

# **VENANGO COLLEGE OF CLARION UNIVERSITY OF PENNSYLVANIA**

## **2014 Annual Safety, Security & Crime Statistics Report**

### **THE CAMPUS SECURITY ACT: LEGAL REQUIREMENTS**

The Campus Security Act requires colleges and universities to publish an annual report by October 1<sup>st</sup> that contains three years of campus crime statistics and certain campus security policy statements; disclose crime statistics for the campus, public areas immediately adjacent to or running through the campus, and certain non-campus facilities and remote classrooms. The statistics must be gathered from campus police and security, local law enforcement and other University officials who have “significant responsibility for student and campus activities; provide “timely warning” notices of those crimes that have occurred and pose an ongoing threat to students and employees; and disclose a public crime log of any crime that occurred on campus within the patrol jurisdiction of the campus police or the campus security department and is reported to the campus police or security departments.

Clarion University Department of Public Safety is responsible for preparing and distributing this report.

### **VENANGO COLLEGE SAFETY PROTOCOLS**

Venango College falls under the jurisdiction of the Oil City Police department, and all emergency calls are handled by the Oil City Police. Emergency calls are dispatched through the Venango county 911 system. The college employs a Security Officer, who is available to provide building security and escort services 5 days per week. Venango College is located at 1801 West First Street, Oil City, Pennsylvania on 68 acres.

### **ARREST AUTHORITY**

In Pennsylvania, the State System of Higher Education Act 188 of 1982, as amended by Act 48 of 2003, establishes and defines the powers and duties of Campus Police Officers. This act granted campus police officers the authority to exercise the same powers that are granted to municipal officers under the Statewide Municipal Police Jurisdiction Act (Title 42, 8953). Clarion University Police officers are commissioned police officers in the Commonwealth of Pennsylvania and have arrest authority when investigating incidents related to Venango College. All officers carry firearms and are granted powers of arrest through the Governor of the Commonwealth. The department's sworn police officers have all received police training and regularly attend in-service training.

### **WORKING RELATIONSHIP WITH OTHER AGENCIES**

The Clarion University Department of Public Safety is the primary agency handling criminal incidents on Venango Campus. The Department is equipped with a telecommunications system to contact and exchange information with Oil City Police Department. Clarion University maintains a working relationship with the Oil City Police Department.

### **MONITORING AND RECORDING CRIMINAL ACTIVITY OFF-CAMPUS**

The University relies on the close working relationship with Oil City Police Department to receive information about incidents they receive concerning or involving a member of the campus community. If the Department of Public Safety is notified of a crime or other serious incident that involves a member of the campus community and occurs in Oil City, the incident will be referred to Student Affairs for disciplinary action. If the University is notified of a situation in which a campus community member is the victim of a crime, the Department may issue a Campus Safety Alert, detailing the incident and providing tips so that other community members may avoid similar incidents.

## REPORTING OF CRIMINAL OFFENSES

Venango College encourages all members of the campus community and visitors to accurately and promptly report all on-campus crimes and emergencies to Oil City Police Department by calling “911”, or by using the “blue-light” emergency telephones located throughout campus. Crimes can also be reported in person at the Frame Administration Building of Venango College or the Dispatch Center of Thorn 1 on the Clarion Campus. Clarion University’s Department of Public Safety investigates all reported on-campus crimes and initiates prosecutions through the legal systems, when warranted.

Students and employees should report any potential criminal offenses to Clarion University Department of Public Safety or a Campus Security Authority at Venango College for the purpose of making timely warning reports and inclusion in the annual statistical disclosure.

## VOLUNTARY CONFIDENTIAL REPORTING

If you are the victim of a crime and do not want to pursue action within the University’s student conduct system or the criminal justice system, please consider making a confidential report. With your permission, the Chief or designee of Clarion University’s Police force can make a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the University can keep an accurate record of the number of incidents involving students, employees and visitors; determine where there is a pattern of crime and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the required Annual Security Report.

Anonymous crime tips can be reported by using the Anonymous Tips Reporting form found on the police web page at [www.clarion.edu/policetip](http://www.clarion.edu/policetip).

Professional Counselors are not required to report crimes to be included in the Annual Security Report statistics; unless mandated under scope of license or law. They are encouraged, however, to inform the person being counseled of the procedures to report crimes on a voluntary basis for inclusion in the annual crime statistics.

## CAMPUS SECURITY AUTHORITIES

As required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, or Clery Act, colleges and universities must annually compile and publish crime, fire and security information about their campuses. Under this law, “Campus Security Authorities” are mandated to report crimes brought to their attention for inclusion in Clarion University’s Annual Security and Fire Safety Report and for the purpose of issuing Timely Warning Notices if deemed necessary. If you or someone you know wishes to report a crime; you may contact any of the following of “Campus Security Authorities”.

Director of Student Affairs	Executive Dean
Director of Marketing & University Relations	Director of Finance and Administration
Assistant to the Executive Dean	Director of the School of Nursing and Allied Health
Chair of Applied Technology	Chair of Department of Humanities, Science and Technology
Coordinator of Intermural and Recreation	Coordinator of Admissions & Financial Aid
Graduate Assistants	Community Assistants
Assistant Coordinator Admissions and Financial Aid	Chair of the Department of Allied Health
Chair Department of Nursing	Coordinator of Career Services
Coordinator of Learning Support	Security Officer Public Safety
Counselor	

## **NOTIFICATIONS OF MISSING STUDENTS**

If a member of the Venango community has reason to believe that a student who resides in on-campus housing is missing her/him should immediately notify University Police/Public Safety at 814-393-2111. University Police will generate a missing persons report once information is provided and initiate an investigation. After investigating the missing person report, should Clarion University Police determine that the student is missing and has been missing for more than 24 hours, Clarion University will notify the student's Missing Person Contact no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, Clarion University will notify the student's parent or legal guardian immediately after University Police has determined the person has been missing for more than 24 hours. The local law enforcement agency with jurisdiction will also be notified no later than 24 hours after the student is determined to be missing. The student's Missing Person Contact information is collected at the MyClarion area of the [www.clarion.edu](http://www.clarion.edu) website. This information is registered as confidential and is only accessible to Clarion University Police in furtherance of an official investigation where a student is determined to have been missing for 24 hours or more.

## **MISSING STUDENT EMERGENCY CONTACT**

The Center for Residence Life Services will provide annual notice to all students in University Housing regarding this policy. Students are given an opportunity at the beginning of the fall semester to designate an individual to be contacted by the University if the student is determined to be missing. The designation remains in effect until changed or revoked by the student.

The online form provided for designation states the circumstance in which the designated emergency contact information will be used, and will include a statement that the University is required by law to also notify the student's custodial parent or guardian if the student is under 18 at the time he or she is discovered to be missing. Students are advised that their contact information will be registered confidentially, will be accessible only to authorized university officials, and will not be disclosed to any third party except to law enforcement personnel in furtherance of a missing person investigation.

## **EMERGENCY RESPONSE & EVACUATION PROCEDURES**

Emergency preparedness is the responsibility of the Emergency Management Team and done under the direction of the Director of Emergency Management. Members of the team include, the Vice President of Finance & Administration, the Vice President of Student Affairs, the Director of Facilities Maintenance, and the Director of University Relations as well as the Director of Public Safety.

The Office of Emergency Management works to develop an Emergency Operations Plan (EOP) and a Campus Evacuation Plan to address response to emergency incidents/situations related to all types of hazards (natural, man-made, utilities, and technological) that may arise. The campus EOP is National Incident Management Systems (NIMS) compliant and incorporates the principles of the Incident Command System (ICS) as required by State and Federal law. Both the EOP and Campus Evacuation Plans provide responders with guidelines for documentation, sheltering-in-place and other pertinent information for managing emergencies.

## **FIREARMS/WEAPONS POLICY**

Clarion University of Pennsylvania is an institution of Higher Education. As an academic environment there is no legitimate purpose to possess or control weapons, firearms or dangerous devices on University property. Weapons, firearms and dangerous devices are instruments capable of causing harm and injury to the campus population. Accordingly, it shall be prohibited for anyone to possess or control weapons, firearms or dangerous devices at Clarion University of Pennsylvania, except as provided for in the following paragraph. Prohibition of such devices and

instruments on University property is an attempt to reduce the possibility of injury to the campus population. Exceptions to this policy include the following:

- 1.) Small canisters of pepper spray as those sometimes carried on key chains for personal protection.
- 2.) Pocketknives and other similar devices
- 3.) Tools carried by maintenance employees in furtherance of their assigned jobs.
- 4.) Weapons carried by Law Enforcement officers in the performance of their duties.

Other exceptions to this policy may be granted in appropriate circumstances by the Director of Public Safety.

This policy complies with Clarion University of Pennsylvania President's authority under Act 188 to adopt policies governing the use of institutional facilities and property, and to do and perform those things necessary and required for the orderly operation of the institution. Failure to comply with the Weapons, Firearms and Dangerous Devices Policy will result in campus administrative or judicial actions by the Department of Public Safety.

### **ZERO TOLERANCE POLICY FOR ALCOHOL AND ILLEGAL DRUGS**

The University will not tolerate the use, possession, and/or distribution of alcohol or illegal drugs. These activities present a danger to the University community and detract from the educational mission of the institution. Students may be denied admittance into University facilities if it is believed they are under the influence of, or in possession of, alcohol or illegal drugs. Negative behavior that results from the use of alcohol and/or other drugs will not be tolerated in the University community. All instances of drug and alcohol usage will be formally adjudicated by the office of Student Affairs and, wherever possible, police authorities. The university reserves the right to provide alcohol amnesty to the person reporting the act of sexual violence and/or to the reported survivor of sexual violence in efforts to increase the likelihood of reporting such incidents.

### **DRUG AND ALCOHOL POLICY**

No persons regardless of age are permitted to possess, transport, or consume alcoholic beverages on campus with the exception of certain presidential legally approved non-student activities.

It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession, sale, use, manufacture, or distribution of any controlled substance (drugs) is illegal under both state and federal law and prohibited by university policy as denoted in the Code of Conduct contained within the Student Rights, Regulations, and Procedures Online handbook which is available at <http://www.clarion.edu/studentrights>. Limited numbers of hard copies are also available at the Office of Judicial and Mediation Services.

Venango College strictly enforces all drug law and liquor law violations. Violators of the law are subject to criminal prosecution under state and/or federal laws as well as under the student conduct system as outlined in the Student Rights, Regulations, and Procedures Online handbook.

Clarion University has developed a program to prevent the illicit use of drugs and abuse of alcohol by students and employees. The program services related to drug use and abuse include dissemination of information materials, educational programs through Wellness Programs, counseling services, referrals, individualized meetings, and by way of disciplinary actions.

### **DRUG FREE LEGISLATION**

In addition to this publication and in accordance with the Drug-Free Schools and Campuses Act and Drug-Free

Workplace Act, the University makes available and distributes, on an annual basis, a Student Rights, Regulations, and Procedures Online handbook brochure which contains specific information concerning the use and abuse of alcohol and illegal drugs, and programs available both on and off campus. The Student Rights, Regulations, and Procedures Online handbook contains a compliance manual section which details information regarding drug use and sale as well as information related to alcohol.

### **DRUG AND ALCOHOL INTERVENTION SERVICES**

Venango College provides alcohol and other drug prevention and intervention services to its students and employees through Counseling Services located in Montgomery Hall. Some of the services provided include alcohol education/intervention workshops. The Office of Health Promotions and Programs supports a Clarion University-Clarion Community Coalition on the prevention of alcohol abuse and violence task force. The staff offers presentations to university groups, classes, treatment referral service, student field experiences, and literature distribution.

Clarion University, in conjunction with all Pennsylvania State System of Higher Education institutions provides Brief Alcohol Screening and Interactions (BASICS) for all known first-time offenders of the Clarion University Alcohol Policy. BASICS is a two-session preventative alcohol program offered to Clarion University students who want to further explore their

### **CRIME PREVENTION AND SECURITY AWARENESS PROGRAMS**

The Office of Emergency Management is dedicated to the safety of employees and students and offers training in A.L.I.C.E. (Active Shooter), bomb threat and severe weather emergencies. This training is held periodically through out the academic year to introduce students and employees to campus security procedures and practices. Information regarding all emergency plans is located on the Office of Emergency Management's website and all employees and students are encouraged to personally prepare themselves for a campus emergency by attending training events and familiarizing themselves with the information on the website.

The Student Rights, Regulations, and Procedures Online handbook is available online for student use and public viewing/inspection at <http://www.clarion.edu/studentrights>. A brochure version is sent to all new students and new employees and information is conveyed electronically to the campus community on the Wednesday prior to the start of fall and spring classes. The Student Rights, Regulations, and Procedures Online handbook contains information regarding University policies, procedures, and information on personal safety, fire safety, and other policies.

Each student is responsible for familiarizing him/herself with the information contained in this document. Students must carry their University identification card at all times and must present it to a University Official upon request in accordance with the Student Rights, Regulations, and Procedures Online handbook.

Safety, security, self-defense (Rape Aggression Defense System or RAD), theft awareness, sexual assault awareness and prevention, sexual harassment training, security awareness, vandalism reduction, alcohol and other drug awareness and education, and overall crime prevention are some of the programs implemented by University Police and Student Affairs on an annual basis. Additional efforts are utilized during summer orientation sessions, Discovery Weekend Programs, and through meetings held by Community Assistant staff.

Each Community Assistant provides a minimum of two mandatory meetings each school year to verbally emphasize applicable residence hall policies and procedures as well as safety and security procedures. Other meetings are held as needed to disseminate information or follow up on concerns. Community Assistants are also required to complete programs for students in their building/floor/wing

## **SAFETY ESCORTS**

Venango campus security officer provides on-campus safety escorts during specified hours and can be scheduled by contacting the security officer at 814-393-1238.

## **EMERGENCY PHONES**

The Emergency Phones have been installed for safety. All students, faculty, staff and visitors are encouraged to activate the phones if they encounter any situation that makes them feel uncomfortable. Some situations when the Emergency Phones may be used:

1. If a crime is in progress or being witnessed.
2. If emergency assistance is needed.
3. If you are being harassed/feeling threatened.
4. If you are ill or require medical attention.
5. If you require assistance or directions.

## **NOTIFICATION OF DAILY CRIME LOGS**

Venango campus is not required to maintain a daily crime log but any crime that is reported to Clarion University Police at Venango campus would be entered in Clarion daily crime log and is available at the Public Safety office, Clarion Campus 24 hours, seven days a week.

## **TIMELY WARNING NOTICES AND EMERGENCY NOTIFICATIONS**

In accordance with the Clery Act, Clarion University will immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring on campus. The University will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of the responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. Such authorities, include, but are not limited to, the Clarion University Department of Public Safety, the office of the President, the office of the Vice President of Finance and Administration and University Relations.

The University will send a Timely Warning Notice to the campus community, notifying of any crimes that pose a serious and continuing threat to the community in an attempt to aid in the prevention of similar crimes on campus or in Clarion University owned or controlled property off campus. Timely Warning Notices are usually distributed for the following Uniformed Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) classifications: arson, criminal homicide, and robbery. Cases of aggravated assault and sex offenses are considered on a case-by-case basis, depending on the facts of the case and the information known by the Department of Public Safety. Cases involving sexual assault usually are reported long after the incident has occurred, and there is no ability to distribute a “timely” warning notice to the community. Sex offenses will be considered on a case by case basis depending on when and where the incident occurred, when it was reported, and the amount of information known by the Department of Public Safety. The Chief of Police, or designee, will review all reports to determine if there is any ongoing or immediate threat to the community and if the distribution of a Timely Warning Notice is warranted. Timely Warning Notices may also be posted for other crime classifications, as deemed necessary.

Public Safety, will issue a campus wide timely warning notice or emergency notification through the Office of University Relations. Public Safety will provide University Relations with the content of the timely warning and determine the

appropriate segment or segments of the campus community to receive them. University Relations will send the notifications to the community as instructed. This notification will consist of information being disseminated via the Eagle Alerts System; which includes email messages, emergency text messages and inner-office voice messages. Students and employees can sign up at <http://www.clarion.edu/alert>. Students may also include family members to be notified when an alert is issued during their registration for this service. Active crime alerts are found on the Clarion University Police webpage at <http://www.clarion.edu/publicsafety>.

Any person with information about a crime or other situation that may warrant a timely warning should report it immediately to Public Safety at 814-393-2111 or 2111 from a campus phone or in person at Public Safety, Thorn 1.

### **TESTING OF THE EMERGENCY NOTIFICATION SYSTEM**

Each semester, Clarion University test its emergency notification system-Eagle Alerts. The process is collaboration between Finance and Administration, Marketing and Communication and Computing Services. The Eagle Alert system is designed to provide time-sensitive information to university students, faculty and staff in the event of life threatening events. The system will also be used to let participants know if the campus will be closed for any reason, or if classes are delayed or cancelled. The information you enter into this system will not be shared with any outside vendors, nor will it be retained by the university beyond the opt-out date.

### **SECURITY CONSIDERATIONS IN THE MAINTENANCE OF CAMPUS FACILITIES**

Each semester the Campus Safety Inspector, within the Department of Public Safety, and various members of the Venango College community participate in a Safety Walk of the campus grounds to conduct regular inspections of the facilities and grounds to note and correct deficiencies that may exist inclusive of landscaping, grounds-keeping and outdoor lighting. Security Officer on routine patrols, report any safety hazards that are noticed and submit work orders for the necessary corrections to be made by the Facilities Management Department.

### **SECURITY OF AND ACCESS TO CAMPUS FACILITIES**

Clarion University is a public educational institution. The academic and administrative buildings are typically open during normal business hours and into the evening hours for night classes and activities. Most facilities have individual hours which may vary at different times of the year. Access to some campus buildings is controlled by a card access system; which has various levels of access to authorized individuals. There are various areas of the campus that are posted, in a manner prescribed by law, to serve notice not to intrude, under penalty of law. These areas include, but are not limited to hazardous and utility areas, residence halls and academic buildings that are closed after normal operating hours. Administrative and academic buildings are typically locked between 11 p.m. and 7 a.m., unless there is a need to keep them open for extended hours. Unauthorized persons are not permitted in the buildings during these hours. In most buildings on campus, a building authorization form must be completed and signed by faculty, department head and dean. To gain admittance to a building that is closed, proper identification must be present to Public Safety after the proper authorization has been verified by dispatch.

### **STAFFING IN THE APARTMENTS**

The Student Apartments at Venango College are privately owned and operated by the Clarion University Foundation, Inc., are staffed with graduate and student staff members hired by the Foundation and directly supervised by the Direct of Student Affairs at Venango College. Staff members undergo a screening and interview process prior to official commencement of duties assigned. The Graduate Assistant for Student Life and Housing resides at the complex and provides oversight to three student paraprofessionals, referred to as Community Assistants. Student staff receives two weeks of intensive training in August and three days of intensive training in January with other staff development trainings occurring throughout the course of the semester. Weekly staff meetings are also held to for both informational and training purposes. Training topics include but are not limited to policies, procedures, referral systems,

emergency systems, and fire/safety training as well as training regarding active shooters and other emergency preparedness.

### **TYPE OF AVAILABLE HOUSING**

Students residing in the Student Apartment Complex are live in four bedroom, two bathroom apartments. Each unit has an outside entrance accessible with a key card, and each student has a private bedroom accessible with a hard key. In addition to general lease policies, students are expected to abide by the rights and regulations outlined in the Clarion University Student Code of Conduct

### **POLICIES FOR ASSIGNMENT & ON-CAMPUS HOUSING CHANGES**

Students can select their room and may select a roommate or roommates using our online housing system. Students who do not select a roommate will be automatically assigned a roommate based upon a roommate preferences questionnaire. Assignments are not made with regard to race, creed, color, religion, or sexual orientation. The University and the Foundation reserve the right to make assignments, temporary assignments, consolidations, and reassignments. The University and the Foundation reserve the right to cancel any housing agreement and terminate a student's housing if the conduct of the student disrupts others, disregards the rights of others, or is in violation of the terms of the Housing Agreement, local, state, or federal law. Involuntary moves may also occur in regards to a request of a victim/survivor

### **VISITATION POLICY**

Students may have overnight guest no more than three consecutive nights and no more than seven nights per month.

### **HOUSING WHILE THE UNIVERSITY IS ON RECESS**

Students are able to remain in their apartments over breaks and recesses.

### **SEXUAL OFFENSE PROGRAMS**

Venango College, through Orientation, Discovery Weekend, student activities, Counseling Services, residence hall programming and academic departments, produces a wide array of programs and services which promote the awareness of rape, acquaintance rape and other sexual offenses. Public Safety provides crime prevention and self defense instruction through the RAD (Rape Aggression Defense) program throughout the academic year.

An education brochure entitled "Have You or Someone You Care About Survived an Incident of Sexual Violence" is a campus resource that is provided in print and digital forms. This brochure is available online. The resource provides information about sexual misconduct policies, relationship violence, educational information, safety tips, victim resources and information about how to respond and report sexual violence.

If you are the victim of a sexual assault report to the Public Safety office, Thorn 1, or call 814-393-2111. Because all allegations of sexual assault have the potential to involve criminal conduct, the university strongly advises all victims to first report directly to Public Safety. If the assault occurred off campus, dial 911 and the appropriate police agency will respond.

You should seek medical attention immediately because you could be injured, internally or externally. A medical examination could also provide important evidence of assault that is vital for the prosecution of the offender. It is possible that you could become pregnant or contract a sexually transmitted disease. PPC, The Violence Free Network, can provide trained support staff to assist you. Don't bathe until you have had a medical exam; you literally could be washing away valuable evidence. Save the clothing you were wearing; place in a paper bag to preserve for evidence as well.

## NOTICE OF NON DISCRIMINATION AND SEXUAL HARASSMENT

Clarion University is committed to cultivating a learning, teaching and working environment that is free of discrimination on any basis, which includes discrimination on the basis of sex in accordance with Title IX of the Education Amendments Act of 1972, which prohibits discrimination on the basis of sex in educational programs and activities at institutions that receive federal financial assistance. Title IX prohibits sexual offenses in all collegiate aspects and requires a prompt and equitable resolution of complaints. Sexual harassment, which includes acts of sexual violence (including, but not limited to rape, sexual assault, sexual harassment and sexual exploitation as well as domestic violence, dating violence and stalking) is a form of sexual discrimination prohibited by Title IX. In the context of Clarion University of Pennsylvania's *Sexual Harassment Policy and Procedures*, sexual assault, or violence occurs when there are physical sex acts perpetrated against the will of a student or employee when that student or employee is incapable of giving consent. Acts of rape, sexual assault, sexual battery, and sexual coercion all constitute sexual violence. Allegations of sexual harassment involving employees or students will be investigated pursuant to the process outlined in the University's *Sexual Harassment Policy and Procedures* found at [sexual harassment policy](#) and Students Rights, Regulation and Procedures found at <http://www.clarion.edu/studentrights>.

The University offers many resources for addressing complaints of sex discrimination. Inquiries, concerns or complaints of faculty, staff and students regarding sex discrimination should be directed to the attention of University's Title IX coordinator by phone 814-393-2109. The Office of Social Equity (Carrier 207) works closely with the Offices of Public Safety (campus police) and the Judicial and Mediation Services in addressing complaints regarding sexual assault, and sexual violence. Please visit our website for the institution's [sexual harassment policy](#), including a copy of grievance procedures or [Title IX and the Clery Act](#).

Clarion University, upon written request, will disclose to the alleged victim of a crime of violence or a non-forcible sex offense, the report of the results of any disciplinary proceeding conducted by the institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

Throughout the entire on-campus student conduct process, both the complainant and respondent will have access to the same rights including the opportunity to have an advocate present during the process and to be informed of the outcome without condition. The complainant will be afforded certain rights while the university hearing process is ongoing as defined in the Sexual Offenses Policy. Some of the rights include, but are not limited to, changing academic and/or living situations, if those changes are requested by the victim and are reasonably available, protection against discussion of past sexual history, and to be free from intimidation and harassment. All sexual offenses are considered major violations of the Student Code of Conduct. A student found responsible by the student conduct process is subject to disciplinary probation, suspension or dismissal.

### REPORTING OPTIONS

- **FILING A REPORT WITH THE DEPARTMENT OF PUBLIC SAFETY**

If the victim of a sexual assault elects to contact the Department of Public Safety to file a report, an officer trained to investigate sexual assault will work with the victim to gather information. The victim always retains the right to decide whether or not to participate in any criminal prosecution. The officer will ensure that the survivor gets the counseling and other assistance they need.

- **CONTACTING ANOTHER LAW ENFORCEMENT AGENCY**

Victims may also contact local law enforcement agencies to report a sexual assault or other crime. Members of the Department of Public Safety and other University officials will assist the victim in notifying the appropriate agency in the applicable jurisdiction.

- **FILING AN INTERNAL COMPLAINT WITHIN THE UNIVERSITY**

If you have been sexually assaulted, you have several options to address your situation. You may simply wish to speak with a counselor or member of the Student Affairs staff privately. To file a formal written complaint, you should go to [www.clarion.edu/judicial](http://www.clarion.edu/judicial) to submit an incident report or contact the Office of Judicial and Mediation Services directly.

The University's judicial procedures and policies are fully detailed in the "Guide to Clarion University Judicial Policy Manual" found at <http://www.clarion.edu/studentrights> . These procedures are sensitive to the rights of all concerned in the matter. The accused and accuser are each entitled to have a person accompany them to the hearing and all related proceedings. Attorney(s) will not be allowed to address the University Judicial Board, but may serve in an advisory capacity. Both the accused and the accuser shall be informed of the outcome of the proceedings involving alleged sex offenses.

Clarion University's response system is designed to afford a complainant (the person who is bring the charge) and a respondent (the person who is answering the charge) a fair, prompt and appropriate resolution. The process is designed to help persons who need support as they address these incidents, and incorporates both informal resolutions and formal disciplinary procedures.

The resolution of a formal sexual assault complaint is handled by the appropriate University judicial system. The full text of the protocol for handling informal and formal complaints s available from the Dean of Student Development. The full context by which the alleged sexual incident occurred must be considered in determining whether the alleged conduct constitutes sexual harassment or assault. Procedures for resolving complaints regarding sexual assault or harassment are handled through the Office of Judicial Mediation Services or the Department of Human Resources. In any case, both the accuser and the accused are entitled to the same opportunity to have others present during the disciplinary processing.

Clarion University has a wide range of latitude when determining sanctions involving sexual assault complaints proceedings. Those sanctions may range from probation to expulsion from the university.

Complainants may file a confidential report with the Office of Judicial Mediation Services or University Police.

## **INTERIM MEASURES**

If a Clarion University student who is a survivor of sexual assault or relationship violence requests a change in her or his living arrangements, academic schedule, working arrangements, and/or transportation arrangements, the Office of Student Affairs and/or Office of Academic Affairs will assist the student. In addition, the university may issue "no contact" letters and provide assistance for the victim to obtain a Protection from Abuse order.

## **CHANGING LIVING AND ACADEMIC SITUATIONS**

If a Venango College student who is a survivor of sexual assault or relationship violence requests a change in her or his living arrangements or academic schedule Student Affairs and/or Office of Academic Affairs will assist the student.

## REPORTING ANNUAL DISCLOSURE OF CRIME STATISTICS

Campus crime, arrest and referral statistics are compiled from statistics reported to the Public Safety office and to Campus Security Authorities, (including but not limited directors, deans, department head, designated housing personnel, Residence Life and Dining Services staff, advisors to students/student organization, athletic coaches, trainers, and local law enforcement agencies). University Counseling Services staff is encouraged to inform their clients of the procedures to report crime to the Public Safety Department on a voluntary or confidential basis, should they feel it is in the best interest of the client.

In accordance with applicable State and Federal Regulations, the University publishes and distributes crime statistics to all current students, faculty and staff on an annual basis. The crime statistics are also available upon request to all applicants for enrollment or employment. View the crime statistics report on line at <http://www.clarion.edu/crimestats>.

## CRIME STATISTICS

Statistical data for this report is compiled by the Public Safety Department. Information about crime is obtained from Public Safety crime statistics, University employees, campus judicial records, Oil City Police and West Penn Hospital Security Department. Individuals who wish to report crimes for inclusion in the Annual Security Report may contact the Department of Public Safety at 814-393-2111. In seeking to maintain a safe, secure educational setting, the Public Safety department encourages the reporting of crimes and other emergencies. Individuals who report crimes are not compelled to seek criminal prosecution of suspects. University policy requires all employees, except professional and pastoral counselors, to report certain serious crimes to Public Safety for inclusion in the annual report. The identity of the person reporting the crime to the employee does not have to be disclosed to Public Safety. Information about selected serious crimes can be found in the statistical report below. This publication is available, upon request, from the Department of Public Safety or can be found at <http://www.clarion.edu/crimestats>.

**Crimes reported to the Clarion University Public Safety Department, Campus Officials or other Law Enforcement Agencies, at the Venango Campus. These reports of crime are compiled in accordance with the provisions of the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act.**

Reported Crimes	On Campus Property			On Campus Student Housing Facilities			Non Campus Property			Public Property		
	2011	2012	2013	2011	2012	2013	2011	2012	2013	2011	2012	2013
Murder/Non-Negligent Manslaughter	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
Agg. Assault	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	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
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	1	0	0	0	0	0	0	0	0	0	0

Forcible Sex Offense	0	0	0	0	0	0	0	0	0	0	0	0
Non-Forcible Sex Offenses	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	-	-	0	-	-	0	-	-	0	-	-	0
Dating Violence	-	-	2	-	-	0	-	-	0	-	-	0
Stalking	-	-	1	-	-	0	-	-	0	-	-	0
<b>Arrests</b>												
Liquor Laws	1	0	0	0	1	0	0	0	0	0	0	0
Drug Laws	0	1	0	0	1	0	0	0	0	0	0	0
Weapons Laws	0	0	0	0	0	0	0	0	0	0	0	0
<b>Referrals</b>												
Liquor Laws	0	0	6	0	0	6	0	0	0	0	0	0
Drug Laws	0	1	0	0	1	0	0	0	0	0	0	0
Weapons Laws	0	0	0	0	0	0	0	0	0	0	0	0

**Definitions and Caveats**

Public Property is considered the roads and sidewalks adjacent to, but not part of University Property.

Non-Forcible Burglary is the unlawful, non-forcible entry into a building or room with the intent to commit a crime therein. A forcible “breaking and entering” is not required. For example, entering a room through an unlocked or open door for the purpose of committing a crime is a non-forcible burglary.

Statistics for Liquor Law Referrals and Drug Law Referrals reflect incidents where arrests were not made for those violations but where instead handled through the Student Disciplinary system.

No hate crimes were reported for Venango College in 2013.

Domestic Violence, Dating Violence and Stalking are Crimes that have been added to the Clery Statistics as a requirement of the Violence against Women Act. 2013 is the first year the stats were included.

The crime statistics information year 2013 as shown above does include data that was collected by the Oil City Police Department and West Penn Hospital. West Penn hospital had no reportable crimes.

## DEFINITION OF REPORTABLE CRIME

Clarion University is required to report crime statistics as defined by the Clery Act for the following crimes which are reported and may have occurred in a geographic location as detailed below.

### Criminal Homicide

***Murder and Non-negligent manslaughter:*** The Killing of a person through gross negligence.

***Negligent Manslaughter:*** The killing of a person through gross negligence.

### Forcible Sex Offenses

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

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

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

***Forcible 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 or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

### Non-Forcible Sex Offenses

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

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

***Domestic Violence:*** Felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

***Dating Violence:*** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based upon a consideration of these factors: the length of the relationship, the type of relationship, the frequency of interaction between the persons involved in the relationship.

***Stalking:*** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his/her safety or the safety of others, or suffer substantial emotional distress.

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

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

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

**Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where taken by persons not having lawful access, even though the vehicles are abandoned; including joy riding).

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

### Other Offenses

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

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

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

### Hate Crimes

A ***hate crime*** is a criminal offense committed against a person or property which is motivated in whole or in part, by the offender's bias. ***Bias*** is a pre-formed negative opinion or attitude toward a group of persons based on their actual or perceived race, gender, disability, religion, sexual orientation, gender identity, ethnicity or national origin.

## GEOGRAPHIC LOCATION REQUIRED

The following is a statement of the geographic location for which the University ***is required*** to report crime statistics and issue timely warnings under the Clery Act.

The University is required to report crime statistics for Clery-designated crimes and to issue timely warnings for those crimes that represent a severe and continuing threat in the following geographic locations: *on campus, public property and non-campus buildings and property.*

## **On-Campus**

*Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residents halls; and any building or property that is within or reasonably contiguous to paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students and supports institutional purposes.*

Definition for Clarion University: campus buildings and property on the Venango Campus. Campus student housing (not owned by the University at Venango Campus) would be included as *on-campus*.

## **Public Property**

*All property, including thoroughfares, streets and sidewalks that are within the campus, or immediately adjacent to and accessible from the campus is considered public property.*

Definition for Venango College: streets, alleys and sidewalks that are adjacent to campus or that bisect campus, would be included as *public property*.

## **Non-Campus buildings or Property**

*Any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution. West Penn Hospital would be considered non-campus.*

## **GEOGRAPHIC LOCATON NOT REQUIRED**

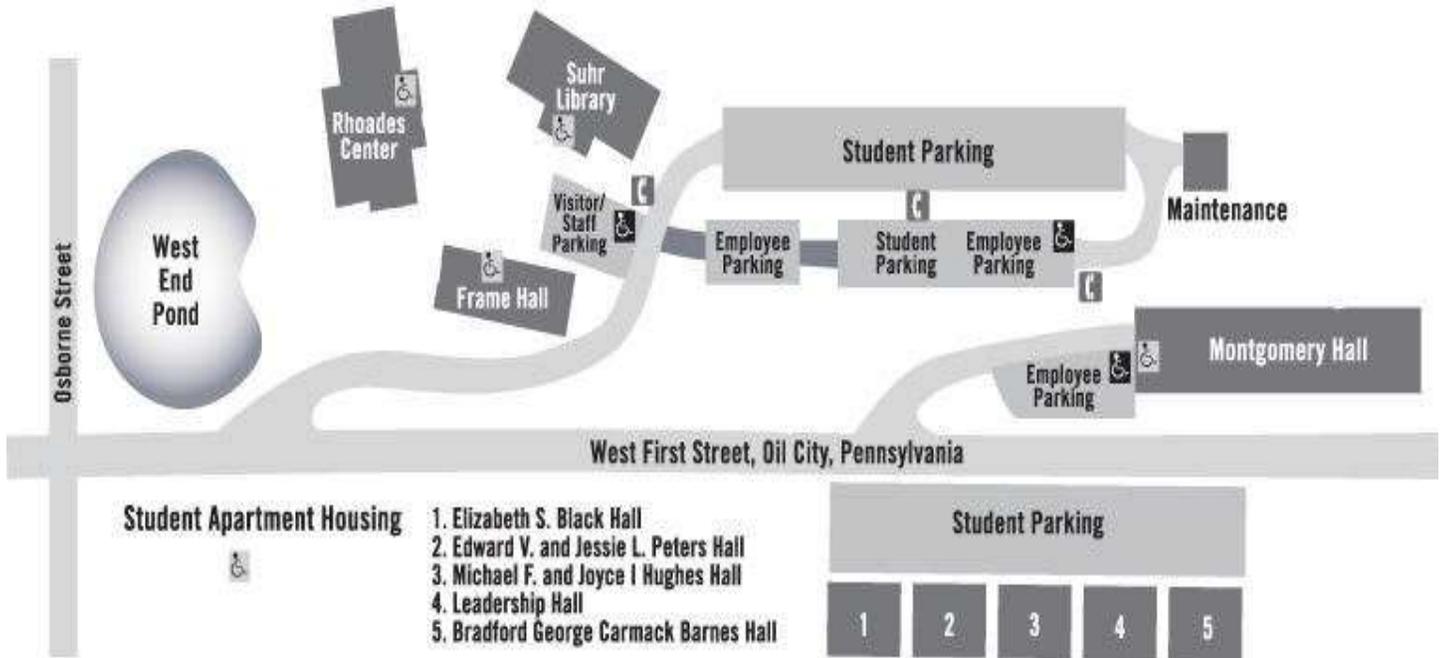
**The following is a statement of the geographic locations for which the University is NOT required to report crime statistics or issue timely warnings.**

The University is NOT required to report crime statistics or issue timely warnings for Clery-designated crimes that occur off campus, with the exception of those crimes committed on *public property* or in (on) *non-campus buildings and/or properties*, as defined and described above. However, the University recognizes that in certain cases timely warnings, even if not required by the *Clery Act*, may benefit the campus community. The following criteria must be met for the University to issue a timely warning for an off-campus crime that does not require a timely warning under the *Clery Act*.

1. The crime is a murder, rape, or other serious or violent assault; or the local municipality requests that the University issued a timely warning.
2. The crime occurred in a geographic area frequented by Venango College students
3. The crime represents a continuous threat to the Venango College campus community.

**Venango College**  
 Clarion University of Pennsylvania  
 1801 West First Street  
 Oil City, PA 16301-3297

-  Handicap Parking
-  Wheelchair Accessible Building
-  Emergency Phones



# Clarion University-Venango College

## 2014 FIRE SAFETY AND STATISTICAL REPORT

Clarion University is committed to provide a safe environment for all students, faculty, staff and visitors. It is the University's intent to protect members of the campus community against avoidable and undue risks of injury or death due to fire. Fire prevention measures also minimize loss of property due to fire. It is the intent of the University to provide a safe environment with respect to fire and emergency safety by following the International Fire Code (IFC). To request more information or to speak with the Clarion University Safety Inspector, call 814-393-2009.

### FIRE SAFETY STATISTICS

This report complies with the Clery Act and the Campus Fire Safety Right-To-Know Act, and is based on reporting documents which includes housing affiliated with the Venango College campus.

Reported Fires	FIRES			INJURIES			DEATHS		
	2011	2012	2013	2011	2012	2013	2011	2012	2013
Black Hall	0	0	0	0	0	0	0	0	0
Hughes Hall	0	0	0	0	0	0	0	0	0
Barnes Hall	0	0	0	0	0	0	0	0	0
Leadership Hall	0	0	0	0	0	0	0	0	0
Peters Hall	0	0	0	0	0	0	0	0	0

### PROCEDURES IN CASE OF FIRE OR A FIRE ALARM

- If a fire alarm is heard or seen, immediately begin evacuation of the building.
- Close all windows and doors behind you.
- If a fire or smoke is discovered, sound the building fire alarm.
- Dial 911.
- Close the window to your room.
- Proceed quickly to the nearest exit, closing room and stairwell doors as you leave (do not lock doors). Closing doors helps to confine the fire by reducing oxygen flow.
- DO NOT USE ELEVATORS.
- Alert others as you leave.
- Activate the fire alarm as you leave the building.
- If you encounter smoke, stay near the floor and below the smoke.
- Exit the building and assemble in the area established by your Residence Staff. Do not leave the area as you must be accounted for. If you do not know where your designated area is located, contact your GA.
- If unable to leave your room due to heat, smoke or fire, call 911 to give your location so firefighters may find you. If possible, hang a brightly colored towel or article of clothing out your window to signal for assistance.

- Do not return to an evacuated building unless told to do so by an authorized university official.

## GENERAL FIRE SAFETY

Refrigerators, microwaves, hot pots, hot-air popcorn poppers, and coffee makers with automatic shut-off features are allowed in dorm rooms. All other cooking appliances are prohibited. There may be additions to the restrictions placed on what students may bring into the residence halls as deemed necessary by the Residence Life Services office.

Be aware of the possible primary and secondary emergency exit routes, fire alarm pull stations, and emergency procedures of your place of residence. Those with physical disabilities should notify Residence Life, in advance, to plan for an evacuation. If you become temporarily disabled due to an injury or illness, Residence Life should also be informed.

Become familiar with the fire exits nearest your room and the evacuation plans posted on each floor of your building. Generally speaking, you should use the closest stairwell to your room; but you should also be aware of a secondary exit in the event your primary exit becomes unusable.

## FIRE DRILLS

In compliance with state regulations, Venango College Student Affairs conducts fire drills (evacuations) a minimum of four times annually. In addition, Venango College conducts one fire drill per semester in academic and administrative buildings. Drills shall be held at random and are conducted during all hours of the day to avoid distinction between drills and actual fires. All building occupants are required to evacuate during fire drills. Individuals who ignore fire alarms and required evacuations may face disciplinary action or criminal charges. Fire drill documentation will be maintained in Frame Hall.

## PROCEDURE FOR REPORTING A FIRE

*Students, faculty and staff are instructed to call 911 to report a fire emergency.*

Clarion University is required to disclose statistical data on all fires that occur in on-campus student housing facilities. The fire should be reported to:

Public Safety Office Dispatch Center	814-393-2111
Safety Inspector	814-393-2009

If you find evidence that a fire may have occurred, after the fact (e.g. evidence that something burned), please notify Public Safety at 814-393-2111 as soon as possible. Do not attempt to remove or clean up any debris until the situation has been assessed.

## FIRE DETECTION AND PROTECTION

All residence halls and suites are equipped with fire alarm systems, including smoke detectors, manual pull stations and automatic sprinkler systems.

### ***Automatic Sprinkler System Information***

- *The sprinkler systems installed in the apartments are “wet-pipe” sprinkler systems. This means that there is enough water throughout the pipes in the system right up to each sprinkler head.*
- *Sprinkler heads are heat sensing devices. They are set to activate once the area around the sprinkler reaches a predetermined temperature. Sprinkler heads do not sense smoke.*

- *Each sprinkler head operates individually. In other words, the activation of one sprinkler head will not cause the entire system to operate.*
- *Never hang on sprinkler pipes or hang anything on a sprinkler head. Tampering with sprinkler pipes and sprinkler heads can cause significant flooding and water damage.*
- *Do not cover or otherwise obstruct sprinkler heads, smoke detectors and or other fire detection and suppression equipment.*
- *Never tamper with any fire protection equipment or block any fire protection devices or other fire protection.*
- *Do not open windows during the winter months. Some areas are not heated well enough to prevent water from freezing in the pipes. This can cause leaks and flooding from broken pipes.*

The automatic sprinkler systems and fire detection systems installed in the residence halls are there for your protection. Please do not tamper with them or use them for any other purpose. Your cooperation is needed to help insure that these systems. Tampering with fire protection/detection equipment is considered to be a crime and could be subjected to disciplinary action. Your cooperation is appreciated.

### USE OF FIRE EXTINGUISHERS

Properly trained and competent residence hall staff may attempt to put out fire using fire extinguishers. Fire extinguishers are not meant to fight large or spreading fires.

Apply the following guidelines when using a fire extinguisher:

- Only trained personnel should use a fire extinguisher.
- Activate a fire alarm prior to using a fire extinguisher.
- Always position yourself with an exit or means of escape at your back before using a fire extinguisher to put out a fire.
- If the fire is producing large amounts of smoke that you may inhale fighting it, do not try to extinguish it.

### EDUCATION AND TRAINING

Residence Hall Faculty and Staff participate in (live-burn) fire extinguisher training and classroom fire safety training at a minimum of once a year.

Topics addressed during this training include:

- Fire prevention in the residence halls
- What to do in the event of a fire
- How to report a fire or other emergency
- How residence hall fire safety systems operate.

Additional fire safety training and education programs for residence hall students are coordinated by Community Assistants. Students, faculty and staff may request fire training at any time by calling 814-393-2009.

### FIRE LOG

A fire log is maintained in the Frame Administrative office and is available for public inspection. The log includes:

- Nature of the fire
- Date/Time fire occurred
- Date/Time fire reported
-

General location of the fire

**PLANS FOR FUTURE IMPROVEMENTS IN FIRE SAFETY** Clarion University and Venango College continues to monitor trends related to residence hall fire incidents and alarms to provide a fire safe living environment for all students. New programs and policies are developed as needed to help insure the safety of all students, faculty and staff.