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INTRODUCTION

Messages from Administration

From President Paul Katz, MD

I am pleased to introduce the 2017 University of Sciences Annual Security and Fire Safety Report for the 2016 calendar year. This report contains detailed information regarding how we prevent, educate, respond to, and report crimes of dating violence, sexual violence, domestic violence, and stalking.

The Department of Public Safety, along with the Division of Student Affairs, Office of Residential Life, Department of Student Health and Counseling, and other University partners and stakeholders have prepared the report collaboratively. The intent of this report is to keep our community and prospective staff and students informed, as the report complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, and represents the University’s efforts to foster and promote a safe environment.

USciences takes the safety of our University community very seriously. The University is pleased to have the services of Allied Universal as our public safety partner who staffs our Public Safety Department to safeguard our campus around the clock, every day of the year. The University also contracts with the Philadelphia Police Department to have an on-campus presence during the academic year.

Reading this report is one step in doing your part to help keep our USciences community safe. Public safety is a shared responsibility. If, after reading this report, you have any questions please direct them to the Department of Public Safety by calling 215-895-1117 or email dps@usciences.edu.

Sincerely

Paul Katz, MD
President
From Director of Public Safety Michael J. Stitley, CEM

Thank you for taking the time to review the 2017 University of Science’s Annual Security and Fire Safety Report. This report memorializes the activities in 2016 as they relate to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The Department of Public Safety and our University partners are committed to our community’s safety. This report provides information about our crime statistics and programs that address prevention and education regarding dating violence, sexual violence, domestic violence, and stalking. It also includes documentation of other prevention and education programs that center around general campus safety with regard to fires and other emergencies.

In June 2016, The Clery Center provided the University leadership with a report outlining areas for improvement in the University’s Clery program. This report is based upon the review of the 2014 University of Science’s Annual Security and Fire Safety Report, and interviews with various University leaders, administrators and stakeholders. This report provided recommended action items that the University should address to ensure compliance.

In July 2016, the University entered into an agreement with an outside contractor, Allied Universal, to assume the day-to-day operations of the University’s public safety department. This included hiring a new management team. In October 2016, the executive leadership of the Department of Public Safety reviewed The Clery Center’s report and published an action plan, titled Clery Assessment Summary and Executive Brief to address the gaps.

In September 2016, the University established a Clery Compliance Team, which would serve to carry out the recommendations found in the Public Safety Executive Brief. In addition to the establishment of the Clery Compliance Team, the University was awarded the It’s On US Pennsylvania grant, which specifically focuses on supporting prevention and education programs that combat campus sexual assault. The University used a portion of the grant to fund the commissioning of The Clery Center to assist the University in developing their Clery Program and 2017 Annual Security and Fire Safety Report.

Sincerely,

Michael J. Stitley, M.A.S., CEM
Director of Public Safety
**Clery Act Background & Terminology**

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery 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 $53,907 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 Clerys 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 that occurred 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 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, requiring schools to notify the campus community about where “Megan’s Law” information regarding 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. 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 1st that contains the previous 3 years of 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.*

**Compliance Disclosure**

Terminology & Definitions

Clery Location Definitions
The Clery Act requires that institutions disclose statistics for offenses committed in certain specific geographic locations. The report must also indicate whether any of the reported incidents or any other crime involving bodily injury was classified as a “hate crime.” The specific locations are defined by the Clery Act as follows:

On Campus
- Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, including residence halls; and
- Any building or property that is within or reasonably contiguous to property identified in the first bullet 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).

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 an institution 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
- Public property immediately adjacent to, within, or surrounding one’s on-campus geography

Public property includes thoroughfares, streets, sidewalks, and parking facilities 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.

University of the Sciences Campus Patrol Area
The current University of the Sciences public safety patrol area includes:
- Baltimore Avenue between 41st Street and 45th Street, 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

Clery Crime Definitions
Clery Act-specific terminology and crimino-legal definitions can occasionally have similarities, however definitions of criminal offenses are dictated by local, state, and federal definitions. Whereas Clery-
specific terminology and definitions are applied nationally, it is local, state and federal criminal codes
that take precedent. The below definitions are derived from the Uniform Crime Reporting Handbook.

**Murder/Non-Negligent Manslaughter:** the willful (non-negligent) killing of one human being by
another. NOTE: Deaths caused by negligence, attempts to kill, assaults to kill, suicides, accidental
deaths, and justifiable homicides are excluded.

**Manslaughter by Negligence:** the killing of another person through gross negligence.

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

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

**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 joy riding)

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

**Weapon Law Violations:** The violation of laws or ordinances dealing with weapon 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; 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 non-narcotic drugs (barbiturates, Benzedrine).

**Liquor Law Violations:** The violation of laws or ordinance prohibiting: the 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; all attempts to commit any of
the aforementioned. (Drunkenness and driving under the influence are not included in this
definition.)
Sex Offenses
Sex offenses are defined as any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent. The below crime definitions are from the Uniform Crime Reporting Handbook, 2013 Revised UCR definition of Rape, as prescribed by 2014 VAWA Negotiated Rulemaking Final Consensus Language.

*Rape*: The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim, including instances in which the victim is incapable of giving consent.

*Fondling*: The touching of the private body parts of another person for the purpose of sexual gratification, 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 because of his/her youth or because of his/her temporary or permanent mental incapacity.

*Incest*: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

*Statutory Rape*: Sexual intercourse with a person who is under the statutory age of consent.

Hate Crimes
The University is also required to report statistics for hate (bias) related crimes by the type of bias as defined below for the following classifications: murder/non-negligent manslaughter, negligent manslaughter, sex offenses (rape, incest, statutory rape, fondling), robbery, aggravated assault, burglary, motor vehicle theft, arson (see definitions above) and larceny, vandalism, intimidation, and simple assault (see definitions below).

*Larceny*: The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

*Vandalism*: To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.

*Intimidation*: To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

*Simple Assault*: An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.

If a hate crime occurs where there is an incident involving intimidation, vandalism, larceny, simple assault or other bodily injury, the law requires that the statistic be reported as a hate crime even though there is no requirement to report the crime classification in any other area of the compliance document.
A hate or bias related crime is not a separate, distinct crime, but is the commission of a criminal offense which was motivated by the offender’s bias. For example, a subject assaults a victim, which is a crime. If the facts of the case indicate that the offender was motivated to commit the offense because of his bias against the victim’s race, sexual orientation, etc., the assault is then also classified as a hate/bias crime.

Other Offenses
These additional definitions are derived from the 2014 VAWA Negotiated Rulemaking Final Consensus Language.

**Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

1. The existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
2. For the purpose of this definition, dating violence includes but is not limited to, sexual or physical abuse or the threat of such abuse and does not include acts covered under the definition of domestic violence.

**Domestic Violence:** A felony or misdemeanor crime of violence committed:

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

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

1. Fear for the person’s safety or the safety of others; or
2. Suffer substantial emotional distress.
3. For the purpose of this definition, Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person’s property. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling. Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
4. Report the location as where a perpetrator engaged in the stalking course of conduct or where a victim first became aware of the stalking.
5. Report any additional behaviors that meet the above definition of Stalking if they occur or continue to occur after an official intervention has been put in place, including, but not limited
Annual Security Report Overview

About University of the Sciences

The University of the Sciences in Philadelphia (“USciences”) opened in 1821 as the first school of pharmacy in North America. Since that time, its curriculum has expanded to include a variety of programs, with expansion to four colleges, including the Philadelphia College of Pharmacy, the Misher College of Arts and Sciences, the Samson College of Health Sciences, and the Mayes College of Healthcare Business and Policy. Areas of study include about 25 bachelor’s degree programs and more than 10 master’s programs, including in the fields of chemistry and biochemistry. Students at the University of the Sciences have many opportunities to learn by doing, such as by presenting what they’ve learned at the annual Research Day expo and exploring the school’s more than 100 laboratories (USNews & World Report, 2017).

Current enrollment is approximately 2,500 students, including undergraduate, graduate, and professional programs. Nearly 600 students live in USciences-owned on-campus housing. 2017-18 undergraduate tuition and fees are $40,000 per year.

USciences graduates are proven everywhere they go, and the statistics speak for themselves:

- 96% of USciences students are employed or accepted for an advanced degree within six months of graduation.
- USciences’ graduation rate is 10 to 5 points higher than the national average.
- USciences prepares students for health professions that rank among the 25 best healthcare jobs in the U.S. including dentist, pharmacist, physician, physical therapist, physician assistant, and occupational therapist.
- The U.S. Department of Education’s College Scorecard ranks USciences No. 7 in the U.S. for highest earnings with a median annual income of $95,800 a decade after students enrolled, when compared with graduates from four-year U.S. colleges and universities.

Throughout its history, USciences has produced an abundance of pioneers—trailblazers in scientific discovery, daring entrepreneurs, and compassionate leaders in the healing professions. Our alumni have contributed to innovation in every dimension of the health sciences, from pioneering the use of x-rays to unlocking the genetic code to discovering countless new medications. Recent graduates have continued this legacy as founders of pharmaceutical companies and companies serving the biotech and life sciences industries.

USciences also offers many opportunities for students to stay busy outside the lab. Students can join more than 60 organizations and pledge a dozen fraternities and sororities. Student athletes can play intramural sports or try out for the USciences Devils varsity teams, which compete in the NCAA Division II Central Atlantic Collegiate Conference.

About the Annual Security & Fire Safety Report

USciences, in compliance with the 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 USciences; 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 & Fire Safety Report (“ASFSR”) due on October 1, 2016 include: revised hate crime statistics, law enforcement relationships emergency response and evacuation procedures, missing student notification, and fire safety information and statistics.

Any individual believing 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 may file a complaint with the USciences 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 days from the date the complaint is received. If, after receiving the response to the complaint, the individual has ongoing concerns, an appeal may be forwarded to the USciences Chief Financial and Operating Officer, who has the ultimate responsibility to receive and resolve such complaints.
DEPARTMENT OF PUBLIC SAFETY OVERVIEW

Mission Statement

Safeguarding the health and well-being of all USciences students, faculty, and staff is our sole mission. Public Safety takes a proactive, precautionary, all-hazards approach to ensuring the safety of our USciences community. We are proud to serve and protect the USciences community, and to uphold the rights and values of our students, faculty, staff, and residents of the surrounding University City neighborhood. Our Public Safety officers work in tandem with the Philadelphia Police Department to patrol campus and offer courteous and professional assistance to USciences community members twenty-four hours a day, seven days a week.

Overview & Description

The USciences Department of Public Safety (“DPS”) is led by a Director, an Emergency Management Coordinator, an Investigator, an Account Manager, an Assistant Account Manager/Trainer, and an Administrative Supervisor. The department operates on three (3) eight (8) hour shifts. The day shift is staffed by eight (8) Public Safety Officers (PSOs), the afternoon shift is staffed by seven (7) PSOs, and the midnight shift is staffed by ten (10) PSOs, with three (3) of the ten (10) staffing the security desk at each of the three (3) residence halls.

These shifts are supervised by a cadre of four (4) shift supervisors. The department is comprised of thirty-five to forty PSOs (35-40). Each shift has a dispatcher monitoring the dispatch center for emergency calls, access control, and public safety communications.

Positions & Job Descriptions

With the exception of the Director and the Investigator (who are USciences employees), all positions listed below are employed by Allied Universal Security Services, Systems, and Solutions (“AUS”) as part of a contract with USciences for public safety services.

Director of Public Safety
The Director of Public Safety’s primary roles include oversight of policy development, management of the current contract, review of the schedule to insure staffing adequacies and policies are being followed, coordination of administrative activities including crime logs, fire logs, emergency operations planning, incident/event action planning, interdepartmental collaboration and coordination with those USciences departments with a nexus to the DPS. The Director most directly supports the roles of the Investigator, the Account Manager, the Assistant Account Manager/Trainer, the Emergency Management Coordinator, and the Security Systems Coordinator.

Account Manager
The Account Manager oversees the day-to-day operations including the weekly schedule, deployments, special assignments, payroll, overtime approval, and dissemination of memos and updates about campus events, high-volume days on campus, and other various managerial tasks as assigned by the Director of Public Safety.
Assistant Account Manager/Trainer
The Assistant Account Manager/Trainer shares responsibilities with and assists the Account Manager, working collaboratively to complete the duties assigned to the Account Manager and verifies that all schedules, post assignments, pass down and safety information, and other integral shift-based intelligence and highlights are communicated to the Public Safety Officers by clearly communicating the aforementioned information to the Shift Supervisors for dissemination in the Shift Briefings. It is also the responsibility of the position to ensure the proper training and preparation of all officers, dispatchers, and supervisors in the field. This position also completes assignments and follows directives as assigned by the Director.

Investigator
The Investigator endeavors at the discretion of the Director, and works collaboratively with not only the Director, but also DPS staff, the Security Systems Coordinator, the USciences Division of Student Affairs, most specifically the Dean of Students, Associate Dean of Students, Director of Student Conduct, and the Associate Director for Residence Life, as well as the Director of Human Resources on particular occasions when faculty and staff may be involved. The Investigator interfaces directly with the Philadelphia Police Department’s 18th District and Southwest Detective Bureau for all criminal offenses on or near campus (see Clery Geography). It is the responsibility of the Investigator to interview all staff and student victims or actors when a crime or conduct violation is committed.

Emergency Management Coordinator
The Emergency Management Coordinator (EMC) works at the discretion of the Director of Public Safety and collaboratively with the Account Manager, Assistant Account Manager/Trainer, the Investigator, and the Security Systems Coordinator. Primarily, the EMC is responsible for emergency planning, preparation, mitigation, response, and recovery. Using an all-hazards approach, the EMC authors, maintains, updates and assures the quality of emergency operations through the development of the Emergency Operations Plan (EOP). Using the Readiness for Emergency Management in Schools Guide (REMS), otherwise referred to as Federal Emergency Management Agency’s (FEMA) Guide for Developing High Quality Emergency Operations for Higher Education or the Multi-Hazard Emergency Response Planning for Higher Education (MHERP-HE) manual, the EMC has updated the EOP to be compliant with ICS/NIMS, federal guidelines, and current day best-practices from an all-hazards lens. Additionally, the EMC prepares Incident Action Plans (IAPs) for moderate to large-scale campus events. The IAPs developed are all created using the ICS/NIMS system and forms. The EMS develops the EOP and annually updates the document and its annexes based on needs and changes in best practices, infrastructure, etc.

Security Systems Coordinator
The Security Systems Coordinator is the primary programming and operations technician for both access control and surveillance of campus. Using software systems IndigoVision®, Colleague®, and C-Cure® the Security Systems Manager oversees all access control points and surveillance cameras across campus, in addition to the emergency blue phone system. Additionally, the coordinator also oversees the NICE® system that records dispatch phone extensions (both non-emergency and emergency calls and radio communications) and manages the cache of radio communications hardware. This position is also responsible for maintaining appropriate access permissions and the background permissions sets for all staff, students, faculty, and visiting contractors. It is also the responsibility of the Security Systems Coordinator to collaborate with project managers where there
may be an impact on door hardware, access point hardware, and surveillance infrastructure with regard to appropriate placement and coverage of the campus community.

**Organizational Structure**

USciences DPS is divided into four divisions: Administrative, Managerial, Investigative, and Patrol Divisions. The Administrative Division includes the Director, Emergency Management Coordinator, Trainer, and Administrative Supervisor. The Managerial Division is comprised of the Account Manager and the Security Systems Coordinator. The Investigative Division includes the Investigator. The Patrol Division includes Shift Supervisors, Dispatchers/Switchboard Operators and Public Safety Officers (including patrol officers and residential dorm officers).

**Department of Public Safety - Organizational Chart**

**Description of Security Agency of Record & Third-party Contract**

With the Director and Investigator being the only exception, all members of the USciences DPS are employees of AUS. USciences entered into this third-party contract in June of 2016. This contract operates on a thirty day notice of change in agreement clause that allows necessary changes to be made to the department in dynamic concert with the changing needs of USciences.

**Campus Reporting Authority Policy Statement**

The Clery Act requires colleges and universities that participate in US federal student financial aid programs to collect, report and disclose information about crime on and around their campuses. Certain categories of crime, arrests and referrals occurring within our Clery Geography are required to be reported by Campus Security Authorities (CSA’s) and included in an Annual Security Report (ASR). Another key requirement of the Clery Act is the issuance of crime alerts to the campus community on crimes considered to be a serious or continuing threat to the USciences community, that are reported to CSA’s or local law enforcement agencies or to the Department of Public Safety.”
Departmental Growth and Advancement

Transition from In-house Security to Outsourced Public Safety Department

In July of 2016, AUS was awarded the contract to develop and operate the USciences DPS. This changed the previous model from a security department to a more capable and versatile public safety department that would eventually evolve into a department that was more broad-based in background experience and capability to provide a wide-range of safety and security initiatives and services across the campus.

Security v. Public Safety

Typically, a campus or facility security force provides a specific narrowly focused service that controls access, monitors entry counter-measures, assures permission granted entry, patrols the perimeters and interior areas of an institution, and assures the protection of infrastructure, proprietary intellectual or tangible property and products through the use of surveillance, patrols, and concierge front-facing personnel.

Public Safety Officers (PSO) differ from Security Officers (SO) in a myriad of ways. PSOs receive additional training including the use of restraint using handcuffs, defensive counter-measures such as OC pepper spray and batons, and lifesaving measures such CPR/AED deployment. PSOs also operate in an expanded capacity for event coverages, walking escorts for staff and students, post security, and response to fire, medical, and industrial or hazardous materials emergencies. Their training also includes use of force training, customer service skills, and the potential to expand their certificated skills set by earning their Emergency Medical Technician (EMT).

As a department, the USciences (through AUS) also employs career-experienced dispatchers assigned to each shift that operate the communications and emergency dispatch center. Additionally, each shift has at least one Pennsylvania state or nationally-certified EMT.

Trained Dispatchers

The addition of trained dispatchers increases the critical response and emergency response management for a wide-range of emergencies from Type 1 through Type 5 emergencies. These dispatchers and their experience also provide a significant positive impact to the function of a campus-based Emergency Operations Center (EOC) and would be the communications officer should there be an EOC activation.

Emergency Medical Technicians

Each Public Safety Officer shift-deployment has at least one Emergency Medical Technician (“EMT”) assigned. This position is filled by a trained PSO that, under normal operating conditions, fulfills the role of the basic PSO responsibilities and in the event of a medical emergency on or near the USciences campus and in accordance with Pennsylvania state law and Philadelphia County EMS oversight would render aid to those in need.

Deployment of Student-based Quick Response Service (QRS)

The Quick Response Service (QRS) is a city-licensed emergency medical service program defined as emergency medical services, provided by certified/licensed EMTs without transport (ambulance) services. A QRS is designed to arrive on scene prior to ambulance or fire department/police personnel
and provide initial life support. This support may include administration of emergency medications (Narcan, epinephrine) or procedures (defibrillation via AED, airway support, etc.) as well as overall trained medical assessment.

The USciences QRS will be student-run and staffed, but will also be integrated into the USciences public safety function. While other universities have student-run models that are standalone, the size of the USciences community and desire for continuity and coverage even during times when students may not be available (e.g., study-finals weeks, summer), lends itself to this blended model.

**Campus Automated External Defibrillators**

During the spring and summer semesters of the 2016-17 academic year, 30 new automated external defibrillators (AEDs) were purchased to be installed in campus buildings for USciences community access. Using current best practice for 2-minute cardiac interventions, AED were strategically placed in buildings across campus so that an AED could be retrieved and returned to a patient within a 2-minute window. At the time of this report the new AEDS were being installed with an estimated completion date of 30 September 2017.

**Hazard Vulnerability Assessments (HVA)**

In both a holistic campus-wide fashion, and in a more specific department or office/suite-based manner, Hazard-Vulnerability Assessments were conducted in the spring semester of 2017. Both the Director of Public Safety and the DPS’s Emergency Management Coordinator, using a comprehensive all-hazards approach, conducted these assessments. With a shift in response procedures for an active threat (from lockdown-only to the options-based model), these assessments had a focused goal to develop situational awareness in departments and areas that had significant vulnerability, either due to their location, the populations they serve, or the nature of their activity. These assessments were documented and reports generated to include action items, including operational changes and potential investments in infrastructure to strengthen security and harden the institution to modern day threats and hazards.

**Emergency Response Procedures**

Beginning in the fall of 2016, the Emergency Management Coordinator began to revise, update, and augment the emergency procedures that were previously captured in the USciences Emergency Response Procedures (ERP) document, transitioning the document to a new Emergency Operations Plan (EOP). This updated document is in compliance with the Multi-Hazard Emergency Response Planning for Higher Education (MHERP-HE) guidelines set forth by the Department of Education, the Department of Justice, the Federal Bureau of Investigation, the Department of Homeland Security, the Federal Emergency Management Agency, and the Department of Health & Human Services. This effort not only brought current day best practices to the response procedures, but also enhanced event planning and incident action plans.

**Title IX Investigator**

The addition of a Title IX Investigator to DPS propels the department and USciences into best emerging practices for Clery Act, Title IX, VAWA, and SAFE Schools Act compliance and investigations. The creation of this position is directly in response to recommendations made by the Clery Center for Security on Campus as documented in their assessment of our campus during the 2015-16 academic year. *(See Annex C – Clery Act Assessment and Site Visit)*
CRIME STATISTICS

Annual Uniform Crime Reporting

The USciences DPS, in compliance with the 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 USciences; 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 provided by neighboring institutions. Crimes are reported in the following seven major categories, with several subcategories:

a) Criminal Homicide
   i) Murder and Non-Negligent Manslaughter
   ii) Manslaughter by Negligence
b) Sex Offenses
   i) Rape
   ii) Incest
   iii) Statutory Rape
   iv) Fondling
c) Robbery
d) Aggravated Assault
e) Burglary
f) Motor Vehicle Theft
g) Arson and crimes involving bodily injury

USciences DPS is also required to report the following three types of incidents if they result in either an arrest or disciplinary referral:

a) Liquor Law Violations
b) Drug Law Violations
c) Illegal Weapons Possession

Off-Campus Crime Record

The off-campus crime record is requested by the DPS each year as reflected below in the letter requesting said data. As an alternative source of information, the DPS maintains committed attendance through the weekly participation at the University City District (UCD) meeting that brings together representatives from the Philadelphia Police Department, University of Pennsylvania Police Department, University City District, Temple University Police, Drexel University Police, et al.
January 1, 2017

Police Commissioner Richard Ross, Jr
Philadelphia Police Department
One Franklin Square
Philadelphia, PA 19106

Dear Commissioner Ross,

I would like to request crime statistics for the locations described below for the 2016 calendar year. Pursuant to the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act") University of the Sciences is required to annually compile and publish crime statistics. This annual report must include statistics of specified crimes reported to local police agencies that occurred on or near campus and on University controlled or affiliated property. The criminal offenses that the campus is required to report are the following offenses as defined by the FBI Uniform Crime Report (sex offenses are defined using the UCR National Incident-Based Reporting System): murder/non-negligent manslaughter; negligent manslaughter; forcible sex offenses; non-forcible sex offenses; robbery; aggravated assault; burglary; motor vehicle theft; arson; domestic violence; dating violence and stalking. In addition, I need statistics concerning any of the above crimes that manifest evidence of a hate crime. In addition, I need to know if there were any incidents of larceny, simple assault, intimidation, vandalism or destruction of property, or other crimes involving bodily injury that were classified as hate crimes. If you provide me with statistics regarding hate crimes, I also need the category of prejudice for each hate crime according to the six categories we are required to report, which includes race, gender, religion, sexual orientation, ethnicity/national origin, gender identity and disability.

The University of the Sciences is also required to request statistics for arrests for these categories: liquor law violations, drug law violations, and illegal weapons possession. It would be helpful if you could provide these statistics for each category separately.

Lastly, Pursuant to the Clery Act, University of the Sciences is required to report these crimes separately for a number of geographic locations. These locations include the main campus, on-campus student residential facilities, off campus buildings or property that is owned or controlled by the University, or a recognized student organization such as a fraternity and public property immediately adjacent to the main campus.

The Philadelphia Police Districts from which we need this information are:

• 18th District

Part of our annual requirement is to request this information in writing to local police authorities. We would like to request that we receive a daily “Part I Report” via email from the Philadelphia Police Department District listed above.

I very much appreciate your cooperation in assisting us in complying with this federal law. If you have any questions or wish to further discuss this request, please contact me at 215-895-1116.

Sincerely,

Michael Stifley
Director of Public Safety

cc: Captain 18th District
### Campus Crime Statistics

<table>
<thead>
<tr>
<th>Category</th>
<th>2014</th>
<th>2015</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>On-Campus</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Murder/Non-negligent Manslaughter</td>
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<td>0</td>
</tr>
<tr>
<td>b. Negligent Manslaughter</td>
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<td>0</td>
<td>0</td>
</tr>
<tr>
<td>c. Sex Offense - Total</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Sex Offense – by categories</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>i. Rape</td>
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</tr>
<tr>
<td>ii. Incest</td>
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<td>0</td>
</tr>
<tr>
<td>iii. Statutory Rape</td>
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</tr>
<tr>
<td>iv. Fondling</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>d. Robbery</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>e. Aggravated Assault</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>f. Burglary</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>g. Motor Vehicle Theft</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>h. Arson</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>On-Campus Residence Halls (subset of on-campus)</strong></td>
<td>2014</td>
<td>2015</td>
<td>2016</td>
</tr>
<tr>
<td>a. Murder/Non-negligent Manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>b. Negligent Manslaughter</td>
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<td>0</td>
<td>0</td>
</tr>
<tr>
<td>c. Sex offense (Rape, Incest, Statutory, Fondling)</td>
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<td>0</td>
<td>0</td>
</tr>
<tr>
<td>d. Robbery</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>e. Aggravated Assault</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>f. Burglary</td>
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<tr>
<td>g. Motor Vehicle Theft</td>
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<tr>
<td>h. Arson</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Non-Campus</strong></td>
<td>2014</td>
<td>2015</td>
<td>2016</td>
</tr>
<tr>
<td>a. Murder/Non-negligent Manslaughter</td>
<td>0</td>
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<td>0</td>
</tr>
<tr>
<td>b. Negligent Manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>c. Sex offense (Rape, Incest, Statutory, Fondling)</td>
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<td>0</td>
</tr>
<tr>
<td>d. Robbery</td>
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<td>0</td>
</tr>
<tr>
<td>e. Aggravated Assault</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>f. Burglary</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>g. Motor Vehicle Theft</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>h. Arson</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Public Property</strong></td>
<td>2014</td>
<td>2015</td>
<td>2016</td>
</tr>
<tr>
<td>a. Murder/Non-negligent Manslaughter</td>
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<td>0</td>
</tr>
<tr>
<td>b. Negligent Manslaughter</td>
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<td>c. Sex offense (Rape, Incest, Statutory, Fondling)</td>
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<td>d. Robbery</td>
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<td>e. Aggravated Assault</td>
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<td>f. Burglary</td>
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<td>0</td>
<td>0</td>
</tr>
<tr>
<td>g. Motor Vehicle Theft</td>
<td>0</td>
<td>0</td>
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</tr>
<tr>
<td>h. Arson</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
Hate Crimes

2014: There were no Hate Crimes reported in any Clery-reportable location for 2014.

2015: There were no Hate Crimes reported in any Clery-reportable location for 2015.

2016: There were no Hate Crimes reported in any Clery-reportable location for 2016.

Arrests and Disciplinary Referrals

<table>
<thead>
<tr>
<th>Arrests</th>
<th>2014</th>
<th>2015</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>On-campus</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Illegal Weapons Possession</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>b. Drug Law Violation</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>c. Liquor Law Violation</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>On-Campus Residence Halls (subset of on-campus)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Illegal Weapons Possession</td>
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<td>0</td>
<td>0</td>
</tr>
<tr>
<td>b. Drug Law Violation</td>
<td>0</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>c. Liquor Law Violation</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Non-campus</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Illegal Weapons Possession</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>b. Drug Law Violation</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>c. Liquor Law Violation</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Public Property</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Illegal Weapons Possession</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>b. Drug Law Violation</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>c. Liquor Law Violation</td>
<td>0</td>
<td>0</td>
<td>0</td>
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</table>

Disciplinary Referrals

<table>
<thead>
<tr>
<th>Disciplinary Referrals</th>
<th>2014</th>
<th>2015</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>On-campus</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Illegal Weapons Possession</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>b. Drug Law Violation</td>
<td>11</td>
<td>17</td>
<td>7</td>
</tr>
<tr>
<td>c. Liquor Law Violation</td>
<td>36</td>
<td>24</td>
<td>10</td>
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<tr>
<td>On-campus Residence Halls (subset of on-campus)</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>a. Illegal Weapons Possession</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>b. Drug Law Violation</td>
<td>11</td>
<td>17</td>
<td>7</td>
</tr>
<tr>
<td>c. Liquor Law Violation</td>
<td>36</td>
<td>24</td>
<td>9</td>
</tr>
<tr>
<td>Non-campus</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>a. Illegal Weapons Possession</td>
<td>0</td>
<td>0</td>
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<tr>
<td>b. Drug Law Violation</td>
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<tr>
<td>c. Liquor Law Violation</td>
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<td>0</td>
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</tr>
<tr>
<td>Public Property</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Illegal Weapons Possession</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>b. Drug Law Violation</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>c. Liquor Law Violation</td>
<td>0</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

Note: if one incident results in both disciplinary referral and arrest, it is only listed as an arrest.
## Violence Against Women Act Statistics

<table>
<thead>
<tr>
<th>Location</th>
<th>Year</th>
<th>2014</th>
<th>2015</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>On-campus</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Dating Violence</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>b. Domestic Violence</td>
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</tr>
<tr>
<td>c. Stalking</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td><strong>On-campus Residence Halls</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Dating Violence</td>
<td>0</td>
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<td>0</td>
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</tr>
<tr>
<td>b. Domestic Violence</td>
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<tr>
<td>c. Stalking</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td><strong>Non-Campus</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Dating Violence</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>b. Domestic Violence</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>c. Stalking</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td><strong>Public Property</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Dating Violence</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>b. Domestic Violence</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
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<tr>
<td>c. Stalking</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>
The Pennsylvania Uniform Crime Reporting Act (Formally The Pennsylvania College and University Security Act) requires the release of crime statistics and rates to students and employees, and it requires that those be available to applicants and new employees upon request. The rate is based on the actual number of Full Time Equivalent (FTE) students and employees, which is calculated according to state-mandated formula. The index in the table below is based on incidents factored upon 100,000 FTE’s. The statistics below include incidents that are not reportable under the Clery Act.

### PART 1 OFFENSES

<table>
<thead>
<tr>
<th>Classification of Offenses</th>
<th>Known Offenses</th>
<th>Index per 100,000</th>
<th>Known Offenses</th>
<th>Index per 100,000</th>
<th>Known Offenses</th>
<th>Index per 100,000</th>
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<tr>
<td></td>
<td>2014</td>
<td>2015</td>
<td>2016</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Criminal Homicide (total)</strong></td>
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<td>0.00</td>
<td>0</td>
<td>0.00</td>
<td>0</td>
<td>0.00</td>
</tr>
<tr>
<td>Murder &amp; Non-negligent Manslaughter</td>
<td>0</td>
<td>0.00</td>
<td>0</td>
<td>0.00</td>
<td>0</td>
<td>0.00</td>
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<tr>
<td>Negligent Manslaughter</td>
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<td>0</td>
<td>0.00</td>
<td>0</td>
<td>0.00</td>
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<tr>
<td><strong>Rape (total)</strong></td>
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<td>0</td>
<td>0.00</td>
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<td>0.00</td>
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<tr>
<td>By Force</td>
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<td>0.00</td>
<td>0</td>
<td>0.00</td>
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</tr>
<tr>
<td>Assault to Rape Attempts</td>
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<td>0</td>
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<td>0.00</td>
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<tr>
<td><strong>Robbery (total)</strong></td>
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<td>63.04</td>
<td>2</td>
<td>63.77</td>
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<td>178.63</td>
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<tr>
<td><strong>Firearm</strong></td>
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<td>31.52</td>
<td>0</td>
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<td>35.73</td>
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<tr>
<td>Knife or cutting instrument</td>
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<td>0.00</td>
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<td>35.73</td>
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<tr>
<td>Other dangerous weapon</td>
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<td>1</td>
<td>31.88</td>
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<td>0.00</td>
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<tr>
<td>Strong arm (hands, feet, etc.)</td>
<td>1</td>
<td>31.52</td>
<td>1</td>
<td>31.88</td>
<td>1</td>
<td>35.73</td>
</tr>
<tr>
<td><strong>Aggravated Assault (total)</strong></td>
<td>2</td>
<td>63.04</td>
<td>1</td>
<td>31.88</td>
<td>1</td>
<td>35.73</td>
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<tr>
<td><strong>Firearm</strong></td>
<td>0</td>
<td>0.00</td>
<td>0</td>
<td>0.00</td>
<td>0</td>
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</tr>
<tr>
<td>Knife or cutting instrument</td>
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<td>0</td>
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<td>Other dangerous weapon</td>
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<tr>
<td><strong>Simple Assault (total)</strong></td>
<td>1</td>
<td>31.52</td>
<td>1</td>
<td>31.88</td>
<td>1</td>
<td>35.73</td>
</tr>
<tr>
<td><strong>Burglary (total)</strong></td>
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<td>0.00</td>
<td>0</td>
<td>0.00</td>
<td>1</td>
<td>35.73</td>
</tr>
<tr>
<td>Forcible entry</td>
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<td>94.56</td>
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<td>0.00</td>
<td>1</td>
<td>35.73</td>
</tr>
<tr>
<td>Unlawful entry – no force</td>
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<td>0</td>
<td>0.00</td>
</tr>
<tr>
<td>Attempted forcible entry</td>
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<td><strong>Larceny/Theft</strong></td>
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<td><strong>Motor Vehicle Theft (total)</strong></td>
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<td>1</td>
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</tr>
<tr>
<td>Trucks &amp; Buses</td>
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</tr>
<tr>
<td>Other vehicles</td>
<td>1</td>
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<td>0</td>
<td>0.00</td>
<td>1</td>
<td>35.73</td>
</tr>
<tr>
<td><strong>Total Part I Offenses</strong></td>
<td>26</td>
<td>819.52</td>
<td>7</td>
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</table>
About the Daily Crime Log & Fire Log
DPS maintains a combined Daily Crime & Fire Log (“DCFL”). This includes all crimes, fire related incidents and other serious incidents that occur on campus; including non-campus buildings or property within DPS campus patrol boundaries. The DCFL includes all incidents reported to DPS, whether by the USciences campus community or by local law enforcement agencies. The DCFL notes all reported crimes, not just those required by the Clery Act and The College and University Security...
Act of 1988. DPS is required to disclose in the DCFL "any crime that occurred on campus...or within the patrol jurisdiction of the campus security department and is reported to the security department." Included is the "nature, date, time, and general location of each crime" as well as its disposition, if known. Incidents are added within one business day of being reported to DPS. However, 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 Daily Crime Log is available online (http://www.usciences.edu/studentlife/PublicSafety/crimelog.aspx) and can also be reviewed in person at the USciences DPS Office in Alumni Hall at 4240 Woodland Avenue during normal business hours. Individuals can view past crime logs, but a request should be made to the Director of Public Safety and the logs will be made available within two business days of the request.

**Reporting & Information Access**

Crimes and emergencies can be reported by dialing the emergency number for the USciences Department of Public Safety at 215-596-7000 and 9-1-1. Campus landlines automatically alert the DPS Dispatcher to the location of a phone on campus that has dialed 9-1-1 and elicits an immediate response from DPS officers, supervisors, and members of department leadership. USciences faculty, staff and students are frequently reminded via DPS communications of the measures to request help in an emergency or to report a crime. All callers dialing 9-1-1 are regularly instructed to remain on the line until instructed by the call taker to hang up.

A number of USciences policies dictate procedures utilized for campus crime reporting. Key policies related to this activity include the Campus Security Authority Policy, the Confidential Reporting Policy, the Missing Person Policy, and the Sexual Misconduct and Relationship Violence Policy.

While USciences mandates and/or encourages reporting through a variety of channels, the institution also recognizes specific exemptions. Professional mental health and religious counselors are exempt from reporting obligations, but may refer individuals to a confidential reporting system. USciences professional counselors are encouraged to tell their clients about options for incident reporting, including confidential options. All reports (actual, confidential reports, or anonymous reports) are extremely valuable in order to prevent further victimizations and to obtain a more accurate portrait of USciences campus crime.

**Campus Security Authority (CSA) Policy**

The Clery Act requires the University to collect crime data from the local police and Campus Security Authorities (CSAs). The intent of including non-law enforcement personnel as CSAs is to acknowledge that many individuals, 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 CSA is to report to the DPS those allegations of Clery Act crimes that he or she concludes are made in good faith. A CSA is not responsible for determining authoritatively whether a crime took place—that is the function of law enforcement personnel.

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 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 of the Sciences include:

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

CSA Reporting

CSAs can access the link for the Maxient® Incident Reporting form electronically by using the following URL address:
https://cm.maxient.com/reportingform.php?UnivoftheSciences&layout_id=3 This link can also be found on the USciences DPS Blackboard page.

Once a report is received it is forwarded to the DPS, at which time a representative from the department assists the reporter in determining what information should be reported, and works with the reporter to maintain the confidentiality of the individual(s) involved. Reports filed in this manner are counted in the crime statistics for USciences, but the identity of the victim is kept confidential.
Confidential Reporting Policy

Individuals who are victims of a crime and do not want to pursue action within the USciences community or the criminal justice system still may want to file a confidential report. Once notified, the University of the Sciences Dean of Student Affairs, the Director of Public Safety, or their designee, can file a report with the details of the incident without revealing a victim’s identity.

The purpose of this confidential reporting policy is to ensure that the students of the University of the Sciences are aware and have access to a system for confidential reporting of sexual assaults and crimes. In order to comply with the victim’s wish to keep the matter confidential while also taking measures to ensure the future safety of the victim and others, with such information, the University can keep accurate and Clery Act compliant records of the number of incidents involving students in an effort to determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to a potential danger via Timely Warnings.

Confidential Reporting is defined and designed to comply with a victim’s desire to keep an offense confidential, while taking steps to ensure the future safety of the victim and others among the campus community, including our neighboring partners at nearby Institutions of Higher Ed (IHEs).

Confidential Reporting can be done in multiple ways:

✓ Web-based Reporting
The University of the Sciences provides confidential reporting via Ethics Point®, which can be accessed by visiting the USciences web page and following the link at the bottom of the homepage (https://secure.ethicspoint.com/domain/media/en/gui/18902/index.html).

✓ Phone-based Reporting
For telephonic reporting, the toll-free reporting number is 888-266-0218.

Missing Persons Policy

It is the policy of the University of the Sciences to thoroughly investigate all reports of missing persons. Additionally, the University holds that every person reported missing shall be considered at risk until significant information to the contrary is confirmed.

All reports of missing persons must be directed, immediately, to the one of the following individuals or departments:

i. Department of Public Safety
   (ext. 7000 on campus or off-campus calls to 215-596-7000);

ii. Dean of Students or their designee at the Division of Student Affairs
    (ext. 8950 on campus or off-campus calls to 215-596-8950);

iii. Assoc. Dir. of Residence Life or their designee at the Office of Residence Life
     (ext. 3120 on campus or off-campus calls to 215-895-3120;

iv. Professionals On-Duty (PODs) for Residence Life
    (from on or off campus 267-353-3726)

Reports of missing students received by other University departments are to be promptly forwarded to the Department of Public Safety and/or the Philadelphia Police Department by dialing 9-1-1. It is
the policy of this University to support and assist missing person investigations originating outside of our jurisdiction. It should also be noted that there is no required waiting period for reporting a missing person.

A person may be declared “missing” when their whereabouts are unknown and inexplicable for a period of time, typically 24 hours or sooner, especially if it is regarded by knowledgeable persons as highly unusual or suspicious in consideration of the subject’s behavior patterns, plans, or routines.

This policy identifies the procedures to be followed when an individual(s) is the subject of an internal University or external (e.g., law enforcement) missing persons investigation and is reasonably believed to be missing in an effort to protect the safety and security of all University staff, students, and visitors.

Person(s) are considered missing when their whereabouts are unknown and inexplicable for a period of time, typically 24 hours or sooner, especially if it is regarded by knowledgeable persons as highly unusual or suspicious in consideration of the subject’s behavior patterns, plans, or routines.

“Person(s)”, for the purposes of this policy, are limited to University of the Sciences students residing in on-campus residence halls. While all staff, faculty, students, and visitors of the University of the Sciences are of equivalent concern, this policy is for regulatory compliance that is specific to resident students.

Other missing persons should be reported following the same lines of communication and will be treated as emergencies.

If a missing person(s) report is made, Public Safety staff will follow the steps listed below:

- The person receiving the complaint will immediately contact the Department of Public Safety who will then dispatch an officer to the location of the complaint and notify the Director of Public Safety. The Director of Public Safety will in turn contact both the Dean of Students and the Vice President/CFOO to brief them on the notification.
- The responding public safety officer will utilize the Missing Persons Information Gathering Questionnaire (see attached) to gather information.
- An up-to-date photograph shall also be obtained via C-CURE (if available) to aid in the search for the missing individual.
- The responding officer will also gather information about the physical and mental well-being of the individual.
- Appropriate campus staff shall be notified to assist in locating the individual. This may include faculty members, residence life and other student affairs staff, information technology personnel and other staff as appropriate.
- A quick but thorough search of all campus buildings, grounds, and parking lots shall be conducted by the Department of Public Safety.
- Class schedules/attendance shall be reviewed along with card swipe history for all campus entrances, buildings, etc. by the Department of Public Safety.
- After completing these steps to determine the missing person’s whereabouts, should the reported missing person still not be located, their Missing Person’s Contact(s) Form will be accessed and each of their listed Missing Person’s Contacts will immediately be called in succession until one of them is reached by the Division of Student Affairs.
If the actions described are unsuccessful in locating the missing person, or it is apparent based on evidence or compelling information from a knowledgeable reporter that the person is actually missing, the investigation will be turned over to the appropriate local law enforcement agency.

The notification of law enforcement will take place as soon as practical, but never later than 24 hours from the time that they are determined to be missing. At this time, the Philadelphia Police Department and their partners become the authority having jurisdiction (AHJ) and the Department of Public Safety will assist them in any way necessary.

The above steps should be completed with sensitivity to the 24-hour rule of the Clery Act whereby the 24-hour period starts when all the steps above are completed and the student is determined to be missing.

The clock stops on the 24-hour period when the student is either located or local law enforcement is notified of a missing person.

**Regulatory Compliance & Information Collection**

In accordance with the Higher Education Act of 2008, all students may register a confidential contact with the College. Access to this information is restricted to authorized campus officials and law enforcement officers actively involved in the furtherance of a missing person investigation.

The confidential Missing Person’s Contact(s) does/do not have to be a parent of a student. This is the individual who will be contacted by the Dean of Students, or their designee, and/or the Philadelphia Police Department within 24 hours of the determination that the student is reported missing. In the event a student is under 18 years of age, and has not been legally emancipated, the student’s parents or guardian will also be contacted within 24 hours of the determination that the student is reported missing.

The Missing Person’s Contact(s) will be updated periodically as to the progress of the investigation. When unable to reach the primary contact person, the secondary, then tertiary contacts will be contacted and so forth.

All resident students will be required to complete a Missing Person’s Contact form with the Department of Residence Life and either document their Missing Person’s Contact or elect to refuse to provide this information, confirmed by a signature, however they are encouraged to register an individual as a confidential contact and may do so by sharing this information with the office of the Associate Director of Residence Life at 215-895-3120. (Please also see the Student Housing Agreement)

This information will be documented and housed within the Colleague® by Ellucian student information system (or system with similar functionality). For the purposes of redundancy and continuity of operations principles, this information will be also kept in paper copy and housed securely in the Student Affairs offices.

In the absence of registration of a Missing Person’s Contact, the local police department will be notified.

**Companion Documents**

The *Missing Person’s Contact Form*, referenced above, is to be completed through the Office of Residence Life and maintained per the Missing Person’s Policy.
The **Missing Person’s Information Gathering Questionnaire** is a tool utilized by parties and departments designated in the Missing Persons Policy to collect information regarding the missing party.

The **Student Housing Agreement** reflects the requirements set forth herein as prerequisites to students receiving their room assignments and having access to said assignments.

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**Title IX Sexual Assault & Harassment, Domestic Violence, Dating Violence & Stalking Policy**

<table>
<thead>
<tr>
<th>Resource List</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>On-Campus Resources List</strong></td>
</tr>
</tbody>
</table>
| **Emergency Assistance** (24/7/365)  
Public Safety | 215.596.7000 |
| **Confidential Medical/Mental Health Assistance** |
| Student Health | 215.596.8980 |
| Counseling | 215.596.8536 |
| **University Support** |
| Dean of Students | 215.596.8950 |
| Student Life | 215.596.8756 |
| Office of Student Conduct | 215.596.7473 |
| Title IX Coordinator  
Michael Janes | 215.596.8697 |
| Title IX Student Admin  
Ross W. Radish, JD | 215.596.8950 |
| Title IX Employee Admin  
Michael Janes | 215.596.8697 |

| **Off-Campus Resources List** |
| **Emergency** (24/7/365) | 911 |
| **24-Hour Hotline/Organizations** |
| Woman Organized Against Rape | 215.985.3333 |
| Women Against Abuse | 866.723.3014 |
| Menergy | 215.242.2235 |
| Men’s Resource Center | 215.564.0488 |
| **Sexual Assault Medical Evaluation** |
| Philadelphia Sexual Assault | 215.800.1589 |
| Response Center (PSARC)  
300 E. Hunting Park Avenue  
Philadelphia, PA 19124 |

**For emergencies call 215-425-1625 to reach the on-call sexual assault nurse examiner**

| **Philadelphia Police Special**  
Victims Unit (SVU) | 215.685.3251 |

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**Overview**

University of the Sciences is committed to creating an environment that emphasizes the dignity and worth of every member of its community. Honesty, trust, fairness, and respect for others are all essential components of our community and of healthy interpersonal relationships. Sexual intimacy requires all involved parties to consent to all aspects of the intimacy. When students are the victims of sexual misconduct or relationship violence, their sense of safety and trust is violated. This can significantly interfere with their lives, including their ability to pursue educational goals. Sexual misconduct and relationship violence can happen to anyone. It does not discriminate on the basis of age, sex, or race. These acts are committed by those who seek power and control over another person. Statistics show perpetrators are often acquainted with their victims and many have planned out the acts in advance. Over half of acquaintance rapes involve drinking or drug use prior to the incident, and 60% of acquaintance rapes on college campuses occur in casual or steady dating.
relationships. An estimated 5% of college women experience a completed or attempted rape in a given year.

To support the education and institutional response to sexual harassment or sexual assault under the guidance of Title IX the University has designed responsible individuals.

- Title IX Coordinator: Michael Janes 215.596.8687
- Title IX Student Administrator: Ross W. Radish, JD 215.596.8950
- Title IX Employee Administrator: Michael Janes 215.596.8697

The University will take seriously every report (whether from the victim, a third-party, or anonymous) and work to ensure that all parties are given appropriate support and are treated fairly. Any student who is involved in or charged with a violation of this policy may be subject to the Student Conduct Policy and, if found responsible, will be further subjected to sanctions as described under the Student Conduct Process. (See p. 55)

Some acts of sexual misconduct or relationship violence are criminal acts that may subject the accused to criminal and civil penalties under federal and state laws. In addition to any sanction that may be imposed by the University for violations of policy, an accused individual may be subject to criminal sanctions and personal civil liabilities independent of those imposed by the University. Nothing in this policy shall prevent any member of the University campus community from filing a complaint with the appropriate local, state, or federal agency or a court with jurisdiction. University of the Sciences may pursue Student Conduct Policy charges against an accused student regardless of whether charges are being pursued by legal authorities and whether the student is convicted or acquitted of these charges. Proceedings under the Student Conduct Policy may be carried out prior to, simultaneously with, or following civil or criminal proceedings.

What Should a Survivor of Sexual Misconduct or Relationship Violence Do?

1. Get to a safe place. Call a friend or someone else to be with you.

2. Immediately seek help. Regardless of your immediate intentions to prosecute or pursue the Student Conduct Process, reporting the incident is important because it provides the opportunity to collect evidence and the documenting of facts while they are still fresh in your mind. This does NOT force you into making any decisions. It will potentially provide you with a stronger case in the future should you decide to file a formal complaint.

3. Do not shower, wash, douche, or change your clothes, even though that may be your immediate desire. Rather, go Philadelphia Sexual Assault Response Center (PSARC) for examination.

4. If you decide not to seek immediate help, but later want to talk and explore your options, contact someone from the resources list, such as the Dean of Students, Student Health and Counseling, or Title IX Student Administrator

5. The University will make every effort reasonably possible to preserve your privacy. The degree to which confidentiality can be protected depends upon the professional role and reporting obligations of the person being consulted. The professional being consulted is encouraged to make these limits
clear at the beginning of the conversation.

6. **Whether or not you choose to take any formal action, talk to a trained individual to support your recovery process.**

   *You are in control of what resources you seek or options you choose.*
   *Different students move through the process of recovery at different paces.*
   *There is no correct response.*

**Special Arrangements**
The survivor, accuser, accused, or any witnesses may request changes to academic and/or living situations. The student will be notified as to what changes are reasonably available. These individuals may also request a “no contact” order. “No contact” orders are bi-directional. None of the individuals listed may contact any of the other individuals listed. To make any of these requests, please contact the Dean of Students.

**Definitions**
Complainant(s): The term “Complainant(s)” means any person(s) who submits a charge alleging that a student(s) or student organization violated the Student Conduct Policy or this policy.
Consent: The term “Consent” means an affirmative decision to engage in mutually acceptable sexual activity given by clear actions or words. Participants must obtain and give consent in each instance of sexual activity. Relying solely upon nonverbal communication can lead to miscommunication. If confusion or ambiguity on the issue of consent arises any time during the sexual interaction, it is essential that each participant stop and clarify verbally a willingness to continue. Students should understand that consent may not be inferred from silence, passivity, or lack of active resistance alone. Furthermore, a current or previous dating or sexual relationship is not sufficient to constitute consent, and consent to one form of sexual activity does not imply consent to other forms of sexual activity. A person is incapable of giving consent if under 17 years of age, if intoxicated by drugs and/or alcohol, if developmentally disabled, or if temporarily or permanently mentally or physically unable to do so. Examples of situations where consent has not been obtained include, but are not limited to, when an individual is intoxicated, “high,” scared, physically or psychologically pressured or forced, unconscious, intimidated, or mentally or physically impaired. Being intoxicated or “high” is never an excuse for sexual misconduct or relationship violence.

Respondent(s): The term “Respondent(s)” means any student(s) or student organization accused of violating the Student Conduct Policy or this policy.

Survivor: A term used instead of “Victim” in describing someone who has experienced sexual and/or relationship violence. While “Victim” implies passivity, “Survivor” recognizes the active role of individuals in their healing process.

Witness: The term “Witness” means any person with information relevant to an incident.

**Prohibited Behavior**
The University recognizes that prohibited behavior can occur regardless of gender or sexual identity of the survivor and accused. The below list of violations of the University Policy on Sexual Misconduct and Relationship Violence is intended to be illustrate and not exhaustive.
**Violations of the University’s Policy on Sexual Misconduct and Relationship Violence**

a. **Attempted or Completed Sexual Assault:** Any physical act of a sexual nature perpetrated against an individual without consent (see definition on p. X) or when an individual is unable to freely give consent. Acts of a sexual nature include, but are not limited to, touching or attempted touching of any sexual or other intimate part of the body, either directly or indirectly, and/or rape, forcible sodomy, or any sexual penetration of another person’s oral, anal, or genital opening with any object. Sexual misconduct also includes sexual exploitation, defined as taking nonconsensual, unjust sexual advantage of another for one’s benefit or the benefit of another party. These acts may or may not be accompanied by the use of coercion, intimidation, or through advantage gained by the use of alcohol or other drugs.

b. **Sexual Harassment:** Includes unwelcome or unwanted sexual advances, sexual attention, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature or other offensive behavior directed toward a person because of, or on account of, his or her gender, whether by a person of the opposite or same gender. Such conduct constitutes sexual harassment when this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual’s work or academic performance, or creates an intimidating, hostile, or offensive work or learning environment.

c. **Intimate Partner/Relationship Violence:** A single event or pattern of behavior used to establish power and control over another person through fear and intimidation, including the threat or use of violence. The first sign may be arguments that involve abusive language, insults, or name calling. As the level of hostility rises, physical acts like hair-pulling, pushing, shoving, and slapping can occur. Aggressive activity may increase and lead to severe injury, both physical and emotional. Once the cycle begins, it almost always escalates and becomes more difficult to break. It is unacceptable for anyone to harass, beat, or sexually assault another person, regardless of the type of relationship.

d. **Domestic Violence:** Abuse committed against an adult who is a spouse or former spouse, co-habitant or someone whom the abuser has a child, existing dating or engagement relationship, or a former dating or engagement relationship.

e. **Detrimental behavior:** Conduct or actions of a student, or group of students, that risks the health, safety, or welfare of the University or an individual.

f. **Retaliation:** Retaliation or attempted retaliation by the accused or an associate against individual(s) who bring complaints of sexual violence, harassment or relationship violence is not acceptable. Retaliation can be in the form of direct or indirect interference, harassment, or intimidation of anyone involved in the process. It can be verbal or nonverbal.

g. **Stalking:** Actions toward another person that demonstrate either intent to place the person in reasonable fear of bodily injury or to cause substantial emotional distress. Stalking is more than one act, but may occur in a very short period of time. Examples of inappropriate actions are following an individual; repeatedly making contact with the person via phone, electronic mail, or other means; or watching or staring, all of which occur without the individual’s consent.

**Procedures**

The following procedures have been developed to guide the actions of survivors, those providing assistance and support to survivors, and those accused of perpetrating sexual misconduct.
**Reporting**

Students who would like to report an alleged violation of the sexual misconduct and relationship violence policy can contact the Office of the Dean of Students at 215-596-8950 or the Office of Public Safety at 215-596-7000. Once a report has been received it will be referred to Ross W. Radish, JD, Interim Dean of Students & Title IX Student Administrator. Dean Radish can be reached directly at 215-596-7573 or via email at r.radish@usciences.edu.

Reporting is most effective when incidents are reported within a few days of their occurrence because memories, information, and evidence are still fresh. The longer a student waits to initiate the process, the more difficult it will be to gather and process the information or evidence. If either the perpetrator or the survivor is a faculty or staff member, the Director of Human Resources will be responsible for overseeing the process.

Students and University employees engaged in experiential learning/teaching at sites off-campus who are involved in an alleged sexual misconduct or relationship violence situation, must report this to the appropriate authorities at the site. Students and University employees are responsible for familiarizing themselves with the policies and procedures for reporting such allegations to the site. Anyone may file a third-party report detailing an incident involving one of the prohibitive behaviors.

The University will not initiate the Student Conduct Process or criminal process without the consent of the survivor. If the survivor is unwilling to give consent and there is adequate information to support the occurrence of the prohibited behavior and the identity of a specific individual(s), the University may initiate the Student Conduct Process. Nonetheless, the third-party report is vitally important and contains useful information for protecting the community and connecting similar reports while protecting the survivor’s anonymity.

Any third party wishing to file a report detailing an incident may contact any of the Title IX Representatives:

- Title IX Coordinator  
  Michael Janes  
  215.596.8697
- Title IX Student Administrator  
  Ross W. Radish, JD  
  215.596.8950
- Title IX Employee Administrator  
  Michael Janes  
  215.596.8697
- Department of Public Safety  
  Michael J. Stitley  
  215.596.7000

**Amnesty**

The Dean of Students and/or the Conduct Officer may grant limited amnesty in relationship to other violations for students who come forth with truthful information regarding sexual misconduct or relationship violence (e.g., if a student accuses another student of sexual misconduct and during the course of the investigation that student discloses they were drinking alcohol, the accusing student may not be charged with an alcohol violation). (See Medical Amnesty Policy)

**Investigation**

Allegations of sexual misconduct and/or relationship violence will be investigated in a thorough and timely manner. A University official or designee in conjunction with the survivor may serve as joint complainant(s) during the process. The survivor will be actively involved throughout the investigative process.
Complainant(s) and respondent(s) will:

- Be kept updated on the status of the investigation
- Be informed of the date, time, and location of any hearing and have an opportunity to discuss the process with the Conduct Officer prior to a hearing
- Have the right to review all written information that is in the Conduct Officer’s possession within 48 hours prior to a hearing in the presence of the Conduct Officer

Interim Sanctions
The Dean of Students and/or designee may apply interim sanctions to the accused during an investigation and pending a hearing. Interim sanctions will be imposed: 1) to ensure the safety and well-being of members of the University community or preservation of University property; 2) to ensure the student’s own physical or emotional safety and well-being; or 3) if the student poses an ongoing threat to, disruption of, or interference with, the normal operations of the University. (See Student Conduct Policy, Sanctions for Student Misconduct)

Hearing Process
Upon completion of the investigation, the survivor and the University will determine if a hearing will occur. The hearing process will follow the process outlined in the Student Conduct Policy. The Conduct Officer will determine whether an Administrative Hearing or Conduct Hearing will occur. Participants are reminded that any information shared during a hearing is private and all action associated with the process should be truthful and respectful. The Conduct Officer and/or hearing Chair will decide what witnesses or other information is relevant and may exclude information or a witness that is deemed duplicative or immaterial. Complainant(s), active witness(es), and respondent(s) have the right to an appeal based on the grounds described in the Student Conduct Policy.

The standard for evaluating responsibility is the same as all other hearings, which is “more likely than not.” Respondent(s) found responsible for violation of this policy will receive sanction(s) as outlined in the Student Conduct Policy, Sanctions for Student Misconduct. These include, but are not limited to, educational programs; community service; psychological, physical, or drug/alcohol evaluations; counseling; fines and restitution; probation; suspension; and expulsion.

Post Hearing
The complainant(s), active witness(es), and respondent(s) will be informed of the outcome of any institutional conduct process brought about from an alleged violation as outlined in this policy. For the purpose of this policy, the complainant(s), active witness(es), respondent(s) and those outlined in the Student Conduct Policy will be informed of the University’s final determination with respect to the alleged violation and the sanctions, if assigned. In the tragic event the victim of sexual assault, as defined by University Policy, is deceased, the University shall inform the next of kin of the outcome of the conduct proceedings as outlined previously.

Rights/Responsibilities of the Complainant(s), Active Witness(es), and Respondent(s)
All complainant(s), active witness(es), and respondent(s) are entitled to:

- Receive a fundamentally fair process and be treated with respect and sensitivity before, during, and after the Student Conduct Process
- Maintain as much privacy as feasible; the University will make all reasonable efforts to ensure the preservation of privacy, restricting information to those with a legitimate need to know
• Seek confidential counseling and support available through resources such as Student Health and Counseling
• Request changes to academic and living situations and be notified as to what changes are reasonably available
• Report criminal sexual conduct to local law enforcement, which does not preclude University action
• Present opening and closing remarks during the hearing
• Present relevant witnesses during the hearing
• Have a Conduct Advisor who must be a University Community member or licensed attorney attend meetings and/or hearings (See the Student Conduct Policy, Definitions, on p. 46 for a description of these roles.)
• Communicate with the Conduct Officer before, during, and after the process to facilitate an understanding of the University’s Student Conduct Process
• Receive notification of the date, time, and location of the hearing in advance
• Ask questions
• Have romantic or sexual history of either the complainant(s) or respondent(s) with others excluded in a hearing, except that information offered by the individual about him/herself; if such information is offered, the other party has the right to respond to that testimony; testimony and questions regarding any romantic or sexual history of the active witness(es) or respondent(s) with each other are permitted so long as it is relevant to the current violation
• Be informed of the outcome of the Student Conduct Process

For a more complete explanation of the process, please read the Student Conduct Policy. Respondent(s) can expect to be presumed not responsible unless found responsible and will be treated with respect throughout the process.

The following universities’ policies were reviewed and used to develop the Sexual Misconduct and Relationship Violence Policy. Some of the language in these policies has been directly used in the creation of University of the Sciences’ policy. Permission was sought for the usage of this language.

Arizona State University  Central Washington University  Edgewood College  Duke University  Miami University  North Dakota State University  North Carolina State University  Northern Arizona University  Penn State University  San Francisco State University

Stanford University  Southern Methodist University  Trinity International University  University of Arizona  University of New Mexico, Los Alamos  University of Oklahoma  University of Pennsylvania  University of Santa Barbara  University of Wyoming

**Sex Offender Registry Data & Access**

Megan’s Law Website - [http://www.pameganslaw.state.pa.us/](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 as to 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.
CRIME PREVENTION & EDUCATION

Security & Access Control

Security Operations
USciences maintains an open, pedestrian-based campus, comprised of 21 buildings in an urban, residential setting. These buildings include:

<table>
<thead>
<tr>
<th>Administrative/Instructional Facilities (12 total; 4 with laboratory facilities)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Griffith Hall (L)* 600 S. 43rd Street</td>
</tr>
<tr>
<td>Whitecar Hall (L)* S. 43rd &amp; Kingsessing Avenue</td>
</tr>
<tr>
<td>Pharmacology/Toxicology Center (PTC) (L)* 636 S. 42nd Street</td>
</tr>
<tr>
<td>McNeil Research (L)* 4200 Kingsessing Mall</td>
</tr>
<tr>
<td>McNeil Science &amp; Technology Center (STC) (L)* 723 S. 43rd Street</td>
</tr>
<tr>
<td>Kline Hall 4205-13 Woodland Avenue</td>
</tr>
<tr>
<td>Alumni Hall 4212-16 Woodland Avenue</td>
</tr>
<tr>
<td>East Building 4101 Woodland Avenue</td>
</tr>
<tr>
<td>4500 Building 4500 Woodland Avenue</td>
</tr>
<tr>
<td>Glasser Hall 4512 Woodland Avenue</td>
</tr>
<tr>
<td>Rosenberger Hall 600 S. 43rd Street</td>
</tr>
<tr>
<td>IPEX Building 4306 Woodland Avenue</td>
</tr>
</tbody>
</table>
* (L) denotes that there are lab spaces in these buildings

<table>
<thead>
<tr>
<th>Residence Halls (3 total; one with administrative offices and dining services)</th>
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</thead>
<tbody>
<tr>
<td>Goodman Hall 760 S. 42nd Street</td>
</tr>
<tr>
<td>Osol Hall 510 S. 42nd Street</td>
</tr>
<tr>
<td>Wilson Hall* 714-34 S. 42nd Street</td>
</tr>
</tbody>
</table>
* denotes residence hall w- dining services and administrative offices

<table>
<thead>
<tr>
<th>Administrative/Facilities Support only (2 total)</th>
</tr>
</thead>
<tbody>
<tr>
<td>4100 Building (3rd floor only leased) 4100 Chester Avenue</td>
</tr>
<tr>
<td>Central Utility Plant 4200 Leary Street</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Instructional only (1 total)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rosenberger Hall 600 S. 43rd Street</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Media/Information Services (1 total)</th>
</tr>
</thead>
<tbody>
<tr>
<td>J.W. England Library 4200-08 Woodland Avenue</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Athletic/Recreation Services (1 total)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Athletic &amp; Recreation Center (ARC) 730 S. 43rd Street</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Retail/Study Space (1 total)</th>
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</thead>
<tbody>
<tr>
<td>4140 Building* 4140 Woodland Avenue</td>
</tr>
</tbody>
</table>
* denotes retail food and snack services run by Sodexo operating at this address/study space

As noted previously, USciences conducts security operations through a third-party contract with AUS to secure, patrol, and maintain safety throughout campus and in the aforementioned buildings. Through this contract, USciences’ campus community is protected twenty-four (24) hours a day, seven (7) days a week, three-hundred sixty-five (365) days a year. PSOs patrol the campus and peripheral
areas from 47th to 41st Streets along Woodland Avenue and north to Baltimore Avenue, in addition to the following services and duties;

- Conduct routine and continual foot patrols of the above geospatial area
- Ensure the perimeter and interior security of all campus buildings and dormitories
- Rounds can be completed by bike patrols
- Special event staffing is also provided for large scale events and gatherings
- Provide access services for staff and student lock-outs
- Routine testing and checking of security, monitoring and access infrastructure
- Provides walking escorts for USciences students, faculty and staff

**Access Control**

**USciences ID Cards**
All USciences students, faculty, and staff are issued official identification cards and are encouraged to where them on their person as they move about campus. This ensures that the community has an increased opportunity of identifying individuals that are trespassing or are in controlled-areas to which they have not been granted access. “Piggybacking” is a phenomena that occurs on most campuses K-16, however, proper, proactive and friendly inquiries of those without displayed identification can be mitigated through these positive interactions. Over time, these practices as a part of a culture can serve as a significant deterrent to trespassers or intruders. As a philosophy of practice and a proven best practice across the United States, USciences Department of Public Safety asks for the campus community to partner with us in our efforts to make the campus safe and secure.

Access control to all building perimeters are controlled by access control card readers that respond to both fobs and ID cards. Many interior doors still utilize traditional key locks or mortise locks. A phasing in of card readers is underway and this project has begun with the most sensitive areas such as administrative offices and labs. All students, staff, faculty and visitors—such as guest speakers, contractors, etc.—must submit an application to Auxiliary Services and Public Safety to acquire an ID card in order to gain entry into our buildings. Visitors are requested to visit Public Safety to sign out visitor ID cards that give access to their specifically requested locations. Otherwise, visitors are to be escorted by members of the university community who have ID cards, and these arrangements shall be approved in advance according to the *University of the Sciences Access Control Policy*.

**Keys**
All keys and keyed locks are maintained and controlled by the USciences Facilities Services on campus by USciences locksmith, Mr. Mark D’Amico. All requests for keys shall be made by contacting Facilities Services through facilities and must be requested by the head of each department. Public Safety and Facilities are the only entities on campus to receive/possess all keys to the campus community. Public Safety and Facilities coordinate when any changes are made to locks on campus.

**Card Readers**
All exterior entrances are part of our Access Control Security Systems. Card Readers are located at the entry points to the buildings. Students, Faculty, Staff and Visitors alike must have an ID card to get into our facilities. 234 doors on campus have card readers used as part of access control.
Cameras
Cameras (including fixed and PTZ) cover all building entrances on campus. Some are specifically pointed at those entrances that are assessed as higher risk while others are captured along with their surrounding areas. USciences has 144 cameras covering interior and exterior portions of the campus.

Prevention Program Descriptions

**Athletics & Recreation Department**

**Domestic Violence, Sexual Assault, Dating and Stalking**
All incoming freshman student-athletes are required to attend the Date Rape training offered through the Physical Education Classes presented by Student Health and Counseling.

**Drugs and Alcohol Abuse**
All incoming freshman student-athletes are required to attend the Drug and Alcohol abuse training offered through the Physical Education Classes presented by Dr. George Downs. USciences also conducts random drug testing.


**NCAA Choices Grant**
http://www.ncaa.org/sport-science-institute/ncaa-choices-grant
http://www.theherrenproject.org/

**Hazing**
USciences addresses hazing through mandatory compliance meetings. The Anti-Hazing Policy is posted on the website and in the Student-Athlete Handbook.

(www.devilsathletics.com/information/policies/Anti-Hazing_Statement_and_Policy.pdf)

Every September, all USciences athletes are required to attend an Anti-Hazing/Bullying presentation. www.hazingprevention.org/our-team-members/david-westol-jd/

**Student Health & Counseling**

**Sexual Assault**
Interactive Date Rape Prevention Workshops are held with first year students early in the fall semester through PE Classes (Partnership with Athletics- workshops focus on consent, communication, and community); RA training program with Ross Radish and Mark Bullock addresses Title IX issues, how to respond to a resident who may experience sexual assault, and conduct policies and procedures.

**Domestic Violence**
Sexual Assault and Domestic Violence training is addressed during the annual April Sexual Assault Awareness Campaign (including Clothesline Display with prevention and resource information from community partner Women in Transition), passive campaigns with information displays at the Student Health and Counseling Center, in the library, and on campus TV’s and social media, etc.
**Dating and Stalking**

Healthy Relationships workshop is held with first year students in the spring through Physical Education classes (workshops focus on definitions of health and unhealthy relationships including abuse, and importance of communication around expectations and values).

**Department of Public Safety**

**Program:** Active Threat on Campus Training  
**Audience:** Students, Faculty, Employees  
**Description:** DPS offers multiple sessions of Active Threat on Campus training throughout the academic year and on an as-needed basis upon request. As part of orientation, new students receive this training, as do new hires members. Within this training on the options-based response for an active threat on campus, DPS educates, advocates and informs the population on how to take action during an active threat emergency. The method of decision-making in the options-based system is founded upon campus occupants making a decision “evade, barricade and defend” based on the information they are receiving, their observations of the surroundings and information broadcasts. This methodology, which prepares campus staff and students to make decisions in their best interest when faced with an armed human threat, recommends and employs current-day best practices that stem from research and data promulgated by governmental authorities including the Departments of Education, Justice, Health and Human Services, Homeland Security, et al. The course is also campus-specific and informs the audience of how they would be notified, updated, and informed at the outset of, during, and after an emergency of this nature. This training is intended to address the prevention and education requirements of the Clery Act that pertain to required training for staff and students in regard to campus emergencies.

**Program:** Campus Safety Week/Campus Safety Fairs  
**Audience:** Students, Faculty, Employees  
**Description:** DPS cooperates with multiple student-based organizations, ranging from the Student General Assembly to smaller more specific student groups such as Greek life and individual student councils, for community outreach and the support of initiatives to increase safety awareness around campus and in the larger urban center. These programs serve as reminders and educational pieces that generate better awareness of walking escorts, public safety services, shuttles, and other methods of safe transit in and around campus. Events such as this also give public safety the opportunity to increase awareness of the contact numbers to call in an emergency, the methods that the department of public safety uses to alert, warn, and communicate during emergencies, and educate the community to increase situational awareness from a multi-hazard perspective. This training is intended to address the prevention and education requirements of the Clery Act that pertain to required training for staff and students in regard to campus emergencies.
Program: **Under the Influence**
Audience: Students
Description: 3-hour, online course for on-campus alcohol violations
An educational sanction for alcohol violations, the course includes 6 lessons on key issues such as alcohol’s health effects, drinking and driving, state-specific laws, and alcohol/prescription interactions. Tailored to the individual, students receive a confidential drinking profile that summarizes personal drinking-related problems, compares drinking habits with social norms, challenges personal expectations, and provides a range of non-drinking strategies.

Program: **Marijuana 101**
Audience: Students
Description: 4-hour, online course for on-campus marijuana violations
Six lessons cover a variety of key issues such as marijuana dependence, marijuana’s effects, mental health issues, synthetic marijuana, local laws and legalization issues, and legal penalties associated with use. Tailored to the individual, students receive a confidential personalized-feedback report that summarizes use and negative consequences, compares individual use with social norms, challenges personal expectations, and provides a range of strategies to quit.

Program: **Substance Abuse Workshops**
Audience: Students
Description: The University of the Sciences Alcohol and Other Drug classes, facilitated by the Livengrin Foundation, are designed as an 8 hour course. Students are required to participate in two, 4-hour classes. The classes are designed to help college-age students develop an awareness of healthy life-styles and to identify healthy coping skills can use for support without engaging in drug or alcohol use. The goal of the AOD classes is to decrease problematic drug and/or alcohol use through increasing awareness, specifically skill development, and identifying healthy alternative behaviors. During the AOD classes, students will engage in educational presentations that help them learn the objectives of the class. They will also engage in activities including reading and writing exercises, small and large group discussions, role plays, and video presentations. Students may be given reading or activity-based assignments to help highlight their awareness of the material presented in class. Pre and post tests will be given and class attendance will be monitors. Recommendations for further evaluation may be made as needed.

Program: **Sexual Misconduct In-Service Training**
Audience: Faculty, Staff & Student Representatives on the Student Conduct Committee + invited guests  (Student Health & Counseling, Athletics, Residence Life, Student Life, Academic Advising, Public Safety, Human Resources, College Deans)
Description: Federal law (Title IX) mandates that universities train the campus community regarding the campus policies related to sexual misconduct, especially campus judicial boards. It is important for board members to receive annual training before hearing these cases,
because they need to be aware of some of the differences between sexual misconduct hearings and traditional board hearings. The in-service training covers a variety of topics, including but not limited to the following: key differences between sexual misconduct cases and other types of campus judicial proceedings; consent, incapacitation & impact of alcohol/drugs; victim-blaming behaviors and how to avoid victim-blaming; discussion of some hypothetical cases; a balanced approach to questioning (fairness to both sides); examples and appropriateness of questioning and sanctions; and board deliberations & determining findings.

Program: Sexual Assault Awareness Month
Audience: Students
Description: Sexual Assault Awareness Month occurs every April with a variety of programs and events focused on raising awareness of sexual assault. Below is a summary of events occurring in the past academic year.

Saturday, April 8: Sigma Psi Zeta Combat Show - a step, stroll, and dance competition; donations will go to Women Against Abuse
Wednesday, April 12: Clothesline Display at the ARC
Thursday, April 13: “It’s On USciences” Ribbon-Making and WOAR Bystander Training
Monday, April 17: Sigma Psi Zeta Spa Night
Thursday, April 20: “It’s on USciences” Make the Pledge, Sigma Psi Zeta Bake Sale and “It’s On Us” Banner Signing
Tuesday, April 25: WOAR Speaker followed by trivia and finger foods
Wednesday, April 26: National Denim Day

It’s On USciences Grant Program

“It’s On USciences” project, launched during the 2016-2017 academic year and funded by a grant from the Pennsylvania Department of Education, elevated campus capacity to create a holistic approach to gender-based violence.

Ultimately, the “It’s On USciences” project improved and implemented awareness and prevention education curricula and provided campus-wide training for students, faculty, and staff, improved institutional capacity to collect data to meet federal and state reporting requirements, and improved structures to make students aware of available resources, students’ rights, and institutional response protocols for supporting students who have experienced sexual violence.

Objectives of this project were as follows:
• Institutionalize coordination of gender-based violence prevention and response efforts among campus partners;
• Improve the collection, analysis, and use of data and research to enhance gender-based violence prevention and response efforts;
• Develop and implement campus policies, protocols, and services that more effectively identify and respond to the crimes of gender-based violence, and train campus administrators, public safety, and campus disciplinary boards on such policies, protocols, and services; and
Implement and enhance education programs and resource materials for prevention of gender-based violence.

Activities completed under this project included:

1. Completion of comprehensive audit to identify all USciences’ gender-based violence prevention programming;
2. Launch of a marketing campaign to make students aware of available resources, university policies and procedures, and encourage bystander intervention;
3. Hire of a subject-matter expert (SME) to help identify organizational gaps/deficiencies, as well as strengths to build upon, regarding Clery compliance of USciences’ Annual Security Report (ASR), assist policy development, including writing and translation of policy to Public Safety Department Standard Operating Procedures and/or post-orders;
4. Purchase of a software module to facilitate communication between databases used by Public Safety and Student Affairs for incident reporting;
5. Expansion of the quality and quantity of information distributed within First-Year Sexual Assault and Awareness Program to incorporate topics including but not limited to: a) how to file internal administrative complaints and criminal charges; b) common myths about the causes of gender-based violence; c) availability of resources for victims; d) how to support peers who are victims; e) sanctions for offender; and f) benefits of reporting gender-based violence crimes;
6. Provision of a training for Student Conduct Board on meaning of alleged sexual misconduct violations and effective/sensitive methods of examining the fact pattern; and
7. Provision of a campus-wide training on consent and the law, sexual assault prevention, and developing an active bystander community

Alcohol & Drug Related Policies

The below USciences policies are implemented as part of an overall crime prevention and education program at the institution. The goal of all of these policies is to foster awareness of responsible drinking practices for students of legal age who choose to drink, as well as to promote the health and safety of the faculty, staff, and students. With the growing problems of alcohol and drug abuse in our society USciences seeks to encourage a campus social life that does not emphasize the role of alcoholic beverages in either private or group activities. This policy allows those of legal age an opportunity to develop responsible behaviors for the use of alcohol.

Alcohol Use Policy

1. The possession and consumption of alcoholic beverages on the USciences campus and at University-related events off campus are regulated by the laws of the Commonwealth of Pennsylvania. These laws make it unlawful for persons under 21 years of age to purchase, attempt to purchase, consume, possess, or transport any alcoholic beverages. It is also unlawful to serve, sell, or furnish alcoholic beverages to persons under 21 years of age.
2. Any University-related organization or student(s) holding a function on or off campus will be subject to the following guidelines:
a. If alcohol is to be served, the host’s supervisor or advisor must be notified in writing in advance of the event. At this time, a process to screen minors must be described, and an individual must be designated to be responsible for compliance with the policy.

b. If alcohol is to be served and underage persons may be present, a process must be in place to screen minors. During the social function while alcoholic beverages are available, the sponsor or the designee must be in attendance and must observe the area where alcoholic beverages are served and prohibit underage persons from obtaining alcoholic beverages.

c. If alcohol is to be served, food and nonalcoholic beverages must also be available in a prominent place and in adequate amounts. Alcoholic beverages must be clearly labeled as such.

d. Grain alcohol and alcohol that is more than 150 proof or 75% alcohol by volume is hereby prohibited.

e. Visibly intoxicated persons must not be served alcohol.

f. Advertising to members of the University campus for any social functions or campus events must not refer to the availability of alcoholic beverages, either specifically or in code. “Advertising” defined here includes flyers and posters as well as all social media announcements, email, and text.

g. No student government funds may be used to purchase or supply alcohol.

3. Alcoholic beverages are prohibited at all times in the residence halls. Violations will be subject to student conduct procedures as outlined in the Residence Life Handbook.

4. Consumption of alcoholic beverages is prohibited in public areas of the campus, except under special circumstances with approval of the President.

5. Violations of this policy may be adjudicated through the Student Conduct Process.

Drug-Free Environment Policy Statement

Recognizing the wide variety of health risks associated with the use of alcohol and other drugs, the University is committed to maintaining a drug-free environment for its employees and students. Because of our special responsibility as an educator in health sciences, we have implemented a campus-wide program to increase awareness concerning alcohol and substance abuse. The Alcohol Use Policy provides information on the regulated, legal use of alcohol for University organizations. The Substance Abuse Policy provides information on available counseling, rehabilitation, and assistance programs for those experiencing problems with alcohol or other drugs.

The University prohibits the unlawful manufacturing, distribution, dispensing, possession, or use of a controlled substance on the University campus. Controlled substances may be appropriately used in a supervised classroom or research setting. Federal law requires compliance with this policy to maintain a person’s status with the University. The law also requires that the institution be notified of any criminal drug statute conviction for a violation occurring in the workplace and/or a University-sponsored clerkship or traineeship site. Students must notify the Dean of Students and their college dean within five days of any such conviction.

Anyone so convicted must participate satisfactorily in an approved drug abuse assistance or rehabilitation program to resume his or her status with the institution. The University’s Student Conduct Policy and Substance Abuse Policy outline additional information and requirements for disclosure and continued enrollment or employment.
In addition to any legal sanctions imposed in conjunction with the unlawful use of alcohol or controlled substances, violations of this policy will also be subject to appropriate internal action whether remedial, rehabilitative, and/or disciplinary. If the offender is an employee, the appropriate action will be determined by the Supervisor and the Director of Human Resources. If the offender is a student, the case will be referred to the Dean of Students and/or the Office of Student Conduct for resolution.

**Drug Screen Policy**

Students who are required to participate in experiential education as part of their academic program may be required to complete a drug screen and provide documentation of a negative drug screen as a condition of participation in experiential learning. Students must sign a release to have this information reported to the assigned experiential learning site and the University. The type of drug screen required may vary dependent upon each experiential site; therefore students should coordinate with their respective college’s experiential learning coordinator for more detailed information.

Students who have a positive drug screen or fail to comply with this policy may not be able to complete their experiential learning assignment. Students who test positive for drugs or fail to comply with this policy are responsible for any additional costs or delays in their experiential education that may result; this may include delayed progression in their program, a delay in graduation, and/or the inability to successfully complete their program. Any student who has a positive drug screen will be referred to the University [Substance Use Disorder Policy](#).

**Safe and Drug-Free School Act Policy Statement**

The University complies with the Safe and Drug-Free School Act (formerly known as the Drug-Free Schools and Communities Act Amendment of 1989).

Each year, the University distributes information to all incoming students describing:
- Standards of conduct and sanctions for violations involving controlled substances and alcohol use
- Selected local, state, and federal regulations
- Available rehabilitation and counseling programs
- Health risks of drug and alcohol use

*This information is mailed to students along with the Health Packet mailing from Student Health and Counseling.*

**Tobacco Use Policy Statement**

The University is committed to providing a safe and healthy working and learning environment for the students, faculty, and staff on its campus. This policy outlines the prohibition of all tobacco products on all campus property, in owned or leased and operated buildings, recreation areas, and outdoors, as well as, the enforcement procedures.

1. Consistent with a tobacco-free University and in support of Philadelphia law number 050063-A, the sale and use of all tobacco products is prohibited on campus property, indoors and outdoors.
2. The University prohibits the smoking or carrying of lighted tobacco products in all indoor facilities, including interior connections to buildings, covered walkways, all building stairwells, hallways, fire escapes, parking structures, University owned vehicles, indoor or outdoor athletic events, and during all University-sponsored indoor or outdoor events.

3. The use of all tobacco products is prohibited on University property owned or leased, in operated buildings, recreation areas, and outdoors. Individuals who use tobacco and travel off-campus are encouraged to be a Good Neighbor and must maintain a distance of at least 20 feet from any building entrance or window as indicated by Philadelphia law.

4. Community members will hold each other accountable for compliance with the policy and will share the responsibility for adhering to and enforcing the policy. Concerns should be brought to the attention of the individuals responsible for the university facility or area in question, appropriate supervisor, or other University officials. Additionally, Public Safety personnel patrolling the campus will instruct individuals to adhere to the tobacco-free policy and respond to any complaints regarding the policy. Individuals who refuse to cooperate with the Public Safety Officer’s directive will be asked to provide their names and show identification. The Public Safety Officer will file a report and issue fines as may be defined by the Cabinet or designee. If the individual is an employee or student at USciences, a copy will be forwarded to Human Resources or to the Student Conduct Office, whichever is appropriate.

a. Students who are in violation of the tobacco-free policy may be referred to the Student Conduct Office. Students documented for a violation will go through the student conduct process (see p. #54).

For additional information and resources, please visit:
http://www.usciences.edu/tobacco-free/.

Substance Use Disorder Policy Statement

This policy reflects the institution’s concern about any member of the University family who may be experiencing a problem with alcohol and/or drug abuse (referred to hereafter as substance abuse). The aim of the policy is to encourage and support the recovery of all impaired members of the University community. The Substance Use Disorder Policy is initiated by the Dean of Students in conjunction with the college dean. The Dean of Students will assist the student in obtaining an evaluation from an independent clinical expert and coordinating any recommended aftercare program. The Dean of Students receives the evaluation as well as recommendations for treatment and aftercare services for policy participants and coordinates the treatment component of the policy. Clinical decisions regarding the diagnosis and treatment are made by external experts. Questions concerning the Substance Use Disorder Policy should be directed to the Dean of Students at 215.596.8950.

1. The University recognizes that dependence upon any psychoactive substance is a debilitating condition that requires medical, psychological, and social assistance.

2. The University is committed to a comprehensive educational program to prevent substance abuse among its students and staff.

3. The University encourages the treatment and recovery of any person who seeks assistance or who has been identified as potentially having a substance use disorder by his or her college dean or the Dean of Students. Assistance and referrals for
treatment will be provided through the Dean of Students. The cost for any external
evaluation and any related fees are the responsibility of the student.

4. The University will not perform random testing for drugs; however, drug screens
may be required as a condition of participation in experiential education and/or our
NCAA athletics program.

5. All matters relating to substance abuse and subsequent treatment will be
confidential.

6. The University will support the continued enrollment or employment of any
impaired person provided he or she agrees to undergo evaluation and, when
necessary, treatment for a substance use disorder. In the event treatment is
recommended, the impaired person will:
   a. Enter a treatment program without delay
   b. Complete the treatment program
   c. Participate in an aftercare program

*Students enrolled in the Doctor of Pharmacy Program are required to enroll and
actively participate in the Secundum Artem Reaching Pharmacists with Help (SARPH)
program. SARPH is supported by the Pennsylvania State Board of Pharmacy and is
designed to support the recovery of impaired
pharmacy students and pharmacists through interaction with peers and random drug
monitoring. The duration of enrollment in the SARPH program will be for the duration of
the student’s enrollment in the PharmD program or three years, whichever is longer.
When applicable, students progressing into the profession after graduation, but who
have not completed a minimum of three years in the SARPH program, will continue to
be enrolled in the program, under its contract, until they have successfully completed
the minimum three-year monitoring requirement.

7. The University will not support continued enrollment or employment of anyone
found responsible or guilty through conduct action or legal prosecution of:
   a. Illegal possession of controlled substances with intent to divert or distribute
   b. Stealing controlled substances

8. All decisions regarding individual treatment and aftercare will:
   a. Be made by an outside independent organization in consultation with the
      student
   b. Be in accordance with the student’s ability to participate successfully in these
      programs

9. The facility that will provide an evaluation and treatment plan must be approved by
   the University.

The University reserves the right to dismiss a student who fails to comply with the terms
of the Substance Use Disorder Policy. In such matters, the decision for dismissal will be
referred to the college dean by the Dean of Students.
Emergency Notification Systems

Timely Warnings & Emergency Notifications

Access to Timely Information - “Timely Warnings”
Colleges and Universities are 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 and it is Clery reportable. 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. USciences maintains an Emergency Notification System that allows instant communication in the event of a campus emergency. In the event of an emergency, the Department of Public Safety will utilize the USciences Emergency Notification System.

Public Safety Announcements/Notifications (PSANS)
Occasionally, an incident may occur that would not require activation of the USciences Emergency Notification System, but may constitute an ongoing or continuing threat to the USciences community, requiring DPS to 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 4240 Woodland Avenue. The USciences 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 stay safe.

Alert, Warning & Communication Methods

e2Campus (Timely Warnings & Emergency Notifications)
e2Campus is the primary method of communication method for emergency notifications and timely warnings. This is a subscription-based emergency text-messaging system that is elective. Many messages from the USciences DPS have reminders and links for how to register for this system. While it is understood that the vast majority of the University’s community member are subscribed to this system for all manner of communications, including weather alerts and storm/emergency closures. At the time of the publishing of this report, the DPS is looking to obtain a metric on how many subscribers of the total population of the school are actively using the application.

Wide-area Broadcast System (WEBS) (Emergency Notifications & Emergency Assistance)
The Wide-Area Broadcast System which is commonly referred to as “emergency phones” or “blue phones” is a network of 18 (at the time of this report) emergency call stations that are installed strategically throughout and on the fringes of campus geography. These bi-directional voice communications points work on a system that enables the campus to not only call DPS dispatch for help, but they can also broadcast warning signals/sounds and campus-wide announcements that are capable of being done with canned recordings or live broadcast statements.

Type Pad Blog (Public Safety Announcements & Notifications)
The DPS TypePad® Blog is a system used to make PSANs to campus about hot topics in campus safety, alerts to campus occupants about trends and safety tips regarding events, incidents, and occurrences
on either our own or another campus throughout the country. This system allows the community to have an electronic conduit in which they may communicate with DPS and make suggestions based on their everyday observances on campus. This system also provides DPS with another method of providing more detailed information regarding timely warnings and emergency notifications. This system also allows DPS to publish articles of human interest, department successes, changes, and augmentations of campus public safety.

Blackboard - University of the Sciences - Department of Public Safety Page (Timely Warnings, Emergency Notifications, Public Safety Announcements & Notifications,

The DPS Blackboard Page is primarily used to make announcements to the campus community, at-large, about campus safety events, trainings, and extended information regarding emergency alerts to campus occupants about emergencies. Much like the DPS Blog it is also used to share trends and safety tips regarding events, incidents, and occurrences on either our own or another campus throughout the country. This system also provides DPS with another method of providing more detailed information regarding timely warnings and emergency notifications. Moreover, this system allows DPS to publish articles of human interest, departmental partnerships and successes, changes to DPS services, and augmentations of campus public safety. This system has the ability to push emails to all University email recipients instantaneously.

Multi-agency Emergency Radio Network (MERN)

As a member of the University City District (UCD) consortium of schools that include the University of the Sciences, University of Pennsylvania (UPenn), Drexel University, and Temple University. Operated by PennComm at UPenn Department of Public Safety, this emergency radio communications network is utilized to maintain live voice communication via UHF frequencies to share information about crimes committed, emergency incidents, be on the look-out (BOLO) notifications for suspects and perpetrators in the area. This system allows for not only information sharing but also shared services and mutual aid responses to provide continuous coverage between the aforementioned campuses.
FIRE SAFETY & ALL-HAZARDS PLAN

Annual Fire Safety Report

General Statement for College-Owned Student Housing Fire-Safety Systems

The USciences Facilities Department maintains the contract with Simplex-Grinnell. An outside contractor is utilized annually to conduct a campus-wide fire systems check during the month of August. This includes inspection of all detection, suppression, extinguishers and stand-pipes. Fire safety equipment is also checked during annual safety inspection through the department of Environmental Health & Radiological Safety during the end of the Spring Semester and Summer Sessions. Additionally, these items are captured in the Hazard-Vulnerability Assessments conducted routinely, by specific request, or ad hoc. Each building on campus has (4) fire drills conducted throughout the three semesters in collaboration between DPS, Facilities & Simplex-Grinnell. DPS communicates frequently with members of Philadelphia Fire Department on a quarterly and ad hoc fashion through Battalion 11 and The Philadelphia OEM LEPC.

Goodman Hall, 710 S. 42nd Street, Front Desk, 215.596.8510
Fire Protection System: Simplex-Grinnell w- In-room Smoke & Heat Detectors
Goodman Hall, opened in 1986, located next to Wilson Student Center, houses 350 students. The rooms are equipped with smoke detectors and have their own separate air conditioning and heating units. There are also triple rooms available at a reduced cost and single rooms for resident advisors and students with disabilities.

Osol Hall, 510 S. 42nd Street, Front Desk, 215.895.1125
Fire Protection System: Simplex-Grinnell w- In-room Smoke & Heat Detectors
Osol Hall, opened in 1970, located on 42nd Street, one and half blocks away from the library, has separate suites for 197 students. Nine students can be accommodated in each suite comprised of four bedrooms, a study/living room, complete bath, and cooking facilities. Provided are a TV lounge, two study rooms, a recreation area, laundry facilities, and vending machines.

Wilson Hall, 708 S. 42nd Street, Front Desk, 215.895.1144
Fire Protection System: Simplex-Grinnell w- In-room Smoke & Heat Detectors
Wilson Hall, opened in 1990, located on the top floors of Wilson Student Center, houses 86 students. It is a 24-hour quiet hall and is designed for students who are serious about maximizing their college experience and desire an atmosphere conducive to learning.
## Fire Log – Safety Statistics & Drill Log

### 2016 Fire Safety Statistics & Fire Drill Information

#### Fire Statistics

<table>
<thead>
<tr>
<th>Building</th>
<th>Date</th>
<th>Time</th>
<th>Causes</th>
<th>Nature</th>
<th>Deaths</th>
<th>Injury</th>
<th>Property Damage</th>
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#### Fire Drills

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In 2016, USciences ceased occupancy of Alexandria Towers A & B.

### 2015 Fire Safety Statistics & Fire Drill Information

#### Fire Statistics

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### 2014 Fire Safety Statistics & Fire Drill Information

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Training

USciences DPS, in partnership with various student organizations and staff leadership bodies, takes a collaborative and collective approach to training, drills, exercises, safety awareness campaigns and course offerings. Aimed at raising situational awareness in an effort to prevent and prepare for a diverse multitude of emergencies, threats, and hazards from an all-hazards approach, the following methods of exercising and promulgating this EOP will be employed:

- Safety Awareness Campaigns in collaboration with Residence Life Staff and Student Organizations
- New student and student orientation trainings for campus safety and emergency procedures (annexes)
- Regular planning meetings for the USciences LEPC
- Workshops, Drills, Tabletop, Functional, Operational, and Full-Scale Exercises
- Collaborative training and practical drills with city-based emergency services and public safety partners
- Drills will be priority-scheduled based on probabilistic analysis of each hazard's occurrence-rating
- Training will be focused on both threat-hazard specific and functional annexes in this EOP
- Exercises and drills will be designed with a focus on including all concerned parties (ALCON)
- Trainings, exercises, and drills be tracked and logged for the purposes of Clery reporting

The Department of Environmental Health & Radiological Safety asks all students, faculty and staff to comply with annual training for fire safety, in addition to other safety and hazard related areas including but not limited to: laboratory safety, blood-borne pathogen and biosafety training, and radiological safety. Online training modules, and quizzes, are available to both staff and students for trackable auto-didactic annual training and refresher modules on their Blackboard Page at the following link:

https://usciences.blackboard.com/webapps/blackboard/content/listContent.jsp?course_id=_394_1&content_id=_38450_1

All exercises conducted at USciences by DPS are designed and developed, conducted, evaluated, and improved during after-action reports using the Homeland Security Exercise Evaluation Program (HSEEP).

Policies on Fire Prevention

Residence Hall Fire, Safety & Security Policy
Safety inspections will be completed during all residence hall closings. For University apartment buildings, inspections will occur twice during the fall semester (Thanksgiving & Winter breaks) and twice during the Spring/Summer semester (spring break and July 4th closing). Fire and safety equipment is to be used for emergencies only.
- The possession of or the storage of volatile or flammable materials is prohibited.
- Cooking appliances (e.g. toasters, coffeemakers, microwaves, and popcorn makers) are prohibited in Goodman and Wilson, and are only to be used in kitchen areas of Osol and Alexandria. Micro-fridges should be no larger than 3.2 cubic
feet, and may be rented or purchased through the university.

- The possession of items that can be used to produce an open flame is prohibited including potpourri, incense, and candles (including candle warmers).
- Residents and visitors must vacate the building immediately when a fire alarm sounds.
- Individual keys and IDs are for resident’s use only and are not to be copied or given to anyone.
- Lost keys must be reported promptly to the Residence Life staff. A charge of at least $50 per key may be deducted from your security deposit.
- Students shall carry University ID cards and keys at all times, and IDs must be presented each time when entering a residence hall.
- Doors may not be propped/left open or unattended. Any damage or loss of property is the responsibility of the residents.
- Residents are responsible for all conduct occurring in their room/suite, whether or not they are present.
- Entering or exiting through windows is prohibited.
- Throwing objects out of windows is prohibited.
- Animals, including fish, are not allowed in the residence halls.
- The University’s smoking policy prohibits smoking and the possession of smoking paraphernalia (e.g. pipes, hookahs) in all buildings, including the residence halls.
- All halogen lamps are prohibited in the residence halls.
- Students are not permitted to bring their own loft units. Residents who wish to Bunk/debunk their beds must contact Facilities Services. Students are required to utilize University-provided furniture (including bed frame and mattress).

**Reporting, Drills, Emergency Evacuation Procedures**

**Fire Reporting**

Fire reporting is either accomplished through the automated fire detection and suppression systems or they are called in to both 9-1-1 and the Department of Public Safety Dispatch Center. Weekly Residence Life meetings with both the DPS and the Facilities Department provide the Division of Student Affairs Residence Life Department to report any smaller conduct issues regarding fire safety violation in the dorms.

**Fire Drills and Emergency Evacuation Procedures**

Fire drills are currently conducted in all University buildings. For the 2016 calendar year, the drills conducted are displayed in the following table. All buildings on campus have 4 fire/evacuation drills for each calendar/school year. Pre-established rally points are established and overseen by Fire Wardens assigned to each building. At said rally points, whether the Fire Warden be a faculty, staff, or residence life staff member (Professional On-Duty) accountability will be established for all known or normal-daily-operations potential occupants. Each department is responsible for assigning someone the role of

Other all-hazards annex-based drills are conducted throughout the year. It is the goal of the Department of Public Safety to begin drilling on all-hazards based on probability and risk. In Spring 2016, the first Active Threat drill was conducted on campus. Paired with the Active Threat Training delivered by the Department of Public Safety, these efforts are aimed at addressing the high-risk, low probability events such as an Active Threat.
Whereas the risk of fire is a lower-risk, higher probability event we have chosen to focus on these two as primary targets for improvement. Through relationships with our other public safety partners in the city, we plan to continue expanding on drill and exercise types. These decisions are made based on hazard-vulnerability assessments that are conducted regularly throughout the year and during moments of opportunity and occurrence.

**Additional Available Training**

Additional training for campus fire safety, with a focus on residence halls, outside programs are planned for the 2017-18 SY. Currently, a student-based organization through student government is planning to host the “After the Fire” program that is recounted by survivors of the January 2000 Seton Hall University dorm fire.

**Fire Safety Statistics**

There were no Clery-reportable instances of fires on campus for the 2016 calendar year.

**Fire Safety Systems**

A myriad of fire safety systems are used across the University campus. All fire safety equipment from suppression systems (extinguishers, Ansul hoods, sprinklers, etc.) to standpipes, and detection systems that vary in technology from building to building and from classroom to lab space are all annually inspected and checked by technicians from Simplex-Grinnell.

**Emergency Management & Preparedness**

**Emergency Operations Plan (EOP) Overview**

The Emergency Operations Plan (EOP) is designed and implemented to standardize, regulate, and prescribe guidelines for an all-hazards approach to campus Public Safety at USciences. This Basic Plan (BP) and its accompanying annexes address the four stages of the emergency management process (Prevention, Mitigation, Response & Recovery) with the added characteristic of Protection. This plan has been developed using recognized and identified best practices for Hazard Vulnerability Assessment (HVA) to determine the probability of each hazard/threat and outlines response protocols for the five types of emergencies as outlined by the Federal Emergency Management Agency, the Guide for Developing High Quality Emergency Operations Plans for Institutions of Higher Education which was published the US Department of Education, Department of Homeland Security, FEMA, US Department of Justice, the FBI, and the Department of Health and Human Services.

USciences is a private university that serves a student population of approximately 1,793 undergraduate students, 956 postgraduate students, that attend classes offered by approximately 179 faculty members. The campus, which is mostly pedestrian south of Woodland Avenue, is situated in an urban setting that is bordered by a transit rail line to the south, South 46th Street to the southwest, Baltimore Avenue to the north, and South 41st Street to the northeast. The campus is comprised of multiple classroom buildings, dormitories, administrative buildings, and student life centers including a dining hall and an athletic recreation center. Some of the buildings, including one dormitory, is satellite to the main section of campus.

The campus is protected by a public safety department that is comprised of a director, an emergency management coordinator, an investigator, and 25-30 public safety officers that operate three 8-hour
shifts. As is true with all institutions of higher learning, there are a myriad of threats and hazards to the campus which include, but are not limited to, extreme or adverse weather, active human threats, communicated threats, civil unrest, mass casualty incidents, fires, explosions, hazardous materials spill or releases, and general medical emergencies. In collaboration with our emergency management partner, the City of Philadelphia provides response for law enforcement, fire suppression, EMS, technical rescue and hazardous materials incidents.

The activation of this plan can be enacted by any range of individuals from leadership roles including signatories of this document and other administrators, to students, staff, faculty, campus visitors, etc. As situational awareness and timely human intelligence has become paramount in emergency preparedness and response, the need for any person on campus to initiate emergency responses such as fire, hazardous materials release, suspicious packages or persons, and armed intruders/active threats has become apparent. To this point, with the exception of mitigation efforts such as the Continuity of Operations Plan (COOP), the Continuity of Business Plan (CBP), the Infrastructure Protection Plan (IFP), emergency closures of campus for hazards, threats or severe weather, etc., this plan could potentially be first activated by an operational individual (i.e.: public safety officers [PSO], the Director of Public Safety, Emergency Management Coordinator, City Public Safety Officials) or by faculty, staff, students or campus visitors by reporting their observations to campus public safety by dialing the dispatch center or activating an emergency call box, and dialing 911.

All USciences buildings are ADA compliant for day-to-day operational access and egress and during emergencies. Within the threat/hazard specific annexes, there are suggested options for those with physical challenges in regard to mobility. In terms of those that are sensory-challenged, there are both auditory and visual cues that a campus-wide emergency is taking place. Through the use of the eighteen (18) Talkaphone – Radius Emergency Phone Towers with WEBS® (Wide-area Emergency Broadcast System), which are ADA compliant, the goal of effective notification is accomplished for all students. Additionally, please see the evacuation annex for the USciences Policy on Evacuation Procedures for Disabled Individuals.

Emergency Operations Center (EOC) Activation

The USciences EOC is activated for Type 2 emergencies and higher unless agreed upon by the EMC’s Committee Leadership and Steering Members. The EOC will become the hub for interagency communications with local, city, state, and federal resources for expanding incidents from an all-hazards approach.

All-Hazards Annexes

The University’s EOP has annexes for both threat-hazard specific identification and functional annexes that outline universal response procedures. These annexes are protected as Unclassified//For Official Use Only: Public Safety Sensitive. This means that the University EOP is not subject to an Open Public Records Act (OPRA) request, in its entirety or in part. The annexes were developed using the REMS guide and additional annexes were added based on specific local needs in terms of our lab spaces and other hazards and vulnerabilities, either on our campus, and in the surrounding geospatial region. All annexes are informed by best practices for emergency management and hazard vulnerability assessments that are conducted routinely, regularly and continuously.
**Hazard-Vulnerability Assessments (HVAs)**

Hazard-Vulnerability Assessments are conducted routinely, by specific request, or ad hoc. These assessments are conducted on campus-wide, building-based, departmentally, spatially, and upon request basis. DPS communicates frequently with members of Philadelphia Fire Department Fire/EMS personnel in an ad hoc fashion and on a quarterly basis through Battalion 11 and The Philadelphia OEM LEPC. In addition, the University DPS receives intelligence updates from the Delaware Valley Intelligence Center (DVIC) which serves as the Fusion Center for Department of Homeland Security (DHS) information sharing. The HVAs conducted are memorialized in a report that captures observations, concerns, areas for improvement, and action plan items for improved safety and security and target-hardening measures for campus security.

**Annual Review & Quality Assurance**

This Emergency Operations Plan (EOP - Basic) for USciences becomes effective when approved and signed by the signatories listed below that include the University Provost, President, Chief Financial and Operating Officer, Director of Public Safety, and Emergency Management Coordinator. When approved this document supersedes any and all previously agreed to documents, drafts, and plans, agreed to or written, as it pertains to the services outlined herein.

The annual EOP review is approved by the below signatories:

Paul Katz, MD.
President

Valerie P. Weil, MD, FACP
Chief Financial and Operating Officer

Peter Miller, PhD
Provost

Michael J. Stitley, M.A.S., CEM
Director of Public Safety

Michael E. Lapotasky, MAEd
Emergency Management Coordinator

**Emergency Management Committee (EMC)**

Established in the fall semester of the 2016-17 SY the Emergency Management Committee (EMC) & Local Emergency Planning Committee (LEPC) is as follows:

**Committee Leadership** (may elect to attend LEPC or indicate designee)
Paul Katz, MD, President (Co-Chair)
Peter Miller, PhD, Provost (Co-Chair)
Valerie P. Weil, MD, Chief Financial and Operating Officer (CFOO)
Ross W. Radish, JD, Dean of Students

**Steering Members** (serve as leads for LEPC)
Mr. Michael J. Stitley, Director of Public Safety
Mr. Michael E. Lapotasky, Emergency Management Coordinator
Local Emergency Planning Committee (LEPC) (incl. select EMC members)

Standing Committee Members
Ms. Colleen Snyder, Risk Management
Dr. Barbara Siebert, DNP, CRNP, Associate Director of Student Health
Ms. Renee Siegel, Director of Environmental Health & Radiation Safety
Mr. Dan Severino, Director Facilities & Support Services
Mr. John Masciantonio, Director of IT Services
Mr. Todd Young, Director of Dining Services
Mr. Brian Kirschner, Director of Communications
Mr. John Tomsho, Assistant Professor/Chemistry Co-Director, Chemistry & Biochemistry

City-wide Community Partners
Philadelphia Police Department
Philadelphia Fire/EMS Department
Philadelphia Office of Emergency Management
University City District
Philadelphia Department of Public Works
University of Pennsylvania Police Department
Drexel University
Temple University
HMS School for Children with Cerebral Palsy
Jubilee Charter School
Annex A - Maps

CAMPUSS MAP
WITH CLERY GEOGRAPHY—MAY 2017

1. Administration Office
2. Abacanoch Residence Hall
3. Alumnae Hall
4. Athletic/Recreation Center (ARC)
5. Bobby Morgan Arena
6. Central Utility Plant
7. D'Angelo Hall
8. Demonstration Standby/Outdoor Classroom
9. East Building
10. Grier Hall
11. Graduate Residence Hall
12. Griffith Hall
13. Human Resources and Administrative Offices
4400 Chester Avenue
14. Integrated Professional Education Complex (IPED)
15. Kline Hall
16. Library (J.K. Heneck Library)
17. Meany College
18. McHoul Athletic Field
19. McNutt Graduate Study and Research Center
20. McNutt Science and Technology Center (McNutt STC)
21. Ouellet Residence Hall
22. Parent Plaza
23. Pharmacology/Toxicology Center
24. Police Safety Office
25. Quad
26. Recreation Space
27. Rosenberg Hall
28. Shipping/Roofing, 4449 Woodland Ave
29. Tukey Dining Commons/Convenience Stores
30. Snack Shop
31. Study Lounge
32. Wellness Hall
33. Wilson Student Center, Dining and Residence Hall
34. Woodland Hall
35. Parking
   - Route 31/36 Trolley Stops
   - Route 13 Trolley Stops

600 South 43rd Street • Philadelphia, PA 19104-4495 • 888.996.8747 • usciences.edu
Emergency Call Boxes & Call Stations
WITH CLERY GEOGRAPHY—MAY 2017

600 South 43rd Street • Philadelphia, PA 19104-4495 • 888.996.8747 • usciences.edu
Residential Student Housing Agreement 2017–2019

All incoming students must submit a completed an enrollment reservation form, enrollment reservation deposit of $500, and a housing security deposit of $200.

DEADLINE: MAY 1, 2017

INSTRUCTIONS:

You ONLY need to complete this form ONCE—either online or via the paper form included in your enrollment packet.

- If completing online, please read the information below. At the end, simply click the Approve button to acknowledge your understanding and consent of the Residential Student Housing Agreement.

- If completing via paper, please read the information below. Legibly write-in your personal information and attach a security deposit of $200 payable to USciences. Send it along with this form.

- If you are required by the university to live on-campus but wish to be considered for an exemption, you may do so by following the instructions below. Regardless, all required students are still expected to complete a Residential Student Housing Agreement.

CONDITION OF AGREEMENT:

This serves as a binding agreement for the entire duration of the 2017–2018 and 2018–2019 academic years. Each resident shall be liable for payment in full for this period. The duration of this agreement for CoEd Bar Hall and CoEd Hall is 10 months beginning August 25, 2017 through May 5, 2018 and August 24, 2018 through May 4, 2019. All students residing in 10-month buildings will be billed for the fall and spring semesters. Receipt of residence hall and/or apartment keys constitutes a student’s occupancy in University housing.


A. Personal Information (Paper Form Only)

Name: ____________________________ Gender: □ Male □ Female □ Trans

Permanent Address:

Street: ____________________________ City: __________ State: __________ Zip Code: __________

Cell Phone #: __________ Home Phone #: __________ Email: __________

Date of Birth: ____________________________

Special Considerations:

1. If you believe you have a disability that necessitates housing accommodations, please contact the ADA coordinator at 215.596.8758.

2. If you are a transfer/non-traditional student and wish to be placed with other transfer/non-traditional students (if space is available), please email reslife@usciences.edu.

3. If your parent or guardian’s permanent address at the time of enrollment deposit is within 30 miles of campus, you are over 21 years of age, or you are married, you may request to be exempted from the housing requirement in order to commute. For detailed information regarding the housing exemption process, email reslife@usciences.edu.

The Department of Student Life reserves the right to use a detailed housing questionnaire in placing incoming students with other students since this type of procedure tends to promote an unreasonable expectation for “the perfect roommate.” For this reason, we solicit incoming students for their housing preferences. We do our best to accommodate students’ selections of hall, room type, and roommate(s), but make NO guarantee that any request will be honored.

Housing Information:

1. The majority of incoming students will be placed in double-occupancy rooms regardless of preference.

2. No housing security deposit can be processed until your enrollment reservation deposit of $500 has been received by the Admission Office.

3. In order to guarantee a space in University housing, this form and your housing security deposit of $200 must be received by May 1, 2017.

4. If the halls are full, students whose deposits are received after May 1, 2017 will be placed on a waiting list; housing is not guaranteed after this date. You will be notified should space become available.

5. This housing security deposit is a one-time fee that will be held for the time that you are in housing. It will either be applied to subsequent housing agreements or applied to your tuition account, minus any charges, upon exiting University housing.

6. If either the University or you choose to terminate housing on campus prior to the end of this agreement, your housing security deposit WILL BE FORFEITED and you will be responsible for payment in full for this period.

7. Your housing security deposit WILL BE FORFEITED if you decide to withdraw your admission acceptance.

8. If you were approved to be released from the Residential Student Housing Agreement, your housing deposit will be applied to your tuition account. Students who break the agreement without approval to be released are liable for payment in full or a $2000 Housing Release Fee as determined by the University.

__________________________ ____________________________
Signature of Student Date

STUDENT LIFE STAFF ONLY

Forms of Payment Accepted for Deposit (no credit cards): □ Cash □ Check/ Money Order # __________ Amount enclosed: $ __________

Student Assignment: Building and Room # __________ Staff initials __________ Date __________
The residence halls have been designed and furnished to provide students with a home-like environment in which they may lead an independent and fulfilling university life. In order for residence halls to be a conducive environment for living and studying, residents are expected to conduct themselves in a manner that is respectful of others. The following standards have been established based on the premise that on-campus living is a privilege.

Terms Of Occupation:

General:
1. Residents shall keep all common areas orderly and leave them in suitable condition for the use of other residents.
2. Furnishings shall not be removed from designated locations.
3. Residents shall not use the facilities to store off-campus items.
4. Common areas shall be used for the designated purpose and not as places to sleep.
5. Quiet/conversation hours shall be observed according to Residence Life regulations.
6. Residents shall cooperate with all University personnel, including Residence Life, Facilities Services, and Public Safety staffs.

Terms of Billing:
1. Students residing in a 10-month housing option will be billed twice per academic year. The fall billing periods will be for the Fall 2017 and Spring 2018 terms, and the fall and spring terms for students residing in a 12-month housing option will be billed three times per academic year.
2. Students residing in a 12-month housing option will be billed three times per academic year. The fall billing periods will be for the Fall 2017 and Spring 2018 terms, and the fall and spring terms for students residing in a 12-month housing option will be billed three times per academic year.

Financial:
1. The agreement period for room or room and board is for the academic year 2017–2018. Each resident will be liable for payment in full for the entire agreement period.
2. The residence halls are closed during the Thanksgiving holiday, semester break, and spring break with the exception of 12-month leaseholds.
3. Residents must return to the residence halls within 24 hours of their last exam at the end of the spring semester as determined by Residence Life.
4. The University shall retain a housing security deposit of $200. The residents will incur the cost of damage to a unit or floor not attributable to a specific individual(s). Students will be billed for any charges that exceed the $200 deposit. Students must maintain a deposit of $100 at all times, not counting the $200 deposit paid by the student at the time of move-in. Security deposits are non-refundable if a resident leaves the residence hall before the end of the agreement period.
5. Students identified as responsible for vandalism, missing items, or those fined for infractions of University or Residence Hall Regulations must pay for any property damage. Persons not paying the fine will be charged the maximum penalty for such damage. The amount of the fine will be determined by the Vice President for Student Affairs.
6. All remaining security deposits will be automatically applied to subsequent housing agreements. Deposits remaining at the end of the housing agreement period will be returned to the student's tuition bill.
7. The University is not responsible for the loss, destruction, or theft of any students' personal possessions at any time, including those times when students are attending or absent from the University. Students are encouraged to inventory their possessions periodically, engrave their names on personal possessions, record the serial numbers, and keep possessions in a safe place. Students are discouraged from bringing valuables to campus. Students are encouraged to obtain personal property insurance for personal possessions.

Meal Plans:
1. All residents living in Goodman, Wilson, and Wilson are required to have either the "Ultimate 700" or "10 Meal Plan" with declining balance.
2. Residents of Alexander Hall may choose between having a full resident meal plan, a declining balance plan, or cooking in their apartments.

Safety and Security:
1. All students residing in university housing are required to obtain the Meningococcal Vaccination and submit documentation of vaccination to the Student Health Center by August 1, 2017. Students residing in university housing are required to complete all Meningococcal Vaccination requirements. Failure to obtain a Meningococcal Vaccination will result in the student's housing being cancelled or retained for the student's housing costs.
2. Health and Safety Inspections of all rooms, suites, and apartments will be conducted by university personnel throughout the academic year. All students will be required to have an inspection of their housing every two additional times each semester.
3. Fire and safety equipment is to be used for emergencies only. The possession of firearms, fireworks, knives, or any object intended for personal bodily injury, the storage of volatile or flammable materials is prohibited.

Parking:
1. Parking is permitted and available for a limited number of second-year and above students for a fee. Arrangements may be made through the University's parking office.

I understand that the following responsibilities are:

1. To maintain the grounds of the residence hall.
2. To maintain the cleanliness of the residence hall.
3. To follow the rules and regulations established by the University.
4. To respect the privacy and property of others.
5. To be respectful and considerate of others.
6. To follow the University's policies and procedures.
7. To report any incidents or violations.

IN SUCH CASES, THERE WILL BE NO RETURN OF ROOM AND BOARD FEES.

Student Accommodations: To seek reasonable accommodations, students with disabilities may contact the Office of Disability Services. Accommodations for students with hearing impairments must be documented. Students who are deaf or hard of hearing may contact the Office of Disability Services. Accommodations for students with visual impairments must be documented. Students who are visually impaired may contact the Office of Disability Services.

In general, students must provide documentation of their disabilities and the impact of their disabilities on their academic performance. The University will consider requests for reasonable accommodations on a case-by-case basis. Accommodations may include, but are not limited to, the provision of only those materials and services necessary to ensure equal access to the University's education program and activities. Students are encouraged to contact the Office of Disability Services for more information.
Annex C – Clery Act Assessment & Site Visit

Summary of Findings & Key Recommendations (Action Plan)

University of the Sciences - Clery Act Assessment & Site Visit
Summary of Findings & Key Recommendations

Recommendations & Observations from the
University of the Sciences - Clery Act Assessment & Site Visit

Summary of Findings & Key Recommendations

Major Recommendations from the Clery Center for Security on Campus:

I. Clery & Title IX: Training & Reporting

<table>
<thead>
<tr>
<th>Person(s) Responsible</th>
<th>Clery Reports Training</th>
<th>Anonymous Reporting (recommended; not required)</th>
<th>Confidential Reporting</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Clery &amp; Title IX Officer (Compliance &amp; External Reporting)</td>
<td>Director of Res. Life (or their designee)</td>
<td>Investigator(s)</td>
</tr>
</tbody>
</table>
| Tasks to be completed | ✓ Identifies CSAs & Sched./Tracks Training  
✓ Strategic plan to train all staff onprocedures(260,438),(408,534) for ASR  
✓ Chairperson for training & education committee | ✓ Develops and monitors methods for anonymous reporting  
✓ Communicates with Investigator  
✓ Prevention & Awareness Programming  
✓ Drug and alcohol prevention | ✓ Conducts investigations into all crimes and Clery reportable events  
✓ Reports directly to DPS Director & Title IX Coordinator |
| Data Collection Methods | ✓ Coordination w- Res. Life & all Investigators  
✓ Coordination w- Deans of Colleges to obtain list of clinical students, locations & UCR data for those locations | ✓ Suggested to be done as a drop box style collect  
✓ Suggested to be both paper & electronic | ✓ Official investigations  
✓ Notes from questioning  
✓ Secure files (both paper & electronic)  
✓ Coordinates w- Dir. of Student Conduct & Dir. of Public Safety |
| Reporting Methods | ✓ Compiles all reporting data from 3 areas:  
1. standard reporting  
2. anonymous reporting  
3. confidential reporting  
*Reports all to Director of DPS For annual Clery Annual Sec. & Fire Safety Report | ✓ Promulgate anonymous reporting to Clery & Title IX Coordinator et al.  
✓ Verify receipt of shared information via Compliance Subcommittee  
✓ Direct Reports keep USciences Exec. Leadership Team updated | ✓ Keeps Standing Committee informed as to progress of each case  
✓ Produces monthly report to DPS, Risk Management, Assoc. Dean of Students, Assoc. Dir. of Student Life  
✓ Direct Reports keep USciences Exec. Leadership Team updated |

II. Full or Per Diem Staff: 3 Distinct Positions

“Although budget limitations exist at most institutions of higher education, we would be remiss not to mention three areas where an additional staff member could assist in a full-time or part-time capacity.”

<table>
<thead>
<tr>
<th>Prevention Educator(s)</th>
<th>Investigator</th>
<th>Clery &amp; Title IX Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Residence Director</td>
<td>✓ Title IX Investigator (DPS)</td>
<td>✓ Director of Risk Management</td>
</tr>
<tr>
<td>✓ Other Res. Life Staff</td>
<td>✓ Director of DPS</td>
<td>✓ Assoc. Dean of Students</td>
</tr>
<tr>
<td>✓ DPS Leadership</td>
<td></td>
<td>✓ Director of Human Res.</td>
</tr>
<tr>
<td>✓ SHAC Personnel</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### III. Clery Committee & Subcommittees

**Clery Committees**

**Standing Committee**

<table>
<thead>
<tr>
<th>Dr. Valerie Weil, CFOO Finance &amp; Administration</th>
<th>Brian Kirschner, PIO Dir. of Communications</th>
<th>Dana Auguste, Assist. Gen Counsel &amp; Dir. of Risk Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anthony Florendo Assoc. Dir. of Student Life</td>
<td>Randi Levitt Assist. Dir. of Stud. Life</td>
<td>Ross Radish, Assoc. Dean of Students &amp; Title IX Coordinator</td>
</tr>
<tr>
<td>Mark Bullock Dir. of Student Conduct</td>
<td>Alissa Brown Stud. Hlth. &amp; Counseling</td>
<td>Michael Stitley Director of Public Safety</td>
</tr>
</tbody>
</table>

**Subcommittees**

#### Compliance Team

<table>
<thead>
<tr>
<th>Title IX Investigator</th>
<th>Assoc. Dir. Of Res. Life</th>
<th>Chief Financial &amp; Operating Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clery &amp; Title IX Coordinators</td>
<td>Residence Directors</td>
<td>Assist. General Counsel/ Director of Risk Management</td>
</tr>
<tr>
<td>Director of DPS</td>
<td>Director of DPS</td>
<td>Assoc. Director of Student Life</td>
</tr>
<tr>
<td>Dir. of Risk Management</td>
<td>SHAC Representative</td>
<td>Director of Student Conduct</td>
</tr>
<tr>
<td>Assoc. Dean of Students</td>
<td>Emer. Mgmt. Coord.</td>
<td>Assoc. Dean of Students</td>
</tr>
<tr>
<td>Dir. of Human Resources</td>
<td></td>
<td>Director of Public Safety</td>
</tr>
</tbody>
</table>

#### Prevention & Educ.

<table>
<thead>
<tr>
<th>Emer. Management Coord.</th>
<th>Clery &amp; Title IX Compliance Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assist. Dir. of Stud Activities</td>
<td></td>
</tr>
<tr>
<td>Director of Student Conduct</td>
<td></td>
</tr>
<tr>
<td>Director of Athletics</td>
<td></td>
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<tr>
<td>Director of Student Health</td>
<td></td>
</tr>
</tbody>
</table>

#### Policies

<table>
<thead>
<tr>
<th>Sexual Assaults</th>
<th>Drug &amp; Alcohol</th>
<th>VAWA Amendments (2013)</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Crimes</td>
<td>Campus Safety</td>
<td>Statistical Reporting</td>
</tr>
<tr>
<td>Thefts</td>
<td>Situational Awareness</td>
<td>Law Enf. Relations &amp; Jurisdiction</td>
</tr>
<tr>
<td>UCR w/i Clery Boundary</td>
<td>Sexual Assault</td>
<td>Sexual Assault</td>
</tr>
<tr>
<td>UCR of Satellite Campuses</td>
<td>VAWA</td>
<td>Domestic Violence</td>
</tr>
<tr>
<td>Policy Statements</td>
<td>Cyber Safety</td>
<td>Dating Violence</td>
</tr>
<tr>
<td>ASFSR</td>
<td>Theft</td>
<td>Stalking</td>
</tr>
<tr>
<td>MOU with Philadelphia PD</td>
<td>General Crime</td>
<td>Drug &amp; Alcohol</td>
</tr>
<tr>
<td>-------------------------</td>
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</tr>
<tr>
<td>Registered Sex Offenders</td>
<td>Emergency Resp. Proc.</td>
<td>Crimes by Students Off-Campus</td>
</tr>
<tr>
<td>Emergency Ops Plan</td>
<td>Student Conduct</td>
<td>Registered Sex Offenders</td>
</tr>
<tr>
<td>Timely Warning &amp; Comms.</td>
<td></td>
<td>Timely Warning &amp; Communication</td>
</tr>
<tr>
<td>Conduct Referrals</td>
<td></td>
<td>Emergency Response &amp; Evacuation</td>
</tr>
<tr>
<td>Daily Crime Log</td>
<td></td>
<td>Missing Student Notifications</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PP45 Clery Act Compliance</td>
</tr>
</tbody>
</table>

**Clery & Title IX Reporting Progression**
IV. **Key Actions Items for 2017 Clery Report (ASFSR)**

- **Clery & Title IX Investigators** work to collaborate with and share findings and rulings with DPS to ensure capture of data for ASR.

- **DPS** publishes and promulgates Annual Security Report and Crime Statistics to key stakeholders and the campus community.

- These groups will ensure that all information regarding Clery protected acts and groups is shared in timely fashion with Clery & Title IX Investigators.

- Clery & Title IX Investigators promptly forward all findings and investigative progress to Clery Title IX Coordinator & DPS

**Clery Report Components**

- Uniformed Crime Reports (UCRs)
- Student Conduct, Campus Crimes & Emergencies, Drills & Exercises
- Annual Security & Fire Safety Report (Clery - ASFSR)
A. Reporting Crimes & Other Emergencies (1)
   a. Inclusion of the following policies and how the community may access said policies:
      i. Reporting of criminal activities or other emergencies
      ii. List of CSAs (titles & organizations) to whom the above should be reported
      iii. Clear communication of policies & procedures for victims & witnesses to report crimes on a voluntary, confidential basis
      iv. Inclusion of the above reported events in the annual disclosure of annual crime statistics to federal authorities
      v. Make clear that official reporting can be made to CSAs, but also include where students can go for information & support
      vi. Make clearer what the mechanisms for confidentiality are and what the varying methods of reporting are:
         1. In-person reporting
         2. Voluntary, confidential reporting
         3. Anonymous reporting

B. Security of & Access to Campus Facilities (2)
   a. Access control is noted but not explained how they are used in Residence Halls, as report notes that buildings are opened and secured at designated times
   b. Regular communication with DPS and facilities is noted in report but is not clear whether or not there is regular proactive testing and assessment of campus access control and security measures or simply a response when there is an issue or deficiency

C. Law Enforcement & Jurisdiction (3)
   a. It is recommended that, although the campus patrol area is defined for geographic jurisdictional purposes, the report calls into question whether or not, “the information listed captures the full jurisdiction of the department.”
   b. A question was raised concerning how a contract with Philadelphia Police Department could be ratified but that a Memorandum of Understanding could not exist because, “they are required under state and federal law to provide services to the University community.”
   c. It is recommended that while the prompt reporting (of crimes) is encouraged by the university it leaves out the specific (verbatim) language of the act (Clery) where it states that “accurate and prompt reporting of all crimes to the campus police and the appropriate police agencies when the victim of a crime elects to, or is unable to, make such a report.”

D. Crime Prevention & Security Awareness Programs (4)
   a. This portion of the report must also, “specify whether they [the programs] are for students, employees, or both or the frequency with which they occur.”

E. Monitoring and Recording of Criminal Activity at Non-Campus Locations (5)
   a. Per the act [Clery], the university must include a statement of policy regarding,
“the monitoring and recording through local police agencies of criminal activity by students at non-campus locations of student organizations officially recognized by the institution, including student organizations with non-campus housing locations.”

F. Drug & Alcohol Policies (6)
   a. Current USciences policy does not address what happens for a drug or alcohol violation, and if it is reflected in the student code of conduct, this is not referenced in the report
   b. It is also recommended that the report cross-reference what the university employs to follow the Drug-Free Schools and Communities Act.

G. Prevention Procedures: Sexual Assault, Domestic Violence, Dating Violence and Stalking (7)
   a. The description of our programs in the report should include a more focused light on, “primary prevention and awareness programs for incoming students and new employees.”
   b. It is perceived by the Clery Center that although we have programs in these areas, that not all of the areas listed in this section are currently addressed.
   c. The following items are identified as either not existing verbatim or not being represented in the language of the report:
      i. a statement of policy prohibiting these crimes;
      ii. defined jurisdiction as it is applied in these instances;
      iii. instruction and guidance for bystander actions;
      iv. outlining whether or not university-based disciplinary actions are included in the trainings;
      v. clear and total description of prevention programs
      vi. procedures for victim reporting (as previously mentioned)
      vii. preservation of evidence procedures not specific to each crime noted above
      viii. where the above provisions of the report are addressed it focuses on sexual assault exclusively, thereby omitting the other classes of crime outlined by Clery
      ix. procedures for the following of Orders of Protection such as no-contact and restraining orders
      x. procedures for ensuring confidentiality are not captured
      xi. it is not clear how and in what form victim’s rights information is shared and made known, making it appear that these provisions are not in place although they in fact are;
      xii. standard of evidence (or burden of proof) that is required for the university to take in-house disciplinary action
      xiii. listing of all possible sanctions for each of these crime for categories
      xiv. equal rights for both the accuser and the accused (due process rights)

H. Registered Sex Offenders (8)
a. According to the review, the USciences Clery report satisfies all requirements for this category

I. Timely Warnings & Emergency Response & Evacuation (9)
   a. Circumstances and procedures for when warnings will be issued is not addressed in the report
   b. Those responsible or capable of issuing warnings is not clearly specified by person, position, or title
   c. This section is vague and refers to the Emergency Response Plan (ERP) only by name and does not outline the substance of said plans
   d. Statement of Assurance for this category is not included in the ASR
   e. Testing of systems or methods thereof for these provisions is not outlined or documented
   f. Tests, drills and exercises of all types should be well documented citing description, date, time and identified as announced or unannounced

J. Missing Student Notification Procedures (10)
   a. To whom a missing student must be reported is covered but the requirements for such notification is not outlined
   b. Options for students to name contact person(s) and that this is protected information except when shared with a recognized LEA
   c. Distinction between missing person contact and standard emergency contact is also not outlined and identified as being used specifically for confirmed missing person situations
   d. It does not appear that it is made clear to students that the local LEA will be notified by the university within 24 hours if a student is determined to be missing

K. Crime Statistics (11)
   a. Sex offenses have previously been delineated into categories of forcible and non-forcible in the ASR tables; this is no longer accepted terminology for Clery
   b. These should be identified into the following categories:
      i. Rape
      ii. Fondling
      iii. Incest
      iv. Statutory Rape
   c. Dating violence, domestic violence, and stalking are not reflected specifically, as they should be, in USciences documented statistics
   d. Hate crime statistics do not reflect all currently identified protected classes of individual as they do not identify instances of gender identity bias, and collectively group ethnicity and national origin, although these are considered separate classes

L. *Additional Observations
   a. The ASR “paints” CSAs as having confidentiality protection when they in fact have no entitlement to confidentiality
b. USciences is commended for including the Daily Crime Logs, although they are not required for the ASR, but the description makes it appear as though the logs do not include reports from CSAs when they do in fact do so

c. The ASR does not make it clear that a student’s disciplinary consequences, when stemming from a sexual or violent crime, although confidential, must be released upon request from a victim or their next of kin

d. Key information missing from ASR and [however]
   “it appears as though many of these elements exist in practice, but are either not fully captured in policy or campus policies are not accurately reflected within the annual security report policy statements.

M. Key Recommendations: A Brief Synopsis (See Clery Center Report)
   a. Clarify roles of different departments in reporting crimes
   b. Develop a Training & Education Committee
   c. Add a Full-time or Part-time Staff Member in Three Areas:
      i. Prevention Educator (Previously outlined as committee)
      ii. Investigator
      iii. Clery & Title IX Coordinator

N. Revise Existing Policies to Reflect Changes to Clery Act (2013) with Regard to Violence Against Women Act (VAWA)
Annex D – Acknowledgements

Student Affairs
- Interim Dean of Students – Ross Radish, JD
- Associate Dean of Students – Mark Bullock
- Associate Director of Residence Life – Anthony Florendo
- Associate Director of Student Life – Randi Miller
- Athletic Director – Dr. Marc Caserio
- Student Health and Counseling
  - Director, Student Health – Dr. Barbara Siebert
  - Director, Counseling – Dr. Karen Levinson
- Student Recreation - Jesse Oneal Phillips

Employee Health and Safety
- Director of Environmental Health & Radiation Safety – Renee Siegel
- Administrative Coordinator – Tania Rosha

Marketing & Communications
- Director of Communications – Brian Kirschner
- Director of Marketing - Angela Buchanico
- Web & Graphic Designer – Gina Kernan

Institutional Advancement
- Director of Corporate & Foundation Relations – Rebecca Powers

Finance and Administration
- Chief Financial & Operating Officer– Dr. Valerie Weil
- Risk Manager – Colleen Snyder

Facilities Services
- Director – Dan Severino
- Maintenance Mechanic I Locksmith – Mark D’Amico

Public Safety
- Director of Public Safety – Michael Stitley
- Emergency Management Coordinator – Michael Lapotasky
- Investigator – Joseph Kalin
- Security Systems Coordinator - Chris Santosusso

Human Resources
- Director of Human Resources – Michael Janes

Clery Center
- Associate Executive Director of Programs - Abigail Boyer
- Executive Director - Alison Kiss