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Affirmative Action Statement

Albright College does not discriminate on the basis of race, creed, color, religion, marital status, gender orientation, age, national origin, and disabled status. This includes Title VI of the Civil Rights Act of 1964, the Civil Rights Act of 1991, Title IX of the Educational Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. This policy extends to all educational, service and employment programs of the College. For questions and concerns, faculty, administrators, staff and student employees should contact: (Search in process), Director of Human Resources, Affirmative Action Coordinator at 610-921-7629 or (TBD).

Albright College is an Affirmative Action, Equal Opportunity Employer and is actively committed to diversity within its community. In pursuit of that, we actively encourage diversity among applicants.
The Campus Security Act – Legal Requirements

The Campus Security Act requires an annual report every year by October 1st that contains 3 years’ worth of campus crime and fire statistics and certain security policy statements, including sexual assault policies, and disclose crime statistics for the campus, unobstructed public areas immediately adjacent to or running through the campus, College-owned neighborhood homes where our students live, and remote classrooms. The statistics must be gathered from campus police or security, local law enforcement, and other College officials who have “significant responsibility for student and campus activities.” Provide “timely warnings” notices of those crimes that have occurred and pose an ongoing “threat to students and employees.” Disclose in a public crime log “any crime that occurred on campus … or within the patrol jurisdiction of the campus police or the campus security department and is reported to the campus police or security department.

Albright College Mission

Our mission is to inspire and educate the scholar and leader in each student, building on a strong foundation in the liberal arts and sciences and a commitment to the best of human values, fostering a commitment to a lifetime of service and learning.

A Brief History of Albright College

The College dates its beginning to the founding of Union Seminary in 1856. The present Albright College was formed by a series of mergers with other institutions of higher learning founded in the 19th century by the Evangelical Association and the United Evangelical Church. Union and Schuylkill Seminaries were not theological seminaries, but were three-year collegiate institutes. Albright moved from its campus in Myerstown, Pa., to Schuylkill College’s location on the present Albright campus.

Albright College is the oldest institution of higher learning in Berks County and is located on a 118-acre suburban campus nestled at the foot of Mount Penn in Reading, Pa., a city of 80,000, about 60 miles west of Philadelphia. Today, Albright College is a nationally ranked, private college with a rigorous liberal arts curriculum with an interdisciplinary focus.

The College’s hallmarks are connecting fields of learning, collaborative teaching and learning, and a flexible curriculum that allows students to create an individualized education. Two-thirds of students graduate with dual/individualized majors in more than 200 different combinations. Albright enrolls about 1,865 undergraduates in traditional programs, another 500 adult students in accelerated degree programs, and fourteen (14) students in the master’s program in education.

Jacob Albright, after whom the College is named, was a Pennsylvania German evangelical preacher and the founder of the Evangelical Association (later the Evangelical United Brethren Church). He was born in 1759 as Johannes Jacob Albrecht. His family changed their name to Albright after his death in 1808.
Department of Public Safety Mission

The Department of Public Safety is committed to providing a safe and secure environment by extending care and assistance to our students, faculty, staff, guests and other members of the community-at-large. Our department works around the clock by providing frequent patrols throughout campus and the surrounding areas, 24 hours a day, 7 days a week, 365 days a year.

Our officers are dedicated to protecting all College community members, the physical assets of the College and to fostering an attitude of cooperation with those with whom we come in contact.

The department employs a complement of both full- and part-time officers, as well as a contingency of student security officers. We strive for excellence in providing a safe, secure environment and we promote and support the success of Albright students and the community.

Meet the Director of Public Safety

Requirements and responsibilities for College Public Safety Departments is a complex, multi-faceted task to provide on today’s campuses. We are responsible for ensuring the safety and well-being of students, faculty and staff while acting in a variety of other capacities serving our community. Public Safety is often the lone entity open 24 hours a day in time of need for those dealing with an issue. This requires a staff that is functional and able to multi-task when needed. Albright Public Safety Officers meet the challenge of providing a variety of services to our community.

The department is professionally trained and has expertise and certification in numerous job functions. Numerous staff members have experience from prior law enforcement or similar related career fields that assist in maintaining a safe environment. Safety is also provided with card access control, a video surveillance system, emergency call boxes, the POMCO personal safety device (available for student purchase), transportation services, and emergency and risk management policies that enhance safety.

Providing a culture that integrates safety, education and social activity is the focus of our department. Our purpose for being here is the success of your College experience. We wish you the best during your time at Albright.

The Clery Report is an annual requirement for institutions of higher education that receive Title IV funding. The report provides statistics for crimes committed in residence halls, campus property, public property and non-campus property. Albright’s Clery Report and other useful information regarding public safety can be found on the Albright web at www.albright.edu/student-life/campus/safety/.

Michael L. Gross, Director
Department of Public Safety
About the Officers

The Department of Public Safety is located at the corner of College Avenue and Linden Street. The main telephone number is 610-921-7670. In the event of a campus wide power outage, the emergency telephone number is 610-921-2227.

The Department of Public Safety employs 16 full-time staff members and 23 auxiliary officers. Five full-time full time and four auxiliary officers have previous law enforcement experience totaling approximately 150 years of police experience. In addition to the Director, the administrative staff consists of an Associate Director, Assistant Director, two Operations Supervisors and a secretary.

Every officer is CPR, First Aid and Automated External Defibrillator (AED) certified. They are trained to carry and use an expandable baton, chemical mace and hand-cuffs. This training is reviewed every six months.

Auxiliary officers are available for special events and any other needs the College may have. During significant experiences on campus, auxiliary officers are notified and deployed.

The personal safety and the security of our campus community are of vital concern. We are a caring community where we expect students, faculty and staff to take responsibility for each other and for the campus as a whole. The department works closely with Student and Campus Life, Residential Life, Gable Health and Counseling Center, Facilities Services & Operations and Student Involvement and Leadership to ensure regular monitoring of the buildings and grounds, personal and education, disaster preparedness and timely response to medical or other emergencies.

While we do not have a formal Memorandum of Understanding with the Reading Police Department and the Muhlenberg Township Police Department, our office has a strong relationship with both departments. We have access to the Berks County Communication Center’s police radio that monitors city police calls. As a result, negative activities that could affect the campus community are known quickly and provide an opportunity to secure the campus. A countywide system was installed and allows us to not only hear city police communications, but also those in several municipalities in close proximity as well. The Director is a member of the Berks County Chiefs of Police Association.

Albright College Private Police Officers

Four officers with prior law enforcement experience have been appointed as private police officers for the College under Pennsylvania statute, 22 P.S. § 501. They were sworn in by oath through the deputy officer in the Recorder of Deeds Office in Berks County; all have Act 120 certification or its equivalent. These officers possess and can exercise all the powers of a police officer in the Commonwealth of Pennsylvania. When on duty, the officers will wear a metallic shield with the words “special officer” and “Albright College” inscribed on it.

Under this Private Police Act, officers can exercise their police powers as an Albright Police Officer “in and upon, and in the immediate and adjacent vicinity of the property of Albright.” Those areas would include the various College-owned properties, whether the officer is actually on or is within
the immediate adjacent vicinity of, such properties. This initiative started at Albright College to ensure that the police officers have the authority to take those who come onto campus into custody when criminal acts might occur. This authorization comes from the Board of Trustees, the College president and the dean of students.

**National Campus Safety Awareness Month (NCSAM)**

NCSAM received the unanimous support of Congress in 2008. Each September, the Clery Center for Security on Campus partners with colleges, universities, and other agencies to offer campus safety programs. “The first few weeks of college are critical,” says Amy Guthrie, Program Coordinator for the Clery Center. “National Campus Safety Awareness Month is an opportunity to start dialogue about campus safety early in the school year, a time when we typically see an increase in crime.”

The Department of Public Safety hosts a number of events recognizing Safety Awareness Month. Albright students have many opportunities to learn about the varied services that are available to them through the Department of Public Safety. Refer to the event list on the following page. Some of the events include sign-up sheets for students to enroll in CPR/First Aid Classes and female students to enroll in RAD (basic self-defense) classes. A representative from the Pennsylvania State Police Liquor Control Enforcement (LCE) will address various groups of students on the dangers of alcohol and its consequences on your future if you do not think before you drink. Theft prevention drills are held in the residence halls by a team of staff and students. A note is placed on each door that is locked and students are welcome to stop by public safety for some candy! If a door is unlocked, a note is placed on the door to encourage the practice of always locking the door when no one is in the room. A caveat is included on this note: “By the way, we locked your door for you.” Other events include the annual Wellness Fair, a roundtable session on the Campus SaVE Act/Title IX with the Student Affairs team, parking registration, transportation/shuttle schedules, and students have the opportunity to sign up for e2 Campus (our free emergency messaging system).
Safety Awareness Month Calendar of Events
September 2018

Two events for new students prior to arrival of returning students:

August 25 ~ Adopt an Officer in residence halls
August 26 ~ Peers to Peers Educational programming on dangerous drinking behavior, bystander intervention, sexual assault, domestic/dating violence and stalking

September 3 ~ Safety Awareness Kick-off
  Meet the Officers, e2Campus Sign-ups, Parking Registration

September 4 ~ e2Campus Sign-ups, PA State Trooper Vehicle Display/Command Center, Healthy/Unhealthy Relationships Workshop presented by SAFE Berks

September 5 ~ Parking Registration, R.A.D. Sign-ups, CSA Mandated Reporter Training

September 6 ~ Reading Police Bomb Squad Display/Evidence Technician Unit, Reading Police K-9 Demonstration

September 7 ~ Glow Yoga with Peers to Peers educators, Reading Trauma Center “Stop the Bleed” (interactive table exercise)

September 10 ~ PA State Police Liquor Control Enforcement, Muhlenberg Police program “DUI and the Law”

September 11 ~ PA State Police Liquor Control Enforcement Presentations, Reading Fire Marshall Table with Fire Safety Information

September 12 ~ POMCO Table, Theft Prevention Drills, “What is Consent?” presented by Peers to Peers educators

September 13 ~ Student Officer Program – Job Opportunities, “Start by Believing Campaign” hosted by Mrs. Pennsylvania International

September 14 ~ “Brake for Lions!”, hosted by Albright’s football team (painting lion paw prints on highway leading to Shirk Football Stadium)

September 17 and 19 ~ Fire Extinguisher Training

September 18 and 20 ~ R.A.D. Class

September 21 ~ Wellness Fair

September 24 ~ Alcohol Awareness Table, Peers to Peers educators, ALICE (active shooter) Training by Director of Public Safety

September 25 ~ Sexual Misconduct and Bystander Intervention with Peers to Peers educators R.A.D. Class

September 26 ~ Campus SaVE Act Roundtable Discussion/Bystander Intervention Training presented by Dean of Students/Title IX Coordinator

September 27 ~ Bike Safety Program, R.A.D. Class

September 28 ~ ALICE (active shooter) Training by Director of Public Safety

September 30 ~ CPR/First Aid Class
PLCB AWARDS 2-YEAR GRANT (2017-2019) TO ALBRIGHT COLLEGE

Albright College has received a nearly $40,000 state grant to support and expand its efforts to combat underage and dangerous drinking. The funding will support a multi-pronged project that includes educational and training programs, additional patrols, new equipment, and community outreach.

The two-year grant provided new video surveillance cameras around the Main Parking Lot in the summer of 2018. An additional camera is planned to be added in another high traffic area in the near future.

The funding has enabled public safety to augment campus patrols with additional staffing from the Reading Police Department. Public safety works closely with Reading PD, and the latter has been supplementing College patrols since 2011. Data shows the presence of Reading officers has a positive impact on reducing student at-risk behavior and incidents related to alcohol.

Another component of the project is educational and community outreach through “neighborhood town and gown meetings” between College officials and local residents. Albright has researched and implemented both the Peer-to-Peer Education Program and Good Neighbor Program to educate students, help reduce the number of alcohol-related incidents and enhance community safety.

Albright is one of 66 schools, community organizations, municipalities, law enforcement organizations, nonprofit organizations, and institutions of higher education in PA to receive a portion of the nearly $2.3 million allocated through the PLCB’s 2017-19 Alcohol Education Grant Program.

Student Services Offered on Campus

Dean of Students
Selwyn Hall South
Phone: 610-921-7611 – Fax: 610-921-7855

The office is available to assist students from the time they decide to attend Albright College until their graduation day. Services include, but are not limited to personal difficulties, such as hospitalization, injury, extended illness, family problems or mental health concerns that affect one’s academic success. The Dean is the Title IX Coordinator for the College.

Counseling Center
Rear of Gable Health Center at 1829 Linden Street
Phone: 610-921-7532 – Fax: 610-921-7590

The Albright College Counseling Center was formed to be a place where students are helped to grow as individuals and ultimately become more effective in everyday life. The counseling processes provided are designed to help students address concerns that may be interfering with their personal growth, development or academic potential, including, but not limited to, adjusting to college life, stress and time management, anxiety, depression, family and relationship problems, crisis intervention and addiction.
The Counseling Center provides a variety of services and programming that are available to all currently enrolled full-time day students, undergraduate, graduate and ADP students at the Reading site and are free and confidential. Topics include dealing with stress, creating and developing healthier relationships and lifestyles, protecting oneself from sexual assault, learning how to communicate effectively, coping with depression, stress management, among others. A campus-wide mental health-screening day is accessible to all students in the fall semester and focuses on depression, anxiety and suicide prevention. Alcohol awareness information and screenings are available in the spring semester.

**Gable Health Center**  
1829 Linden Street  
**Phone:** 610-921-7532 – **Fax:** 610-921-7590  
**Hours:** Monday to Friday 8 a.m. to 5 p.m.  
**Emergencies:** After business hours or on weekends, call Public Safety @ 610-921-7670

At the Gable Health Center, the employees empower students to make healthy choices for their lives. The caring and confidential patient-centered healthcare facility encourages and educates students to become engaged consumers of their healthcare. In a respectful manner, the employees advocate healthy behaviors and lifestyle choices to help our students in the pursuit of their academic goals and personal development. The employees are here for our students and are the providers of their care. Through education, the Center supports attainment, maintenance and a life-long commitment to optimal wellness.

The Gable Health Center provides comprehensive care to students. The Physician and Nurse Practitioner are available by appointment for counseling, evaluation, and treatment of common medical problems. Any medical problem you would normally see your primary care provider for, would be something that can be seen by the health center staff. For complex problems beyond our scope of care, students are referred to a specialist, with guidance and coordination of care provided by the Gable Health Center staff.

**Office of Community Standards**  
Selwyn Hall South  
**Phone:** 610-921-7663 – **Fax:** 610-921-7855

The Albright College Office of Community Standards values an educative approach to sanctioning students who are found to be in violation of the Student Code of Conduct. The Community Standards process is grounded on the concepts of respect, civility, integrity, justice, and accountability to promote learning outcomes. The primary goal is to ensure due process so that students can achieve their academic goals through educational outreach. A restorative justice model is often used to facilitate self-reflection and rebuild community relationships that have been harmed.
CRIME PREVENTION MEASURES

The climate in colleges and universities has changed dramatically in the past decade. Consequently, the responsibilities for those in Police and Public Safety Departments on campuses throughout the country, encompass much more than those of the previous “keeper of the keys,” unlocking/locking buildings and classrooms and enforcing existing parking regulations. Because of the changes in the culture of our society, it is imperative that colleges have a far more alert and professional department, which is ready not only to meet the day-to-day needs of the college community, but also be able to respond to and handle any emergency situation that could erupt.

Anything of a suspicious nature should immediately be reported to the Department of Public Safety. The department has been assisted in this way in the recent past. Several incidents involving trespassing, vandalism and theft were negated from our response to incidents reported by staff and students in the community. Always be aware of anyone trying to gain access to a building when those on campus do not know the person(s). No one should ever prop open locked doors. We depend on everyone to help us with this security effort.

The Department of Public Safety is responsible for issuing timely warnings in compliance with the Jeanne Clery Act, 20 U.S.C. 1092(f). Timely warnings will be issued in response to reported crimes committed either on campus or in the immediate surrounding area that in the judgment of the College constitutes an ongoing or continuing threat to students and employees. This mandate has been part of the Clery Act since its inception in 1990. Refer to Email Notifications and e2Campus Text Messaging below.

Albright College is comprised of a student, faculty and staff population of 1,657 full-time day students, 37 part-time day students, 242 ADP students, 23 masters’ degree candidates and 103 full-time faculty and 336 staff members). We enjoy a significant number of visitors to many campus programs and special events as well. No campus is free of crime; however, we know the Albright campus is as safe as any other college or university and, in many ways, safer. We can make such a claim by providing the following safety initiatives and services:

**ALICE** (Alert, Lockdown, Inform, Counter, Evacuate) Training – provides preparation and a plan for individuals and organizations on how to more proactively handle the threat of an aggressive intruder or active shooter event. The ALICE Training option based tactics have become the accepted response, versus the traditional “lockdown and hide only” approach.

**Bicycle Patrol** – Five officers successfully completed IPMBA (International Police Mountain Bike Association) bicycle training to perform patrols of the campus and immediate surrounding areas. These patrols have proven to be an invaluable tool for favorable response and communication with the Albright community.

**Camera Surveillance** – There are currently several dozen cameras located at entrance ways, lobbies and parking lots around campus. Frequent video patrols are conducted in the public safety office by the officers and/or the on-duty student dispatcher. The Video Surveillance System
has been invaluable in solving crimes and increasing the overall safety of our campus community. Additional cameras are added to the system each academic year.

**Campus Safety Walk** – At the beginning of the fall semester, members of the Department of Public Safety, students and appropriate administrators conduct a safety walk after darkness throughout the campus. The purpose of this walk is to determine if any area is felt to be unsafe. Necessary changes are made as appropriate suggestions are made.

**Contracted Patrols** – The Department of Public Safety has partnered with the Reading Police Department (RPD) patrol unit to provide dedicated coverage to our campus and the immediate surrounding area on most Friday and Saturday nights from 9:00 p.m. to 3:00 a.m. Undercover officers assigned to the High Crime Unit are also available, when and if needed.

**Email Notifications** – are used for notification during all emergencies and advisories on and around campus. Emails are also transmitted for severe weather, such as severe thunderstorms and tornados, as well as for campus and road closures.

**Emergency Telephones** – There are 39 yellow emergency phones strategically placed throughout the campus. They are located in the Main and Shirk Parking Lots, various walking areas and at the entrances to residence halls. By activating the red call button on the face of the unit, it will instantly connect the user to the public safety office and officers are immediately dispatched to the site.

**Escort Service** – An escort may be requested any time after dark. An officer will respond to the location as quickly as possible. Occasionally, there may be times when an immediate response is not an option, due to other responsibilities or emergencies that would require the officers’ attention. The escort service usually arrives within 20 minutes. (Refer to Shuttle Service for additional means of transportation.)

**e2Campus Text Messaging** – This is a FREE service for the entire Albright community. Text messages and emails regarding emergencies are sent by Public Safety to cell phones, Blackberries, wireless PDAs, pagers, and smart or satellite phones. It is also used to send bulletins on weather-related issues. Participants must register for the emergency notification system.

**Emergency Notification** – An emergency notification is triggered for any significant emergency or dangerous situation occurring on the campus involving an immediate threat to the health or safety of students and employees. Adequate follow-up information is provided to the community as needed.

**Timely Warning** – A timely warning is triggered by a crime that has already occurred but represents an ongoing threat to students and employees. The warning is issued as soon as the pertinent information becomes available and must be distributed in a manner that gets the word out quickly and effectively communitywide.

**Fire Safety** – Fire drills are mandated by the fire department and are conducted several times a year to familiarize students/occupants of the residence halls and staff members across campus.
with procedures in the event of an emergency. Public safety officers enter the residence hall to make sure all occupants have evacuated the building. (See complete Fire Safety Annual Report beginning on page 54.)

**Golf Carts** – The department has 3 golf carts that are used for regular patrols throughout our campus and at various College events when there is a need to transport our elderly and/or handicapped patrons to and from the parking lots.

**Local Law Enforcement** – The department has a strong relationship with the Reading Police Department (RPD) and the Muhlenberg Township Police, both of whom have partial jurisdiction of the College. The department uses a county-wide portable radio that provides for immediate contact with the police. All major criminal incidents are reported to the RPD and the MTP.

**Medical Assistance** – On the weekends when the Health and Counseling Center is closed, public safety officers will transport students to the hospital or to a physician’s office for non-emergency related medical needs.

**Panic Phones** – In addition to the emergency telephones located across campus, various areas are equipped with panic buttons to be used during any type of emergency when public safety assistance is needed. When pressed, a signal is sent to the dispatcher’s desk indicating where the alarm is; an officer is immediately dispatched to that location.

**Parking Registration** – Parking is permitted on designated campus parking lots for all students with a current hang tag. Students who use Albright parking lots are required to register their vehicles with the Department of Public Safety and pay the $40 fee each year. Registration is completed online at the department’s web site. When students register their vehicles, the fees are attached to the individual’s Student Account records. These monies are earmarked for safety improvements in the parking lots such as the College’s Video Surveillance System.

**Patrols** – Officers patrol the campus and surrounding area by foot, vehicle, golf carts and bicycles.

**Photo Identification Cards** – The Department of Public Safety issues every student a personal ID/access card with photograph upon enrollment at Albright. This card allows students access to their assigned residence hall, the library, dining hall, book store, Schumo Center and sporting events. Students are required to carry the card at all times while on campus. This requirement is a security measure to ensure that only those who are authorized to be on campus can be identified. If the card is lost, a replacement fee of $25 is attached to the individual’s Student Account records. The College uses encrypted MiFare technology. Cards are more easily deployed as contactless (“tap”) readers throughout campus, eliminating the need to rely on the old magnetic swipe technology. This access card supports expiration dates, allowing the cards to be used as Voter ID in Pennsylvania.

**POMCO** (Peace of Mind Company) – Another safety measure that Albright College has implemented to our students for a fee is the POM – a hand-held device that requires one push of the button that will instantly connect the caller with the Department of Public Safety. They know where you are, who you are and can talk to the student directly. The POM operates within Albright College property and the immediate area.
Resident Assistants – Every year, each residence assistant (RA) receives First Aid training from a certified public safety trainer.

Residence Halls – Public safety officers make routine and periodic rounds through all residence halls and they regularly communicate with student RAs. Residence halls are locked 24 hours a day, with entry requiring an access identification card. All residence halls have a sprinkler system and smoke alarms that are checked regularly. Propping of doors or allowing access to the building to non-registered or unauthorized persons jeopardizes the safety and integrity of the building and its occupants. Violators are subject to a fine and/or disciplinary hearing.

Self-Defense Classes:

Rape Aggression Defense System is one of the best women’s self-defense courses available. It is a comprehensive self-defense course specifically designed for women whose objective is “to develop and enhance the options of self-defense, so they may become viable considerations to the woman who is attacked.” It is not a martial arts program, but instead teaches women defensive concepts/techniques against various types of assaults by utilizing easy, effective and proven self-defense tactics.

Shuttle Service – This on-campus service is available Monday through Friday from 7:25 a.m. to 4:00 p.m.

Extended Shuttle Service – This service is provided Monday through Saturday, 8 p.m. to 2:00 a.m. Students can receive transportation to and from nearby off-campus locations. The service stops for pick-up service at pre-designated stops along an identified route throughout the evening.

Shopping Shuttle Services – These services are available to our students in the early evening hours: Target Tuesdays and Walmart Wednesdays.

Working Relationship with Other Law Enforcement Agencies

In addition to our partnership with the Reading Police Department, the department has also partnered with the Pennsylvania State Police Bureau of Liquor Control Enforcement (LCE) to help reduce consumption and intoxication. The detail includes undercover RPD officers, marked RPD units and LCE undercover and age compliance details. As part of the College’s Safety Awareness Month (September), a representative from LCE spends two days on campus for group presentations; students also have the opportunity to speak with him one-on-one.

Our Director of Public Safety has a good working relationship with members of the Reading Police Department and the Muhlenberg Township Police.
CRIME STATISTICS

How Crime Statistics Are Compiled

A department administrator reviews the entries on a regular basis to ensure that the statistics are appropriately classified and inserted into the correct crime category. The department administrator also examines the data to ensure that all crimes have been recorded in accordance with the crime definitions outlined in the FBI Uniform Crime Reporting (UCR) Handbook.

Clery Reporting

In accordance with The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f)), the landmark federal law, originally known as the Campus Security Act that requires colleges and universities across the United States to disclose information annually about crime on and around their campuses, the department administrator contacts all “Campus Security Authorities” (includes club advisors and athletic coaches) to inquire whether they are aware of any offenses that had not been reported to the Department of Public Safety. For reporting purposes, it is necessary to know the offense and the area on campus or off-campus location, if known, where the offense occurred. When disclosing the number of reported crimes, the report prohibits personally identifiable information from being included in the disclosure of crime statistics.

Clery statistics for the years 2015, 2016 and 2017 are available below via the use of hyperlinks. Statistics for Albright College’s main campus located in Reading, PA is available via Crime Data (1). Statistics for the satellite campus located in Allentown, PA is available via Crime Data (2). Statistics for the satellite campus located in Bethlehem, PA is available via Crime Data (3). Statistics for the satellite campus located in Blue Bell, PA is available via Crime Data (4). Statistics for the Carbon/Schuylkill campus located in Tamaqua, PA is available via Crime Data (5). Statistics for Delaware County via Crime Data (6). Statistics for the satellite campus located in Harrisburg, PA is available via Crime Data (7). Statistics for the satellite campus located in Lancaster, PA is available via Crime Data (8). Statistics for the satellite campus located in Pottstown, PA is available via Crime Data (9). Statistics for the satellite campus located in Phoenixville, PA is available via Crime Data (10). Included in the statistics is data for both criminal and fire reporting purposes.

Clery Act – Campus Security Authority

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f)) is the landmark federal law, originally known as the Campus Security Act, that requires colleges and universities across the United States to disclose information about crime on and around their campuses. One very important step in this process is to reach out to all athletic coaches and club advisors with the letter and its enclosure on the following pages to ascertain whether any of their student members may have given details of an incident of crime in confidence to any one of them that occurred on campus, in residence facilities, in non-campus
property or on public property instead of reporting it to the Department of Public Safety. The victim remains anonymous in all communications with the Department of Public Safety. Reportable offenses are contained in paragraph 3 of the letter shown below:

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September 11, 2018

RE: Clery Act – Campus Security Authority

According to federal law, specifically The Student Right to Know and Campus Security Act of 1990, also known as the Clery Act, the Albright College Department of Public Safety is required to report statistics concerning the occurrence of certain criminal offenses reported to the local police agency or any official of the institution who is defined as a “Campus Security Authority.”

The definition of “Campus Security Authority”, according to federal law, is as follows: “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.” For example, a dean of students who oversees student housing, a student center, or student extracurricular activities, has significant responsibility for student and campus activities. Similarly, a director of athletics, a team coach, and faculty advisor to a student group also have significant responsibility for student and campus activities. A single teaching faculty member is unlikely to have significant responsibility for student and campus activities, except when serving as an advisor to a student group. A physician in a campus health center or a counselor in a counseling center whose only responsibility is to provide care to students are unlikely to have significant responsibility for student and campus activities. Also, clerical staff is unlikely to have significant responsibility for student and campus activities.

The criminal offenses that we are required to report are murder/non-negligent manslaughter, negligent manslaughter, sex offenses (forcible and non-forcible), robbery, aggravated assault, burglary, motor vehicle theft, arson, liquor law violations, drug violations and/or illegal weapons possession. We are also required to report statistics for hate (bias) related crimes for murder-non-negligent manslaughter, negligent manslaughter, sex offenses (forcible and non-forcible), robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, vandalism, intimidation, simple assault, liquor law violations, drug violations and/or illegal weapons possession. We are required to report offenses that occur on campus, in residence facilities, in non-campus property and on public property and contiguous to campus property.

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Clery Act – Campus Security Authority Letter
September 11, 2018
The Violence Against Women Act bill, signed by President Obama in March of 2014, provides amendments to the Clery Act which includes the categories identified below. Statistics must be tabulated for the categories of dating violence, domestic violence and stalking in the same manner as previously kept statistics for other Clery reportable offenses.

- **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, and where the existence of such a relationship shall be determined based on a consideration of the following factors: 1) the length of the relationship, 2) the type of relationship, 3) the frequency of interaction between the persons involved in the relationship.

- **Domestic violence**: felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person who is cohabitating with or has cohabited with the victim, as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction received grant monies, or 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.

- **Stalking**: engaging in a course of conduct directed at a specific person that would cause a reasonable person to 1) fear or his or her safety or the safety of others, or 2) suffer substantial emotional distress.

Please forward this letter and the attached Crime Statistic Report Form along to all of those individuals in your department who meet the definition of Campus Security Authority, as explained above.

If you or members of your department are aware of any incident of crime occurring on campus, in residence facilities, or in other areas as described above, the incident should be reported to the Department of Public Safety as promptly as possible so that we can respond, investigate, and take any necessary action. In addition, please complete the attached Blank Incident Report for CSAs and send it to the Department of Public Safety. On the form, please provide the date and location of the incident and a brief description of the incident so that we can appropriately classify it in accordance with the crime definitions published by the Federal Bureau of Investigations Uniform Crime Reporting Program and the U.S. Department of Education.

If you have any questions about this request or you would like to discuss the specifics about an incident, please feel free to contact me at X7673 or via my cellular telephone 484-955-1811. Thank you for your assistance in complying with this federal law. Please return all completed forms to me at the Department of Public Safety at the above address or via email at mgross@albright.edu.

Sincerely,

Michael L. Gross ’11
Director

ALBRIGHT COLLEGE
DEPARTMENT OF PUBLIC SAFETY
Clery Act – Campus Security Authority

Time of Incident: _______

Date of Incident: _______

Offense Type: __________

Location of Incident: _______

Brief Description of Incident:

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

Name of Campus Security Authority

_________________________________________________________________

_________________________________________________________________

________________________________________________

Crime and Fire Log
The Department of Public Safety maintains a crime log that records the date, nature, and general location of each incident that occurred on or in campus buildings or property within the patrol jurisdiction. The log also records the date, time, location and cause of all fire alarms that occur in campus buildings. This log is open for public inspection and available 24 hours a day, 365 days a year.

**Definitions Used for Reportable Crimes**  
[Uniform Crime Reporting Handbook definitions; Citation 34 CFR 668.46 (c) (7)]

Per the *Clery Act*, the Department of Public Safety must classify crimes based on the Federal Bureau of Investigation’s (FBI’s) *Uniform Crime Reporting Handbook (UCR)*. For sex offenses only, the department must use the definitions from the FBI’s *National incident-Based Reporting System (NIBRS)* edition of the *UCR*.

1. **Arson** is any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.
2. **Assault, Aggravated** is an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)
3. **Assault, Simple** is 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.
4. **Burglary** is 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 felony, breaking and entering with intent to commit a larceny, housebreaking, safecracking, and all attempts to commit any of the aforementioned.
5. **Dating Violence** is committed by a person who is or has been in a social or intimate nature with the victim, and where the existence of such relationship shall be determined based on a consideration of length of the relationship and the frequency of interaction between the persons involved in the relationship.
6. **Domestic Violence** is a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; a person with whom the victim shares a child in common; a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies (under VAWA); or 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.
7. **Drug Law Violations** are defined as the violation of State or 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, manufactured narcotics (Demerol, methadone) and dangerous non-narcotic drugs (barbiturates, Benzedrine).
8. **Liquor Law Violations** are defined as the violation of State or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic
beverages. Classifications also include maintaining unlawful drinking places, bootlegging, furnishing liquor to a minor or intemperate person, underage possession, using a vehicle for illegal transportation of liquor or all attempts to commit any of the aforementioned.

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

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

11. **Murder/Non-negligent Manslaughter** is defined as the willful (non-negligent) killing of one human being by another.

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

13. **Sex Offenses-Forcible** – Any sexual act directed against another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).
   a. **Forcible Rape** is the carnal knowledge of a person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth). This offense includes the forcible rape of both males and females.
   b. **Forcible Sodomy** is oral or anal sexual intercourse with another person; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).
   c. **Sexual Assault With an Object** is the use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
   d. **Forcible Fondling** is 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.
   e. **Involuntary Deviate Sexual Intercourse** is when a person engages in deviate sexual intercourse with a complainant by forcible compulsion or by threat of forcible compulsion that would prevent resistance by a person of reasonable resolution; the complainant is unconscious or where the person knows the complainant is unaware that sexual intercourse is occurring; where the person has substantially impaired the complainant’s power to appraise or control his/her conduct by administering or employing, without the knowledge of the complainant, drugs, intoxicants or other means for the purpose of preventing resistance; or who suffers from a mental disability which renders him/her incapable of consent.

14. **Sex-offenses-Non-fforcible** is definite as unlawful, non-fforcible sexual intercourse.
   a. **Incest** is non-fforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
   b. **Statutory Rape** is non-fforcible sexual intercourse with a person who is under the statutory age of consent.
15. **Stalking** means engaging in a course of conduct directed at a specific person that would cause reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress.

16. **Vandalism (Destruction/Damage) of Property** is to willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

17. **Weapons Possession/Illegal** is defined as the violation of State or local laws prohibiting the manufacture, sale, or possession of deadly weapons, carrying deadly weapons, concealed or openly; using, manufacturing, etc., of silencers; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

**HATE CRIMES**

**Hate/Bias** – A hate crime is a criminal offense committed against a person or property which is motivated, in whole or in part, by the offender’s bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their race, gender, religious, disability, sexual orientation or ethnicity/national origin.

**Ethnic Intimidation** – The Pennsylvania Crimes Code 2710 defines this offense: A person commits the offense of ethnic intimidation if, with malicious intention toward the actual or perceived race, color, religion, national origin, ancestry, mental or physical disability, sexual orientation, gender or gender identity of another individuals or group of individuals, he commits an offense under any other provision of this article or under Chapter 33 (relating to arson, criminal mischief and other property destruction) exclusive of section 3307 (relating to criminal trespass) with respect to such individual or his or her property or with respect to one or more members of such group or to their property.

- **Race** – A preformed negative attitude toward a group of persons who possess common physical characteristics (e.g., color of skin, eyes, and/or hair; facial features, etc.) genetically transmitted by descent and heredity, which distinguish them as a distinct division of humankind (e.g., Asians, blacks, whites).
- **Gender** – A preformed negative opinion or attitude toward a group of persons because those persons are male or female.
- **Religion** – A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or non-existence of a supreme being (e.g., Catholics, Jews, Protestants, atheists).
- **Sexual Orientation** – A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex (e.g., gays, lesbians, heterosexuals).
- **Ethnicity** – The cultural characteristics (such as language, history, values and customs) that are shared by and distinctive of a group of people.
- **National Origin** – A lawful prejudice against an employee or job applicant in some aspect of employment, solely on the basis of his or her nationality, country of birth, ancestry, ethnicity or foreign accent.
- **Disability** – A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.
Albright College holds the members of its community to a higher standard than the Pennsylvania Crimes Code. The College is committed to protecting individual freedoms, as long as they are not inflammatory or harmful toward others, whether it is intentional or not. Violation of the norms of civility and other accepted rules of behavior, whether or not covered by specific regulations, subjects a student to disciplinary action. (on-line Compass)

**Preponderance of the Evidence**

During campus disciplinary action proceedings, the standard required in determining the outcome is information showing that it is more likely than not that a policy violation occurred.

**INSTITUTIONAL SECURITY POLICIES & SERVICES**

We have taken additional precautions at public events held on campus. In student events during which the general public are admitted, all patrons are wanded before they gain entrance to the event. Events hosted by student organizations require college identification from non-Albright students to gain admittance to the event. Public safety officers always have a presence during athletic events. Routine patrols occur throughout the facility.

**Administrative Search and Seizure Policy** (info from on-line Compass)

Albright College respects the privacy of members of the College community. However, the College reserves the right for the appropriate officials to conduct searches if reasonable cause exists to believe that (a) activity is taking place in a student’s room or on College premises that is detrimental to the health, safety or welfare of individuals; or (b) substances are contained in the room or on the property of the College or on a person that would constitute a violation of the Student Code of Conduct. A search involves the close physical examination of all areas, which may include, but are not limited to, thoroughly going through an individual’s personal belongings. Determination of what constitutes “a reasonable cause to believe” that a search is necessary will be made by the director of public safety (or designee). Rooms may be entered without the student present. If this occurs, a notification of entry is placed in the room, “Room Search (Unoccupied) Form,” signed by the two public safety officers involved in the search. If any items are seized, a Property Record form needs to be completed with a copy attached to the room search form.

**Adopt-An-Officer**

A public safety officer is assigned to a residence hall to serve as a liaison between the Department of Public Safety and the students and Resident Assistants (RAs) in the hall. It is a collaborative method to build trust between the students and the Department and provides the students an opportunity to get to know individual officers in their respective residence halls. By allowing our students to get to know the officers on a personal level, we are hopeful our students will feel comfortable in reporting suspicious activities or individuals on campus before a crime occurs. Officers traverse each hallway in the building at least one time during his/her shift and interact with the students they see along the way.

Prior to the beginning of the semester, the officer and the Resident Assistants will formulate topics for presentations for the residents. A “Meet and Greet Session” is scheduled at the beginning of
the fall semester to introduce the officer to the students. The officer will explain the purpose of the Adopt-An-Officer program, announce future presentations, and then give the students an opportunity to ask questions regarding the Department of Public Safety. By listening to our students and RAs, it brings to the forefront the concerns that matter most to them.

**Alcohol Policy** *(info from on-line Compass)*

Students are reminded that the laws of the Commonwealth of Pennsylvania prohibit the purchase, possession or consumption of alcoholic beverages by persons under the age of 21. Furthermore, any person 21 years of age or older is subject to charges of contributing to the delinquency of a minor for providing someone under the age of 21 with any alcoholic beverages. Violators are subject to prosecution by state law enforcement officials.

Albright College alcohol policies follow the laws of the Commonwealth of PA that limit involvement with alcoholic beverages to persons 21 years of age or older (refer to offenses listed below).

<table>
<thead>
<tr>
<th>Section</th>
<th>Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>6301</td>
<td>Corruption of Minors</td>
</tr>
<tr>
<td>6307</td>
<td>Misrepresentation of Age to Secure Liquor</td>
</tr>
<tr>
<td>6308</td>
<td>Purchase, Consumption, Possession or Transportation of Liquor or Malt or Malt Brewed Beverages</td>
</tr>
<tr>
<td>6309</td>
<td>Representing to Liquor Dealers that Minor is of Age</td>
</tr>
<tr>
<td>6310</td>
<td>Inducement of Minors to Buy Liquor</td>
</tr>
<tr>
<td>493 (1)</td>
<td>Furnishing liquor or Malt or Brewed Beverages to Certain Persons</td>
</tr>
<tr>
<td>6310.1</td>
<td>Selling or furnishing liquor or malt or brewed beverages to minors</td>
</tr>
</tbody>
</table>

Open containers containing alcohol are not permitted in the hallways and common areas of residence halls or in public areas of the campus. Any containers of beer or wine that are being transported must be sealed and covered while on College premises. Common-source containers of alcohol (e.g., party balls, punch bowls, kegs, etc.) are prohibited anywhere on campus.

If it is determined by a public safety officer that a student has consumed alcohol that renders him/her to be in significant physical harm, the student will be transported by ambulance to the hospital. If a student has consumed alcohol and his/her physical well-being is in question, an Auxiliary Officer will be called in to monitor the student’s condition until he/she is considered safe. The cost of the Auxiliary Officer’s salary will be passed on to the student.

**Bicycle Policy** *(info from on-line Compass)*

The College is not responsible for lost, stolen or damaged bicycles. Bicycle owners are responsible for removing their bicycles from campus at the end of every semester. Bicycles left after the end of the academic semester will be considered abandoned, confiscated by the Department of Public Safety and held by the College until the bicycle is claimed. Bicycles stored by public safety for more than one full semester will be deemed a gift to the College, to be disposed of through appropriate College channels. Bicycles, when not in use, must be securely locked to approved bicycle racks that are placed in appropriate locations around campus. Bicycles that are locked to any device, railing or structure other than an approved bicycle rack will
be issued a warning. A subsequent violation will result in removal by public safety and may result in disciplinary action.

**Buildings and Grounds**

Routine patrols are conducted throughout the campus and the surrounding areas 24 hours a day, 365 days a year. In addition to making sure there are no suspicious persons in or around our campus and the immediate surrounding area, officers are responsible for reporting such data as a faulty or inadequate lighting, a broken window and its location, a door lock that is difficult to lock and its location. Officers relay information to the office dispatcher for inclusion in the Daily Activity Log. A work order will then be generated to Facilities. In the event of an emergency, the on-call Facilities responder will be contacted immediately.

**Campus Camera Monitoring System**

Albright College aims to provide its community with a secure environment, which is enhanced by using Video Surveillance Systems (VSS) technology to monitor its campus. The College VSS continues to be expanded and updated. The VSS is subject to regular patrols and has proven to be invaluable to many of our efforts in promoting Albright safety. The VSS operates in a manner that maximizes the potential of this technology while maintaining sensitivity to the privacy and freedoms of expression and assembly of members of its community.

**Community Standards Procedures & Processes** (info from on-line Compass)

The Office of Community Standards works to ensure that the standards of the community and College policies are upheld. While students have the right to enjoy their freedoms, they are also responsible for their behavior in this environment. To maintain the optimal learning environment, everyone within the Albright College community has the responsibility to familiarize themselves with and adhere to the Code of Conduct. The Office of Community Standards is responsible for responding to issues that may be in violation of the Student Code of Conduct. The Office of Community Standards will impose sanctions for those who have violated College policy.

Any student, student group, faculty member, staff member or administrator may bring a complaint against any student or student group by contacting the Department of Public Safety, the Office of Community Standards, or the vice president for student affairs and dean of students. The complainant, through the Department of Public Safety, must fill out an incident report. This is a formal complaint and requires a signed, written statement that describes the alleged incidents, as well as identification of any witnesses to that incident. Public Safety personnel may also give students a notice to appear for Student Code of Conduct violations.

A mandatory informational meeting is scheduled between the accused student and the director of community standards or designee to discuss the charges, the notice to appear form, the student’s rights, and the hearing proceedings. Students will have the right to accept, or deny, responsibility for their actions. Family members, friends and attorneys are not permitted to sit in on hearing proceedings. If necessary, procedures for administrative and board hearings may also be discussed at the informal meeting. All hearings are confidential.
The Community Standards Hearing Board is intended to handle very serious offenses, repeated offenses and/or offenses that have five or more students involved. Only the hearing officer, complainant, accused student(s), witnesses and members of the Office of Community Standards are allowed in the hearing room. The board consists of only faculty and administrators. Board hearings are taped with those records and hearing tapes maintained in the file within the Office of Community Standards.

Contractor/Vendor Access to Campus-wide Buildings

Contractors and vendors appearing on campus and needing access to a campus-wide building must report to the Department of Public Safety and produce proper identification before being issued a key or card access. The issued key or card access device is logged with name, company and time of issue provided. Follow up is done at the beginning and ending of shifts to ensure all keys and access devices are returned in the appropriate time format.

Daily Activity Log

An electronic daily log is created for every date of the year with a running list of duties performed by officers on and around the immediate area surrounding the College campus. This log is kept for three years after the calendar year ends.

Dangerous Items (info from on-line Compass)

Dangerous Items: Possession, distribution, knowledge of, and presence of firearms, fireworks and other dangerous weapons or items that are dangerous to the College Community. This includes, but is not limited to fireworks, firearms, firecrackers, BB guns, knives and/or other weapons. Possession of an illegal or restricted items is considered a violation. Participation in events off campus such as paintball tag, laser tag, etc., as sanctioned and supervised by Albright College is permitted and students may participate at their own risk.

Discrimination (info from on-line Compass)

Diversity is one of the strengths of a society as well as one of the hallmarks of a college campus. Albright College recognizes and values the perspectives molded by different cultures and backgrounds. Albright College recognizes and supports the idea that colleges protect the academic environment and encourage freedom of expression, and the responsibility that it entails. While members of the Albright community reserve the right of freedom of expression, the members of the community must also recognize they have a duty to be responsible. Members of our community have the right not to be discriminated against by any agent, organization or member of the Albright College community.

Emergency Notifications

The Department of Public Safety is responsible for issuing timely warnings in compliance with the Jeanne Clery Act, 20 U.S.C. 1092(f). This mandate has been part of the Clery Act since its inception in 1990. In case of an emergency that will directly affect the health, safety and/or operations of the College, the department will forewarn our campus community of impending
danger via email, e2Campus messaging and community-wide voice mail notifications. An emergency response expands the definition of timely warnings as it includes both Clery Act crimes and other types of emergencies (i.e., a fire or infectious disease outbreak). These timely warnings will be issued in response to crimes committed either on campus or in the surrounding area that in the judgment of the College constitutes an ongoing or continuing threat to students and employees.

**Emergency Response Plan**

An emergency can arise at Albright College at any time, from any of various sources. The Emergency Response Plan is a procedural document for organizing, coordinating and directing available resources toward the mitigation, preparedness, response and recovery in the event of an emergency. As with any document of this nature, the plan should be viewed as a living text, subject to changes, updates and revisions as the College environment changes.

During any emergency on campus, the first to respond will most likely be the Department of Public Safety. Their initial responsibilities are: secure and oversee the scene; contact the Emergency Response Team; determine injuries, assist in transport and provide First Aid; evacuate the premises when necessary; assist responding police and medical personnel; set up a command post; communicate and update the Crisis Leadership Team.

**Escort/Shuttle Service** (info from on-line Compass & our web site)

The Department of Public Safety offers an escort service to any student from dusk to dawn, seven days per week. This transport allows students to travel to any location on campus. Depending on other commitments by the department members, the escort usually occurs within 20 minutes.

The Department provides a daytime shuttle service Mondays-Fridays to all students between the hours of 7:35 a.m. to 4:00 p.m. This service is provided for on-campus transports only. Because of other responsibilities, it is not feasible to provide transportation to areas such as airports, bus terminals or train stations. An extended shuttle service is also available for our students Mondays-Saturdays from 8:00 p.m. to 2:00 a.m.

Students are encouraged not to walk alone at night and to utilize the shuttle services provided by the Department of Public Safety.

**Golf Carts**

In addition to using golf carts for regular campus patrols and assistance to our elderly and/or handicapped visitors, there are infrequent occasions when another department requests use of a golf cart. The assigned driver must meet with the designated Officer to first read over the safety rules, test drive the golf cart with the instructor, and then sign the roster to affirm he/she will follow the established safety rules for operating the golf cart.

**Guest Responsibility** (info from on-line Community Living Guide)

All overnight guests, 16 years or older, must be registered by seeing the RA for that residence hall and completing a Guest Registration Form. Affinity Housing residents must also register any
guests. Guests should keep their guest pass with them at all times and be prepared to show it to any College official who requests to see it. The host student is responsible to ensure that his/her guest is aware of College rules and residence hall policies. The host/resident must be present with the guest for the duration of the visit. Neither room keys nor door access cards will be provided for guests. Students whose guests violate the Student Code of Conduct will be held accountable for the actions of their guests, unless the guest can be identified and is an Albright College student. Guests may not move from one host’s room to another in order to extend their stay in the residence halls. Individuals found in the building who are not residents or guests of residents are considered to be trespassing. Roommates are never required to leave the room when a guest is present. Albright College reserves the right to disallow guests from returning to campus property.

**Health Services** (info from on-line Compass)

Medical attention is available on campus through the Gable Health and Counseling Center. The office is open Monday through Friday, and patients are seen by appointment. The center is staffed with a medical doctor, a nurse practitioner and two medical assistants. The Department of Public Safety will transport any student in need of medical treatment to the local hospital or to a physician’s office. A fee is charged for this service. Charges will be billed to the student account or the student may pay the charge directly to the campus cashier. Students wishing to seek insurance reimbursement may request a receipt and then the student may submit that receipt to the insurance company directly. If it is determined that a student needs transportation to a hospital or a medical/dental specialist off-campus and an appointment has been made, a written request will be forwarded to the public safety office for assistance. Should a medical emergency occur when the health center is closed, the Department of Public Safety will assist in arranging for transportation to a local hospital.

In the event that guests are in need of special attention or consideration, arrangements should be made through the Department of Public Safety, which will assist in any way possible.

**Key Policy**

The Department of Public Safety distributes keys to the campus community. The keys are maintained and locked in a controlled environment in the Facilities Service Center. Strict guidelines are maintained when a key is issued to a member of the College community. Residential Life maintains and distributes keys and lock combinations for all of our resident students.

**Maintenance & Security of Campus Facilities**

The Albright College Facilities Service Center, located on the second floor of the Camp Building at 1801 North 12th Street, is open Monday through Friday 8 a.m. to 5 p.m. The preferred method for submitting service requests for routine maintenance (i.e. change a light bulb, fix a drawer, it's too hot/it's too cold, leaky faucet, etc.) is to complete one of their Online Service Request Forms; however, individuals may also call the Service Center during normal business hours or leave a voice mail message 24 hours a day by dialing 610-921-7520. After hours problems/emergencies requiring immediate attention should be directed to the Department of Public Safety at 610-921-7670 and an Officer will then activate the Facilities on-call system.
Facilities Services and Operations also maintain landscaping in a manner that minimizes hazardous conditions. During the Department of Public Safety’s regular patrols, malfunctioning lights, door locks and other unsafe conditions are reported to Facilities for correction via the Daily Activity Log and/or electronic work orders. When the on-call Facilities person is contacted by telephone in an after-hours emergency situation, the call is also reported on the daily log. If the Fire Marshall believes an egress area is partially obstructed by any foliage, it is immediately conveyed to Facilities for correction.

**Missing Student Notification** (info from on-line Compass)

The Higher Education Opportunity Act of 2008 (HEOA) requires institutions participating in a Title IV federal student financial aid program, and maintains on-campus housing facilities, to establish an effective missing student notification policy and related procedures. All students are strongly encouraged to provide the College with a confidential contact whom the College will notify in the event that the student is determined to be missing. This information, which will be maintained in the Dean of Student’s office and a copy filed with the Department of Public Safety, will be accessible only to authorized campus officials and law enforcement authorities and will be used only in connection with responding to a report that a student is missing. The confidential contact does not have to be a parent of a student. This is the individual who will be contacted by police in the event the student is reported missing. This individual will be updated as to the progress of the investigation into the missing person. In the event a student is under 18 years of age, and has not been legally emancipated, the student’s parents will also be contacted.

Suzanne’s Law is section 204 of PL 108-21, the Protect Act, signed by President Bush in 2003. Suzanne’s Law amends Section 3701 (a) of the Crime Control Act of 1990 so there is no waiting period before a law enforcement agency initiates an investigation of a missing person under the age of twenty-one and that law enforcement agency is required to report the missing person to the National Crime Information Center (NCIC) of the Department of Justice, as part of the national “Amber Alert” bill. Any person under the age of 21 is considered a missing child.

Albright College takes student safety very seriously. Any member of the Albright Community, including parents, who believes that a student is missing, whether or not the student resides on campus, may be deemed missing if it is reported to appropriate college officials (public safety and residential life, resident assistant, lead RA, assistant director or director, Gable Health and Counseling Center personnel or the Dean of Students Office) that the student has been unreachable via personal contact, telephone, email or other means of electronic communication. Any member of the student affairs team that receives the call will immediately refer the information directly to the leadership of public safety (director, associate director or assistant director). All investigative procedures will be governed by Student Affairs policy and procedures and federal, state and local laws. When information is received by the Department of Public Safety, there will be no waiting period before an investigation is initiated. The director or designee will immediately notify the Vice President for Student Affairs/Dean of Students and together will coordinate efforts to begin immediate attempts to locate the student. Initial investigations, prior to any formal police investigation, will include a thorough review of the student’s recent activity on campus which may include, but not be limited to:

1. interviewing the person making the complaint in order to determine the reason the complainant is reporting the missing person;
2. gathering all essential information about the person including clothing description, where/when subject was last seen, who he/she may be with, vehicle description, etc.;
3. questioning the student’s roommate(s) and friends;
4. visiting the student’s room;
5. speaking with professors to determine the last time he/she attended class;
6. reviewing of the student’s recent use of his/her ID card;
7. reviewing surveillance video, based upon the student’s class schedule and usage of his/her ID card;
8. speaking to his/her supervisor, if student is employed, to find out the last time he/she reported to work.
9. Seek answers to the following questions:
   a. What are some of the places the student most frequents? Have we contacted anyone at those locations?
   b. What is the student’s academic status? Has the student been experiencing any academic or financial problems?
   c. Is the student taking any medications that would pose a life-threatening risk to him/her if any dosages were missed?
   d. Has the student been despondent or struggling with mental health issues? Has the student been receiving any personal counseling?
   e. Does the student have a known substance abuse problem?
   f. Do we know if the student has received any threats?
   g. Does the student have a conduct record? If so, does this record suggest any pattern of behavior that may be helpful to the investigation?
   h. If the student has a cell phone, do we know the name of the provider? Have we considered an open tracking application on the phone or the assistance of police-requested court ordered tracking of the phone?

An updated photo may also be obtained to aid in the search. A quick, but thorough, search will be conducted in all campus buildings, grounds and parking lots.

Staff should document the situation and create a factual written report from all investigative parties involved. In creating the written report, only record pertinent facts and not speculative information.

If the student is not located as the result of an active investigation by College officials, the Vice President for Student Affairs/Dean of Students will contact the person(s) listed on the student’s Emergency Contact form to inquire about his/her whereabouts and/or alert that person his/her child is missing. Once this occurs, a College official will make an official missing report to the appropriate law enforcement agency within the jurisdiction of the College. The local police then become the authority in charge. The Department of Public Safety and the Dean of Students will assist them in any way necessary.

**Parking Regulations and Vehicle Registration** (info from on-line Compass)

In order to park on campus all students, including commuters, and employees must register their vehicles with the Department of Public Safety. Individuals are encouraged to register their vehicle(s) by completing the on-line application located on the Department of Public Safety web site, although walk-ins may complete the process in the public safety office. Students will receive their parking hang tags via campus mail. Employees will be issued parking stickers. Both forms of identification must be placed on the rearview mirror, facing out. It allows for easy identification of a vehicle in situations where the Department of Public Safety must contact the owner.
It is necessary to obtain a temporary parking permit from the Department of Public Safety and to have it displayed on the dashboard when students have visitors or when a particular vehicle will be parked on campus for a brief period of time, not to exceed the three-day on-campus housing rule.

**Courtesy Service ~ Vehicle Jump Starts**

As part of our commitment to providing quality service to our College community and guests, the Department of Public Safety will provide battery cables and/or assist with this service. The individual requesting the use of the department’s Jump-Starter pack must first sign a Waiver of Liability releasing the College from all claims for damages, including personal injury and property damages for any assistance rendered.

**Prohibited Items** (info from on-line Compass)

Hoverboards are not permitted on the Albright College Campus due to fire safety and operator safety concerns. Hoverboards include but are not limited to self-balancing scooters, battery-operated scooters, hands-free Segways and electronic-powered skateboards. In-line skates, skateboards and roller blades are also not permitted to be used in any College-owned facility. Devices found on campus grounds will be confiscated and the user/owner will be referred to Community Standards for violation of college policy.

Prohibited items: Any items that are prohibited to be possessed, consumed, or used within the United States are in effect at Albright College. Some items may be returned to students upon request, but only at the end of each semester, if it is not against PA laws. Students must make arrangements with the Department of Public Safety prior to departure from campus. Not all items will be returned. Any prohibited items that reappear on campus will be confiscated and will not be returned.

**Reporting Procedures**

Community members, student, faculty, staff and guests are encouraged to accurately and promptly report all crimes, emergencies and public safety related incidents to the Albright Public Safety Department (APSD). This publication focuses on APSD because it patrols the entire Albright campus and immediate neighborhood.

To report a crime or an emergency on Albright College campus, call APSD at extension #7670 or from outside the College phone system, dial 610-921-7670. To report a non-emergency security or public safety related matter, call APSD at extension #7671 or from outside the College phone system, dial 610-921-7671.

Crimes should be reported to the APSD for purposes of assessing the crime for distributing a potential timely warning notice and for disclosure in the annual crime statistics.

**Student Accessibility and Advocacy (SAA)**

Mission Statement: The Student Accessibility and Advocacy office values equal access to the educational environment and advocates for an inclusive campus climate where students with disabilities can thrive. The office empowers students with disabilities to be independent learners and provides faculty with consultation and resources.
Service animals are working dogs and on occasion miniature horses that are allowed in all public spaces of the college. It is important that these dogs are allowed to work without distraction. Service dogs do not need to wear a vest or have a marked leash or collar. If you have questions regarding service animals on campus, please contact the office at SAA@albright.edu or 610-929-6639.

Consistent with the ADAAA and Section 504 of the Rehabilitation Act, Albright College welcomes students with disabilities into the College’s educational programs. If you need impairment-related academic adjustments in this course, please contact Yuriko Beaman, Director of Student Accessibility and Advocacy, by email at ybeaman@albright.edu, by phone at 610-929-6639, or in her office, on the first floor of the Administration Building on the Reading campus. Students who use accommodations should meet with course instructors privately and in a timely manner to discuss their Academic Accommodation Letter (AAL). Keep in mind that timeframes of SPS classes are delivered in an accelerated fashion. Please note that IEPs and 504 plans do not apply to college level courses.

Residence Halls

Residential Life Information (info from on-line Compass)

The Office of Residential Learning is located at 1331 Richmond Street (next to Mohn Hall) and is open Monday through Friday, 8 a.m. to 5 p.m. The Residential Life office is staffed by the director and three full-time assistant directors, and the administrative secretary. The office is responsible for the overall planning, development and implementation of the residential learning and housing program at Albright College. In the Residential Life Office, a student can find information regarding housing policies and procedures, general living conditions of the residence hall, or any other issues regarding residence hall life. Students should feel free to contact a resident assistant or assistant director for answers to questions or clarification of College policy. Its mission is to create a safe, supportive and inclusive living-learning community that fosters the academic success and personal growth each resident student through purposeful programs and services that complement the educational experience at Albright College.

Residential Life Office Staff

Housing administration is the business operation of the office, and is involved with room assignments, room moves, and the cancellation of the housing contract. Residential learning involves staff recruitment and selection, and the training of resident assistants, who are responsible for developing a positive living experience and learning environment for resident students, and for supervising residence hall programming.

Assistant Directors

The assistant director are full-time professional staff members who have the primary responsibility for the residence education program and administration of a designated community of residence halls. By coordinating programs and activities, promoting a positive living and learning environment, and getting students involved, the assistant directors
implement a comprehensive residential program to support the personal growth and development of resident students.

**Resident Assistants**

Resident assistants live with the students in each residence hall. They are student staff members selected on the basis of their skills, interests and activities, enabling them to effectively assist and advise students. Each resident assistant is trained to assist and/or refer students with academic and personal concerns, assist students in maintaining an educational environment, and enforce College and housing policies. More specifically, resident assistants conduct numerous programs and activities to meet the growth and developmental needs of students.

**Residence Hall Repairs** (info from on-line Compass)

The Facilities Operations and Services Department is responsible for keeping the facilities of the College in good repair. Requests for service should be made by completing a facility work order, copies of which are available in the service center. Service requests may also be submitted online through the College’s website at www.albright.edu/facilities.

The cost to repair vandalism to a residence hall and its furnishings will be charged to the responsible party. The party may be subject to further disciplinary action.

If such damage occurs and the responsible party cannot be determined, repair costs will be prorated and assessed to all students living on/in that particular floor, suite or apartment. Other items will be assessed as damage occurs. Punitive charges may be applied when damage occurs but total replacement is not practical (i.e., burn holes or stains in flooring).

Exterior damage at the Albright Woods Apartments (laundry, fences, lights, signs, lawn, driveways, parking lots) will be assessed and “charged back” to all residents of the complex unless the individuals responsible for the damage are identified.

**Sexual Misconduct** (info from on-line Compass)

Rape, sexual assault and sexual misconduct are crimes that will not be tolerated at Albright College. The nature of these types of incidents causes immense difficulty to the individuals directly involved and offends the educational mission of the institution. Those identified as being responsible for such acts may expect to be criminally prosecuted and held accountable under the College’s Sexual Misconduct Policy procedure.

For reporting a sexual misconduct incident that involves a student under the age of 18, the PA Child Line Abuse Registry will be contacted to report the offense. The PA Child Line Abuse Registry will then get in touch with the Berks County District Attorney’s Office for any necessary follow up and/or investigation.

Although not in the Compass, it is a good practice in order to prevent a complaint of sexual misconduct, individuals must be unmistakably sure of each other’s intentions and consent. A model of affirmative consent (or yes-means-yes) where both parties must express affirmative desire to engage in sexual activity is the best model for healthy relationships.
1. **What to Do if You Have Been Sexually Assaulted or Raped**

   a. Get to a safe place as soon as you can (i.e., Public Safety, hospital, RA).
   
   b. Get help immediately by contacting an assistant director of housing, resident assistant, Health Services, Counseling Services, dean of students, or Public Safety. Between the hours of 8 a.m. and 5 p.m., Monday through Friday, call the Gable Health and Counseling Center at Albright College (ext. 7532). Call the Office of Public Safety at Albright College (extension 7670) even if you do not want further action taken. You may also alert the Title IX Coordinator.
   
   c. Seek medical care. Save all of the clothing you were wearing at the time of the assault. Place each item of clothing in a separate bag. Do not use plastic bags.
   
   d. Go to either Penn State St. Joseph’s Hospital or the Reading Hospital and Medical Center emergency department for medical care. Even if you think that you do not have any physical injuries, you should still have a medical examination and discuss with a health care provider the risk of exposure to sexually transmitted infections and the possibility of pregnancy resulting from the sexual assault. A medical examination is extremely important even if you are unsure if you are interested in pursuing a police report. You may call the Public Safety Office at Albright College (extension 7670) if you need transportation to the emergency room.
   
   e. Do not disturb anything in the area where the incident occurred.
   
   f. Preserve physical evidence and refrain from changing clothes, bathing, showering, brushing your teeth, douching or urinating.
   
   g. If you suspect that you may have been given a date-rape drug, ask the hospital emergency department where you receive medical care to test for date-rape drugs.
   
   h. Write down as much as you can remember about the circumstances of the assault, including a description of the assailant.
   
   i. Get emotional support by scheduling an appointment with the Albright College Counseling Center. (ext. 7532). Or by contacting Berks Women in Crisis, a local provider.
   
   j. It is your choice whether you would like to speak with a counselor on or off campus.
   
   k. Every effort will be made to maintain privacy and confidentiality. “Need to know” guidelines will be imposed.
   
   l. If you need information regarding sexual assault or rape, please visit the Gable Health Center website at [http://www.albright.edu/resources/healthcenter/stepstotake.html](http://www.albright.edu/resources/healthcenter/stepstotake.html)

2. **Reporting an Indecent Assault**

   A student who believes that she or he has been the victim of an indecent assault should report the assault to the Public Safety Office of Albright College and the Gable Health and Counseling Center even if you may not want further action taken. The victim will never be pressured into making any decisions that they do not desire.

   Public Safety will assist you in reporting the incident to either the Muhlenberg Police Department or the Reading Police Department, as appropriate. If a report is completed with both the Reading Police Department and the Office of Public Safety simultaneously, the adjudication processes will be separate and distinct from one another. Once a student files an incident report of sexual misconduct, there will be an investigation of the incident. The accused may be charged criminally by local law enforcement authorities. The case also may be dealt with as a violation of Albright College’s Sexual Assault/Rape and Harassment Policy if the accused is a student at Albright College. The student will appear before the Community Standards Hearing Board for a hearing. If the accused is found in violation of the Student Code of Conduct, sanctions will be assessed that could include suspension or expulsion.
MEMORANDUM OF UNDERSTANDING FOR DEPARTMENT OF JUSTICE GRANT

Albright College will direct the Campus Awareness, Response and Education (CARE) Program, along with our external partners Safe Berks, and Reading Police Department and Muhlenberg Police Department by entering into this memorandum of understanding (MOU), to carry out a program funded by U.S. Department of Justice Office on Violence Against Women Campus Grant.

Partners and History of Relationship

Safe Berks (formerly Berks Women in Crisis (BWIC)), has had student victim referrals from Albright College for more than 17 years, and is listed as a resource on the Gable Health & Counseling Center website. The College partnered with Safe Berks in 2011-2012 on a peer educator training initiative, funded by the AVON Grant. Safe Berks also came to campus to collaborate on the Clothesline Project, the Safe Berks Healthy Relationship Summit (which was held 4/5/13), and most recently they were brought to campus by the Criminal Justice Society for a showing of the Hunting Ground. The College created a Sexual Assault Response Team (SART) Policy Spring 2013 Semester and listed Safe Berks as one of its partner agencies, which is included in the Compass online, under Student Behavior and Code of Conduct Policies. In August 2016, the College’s Residential Life Department included Safe Berks in their RA training program. This EMOU builds on the previous collaboration to provide services to victims and training to additional college officials.

Reading Police Department and Muhlenberg Police Department have been working together with Albright College for over 20 years. In addition to adding patrols to campus on Friday and Saturday nights, Reading Police participates in the College Heights Community Council meetings to discuss issues within our joint community, the meetings are held twice a semester.

Reading and Muhlenberg have attended prior training sessions held on campus for active shooter and bomb relate related training as well as a recent lunch held on campus to further familiarity and communication.

The Director frequently contacts and speaks with members of the PD regarding issues related to our geographic location and or incidents occurring that are specific to Albright College. This cooperation is essential for the safety of our campus community.

SAFE Berks Partnership

Stacey Jordan, advocate and paralegal. Stacey provides FREE and CONFIDENTIAL services to students on campus who have been victims of sexual assault, harassment, stalking, or dating/domestic violence. Some of these services include one-on-one counseling, legal representation and advocacy in obtaining a Protection from Abuse (“PFA”) Order, or Sexual Violence Protection Order (“SPVO”), and serving as an advisor for on campus hearing proceedings. Stacey’s office hours on campus are Tuesdays and Fridays 1 – 4:30 PM – Selwyn Hall Room 201. Contact Stacey via e-mail at staceyj@safeberks.org, or by phone at 610-921-7271.
Sexual Harassment Policy

1. Sexual Harassment: Albright College believes that its students, faculty and staff living and working in the College community should be free from sexual harassment. Sexual harassment is unlawful and contrary to the best interests of the College, its students and its employees.
   
a. Scope: It is the policy of Albright College to provide a learning community and workplace or campus community free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications deemed to constitute sexual harassment. Sexual harassment is considered to be a very serious matter and is prohibited in the workplace by any person and in any form. It is the responsibility of all students, faculty and staff to ensure compliance with this policy. Any student, faculty staff or person who has a workplace or campus/community sexual harassment complaint shall report the matter to a student personnel official, supervisor or vice president, or directly to the associate vice president and director of personnel.

b. Policy: Sexual harassment of any Albright College employee or student in the workplace or campus/community by any employee or other person, both directly or indirectly, is not tolerated and is prohibited. No student, faculty or staff member shall be threatened or made to feel threatened, either explicitly or implicitly, neither by sexual harassment nor by the reporting of sexual harassment. A student, faculty or staff member’s refusal to submit to unwelcome sexual advances or conduct or the reporting of such advances will not adversely affect the employee’s or the student’s performance, evaluation, wages, advancements, academic standing or retention, career development or any other condition of employment. Sexual harassment in the workplace or campus/community is strictly prohibited. This includes, but it is not limited to, unwelcome and offensive sexual flirtations, unwelcome advances or propositions, verbal abuse of a sexual nature, offensive displays in the workplace or campus/community of sexually suggested objects or materials, and any other activity that could be interpreted as creating a sexually hostile work or campus/community environment. Any student, faculty or staff member who believes that he or she has been sexually harassed should report the act immediately to the employee’s supervisor or student personnel official or to the associate vice president and director of human resources, who serves as the affirmative action officer. The complaint will be investigated, and the student, faculty or staff member will be advised of the findings and conclusions. While there are no express time limits for initiating complaints, every effort should be made to file a complaint as soon as possible. Once a complaint is made, the College will conduct an investigation and take appropriate actions as indicated by the findings of the investigation. The complaining individual may file an informal complaint, which involves a meeting to discuss the alleged incidents, or a formal complaint, which includes a written statement by the complaining individual. All complaints will be promptly investigated. To the extent possible, confidentiality and privacy will be respected in handling such harassment complaints.

   The Title IX Coordinator or Deputy Coordinator will be responsible for overseeing the investigation and maintaining the documents of the investigation and ensuring that the appropriate action is taken. There will be no discrimination or retaliation against any student, faculty or staff member for making a sexual harassment complaint. Any student, faculty, staff member or person who is found to have engaged in sexual harassment will be subject to appropriate corrective or disciplinary action up to and including immediate termination, suspension or expulsion. This policy applies to students, faculty, staff and non-employees who come into contact with College students and employees. Any sexual harassment by a non-employee, such as a vendor or contractor, shall be reported immediately to the employee’s immediate supervisor or to the affirmative action officer.
c. **Process for Addressing Complaint of Sexual Harassment**: The Sexual Harassment Policy requires action and confidential record keeping as a means of protecting the entire Albright College community of faculty, administrators, staff and students. Immediate and, if necessary, corrective action shall be taken on all complaints of sexual harassment. Members of the Albright College community should encourage individuals who experience sexual harassment to come forward. In addressing complaints of sexual harassment, the individual should speak directly to the harasser, identifying the incident and what was objectionable and stating the remedy sought. Or, the individual can write to the harasser, identifying the incident and what was objectionable and stating the remedy sought. On the assumption that the remedy sought is to have the action cease, this could end the matter. Failing that, or alternatively, the individual should report the incident directly to one of the following individuals, who are responsible for helping resolve the problem either informally or formally: 1) If the individual is a student, he/she should report the incident to the Department of Public Safety; 2) If the individual is faculty, administrator or support staff, he/she should report the incident to his/her immediate supervisor; 3) If the individual is not comfortable reporting the incident to his/her supervisor or wants to take it further, then he/she should report the incident to the affirmative action officer, who also serves as the associate vice president and director of human resources.

The individual should keep records documenting all incidents and conversations that involve sexual harassment, including the date, time, place and witnesses, if available. After informal or formal intervention is complete and there is evidence of inappropriate actions that violate the College Sexual Harassment Policy, disciplinary action against the harasser may follow. Disciplinary action should be commensurate with the scope and severity of the occurrence. Effort will be made to provide appropriate relief in the form of sanctions that may include reprimand, warning, probation, suspension, demotion, expulsion or termination. All employees and students should be aware that the College is prepared to take action to prevent and remedy such behavior, and individuals who engage in such behavior are subject to disciplinary action. Appeals with regard to this process should be made to the president.
Title IX Statement

Albright College is committed to providing a learning, working and living environment that promotes personal integrity, civility and mutual respect in an environment free of sex discrimination and sexual misconduct. Title IX of the Educational Amendment Act of 1972 states that: No person in the United States, shall on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal assistance. Sex discrimination violates an individual’s fundamental rights and personal dignity. Albright College considers sex discrimination in all its forms to be a serious offense. This policy includes all forms of sex discrimination, including: sexual harassment, sexual assault, and sexual violence by employees, students, or third parties. This policy has been developed to reaffirm individual rights and responsibilities and to provide recourse for those individuals whose rights have been violated. It should serve as a guide for you on the expectations we have for sexual communication, sexual responsibility and sexual respect.

All College employees, including student employees in certain roles, are mandated reporters of sexual misconduct and discrimination. Mandated reporters must ensure that any sexual misconduct or discrimination that they become aware of is reported to the College’s Title IX Coordinator or deputy coordinators. Reports may also be made to the College’s Department of Public Safety at 610-921-7670. This policy applies to all sexual misconduct, discrimination, or harassment regardless of the gender, gender identity or sexual orientation of the complainant or respondent.

From: Hanincik ’00, Amanda
Sent: Wednesday, September 05, 2018 2:19 PM
To: Employee Email <allnet@albright.edu>; Traditional Student Email <AllStudents@albright.edu>
Subject: Albright College and Title IX

Dear Albright Community,

As the semester begins, I would like to remind you of Albright’s commitment to Title IX. Essential personnel have been working with a number of grants, strengthening partnerships, attending training and certification courses, reviewing and updating policies and procedures, and developing additional resources to help support our campus and respond to incidents of discrimination, harassment and sexual misconduct. Some of these opportunities and additions include:

- DOJ/OVW Grant (Department of Justice / Office of Violence against Women) – see below
- Its On Us Grant – see below
- Support and Reporting Options Flowchart Support and Reporting Options and Support and Reporting Options - Accessible version
- Title IX Statement Title IX Statement
- Mandated Reporters Guide Albright Mandated Reporter Information
- Sex/Gender-Based Harassment, Discrimination and Sexual Misconduct Policy and Procedures – coming soon. Sexual misconduct, harassment and discrimination policies and procedures currently exist and are under review. An announcement will be made when the updated Sex/Gender-Based Harassment, Discrimination and Sexual Misconduct Policy and Procedures have been finalized.
- SAFE Berks partnership – Stacey Jordan, advocate and paralegal. Stacey provides FREE and CONFIDENTIAL services to students on campus who have been victims of sexual assault, harassment, stalking, or dating/domestic violence. Some of these services include one-on-one counseling, legal representation and advocacy in obtaining a Protection from Abuse (“PFA”) Order, or Sexual Violence Protection Order (“SPVO”), and serving as an advisor for on campus hearing
proceedings. Stacey’s office hours on campus are Tuesdays and Fridays 1 – 4:30 PM – Selwyn Hall Room 201. Contact Stacey via e-mail at staceyj@safeberks.org, or by phone at 610-921-7271.

- Campus SaVE (Sexual Violence and Elimination Act) and Bystander Intervention training programs for new students – approximately 85% of the new student class attended both of these training sessions during Welcome Weekend 2018.
- RPD and MPD partnerships – A memorandum of understanding was formalized in February, 2017 between Albright College, Muhlenberg Police, Reading Police and SAFE Berks in conjunction with The Department of Justice Grant regarding campus awareness and response, and education to further prevent incidents of sexual violence. Reading Police has participated in regular meetings of the DOJ grant process as well as assisting with presentation of Campus SaVE / Sex and the Law to new students during Welcome Weekend 2018. Muhlenberg Police will present programming during the fall semester 2018.
- NCAA student-athlete compliance – The Athletic Department sponsors programs and continues to partner with campus colleagues to provide education and support for student-athletes.
- Green Dot Bystander program – coming next year.

Over the past several years, the college landscape has changed and the leaders at Albright College agree, they too have seen a change in the college landscape, specifically, heightened issues surrounding sexual misconduct. As a result, our divisional leaders have chosen the route of transformational change to respond to the disruption in the environment. We have sought grant and programming opportunities and collaborative arrangements that address campus-wide safety and Title IX related concerns. In 2016 Albright College was the first institution in Berks County to develop a collaborative relationship with then Berks Women in Crisis, now, SAFE Berks. This collaboration resulted in a SAFE Berks representative having office space at Albright College to ease, for our students, access to services. This has been a very positive relationship for our students, Albright College and SAFE Berks.

Desiring more opportunities for our campus community, in 2017, we submitted a grant application to the U.S. Department of Justice’s (DOJ) Office on Violence Against Women. We were very fortunate to be one of 53 successful grant recipients and have been awarded $289,186 over the three-year grant program. As a result of the grant, to “Reduce Sexual Assault, Domestic Violence, Dating Violence and Stalking on Campus Program”, we have developed a Collaborative Community Response Team (CCRT) with campus partners, SAFE Berks and the Reading Police Department. Since December 2017 members of this team have attended three trainings with the DOJ. Year one of the grant is a program-planning phase, preparing for program implementation in year two.

In addition, having a desire to provide more program opportunities for the male population at Albright College and to think creatively to engage men in the very prominent issue of sexual assault, we applied for Governor Tom Wolf’s “Its On Us” grant in January 2018. Albright College was one institution to receive this grant. We were awarded $27,052 for this one-year grant.

Funding received through these grants has provided us with several training opportunities for the members of the Division of Student and Campus Life. Between December 2017 and October 2018, our team members have attended or will be attending nine related trainings.

Thank you for taking the time to read this important e-mail. Wishing you a safe and productive semester.

Sincerely,

Amanda Hanincik, M.S.
Dean of Students, and
Title IX Coordinator
Student Code of Conduct (info from on-line Compass)

Student Code of Conduct

1. The Albright College Student Code of Conduct was created by the Albright College community and is implemented by the vice president for student affairs and dean of students in an effort to support a community of mutual respect and cooperation. This Code of Conduct is designed to explain the rights and responsibilities inherent in membership in this academic community. Students are expected to familiarize themselves with all applicable policies and regulations. Ignorance of policies regarding expected behavior will not be accepted as a defense or excuse.

2. From matriculation through commencement, students acknowledge that they are fully and personally responsible for their actions and the consequences of their actions, whether on or off campus. The Albright College community recognizes that responsibilities of good citizenship extend beyond the confines of the Albright College campus and include adherence to local, county, state and federal laws. The College’s jurisdiction in disciplinary matters extends to conduct that occurs on the premises of the College and to any conduct that adversely affects the College community, the College’s reputation and/or the pursuit of its mission and objectives regardless of where it occurs. Violations of local, county, state or federal laws, even if not explicitly stated in the Code of Conduct, may subject the student to disciplinary action by the College.

3. Students will enjoy freedoms of speech, peaceful assembly, the right to petition, freedom of expression, and personal choice on and off campus so long as it does not infringe upon the rights of others or the policies of the campus. Albright students are expected to understand and live up to the highest expectations of an academic community.

4. The student conduct policy is designed to be a progressive disciplinary procedure to help students meet the conduct expectations of Albright College. Progressive discipline means that the consequences become more severe with each successive violation. Major incidents, such as cases involving assault, sexual assault, felonies, arson, drug violations and other serious cases, may be referred to the Community Standards Hearing Board by the vice president for student affairs and dean of students. These violations may have more severe sanctions that may include, but are not limited to, expulsion, suspension, large fines or referral to outside agencies such as counseling or law enforcement. Failure to complete all sanctions by the posted deadlines will be considered a failure to complete graduation requirements. The Community Standards hearing board is specially trained to deal with these violations and receives specific training regarding sexual misconduct.

5. Albright College disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and this Code of Conduct (that is, if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this Code of Conduct may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the director of community standards. Pending proceedings may be suspended at any time at the discretion of the Director of Community Standards. Conduct violations in the category of sexual assault, harassment, domestic violence or stalking must be adjudicated within sixty (60) days on campus regardless of criminal or civil charges off campus. Determinations made or sanctions imposed under this Code of Conduct shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of College rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.

6. Violation of the norms of civility and other accepted rules of behavior, whether or not covered by specific regulations, subjects a student to disciplinary action. The College, through the vice president for student affairs and dean of student’s office, reserves the right to exercise any
disciplinary action deemed necessary when a student has engaged in activities that are inconsistent with the mission and policies of the College. Violations of the Student Code of Conduct shall be dealt with in a manner that is respectful to all parties and contributes to a safe living and learning environment. There may be instances where a formal adjudication process is not followed but a student must interact with the Director of Community Standards or designee. At the discretion of the Director of Community Standards, principles of conflict resolution and social justice may be incorporated to resolve misconduct issues in an informal setting. Albright College reserves the right to discipline students for infractions not specifically stated in the handbook in order to protect the general well-being of the Albright community and to address a wide variety of circumstances. It is the responsibility of Albright College officials to initiate action to restrain or prohibit behavior that threatens the purposes or the property of the College or the rights, freedoms, privileges and safety of the personnel of the academic community.

For offenses including sexual misconduct or other gender based violence, which typically include the crimes of domestic violence, dating violence, sexual harassment, sexual misconduct, and stalking, sanctions range from warning to expulsion. Serious and violent incidents and acts of non-consensual sexual intercourse (the policy equivalent to the crime of rape) usually result in suspension, expulsion, or termination of employment. Lying to investigators (and/or failing to participate in an investigation) can result in additional consequences under the Code of Student Conduct.

http://www.albright.edu/compass/15-16-The-Compass.pdf

Procedurally, when the College receives a report of sexual misconduct, gender-based violence, or other sex or gender discrimination, the campus Title IX Coordinator is notified. If the victim wishes to access local community agencies and/or law enforcement for support, the College will assist the victim in making these contacts. The Title IX Coordinator will offer assistance to victims in the form of interim or long-terms measures such as opportunities for academic accommodations; changes in housing for the victim or the responding student; visa and immigration assistance; changes in working situations; and other assistance as may be appropriate and available on campus or in the community (such as no contact orders, campus escorts, transportation assistance, targeted interventions, etc.). If the victim so desires, that individual will be connected with a counselor on- or off-campus, as well as an on-or off-campus victim's advocate. No victim is required to take advantage of these services and resources, but the College provides them in the hopes of offering help and support without condition or qualification. A summary of rights, options, supports, and procedures, in the form of this document, is provided to all victims, whether they are students, employees, guests, or visitors.

When appropriate upon receipt of notice, the Title IX Coordinator will cause a prompt, fair, and impartial process to be initiated, commencing with an investigation, which may lead to the imposition of sanctions based upon a preponderance of evidence (what is more likely than not), upon a responding student or other accused individual. Procedures detailing the investigation and resolution processes of the College can be found on line here:

http://www.albright.edu/compass/15-16-The-Compass.pdf
The Coordinator is ultimately responsible for assuring in all cases that the behavior is brought to an end, the College acts to reasonably prevent its recurrence, and the effects on the victim and the community are remedied. The Coordinator is also responsible for assuring that training is conducted annually for all advocates, investigators, hearing officers, panelists, and appeals officers that encompass a hearing process that protects the safety of victims and promotes accountability. Training will focus on sexual misconduct, domestic violence, dating violence, sexual assault, stalking, sexual harassment, retaliation, and other behaviors that can be forms of sex or gender discrimination covered by Title IX and Clery Act. Training will help those decision-makers in the process of protecting the safety of victims and promoting accountability for those who commit offenses.

The investigation and records of the resolution conducted by the College are maintained confidentially. Information is shared internally between administrators who need to know, but a tight circle is kept. Where information must be shared to permit the investigation to move forward, the person bringing the accusation will be informed. Privacy of the records specific to the investigation is maintained in accordance with PA State law and the federal FERPA statute. Any public release of information needed to comply with the open crime logs or timely warning provisions of the Clery Act will not include the names of victim or information that could easily lead to a victim’s identification. Additionally, the College maintains privacy in relation to any accommodations or protective measures afforded to a victim, except to the extent necessary to provide the accommodations and/or protective measures. Typically, if faculty members or administrators are asked to provide accommodations for a specific student, they are told that such accommodations are necessary under Title IX or the Clery Act, but they are not given any details of the incident, or what kind of incident it is. Irrespective of state law or public records access provisions, information about victims is maintained privately in accordance with Title IX and FERPA.

In any complaint of sexual misconduct, sexual assault, stalking, dating violence, domestic violence, or other sex or gender-based discrimination covered under the federal law, Title IX, the person bringing the accusation and the responding party are entitled to the same opportunities for a support person of their choice throughout and to fully participate in the process, including any meeting, conference, hearing, appeal, or other procedural action. The role of advisors is described in detail here [http://www.albright.edu/compass/15-16-The-Compass.pdf](http://www.albright.edu/compass/15-16-The-Compass.pdf). Once complete, the parties will be informed, in writing, of the outcome, including the finding, the sanctions (if any), and the rationale therefor. Delivery of this outcome to the parties will occur without undue delay between notifications. All parties will be informed of the College’s appeal processes, and their rights to exercise a request for appeal. Should any change in outcome occur prior to finalization, all parties will be timely informed in writing, and will be notified when the results of the resolution process become final.

Both Title IX and the Clery Act provide protections for whistleblowers who bring allegations of non-compliance with the Clery Act and/or Title IX to the attention of appropriate campus administrators. The College does not retaliate against those who raise concerns of non-compliance. Any concerns should be brought to the immediate attention of the campus Title IX Coordinator, Amanda Hananick, and/or to officials of the U.S. Department of Education.
Campus SaVE Act (The Campus Sexual Violence Elimination Act)

The Campus SaVE Act is a 2013 amendment to the federal Jeanne Clery Act, signed into law by President Obama on March 7, 2013 as part of the Violence Against Women Reauthorization Act of 2013 and is to be implemented no later than October 1, 2014. It serves as a companion to Title IX that helps bolster the response to and prevention of sexual violence in higher education. Albright College fully supports Campus SaVE by educating all community members regarding the prevention of and supporting our community members in issues surrounding domestic violence, dating violence, sexual assault, stalking, options for bystander intervention, recognizing warning signs of abusive behavior and how to avoid potential attacks that could take place on-campus, on public property within and adjacent to campus, and at non-campus properties such as off-campus student organization housing and remote classrooms. Sexual Violence and Elimination Act and Bystander Intervention training programs for new students was held during Welcome Weekend in late August. Assistance for victims is available on-campus or through referrals off-campus should the need arise. For more information, contact the Title IX Coordinator, the Dean of Students, the Director of Community Standards, the Director of Public Safety or the Chief Health Officer of the Gable Health and Counseling Center.

VAWA

VAWA (Violence Against Women Reauthorization Act)

On March 7, 2013, President Obama signed the act (Pub. Law 113-4). Implementation of changes to the Clery Act made by the VAWA of 2013 requires institutions to begin reporting incidents of dating violence, domestic violence or stalking in accordance with section 40002(a) of the Violence Against Women Act of 1994, by October 1, 2014. Specific definitions of the three new incidents to be reported can be found under “Definitions Used for Reportable Crimes” on page 18 of this report. Guidance to institutions regarding their responsibility to comply with Section 485(f) of the Higher Education Act (HEA) of 1965, as amended by VAWA, has been distributed before final regulations are effective. Institutions must make a good-faith effort to comply with the statutory provisions as written until final regulations are issued.

VAWA did not affect in any way Title IX of the Education Amendments of 1972 (Title IX), its implementing regulations, or associated guidance issued by the Department's Office for Civil Rights (OCR). Nothing in the Clery Act, as amended by VAWA, alters or changes an institution's obligations or duties under Title IX as interpreted by OCR (see OCR's web site for more information and resources).

For the offenses of domestic violence, dating violence, and stalking, such statistics shall be complied in accordance with the definitions used in section 40002(a) of the Violence Against Women Act of 1994 (42 U. S. C. 13925(a). Such statistics shall not identify victims of crimes or persons accused of crimes.
The National Association of Clery Compliance Officers and Professionals (NACCOP) and D. Stafford & Associates present training sessions for institutions to maintain their compliance with federal laws during a three-day seminar. Dolores Stafford is a nationally recognized expert on compliance with the Clery Act. Two of our officers have completed their training about how to conduct an investigation and the hearing process that protects the safety of the victim and promotes accountability in order to maintain their certification.

2017 Clery Statistics

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Sexual Assault Response Team (SART) Policy (info from on-line Compass)

1. Members and Contact Information
   - Samantha Wesner
     Vice President for Student Affairs & Campus Life/Chief Health Officer
     swesner@alright.edu; Office 610-921-7611; 610-921-7532
   - Amanda Hanincik
     Dean of Students/Title IX Coordinator/Director of Community Standards
     ahanincik@albright.edu; Office 610-921-7795
   - Kim Hubric
     Director of Human Resources/Deputy Title IX Coordinator or Designee
     khubric@albright.edu; Office 610-921-7654
*The SART will meet on a quarterly basis or more frequently if needed and shall report its progress, findings, and policy discussions to the Vice President for Student and Campus Life. The Vice President of Student and Campus Life will ensure that all policies and procedures are consistent with Commonwealth of Pennsylvania and federal statutes including but not limited to the Violence Against Women Act, Clery, and Title IX.

2. **Partner Agencies**
   - Reading Police Department
   - Muhlenberg Police Department
   - Berks County District Attorney’s Office
   - SAFE Berks (formerly Berks Women in Crisis)
   - Tower Health System (formerly Reading Hospital & Medical Center)
   - Penn State Saint Joseph’s Regional Health Network

3. **Goals**
   The primary goal of the Albright *Sexual Assault Response Team (SART)* is to provide assistance to the victims of a sexual assault. Sexual assault and rape are crimes that will not be tolerated at Albright College. The nature of these types of incidents causes immense difficulty to the individuals directly involved and offends the educational mission of the College. Our SART is designed to ensure the necessary care and services (legal, medical, psychological) needed to navigate the aftermath of an assault.

   This policy is communicated to all students, administrators, faculty, staff and vendors. This policy of Albright is to utilize all available investigative resources in the fact finding of a sexual assault. The use of disciplinary procedures would be consistent and would include those cases shown to be falsely reported.

   The SART policy encompasses administrators, staff, faculty, students and visitors. The Albright SART provides the same level of assistance to anyone regardless of age, sex, gender or sexual preference. Our campus culture regards sexual assault as a very important factor in how our College is perceived. Our campus culture is intolerant of sexual assault; it promotes and supports reporting of sexual assault; our culture transmits to everyone inside and outside of the institution that top administrators, staff, faculty and students will not tolerate, nor conceal or shy away from addressing sexual assault.

4. **Jurisdiction**
   For Sexual Misconduct/Title IX Cases, there is an expectation that the College has some jurisdiction over off campus incidents.
5. Confidentiality (Albright College) Agreement

Individuals employed in an administrative or academic office of the College may be exposed to, or have access to, verbal and/or written information regarding the official business of the College relating to students, alumni, faculty, staff and trustees which is both sensitive and confidential.

No information regarding the professional operations of the office or information regarding an individual student, faculty or staff member is to be discussed with anyone outside the department or office without the knowledge and approval of your supervisor and, if it deals with an individual, the written consent of the person or persons involved. Unauthorized release of confidential information relating to students, faculty or staff is both a violation of College policy and state and federal laws regarding individual and family rights to privacy.

Discussion about confidential information is limited to those individuals who by their position and/or responsibilities are easily classified as authorized to know. Conversations outside the department or office are inappropriate and therefore prohibited.

Unauthorized disclosure or use of confidential information will result in disciplinary action up to and including dismissal on the first offense. Depending on the nature of the offense, such unauthorized disclosure would also expose the individual to civil or criminal charges that may be brought by the aggrieved party.

Should questions arise as to whom information should be discussed with or released to, it is the individual’s responsibility to discuss the question or request with his/her supervisor immediately.

Sexual Misconduct

Albright College’s Student Code of Conduct prohibits sexually violent acts, termed “Sexual Misconduct” by the College, which can be crimes as well. Sexual misconduct includes non-consensual sexual intercourse, non-consensual sexual contact, sexual exploitation, interpersonal/relationship violence, sex/gender-based stalking, and sexual harassment. While Albright College utilizes different standards and definitions than the PA Code, sexual misconduct often overlaps with the crimes of rape, sexual assault, sexual harassment, stalking, dating violence, and domestic violence. Victims of these behaviors are protected by federal laws, specifically Title IX (www.albright.edu/title-ix-notification.html), and the Clery Act, which mandates the contents of this report.

It is the policy of Albright College not to notify local law enforcement when sexual misconduct occurs, unless a victim wishes or there is an emergency threat to health or safety. Victims have the option to notify law enforcement directly, or to be assisted in doing so by campus authorities. If requested, campus officials can facilitate reporting to campus or local law enforcement, but may also respect a victim’s request not to do so.

In an effort to reduce the risk of sexual misconduct as well as the crimes of rape, sexual assault, sexual harassment, stalking, dating violence, and domestic violence occurring among its students, Albright College utilizes a range of campaigns, strategies, and initiatives to promote awareness, educational, risk reduction, and prevention programming.

It is the policy of the Albright College to offer programming to identify and prevent domestic violence, dating violence, sexual assault (including stranger and known offender assaults), and
stalking each year. Educational programs are offered to raise awareness for all incoming students and employees, and are often conducted during new student and new employee orientation and throughout an incoming student’s first semester. Programs and other campaigns offered throughout the year to all students and employees include strong messages regarding not just awareness, but also primary prevention (including normative messaging, environmental management, and bystander intervention), and discuss institutional policies on sexual misconduct as well as the PA definitions of domestic violence, dating violence, sexual assault, stalking, and consent in reference to sexual activity. Programs also offer information on risk reduction that strives to empower victims, how to recognize warning signals and how to avoid potential attacks, and do so without victim-blaming approaches.

Programs presented annually to both new and returning students, as well as special sessions for our International students include: Sex and the Law / Campus SaVE presentation; Bystander Intervention training; campus-wide employee completion of the online “Eliminate Campus Sexual Violence” certification; separate programming is provided for Greek organizations and the various Athletic teams. The Gable Health & Counseling Center sponsor related programming throughout the year, culminating in April – Sexual Awareness Month.

Programs are informed by evidence-based research and/or are assessed for their effectiveness. Bystander engagement is encouraged through safe and positive intervention techniques and by empowering third-party intervention and prevention such as calling for help, using intervention-based apps, identifying allies, and/or creating distractions. Bystander empowerment training highlights the need for those who intervene to ensure their own safety in the intervention techniques they choose, and motivates them to intervene as stakeholders in the safety of the community when others might choose to be bystanders.

In the event that sexual misconduct, gender-based violence, or the crimes of sexual assault, stalking, dating violence, or domestic violence do occur, Albright College takes the matter very seriously. The College employs interim protection measures such as interim suspensions and/or no contact orders in any case where a student’s behavior represents a risk of violence, threat, pattern, or predation. If a student is accused of sexual misconduct, other gender-based violence, or the crimes of rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence, s/he is subject to action in accordance with the Student Code of Conduct in the student handbook. A student wishing to officially report such an incident may do so by contacting the Department of Public Safety, Dean of Students Office, Title IX Coordinator or a Deputy Coordinator, and or the Gable Health and Counseling Center. Anyone with knowledge about sexual misconduct, gender-based violence, or the crimes of rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence is encouraged to report it immediately. Protective measures for victims are available from the campus whether a victim chooses to report to local and/or campus law enforcement, and irrespective of whether a victim pursues a formal complaint through Albright College’s resolution process.

If you are the victim of sexual misconduct, gender-based violence, or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence, some or all of these safety suggestions may guide you after an incident has occurred:

1. Go to a safe place and speak with someone you trust. Tell this person what happened. If there is any immediate danger, contact Public Safety at 610-921-7670 if you are on campus or call 911 if you are off campus.
2. Consider securing immediate professional support (e.g., counseling, victim advocacy, medical services, etc.) to assist you in the crisis.
3. If you are on campus during regular business hours, you may go to Gable Health and Counseling Center, as well as the campus Ombudsman for support and guidance. These are both confidential resources. After regular business hours, or in any situation where a victim wishes, local resources are also available and may be able to provide confidential assistance through SAFE Berks.

4. For your safety and well-being, immediate medical attention is encouraged. Further, being examined as soon as possible, ideally within 120 hours, is important in the case of rape or sexual assault. The hospital will arrange for a specific medical examination at no charge or can work with you to arrange state reimbursement.

   - To preserve evidence, it is recommended that you do not bathe, shower, douche, eat, drink, smoke, brush your teeth, urinate, defecate, or change clothes before receiving medical attention. Even if you have already taken any of these actions, you are still encouraged to have prompt medical care, and evidence may still be recoverable.
   
   - Typically, if police are involved or will be involved, they will obtain evidence from the scene, and it is best to leave things undisturbed until their arrival. They will gather bedding, linens or unlaundered clothing, and any other pertinent articles that may be used for evidence. It is best to allow police to secure items in evidence containers, but if you are involved in transmission of items of evidence, such as to the hospital, secure them in a clean paper bag or clean sheet to avoid contamination.
   
   - If you have physical injuries, photograph or have them photographed, with a date stamp on the photo.
   
   - Record the names of any witnesses and their contact information. This information may be helpful as proof of a crime, to obtain an order of protection, or to offer proof of a campus policy violation.
   
   - Try to memorize details (e.g., physical description, names, license plate number, car description, etc.), or even better, write notes to remind you of details, if you have time and the ability to do so.
   
   - If you obtain external orders of protection (e.g., restraining orders, injunctions, protection from abuse), please notify Public Safety or the campus Title IX Coordinator so that those orders can be observed on campus.

5. Even after the immediate crisis has passed, consider seeking support from Gable Health and Counseling Center, the Ombudsman, and/or SAFE Berks.

6. Contact the Director of Public Safety, Mike Gross, or Associate Director, Becki Achey if you need assistance with concerns, such as no-contact orders or other protective measures. The Title IX Coordinator Amanda Hanincik or Deputy Coordinator Amanda Higginbotham will also assist in any needed advocacy for students who wish to obtain protective or restraining orders from local authorities. The College is able to offer reasonable academic supports, changes to living arrangements, transportation resources or modifications, escorts, no contact orders, counseling services access, and other supports and resources as needed by a victim. The College is able to offer information about legal assistance, visa/immigration assistance, and student financial aid considerations for victims.
Rape is generally defined by states as forced sexual intercourse. It may also include situations where the victim is incapable of giving consent due to incapacitation by means of disability or alcohol or other drugs. Many rapes are committed by someone the victim knows, such as a date or friend.

Under PA law, rape is defined as [Example: sexual intercourse against the will of the victim that can occur under a variety of circumstances, including]:

- [Example: Where the victim is prevented from resisting due to alcohol or drugs.
- Where the assailant uses physical force or the threat of force to overpower and control the victim.
- Where the victim fears that s/he or another will be injured if the victim does not submit.
- Where the victim is at the time unconscious of the nature of the act, and this is known to the assailant.
- Where the victim is incapable of giving legal consent due to a mental disorder or developmental or physical disability, and this is known or reasonably should be known to the assailant.
- Where the act is accomplished by threatening to use the authority of a public official to incarcerate, arrest, or deport the victim or another person.
- Where the assailant uses duress, such as a direct or implied threat of hardship or retribution, to coerce the victim.
- Where the assailant uses force, fear, or threats to accomplish sexual intercourse against the will of the spouse. This provision of the law is known as the “spousal rape law.”]

The complete PA State Law rape and sexual assault offense definitions are:

3121. Rape

(a) Offense defined.--A person commits a felony of the first degree when the person engages in sexual intercourse with a complainant:

(1) By forcible compulsion.

(2) By threat of forcible compulsion that would prevent resistance by a person of reasonable resolution.

(3) Who is unconscious or where the person knows that the complainant is unaware that the sexual intercourse is occurring.

(4) Where the person has substantially impaired the complainant's power to appraise or control his or her conduct by administering or employing, without the knowledge of the complainant, drugs, intoxicants or other means for the purpose of preventing resistance.

(5) Who suffers from a mental disability which renders the complainant incapable of consent.

(6) Deleted by 2002, Dec. 9, P.L. 1350, No. 162, § 2, effective in 60 days.
(b) Additional penalties.--In addition to the penalty provided for by subsection (a), a person may be sentenced to an additional term not to exceed ten years’ confinement and an additional amount not to exceed $100,000 where the person engages in sexual intercourse with a complainant and has substantially impaired the complainant's power to appraise or control his or her conduct by administering or employing, without the knowledge of the complainant, any substance for the purpose of preventing resistance through the inducement of euphoria, memory loss and any other effect of this substance.

(c) Rape of a child.--A person commits the offense of rape of a child, a felony of the first degree, when the person engages in sexual intercourse with a complainant who is less than 13 years of age.

(d) Rape of a child with serious bodily injury.--A person commits the offense of rape of a child resulting in serious bodily injury, a felony of the first degree, when the person violates this section and the complainant is under 13 years of age and suffers serious bodily injury in the course of the offense.

(e) Sentences.--Notwithstanding the provisions of section 1103 (relating to sentence of imprisonment for felony), a person convicted of an offense under:

1. Subsection (c) shall be sentenced to a term of imprisonment which shall be fixed by the court at not more than 40 years.

2. Subsection (d) shall be sentenced up to a maximum term of life imprisonment.

**3122.1. Statutory sexual assault**

(a) Felony of the second degree.--Except as provided in section 3121 (relating to rape), a person commits a felony of the second degree when that person engages in sexual intercourse with a complainant to whom the person is not married who is under the age of 16 years and that person is either:

1. four years older but less than eight years older than the complainant; or

2. eight years older but less than 11 years older than the complainant.

(b) Felony of the first degree.--A person commits a felony of the first degree when that person engages in sexual intercourse with a complainant under the age of 16 years and that person is 11 or more years older than the complainant and the complainant and the person are not married to each other.

**3123. Involuntary deviate sexual intercourse**

(a) Offense defined.--A person commits a felony of the first degree when the person engages in deviate sexual intercourse with a complainant:

1. by forcible compulsion;

2. by threat of forcible compulsion that would prevent resistance by a person of reasonable
resolution;

(3) who is unconscious or where the person knows that the complainant is unaware that the sexual intercourse is occurring;

(4) where the person has substantially impaired the complainant's power to appraise or control his or her conduct by administering or employing, without the knowledge of the complainant, drugs, intoxicants or other means for the purpose of preventing resistance;

(5) who suffers from a mental disability which renders him or her incapable of consent; or

(6) Deleted by 2002, Dec. 9, P.L. 1350, No. 162, § 2, effective in 60 days.

(7) who is less than 16 years of age and the person is four or more years older than the complainant and the complainant and person are not married to each other.

(b) Involuntary deviate sexual intercourse with a child.--A person commits involuntary deviate sexual intercourse with a child, a felony of the first degree, when the person engages in deviate sexual intercourse with a complainant who is less than 13 years of age.

(c) Involuntary deviate sexual intercourse with a child with serious bodily injury.--A person commits an offense under this section with a child resulting in serious bodily injury, a felony of the first degree, when the person violates this section and the complainant is less than 13 years of age and the complainant suffers serious bodily injury in the course of the offense.

(d) Sentences.--Notwithstanding the provisions of section 1103 (relating to sentence of imprisonment for felony), a person convicted of an offense under:

(1) Subsection (b) shall be sentenced to a term of imprisonment which shall be fixed by the court at not more than 40 years.

(2) Subsection (c) shall be sentenced up to a maximum term of life imprisonment.

(e) Definition.--As used in this section, the term "forcible compulsion" includes, but is not limited to, compulsion resulting in another person's death, whether the death occurred before, during or after the sexual intercourse.

3124.1. Sexual assault

Except as provided in section 3121 (relating to rape) or 3123 (relating to involuntary deviate sexual intercourse), a person commits a felony of the second degree when that person engages in sexual intercourse or deviate sexual intercourse with a complainant without the complainant's consent.

3125. Aggravated indecent assault

(a) Offenses defined.--Except as provided in sections 3121 (relating to rape), 3122.1 (relating to statutory sexual assault), 3123 (relating to involuntary deviate sexual intercourse) and 3124.1 (relating to sexual assault), a person who engages in penetration, however slight, of the genitals or anus of a complainant with a part of the person's body for any purpose other than good faith medical, hygienic or law enforcement procedures commits aggravated indecent assault if:
(1) the person does so without the complainant's consent;

(2) the person does so by forcible compulsion;

(3) the person does so by threat of forcible compulsion that would prevent resistance by a person of reasonable resolution;

(4) the complainant is unconscious or the person knows that the complainant is unaware that the penetration is occurring;

(5) the person has substantially impaired the complainant's power to appraise or control his or her conduct by administering or employing, without the knowledge of the complainant, drugs, intoxicants or other means for the purpose of preventing resistance;

(6) the complainant suffers from a mental disability which renders him or her incapable of consent;

(7) the complainant is less than 13 years of age; or

(8) the complainant is less than 16 years of age and the person is four or more years older than the complainant and the complainant and the person are not married to each other.

(b) Aggravated indecent assault of a child.--A person commits aggravated indecent assault of a child when the person violates subsection (a)(1), (2), (3), (4), (5) or (6) and the complainant is less than 13 years of age.

(c) Grading and sentences.--

(1) An offense under subsection (a) is a felony of the second degree.

(2) An offense under subsection (b) is a felony of the first degree.

### 3126. Indecent assault

(a) Offense defined.--A person is guilty of indecent assault if the person has indecent contact with the complainant, causes the complainant to have indecent contact with the person or intentionally causes the complainant to come into contact with seminal fluid, urine or feces for the purpose of arousing sexual desire in the person or the complainant and:

(1) the person does so without the complainant's consent;

(2) the person does so by forcible compulsion;

(3) the person does so by threat of forcible compulsion that would prevent resistance by a person of reasonable resolution;

(4) the complainant is unconscious or the person knows that the complainant is unaware that the indecent contact is occurring;

(5) the person has substantially impaired the complainant's power to appraise or control his or her conduct by administering or employing, without the knowledge of the complainant, drugs,
intoxicants or other means for the purpose of preventing resistance;

(6) the complainant suffers from a mental disability which renders the complainant incapable of consent;

(7) the complainant is less than 13 years of age; or

(8) the complainant is less than 16 years of age and the person is four or more years older than the complainant and the complainant and the person are not married to each other.

(b) Grading.—Indecent assault shall be graded as follows:

(1) An offense under subsection (a)(1) or (8) is a misdemeanor of the second degree.

(2) An offense under subsection (a)(2), (3), (4), (5) or (6) is a misdemeanor of the first degree.

(3) An offense under subsection (a)(7) is a misdemeanor of the first degree unless any of the following apply, in which case it is a felony of the third degree:

(i) It is a second or subsequent offense.

(ii) There has been a course of conduct of indecent assault by the person.

(iii) The indecent assault was committed by touching the complainant's sexual or intimate parts with sexual or intimate parts of the person.

(iv) The indecent assault is committed by touching the person's sexual or intimate parts with the complainant's sexual or intimate parts.

3127. Indecent exposure

(a) Offense defined.—A person commits indecent exposure if that person exposes his or her genitals in any public place or in any place where there are present other persons under circumstances in which he or she knows or should know that this conduct is likely to offend, affront or alarm.

(b) Grading.—If the person knows or should have known that any of the persons present are less than 16 years of age, indecent exposure under subsection (a) is a misdemeanor of the first degree. Otherwise, indecent exposure under subsection (a) is a misdemeanor of the second degree.

3131. Unlawful dissemination of intimate image

(a) Offense defined.—Except as provided in sections 5903 (relating to obscene and other sexual materials and performances), 6312 (relating to sexual abuse of children) and 6321 (relating to transmission of sexually explicit images by minor), a person commits the offense of unlawful dissemination of intimate image if, with intent to harass, annoy or alarm a current or former sexual or intimate partner, the person disseminates a visual depiction of the current or former sexual or intimate partner in a state of nudity or engaged in sexual conduct.

(b) Defense.—It is a defense to a prosecution under this section that the actor disseminated the
visual depiction with the consent of the person depicted.

(c) Grading.--An offense under subsection (a) shall be:

(1) A misdemeanor of the first degree, when the person depicted is a minor.

(2) A misdemeanor of the second degree, when the person depicted is not a minor.

(d) Territorial applicability.--A person may be convicted under the provisions of this section if the victim or the offender is located within this Commonwealth.

(e) Nonapplicability.--Nothing in this section shall be construed to apply to a law enforcement officer engaged in the performance of the law enforcement officer's official duties.

(f) Concurrent jurisdiction to prosecute.--In addition to the authority conferred upon the Attorney General by the act of October 15, 1980 (P.L. 950, No. 164), known as the Commonwealth Attorneys Act, the Attorney General shall have the authority to investigate and to institute criminal proceedings for any violation of this section or any series of violations involving more than one county of this Commonwealth or another state. No person charged with a violation of this section by the Attorney General shall have standing to challenge the authority of the Attorney General to investigate or prosecute the case, and, if a challenge is made, the challenge shall be dismissed, and no relief shall be made available in the courts of this Commonwealth to the person making the challenge.

(g) Definitions.--As used in this section, the following words and phrases shall have the meanings given to them in this subsection unless the context clearly indicates otherwise:

“Law enforcement officer.” Any officer of the United States, of the Commonwealth or political subdivision thereof, or of another state or subdivision thereof, who is empowered to conduct investigations of or to make arrests for offenses enumerated in this title or an equivalent crime in another jurisdiction, and any attorney authorized by law to prosecute or participate in the prosecution of such offense.

“Minor.” An individual under 18 years of age.

“Nudity.” As defined in section 5903(e).

“Sexual conduct.” As defined in section 5903(e).

“Visual depiction.” As defined in section 6321.

Other sexual offenses include the following: sodomy (forced anal intercourse); oral copulation (forced oral-genital contact); rape by a foreign object (forced penetration by a foreign object, including a finger); and sexual battery (the unwanted touching of an intimate part of another person for the purpose of sexual arousal).
Campus Policy Definitions of Sex Offenses

Sexual Misconduct: Rape, sexual assault and sexual misconduct are violations that will not be tolerated at Albright College. The nature of these types of incidents causes immense difficulty to the individuals directly involved and offends the educational mission of the institution. To prevent a complaint of sexual misconduct, individuals must be unmistakably sure of each other’s intentions and consent. A model of affirmative consent (or yes-means-yes) where both parties must express affirmative desire to engage in sexual activity is the best model for healthy relationships.

1) Definition: Deliberate physical contact of a sexual nature (or threats or attempts thereof), that is against the person’s will or without their consent or cognizance. It may be by forcible compulsion, or threat of forcible compulsion that would prevent resistance by a person of reasonable resolution, or with an individual who is unconscious or where the person knows that the complainant is unaware that the sexual contact is occurring, or where the person has substantially impaired the complainant’s power to appraise or control his or her conduct by administering or employing, without the knowledge of the complainant, drugs, intoxicants or other means for the purpose of preventing resistance, or if the complainant is intoxicated, undergoing emotional trauma, or drug-induced weakened mental state, or with someone who suffers from a mental disability or other factor that may make the complainant incapable of giving consent to the sexual contact.

2) Sexual misconduct also includes but is not limited to:
   (i) Rape;
   (ii) Nonconsensual touching or fondling;
   (iii) Lewd comments;
   (iv) Penetration with an inanimate or animate object; (v) Threats of physical harm.

http://www.albright.edu/compass/15-16-The-Compass.pdf

Sexual Harassment

Sexual harassment is any form of unwelcome sexual advances, requests for sexual favors or other verbal, written or physical conduct of a sexual nature. These actions shall constitute harassment when (i) submission of such conduct is either implicitly or explicitly a term or condition of an individual’s employment, enrollment or academic standing; (ii) submission to or rejection of such conduct is used as a basis for employment, academic standing or retention decisions affecting such individual; or (iii) such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic/co-curricular performance or creating an intimidating, hostile or offensive work/College environment. The College prohibits such conduct as sexual innuendoes, sexually derogatory remarks, physical touching, or graphic displays of sexually oriented materials.

Any complaints or inquiries regarding sexual harassment of a student by an officer, faculty member, or staff member should be brought to the immediate attention of the Title IX Coordinator or a Deputy Coordinator. Any complaints or inquiries regarding sexual harassment of a student by another student should be brought to the immediate attention of Title IX Coordinator of a Deputy Coordinator. The College will investigate such claims promptly and thoroughly. If, for any reason, a student wishes to complain or inquire regarding sexual harassment, but feels it would not be appropriate to raise such issues with the [positions named above], the student may inquire or complain to any Department Chair or any officer of the College at the level of Vice President or above, and such inquiries or complaints will receive a prompt and thorough investigation. If
harassment is established, the College will discipline the offender. Disciplinary action for violations of this policy can range from verbal or written warnings, up to and including immediate termination from employment or dismissal from the College for serious or repeated violations.

**Sex Offenders**

In accordance to the Campus Sex Crimes Prevention Act of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, the College is providing a link to the PA State Sex Offender Registry, as well as the link to the Adam Walsh Child Protection & Safety Act of 2006. All sex offenders are required to register in the state of PA and to provide notice of each institution of higher education in PA at which the person is employed, carries out a vocation, or is a student.

http://www.pameganslaw.state.pa.us/

In addition to the above notice to the State of PA, all sex offenders are required to deliver written notice of their status as a sex offender to the College’s Title IX Coordinator or a Deputy Coordinator no later than three (3) business days prior to their enrollment in, employment with, volunteering at, or residence in the College. Such notification may be disseminated by the College to, and for the safety and well-being of, the College community, and may be considered by the College for enrollment and discipline purposes.

Reporting of statistics under the Clery Act uses federal offenses definitions that allow comparability across campuses, regardless of the state in which the campus is located. These definitions are as follows:

**Sex Offenses:** Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

A. **Fondling** — The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

B. **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.

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

The existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

B. For the purposes of this definition:
   i. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
   ii. Dating violence does not include acts covered under the definition of domestic violence.
C. For the purposes of complying with the requirements of this section and § 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

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

A. By a current or former spouse or intimate partner of the victim;
B. By a person with whom the victim shares a child in common;
C. By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
D. 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; or
E. By any other person against an adult or youth victim who is protected

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

A. Fear for the person’s safety or the safety of others; or
B. Suffer substantial emotional distress.
C. For the purposes 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.
Title IX

In incidents where someone is the victim of sex discrimination, sexual harassment or sexual violence, victims and third parties should contact Albright College’s Title IX Coordinator or a deputy coordinator:

Amanda Hanincik, M.S.
Dean of Students/Title IX Coordinator/Director of Community Standards
Selwyn Hall South
1621 North 13th Street
Reading, PA 19604
Phone: 610-921-7663
ahanincik@albright.edu

Amanda Higginbotham
Director of Residential Life/Deputy Title IX Coordinator
1331 Richmond Street
Reading, PA 19604
Phone: ahigginbotham@albright.edu

Kimberly A. Hubric
Director of Human Resources/Deputy Title IX Coordinator
Camp Building
1801 North 12th Street, 2nd Floor
Reading, PA 19604
Phone: 610-921-7629
khubric@albright.edu

Victims’ Options

Consideration will be given to assisting victims of dating violence, domestic violence, sexual assault and stalking relative to changing academic, living, transportation, and working situations if requested and reasonably available. This is available regardless if the victim chooses to report the crime to campus public safety and or to local law enforcement.

To inquire regarding available options, the victim should inquire through the Dean of Students or the Assistant Dean of Student’s offices.
PERSONAL SAFETY TIPS

Whether you’re a freshman or a seasoned senior, being conscious about campus safety can be an easy thing to forget when you start getting distracted by classes, extracurricular activities and your social life. While it is unlikely that you will be the victim of any criminal acts during your college years, it is always necessary that you be prepared. Practice these safety tips to get the most out of your time in college.

Be aware of your surroundings:

- Do not walk alone after the hours of darkness. If you must do so, tell a friend or roommate where you are going before venturing out.
- Walk in well-lighted and well-traveled areas after dark; walk with a friend or call Public Safety for an escort.
- Use campus shuttle services.
- Immediately report all suspicious persons, vehicles or activities to Public Safety.
- Know the locations of the emergency call boxes on campus.
- Immediately report all crimes, security problems or hazardous conditions to Public Safety.
- Never work alone in a campus building at night and especially stay away from isolated areas; always use the buddy system.
- If someone makes you uncomfortable, walk to a well-populated area.

Outdoor exercise:

- Wear an ID tag or write your name, phone number on the inside of your athletic shoe.
- Do not wear headsets.
- Vary your route.
- Stay alert at all times – do not lose track of what is going on around you.

Residence hall living:

- Get acquainted with your neighbors on your floor and in the building as quickly as possible. Every resident has a role to play in security.
- Do not share your room combination with friends.
- Do not hold a common door open to a residence hall for someone you do not know; this includes delivery persons.
- Do not prop exterior doors of a residence hall or leave ground-floor windows open.
- Report any locks or doors that appear to be malfunctioning to Facilities.
- Do not yank on locked doors; eventually they may lose their integrity.
- Lock your residence hall door when you leave, even if you’re leaving for “only for a minute.” It simply takes a thief 10 seconds to take something from your room.
- Do not leave notes on your door announcing you are not “home.”
- Do not leave your clothes unattended in the laundry room.
- Never leave your valuables out in the open or unattended.
- Become familiar with the Adopt-an-Officer in your residence hall.
Skateboarding safety:

Skateboarding injuries send about 26,000 people to hospital emergency rooms each year. Most hospitalizations involve head injuries, but skateboard accidents run the gamut from bruises and abrasions to sprains, fractures and dislocations to concussions. Skateboarders can greatly reduce the risk of serious injury by following some simple safety tips:

- Use of a helmet is strongly encouraged when riding a skateboard.
- Skateboard on smooth pavement away from traffic.
- Never hold onto a moving vehicle while riding a skateboard.
- Do not use headphones while skateboarding.
- If you skate on the sidewalk or on walkways, be considerate of others.
- If you ride on the street, skateboarders should obey traffic rules to stay safe.
- Avoid riding at dusk and dawn or in other low-light areas where you cannot see or be seen by vehicles.

Vehicle safety:

- Park in a well-lighted area near other vehicles or in high pedestrian/vehicle traffic areas.
- When leaving your vehicle, be certain your doors are locked and the windows are completely closed.
- Keep valuables out of sight by placing them under a seat, in the glove box, or in the trunk.
- When returning to your vehicle, have your car key in your hand. Be aware of your surroundings.
- Check the vehicle interior before you open the car door.
- Keep your doors locked (newer vehicles automatically lock the doors as soon as the gear shift is taken out of Park).

PUBLIC SAFETY ADVISORY BOARD

The board is an oversight committee to guide policies toward keeping our campus safe. It is important to see how our customers perceive the Department of Public Safety. We need to know what our stakeholders think about Public Safety. Our responsibility is to communicate with the campus community. Board members include representatives from our student body, faculty, and staff.

Reasons why the Board exists:

- to provide updated information from the Department to Board members as it relates to crime, safety, and security;
- to receive/relay information from various departments represented by the members at it pertains to public safety;
- to receive/discuss concerns received by Board members from the campus community and assist in problem solving as issues are identified;
- to offer community perspective (may not necessary be Advisory Board members’ perspective) from various Board members as they pertain to public safety issues;
- to assist in the valuation of present policies and procedures instituted by the Department of Public Safety and recommend changes, when appropriate; and,
• to act as ambassadors for the Department of public Safety by providing accurate information for the betterment of the Albright community.

FIRE SAFETY ANNUAL REPORT

Albright College, in accordance with the Higher Education Opportunity Act of 2008, prepares an annual fire safety report that contains, at a minimum, the following information:

1. Fire statistics for each on-campus student housing facility for the three most recent years for which data are available.
2. The number of fire drills held during the previous calendar year.
3. An Emergency Response Manual is secured at the Department of Public Safety that outlines the evacuation locations in the case of fire.

The College must also report statistics for each on-campus student housing facility, for the three most recent calendar years for which data are available concerning:

1. The number of fires and the causes of each fire.
2. The number of persons who received fire related injuries that resulted in treatment at a medical facility, including the on-campus health center.
3. The number of deaths related to a fire.
4. The value of property caused by a fire.

These statistics must be submitted to the secretary of the Pennsylvania Department of Education on an annual basis.

FIRE SAFETY

Throughout the years, Albright College has taken the initiative to update many facility systems in order to provide a safe environment for students and staff.

There are electrical smoke detectors in each student room, which alarm locally. The smoke detectors in the common areas are connected to the central alarm system (SimplexGrinnell), which in turn, is directly connected to the Reading City and Muhlenberg Township Fire Departments, in addition to the Department of Public Safety. The local fire departments require two fire drills (evacuations) throughout the academic year.

Each residence hall has an assigned Resident Assistant. These individuals receive training during the year and are required to conduct inspections of the residence halls, communicate safety concerns to hall residents during regularly scheduled meetings and to participate in scheduled fire drills.

The Reading City and Muhlenberg Township Fire Departments support various campus activities and works closely with the College for the continued improvements in the area of fire prevention. The College does require the complete evacuation of buildings during any alarm event and will discipline/fine students for noncompliance.
During Orientation, students must participate in presentations on fire safety and prevention. The presentations cover a variety of topics, including:

1. Personal safety.
2. Residence hall fire prevention and quick reporting.

What You Need to Know Ahead of Time …

1. Several exit routes from your floor/area.
2. The location of at least 2 pull stations.
3. Individuals in your area that may need assistance in getting to a safe area during an emergency.

If You Discover a Fire …

1. Yell out “FIRE” as you are going to the pull station to alert others in the area.
2. Call the Albright College Department of Public Safety at X311 from a safe location.

If You Hear the Alarm Sounding in Your Building …

Fire safety experts stress the importance of practicing escape plans in case of fire cannot be ignored. Students MUST get out of the building immediately and stay out until given permission to reenter the building.

1. Start evacuation procedures immediately.
2. If you can do so without putting yourself at risk, rescue any injured individuals who may need assistance. (Certain individuals in your building may need assistance with evacuation or getting to a safe location.)
3. Close all doors behind you. (This action helps to contain the fire to as small of an area as possible.) Never prop open fire doors.
4. Never use the elevator – take the exit stairwells instead.
5. Assemble outside of the building in the pre-determined location for your floor/building. Never go to another location during an evacuation.
6. Move away and remain a safe distance from the building. Do not reenter the building until permitted by the fire department officials.

If You are Trapped in Your Room …

1. Keep door closed.
2. Call 911.
3. Open the window and wave a bright cloth or flashlight to signal for help.
Cooking Safety Tips

Cooking fires are the number one cause of home fires and home injuries. The leading cause of fires in the kitchen is unattended cooking. It is important to be alert to prevent cooking fires. (Unattended cooking is the cause of most of our preventable campus fire alarms.)

~Cook only in designated areas~

1. Be on alert! If you are sleepy or have consumed alcohol (or have taken medicine that makes you drowsy), don’t use the stovetop or oven.

2. Stay in the kitchen while you are frying, grilling, or broiling food. If you leave the room while food is cooking, use a timer to remind you that you are cooking.

3. Keep anything that can catch fire – oven mitts, wooden utensils, food packaging, towels or curtains – away from your stovetop. (Keep the burner pans and oven clean!)

4. Avoid wearing loose clothing and sweaters with flowing sleeves that can hang down onto stove burners. Keep long hair tied back from the face and avoid dangling jewelry.

5. If you are simmering, baking, roasting or boiling food, check it regularly. If you leave the room, use a timer to remind you that you are cooking.

6. Steam can burn just as easily as boiling liquid. Be careful when lifting lids from hot food (including that hot bag of microwave popcorn!). Remember to use hot pads when lifting a cover off of a boiling pot; pull the lid toward you so you don’t get burned by the steam.

If you have a cooking fire …

1. Just get out! When you leave, close the door behind you to help contain the fire.

2. Call 9-1-1 or the local emergency number after you leave.

3. If you try to fight the fire, be sure others are getting out and you have a clear way out.

4. Keep a lid or baking sheet nearby when you’re cooking to smother small grease fires. Using hot pads, smother the fire by sliding the lid or baking sheet over the pan and turn off the stovetop. Leave the pan covered until it is completely cooled.

5. For an oven fire, turn off the heat and keep the door closed.

6. If a fire starts in a microwave, keep door closed and unplug the unit.
**Prohibited Items**

1. Candles (burned or unburned), candle warmers, incense (burned or unburned), scented oil burners and any open flames are prohibited in Albright College residence halls and apartments.
2. Electrical appliances with exposed heating elements, such as toasters and sandwich makers are prohibited. The George Foreman grill is also prohibited.
3. Charcoal grills are prohibited for use on balconies.
4. Halogen lamps and multi-color/multi-bulb floor lamps exceeding three bulbs are strictly forbidden.

**Smoking Safety**

1. Smoking is prohibited in all campus buildings. Smokers must be at least 25-feet away from buildings.
2. Make sure cigarettes/cigars and ashes are fully extinguished before discarding in a proper receptacle.
3. Never toss hot cigarette/cigar butts or ashes in trash cans or in mulch surrounding foliage.
4. Avoid smoking when drowsy or drinking.
5. Always check chairs and sofas for cigarette/cigar butts after parties because furniture is very combustible.

**When a Fire Occurs**

1. “Get low and go” under the smoke to the nearest safe exit, assisting people who require help.
2. Carefully feel a closed door for heat before opening. It it’s hot, find another.
3. If possible, put a wet towel or piece of clothing down under the door to keep the smoke out of the room.
4. Open a window and wave a bright cloth or flashlight to signal for help.
<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Cause</th>
<th>RFD</th>
<th>MFD</th>
</tr>
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<tbody>
<tr>
<td><strong>January 6, 2017</strong></td>
<td>9:15 PM</td>
<td>Albright Woods F, Apt. 4</td>
<td>Burned food activated fire alarm</td>
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<td><strong>January 13, 2017</strong></td>
<td>3:07 AM</td>
<td>Schumo Center 2nd floor</td>
<td>Cause of fire alarm undetermined</td>
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<td><strong>January 13, 2017</strong></td>
<td>4:11 AM</td>
<td>Masters Hall 2nd floor</td>
<td>Cause of fire alarm undetermined</td>
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<td>X</td>
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<tr>
<td><strong>January 17, 2017</strong></td>
<td>2:24 PM</td>
<td>Albright Woods A, Apt. 4</td>
<td>Outside vendor inadvertently activated fire alarm</td>
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<td>X</td>
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<tr>
<td><strong>January 23, 2017</strong></td>
<td>12:02 PM</td>
<td>Masters Hall 2nd floor storage area</td>
<td>Burned popcorn activated fire alarm</td>
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<tr>
<td><strong>February 4, 2017</strong></td>
<td>10:14 AM</td>
<td>Albright Woods G, Apt. 4</td>
<td>Burned food activated fire alarm</td>
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<td><strong>February 9, 2017</strong></td>
<td>5:27 PM</td>
<td>Albright Woods J, Apt. 1</td>
<td>Cause of fire alarm undetermined</td>
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<td>X</td>
</tr>
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<td><strong>February 11, 2017</strong></td>
<td>1:20 PM</td>
<td>Albright Court 324</td>
<td>Hair straightener activated fire alarm</td>
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<td><strong>February 16, 2017</strong></td>
<td>1:08 AM</td>
<td>CC&amp;M Building</td>
<td>Vapor from e-Cigarette activated fire alarm</td>
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<td>X</td>
</tr>
<tr>
<td><strong>February 16, 2017</strong></td>
<td>7:33 AM</td>
<td>Albright Woods C, Apt. 2</td>
<td>Smoke from cooking activated fire alarm</td>
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<tr>
<td><strong>March 2, 2017</strong></td>
<td>1:19 AM</td>
<td>Walton Hall 2nd floor hallway</td>
<td>Faulty smoke detector</td>
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<tr>
<td><strong>March 2, 2017</strong></td>
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<td>Walton Hall 2nd floor hallway</td>
<td>Faulty smoke detector</td>
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<tr>
<td><strong>March 5, 2017</strong></td>
<td>10:28 PM</td>
<td>Albright Woods B, Apt. 1</td>
<td>Smoke from cooking activated fire alarm</td>
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<tr>
<td><strong>March 7, 2017</strong></td>
<td>8:42 PM</td>
<td>Albright Woods F, Apt. 1</td>
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<td><strong>March 16, 2017</strong></td>
<td>12:30 AM</td>
<td>Camp Building</td>
<td>Cause unfounded; Tyco alarm reset itself</td>
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<td><strong>March 20, 2017</strong></td>
<td>8:32 PM</td>
<td>Albright Woods C, Apt. 4</td>
<td>Burned food activated alarm</td>
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<td>Date</td>
<td>Time</td>
<td>Location</td>
<td>Cause</td>
<td>RFD</td>
<td>MFD</td>
</tr>
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</tr>
<tr>
<td>March 22, 2017</td>
<td>7:45 PM</td>
<td>Albright Court room 327</td>
<td>Curling iron activated alarm</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>March 24, 2017</td>
<td>6:03 AM</td>
<td>Albright Court 3rd floor kitchen</td>
<td>Burned food activated alarm</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>April 6, 2017</td>
<td>11:10 PM</td>
<td>Albright Woods B, Apt. 3</td>
<td>Smoke from food particles and grease that accumulated in drip pan activated alarm</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>April 14, 2017</td>
<td>10:46 PM</td>
<td>Mohn Hall 1st floor kitchen</td>
<td>Smoke from cooking activated alarm</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>April 17, 2017</td>
<td>12:20 PM</td>
<td>Albright Woods F, Apt. 3</td>
<td>Smoke from cooking activated alarm</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>April 27, 2017</td>
<td>11:06 AM</td>
<td>Albright Court room 421</td>
<td>Ceramic hair iron activated alarm</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>April 28, 2017</td>
<td>3:14 AM</td>
<td>North Hall Pod E</td>
<td>Low water pressure due to storm related brief power outage</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>April 28, 2017</td>
<td>3:44 AM</td>
<td>North Hall Pod C</td>
<td>Faulty detector head in 1st floor men's rest room</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>May 4, 2017</td>
<td>10:58 PM</td>
<td>Shirk Stadium Concession Stand</td>
<td>&quot;Dry Chem Spill&quot; from discharged fire extinguisher activated alarm</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>May 9, 2017</td>
<td>7:54 PM</td>
<td>Albright Woods J, Apt. 2</td>
<td>Burned food activated alarm</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>May 15, 2017</td>
<td>5:12 PM</td>
<td>Albright Woods F, Apt. 2</td>
<td>Burned food activated alarm</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>June 9, 2017</td>
<td>12:44 PM</td>
<td>Camp Building</td>
<td>Undefined alarm activation</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>June 16, 2017</td>
<td>2:46 PM</td>
<td>Center for Computing &amp; Mathematics</td>
<td>Sand dust from painter activated alarm</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>July 2, 2017</td>
<td>2:41 PM</td>
<td>1801 N. 13th Street</td>
<td>Activity unfounded</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>July 13, 2017</td>
<td>5:20 PM</td>
<td>Multi-Faith Center</td>
<td>Severe thunderstorm activated alarm</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Date</td>
<td>Time</td>
<td>Location</td>
<td>Cause</td>
<td>RFD</td>
<td>MFD</td>
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</tr>
<tr>
<td>July 15, 2017</td>
<td>1:22 PM</td>
<td>Albright Woods H</td>
<td>Alarm company gave incorrect time for system to be off-line for testing</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>July 21, 2017</td>
<td>11:44 AM</td>
<td>Albright Court 216</td>
<td>Campers accidentally activated alarm</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>July 28, 2017</td>
<td>4:33 PM</td>
<td>Rockland Hall</td>
<td>Construction dust activated alarm</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>July 31, 2017</td>
<td>10:31 PM</td>
<td>Albright Woods I, Apt. 1</td>
<td>Smoke condition due to faulty hot water heater activated alarm</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>August 1, 2017</td>
<td>2:39 PM</td>
<td>Camp Building</td>
<td>May have been caused by low water pressure, due to City replacing water valve</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>August 4, 2017</td>
<td>8:45 PM</td>
<td>North Hall Pod E</td>
<td>Manual pulldown activated alarm</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>August 4, 2017</td>
<td>8:52 PM</td>
<td>Rockland Hall</td>
<td>Steam from cooking activated alarm</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>August 10, 2017</td>
<td>1:15 PM</td>
<td>Teel Hall</td>
<td>Dust from contractors working in building activated alarm</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>August 26, 2017</td>
<td>1:52 PM</td>
<td>Krause Hall</td>
<td>Smoke from burned food activated alarm</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>August 28, 2017</td>
<td>4:20 PM</td>
<td>Rockland Hall</td>
<td>Cooking activated alarm</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>August 28, 2017</td>
<td>10:16 PM</td>
<td>Rockland Hall 412</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>August 29, 2017</td>
<td></td>
<td>Rockland Hall room 416</td>
<td>Cooking &amp; poor ventilation activated alarm</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>September 2, 2017</td>
<td>2:27 PM</td>
<td>Albright Woods E, Apt. 4</td>
<td>System malfunction activated alarm</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>September 2, 2017</td>
<td>8:00 PM</td>
<td>Albright Woods B</td>
<td>Use of hair straightener activated alarm</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>September 4, 2017</td>
<td>4:42 PM</td>
<td>Albright Woods A, Apt. 1</td>
<td>Smoke from cooking activated alarm</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>September 6, 2017</td>
<td>9:20 PM</td>
<td>Albright Woods F</td>
<td>Burned food activated alarm</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Date</td>
<td>Time</td>
<td>Location</td>
<td>Cause</td>
<td>RFD</td>
<td>MFD</td>
</tr>
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</tr>
<tr>
<td>September 7, 2017</td>
<td>7:49 PM</td>
<td>Rockland Hall 213</td>
<td>Smoke from cooking activated alarm</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>September 9, 2017</td>
<td>6:57 PM</td>
<td>Krause Hall</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>September 10, 2017</td>
<td>2:31 PM</td>
<td>Arborviate tree caught fire outside of Shirk Stadium</td>
<td>Mulch bed caught fire and flames engulfed the tree</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>September 10, 2017</td>
<td>3:01 PM</td>
<td>Albright Court 406</td>
<td>Overheated hair blow dryer and burned hair activated alarm</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>September 10, 2017</td>
<td>9:34 PM</td>
<td>Albright Woods E, Apt. 3</td>
<td>Burned food activated alarm</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>September 13, 2017</td>
<td>8:25 PM</td>
<td>Rockland Hall room 518</td>
<td>Burned food activated alarm</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>September 14, 2017</td>
<td>12:05 PM</td>
<td>Rockland Hall room 116</td>
<td>Dust from construction in room 116 activated alarm</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>October 1, 2017</td>
<td>6:43 PM</td>
<td>Albright Woods F, Apt. 1</td>
<td>Smoke from burned food in oven activated alarm</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>October 9, 2017</td>
<td>1:44 AM</td>
<td>Albright Court room 309</td>
<td>Smoke from burned popcorn activated alarm</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>October 9, 2017</td>
<td>2:46 PM</td>
<td>Albright Woods B, Apt. 4</td>
<td>Alarm not deactivated before Green Giant Pest Control sprayed in storage area and the fumes activated alarm</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>October 11, 2017</td>
<td>7:57 PM</td>
<td>Albright Woods B, Apt. 3</td>
<td>Steam/smoke from cooking activated alarm</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>October 11, 2017</td>
<td>10:29 PM</td>
<td>Albright Woods J, Apt. 3</td>
<td>Steam from shower activated alarm</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>October 14, 2017</td>
<td>12:54 PM</td>
<td>Rockland Hall room 223</td>
<td>Possible heat or electrical issue activated alarm</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>October 20, 2017</td>
<td>1:17 PM</td>
<td>Rockland Hall room 423</td>
<td>Particulates from steamer used by resident activated alarm</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>October 22, 2017</td>
<td>5:49 PM</td>
<td>Albright Woods A, Apt. 4</td>
<td>Smoke from burned food activated alarm</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>October 24, 2017</td>
<td>10:36 AM</td>
<td>Albright Court room 415</td>
<td>Particulates from steamer used by resident activated alarm</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>October 26, 2017</td>
<td></td>
<td>Rockland Hall room 423</td>
<td>Heat from hair dryer activated alarm</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Date</td>
<td>Time</td>
<td>Location</td>
<td>Cause</td>
<td>RFD</td>
<td>MFD</td>
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</tr>
<tr>
<td>November 9, 2017</td>
<td>2:26 PM</td>
<td>Walton Hall boiler room</td>
<td>Smoke from an excessively dirty detector in the boiler room activated alarm</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>November 9, 2017</td>
<td>7:44 PM</td>
<td>Albright Court room 431</td>
<td>Burned hair from hair dryer activated alarm</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>November 10, 2017</td>
<td>12:36 AM</td>
<td>Albright Court room 412</td>
<td>Burned hair from hair dryer activated alarm</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>November 10, 2017</td>
<td>3:05 AM</td>
<td>Selwyn Hall 2nd floor</td>
<td>Issue with heating system caused building to reach high temperature triggering the alarm</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>November 28, 2017</td>
<td>2:00 PM</td>
<td>Krause Hall basement</td>
<td>Hair spray too near detector</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>December 7, 2017</td>
<td>11:37 PM</td>
<td>Krause Hall 2nd floor</td>
<td>RFD reset alarm</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>December 10, 2017</td>
<td>4:16 PM</td>
<td>Albright Court room 123</td>
<td>Use of hair straightener activated alarm</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>December 11, 2017</td>
<td>11:52 AM</td>
<td>Albright Court room 429</td>
<td>Use of curling/straightening iron activated alarm</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>December 12, 2017</td>
<td>8:56 PM</td>
<td>North Hall Pod A</td>
<td>Cooking/dirty stove activated alarm</td>
<td></td>
<td>X</td>
</tr>
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</table>