



The University of Scranton

Annual Security and Fire Safety Report 2018



TABLE OF CONTENTS

Annual Security Report 2018

Introduction	1
The University of Scranton Campus	1
The University of Scranton Police Department	1-2
Weapons Policy	2-3
Report a Crime	3
Confidential Reporting	3
Campus Security Authorities	4
Timely Warnings	4-5
Emergency Notifications	5
Emergency Operations Plan	5-6
Emergency Response and Evacuation Procedures	6
Lockdown Procedures	6
Assessment of Emergency Plans	6
Notification of Missing Students	7
Security Policies and Procedures	7-8
Students/Employees with Criminal Records	8
University Police Outreach	8-9
University Housing	10
Crime Definitions	11
Clery Act Crime Statistics	12
Clery Act Hate Crime Statistics	13
PA Uniform Crime Reporting Statistics	14
University Alcohol Policy	15-17
University Drug Policy	17
Amnesty and Good Samaritan Policy	17-18
Alcohol and Drug Related Trainings	18
Non-Discrimination and Anti-Harassment Policy	19
Sexual Assault and Misconduct (Policies, Resources, and Information)	20-24
Sexual Assault Education and Trainings	24
Sexual Assault Definitions	24-25
Sex Offender Registry and Access to Related Information	25
University Disciplinary Process	26-30
Sanctions	31-33
Appeal	33

Annual Fire Safety Report 2018

Fire Alarm Response	34
Residence Fire Safety Systems	34
Fire Reporting	34
Building Evacuations	34-35
Fire Extinguishers	35
Fire Alarm Inspections	35
Training	35
Fire Drills	35
Fire Safety Measures	36
Prohibited Items and Activities	37
Fire Safety Statistics	38-40
Clery Campus Map	41

A Message From Chief Bergmann

Located in the largest city of northeastern Pennsylvania, The University of Scranton is dedicated to shaping the professional development and personal growth of our students, faculty, and staff. In everything we do, we believe in creating and maintaining a safe and welcoming environment that aims to promote the spiritual, intellectual, and physical growth of the University community. Accordingly, it is the mission of The University of Scranton Police Department to serve and protect our community through the delivery of a caring, competent, and professional police service while upholding the sanctity and integrity of the law, and the institution that is The University of Scranton. Last year, University Police made significant improvements that aided in our ability to provide the highest quality service to our community. These include: the ability to remotely lockdown all campus buildings, increasing opportunities for police outreach/community engagement, equipping sworn officers with Tasers, and heightened collaborative efforts through various partnerships with state, local, and federal law enforcement agencies. It is our hope that these endeavors not only help us maintain a high level of preparedness, but also enhance the safety and security of our students, faculty, and staff.

I am pleased to present the 2018 Annual Security and Fire Safety Report. It is prepared by University Police in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, and is published to provide our community members with important information regarding crime and safety. This report also serves as an opportunity to inform our constituents of the many ways in which we strive to keep our community a safe and secure environment conducive to learning. Our efforts include a well-trained and visible police presence, a vibrant Student Officer Program, the use of video surveillance, emergency call boxes, and the availability of crime prevention seminars and workshops that aim to enhance student and employee awareness.



We thank you for your support and look forward to a new academic year, remembering that our success is dependent upon on all of us working together in order to keep our community safe. We encourage you to use the information contained within this report to promote your own awareness of personal safety, recognizing that although The University of Scranton implements precautionary measures in order to create a campus culture built around safety no community is immune to crime. We ask that

We encourage you to stop by our office located in the Parking Pavilion on Mulberry Street, visit our website: www.scranton.edu/about/university-police, or call our non-emergency number at (570) 941-7888 to acquire additional information.

On behalf of University Police, I thank you for taking the time to review the 2018 Annual Security and Fire Safety Report, and look forward to working together in making The University of Scranton a safer place.

Sincerely,

A handwritten signature in cursive script that reads "Donald Bergmann".

Donald Bergmann,
Chief of University Police



INTRODUCTION

The University of Scranton Police Department is responsible for preparing and distributing the Annual Security and Fire Safety Report on a yearly basis to provide statistics on criminal activity, fire measures, and information on safety related services offered by the University in compliance with the Jeanne Clery Act. The report contains information and crime statistics for the three previous calendar years involving crimes that occurred on campus; in certain non-campus buildings/property owned or controlled by The University of Scranton; and on public property within, or immediately adjacent and accessible to campus. The report also contains certain policy statements and information regarding campus security and personal safety topics such as crime prevention, fire safety, emergency response procedures, crime reporting policies, disciplinary procedures, and other related information.

By October 1st of each year, current students and employees are sent the notification by electronic mail that the newest edition of the Annual Security and Fire Safety Report has been posted on The University of Scranton Police Department web site (<http://www.scranton.edu/about/university-police/>). Printed copies are available, upon request, and may also be obtained by visiting University Police located at 820 Mulberry St., Scranton, PA 18510. Prospective students and employees are given notice of the Annual Security and Fire Safety Report and may also obtain a copy by visiting either the Admissions Office or the Office of Human Resources.

THE UNIVERSITY OF SCRANTON CAMPUS

The University of Scranton is an independent, coeducational master's comprehensive institution with a 53 acre urban campus located in the city of Scranton abutting both residential and downtown business districts. In the fall of 2016, The University of Scranton enrolled 3,630 full time equivalent (FTE) undergraduate and 1,163 (FTE) graduate students. In 2017, there were 2,412 undergraduate and 25 graduate students residing in residence halls or on-campus houses. The University of Scranton employs 1,102 (FTE) members of faculty, staff, and administration.

THE UNIVERSITY OF SCRANTON POLICE DEPARTMENT

The University Police Department is the primary law enforcement authority at The University of Scranton and is accredited by the Pennsylvania Chiefs of Police Association. University Police reports to the Vice Provost for Student Formation & Campus Life, and is organized and staffed to provide essential services and to respond to all critical situations on campus. The Department has four divisions: University Police, Emergency Communications, Environmental Health and Safety, and Parking Services. The department is led by the Chief of Police. The University Police staff includes 1 Police Captain, 4 Police Sergeants, 1 Investigator, 16 Police Officers, 3 Service Officers, 4 Dispatchers, a Policy & Compliance Manager, and a cadre of Student Officers.



University Police Officers have full law enforcement powers, including the authority to make arrests for criminal violations on University property. University Police possess and exercise all the powers of a police officer in the Commonwealth of Pennsylvania, in and upon, and in the immediate and adjacent vicinity of the property of The University of Scranton. University Police work closely with, and maintain a written Memorandum of Understanding with the Scranton Police Department. Officers from both agencies patrol and respond to areas immediate to the campus. University Police also maintains working relationships with county, state, and federal law enforcement agencies.

All University Police Officers have successfully completed compulsory training prescribed by the Commonwealth of Pennsylvania under the Municipal Police Officers Education and Training Commission. They are also required to attend annual professional development training for municipal police officers, as

well as annual CPR certification, First Responder Aid, and Hazardous Material Training.

University Police Officers are authorized to carry firearms.



The University Police Department strives to provide a safe campus environment by: developing programs to protect University students, personnel, and property; detecting and reporting fire and safety hazards; regulating and enforcing parking and traffic on campus; conducting regular inspections of campus emergency telephones and security lights; encouraging and supporting the work of the Student Government Safety/Crime Prevention Committee; providing education and training on security and safety for the University community; facilitating the University Work Place Safety Committee; conducting investigations; coordinating with city, state, and federal law enforcement officials; maintaining a 24-hour, 365 days a year, emergency/facilities radio-telecommunications and emergency notification system; coordinating an emergency medical/first-aid response system to local hospitals; and implementing snow and other contingency alert plans when conditions warrant.



University Police patrol on a 24-hour basis, and the University Police Emergency Communications Center is in constant operation. There are emergency telephones at strategic locations on and around campus, and also outside the main entrances of all residence halls/houses that provide a direct line to the University Police dispatcher. Campus patrols are

performed either on foot, bicycle, and/or vehicle. The department operates a 24-hour walking safety escort service for students and other members of the University community.

Safety is a major consideration in landscaping as is exterior lighting on campus. Facilities personnel keep a daily Maintenance Log of needed repairs and replacements. University Police patrols also report unlighted or obscured areas as part of their daily patrol. Every semester Environmental Health and Safety coordinates a survey to detect lighting deficiencies and other safety hazards. They are also responsible for managing monthly fire safety inspections of all buildings and residence halls.



Crimes on campus are reported to the Pennsylvania State Police as required by Act 180. The Scranton Police Department has jurisdiction over, and reports all incidents of criminal activity by University of Scranton students at off-campus locations.

Safety pamphlets are available to all students during the year, and posters are maintained on bulletin boards throughout the campus. In addition, the University's weekly publication, *The Royal News* and the weekly student newspaper, *The Aquinas*, are used to provide safety and security information to the University community.

The University Police Department conducts annual safety training for Resident Assistants in the residence halls and executes fire drills in all University owned buildings including residence halls, recreational facilities, academic buildings, and administrative offices.

WEAPONS POLICY

On-campus possession of weapons, or implements used as weapons including, but not limited to, firearms, explosive devices, martial arts paraphernalia, and knives (except for small, non-serrated pocket knives and

kitchen knives that are possessed and used in their intended manner) is prohibited, whether or not a federal or state license to possess the same has been issued to the possessor.



REPORTING A CRIME

The official University authority for reporting crimes or acquiring information concerning crime prevention and campus safety is the University Police. University Police advise and encourage all students, employees, and visitors to accurately and promptly report all incidents, emergencies, or crimes occurring on campus.

To report a crime or request information, please contact University Police. **In the event of an emergency, or you wish to provide time-sensitive information that requires immediate assistance please call UPD at 570-941-7777 from a cell phone, or by dialing 7777 from a campus telephone.** Emergency telephones are also located near building entrances, and blue light phones are located both on and off-campus to provide a direct line to the Emergency Communications Center. Crimes may also be reported in person at University Police, 820 Mulberry Street, which is staffed 24/7.

When a victim or witness of a crime elects or is unable to make a report, individuals are encouraged to utilize the University of Scranton Silent Witness form to provide basic information about a crime anonymously. The information received within The Silent Witness form is included in The University's annual Clery Act crime statistics and is void of personally identifying information about the victim. The Silent Witness Form is located on the University of Scranton Police website under the crime prevention link:

<http://forms.scranton.edu/silent-witness-form/>

*Note: The Silent Witness Form and universitypolice@scranton.edu email address **are not** intended to be used for any situations requiring immediate assistance.*

All University employees are to report any suspected crime to University Police immediately. Any crime disclosed to professionals in the counseling center and/or pastoral counselors are confidential. Counselors, if and when they deem it appropriate, will inform the persons they are counseling of the option to report any crimes voluntarily and on a confidential basis, to University Police for inclusion in the Institution's annual crime statistics. Also it is important for University employees to report statistical information to University Police which may not include personnel identifiers. Confidential reports that provide sufficient detailed information for classification of the offense by law enforcement officials using FBI Uniform Crime Reporting (UCR) guidelines will be included in crime statistics. While we encourage all campus community members to promptly and accurately report all crimes and/or emergencies to University Police, we recognize that some may prefer to report information to other individuals or University offices. A list of titles and organizations to whom students and employees can report criminal offenses described in the law for the purpose of making timely warning reports and the annual statistical disclosure is included in the "Resource" section.



CONFIDENTIAL REPORTING

If you are the victim of, or witness to a crime and wish to remain unidentified, you may make a confidential report of the incident to University Police through the silent witness form. The purpose of a confidential report is to maintain the reporting individual's confidentiality, while helping police protect the safety of the University community. Providing information also helps the university maintain accurate records regarding the number of on campus incidents and alert the campus community to potential dangers when appropriate. Reports filed in this manner are not excluded from annual crime statistics, and when they involve allegations of sexual harassment (including sexual violence) they are made available to the University's Title IX Coordinator.

CAMPUS SECURITY AUTHORITIES

A Campus Security Authority is a campus police or security official, any other official with significant responsibility for campus and student activities, or any other university official designated by the institution to receive crime reports. Every CSA has a responsibility under the Clery Act to report crimes to the main reporting structure of the institution. University Police maintains a thorough list of CSAs and work with various departments throughout the University to keep the list up to date. Emails are sent by University Police to all faculty and staff members who have been identified as a Campus Security Authority requesting that they provide crime statistic information. CSA letters are also sent to all police agencies who have hosted University students for sanctioned events during the reporting period. All crimes reported to University Police by CSA's are recorded in the official University crime statistics, if applicable.

When the situation warrants, criminal incidents may be referred to City of Scranton Police for investigation. University Police will inform University community members that the City of Scranton Police should be notified of the incident and will assist community members in the notification process.

University Police will monitor and record all criminal activities regarding any recognized off-campus student organizations where University students are present, including those student organizations with off-campus housing facilities.

The University of Scranton is required under the Clery Act to report any crime that was unfounded by law enforcement officials to the U.S. Department of Education, and is also required to publish unfounded crime statistics within this Annual Security Report. An 'unfounded crime' is a crime in which the allegation is false, or is proven to be not factual. The number of unfounded crimes can be found in this document on page 12 under the Clery Crime Statistics Chart.



TIMELY WARNINGS

The Chief of University Police or designee will distribute a *Timely Warning*, designated as a "Community Advisory". Community Advisories are distributed to the University community, when applicable, regardless of whether or not an incident is reported directly to University Police. University Police will issue a Community Advisory for any criminal homicide, aggravated assault, robbery, sexual assault, burglary, motor vehicle theft, arson, or hate crime and when it is determined that an incident may pose an ongoing threat to the University Community. Any reported assaults will be evaluated on a case-by-case basis and will be distributed dependent on the facts of the case, when and where the incident occurred, when it was reported, and what information is available to University Police.



The name(s) of the victim(s) are withheld from the Community Advisory. A Community Advisory will typically include the date and time or timeframe of the incident, a brief description of the incident, known suspect descriptors, information that will promote safety and potentially aid in the prevention of similar crimes, police contact information, and any other information deemed relevant or appropriate. A suspect's race will only be included in the Community Advisory if there are sufficient details to describe the individual and assist in potential identification. A

Community Advisory will not be distributed if releasing the information would compromise or jeopardize a criminal investigation, the suspect is in police custody, or if a report was not filed and University Police were not notified of the crime in a manner that would allow the department to post a “timely” warning. Each situation will be evaluated on a case-by-case basis.

Each Community Advisory is reviewed and approved by the Vice Provost for Enrollment Management & External Affairs and the Vice Provost for Student Formation & Campus Life before it is electronically disseminated. Community Advisories are distributed by email, and made available on the University Police website. The University may post advisories on campus when deemed appropriate; and remain posted for 48 hours.

EMERGENCY NOTIFICATIONS

The University, without delay, will activate the Emergency Notification System upon confirmation of any significant emergency or dangerous situation that poses an immediate threat to the health or safety of the University community. The emergency notification system is tested twice annually. Once any significant emergency or dangerous situation has been confirmed, the Emergency Notification System can be activated by the Provost’s Office, Vice Provost for Enrollment Management & External Affairs, Director of News & Media Relations, Chief of University Police, Captain of Police Operations, and other designated members of University Police. The responsible University authority will determine the actual content of the Emergency Notification. An Emergency Notification will be sent to all members of the University community or any segment of the community that may be affected, via text, voice message, email, and University television advising students and employees of the nature of the emergency and what guidelines to follow.



Once the Emergency Notification System is activated, the University is not obligated to distribute a

Community Advisory notice. Additional information may be posted on the University Police webpage and updated until the emergency has concluded. The types of incidents that may cause an immediate threat could include but are not limited to, an active shooter or armed intruder, a hostage situation, any bomb threat, the discovery of an improvised explosive device, a building collapse, a civil disturbance or riot, a suspicious death, any explosion or fire, a biological release or threat, a gas leak, any natural disaster, or any weather related emergency.

The office Enrollment Management & External Affairs, in consultation with the Incident Management Team, is responsible for developing and disseminating emergency information to the surrounding community. The methods used to communicate to the surrounding community may include press releases to local media outlets, announcements made on University websites, and email messages to local neighborhood groups and associations.

All students and employees are encouraged to provide Emergency Contact Information. This can be accessed through the My.Scranton Portal. This information will be used in the event of an emergency and will be kept confidential and accessed only when necessary. This information also assists the University with sending Emergency Mass Notifications through the University’s Emergency Notification System.

EMERGENCY OPERATIONS PLAN

The Emergency Operations Plan is designed to create a flexible, overarching process for the management of all types of internal and external emergent incidents that may affect members of the University community, the campus, or the contiguous region. The Emergency Operations Plan describes how the University will maintain student services while ensuring an effective response to disasters or emergencies affecting the campus. The Emergency Operations Plan addresses the four phases of emergency management: preparedness, mitigation, response, and recovery.

The Incident Management Team operates within the framework of the Emergency Operations Plan to address critical situations that impact the health, safety, or reputation of the University community. It is the responsibility of the Incident Management Team to review, develop, and promulgate effective policy and procedures to guide the University’s response and decision-making processes in collaboration with the President and other appropriate officers of the

University and the community. The University Incident Management Team is trained and tested using tabletop exercises and other simulated emergency situations.

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

The Emergency Response Plan is a set of specific instructions available to provide and educate both employees and students on appropriate procedures, practices, and responsibilities in the event of an emergency on campus. The Emergency Response Plan is available to all students and employees and can be found on the University Police webpage.

Within the Emergency Response Plan, The University of Scranton recognizes two types of protective actions: evacuations and shelter-in-place. In response to any emergency, determine the most effective way to protect your own safety and take action.



An immediate evacuation of a building may be required for several reasons including fires and fire alarm activations, release of natural gas, or other hazardous materials within or near a building. In situations that do not involve potential risk when exiting a building, proceed to the designated Evacuation Rally Point and await further instructions. In the unlikely event that the entire campus must be evacuated, University authorities in conjunction with State, County, and City emergency management agencies, will provide instructions to students, faculty, and staff based on the situation and planning information contained in the University's Emergency Operations Plan. The evacuation procedures are tested once every academic year in all academic and administrative buildings. Residence halls are tested each semester.

Shelter-in-place is an occupant protection strategy that may be used in situations involving severe weather, violent behavior (such as an active shooter), outside chemical releases and other situations where it is safer for building occupants to remain in the sheltered area of a building. A shelter-in-place notification may come from several sources, including University Police, other

University employees, or other authorities such as Scranton Police and/or Fire. The University will make every effort to provide information about a situation as it becomes available. However, individuals may have to make independent decisions based on information they have at the time.

UNIVERSITY LOCKDOWN PROCEDURES

The University may institute a partial or complete lockdown to help ensure the safety of the University community. Access is controlled through the University's Emergency Communication Center.

University Police will consider the circumstances of each event to determine whether to institute a lockdown. A lockdown may also be activated in consultation/collaboration with, or at the direction of local, state, or federal public officials, first responders, and/or emergency managers. Any reported threat will be validated to ensure an appropriate response. The appropriate level of access will be determined based on the circumstances and the seriousness of the threat.

ASSESSMENT OF EMERGENCY PLANS

The University conducts regularly scheduled drills, exercises and appropriate follow-through activities designed for assessment and evaluation of emergency plans and capabilities. These could include: table top exercises, field exercises and tests of the Emergency Notification System. Emergency response and evacuation procedures are tested on an annual basis. Each test is documented, including a description of the exercise, the date and time the test was held, and whether or not the test was announced. The emergency response and evacuation procedures are publicized in conjunction with at least one test per calendar year.



NOTIFICATION OF MISSING STUDENTS

Any member of the University community who believes that a resident student is missing, should immediately notify University Police at (570) 941-7777. University Police will generate a missing person report and initiate an investigation regardless of age or circumstances.



Suzanne's Law requires police to initiate prompt investigations into missing young adults and eliminates the waiting period before a person under the age of 21 is reported missing to the National Crime Information Center of the Department of Justice. University Police will initiate a missing person investigation whenever a student who resides in on-campus housing is reported missing. Information pertaining to any missing student who resides off-campus will be immediately reported to the appropriate law enforcement agency. Regardless of whether or not the student resides on or off-campus, all possible efforts will be made to locate the student through the collaboration of University Police and local law enforcement.

Any person reported missing under the age of 21 who is believed to be in danger of serious bodily harm or death will be reported to Pennsylvania State Police for an Amber Alert activation. The decision to activate the PA Amber Alert Plan will be made by a member of the Pennsylvania State Police Criminal Investigation Assessment Unit based on the facts and circumstances. If a student is under 18 years of age and not emancipated, The University of Scranton will notify a custodial parent within 24 hours of the determination that the student is missing, in addition to notifying any additional contact person designated by the student. Students have the option to designate a person, separate from their emergency contact(s), to be contacted in the event they are missing for more than 24 hours. Information regarding a student's designated contact person is confidential. It will be accessed by authorized campus officials and may be disclosed to law enforcement only in furtherance of a missing

person investigation. Students who want to designate a person other than their emergency contact to be contacted in accordance with this policy may do so using the Local Address/Emergency Notification System located on the Home Tab of the University Information Portal at <http://my.scranton.edu>.

SECURITY POLICIES AND PROCEDURES

Students, faculty, and staff of The University of Scranton have access to academic, recreational, and administrative facilities on campus. Access to the residence halls, however, is limited to students and their guests, according to University procedure (described in this report in the section titled, *University Housing*). Access to the residence halls by University employees is on an "as needed" basis and incorporates strict key control and card access.

With the exception of essential personnel and services, and others as designated, buildings are locked and access is permitted only with proper authorization and identification after normal building hours. The general public may attend cultural and recreational events on campus with their access limited only to the facilities in which these events are held.



University Police and Facilities Maintenance have access to all areas with the exception of specifically identified restricted or high security areas. In order to protect the safety and welfare of students, faculty, and staff of the University, and to protect the property of the University, all persons on property under the jurisdiction of the University behaving in a suspicious or threatening manner may be asked to identify themselves to a University official. A person identifies himself/herself by giving his/her name, complete address, and stating truthfully his/her relationship to the University. A person may be asked to provide proof of identification which is subject to verification. If any person refuses or fails upon request to present evidence of his/her identification and proof of his/her

authorization to be in the building or on the campus, or if it is determined that the individual has no legitimate reason to be in the building or on campus, the person will be asked to leave and may be removed from campus. University Police is available to assist with this request. Persons who behave in a suspicious or threatening manner or are involved in suspicious or threatening activities should be reported to University Police immediately.



STUDENTS/EMPLOYEES WITH CRIMINAL RECORDS

The University of Scranton does not conduct background investigations on prospective students. If the University receives information concerning a prospective student's criminal conduct, it is given appropriate consideration. Currently enrolled students who are charged with and/or convicted of a criminal offense are subject to The University of Scranton's Student Code of Conduct and the full range of available disciplinary sanctions. The University abides by Pennsylvania Act 153, which states that all "school employees" who have "direct contact with children" are required to complete and pass certain criminal and child protection background checks. The University requires all employees who have direct contact with minors to complete the Act 153 required checks or they are not able to work.

UNIVERSITY POLICE OUTREACH:

The University of Scranton Police Department offers a variety of programs designed to inform students, faculty and staff about campus security procedures and practices throughout the year. All crime prevention programs encourage community members to be responsible for their own safety and for the safety of others on campus. University Police provides the following programs designed to inform students and employees about the prevention of crimes and safety:

- **Emergency Response Training-** University Police provide direction and training to employees and students on how to avert or minimize the

effects of natural, technological, human related, health related, and/or attack related emergencies on an as needed basis.

- **Active Shooter Training-** University Police provide direction and training to students, faculty, and staff on how to prepare and respond in the unlikely event of an Active Shooter situation. Active Shooter Training is given to all newly-hired employees at the Office of Human Recourses, and to new students during orientation.
- **Personal Safety and Crime Prevention-** Provides members of the University community with tips and practices to reduce the probability of becoming the victim of a crime, including safety measures to practice when inside and away from your residence hall. Crime Prevention and Personal Safety Tips training is provided to all newly-hired employees at the Office of Human Recourses, and to all new students through the Royal T.A.P.S. Program.
- **S.A.F.E. -** is an educational awareness, crime prevention program that provides participants with information that may reduce their risk of exposure to violence and introduces them to the physical aspects of self-defense. It is specifically designed to illustrate "90% of self-defense is awareness, risk reduction, and avoiding confrontation; and only 10% is physical"; focusing on both mental and physical preparedness.



- **Refuse to Be a Victim-** A nationally recognized crime prevention and personal safety program designed to provide men and women with information that assists in the development of their own personal safety strategies. The program seeks to build confidence through an understanding of risk and personal safety strategies.
- **Cones/Coffee with Cops-** An informal program designed to promote dialogue between police officers and the surrounding University community. This open forum-type event provides a setting where members of the community can ask questions, raise concerns or converse with UPD.

- **Campus Safety Awareness Day-** Is a collaborative event that seeks to promote tips on crime prevention, personal safety, and risk reduction while also increasing awareness of local police agencies, programs, and resources available to the community.



- **Safety Escorts-** University Police offers walking safety escorts, both on and off campus, to all members of the University community and are available 24 hours a day, 7 days a week. Please call UPD at 570-941-7888 to request safety escort at least 15 minutes prior.
- **Non-violent Mental Health Crisis Intervention-** Provides University community members with basic information that can assist in the recognition, identification, and non-violent intervention of a person suffering from a mental health crisis.
- **Clery Training-** A program presented to all identified Campus Security Authorities on a yearly basis. It informs each CSA of their crime reporting responsibilities respective to their position at the University. All CSA's, as part of their regular duties, have significant responsibility for students on campus.
- **Drug/Contraband Identification-** A program presented at the start of each fall semester for incoming Resident Assistants and Student Officers which displays prohibited weapons, and drug and alcohol related items, to assist those groups with visual identification of contraband in residence halls.



- **CPR/First Aid-** When requested, Environmental Health and Safety hosts training sessions that lead to certification in CPR and First Aid. It prepares University members to recognize and respond to respiratory, cardiac, and other emergency situations.
- **Pedestrian Safety Initiative-** Offered multiple times throughout the year, University Police in conjunction with PennDOT, Scranton Police, Student Government, and Community and Government Relations, host Pedestrian Safety Events where University community members receive safety tips and handout materials regarding safe pedestrian practices.
- **Crime Prevention Poster Series-** A series of 6 crime prevention posters are posted by UPD in an effort to educate our campus community on prevention tips, and to serve as a constant reminder to employ personal safety skills in our everyday lives. The crime prevention series include topics such as: Safety in Residence Halls; Theft Prevention; Safety in Off-Campus Housing; UPD Resources; See Something, Say Something; and General Safety Tips.



- **Cops in the Community-** It is a multi-dimensional program that highlights the day-to-day functions and interactions University Police are already engaged in, while also engaging the community with a variety of interactive initiatives including visiting local schools.

The programs offered by University Police are designed to include information regarding general crime prevention and personal safety tips. University Police also provides community outreach through various programs such as Take Back the Night, Healthier U Day, and Royal TAPS that focus on topics such as, sexual assault prevention, domestic violence, fire safety and emergency response procedures.

UNIVERSITY HOUSING

The Office of Residence Life is responsible for the day-to-day management of the campus residence halls. The office is located in 100 Condron Hall.



The University offers housing in small to medium sized residence halls including traditional and more contemporary suite style halls, houses, and apartments. All residence halls are located either on campus, or near the campus perimeter within easy walking distance. First-year and sophomore students are required to live on campus and may apply for the privilege of moving off campus for their junior year. Students are guaranteed on-campus housing throughout their tenure as a student if they remain in on campus housing continuously during their studies. Limited graduate housing is available.

First-year students are typically assigned to one of thirteen first-year halls located in close proximity to one another in the center of campus. These corridor-style halls encourage community development through regular interactions in the building. Sophomore students live in 3 suite-style halls on campus while junior and senior students select from a variety of campus apartments and houses.



The Office of Residence Life staffs most buildings with a Resident Assistant (RA) who is an undergraduate student leader that provides support to the residential community. Area Coordinators (AC) are full-time professionals that supervise the RA positions and offer student support. University Police conduct annual safety training for Area Coordinators (AC) and Resident Assistants (RA) and conduct fire/evacuation drills in all buildings each semester. A Jesuit Counselor/priest lives in four (4) of the residence halls and provides additional community support.

Entrances to University residence halls are locked at all times, only accessible to those who have been granted card access. Most doors to residence halls are alarmed. Main entrances are equipped with video surveillance and all access is monitored by University Police. Individual student rooms are equipped with key/lock and have a door viewer for occupants to see into the hallway. All residence halls windows are equipped with a locking mechanism. Windows that are conveniently accessible from the outside are equipped with a security screen for additional protection.



There are routine University Police and Residence Life patrols in and around University residence halls. Students play a significant role in the security of residence halls by keeping doors and windows locked, maintaining the confidentiality of combinations, and possessing their keys and access cards. Students are responsible for registering overnight guests online after obtaining approval from his/her roommate. A student must escort a guest in the halls at all times and is responsible for the behavior of the guest. Students compromising the safety and security of residence halls will be referred to the Office of Student Conduct.

LOW OCCUPANCY PERIODS

All university residence halls will be open and available for student occupancy during normal academic sessions. During semester and spring breaks, when classes are not in session, students must get permission from the Office of Residence Life to maintain occupancy in residence halls.

CRIME DEFINITIONS

As per the Uniform Crime Reporting Handbook

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

Negligent Manslaughter – The killing of another person through gross negligence.

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.

Rape – The carnal knowledge of a person, forcibly and/or against the person's will; or not forcibly 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).

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

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

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

Sex Offenses – Non-Forcible – Unlawful, non-forcible sexual intercourse.

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

Dating Violence – Violence committed by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.

Domestic Violence – Asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, a person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.

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

Stalking – A course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or other's safety, or to suffer substantial emotional distress.

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

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

Burglary – The unlawful entry of a structure to commit a felony or a theft.

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

Motor Vehicle Theft – The theft or attempted theft of a motor vehicle.

Hate Crimes – Any crime listed above, along with larceny/theft, vandalism, simple assault and intimidation, that are committed against a person or property which is motivated by the offender's bias toward a group of persons based on their race, gender, religion, disability, sexual orientation, gender identity, or ethnicity/national origin.

Liquor Laws – The violation of state and local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.

Drug Abuse Violations – The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance. Arrests for violations of federal, state, and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.

Weapons – Carrying, Possessing, Etc.—The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

Crimes Reported by The University of Scranton Police Department

Reported in accordance with Uniform Crime Reporting Procedures and the Jeanne Clery Disclosure of Campus Security and Crime Statistics Act.

Total Crimes Reported Offense Type	On Campus*			Residential			Non Campus			Public Property			Total		
	2015	2016	2017	2015	2016	2017	2015	2016	2017	2015	2016	2017	2015	2016	2017
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses	0	8	2	0	8	2	0	0	0	0	0	0	0	8	2
<i>Rape</i>	0	5	1	0	5	1	0	0	0	0	0	0	0	5	1
<i>Sodomy</i>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<i>Fondling</i>	0	3	1	0	3	1	0	0	0	0	0	0	0	3	1
Sex Offenses - Non-forcible Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<i>Incest</i>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<i>Statutory Rape</i>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	1	0	0	1	0	0	0	0	0	0	0	0	1	0
Dating Violence	5	2	3	5	2	3	0	0	0	0	0	0	5	2	3
Stalking	1	0	0	1	0	0	0	0	0	0	0	0	1	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	3	0	0	3	0
Aggravated Assault	1	1	0	1	1	0	0	0	0	0	2	1	1	3	1
Burglary Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<i>Forcible Burglary</i>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<i>Non-Forcible Burglary</i>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<i>Attempted Burglary</i>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arrests/Referrals for Select Offenses	On Campus*			Residential			Non Campus			Public Property			Total		
Offense Type	2015	2016	2017	2015	2016	2017	2015	2016	2017	2015	2016	2017	2015	2016	2017
Liquor Law Violations															
Arrest	10	31	21	6	12	7	0	0	0	9	16	15	19	47	36
Referral	216	205	318	197	179	302	0	0	0	14	17	13	230	222	331
Drug Law Violations															
Arrest	4	3	5	1	3	1	0	0	0	0	3	5	4	6	10
Referral	27	58	38	27	50	37	0	0	0	2	2	2	29	60	40
Weapons Law Violations															
Arrest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Referral	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

***University Police reported one (1) unfounded sexual assault for this reporting period (2017).*

2015-2017 University of Scranton Hate Crime Statistics

		Murder/Non-Negligent Manslaughter	Negligent Manslaughter	Rape	Sodomy	Fondling	Incest	Statutory Rape	Domestic Violence	Dating Violence	Stalking	Robbery	Aggravated Assault	Forcible Burglary	Non-Forcible Burglary	Attempted Burglary	Motor Vehicle Theft	Arson	Larceny/Theft	Simple Assault	Intimidation	Vandalism	Total
Race	2015	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2017	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Religion	2015	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2017	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Orientation	2015	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2017	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Gender	2015	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2017	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
Disability	2015	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2017	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Ethnicity	2015	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2017	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
National Origin	2015	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2017	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Gender Identity	2015	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2017	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

University of Scranton - PA Uniform Crime Reporting Statistics

	2015	Rate per 100,000	2016	Rate per 100,000	2017	Rate per 100,000
Offense						
Homicide	0	0	0	0	0	0
Manslaughter, Neg	0	0	0	0	0	0
Rape	0	0	5	0.00005	1	0.00001
Attempted Rape	0	0	0	0	0	0
Robbery Firearm	0	0	0	0	0	0
Robbery Knife	0	0	0	0	0	0
Robbery Other Wpns	0	0	0	0	0	0
Robbery Strong Arm	0	0	2	0.00002	0	0
Assault Firearm	0	0	1	0.00001	0	0
Assault Knife	0	0	0	0	0	0
Assault Other Wpns	1	0.00001	0	0	0	0
Assault Hands, Feet	0	0	3	0.00003	0	0
Assault, Non Aggravated	1	0.00001	0	0	3	0.00003
Burglary Forcible Entry	0	0	0	0	0	0
Burglary Unlawful Entry	0	0	0	0	0	0
Burglary Attempted	0	0	0	0	0	0
Larceny-Theft	26	0.00026	21	0.00021	26	0.00026
Motor Vehicle Theft - Auto	0	0	0	0	0	0
Motor Vehicle Theft Trucks	0	0	0	0	0	0
Motor Vehicle Theft Others	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Total Part 1	28	0.00028	32	0.00032	30	0.0003
Forgery	0	0	0	0	0	0
Fraud	2	0.00002	2	0.00002	6	0.00006
Embezzlement	0	0	0	0	0	0
Stolen Property, Received	0	0	0	0	0	0
Vandalism	25	0.00025	27	0.00027	33	0.00033
Weapons Carrying, Posses	0	0	0	0	0	0
Prostitution	0	0	0	0	0	0
Sex Offenses	0	0	3	0.00003	2	0.00002
Drug Sale Opium/Cocaine	0	0	0	0	0	0
Drug Sale Marijuana	0	0	0	0	0	0
Drug Sale Synthetic	0	0	0	0	0	0
Drug Sale Other	0	0	0	0	0	0
Drug Possession Opium/Coca.	0	0	1	0.0001	0	0
Drug Possession Marijuana	18	0.00018	36	0.00036	23	0.00023
Drug Possession Synthetic	0	0	0	0	0	0
Drug Possession Other	0	0	0	0	0	0
Gambling - Book Making	0	0	0	0	0	0
Gambling - Numbers	0	0	0	0	0	0
Gambling - Others	0	0	0	0	0	0
Offenses at Family & Children	0	0	0	0	0	0
Driving Under the Influence	4	0.00004	4	0.00004	3	0.00003
Liquor Law	83	0.00083	99	0.00099	80	0.0008
Drunkenness	12	0.00012	15	0.00015	18	0.00018
Disorderly Conduct	7	0.00007	9	0.00009	10	0.0001
Vagrancy	0	0	0	0	0	0
All Other Offenses	25	0.00025	23	0.00023	17	0.00017
Total Part 2	176	0.00176	219	0.00219	192	0.00192
Total Offenses	204	0.00204	251	0.00251	222	0.00222

ALCOHOL AND DRUG POLICIES

These policies express The University of Scranton's educational concern for creating an environment that fosters growth by and amongst its members, and its commitment to the physical and emotional health and well-being of all those who work, study, or congregate at the University.

I. University Alcohol Policy

A. Student Alcohol Policies

The University of Scranton prohibits students and guests from engaging in the following:

- Use, possession, or consumption of alcohol by individuals who are under twenty-one (21) years of age.
- Excessive consumption of alcohol, intoxication, alcohol impairment, or alcohol abuse as evidenced by factors including but not limited to, public drunkenness, disorderly or erratic behavior, slurring of speech, physical coordination difficulties, vomiting, or a preliminary breath test reading/blood alcohol content of .08% or greater. Excessive consumption of alcohol is not an excuse for behavior that violates the Student Code of Conduct.
- Social hosting, which is defined as providing the site for a gathering where underage alcohol possession or use is documented.
- Providing or serving alcohol to individuals who are under the age of twenty-one (21). Please note that under Pennsylvania state law, charging admission, selling mugs, glasses, chits, tickets, etc. constitute furnishing alcoholic without a legal license and are illegal.
- Possessing an open container of alcohol in a public location (i.e. street, Commons).
- Being in the presence of any other person on-campus who is engaging in a violation of the University Alcohol Policy.
- Operating a motor vehicle while under the influence of alcohol.
- Operating a motor vehicle in an illegal or unsafe manner.
- Use or possession of alcoholic beverages at University-sponsored athletic events.
- On-campus possession or use of kegs (quarter or half), beer balls, or other common containers of alcoholic beverages larger than one gallon without the written approval of the appropriate Vice President/Vice Provost (or designee). Please note that the registration form for events where alcohol will be served is available in the Center for Student Engagement.
- On-campus possession of "grain" alcohol except in a supervised laboratory setting.
- Violating laws or ordinances pertaining to the possession or consumption of alcohol.

B. Alcohol Policies Applicable in On-Campus Housing

In addition, The University of Scranton prohibits students and guests from engaging in the following in University on-campus housing:

- Possessing or consuming alcohol while twenty-one (21) years of age or older in the presence of individuals who are under the age of twenty-one (21) (except for one's roommate).
- Possessing or consuming alcoholic beverages in public areas of University residence halls. Public areas include but are not limited to, kitchens, lounges, closets, hallways, bathrooms, and balconies. Note that students and guests who are at least twenty-one (21) years of age may consume alcohol in the privacy of student rooms in a manner otherwise consistent with the University Alcohol Policy.

- Displaying empty alcohol containers (cans or bottles) on shelves, desks, etc.
- Possessing beer funnels, beer pong tables, or other paraphernalia that can be used for fast, abusive consumption of alcohol.
- Refusing to submit to a preliminary breath test when requested to do so by a University Police officer. A student who refuses such a test will be presumed to have a .08% blood alcohol content.

C. Alcohol at University Social Events

Alcoholic beverages may be served at University social events registered with the appropriate Vice President/Vice Provost or his/her designee (student functions are always registered with the Center for Student Engagement) at least five (5) class days prior to the event. Registration includes agreement to assume responsibility for monitoring and controlling the event. In addition, the following regulations apply to University social events where alcohol is served:

- Persons under twenty-one (21) years of age may attend functions where alcohol is served only with the written approval of the Vice Provost for Student Formation & Campus Life or other appropriate Vice President/Vice Provost. The approval is based on the nature of the event and the ability of the organizing group, department, or division to provide suitable and effective control. No one under the age of twenty-one (21) will be permitted to consume alcohol at these functions.
- Non-alcoholic beverages and food items must be provided and must be as accessible as alcoholic beverages. ARAMARK must cater all events where alcohol is served on campus.
- Alcohol must be served by bartenders provided by ARAMARK or trained through the ARAMARK TIPS program. Hiring and training costs are the responsibility of the sponsoring division, department, club, or organization, which must also provide individuals from its own membership to serve as checkers of identification and control agents to monitor behavior.
- A University of Scranton identification card or valid driver's license, or both, are proper identification to verify the age and University status of an individual. Some events may require the use of a computer-generated list to verify age or University status.
- The University's Chief of Police will determine when University Police officers and/or Scranton Police Department personnel are necessary.
- Alcohol will not be served to visibly intoxicated persons.
- Advertising or promoting alcohol as a primary attraction of an event and the marketing of alcohol by beverage manufacturers or distributors, or by clubs, organizations, departments, or divisions of the University are prohibited.
- Alcoholic beverages must not be sold at any event held in a University facility not covered by a Pennsylvania liquor license. Under state law, charging admission, selling mugs, glasses, chits, tickets, etc. constitute furnishing alcoholic beverages without a legal license and are illegal.

Any division, department, club, or organization that fails to follow these guidelines and procedures will lose its privilege to conduct social events for a period of time determined by the appropriate Vice President or his/her designee.

D. State and City Laws Concerning Alcohol

Laws of the Commonwealth of Pennsylvania and ordinances of the City of Scranton are applicable to all members and guests of The University of Scranton community. Below is a list of prominent laws and ordinances. However, this list is not comprehensive. Community members are encouraged to ensure they are familiar with relevant laws and ordinances. Failure to abide by them may result in disciplinary action.

- It is illegal for any person under twenty-one (21) years of age to attempt to purchase, consume, possess, or transport any alcoholic beverage. Note that Pennsylvania applies the concept of constructive possession under which guilt can be construed for possession of alcohol by determining that alcohol was readily available to a minor who apparently made no good faith attempt to distance him or herself from it. Also note that individuals who violate this law do not have a right to a breath test or blood test.
- It is illegal for any person to sell, furnish, or give away any alcoholic beverage to a person under twenty-one (21) years of age or to any person who is visibly intoxicated.
- It is illegal to operate or control a motor vehicle while under the influence of alcohol. “Under the influence” is currently defined in Pennsylvania as .08% blood alcohol content for individuals who are twenty-one (21) years of age or older and .02% blood alcohol content for individuals who are less than twenty-one (21) years of age.
- It is a violation of a City of Scranton ordinance to possess and/or consume alcoholic beverages from open containers in public streets, sidewalks, highways, buildings, lanes, parking lots, recreation or park areas, or other public property within the City limits.

II. University Drug Policy

The University of Scranton established this policy in an effort to ensure the most positive learning environment for all students. Violations of this policy are serious and may result in a student’s suspension from the University and/or removal from on-campus housing, even for a first offense. Consequently, the University also enforces state and federal drug laws. University students and their guests are prohibited from engaging in the following:

- Use or possession of illegal drugs, controlled substances, or other substances that significantly alter one’s physical and/or mental state.
- Use or possession of a controlled substance without a valid prescription; Use of a controlled substance in a manner other than as prescribed; Abuse of prescription or over-the-counter products.
- Use or possession of drug paraphernalia or items that have been or can be used to smoke or ingest illegal drugs, controlled substances, or other substances that significantly alter one’s physical and/or mental state (i.e., pipes, hookahs, bowls, bongos).
- Being in the presence of any other person on-campus who is engaging in a violation of the University Drugs Policy.
- Manufacture, transfer, sale, distribution, or intent to distribute any amount of illegal drugs, controlled substances, or other substances that significantly alter one’s physical and/or mental state. Students who engage in such conduct will be suspended from the University as a minimum sanction, even for a first offense.

III. Amnesty & Good Samaritan Policy

The University of Scranton is a caring community that holds paramount the health and safety of students. Accordingly, all University students are expected to alert appropriate officials in the event of any health or safety emergency, including those involving the abuse of alcohol or other drugs.

When a student is in need of medical attention as a result of alcohol or other drug (AOD) use, fellow students are expected to (1) contact appropriate officials to report the incident and request assistance (i.e., University staff members, University Police, law enforcement), (2) provide their names and contact information to the appropriate officials, and (3) demonstrate cooperation and care by remaining with the student in need of medical attention and providing assistance during and after the incident.

A student (other than a student-staff member) who seeks medical attention for an AOD impaired student by following the aforementioned steps will generally not be subject to formal University disciplinary action for Alcohol or Drug Policy violations relative to this incident. While no formal University disciplinary action may be taken, the student who acted as a Good Samaritan may be requested to meet with a University staff member to discuss the incident and adhere to any appropriate therapeutic and/or educational recommendations.

Similarly, an AOD impaired student who receives medical attention because another student (other than a student-staff member) followed the aforementioned steps will generally not be subject to formal University disciplinary action for Alcohol or Drug Policy violations relative to this incident. While the impaired student may be granted amnesty from formal University disciplinary action, the student will be required to meet with a University staff member, participate in substance abuse education and/or an evaluation at the University's Counseling Center, and comply with any therapeutic and/or educational recommendations (i.e., counseling, therapy, outpatient or inpatient care).

The Amnesty & Good Samaritan Policy does not protect students from repeated, flagrant, or serious violations of the Student Code of Conduct (i.e., physical or sexual assault, property destruction, disorderly behavior, theft) nor does it prevent or preclude action by police or other legal authorities. While Pennsylvania law provides an exception for persons seeking medical attention for another (18 Pa.C.S. 6308), it differs from the University's Amnesty & Good Samaritan Policy.

In general, the Amnesty & Good Samaritan Policy only applies to an initial Alcohol or Drug Policy violation, as it is the expectation of the University that students learn from poor decisions involving alcohol or other drugs and avoid such situations in the future. Therefore, if a student was previously responsible for an Alcohol or Drug Policy violation or was previously covered by the Amnesty & Good Samaritan Policy, the applicability of the Amnesty & Good Samaritan Policy for subsequent incidents is at the discretion of the Vice Provost for Student Formation & Campus Life (or designee).

Note that student clubs, teams, and organizations, through their officers and members, are also expected to take responsible action in emergency situations. While the Amnesty & Good Samaritan Policy may not fully apply, a group's adherence to the aforementioned steps will be considered a mitigating factor when determining the outcome or sanction of an incident that merits disciplinary action. Additionally, the University will consider a group's failure to adhere to the aforementioned steps to be an egregious factor when determining disciplinary action.

ALCOHOL/DRUG RELATED EDUCATIONAL PROGRAMS:

- **AlcoholEdu** - AlcoholEdu is a mandatory online alcohol education program designed to promote healthy decision making and inform students about high-risk drinking and alcohol-related harms among college students. This program is mandatory for all first-year and transfer students.
- **Royal T.A.P.S - Teaching Alcohol Preparedness for Students:** Royal T.A.P.S. is a one-hour alcohol education workshop that is mandatory for all first-year students. The interactive workshop is designed to assist in educating students about the alcohol culture at The University of Scranton, University policies and Commonwealth laws, and on-campus resources.
- **Viewpoints - Information and Perspectives on Alcohol/ Alcohol & Other Drug Education Program (ADEP):** One-hour sanctioned sessions geared towards students who have been involved in alcohol policy violations. Education is related to consumption, blood alcohol content, and the dangers of overconsumption.
- **Social Host Workshop** - An interactive workshop designed to educate students about group decision-making, risk assessment, and liabilities related to social host practices. The workshop is guided by the principle of employing informed decision-making and harm reduction to better manage high-risk behaviors related to alcohol consumption.
- **Curriculum Infusion** - Through a Pennsylvania Liquor Control Board (PLCB) grant, faculty members incorporate alcohol education information into their syllabi. Pre and post tests are administered to students in order to gauge perception and behavior change regarding alcohol use.



NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY

As a Catholic, Jesuit institution of higher learning, the University of Scranton is committed to providing an educational, residential, and working environment that is free from harassment and discrimination. Harassment or discrimination based on race, color, religion, ancestry, gender, sex, pregnancy, sexual orientation, age, disabling condition, genetic information, national origin, veteran status, or any other characteristic protected by applicable law is prohibited. Retaliation against any person who reports such harassing or discriminatory behavior or files a complaint of discrimination or harassment, participates in any manner in an investigation or resolution of a report or complaint conducted by the University or an external agency, or otherwise opposes discrimination under federal and state laws, and this policy, is also prohibited.

This policy applies to all University students, faculty, staff, and administrators, and to University guests, including but not limited to, visitors, volunteers, independent contractors, affiliates, vendors, consultants, and others doing business on the University campus. This policy prohibits any harassing and/or discriminatory behavior while on University property, at University sponsored activities, events, and off-campus programs including but not limited to, study abroad programs, internships, student teaching, and athletic events. This policy also applies to any off campus activity that has the effect of creating a hostile, intimidating, or offensive working and/or academic environment; or of interfering or limiting one's ability to participate in or benefit from an educational program or activity. This policy also expressly articulates the University's compliance with Title IX of the Education Amendments of 1972, which prohibits discrimination based on sex and gender of students and employees at educational institutions which receive federal financial assistance. In accordance with the Violence Against Women Act of 2013, this policy prohibits offenses of domestic violence, dating violence, sexual assault, and stalking.

Every University of Scranton student has a responsibility to conduct him/herself in accordance with this policy as a condition of enrollment. Every University of Scranton employee has a responsibility to conduct him/herself in accordance with this policy as a condition of employment. Every supervisor has a responsibility to report to the University's Title IX officer complaints of harassment or discrimination that originate in area(s) under their supervision. Conduct found to be in violation of this policy will not be tolerated. Once informed of such conduct or behavior the University will investigate (either formal or informal) and seek resolution of the complaint.

If an individual is found to be in violation of the policy, the University will take corrective action, including stopping the discriminatory and/or harassing behavior, preventing its reoccurrence, and remedying the effects of the behavior that violated this policy. Members of the University community found to be in violation of this policy will face disciplinary action up to an including dismissal. All complaints alleging a violation of this policy by a member of the University community should be filed with the Office of Equity and Diversity, with the exception of complaints involving discriminatory and harassing behavior, including sexual harassment, between students, which should be filed with the Dean of Students or Director of Student Conduct & Assessment in the Student Formation & Campus Life Division.



SEXUAL HARASSMENT & SEXUAL MISCONDUCT: POLICIES, RESOURCES AND INFORMATION

Sexual harassment and sexual misconduct are defined in the University's Sexual Harassment and Sexual Misconduct Policy (available in the Student Handbook at www.scranton.edu/studenthandbook) to include sexual harassment, sexual assault, sexual exploitation, intimate partner violence (including domestic and dating violence), and stalking. At the beginning of each academic year, students are e-mailed a link to the Student Handbook.

The University strives to offer care and support for students who have experienced sexual harassment or sexual misconduct, as well as to provide for the safety and well-being of the larger University community. All forms of sexual harassment and sexual misconduct are unacceptable and not tolerated in our University community, no matter the circumstances. Federal law (Title IX of the Education Amendments of 1972) requires the University to take immediate and appropriate steps to conduct an investigation into allegations of sexual harassment or sexual misconduct. The University will make every reasonable effort to preserve an individual's privacy in light of this responsibility.

The University encourages students to report any situation in which they believe sexual harassment or sexual misconduct has occurred so that appropriate support and resources can be provided. It is recommended that a student make immediate contact with University Police, Scranton Police or the Lackawanna County District Attorney's Office to report any form of sexual misconduct, including sexual assault, which is a criminal act and egregious violation of the University's Sexual Harassment and Sexual Misconduct Policy. However, a student may decline to notify University Police. When University Police are notified, they assess the situation and coordinate with various resources to provide for the safety and well-being of the person who experienced the sexual misconduct.

Students who report that they have experienced a sexual assault or any form of sexual misconduct to University Police, a Residence Life staff member, or any other University official are referred to the Title IX Coordinator or a Deputy Title IX Coordinator or designee. The Title IX Coordinator, Deputy Title IX Coordinator or designee meets with each student to assist in notifying appropriate law enforcement officials if requested, offer support and referral information, safeguard the larger University community, discuss formal reporting options, and initiate the Title IX inquiry process. The University encourages the reporting of all incidents of sexual harassment and/or sexual misconduct. The University respects the privacy of the reporting student and all individuals involved by handling each case with care and sensitivity, and makes every reasonable effort to maintain confidentiality when requested in a manner that is consistent with its obligation to investigate in accordance with federal law. In cases involving allegations of sexual assault, intimate partner violence (including domestic violence and dating violence) and/or stalking, The University will not include names or other personally identifiable information about Complainants, Respondents or witnesses in its publicly available records, including Timely Warnings, Daily Crime Logs, or the ASFSR. Any accommodations or protective measures adopted in such cases will also not be disclosed more broadly than is necessary. Given this responsibility, certain incidents may warrant investigation and resolution beyond the solution desired by the individual reporting the matter. Information will be shared, only as necessary, in the course of the investigation, and only with those people who need to know. When an incident of sexual harassment or sexual misconduct is reported to a University official and there is a potential for continued harm or danger to members of the campus community, the University issues a Community Advisory to the campus. The University will only provide enough information to safeguard the campus community and will not disclose personal identifying information of the reporting person.





RESOURCES

The following is an outline of the information, resources, support, and protective measures the University may offer following the allegation of intimate partner violence, sexual assault and stalking:

- **Assess the well-being of the individual and determine if immediate medical attention is necessary and/or desired.**
 1. **Students and employees are informed of the importance of preserving all evidence of the assault.** This includes, but is not limited to the following:
 - Don't bathe, change, dispose of clothing, use the restroom, wash your hands, brush your teeth, eat, or smoke.
 - If you are still at the location where the assault occurred, do not clean anything.
 - Write down all the details you can recall about the assault and the perpetrator including any information related to previous concerning behavior or history.
 2. **Seek medical care as soon as possible.** Even if you do not have any visible physical injuries, you may be at risk of acquiring a sexually transmitted infection (women may also be at risk for pregnancy).
 - Access contact information for local hospitals (provided below).
 - Ask the health care professional to conduct a Sexual Assault Forensic Exam (SAFE).
 - If you suspect you have been drugged, request a urine or blood sample be collected in an effort to preserve evidence.
 3. **Recognize that healing from an assault takes time.** Give yourself time and make sure to avail yourself of the many resources that the University community provides. It is never too late to get help.
- **Triage need for support services and/or resources (either on or off campus).**
 1. The Dean of Students will refer the victim to University Police (if not already contacted) for a full and written explanation of their rights and options. If the student chooses not to speak with University or local police, this request will be honored. If the Dean of Students believes there is an imminent danger to the student or to the larger University community, the Dean of Students will contact University Police.
 2. The Dean of Students will provide information on "Confidential Support Services" as outlined below.
 3. Employees may seek assistance through the EAP program, which provides counseling, support, and legal/financial counseling. <https://www.scranton.edu/hr/.documents/eap/eap-brochure.pdf>
- **Provide assistance in obtaining academic support and other interim measures.**
 1. The institution will provide written notification to students and employees outlining options for, available assistance in, and how to request changes to academic, living, transportation, and working situations. The University will make these accommodations or provide protective measures when requested by a student or employee and if they are reasonably available regardless of whether the crime was reported to law enforcement.
 2. The Title IX Coordinator, Deputy Title IX Coordinator or delegate works closely with academic Deans across the University to assist the student in dealing with academic concerns and issues that may arise as a result of a sexual assault or another forms of sexual misconduct. This may include modified class schedules, permission to withdraw, assignment extensions and leaves of absence. Additionally, the Dean of Students can assist in navigating Financial Aid and other related matters as appropriate.

3. If the University is notified about a sexual assault or other sexual misconduct involving two parties, a “no contact directive” may be issued. This is a reciprocal directive that orders both individuals to refrain from contact with each other.
 4. The Title IX Coordinator, Deputy Title IX Coordinator or delegate can assist with residential accommodations, such as modifying housing arrangements including temporary relocation to safe living quarters and/or permanent reassignment of University Residence halls and/or other interim measures and accommodations as requested, appropriate and/or necessary.
- **Discuss formal reporting options.**
 1. The Title IX Coordinator, Deputy Title IX Coordinator or delegate will review the University’s Sexual Harassment and Sexual Misconduct Policy with a student when the person alleged to have committed the assault is a University community member.
 2. When a student is interested in pursuing/learning more about the criminal process, the Title IX Coordinator, Deputy Title IX Coordinator or delegate will refer the student to the appropriate police authority and community advocates. Additional referrals will be offered for the purpose of obtaining Protection From Abuse (PFA) orders, or similar lawful orders issued by a criminal or civil court, and/or the institution.
 3. A Title IX Investigator designated by the Title IX Coordinator will conduct an investigation and facilitate the University disciplinary process when appropriate and/or requested.

Medical Support Services: Medical services are best handled by a hospital when the student seeks assistance as soon as possible following the incident. Medical treatment and collection of evidence is available at three local hospitals, the locations and contact information are published in various student resources. If the student visits the hospital for an exam, both the police and Women’s Resource Center of Lackawanna County are notified by the hospital. The student may choose whether or not to speak to the police at the hospital. If the student chooses to speak to the police, he or she still has the option of whether or not to file charges against the person accused. The University also provides support and assistance through Student Health Services (570-941-7667) during the academic year.

Geisinger Community Medical Center 1800 Mulberry St. Scranton, PA 18510 (570) 703-8000	Regional Hospital of Scranton 746 Jefferson Ave. Scranton, PA 18510 (570) 770-3000
Moses Taylor Hospital 700 Quincy Ave. Scranton, PA 18510 (570) 770-5000	Student Health Services Mulberry St. (570-941-7667) <small>*Services offered during academic year.</small>

Confidential Support Services

- The University Counseling Center provides counseling as well as referrals to agencies off-campus. On-campus counseling services are available Monday-Friday 8:30 a.m.-4:30 p.m.
- The Women’s Resource Center of Lackawanna County is a confidential, community-based agency serving those who have experienced sexual assault. A counselor/advocate can be reached 24 hours a day by calling (570) 346-4671.
- Lackawanna County Victim Services offers advocacy services for crime victims. It is a free confidential resource available by calling (570) 963-6717. Further information can be found at www.lackawannacounty.org
- The National Sexual Assault Hotline is a free, confidential national resource available 24 hours a day by calling (800) 656-HOPE or online.rainn.org.
- Student Health Services is open during the academic year Monday through Thursday from 8:30 AM until 5:00 PM. Closing time on Friday is at 4:30 PM. You can visit the office at 11:30 Mulberry St. or by calling 570-941-7667.

Additional Support Services: In addition to University Police and the Division of Student Formation & Campus Life, there are various resources within the University and local community that are available for students who have experienced sexual harassment or sexual misconduct of any kind. In this regard, University policy and practices are designed to encourage students to seek support and receive assistance. Regardless of which resource(s) a student chooses to access, the situation will be handled with sensitivity and care.

- Campus Ministries offers pastoral support.
- The Title IX Coordinator is available to discuss any questions regarding the Sexual Harassment and Sexual Misconduct Policy, to assist a student in accessing resources and support services, to facilitate the investigation and resolution of reports of conduct that may violate the Sexual Harassment and Sexual Misconduct Policy, and to ensure the University's compliance:
- The Jane Kopas Women's Center is a safe and comfortable gathering place that also provides educational programming, leadership development, resources and referrals.
-

Christine Black
Interim Executive Director | Office of Equity and Diversity | Title IX Coordinator
(570) 941-6645
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EDUCATIONAL PROGRAMS



The University of Scranton offers several programs and resources designed to educate students about sexual harassment and sexual misconduct in an effort to prevent such occurrences from happening. These programs include but are not limited to, topics relating to sexual assault, sexual exploitation, dating violence, domestic violence, and stalking. Student leaders who serve as Resident Assistants and/or Orientation Assistants participate in educational training designed to help them assist students who experience sexual harassment or sexual misconduct. During New Student Orientation, Orientation Assistants also provide first-year students with their first University program focusing on consent, healthy relationships, and sexual assault by utilizing skits and small group discussions.

Ongoing educational outreach occurs with the Promoting Awareness of the College Transition (P.A.C.T.), a peer-to-peer program (required of all first-year students) presented by the Jane Kopas Women's Center and Counselor Training Center, and supported by the Title IX Coordinator. Upper-class students engage in educational conversations with first-year students regarding prohibited forms of sexual misconduct, the Red Zone, healthy relationships, consent, sexual assault, indicators of potential relationship violence, stalking, safe and positive options for bystander engagement, and risk reduction strategies. Student presenters along with faculty and staff members in support roles are trained to discuss these important topics with first-year on-campus and commuter, transfer, and graduate students in an interactive setting. Statistics, safety tips, University policy and procedure, and available confidential, medical and additional University resources are included in the P.A.C.T. program.

The Jane Kopas Women's Center also offers programs and awareness opportunities for the University community by facilitating activities and events in residence halls and classrooms. In addition to these efforts, the Office of Equity and Diversity offers training to various campus groups regarding their rights and responsibilities with regard to sexual harassment and sexual misconduct, including mandatory training for students and employees who have heightened support and reporting responsibilities because of their role in the University community (e.g. supervisors, Resident Assistants, Student Officers, counselors, Campus Ministries staff, etc.) All new staff and faculty are trained at Employee Orientation regarding sexual harassment, sexual misconduct, and how to support students who have experienced such

acts. All employees are offered continued training and education opportunities through departmental meetings, campus wide programming, and required training programs for staff and faculty supervising international and study abroad experiences for students or in other key roles. Additional information can be found on the in-house resource website, www.scranton.edu/CARE where students, faculty, and staff, can access resources, support, and additional information.

SEXUAL HARASSMENT RELATED PROGRAMS AND TRAININGS:

- **P.A.C.T.** - A Peer to peer program developed to facilitate an educational conversation between incoming first year students, upper class students, and graduate students. Teams visit the first year residence halls beginning in September. These conversations include: healthy relationships, relationship violence, stalking, sexual assault, consent, and campus resources.
- **Take Back the Night** - A rally and march to end sexual violence, is held every Sexual Assault Awareness Month (April) for over 25 years.
- **Anti-Street Harassment Week** - An international campaign to bring awareness to sexual harassment. Every year, the campaign features different components of gender violence, including, but not limited to, military sexual assault, street harassment, stalking, and sexual violence in the LGBTQ community.
- **Violence-Free Zone Training** - A bystander engagement workshop that facilitates a conversation on gender violence, rape culture, and strategies on safe intervention.
- **The University of Scranton's 'It's on US' Education and Awareness Campaign** - This campaign, created by the White House, educates students on bystander engagement techniques.
- Targeted educational programs for Resident Assistants, Graduate Assistants, Student Officers and students studying abroad or attending international academic and/or service experiences and a variety of other training, programming and educational opportunities are also available.

SEXUAL HARASSMENT DEFINITIONS

Awareness Programs – Community-wide or audience-specific programming, initiatives, and strategies that increase audience knowledge and share information and resources to prevent violence, promote safety, and reduce perpetration.

Ongoing Prevention and Awareness Campaigns – Programming, initiatives, and strategies that are sustained over time and focus on increasing understanding of topics relevant to and skills for addressing and preventing dating violence, domestic violence, sexual assault, and stalking, using a range of strategies with audiences throughout the institution.

Primary Prevention Programs – Programming, initiatives, and strategies informed by research or assessed for value, effectiveness, or outcome that are intended to stop dating violence, domestic violence, sexual assault, and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and

sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe directions.

Consent – In order for individuals to engage in sexual activity of any type with each other, there must be clear, knowing and voluntary consent prior to and during sexual activity. Consent is sexual permission. Consent is a positive exchange of words or actions that indicate a willingness to participate freely and voluntarily in mutually agreed upon sexual activity. Consent can only be given when there is equal power between the involved parties. The use of force, threats of force, intimidation, or coercion do not constitute consent. Neither the existence of a dating relationship between persons (including past sexual relations) nor silence indicate consent. Effective consent cannot be given under the following circumstances: 1. a person is physically or mentally incapacitated, including when the incapacitation stems from alcohol or other drugs; 2. A person is unconscious; 3. A person is asleep; and/or 4.

A person is under the age of consent (16 in Pennsylvania).

Sexual and Gender Based Harassment – Includes unwelcome sexual or gender based conduct such as a sexual advance, request for sexual favors, or other verbal, non-verbal or physical conduct or communication of a sexual nature.

Sexual Assault – Any non-consensual attempted or completed sexual intercourse (oral, anal, or vaginal) with a body part and/or object.

Sexual Exploitation – Conduct that exploits another person in a sexual and non-consensual way, including, but not limited to non-consensual touching, fondling, or kissing, causing the incapacitation of another person for the purpose of compromising that person’s ability to give consent to sexual activity, non-consensual voyeurism, non-consensual recording (audio or visual), non-consensual dissemination of recordings, allowing others to view sexual activities without the consent of all of the participants, exposure of one’s body in an indecent or lewd manner, knowingly exposing another person to a sexually transmitted infection or virus without the other’s knowledge or sexual activity in public or semi-public places.

Intimate Partner Violence (including domestic and dating violence) – defined as any act of violence or threatened act of violence that occurs between individuals who are involved or have been involved in a sexual, dating, spousal, domestic, or other intimate relationship. Intimate Partner Violence includes threatening or causing physical harm or engaging in other conduct that endangers the health or safety of an intimate partner. It may involve one act or an ongoing pattern of behavior. Intimate Partner Violence can encompass a broad range of behavior, including, but not limited to threats, assault, property damage, violence or threat of violence to one’s partner or to the family members or friends of the partner.

Stalking – A course of conduct (more than once) directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others, or suffer substantial emotional distress.

Examples of stalking include following the person without proper authority or repeatedly communicating with another person, under circumstances which place such other person in reasonable fear of bodily injury or cause substantial emotional distress to such other person. Stalking includes the concept of cyberstalking, a particular form of stalking in which electronic media are used to pursue, harass, or to make repeated unwanted contact with another person in an unsolicited fashion. Stalking may involve persons who are known to one another or have an intimate or sexual relationship, or may involve persons not known to one another.

Retaliation – acts or words taken against an individual because of the individual’s participation in a protected activity that would discourage a reasonable person from engaging in that protected activity. Protected activity includes an individual’s good faith: (i) participation in the reporting, investigation or resolution of an alleged violation of this Policy; or (ii) opposition to policies, practices, or actions that the individual reasonably believes are in violation of the Policy. Retaliation may include intimidation, threats, coercion, or adverse employment or educational actions. Retaliation may be found even when an underlying report made in good faith was not substantiated. Acts or attempts to retaliate or seek retribution against anyone involved in or connected to an allegation and/or resolution of sexual harassment or sexual misconduct.

Risk Reduction – Options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.

Bystander Intervention – Safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.

SEX OFFENDER REGISTRY AND ACCESS TO RELATED INFORMATION

The Campus Sex Crimes Prevention Act requires institutions of higher education to advise the campus community of where law enforcement agency information provided by the State concerning registered sex offender may be obtained.

Information about sexually violent predators may be obtained by visiting the following web site:
www.pameganslaw.state.pa.us



UNIVERSITY DISCIPLINARY PROCESS

The University Student Code of Conduct prohibits sexual harassment and sexual misconduct as set forth in the University's Sexual Harassment and Sexual Misconduct Policy (the "Policy"). When a complaint is made or charges are filed against a University student which alleges sexual harassment or sexual misconduct, the alleged violations will be investigated and resolved under the procedures outlined in the Policy. The University encourages all Community members to take reasonable and prudent actions to prevent or stop an act of sexual misconduct. Taking action, i.e. bystander intervention, may include direct intervention when safe to do so, enlisting the assistance of friends, contacting law enforcement, or seeking assistance from a person in authority. Community members who choose to exercise this positive, moral obligation will be supported by the University and protected from retaliation. All of these forms of prohibited conduct are serious violations of the Student Code of Conduct.

COMPLAINT PROCESS OVERVIEW

The University is committed to providing all members of the University community with a safe place to live and learn. Consistent with this priority, the University will respond promptly and equitably to all allegations of sexual harassment and sexual misconduct. The Title IX Coordinator, in conjunction with the Dean of Students, conducts a Title IX inquiry to determine if the reported conduct should be handled pursuant to the Sexual Harassment and Sexual Misconduct Policy. At this time, a determination is made whether interim measures are appropriate, and support and resources are offered to both the Complainant and the Respondent. When a report is made the person who is reported to have experienced the sexual harassment or sexual misconduct is identified as the "Complainant" and the person accused of the conduct is referred to as the "Respondent." Complainants and Respondents are entitled to the same opportunities to have a "support

person" present during University proceedings. A support person can be an individual from The University of Scranton Community, or outside of the University (i.e., a family member or an attorney).

Any individual may bring an allegation under the Sexual Harassment and Sexual Misconduct Policy which will trigger a review of the report as outlined in this section. The University's response to allegations of misconduct under this policy is pursued in three stages: report, review or investigation, and resolution. At each of these stages, the University is committed to maintaining fairness for all parties and to balancing the needs and interests of the individuals involved with the safety of the community as a whole.



REVIEW AND INVESTIGATION

The University's responsibility to review all allegations of sexual harassment and sexual misconduct exists regardless of whether that review culminates in additional investigation or goes through the Resolution Process, and exists independently of the criminal justice process. The incident will be investigated in a manner that ensures fairness to all parties involved, without bias, and will include measures necessary to provide for the safety of the individual and of the University community. In every report of sexual harassment or sexual misconduct, the University will make an

immediate assessment of any risk of harm to individuals or to the campus community and will take steps necessary to address those risks. The initial review will proceed to the point where a reasonable assessment of the safety of the individual and of the campus community can be made. Thereafter, the investigation may continue depending on a variety of factors, such as the request of the Complainant not to proceed and the risk posed to the any individual or the campus community by not proceeding. If the Investigation proceeds, the Respondent will be notified, in writing, within five days of the decision to commence a full investigation. Both parties will be notified of the outcomes of the Investigation and Determination. The University will disclose to the alleged victim of a crime of violence or non-forcible sex offense the report on the results of a University disciplinary proceeding against a student who is the alleged perpetrator. If the victim is deceased as a result of such a crime or offense, the next of kin of such a victim will be treated as the victim if requested.

Where the University has received a report of sexual harassment or sexual misconduct, but the Complainant requests that his/her identity remain confidential or that the University not pursue an investigation, the University must balance this request in the context of its responsibility to provide a safe and non-discriminatory environment for all University community members. The University will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or request not to pursue an investigation, but its ability to do so may be limited by the request for confidentiality. Under these circumstances, the University will weigh the request for confidentiality against the following factors: the seriousness of the alleged harassment, the respective ages and positions of the Complainant and the Respondent and whether there have been other harassment complaints against the Respondent. At all times, the University will seek to respect the request of the Complainant, and where it cannot do so, the University will consult with the Complainant and keep him/her informed about the chosen course of action.

The University may designate an investigator of its choosing. As described in the Privacy and Confidentiality section, all University investigations will respect individual privacy concerns. The first step of an investigation will usually be a preliminary interview of the Complainant. The University will then seek to

collect additional information relevant to the report. This may include, but is not limited to, interviewing the Respondent and any other individuals who may have information relevant to the determination, and gathering evidence available. An investigation may also include consideration of prior allegations of, or findings of responsibility for, sexual harassment or misconduct by the Respondent.



The investigation and resolution of all reports will generally be completed within 60 calendar days. Extenuating circumstances may arise that require the complaint process to extend beyond this time period. In the event that the investigation and resolution exceed this time frame, the University will notify all parties of the need for additional time and best efforts will be made to complete the process in a timely manner. Information gathered during the review or investigation will be summarized in an “Investigation Report” and used to evaluate the appropriate course of action, provide for the safety of the individual and the University campus community, and impose remedies as necessary to address the effects of the alleged conduct. If the report proceeds to a Determination Panel, information gathered during the investigation will be summarized, presented to the parties for review and comment, and then presented to the Determination Panel for its consideration and evaluation in reaching a determination of responsibility under this policy.

The Investigative Report will include: (1) the Complainant’s allegations; (2) the Respondent’s reply to the allegations or suspected violations; (3) a summary of information provided by witnesses, documents, or other information obtained during the investigation; (4) a description of the investigation process; (5) findings of fact; (6) credibility determinations; and (7) the investigator’s recommendation of whether the policy has been violated based upon the evidence.



RESOLUTION

The resolution of sexual harassment or sexual misconduct allegations may take three forms:

1. Title IX Inquiry- If a Complainant chooses not to participate in the University's response, a Title IX inquiry and review will still move forward. The purpose of this inquiry is to review the report and seek to reach a resolution that will eliminate any harassment, prevent its recurrence, and address its effects. When a report is made, the Title IX Coordinator will conduct an initial Title IX assessment. The first step of this assessment will usually be a preliminary meeting between the Complainant and appropriate member of the Central Review Team. In the course of this assessment, the University will consider the interest of the Complainant and the Complainant's expressed preference for manner of resolution. Where possible and supported by an assessment of the facts and circumstances, the University will seek action consistent with the Complainant's request.

As part of the initial assessment of the facts, the University will:

- Assess the nature and circumstances of the report
- Address immediate physical safety & emotional well-being
- Discuss the Complainant's expressed preference for manner of resolution and any barriers to proceeding
- Notify the Complainant of the right to contact or decline to contact law enforcement if the conduct is criminal in nature, and if requested, assist them with notifying law enforcement
- Notify the Complainant of the availability of medical treatment to address physical and mental health concerns and to preserve evidence
- Notify the Complainant of the importance of preservation of evidence
- Enter the report into the University's crime log, if applicable, as required by the Clery Act
- Assess the reported conduct for the need for a timely warning under the Clery Act
- Provide the Complainant with information about on-and off-campus resources
- Notify the Complainant of the range of interim measures available
- Provide the Complainant with an explanation of the procedural options, including voluntary resolution and formal resolution
- Inform the Complainant and Respondent they may have a support person to assist them throughout the investigation and resolution of the complaint, and that the support person may accompany them to any meeting or proceeding under this policy.

- Assess for pattern evidence or other similar conduct by the Respondent/s
- Explain the University's policy prohibiting retaliation

The initial review will proceed to the point where a reasonable assessment of the safety of the individual and of the campus community can be made, and the University has sufficient information to determine the best course of action.

At the conclusion of the Title IX Assessment, the Title IX Coordinator will determine the appropriate manner of resolution, which may include Voluntary Resolution or the initiation of an investigation to determine if disciplinary action is warranted. It is at the discretion of the Title IX Coordinator to determine which method of resolution is appropriate. Any individual wishing to explore alternative resolution methods is encouraged to discuss these options with the Title IX Coordinator or designee.

Where the Complainant requests that their identity not be shared with the Respondent or that the University not pursue an investigation, the University must consider this request in the context of the University's responsibility to provide a safe and non-discriminatory environment for all University community members. The University, through the Title IX Coordinator, will take all reasonable steps to investigate and respond to the complaint consistent with the request not to share identifying information or pursue an investigation, but its ability to do so may be limited by the request. Under these circumstances, the Complainant's request will be balanced against the following factors:

- The seriousness of the conduct;
- The respective ages and roles of the Complainant and Respondent;
- Whether the Respondent has a history of prior arrests, is the subject of prior reports and/or complaints related to any form of sexual harassment or sexual misconduct, or has any history of violent behavior;
- The right of the Respondent to receive notice and relevant information before disciplinary action is sought;
- Whether the circumstances suggest there is an increased risk of the Respondent committing additional acts of sexual misconduct or other violence;
- Whether the Respondent has a criminal record or prior conduct violations (at the University or elsewhere) indicating a history of sexual misconduct, violence and/or patterned behavior;
- Whether the Respondent threatened further sexual misconduct or other violence against the student or others;
- Whether the sexual misconduct was committed by multiple individuals;
- Whether the circumstances suggest there is an increased risk of future acts of sexual misconduct under similar circumstances;
- Whether the sexual misconduct was perpetrated with a weapon;

- Whether the sexual misconduct was facilitated through the use of “date rape” or similar drugs or intoxicants;
- Whether the school possesses other means to obtain relevant evidence (e.g., security cameras or personnel, physical evidence); and,
- The Respondent’s right to receive information if such information is maintained in an “education record” under the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g; 34 C.F.R. Part 99.

The University will take all reasonable steps to investigate and respond to the report consistent with the request not to share identifying information or pursue an investigation, but its ability to do so may be limited based on the nature of the request by the Complainant. Where the University is unable to take action consistent with the request of the Complainant, the Title IX Coordinator or a member of the Central Review Team will inform the Complainant about the chosen course of action, which may include the University seeking disciplinary action against a Respondent. Alternatively, the course of action may also include steps to limit the effects of the alleged harassment and prevent its recurrence that do not involve formal disciplinary action against a Respondent or revealing the identity of the Complainant. At the conclusion of the Initial Title IX Assessment, the Complainant will receive notice of the determination of how to proceed. Depending on the circumstances and requested resolution, the Respondent may or may not be notified of the report or resolution. A Respondent will be notified when the University seeks action that would impact a Respondent, such as protective measures that restrict the Respondent’s movement on campus and/or the initiation of the Voluntary or Formal Process for resolution.

2. Voluntary Resolution-Voluntary resolution will be utilized only when the Title IX Coordinator or her/his designee has determined this is a suitable option for resolving the concern, and both the Complainant and Respondent agree to use the process. Voluntary resolution is used where, based upon the conduct at issue, the likely outcome of a Determination Panel would not alter a student’s or an employee’s status with the University. Amicable and respectful discussion must be honored by all parties throughout the process. Voluntary resolution may include mediation with a member of the Office of Equity and Diversity, Student Formation & Campus Life, Human Resources, or the Office of the Provost. The success of voluntary resolution requires that the meeting(s) include honest and candid dialogue, input from the parties involved, an acknowledgement and understanding of responsibility by the parties involved, and a resolution that is agreed upon by all participants. The resolution achieved in each incident will be based upon the specific incident under consideration. Because the outcomes of voluntary resolution conversations are mutually developed and agreed upon by parties involved, an appeal of the process and its result is not permitted. If the parties are unable to agree on the outcomes of the voluntary resolution proceeding, any party may request that the matter be resolved through the Determination Panel. If information is shared that clearly suggests that this policy’s definition of sexual harassment or sexual assault has been violated, then the voluntary resolution process must end immediately and the Determination Panel process initiated. Sexual assault allegations cannot be resolved using this process. All sexual assault allegations not resolved through a Title IX inquiry, as above, must be considered by a Determination Panel.

3. Formal Sexual Harassment and Misconduct Policy Resolution Process- For all other allegations of sexual harassment or sexual misconduct a full investigation takes place, an Investigation Report is issued and a Determination Panel is convened. The Investigator makes a recommendation regarding whether it is more likely than not that the Sexual Harassment and Sexual Misconduct Policy has been violated based upon a “preponderance of the evidence”. The three person Determination Panel will consist of three employees chosen from a pool of trained professionals from Student Formation & Campus Life, Human Resources, Equity and Diversity and other trained faculty and staff. The Determination Panel makes a determination of whether a student or employee violated The Sexual Harassment and Sexual Misconduct Policy and/or any other applicable University policies based upon the investigative report and materials submitted by the investigator.

SANCTIONS

Students who accept responsibility or are found responsible for violating the Student Code of Conduct are generally assigned an administrative sanction and one or more developmental sanctions. Sanctions are designed to educate, foster development, encourage thoughtful decision making, and protect the University community. In determining appropriate sanctions, the University considers the nature of the violation including the impact on the community and its members, the institutional sanctioning guidelines, the student's prior disciplinary history, and the individual student's needs.

Administrative Sanctions

- i. **Disciplinary Probation:** Students may be placed on Disciplinary Probation for a stated period of time for moderate misconduct or in the case of repeated minor misconduct. A student who is on disciplinary probation is not in good disciplinary standing with the University for the time that he or she is on probation. Subsequent violations of the Student Code of Conduct during the period of probation may result in suspension or expulsion from the University.
- ii. **Deferred Suspension:** Students may be placed on Deferred Suspension for a stated period of time for serious misconduct or in the case of repeated misconduct. A student who is on Deferred Suspension is not in good disciplinary standing with the University, and his or her tenure at the University is precarious. During the period of Deferred Suspension, the student must abide by all terms and conditions of University policies regarding student behavior and comply with any sanctions and provisions issued as a direct result of the student's misconduct. Students who are placed on Deferred Suspension are generally issued provisions that may include restrictions or requirements such as counseling, the denial of the opportunity to participate in intercollegiate athletics or club sports, the denial of the opportunity to perform in the name of the University, the denial of the privilege of serving as an officer of a student organization or the denial of the privilege to reside in University housing. Any misconduct or non-compliance with sanctions and provisions on the student's part during the time of the Deferred Suspension will be reviewed and sanctioned solely by the Vice Provost for Student Formation & Campus Life (or designee), who will strongly consider suspension or expulsion as the sanction for the misconduct. Students who are on Deferred Suspension will be afforded the opportunity to meet with the Vice Provost for Student Formation & Campus Life (or designee) prior to the rendering of a final decision. Students who are on Deferred Suspension do not have the right to a formal hearing.
- iii. **Suspension-** Suspension is imposed for serious misconduct or for a violation of Deferred Suspension when it is believed that the student should be temporarily removed from the University community. A student who is suspended from the University is not in good disciplinary standing with the University for the time that he or she is suspended. Suspension may entail the imposition of conditions that the student must meet in order to resume studies at the University. Suspension also may include conditions that will be in place once the student resumes University studies. While suspended, the student loses all University rights and privileges, may not represent the University in any manner and may not visit the campus without prior approval of the Vice Provost for Student Formation & Campus Life (or designee). Suspension may be for the remainder of a semester or for no more than four semesters. No more than three (3) credits of course work (if approved by the student's academic dean and the Registrar) taken at another institution during a period of suspension may be transferred to the University. The student must meet with the Vice Provost for Student Formation & Campus Life (or designee) following the term of suspension. The Vice Provost for Student Formation & Campus Life (or designee) will determine whether the student may resume studies after considering whether all conditions of the suspension have been met. Any misconduct on the student's part during the period of suspension will be reviewed by the Vice Provost for Student Formation & Campus Life (or designee) before the student is allowed to resume studies. The Vice Provost for Student Formation & Campus Life (or designee) will strongly consider expulsion as a sanction for misconduct that occurs during a period of suspension. Suspension is permanently recorded in the Office of Student Conduct.
- iv. **Post-Suspension Probation-** Students who are permitted to return to the University following a period of Suspension will automatically be placed on Post-Suspension Probation by the Vice Provost for Student Formation & Campus Life (or designee) for a designated period of time. This probationary period, which is exclusively utilized for students who are returning to the University following a period of suspension, is designed to ensure a smooth transition back into the University community. A student who is on Post-

Suspension Probation must abide by all terms and conditions placed on his or her return as well as all University policies. Any misconduct or non-compliance on a student's part during his or her Post-Suspension Probation will be reviewed and sanctioned by the Vice Provost for Student Formation & Campus Life (or designee), who will strongly consider additional suspension or expulsion as the sanction for the misconduct. Students who are alleged to have engaged in misconduct during their Post-Suspension Probation will be afforded the opportunity to meet with the Vice Provost for Student Formation & Campus Life (or designee) prior to the rendering of a final decision. Students who are on Post-Suspension Probation do not have the right to a formal hearing relative to alleged violations of the Student Code of Conduct that occur during their probationary period.

- v. Expulsion- Expulsion is imposed for very serious misconduct, repetitive behavior, or for misconduct by a student who has previously been suspended when it is believed that a student should be permanently removed from the University community. An expelled student is not in good disciplinary standing with the University and is not eligible for readmission. Expulsion is permanently recorded in the Office of Student Conduct.
- vi. Withholding of Degree- The University may withhold awarding a degree as a disciplinary sanction if the accused student is found responsible and is of senior class status. The degree may be withheld until the completion of the disciplinary process, including completion of all sanctions imposed. A student of senior class status who is subject to a pending disciplinary proceeding is not eligible to receive a degree or participate in senior week activities, Baccalaureate Mass, and Commencement until the disciplinary process is completed. Depending on the nature of the charge(s), the student may be allowed to remain on campus to complete academic requirements for degree status at the discretion of the Vice Provost for Student Formation & Campus Life (or designee). However, the student's degree will be conferred privately after the completion of the disciplinary process, including completion of all sanctions imposed.

Developmental Sanctions

In addition to an administrative sanction, one or more of the following developmental sanctions may be imposed in an effort to foster student learning and development. Failure to comply with a sanction is considered a violation of the University's Student Code of Conduct and will be adjudicated as such.

- i. Educational Activity/Activities- Students may be required to perform activities that are designed to be educational. Examples of such activities include, but are not limited to, offering a formal apology (in writing and/or in person), attending an educational class or workshop, giving or attending a presentation, preparing and submitting a research project or paper on a designated topic, or offering a written reflection responding to a given prompt.
- ii. Mandatory Counseling/Advising/Therapeutic Education- Students may be required to participate in counseling and/or advising sessions. Such sessions may include evaluative measures for substance abuse or emotional well-being.
- iii. Fines- Fines Payable to the University may be imposed when appropriate to teach students how their decisions can have financial implications.
- iv. Restitution- Restitution may be required for damages done or other payment for expenses incurred as a result of a student's actions. Restitution may be required to the University, a specific department or a specific individual. Normally, all restitution will be paid within two weeks of the hearing date. Students who have been suspended will not be readmitted until restitution is made. No transcripts will be released from the University until restitution is made.
- v. Supervised Work/Service- Students may be assigned work or service performed under supervision that is both beneficial to the University community and likely to assist the student in understanding the effects of his or her offending behavior.
- vi. No Contact- A student may be required to have no contact with another person for a specific time period or permanently.

- vii. Restriction- A student's or student organization's privileges may be restricted for a period of time. Such restrictions include, but are not limited to, denial of the right to represent the University in any way, denial of the use of or access to facilities, denial of parking privileges, denial of participation in extracurricular activities, denial of participation in intercollegiate athletics or club sports, or denial of participation in University-sponsored events.
- viii. University Housing Transfer or Removal- Students may be directed to transfer to another room or housing unit, or may be removed from University housing altogether.
- ix. Required University Housing- Students may be required to reside in University housing for a specified period of time. This sanction may not be applied without the approval of the Director of Residence Life.

An employee found responsible for sexual harassment and/or misconduct will face appropriate disciplinary and corrective actions up to and including termination from employment. Such corrective actions may also include any educational, remedial or corrective actions as warranted. Sanction determinations for employees will be made by the Provost or Supervising Vice President in consultation with The AVP of Human Resources.

NOTICE OF RESULTS

The University will communicate the results, i.e. the conclusions reached in the proceedings, and any sanction(s) to the Complainant and Respondent simultaneously in writing within five (5) business days of the sanction determination.

APPEAL

The outcome or sanction can be appealed by either party within five (5) business days from the time of notification of the decision. The appeal may be based only on one or more of the following grounds: (1) Procedures set forth in the Sexual Harassment and Sexual Misconduct Policy were not followed; (2) New or relevant information, not available at the time of the determination, has arisen; (3) The sanctions imposed were excessively harsh or excessively lenient for the violation. Appeals must be in writing and submitted to the Vice Provost for Student Formation & Campus Life (for students) or the AVP for Human Resources (for employees). The appeal will be referred to an Appeal Panel chosen from a pool of trained professionals from Student Formation & Campus Life, Human Resources, Equity and Diversity and other trained faculty and staff. The appeal will typically be completed within ten (10) days. The appeal shall consist of a plain, concise, and complete written statement of the grounds for the appeal. The designated University official to whom the appeal was submitted shall determine whether grounds for appeal have been met and, if so, convene the Appeal Panel.

Note: Compliance with the provisions of the Student Code of Conduct and/or Sexual Misconduct Policy does not constitute a violation of section 444 of the General Education Provisions Act (20 U.S.C. 1232g), commonly known as the Family Educational Rights and Privacy Act of 1974 (FERPA).





THE UNIVERSITY OF SCRANTON FIRE SAFETY REPORT

The University of Scranton is committed to the safety of our students, faculty, and staff by providing a safe environment in which to live, learn, and work. It is the responsibility of all students, faculty, staff, and guests to abide by all fire safety rules, regulations, and guidelines.

FIRE ALARM RESPONSE

All buildings at The University of Scranton are equipped with automated fire alarm systems and monitored 24 hours a day by University Police in the Emergency Communications Center. When a fire alarm is received, University Police are dispatched to the scene and the Scranton Bureau of Fire is notified to respond. All residents of the building are required to evacuate the building upon hearing the alarm sound.



RESIDENTIAL FIRE SAFETY SYSTEMS

All residential facilities at The University of Scranton contain the following fire safety systems:

- Hard-wired smoke detectors for each building

- Audible alarms which report back to University Police
- Sprinkler installation
- Fire extinguishers on every hallway, in every common kitchen, and all individual apartment kitchens
- All fire safety systems are checked on a monthly basis by a qualified contracted vendor
- Carbon Monoxide Detectors

FIRE REPORTING

- Sound the fire alarm by activating a wall mounted pull station or;
- Call University Police at 7777 or (570) 941-7777 from a safe location
- University Police will alert Scranton Bureau of Fire and simultaneously direct University Police to the scene.
- Follow the building evacuation procedures
- Once evacuated from the building, alert the first responding University Police Officer or Scranton Bureau of Fire official to the source of the fire.

If a member of the University community finds evidence of an extinguished fire, and is unsure whether University Police has already responded, the community member should immediately notify University Police to investigate and document the incident.

BUILDING EVACUATIONS

- When the alarm sounds, immediately evacuate.
- Close all room doors if possible.
- Leave by the nearest marked exit.
- Do not use elevators.

- Assist persons with a disability in exiting the building. If you cannot assist, direct the disabled person to the designated staging area and notify a University Police Officer or a Scranton Bureau of Fire official, or call University Police at ext. 7777 or (570) 941-7777 and report the person's name and location.
- As you evacuate the building, pull closed the steel fire doors. Do not leave them propped open.
- Move to the designated evacuation sites and away from the building.
- Do not return to a building until directed by University Police or Scranton Bureau of Fire.



FIRE EXTINGUISHERS

Fire extinguishers are located in all hallways and common areas throughout our residential system. The extinguishers are to be used by emergency responders and trained University personnel only. Fire extinguishers throughout campus are inspected on a monthly basis by Facilities Operations and inspected annually by a third party contractor.



FIRE ALARM INSPECTIONS

Systems are tested at six-month intervals by an outside contractor. Sprinkler systems are tested quarterly and inspected annually by an outside contractor.

TRAINING

Environmental Health and Safety conducts fire safety training, including hands-on fire extinguisher training to Facilities Operations personnel, University Police personnel, Biology and Chemistry faculty, and teaching assistants. Additionally, Residence Hall Assistants are provided with training on fire safety, including procedures for planning, evacuation, responsibilities, and reporting.

FIRE DRILLS

Fire drills are conducted in residence halls and campus housing during the beginning of the fall semester. A second fire drill is conducted in all residence halls and campus houses at the start of the second semester. Fire drills are conducted annually in all academic and administrative buildings during the beginning of the fall semester. All drills are reviewed by University Police and Environmental Health and Safety personnel. Additionally, Scranton Bureau of Fire may participate, evaluate, and make recommendations in all fire drills. The results are kept on file at University Police in the Environmental Health and Safety office.

FIRE SAFETY SYSTEM IMPROVEMENTS

Improvements anticipated for the 2018-2019 Academic Year Include:

- There are currently no fire systems upgrades scheduled for the academic year





2018 Fire Safety Measures

Residence Hall	Full Fire Sprinkler System	Partial Fire Sprinkler System	Smoke Detction	Carbon Monoxide Detection	Fire Extinguisher	Evacuation Plans/ Placards	Fire Drills each Academic Year	Improvement Plans
Blair House	X		X	X	X	X	2	Updated evacuation poster (COMPLETE)
Cambria House	X		X	X	X	X	2	Updated evacuation poster (COMPLETE)
Casey Hall	X		X	X	X	X	2	Updated evacuation poster (COMPLETE)
Condron Hall	X		X	X	X	X	2	Updated evacuation poster (COMPLETE)
Denis Edward Hall	X		X	X	X	X	2	Updated evacuation poster (COMPLETE)
Dorothy Day House	X		X	X	X	X	2	Updated evacuation poster (COMPLETE)
Driscoll Hall	X		X	X	X	X	2	Updated evacuation poster (COMPLETE)
Elizabeth Ann Seton House	X		X	X	X	X	2	Updated evacuation poster (COMPLETE)
Fayette House	X		X	X	X	X	2	Updated evacuation poster (COMPLETE)
Fitch Hall	X		X	X	X	X	2	Updated evacuation poster (COMPLETE)
Gavigan Hall	X		X	X	X	X	2	Updated evacuation poster (COMPLETE)
Gonzaga House	X		X	X	X	X	2	Updated evacuation poster (COMPLETE)
Hafey Hall	X		X	X	X	X	2	Updated evacuation poster (COMPLETE)
Hannon Hall	X		X	X	X	X	2	Updated evacuation poster (COMPLETE)
Herrold Apts	X		X	X	X	X	2	Updated evacuation poster (COMPLETE)
Katherine Drexel House	X		X	X	X	X	2	Updated evacuation poster (COMPLETE)
Liva House	X		X	X	X	X	2	Updated evacuation poster (COMPLETE)
Lynett Hall	X		X	X	X	X	2	Updated evacuation poster (COMPLETE)
Madison Square - A	X		X	X	X	X	2	Updated evacuation poster (COMPLETE)
Madison Square - B	X		X	X	X	X	2	Updated evacuation poster (COMPLETE)
Madison Square - C	X		X	X	X	X	2	Updated evacuation poster (COMPLETE)
Martin Hall	X		X	X	X	X	2	Updated evacuation poster (COMPLETE)
McCormick/Gannon/Lavis	X		X	X	X	X	2	Updated evacuation poster (COMPLETE)
McCourt Hall	X		X	X	X	X	2	Updated evacuation poster (COMPLETE)
McGowen House	X		X	X	X	X	2	Updated evacuation poster (COMPLETE)
McKenna House	X		X	X	X	X	2	Updated evacuation poster (COMPLETE)
Montrone Hall	X		X	X	X	X	2	Updated evacuation poster (COMPLETE)
Mulberry Plaza - A	X		X	X	X	X	2	Updated evacuation poster (COMPLETE)
Mulberry Plaza - B	X		X	X	X	X	2	Updated evacuation poster (COMPLETE)
Mulberry Plaza - C	X		X	X	X	X	2	Updated evacuation poster (COMPLETE)
Mulberry Plaza - D	X		X	X	X	X	2	Updated evacuation poster (COMPLETE)
Nevils Hall	X		X	X	X	X	2	Updated evacuation poster (COMPLETE)
Pilarz Hall	X		X	X	X	X	2	Updated evacuation poster (COMPLETE)
Redington Hall	X		X	X	X	X	2	Updated evacuation poster (COMPLETE)
Tioga House	X		X	X	X	X	2	Updated evacuation poster (COMPLETE)
Wayne House	X		X	X	X	X	2	Updated evacuation poster (COMPLETE)



PROHIBITED ITEMS AND ACTIVITIES

Smoking is prohibited inside all buildings including public areas, private offices, and residence hall rooms of University buildings. Although all smoking is discouraged, receptacles have been located in outdoor areas on campus where smoking might occur.

- Burning candles and/or incense
 - Decorative candles may not have previously burned wicks.
- Cooking/Electrical Appliances
 - Students are required to limit their use of electrical appliances to the following: personal computer, radio/stereo, small TV, compact refrigerator (no more than 175 watts of power), microwave, clock, hair dryer, and small fan. Air fresheners requiring a plug, toaster ovens, open-coil heaters or burners and space heaters are not allowed.
- Fire Escapes
 - Resident students are never to be on hall fire escapes except in times of emergency. In addition, clothing and signs are not allowed to be hung from fire escapes.
- Fire and Safety Equipment
 - Tampering with fire extinguishers, alarms and other safety equipment except when done with real need is a serious violation of the Student Code of Conduct. A student who is found responsible for such behaviors will face sanctions up to and including expulsion from the University.
- Lamps
 - Halogen lamps are prohibited in the residence halls.
- Windows
 - Electrical signs are not allowed in windows. Signs and other material are not allowed to hang outside of windows, off fire escapes, or off buildings.
- Open flames (i.e. candles and smoking)
- Highly combustible materials (i.e. live trees and bales of hay)
- Any combustible material hanging from the ceiling
- Decorations near or covering lights or light fixtures
- Use of frayed or modified extension cords
- Electrical wires through or underneath door frames or carpets
- Daisy chained extension cords
- Non-UL approved lighting
- Any holiday lighting that cannot be documented to be less than 3 years old
- Fragrance plug-ins (i.e. Glade)
- Outside lighting not approved by Facilities Maintenance



2015 Fire Safety Statistics

Total Fires in Resident Hall Buildings	# of Fires	Date	Time	Incident #	Cause of Each Fire	# of Injuries Requiring Treatment	# of Deaths Related to Fire	Value of Property Damage Caused by Fire
Blair House	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Cambria House	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Casey Hall	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Condron Hall	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Denis Edward Hall	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Dorothy Day House	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Driscoll Hall	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Elizabeth Ann Seton House	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Fayette House	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Fitch Hall	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Gavigan Hall	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Gonzaga House	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Hafey Hall	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Hannon Hall	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Herold Apts	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Katherine Drexel House	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Liva House	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Lynett Hall	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Madison Square - A	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Madison Square - B	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Madison Square - C	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Martin Hall	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
McCormick/Gannon/Lavis	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
McCourt Hall	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
McGowen House	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
McKenna House	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Montrone Hall	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Mulberry Plaza - A	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Mulberry Plaza - B	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Mulberry Plaza - C	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Mulberry Plaza - D	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Nevils Hall	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Pilarz Hall	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Redington Hall	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Tioga House	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Wayne House	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A



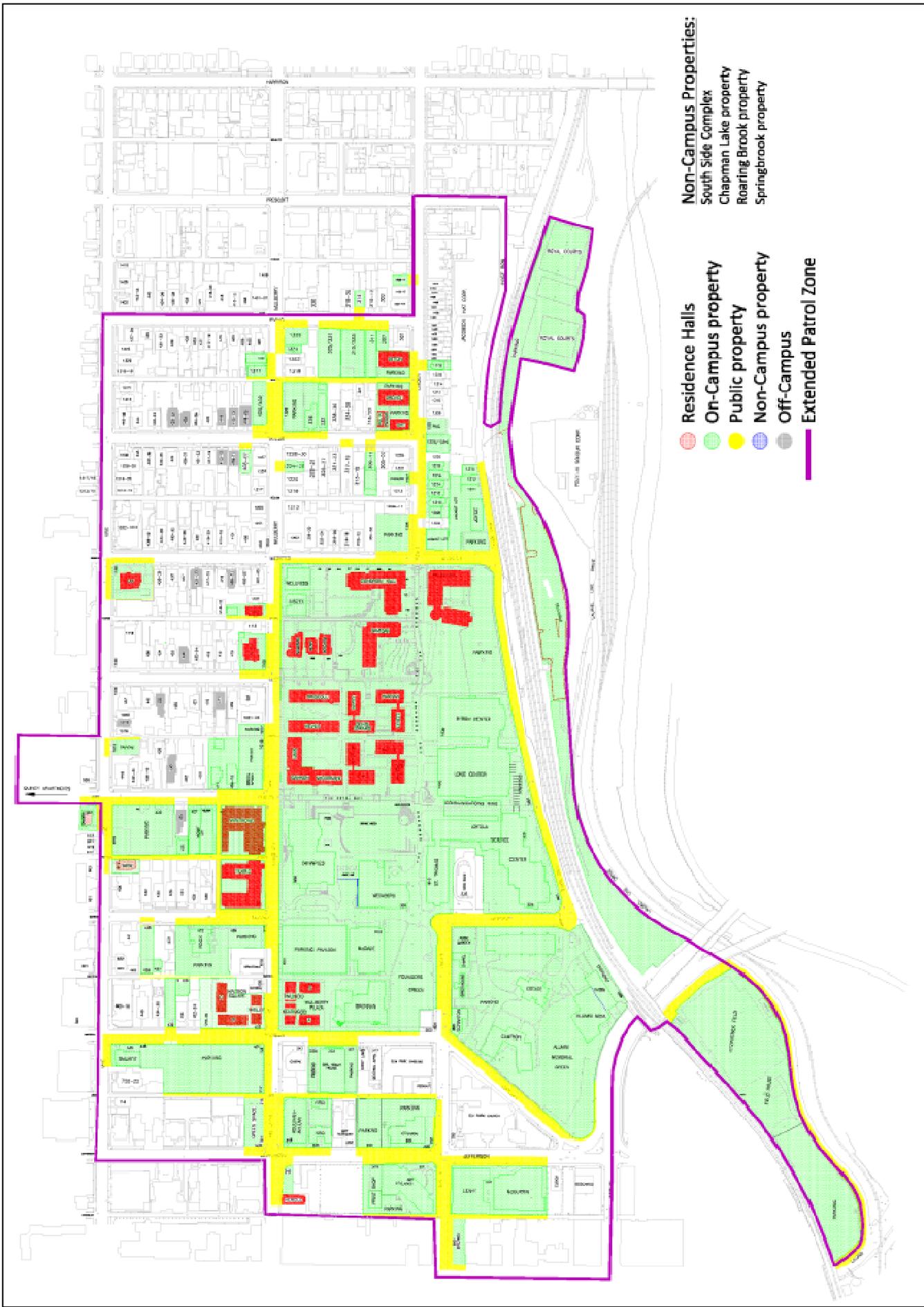
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Cambria House	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Casey Hall	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Condron Hall	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Denis Edward Hall	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Dorothy Day House	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Driscoll Hall	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Elizabeth Ann Seton House	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Fayette House	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Fitch Hall	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Gavigan Hall	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Gonzaga House	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Hafey Hall	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Hannon Hall	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Herold Apts	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Katherine Drexel House	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Liva House	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Lynett Hall	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Madison Square - A	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Madison Square - B	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Madison Square - C	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Martin Hall	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
McCormick/Gannon/Lavis	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
McCourt Hall	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
McGowen House	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
McKenna House	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Montrone Hall	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Mulberry Plaza - A	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Mulberry Plaza - B	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Mulberry Plaza - C	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Mulberry Plaza - D	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Nevils Hall	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Pilarz Hall	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Redington Hall	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Tioga House	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Wayne House	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A



2017 Fire Safety Statistics

Total Fires in Resident Hall Buildings	# of Fires	Date	Time	Incident #	Cause of Each Fire	# of Injuries Requiring Treatment	# of Deaths Related to Fire	Value of Property Damage Caused by Fire
Blair House	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Cambria House	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Casey Hall	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Condron Hall	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Denis Edward Hall	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Dorothy Day House	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Driscoll Hall	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Elizabeth Ann Seton House	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Fayette House	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Fitch Hall	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Gavigan Hall	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Gonzaga House	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Hafey Hall	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Hannon Hall	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Herrald Apts	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Katherine Drexel House	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Liva House	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Lynett Hall	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Madison Square - A	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Madison Square - B	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Madison Square - C	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Martin Hall	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
McCormick/Gannon/Lavis	1	12/4/2017	12:00am	2017-685	Small appliance malfunction	0	0	> \$100.00
McCourt Hall	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
McGowen House	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
McKenna House	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Montrone Hall	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Mulberry Plaza - A	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Mulberry Plaza - B	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Mulberry Plaza - C	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Mulberry Plaza - D	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Nevils Hall	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Pilarz Hall	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Redington Hall	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Tioga House	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Wayne House	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A





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