public safety administrators are responsible for managing all University-related security issues, safety programs, emergency response initiatives and the supervision of the University's public safety personnel.

The Director of Public Safety and Assistant Director manage day-to-day operations; provide operational support and direction for the supervisors, dispatchers and public safety officers.

The Assistant Director of Investigation & Crime Prevention, investigates crimes, complaints and incidents that occur on campus property or within the campus patrol boundaries, and contacts students, faculty and staff regarding incidents that may need additional follow up.

The Public Safety Supervisors and Dispatchers are responsible for providing direct supervision of the public safety officers 24 hours a day, seven days a week. Supervisors and dispatchers monitor campus activities, work with various departments and coordinate response efforts in the event of an incident or emergency.

The Public Safety Dispatchers are responsible for monitoring the CCTV surveillance systems, the access control system, emergency call box system, campus phone system and the records management system.

Public safety administrators work directly with various departments within the university to address security and safety concerns associated with lighting, landscaping, environmental safety, and life safety issues. Once a concern is noted, the Department of Public Safety forwards the information to the appropriate department for corrective action.

Public safety administrators maintain a close working relationship with local/state/federal law enforcement agencies, local businesses and academic institutions to share information and work together to provide a safe environment for the University of the Sciences community.

The University of the Sciences in Philadelphia is in an urban environment and the Department of Public Safety considers various safety initiatives in any new construction or renovation planning. Public safety initiatives include, but are not limited to lighting, video surveillance, electronic access control, electronic security systems, and environmental design techniques to provide the highest level of safety for our students, faculty, and staff.

### **Public Safety Officers**

The Department of Public Safety officers provide basic security services to the University of the Sciences community, the services include, but are not limited to monitoring access control, identification verification, patrolling the campus, emergency response, report writing, walking escort services, and enforcing University policies and procedures.

All public safety officers receive security principles training, community orientation training, and field training prior to assignment. Officers assigned to work additional assignments such as, mobile patrol, bike patrol, and residential desk worker duties receive additional training prior to their assignment of additional task.

Public safety officers are Act 235 certified, but are not commissioned law enforcement officials and do not possess authority to make arrest. The public safety officers receive additional training in fire safety, first aid, CPR, and Automated External Defibrillation (AED).

As part of the Act 235 certification criminal background checks are conducted on all officers, additionally the University of the Sciences in Philadelphia conducts pre-employment education level verification, previous employment history checks, and Motor Vehicle Verification checks on all officers assigned to drive a university owned vehicle.

In addition to the proprietary public safety officers, the University of the Sciences contracts with a contract security company to provide supplemental security coverage. The contracted security officers are not Act 235 certified, but go through a criminal background check and training program provided by the contract company.

### **Philadelphia Police Department**

The University of the Sciences in Philadelphia contracts with the Philadelphia Police Department to provide commissioned armed law enforcement officers to patrol the campus and during the hours of approximately 6:00 p.m. and 2:00 a.m. seven days a week, three hundred and sixty-five days a year. The patrol hours of the Philadelphia Police are subject to change based on deployments needs, special events, and time of the year.

The University City District, established in 1996, provides Safe and Clean Operations for University City in West Philadelphia including the University of the Sciences campus. The University City District also provides additional police patrols, as do other local other local law enforcement agencies.

Although the Public Safety Department contracts with the Philadelphia Police Department to provide patrols of the campus, the Department was notified by the Philadelphia Police Department that it would not provide a Memo Of Understanding since they are required under state and federal law to provide services to the University community.

### **Reporting Incidents**

Student, faculty or staff members who are a victim of crime, observe an incidence of crime, or witnesses suspicious activity are encouraged to promptly report the information to the Department of Public Safety. Individuals can report information by calling 215-596-7000, or by using one of the emergency call boxes, that directly establishes communication with the Department of Public Safety 24 hours a day, seven days a week.

The dispatcher answering the call will ask specific questions in order to direct the appropriate response, dispatch additional services, send an officer to take a report or to take the necessary steps to address the situation.

When filing a report be prepared to provide as much detailed information as possible and to speak in a clear and calm manner. It is extremely important that as much information as possible is provided, such as; name, location, time, date, and a description of the incident.

### **Campus Reporting Authority Policy**

The “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act” requires the University to collect crime data from the local police and campus security authorities.

The Clery Act mandates that institutions must disclose statistics both for crimes reported to local police agencies and crimes reported to campus security authorities. The intent of including non-law enforcement personnel as campus security authorities is to acknowledge that many individuals and students in particular, are hesitant about reporting crimes to the police, but may be more inclined to report incidents to other campus-affiliated individuals.

The function of a campus security authority is to report to the Department of Public Safety, those allegations of Clery Act crimes that he or she concludes are made in good faith. A campus security authority is not responsible for determining authoritatively whether a crime took place—that is the function of law enforcement personnel.

Once a report is received it must be forwarded to the Department of Public Safety, a representative of the Department of Public Safety is available to assist you determine what information should be report and will work with you in maintaining the confidentiality of the individual. Reports filed in this manner are counted in the crime statistics for the University, but the identity of the victim is kept confidential.

#### **The Clery Act regulations define a campus security authority as:**

- A member of a campus police department or a campus security department of an institution.
- Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department (e.g.,an individual who is responsible for monitoring the entrance into institutional property).
- Any individual or organization specified in an institution’s statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.
- An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings.

An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.

The Clery Act does not designate specific titles as security authorities. A security authority is identified by the function performed by the individual or organization. The function must involve relationships with students. Campus Security Authorities cannot delegate this responsibility.

**Campus Security Authorities at the University includes:**

- All full time members of the Department of Public Safety, including the administrative assistants.
- Anyone who is responsible for monitoring the entrances to institution, such as desk attendants in our residence halls.
- Deans
- Faculty Advisors to Student Organizations
- Associate Deans
- Assistant Dean (Student Conduct Officer)
- Director, Student Life
- Residence Life Administrators
- Administrator, Student Activities
- Director of Athletics
- Athletic Coaches
- All other administrators as defined in the Clery Act definition

Professional mental health and religious counselors are exempt from reporting obligations, but may refer individuals to a confidential reporting system.

University of the Sciences professional counselors are encouraged to tell their clients about the incident reporting procedures, reports (actual, confidential reports, or anonymous reports) are extremely valuable in order to prevent further victimizations and to obtain a more accurate portrait of University of the Sciences campus crime.

In certain instances, a crime victim may be reluctant to file a report fearing the process and/or loss of his/her anonymity. In such circumstances, crime victims are encouraged to consider making a confidential report to one of the designated campus security authorities. At a minimum, crime victims will receive valuable counseling and referral information. Confidential reports are important because they provide valuable information that will enhance the safety of the community-at-large and will provide a more accurate portrait of actual campus crime.

Remember, help is available. All you need to do is ask.

## Reporting A Sexual Assault

The University recognizes that incidents of sexual assault require a response that will insure that the medical, psychological, safety and legal needs of the victim are attended to sensitively, promptly, completely, and confidentially.

Sexual assault includes but is not limited to such actions as touching the body of another with a sexual intent and without consent of the person being touched and forced intercourse. Consent cannot be considered to have been given by a person who, because of intoxication, youth or medical disability, is unable to make a reasonable judgment concerning the nature of the activity.

The following procedures have been developed to provide for the coordination of University and community resources in incidents of sexual assault. This policy applies to resident and off-campus students.

Any student, who believes that she/he has been the victim of sexual assault, should contact the Dean of Students immediately. The Dean of Students will initiate the procedures as outlined in the student handbook. At all times confidentiality will be maintained to the extent possible.

Initial Notification: A victim or a friend of the victim notifies the Dean of Students or other University Official (either the Residence Hall Director or the Director of Public Safety and Security). Whenever possible, the Dean of Students should be the first person notified of a sexual assault. The Dean of Students is located in Whitecar Hall, Room 116; phone 215-596-8529. The Dean of Students is the University administrator responsible for coordinating all services and procedures associated with these incidents. All reports to the Dean of Students remain confidential and no further action (including criminal) is taken without the express permission of the victim. The Dean of Students will insure that the victim's immediate physical, emotional, and safety needs are attended to promptly, completely, and confidentially. The Dean of Students will also advise the victim of his/her options for further action (including criminal and Internal) and assist the victim in pursuing these options if desired. If the Dean of Students is unavailable, the victim should notify:

After Normal Business Hours Director Student Life

The Department of Public Safety 215-596-7000

During Normal Business Hours

215-895-1117

Shawn Woods Director of Public Safety

Walt Perry Associate Dean

215-596-8890

One of the above listed individuals will be able to contact the Dean of Students and see to the immediate needs of the victim.

**Immediate Services:** A victim of sexual assault will be encouraged to receive immediate attention at Thomas Jefferson Hospital Trauma Center. A University Official will arrange escorted transportation for the victim. Due to the extent of evidence legally required in cases of sexual assault, a prompt and thorough examination is necessary. The examination will include testing for sexually transmitted diseases, obtaining physical specimens, and establishing risk of pregnancy. The trauma center's protocol requires notification of the Philadelphia Police Department, although this does not mean that the victim must press charges or pursue legal action. The Trauma Center, in conjunction with Women Organized Against Rape, provides counseling services for victims of sexual assault.

The Counseling Center is available to provide on-campus psychological assessment and support to both the victim and the alleged perpetrator. Counseling personnel will not be involved in any form of disciplinary deliberation. The Counseling Center is located at 4140 Woodland.

**Off campus services** for victims of sexual assault can be obtained from **Episcopal Hospital**, Front and Lehigh Ave., Philadelphia, Pa., Women Organized Against Rape (**WOAR**), 1233 Locust St., Suite 202, 215-985-3333 (24-hour hotline) and the Rape, Abuse, and Incest National Network (**RAINN**) 1800-656-HOPE. RAINN is a 24-hour-a-day, 7-day-a-week national toll free hotline for victims of sexual assault. When a victim calls the 800 number, the call will be routed instantaneously to the rape crisis center nearest the caller.

**Internal Disciplinary Action:** In cases involving accusations of sexual assault the disciplinary committee must accord both the accuser and accused the following rights: (1) the accuser and the accused are entitled to the same opportunities to have others present during a campus disciplinary proceeding; and (2) both the accuser and the accused shall be informed of the outcome of any campus disciplinary proceeding brought alleging a sexual assault. Sanctions range from dismissal of charges to disciplinary expulsion. (See University of the Sciences Student Handbook for explanation of Disciplinary Code and Procedures)

**Alternative Housing:** In a sexual assault situation where both the victim and the accused are living in the same residence hall, the Director of Student Life will move both parties to separate residence halls if possible. If only one party can be conveniently relocated, this will be done based upon space availability. Both parties will be barred from each other's residence hall. The University may

revoke a room agreement for an alleged sexual assault of a resident, guest or University personnel.

**Academic Support:** The Dean of Students will work personally with the victim and the alleged perpetrator to insure that appropriate academic support services are available to assist her/him through the period following the assault. These may include excused absences; make up exams, tutoring, or class changes.

The Division of Student Life sponsors a series of seminars designed to increase students' sexual awareness and steps to take to enhance personal safety. Announcements are distributed informing students of dates and times of these events.

### **Situational Awareness & Crime Prevention “For Your Safety”**

The University of the Sciences Department of Public Safety encourages everyone to be aware of their environment, stay alert, report suspicious activities, take precautions, and report all crimes/incidents. By being proactive, you can play an important role in not only protecting yourself, but also helping others to be safe. With your help, the Department of Public Safety can provide a safe educational environment in which the University of the Sciences community can excel.

The programs outlined below if practiced could possibly reduce the odds of you falling victim to a crime. Take a moment to review the programs so you will be better prepared to help us help you.

For additional information contact the Department of Public Safety at 215-8951117, or send an email with your request to [DPS@usp.edu](mailto:DPS@usp.edu).

### **S.A.F.E. Program (Self-defense Awareness Familiarization Exchange)**

The S.A.F.E program provides participants with valuable information on how to become more aware of their surroundings, educates women on how to protect themselves from crime, and introduces pre-basic physical training familiarization methods, which are non-strenuous.

### **Medical Escort Service**

University of the Sciences in Philadelphia Department of Public Safety provides medical escorts for non-life-threatening emergencies to University of the Sciences in Philadelphia approved hospitals, emergency rooms, and healthcare centers.

Call 215-895-1117 to arrange for a Medical Escort or request additional information. In the event of an emergency, call 215-596-7000.

### **Walking Escort Service**

University of the Sciences Department of Public Safety is available to provide walking escorts to all University of the Sciences students, faculty and staff, 24 hours a day, 7 days a week, upon request.

Walking escorts are provided for the purpose of safety and security to all locations within the Department of Public Safety patrol area (41st to 45th Street, Baltimore Avenue to Woodland Avenue). The primary goal of the walking escort service is to allow safe travel from one location to another with a greater sense of security.

Call 215-895-1117 to arrange for a Walking Escort or request additional information. In the event of an emergency, call 215-596-7000.

### **Bus and Shuttle Services**

University of the Sciences has contracted with the University of Pennsylvania to provide bus and shuttle services to and from various locations on and off campus. Call 215-898-7433 for a bus or shuttle escort.

### **Emergency Call Boxes and Wide-Area Emergency Broadcast System**

The Department of Public Safety replaced the older model Emergency Call Boxes with new state of the art ADA-compliant Emergency Phones and a Wide-Area Emergency Broadcast System (WEBS) that will provide highly visible towers/wall units, emergency communications, CCTV surveillance and mass notification.

The first WEBS was installed in the Mall on Tuesday, May 11, 2010.

The new Emergency Phones and WEBS will provide:

- An Integrated Emergency Phone and Wide-Area Emergency Broadcast System
- ADA Compliance
- Recognizable color and lettering
- A blue light mounted atop each tower that when activated will function as a flashing strobe light to indicate that the phone is in use
- Audible Emergency Broadcast Messaging
- Announced callbox identification and location
- One button activation for an emergency or information

The Emergency Phones and Wide-Area Emergency Broadcast System are a product of Talk A Phone, that will provide the campus with a world-class emergency communication system, improved reliability and an enhance the safety and security of campus community.

### **How To Activate The New Emergency Phones**

Step 1: Push either the Emergency or Information Button Step 2: A recorded message will play identifying the WEPS location Step 3: Speak clearly Step 4: State your emergency or question to the Dispatcher Step 5: Follow the Dispatchers instructions

When speaking to the Public Safety Dispatcher speak in a calm and clear manner while providing as much detail as possible related to the emergency. The Public Safety Dispatcher will dispatch public safety personnel and other emergency responders to your location based on the information you provide.

If you are in immediate danger, or are being followed, activate the nearest Emergency Phone and if necessary keep moving activating additional Emergency Phones as you proceed to a safe location to call 215-5967000. The Public Safety Dispatchers are trained to send officers to call box activations regardless if someone answers or not.

The Department of Public Safety tests the Emergency Phones and the Wide-Area Emergency Broadcast System on a regular basis to assure operational compliance. If an Emergency Phones is out of service, the call box will be posted to direct you to the nearest call box.

Anyone experiencing a problem regarding the condition and/or use of an Emergency Phones should contact the Public Safety Dispatch Center immediately by calling (215) 596-7000.

### **Enhanced 911 Call System**

When "911" is dialed from an internal University of the Sciences phone, the City of Philadelphia's 911 Call Center receives the exact location of the caller's phone. That includes the school name, the official address, the building name, the room number, and the phone number that placed the call. Additionally the system provides the Department of Public Safety with the building name, the room number, and the phone number at the same time.

Students, faculty and staff should dial carefully to avoid activating the system since hanging up the phone will not deactivate the call.

## **Emergency Notification System**

In the event of an emergency on campus, the University of the Sciences Department of Public Safety will utilize the University's Emergency Notification System to communicate information pertaining to the emergency to all members of the University of the Sciences community. The ENS network utilizes the e2Campus Rapid Notification System (text messaging), Wide-Area Emergency Broadcast System (WEBS), email, an internal phone system, video display systems, the Campus TV cable network, the University of the Sciences website, information flyers, local TV and radio when communicating to the University of the Sciences community during an emergency.

Students, faculty and staff are encouraged to register for the e2Campus Rapid Notification System by going to <http://alert.usp.edu> to begin the sign-up process.

In order to maintain the integrity of our Emergency Notification System, Omnilert, LLC (parent of e2Campus) commits to the absolute prohibition of "spam" and unwanted telemarketing to Omnilert subscribers. Omnilert will adhere to all applicable CAN-SPAM and telemarketing laws as directed by the Federal Trade Commission. Additionally, Omnilert, LLC will not disclose, sell or trade your contact information to anyone not affiliated with Omnilert, LLC.

If you experience problems with the sign-up process, please contact the helpdesk at 215-596-7575 or [helpdesk@usp.edu](mailto:helpdesk@usp.edu)

## **Emergency Preparedness**

The Department of Public Safety, in conjunction with other departments and local agencies has developed an Emergency Preparedness Plan along with policies and procedures for dealing with an emergency that could adversely affect the University of the Sciences community.

The Emergency Preparedness Plan provides information on how to deal to with national security emergencies, natural disasters, external incidents, internal incidents and criminal incidents. In the event of an emergency, the University of the Sciences Department of Public Safety will utilize the Emergency Notification System to provide information to the University of the Sciences community.

## **Evacuation Policy and Plans**

### **Evacuation Policy**

The health, safety, and welfare of students, faculty, and staff is of the utmost importance to the University. For purposes of this policy, an evacuation may be implemented under certain conditions when it is no longer safe for students, faculty and staff to remain in a building, a specific area or on the campus.

In the event of an evacuation, the Department of Public Safety request that you follow procedures, listen to provided instructions, and take the necessary steps to protect yourself and your fellow community members.

An evacuation of a building does not automatically result in a cancellation of classes or the closing of all or part of the University. Only the University President or his designee has the authority to approve cancellation of classes or closing of the University.

### **General Evacuation Procedure**

During an emergency, you are required to leave the building/area immediately and move to a safe zone away from the building/area. A General Evacuation is required at the sounding of an alarm, a fire, or any incident that places the occupants of the building/area in immediate danger.

- Leave the immediate area of danger, notify others and help individual needing assistance
- Activate the fire alarm, if the alarm has not sounded
- Call Public Safety at 215-596-7000
- Close doors and windows as you evacuate the building
- Move to a safe zone away from the building/area and follow emergency responders instructions/directions
- Under no circumstance enter the building/area until the "All Clear" signal has been given by authorized personnel

### **Reverse Evacuation or Shelter-in-Place (SiP) Procedure**

During an emergency, one of the instructions you may be given is to shelter-in-place. This is a precaution aimed to keep you safe while remaining indoors until an incident has been declared "all clear" and it is safe to resume normal operations.

- Seek immediate shelter indoors and remain indoors
- Close doors and windows

- If possible move to a small, interior room, with no or few windows, or to the core of the building away from any doors or windows
- Follow the instructions provided through the Emergency Notification System and if possible, and it is safe to do so, use a computer to find out more information or turn on a TV or radio
- Remain calm
- Do not leave the building until the “All Clear” signal has been given by authorized personnel

## **Campus Evacuation Procedures**

During an emergency, you may be required to evacuate the campus and relocate to a safe area or location. Due to the complexity of a mass evacuation student, faculty and staff may be required to use personal transportation, public transportation, city organized transportation and/or university transportation services depending on the timeliness and severity of the incident.

In most situations, University Officials will have time to prepare for the evacuation of the campus and provide timely notice and direction. In the event it is necessary to evacuate the campus University Officials will work directly with the Philadelphia Police, Philadelphia Fire Department, the Philadelphia Office of Emergency Management and local organizations in the development of a coordinated effort to safely evacuate the campus.

For additional information regarding the City of Philadelphia Evacuation Plan, visit <http://oem.readyphiladelphia.org/plans>

## **For Your Safety**

- Follow evacuation plans as directed by University Officials
- Have a personal emergency plan
- Have a personal communication plan
- Have an emergency “**Go Bag**”
  - Copies of your important documents
  - Emergency contact information
  - Keys
  - Credit and ATM cards
  - Cash
  - Change of clothes
  - Bottled water and ready-to-eat foods
  - Flashlight and extra batteries
  - Medications
  - First-aid kit

- Sturdy, comfortable shoes, lightweight raingear, and a blanket
- Personal care items
- Special care items, including child care and pet supplies

Individual needing assistance during an evacuation will be directed to report to a designated location on campus where University Officials will be available to provide assistance, direction and information.

## **Emergency Information Website**

The Emergency Information website provides resources such as current guidelines, links to emergency resources, and in the event of a serious situation, a communication portal for emergency response information.

Please bookmark **[www.emergency.usp.edu](http://www.emergency.usp.edu)** for future reference and visit the site on a regular basis.

The Emergency Information page is not intended to replace our campus notification system, but to enhance the ability to communicate before, during and after a crisis. If you have not signed up for the campus emergency notification system, please do so by visiting **[www.alert.usp.edu](http://www.alert.usp.edu)**

## **Missing Student Policy**

It is the policy of the University of the Sciences in conjunction with Department of Public Safety procedures to establish a framework of cooperation among members of the University community and local law enforcement agencies aimed at locating and assisting students who are reported missing.

A student shall be deemed missing when someone has a concern regarding the safety and security of a student who has been missing for 24 hours or if there is, an immediate concern for an individual's safety that may be missing.

Reports of missing students must be directed to Department of Public Safety, which has the responsibility and authority to investigate each report and make a determination whether the student is missing in accordance with this policy.

If you suspect that, a student may be missing contact the Department of Public Safety immediately ay 215-596-7000.

- Inform The Dispatcher That You Need To File A Missing Person Report
  
- Be Prepared To Provide The Following Information:

- Your Name & Contact Information
- Name Of Missing Student & Contact Information
- Time & Date Last Seen
- Location Last Seen
- Last Known Destination
- Names Of Acquaintances
- Any Additional Information That May Be Important In Helping To Locate The Missing Person

Any questions regarding the Missing Student Policy should be directed to the Director of Public Safety at 215-895-1117.

### **Awareness Tip Cards**

The Department of Public Safety has a series of awareness tip cards and flyers specifically designed to address the security and public safety concerns of the University of the Sciences community. The awareness tip cards and flyers are available in the Public Safety Office located at 4500 Woodland Avenue.

### **Crime Prevention Seminars**

The Department of Public Safety has developed a series of crime prevention presentations and orientation programs designed to educate the University of the Sciences community on various public safety topics. To schedule a presentation or request additional information calls 215895-1117 or email [DPS@usp.edu](mailto:DPS@usp.edu).

### **Identification Cards**

All current students, faculty, and staff are issued identification cards for the purpose of entering campus buildings and events, as well as to access too many University services. All students, faculty, and staff are required to wear their ID card while on campus and must be able to produce identification upon request from a Public Safety official or University official when on any University owned property.

Individuals are not permitted to lend their ID card to an individual, use other individuals ID card, or tamper with the ID card in any manner. It is the responsibility of the ID card holder to report any ID card that fails to operate correctly, is lost, and/or stolen immediately to the Department of Public Safety at 215-597-7000.

## **Access Control**

University buildings are equipped with electronic access control devices that monitor the activity of individuals entering certain University buildings during normal business hours, and the activity of all individuals entering buildings after normal business hours.

All University residential halls require that students use their ID card to enter their assigned hall. Guests entering a resident hall are required to show ID and follow all policies and procedure as a guest. University of the Sciences students are responsible for the actions and behaviors of their guests at all times. It is against University policy to attempt to use your ID card to enter any area in which access authorization has not been authorized by the Department of Public Safety or an authorized department administrator.

## **Video Surveillance (CCTV System)**

The Department of Public Safety strategically deploys a state of the art video surveillance system to monitor interior and exterior public space areas of the campus. The system provides a deterrent to criminal activity and provides valuable information for investigative purposes. The system is recorded 24 hours and day, seven days a week and is monitored by a campus dispatcher.

## **Building Access**

All University buildings and residence halls are the private property of the University of the Sciences in Philadelphia and are posted as such. These buildings are opened at a designated time each morning and secured at a designated time each evening. Any unauthorized person entering a University building is considered to be trespassing. After-hour access to University buildings is determined by the needs of each department. Once a building has been secured for the evening, only authorized individuals are permitted to enter.

## **Weapons Policy**

The health, safety, and welfare of students, faculty, and staff are of the utmost importance to the University. The presence of weapons poses a direct and substantial threat to the safety of our faculty, students, employees, and visitors to our campus. All students (except for those on the University of the Sciences rifle team during practices and competitions) former students, faculty, employees (except for University of the Sciences Public Safety Officers and law enforcement officers acting within the scope and course of their employment), former employees,

customers, vendors, and visitors are prohibited from possessing, carrying, or storing on their person, on University premises and in any vehicle on campus any weapon.

For purposes of this policy, the term “weapon” includes any device, instrument, material, or substance that under any circumstances is readily capable of causing death or injury. Weapons include but are not limited to rifles, shotguns, handguns, pellet or BB guns, starter pistols, dangerous knives, slingshots, billy clubs, blackjacks, makeshift weapons, martial arts weapons, explosive materials, or any other lethal or dangerous devices capable of casting a projectile by air, gas, explosion or mechanical means on any property or in any building owned or operated by the University or in any vehicle on campus.

This prohibition includes licensed firearms or weapons and applies to all that are licensed to carry firearms or concealed weapons. Requests for exceptions from this policy should be addressed in writing to the Director of Public Safety.

The University shall have the right to seize any firearm or weapon from any persons on the University of the Sciences campus. Violation of this policy may result in disciplinary action up to and including termination and expulsion. In addition, any person authorized to carry a weapon on campus, including any University of the Sciences Public Safety Officer and any member of the rifle team, who uses a weapon in an unauthorized or inappropriate way, is subject to disciplinary action up to and including termination and expulsion.

### **Alcohol and Drug Policy - Alcohol and Drug Policy**

The possession and consumption of alcoholic beverages on the University campus and at University related events off campus are regulated by Federal, State and local laws. These laws make it unlawful for persons under 21 to purchase, attempt to purchase, consume, possess, or transport any alcoholic beverage. It is also unlawful to serve, sell or furnish alcoholic beverages to persons under 21.

The goal of the alcohol use policy is to foster alcohol awareness and responsible drinking practices and to promote the health and safety of the faculty, staff and students. The University seeks to encourage a campus social life, which does not emphasize the role of alcoholic beverages in either private, or group activities.

University related organizations holding a function on or off campus are subject to University’s policy as stated in the Student Handbook. All fraternity and sorority policies on alcohol use must be in compliance with University policy.

Alcoholic beverages are prohibited at all time in residence halls. Consumption of alcoholic beverages is prohibited in public areas on campus except under special circumstances approved by the President.

The University of the Sciences in Philadelphia is committed to maintaining a Drug-free environment for its employees and students. The University prohibits the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance on the University campus.

Federal law requires the University to be notified of any criminal drug statue conviction for a violation occurring in the workplace and/or University sponsored clerkship or traineeship site. Employees must notify the Director of Human Resources and students their respective Deans within five days of the conviction.

The Department of Counseling and Health Services will sponsor Wellness programs and drug and alcohol seminars throughout the school year. The dates and times of these events are announced in University's publications. Examples of such programs and seminars are: Alcohol Awareness Week; Peers helping and teaching peers alcohol control (PHAT PAC); Phi Sigma Fraternity Drug and Alcohol Presentation; "CRASH"- Drunken Driver Program.

All first year students receive Health Education classes on drug and alcohol awareness, self-defense and date rape.

Students who violate the University's alcohol policy must attend a Keep Alcohol Safe for Students program. The Residence Life Handbook contains a more detailed explanation of other programs and penalties for violating the University's alcohol policy.

Certified addiction counselors are available at the Counseling Center. Questions concerning the University's substance abuse policy should be directed to the Director of Counseling and Health Services, (215) 596-8536, 4140 Woodland Ave.

Excessive use of alcohol and drugs is a serious health problem in itself, but alcohol and drug abuse can also contribute to a host of other physical and mental health problems such as unwanted pregnancy, violent behavior, HIV infection and other sexually transmitted diseases and psychological depression.

Department of Public Safety and Security strictly enforces the law, as well as the University's policy. Violators are subject to University discipline, criminal prosecution and removal from University housing.

### **Sexual Harassment Policy**

Sexual harassment violates federal civil rights laws and University nondiscrimination policy. University of the Sciences is committed to providing and

promoting an atmosphere in which employees can realize their maximum potential in the workplace and students can engage fully in the learning process. Toward this end, all members of the University community (including faculty, staff and students) must understand that sexual harassment will not be tolerated, and that they are required to abide by the following policy.

### **Sexual Harassment Defined**

Sexual harassment is defined by the Equal Employment Opportunity Commission (EEOC) and through the courts. There are two broad categories of prohibited harassment, "quid pro quo" and "hostile environment" sexual harassment, as defined below:

#### **Quid Pro Quo Sexual Harassment**

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by one in a position of power or influence constitute "quid pro quo" sexual harassment when:

submission by an individual is made either an explicit or implicit term or condition of employment or of academic standing, or

submission to or rejection of such conduct is used as the basis for academic or employment decisions affecting the employee or student. As defined here, "quid pro quo" sexual harassment normally arises in the context of an authority relationship. This relationship may be direct as in the case of a supervisor and subordinate or teacher and student, or it may be indirect when the harasser has the power to influence others who have authority over the victim.

#### **Hostile Environment Sexual Harassment**

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute "hostile environment" sexual harassment when such conduct is directed toward an individual because of his or her gender and has the purpose or effect of:

creating an intimidating, hostile, or offensive work or academic environment, or unreasonably interfering with another's work, or academic performance. Generally, a single joke, offensive epithet, or request for a date does not constitute hostile environment sexual harassment; however, being subjected to such jokes, epithets, or requests repeatedly may constitute hostile work environment.

In determining whether alleged sexual harassing conduct warrants corrective action, all relevant circumstances, including the context in which the conduct occurred, will be considered. Facts will be judged on the basis of what is reasonable to persons of ordinary sensitivity and not on the particular sensitivity or reaction of any individual.

In cases of alleged sexual harassment, the protections of the First Amendment must be considered if issues of speech or artistic expression are involved. Free speech rights apply in the classroom and in all other educational programs and activities of the University. Great care must be taken not to inhibit open discussion, academic debate, and expression of personal opinion, particularly in the classroom. Nevertheless, speech or conduct of a sexual or hostile nature, which

occurs in the context of educational instruction may exceed the protections of academic freedom and constitute prohibited sexual harassment if it meets the definition of sexual harassment noted above, and:

is reasonably regarded as nonprofessional speech (i.e., advances a personal interest of the faculty member as opposed to furthering the learning process or legitimate objectives of the course), or lacks accepted pedagogical purpose or is not germane to the academic subject matter.

### **Complaint Procedures**

The University is committed to maintaining a community free of sexual harassment or sexual assault, but it can only address incidents of which it is aware. Delay in reporting makes it more difficult to establish the facts of a case and may contribute to the repetition of offensive behavior.

Anyone may seek advice, information, or counseling on matters related to sexual harassment or sexual assault without having to lodge an informal or formal grievance. If you feel you are being harassed, or are uncertain whether what you are experiencing is sexual harassment or sexual assault, or if you desire information about your options, you are encouraged to talk with the University resources described in the next section.

To encourage individuals to come forward, the University provides various channels of communications,

Information and both formal and informal grievance resolution procedures. No matter which process you select, your complaint will be taken seriously with appropriate action taken.

You may choose to first address your concern directly to the offender. This is an option you may choose, but it is not a necessary step before filing a complaint. You should tell or otherwise inform (by writing a letter or via e-mail) the offender that the conduct is unwelcome and must stop. If the behavior does not immediately cease, use the informal or formal complaint process described below. In some circumstances this direct course of action may not be feasible, may be unsuccessful, or the individual may be uncomfortable dealing with the matter in this manner.

## **Confidentiality**

The University will do everything consistent with enforcement of this policy and with the law to protect the privacy of the individuals involved, and to ensure that both the complainant and the accused are treated fairly. Information about individual complaints and their disposition are considered confidential and will be shared only on a "need to know" basis.

## **Retaliation**

Retaliation against anyone who reports or provides information about sexual harassment, or behavior that might constitute sexual harassment, is strictly prohibited. Any act of reprisal, including internal interference, coercion, and restraint, by a University employee (or by anyone acting on behalf of the University), violates this policy and will result in appropriate disciplinary action.

This sexual harassment policy will not, however, be used to bring frivolous or malicious complaints against students, faculty and other employees. If a complaint has been made in bad faith, as demonstrated by clear and convincing evidence, disciplinary action may be taken against the person bringing the complaint.

## **Reporting Channels**

This section identifies the resources available to you if you feel you have been the victim of sexual harassment or sexual assault. If you believe that you have been subjected to harassment in your academic, work or campus living environment, contact the Affirmative Action Officer as soon as possible following the incident. A report will not be investigated if more than six months has passed since the time of the incident.

## **Responsibilities of Supervisory Personnel**

All members of the University community have a general responsibility to contribute to a University environment that is free of sexual harassment. Supervisory personnel, however, have additional responsibilities to take all appropriate steps to prevent and stop sexual harassment in their departments. Supervisory personnel who are contacted by an individual seeking assistance, or who wishes to file a complaint about sexual harassment, must assist the complainant in contacting the appropriate official identified below.

## **Student Complaints**

Students with complaints of sexual harassment should contact any one of the individuals listed below. This complaint may concern another student, faculty member, graduate assistant or staff member. Student complaints should be addressed to:

Affirmative Action Officer: Dean of Students: x8535  
Director of Student Life: x1192

Students participating in field placements, or other academic experiences in settings off campus, may also report complaints of sexual harassment to the University faculty or staff member who is responsible for providing their supervision.

### **Employee Complaints**

Employees (faculty and staff) should report complaints of sexual harassment to the University's Affirmative Action Officer, Rosalie Jones x8697.

The University resource person listed above will discuss available options under the sexual harassment policy with the complainant, and other relevant considerations such as:

the details of the formal and informal complaint process, the issues involved possible resolutions provisions in the policy for protection of the complainant's interest (e.g., confidentiality, protection against retaliation) Once the complainant has been fully advised of his/her rights, the individual may then decide whether to do nothing (rarely recommended); take personal action (such as a letter or e-mail to the alleged harasser); request an informal resolution; request a formal investigation and resolution of the complaint

### **Complaint Process**

Individuals who wish to lodge a complaint of sexual harassment may do so either through an informal process or a formal process, as described below.

#### **Informal Complaint Process**

The intent of the informal complaint process is not to determine whether there was intent to harass, but to ensure that the alleged offending behavior ceases and that the matter is resolved promptly. Intent is not generally relevant to defense of sexual harassment behaviors.

No disciplinary action is taken in resolving informal complaints. Hence, informal complaint procedures should not be used for severe cases of sexual harassment, nor should they be used when the alleged harasser has been the subject of a previous formal complaint. If the complainant chooses, he/she may at any time prior to resolution of the informal complaint amend the informal complaint to a formal complaint.

In severe cases of sexual harassment/sexual assault or instances involving a repeated offender, the University may conduct a University-generated investigation if there is sufficient reason to believe that sexual harassment/sexual assault could have or does exist.

The University's Affirmative Action Officer will meet with the complainant, and document his/her request to resolve the matter in an informal fashion and the suggestions for a resolution. The complainant will confirm through writing and

signed document that they have chosen to resolve the situation through the informal process and understand that this does not include disciplinary action.

Some informal actions that may be appropriate are:

Write a confidential letter to the alleged harasser informing him/her of the problematic behavior, the resulting impact on the writer, and what the writer wants next, for example "I want the behavior stopped".

Request that a workshop be conducted for the department.

Conduct a counseling session with the alleged offender.

Meet with the alleged offender and the Affirmative Action Officer to explain the complainant's feelings and the University's policy. Possible outcomes of an informal process include:

The complaint is resolved to the satisfaction of both parties.

Complaint not resolved: In cases where resolution of the complaint is not possible, the Affirmative Action Officer will advise the complainant of the option to file a formal complaint,

### **Formal Complaint Process**

The filing of a written complaint form is required for the matter to be formally investigated and a determination made about whether a violation of the University policy prohibiting sexual harassment has occurred. In a formal complaint process an investigation will be conducted. Both the complainant and the accused will be questioned, as will any witnesses who are identified by either party. All formal complaint investigations are conducted by the Affirmative Action Officer in a full, impartial, and timely manner. To the extent possible, complaints will be handled confidentially, with the facts made available only to those who have a compelling need to know for purposes of investigation, resolution, or legal compliance.

All documentation regarding the investigation will be kept in a confidential file by the Affirmative Action Officer. The individual who filed the complaint will be kept informed of the status of the investigation.

The specific issues to be investigated include, but are not limited to:

The specific relationship of the accused to the complainant (e.g., professor-student,

student-student, supervisor-employee, employee-student, etc).

Whether the specific conduct has occurred and constitutes sexual harassment,

the type(s) of conduct, frequency of occurrence date(s) on which, or time period over which, the conduct has occurred, location of alleged occurrences,

factual circumstances upon which the complaint is based,

The effect of the accused' conduct on the complainant, including any consequences that may be attributed to the conduct

Whether the accused is aware of the complainant's concerns

The names of witnesses having factual knowledge of the circumstances surrounding the complaint

Whether any prior steps were taken to resolve the complaint

Whether there are any additional resources that may be helpful in resolving the complaint

If it is determined through this investigative process that a violation of the University's sexual harassment policy has occurred, the University will take prompt and responsive action, including (but not limited to) counseling, a warning, censure, probation, suspension, termination of employment, or expulsion of a student.

Student may take advantage of confidential counseling services available through Student Counseling & Health Services. Faculty and staff may take advantage of the University's confidential Employee Assistance Program (EAP) by calling the toll-free number (888) 427-5821.

## University of the Sciences in Philadelphia

### Campus Crime Statistics

<b>Criminal Offenses - On-campus</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>
a. Murder/Non-negligent Manslaughter	0	0	0
b. Negligent Manslaughter	0	0	0
c. Sex offense - Forcible	1	0	0
d. Sex Offence - Non-forcible (include only incest and statutory rape)	0	0	0
e. Robbery	0	0	0
f. Aggravated Assault	1	0	1
g. Burglary	19	2	0
h. Motor Vehicle Theft	0	0	0
i. Arson	0	0	0
<b>Residence Halls are a subset of on-campus (Residence Halls are a sub-set of on-campus)</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>
a. Murder/Non-negligent Manslaughter	0	0	0
b. Negligent Manslaughter	0	0	0
c. Sex offense - Forcible	1	0	0
d. Sex Offence - Non-forcible (include only incest and statutory rape)	0	0	0
e. Robbery	0	0	0
f. Aggravated Assault	0	0	1
g. Burglary	14	1	0
h. Motor Vehicle Theft	0	0	0
i. Arson	0	0	0
<b>Criminal Offenses Non-campus</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>
a. Murder/Non-negligent Manslaughter	0	0	0
b. Negligent Manslaughter	0	0	0
c. Sex offense - Forcible	0	0	0
d. Sex Offence - Non-forcible (include only incest and statutory rape)	0	0	0
e. Robbery	0	0	0
f. Aggravated Assault	0	0	0
g. Burglary	0	0	0
h. Motor Vehicle Theft	0	0	0
i. Arson	0	0	0
<b>Criminal Offenses - Public Property</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>
a. Murder/Non-negligent Manslaughter	0	0	0
b. Negligent Manslaughter	0	0	0
c. Sex offense - Forcible	0	0	0
d. Sex Offence - Non-forcible (include only incest and statutory rape)	0	0	0
e. Robbery	21	13	10
f. Aggravated Assault	16	8	3
g. Burglary	0	0	0
h. Motor Vehicle Theft	14	12	4
i. Arson	0	0	0

# University of the Sciences in Philadelphia

## Hate Crime Statistics

Hate Crimes - On-campus							Category For Bias Crimes			2008	2009	2010
Criminal Offense	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity Nation origin						
a. Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0		
b. Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0		
c. Sex offense - Forcible	0	0	0	0	0	0	0	0	0	0		
d. Sex Offense - Non-forcible (include only incest and statutory rape)	0	0	0	0	0	0	0	0	0	0		
e. Robbery	0	0	0	0	0	0	0	0	0	0		
f. Aggravated assault	0	0	0	0	0	0	0	0	0	0		
g. Burglary	0	0	0	0	0	0	0	0	0	0		
h. Motor vehicle theft	0	0	0	0	0	0	0	0	0	0		
i. Arson	0	0	0	0	0	0	0	0	0	0		
j. Simple assault	0	0	0	0	0	0	0	0	0	0		
k. Larceny-theft	0	0	0	0	0	0	0	0	0	0		
l. Intimidation	0	0	0	0	0	0	0	0	0	0		
m. Destruction/damage/vandalism of property	0	0	1	0	0	0	0	0	0	1		
On - Campus Residence Halls (A sub-set of on-campus)							Category For Bias Crimes			2008	2009	2010
Criminal Offense	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity Nation origin						
a. Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0		
b. Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0		
c. Sex offense - Forcible	0	0	0	0	0	0	0	0	0	0		
d. Sex Offense - Non-forcible (include only incest and statutory rape)	0	0	0	0	0	0	0	0	0	0		
e. Robbery	0	0	0	0	0	0	0	0	0	0		
f. Aggravated Assault	0	0	0	0	0	0	0	0	0	0		
g. Burglary	0	0	0	0	0	0	0	0	0	0		
h. Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0		
i. Arson	0	0	0	0	0	0	0	0	0	0		
j. Simple assault	0	0	0	0	0	0	0	0	0	0		
k. Larceny-theft	0	0	0	0	0	0	0	0	0	0		
l. Intimidation	0	0	0	0	0	0	0	0	0	0		
m. Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0	0		
Hate Crimes Non-campus							Category For Bias Crimes			2008	2009	2010
Criminal Offense	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity Nation origin						
a. Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0		
b. Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0		
c. Sex offense - Forcible	0	0	0	0	0	0	0	0	0	0		
d. Sex Offense - Non-forcible (include only incest and statutory rape)	0	0	0	0	0	0	0	0	0	0		
e. Robbery	0	0	0	0	0	0	0	0	0	0		
f. Aggravated Assault	0	0	0	0	0	0	0	0	0	0		
g. Burglary	0	0	0	0	0	0	0	0	0	0		
h. Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0		
i. Arson	0	0	0	0	0	0	0	0	0	0		
j. Simple assault	0	0	0	0	0	0	0	0	0	0		
k. Larceny-theft	0	0	0	0	0	0	0	0	0	0		
l. Intimidation	0	0	0	0	0	0	0	0	0	0		
m. Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0	0		
Hate Crimes - Public Property							Category For Bias Crimes			2008	2009	2010
Criminal Offense	Race	Religion	Sexual	Gender	Disability	Ethnicity						



# University of the Sciences in Philadelphia

## Arrest

<b>Arrest - On-campus</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>
a. Illegal Weapons Possession	0	0	0
b. Drug Law Violation	0	0	0
c. Liquor Law Violation	0	0	0
<b>Disciplinary Action/Judicial Referrals - On-campus</b>	<b>2008</b>	<b>2009</b>	<b>0</b>
a. Illegal Weapons Possession	0	0	0
b. Drug Law Violation	13	4	0
c. Liquor Law Violation	54	55	0
<b>Arrest - Residence Halls are a subset of on-campus</b>	<b>2008</b>	<b>2009</b>	<b>0</b>
a. Illegal Weapons Possession	0	0	0
b. Drug Law Violation	0	0	0
c. Liquor Law Violation	0	0	0
<b>Disciplinary Action/Judicial Referrals - Residence Halls</b>	<b>2008</b>	<b>2009</b>	<b>0</b>
a. Illegal Weapons Possession	0	0	0
b. Drug Law Violation	8	4	0
c. Liquor Law Violation	13	55	0
<b>Arrest - Public Property</b>	<b>2008</b>	<b>2009</b>	<b>0</b>
a. Illegal Weapons Possession	0	0	0
b. Drug Law Violation	0	0	0
c. Liquor Law Violation	0	0	0
<b>Disciplinary Action/Judicial Referrals - Public Property</b>	<b>2008</b>	<b>2009</b>	<b>0</b>
a. Illegal Weapons Possession	0	0	0
b. Drug Law Violation	0	0	0
c. Liquor Law Violation	0	1	0

**University of the Sciences Fire Safety Statistics & Fire Drill Information**

**2010 Fire Statistics**

<b>Building</b>	<b>Date</b>	<b>Time</b>	<b>Cause</b>	<b>Nature</b>	<b>Deaths</b>	<b>Injury</b>	<b>\$ Property Damage</b>
Alexandra A					0	0	\$0.00
Alexandra B					0	0	\$0.00
Alexandra C					0	0	\$0.00
Goodman Hall	12/11/10	1:20	Accidental	Trash Fire	0	0	\$4,162.00
Wilson Hall					0	0	\$0.00
Osol Hall	05/01/10	7:11	Cooking	Burnt Food	0	0	\$0.00
Gunter Hall					0	0	\$0.00
4601 Chester Ave.					0	0	\$0.00
4619 Chester Ave.					0	0	\$0.00
<b>Total 2010</b>					0	0	\$4,162.00

**2010 Fire Drills**

<b>Building</b>	<b>Fire Drills</b>
Alexandra A	0
Alexandra B	0
Alexandra C	0
Goodman Hall	2
Wilson Hall	2
Osol Hall	3
Gunter Hall	4

**2009 Fire Statistics**

<b>Building</b>	<b>Date</b>	<b>Time</b>	<b>Cause</b>	<b>Nature</b>	<b>Deaths</b>	<b>Injury</b>	<b>\$ Property Damage</b>
Alexandra A					0	0	\$0.00
Alexandra B					0	0	\$0.00
Alexandra C					0	0	\$0.00
Goodman Hall					0	0	\$0.00
Wilson Hall	1/29/2009	14:29	Accidental	Trash Can Fire	0	0	\$0.00
Osol Hall	8/31/2009	2:28	Sheets on Lamp		0	0	\$2,344.22
Gunter Hall					0	0	\$0.00
4601 Chester Ave.	2/7/2009	4:59	Cooking	Burnt	0	0	\$0.00
4619 Chester Ave.					0	0	\$0.00
<b>Total 2009</b>					0	0	\$2,344.22

**2009 Fire Drills**

<b>Building</b>	<b>Fire Drills</b>
Alexandra A	4
Alexandra B	4
Alexandra C	4
Goodman Hall	4
Wilson Hall	4
Osol Hall	4
Gunter Hall	4

**2008 Fire Statistics**

Building	Date	Time	Cause	Nature	Deaths	Injury	\$ Property Damage
Alexandra A					0	0	\$0.00
Alexandra B					0	0	\$0.00
Alexandra C					0	0	\$0.00
Goodman Hall	5/1/08	8:56pm	Accidental	Trash Caught Fire	0	0	0.00
Wilson Hall					0	0	\$0.00
Osol Hall					0	0	\$0.00
Gunter Hall					0	0	\$0.00
4601 Chester Ave.					0	0	\$0.00
4619 Chester Ave.					0	0	\$0.00
<b>Total 2008</b>					0	0	0.00

**2008 Fire Drills**

Building	Fire Drills	
Alexandra A	4	
Alexandra B	4	
Alexandra C	4	
Goodman Hall	4	
Wilson Hall	4	
Osol Hall	4	
Gunter Hall	4	
4601 Chester Ave	Not Known	
4601 Chester Ave	Not Known	

**University of the Sciences 2010 Residential Fire Safety Amenities By Residence Hall Location**

Location	Building Equipped with Full Sprinkler System	Building Equipped With Fire Alarm & Smoke Detectors	Evacuation Plans Posted & Fire Safety Training Conducted	# of Yearly Drills
Alexandra A	NO	YES	YES	4
Alexandra B	NO	YES	YES	4
Alexandra C	NO	YES	YES	4
Goodman Hall	NO	YES	YES	4
Wilson Hall	YES	YES	YES	4
Osol Hall	NO	YES	YES	4
Gunter Hall	NO	YES	YES	4

# University of the Sciences in Philadelphia

The statistics below include incidents that are not reportable under the Federal Crime Awareness & Campus Security Act - "Clery" employees, which is calculated according to state-mandated formula. The index in the table below is based on incidents per 100,000 FTE's. to applicants and new employees upon request. The rate is based on the actual number of Full Time Equivalent (FTE) students and requires the release of crime statistics and rates to students and employees, and it requires that those be available The Pennsylvania Uniform Crime Reporting Act (Formally The Pennsylvania College and University Security Act)

PART I OFFENSES						
Classification of Offenses	Known Offenses	Index per 1000,000	Known Offenses	Index per 1000,000	Known Offenses	Index per 1000,000
	2008		2009		2010	
<b>Criminal Homicide (total)</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>
Murder & Non-negligent Manslaughter	0	0.00	0	0.00	0	0.00
Negligent Manslaughter	0	0.00	0	0.00	0	0.00
<b>Rape (total)</b>	<b>3</b>	<b>90.09</b>	<b>1</b>	<b>30.05</b>	<b>0</b>	<b>0.00</b>
By Force	3	90.09	1	30.05	0	0.00
Assault to Rape-Attempts	0	0.00	0	0.00	0	0.00
<b>Robbery (total)</b>	<b>25</b>	<b>750.73</b>	<b>13</b>	<b>390.68</b>	<b>22</b>	<b>614.42</b>
Firearm	10	300.29	4	120.21	5	139.64
Knife or cutting instrument	1	30.03	1	30.05	5	139.64
Other dangerous weapon	0	0.00	2	60.11	12	335.14
Strong arm (hands, feet, etc.)	14	420.41	6	180.32	0	0.00
<b>Aggravated Assault (total)</b>	<b>18</b>	<b>540.52</b>	<b>8</b>	<b>240.42</b>	<b>3</b>	<b>83.78</b>
Firearm	1	30.03	3	90.16	1	27.93
Knife or cutting instrument	0	0.00	0	0.00	0	0.00
Other dangerous weapon	1	30.03	3	90.16	0	0.00
Strong arm (hands, feet, etc.)	16	480.47	2	60.11	1	0.00
<b>Simple Assault (total)</b>	<b>16</b>	<b>480.47</b>	<b>0</b>	<b>0.00</b>	<b>1</b>	<b>27.93</b>
<b>Burglary (total)</b>	<b>51</b>	<b>1531.49</b>	<b>16</b>	<b>480.84</b>	<b>7</b>	<b>195.50</b>
Forcible entry	32	960.93	6	180.32	7	195.50
Unlawful entry - no force	18	540.52	10	300.53	0	0.00
Attempted forcible entry	1	30.03	0	0.00	0	0.00
<b>Larceny/Theft</b>	<b>189</b>	<b>5675.51</b>	<b>67</b>	<b>2013.52</b>	<b>100</b>	<b>2792.83</b>
<b>Motor Vehicle Theft (total)</b>	<b>16</b>	<b>480.47</b>	<b>12</b>	<b>360.63</b>	<b>4</b>	<b>111.71</b>
Autos	16	480.47	12	360.63	4	111.71
Trucks & Buses	0	0.00	0	0.00	0	0.00
Other vehicles	0	0.00	0	0.00	0	0.00
<b>Arson</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>
<b>Total Part I Offenses</b>	<b>318</b>	<b>9549.26</b>	<b>117</b>	<b>3516.15</b>	<b>137</b>	<b>3826.17</b>
PA RT II OFFENSES						
Classification of Offenses	Known Offenses	Index per 1000,000	Known Offenses	Index per 1000,000	Known Offenses	Index per 1000,000
	2008		2009		2010	
<b>Forgery &amp; Counterfeiting</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>
<b>Fraud</b>	<b>0</b>	<b>0.00</b>	<b>1</b>	<b>30.05</b>	<b>0</b>	<b>0.00</b>
<b>Embezzlement</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>
<b>Stolen Prop., Rec., Possess., Buying</b>	<b>1</b>	<b>30.03</b>	<b>0</b>	<b>0.00</b>	<b>12</b>	<b>335.14</b>
<b>Vandalism</b>	<b>21</b>	<b>630.61</b>	<b>10</b>	<b>300.53</b>	<b>0</b>	<b>0.00</b>
<b>Weapons, Carrying, Possess, etc.</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>
<b>Prostitution &amp; Commercialized Vice</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>
<b>Sex Offenses (except 02 and 160)</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>
<b>Drug Abuse Violations (total)</b>	<b>5</b>	<b>150.15</b>	<b>1</b>	<b>30.05</b>	<b>0</b>	<b>0.00</b>
Sale/Man: Opium-Cocaine	0	0.00	0	0.00	0	0.00
Sale/Man: Marijuana	0	0.00	0	0.00	0	0.00
Sale/Man: Synthetic	0	0.00	0	0.00	0	0.00
Sale/Man: Other	0	0.00	0	0.00	0	0.00
Possession: Opium-Cocaine	2	60.06	0	0.00	0	0.00
Possession: Marijuana	1	30.03	1	30.05	2	55.86

Possession: Synthetic	0	0.00	0	0.00	0	0.00
Possession: Other	2	60.06	0	0.00	0	0.00
<b>Gambling (total)</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>
Book Making	0	0.00	0	0.00	0	0.00
Numbers, etc.	0	0.00	0	0.00	0	0.00
Other	0	0.00	0	0.00	0	0.00
<b>Offenses Against Family &amp; Children</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>
<b>Driving Under the Influence</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>
Liquor Law Violations	3	90.09	11	330.58	11	307.21
Drunkenness	9	270.26	2	60.11	0	0.00
Disorderly Conduct	1	30.03	0	0.00	0	0.00
Vagrancy	0	0.00	0	0.00	0	0.00
All Other Offenses (except traffic)	6	180.17	1	30.05	0	0.00
<b>Total Part II Offenses</b>	<b>46</b>	<b>1381.34</b>	<b>26</b>	<b>781.37</b>	<b>25</b>	<b>698.21</b>
<b>Total Criminal Offenses</b>	<b>364</b>	<b>10930.60</b>	<b>143</b>	<b>4297.52</b>	<b>162</b>	<b>4524.38</b>
<b>Total Number of FTE's used</b>	<b>3330.1</b>		<b>3327.5</b>		<b>3580.6</b>	