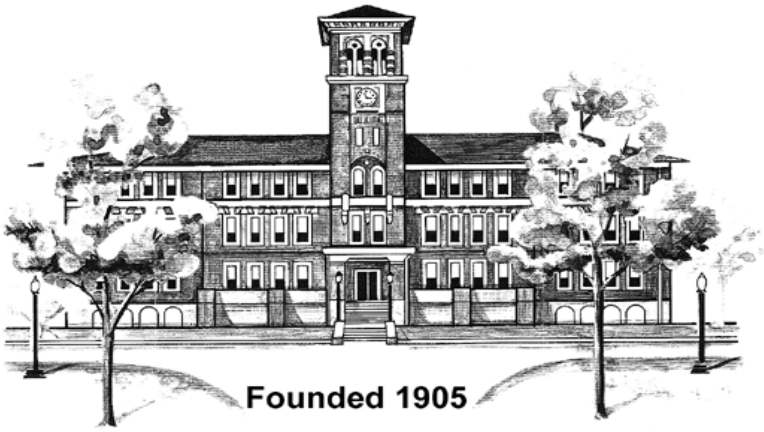
THADDEUS STEVENS COLLEGE OF TECHNOLOGY

CAMPUS SAFETY AND SECURITY



CRIME STATISTICS 2012-2013

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SECURITY INFORMATION ACT

The information contained herein is designed in accordance with the Student Right-to-Know, Campus Security Act, College and University Security Information Act (Act 73 of 1988) and the Campus Sex Crimes Prevention Act (CSCPA) to provide both current and prospective students, faculty, and staff with information pertinent to security measures and crime statistics at the Thaddeus Stevens College of Technology.

Number of Full-time Undergraduate Students averages 830.

Capacity of Residence Halls is 410.

- **Number of Full-time; Non-student Employees Working on Campus is 84.**
- **Number of Part-time Non-student Employees Working on Campus is 44.**

Administrative Officer Responsible for Security of Campus: Vice President for Finance and Administration.

ACCESSING CRIME STATISTICS FROM THE PENNSYLVANIA STATE POLICE (PSP)

As a result of Act 73 of 1988, the College and University Security Information Act, Thaddeus Stevens College of Technology is required to report to the Pennsylvania State Police specific statistics on the crimes that occurred on its campus during each calendar year. The Pennsylvania State Police must then publish these crime statistics in its Annual Uniform Crime report, *Crime in Pennsylvania*. These statistics can be accessed from the Pennsylvania State Police's web site:

http://ucr.psp.state.pa.us

CAMPUS SEX CRIMES PREVENTIOIN ACT (CSCPA)

Registering Sex Offenders on College Campuses

A federal law passed by Congress in October 2000 requires that offenders notify the State if they are a student at or work on the campus of an institution of higher education. An offender must register with the State if he or she is employed:

With or without compensation
Full-time or part-time
For a period of more than 14 days
For an aggregate period exceeding thirty (30) days in a calendar year.

According to the Campus Sex Crimes Prevention Act, convicted sex offenders must register with police if they enroll in classes or take a job at a college or university. In addition, schools can release sex offender registry information without fear of violating the Family Educational Rights and privacy Act of 1974 (FERPA).

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The "Campus Sex Crimes Prevention Act" **(section 1601 of Public Law 106-386) is a federal law enacted on October 28, 2000 that provides for the tracking of convicted, registered sex offenders enrolled as students at institutions of higher education, or working or volunteering on campus. It was sponsored by U.S. Senator Jon Kyl of Arizona and supported by Security On Campus, Inc.**

The Act amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act to require sex offenders already required to register in a State to provide notice, as required under State law, of each institution of higher education in that State at which the person is employed, carries on a vocation, or is a student. Requires that state procedures ensure that this registration information is promptly made available to law enforcement agencies with jurisdiction where the institutions of higher education are located and that it is entered into appropriate State records or data systems. These changes took effect October 28, 2002. These requirements are tied to state eligibility for certain types of federal grant funding and must be implemented through state law.

It also amends the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act to require institutions of higher education to issue a statement, in addition to other disclosures required under that Act, advising the campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained. These changes took effect October 28, 2002 and this notice will be a requirement beginning with the annual security report due October 1, 2003.

Lastly the Act amends the **Family Educational Rights and Privacy Act of 1974** to clarify that nothing in that Act may be construed to prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders; and requires the Secretary of Education to take appropriate steps to notify educational institutions that disclosure of this information is permitted. This amendment took effect on October 28, 2000.

CAMPUS SECURITY

Thaddeus Stevens College of Technology is committed to providing a safe learning and working environment for its faculty, staff and students. The College contracts with G4S Security to provide round-the-clock security service on campus with the purpose of protecting the campus from intruders and possible damage or thefts.

The following is a summation of the weekday and weekend security schedules, which consists of scheduling security personnel twenty-four hours per day, seven days per week.

WEEK DAY SECURITY SCHEDULE

Shift	Number of Guards	Start Time	End Time	Days of Week
First	One/One	7:00 AM/8:00 AM	3:00 PM/4:00 PM	M-T-W-TH-F
Second	One/One	3:00 PM/4:00 PM	11:00 PM/12:00 AM	M-T-W-TH-F
Third	One/One	11:00 PM/12:00 AM	7:00 AM/8:00 AM	M-T-W-TH-F

WEEKEND SECURITY SCHEDULE

Shift	Number of Guards	Start Time	End Time	Days of Week
First	One/One	7:00 AM/8:00 AM	3:00 PM/4:00 PM	Sat-Sun
Second	One/One	3:00 PM/4:00 PM	11:00 PM/12:00 AM	Sat-Sun
Third	One/One	11:00 PM/12:00 AM	7:00 AM/8:00 AM	Sat-Sun

NOTE: **A part-time Residence Hall Advisor, employed by the College, also acts in the role of a security person from 7:00 p.m. to 4:00 a.m. Thursday, 7:00 p.m. to 4:00 a.m. Fridays; and 7:00 p.m. to 4:00 a.m. Saturdays working out of Herrington or Armstrong Halls**

When the College is not in session, minimum security coverage will be one guard working on each shift; thus, providing 24-hour coverage seven days a week.

CRITERIA AND TRAINING FOR SECURITY PERSONNEL

All guards must be fingerprinted by the Pennsylvania State Police and background investigated by both the Pennsylvania State Police and the Federal Bureau of Investigation in order to be cleared for employment with G4S Security.

The Vice President for Finance and Administration, prior to their initial assignment, will interview guards that are assigned to the College. If the Vice President for Finance and Administration has concerns about the individual's ability to function in the Stevens community he/she has the right to ask for and receive an acceptable replacement.

If a security person is selected and later is found unable to work effectively with the Stevens' population, the College reserves the right to have him/her replaced.

Specific training that security guards undergo on the Stevens campus is directed and monitored by the acting security supervisor designated for the Stevens' campus by G4S Security.

Daily and monthly meetings between the President, Vice President for Finance and Administration, Director of Student Services, and Director of Resident Life and security supervisors are aimed at continued familiarization with our student population, its profile, and how to most effectively handle problems, which confront them on a daily basis. This is an important supplement to the formal training received from the supervisor.

The College monitors performance of its facilities and security services by conducting random audits and/or meetings with students.

TITLE IX OF THE EDUCATION AMENDMENTS OF 1972
SECTIONS 503 AND 504 OF THE REHABILITATION ACT OF 1973
THE AMERICAN DISABILITIES ACT OF 1990

The Thaddeus Stevens College of Technology will not discriminate in its educational programs or employment practices based on race, color, national origin, sex, sexual orientation, gender identity, disability, age, religion, ancestry, union membership, or any other legally protected classification. Announcement of this policy is in accordance with state and federal laws, including Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the American Disabilities Act of 1990.

Employees and participants who have an inquiry or complaint of harassment or discrimination, or who need information about accommodations for persons with disabilities, should contact Betty Tompos, Affirmative Action Officer, Thaddeus Stevens College of Technology, 750 E King Street, Lancaster, PA 17602.
Telephone: (717) 391-6947.

WHO TO CALL FOR HELP

MAIN CAMPUS:

Security – General	**(717) 396-7165**
Security Cell	**(717) 286-4607**
Supervisor	**(717) 669-4920**
Vice President for Finance and Administration	**(717) 391-6947**
Office of Finance and Administration (i.e. Business Office)	**(717) 299-7731**
Fax Numbers: Mellor Copier Room	**(717) 299-7748**
Business Office (Mellor Bldg.)	**(717) 299-7710**
Director of Residence Life	**(717) 299-7564**
Director of Student Services	**(717) 299-7794**
Dispensary	**(717) 299-7769**
	(717) 606-1560
Counseling Office	**(717) 299-7408**
Women's Center	**(717) 391-3599**

BRANCH CAMPUS:

Security – General	**(717) 606-1564**
Security – Cell	**(717) 286-4607**

EXTERIOR EMERGENCY TELEPHONES

LOCATION:	PHONE NUMBER:

MAIN CAMPUS:

Armstrong Hall	(717) 391-1382
Bourne Hall	(717) 391-1383
Brenner Hall	(717) 391-3532
Hartzell – South Door	(717) 391-3555
Hartzell – West Door	(717) 391-7397
Herrington Hall	(717) 391-1381
Jones Dining Hall	(717) 391-1378
Kenneth W. Schuler Learning Resources Center	(717) 391-3553
Kreider Building	(717) 391-1384
Leonard Building	(717) 391-1385
Metzger Hall	(717) 391-1380
Multi-Purpose Activity Center (MAC)	(717) 391-1387
Schwalm Student Center	(717) 391-1379
Snyder Building	(717) 391-3554

BRANCH CAMPUS:

Main Vestibule	(717) 606-3033
Emergency Entrance	(717) 606-5551
Boiler Room Ramp	(717) 606-5970
Loading Dock	(717) 606-3017
Orange Street at "D" Entrance	(717) 606-3041
Cottage Avenue at "E" Entrance	(717) 606-3037
Cottage Avenue Vestibule	(717) 606-3038
Auditorium at Clark Street	(717) 606-3036
Canopy Clark Street	(717) 606-3040
Dumpster Area Clark Street	(717) 606-3039
Elevator # 6	(717) 606-3024
Elevator # 9	(717) 606-3024
Roof Above C Wing	(717) 606-3030

INSTRUCTION FOR USING EXTERIOR EMERGENCY TELEPONES:

Step 1:	Open the Door to the Telephone Box
Step 2:	Pick-up the Receiver to the Telephone
Step 3:	The Telephone Will Automatically Dial the Number of Security's Cellular Telephone
Step 4:	Wait Until a Security Officer Answers the Telephone
Step 5:	Identify Your Location and Name
Step 6:	Request Assistance

POLICIES REGARDING PROCEDURES AND FACILITIES TO REPORT CRIMINAL ACTION OR OTHER EMERGENCIES

- **The Safety & Security Department of Thaddeus Stevens College of Technology is primarily responsible for law enforcement, security, safety, and emergency response at the College. The Safety & Security Office is located on the first floor of the John E. Barley Multipurpose Activity Center (MAC). The John E. Barley Multipurpose Activity Center is located next to the Kenneth W. Schuler Learning Resources Center. The Safety & Security Office is open and staffed 24 hours a day by professional security officers during the normal college year. The emergency cellular telephone number is staffed 24 hours a day.**

- **To report a crime or an emergency, call 717-396-7165 or 717-286-4607.***

- **Emergency telephones are located at the exterior of all buildings on the main campus, as well as, at the exterior front door of the Branch Campus. The telephones are located inside the telephone boxes. The caller need only pick up the receiver. The telephones will automatically dial security.**

- **To obtain information or request security services, call 717-396-7165 or 717-286-4607.**

- **Thaddeus Stevens College of Technology's Security Department maintains contact with the Lancaster City Police Department as well as the Pennsylvania State Police.**

Security will respond to all calls for service and will summon Lancaster City or Pennsylvania State Police Departments when necessary. The Security Department encourages faculty, staff and students to report criminal acts and/or suspicious occurrences to security immediately.

Criminal offenses should be reported to the Security Department but may be reported to the Vice President for Finance and Administration, Director of Student Services or Director of Residence Life.

***All incidents must be reported to the Security Department.**

POLICIES CONCERNING THE COLLEGE'S RESPONSE TO REPORTS

Upon receiving a report of an incident, Campus Security Officers are dispatched immediately to the site of the complaint. Security Officers prepare and submit written reports on all calls answered and if necessary, will contact the Pennsylvania State Police, City of Lancaster Police Department or other emergency response teams requesting their presence at the site. Officers are also required to provide follow-up reports at the conclusion of their investigations. Copies of all reports are located in the offices of Student Services, Finance and Administration and Security.

POLICIES CONCERNING
CAMPUS LAW ENFORCEMENT

Authority of Security Personnel

Campus security at Stevens does not possess the authority to arrest individuals who are in violation of federal or state law. They do have the responsibility to apprehend such individuals in violation of state or federal laws and immediately contact the proper authorities to investigate the initial charges where appropriate.

A Security Officer, as a civilian, may arrest a person only after having been positively identified by that Security Officer. The power to arrest on evidence and probable cause rests solely with a City or State Police Officer. A Security Officer may not arrest a person on the basis of being positively identified by another person or based on suspicion alone.

A student or person at Thaddeus Stevens College of Technology subjects him or herself to a room, vehicle or personal search on the basis of probable cause. A search will consist of a faculty or staff member along with Security Personnel, except in emergency situations or as designated in the student handbook.

A Security Officer may use force against another person only to defend him or herself or another person. Once the perpetrator has been neutralized, or no longer hostile, the use of force is not permitted.

Relationship with State and Local Law Enforcement Agencies

The working relationship of campus security with state and local police forces has been a favorable one at Stevens. Normal operating procedure is that the initial contact department would be the Pennsylvania State Police. Lancaster City Police have also intervened in emergency cases.

A Police (City or State) Officer is called at the discretion of the Security Officer and/or at the request of the Administration, Faculty or Staff.

A Security Officer may not assist a Police Officer in an arrest or apprehension unless requested by the Police Officer. In addition, a Security Officer will yield all information to the Police Officer immediately upon request for an investigation.

POLICIES WHICH ENCOURAGE ACCURATE & PROMPT REPORTING OF ALL CRIMES

All violations in opposition to state and federal law are reported to the appropriate outside agency and subsequent investigation and decision is then rendered by that body.

During an investigation or questioning session with a student, the Security Officer will document the time and day the request was made in the required "incident" report. All relevant information (i.e. State Police Incident Number, etc.) will be included in the report.

CAMPUS SECURITY PROCEDURES AND PRACTICES

How to Make Special Requests

In order for an outside agency or individual to utilize the Stevens facilities, it is necessary for them to contact the College's Vice President for Finance and Administration. The Vice President for Finance and Administration and, if deemed necessary, the President, will determine whether or not the group will be permitted use of the facility.

All requests to use a particular room on campus must be submitted, in writing, to the Vice President for Finance and Administration, at least two weeks in advance of the date of the event. The Vice President for Finance and Administration will arrange to have Security unlock the room at the time requested.

Employees, other individuals and/or groups must sign a waiver (Hold Harmless Agreement) exonerating the institution from liability in the event of an accident. They must also provide insurance information holding the College harmless in the event of an accident or damage to person or property.

All requests to have additional Security Officers at special events must be submitted, in writing, at least two weeks in advance of the event.

Campus Escort Services

Campus escort services are available to both day and evening school students. Any student wishing to use this service should contact Campus Security (717-396-7165 or 717-286-4607) or the Vice President for Finance and Administration (717-391-6947) of the College to arrange for escort services. Campus Security is located on the first floor of the John E. Barley Multipurpose Activity Center. The Vice President for Finance and Administration's office is located on the first floor of the Mellor Building.

Student Identification Cards

Students are issued and required to carry his or her student identification card at all times. Student ID cards are issued without charge when a student enrolls at the College.

If the ID card is damaged or worn out, the College will replace the card for free at a rate of one card per person per year. The card to be replaced must be shown or it will not be replaced for free.

For Voters' Registration, the College will replace the Student ID card for free, if the card does not include a date. The card to be replaced must be shown or it will not be replaced for free.

Replacement cards are issued in case of loss at a charge of $ 5.00 per card.

Temporary cards are issued at a charge of $ 3.00 per card.

Any student caught falsifying, misusing, or transferring identification cards is subject to disciplinary action by the College. (See Student Handbook)

Faculty & Staff are also required to carry his or her identification card at all times.

CRIME PREVENTION

Introduction

Thaddeus Stevens College of Technology is committed to protecting the lives and property of its faculty, staff and students through a well monitored Safety and Security Program on campus. The College contracts with a private security company to provide trained security officers to patrol the campus 24-hours a day. Security will respond to all requests for services and attend to all situations that affect the safety and security of faculty, staff, students and visitors.

During the past ten years new lighting has been installed throughout campus, ranging from mercury lights on seven different buildings to pole lighting on campus roadways and on or near campus buildings.

In addition, the installation of a gate on the northeast segment of campus has significantly reduced the flow of outside traffic throughout campus in an attempt to minimize thefts or other on campus incidents. The placement of speed bumps at strategic places on campus has also had a positive impact on reduction of outside traffic.

Also, the continual locking of a large gate on the southwest end of campus, which heretofore had been locked and unlocked on a daily basis, has reduced the amount of problems in that area of campus.

In the spring of 1995 a cul-de-sac was erected which significantly reduced outside traffic flow and added increased safety to the campus grounds.

In 2000, the College replaced all the cores in the Residence Halls with a Premium Keyway System that is not available to the public. All keys and cores must be purchased from the manufacturer and cannot be duplicated locally.

At the close of each academic year, the College removes and replaces all cores on interior doors to student rooms thereby assuring that a previous occupant cannot access dormitory rooms. As part of major renovations to our dormitories, all dormitory rooms have swipe card access in addition to a key system.

A parking shed was erected during the 2000-2001 academic year. The parking shed is located at a strategic location adjacent to the Hartzell Parking lot, which provides visibility to the campus community. When necessary, a security officer is assigned to the parking shed during the evening and/or early morning hours.

CRIME PREVENTION (cont.)

Fourteen emergency telephones have been installed on the Main Campus. The locations are:

LOCATION:	PHONE NUMBER:
Armstrong Hall	(717) 391-1382
Bourne Hall	(717) 391-1383
Brenner Hall	(717) 391-3532
Hartzell – South Door	(717) 391-3555
Hartzell – West Door	(717) 391-7397
Herrington Hall	(717) 391-1381
Jones Dining Hall	(717) 391-1378
Kenneth W. Schuler Learning Resources Center	(717) 391-3553
Kreider Building	(717) 391-1384
Leonard Building	(717) 391-1385
Metzger Hall	(717) 391-1380
Multi-Purpose Activity Center (MAC)	(717) 391-1387
Schwalm Student Center	(717) 391-1379
Snyder Building	(717) 391-3554

Thirteen emergency telephones have been installed on the Branch Campus. The locations are:

LOCATION:	PHONE NUMBER:
Main Vestibule	(717) 606-3033
Emergency Entrance	(717) 606-5551
Boiler Room Ramp	(717) 606-5970
Loading Dock	(717) 606-3017
Orange Street at "D" Entrance	(717) 606-3041
Cottage Avenue at "E" Entrance	(717) 606-3037
Cottage Avenue Vestibule	(717) 606-3038
Auditorium at Clark Street	(717) 606-3036
Canopy Clark Street	(717) 606-3040
Dumpster Area Clark Street	(717) 606-3039
Elevator # 6	(717) 606-3024
Elevator # 9	(717) 606-3024
Roof above C Wing	(717) 606-3030

The telephones automatically dial Campus Security when the receiver is lifted from its cradle. The telephones are located inside the telephone box.

The College has contracted with an outside landscaping company to trim trees, shrubs, and bushes on a regular basis to assure a safe campus environment.

The College also replaced the old detex clock system with an electronic button/system that stores the dates and times of clock rounds by security officer. The system automatically generates a report of the rounds. The buttons have been located on every floor of every building on campus and at several exterior sites. The strategic location of the buttons assures that security officers walk the entire length of each hallway and stairwell, as well as, the entire course of each exterior round.

The College also purchased a software system that stores identification photos on-line. The system will be installed and operating during the current fiscal year.

The new Multi-purpose Activity Center (MAC) includes an electronic security system, which will require an ID card to access the facility. Eighteen cameras have been strategically placed within the facility. Six cameras have been placed on the exterior of the building and are capable of scanning and recording approximately 65% of the campus. The cameras are monitored by campus security and the building managers. In addition, the College expanded security services from 168 to approximately 500 hours per week.

Cameras are also located in the Jones Dining Hall.

Monthly security meetings are documented, minutes are distributed, and action items are recorded to assure a safe and secure working and learning environment.

The College has applied for and received federal funds through the Grants to Reduce Violent Crimes Against Women. (Award was made in October 2002.) The College also applied for an E-Grant through the Department of Community and Economic Development to obtain funds to refurbish and distribute personal computers to low-income families living in Lancaster City. Volunteers will provide Internet training to the recipients thereby providing a means of communication in times of both ordinary and extraordinary emergencies. The Internet connection will also serve as an emergency response tool.

During the summer of 2004, the College installed an electronic card access system on the main door of each dormitory, thus allowing students immediate entrance to the building after hours.

The College has updated its telecommunications system which allows the College to send text and voice messages to all telephones. This is accomplished through the use of EZ-Testing software.

CRIME PREVENTION (cont.)

Several methods of communicating with faculty, staff and students during an emergency are deployed. These methods include mass notification through Voice Mail, Email, EZ-Texting, Desktop Popups and Loud Speakers.

Established and supplied an Emergency Operations Center in the Mellor Building.

Recently, in 2012, the College, along with Homeland Security's South Central Pennsylvania Task Force, conducted an Active Shooter Drill on Campus.

In short, there is a sustained and continuous effort, from an administrative and maintenance standpoint, to make both procedural and physical changes to address security concerns.

What TSCT/Security Should Do

The College Administration increased exterior lighting on campus, added additional guards during late night rounds and trimmed trees and shrubs to make the campus a safer place for its students.

Recently, the College installed exterior emergency telephones at the main entrance to each building on both the main and branch campuses.

Extensive renovations to Armstrong, Herrington, Bourne, Brenner and Metzger Halls were completed in 2006. Renovations included a sprinkler system and a card access system to assure the safety of its residence.

In order to ensure the safety of its students, the College contracted with a local transportation company to provide shuttle service between both the Main and Branch Campuses. The service is provided free of charge to all students enrolled at the College.

In the future, the College intends to add lights at each exterior emergency telephone for easy identification during evening hours.

The College has upgraded its telecommunications system to Voice Over IP. The College purchased and installed, in each dormitory room, a special handsets that provides both voice and text messaging capability to all telephones

The College will continue to identify areas for improvement to ensure a safe and secure learning environment for its faculty and staff. Additionally, the College has embarked upon a comprehensive training program that includes several methods of mass notification should an emergency occur. These methods include Voice Mail, Email, EZ-Texting, Desktop Popups and Loud Speakers.

The Safety & Security Department requests that criminal acts and unusual or suspicious activity be reported immediately. The Security Department has established a close working relationship with local law enforcement agencies as well as other social organizations in the community.

The Security Department conducts the preliminary investigations of non-violent crimes or offenses. However, the Security Department will request immediate response from the City of Lancaster Police Department or Pennsylvania State Police Law Enforcement Agencies on crimes in progress, crimes against a person or medical emergencies.

What You Should Do

The success of our campus Safety & Security Program relies on the cooperation and involvement of faculty, staff and students. Students must assume responsibility for the safety of themselves and their personal possessions by adhering to safety and security policies and procedures. Students who practice some simple precautions may protect themselves from becoming a victim:

Using Campus Escort service to travel between buildings late at night.
Using Campus Shuttle service to travel between campuses.
Walk in pairs during later evening hours.
Keep your dorm room locked at all times.
Lock your vehicle at all times.
Do not leave valuable items visible in your car.
Be aware of your surroundings.
Register your vehicle. (Note: The purchase of a parking permit is mandatory for all vehicles parking on College property.)

Operating Hours

Campus buildings are open during weekdays when the College is in session. All buildings are closed at specified hours during the week and usually closed on the weekend. Buildings closing hours are as follows:

Mellor Building:	**10:00 PM**
Brenner Hall:	**10:00 PM**
Hartzell Instructional Center:	**10:00 PM**
Jones Dining Hall/Lounge:	**10:00 PM**
BLC/Schwalm Student Center:	**11:00 PM**
KWS/Learning Resources Center (LRC)*	**10:00 PM**
Kreider Building:	**10:00 PM**
Leonard Building:	**10:00 PM**
Woolworth Building:	**10:00 PM**
Snyder Building:	**10:00 PM**
John E. Barley Multipurpose Activity Center (MAC)**	**10:00 PM**
Residence Halls:	**Always Locked**

***LRC operating hours when classes are in session:**

Monday-Thursday:	**7:00 AM -10:00 PM**
Friday:	**7:00 AM - 5:00 PM**
Sunday:	**2:000 PM -10:00 PM**

***LRC operating hours when classes are not in session:**

Monday – Friday:	**9:00 AM - 3:00 PM**

****The MAC is available to students at the following days/times during the fall and spring semesters:**

Monday – Thursday:	**8:00 AM – 10:00 PM**
Friday:	**8:00 Am – 9:00 AM**
Saturday:	**8:00 AM - 4:00 PM**
Sunday:	**8:00 AM – 9:00 PM**

Security Rounds

Security personnel make routine inspections of all buildings on Campus and assist in the opening and closing of the structures. Students, upon request by campus Security Officers, are required to show their student identification.

Any student who enters a building without prior authorization shall be in violation of the College's security policy.

Any student who willfully compromises the safety and security of campus buildings or tampers with any safety or security device is subject to disciplinary action by College officials. This includes, but is not limited to, propping open doors, damaging doors, damaging ceiling tiles, pulling fire alarm stations, discharging fire extinguishers, and tampering with communications lines or devices.

PARKING

Parking

All students who wish to park his or her vehicle on College property is required to purchase a parking permit on an annual basis. Students should park their vehicle in the Hartzell, Schwalm or MAC parking lots on the Main Campus. Students should park their vehicle in the Naval Academy parking lot on the Branch Campus.

Registration of your vehicle is processed through the College's Office for Finance and Administration (i.e. Business Office). If your vehicle is not registered you must obtain a parking permit at a cost of $ 15 annually. You are required to present a valid driver's license, motor vehicle registration, proof of insurance and ID card when you register your vehicle.

Special parking permits for visitors and guests can be obtained in the Office for Finance and Administration (i.e. Business Office) of the College, at no charge. You are required to notify your guest of the parking policies on campus.

The College will not assume responsibility for vehicles parked on campus.

Please refer to the College Parking Regulations for a complete description of the parking policies and procedures on campus.

CRIME PREVENTION TIPS

Dorm Room Safety

- **Keep your room door locked at all times. Lock your door when you leave your room to go to a friend's room, when you go to the bathroom, when you go to take a shower, or when you go to sleep.**

- **Do not prop open exterior doors. Uninvited people may enter the residence hall if the outside doors are propped open. Report suspicious people or activity.**

At Home

- **Keep emergency telephone numbers near the telephone.**
- **Leave an outside light on so you can see anyone who could be waiting for you.**
- **When returning home, have your house key in your hand and be ready to open the door.**
- **Notify law enforcement officials of suspicious or anonymous phone calls. Someone may be checking to see if you're at home.**
- **Do not open the door for strangers. Make all telephone calls for them.**
- **Do not undress in front of a window.**
- **Close all drapes, blinds, or curtains at night.**
- **Replace all locks when moving into a new house or apartment.**
- **Do not leave your doors unlocked while you're away.**
- **Use only your last name and first initial in the telephone directory.**
- **Use only your street number on your mailbox.**
- **Install a peephole in your door so you can see who's outside the door before opening it.**
- **Keep the door locked until you know who is outside.**
- **Do not depend on a chain lock for security.**
- **Do not leave a message on your answering machine saying you're not at home.**
- **Do not leave a note on your door stating that you're not at home.**
- **Request to see the ID of all law enforcement officers, service or salespeople.**

CRIME PREVENTION TIPS

While Walking or Jogging

- **Walk with someone to discourage an attacker.**
- **Do not accept rides with strangers.**
- **Do not wear earphones.**
- **Walk or jog in well-lighted and well-traveled areas.**
- **Avoid dark streets, alleys, or entryways.**
- **Avoid shrubs where someone could be hiding.**
- **Hold your purse close to your body.**
- **Do not approach a car if the driver stops to ask for directions.**
- **Do not appear frightened if approached by a stranger.**
- **Stay near people, houses and well-lighted areas.**
- **Walk near the curb. Avoid vacant parking lots and other deserted areas.**

If Someone is Following You While You Walk

- **Remain alert and calm.**
- **Keep looking behind you to discourage your follower.**
- **Cross the street.**
- **Change directions.**
- **Change your pace.**
- **To a lighted home or store and call law enforcement agencies.**

If Someone is Following You While You Are Driving

- **If you're being followed, drive to the nearest police station or open business.**
- **Do not leave your car and run to your house.**
- **Keep your windows up and your doors locked at all times.**
- **Keep valuables and packages out of sight. Lock them in the trunk.**
- **Do not pick up hitchhikers.**
- **Do not stop to help a disabled vehicle. Call for help.**
- **Park your car in a well-lighted area.**
- **Have your key in your hand when you approach your car.**
- **Check to make sure no one is hiding in your car.**
- **Do not leave the keys to your home with your car keys when you leave your car at a valet parking lot or when your have your car repaired.**
- **If you are being forced to the curb, do not stop your car. Keep driving. Try to get a license number, make and model of car, and description of the driver.**

CRIME PREVENTION TIPS

- **Report all incidences to law enforcement agencies immediately.**
- **If your car breaks down, raise your hood and stay inside with the doors locked. If a stranger stops to help you, ask them to report your problem to the nearest service center.**
- **Do not tailgate. Leave enough room between you and the car in front to allow you to pull away.**
- **Remember intersections and stoplights are favorite targets for attackers.**

Your Property

- **Keep a list of all manufacturer's make, model and serial numbers of all equipment (i.e. stereo, computers, TVs, etc.).**
- **Engrave your property with an identification number or name.**
- **Register your bike with security.**
- **Do not carry large amounts of cash or keep large amounts of cash in your room.**
- **Keep your prized possessions, family heirlooms or other valuable property at home.**

CAMPUS SECURITY POLICY
AND CAMPUS CRIME STATISTICS

To comply with "The Crime Awareness and Campus Security Act of 1990," as amended by "The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998," the College on an annual basis will publish the following reported crimes which occur on campus, in or on non-campus buildings or property, and on public property: murder, sex offenses (forcible and non-forcible), robbery, aggravated assault, burglary, motor vehicle theft, manslaughter and arson. Additionally, the number of arrests and campus disciplinary action for the following crimes will be reported: liquor law violations, drug-related violations, and weapon possession.

All information related to the safety and security of the campus community is available in the Safety and Security Information Report. Thaddeus Stevens College of Technology strongly supports all laws pertaining to the reporting of crime and the public's right of information concerning those crimes. The College maintains strict compliance with the Campus Security Act of 1990.

The following crime statistics are prepared and provided to the community in conformance with the Uniform Crime Reporting System and include information required under the Hate Crimes Statistics Act.

OFFENSES	2011	2010	2009	2008
Part I Offenses				
Includes crimes of Violence, Burglaries, Larcenies, and Motor Vehicle Theft	37	32	25	28
Part I1 Offenses				
Includes Disorderly Conduct, Underage Drinking, Vandalism and Narcotic Violations	39	31	35	48
Total Part 1 and Part II	76	63	60	76

OFFENSES	2011	2010	2009	2008
Liquor Law Violations	3	6	13	6
Drug Abuse Violations	5	7	1	4
Weapons Possession	1	2	0	1

CAMPUS SECURITY POLICY
AND CAMPUS CRIME STATISTICS

OFFENSES	2007	2006	2005	2004
Part I Offenses				
Includes crimes of Violence, Burglaries, Larcenies, and Motor Vehicle Theft	13	33	19	5
Part I1 Offenses				
Includes Disorderly Conduct, Underage Drinking, Vandalism and Narcotic Violations	54	106	52	33
Total Part 1 and Part II	67	139	71	38

OFFENSES	2007	2006	2005	2004
Liquor Law Violations	5	9	0	8
Drug Abuse Violations	2	1	10	6
Weapons Possession	0	1	0	0

CAMPUS SECURITY POLICY
AND CAMPUS CRIME STATISTICS

OFFENSES	2003	2002	2001	2000
Part I Offenses				
Includes crimes of Violence, Burglaries, Larcenies, and Motor Vehicle Theft	32	27	15	44
Part I1 Offenses				
Includes Disorderly Conduct, Underage Drinking, Vandalism and Narcotic Violations	65	62	30	45
Total Part 1 and Part II	97	89	45	89

OFFENSES	2003	2002	2001	2000
Liquor Law Violations	15	8	2	0
Drug Abuse Violations	3	8	5	0
Weapons Possession	0	1	0	0

OFFENSES	1999	1998*	1997**	1996**
Class I Offenses				
Includes crimes of Violence, Burglaries, Larcenies, and Motor Vehicle Theft	31	35	8	13
Class I1 Offenses				
Includes Disorderly Conduct, Underage Drinking, Vandalism and Narcotic Violations	80	86	76	55
Total Part 1 and Part II	111	121	84	68

OFFENSES	1999	1998
Liquor Law Violations	8	3
Drug Abuse Violations	1	5
Weapons Possession	0	1

***** **Crimes Reported In a Calendar Year**
****** **Crimes Reported By Combining Fall & Spring Semesters**

Monthly Summary of Incidents

Monthly summaries of incidents are available in the College's Office of Finance and Administration (i.e. Business Office), Mellor Building.

Annual Crime Statistics

Crime statistics for previous academic years can be found in Appendix A.

2002 - Full-time Equivalent Students as of official first day count = 625
2003 - Full-time Equivalent Students as of official first day count = 646
2004 - Full-time Equivalent Students as of official first day count = 680
2005 - Full-time Equivalent Students as of official first day count = 674
2006 - Full-time Equivalent Students as of official first day count = 688
2007 - Full-time Equivalent Students as of official first day count = 766
2008 - Full-time Equivalent Students as of official first day count = 850
2009 - Full-time Equivalent Students as of official first day count = 888
2010 - Full-time Equivalent Students as of official first day count = 894
2011 - Full-time Equivalent Students as of official first day count = 834
2012 - Full-time Equivalent Students as of official first day count = 876

CAMPUS CRIME STATISTICS - 2011

Category	Part I Offenses	2011 Offenses Actual	2011 Crime Rate	2011 Residence Halls	2011 City of Lancaster
01A	Murder & Non-Negligent Manslaughter	0	0.0000	0	5
02A	Rape by Force	0	0.0000	0	35
02B	Assault to Rape - Attempts	0	0.0000	0	2
03A	Robbery-Firearm	0	0.0000	0	61
03B	Robbery Knife or Cutting Instrument	0	0.0000	0	16
03C	Robbery Other Dangerous Weapon	0	0.0000	0	13
03D	Robbery Strong Arm (Hands, Feet, Etc.)	1	0.0011	0	127
04A	Assault-Firearm	0	0.0000	0	59
04B	Assault Knife or Cutting Instrument	0	0.0000	0	57
04C	Assault Other Dangerous Weapon	0	0.0000	0	50
04D	Assault Hands, Fist, Feet, Etc.	1	0.0011	1	79
05A	Burglary-Forcible Entry	0	0.0000	0	257
05B	Burglary Unlawful Entry-No Force	5	0.0054	4	228
05C	Burglary Attempted Forcible Entry	0	0.0000	0	46
060	Larceny Theft	29	0.0316	3	2378
07A	Motor Vehicle Theft-Autos	1	0.0011	0	83
07B	Motor Vehicle Theft - Trucks and Buses	0	0.0000	0	4
07C	Motor Vehicle Theft-Other Vehicles	0	0.0000	0	18
090	Arson	0	0.0000	0	18
	Total Part I Offenses	37	0.0403	8	3536

CAMPUS CRIME STATISTICS - 2011

Category	Part II Offenses	2011 Offenses Actual	2011 Crime Rate	2011 Residence Halls	2011 City of Lancaster
04E	Other Assaults-Not Aggravated	0	0.0000	0	389
100	Forgery	0	0.0000	0	41
110	Fraud	0	0.0000	0	257
120	Embezzelment	0	0.0000	0	3
130	Stolen Prop., Rec., Posses., Buying	0	0.0000	0	57
140	Vandalism	14	0.0153	5	1131
150	Weapons, Carrying, Possess, etc.	1	0.0020	0	81
160	Prostitution	0	0.0000	0	23
170	Sex Offenses - (Except 02 and 160)	1	0.0011	1	150
18A	Drug Sale/Mfg - Opium - Cocaine	0	0.0000	0	141
18B	Drug Sale/Mfg.- Marijuana	0	0.0000	0	22
18C	Drug Sale/Mfg - Synthetic	0	0.0000	0	3
18D	Drug Sale/Mfg - Other	0	0.0000	0	0
18E	Drug Possession - Opium - Cocaine	0	0.0000	0	72
18F	Drug Possession - Marijuana	5	0.0054	3	141
18G	Drug Possession - Synthetic	0	0.0000	0	8
18H	Drug Possession - Other	0	0.0000	0	1
19A	Gambling - Book Making	0	0.0000	0	0
200	Offenses Against Family & Children	0	0.0000	0	55
210	DUI	0	0.0000	0	120

CAMPUS CRIME STATISTICS - 2011

Category	Part II Offenses	2011 Offenses Actual	2011 Crime Rate	2011 Residence Halls	2011 City of Lancaster
220	Liquor Laws	3	0.0033	3	101
230	Drunkenness	0	0.0000	0	768
240	Disorderly Conduct	3	0.0033	1	1240
250	Vagrancy	0	0.0000	0	2
260	All Other Offenses (Except Traffic)	12	0.0131	5	1697
	Total - Part II Offenses	39	0.0425	18	6503

Total - Part I and Part II	76	0.08279	26	10039

Part II Offense	2011 Offenses Actual	2011 Crime Rate	2011 Residence Halls	2011 City of Lancaster
Liquor Law Violations	3	0.0033	0	101
Drug Abuse Violations	5	0.0054	0	388
Weapons, Carrying, Possess, etc.	1	0.0011	0	81

CAMPUS CRIME STATISTICS - 2011

Computation of Crime Rate:

The number of crimes in each category is divided by the gross number of full-time equivalent (FTE) students and employees.

For example, in 2005, the College had 796.0 FTE students and employees and 11 actual larceny and thefts.

To calculate the crime rate:11 larceny and thefts for 796.0 FTE = .013819 burglaries per FTE or 13.8 incidents per 1,000 population.

Number of Students/Employees	2011	2011 Percent
No.of Full-Time Equivalent Students (FTE) (Official 1st Day)	834	90.85%
No. of Full-Time Equivalent Employees	84	9.15%
Gross No. of Full-Time Equivalent (FTE) Students and Employees	918	100.00%

Number of Employees	2011	2011 Percent
No. of Full-Time Equivalent Employees	84	65.63%
No. of Full-Time Equivalent Part-time Employees	44	34.38%
Gross No. of Full-Time Equivalent (FTE) Employees	128	100.00%

CAMPUS CRIME STATISTICS - 2010

Category	Part I Offenses	2010 Offenses Actual	2010 Crime Rate	2010 Residence Halls	2010 City of Lancaster
01A	Murder & Non-Negligent Manslaughter	0	0.0000	0	3
02A	Rape by Force	0	0.0000	0	50
02B	Assault to Rape - Attempts	0	0.0000	0	4
03A	Robbery-Firearm	1	0.0010	1	45
03B	Robbery Knife or Cutting Instrument	0	0.0000	0	21
03C	Robbery Other Dangerous Weapon	0	0.0000	0	8
03D	Robbery Strong Arm (Hands, Feet, Etc.)	1	0.0010	1	108
04A	Assault-Firearm	0	0.0000	0	53
04B	Assault Knife or Cutting Instrument	0	0.0000	0	71
04C	Assault Other Dangerous Weapon	0	0.0000	0	25
04D	Assault Hands, Fist, Feet, Etc.	1	0.0010	1	55
05A	Burglary-Forcible Entry	2	0.0020	0	249
05B	Burglary Unlawful Entry-No Force	14	0.0141	12	212
05C	Burglary Attempted Forcible Entry	3	0.0030	1	38
060	Larceny Theft	8	0.0080	2	1787
07A	Motor Vehicle Theft-Autos	1	0.0010	0	71
07B	Motor Vehicle Theft - Trucks and Buses	0	0.0000	0	9
07C	Motor Vehicle Theft-Other Vehicles	0	0.0000	0	13
090	Arson	1	0.0010	0	28
	Total Part I Offenses	32	0.0322	18	2850

CAMPUS CRIME STATISTICS - 2010

Category	Part II Offenses	2010 Offenses Actual	2010 Crime Rate	2010 Residence Halls	2010 City of Lancaster
04E	Other Assaults-Not Aggravated	0	0.0000	0	440
100	Forgery	0	0.0000	0	48
110	Fraud	0	0.0000	0	341
120	Embezzelment	0	0.0000	0	12
130	Stolen Prop., Rec., Posses., Buying	0	0.0000	0	56
140	Vandalism	9	0.0090	2	1368
150	Weapons, Carrying, Possess, etc.	2	0.0000	0	69
160	Prostitution	0	0.0000	0	32
170	Sex Offenses - (Except 02 and 160)	0	0.0000	0	119
18A	Drug Sale/Mfg - Opium - Cocaine	0	0.0000	0	127
18B	Drug Sale/Mfg.- Marijuana	0	0.0000	0	27
18C	Drug Sale/Mfg - Synthetic	0	0.0000	0	2
18D	Drug Sale/Mfg - Other	0	0.0000	0	0
18E	Drug Possession - Opium - Cocaine	0	0.0000	0	90
18F	Drug Possession - Marijuana	7	0.0070	1	168
18G	Drug Possession - Synthetic	0	0.0000	0	6
18H	Drug Possession - Other	0	0.0000	0	0
19A	Gambling - Book Making	0	0.0000	0	0
200	Offenses Against Family & Children	0	0.0000	0	68
210	DUI	0	0.0000	0	93

CAMPUS CRIME STATISTICS - 2010

Category	Part II Offenses	2010 Offenses Actual	2010 Crime Rate	2010 Residence Halls	2010 City of Lancaster
220	Liquor Laws	6	0.0060	10	90
230	Drunkenness	0	0.0000	2	704
240	Disorderly Conduct	1	0.0010	1	1103
250	Vagrancy	0	0.0000	0	3
260	All Other Offenses (Except Traffic)	6	0.0060	1	1889
	Total - Part II Offenses	31	0.0312	17	6855

Total - Part I and Part II	63	0.06332	35	9705

Part II Offenses	2010 Offenses Actual	2010 Crime Rate	2010 Residence Halls	2010 City of Lancaster
Liquor Law Violations	6	0.0060	10	90
Drug Abuse Violations	7	0.0070	1	420
Weapons, Carrying, Possess, etc.	2	0.0020	0	69

CAMPUS CRIME STATISTICS - 2010

Computation of Crime Rate:

The number of crimes in each category is divided by the gross number of full-time equivalent (FTE) students and employees.

For example, in 2005, the College had 796.0 FTE students and employees and 11 actual larceny and thefts.

To calculate the crime rate:11 larceny and thefts for 796.0 FTE = .013819 burglaries per FTE or 13.8 incidents per 1,000 population.

Number of Students/Employees	2010	2010 Percent
No.of Full-Time Equivalent Students (FTE) (Official 1st Day)	896	90.05%
No. of Full-Time Equivalent Employees	99	9.95%
Gross No. of Full-Time Equivalent (FTE) Students and Employees	995	100.00%

Number of Employees	2010	2010 Percent
No. of Full-Time Equivalent Employees	99	66.89%
No. of Full-Time Equivalent Part-time Employees	49	33.11%
Gross No. of Full-Time Equivalent (FTE) Employees	148	100.00%

CAMPUS CRIME STATISTICS – 2009

Category	Part I Offenses	2009 Offenses Actual	2009 Crime Rate	2009 Residence Halls	2009 City of Lancaster
01A	Murder & Non-Negligent Manslaughter	0	0.0000	0	7
02A	Rape by Force	0	0.0000	0	29
02B	Assault to Rape - Attempts	0	0.0000	0	0
03A	Robbery-Firearm	1	0.0011	0	80
03B	Robbery Knife or Cutting Instrument	1	0.0011	0	26
03C	Robbery Other Dangerous Weapon	0	0.0000	0	15
03D	Robbery Strong Arm (Hands, Feet, Etc.)	0	0.0000	0	124
04A	Assault-Firearm	0	0.0000	0	30
04B	Assault Knife or Cutting Instrument	0	0.0000	0	58
04C	Assault Other Dangerous Weapon	0	0.0000	0	19
04D	Assault Hands, Fist, Feet, Etc.	0	0.0000	0	67
05A	Burglary-Forcible Entry	1	0.0011	0	291
05B	Burglary Unlawful Entry-No Force	0	0.0000	0	228
05C	Burglary Attempted Forcible Entry	0	0.0000	0	31
060	Larceny Theft	20	0.0218	7	2154
07A	Motor Vehicle Theft-Autos	2	0.0022	0	134
07B	Motor Vehicle Theft - Trucks and Buses	0	0.0000	0	5
07C	Motor Vehicle Theft-Other Vehicles	0	0.0000	0	15
090	Arson	0	0.0000	0	36
	Total Part I Offenses	25	0.0272	7	3349

CAMPUS CRIME STATISTICS – 2009

Category	Part II Offenses	2009 Offenses Actual	2009 Crime Rate	2009 Residence Halls	2009 City of Lancaster
04E	Other Assaults-Not Aggravated	0	0.0000	0	612
100	Forgery	1	0.0000	0	83
110	Fraud	0	0.0000	0	301
120	Embezzelment	0	0.0000	0	17
130	Stolen Prop., Rec., Posses., Buying	0	0.0000	0	139
140	Vandalism	11	0.0255	0	2000
150	Weapons, Carrying, Possess, etc.	0	0.0000	0	93
160	Prostitution	0	0.0000	0	18
170	Sex Offenses - (Except 02 and 160)	0	0.0000	0	106
18A	Drug Sale/Mfg - Opium - Cocaine	0	0.0000	0	127
18B	Drug Sale/Mfg.- Marijuana	0	0.0000	0	30
18C	Drug Sale/Mfg - Synthetic	0	0.0000	0	2
18D	Drug Sale/Mfg - Other	0	0.0000	0	0
18E	Drug Possession - Opium - Cocaine	0	0.0000	0	121
18F	Drug Possession - Marijuana	1	0.0044	1	211
18G	Drug Possession - Synthetic	0	0.0000	0	6
18H	Drug Possession - Other	0	0.0000	0	0
19A	Gambling - Book Making	0	0.0000	0	0
200	Offenses Against Family & Children	0	0.0000	0	48
210	DUI	0	0.0000	0	102

CAMPUS CRIME STATISTICS – 2009

Category	Part II Offenses	2009 Offenses Actual	2009 Crime Rate	2009 Residence Halls	2009 City of Lancaster
220	Liquor Laws	13	0.0067	5	94
230	Drunkenness	3	0.0000	0	629
240	Disorderly Conduct	3	0.0022	0	1016
250	Vagrancy	1	0.0000	0	5
260	All Other Offenses (Except Traffic)	2	0.0111	1	2388
	Total - Part II Offenses	35	0.0532	7	8148

Total - Part I and Part II	60	0.08043	14	11497

Part II Offenses	2011 Offenses Actual	2011 Crime Rate	2011 Residence Halls	2011 City of Lancaster
Liquor Law Violations	13	0.0142	0	94
Drug Abuse Violations	1	0.0011	0	497
Weapons, Carrying, Possess, etc.	0	0.0000	0	93

Computation of Crime Rate:

The number of crimes in each category is divided by the gross number of full-time equivalent (FTE) students and employees.

For example, in 2005, the College had 796.0 FTE students and employees and 11 actual larceny and thefts.

To calculate the crime rate:11 larceny and thefts for 796.0 FTE = .013819 burglaries per FTE or 13.8 incidents per 1,000 population.

Number of Students/Employees	2009	2009 Percent
No.of Full-Time Equivalent Students (FTE) (Official 1st Day)	780	86.47%
No. of Full-Time Equivalent Employees	122	13.53%
Gross No. of Full-Time Equivalent (FTE) Students and Employees	902	100.00%

Number of Employees	2009	2009 Percent
No. of Full-Time Equivalent Employees	91	74.59%
No. of Full-Time Equivalent Part-time Employees	31	25.41%
Gross No. of Full-Time Equivalent (FTE) Employees	122	100.00%

CAMPUS CRIME STATISTICS – 2008

Category	Part I Offenses	2008 Offenses Actual	2008 Crime Rate	2008 Residence Halls	2008 City of Lancaster
01A	Murder & Non-Negligent Manslaughter	0	0.0000	0	5
02A	Rape by Force	0	0.0000	0	35
02B	Assault to Rape - Attempts	2	0.0022	2	3
03A	Robbery-Firearm	5	0.0055	0	71
03B	Robbery Knife or Cutting Instrument	0	0.0000	0	29
03C	Robbery Other Dangerous Weapon	0	0.0000	0	12
03D	Robbery Strong Arm (Hands, Feet, Etc.)	0	0.0000	0	129
04A	Assault-Firearm	0	0.0000	0	44
04B	Assault Knife or Cutting Instrument	0	0.0000	0	67
04C	Assault Other Dangerous Weapon	1	0.0000	1	29
04D	Assault Hands, Fist, Feet, Etc.	1	0.0000	1	91
05A	Burglary-Forcible Entry	0	0.0000	0	329
05B	Burglary Unlawful Entry-No Force	1	0.0011	0	187
05C	Burglary Attempted Forcible Entry	1	0.0000	0	40
060	Larceny Theft	16	0.0177	6	2441
07A	Motor Vehicle Theft-Autos	1	0.0011	0	234
07B	Motor Vehicle Theft - Trucks and Buses	0	0.0000	0	8
07C	Motor Vehicle Theft-Other Vehicles	0	0.0000	0	13
090	Arson	0	0.0000	0	32
	Total Part I Offenses	28	0.0310	10	3799

CAMPUS CRIME STATISTICS – 2008

Category	Part II Offenses	2008 Offenses Actual	2008 Crime Rate	2008 Residence Halls	2008 City of Lancaster
04E	Other Assaults-Not Aggravated	0	0.0000	0	612
100	Forgery	0	0.0000	0	83
110	Fraud	0	0.0000	0	301
120	Embezzelment	1	0.0000	0	17
130	Stolen Prop., Rec., Posses., Buying	1	0.0000	0	139
140	Vandalism	23	0.0255	0	2000
150	Weapons, Carrying, Possess, etc.	1	0.0011	0	93
160	Prostitution	0	0.0000	0	18
170	Sex Offenses - (Except 02 and 160)	0	0.0000	0	106
18A	Drug Sale/Mfg - Opium - Cocaine	0	0.0000	0	127
18B	Drug Sale/Mfg.- Marijuana	0	0.0000	0	30
18C	Drug Sale/Mfg - Synthetic	0	0.0000	0	2
18D	Drug Sale/Mfg - Other	0	0.0000	0	0
18E	Drug Possession - Opium - Cocaine	0	0.0000	0	121
18F	Drug Possession - Marijuana	4	0.0044	0	211
18G	Drug Possession - Synthetic	0	0.0000	0	6
18H	Drug Possession - Other	0	0.0000	0	0
19A	Gambling - Book Making	0	0.0000	0	0
200	Offenses Against Family & Children	0	0.0000	0	48
210	DUI	0	0.0000	0	102

CAMPUS CRIME STATISTICS – 2008

Category	Part II Offenses	2008 Offenses Actual	2008 Crime Rate	2008 Residence Halls	2008 City of Lancaster
220	Liquor Laws	6	0.0067	0	94
230	Drunkenness	0	0.0000	0	629
240	Disorderly Conduct	2	0.0022	0	1016
250	Vagrancy	0	0.0000	0	5
260	All Other Offenses (Except Traffic)	10	0.0111	0	2388
	Total - Part II Offenses	48	0.0532	0	8148

Total - Part I and Part II	76	0.08422	10	11947

Part II Offenses	2008 Offenses Actual	2008 Crime Rate	2008 Residence Halls	2008 City of Lancaster
Liquor Law Violations	6	0.0067	0	94
Drug Abuse Violations	4	0.0044	0	497
Weapons, Carrying, Possess, etc.	1	0.0011	0	93

Computation of Crime Rate:

The number of crimes in each category is divided by the gross number of full-time equivalent (FTE) students and employees.

For example, in 2005, the College had 796.0 FTE students and employees and 11 actual larceny and thefts.

To calculate the crime rate:11 larceny and thefts for 796.0 FTE = .013819 burglaries per FTE or 13.8 incidents per 1,000 population.

Number of Students/Employees	2008	2008 Percent
No.of Full-Time Equivalent Students (FTE) (Official 1st Day)	780	86.47%
No. of Full-Time Equivalent Employees	122	13.53%
Gross No. of Full-Time Equivalent (FTE) Students and Employees	902	100.00%

Number of Employees	2008	2008 Percent
No. of Full-Time Equivalent Employees	91	74.59%
No. of Full-Time Equivalent Part-time Employees	31	25.41%
Gross No. of Full-Time Equivalent (FTE) Employees	122	100.00%

CAMPUS CRIME STATISTICS – 2007

Category	Part I Offenses	2007 Offenses Actual	2007 Crime Rate	2007 Residence Halls	2007 City of Lancaster
01A	Murder & Non-Negligent Manslaughter	0	0.0000	0	5
02A	Rape by Force	0	0.0000	0	35
02B	Assault to Rape - Attempts	0	0.0000	0	3
03A	Robbery-Firearm	0	0.0000	0	71
03B	Robbery Knife or Cutting Instrument	0	0.0000	0	29
03C	Robbery Other Dangerous Weapon	0	0.0000	0	12
03D	Robbery Strong Arm (Hands, Feet, Etc.)	0	0.0000	0	129
04A	Assault-Firearm	0	0.0000	0	44
04B	Assault Knife or Cutting Instrument	0	0.0000	0	67
04C	Assault Other Dangerous Weapon	0	0.0000	0	29
04D	Assault Hands, Fist, Feet, Etc.	0	0.0000	0	91
05A	Burglary-Forcible Entry	0	0	2	329
05B	Burglary Unlawful Entry-No Force	5	0.0000	2	187
05C	Burglary Attempted Forcible Entry	0	0.0000	2	40
060	Larceny Theft	4	0.00448	5	2441
07A	Motor Vehicle Theft-Autos	4	0.00448	0	234
07B	Motor Vehicle Theft - Trucks and Buses	0	0.0000	0	8
07C	Motor Vehicle Theft-Other Vehicles	0	0.0000	0	13
090	Arson	0	0.0000	0	32
	Total Part I Offenses	13	0.01456	11	3799

CAMPUS CRIME STATISTICS – 2007

Category	Part II Offenses	2007 Offenses Actual	2007 Crime Rate	2007 Residence Halls	2007 City of Lancaster
04E	Other Assaults-Not Aggravated	1	0.0000	1	516
100	Forgery	2	0.0000	0	75
110	Fraud	0	0.0000	0	209
120	Embezzelment	0	0.0000	0	32
130	Stolen Prop., Rec., Posses., Buying	0	0.0000	0	76
140	Vandalism	18	0.0202	3	1848
150	Weapons, Carrying, Possess, etc.	0	0.0000	0	82
160	Prostitution	0	0.0000	0	62
170	Sex Offenses - (Except 02 and 160)	0	0.0000	0	80
18A	Drug Sale/Mfg - Opium - Cocaine	0	0.0000	0	150
18B	Drug Sale/Mfg.- Marijuana	0	0.0000	0	30
18C	Drug Sale/Mfg - Synthetic	0	0.0000	0	2
18D	Drug Sale/Mfg - Other	0	0.0000	0	0
18E	Drug Possession - Opium - Cocaine	0	0.0000	0	170
18F	Drug Possession - Marijuana	2	0.0022	8	215
18G	Drug Possession - Synthetic	0	0.0000	0	4
18H	Drug Possession - Other	0	0.0000	0	0
19A	Gambling - Book Making	0	0.0000	0	0
200	Offenses Against Family & Children	0	0.0000	0	46
210	DUI	0	0.0000	0	126

CAMPUS CRIME STATISTICS – 2007

Category	Part II Offense	2007 Offenses Actual	2007 Crime Rate	2007 Residence Halls	2007 City of Lancaster
220	Liquor Laws	5	0.0000	4	103
230	Drunkenness	2	0.0022	1	524
240	Disorderly Conduct	1	0.0011	1	1100
250	Vagrancy	0	0.0000	0	16
260	All Other Offenses (Except Traffic)	23	0.0258	5	2517
	Total - Part II Offenses	54	0.0605	23	7983

Total - Part I and Part II	67	0.07503	34	11782

Part II Offense	2007 Offenses Actual	2007 Crime Rate	2007 Residence Halls	2007 City of Lancaster
Liquor Law Violations	5	0.0056	3	103
Drug Abuse Violations	2	0.0022	1	571
Weapons, Carrying, Possess, etc.	0	0.0000	0	82

Computation of Crime Rate:

The number of crimes in each category is divided by the gross number of full-time equivalent (FTE) students and employees.

For example, in 2005, the College had 796.0 FTE students and employees and 11 actual larceny and thefts.

To calculate the crime rate:11 larceny and thefts for 796.0 FTE = .013819 burglaries per FTE or 13.8 incidents per 1,000 population.

Number of Students/Employees	2007	2007 Percent
No.of Full-Time Equivalent Students (FTE) (Official 1st Day)	766	85.78%
No. of Full-Time Equivalent Employees	127	14.22%
Gross No. of Full-Time Equivalent (FTE) Students and Employees	893	100.00%

Number of Employees	2007	2007 Percent
No. of Full-Time Equivalent Employees	91	74.59%
No. of Full-Time Equivalent Part-time Employees	31	25.41%
Gross No. of Full-Time Equivalent (FTE) Employees	122	100.00%

CAMPUS CRIME STATISTICS – 2006

Category	Part I Offenses	2006 Offenses Actual	2006 Crime Rate	2006 Residence Halls	2006 City of Lancaster
01A	Murder & Non-Negligent Manslaughter	0	0.0000	0	7
02A	Rape by Force	0	0.0000	0	40
02B	Assault to Rape - Attempts	0	0.0000	0	4
03A	Robbery-Firearm	0	0.0000	0	58
03B	Robbery Knife or Cutting Instrument	0	0.0000	0	21
03C	Robbery Other Dangerous Weapon	0	0.0000	0	14
03D	Robbery Strong Arm (Hands, Feet, Etc.)	0	0.0000	0	151
04A	Assault-Firearm	0	0.0000	0	34
04B	Assault Knife or Cutting Instrument	0	0.0000	0	53
04C	Assault Other Dangerous Weapon	0	0.0000	0	53
04D	Assault Hands, Fist, Feet, Etc.	0	0.0000	0	97
05A	Burglary-Forcible Entry	3	0.0037	1	336
05B	Burglary Unlawful Entry-No Force	0	0.0000	3	166
05C	Burglary Attempted Forcible Entry	0	0.0000	0	33
060	Larceny Theft	27	0.0333	7	2312
07A	Motor Vehicle Theft-Autos	3	0.0037	0	299
07B	Motor Vehicle Theft - Trucks and Buses	0	0.0000	0	2
07C	Motor Vehicle Theft-Other Vehicles	0	0.0000	0	16
090	Arson	0	0.0000	0	36
	Total Part I Offenses	33	0.0407	11	3732

CAMPUS CRIME STATISTICS – 2006

Category	Part II Offense	2006 Offenses Actual	2006 Crime Rate	2006 Residence Halls	2006 City of Lancaster
04E	Other Assaults-Not Aggravated	0	0.0000	1	516
100	Forgery	0	0.0000	0	75
110	Fraud	0	0.0000	0	209
120	Embezzelment	0	0.0000	0	32
130	Stolen Prop., Rec., Posses., Buying	0	0.0000	0	76
140	Vandalism	46	0.0568	3	1848
150	Weapons, Carrying, Possess, etc.	1	0.0000	0	82
160	Prostitution	0	0.0000	0	62
170	Sex Offenses - (Except 02 and 160)	0	0.0000	0	80
18A	Drug Sale/Mfg - Opium - Cocaine	0	0.0000	0	150
18B	Drug Sale/Mfg.- Marijuana	0	0.0000	0	30
18C	Drug Sale/Mfg - Synthetic	0	0.0000	0	2
18D	Drug Sale/Mfg - Other	0	0.0000	0	0
18E	Drug Possession - Opium - Cocaine	0	0.0000	0	170
18F	Drug Possession - Marijuana	0	0.0000	0	215
18G	Drug Possession - Synthetic	0	0.0000	0	4
18H	Drug Possession - Other	1	0.0000	0	0
19A	Gambling - Book Making	0	0.0000	0	0
200	Offenses Against Family & Children	0	0.0000	0	46
210	DUI	0	0.0000	0	126

CAMPUS CRIME STATISTICS – 2006

Category	Part II Offense	2006 Offenses Actual	2006 Crime Rate	2006 Residence Halls	2006 City of Lancaster
220	Liquor Laws	9	0.0111	4	103
230	Drunkenness	1	0.0012	1	524
240	Disorderly Conduct	6	0.0074	1	1100
250	Vagrancy	0	0.0000	0	16
260	All Other Offenses (Except Traffic)	42	0.0519	5	2517
	Total - Part II Offenses	106	0.1309	15	7983

Total - Part I and Part II	139	0.1716	26	11715

Part II Offense	2006 Offenses Actual	2006 Crime Rate	2006 Residence Halls	2006 City of Lancaster
Liquor Law Violations	9	0.0111	4	103
Drug Abuse Violations	1	0.0012	0	571
Weapons, Carrying, Possess, etc.	1	0.0012	0	82

CAMPUS CRIME STATISTICS – 2006

Computation of Crime Rate:

The number of crimes in each category is divided by the gross number of full-time equivalent (FTE) students and employees.

For example, in 2005, the College had 796.0 FTE students and employees and 11 actual larceny and thefts.

To calculate the crime rate:11 larceny and thefts for 796.0 FTE = .013819 burglaries per FTE or 13.8 incidents per 1,000 population.

Number of Students/Employees	2006	2006 Percent
No.of Full-Time Equivalent Students (FTE) (Official 1st Day)	688	84.94%
No. of Full-Time Equivalent Employees	122	15.06%
Gross No. of Full-Time Equivalent (FTE) Students and Employees	810	100.00%

Number of Employees	2006	2006 Percent
No. of Full-Time Equivalent Employees	90	70.87%
No. of Full-Time Equivalent Part-time Employees	37	29.13%
Gross No. of Full-Time Equivalent (FTE) Employees	127	100.00%

DEFINITION OF CRIMES

Part I Offenses

Part I Offenses are those serious crimes that are usually reported to law enforcement agencies. It consists of the following offenses:

Criminal Homicide

1a. **Murder and Non-negligent Manslaughter** – ***the unlawful, non-negligent killing of a human being, by another.***

General Rule – Any death due to a fight, argument, quarrel, assault or commission of a crime.

1b. **Manslaughter by Negligence** – ***The accidental killing of a human being, by another.***

General Rule – The killing may result from the commission of an unlawful act or from a lawful act performed with gross negligence. Deaths resulting from traffic accidents are not included in this classification.

Forcible Rape

2a. **Rape by Force** – ***The carnal knowledge of a female forcibly raped against her will.***

General Rule – Forcible rape of a female, but excluding statutory rape or other sex offenses.

2b. **Assault to Rape** – ***Attempts – All assaults and attempts to rape.***

DEFINITION OF CRIMES

Part I Offenses (cont.)

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 of force or violence and/or by putting the victim in fear.***

3a. **Firearm – Any firearm used as a weapon or employed as a means of force to threaten the victim or put him in fear.**

3b. **Knife or Cutting Instrument – Any knife, broken bottle, razor or other cutting instrument employed as a weapon or as a means of force to threaten the victim or put him in fear.**

3c. **Other Dangerous Weapon – Any club, acid, explosive, brass knuckles or other dangerous weapon employed as a means of force to threaten the victim or put him in fear.**

3d. **Strong-Arm – Mugging, yoking and similar offenses where no weapon is used, but strong-arm tactics are employed to deprive a victim of his property. This is limited to personal weapons such as hands, fists, feet, teeth, etc.**

Assault – ***An assault is an unlawful attack by one person upon another.***

General Rule – All assaults will be classified in the following categories, excluding assaults with intent to rob or rape.

4a. **Gun – All assaults and attempted assaults involving the use of any type of firearm, e.g., revolvers, automatic pistols, shotguns, zip guns, rifles, pellet guns, etc.**

4b. **Knife or Cutting Instrument – All assaults and attempted assaults involving the use of cutting or stabbing objects, e.g., knife, razor, hatchet, ax, cleaver, scissors, glass, broken bottle, dagger, ice pick, etc.**

4c. **Other Dangerous Weapon – All assaults and attempted assaults, when any other object or thing is used as a weapon, e.g., clubs, bricks, pick handles, bottles, explosives, acid, lye, poison, scalding water and cases of attempted drowning, burning, etc.**

4d. **Hands, Fists, Feet, etc. – Felonious – Assaults which are of a felonious nature when hands, fists, feet, etc., are used. To be classified as felonious assault, the attack must result in serious personal injury.**

(5) **Burglary** – ***Unlawful entry or attempted forcible entry of any structure to commit a felony or theft.***

General Rule – Any unlawful entry or attempted forcible entry of any dwelling, attached structure, public building, shop, office, factory, storehouse, apartment, house trailer, warehouse, mill, barn, other building, and houseboat or railroad car.

Note: For Uniform Crime Reporting purposes, breaking and entering and larceny are classified only as burglary; the larceny is excluded. Breaking and entering of a motor vehicle is classified as larceny.

5a. **Forcible Entry – All offenses where force of any kind is used to enter unlawfully a locked structure, with intent to steal or commit a felony. This includes entry by use of a master key, celluloid or other device that leaves no outward mark, but is used to open a lock. Concealment inside a building followed by the breaking out of the structure is also included.**

5b. **Unlawful Entry – No Force – Any lawful entry without any evidence of forcible entry.**

5c. **Attempted Forcible Entry – When determined that forcible entry has been attempted.**

Larceny – Theft (except Motor Vehicle Theft) – ***The unlawful taking of the property of another with intent to deprive him of ownership.***

General Rule – All larcenies and thefts resulting from pocket-picking, purse snatching, shoplifting, larceny from auto, larceny of auto parts and accessories, theft of bicycles, larceny from buildings and from coin operated machines. Any theft that is not a robbery or the result of breaking and entering is included. Embezzlement, frauds or bad check cases are excluded.

DEFINITION OF CRIMES

Part I Offenses (cont.)

Motor Vehicle Theft – ***Theft and attempted theft of a motor vehicle.***

General Rule – This includes all vehicles, which can be registered as motor vehicles in this State. Excludes cases where there is a lawful access to the vehicle, such as a family situation or unauthorized use by others with lawful access to the vehicle, e.g., chauffeur, employees, etc.

7a. Auto Theft – The theft of all sedans, station wagons, coupes, convertibles and other similar motor vehicles which serve the sole purpose of transporting people from one place to another.

7b. Trucks and Buses – Theft of those vehicles specifically designed to transport people on a commercial basis and to transport cargo.

7c. Other vehicles – Theft of all other motor vehicles limited by the UCR definition such as snowmobiles, motorcycles, motor scooters, trail bikes, etc. Theft of farm equipment, construction equipment or airplanes is considered larceny-theft.

Arson – ***Includes all violations of State laws and municipal ordinances relating to arson and attempted arson. Includes: any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, church, college, jail, vessel, motor vehicle or aircraft, contents of buildings, personal property of another, goods or chattels, crops, trees, fences, gates, grain, vegetable products, lumber, woods, cranberry bogs, marshes, meadows, etc. In the event of a death from arson, the offense would be classified as murder and if personal injury results, the offense would be classified as assault (4c).***

DEFINITION OF CRIMES

Part II Offenses

Part II Offenses are made up of all other crimes not classified as Part I Offenses. Part II Offenses for UCR purposes are as follows:

(9) **Other Assaults** – ***This category is comprised of all assaults and attempted assaults, which are simple or minor in nature.*** **For reporting purposes, these "Other Assaults" are scored on Return A under item 4e as offenses known to police. However, arrests for this offense are scored in this category.**

(10) **Forgery and Counterfeiting** – ***In this category are placed all offenses dealing with the making, altering, uttering or possessing, with intent to defraud, anything false in the semblance of that which is true.***
Includes:
Altering or forging public or other records.
Making, altering, forging, or counterfeiting bills, notes, drafts, tickets, checks, credit cards, etc.
Forging wills, deeds, notes, bonds, seals, trademarks, etc.
Counterfeiting coins, plates, bank notes, checks, etc.
Possessing forged or counterfeiting instruments.
Erasures.
Signing the name of another fictitious person with intent to defraud.
Using forged labels.
Possession, manufacture, etc., of counterfeiting apparatus.
Selling goods with altered, forged or counterfeited trademarks.
All attempts to commit any of the above.

Fraud – ***Fraudulent conversion and obtaining money or property by false pretense. Includes bad checks, confidence games, etc., except forgeries and counterfeiting.***

Embezzlement – ***Misappropriation or misapplication of money or property entrusted to one's care, custody or control.***

Stolen Property; Buying, Receiving, Possession – ***Included in this category are all offenses of buying, receiving and possession of stolen property, as well as all attempts to commit any of these offenses.***

DEFINITION OF CRIMES

Part II Offenses (cont.)

Vandalism – *Included in this category are all willful or malicious destruction, injury, disfigurement or defacement of any public or private property, real or personal, without consent of the owner or person having custody or control, by cutting, tearing, breaking, marking, painting, drawing, covering with filth or any other such means as may be specified by law or ordinance. This offense covers a wide range of malicious behavior directed at property.*

(15) **Weapons; Carrying, Possessing, etc.** – *This category deals with violations of weapons law such as:*
Manufacture, sale or possession of deadly weapons.
Carrying deadly weapons.
Using, manufacturing, etc., silencers.
Furnishing deadly weapons to minors.
Aliens possessing deadly weapons.
All attempts to commit the above.

(16) **Prostitution and Commercialized Vice** – *Included in this category are the sex offenses of a commercialized nature, such as: Prostitution.*
Keeping bawdyhouse, disorderly house or house of ill repute.
Pandering, procuring, transporting or detaining women for immoral purposes, etc.
All attempts to commit any of the above.

(17) **Sex Offenses** – *Except forcible rape, prostitution and commercialized vice. Includes offenses against chastity, common decency, orals and the like.*

Adultery and fornication.
Buggery.
Incest.
Indecent liberties.
Indecent exposure.
Intercourse with an insane, epileptic or venerally diseased person.
Sodomy.
Seduction.
Statutory rape – (no force).
All attempts to commit any of the above.

DEFINITION OF CRIMES

Part II Offenses (cont.)

Drug Abuse Violations – ***Drug abuse violations are reported on the basis of the narcotic involved. Include all violations of State and local ordinances, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs.*** **The following subdivisions of narcotic drug law violations are classified:**

Sale of Manufacture

18a. Opium or cocaine and their derivatives.
Morphine, heroin, codeine.
18b. Marijuana.
18c. Synthetic narcotics, manufactured narcotics which can cause true drug addiction.
Demerol, methadone.
18d. Dangerous non-narcotic drugs.
Barbiturates, benzedrine, inhalants.

Possession

18e. Opium or cocaine and their derivatives.
Morphine, heroin, codeine.
18f. Marijuana.
18g. Synthetic narcotics, manufactured narcotics, which can cause true drug addiction.
Demerol, methadone.
18h. Dangerous non-narcotic drugs.
Barbiturates, benzedrine, inhalants.

Gambling – ***All offenses which are related to promoting, permitting or engaging in gambling.*** **To provide a more refined collection of gambling offenses, the following classifications are used:**

19a. Bookmaking (horse and sport books).
19b. Numbers and lottery.
19c. All other.

DEFINITION OF CRIMES

Part II Offenses (cont.)

Offenses Against the Family and Children – ***Included here are all charges of nonsupport and neglect or abuse of family and children.***

Desertion, abandonment or nonsupport.
Neglect or abuse of child. (If injury is serious, offense is reported as aggravated assault.)
Nonpayment of alimony.
All attempts to commit any of the above.

Driving Under the Influence – ***This category is limited to the operating of any vehicle while under the influence of alcoholic beverages or narcotic drugs.***

Liquor Laws – ***With the exception of "Drunkenness" (Class 23) and "Driving Under the Influence" (Class 21), the liquor law violations, State or local, are placed in this class.***

Includes:

- **Manufacturing, sale, transporting, furnishings.**
- **Bootlegging.**
- **Operating still.**
- **Furnishing alcoholic beverages to a minor.**
- **Using vehicle for illegal transportation of alcoholic beverages.**
- **Consumption of alcoholic beverages by a minor.**

Drunkenness – ***Included in this category are all offenses of drunkenness or intoxication, with the exception of "Driving Under the Influence" (Class 21).***
Drunk and disorderly.
Public intoxication.

DEFINITION OF CRIMES

Part II Offenses (cont.)

Disorderly Conduct – ***In this category are placed all violations of committing a breach of the peace.***

Includes:

Affray.
Unlawful assembly.
Disturbing the peace.
Disturbing meetings.
Disorderly conduct in State institutions, at court, at fairs, on trains or public conveyances, etc.
Blasphemy, profanity and obscene language.
Desecrating the flag.
Refusing to assist an officer.
All attempts to commit any of the above.

Vagrancy – ***In this category are placed persons who are "suspicious characters" and fail to give good account of themselves.***

Includes:

Vagrancy.
Begging.
Loitering (persons 18 and over).
Vagabondage.

DEFINITION OF CRIMES

Part II Offenses (cont.)

All Other Offenses – ***Include in this category, every other State offense not included in Classes 1 through 25. Violations of local ordinances are not included in this category.*** **Illustrated below is a partial list of offenses.**

Abduction and compelling to marry.
Abortion (Death resulting from abortion is homicide, offense Class 1a).
Bigamy and polygamy.
Blackmail and extortion.
Bribery.
Contempt of court.
Discrimination, unfair competition.
Kidnapping.
Offenses contributing to juvenile delinquency except as provided for in Classes 1 through 28, such as employment of children in immoral vocations or practices, admitting minors to improper places, etc.
Perjury and subordination of perjury.
Possession, repair, manufacture, etc., of burglar's tools.
Possession or sale of obscene literature.
Unlawful use, possession, etc., of explosives, etc.

Curfew and Loitering Laws (Juveniles) – ***All violations of local curfew or loitering ordinances are included.***

Runaways (Juveniles) – ***Reported in this category are apprehensions for protective custody. Runaways taken into protective custody for other jurisdictions are not included.***

MONITORING OF CRIMINAL ACTIVITY AT OFF-CAMPUS STUDENT ORGANIZATIONS

The College does not have any off-campus student organizations.

POLICY REGARDING WEAPONS POSSESSIONS

It is the position of the Thaddeus Stevens College of Technology that weapons or items that have been altered to be used as such, i.e. broken hockey sticks, baseball bats (broken or otherwise), metal poles and the like, are in direct opposition to a safe, free learning environment. Therefore, any student found in possession of such items will be subject to suspension or expulsion from the school. Other items qualifying as weapons include, but are not limited to, guns of any sort, bow and arrows, knumbchucks, brass knuckles, mace* black jacks, machetes, sling shots, and knives (excluding pocket knives, i.e. folding knives with more than one blade or folding knives with blades no longer than 3" in length.)

These items when discovered will be confiscated by college personnel and turned over to legal authorities where appropriate.

Students may carry mace or any of the various pepper sprays as allowed by the laws of the Commonwealth. Students that discharge mace or any of the various pepper sprays as allowed by the laws of the Commonwealth, for any reason other than self-defense, will be guilty of the unauthorized use of the same and thereby subject to suspension from or expulsion from Stevens.

Unauthorized possession of firearms, other weapons, explosives, and/or chemicals which includes but are not limited to guns, bow and arrows, knumbchucks, brass knuckles, sling shots, machetes, fireworks, and knives (excluding pocket knives, i.e. folding knives with more than one blade or folding with blades no longer than 3" in length). Students may carry mace or any of the various pepper sprays as allowed by the laws of the Commonwealth of Pennsylvania.

First Offense: **Three (3) college-day suspension plus 30 day probation period.**

Second Offense: **Five (5) college-day suspension AND recommendation for expulsion from the College.**

a. **If the student engages in other violations of the College Code of Conduct during the probationary period, further disciplinary action will be taken ranging from loss of dorm/campus privileges, to suspension, to recommendation for expulsion from the dorms and/or college.**

b. **If a commuter student and is retained in college, the student will remain on probation for the remainder of the semester and not be permitted on campus after 6:00 p.m. for the same time period. (An individual's return to campus after 6:00 p.m. at the outset of another semester will be subject to review and approval of the Director Student Services and the Director of Residence Life.)**

POLICY REGARDING WEAPONS USE

Unauthorized use of firearms, other weapons, explosives, and/or chemicals which includes but may not be limited to guns, knives, bow and arrows, knumbchucks, brass knuckles, sling shots, machetes, fireworks, and knives (excluding pocket knives, i.e. folding knives with more than one blade or folding knives with blades no longer than 3" in length). Students that discharge mace or any of the various pepper sprays as allowed by the laws of the Commonwealth, for any reason other than self-defense, will be guilty of the unauthorized use of the same. Unauthorized use of paintball guns on campus is also a major violation with outcomes as follows:

First Offense: **Five (5) college-day suspension AND recommendation for expulsion from the College.**

If the student is a resident and he/she is retained in college, then he/she will be suspended from the dorms for the remainder of the semester and continue to be on probation. (An individual's return to the dorm at the outset of another semester will be subject to review and approval of the Director of Student Services and Director of Resident Life.)

If the student is a commuter and he/she is retained in college, then he/she will remain on probation for the remainder of the semester and not be permitted on campus after 6:00 p.m. for the same time period. (An individual's return to campus after 6:00 p.m. at the outset of another semester will be subject to review and approval of the Director of Student Services and Director of Residence Life.

POLICY REGARDING THE POSSESSION, USE, AND SALE OF ALCOHOLIC BEVERAGES

The possession, use or sale of alcoholic beverages by students, regardless of age, is prohibited on the campus of Thaddeus Stevens College of Technology. Students found guilty of possessing, using or selling alcoholic beverages on campus are subject to the following disciplinary action:

First Offense: **Three (3) college-day suspension plus 30-day probation period.***

Second Offense: **Five (5) college-day suspension with recommendation for expulsion.****

NOTE 1: ***Students under the age of 21 will be cited by the Pennsylvania State Police. State laws and guidelines are listed under "Pennsylvania Law."***

NOTE 2: ***A student found guilty of a second offense is not permitted in or around the residence halls at any time. Also, he/she will not be permitted on the campus during the weekend hours.***

*** If the student engages in other violations of the College Code of Conduct during the probationary period, further discipline action will be taken ranging from loss of dorm/campus privileges to suspension to recommendation for expulsion from the dorms and/or College.**

**** If the student is a resident and he/she is retained in college, then he/she will be suspended from the dorms for the remainder of the semester and will be on probation for the same length of time. The student would also be required to depart campus by 6:00 PM each evening. (An individual's return to campus after 6:00 PM at the outset of another semester will be subject to review and approval of the Director of Student Services and the Director of Residence Life.)**

If the student is a commuter and he/she is retained in college, then he/she will remain on probation for the remainder of the semester and not be permitted on campus after 6:00 PM for the same time period. (An individual's return to campus after 6:00 PM at the outset of another semester will be subject to review and approval of the Director of Student Services and Director of Residence Life.)

After an initial offense, the individual-for the student's own well-being as well as the protection of others-may be assigned to an in-house counselor for alcohol counseling and/or be referred by a Stevens counselor to an outside agency for additional consultation.

POLICY REGARDING
NON-ALCOHOLIC BEER OR ASSOCIATED BEVERAGES

In the best interest of the student and the College, non-alcoholic beer and other associated beverages are not permitted on campus or in the dorms. If you are found to be in possession of these beverages, you will be asked to dispose of or remove them from the campus.

PENNSYLVANIA LAW
REGARDING THE POSSESSION, USE,
AND SALE OF ALCOHOLIC BEVERAGES

1. **All persons while in the Commonwealth of Pennsylvania are subject to the Pennsylvania Liquor and Penal Code.**
2. **It is illegal for anyone who has not reached the age of 21 to possess, transport or drink alcoholic beverages in Pennsylvania.**
3. **The law also prohibits the selling or furnishing of alcoholic beverages of any kind to persons under 21 years of age by any agency or person. "Furnish" is defined as: "To supply, give or provide to, or allow a minor to possess on premises or property owned or controlled by the person charged" (Pennsylvania Crimes Code, 1986).**
4. **In addition, it is unlawful to misrepresent one's age to any person to obtain alcoholic beverages or to represent to any person that a minor is of age.**
5. **Further, it is unlawful to transport liquor, which was not purchased, obtained, or possessed according to Pennsylvania law.**
6. **It is illegal to possess, manufacture, or sell a false I.D. card whether or not the card is used to obtain alcoholic beverages by using another person's I.D. card.**
7. **The law has been interpreted to mean that no person under 21 years of age may pay assessments, which will be used in whole or part for the purchase of alcoholic beverages.**
8. **Finally, it is against the law to charge admission to an event where alcohol is being served (or to sell alcoholic beverages) without a liquor license. The college does not have a liquor license nor in any way promotes or sanctions the use of alcohol.**
9. **All students should be aware of the following sections of the 1986 revision of the Pennsylvania Crimes Code, Title 18, Act 31: Liquor Law Violations and Penalties, Section 6307 Misrepresentation of Age:**

A person, being under the age of 21, knowingly and falsely represents himself to be 21 years of age or older…for the purpose of procuring or having furnished to him, any liquor or malt or brewed beverages…

First Offense:	**Summary violation, $ 300 fine and suspension of a driver's license for 90 days.**
Subsequent Offense(s):	**Misdemeanor III, $ 500 fine, suspension of license for one-two years. MANDATORY SENTENCING.**

POLICY REGARDING THE POSSESSION, USE AND SALE OF ILLEGAL DRUGS

The possession, use or sale of illegal drugs and/or narcotics by students, regardless of age, is prohibited on campus grounds. Students present in any situation where narcotics or illegal drugs are found will be deemed to be in possession unless there is definitive proof of the individual's innocence. Additionally, persons found with any manner of drug paraphernalia which would include, but is not limited to baggies, pipes, marijuana seeds and scales would be subject to the same punishment as those found using, selling or possessing.

The Commonwealth of Pennsylvania and local laws make it a crime to possess, sell, deliver or manufacture prescription drugs. Possession and personal use of prescription drugs, except as prescribed for use in accordance with the instructions of a licensed physician, is unlawful. Prescribed medications transported other than in the dispensing container may be considered illegal drugs. Additionally, a person found with any prescription medication in a dispensing container not listing that individual as the person for whom that prescription was provided or with a dispensing container containing medications other than that which is listed on the container would be subject to the same punishment as those found using, selling, or possessing prescribed medications.

First Offense: **Five (5) college-day suspension AND recommendation for expulsion.***

NOTE 1: ***The Pennsylvania State Police will be summoned and will cite individuals accordingly.***

NOTE 2: ***A student found guilty of a drug violation is not permitted in or around the residence halls at any time. Also, he/she will not be permitted on the campus during the weekend hours.***

***** **If a student is a resident and he/she is retained in college, then he/she will be suspended from the dorms for the remainder of the semester and will be on probation for the same length of time. (An individual's return to the dorms at the outset of another semester will be subject to review and approval of the Director of Student Services and the Director of Residence Life.)**

If the student is a commuter and he/she is retained in college, then he/she will remain on probation for the remainder of the semester and will not be permitted on campus after 6:00 p.m. for the same time period. (An individual's return to campus after 6:00 p.m., at the outset of another semester, will be subject to review and approval of the Director of Student Services and Director of Residence Life.)

DRUG OR ALCOHOL ABUSE EDUCATION PROGRAMS

A Drug and Alcohol Use Survey is conducted each year and the results are presented to faculty, staff and administrators after the start of the fall semester. (Not done 1998-99, not enough forms).

Representatives from various drug and alcohol community service providers present a program during freshman orientation for approximately one hour each year.

Students who experience problems in the dorm related to use of drugs and/or alcohol are disciplined via suspension for several days, and ultimately a loss of residence privileges.

Students are referred to a counselor for assistance with substance abuse problems, if they have requested such assistance, or if they have demonstrated through repeated problems in the classroom or dorm that they may have a problem. Counselor provides initial assessment and makes appropriate referral to community based provider, AA, NA, etc.

Students with underage drinking fines who have lost their license, or who are required to attend counseling are interviewed by the counselor so that local service providers can be accessed and the student can remain in school.

Various posters and handouts are available to students throughout the campus informing students about the hazards of substance use, and where to obtain help.

TIMELY REPORTS TO THE CAMPUS COMMUNITY ON CRIMES CONSIDERED TO BE A THREAT TO STUDENTS AND EMPLOYEES

The most significant degree of communication specific to security matters occurs verbally at both an annual orientation program with incoming students and is reinforced in each to the dormitories during the first week of college and throughout the year in that same setting.

Security concerns and dissemination of information about the role of security are addressed at the joint dormitory council meeting, which occur five times per year.

SEXUAL ASSAULT & DATE RAPE

Definition of Sexual Assault

Sexual assault includes any of the following: (a) Any intentional, unconsented touching, or threat or attempt thereof, of: (i) an intimate body part of another person, such as a sexual organ, buttocks or breast; (ii) any body part of another person with a sexual organ; or (iii) any part of another person's body with the intent of accomplishing a sexual act; or (b) Forcing, or attempting to force, any other person to engage in sexual activity of any kind without her or his consent.

Consent /Assent (an affirmative statement or action) shall not constitute consent if it is given by a person who is unable to make a reasonable judgment concerning the nature or harmfulness of the activity because of his/her intoxication, unconsciousness, mental deficiency or incapacity, or if the assent is the product of threat or coercion.

Sexual Assault is defined and prosecuted as a federal felony offense. Discipline by Thaddeus Stevens College of Technology does not take the place of or prevent further prosecution by law enforcement agencies.

The victim and the offender are entitled to the same opportunities to have others present during a campus disciplinary proceeding. Both parties will be informed of the outcome of any campus disciplinary action resulting from an investigation.

Statutory Rape: Definition

Statutory Sexual Assault-Sexual intercourse with an individual under the age of 16 years when the offender is four or more years older than the individual and the individual and the offender are not married to each other. This is a felony of the second degree under Pennsylvania law. Actual determination of Statutory Rape would take place in a court of law.

Prevention of Sex Offenses

Any claim of sexual assault will be investigated, and if founded, charged as a major violation of the College Code of Conduct.

First Offense: **Five (5) college-day suspension with a recommendation for expulsion from the College.****

Thaddeus Stevens College of Technology enforces a strict policy prohibiting attempted sexual assault and actual sexual assault and strongly encourages a victim to report the incident immediately. Any violation of this policy will be immediately reported to a local law enforcement agency. The College will conduct an internal investigation that will not obstruct the investigation being conducted by law enforcement authorities.

PROCEDURE FOR REPORTING SEXUAL ASSAULT & DATE RAPE

ACT IMMEDIATELY

1. **Get to a safe place.**

2. **Preserve all physical evidence! Do not shower, brush your teeth or eat or drink anything. It is natural to want to clean up, but this may eliminate any legal evidence that substantiates the incident. If you change your clothes, you must put them in a paper bag (not plastic) to take to the hospital.**

3. **Contact a campus resource immediately. Consider: Campus Security, the Student Health Center, the Director of Residence Life, counseling staff, Residence Hall Advisor, or the Women's Center. Phones for emergency use are located outside of the Multipurpose Activity Center, Armstrong Hall, Herrington Hall, Metzger Hall, Bourne Hall, Brenner Hall, the Schuler Learning Resources Center, the Schwalm Student Center, Jones Dining Hall, Hartzell Building (south entrance), Hartzell Building (north entrance), as well as the Kreider, Leonard, and Snyder Buildings. These phones will gain you direct access to security.**

4. **Kenneth W. Schuler Learning Resources Center, Hartzell Instruction Center, and Brenner Hall. These phones will gain you direct access to security.**

5. **Contact the 24-hour Hotline at the Sexual Assault Prevention and Counseling Center (SAPCC) 1-800-392-7273.**

6. **Seek medical attention with the assistance of College staff and a SAPCC Counselor. Lancaster General Hospital is highly recommended because of its expertise in sexual assault cases. Even if you feel fine, a medical exam will collect any physical evidence, generate a medical report, and provide you with information on the prevention of possible STDs and pregnancy.**

7. **Report the incident to College officials. Complete a Sexual Assault Confidential Report Form, which can be obtained from one of the above listed campus resources. An internal investigation will be conducted by the College's Affirmative Action Officer and the Vice President for Student Services, at which time follow-up services will be offered to the victim. Upon closure of the investigation, the victim will be provided with a letter of closure summarizing the findings of the formal investigation and subsequent disciplinary action. If the victim is not satisfied with the outcome of the investigation, an appeal of the investigation will be brought to the Discipline Committee.**

8. **Consider filing legal charges against the offender. An investigation and disciplinary action by Thaddeus Stevens College of Technology does not take the place of or prevent further prosecution by law enforcement agencies.**

PROCEDURE FOR REPORTING SEXUAL ASSAULT & DATE RAPE (cont.)

What to Do If You Are Assaulted

RESIST- Scream, hit, bite, scratch, poke eyes and kick your attacker. Such action may provide an opportunity to escape your attacker. However, active resistance can also lead to harm. Be realistic about your capabilities to protect yourself.

PASSIVE RESISTANCE-If your life is in danger, tell your assailant you're menstruating or that you have a disease or illness. Tell your assailant anything that may stop him from attacking or give you a chance to escape.

Education Programs that Promote the Awareness

Date Rape is a more common form of assault on college campuses and the least likely to be reported. Victims of date rape have rights that need to be protected. The College will protect the rights of all victims.

If you put yourself in a vulnerable position you may find yourself a victim. You can prevent sexual assault or date rape by being aware and being informed. Informational brochures on rape, acquaintance rape and other sex offenses are available at the Student Services Office, Dispensary or Women's Center.

The College is committed to the safety and welfare of the campus community and believes that the best protection against campus crime is an aware, informed, alert campus community. In addition, the College is committed to:

- **Providing educational programs, which promote awareness of sexual assault/abuse as well as preventing such acts.**
- **Informing students of resources available from the College and Community.**
- **Establishing a prevention program.**
- **Assisting survivors in their recovery efforts.**
- **Encouraging and assisting in the reporting of sexual assault/abuse to law enforcement authorities having jurisdiction over the area where the alleged incident occurred.**
- **Reviewing available options for modifying academic and/or living environments for survivors.**
- **Ensuring the confidentiality of the survivor.**

Assistance is available by contacting Campus Security, Director of or the Affirmative Action Officer of the College, or the Director of Student Service.

SEXUAL ASSAULT CONFIDENTIAL FORM

Date _____

Full Name _____

Address _____

_____

E-Mail Address _____

Dormitory Room _____

Type of Incident _____

Date of Incident _____

Time of Incident _____

Description of Incident (Attach Additional Pages)
(Write Down Everything You Remember About the Incident)

_____

_____

_____

_____

_____

_____

_____

_____

PROCEDURES FOR ON-CAMPUS DISCIPLINARY ACTION IN CASES OF ALLEGED SEXUAL ASSAULT

Any claim of Sexual Assault will be investigated, and if founded, charged as a major violation of the College's Code of Conduct.

First Offense: **5 college-day suspension: recommendation for expulsion from the College.***

Thaddeus Stevens College of Technology enforces a strict policy prohibiting attempted and actual sexual assault and strongly encourages a victim to report the incident immediately. Any violation of this policy will be immediately reported to a local law enforcement agency.

Sexual Assault is defined and prosecuted as a federal felony offense. Any internal investigation and disciplinary action by Thaddeus Stevens College of Technology does not take the place of or prevent further prosecution by law enforcement agencies.

The victim and the offender are entitled to the same opportunities to have other present during a campus disciplinary proceeding. Both parties will be informed of the outcome of any campus disciplinary action resulting from an investigation.

Dorm Privileges:

** **If a resident student and retained in college, the student will be suspended from the dorms for the remainder of the semester and will continue to be on probation. (The individual's return to the dorm at the outset of another semester will be subject to review and approval of the Director of Student Services and the Director of Residence Life.**

** **If a commuter and retained in college, the student will remain on probation for the remainder of the semester and not be permitted on campus after 6:00 p.m. for the same time period. (The individual's return to campus after 6:00 p.m. at the outset of another semester will be subject to review and approval of the Director of Student Services and the Director of Residence Life.)**

COLLEGE RESOURCES

Director of Student Services	**Mellor Bldg.-1st Floor**	**299-7794**
Director of Resident Life **Cell**	**Kreider Bldg.**	**299-7564** **341-0515**
Director or Women's Center	**Mellor Bldg.-Basement**	**391-3599**
Counseling Office	**Hartzell Instr. Center**	**299-7408**
Dispensary/Health Office-Main	**Brenner Hall**	**299-7769** **606-1560**
Dispensary/Health Office-Branch		**606-1541**
Campus Security-Emergency	**John E. Barley Multi-Purpose Activity Center**	**286-4607**
Campus Security-General	**John E. Barley Multi-Purpose Activity Center**	**396-7165**
Campus Security-Beeper		**305-4355**
Affirmative Action/Bus. Mgr.	**Mellor, 1st Floor**	**391-6947**
President's Office	**Mellor, 1st Floor**	**299-7722**

COMMUNITY RESOURCES

ASSAULT SERVICES

YWCA Sexual Assault Prevention & Counseling Center (24 hr)	717-392-7273

AIDS/HIV

American Red Cross (Education)	717-299-5561
SouthEast Lancaster Health Services (testing, counseling and treatment)	717-299-6371
The Gathering Place (AIDS)	717-295-4630

BIRTH CONTROL

Planned Parenthood	717-299-2891
SouthEast Health Services	717-299-6371

ALCOHOL & DRUG ABUSE

Al-Anon/Alateen	1-877-298-5027
Alcoholics Anonymous of Lancaster County	717-394-3238
Compass Mark, Inc.	717-299-2831
Crisis Intervention (Suicide, Acute Emotional, Drug & Alcohol)	717-394-2631
Drug & Alcohol Commission (Treatment, Prevention & Educucation)	717-299-8023
Gate House (Chemically Dependent Men)	717-626-9524
Gate House (Chemically Dependent Women)	717-285-2300
Lancaster General Hospital (Detox)	717-684-2841
PA SADD (Students Against Destructive Decisions)	1-800-627-2384

Vantage (Rehab for Women) **(with or without children)**	**717-291-1020**

COMMUNITY ACTION GROUP

United Way – LINC	**717-291-5462**

COUNSELING SERVICES

CONTACT – 24 hr. Helpline	**717-299-4855**
Victim/Witness Services (Crime Victims)	**717-299-8048**

SEXUAL ABUSE/SEXUAL ASSAULT

Family Service, Clinical Services	**717-397-5241**
Sexual Assault Crisis Hotline	**717-392-7273**
Shepherd's Touch Counseling Ministry	**717-656-4834**
YWCA Sexual Assault Prevention & **Counseling Center**	**717-392-7273**

LAW ENFORCEMENT

Lancaster City Police	**717-291-4911**
Dispatch	**717-664-1180**
PA State Police	**717-299-7650**

NATIONAL RESOURCES

ALCOHOL ABUSE

Alcohol Hotline	**1-800-252-6465**

SEXUAL ABUSE/ASSAULT

PA Coalition Against Rape	
RAINN – Rape Abuse	**1-800-656-HOPE**

SUBSTANCE ABUSE

Boys Town National Hotline	**1-800-448-3000**
Drug Help National Helpline	**1-800-262-2463**
Office of Vocational Rehabilitation	**1-800-762-6306**

SEXUAL HARASSMENT

Sexual Harassment Defined

Section 1604 of Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and the Pennsylvania Human Relations Act defines sexual harassment in the Following manner:

> **Sexual harassment involves unwelcome sexual advances or requests for sexual favors and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:**
>
> > **Submission to such conduct is made either explicitly or implicitly, a term or condition of an individual's employment (or education)**
> > **Submission to or rejection of such conduct by an individual is used as the basis for an employment (or academic) decision affecting such individual.**
> > **Such conduct has the purpose or effect of unreasonably interfering with the individual's work (or academic) performance or creating an intimidating, hostile, or offensive working (educational or living) environment.**

Thaddeus Stevens College of Technology prohibits sexual harassment of its students and employees from any source, including employees, students, visitors and consultants.

Employees and students may not threaten or imply that submission to or rejection of sexual advances will influence any decision regarding employment, enrollment, attendance or grades. Any violation will result in disciplinary action. The College has the right to apply any sanction(s) to deal with unacceptable behavior.

Each employee and student is responsible for enforcing the College's policy prohibiting sexual harassment and for communicating the policy to others.

Thaddeus Stevens College of Technology is committed to developing and maintaining a campus community of mutual respect through its educational and training programs offered to faculty, staff and students.

Preventing Sexual Harassment

The Department of Education and the College's sexual harassment training is mandatory for all faculty and staff. All students are required to attend sexual harassment training offered in the College's Orientation Program.

Prevention activities are coordinated by the Vice President for Student Services and the Affirmative Action Officer and will target both men and women. Prevention efforts will include:

a. **Training of faculty, staff and students.**
b. **Consultation with outside organizations.**
c. **Providing seminars and presentations to faculty, staff and students on topics relating to sexual harassment, sexual assault/abuse and prevention.**
d. **On-going communication with faculty, staff and students to increase awareness by providing information on the topic and available resources.**
e. **Including individuals employed by outside contractors in our training programs.**

Employees, students, visitors and consultants are encouraged to do their part to prevent sexual harassment from taking place at the College:

Refrain from all forms of harassment at all times.
When in a position of "power", be aware of the intimidating effect you can have.
Do not use your position to coerce others.
Treat people with respect.
Ask yourself if your behavior could be interpreted as "Sexual Harassment".

Examples of Sexual Harassment

Verbal

- **Unsolicited and unwelcome flirtations, advances or propositions**
- **Sexual or intrusive questions about employee's personal life.**
- **Whistling or catcalls.**

Non-verbal

- **Displaying sexually suggestive objects and pictures.**
- **Staring or leering.**
- **Suggestive sounds.**

Physical

- **Unwanted physical contact such as touching, hugging, pinching, patting, or kissing.**
- **Exposing genitalia.**
- **Assault, battery, rape or coerced sexual intercourse.**

Being Harassed

Thaddeus Stevens College of Technology will not allow sexual harassment to jeopardize anyone's rights and opportunities for work or education.

Procedure for Reporting Sexual Harassment

If you have been sexually harassed:

1. **You must report the incident to the College's Affirmative Action Officer, Vice President for Student Services, Director of Resident Life or Campus Security or other campus members with whom you can openly discuss this matter.**
2. **All formal complaints must be filed, in writing, with the Affirmative Action Officer and the Vice President for Student Services.**
3. **The College will conduct an investigation immediately.**
4. **To the extent possible by law, sexual harassment complaints will be treated confidentially and the rights of each party will be protected during the investigation.**
5. **The College will notify the victim of the status of the complaint within seven (7) working days after the date of the formal complaint.**
6. **If the investigation confirms the allegations, appropriate corrective action will be promptly taken which will result in disciplinary action.**
7. **The victim may appeal the findings of the investigation to the Discipline Committee.**
8. **The victim shall receive written notification of the closure of the investigation.**

Additional resources on sexual harassment can be obtained through the College Women's Center (717-391-3599) or Student Health Center (717-299-7769).

If you hear that a sexual harassment has occurred:

- **Report the incident to the campus Affirmative Action Officer or Vice President for Student Services immediately.**
- **If further input is needed, you will be contacted.**
- **Do not discuss the incident with other students.**
- **The College's Affirmative Action Officer and/or Vice President for Student Services will conduct an investigation.**

Disciplinary Action for Sexual Harassment Violations

Any claim of Sexual Harassment will be investigated, and if founded, charged as a major violation of the College Code of Conduct.

First Offense

Three (3) school day suspension; plus 30 day probation period*

Second Offense

Five (5) school day suspension; recommendation for expulsion from the College**

The victim and the offender are entitled to the same opportunities to have others present during a campus disciplinary proceeding. Both parties will be informed of the outcome of any campus disciplinary action resulting from an investigation.

***** **If the student engages in other violations of the college code of conduct during the probationary period, further discipline action will be taken ranging from loss of dorm/campus privileges, to suspension, to recommendation for expulsion from the dorms and/or college.**

***** **If a resident student and retained in college, the student will be suspended from the dorms for the remainder of the semester and will continue to be on probation. (The individual's return to the dorm at the outset of another semester will be subject to review and approval of the Director of Student Services and the Director of Residence Life.)**

****** **If a commuter and retained in college, the student will remain on probation for the remainder of the semester and not be permitted on campus after 6:00 p.m. for the same time period. (The individual's return to campus after 6:00 p.m. at the outset of another semester will be subject to review and approval of the Director of Student Services and the Director of Residence Life.)**

SEXUAL HARASSMENT (cont.)

The Effects of Sexual Harassment

Sexual harassment can cause:

- **Stress**
- **Anxiety**
- **Self-doubt**
- **Guilt**
- **Humiliation**
- **Confusion**

Sexual harassment can result in:

- **Students dropping a course, changing major, failing an exam, or personal problems that carries over into the home.**
- **Employees quitting their job, being fired, missing promotions, missing work, and personal problems that carries into the home.**
- **Low morale, poor performance and lack of motivation.**

Student and Faculty/Staff Relationships

Consenting sexual relationships between faculty and student or supervisor and employee are discouraged.

Sexual Harassment Laws

All harassment (sex, age, race, national origin, religion, sexual orientation, marital status or disabilities) is prohibited at Thaddeus Stevens College of Technology.

Sexual harassment is a form of unlawful sex discrimination and is against local, state and federal laws.

SMOKING ON CAMPUS

Smoking is not permitted in any college building, enclosed hallways, or adjacent to exit and entranceways. This policy is for the safety, welfare and comfort of all. Please keep the College campus neat and clean by insuring that smoking materials are fully extinguished and discarded in proper receptacles.

VISITORS ON CAMPUS

Regarding identification and admission of visitors into student housing facilities, the procedure is that the Stevens student indicates to the dormitory director that he has a visitor present and at the same time is held accountable for the behavior of that guest while present. Student and non-student visitation policies are located in the handbook.

Stevens students are advised and encouraged to approach individuals they do not recognize as fellow students, and ask them who they may be seeking or report them to the dormitory director or security for safety reasons.

VISITATION POLICY FOR STUDENTS

Monday – Thursday, 9:00 AM to 12:00 AM

Monday through Thursday from 9:00 AM to Midnight, student of Stevens are allowed to visit each other in the various residence halls. This includes lobbies or dorm rooms. Every student must show his/her ID upon request. It is the responsibility of the student to have his/her ID at all times.

Friday, 9:00 AM – 2:00 AM (Saturday)
Saturday, 9:00 AM – 2:00 AM (Sunday)
Sunday, 9:00 AM – 1:00 AM (Monday)

Friday through Sunday, students of Stevens are allowed to visit each other in the various residence halls as specified above. Students must show his/her ID upon request. It is the responsibility of the student to carry his/her ID at all times.

Male Students are not permitted to access any bathroom facility in the female residence living area.

Female students are not permitted to access any bathroom facility in the male residences living areas. Guest bathrooms, located on the first floor lobby of the large dorms, as well as specific bathrooms designated in the smaller dorms, may be utilized.

Any student may have more than one student/visitor in his/her room at a time but remains responsible for all visitors.

Violators of this Visitation Policy shall receive discipline in accordance with the Stevens College Code of Conduct. Along with the present disciplinary action, the following disciplinary action shall take place:

First Violation – loss of visitation rights for a period of one week or seven consecutive days, discounting holidays or other school related breaks.

Second Violation – loss of visitation rights for a period of thirty consecutive days, discounting holidays or other related breaks.

Third Violation – loss of visitation rights for the remainder of the semester.

If a student has concerns over visitation, that student may address those concerns to the Residence Hall Advisor or the Director of Residence Life.

NOTE: ***Stevens does not assume responsibility for personal harm nor theft or damages to personal property.***

VISITATION POLICY FOR NON-STUDENTS

1. Monday – Thursday, 4:00 PM to 12:00 AM

Visitors that are not students of Stevens must show some form of picture/age identification to the Residence Hall Advisor. The Residence Hall Advisor will then complete a Visitation Form for Non-Students. The Residence Hall Advisor will then return the identification back to the visitor. When visitors leave, they must sign a sign-out sheet, which will be posted at the Residence Hall Advisor's office. Name, date, and time of departure must be indicated when signing out.

***It is important to note, that individuals under the age of 18, are not permitted in the residence halls except as indicated in line item #6 of this Visitation Policy.**

The host student is responsible for the actions of any and all non-students that are visiting them. It is their responsibility to share the rules and regulations in regards to the Stevens campus. They are also responsible to see that the visitor signs out properly when leaving the residence hall. Non-student visitors must be escorted by the student they are visiting when they leave the room for any reason.

2. Weekend Visitation
Friday 4:00 p.m. – 2:00 a.m. (Sat.)
Saturday 9:00 a.m. – 2:00 a.m. (Sun.)
Sunday 9:00 a.m. – 1:00 a.m. (Mon.)
One overnight guest with authorization: Friday, 4:00 p.m. – 1:00 a.m. Sunday*

***Note: If another student is spending the night during the weekend, authorizations must be made through the Residence Hall Advisor and the Director of Residence Life by Wednesday of that week. The roommate, in person, must grant approval to the Residence Hall Advisor or the Director of Residence Life. A student may only have one visitor spend the night per weekend. If a student does not have overnight authorization for a visitor, visitation would end as indicated above.**

Students that would have non-student visitors must contact Security. Security will then check the picture/age identification of the visitor as well as complete a Visitation Form for non-students. Security will also note what student they are visiting, as well as that student's particular dorm and room number. Security will then immediately return the identification to the visitor. When visitors leave, they must sign a sign-out sheet which will be posted outside the Security Office. Name, date, and time of departure must be indicated when signing out.

Note: Security can be contacted by the following methods:

- **Going directly to the Security Office.**
- **Calling Security at 396-7165 and then meeting them at the Security Office.**
- **Calling Security from an Exterior Emergency Telephone which will automatically call the Security Office.**

Note: Resident students that are married will be allowed open visitation rights with their spouses from Friday 4:00 p.m. until Monday 1:00 a.m. Visitors that are not spouses will follow the guidelines as established above.

3. Male students or male visitors are not permitted to access any bathroom facility in the female residence living area.

4. Female students or female visitors are not permitted to access any bathroom facilities in the male residence living areas. Guest bathrooms, located in the first floor lobby of the large dorms, as well as specific bathrooms designated in the smaller dorms, may be utilized.

5. Any student can have more than one visitor in his/her room at a time, but remains responsible for all visitors.

6. Individuals under the age of 18 are not permitted in the residence halls except as indicated below:

- **When accompanied by an adult (18 years or older), as a student moves into or moves out of a particular residence hall, such as the beginning and ending of a semester.**
- **When accompanied by an adult (18 years or older), during a special event on campus, such as Homecoming, Open House, etc.**
- **At no time shall individuals under the age of 18 spend the night in the residence halls.**

7. When a loss of visitation rights occurs, due to a violation of either the Visitation Policy for Students, or the Visitation Policy for Non-Students, the following stipulations are to be followed:

- **During the loss of visitation rights, the student(s) involved may not have any non-student visitors coming to see them within any of the Residence Halls.**
- **During the loss of visitation rights, where two Stevens students of the opposite sex are involved, the student(s) involved may not visit the dorm room of a student of the opposite sex, nor have a student of the opposite sex visit their dorm room.**

Note: They are not permitted in any dorm room where a student of the opposite sex may be visiting.

8. Violations of the visitation policy as it pertains to individuals under the age of 18 will receive discipline action as follows:

- **First Offense – Three day school suspension, 30 day loss of visiting privileges and 30 days probationary status.**
- **Second Offense – Five day school suspension, 30 day suspension from dorms, no visitation privileges and probationary status for the remainder of the semester.**

9. Violators of this Visitation Policy, as it pertains to individuals 18 and over shall receive discipline in accordance with the Stevens College Code of Conduct. Along with the present disciplinary action, the following additional disciplinary action shall take place:

a. First violation – loss of visitation of rights for a period of one week or seven consecutive days, discounting holidays or other school related breaks.
b. Second violation – loss of visitation rights for a period of thirty consecutive days, discounting holidays or school related breaks.
c. Third violation – loss of visitation rights for the remainder of the semester.

10. If a student has concerns over visitation, that student may address those concerns to the Residence Hall Advisor or the Director of Residence Life.

Note: Stevens does not assume the responsibility for personal harm nor theft or damages to personal property.

PARKING REGULATIONS

Thaddeus Stevens College of Technology provides parking facilities in an effort to meet the needs of faculty, staff, students, and visitors. Because of the limited space, the operation and parking of a motor vehicle on campus is a privilege. Drivers are expected to know and abide by all motor vehicle regulations and to assume all responsibility for any damage to vehicles while they are operated or parked on College property.

Parking regulations have been developed to encourage orderly parking, easy movement of traffic, pedestrian safety and access for emergency vehicles. The College Security Officers has the authority to ticket and tow vehicles that are in violation of College Parking Regulations.

See Appendix B for Parking Regulations.

SNOW EMERGENCY

Thaddeus Stevens College of Technology
Inclement Weather Information

The following procedures are put into practice for faculty, staff and students to hear the latest information on college delays or cancellations due to emergency situations:

♦ Tune into the following radio and television stations beginning at 5:30am and continuing throughout the day:

TV

WGAL 8
WHTM 27
21 WHP CBS
UPN 15

RADIO

WROZ FM 101	**BOB 94.9**	**WDAC FM 94.5**
WCAT FM 102.3	**WHP 580**	**WLCH FM 91.3**
WCPP FM 106.7	**KISS FM 99.3**	**WLCH FM 91.3**
WQXA FM 105.7	**THE RIVER 97.3**	**WLCH FM 91.3**
WQXA AM 1250	**WJTL FM 90.3**	**I105 FM 105.1**
WLAN FM 97		

INTERNET
www.pastormwatch.com
www.wgal.com

♦ You may also call in to check the status for delays and cancellations:
Toll Free **1-800-842-3832**
Local **717-299-7730**
***wait for message to play**

♦ Faculty and staff may also access their voice mail by dialing 606-1100, push # and enter your 10 digit phone number.

Employees: As always, if you feel that it is too dangerous to travel, use your normal procedures for calling off. Essential employees must report or take leave.

Students: Please check with your instructors as to whether or not class will be held. Each instructor should have a notification system in place for this procedure.

PROGRESSIVE DISCIPLINE FOR MINOR VIOLATIONS OF THE COLLEGE CODE OF CONDUCT

Verbal warning.

Written reprimand – students informed in writing of his/her violation of the College Code of Conduct. It is understood that further misconduct will result in additional disciplinary action.

Probation – student informed in writing that he/she must show a change in behavior over a period of time. Certain penalties may be imposed, including, but not limited to, restricting access to certain areas of campus, moving to a different room or residence hall and/or requiring counseling as deemed appropriate by the student affairs personnel. If the student engages in other violations of the College Code of Conduct during the probation period, further disciplinary action will be taken ranging from loss of services to suspension to recommendation for expulsion.

Suspension – The student is informed in writing of his/her suspension from the residence halls or college for a specific period of time. The student's parents, guardians or sponsors will be informed in writing of this action only upon consultation with the student and written permission.

Interim suspension – The Director of Student Services or the Director of Residence Life may impose an interim suspension and/or loss of privileges upon any student whose presence on campus constitutes a threat to the safety, welfare, or well being of himself or other students. In such instances, a disciplinary hearing shall be scheduled within five college days if the suspension exceeds ten college days.

E. Expulsion – The student is informed in writing that he has been expelled from college as determined by the Discipline Committee and accepted by the President and/or Board of Trustees.

PROGRESSIVE DISCIPLINE FOR MAJOR VIOLATIONS OF THE COLLEGE CODE OF CONDUCT

First Offense

Three (3) college day suspension; plus 30 day probation period*

Second Offense

Five (5) college day suspension with recommendation for expulsion**

* **If the student engages in other violations of the College Code of Conduct during the probationary period, further discipline action will be taken ranging from loss of dorm/campus privileges, to suspension, to recommendation for expulsion from the dorms and/or College.**

* **If the student is a resident and he/she is retained in college, then he/she will be suspended from the dorms for the remainder of the semester and will continue to be on probation. (An individual's return to the dorm at the outset of another semester will be subject to review and approval of the Director of Student Services and the Director of Residence Life.)**

** **If the student is a commuter and he/she is retained in college, then he/she will remain on probation for the remainder of the semester and not be permitted on campus after 6:00 p.m. for the same time period. (The individual's return to campus after 6:00 p.m. at the outset of another semester will be subject to review and approval of the Director of Student Services and the Director of Residence Life.)**

DINING HALL CODE OF CONDUCT

Violations of the Code of Conduct in the Jones Dining Hall will result in the loss of Dining Hall privileges and can lead to expulsion from the College. Code of Conduct violations include:

- **Loud, profane, or vulgar language**
- **Intentionally damaging the Dining Hall or its furnishings**
- **Not taking trays and dishes to the tray return area**
- **Abusive behavior toward the Dining Hall staff**
- **Jumping in front of people in line**
- **Throwing food or other objects**
- **Pushing tables together**

POLICY REGARDING STUDENTS OR EMPLOYEES WITH CRIMINAL RECORDS

A prospective employee at the Thaddeus Stevens College of Technology is required to complete a standard Commonwealth form termed the "Pre-employment Verification Checklist." That form requires certain responses to a person's possible criminal background, which is then researched by the individual responsible for the hiring of the candidate.

Prior to an appointment of a qualified applicant, the College utilizes the services of G4S Security to conduct a Criminal Background Check. G4S will notify the College of their findings.

There is no current policy specific to students who matriculate to Stevens with criminal records but the Admissions Office screens such applicants very closely. Additionally, the Director of Student Services has set up personal interviews with at risk candidates prior to their possible acceptance. If accepted, the student is involved in counseling as deemed necessary by the counselor and/or Vice President for Student Services upon his/her matriculation at Stevens.

Sex Offender – Regis at local PSP
PSP – notifies – PSP Central Headquarters
PSP Harris – forward list to colleges
Colleges – Publish list (our choice to publish)
10/1/03 – Required to publish list.

SECURITY INFORMATION SPECIFIC TO CAMPUS HOUSING FACILITIES

The nature and type of student housing at the Thaddeus Stevens College of Technology includes five residence halls, which allow for approximately four hundred (410) students.

Four (4) of our residence halls house only males and one (1) residence hall is coed. The coed residence hall currently houses sixteen (16) males on one floor and twelve (11) females on one floor.

Students who opt to live off campus do so of their own choosing and are subject to the laws of both the community and Commonwealth in these facilities.

The procedure utilized in making housing assignments has, as its foundation, the creation of as much of a heterogeneous population as possible in each of the five dormitories. This is to say that each year the Director of Student Services and the Director of Residence Life make assignments, which create a balance of individuals from different backgrounds, races and vocational/technical choices in each of the halls.

The underlying philosophy is that such a distribution is most conducive to the socialization and educational process on the Stevens campus.

As there are certain circumstances where students are totally incompatible with another student there are requests for reassignment, which are granted in the interest of all parties. This kind of reassignment is the exception rather than the rule, as in most instances we have found that given time and communication of concerns, students have been able to resolve their differences, whether they be with fellow students and/or staff members.

Students who make requests to reside with another individual prior to his/her matriculation at Stevens as indicated on a Housing Questionnaire forwarded from the office of Student Services, are granted due consideration and in most instances, honored.

SECURITY INFORMATION SPECIFIC TO CAMPUS HOUSING FACILITIES (cont.)

Second year students are normally granted the opportunity to choose their roommate from the same dormitory and at the director's discretion are granted the request.

Regarding identification and admission of visitors into student housing facilities, the procedure is that the Stevens student indicates to the Resident Hall Monitor that he/she has a visitor present and at the same time is held accountable for the behavior of that guest while present.

Stevens students are advised and encouraged to approach individuals they do not recognize as fellow students, and ask them who they may be seeking or report them to the dormitory director or security for safety reasons.

Measures to secure entrances to student housing facilities include the following:

Dormitories are locked 24 hours each day. A student must swipe his/her ID card to gain access to the dormitories.

If a student returns without his/her ID card, a student may use the exterior emergency telephones to contact a security officer after hours.

The standard security features to secure doors and windows in student's rooms include in Herrington and Armstrong Halls, doors that have mortise lock sets with dead bolt features. Windows are standard double hung with window catches. Brenner, Bourne and Metzger Halls have doors with tubular dead latches and windows are standard double hung with window catches.

The type and number of employees, including security personnel, assigned to the student housing facilities are as outlined below.

Each dormitory is supervised by one Resident Hall Advisor who is assisted to varying degrees by both student workers and seven (7) dormitory council members in the large dorms and five (5) members in the smaller dorms.

Each evening Sunday through Friday starting at 4:00 p. m. one security guard begins his/her rounds throughout campus. A second begins at 5:00 p. m. through 1:00 a. m. As the evening progresses one guard spends a larger portion of his time circulation throughout the halls as well as monitoring other areas of campus.

SECURITY INFORMATION SPECIFIC TO CAMPUS HOUSING FACILITIES (cont.)

Two guards work a third shift from midnight to 8:00 a. m. Monday through Thursday.

On weekends, Friday 4:00 p. m. through Sunday at 4:00 p. m. the campus has security coverage around the clock.

In addition the school has hired a part-time director who monitors the dorms from 7:00 p. m. to 4:00 a. m. on Thursdays, Fridays and Saturday evenings and he also works on an intermittent basis during evening hours Monday through Wednesday.

The standard security training program which security personnel presently undergoes, is that of on-the-job training which is monitored by the Wackenhut Security Supervisor or Sergeant on duty at Stevens. The Vice President for Student Services also conducts an orientation with newly hired personnel.

The type and frequency of programs designed to inform resident students about housing security and enforcement procedures include information published in the outset of the college year.

Dormitory advisors reinforce security measures in their daily contacts with students concerns they may observe on their various rounds.

During holidays and vacation periods some interns and workers remain in the residence halls; therefore, the security schedule changes in accordance with their departure. (Exceptions: Labor Day and Thanksgiving Holidays)

The housing of guests and others not assigned to the students housing must have clearance of both the residence hall advisor and the office of Student Affairs or the Director of Residence Life. The host student is then responsible for any inappropriate behavior on the part of the visiting student.

If the behavior of that visiting student is such that it is in violation of school rules and regulations he/she can be required to depart from campus immediately or face possible legal sanctions.

TELL US WHAT YOU THINK

Your Name _____

Your Email Address _____

Type of Situation _____

Your Phone # _____

Location of Concern _____

_____

_____

Comments:

(Please submit to Office of Finance and Administration (i.e. Business Office), First Floor Mellor Building, Attention: Vice President for Finance and Administration)

APPENDIX A
CRIME STATISTICS
FOR
PREVIOUS CALENDAR YEARS

Monthly Summary of Incidents

Monthly summaries of incidents are available in the College's Security Office located in the John Barley Multipurpose Activity Center (MAC) and are posted on the College's Web Site.

ANNUAL CRIME STATISTICS
FOR CALENDAR YEAR 2011

Part I Offenses	2011
Murder & Non-Negligent Manslaughter	0
Rape by Force	0
Assault to Rape - Attempts	0
Robbery-Strong Arm	1
Assault-Other Dangerous Weapon	0
Assault Hands, Fist, Feet, Etc.	1
Burglary-Unlawful Entry-No Force	5
Burglary Attempted Forcible Entry	0
Larceny Theft	29
Motor Vehicle Theft	1
Arson	0
Total Part I Offenses	37

Part II Offense	2011
Other Assaults	0
Vandalism	14
Sex Offenses	1
Weapons, Carrying, Possess, etc.	1
Drug Abuse Violations	5
Liquor Laws	3
Drunkenness	0
Disorderly Conduct	3
All Other Offenses	12
Total - Part II Offenses	39

OFFENSE	2011
Liquor Law Violations	3
Drug Abuse Violations	5
Weapons Possession	1

ANNUAL CRIME STATISTICS
FOR CALENDAR YEAR 2010

Part I Offenses	2010
Murder & Non-Negligent Manslaughter	0
Rape by Force	0
Assault to Rape - Attempts	0
Robbery-Firearm	1
Robbery-Strong Arm	1
Assault-Other Dangerous Weapon	0
Assault Hands, Fist, Feet, Etc.	1
Burglary-Forcible Entry	2
Burglary-Unlawful Entry-No Force	14
Burglary Attempted Forcible Entry	3
Larceny Theft	8
Motor Vehicle Theft	1
Arson	1
Total Part I Offenses	32

Part II Offense	2010
Other Assaults	0
Vandalism	9
Sex Offenses	0
Weapons, Carrying, Possess, etc.	2
Drug Possession-Marijuana	7
Liquor Laws	6
Drunkenness	0
Vagrancy	0
Disorderly Conduct	1
All Other Offenses	6
Total - Part II Offenses	31

ANNUAL CRIME STATISTICS
FOR CALENDAR YEAR 2010

OFFENSE	2010
Liquor Law Violations	6
Drug Abuse Violations	7
Weapons Possession	2

ANNUAL CRIME STATISTICS
FOR CALENDAR YEAR 2009

Part I Offenses	2009
Murder & Non-Negligent Manslaughter	0
Rape by Force	0
Assault to Rape - Attempts	0
Robbery-Firearm	1
Robbery Knife or Cutting Instrument	1
Assault-Other Dangerous Weapon	0
Assault Hands, Fist, Feet, Etc.	0
Burglary-Forcible Entry	1
Burglary-Unlawful Entry-No Force	0
Burglary Attempted Forcible Entry	0
Larceny Theft	20
Motor Vehicle Theft	2
Arson	0
Total Part I Offenses	25

Part II Offense	2009
Other Assaults	0
Forgery	1
Vandalism	11
Sex Offenses	0
Weapons, Carrying, Possess, etc.	0
Drug Possession-Marijuana	1
Liquor Laws	13
Drunkenness	3
Disorderly Conduct	3
Vagrancy	1
All Other Offenses	2
Total - Part II Offenses	35

ANNUAL CRIME STATISTICS
FOR CALENDAR YEAR 2009

OFFENSE	2009
Liquor Law Violations	13
Drug Abuse Violations	1
Weapons Possession	0

ANNUAL CRIME STATISTICS
FOR CALENDAR YEAR 2008

Part I Offenses	2008
Murder & Non-Negligent Manslaughter	0
Rape by Force	0
Assault to Rape - Attempts	2
Robbery-Firearm	5
Assault-Other Dangerous Weapon	1
Assault Hands, Fist, Feet, Etc.	1
Burglary-Unlawful Entry-No Force	1
Burglary Attempted Forcible Entry	1
Larceny Theft	16
Motor Vehicle Theft	1
Arson	0
Total Part I Offenses	28

Part II Offense	2008
Other Assaults	0
Embezzlement	1
Stolen Prop., Rec., Posses., Buying	1
Vandalism	23
Sex Offenses	0
Weapons, Carrying, Possess, etc.	1
Drug Possession-Marijuana	4
Drug Abuse Violations	0
Liquor Laws	6
Drunkenness	0
Disorderly Conduct	2
All Other Offenses	10
Total - Part II Offenses	48

ANNUAL CRIME STATISTICS
FOR CALENDAR YEAR 2008

OFFENSE	2008
Liquor Law Violations	6
Drug Abuse Violations	4
Weapons Possession	1

ANNUAL CRIME STATISTICS
FOR CALENDAR YEAR 2007

Part I Offenses	2007
Murder & Non-Negligent Manslaughter	0
Sex Offenses, Forcible*	0
Sex Offenses, Non-Forcible	0
Robbery	0
Assault	0
Burglary	5
Larceny Theft	4
Motor Vehicle Theft	4
Arson	0
Total Part I Offenses	13

*** This classification has been separated into two categories: Rape and Sexual Assault**

Part II Offense	2007
Other Assaults	1
Forgery	2
Vandalism	18
Sex Offenses	0
Weapons, Carrying, Possess, etc.	0
Drug Abuse Violations	2
Liquor Laws	5
Drunkenness	2
Disorderly Conduct	1
All Other Offenses	23
Total - Part II Offenses	54

OFFENSE	2007
Liquor Law Violations	5
Drug Abuse Violations	2
Weapons Possession	0

ANNUAL CRIME STATISTICS
FOR CALENDAR YEAR 2006

Part I Offenses	2006
Murder & Non-Negligent Manslaughter	0
Sex Offenses, Forcible*	0
Sex Offenses, Non-Forcible	0
Robbery	0
Assault	0
Burglary	3
Larceny Theft	27
Motor Vehicle Theft	3
Arson	0
Total Part I Offenses	33

*** This classification has been separated into two categories: Rape and Sexual Assault**

Part II Offense	2006
Other Assaults	0
Vandalism	46
Sex Offenses	0
Weapons, Carrying, Possess, etc.	1
Drug Abuse Violations	1
Liquor Laws	9
Drunkenness	1
Disorderly Conduct	6
All Other Offenses	42
Total - Part II Offenses	106

OFFENSE	2006
Liquor Law Violations	9
Drug Abuse Violations	1
Weapons Possession	1

ANNUAL CRIME STATISTICS
FOR CALENDAR YEAR 2005

Part I Offenses	2005
Murder & Non-Negligent Manslaughter	0
Sex Offenses, Forcible*	0
Sex Offenses, Non-Forcible	0
Robbery	0
Assault	3
Burglary	4
Larceny Theft	11
Motor Vehicle Theft	1
Arson	0
Total Part I Offenses	19

*** This classification has been separated into two categories: Rape and Sexual Assault**

Part II Offense	2005
Other Assaults	0
Vandalism	18
Sex Offenses	1
Weapons, Carrying, Possess, etc.	0
Drug Abuse Violations	10
Liquor Laws	0
Drunkenness	1
Disorderly Conduct	9
All Other Offenses	13
Total - Part II Offenses	52

OFFENSE	2005
Liquor Law Violations	0
Drug Abuse Violations	10
Weapons Possession	0

ANNUAL CRIME STATISTICS
FOR CALENDAR YEAR 2004

Part I Offenses	2004
Murder & Non-Negligent Manslaughter	0
Sex Offenses, Forcible*	0
Sex Offenses, Non-Forcible	0
Robbery	1
Assault	2
Burglary	4
Larceny Theft	8
Motor Vehicle Theft	0
Arson	0
Total Part I Offenses	15

*** This classification has been separated into two categories: Rape and Sexual Assault**

Part II Offense	2004
Other Assaults	0
Vandalism	20
Weapons, Carrying, Possess, etc.	0
Drug Abuse Violations	6
Liquor Laws	8
Drunkenness	6
Disorderly Conduct	30
All Other Offenses	23
Total - Part II Offenses	93

OFFENSE	2004
Liquor Law Violations	8
Drug Abuse Violations	6
Weapons Possession	0

Monthly Summary of Incidents

Monthly summaries of incidents are available in the College's Office of Finance and Administration (i.e. Business Office), Mellor Building.

ANNUAL CRIME STATISTICS
FOR CALENDAR YEAR 2003

Part I Offenses	2003
Murder & Non-Negligent Manslaughter	0
Sex Offenses, Forcible*	0
Sex Offenses, Non-Forcible	0
Robbery	0
Assault	5
Burglary	7
Larceny Theft	29
Motor Vehicle Theft	0
Arson	0
Total Part I Offenses	41

*** This classification has been separated into two categories: Rape and Sexual Assault**

Part II Offense	2003
Other Assaults	0
Vandalism	18
Weapons, Carrying, Possess, etc.	0
Drug Abuse Violations	3
Liquor Laws	15
Drunkenness	0
Disorderly Conduct	30
All Other Offenses	8
Total - Part II Offenses	74

OFFENSE	2003
Liquor Law Violations	15
Drug Abuse Violations	3
Weapons Possession	0

Monthly Summary of Incidents

Monthly summaries of incidents are available in the College's Office of Finance and Administration (i.e. Business Office), Mellor Building.

ANNUAL CRIME STATISTICS
FOR CALENDAR YEAR 2002

Part I Offenses	2002
Murder & Non-Negligent Manslaughter	0
Sex Offenses, Forcible*	0
Sex Offenses, Non-Forcible	0
Robbery	0
Assault	6
Burglary	2
Larceny Theft	26
Motor Vehicle Theft	3
Arson	0
Total Part I Offenses	37

*** This classification has been separated into two categories: Rape and Sexual Assault**

Part II Offense	2002
Other Assaults	0
Vandalism	24
Weapons, Carrying, Possess, etc.	1
Drug Abuse Violations	8
Liquor Laws	8
Drunkenness	2
Disorderly Conduct	13
All Other Offenses	8
Total - Part II Offenses	64

OFFENSE	2002
Liquor Law Violations	8
Drug Abuse Violations	8
Weapons Possession	1

Monthly Summary of Incidents

Monthly summaries of incidents are available in the College's Office of Finance and Administration (i.e. Business Office), Mellor Building.

ANNUAL CRIME STATISTICS
FOR CALENDAR YEAR 2001

Part I Offenses	2001
Murder & Non-Negligent Manslaughter	0
Sex Offenses, Forcible*	0
Sex Offenses, Non-Forcible	0
Robbery	0
Assault	0
Burglary	1
Larceny Theft	12
Motor Vehicle Theft	1
Arson	1
Total Part I Offenses	15

*** This classification has been separated into two categories: Rape and Sexual Assault**

Part II Offense	2001
Other Assaults	0
Vandalism	8
Weapons, Carrying, Possess, etc.	0
Drug Abuse Violations	5
Liquor Laws	2
Drunkenness	0
Disorderly Conduct	8
All Other Offenses	7
Total - Part II Offenses	30

OFFENSE	2001
Liquor Law Violations	2
Drug Abuse Violations	5
Weapons Possession	0

Monthly Summary of Incidents

Monthly summaries of incidents are available in the College's Office of Finance and Administration (i.e. Business Office), Mellor Building.

ANNUAL CRIME STATISTICS
FOR CALENDAR YEAR 2000

Part I Offenses	2000
Murder & Non-Negligent Manslaughter	0
Sex Offenses, Forcible*	0
Sex Offenses, Non-Forcible	0
Robbery	0
Assault	8
Burglary	9
Larceny Theft	25
Motor Vehicle Theft	0
Arson	3
Total Part I Offenses	45

*** This classification has been separated into two categories: Rape and Sexual Assault**

Part II Offense	2000
Other Assaults	0
Vandalism	13
Weapons, Carrying, Possess, etc.	2
Drug Abuse Violations	5
Liquor Laws	8
Drunkenness	2
Disorderly Conduct	10
All Other Offenses	4
Total - Part II Offenses	44

OFFENSE	2000
Liquor Law Violations	0
Drug Abuse Violations	0
Weapons Possession	0

Monthly Summary of Incidents

Monthly summaries of incidents are available in the College's Office of Finance and Administration (i.e. Business Office), Mellor Building.

Annual Crime Statistics

Crime statistics for previous academic years can be found in Appendix A.

ANNUAL CRIME STATISTICS
FOR CALENDAR YEAR 1999

Part I Offenses	1999
Murder & Non-Negligent Manslaughter	0
Sex Offenses, Forcible*	0
Sex Offenses, Non-Forcible	0
Robbery	0
Assault	3
Burglary	10
Larceny Theft	16
Motor Vehicle Theft	2
Arson	0
Total Part I Offenses	31

*** This classification has been separated into two categories: Rape and Sexual Assault**

Part II Offense	1999
Other Assaults	1
Vandalism	46
Weapons, Carrying, Possess, etc.	0
Drug Abuse Violations	1
Liquor Laws	8
Drunkenness	1
Disorderly Conduct	22
All Other Offenses	1
Total - Part II Offenses	80

OFFENSE	1999
Liquor Law Violations	8
Drug Abuse Violations	1
Weapons Possession	0

Monthly Summary of Incidents

Monthly summaries of incidents are available in the College's Office of Finance and Administration (i.e. Business Office), Mellor Building.

Annual Crime Statistics

Crime statistics for previous academic years can be found in Appendix A.

ANNUAL CRIME STATISTICS
FOR CALENDAR YEAR 1998

Part I Offenses	1998
Murder & Non-Negligent Manslaughter	0
Sex Offenses, Forcible*	0
Sex Offenses, Non-Forcible	0
Robbery	0
Assault	6
Burglary	9
Larceny Theft	19
Motor Vehicle Theft	0
Arson	1
Total Part I Offenses	35

*** This classification has been separated into two categories: Rape and Sexual Assault**

Part II Offense	1998
Other Assaults	4
Vandalism	50
Weapons, Carrying, Possess, etc.	1
Drug Abuse Violations	5
Liquor Laws	3
Drunkenness	5
Disorderly Conduct	10
All Other Offenses	8
Total - Part II Offenses	86

OFFENSE	1998
Liquor Law Violations	3
Drug Abuse Violations	5
Weapons Possession	1

Monthly Summary of Incidents

Monthly summaries of incidents are available in the College's Office of Finance and Administration (i.e. Business Office), Mellor Building.

Annual Crime Statistics

Crime statistics for previous academic years can be found in Appendix A.

ANNUAL CRIME STATISTICS
FOR CALENDAR YEARS 1991 - 1998

	1991-1992	1992-1993	1993-1994	1994-1995	1995-1996
CLASS I OFFENCES					
Include crimes of Violence, burglaries, Larcenies, and Motor vehicle theft	**25**	**23**	**29**	**15**	**9**
CLASS II OFFENSES					
Disorderly conduct, Underage drinking, Vandalism, narcotic Violations	**64**	**66**	**71**	**62**	**34**

	1997-1997	1998
CLASS I OFFENSES		
Includes crimes of Violence, burglaries, Larcenies, and Motor vehicle theft	**13**	**8**
CLASS II OFFENSES		
Disorderly conduct, Underage drinking, Vandalism, narcotic Violations	**55**	**76**

Note: Crime statistics are calculated by combining the fall and Spring Semester

APPENDIX B
PARKING REGULATIONS

I. REGISTERING YOUR VEHICLE

All faculty, staff and students who operate a vehicle on the College's campus must register their vehicle and obtain a parking permit decal from the Office of Finance and Administration. Students attending the College must obtain their parking permit before the commencement of classes. The cost of the parking permit decal is $ 15.00 per year.

Students must present a valid driver's license, motor vehicle registration and ID card when applying for the parking permit decal. The student must display the parking permit decal (hanging from the rear view mirror) at all times and must adhere to the parking regulations of the College.

II. GUESTS

- **Guests of faculty, staff or students are subject to all parking regulations of the College.**
- **Guests of students will register their vehicles with Campus Security immediately upon arrival on campus.**
- **Campus Security will issue a temporary parking permit decal that must be displayed from the rearview mirror.**
- **Campus Security will instruct the guest/visitor where to park on campus.**

NOTE: **The security office is located on the first floor of John E. Barley Multi-purpose Activity Center (MAC) and inside the main entrance at the Branch Campus.**

III. GENERAL RULES

1. **Vehicles shall park only in spaces specifically marked for student parking. The absence of a "No Parking" sign does not mean that parking is allowed. Students are only allowed to park their vehicles in the Hartzell, Kreider and Schwalm Student Center parking lots and the designated lots at the Branch Campus. Students are not allowed to park their vehicles in the Mellor parking lot.**

2. **Locating a legal parking space is the responsibility of the student. The College will not assign parking spaces to its students. Lack of a legal parking space is not a valid excuse for violation of any parking regulation. Parking at the College is on a first come, first serve basis.**

3. **If you receive a parking ticket, Campus Security will place the ticket under the windshield wipers of your vehicle or hand the ticket to you.**

4. **Thaddeus Stevens College of Technology and the Commonwealth of Pennsylvania assume no responsibility or liability for loss or damage to any vehicle operating or parking on the College's property.**

5. **The person registering the vehicle and in violation of parking regulations will be responsible for all violations of the registered vehicle.**

6. **The operator and/or the owner of the vehicle shall be responsible for all violations for registered and unregistered vehicles.**

7. **The College reserves the right to restrict parking for special purposes at any time. In addition, students are not allowed to park in a fire lane, handicapped space or next to trash dumpsters at any time.**

8. **Students must report the location of a disabled vehicle to Campus Security immediately. Failure to report a disabled vehicle will be considered a parking violation.**

9. **Any vehicle, disabled or otherwise, posing a hazard to the safety and security of faculty, staff and students will be towed from campus at the expense of the owner/operator.**

IV. OFFENSES & FINES

A person commits a parking offense and will be fined the specified amounts if he or she does any of the violations listed below. NOTE: In addition to the fines described below, parking violations will result in the disabling or towing of a vehicle as specified in sections VII. And VIII of these regulations.

- **A student parking a motor vehicle anywhere except in a designated parking area will be fined $ 5.00.**
- **A student parking a motor vehicle in an area that is posted will be fined $ 5.00.**
- **A student parking a motor vehicle on grass/lawn or other areas clearly not used for parking will be fined $ 5.00.**
- **A student parking a motor vehicle in a reserved handicapped space without a handicapped license plate or decal will be fined $ 5.00.**
- **A student parking a motor vehicle on campus but does not have a valid parking permit decal displayed will be fined $ 5.00.**
- **A student parking in a fire lane will be fined $ 5.00. In addition, the vehicle may be towed at the owner/operator's expense.**

V. PAYMENT OF FINES

Payment of parking fines or penalties may be made at the Business Office during normal business hours on business days. The Business Office is located on the first floor of the Mellor Building.

Fines or penalties must be paid within five (5) business days from the date of issue.

VI. UNPAID FINES OR PENALTIES

Fines not paid by students within five (5) business days will be administered as follows:

- **The College will place a hold on all school records until the fines and penalties are paid.**
- **The College will assess an additional $ 5.00 penalty for each 5-day period following the citation until the fine is paid in full.**
- **At the end of the academic year, all unpaid fines will be turned over to the Attorney General's office for collection.**

VII. AUTO BOOTING

Vehicles which have a record of the following parking violations will be ticketed and immobilized with an auto boot:

- **Accruing four (4) or more unpaid parking violations.**
- **Parking on campus after all parking privileges have been revoked.**
- **Parking in a space reserved for the handicapped.**
- **Parking in a fire lane.**
- **Refusing to move a vehicle when directed to do so.**
- **Leaving a vehicle illegally parked for more than 24 hours.**

In addition, the vehicle may be immobilized with an auto boot until arrangements can be made to have the vehicle towed off campus (for whatever reason the College deems necessary to maintain the safety and security of the faculty, staff and students).

The auto boot will remain on the vehicle until the following conditions are satisfied:

- **The violator has paid all past parking violation fines and penalties.**
- **The violator has registered the vehicle and has displayed a valid parking permit decal.**
- **The violator has paid an additional $ 25.00 fine to cover the cost of applying the auto boot.**

VIII. TOWING OF VEHICLES

Vehicles may be towed when:

- **The vehicle is parked in a manner that interferes with the movement of emergency vehicles or endangers the life or property of others.**
- **Abandoned.**
- **The vehicle is parked in an area reserved for handicapped persons.**
- **The vehicle is parked in a fire lane.**
- **The vehicle is parked in an area that blocks a handicapped ramp.**
- **Towing and storage charges are the responsibility of the owner and/or operator of the towed vehicle.**

Vehicles that are towed from campus may result in the loss of parking privileges for a period of one semester.

PARKING PROCEDURES

STUDENT

Apply for Parking Permit Decal prior to the commencement of classes.
Display decal from rearview mirror.

ACCOUNTS RECEIVABLE CLERK

- **Issues applications for Parking Permit Decals.**
- **Establish and maintain a database of parking permits issued.**
- **Distribute a printed copy of the database (and updates) to Security and Student Services.**
- **Send out monthly invoices/statements of all violations and payments made as of the close of the month to student/operator and owner of vehicle.**
- **Prepare a monthly summary report of transactions for the Vice President for Finance and Administration, Student Services and Security.**

SECURITY

- **Responsible for issuing parking tickets and identifying owner/operator of illegally parked vehicles.**
- **Places ticket under windshield wiper of vehicle.**
- **Deliver copy of tickets issued to Accounts Receivable Clerk on a daily basis.**

ACCOUNTS RECEIVABLE CLERK

- **Post fine to student account.**
- **Post penalties to student account.**
- **Post payments received to student account.**
- **Sends out late notices.**
- **Prints invoice/statement of all accounts at the close of the month.**
- **Mails copies of the invoice/statement to the operator of the vehicle and the owner of the vehicle.**
- **Notifies the Vice President for Finance and Administration when student has:**
    - **Delinquent Account**
    - **Has four (4) outstanding violations**

PARKING PROCEDURES

VICE PRESIDENT FOR FINANCE AND ADMINISTRATION

- **Reviews delinquent accounts.**
- **Sends written request to Security to initiate one of the following actions:**
  - **Call LFA Towing to have vehicle towed.**
  - **Call Security to place an auto boot on vehicle.**

SECURITY

- **Calls the towing company requesting removal of vehicle.**
- **Notifies Accounts Receivable Clerk and the Vice President for Student Services of such action.**
- **Informs the student/owner that he/she must apply for a Recovery Title on the vehicle towed.**

TOWING COMPANY

- **Tows vehicle.**
- **Invoices owner/operator for towing charges.**
- **Provides a copy of the invoice to the Accounts Receivable Clerk.**

ACCOUNTS RECEIVABLE CLERK

- **Makes notation on student account of the date, invoice number and amount of towing fees.**

APPENDIX C
SAFETY
AND
SECURITY INITIATIVES

APPENDIX C

THADDEUS STEVENS COLLEGE OF TECHNOLOGY

SAFETY & SECURITY INITIATIVES

- **DGS Project Approved to Upgrade Fire Towers in Brenner, Bourne, and Metzger Halls. This project is scheduled to begin on or before December 15, 2002.**
- **Reconstruction of the underground tunnel system began on July 29, 2002 and should be completed by December 1, 2002.**
- **The newly constructed Multi-purpose Activity Center (MAC) includes a card access and digital surveillance systems. Cameras are located in the interior and exterior of the building and are watched 24 hours per day, seven days a week. The exterior cameras can scan approximately 60% of the campus.**
- **Relocation of the College's Safety and Security Office from Brenner Hall to the MAC Building.**
- **Safety Issues Addressed in our Capital Budget include:**
    - **Replacement of the High Voltage System on Campus**
    - **Sprinkler Systems in all Dormitories**
    - **Rebuilding the College's boilers.**
- **Hard-wired all Fire Panel Boxes into a Central Annunciator Panel**
- **Constructed an Emergency Fire Access Road to the Dormitories Off of South Broad Street**
- **Contracted with Yarnell Security to Monitor the College's Annunciator Panel**
- **Utilize Williams Service Co, COSTAR, to maintain, repair and test all emergency lighting and power and fire alarm systems; including:**
    - **Emergency generator systems**
    - **Battery Powered Systems**
    - **Fire Alarm Annunciator Panel**
    - **Phone Lines from Annunciator Panel to the Phone Company**
    - **Testing and Documentation of Testing of All Systems As Required By Local and State Authorities**
- **Upgrade Wiring and Electrical Outlets in Various Buildings**
- **Installed Hard-wired Smoke Detectors in all Dormitory Room (completed 7/1/01).**
- **Installed Sprinkler Systems in Buildings During Renovations**
    - **Kreider**
    - **Learning Resources Center**
    - **Schwalm Student Center**
- **Contract With Precision Fire Inspection to Inspect Our Sprinkler Systems In Accordance with City Fire Code (Monthly Inspection)**

- **Upgrading fire hydrants on campus through a DGS Project to Separate Storm Water and Sanitary Sewer Lines.**
- **Created Blueprints of All Buildings in AutoCAD to Enable the College to Develop Evacuation Plans for All Buildings**
- **Developed and Posted Evacuation Plans for All Dormitories**
- **Posted Notices in the Dormitories Regarding Evacuation of Building**
- **Issue Parking Tickets to All Vehicles Parked in a Fire Lane**
- **Prepared Written Procedures for Fire Drills in Dormitories**
- **Conduct Fire Drills in Dormitories on a Regular Basis**
- **Inspect Fire Extinguishers in Dormitories on a Monthly Basis and Prepare Written Report (Dormitories-Monthly Basis)**
- **Inspect Fire Extinguishers Throughout Campus (Maintenance Department – Monthly Basis)**
- **Check Fire Alarm Panels on A Weekly Basis**
- **Check Emergency Generators on a Weekly Basis (run engine, check battery water, engine oil and meter reading)**
- **Contracted with BFPE to Inspect Fire Extinguishers in Collision Repair Technology lab.**
- **Contracted with BFPE to Inspect and Recharge All Fire Extinguishers**
- **Developing a Comprehensive Safety Manual that Incorporates Fire Safety**
- **Developing a Joint Safety Committee that Includes Representatives From All Contracted Labor Unions As Well As Management**
- **Determining Training Needs of Staff**
- **Appoint Building Coordinators for Emergency Response Teams**
- **Inspect Campus Daily to Identify Fire Hazards, Such As, Blocked Doorways, Burnt Out Exit Lamps, etc.**
- **Replaced the Fire Hoses in Mellor Building**
- **Replaced Obsolete Fire Panel Boxes in Stauffer Gymnasium and the Jones Dining Hall**
- **Installed a Lock Box on the Gates (Off of Broad Street) and Gave Key to City of Lancaster, Fire Marshall**
- **Maintain Excellent Working Relationships With the Lancaster Fire Department**
- **Maintain Written Instructions on Resetting Fire Alarms In Dorm**
- **Purchased a guard timekeeping system to replace the old Detex Time Clocks.**
- **The number one priority in the 2002-2003 Capital Budget Request is to install a sprinkler system in every dormitory room.**
- **Installed fifteen exterior emergency telephones that automatically dial security's cell phone. There is one telephone located at each building on campus.**
- **Purchased an electronic card system that will also provide access into buildings. The College has a card swipe access system in Brenner Hall.**
- **Purchased indoor and outdoor surveillance equipment for the new Multi-purpose Activity Center as well as a swipe card access system.**

- **Ordered four restricted, direct incoming and outgoing telephone lines for placement in buildings for student use in case of emergency. Phones will be programmed to easily access security.**
- **Developed an annual Health Fair open to all faculty, staff, and students.**
- **Conducts a blood drive annually.**
- **Conducts first aid and CPR certification and re-certification training programs annually.**
- **Holds various health awareness seminars for faculty, staff, and students covering topics such as HIV, Conflict Management, and Mediation.**
- **Provide office space for the Neighborhood Police who conduct bike patrols through campus and the neighborhood.**
- **Applied for federal funds through the Grants to Reduce Violent Crimes Against Women. (Award will be made in October 2002.)**
- **2012 Installed a new fire alarm system in the Learning Resources Center.**
- **Conducted an Active Shooter Drill on Campus in partnership with Homeland Security's South Central Pennsylvania Task Force.**
- **Upgraded emergency lighting on campus through a $ 250,000 grant.**
- **The College has posted Emergency Preparedness Procedures in offices, classrooms and conference rooms on campus.**
- **The College has updated its telecommunications system on campus. The College's communication system includes the capability to send text and voice messages to all telephones.**
- **The College has implemented the EZ-Texting software application to send text messages to faculty, staff and students.**
- **The College has an active Safety Committee that meets monthly to review safety procedures and develop training programs for faculty, staff and students.**
- **The College uses several methods of communicating with faculty, staff and students during an emergency. These methods include mass notification through voice mail, email, EZ-Texting, desktop pop-ups and campus-wide address system.**
- **Established and supplied an Emergency Operations Center in the Mellor Building.**

ACCESSING CRIME STATISTICS FROM THE PENNSYLVANIA STATE POLICE (PSP)

As a result of Act 73 of 1988, the College and University Security Information Act, Thaddeus Stevens College of Technology is required to report to the Pennsylvania State Police specific statistics on the crimes that occurred on its campus during each calendar year. The Pennsylvania State Police must then publish these crime statistics in its Annual Uniform Crime report, *Crime in Pennsylvania*. These statistics can be accessed from the Pennsylvania State Police's web site:

https://ucr.psp.state.pa.us

Registering Sex Offenders on College Campuses

A federal law passed by Congress in October 2000 requires that offenders notify the state if they are a student at or work on the campus of an institution of higher education. An offender must register with the State if he or she is employed:

- **With or without compensation**
- **Full-time or part-time**
- **For a period of more than 14 days**
- **For an aggregate period exceeding thirty (30) days in a calendar year**

According to the Campus Sex Crimes Prevention Act, convicted sex offenders must register with police no later than October 28, 2002 if they enroll in classes or take a job at a college or university. In addition, schools can release sex offender registry information without fear of violating the Family Educational Rights and Privacy Act of 1974 (FERPA).

APPENDIX D
LOCATION
AND
TELEPHONE NUMBERS
OF
EXTERIOR EMERGENCY TELEPHONES

EXTERIOR EMERGENCY TELEPHONES

MAIN CAMPUS:

LOCATION:	PHONE NUMBER:
Armstrong Hall	(717) 391-1382
Bourne Hall	(717) 391-1383
Brenner Hall	(717) 391-3532
Hartzell – South Door	(717) 391-3555
Hartzell – West Door	(717) 391-7397
Herrington Hall	(717) 391-1381
Jones Dining Hall	(717) 391-1378
Kenneth W. Schuler Learning Resources Center	(717) 391-3553
Kreider Building	(717) 391-1384
Leonard Building	(717) 391-1385
Metzger Hall	(717) 391-1380
Multi-Purpose Activity Center (MAC)	(717) 391-1387
Schwalm Student Center	(717) 391-1379
Snyder Building	(717) 391-3554

BRANCH CAMPUS:

LOCATION:	PHONE NUMBER:
Main Vestibule	(717) 606-3033
Emergency Entrance	(717) 606-5551
Boiler Room Ramp	(717) 606-5970
Loading Dock	(717) 606-3017
Orange Street at "D" Entrance	(717) 606-3041
Cottage Avenue at "E" Entrance	(717) 606-3037
Cottage Avenue Vestibule	(717) 606-3038
Auditorium at Clark Street	(717) 606-3036
Canopy Clark Street	(717) 606-3040
Dumpster Area Clark Street	(717) 606-3039
Elevator # 6	(717) 606-3024
Elevator # 9	(717) 606-3024
Roof Above C Wing	(717) 606-3030

INSTRUCTION FOR USING:

Step 1: Open the Door to the Telephone Box
Step 2: Pick-up the Receiver to the Telephone
Step 3: The Telephone Will Automatically Dial the Number of Security's Cellular Telephone
Step 4: Wait Until a Security Officer Answers the Telephone
Step 5: Identify Your Location and Name
Step 6: Request Assistance