



DEPARTMENT OF CAMPUS SAFETY



MUHLENBERG COLLEGE ANNUAL
SECURITY REPORT 2017

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MUHLENBERG COLLEGE COMPLIANCE INFORMATION REGARDING SECURITY AND FIRE SAFETY

Founded in 1848, Muhlenberg is a highly selective, private, four-year liberal arts college. The College took its present name in 1867 from Henry Melchior Muhlenberg, patriarch of the Lutheran Church in the American Colonies. The College enjoys a student, faculty, and staff population of nearly 3,172 individuals, plus a significant number of visitors to many campus programs and special events. Muhlenberg affords its students an unusual degree of freedom and responsibility, both within the academic program and in campus life.

Muhlenberg College is located on 91 acres of land in a safe area of the city of Allentown, but no campus is free from crime, whether located in an urban, suburban, or rural area. All members of the campus community, therefore, should take reasonable precautions. The Muhlenberg College Department of Campus Safety is committed to working with all members of the campus community to make our campus a safe and secure environment. The College has a series of policies and procedures to assist in these efforts. Muhlenberg has been fortunate in experiencing few serious crimes, but such incidents could occur, and all crime is serious to the victim. Students, faculty, and staff are responsible for adopting measures to protect themselves and their possessions.

- **Off-Campus Facilities:** The Conrad W. Raker Biological Field Station and Wildlife Sanctuary, a 40-acre wooded tract situated 15 miles North of the campus, is used by biology classes for field study. Jordan Creek within the preserve provides added opportunity for aquatic biology studies.
- The Lee and Virginia Graver Arboretum, a 50-acre tract located 20 miles northeast of campus, offers a diverse array of field research and other educational opportunities for Muhlenberg students. It includes a 12-acre research facility, which is also used for activities and meetings.

The following information has been prepared to increase your awareness of the current programs that exist to assist you in protecting your safety and well-being. Portions are also provided in compliance with federal law, specifically the Clery Act and the Higher Education Opportunity Act (HEOA). This information is being provided to you as part of Muhlenberg College's commitment to safety and security on campus and is in compliance with the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

Annual Disclosure of Crime Statistics

The Muhlenberg College Department of Campus Safety prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be located at

<http://www.muhenberg.edu/annualecurityreport>.

You will also be able to connect to our site via the Department of Campus Safety Home page at:

<http://www.muhenberg.edu/main/aboutus/campus-safety>

This report is prepared in cooperation with the local law enforcement agencies surrounding our main campus and alternate sites, Housing and Residential Services, the Judicial Affairs Officer, the Division of Business Affairs, and the Division of Student Affairs. Each entity provides updated information on their educational efforts and programs to comply with the Act.

Campus crime, arrest and referral statistics include those reported to the Muhlenberg College Department of Campus Safety, designated campus officials, (including but not limited to directors, deans, department heads, Residential Services staff, judicial affairs, advisors to students/student organizations, athletic coaches), and local law enforcement agencies. These statistics may also include crimes that have occurred in private residences or businesses and is not required by law.

Each year, an e-mail notification is made to all enrolled students, faculty, and staff that provide the web site to access this report. Copies of the report may also be obtained at the Department of Campus Safety Headquarters located in the Main Entrance (lower level) of Prosser Hall or by calling (484) 664-3112. All prospective employees may obtain a copy from Human Resources located in the Haas College Center 3rd Floor or by calling (484) 664-3165. Individuals applying for enrollment to Muhlenberg College are notified of the reports availability via a receipt of application letter provided by the Office of Admissions. A copy of this report can be requested and obtained by any individual from the Department of Campus Safety between the hours 8 A.M. and 5 P.M. Monday through Friday or 24-hours electronically from the Department of Campus Safety web site located at <http://www.muhlenberg.edu/annualsecurityreport>.

The Department of Campus Safety

OUR VISION

Our VISION is to facilitate a safe campus environment by employing and training a diverse staff with the skills, knowledge, and abilities to meet the on-going, ever-changing needs of the Muhlenberg campus community.

OUR MISSION

Our MISSION is to promote and maintain a safe, inclusive, and welcoming campus environment as we serve and protect the College Community. We adhere to our core values of integrity, accountability, and professionalism.

We accomplish the mission through the delivery of a comprehensive and integrated safety and security program that strives to provide a safe and secure environment, to prevent and detect crime, and to maintain public order while fostering community partnerships.

We support professional safety and security services that value and respect the rights and differences of all members of the department, as well as those of the college and the communities that we proudly serve. The Campus Safety Department will not knowingly allow students or other members of the community to harm themselves or others, nor to violate state and/or federal laws, city ordinances, or the Muhlenberg College Social Code:

http://muhlenberg.edu/main/aboutus/deanst/main/aboutus/deanst/services/student_guide.html

We make every effort to be sensitive and supportive of the Muhlenberg community, while educating members regarding personal responsibility. Our office provides services to the community to assist them in making appropriate choices as responsible individuals. We are committed to the professional and personal development of all members of the department, and in turn, we expect all of our employees to be models of excellence. Ultimately, we strive each and every day to earn the trust, confidence, and respect of our community.

The Department of Campus Safety (DCS) is responsible for providing a variety of services for the campus. The DCS is headed by a Director who reports to the Vice President for Student Affairs/Dean of Students. There are 12 uniformed personnel full-time, 4 uniformed officers part-time, three full-time dispatchers, one full-time switchboard operator/office manager, and two part-time dispatchers. The office is also assisted in its operation by up to 4 student workers who qualify for financial aid and work study program. The officers of DCS justly enforce the rules and regulations of the Muhlenberg College community and the Commonwealth of Pennsylvania.

The DCS recognizes its responsibility to provide crime prevention and emergency police services to members of the Muhlenberg College community while they are in the immediate campus neighborhood, as well as when they are on official campus property. To that end, all officers are commissioned as special police officers through the Lehigh County Court under the provisions of the Non-Profit Corporation Law of 1972; Act No. 271 (codified at 22Pa. C.S.A. 501). Commissioned Officers have enforcement authority in and upon all property owned, occupied or used by College and in the immediate and adjacent

vicinity of the property. The DCS is on duty 24-hours a day, seven days a week, and 365 days a year. DCS Officers are authorized to detain individuals until such time as local law enforcement arrives to affect an arrest.

The DCS recognizes its responsibility to provide extra security when the situation arises. Muhlenberg College, when circumstances warrant it, hires outside security vendors to provide additional security. These security vendors provide additional coverage for athletic events, as well as, special events like Graduation and Move-In day. These security vendors do not have the authority to make arrests but may detain for Campus Safety Officers or Allentown Police.

The DCS at Muhlenberg College works closely with the Dean of Students Office, and the Allentown Police and Fire Departments to create a campus environment that is both safe and secure. The DCS works to prevent crime, to ensure that the College's Social Code is respected, to provide security patrols, and to respond to the needs of individuals in the College community.

Working Relationships with Other Law Enforcement Agencies

The DCS enjoys and maintains a close working relationship with the Allentown Police Department (APD). Meetings are held between the leaders of these agencies on both a formal and informal basis. The officers of DCS and APD communicate regularly on the scene of incidents that occur in and around the campus area as well as during normal patrols. DCS occasionally works with other law enforcement agencies in Lehigh Valley, including the South Whitehall Police Department, PA State Police, FBI, and the U.S. Secret Service. The employees of DCS work closely with the investigative staff at APD when incidents arise that require joint investigative efforts, resources, crime related reports and exchanges of information, as deemed necessary. There is no written memorandum of understanding between DCS and APD or any other law enforcement agency.

Allentown Police Officers and contracted security agencies are utilized as a supplement to the DCS at various times of the year including Thursday, Friday and Saturday evenings, providing a visible deterrent to crime and serving as additional "eyes and ears" for the DCS.

Campus Safety Training

The officers of the DCS undergo certification through the Pennsylvania ACT 235 (the Lethal Weapons Training Act) as a requirement for the position. This certification "covers the training and licensing of watch guards, protective patrolmen, detectives and criminal investigators who carry and use lethal weapons in their employment. The act spells out the powers and duties of the State Police commissioner in regard to the act and provides penalties for violations of the act." They maintain their certification as required by the ACT 235. In addition to ACT 235 many officers of the DCS have received training under the Pennsylvania ACT 120, which is the training program required for all municipal law enforcement officers within the state of Pennsylvania. Training subjects include criminal law, civil law, public relations, race relations, interpersonal communication, crisis intervention, critical incident response, and all facets of protection of persons and property. Members of the DCS are afforded the opportunity to attend training sessions and speakers on a variety of job related topics throughout the year that are held on campus as well as off campus. In addition to this training, members of the DCS receive in- house training on a variety of subject matters including but not limited to fire safety, blood-borne pathogens, incident response, and various OSHA topics. In addition, all officers are certified in standard first aid and CPR. Records are maintained concerning any and all special training, First Aid, non-lethal weapons and firearms, as well as other special training like desktop exercises and live training scenarios. These records can be found in the Campus Safety Office.

Maintenance of Campus Facilities

Facilities and landscaping are maintained in a manner that minimizes hazardous conditions. The officers of the DCS regularly patrol the campus and report malfunctioning lights and other unsafe physical conditions to Plant Operations for correction. Other members of the campus community are helpful when they report equipment problems to DCS, the Office of Residential Services (ORS), or to Plant Operations.

The College maintains a very strong commitment to campus safety and security. Exterior lighting is an important part of this commitment. Parking areas, pedestrian walkways and building exteriors are well lit. Surveys of exterior lighting on campus are conducted by officers of the DCS during routine patrols and the Plant Operations Department gives high priority to maintenance of exterior lights which need replacement. Members of the campus community are encouraged to report any exterior lighting deficiencies to the DCS or Plant Operations Department.

The DCS officers lock the exterior doors on campus buildings following the last class or scheduled event each evening. Door and locking hardware deficiencies are reported by these officers upon discovery. Shrubbery and trees on campus are trimmed on a regular basis.

Campus streets, parking areas, grounds and buildings are patrolled 24 hours a day every day of the year by DCS Officers.

Access Control

Most campus buildings and facilities, other than student residence halls, are accessible to members of the campus community, their guests and visitors during normal hours of business, and during designated hours on weekends and holidays, depending on the wide variety of events and activities taking place outside the normal business hours.

Access to secured campus facilities can be gained through card access control or key access. In facilities that are equipped with card access at the entry doors, access to the facility is limited on each individual I.D. card to the authorized personnel or occupants of the specific facility. Any student or employee who misplaces their I.D. cards after business hours or on weekends can come to the DCS to obtain a replacement card. I.D. cards can be replaced during normal business hours Monday through Friday at the Student Union Information Desk. Some facilities are not equipped with card access control. In those instances, authorized personnel or occupants of the specific facility are provided with exterior door keys in order to gain access. Any student or employee who misplaces their key after business hours or on weekends can come to the DCS to coordinate a lock change. Lock changes can be replaced during normal business hours Monday through Friday by contacting the DCS, Plant Operation, or ORS.

Visitors to the campus gain access to buildings, including residence halls, by contacting a campus host or the DCS.

Academic and Administrative Buildings

The Department of Campus Safety is responsible for locking and unlocking campus academic buildings. The academic and administrative buildings are open to the public, at a minimum, during normal business hours. Academic buildings are unlocked during the day, Monday through Friday, throughout the academic year. Access to these buildings at night, weekends, breaks and holidays is determined by various class and event schedules and is on an as needed basis. Most facilities have individual hours, and the hours may vary at different times of the year. Access to some of these buildings is also controlled by card access after normal business hours, and all of these buildings have varied levels of access. Students who need access to a building during the hours it is secured need to receive authorization from the appropriate faculty member(s) or department. Authorization is provided via e-mail to the DCS by the authorizing individual. In some instances, after hour access cannot be granted without an individual receiving specific training as determined by the appropriate department or faculty member. Officers patrol the academic and administrative buildings on a regular basis. For information about the access protocol for a specific building, contact the professor for the specific course you need the access for, a department head, or the Department of Campus Safety at (484) 664-3112.

Residential Facilities

Access to residence halls is restricted to residents, their approved guests, and other approved members of the campus community. Residents gain entry by swiping their cards in the card access readers. Residents are cautioned against permitting strangers to enter the buildings and are urged to require individuals seeking entry to use their access cards. Some residential facilities (M.I.L.E. Properties, some College owned Greek houses and Benfer Hall) are accessed by key only. These facilities are equipped

with locking door handles and deadbolts. Each resident student is given a key or key card to their residential facility and a key to their individual room. All residential facility equipped with card access on exterior doors are secured by automatic door closures. Facilities (such as but not limited to M.I.L.E. Properties) that do not have a card access system are not always equipped with automatic door closures and require the door to be manually shut by the user. Doors lock immediately upon closing and are locked 24 hours a day. Residence hall doors that are attached to the card access system are equipped with alarms to detect doors which have been propped, forced and/or left open.

These alarms are monitored at the DCS Communication Center and Officers are dispatched to investigate the alarms. ORS, through student Resident Advisors, Head Resident, and Resident Liaisons enforce security measures in residential facilities and work with residents to achieve a community respectful of individual and group rights and responsibilities.

The DCS and ORS staff also conducts periodic educational sessions on prevention of various crimes, including sexual assault and acquaintance rape. (A "M.I.L.E." property is a home owned by the college where students reside during the school year. M.I.L.E stands for Muhlenberg Independent Living Experience. Most but not all M.I.L.E houses are on campus.)

Reporting Procedures

General Procedures for Reporting a Crime or Emergency

The DCS provides a comprehensive program of police, security, crime prevention, fire safety, emergency medical assistance, parking and related public safety services to help ensure that the campus community remains a safe and pleasant place in which to study, live and work. Students, faculty, staff and guests are encouraged to promptly and accurately report any crime, violation of the Social Code, or unusual or suspicious incidents to the DCS or the Allentown Police, when the victim elects to or is unable to make such a report.

To report a crime or an emergency on campus, call DCS at extension 3110 or, from outside the College phone system, (484) 664-3110, to report a non-emergency security or public safety- related matter, call DCS at extension 3112 or, from outside the campus phone system, (484) 664-3112. In addition, approximately 181 emergency phones are located throughout the campus in parking lots, outside residence halls, in teaching spaces, and several walkways throughout campus that can automatically ring into the DCS dispatch area. These phones are equipped with red buttons that, when pushed, dials directly to DCS. Members of the community, as they go about their daily schedules, should familiarize themselves with these instruments and their locations.

If a crime or emergency occurs off campus, call the Allentown Police Department (APD) by dialing 911. Dispatchers are available at these telephone numbers 24-hours a day to answer calls. In response to a call, DCS or APD will take the required action, either by dispatching an officer or by asking the victim to report to the relevant department office to file an incident report.

All DCS incident reports are forwarded to the Dean of Students Office for review and referral to the Judicial Officer for potential action, as appropriate. The DCS will investigate a report, whether on campus or off-campus, when it is deemed appropriate. Officers may be assigned to handle cases needing additional follow-up investigation. Additional information obtained via the investigation will also be forwarded to the Judicial Officer. If assistance is required from an outside agency, DCS will contact the appropriate unit or assist the reporting party in contacting the appropriate agency. Suspected violations may result in both criminal prosecution, and, in the case of students, college disciplinary proceedings.

Voluntary Confidential Reporting

If you are the victim of a crime and do not want to pursue action within the college disciplinary system or the criminal justice system, you may still want to consider making a confidential report to Campus Safety.

The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the college can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution. The information obtained in a confidential report will be shared only with those college officials who will assist in the investigation and/or resolution of the complaint.

If a report of a crime or incident of sexual misconduct discloses an immediate threat to the college campus community, where timely warning must be given to protect the health or safety of the community, the college may not be able to maintain confidentiality. Immediate threatening circumstances include, but are not limited to, reported incidents of sexual misconduct that include the use of force, a weapon, crimes of violence, or other circumstances that represent a serious and ongoing threat to Muhlenberg College students, faculty or visitors.

Confidential Resources and Support

All individuals are encouraged to make a prompt report to law enforcement and to the college. An individual may seek confidential support and resources designated below. Confidential resources will not share information with the College nor will speaking with a confidential resource initiate action by the College under most circumstances. We encourage all individuals to make a prompt report to the College using the reporting options below, but we recognize that individuals may choose to make a report of prohibited conduct to any College employee. With the exception of confidential resources, all other employees, including designated student employees or volunteers, are trained to share the report with the Title IX Coordinator or a member of the Department of Student Affairs to ensure a prompt and equitable review, investigation and resolution.

Confidential resources and support include:

Counseling Services (484-664-3178)

Health Services (484-664-3199)

Chaplain (484-664-3120)

Lehigh Valley Hospital (610-437-6611)

Sacred Heart Hospital (610-776-4500)

St. Luke's Hospital (610-770-8300)

Sexual Assault Resource Team (SART)

Ms. Cynthia Amaya Santiago, Admission Office (484-664-3245)

Dr. Francesca Coppa, English Department (484-664-3275)

Dr. A. Lanethea Matthews-Schultz, Political Science Department (484-664-3737)

Dr. Jeremy Teissere, Biology Department (484-664-3617)

Ms. Kimberly Stolarik, Admission Office (484-664-3202)

Ms. Lindsey Weiss Poremba, Athletics Department (484-664-3063)

If one desires to file an anonymous "Jane/John Doe Report", they should contact the Department of Campus Safety at (484-664-3110). These anonymous reports are designed to provide the victim with the opportunity to document an offense without necessarily leading to discipline of the offender. The information provided that, if in the College's judgment an informally reported offense may present a threat to members of the college community, it may take appropriate steps to investigate and/or report the offense without revealing the identity of the victim. The College may take other steps deemed

appropriate. A Timely Warning may be sent out to the Campus Community, with an attempt to protect the identity of the victim.

Reporting a Crime to the Allentown Police Department (APD)

A person reporting a crime to the DCS has the right to report the crime to the Allentown Police Department (APD). The officers of the DCS regularly discuss this option with the victim of a crime and will assist the victim with that process. The Allentown Police Department can be contacted by calling 911 or 610-437-7751.

Off-Campus Crime

If APD is contacted about criminal activity occurring off-campus involving Muhlenberg College students, APD may notify the DCS. However, there is no official APD policy requiring such notification. Students in these cases may be subject to arrest by APD and the college judicial proceedings through the Dean of Students Office.

The APD Response to Student Organizations

Muhlenberg College does not have any officially recognized student organizations that have housing facilities "off-campus." There are several recognized student organizations that occupy privately owned houses within the campus boundaries. If APD is called by a citizen to respond to one of those locations, APD will typically notify DCS to respond with them or they will notify the DCS after they have responded to inform them of the situation. However, APD does this out of courtesy and is not "required" to notify or involve DCS when they respond to a call involving private property.

Sex Offenses and Offenders

Members of the Muhlenberg College Community, guests, and visitors have the right to be free from sexual violence. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. The College believes in a zero tolerance policy for sexual misconduct.

The Muhlenberg College Sexual and Gender-based Misconduct Policy identifies prohibited behavior for two important reasons: first, so that victims of prohibited behavior can easily recognize what happened to them as sexual misconduct and comfortably seek assistance; and second, so that all students are aware of these expectations and can make appropriate decisions, knowing there will be consequences for violating the policy.

Muhlenberg College offers programs and training to promote awareness and/or prevention of rape, acquaintance rape, and other sex offenses. First year student orientation includes an online sexual assault awareness/prevention program and a presentation on high-risk behavior, sexual assault, the issue of consent, and bystander intervention. The course, Fitness & Wellness, required for all Muhlenberg College students, includes a presentation on the Muhlenberg College Sexual Misconduct Policy, acquaintance rape and consent, and bystander intervention for the prevention of sexual assault. During the academic year, programs on acquaintance rape, self defense, assertiveness, and bystander intervention are offered through formal residence hall programming, through Pledge Plus for Greek students, and at supplemental programs sponsored by Campus Safety, Athletics, and other offices. Training in awareness of, sensitivity to, and procedures to follow upon receiving a report of a sexual offense is provided to appropriate college staff. The DCS also has a safety pamphlet available to all students, which specifically addresses how to report a sexual assault and the assistance available from the DCS and the Counseling Center. Similar posters are placed in prominent locations all over campus. The Counseling Center and Student Health Services provide additional literature on acquaintance rape education, risk reduction, reporting options for sexual assault victims, and College response. All victims are given (in writing) Muhlenberg's Sexual and Gender Based Misconduct: Resource Guide which

explains Policies, Violations, Options, Consent, Rights, Remedies, Procedures, Risk Reductions, Prevention and the numerous Resources available to all victims. This Guide is publically available to all students at various locations throughout the Campus.

Muhlenberg College's Sexual and Gender-based Misconduct Policy prohibits sexually violent acts, termed "Sexual Misconduct" by the College, which can be crimes as well. Sexual misconduct includes non-consensual sexual intercourse, non-consensual sexual contact, sexual exploitation, interpersonal/relationship violence, sex/gender based stalking, and sexual harassment. While Muhlenberg College utilizes different standards and definitions than the Pennsylvania Crimes Code, sexual misconduct often overlaps with the crimes of rape, sexual assault, sexual harassment, stalking, dating violence, and domestic violence. Victims of these behaviors are protected by federal laws, specifically Title IX, VAWA, and the Clery Act, which mandates the contents of this report.

Sexual and Gender-Based Misconduct

The following information is drawn from the Muhlenberg College Sexual & Gender-Based Misconduct Policy, Social Code for students, College Policy Statement on Discriminatory Harassment, Trustees Handbook for Managers, Handbook for Support Staff, and Faculty Handbook. The complete policies can be found through the following links:

- <http://muhlenberg.edu/sexualmisconductpolicy>
- <http://muhlenberg.edu/socialcode>
- <http://www.muhlenberg.edu/harassmentpolicy>
- <http://muhlenberg.edu/main/aboutus/hr/currentemployeesretirees/resourcespolicies/handbooks/managerhandbook/>
- <http://muhlenberg.edu/main/aboutus/hr/currentemployeesretirees/resourcespolicies/handbooks/administrativeandsupportstaffhandbook/>
- http://muhlenberg.edu/media/contentassets/pdf/about/provost/handbook/faculty_handbook.pdf

Members of the Muhlenberg College community, guests and visitors have the right to be free from all forms of discrimination based on sex and gender, examples of which may include acts of sexual violence, sexual harassment, domestic violence, dating violence, and stalking. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. When an allegation of sexual or gender-based misconduct is reported, and a student or employee is found to have violated applicable policies, serious sanctions will be used to reasonably ensure that such actions are never repeated. Muhlenberg College has developed policies and procedures to reaffirm these principles and to provide recourse for those individuals whose rights have been violated. These policies are intended to define community expectations and to establish a process for determining when those expectations have not been met.

Some conduct prohibited by the College may also be crimes under Pennsylvania law. If you believe you have been a victim of a crime, the College can assist you with reporting criminal activity to law enforcement authorities and provide assistance with obtaining civil protective orders, or taking other legal action.

Muhlenberg College complies with Title IX of the Higher Education Amendment of 1972, which prohibits discrimination on the basis of sex in education programs or activities. Under Title IX, discrimination on the basis of sex can include sexual harassment, gender-based harassment, sexual violence, sexual assault, and other forms of sexual and gender-based misconduct including stalking and intimate partner violence. In compliance with Title IX, the College will promptly and equitably respond to reported violations of this Policy in order to eliminate the discrimination, prevent its recurrence, and address its effects on any individual or the community. The College response will be overseen by the College's Title IX Coordinator.

If You Have Experienced Sexual or Gender-Based Misconduct:

1. Go to a safe location as soon as you are able. If you are off campus and in an emergency situation, call 911. You may also call Allentown Police Department's non-emergency line at 610-437-775.
2. Seek immediate medical attention if you are injured, or believe you may have been exposed to an STI/STD or potential pregnancy. Campus Safety (484-664-3110) will provide transportation to the local hospital of your choice. The Lehigh Valley Hospital Emergency Room at 17th and Chew Streets and Saint Luke's Hospital at 1736 Hamilton Street are prepared to treat sexual assault victims. After hours, on-call Student Health Services nursing staff is available for students by calling Campus Safety (ext. 3110) for emergency situations.
3. Contact any of the following for immediate assistance:
 - a) Title IX Coordinator, 484-664-3562, 8:30 – 5:00 M-F
 - b) Campus Safety, 484-664-3110, 24/7
 - c) Student Health Services*, 484-664-3199, 8:00 – 4:30, M-F
 - d) Counseling Services*, 484-664-3178, 8:30 – 4:30, M-F, on-call 24/7
 - e) Crime Victims Council of the Lehigh Valley* (CVCLV), 610-437-6611, 24-hour hotline
 - f) Turning Point/Domestic Violence Shelter*, 877-438-4957, 24-hour helpline

*Note that campus officials may contact on-call staff from other departments when their offices are closed or they are otherwise unable to assist immediately. The caller does not have to provide the dispatcher with information about an incident. The caller should ask to speak with a nurse or counselor on call.

4. It is important to preserve physical evidence that may include tissue and fluid samples, evidence of violence, sheets, towels, clothing, etc. You may choose to avoid washing, bathing, urinating, etc. until after being examined at the hospital, if possible. Because evidence of a sexual assault can deteriorate quickly, you may choose to seek a medical exam as soon as possible. Evidence collection should be completed within 120 hours of an assault, but fluid, hair samples, and DNA can be collected for a long time thereafter. Even if you have washed, evidence can often still be obtained. After 120 hours, it may still be helpful to have medical attention, even if you are not trying to obtain evidence of an assault. Sexual Assault Nurse Examiners (SANE) are trained in the collection of forensic evidence, and can check for injuries and exposure to sexually transmitted diseases. If you are still wearing any clothes worn during the assault, wear them to the hospital, but bring a change of clothes as the hospital will keep the clothes you are wearing as evidence. If you have changed clothes, bring the ones you were wearing during the assault to the hospital in a clean paper (not plastic) bag or wrapped in a clean sheet. Leave sheets/towels at the scene of the assault. Police will collect them. Typically, police will be called to the hospital to take custody of the rape kit, but it is up to you whether you want to speak with them or file a criminal complaint. The Crime Victims Council of the Lehigh Valley* provides onsite support at any of the Lehigh Valley hospital emergency rooms. Call 610-437-6611 for assistance 24/7. Other physical evidence that should be preserved, particularly for allegations of dating violence, domestic violence, and stalking, include records of witness names and contact information, witness statements, photographs of physical injuries (with date stamp), and documentation of written and electronic communication. You may wish to try to memorize details or write notes to remind you of details if you are able to do so.
5. Choose how to proceed. You have options and are encouraged to contact the Counseling Center* to discuss them. The following options are available to you:
 - a) Do nothing until you are ready;
 - b) Pursue resolution through Muhlenberg College; and/or
 - c) Initiate criminal proceedings; and/or
 - d) Initiate a civil process against the perpetrator.
 - e) If a student wishes for the report to remain confidential, they may speak with Counseling Services (484-664-3178), the Student Health Center (484-664-3199), members of the Sexual Assault Resource Team (SART)**, the College Chaplain (484-664-3120) or off-

campus rape crisis resource centers such as Crime Victims Council of the Lehigh Valley (610-437-6611). Students may switch from confidential or anonymous reporting to filing a formal complaint at any time.

*Denotes that this resource is confidential.

**Sexual Assault Resource Team (SART)

Ms. Cynthia Amaya Santiago, Admission Office (484-664-3245)

Dr. Francesca Coppa, English Department (484-664-3275)

Dr. A. Lanethea Mathews-Schultz, Political Science Department (484-664-3737)

Dr. Jeremy Teissere, Biology Department (484-664-3617)

Ms. Kimberly Stolarik, Admission Office (484-664-3202)

Ms. Lindsay Weiss Poremba, Athletics Department (484-664-3063)

You may pursue whatever combination of options is best for you. If you wish to have an incident investigated by the College, students should contact the Title IX Coordinator or Campus Safety, and College procedures will be explained. Employees should contact the Title IX Coordinator, The Vice President of Human Resources, or the Provost. Those who would like to file a criminal complaint should contact Campus Safety or local police where the assault occurred. The College system and the criminal system work independently from one another.

If you wish to obtain external orders of protection (e.g. restraining orders, injunctions, Protection From Abuse orders, or Protection from Sexual Violence or Intimidation orders) , the Title IX Coordinator is available to provide information to students and employees to assist them in obtaining such protective orders. Crime Victims Council* of the Lehigh Valley can also provide this service and provide advocacy by accompanying victims to Court and guiding them through the process. If external orders of protection are obtained, please notify Campus Safety or the Title IX Coordinator so that these orders can be observed on campus. You may also visit the Pennsylvania Coalition Against Rape (PCAR) website to review your options: <http://www.pcar.org/search-synonyms/civil-protection-orders>

The College will take whatever actions it deems necessary and may offer interim measures in order to protect a student's rights and personal safety, regardless of whether or not the student wishes to pursue a formal complaint. Such measures may include, but are not limited to, modification of living arrangements and class schedules, and reasonable academic support. Interim suspensions and/or no contact orders may be imposed by the College in any case where a student's behavior represents a risk of violence, threat, pattern, or predation. The College is able to offer information about legal assistance, visa/immigration assistance, and student financial aid considerations for victims.

Reporting- Statement Regarding Privacy and Confidentiality

The College is committed to protecting the privacy of all individuals involved in a report of sexual or gender-based misconduct. Every effort will be made to protect the privacy interests of all individuals involved.

Privacy and confidentiality have different meanings. *Privacy* means that information related to a report will only be shared with a limited circle of individuals, those College employees who "need to know" in order to conduct a review, investigation, and resolution of the report. While not bound by confidentiality, these individuals will respect the privacy of all individuals involved in the process. Confidentiality means that information shared by an individual to a designated confidential resource cannot be revealed to another individual without express permission of the individual. Confidential resources include licensed medical and mental health care providers, clergy, and sexual assault advocates. They have legally protected confidentiality and are prohibited from breaking confidentiality unless there is an imminent threat of harm to self or others or the disclosure is otherwise legally protected or required. These individuals can share reporting options and advice without any obligation to report the disclosure to others. Victims may choose how and if they choose to report.

All other College employees who are not designated as a confidential resource are required to share a report of sexual misconduct with the Title IX Coordinator. The Title IX will conduct an initial assessment of the conduct; the complainant's desired course of action, and the necessity for any interim remedies or accommodations to protect the safety of the complainant or the community.

The College, nor any officer, employee or agent of the College, may retaliate, intimidate, threaten, coerce or otherwise discriminate against any individual for exercising their rights to report and seek remedies for sexual and gender-based misconduct.

If a report of misconduct discloses a serious and immediate threat to the campus community, the College will issue a timely notification to the community to protect the health or safety of the community. The timely notification will not include any identifying information about the complainant. The College may also share non-identifying information about reports received in aggregate form, including data about outcomes and sanctions. At no time will the College release the name of the complainant to the general public without the express consent of the complainant or as otherwise permitted or required by law.

Resolution of Complaints

The College has jurisdiction over complaints based on Title IX and may take disciplinary action against a respondent who is a current student or employee. Disciplinary action against a respondent may only be taken through one of the College's resolution procedures. Because the relationship of students, staff, and faculty to the College differ in nature, the procedures that apply when seeking disciplinary action necessarily differ as well. Each of the procedures, however, is guided by the same principles of fundamental fairness and respect for all parties, which require notice, an equitable opportunity to be heard, and an equitable opportunity to respond to a report under as outlined in the College Policy Statement on Discriminatory Harassment and the Sexual and Gender-Based Misconduct Policy.

All staff involved with the Sexual Assault and Harassment resolution processes, including investigators and adjudicators, receive annual training. The procedures followed will be determined by the relationship of the respondent to the College:

- Complaints against a student will be resolved by procedures outlined in the Social Code and the Sexual and Gender-Based Misconduct Policy.
- Complaints against an employee will be resolved by the procedures outlined in the College Policy Statement on Discriminatory Harassment and faculty and staff handbooks.
- Even if the offending individual is not a student or employee, the College will promptly and equitably respond to all reports of sexual misconduct in order to eliminate the misconduct, prevent its recurrence, and address its effects on any individual or the community.

Procedures for Resolution of Complaints Against Students

Students are governed by the Sexual and Gender-Based Misconduct Policy: <http://muhlenberg.edu/sexualmisconductpolicy>

Members of the Muhlenberg College community, guests and visitors have the right to be free from all forms of gender-based and sex-based discrimination, examples of which may include acts of sexual violence, sexual harassment, domestic violence, dating violence, and stalking. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. When an allegation of sexual or gender-based misconduct is reported, and a student is found to have violated this Policy, serious sanctions will be used to reasonably ensure that such actions are never repeated. This Policy has been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated. This Policy is intended to define community expectations and to establish a process for determining when those expectations have not been met.

Definition of Offenses:

Sexual and gender-based misconduct offenses include, but are not limited to, the following:

- Sexual Harassment
 - Non-Consensual Sexual Contact
 - Non-Consensual Sexual Intercourse
 - Sexual Exploitation
 - Retaliatory Harassment
 - Gender-Based Misconduct
- A. "Sexual Harassment" is:
1. an unwelcome sexual advance, request for sexual favor, verbal, non-verbal or physical conduct of a sexual nature that is,
 2. sufficiently severe, persistent or pervasive that it,
 3. unreasonably interferes with, denies or limits someone's ability to participate in or benefit from the College's educational programs and/or activities,
 4. and is based on power differentials (quid pro quo), the creation of a hostile environment, or retaliation.
- B. "Non-Consensual Sexual Contact" is any intentional sexual contact, however slight, with any body part or object, by a person upon a person that is without consent and/or by force.
"Sexual contact" includes intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, even if not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.
- C. "Non-Consensual Sexual Intercourse" is any sexual intercourse, however slight, with any object, by a person upon a person that is without consent and/or by force.
"Intercourse" includes vaginal or anal penetration by a penis, object, tongue or finger, and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.
- D. "Sexual exploitation" occurs when a student takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:
- invasion of sexual privacy,
 - prostituting another student,
 - non-consensual video or audio-taping of sexual activity,
 - going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex),
 - engaging in voyeurism,
 - knowingly exposing another student to an STI or HIV, and/or
 - exposing one's genitals in non-consensual circumstances; inducing another to expose their genitals.
- E. "Retaliatory Harassment" is any adverse action taken against a person because of the person's participation in a complaint or investigation of sexual or gender-based misconduct.
- F. "Gender-Based Misconduct" is behavior that constitutes a violation of the College's Social Code or any other College policies and is sex or gender-based. Examples may include, but are not limited to, domestic violence, dating violence, and other impermissible conduct such as assault, harassment or hazing that is sex or gender-based.

Additional Definitions:

Alcohol and Drug Use: Sexual activity with someone who one should know to be -- or based on the circumstances should reasonably have known to be -- mentally or physically incapacitated (by alcohol or other drug use, unconsciousness or blackout), constitutes a violation of this Policy. Incapacitation is a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the "who, what, when, where, why or how" of their sexual interaction). This Policy also covers a person whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of "date rape" drugs. Possession, use and/or distribution of any of these substances, including Rohypnol, Ketomine, GHB, Burundanga, etc. is prohibited, and administering one of these drugs to another student is a violation of this Policy. Notably, alcohol, due to its accessibility, lack of stigma and the fact that it is deemed socially acceptable to provide it to others, is the most common "date rape" drug. More information on these drugs can be found at <http://www.911rape.org/>. Use of alcohol or other drugs will never function as a defense for any behavior that violates this Policy.

Coercion: Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

Consent: Consent is clear, knowing and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity. Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity. Previous relationships or prior consent cannot imply consent to future sexual acts. In order to give effective consent, one must be of legal age.

Dating violence: Dating violence is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition:

- (i) dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse; and (ii) dating violence does not include acts covered under the definition of domestic violence. Domestic violence:

Domestic violence is a felony or misdemeanor crime of violence committed

- (i) by a current or former spouse or intimate partner of the victim;
- (ii) by a person with whom the victim shares a child in common;
- (iii) by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- (iv) by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or
- (v) by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

FERPA: Family Educational Rights and Privacy Act of 1974, as amended.

Force: Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcome resistance or produce consent ("Have sex with me or I'll hit you. Okay, don't hit me, I'll do what you want."). NOTE: There is no requirement that a party resist the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of force is not demonstrated by the absence of resistance.

Sexual activity that is forced is by definition nonconsensual, but non-consensual sexual activity is not by definition forced.

Stalking: Stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others; or suffer substantial emotional distress. For the purposes of this definition:

- (i) "course of conduct" means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property;
- (ii) "reasonable person" means a reasonable person under similar circumstances and with similar identities to the victim; and
- (iii) "substantial emotional distress" means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Sanction Statement:

Any student that is alleged to have violated this Policy will be subject to disciplinary action as set forth in the College's Social Code and this Policy. Any student that is subsequently found to have violated this Policy will be subject to sanctions as set forth in the Social Code and this Policy. In that regard:

- Any student found responsible for violating this Policy by committing Sexual Exploitation, Sexual Harassment, Retaliatory Harassment or Gender-Based Misconduct will likely receive a recommended sanction ranging from warning to expulsion, depending on the severity of the incident, and taking into account any previous Social Code violations.
- Any student found responsible for violating this Policy by committing Non-Consensual Sexual Contact (where no intercourse has occurred) will likely receive a sanction ranging from disciplinary probation to expulsion, depending on the severity of the incident, and taking into account any previous Social Code violations.
- Any student found responsible for violating this Policy by committing Non-Consensual Sexual Intercourse will likely face a recommended sanction of suspension or expulsion.

Notwithstanding the above, the College reserves the right to broaden or lessen any range of recommended sanctions in the case of serious mitigating circumstances or egregiously offensive behavior. In College judicial proceedings under the Social Code, legal terms like "guilt" and "innocence" are not generally applicable, and the College never assumes a student is in violation of College policy. College judicial proceedings under the Social Code are conducted to take into account the totality of all evidence available, from all relevant sources, and charges against someone accused of violating this Policy must be established by a preponderance of the evidence. The College reserves the right to take whatever measures it deems necessary in response to an allegation of sexual or gender-based misconduct in order to protect students' rights and personal safety. Such measures may include, but are not limited to, modification of living arrangements and interim suspension from campus pending a hearing. Not all forms of sexual and gender-based misconduct will be deemed to be equally serious offenses, and the College reserves the right to impose different sanctions, ranging from a verbal warning to expulsion, depending on the severity of the offense. The College will consider the concerns and rights of both the alleged victim and the person accused of sexual or gender-based misconduct.

Process:

The College Title IX Coordinator will direct a formal investigation of alleged violations of the Sexual and Gender-Based Misconduct Policy by students. Notice of a formal complaint can be made in person or orally to Campus Rev. 8/2016 Safety, the Title IX Coordinator, the Office of the Dean of Students or another appropriate College official, but the College strongly encourages submission of complaints in writing to the Title IX Coordinator. The complaint should clearly and concisely describe the alleged incident(s), when and where it occurred, and the desired remedy sought. The complaint should be signed by the person initiating the complaint and should contain the name and all contact information for the complainant/alleged victim. Any supporting documentation and evidence should be referenced within the

body of the formal complaint. Additionally, the initiator of a formal complaint should submit any supporting materials in writing as quickly as is practicable.

Upon receipt of a complaint, the Title IX Coordinator will open a formal case file, direct the investigation and recommend appropriate interim actions, accommodations for the alleged victim, or other necessary remedial short-term actions. The Title IX Coordinator will then take the following steps:

- In coordination with the Office of the Dean of Students, implement any initial necessary remedial actions. Determine the identity and contact information of the complainant (whether that be the initiator, the alleged victim, or a College proxy or representative).
- Identify the correct policies allegedly violated.
- Direct an immediate initial investigation to determine if there is reasonable cause to charge the accused individual, and what policy violations should be alleged as part of the complaint. At the discretion of the Title IX Coordinator in consultation with the Dean of Students, the investigation shall be conducted by College personnel or by an outside investigator engaged by the College.

If there is insufficient evidence to support reasonable cause, the Title IX Coordinator will recommend to the Student Conduct Officer that the complaint should be closed with no further action. If there is sufficient evidence to support reasonable cause, the Title IX Coordinator will thereafter initiate and direct a thorough, reliable and impartial investigation by developing a strategic investigation plan, including a witness list, evidence list, intended timeframe, and order of interviews for all witnesses and the accused individual.

Upon completion of the investigation, the Title IX Coordinator shall consult with the Student Conduct Officer about the matter and if the Title IX Coordinator and the Student Conduct Officer agree that charges are warranted, the Student Conduct Officer, pursuant to the College's Social Code, shall make a determination in consultation with the Dean of Students as to the proper forum for consideration of the alleged violations of this Policy.

If a hearing before a College Hearing Board is warranted, the Student Conduct Officer shall provide the student accused of violating this Policy with a copy of the Hearing Board Packet that includes the following: Notice of Charge(s), Notice of Hearing, list of intended witnesses, judicial advisor information, and a copy of the Investigation Report, including exhibit information. The Notice of Charge(s) shall include proposed sanctions for the alleged violations. If the accused student accepts responsibility for the violations set forth in the Notice of Charge(s) and accepts the proposed sanctions, the Dean of Students will impose the proposed sanctions. In addition, the College will act to end the discrimination, prevent its recurrence, and remedy its effects on the victim and the College community.

In the event that the accused student does not accept responsibility for the violations set forth in the Notice of Charge(s) and/or does not accept the proposed sanctions, in whole or in part, the Student Conduct Office will convene a Hearing Board to determine whether the accused student is in violation of this Policy. At the hearing, the findings of the investigation will be admitted, but are not binding on the Hearing Board, and the Title IX Coordinator and/or the personnel directed to conduct the investigation may give evidence. In all cases where the Notice of Charge(s) includes alleged violations of this Policy, the Hearing Board shall consist of three members: one faculty member (who shall serve as the Hearing Board Chair) and two College administrative managers and a quorum shall consist of all three members. If both the accused student and the complainant/alleged victim agree, the Hearing Board shall consist of five members: two students, one faculty member (who shall serve as the Hearing Board Chair) and two College administrative managers and a quorum shall consist of any three members (provided one is a faculty member, one is a College administrative manager and one is a student). If the accused student is found in violation of this Policy, in addition to the sanctions imposed upon the accused student by the Dean of Students under the Social Code, the College will act to end the discrimination, prevent its recurrence, and remedy its effects on the victim and the College community.

Appeals: In the event that an accused student accepts responsibility for the violations set forth in the Notice of Charge(s) and accepts the proposed sanctions, the accused student shall have no right of appeal. However, the complainant/alleged victim shall have the right to appeal if the complainant/alleged victim believes that the sanctions imposed are substantially disproportionate to the severity of the violations. If the complainant/alleged victim desires to file such an appeal, the appeal must be submitted to the Office of the Dean of Students in writing within five days after the complainant/alleged victim receives written notification that the accused student accepted responsibility for the violations set forth in the Notice of Charge(s) and accepted the proposed sanctions (provided that the Dean of Students, in his or her sole discretion, reserves the right to grant additional time to file an appeal for good cause). Thereafter, the appeal shall proceed as set forth in Section 17.0 of the College's Social Code and this Policy. In the event that an accused student does not accept responsibility and a hearing takes place under the Social Code, both the accused student and the complainant/alleged victim may appeal the decision of the Dean of Students pursuant to Section 17.0 of the Social Code and this Policy. If an appeal is filed, the Student Conduct Officer will share the appeal with the other party (e.g., if the accused student appeals, the appeal is shared with the complainant/alleged victim) and the non-appealing party shall have the opportunity to submit a written response to the Student Conduct Officer within five days after receiving the appeal. All appeals and responses are then forwarded by the Student Conduct Officer to the College Appeal Board(s) for review. In all cases where the appeal includes alleged violations of this Policy, the Appeal Board shall consist of two members: one faculty member and one College administrative manager and a quorum shall consist of both members. If both the appealing student and the non-appealing student agree, the Appeal Board shall consist of four members: two students, one faculty member and one College administrative manager and a quorum shall consist of any three members (provided one is a faculty member, one is a College administrative manager and one is a student). The appeal will then proceed as set forth in Section 17.0 of the College's Social Code and this Policy. All parties shall be timely informed of the status of requests for appeal, the status of the appeal consideration, and the results of the appeal decision. All sanctions agreed to by the accused student or imposed by the Dean of Students will be in effect during any appeal provided that the accused student may request special consideration from the Office of the Dean of Students in exigent circumstances. Graduation, study abroad, internships/externships, etc. do not in and of themselves constitute exigent circumstances, and students may not be able to participate in those activities during their appeal. In cases where the appeal results in reinstatement to the College or of privileges, all reasonable attempts will be Rev. 8/2016 made to restore the student to their prior status, recognizing that some opportunities lost may be irretrievable in the short term. The Student Conduct Officer, in his or her sole discretion, reserves the right to grant the complainant/alleged victim and/or the accused student additional time to file an appeal or response for good cause.

Special Complaint Process Provisions:

- A. College as Complainant - As necessary, the College reserves the right to initiate a complaint, to serve as complainant, and to initiate proceedings without a formal complaint by the alleged victim of sexual or gender-based misconduct.
- B. Advisor of Choice – All parties are entitled to an advisor of their choosing to guide and accompany them throughout the campus resolution process. The advisor may be a friend, mentor, family member, attorney or any other supporter a party chooses to advise them. However, certain individuals are disqualified from serving as advisors including any individual who may be called as a witness, College administrative managers involved in the adjudication process, any College administrative manager who supervises a participant in the adjudication process as an employee, and anyone who has been strategically chosen to deprive another party of their likely advisor, etc. The College maintains a pool of trained (non-attorney) advisors who are available to the parties. The parties may choose advisors from outside the pool, or outside the campus community, but those advisors may not have the same level of insight and training on the College process as do those trained by the College. Outside advisors are not eligible to be trained by the College. Please refer to Section 7.0 of this Policy for information regarding the role of the advisor. False Reports – The College will not tolerate intentional false reporting of

incidents. It is a violation of the College's Social Code to make an intentionally false report of any policy violations.

- C. Immunity for Victims and Witnesses - The College community encourages the reporting of Social Code violations, especially sexual and gender-based misconduct. Sometimes, victims or witnesses are hesitant to report to College officials or participate in grievance processes because they fear that they themselves may be charged with policy violations, such as underage drinking at the time of the incident. It is in the best interest of this community that as many victims as possible choose to report to College officials, and that witnesses come forward to share what they know. To encourage reporting, the College pursues a policy of offering victims of sexual or gender-based misconduct and witnesses limited immunity from being charged for policy violations related to the sexual or gender-based misconduct incident. While violations cannot be completely overlooked, the College will provide educational rather than punitive responses, in such cases.
- D. Bystander Engagement - The welfare of students in our community is of paramount importance. At times, students on and off-campus may need assistance. The College encourages students to offer help and assistance to others in need. Sometimes, students are hesitant to offer assistance to others for fear that they may get themselves in trouble (for example, as student who has been drinking underage might hesitate to help take a sexual misconduct victim to the Campus Police). The College pursues a policy of limited immunity for students who offer help to others in need. Please see the College's Medical Amnesty Policy.
- E. Notification of Outcomes - The outcome of a campus hearing is part of the educational record of the accused individual, and is protected from release under a federal law, FERPA. However, the College observes the following legal exceptions: (i) Complainants/alleged victims in non-consensual sexual contact/intercourse incidents have an absolute right to be Rev. 8/2016 informed of the outcome, essential findings, and sanctions of the hearing, in writing, without condition or limitation. (ii) Complainants/alleged victims in sexual exploitation, sexual harassment, stalking, relationship violence and any other sexual misconduct offense have an absolute right to be informed of the outcome, in writing, and to be informed of any sanctions that directly relate to them, and to essential findings supporting the outcome when the outcome is one of violation (and the underlying offense is a crime of violence as defined 34 C.F.R. § 99.39) and/or it is equitable to share the essential findings with all parties.
- F. Alternative Testimony Options and Questioning of an Alleged Victim and the Accused - For sexual and gender-based misconduct complaints, whether the alleged victim is serving as the complainant or as a witness, alternative testimony options will be given, such as placing a privacy screen in the hearing room, or allowing the alleged victim to testify outside the physical presence of the accused individual, such as by Skype. While these options are intended to help make the alleged victim more comfortable, they are not intended to work to the disadvantage of the accused individual. In addition, if the alleged victim or the accused intend to ask the other questions at the hearing, the Chair of the Hearing Board will be given the questions to ask, at his or her reasonable discretion, during the course of the hearing. Moreover, after the initial questioning of the alleged victim and the accused is completed, each party will be given an opportunity to pose additional follow-up questions which the Chair of the Hearing Board shall screen and ask during the balance of the hearing to the extent that he or she deems such questions appropriate and relevant to the case.
- G. Past Sexual History/Character – Questions about the alleged victim's sexual history with anyone other than the accused, and questions about the accused's sexual history with anyone other than the alleged victim will not be admissible in the hearing under any circumstances. The sexual history of the alleged victim and the accused will only be admissible in the hearing if such information is determined to be highly relevant by the Chair of the Hearing Board. All such testimony or other evidence sought to be admitted will be presumed irrelevant. A party who wishes to overcome this presumption must, at least 24 hours prior to the scheduled hearing, submit a written request to the Student Conduct Officer describing the past sexual history at issue and the reason(s) they believe that it is highly relevant. The Chair of the Hearing Board shall

make a determination regarding the admissibility of such information prior to the commencement of the hearing.

Statement of the Rights of the Alleged Victim:

- A. The right to an investigation and appropriate resolution of all credible complaints of sexual and gender-based misconduct made in good faith to College administrative managers.
- B. The right to be treated with respect by College officials.
- C. The right of both the alleged victim and accused to have the same opportunity to have others present (in support or advisory roles), including an attorney, during a campus disciplinary hearing.
- D. The right not to be discouraged by College officials from reporting sexual or gender-based misconduct to both on-campus and off-campus authorities.
- E. The right to be informed of the outcome and sanction of any disciplinary hearing involving sexual or gender-based misconduct.
- F. The right to be informed by College officials of options to notify proper law enforcement authorities, including on-campus and local police, and the option to be assisted by campus authorities in notifying such authorities, if the student so chooses. This also includes the right not to report, if this is the victim's desire. Rev. 8/2016
- G. The right to be notified of available counseling, mental health or student services for victims of sexual and gender-based misconduct, both on campus and in the community.
- H. The right to notification of and options for, and available assistance in, changing academic and living situations after an alleged incidents of sexual or gender-based misconduct, if so requested by the alleged victim and if such changes are reasonably available (no formal complaint, or investigation, campus or criminal, need occur before this option is available). If reasonably available, accommodations may include:
 - a. Change of an on-campus student's housing to a different on-campus location;
 - b. Assistance from College support staff in completing the relocation;
 - c. Arranging to dissolve a college housing contract and pro-rating a refund;
 - d. Exam (paper, assignment) rescheduling;
 - e. Taking an incomplete in a class;
 - f. Transferring class sections;
 - g. Temporary withdrawal; and/or
 - h. Alternative course completion options.
- I. The right not to have irrelevant prior sexual history admitted as evidence in a campus hearing.
- J. The right not to have any complaint of sexual or gender-based misconduct mediated (as opposed to adjudicated).
- K. If the Hearing Board determines that the accused has violated this Policy, the right to make a victim-impact statement at the campus conduct proceeding and to have that statement considered by the Dean of Students in determining sanctions.
- L. The right to a campus no contact order against another student who has engaged in or threatens to engage in stalking, threatening, harassing or other improper behavior that presents a danger to the welfare of the complaining student or others.
- M. The right to have complaints of sexual and gender-based misconduct responded to quickly and with sensitivity by campus law enforcement.
- N. The right to appeal the findings and sanctions of the Dean of Students, in accordance with the standards for appeal established by the College.

- O. The right to review all documentary evidence available regarding the complaint, subject to the privacy limitations imposed by state and federal law, at least 48 hours prior to the hearing.
- P. The right to be informed of the names of all witnesses who will be called to give testimony, within 48 hours of the hearing, except in cases where a witness' identity will not be revealed to the accused individual for compelling safety reasons (this does not include the name of the alleged victim/complainant, which will always be revealed).
- Q. The right to preservation of privacy, to the extent possible and allowed by law.
- R. The right to a hearing closed to the public.
- S. The right to petition that any member of the Hearing Board be removed on the basis of bias.
- T. The right to bring an advisor to all phases of the investigation and campus conduct proceeding.
- U. The right to give testimony in a campus hearing by means other than being in the same room with the accused individual. Rev. 8/2016
- V. The right to ask the investigators to identify and question relevant witnesses, including expert witnesses.
- W. The right to be fully informed of campus conduct rules and procedures as well as the nature and extent of all alleged violations contained within the complaint.
- X. The right to have the College arrange for the presence of student, faculty and staff witnesses, and the opportunity (if desired) to ask questions, directly or indirectly through the Hearing Board Chair, of witnesses present (including the accused individual), and the right to challenge documentary evidence.
- Y. The right to be present for all testimony given and evidence presented before the Hearing Board.
- Z. The right to have complaints heard by Hearing Board members who have received annual sexual and gender-based misconduct training.
- AA. The right to a Hearing Board comprised of representatives of both genders.
- BB. The right to have College policies and procedures followed without material deviation.
- CC. The right to be informed in advance of any public release of information regarding the complaint.
- DD. The right not to have released to the public any personally identifiable information about the alleged victim, without his or her consent, except as required by applicable law.

Statement of the Rights of the Accused Student:

- A. The right to an investigation and appropriate resolution of all credible complaints of sexual misconduct made in good faith to College administrative managers against the accused individual.
- B. The right to be treated with respect by College officials.
- C. The right of both the alleged victim and the accused to have the same opportunity to have others present (in support or advisory roles), including an attorney, during a campus disciplinary hearing.
- D. The right to be informed of and have access to campus resources for medical, counseling, and advisory services.
- E. The right to be fully informed of the nature, rules and procedures of the campus conduct process and to timely written notice of all alleged violations within the complaint, including the nature of the violation and possible sanctions.
- F. The right to a hearing on the complaint, including timely notice of the hearing date, and adequate time for preparation.

- G. The right not to have irrelevant prior sexual history admitted as evidence in a campus hearing.
- H. If the Hearing Board determines that the accused has violated this Policy, the right to make an impact statement at the campus conduct proceeding and to have that statement considered by the Dean of Students in determining sanction.
- I. The right to appeal the findings and sanctions of the Dean of Students, in accordance with the standards for appeal established by the College.
- J. The right to review all documentary evidence available regarding the complaint, subject to the privacy limitations imposed by state and federal law, at least 48 hours prior to the hearing.
- K. The right to be informed of the names of all witnesses who will be called to give testimony, within 48 hours of the hearing, except in cases where a witness' identity will not be revealed to the accused individual for compelling safety reasons (this does not include the name of the alleged victim/complainant, which will always be revealed).
- L. The right to a hearing closed to the public.
- M. The right to petition that any member of the Hearing Board be removed on the basis of bias.
- N. The right to have the College arrange for the presence of student, faculty and staff witnesses, and the opportunity to ask questions, directly or indirectly through the Hearing Board Chair, of witnesses present (including the complainant), and the right to challenge documentary evidence.
- O. The right to have complaints heard by Hearing Board members who have received annual sexual and gender-based misconduct adjudication training.
- P. The right to have College policies and procedures followed without material deviation.
- Q. The right to have an advisor to accompany and assist in the campus hearing process.
- R. The right to a fundamentally fair hearing, as defined in these procedures and the College's Social Code.
- S. The right to a campus conduct outcome based solely on evidence presented during the hearing. Such evidence shall be credible, relevant, based in fact, and without prejudice.
- T. The right to written notice of the outcome and sanction of the hearing.
- U. The right to a Hearing Board comprised of representatives of both genders.
- V. The right to be informed in advance, when possible, of any public release of information regarding the complaint.

Advisors:

The parties are entitled to be accompanied by their advisor in all meetings and interviews at which the party is entitled to be present, including interviews, hearings and appeals. Advisors should help their advisees prepare for each meeting, and are expected to advise ethically, with integrity and in good faith. The College cannot guarantee equal advisory rights, meaning that if one party selects an advisor who is an attorney, but the other party does not, or cannot afford an attorney, the College is not obligated to provide one. However, accused individuals may wish to contact organizations such as:

- FACE (<http://www.facecampusequality.org>) or
- SAVE (<http://www.saveservices.org>).

Alleged victims may wish to contact organizations such as:

- Crime Victims Council (610-437-6611)
- the Victim Rights Law Center (<http://www.victimrights.org>)
- the National Center for Victims of Crime (<http://www.victimsofcrime.org>), which maintains the Crime Victim's Bar Association

All advisors are subject to the same College rules, whether they are attorneys or not. Advisors may not address College officials in a meeting, interview or hearing unless invited to. Advisors may confer quietly with their advisees as necessary, as long as they do not disrupt the process. For longer or more involved discussions, the parties and their advisors should ask for breaks or step out of meetings to allow for private conversation. Advisors will typically be given an opportunity to meet in advance of any interview or hearing with the administrative officials conducting that interview or meeting. This pre-meeting will allow advisors to clarify any questions they may have, and allows the College an opportunity to clarify the role the advisor is expected to take. Advisors are expected to refrain from interference with the College's investigation and resolution. Any advisor who steps out of their role in any meeting under the College resolution process will be warned once and only once. If the advisor continues to disrupt or otherwise fails to respect the limits of the advisor role, the advisor will be asked to leave the meeting. When an advisor, is removed from a meeting, that meeting will typically continue without the advisor present. Subsequently, the Title IX Coordinator or the Student Conduct Officer will determine whether the advisor may be reinstated, may be replaced by a different advisor, or whether the party will forfeit the right to an advisor for the remainder of the process. The College expects that the parties will wish to share documentation related to the allegations with their advisors. The College provides a consent form that authorizes such sharing. The parties must complete this form before the College is able to share records with an advisor. Advisors are expected to maintain the privacy of the records shared with them. These records may not be shared with 3rd parties, disclosed publicly, or used for purposes not explicitly authorized by the College. The College may seek to restrict the role of any advisor who does not respect the sensitive nature of the process or who fails to abide by the College's privacy expectations. The College expects an advisor to adjust their schedule to allow them to attend College meetings when scheduled. The College does not typically change scheduled meetings to accommodate an advisor's inability to attend. The College will, however, allow an advisor who cannot attend in person to attend a meeting by telephone, video and/or virtual meeting technologies as may be convenient and available. A party may elect to change advisors during the process, and is not locked into using the same advisor throughout.

Procedures for Resolution of Complaints Against Employees

Employees are governed by the Policy Statement on Discriminatory Harassment: <http://www.muhsenberg.edu/harassmentpolicy>

It is the policy of Muhlenberg College to provide an environment free from any form of sexual or discriminatory harassment. This policy applies to all College full and part-time employees, including management, staff, faculty, and support personnel and to all College students, contractors and consultants. All who work at the College are responsible for ensuring that the work and academic environment is free from discriminatory practices, including sexual harassment. Specifically, the College expressly prohibits any form of unlawful harassment of its employees or students based on age, color, disability, gender, gender identity, national or ethnic origin, race, religion, sexual orientation, veteran status or any other basis protected by applicable federal, state or local laws. Sexual and other forms of discriminatory harassment are unacceptable conduct, whether on the College's premises or in other College related activities and settings, and will not be tolerated by the College. Discriminatory harassment in the workplace is also prohibited by law.

Definition and Examples of Sexual and Discriminatory Harassment:

For the purpose of this policy, the term "sexual harassment" includes any unwelcome or unwanted sexual attention, sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature or other offensive behavior directed toward an employee or student because of or on account of his or her gender or gender identity, whether by a person of the opposite or same gender, when:

1. submission to or rejection of such conduct by an individual is used as a basis or factor in decisions affecting the terms or conditions of employment or education of any individual; or

2. submission to or rejection of such conduct by an individual is used either explicitly or implicitly as a basis for academic or employment decisions affecting that individual; or
3. such conduct has the purpose or effect of unreasonably interfering with an individual's academic or professional performance; or
4. such conduct creates an intimidating, hostile or offensive academic, employment, educational or living environment.

Examples of the types of conduct that constitute sexual harassment include, but are not limited to: threatening adverse employment or academic actions if sexual favors are not granted; unwanted and unnecessary physical contact; demands for sexual favors in exchange for favorable treatment or continued employment; display of pornographic material; excessively offensive remarks, including unwelcome graphic or suggestive comments about an individual's body, appearance or dress, obscene jokes or other inappropriate use of sexually explicit or offensive language; the display in the workplace of sexually suggestive objects or pictures which create an intimidating or hostile work environment; and other unwelcome and unwanted conduct of a sexual nature, such as leering, name calling and sexual innuendoes.

Examples of the types of conduct, when done in isolation, that generally will not constitute sexual harassment include, but are not limited to: simple teasing, offhand comments, and joking which does not include sexual innuendo.

For purposes of this policy, "discriminatory harassment" includes any unwelcome or unwanted attention, and other verbal, visual, or physical conduct or other form of offensive behavior directed toward an employee because of or on account of his or her race, color, religion, national origin, age, disability, gender, gender identity, sexual orientation, veteran status, (or such conduct or behavior that may be offensive on the basis of race, color, religion, national origin, age, disability, gender, gender identity, sexual orientation, or veteran status and to which an employee may be exposed, directly or indirectly) when:

1. submission to or rejection of such conduct by an individual is used as a basis or factor in decisions affecting the terms or conditions of employment of any individual; or
2. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's work performance; or
3. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance; or
4. such conduct creates an intimidating, hostile or offensive work environment.

Examples of the types of conduct that constitute discriminatory harassment include, but are not limited to: any form of discriminatory treatment based on race, color, religion, national origin, age, disability, gender, gender identity, sexual orientation, veteran status; communication or display of offensive material capable of a stereotypical or discriminatory meaning; offensive remarks containing stereotypical or discriminatory references, including unwelcome comments about an individual's body, appearance, manner, speech or dress capable of a stereotypical or discriminatory meaning; racial, religious, ethnic or other stereotypical or discriminatory jokes or other inappropriate use of racial, religious, ethnic or other discriminatory language capable of a stereotypical or discriminatory meaning; the display in the workplace of objects, drawings or pictures which create an intimidating or hostile work environment; and other unwelcome and unwanted conduct of a stereotypical or discriminatory nature, such as name calling and racial, religious or ethnic innuendoes.

Coverage:

This policy covers all College students and employees without exception. The College will not tolerate, condone, or allow discriminatory harassment, whether engaged in by faculty, students, fellow employees,

supervisors, managers, customers, vendors or other non-employees who conduct business with the College. The College encourages the reporting of all incidents of harassment, regardless of who the offender may be.

Open-Door Complaint Procedure:

The College encourages individuals who are being unlawfully harassed to firmly and promptly notify the offender that his or her behavior is unwelcome. In the event that such informal, direct communication between individuals is either ineffective or too difficult, the following steps should be followed in reporting a discriminatory harassment complaint.

Anyone who feels that he or she has been subjected to harassment in violation of this policy, or has been retaliated against for making a report of discriminatory harassment or for providing information concerning an act of discriminatory harassment shall promptly report the incident, either verbally or in writing.

A faculty or staff member should report matters of alleged discriminatory harassment directly to the Vice President of Human Resources or the Provost. In addition, a student may report matters of alleged discriminatory harassment directly to the Dean of Students.

All reports of discriminatory harassment will be documented in writing by the person receiving the complaint and signed by the complainant. The full and complete cooperation of the complainant is vitally necessary for the prompt and effective investigation and remediation of all harassment, discrimination or retaliation complaints.

The Vice President of Human Resources, the Provost, and the Dean of Students or other senior management official, will investigate all allegations of discriminatory harassment in as thorough, prompt, and confidential a manner as is reasonably possible. The College will undertake all investigations with due regard to the privacy of all parties involved consistent with a thorough and appropriate investigation. Where necessary, the College will engage a lawyer or consultant to investigate the complaint and provide guidance in handling the matter.

Resolving the Complaint:

Upon completing the investigation of a discriminatory harassment complaint, the College will communicate its findings and intended action to the complainant and to the alleged harasser.

If the College determines after an investigation that there is no substantial basis to conclude that there has been discriminatory harassment in violation of this policy, the College will inform the complainant and the accused.

If the College determines after an investigation that there is a substantial basis to conclude that there has been discriminatory harassment in violation of this policy, appropriate disciplinary action will be taken, commensurate with the College's judgment as to the seriousness of the particular offense, up to and including termination of employment or expulsion from the College. Although penalties may differ for students and employees, disciplinary action may include one or more of the following: a verbal and written reprimand; referral to counseling; withholding of a promotion; reassignment; temporary suspension without pay; suspension from classes and student activities; financial penalties; and termination or expulsion.

The College's ability to discipline a non-employee harasser is limited by the degree of control, if any, that the College has over the alleged harasser. Any employee or student who has been subjected to employment or academic related discriminatory harassment by a non-employee should file a complaint.

Retaliation Prohibited:

The College will not retaliate against an individual who makes a report of discriminatory harassment or provides information concerning an act of discriminatory harassment, nor permit any other employee or student to do so. Retaliation is a serious violation of this policy. Any acts of retaliation or threatened retaliation should be reported immediately. Any person found to have retaliated against another individual for reporting discriminatory harassment will be subject to appropriate sanctions, including all of the same disciplinary actions noted above for discriminatory harassment offenders.

Education and Prevention

Muhlenberg College is committed to the prevention of sexual and gender-based misconduct through education and awareness programs. Throughout the year, programs designed to promote awareness are presented by a variety of campus resources. Muhlenberg College's Title IX coordinator, in collaboration with others, works to tailor programming to meet campus needs and climate. Prevention and education programs include an overview of the College's policies and procedures; relevant definitions, including prohibited conduct; discussion of the impact of alcohol and illegal drug use; effective consent; safe and positive options for bystander intervention; and information about risk reduction, resources, and reporting options.

Incoming students and new employees will receive primary prevention and awareness programming as part of their orientation. Returning students and employees will receive ongoing training on a periodic basis.

Orientation for incoming students includes an online sexual assault awareness/prevention program, and online educational program on alcohol and other drug use and a presentation on high risk behavior, sexual assault, the issue of consent, and bystander intervention. The course, Fitness & Wellness, required for graduation from the College and taken by most students in their first year, includes a presentation on sexual and gender-based misconduct. Included in this discussion is a review of the Sexual & Gender-Based Misconduct policy, definition of offenses that constitute violations of the Policy including dating violence, domestic violence, sexual assault and stalking, definition of consent, options for reporting, and the disciplinary process for students including possible sanctions for each offense. Also included is a description of safe and positive options for bystander intervention and information on risk reduction—both for reducing the risk of being accused of violating the policy and for reducing the risk of victimization.

Programs and other campaigns offered throughout the year to all members of the campus community include strong messages regarding awareness, primary prevention (including normative messaging, environmental management, consent education, and bystander intervention), and discuss institutional policies on sexual misconduct and Pennsylvania definitions of domestic violence, dating violence, sexual assault, stalking, and the College's prohibition of these crimes. These programs are offered through formal residence hall programming, mandatory fraternity and sorority programming, mandatory education for athletes, and supplemental programs sponsored by peer educators, student groups, and various other College departments. Programming is informed by evidence-based research and/or is assessed for its effectiveness in achieving learning outcomes. Branded programs such as AlcoholWise, Not Anymore, StepUp!, It's On Us and the One Love Foundation's Escalation workshops are among these offerings.

The Department of Campus Safety offers self-defense and risk reduction programs that strive to empower community members, teach how to recognize warning signals and avoid potential attacks, and do so without victim-blaming approaches.

The Title IX Coordinator has developed a sexual misconduct resource guide for students as required by the Violence Against Women Act. This guide includes a definition of offenses, reporting options, a description of the procedures victims should follow if a crime of dating violence, domestic violence, sexual assault, or stalking has occurred including the following:

- Importance of preserving evidence (physical and documentary) and procedures to follow to do so;
- Options for reporting including how and to whom a student may report;
- A student's right to report to law enforcement authorities, including Campus Safety and local municipal police and to be assisted by the College to make this contact if so desired;
- A student's right to decline to report to these authorities; and
- A student's right to obtain civil protection orders and campus "no contact" and "no trespass" orders.

The full Guide may be accessed here:

<http://www.muhsenberg.edu/media/contentassets/pdf/about/titleix/SexualMisconductResourceGuide.pdf>

Campus Safety, The Title IX Coordinator, the Counseling Center and Student Health Services provide additional passive education through literature on sexual assault education, risk reduction, reporting options for sexual assault victims, and College response to such misconduct.

Sex Offender Registry and Access to Related Information

The Federal Campus Sex Crimes Prevention Act requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a state concerning registered sex offenders may be obtained. It also requires registered sex offenders to provide notice to the state as to whether the person is a student, or works at an institution of higher education, identify each institution of higher education in that state at which the person is employed, carries on a vocation, or is a student, and must also alert the state of any change in enrollment or employment status. Here in Pennsylvania, the Pennsylvania State Police make this type of information available through their web site at <http://www.pameganslaw.state.pa.us/>. Please note that not all sex offenders are required to be included in this listing

It is the policy of Muhlenberg College to notify the Title IX Coordinator and/or Campus Safety when sexual misconduct occurs, typically without providing identifying information about the incident, unless a victim wishes that information to be shared, or an emergency requires disclosure. Victims have the option to notify law enforcement directly, or to be assisted in doing so by campus authorities. If requested, campus officials can facilitate reporting to campus or local law enforcement, but will also respect the victim's right to decline notification to authorities.

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

It is the policy of the College to offer programming to identify and prevent domestic violence, dating violence, sexual assault (including stranger and known offender assaults), and stalking each year. Educational programs are offered to raise awareness for all incoming students and employees, and are conducted during new student and new employee orientation and throughout an incoming student's first academic year. Programs and other campaigns offered throughout the year to all students and employees include strong messages regarding not just awareness, but also primary prevention (including normative messaging, environmental management, and bystander intervention), and discuss institutional policies on sexual misconduct as well as Pennsylvania definitions of domestic violence, dating violence, sexual assault, stalking, and consent in reference to sexual activity. Programs also offer information on risk reduction that strives to empower victims, how to recognize warning signals and how to avoid potential attacks, and do so without victim-blaming approaches. Programs are informed by evidence-based research and/or are assessed for their effectiveness and include online courses "Haven", a sexual assault awareness/prevention program for all first-year and transfer students, and "Workplace Answers-- Preventing Discrimination ad Sexual Violence: Title IX, VAWA and Clery Act" for all College employees; Step-Up (bystander intervention); It's On Us; and the One Love Foundation's Escalation workshop (IPV). First year student orientation includes a presentation on high-risk behavior, sexual assault, the issue of consent, and bystander intervention and all students receive additional education on these issues and College policy through a mandatory Fitness & Wellness course.

Bystander engagement is encouraged through safe and positive intervention techniques and by empowering third-party intervention and prevention such as calling for help, using intervention-based apps, identifying allies, and/or creating distractions. Bystander empowerment training highlights the need for those who intervene to ensure their own safety in the intervention techniques they choose, and motivates them to intervene as stakeholders in the safety of the community when others might choose to be bystanders. In the event that sexual misconduct, gender-based violence, or the crimes of sexual

assault, stalking, dating violence or domestic violence do occur, the College takes the matter very seriously. Muhlenberg College employs interim protection measures such as interim suspensions and/or no contact orders in any case where a student's behavior represents a risk of violence, threat, pattern, or predation. If a student is accused of sexual misconduct, other gender-based violence, or the crimes of rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence, they are subject to action in accordance with the Sexual and Gender-based Misconduct Policy in the student handbook. A student wishing to officially report such an incident may do so by contacting the Title IX Coordinator at 484-664-3562 or Campus Safety at 484-664-3110. Anyone with knowledge about sexual misconduct, gender-based violence, or the crimes of rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence is encouraged to report it immediately.

Protective measures for victims are available from the campus whether a victim chooses to report to local and/or campus law enforcement, and irrespective of whether a victim pursues a formal complaint through the Muhlenberg College resolution process.

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

1. Go to a safe place and speak with someone you trust. Tell this person what happened. If there is any immediate danger, contact Campus Safety, 484-664-3110, if you are on campus or call 911 if you are off campus.
2. Consider securing immediate professional support (e.g., counseling, victim advocacy, medical services, etc.) to assist you in the crisis.
3. If you are on campus during regular business hours, you may go to the Counseling Center, Life Sports Center, 2nd Floor, private entrance to west of main LSC entrance for counseling services, support and guidance. This is a confidential resource. After regular business hours, or in any situation where a victim wishes, local resources are also available and may be able to provide confidential assistance: Crime Victims Council of the Lehigh Valley 610-437-6611 (24/7) and Turning Point of Lehigh Valley (domestic violence) 610-437-3369(24/7).
4. For your safety and well-being, immediate medical attention is encouraged.

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

To preserve evidence, it is recommended that you do not bathe, shower, douche, eat, drink, smoke, brush your teeth, urinate, defecate, or change clothes before receiving medical attention. Even if you have already taken any of these actions, you are still encouraged to have prompt medical care, and evidence may still be recoverable.

Typically, if police are involved or will be involved, they will obtain evidence from the scene, and it is best to leave things undisturbed until their arrival. They will gather bedding, linens or unlaundered clothing, and any other pertinent articles that may be used for evidence. It is best to allow police to secure items in evidence containers, but if you are involved in transmission of items of evidence, such as to the hospital, secure them in a clean **paper** bag or clean sheet to avoid contamination.

If you have physical injuries, photograph or have them photographed, with a date stamp on the photo.

Record the names of any witnesses and their contact information. This information may be helpful as proof of a crime, to obtain an order of protection, or to offer proof of a campus policy violation.

- Try to memorize details (e.g., physical description, names, license plate number, car description, etc.), or even better, write notes to remind you of details, if you have time and the ability to do so.
- If you obtain external orders of protection (e.g., restraining orders, injunctions, protection from abuse), please notify Campus Safety or the Title IX Coordinator so that those orders can be observed on campus.

5. Even after the immediate crisis has passed, consider seeking support from Counseling Services and/or Crime Victims Council of the Lehigh Valley.

6. Contact the Title IX Coordinator if you need assistance with College-related concerns, such as no-contact orders or other protective measures. The Title IX Coordinator will also assist in seeking needed advocacy for students who wish to obtain protective or restraining orders from local authorities. Muhlenberg College is able to offer reasonable academic supports, changes to living arrangements, modifications, no contact orders, counseling services access, and other supports and resources as needed by a victim. The College is able to offer information about legal assistance, visa/immigration assistance, and student financial aid considerations for victims.

Local Definitions concerning Domestic Violence, Dating Violence, Stalking and Consent

§ 311 Consent.

(a) General rule.--The consent of the victim to conduct charged to constitute an offense or to the result thereof is a defense if such consent negatives an element of the offense or precludes the infliction of the harm or evil sought to be prevented by the law defining the offense.

(b) Consent to bodily injury.--When conduct is charged to constitute an offense because it causes or threatens bodily injury, consent to such conduct or to the infliction of such injury is a defense if:

(1) the conduct and the injury are reasonably foreseeable hazards of joint participation in a lawful athletic contest or competitive sport; or

(2) the consent establishes a justification for the conduct under Chapter 5 of this title (relating to general principles of justification).

(c) Ineffective consent.--Unless otherwise provided by this title or by the law defining the offense, assent does not constitute consent if:

(1) it is given by a person who is legally incapacitated to authorize the conduct charged to constitute the offense;

(2) it is given by a person who by reason of youth, mental disease or defect or intoxication is manifestly unable or known by the actor to be unable to make a reasonable judgment as to the nature or harmfulness of the conduct charged to constitute the offense;

(3) it is given by a person whose improvident consent is sought to be prevented by the law defining the offense; or

(4) it is induced by force, duress or deception of a kind sought to be prevented by the law defining the offense.

(Apr. 16, 1992, P.L.108, No.24, eff. 60 days)

1992 Amendment. Act 24 amended subsec. (c).

Cross References. Section 311 is referred to in sections 2607, 2718 of this title.

§ 2711 Probable cause arrests in domestic violence cases.

(a) General rule.--A police officer shall have the same right of arrest without a warrant as in a felony whenever he has probable cause to believe the defendant has violated section 2504 (relating to involuntary manslaughter), 2701 (relating to simple assault), 2702(a)(3), (4) and (5) (relating to aggravated assault), 2705 (relating to recklessly endangering another person), 2706 (relating to terroristic threats) or 2709.1 (relating to stalking) against a family or household member although the offense did not take place in the presence of the police officer. A police officer may not arrest a person pursuant to this section without first observing recent physical injury to the victim or other corroborative evidence. For the purposes of this subsection, the term "family or household member" has the meaning given that term in 23 Pa.C.S. § 6102 (relating to definitions).

(b) Seizure of weapons.--The arresting police officer shall seize all weapons used by the defendant in the commission of the alleged offense.

(c) Bail.—

(1) A defendant arrested pursuant to this section shall be afforded a preliminary arraignment by the proper issuing authority without unnecessary delay. In no case shall the arresting officer release the defendant from custody rather than taking the defendant before the issuing authority.

(2) In determining whether to admit the defendant to bail, the issuing authority shall consider whether the defendant poses a threat of danger to the victim. If the issuing authority makes such a determination, it shall require as a condition of bail that the defendant shall refrain from entering the residence or household of the victim and the victim's place of employment and shall refrain from committing any further criminal conduct against the victim and shall so notify the defendant thereof at the time the defendant is admitted to bail. Such condition shall expire at the time of the preliminary hearing or upon the entry or the denial of the protection of abuse order by the court, whichever occurs first. A violation of this condition may be punishable by the revocation of any form of pretrial release or the forfeiture of bail and the issuance of a bench warrant for the defendant's arrest or remanding him to custody or a modification of the terms of the bail. The defendant shall be provided a hearing on this matter.

(d) Notice of rights.--Upon responding to a domestic violence case, the police officer shall, orally or in writing, notify the victim of the availability of a shelter, including its telephone number, or other services in the community. Said notice shall include the following statement: "If you are the victim of domestic violence, you have the right to go to court and file a petition requesting an order for protection from domestic abuse pursuant to 23 Pa.C.S. Ch. 61 (relating to protection from abuse) which could include the following:

(1) An order restraining the abuser from further acts of abuse.

(2) An order directing the abuser to leave your household.

(3) An order preventing the abuser from entering your residence, school, business or place of employment.

(4) An order awarding you or the other parent temporary custody of or temporary visitation with your child or children.

(5) An order directing the abuser to pay support to you and the minor children if the abuser has a legal obligation to do so."

(Feb. 15, 1986, P.L.27, No.10, eff. 60 days; Dec. 19, 1990, P.L.1240, No.206, eff. 90 days; Dec. 20, 2000, P.L.728, No.101, eff. 60 days; Dec. 9, 2002, P.L.1759, No.218, eff. 60 days)

2002 Amendment. Act 218 amended subsec. (a).

1990 Amendment. Act 206 amended subsec. (d).

§ 3121. Rape.

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

- (1) By forcible compulsion.
- (2) By threat of forcible compulsion that would prevent resistance by a person of reasonable resolution.
- (3) Who is unconscious or where the person knows that the complainant is unaware that the sexual intercourse is occurring.
- (4) Where the person has substantially impaired the complainant's power to appraise or control his or her conduct by administering or employing, without the knowledge of the complainant, drugs, intoxicants or other means for the purpose of preventing resistance.
- (5) Who suffers from a mental disability which renders the complainant incapable of consent.
- (6) (Deleted by amendment).

(b) Additional penalties.--In addition to the penalty provided for by subsection (a), a person may be sentenced to an additional term not to exceed ten years' confinement and an additional amount not to exceed \$100,000 where the person engages in sexual intercourse with a complainant and has substantially impaired the complainant's power to appraise or control his or her conduct by administering or employing, without the knowledge of the complainant, any substance for the purpose of preventing resistance through the inducement of euphoria, memory loss and any other effect of this substance.

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

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

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

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

(Dec. 21, 1984, P.L.1210, No.230, eff. 60 days; Mar. 31, 1995, 1st Sp.Sess., P.L.985, No.10, eff. 60 days; Dec. 19, 1997, P.L.621, No.65, eff. 60 days; Dec. 9, 2002, P.L.1350, No.162, eff. 60 days; Dec. 16, 2002, P.L.1953, No.226, eff. 60 days)

2002 Amendments. Act 226 overlooked the amendment by Act 162, but the amendments do not conflict in substance (except for the designation of the offenses in subsecs. (c) and (d) as felonies of the first degree, as to which Act 162 has been given effect) and both have been given effect in setting forth the text of section 3121.

Effective Date. After February 6, 2003, and before February 14, 2003, section 3121 will reflect only the amendment by Act 162, as follows:

§ 3121. Rape.

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

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

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

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

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

(b) Additional penalties.--In addition to the penalty provided for by subsection (a), a person may be sentenced to an additional term not to exceed ten years' confinement and an additional amount not to exceed \$100,000 where the person engages in sexual intercourse with a complainant and has substantially impaired the complainant's power to appraise or control his or her conduct by administering or employing, without the knowledge of the complainant, any substance for the purpose of preventing resistance through the inducement of euphoria, memory loss and any other effect of this substance.

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

(d) Rape of a child with serious bodily injury.--A person commits a felony of the first degree when the person engages in sexual intercourse with a complainant who is less than 13 years of age and the complainant suffers serious bodily injury in the course of the offense.

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

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

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

Cross References. Section 3121 is referred to in sections 2709.1, 2714, 3122.1, 3124.1, 3124.2, 3124.3, 3125, 3141, 5702, 5708, 6105, 9122, 9123 of this title; section 3304 of Title 5 (Athletics and Sports); sections 4321, 5329, 6303, 6304, 6344, 6702, 6711 of Title 23 (Domestic Relations); sections 5552, 6302, 6358, 6402, 6403, 9717, 9718, 9720.2, 9799.12, 9799.14, 9799.17, 9799.24 of Title 42 (Judiciary and Judicial Procedure); section 7122 of Title 61 (Prisons and Parole).

§ 3122.1. Statutory sexual assault.

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

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

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

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

(Mar. 31, 1995, 1st Sp.Sess., P.L.985, No.10, eff. 60 days; Dec. 20, 2011, P.L.446, No.111, eff. 60 days)

Cross References. Section 3122.1 is referred to in sections 3124.2, 3124.3, 3125, 3141, 9122 of this title; sections 4321, 5329, 6303, 6344 of Title 23 (Domestic Relations); sections 5552, 6302, 9799.13, 9799.14, 9802 of Title 42 (Judiciary and Judicial Procedure).

§ 3123. Involuntary deviate sexual intercourse.

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

- (1) by forcible compulsion;
- (2) by threat of forcible compulsion that would prevent resistance by a person of reasonable resolution;
- (3) who is unconscious or where the person knows that the complainant is unaware that the sexual intercourse is occurring;
- (4) where the person has substantially impaired the complainant's power to appraise or control his or her conduct by administering or employing, without the knowledge of the complainant, drugs, intoxicants or other means for the purpose of preventing resistance;
- (5) who suffers from a mental disability which renders him or her incapable of consent; or
- (6) (Deleted by amendment).
- (7) who is less than 16 years of age and the person is four or more years older than the complainant and the complainant and person are not married to each other.

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

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

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

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

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

(Mar. 31, 1995, 1st Sp.Sess., P.L.985, No.10, eff. 60 days; Dec. 9, 2002, P.L.1350, No.162, eff. 60 days; Dec. 16, 2002, P.L.1953, No.226, eff. 60 days)

2002 Amendments. Act 226 overlooked the amendment by Act 162, but the amendments do not conflict in substance (except for the designation of the offenses in subsecs. (b) and (c) as felonies of the first degree, as to which Act 162 has been given effect) and both have been given effect in setting forth the text of section 3123.

Effective Date. After February 6, 2003, and before February 14, 2003, section 3123 will reflect only the amendment by Act 162, as follows:

§ 3123. Involuntary deviate sexual intercourse.

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

- (1) by forcible compulsion;
- (2) by threat of forcible compulsion that would prevent resistance by a person of reasonable resolution;

- (3) who is unconscious or where the person knows that the complainant is unaware that the sexual intercourse is occurring;
- (4) where the person has substantially impaired the complainant's power to appraise or control his or her conduct by administering or employing, without the knowledge of the complainant, drugs, intoxicants or other means for the purpose of preventing resistance;
- (5) who suffers from a mental disability which renders him or her incapable of consent; or
- (6) who is less than 16 years of age and the person is four or more years older than the complainant and the complainant and person are not married to each other.

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

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

(d) Involuntary deviate sexual intercourse with a child with serious bodily injury.--A person commits a felony of the first degree when the person engages in deviate sexual intercourse with a complainant who is less than 13 years of age and the complainant suffers serious bodily injury in the course of the offense.

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

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

Cross References. Section 3123 is referred to in sections 2709.1, 2714, 3124.1, 3124.2, 3124.3, 3125, 3141, 5702, 5708, 6105, 9122, 9123 of this title; sections 5329, 6303, 6304, 6344, 6711 of Title 23 (Domestic Relations); sections 5552, 6302, 6358, 6402, 6403, 9717, 9718, 9720.2, 9799.12, 9799.14, 9799.17, 9799.24 of Title 42 (Judiciary and Judicial Procedure); section 7122 of Title 61 (Prisons and Parole).

§ 3124.1. Sexual assault.

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

(Mar. 31, 1995, 1st Sp.Sess., P.L.985, No.10, eff. 60 days)

1995 Amendment. Act 10, 1st Sp.Sess., added section 3124.1. Section 18 of Act 10, 1st Sp.Sess., provided that section 3124.1 shall apply to offenses committed on or after the effective date of Act 10.

Cross References. Section 3124.1 is referred to in sections 3124.2, 3124.3, 3125, 3141, 5702, 5708, 9122 of this title; sections 4321, 5329, 6303, 6304, 6344 of Title 23 (Domestic Relations); sections 5552, 6302, 6358, 6402, 6403, 9799.14, 9799.24 of Title 42 (Judiciary and Judicial Procedure).

§ 3126. Indecent assault.

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

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

- (2) the person does so by forcible compulsion;
- (3) the person does so by threat of forcible compulsion that would prevent resistance by a person of reasonable resolution;
- (4) the complainant is unconscious or the person knows that the complainant is unaware that the indecent contact is occurring;
- (5) the person has substantially impaired the complainant's power to appraise or control his or her conduct by administering or employing, without the knowledge of the complainant, drugs, intoxicants or other means for the purpose of preventing resistance;
- (6) the complainant suffers from a mental disability which renders the complainant incapable of consent;
- (7) the complainant is less than 13 years of age; or
- (8) the complainant is less than 16 years of age and the person is four or more years older than the complainant and the complainant and the person are not married to each other.

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

- (1) An offense under subsection (a)(1) or (8) is a misdemeanor of the second degree.
- (2) An offense under subsection (a)(2), (3), (4), (5) or (6) is a misdemeanor of the first degree.
- (3) An offense under subsection (a)(7) is a misdemeanor of the first degree unless any of the following apply, in which case it is a felony of the third degree:
 - (i) It is a second or subsequent offense.
 - (ii) There has been a course of conduct of indecent assault by the person.
 - (iii) The indecent assault was committed by touching the complainant's sexual or intimate parts with sexual or intimate parts of the person.
 - (iiii) The indecent assault is committed by touching the person's sexual or intimate parts with the complainant's sexual or intimate parts.

(May 18, 1976, P.L.120, No.53, eff. 30 days; Feb. 2, 1990, P.L.6, No.4, eff. 60 days; Mar. 31, 1995, 1st Sp.Sess., P.L.985, No.10, eff. 60 days; Nov. 23, 2005, P.L.412, No.76, eff. 60 days)

Cross References. Section 3126 is referred to in sections 2714, 3141, 9122 of this title; section 3304 of Title 5 (Athletics and Sports); sections 5329, 6303, 6304, 6344 of Title 23 (Domestic Relations); sections 5552, 6302, 6358, 6402, 6403, 9799.13, 9799.14, 9799.24 of Title 42 (Judiciary and Judicial Procedure); section 2303 of Title 44 (Law and Justice); section 7122 of Title 61 (Prisons and Parole).

§ 2709.1. Stalking.

(a) Offense defined.--A person commits the crime of stalking when the person either:

- (1) engages in a course of conduct or repeatedly commits acts toward another person, including following the person without proper authority, under circumstances which demonstrate either an intent to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person; or
- (2) engages in a course of conduct or repeatedly communicates to another person under circumstances which demonstrate or communicate either an intent to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person.

(b) Venue.—

- (1) An offense committed under this section may be deemed to have been committed at either the place at which the communication or communications were made or at the place where the communication or communications were received.

(2) Acts indicating a course of conduct which occur in more than one jurisdiction may be used by any other jurisdiction in which an act occurred as evidence of a continuing pattern of conduct or a course of conduct.

(c) Grading.—

(1) Except as otherwise provided for in paragraph (2), a first offense under this section shall constitute a misdemeanor of the first degree.

(2) A second or subsequent offense under this section or a first offense under subsection (a) if the person has been previously convicted of a crime of violence involving the same victim, family or household member, including, but not limited to, a violation of section 2701 (relating to simple assault), 2702 (relating to aggravated assault), 2705 (relating to recklessly endangering another person), 2901 (relating to kidnapping), 3121 (relating to rape) or 3123 (relating to involuntary deviate sexual intercourse), an order issued under section 4954 (relating to protective orders) or an order issued under 23 Pa.C.S. § 6108 (relating to relief) shall constitute a felony of the third degree.

(d) False reports.--A person who knowingly gives false information to any law enforcement officer with the intent to implicate another under this section commits an offense under section 4906 (relating to false reports to law enforcement authorities).

(e) Application of section.--This section shall not apply to constitutionally protected activity.

(f) Definitions.--As used in this section, the following words and phrases shall have the meanings given to them in this subsection:

"Communicates." To convey a message without intent of legitimate communication or address by oral, nonverbal, written or electronic means, including telephone, electronic mail, Internet, facsimile, telex, wireless communication or similar transmission.

"Course of conduct." A pattern of actions composed of more than one act over a period of time, however short, evidencing a continuity of conduct. The term includes lewd, lascivious, threatening or obscene words, language, drawings, caricatures or actions, either in person or anonymously. Acts indicating a course of conduct which occur in more than one jurisdiction may be used by any other jurisdiction in which an act occurred as evidence of a continuing pattern of conduct or a course of conduct.

CAMPUS PROCEDURES FOR ADDRESSING SEXUAL MISCONDUCT, DATING VIOLENCE, DOMESTIC VIOLENCE, STALKING, SEXUAL HARASSMENT, AND OTHER ACTS OF SEX AND GENDER DISCRIMINATION

For offenses including sexual misconduct or other gender based violence, which typically include the crimes of domestic violence, dating violence, sexual harassment, sexual misconduct, and stalking, sanctions range from warning to expulsion. Serious and violent incidents and acts of non-consensual sexual intercourse (the policy equivalent to the crime of rape) usually result in suspension, expulsion, or termination of employment. Lying to investigators (and/or failing to participate in an investigation) can result in additional consequences under the Code of Student Conduct. See Section 4.0,

<http://www.muhlenberg.edu/media/contentassets/pdf/about/deanst/studentguide/sexualmisconduct.pdf>

Procedurally, when the College receives a report of sexual misconduct, gender-based violence, or other sex or gender discrimination, the campus Title IX Coordinator is notified. If the victim wishes to access local community agencies and/or law enforcement for support, the College/University will assist the victim in making these contacts. The Title IX Coordinator will offer assistance to victims in the form of interim or long-term measures such as opportunities for academic accommodations; changes in housing for the victim or the responding student; visa and immigration assistance; changes in working situations; and

other assistance as may be appropriate and available on campus or in the community (such as no contact orders, targeted interventions, etc.). If the victim so desires, that individual will be connected with a counselor on- or off-campus, as well as an off-campus victim's advocate. No victim is required to take advantage of these services and resources, but the College provides them in the hopes of offering help and support without condition or qualification. A summary of rights, options, supports, and procedures, in the form of this document, is provided to all victims, whether they are students, employees, guests, or visitors. When appropriate upon receipt of notice, the Title IX Coordinator will cause a prompt, fair, and impartial process to be initiated, commencing with an investigation, which may lead to the imposition of sanctions based upon a preponderance of evidence (what is more likely than not), upon a responding student or other accused individual. Procedures detailing the investigation and resolution processes of the College can be found online here:

<http://muhlenberg.edu/media/contentassets/pdf/about/deanst/studentguide/socialcode.pdf>

The College is responsible for assuring in all cases that the behavior is brought to an end, that it acts to reasonably prevent its recurrence, and the effects on the victim and the community are remedied. The Title IX Coordinator is responsible for assuring that training is conducted annually for all investigators, hearing officers, College provided advisors, and appeals officers that encompass a hearing process that protects the safety of victims and promotes accountability. Training will focus on sexual misconduct, domestic violence, dating violence, sexual assault, stalking, sexual harassment, retaliation, and other behaviors that can be forms of sex or gender discrimination covered by Title IX and Clery Act. Training will help those decision-makers in the process of protecting the safety of victims and promoting accountability for those who commit offenses. The investigation and records of the resolution conducted by the College are maintained confidentially. Information is shared internally between administrators who need to know, but a tight circle is kept. Where information must be shared to permit the investigation to move forward, the person bringing the accusation will be informed. Privacy of the records specific to the investigation is maintained in accordance with Pennsylvania law and the federal FERPA statute. Any public release of information needed to comply with the open crime logs or timely warning provisions of the Clery Act will not include the names of victim or information that could easily lead to a victim's identification. Additionally, the College maintains privacy in relation to any accommodations or protective measures afforded to a victim, except to the extent necessary to provide the accommodations and/or protective measures. Typically, if faculty members or administrators are asked to provide accommodations for a specific student, they are told that such accommodations are necessary under Title IX or the Clery Act, but they are not given any details of the incident, or what kind of incident it is. Irrespective of state law or public records access provisions, information about victims is maintained privately in accordance with Title IX and FERPA.

In any complaint of sexual misconduct, sexual assault, stalking, dating violence, domestic violence, or other sex or gender-based discrimination covered under the federal law, Title IX, the person bringing the accusation and the responding party are entitled to the same opportunities for a support person of their choice throughout and to fully participate in the process, including any meeting, conference, hearing, appeal, or other procedural action. The role of advisors is described in detail here: See Section 7.0

<http://www.muhlenberg.edu/media/contentassets/pdf/about/deanst/studentguide/sexualmisconduct.pdf>

Once complete, the parties will be informed, in writing, of the outcome, including the finding, the sanctions (if any), and the rationale therefore. Delivery of this outcome to the parties will occur without undue delay between notifications. All parties will be informed of the Muhlenberg College appeal processes, and their rights to exercise a request for appeal. Should any change in outcome occur prior to finalization, all parties will be timely informed in writing, and will be notified when the results of the resolution process become final.

Both Title IX and the Clery Act provide protections for whistleblowers, who bring allegations of non-compliance with the Clery Act and/or Title IX to the attention of appropriate campus administrators. The College/University does not retaliate against those who raise concerns of non-compliance. Any concerns

should be brought to the immediate attention of the campus Title IX Coordinator, Lee Ann Kolbe, and/or to officials of the U.S. Department of Education.

If you are a victim of sexual, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. The DCS advocates that a victim of sexual assault report the incident in a timely manner to appropriate campus authorities and/or law enforcement officials, but the victim has many other options. Time is a critical factor for evidence collection and preservation for later use in a criminal prosecution and or College judicial proceeding. The College will take whatever measures it deems necessary in response to an allegation of sexual assault in order to protect students' rights and personal safety. Such measures may include, but are not limited to, modification of living arrangements and class schedules, and interim suspension of an accused student pending a hearing. Students have the following reporting options:

- If one desires that the details of a report be kept confidential, they should speak with Counseling Services (484-664-3178), Student Health Services (484-664-3199), members of the Sexual Assault Resource Team (SART), the College Chaplains (484-664-3120), or off campus rape-crisis resources such as the Crimes Victims Counsel (610-437-6611).
- If one desires to file an anonymous "Jane/John Doe Report", they should contact the Department of Campus Safety (484-664-3110). These reports are designed to provide the victim with the opportunity to document the sex offense without necessarily leading to discipline of the offender.
- One also has the option of filing a "Report of Sexual Assault/Harassment," available in the Counseling Center (484-664-3178).
- If one desires to file a formal College Judicial complaint, contact the Department of Campus Safety (484-664-3110) or the Muhlenberg College Title IX Coordinator (484-664-3562). If you report the assault to the Department of Campus Safety, they will notify the Muhlenberg College Title IX Coordinator of the complaint.
- If one desires to bring criminal charges against the alleged perpetrator, Campus Safety and Counseling Services will provide support and access to the Allentown Police Department or the appropriate law enforcement agency where the assault occurred. The police department may also be contacted directly by the victim (610-437-7751).
- Students may switch from anonymous or confidential reporting to filing a formal complaint at any time.
- The College system and the police/legal system work independently from one another. Students may file reports with DCS, with law enforcement, or with both systems.

Medical and Emotional Support

If you are the victim of a sex offense, you should seek immediate medical attention to treat injuries, take preventative measures for sexually transmitted diseases and pregnancy, and collect physical evidence. Campus Safety (484-664-3110) will provide transportation to the local hospital of choice. The Lehigh Valley Hospital Emergency Room at 17th and Chew Streets and Saint Luke's Hospital at 1736 Hamilton Street are prepared to treat sexual assault victims.

Health Center Nurses are available at the Student Health Services Office by calling 484-664-3199 or by visiting the Student Health Services Monday through Friday 9 a.m. to 4:30 p.m. After hours, on-call nursing staff is available by calling Campus Safety (ext. 3110) for emergency situations). **Note: The caller does not have to provide the dispatcher with information about an incident. The caller should ask to speak with a nurse on call.** An initial visit to the Health Center is not an obligation to report the assault or press charges.

Counselors are available at the Counseling Center by calling 484-664-3178 for an appointment or visiting the Center Monday through Friday 9 a.m. to 4:30 p.m. After hours, on-call counseling staff is available by calling Campus Safety (ext. 3110 for emergency situations). **Note: The caller does not have to provide the dispatcher with information about an incident. The caller should ask to speak with a counselor on call.** Counseling Services staff will provide safe, confidential support, including information about common reactions to sex offenses and ways to cope. They also can explain options for reporting an offense or seeking disciplinary action and/or criminal charge. An initial visit to Counseling Services is not an obligation to report the assault or press charges. If Counseling Services staff determines that a serious threat to the safety of members of the campus community exists based upon information received during a counseling session, the staff may take steps to confidentially inform appropriate campus officials. Ongoing services include individual counseling and a support group for sexual assault survivors.

Off campus support can be found by calling the Crime Victims Council (610-437-6611), a 24 hour hotline). Trained volunteers can provide information and support. This agency can also provide a trained advocate at the hospital or during any legal proceedings. Support groups are also available.*

The following Pastoral and/or Professional Counselors are available to provide assistance for reports of sex offenses. These informal reports are designed to be treated with appropriate confidentiality and not to lead to formal disciplinary action against the offender, unless the accuser decides to report the incident as described in the following section. Reports to pastoral and professional counselors are not required to be reported in the College's Crime Statistics.

- Counseling Center (484-664-3178)
- Health Center (484-664-3199)
- Chaplain (484-664-3120)
- Catholic Chaplain (484-664-3122)
- Sexual Assault Resource Team (SART) (name and numbers available through Counseling Center)
- Hillel Director (484-664-3244)

The Counseling Center can be contacted for emotional support and counseling on campus.

For off- campus counseling and emotional support contact the Crime Victim Council* (a 24 hour hotline) at 610-437-6611.

**Muhlenberg College makes no guarantee with regard to the quality of off-campus services; it merely lists these services as a convenience to students and staff.*

Preserving Evidence

If you can avoid it, do not use the toilet, shower, bathe, or douche. Do not apply medication to any injuries you may have sustained unless absolutely necessary. Do not disturb anything in the area where the assault occurred, if it was in an area under your control. Do not change any clothing or bed linens that may contain evidence for later law enforcement or disciplinary action. Remain calm and alert. Get to a safe place: your room, a friend's room, your RA's room or to Campus Safety in Prosser Hall.

Police are in the best position to preserve evidence of a crime. Physical evidence of a criminal sexual assault must be collected from the alleged victim's person within 72 hours, though evidence can often be obtained from towels, sheets, clothes, etc. for much longer periods of time. If you believe you have been a victim of criminal sexual assault, you should go to one of the following: St. Luke's Hospital (Allentown) Emergency Room, Lehigh Valley Hospital Emergency Room, or Student Health Services on campus

before washing yourself or your clothing. The Sexual Assault Forensic Examiner (a specially trained medical professional) at the hospital is on call 24 hours a day, 7 days a week.

If you first want to speak with a medical professional call the Emergency Room at St. Luke's Hospital at 610-770-8300, Lehigh Valley Hospital Center at 610-402-8000, or Health Services at 484-664-3199.

A victim advocate from the College can also accompany you to the hospital, and law enforcement or the Department of Campus Safety can provide transportation. If you go to the hospital, local police may be called, but you are not obligated to talk to police or pursue prosecution. Having evidence collected can assist the authorities in pursuing criminal charges, should you later decide to exercise that option.

The hospital staff will collect evidence, check for injuries, address pregnancy concerns, and address the possibility of exposure to sexually transmitted infections. If you have changed clothing since the assault, you should bring the clothing you had on at the time of the assault in a clean sanitary container such as a clean grocery bag or wrapped in a clean sheet. Plastic containers do not breathe and may render evidence useless. If you have not changed clothes, a change of clothing should be brought along to the hospital, if possible, as medical personnel will likely keep the clothing as evidence.

College disciplinary proceedings, as well as special guidelines for cases involving sexual misconduct, are detailed in the Student Social Code and the Muhlenberg College Sexual Misconduct Policy. The Social Code provides, in part, that the accused and the victim will have equal opportunity to have others present during a disciplinary proceeding. Both the victim and the accused will be informed of the outcome of the hearing. A student found in violation of the College Sexual Misconduct Policy could be prosecuted in a court of law and may be suspended or expelled from the College for a first offense. Not all forms of sexual misconduct will be deemed to be equally serious offenses, and the College reserves the right to impose different sanctions, ranging from a verbal warning to expulsion, depending upon the severity of the offense. Possible sanctions for violation of the Muhlenberg College Sexual Misconduct are as follows:

- Any student found in violation by committing Sexual Exploitation, Sexual Harassment, or Retaliatory Harassment will likely receive a recommended sanction ranging from warning to expulsion, depending on the severity of the incident, and taking into account any previous Social Code violations.
- Any student found in violation by committing Non-Consensual Contact (where no intercourse has occurred) will likely receive a sanction ranging from disciplinary probation to expulsion, depending on the severity of the incident, and taking into account any previous Social Code violations.
- Any student found in violation by committing Non-Consensual Sexual Intercourse will likely face a recommended sanction of suspension or expulsion.

Notwithstanding the above, the College reserves the right to broaden or lessen any range of recommended sanctions in the case of serious mitigating circumstances or egregiously offensive behavior. The college will consider the concerns and rights of both the complainant and the person accused of sexual misconduct. The College reserves the right to take whatever measures it deems necessary in response to an allegation of sexual misconduct in order to protect students' rights and personal safety. Such measures may include, but are not limited to, modification of living arrangements and interim suspension from campus pending a hearing. Upon request Muhlenberg will disclose the results of any disciplinary proceeding conducted by Muhlenberg against the student who is the alleged perpetrator of any crime of violence or a non-forcible sex offense to the victim or the next of kin of the victim.

Muhlenberg will not tolerate any retaliation against any individual for reporting sex offenses in accordance with this policy.

It is important to note that victims, witnesses, and reporters of a sex offense may be immune from judicial sanctions for violating the College's Alcohol Policy and/or Drug Policy provided that s/he completes a follow-up course of evaluation counseling and, if indicated, treatment. Failure to complete the prescribed course of evaluation counseling and treatment may result in the imposition of sanctions under the College's Social Code. This information is also contained in the "Muhlenberg College Medical Amnesty Policy" found in the Student Policy and Resource Guide.

MEDICAL AMNESTY POLICY

GUIDING PRINCIPLES

1. The health and safety of students are of primary importance to Muhlenberg College.
2. Students are encouraged not only to look out for their own health and safety, but also for the health and safety of their peers.
3. It is imperative that someone calls for medical assistance when an individual experiences severe intoxication or serious injury after consuming alcohol and/or other drugs (AOD).
4. When a student's health and safety are threatened or appear to be in jeopardy, immediate action should be taken to prevent injury/illness/danger.
5. Students may be reluctant to seek help in AOD-related emergencies because of anticipated consequences for themselves and for the person in need of assistance.
6. Muhlenberg College seeks to reduce any barriers that may jeopardize a student's health and safety. The "Muhlenberg College Medical Amnesty Policy" represents the College's commitment to increasing the likelihood that students will call for medical assistance when faced with an AOD-related medical emergency.

POLICY

1. A student who seeks emergency medical assistance related to his or her consumption of AOD shall not be charged with violations of the College's Alcohol or Drug Policies. In lieu of judicial sanctions, the student must complete a counseling evaluation and, if indicated, treatment. Failure to complete the prescribed course of action may result in the imposition of sanctions under the College's Social Code.
2. Students who assist in obtaining emergency medical assistance on behalf of a fellow student experiencing an AOD-related medical emergency and are themselves under the influence of AOD, shall not be charged with violations of the College's Student Alcohol Policy and Drug Use and Controlled Substance Policy.
3. In circumstances where an organization is found to be hosting an event where medical assistance is sought for an intoxicated guest, the organization (depending upon the circumstances) may be held responsible for violations of the Student Alcohol Policy and Drug Use and Controlled Substance Policy. However, the organization's willingness to seek medical assistance for a member or guest will be viewed as a mitigating factor in determining a sanction.
4. The Medical Amnesty Policy does not preclude judicial sanctions due to any other violations of the Social Code (not related to the alcohol and other drugs).
5. The Medical Amnesty Policy does not prevent action by police or other law enforcement personnel. The College cannot guarantee that criminal charges will not be brought against the student if Allentown Police and/or an EMS agency are required for assistance during the incident.
6. In cases in which a student is transported to the hospital for an AOD-related medical emergency and is unconscious or otherwise in serious physical jeopardy, parental notification by College officials may occur as a precautionary measure.
7. This policy applies only to students who seek emergency medical assistance for themselves or a fellow student in connection with an AOD-related medical emergency. It does not apply to individuals

experiencing an AOD-related medical emergency who are found by College employees (e.g., Campus Police, College Administrators).

8. This policy does not excuse or protect those individuals who repeatedly violate the College's Student Alcohol Policy and Drug Use and Controlled Substance Policy. In cases where repetitive violations occur, appropriate action under the College's Social Code will be taken on a case-by case-basis.

PROCEDURE

Information about the time and location of the AOD-related medical emergency will be recorded to enable any necessary follow-up in order to address issues of health and safety, vandalism, or chronic abuse of the Student Alcohol Policy and Drug Use and Controlled Substance Policy.

Muhlenberg College Social Code can be found in the Student Resource Guide:

<http://www.muhenberg.edu/media/contentassets/pdf/about/deanst/studentguide/socialcode.pdf>

Muhlenberg College Sexual Misconduct Policy can be found here:

<http://www.muhenberg.edu/aboutus/titleixatmuhenbergcollege/>

Muhlenberg College Policy and Procedures for Issuing a Campus Timely Warning Notice or an Emergency Notification

In the event of a substantiated serious safety concern, either on college property or in the near vicinity of the campus, numerous and diligent efforts are made to advise members of the campus community. The College takes its duty seriously to inform students and campus community members of threatening situations - and how they can best protect themselves from harm. As a result, information about crime-related and other potentially threatening situations is provided in an accurate and timely fashion. The College will release information which can be used by students and other College community members to reduce their chances of becoming victims. These notices will be issued as a means of a "Campus Timely Warning Notice" (CTWN) or an "Emergency Notification" (EN).

Campus Timely Warning Notice Policy

Campus Timely Warning Notice is specifically related to compliance with the federal Clery Act, which requires colleges and universities to notify students and employees whenever there is a threat that a serious crime is ongoing or may be repeated - so that campus community members can protect themselves from harm. The Clery Act defines certain specific crimes that require a timely warning notice to be issued when crimes are reported to Campus Security Authorities (CSA's) with significant responsibility for student and campus activities, campus safety, or the local police AND the reported crime(s) are believed to have occurred on campus, in or on non-campus buildings or property, or on public property contiguous to the campus. Types of incidents or situations that constitute a campus timely warning being sent are:

1. **All Clery Act Crimes which represent a serious or continuing threat to the person and/or property of students and employees. Examples include but are not limited to:**
 - Criminal Homicide
 - Sex Offenses
 - Robbery
 - Aggravated Assault
 - Burglary
 - Motor Vehicle
 - Theft
 - Arson

- Hate Crimes
- Violence Against Women’s Act (VAWA)

Timing, Content, and Decision Criteria for a Campus Timely Warning Notice:

The warning should be issued as soon as the pertinent information is available and without delay because the intent of a campus timely warning is to alert the campus community of continuing threats, especially concerning safety, thereby enabling community members to protect themselves.

The issuing of a timely warning notice must be decided on a case-by-case basis in light of all of the facts surrounding a crime, including factors such as the nature of the crime, the continuing danger to the campus community and the possible risk of compromising law enforcement efforts.

When a situation is reported that involves a significant emergency or dangerous situation posing an immediate threat to the health or safety of students or employees, the Campus Safety dispatcher will notify the Supervisor or senior officer on duty who will immediately respond to the scene to investigate. The officer will quickly assess the situation and ensure the Director of Campus Safety or their designee is contacted. The Director has the ability to immediately initiate the e2Campus alert system using prepared messages or tailor a specific message. The Director may elect to consult with another member of the decision team to develop a message appropriate to the situation. A text message will then be sent without delay alerting the entire campus community of the type and location of emergency.

The e2Campus text message will be quickly followed by an email notification with additional details of the emergency sent to the entire campus community by the Executive Director of Communications. The content of that message will be developed from information provided by the Director of Campus Safety.

Clery Act regulations do not specify what information should be included in a timely warning. However, because the intent of the warning is to enable members of the campus community to protect themselves, the warning will include all information that would promote safety. Generally, the warning will specify the type of reported crime, the time and location at which the reported crime occurred, and specific advice to the campus community regarding steps to take to avoid becoming a victim and to protect themselves.

The timely warning notice WILL NOT include any information that would identify the victim.

Decision to Issue Campus Timely Warning Notice-Responsibility:

The decision to issue a Campus Timely Warning Notice is made in coordination and consultation by at least two of the following personnel from the Decision Team. In an extreme emergency, the notification process will be implemented at the sole direction of the Director of Campus Safety or his/her designee.

Decision Team:

- Vice-President, Division of Student Affairs /Dean of Students
- Executive Director of Communications
- Associate Dean of Students
- Director of Campus Safety
- Title IX Coordinator

Note: The decision to issue a Campus Timely Warning Notice shall include a specific designation of the College office or person to be responsible for overseeing the dissemination of the warning.

How Campus Timely Warning Notices are issued:

1. Campus Timely Warning notices will be issued to students and employees upon the confirmation of a Clery Crime impacting the campus community and/or the surrounding area.

2. Upon receiving pertinent information that requires an immediate response, the Decision Team will communicate and/or convene without delay to implement the notification process. In an extreme emergency, the notification process will be implemented at the sole direction of the Director of Campus Safety or his/her designee.
3. This information may be disseminated to campus community members via a variety of mechanisms or mediums. Muhlenberg College will use one or more of the following means:
 - electronic mail messages
 - text messaging to cell phones of those enrolled in the College's e2campus text message alert service
 - Telephone information line (484-664-6000)
 - Alertus Desktop alert message
 - Department of Campus Safety web site
 - public announcements
 - Classroom Emergency phones (text to voice via e2campus)
 - public address system (in buildings equipped with this feature)
 - postings and signage in residence halls and other highly visible locations throughout campus including staff/faculty lounges
 - Other methods deemed necessary that may be used in the information dissemination process.

Emergency Notification Policy

What Constitutes Issuance of an Emergency Notification /Safety Alert?

Muhlenberg College uses the e2campus Emergency Notification to notify students and employees in a timely manner when it is determined (by DCS) that there is a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus. The notification to the campus community may contain only the information that is reasonably necessary to promote the safety of the campus community as dictated by the situation. An Emergency Notification will be released as soon as reasonably necessary and without delay, unless notification will compromise efforts to assist a victim, or to contain, respond to, or otherwise mitigate the emergency. After the initial notification, follow-up information must be disseminated to the community via the mediums stated below. An Emergency Notification can be related to criminal activity that is not subject to the timely warning standard required by the Clery Act, but is not necessarily related to criminal activity. Examples of situations that may constitute the College's decision to issue an Emergency Notification include, but are not limited to:

1. **Situations involving significant emergencies or dangerous situations.** Examples include, but are not limited to:
 - fire
 - outbreak of meningitis, norovirus or other serious illness
 - approaching tornado, hurricane or other extreme weather conditions
 - earthquake
 - gas leak
 - terrorist incident
 - armed intruder
 - bomb threat
 - civil unrest or rioting
 - explosion
 - nearby chemical or hazardous waste spill

2. **Situations that would not necessitate an emergency notification under the Clery Act.**
Examples include, but are not limited to:
 - Power outages
 - Snow closure
 - String of larcenies

Decision to Issue Emergency Notifications – Responsibility:

The decision to issue an Emergency Notification is made in coordination and consultation by at least two of the following personnel from the Decision Team:

Decision Team:

Vice-President, Division of Student Affairs /Dean of Students
Executive Director of Communications
Associate Dean of Students
Director of Campus Safety
Title IX Coordinator

In an extreme emergency, the notification process will be implemented at the sole direction of the Director of Campus Safety or his/her designee. Note: The decision to issue an Emergency Notification shall include a specific designation of the College office or person to be responsible for overseeing the dissemination of the warning.

How Emergency Notifications are Issued:

1. Emergency Notification messages will be issued to students and employees upon the confirmation by DCS of a significant emergency, dangerous situation, incident or crime, impacting the campus community and/or the surrounding area.
2. Upon confirmation of an emergency situation that requires an immediate response, the Decision Team will communicate and/or convene without delay to implement the notification process. In an extreme emergency, the notification process will be implemented at the sole direction of the Director of Campus Safety or his/her designee. This information may be disseminated to campus community members via a variety of mechanisms or mediums. Muhlenberg College will use one or more of the following means:
 - electronic mail messages
 - text messaging to cell phones of those enrolled in the College's e2campus text message alert service
 - Telephone information line (484-664-6000)
 - Alertus Desktop alert message
 - Department of Campus Safety web site
 - public announcements
 - Classroom Emergency phones (text to voice via e2campus)
 - public address system (in buildings equipped with this feature)
 - postings and signage in residence halls and other highly visible locations throughout campus including staff/faculty lounges
 - Other methods deemed necessary that may be used in the information dissemination process.
3. Unlike a Timely Warning Notice which must be sent campus wide, an Emergency Notification may be segmented to a specific group of individuals in a designated building/area. If an Emergency Notification is issued, there is no need to issue a Timely Warning for the same circumstance.

Informing the Larger Community on Emergency Notifications:

If the Decision Team determines that notification of audiences other than students and employees is necessary and appropriate, Muhlenberg College's procedures for disseminating emergency information to the larger community will include making pertinent information available on the College Web site (www.muhlenberg.edu), as well as use of its Emergency Hotline (484-664-6000) and Campus Safety Dispatch (484-664-3110). In addition, the College will provide emergency information to the media as appropriate

Procedures/Check List All this information must be placed in the incident file

1. Upon notification to the Director of Campus Safety or a Campus Safety Supervisor of an incident occurring (one that fits a category above), an immediate call will be made to the Department of Campus Safety to brief him/her of the occurrence. List the persons involved in the process
2. Upon notification to the Director of Campus Safety or Campus Safety Supervisor and upon gathering as much information that is known up to this point, contact will be made to at least one Crisis Leadership Team member (priority is that it is the Dean of Students unless they are unavailable)
3. If at any point during the process the decision is made to contact local police, the Director of Campus Safety or Campus Safety Supervisor will be responsible for contacting them. When local police are involved and a decision is made to send out a notice or alert, the Director of Campus Safety or Campus Safety Supervisor will be responsible for sending the message to the Chief of Police by way of email.
4. In writing the communication to campus, the Executive Director of Communication or representative plus at least one of the following persons will determine the communication and means of dissemination.
 - a. Under the appropriate circumstances, the Director of Campus Safety is authorized to send pre-determined, incident specific timely warning messages. These messages pertain to emergencies such as; Active Shooter on Campus, or a serious crime occurrence on or near campus.
5. Distribution of Communication to include the how and when.
6. If need arises, the Crisis Leadership Team will determine the need for any additional messages to be sent as a follow-up to the reported situation. Date and time of follow up
7. A debriefing in reference to the incident will occur as soon as reasonably possible with persons directly involved and others deemed appropriate by the team involved in the decisions. Date of debriefing. Copies of all communication sent must be archived.
8. Notification through the Campus Radio Station – WMUH (91.7 FM): As a general policy, the College will remain open and fully operational during snow storms and emergencies. The information is provided to the disc jockey that they transmit the information through the radio frequency. Any need for closure of offices would be determined by the President according to College policy. Individual office closings require the approval of the President. Individual class cancellations are determined by the professor and are not posted in any manner through any of the notification options. If the College is closed due to a snow emergency, announcements will be broadcast as early as possible (by 7-7:30 a.m.), on the following radio stations: WAEB (104.1 FM, 790 AM), WLEV (100.7 FM), WKFB (770 AM), WMUH (91.7 FM), WZZO (95.0 FM), WEST

(1400 AM), WCTO (96.1 FM), WODE (99.9 FM), WWYY (107.1 FM) and WBYN (1160 AM). Additionally, announcements will be carried on TV Channel 69 (WFMZ), 16 (WNEP), 28 (WBRE) and 22 (WYOU). When applicable the College may use these media outlets to provide information on other campus events. In addition to campus events these stations may provide information on local events and incidents as well.

9. Notification through a Campus-wide Alarm: The Miller Carillon in Haas College Center is activated in the Department of Campus Safety. An alarm will send an audible signal for members of the community to check their e-mail, the intranet/message board, and/or the campus cable television network and WMUH for emergency information.

Emergency Evacuation Procedures

An evacuation drill is coordinated by the DCS each semester for all residential facilities on campus. Thus, the emergency response and evacuation procedures are tested at least twice each year. Students learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a short-term building evacuation through posted evacuation plans on the back of all residential room doors. DCS does not tell residents in advance about the designated locations for long-term evacuations because those decisions are affected by time of day, location of the building being evacuated, the availability of the various designated emergency gathering locations on campus, and other factors such as the location and nature of the threat. In both cases, College staff or the appropriate responding agency on the scene will communicate information to students regarding the developing situation or any evacuation status changes.

The purpose of an evacuation drills is to prepare building occupants for an organized evacuation in case of a fire or other emergency. Evacuation drills are used as a way to educate and train occupants on fire safety issues specific to their building. During the drill, occupants 'practice' drill procedures and familiarize themselves with the location of exits and the sound of the fire alarm. In addition to educating the occupants of each building about the evacuation procedures during the drills, the process also provides the College an opportunity to test the operation of fire alarm system components.

Evacuation drills are monitored by DCS to evaluate egress and behavioral patterns. Reports are prepared by participating DCS officers that identify deficient equipment so that repairs can be made immediately. Recommendations for improvements are also submitted to the appropriate departments/offices for consideration.

Students receive information about evacuation and shelter-in-place procedures during their first floor meetings and during other educational sessions that they can participate in throughout the year. The ORS Staff members are trained in these procedures as well and act as an on-going resource for the students living in residential facilities. Drills and exercises are publicized via email blasts to the community.

Emergency Planning Drills and Exercises:

- **06/23/2014 Emergency Table Top Exercise involving DCS, Lehigh Valley Emergency Management and the Allentown Police Department.**
- **08/05/2015 Active Shooter Training held in South Hall with DCS and Allentown Police, using various scenarios with paint ball guns.**
- **09/16/2016 Emergency Table Top Exercise involving DCS, Lehigh Valley Emergency Management and the Allentown Police Department.**
- **01/25/2017 Lock Down in Ettinger Hall conducted by DCS at 13:00hrs (Students were involved in this exercise.)**

Notification of Missing Students

If a member of the campus community has reason to believe that a student is missing, they are required to notify the Department of Campus Safety (DCS) at (484) 664-3110. There is no waiting period for reporting a missing person. DCS will generate a missing person report and initiate an investigation. All students may register a confidential contact person to be notified by Muhlenberg College within 24 hours if the Department of Campus Safety makes a determination of the student being missing or in the event the College is notified by another law enforcement agency of the missing student. A student who wishes to identify a confidential contact can do so by obtaining a form on the Dean of Students Website (http://www.muhlenberg.edu/media/contentassets/pdf/about/deanst/studentguide/Missing_Student_Policy.pdf) and delivering the completed form, in person, to the Dean of Students Office during normal business hours. A student's confidential contact information will be accessible only by authorized campus officials and disclosed to law enforcement in furtherance of a missing person investigation.

For student in on-campus housing:

After investigating the missing person report, should DCS determine that the student is missing and has been missing for more than 24-hours, DCS will notify the Allentown Police Department, even if they have not registered a confidential contact person. The Dean of Students or their designee will notify the student's emergency contact no later than 24-hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, Muhlenberg College will notify the student's parent or legal guardian immediately after DCS has determined that the student has been missing for more than 24-hours in addition to notifying, no later than 24 hours after the determination that the individual is missing, any additional contact person designated by the student.

Notification to the contact person(s) and/or parents will be made by the Dean of Students or their designee. Students residing in on-campus housing have the option to identify confidentially an individual to be contacted by Muhlenberg College in the event the student is determined to be missing for more than 24-hours. If a student has identified such an individual, Muhlenberg College will notify that individual no later than 24-hours after the student is determined to be missing.

For students in off-campus housing:

Reports of students missing from off-campus residences will be referred to the police department having jurisdiction over the student's local residence, if known, or the student's permanent residence if a local residence cannot be determined. DCS will assist the agency of jurisdiction as requested by that agency.

Emergency/Crisis Response

The College has a Crisis Management Manual that includes information about the Crisis Management Team; operational guidelines and actions to take in the event of specific incidents; incident priorities and performance expectations; shelter-in-place and evacuation guidelines; and local contingency and continuity planning requirements. All departments are responsible for developing contingency plans and continuity of operations plans for their staff and areas of responsibility. The College reviews and conducts numerous emergency response exercises each year, such as table top exercises, field exercises, and tests of the emergency notification systems on campus. These tests are designed to assess and evaluate the emergency plans and capabilities of the institution.

DCS supervisors and various members have received training in Incident Command and Responding to Critical Incidents on Campus. When a serious incident occurs that causes an immediate threat to the campus, the first responders to the scene are usually officer from DCS, APD and the Allentown City Fire and Emergency Medical Services, and they typically respond and work together to manage the incident. Depending on the nature of the incident, other campus departments and other local or federal agencies

could also be involved in responding to the incident.

If you have an EMERGENCY requiring police, fire, or ambulance call Campus Safety at 484-

664-3110 or 911 without delay. When you call for emergency services, stay on the line and give the following information – your name, telephone number, your location, the location of the emergency and the extent and nature of the emergency. Be informed and prepared in advance. Do not wait until an emergency strikes to know what to do. Be aware of your surroundings and report any suspicious activities. Know where the fire alarm pull stations are located within the buildings and know how to evacuate the building if the alarm is set off. Emergency call boxes have been installed in various locations around campus. The call boxes call Campus Safety when activated.

In addition to the above, general information about the emergency response and evacuation procedures for the campus are publicized each year as part of the institution's Clery Act compliance efforts, and that information is available on the DCS website. Detailed information and updates to the Crisis Manual on the DCS website at: <http://www.muhsenberg.edu/main/aboutus/campus-safety/crisisresponseguidelines/>

The information provided below are risk reduction strategies but they are not foolproof. There are no guarantees and nothing works all the time. It is our hope that these tips be used by you as a preparatory step towards your overall safety and in formulating your individual safety plan. While all scenarios cannot be covered these are some we feel could be helpful to you.

FIRE AND/OR EXPLOSION

1. In the event of a fire or explosion:
 - a. Sound any available fire alarms.
 - b. Immediately call Campus Safety at 3110 or 3112. Give your name, location, and the extent of the problem.
 - c. If the fire is small, attempt to extinguish it with a fire extinguisher.
 - d. If the fire is large, evacuate the building via the nearest fire exit. * Close all doors as you leave. DO NOT delay evacuation to retrieve personal items.
 - e. If leaving a room, feel the door with the back of your hand before opening it. DO NOT open any door that feels hot.
 - f. If smoke is present, stay low. The best quality of air is near the floor.
 - g. Always use the stairs to exit upper floors. DO NOT Use the elevator.

2. Additional suggestions:
 - a. Do not panic.
 - b. Do not run or use excited motions.
 - c. Use stairways. Do not attempt to use elevators; they will shut down during a fire. d. Know in advance the locations of at least two fire exit routes.
 - e. Be on the lookout for signs of smoke and fire.
 - f. Know the locations of fire extinguishers and how to use them. g. Prevent fires through good housekeeping habits.
 - h. If you use a fire extinguisher remember P-A-S-S:
 1. Pull the pin
 2. Aim the nozzle towards the fire
 3. Squeeze the handle
 4. Sweep the base of the fire
 5. Never turn your back on what you extinguished walk away backwards
 6. Notify Campus Safety – even if the fire is extinguished

3. If you are trapped and cannot evacuate close any doors between you and the fire. If available, wedge wet towels or clothe material along the bottom of the door to keep smoke out. Notify Campus Safety dispatcher or 911 of your location and stay on the phone as long as possible. Break a window only as a last resort, such as needing oxygen to breathe. Use caution when breaking any window.

* Upon evacuation of academic buildings, building occupants should gather in the following areas:

If the academic building is on the North side of Chew St. (College Center, Seegers Union, etc.), occupants should gather on the Front Lawn.

If the academic building is on the South Side of Chew St. (Trexler Library, Center for the Arts, Trexler Pavilion), occupants should gather on the lawn area to the east of the Library.

INJURY OR ILLNESS

1. Do not move an injured or ill person unless it appears to be a life-threatening situation.
2. Call or, if possible, have another person call the Campus Safety Office at x3110 or x3112. Provide the dispatcher with as much information as possible regarding the nature of the injury or illness, and state whether or not the victim is conscious, etc. The Campus Safety Office will arrange for an ambulance if required and will also notify the Student Health Center and/or other emergency agencies.
3. Return to the victim. Administer first aid or CPR if you are knowledgeable and you have such training. Keep the victim as comfortable as possible. Do not jeopardize your health or the health of the patient. Wait for professional help if you unable to provide proper first aid/safety.
4. Remain with the victim until the Campus Safety Officer arrives. Comfort the patient and reassure them that medical assistance is on the way.
5. If the medical emergency is related to an on-the-job notify the Department of Human Resources for assistance in documentation.

CRIME IN PROGRESS / CIVIL DISTURBANCE

1. Do not attempt to apprehend or interfere with the criminal except for self-protection.
2. Telephone Campus Safety at 3110 or 3112. Give your name, location and department. Advise the dispatcher of the situation and, if you are safe, remain where you are until contacted by an officer.
3. If safe to do so, attempt to get a good description of the criminal. Note height, weight, sex, ethnic origin, approx. age, clothing, method and direction of travel, and name if known. All of this takes only a few seconds to notice and is of utmost help to the investigating officers. If the individual enters a vehicle, note the license number, make and model, color and any other noticeable characteristics.
4. In the event of civil disturbance continue with your routine as much as possible. If the disturbance is outside, stay away from doors and windows. Unless threatened with physical harm, do not leave your work location until advised by a College official and/or their designee.
5. Do not interfere with those creating the disturbance or with law enforcement authorities on the scene.

EARTHQUAKE

1. If you are in a building, move away from windows and try to position yourself in a

- doorway or under a desk or table.
- 2. When the tremors cease, or they are very slight, * evacuate the building in an orderly fashion.
- 3. Use stairways - not elevators - during evacuation.
- 4. If possible, Campus Safety personnel will assist in the evacuation of building occupants into open areas.
- 5. Avoid positioning yourself under or next to objects that may topple, such as utility poles, trees, etc.
- 6. Reassemble in a location as directed by your supervisor or by a Campus Safety Officer. Attendance will be taken to assure that all personnel are accounted for outside of your facility.
- 7. Should you require evacuation assistance, please telephone the Campus Safety Office at 3110 or 3112.

* Upon evacuation of an academic building, building occupants should gather in the following areas:
 If the academic building is on the North side of Chew St. (College Center, Seegers Union, etc.), occupants should gather on the Front Lawn.
 If the academic building is on the South Side of Chew St. (Trexler Library, Center for the Arts, Trexler Pavilion), occupants should gather on the lawn area to the east of the Library.

CHEMICAL OR RADIATION SPILL

- 1. * Pull the fire alarm and evacuate the building. Alert personnel in the vicinity and warn them from entering the area.
- 2. Once you reach a safe location, call the Campus Safety Office at x3110 or x3112 and give the following information:
 - A. Type of incident (chemical spill, radiation hazard, etc.)
 - B. Type of chemical, if known.
 - C. Whether or not students are injured.
 - D. Extent of injuries.
 - E. Location of incident (building, room number, etc.).
 - F. Name, title of caller (student, technician, professor, etc.), and call back number
- 3. If anyone had contact with the hazardous material, they should be isolated and await treatment by emergency personnel. If appropriate, remove contaminated clothing, flush the affected area with copious amounts of water for at least 15 minutes, and provide first aid if necessary and you are trained to do so.
- 4. Should the spill occur outside your building:
 - A. Notify the Campus Safety Office of the incident and type of chemical, if known.
 - B. Remain in your building unless ordered by Campus Safety to evacuate.
 - C. Close all windows and turn off all outside air intake vents or fans.
 - D. Leave your building only when told to do so, and travel away from the spill and in an upwind direction, if possible.

* Upon evacuation of an academic building, building occupants should gather in the following areas:
 If the academic building is on the North side of Chew St. (College Center, Seegers Union, etc.), occupants should gather on the Front Lawn.
 If the academic building is on the South Side of Chew St. (Trexler Library, Center for the Arts, Trexler Pavilion), occupants should gather on the lawn area to the east of the Library.

DO NOT re-enter the building until told to do so by emergency personnel.

BOMB THREAT

- 1. Whenever a bomb threat is received over the phone, remain calm and write down the following

information:

- A. The exact words of the caller.
 - B. Location of the bomb.
 - C. When the bomb is supposed to go off.
 - D. Type of bomb, how it will detonate and who placed it, if stated.
2. Write down a description of the caller' voice:
- A. Male, female, child or adult?
 - B. Any background noise?
 - C. Particular accent or inflection in the caller's voice.
 - D. Your mental picture of the caller.
3. Notify the Campus Safety Office, as quickly as possible, by phoning 3110 or 3112.
4. Evacuation procedure:
- A. Unless you perceive the situation as life threatening, in which case you should evacuate immediately, wait for Campus Safety to arrive at the building. DO NOT activate the fire alarm to evacuate the building
 - B. Take note of "suspicious" items as you exit the building but to not touch or move them if they do not belong to you.
 - C. If an entire building is to be evacuated, Campus Safety normally will enter each classroom, lab, or work area and verbally inform occupants of the situation and ask them to evacuate in an orderly fashion. Remove only Items that belong to you and do not turn on or off any devices or lights. Do not pull the fire alarm to evacuate the building.
 - D. Assemble in a location outside your building as assigned by your work supervisor or the Campus Safety Officers.
5. Responsibility of individuals in classroom or lab:
- A. If directed by Campus Safety, ask room occupants to pick up all of their belongings and leave in an orderly fashion. Remove only items that belong to you and do not turn on or off any devices or lights. Do not pull the fire alarm to evacuate the building.
 - B. Make a survey or the room before leaving it to detect any piece of equipment, article or object, which is not ordinarily there, making certain not to touch the unknown object.
 - C. Relay this information to Campus Safety after leaving the building.

SHOOTING PROTOCOL

If you witness any armed individual on campus at any time, immediately contact Muhlenberg College Department of Campus Safety at extension 3110. If possible, try to get away from the person and lock yourself in a secure area. If the individual is acting in a hostile or belligerent manner, contact 911 and then call the Department of Campus Safety. There are no easy answers for what to do if confronted by a shooter. DO NOT confront the armed individual. However it is suggested that you do not provoke the individual, avoid making eye contact with them, avoid making any sudden movements or gestures, and create space between you and them but don't just turn and run. If you find yourself confronted by the shooter remain calm and talk in a low tone of voice.

2. If the shooter is outside the building:
 - A. Move to a room in the building if safe to do so and remain there until an "all clear"

instruction is given by an authorized known voice.

B. Turn off all the lights and close and lock all windows and doors. If the door does not have a lock attempt to barricade the door shut and take shelter inside the room as most active shooters will choose a path of least resistance. Stay clear of windows and keep out of the line of site of windows especially those doors with windows. If you can do so safely, get on the floor and out of the line of fire.

C. If the staff or students do not recognize the voice that is giving instruction; they should not change their status.

D. Unknown or unfamiliar voices may be false and designed to give false assurances.

3. If the shooter is inside the building:

A. If it is possible to flee the area safely and avoid danger, do so.

B. Contact 911 and Security(3110) with your location if possible.

C. If flight is impossible, lock all doors and secure yourself in your space. If the door does not have a lock attempt to barricade the door shut and take shelter inside the room as most active shooters will choose a path of least resistance. Stay clear of windows and keep out of the line of site of windows especially those doors with windows.

D. Get down on the floor or under a desk and remain silent.

E. Get students on the floor and out of the line of fire.

F. Wait for the "all clear" instruction.

4. If the shooter comes into your class or office - there is no one procedure the authorities can recommend in this situation. Some suggestions are:

A. If you are seated remain seated as standing may be perceived as a threat.

B. Attempt to get the word out to other staff if possible, and call 911 if that seems practical.

C. Use common sense. If hiding or flight is impossible, attempt to negotiate with the individual.

D. Attempting to overcome the individual with force is a last resort that should only be initiated in the most extreme circumstances.

E. Remember, there may be more than one active shooter.

F. Wait for the "all clear" instruction.

G. In a shooting situation, the Muhlenberg College Department of Campus Safety is in charge until Allentown Police officers are on the scene.

H. Be careful not to make any changes to the scene of the incident since law enforcement authorities will investigate the area later.

I. In case you must flee, do not go to the normal gathering site for your building. Get as far away from the shooting scene as possible and then contact authorities.

Regardless of the location of a shooter incident, response personnel (i.e. Campus Police and other law enforcement agencies) will be charged with neutralizing the situation. This means that the response personnel must bypass anyone who is not the shooter. If you encounter response personnel do not approach them and engage in physical contact or request assistance in providing aid to an individual as this action will slow the response of law enforcement to neutralize the situation so aid can be rendered to all, it creates more stress to the responders and others present, and it could cause an accidental discharge. When you see law enforcement responding to a shooter situation move to the side, if in a hall get close to the walls, and put your hands where they can be seen. If you have information about the shooter (i.e. description, identity, location, and number of shooters) advise the responding officers that you have information and provide it to the police as quickly and accurately as possible.

Shelter-in-Place Procedures – What it means to “Shelter-in-Place”

If an incident occurs and the buildings or areas around you become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors, because leaving the area may expose you to that danger. Thus, to “shelter-in-place” means to make a shelter of the building that you are in, and with a few adjustments this location can be made even safer and more comfortable until it is safe to go outside.

Basic “Shelter-in-Place” Guidance

If an incident occurs and the building you are in is not damaged, stay inside in an interior room until you are told it is safe to come out. If your building is damaged, take your personal belongings (purse, wallet, keys, ID card, etc.) and follow the evacuation procedures for your building (close your door, proceed to the nearest exit, and use the stairs instead of the elevators). Once you have evacuated, seek shelter at the nearest building quickly. If police or fire department personnel are on the scene, follow their directions.

How You Will Know to “Shelter-in-Place”

A shelter-in-place notification may come from several sources, including DCS, ORS Staff members, other College employees, APD, the federal or state government, or other authorities utilizing the College’s emergency communications tools.

How to “Shelter-in-Place”

No matter where you are, the basic steps of shelter-in-place will generally remain the same. Should the need ever arise; follow these steps, unless instructed otherwise by local emergency personnel:

1. If you are inside, stay where you are. Collect any emergency shelter-in-place supplies and a telephone to be used in case of emergency. If you are outdoors, proceed into the closest building quickly or follow instructions from emergency personnel on the scene.
2. Locate a room to shelter inside. It should be:
 - An interior room;
 - Above ground level; and
 - Without windows or with the least number of windows. If there is a large group of people inside a particular building, several rooms maybe necessary.
3. Shut and lock all windows (tighter seal) and close exterior doors.
4. Turn off air conditioners, heaters, and fans.
5. Close vents to ventilation systems as you are able. (Plant Operations staff will turn off the ventilation as quickly as possible.)
6. Make a list of the people with you and ask someone (ORS Staff, faculty, or other staff) to call the list in to DCS so they know where you are sheltering. If only students are present, one of the students should call in the list.
7. Turn on a radio or TV and listen for further instructions.
8. Make yourself comfortable.

Education of Members of the Campus Community

The Muhlenberg College Department of Campus Safety believes it is more beneficial to prevent

crimes than to react to them after the fact. A primary vehicle for accomplishing this goal is a comprehensive crime prevention program. This program is based upon the concepts of eliminating or minimizing criminal opportunities, whenever possible, and encouraging students and employees to be responsible for their own security and the security of others.

Campus security and fire safety procedures are discussed during new student orientation residence hall programs. The DCS and ORS Departments, participate in forums, meetings, and programs in residence halls to address students and to explain Campus security, public safety, and fire safety measures and procedures at Muhlenberg College. Members of DCS conduct crime prevention and general security and safety awareness presentations when requested by various community groups, including students and employees of the College. During these presentations, the following information is typically provided: crime prevention tips; statistics on crime at Muhlenberg College and the surrounding area; fire safety information; information regarding campus security procedures and practices, including encouraging participants to be responsible for their own security/safety and for the security/safety for others on campus. In addition, DCS participates in a variety on-campus programs throughout the year which are staffed by an officer(s) at various event locations. These activities provide an opportunity for DCS staff to hand out safety-related information, as well as to answer individual questions.

The following is a listing of the crime prevention programs and projects employed by Muhlenberg College:

1. Personal Safety Escort Program... DCS provides an escort service either by campus vehicles or on foot from dusk to dawn seven days a week to students, staff, faculty, and visitors who request it by calling DCS at (484) 664-3112. DCS provides personal safety escorts for:
 - A: persons walking from one point on campus to another point on campus whenever personal safety is a concern.
 - B: persons traveling from the campus to their off-campus residence after dark. Escorts are provided to and from campus within a three-block radius of the campus boundary. DCS will not provide escorts to or from establishments that provide alcohol within the escort service boundary.
 - C. In addition to the Escort Service, Muhlenberg College provides a shuttle service with various stops beyond the campus boundaries. Information regarding the operations and destinations of the shuttle service can be obtained through the Dean of Students Office at (484) 664-3182.
2. New Student Orientation... crime prevention information accompanied by brochures and other printed material is presented as a formal part of new student orientation during the summer and again at the start of the academic year.
3. Residence Hall Security...The Department of Campus Safety works closely with the Office of Residential Services to promote safety in the residence halls through training and education of staff and residents.
4. Emergency Telephones...located throughout the campus.
5. Crime Prevention Presentations...officers present frequent crime awareness and prevention programs in residence halls and elsewhere on campus throughout the year. Programs are tailored to the particular interests of student, faculty, or staff groups.
6. Rape Awareness, Education and Prevention...programs dealing with domestic violence, rape, and sexual assault, including Rape Aggression Defense (RAD) self-defense classes for women and men. RAD programs can be scheduled by specific groups through DCS and may be limited in size

based on availability of instructors. The course includes lecture, discussion and self defense techniques, suitable for men and women of all ages and abilities. The courses are twelve hour in length and taught for three hours a night. . Instructors are willing to try to work around your schedule, making it easier for you to attend. Students learn safety tips, definitions of terms such as rape, sexual assault, stalking, date-rape, impaired consent and EASY, NATURAL, SIMPLE self-defense movements to name a few. **R.A.D. IS TOTALLY FREE for both the women's and men's program!** All manuals are supplied, along with gear for the simulation night.

7. Parking Facility Security...All major parking lots are equipped with emergency phones and CCTV augments security and lighting is well maintained. CCTV cameras are not monitored but utilized in obtaining information for investigations due to reported activity.
8. Security Alarm Systems...a sophisticated computer-enhanced alarm system monitors a campus-wide network of intrusion, fire and duress alarms.
9. Architectural Design...the DCS work closely with design engineers, Plant Operations, and the Office of Information and Technology regarding physical security systems and fire safety equipment when new construction or major renovations are planned on campus.
10. Security Surveys...comprehensive physical and operational security surveys are frequently conducted by the DCS to assist the College in improving the security of the campus community.
11. Facilities Surveys...a patrol responsibility designed to identify and correct deficiencies in exterior lighting, locking hardware and safety of the grounds is conducted by the DCS during routine patrols of the campus and campus facilities.
12. Operation Identification...Operation Identification, the national program of engraving serial numbers or owner-recognized numbers on computers, bicycles and other valuable items, is coordinated by the DCS. Engravers are made available to members of the campus community free of charge.
13. Crime Prevention Announcements...articles and information are regularly provided to *The Weekly*.
14. Printed Crime Prevention Materials...brochures, posters and bookmarks carrying crime prevention and awareness information related to a variety of topics including but not limited to theft, substance abuse, binge drinking, sexual harassment, domestic violence, sexual assault, security of personal belongings, identity theft, personal health and safety, and motor vehicle security are widely distributed at crime prevention presentations and at various locations throughout the campus.
15. After Hour Service contact...Campus Safety also takes after hours' maintenance calls for Plant Operations. DCS also handles after hours' calls for the Health Center and the Counseling Center; we can put you in contact with a health professional or a counselor.
16. Employee Training:
 - The College uses Campus Answers as our vendor for three mandatory employee training programs. Those three programs are to be completed by all new employees within their first 90 days of employment. Campus Answers has a website that HR can access which tracks the progress employees are making and records their completion dates for the training; Campus Answers also sends automatic reminders to employees who haven't completed the training programs on schedule.
 - These are the programs:
 - Preventing Discrimination and Sexual Violence: Title IX, VAWA & Clery Act
 - Diversity Benefits for Higher Education
 - Discrimination and Harassment Prevention for Higher Education

(Additional training is typically offered on Clery, Title IX and VAWA by the Director, Campus Safety and the Title IX Coordinator at various times during the year, but those sessions are not mandatory and attendance is not systematically tracked.)

As part of our on-boarding process, all new employees sign the Drug-free Workplace Policy and Consent form. That document can be found online in the on-boarding packet (it is page 34 of 41), at this link: <http://www.muhsenberg.edu/media/contentassets/pdf/about/hr/BundleFTForms.pdf>

Our on-boarding process also provides for employees to sign acknowledging that they have received information on important policies, with this link <http://www.muhsenberg.edu/main/aboutus/hr/policies/> that takes them to the list of policies below (and there are links to each of the policies on that page).

[Bloodborne Pathogen](#)

[Conflict of Interest \(COI\)](#)

[COI Family Members](#)

[Discriminatory Harassment](#)

[Drug-Free Workplace](#)

[Electronic Communications Policy](#)

[Email Departure Policy](#)

[Family Medical Leave Act \(FMLA\)](#)

[Hate/Bias Policy](#)

[Hot Line Policy](#)

[Minors On Campus](#)

[Program Protocols](#)

[Non-Discrimination Policy Statement](#)

[Summary](#) and [Notice of Privacy Practices](#)

[Pet Policy](#)

[Problem Resolution](#)

[Smoking Policy](#)

[Tuition Scholarship Assistance](#)

[Weapons Policy](#)

Responsibilities of the Campus Community

Members of the campus community must assume responsibility for their own personal safety and the security of their personal property. The following precautions provide guidance.

1. Report all suspicious activity to DCS immediately.
2. Never take personal safety for granted.
3. Try to avoid walking alone at night. Use the DCS escort service.
4. Limit your alcohol consumption, and leave social functions that get too loud, too crowded, or that have too many people drinking excessively. Remember to call DCS or APD for help at the first sign of trouble.
5. Carry only small amounts of cash.
6. Never leave valuables (wallets, purses, books, calculators, etc.) unattended.
7. Carry your keys at all times and do not lend them to anyone.
8. Lock up bicycles and motorcycles. Lock car doors and close windows when leaving your car.
9. Always lock the door to your residence hall room, whether or not you are there. Be certain that your door is locked when you go to sleep, and keep windows closed and

locked when you are not at home.

10. Do not leave valuables in your car, especially if they can be easily noticed.
11. Engrave serial numbers or owner's recognized numbers, such as a driver's license number, on items of value.
12. Inventory your personal property and insure it appropriately with personal insurance coverage.

Alcohol and Drug Policies

DCS is committed to promoting the health and safety of its campus community through a program of alcohol education and the implementation of relevant policies. The DCS enforces compliance with state and local alcoholic beverage laws on campus and at campus sponsored activities. The College affirms its adherence to the following principles:

- The misuse and/or abuse of alcoholic beverages and related behavior, such as disorderly conduct, illness due to excessive consumption of alcohol, and destruction of property, pose a danger to individual member and to the community at large.
- The promotion of alcoholic beverage consumption as the primary focus of on- and off- campus activities is inappropriate because it invites members of the campus community to violate campus rules and regulations and Pennsylvania laws.
- Consumption of alcoholic beverages should only be by persons of legal age and by personal choice. In the State of Pennsylvania it is unlawful for anyone under the age of 21 to purchase, consume, possess, or transport any alcoholic beverage. Muhlenberg College complies with federal, state and local laws, which regulate the possession, use and sale of alcoholic beverages. Private consumption of alcoholic beverages by individuals of legal age (21) for their own personal use is permitted on campus only in private rooms and suites in residence units, including special interest houses and fraternity houses. No open containers of alcohol are permitted in public areas; this is a City of Allentown Ordinance. Individuals found to be in violation of the alcohol policy are referred to the Dean of Students Office for a judicial review and/or the Allentown Police Department. Pennsylvania's "Zero Tolerance" law lowered the blood alcohol content for minors from .10% to .02%.
- Those who, choose to consume alcoholic beverages should do so responsibly and in moderation.
- Consumption of alcoholic beverages should not be the main focus of an event or the only means of refreshment at an event.
- The responsibility for proper consumption of alcoholic beverages and for compliance with state and local laws rests with each individual member of the campus community.
- The Dean of Students Office may contact by phone and/or letter parents of underage students who violate the Alcohol Policy and parents of any students who violate the Drug Policy.

Muhlenberg College recognizes that the use of drugs is a serious problem in American society today. (Drug use includes an array of activities ranging from the casual consumption of alcohol at a cocktail party to the addictive use of hard drugs). As a church-related, liberal arts College which is concerned for the welfare of the individual student, Muhlenberg has the obligation to educate its students to the dangers of drugs. When a student uses drugs, the College makes every effort through counseling and referrals to assist that person to gain the help that he or she might need to live a life free of drug dependencies. Consistent with its concern for the welfare of its students, moreover, the College will not tolerate the illegal distribution of drugs on campus. When it becomes aware that students are using or distributing illegal drugs, the College reserves the right to contact those local, state and federal officials charged with enforcing state and federal drug laws.

The College's response to drug use on campus may, therefore, take one or more of the following forms: referral to counseling or psychiatric services, internal disciplinary action or referral to law enforcement officials. First, Muhlenberg recognizes that the use of drugs can seriously affect an individual's health, personal relationships and his or her ability to function in a competitive academic environment. In many cases the sustained use and abuse of controlled substances are symptoms of emotional problems which require referral to medical and psychological professionals. When the College becomes aware that an individual is using drugs, it reserves the right, following consultation with the student, to make referrals and to consult the student's family regarding the problem.

Second, since behavioral problems may arise as a result of drug use, as per Title 35 of the Pennsylvania Crimes Code, the essential provisions of which are printed below, (Students who possess, use, or distribute drugs or drug paraphernalia are, therefore, subject to College disciplinary action including possible suspension or expulsion). The College cannot tolerate behavior which is harmful to the individual; infringes upon the rights of others; or which the College deems detrimental to the welfare of an academic community. In general, the College reserves the authority to require the withdrawal from the College of any students whose activities or continuing presence constitutes a risk to the health, safety, or the general well-being of the College community or to himself/herself. Third, students who violate Pennsylvania or federal laws are also subject to prosecution in the local, state, and federal courts. If the College becomes aware of the distribution on campus of illegal drugs, it reserves the right to contact authorities and to cooperate with them in bringing to justice the person or persons involved. The College will not serve as a haven for illegal activity of any sort. As citizens of the United States and as adults in the Commonwealth of Pennsylvania, Muhlenberg students are legally responsible for their acts.

The Dean of Students reserves the authority to exercise discretion in all disciplinary matters, giving consideration to the particular circumstances. These procedures do not take the place of criminal prosecution.

If any device (i.e. hookah, pipe, bong, vaporizer, or grinder, etc.) is suspected of being used for drug use, the device will be confiscated and tested.

In order to inform students of the terms of Pennsylvania law, relevant sections of the Pennsylvania Crimes Code, Title 35 follow:

Schedules of Controlled Substance (Section 4)

The law recognizes five categories of controlled substances ranging from the most dangerous listed in Schedule I to the least dangerous listed in Schedule V.

Schedule I - selected opiates and opium derivatives such as heroin; hallucinogens such as LSD; and marijuana. Note: Although the law no longer classifies marijuana as a narcotic, it still lists it as a controlled substance under Schedule I.

Schedule II - opium; amphetamine; coca leaves; and methadone.

Schedule III - selected substances which have a depressant effect on the central nervous system such as barbituric acid.

Schedule IV - selected substances which have a depressant effect on the central nervous system but which have a lower potential for abuse relative to substances in Schedule III, e.g., Phenobarbital.

Schedule V - substances such as cough syrup which may contain limited quantities of a narcotic but which also include one or more non-narcotic medicinal ingredients which confer upon the substance valuable medicinal qualities other than those possessed by the narcotic alone.

2. Prohibited Acts; Penalties (Section 13)

- a. **Clause 1** - the manufacture, sale or delivery, holding, offering for sale, or possession of any controlled substance, other drug, device or cosmetic that is adulterated or misbranded. (Punishable by imprisonment not exceeding one year or by payment of a fine not exceeding \$5,000 or both.)
- b. **Clause 12** - The acquisition or obtaining or possession of a controlled substance by misrepresentation, fraud, forgery, deception or subterfuge. (Punishable by imprisonment not exceeding one year or by payment of a fine not exceeding \$5,000 or both.)
- c. **Clause 16** - Knowingly or intentionally possessing a controlled substance by a person not registered under the act except through valid prescription order. (Punishable by imprisonment not exceeding one year or by payment of a fine not exceeding \$5,000 or both.) Note: A second conviction for acts described in Clauses 1, 12 and 16 carries a maximum prison sentence of three years, or a maximum fine of \$25,000 or both.
- d. **Clause 30** - The manufacture, delivery, or possession with intent to manufacture or deliver, a controlled substance by a person not registered under the act. (The severity of the penalty varies according to the substance involved. The maximum penalty is for narcotics and consists of imprisonment not exceeding fifteen years or of a fine not exceeding \$250,000 or both.)
- e. **Clause 31** - The possession of a small amount of marijuana only for personal use; the possession of a small amount of marijuana with the intent to distribute it but not to sell it; the distribution of a small amount of marijuana but not for sale. The act defines a "small amount of marijuana" as 30 grams of marijuana and eight grams of hashish. (Punishable by imprisonment not exceeding 30 days or by fine not exceeding \$500 or both)
- f. **Clause 32** - The use of, or possession with intent to use, drug paraphernalia for the purpose of planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packing, repacking, storing, containing, concealing, injecting, ingesting, inhaling or otherwise introducing into the human body a controlled substance in violation of this act.
- g. **Clause 33** - The delivery of, possession with intent to deliver, or manufacture with intent to deliver, drug paraphernalia, knowing, or under circumstances where one reasonably should know, that it would be used to plant, propagate, cultivate, grow, harvest, manufacture, compound, convert, produce, process, prepare, test, analyze, pack, repack, store, contain, conceal, inject, ingest, inhale or otherwise introduce into the human body a controlled substance in violation of this act.
- h. **Clause 34** - The placing in any newspaper, magazine, handbill or other publication any advertisement, knowing or under circumstances where one reasonably should know that the purpose of the advertisement, in whole or in part is to promote the sale of objects designed or intended for use as drug paraphernalia.

The entire text of the *Student Alcohol Policy* is contained online at:

<http://muhlenberg.edu/alcoholpolicy>

The entire text of the *Drug Use and Controlled Substance Policy* is contained online at:

<http://muhlenberg.edu/media/contentassets/pdf/about/deanst/studentguide/Drug%20Use%20and%20Controlled%20Substance%20Policy.pdf>

The entire text of the "THE CONTROLLED SUBSTANCE, DRUG, DEVICE AND COSMETIC ACT" Act of 1972, P.L. 233, No. 64 is contained online at: <http://www.health.state.pa.us/pdf/ddc/ddcAct.pdf>

Members of the campus community should know that disciplinary action, which may include eviction from the residence halls, revocation of other privileges, or suspension or expulsion from Muhlenberg College, may be taken in order to protect the interests of the College and the rights and safety of others.

Abuse of alcohol and drugs can have a dramatic impact on professional, academic, and family life. Muhlenberg College, therefore, encourages members of the community who may be experiencing difficulty with drugs or alcohol to contact one of the following resources available on-campus:

Resources

- Employee Assistance Program, (484) 664-3165
- Student Health Service, (484) 664-3199
- Counseling Center, (484) 664-3178

Drug abuse hold

The Anti-Drug Abuse Act of 1988 includes provisions that authorize federal and state judges to deny certain federal benefits, including student aid, to persons convicted of drug trafficking or possession. The United States Department of Education maintains a file of those who have received such a judgment, and it checks applicants against that file to determine if they should be denied aid. This is separate from the check for a drug conviction discussed above, but the result could be the same. Confirmation of a student being in the drug abuse hold file will produce a rejected application and the student will not be able to receive financial aid.

Drug-Free Schools and Communities Act, Education Department General Administrative Regulations [EDGAR] Part 86, Annual Notification, September 2017

As a requirement of these regulations, Muhlenberg College (“College”) is required to disseminate and ensure receipt of the following policies/information to all students, staff, and faculty on an annual basis. This process is formally conducted by email. Questions concerning this notification and/or alcohol and other drug (“AOD”) programs, interventions and policies may be directed to Ann Marie Stevens, Director of Prevention Education, Muhlenberg College: annmariestevens@muhlenberg.edu.

Polices – Alcohol and Other Drugs (AOD)

As an academic community, Muhlenberg College is committed to providing an environment in which learning and scholarship can flourish. The possession or use of illegal drugs, or the abuse of those which may otherwise be legally possessed, seriously affects the College environment, as well as the individual potential of our students and employees. The College enforces state and federal laws and related College policies, including those prohibiting the following activities on campus:

1. Providing alcoholic beverages to individuals under 21, and the possession or consumption of alcoholic beverages by individuals under 21.
2. Distribution, possession, or use of illegal drugs or controlled substances.

The abuse of alcohol and other drugs by students, regardless of age and of location (on-campus or off-campus), is prohibited by the Muhlenberg College Social Code (“Social Code”): <http://muhlenberg.edu/socialcode>. The College can, and will, impose disciplinary sanctions for violations. Students are also subject to city ordinances and state and federal laws.

The Muhlenberg College Drug-Free Workplace Policy Statement (“Policy”) addresses violations by College faculty and staff: <http://muhlenberg.edu/drugfreepolicy>. The College strongly encourages students and employees to voluntarily obtain assistance for dependency or abuse problem before such

behavior results in an arrest and/or disciplinary referral, which might result in their separation from the institution.

The use of, or addiction to, alcohol, marijuana, or controlled substances is not considered an excuse for violations of the Social Code or staff expectations, and will not be a mitigating factor in the application of appropriate disciplinary sanctions for such violations.

Help is available both on campus and within the community for students and College employees who are dependent on, or who abuse, alcohol or other drugs. Although the College does not sponsor a formal assistance program for students, Student Counseling Services ([484-664-3178](tel:484-664-3178)) and Student Health Services ([484-664-3199](tel:484-664-3199)) are prepared to confidentially refer students to outside programs as they seek assistance with drug and alcohol counseling and rehabilitation.

The College offers an Employee Assistance Program through the Director of Student Counseling Services. Additionally, the Director of Student Counseling Services and the Vice President of Human Resources are prepared to confidentially handle referrals to appropriate programs for employees who seek assistance with drug and alcohol counseling and rehabilitation. Further, the health plan offered by the College to full-time employees provides a benefit for the treatment of drug abuse in a participating substance abuse treatment facility. These resources as well as other professional agencies will maintain confidentiality of persons seeking help for alcohol and other drug dependency and will not report them to College authorities. Referrals to outside agencies and services may be obtained upon request.

Student Sanctions: Alcohol and Other Drugs (AOD)

Students found in violation of the Muhlenberg College Student Alcohol Policy, <http://muhlenberg.edu/alcoholpolicy>, Pennsylvania Laws and/or city ordinances will be subject to disciplinary action at the discretion of the Dean of Students. Each case will be handled individually and considered on its own merits, with consideration given to the severity of misconduct as well as prior violations. Underage consumption of alcohol, providing alcohol to underage students and others, the unlawful possession, use, or distribution of illicit drugs, and other violations of this policy will result in disciplinary actions as outlined in the Social Code. Possible sanctions include, but are not limited to: warning, disciplinary probation, assignment to an education program, suspension or expulsion. The Dean of Students reserves the authority to exercise discretion in all disciplinary matters, giving consideration to the particular circumstances of each case. In addition, the Dean of Students or their designee may immediately suspend, without prior notice, a student from the College for an interim period whenever the Dean of Students or their designee determines that the continued presence of the student at the College poses a substantial and immediate threat to themselves or to others, or to the stability and continuance of College functions.

Students whose use of alcohol or drugs results in harm or the threat of harm to themselves or others, or to property, regardless of the location of the incident, may face disciplinary action by the College up to and including expulsion.

As members of the Muhlenberg College community, students are also subject to city ordinances and to state and federal law. Arrest and prosecution for alleged violations of criminal law or city ordinances may result from the same incident for which the College imposes disciplinary sanctions.

Employee Sanctions: Alcohol and Other Drugs (AOD)

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited at Muhlenberg College. Any employee violating this rule will experience disciplinary action. The College reserves the right to contact both state and federal offices charged with enforcing state and

federal laws. Off-the-job illegal drug use which could adversely affect an employee's job performance or could jeopardize the safety of others may result in disciplinary action, up to and including termination of employment. Employees undergoing prescribed medical treatment with a legal drug that may impair job performance should report this treatment to the Vice President of Human Resources. In appropriate cases, certain job accommodations may be necessary for the safety of the employee, students, the public and fellow employees. Failure to disclose such treatment where it may create a direct threat of harm may result in disciplinary action up to and including termination of employment. The use or possession of alcohol during the work day and reporting to work under the influence of alcohol are also violations of Muhlenberg College's Policy.

College employees found in violation of Drug-Free Workplace Policy Statement will experience disciplinary action which could include termination of employment. Possible sanctions include, but are not limited to:

1. Required counseling and participation in a drug abuse assistance or rehabilitation program, the cost to be paid by the employee.
2. Required counseling and suspension from work.
3. Any subsequent violation will result in suspension from employment for a period to be determined at the time of suspension.
4. Dismissal from employment.

As a condition of employment, employees must abide by the terms of the Policy requirements and must report to the Vice President of Human Resources, no later than five days after the conviction, that they have been convicted or have pleaded guilty or nolo contendere (no contest) under a criminal drug statute for conduct in the workplace.

Legal Sanctions under Federal, State, and Local laws

See Appendix A. Pennsylvania and Federal Statutes/Sanctions, City of Allentown Ordinances/Sanctions

****Students Please Note****

Denial of Federal Aid (20 USC 1091)

Under the Higher Education Act of 1998, students convicted under federal or state law for the sale or possession of drugs will have their federal financial aid eligibility suspended. This includes all federal grants, loans, federal work-study programs, and more. Students convicted of drug possession will be ineligible for one year from the date of the conviction of the first offense, two years for the second offense, and indefinitely for the third offense. Students convicted of selling drugs will be ineligible for two years from the date of the first conviction, and indefinitely for the second offense. Those who lose eligibility can regain eligibility by successfully completing an approved drug rehabilitation program.

Health Risks Associated with the Abuse of Alcohol or Illicit Use of Drugs

In addition to College disciplinary actions, criminal penalties, and workplace hazards, specific serious health risks are associated with the use of illicit drugs and alcohol. All drugs, including alcohol, can cause marked changes in behavior and have side effects. Their influences can affect the safety and well-being of the users as well as those around them.

Alcohol is a central nervous system depressant that is absorbed into the blood stream and transmitted to all parts of the body. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that a driver will be involved in an accident. Low to moderate doses reduce physical coordination and mental alertness, while increasing the incidence of aggressive behavior.

Moderate to high doses of alcohol cause marked impairment of higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden stopping of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol can lead to permanent damage to vital organs such as the liver and brain.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other children of becoming alcoholics.

Illicit drugs, including but not limited to stimulants, depressants, hallucinogens, narcotics, or inhalants, can interfere with important brain activities, including coordination, memory, and learning. They increase the risk of lung cancer, destroy liver cells, initiate severe weight loss, and may weaken the immune system. Users may also experience abdominal pain, nausea, vomiting, rapid heartbeat, and irregular breathing. Convulsions, coma, and death are also possible. Combining drugs can be fatal.

The harmful effects of illicit drugs vary from substance to substance. The following is a summary of the effects of such substances by category:

1. **Narcotics:** Repeated use of narcotics such as opium, morphine, and heroin results in an increasing tolerance; the user must administer progressively larger doses to attain the desired effect, leading to dependence. Possible effects of using narcotics include euphoria, drowsiness, respiratory depression, constricted pupils, and nausea. Effects of overdose include slow and shallow breathing, clammy skin, convulsions, coma, and possible death. Withdrawal may lead to watery eyes, runny nose, yawning, and loss of appetite, irritability, tremors, panic, cramps, nausea, chills, and sweating.
2. **Depressants:** Depressants including barbiturates (e.g. Phenobarbital and Valium) and chloral hydrate have a potential for abuse associated with both physical and psychological dependence. The effect may vary from person to person and from time to time in the same individual/ Low doses produce mild sedation. Higher doses, in so far as they relieve anxiety or stress, may produce a temporary sense of well-being; they may also produce mood depression and apathy. Higher doses also result in impaired judgment, slurred speech, and loss of motor coordination, disorientation, and the potential for dependence. The effects of overdose include shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, and possible death. Withdrawal may lead to anxiety, insomnia, and possible death.
3. **Stimulants:** Use of stimulants such as cocaine, methamphetamine and amphetamines may lead to a temporary sense of exhilaration, and excess of energy, hyperactivity, excessive wakefulness, and a loss of appetite. They may also lead to irritability, anxiety, and apprehension. These effects are greatly intensified with administration by intravenous injection, which may produce a sudden sensation known as a "flash" or "rush." The protracted use of stimulants is followed by a period of depression known as "crashing." Long term use can lead to brain damage. The effects of overdose include agitation, increase in body temperature, hallucinations, convulsions, and possible death. The effects of withdrawal include apathy, long periods of sleep, irritability, depression, and disorientation.
4. **Hallucinogens:** Hallucinogens including LSD, peyote, and mescaline distort the perception of object reality. They induce a state of excitation of the central nervous system, shown by alterations of mood, usually euphoric, but sometimes seriously depressive. Other effects include hallucinations and poor perception of time and distance. Effects of overdose include longer, more intense "trip" episodes, psychosis, and possible death.
5. **Cannabis:** There are three drugs that come from cannabis: Marijuana, hashish, and hashish oil. The effects may vary from individual to individual. Low doses of these drugs tend to induce

restlessness and a sense of well-being, followed by a state of relaxation. Changes in perception may lead to disorientation. Overdose may lead to fatigue, paranoia, and possible psychosis. Stopping usage may lead to insomnia, hyperactivity, and decreased apathy.

Source: US Department of Justice

For additional information on controlled substances and a more complete list of illicit drugs and their effects, please see US Department of Justice, Drug Enforcement Administration Resource Guide, "Drugs of Abuse," 2017 edition:

https://www.campusdrugprevention.gov/sites/default/files/DoA_2017Ed_Updated_6.16.17.pdf

AOD Awareness and Prevention for Students

Muhlenberg College is committed to providing students, with factual information about alcohol and other drugs as well as confidential referrals for professional assistance in the event that they are needed. An awareness of the negative effects of alcohol consumption may assist students in their efforts to make safe and responsible choices. Educational programs will be organized and conducted annually to promote continued awareness and encourage an attitude of genuine concern and care for others, including bystander intervention training. Information concerning responsible use, effective party planning, indications of abuse or addiction, and resources for assistance are available in the Counseling and Student Health Centers. Our efforts at Muhlenberg College fall into four categories:

1. **Education.** We have programs beginning with the orientation of first year students and continuing throughout each academic year. The College requires all entering students to complete an educational program addressing risks associated with alcohol and drug use, risk-reduction strategies, College policies and resources. The program includes opportunities for self-reflection and goal-setting, as well as brief follow-up information and testing during the first semester of enrollment. Each student is also required to participate in the Fitness and Wellness course during their first year, and other educational programs occur throughout a student's career at Muhlenberg. These programs take the form of peer education efforts through Student Health and Counseling Services, initiatives by the Athletics, Fraternity & Sorority Life, and the Office of Residential Services among others. Focused educational programs such as "Choices" and "Decisions" programs for students who violate Student Alcohol Policy are mandated as needed.
2. **Counseling.** We offer counseling programs for students that have alcohol or other substance abuse problems. These include both on-campus counseling services and referral to off-campus experts. The Counseling Center also has AOD information in its resource library, and the Health and Counseling Centers also offer passive programming such as newsletters, posters, and brochures related to AOD issues and risk reduction.
3. **Social Options.** The College, through the Office Student Engagement for Student Activities & Events and the student-run Muhlenberg Activities Council (MAC) provide alcohol-free activities and programs, including late-night events to offer highly interactive options for students.
4. **Process.** The College has well-established procedures to be used at student organization events where alcohol is served.
5. **Discipline.** There are consequences for individuals who violate the College's Alcohol Policy, Allentown City Ordinances or the Laws of the Commonwealth of Pennsylvania and the United States. RAs, the Student Conduct Officer and other adjudicators and administrators are trained to understand effective approaches to respond to student alcohol and other drug use. While policies are consistently enforced, interactions with students are seen as opportunities for education and reflection.

Available AOD Related Services- Lehigh County, Pennsylvania

Lehigh County Drug & Alcohol
Government Center
17 South 7th Street
Allentown, Pa 18101
(610) 782-3555

<http://www.lehighcounty.org/Departments/Human-Services/Drug-Alcohol>

Local Service Providers

Intervention:

Intervention encompasses the initial steps for drug and alcohol services. The goal is to assist the individual to recognize, to identify and to engage the problems related to substance abuse. Intervention services identify the fact that support is needed not only for the individual but also for their family environments.

Allentown Health Bureau provides confidential counseling and testing for HIV - the virus that causes AIDS - screening and treatment for sexually transmitted diseases, tuberculosis testing, Hepatitis B and C screening, Hepatitis B immunization and a wide range of STD and HIV/AIDS prevention education services.

245 North Sixth Street
Allentown, PA 18102
Phone: (610) 437-7760

Valley Youth House Family Intervention Program provides home- based services are targeted at families in which children at risk of maltreatment due to parental and/or child substance abuse and/or mental health problems. Intensive clinical intervention and case management include education on parenting skills, respite foster care, emergency shelter and medical.

531 Main Street
Bethlehem, PA 18018
Phone: (610) 954-9561

Lehigh Valley Drug & Alcohol Intake Unit provides information, assessment, and referrals for Lehigh County residents with a drug and/or alcohol problem.

29 South Law Street Third Floor
Allentown, PA 18101
Phone: (610) 432-2228

Prevention:

“Prevention promotes constructive lifestyles that discourage drug abuse and promotes development of social environments that facilitate drug-free lifestyles. As applied to alcohol, tobacco and other drugs (ATOD), prevention means keeping the many problems related to the use and abuse of these substances from occurring.” (CASP)

Student Assistance Program (SAP) is designed to assist school personnel in identifying issues including alcohol, tobacco, other drugs, and mental health issues which pose a barrier to a student’s success. The

primary goal of the Student Assistance Program (SAP) is to help students overcome these barriers in order that they may achieve, remain in school, and advance. For information, contact:

Lehigh County SCA
17 South 7th Street
Allentown, PA 18101
(610) 782-3556

Center for Humanistic Change provides educational and programs to prevent substance abuse. Programs include: life skills for adults and youth, parenting education, violence prevention, alternative activities for teens and education targeted to avert drug and alcohol involvement. Programs and trainings are offered in the schools and community as classroom programs, small groups and one-time presentations. All center programs have one goal: to provide life skills training/education for healthy living.

2200 Avenue A Suite 106
Bethlehem, PA 18017
Phone: (484) 821-0375

Valley Youth House drug and alcohol prevention, education and information services are provided in the elementary, middle, high schools and in the community. Services are provided through both small group format and classroom presentation models with a focus on effective and factual education.

531 Main Street
Bethlehem, PA 18018
Phone: (610) 954-9561

Treatment:

Outpatient (OP) treatment is an organized, non-residential treatment service providing therapy in which the client resides outside the facility and commutes from their home.

Confront provides intensive outpatient and outpatient treatment services to adolescents, adults and families experiencing drug and/or alcohol problems.

1130 Walnut Street
Allentown, PA 18102
Phone: (610) 433-0148

New Directions Treatment Services, Inc. specializes in opiate addiction treatment. Services include methadone and detox, counseling in English and Spanish, outreach, HIV testing, pre- and post-test counseling, HIV/AIDS education.

2442 Brodhead Road
Bethlehem, PA 18020
Phone: (610) 758-8011

Step-By-Step, Inc. provides treatment to adults with substance abuse and mental illness. The program provides individual, group and family therapy and psychiatric services.

375 Linden Street (Basement)
Allentown, PA 18101
Phone: (610) 776-1224

White Deer Run, Inc. of Allentown provides intensive outpatient treatment and outpatient treatment to adults and adolescents for drug and/or alcohol abuse and gambling via individual, group and family counseling. DUI and aftercare group therapy is also available.

1259 South Cedar Crest Blvd. Suite 308
Allentown, PA 18103
Phone: (610) 432-5561

Riverside, Inc. - provides a full continuum of community-based outpatient services to treat behavioral problems associated with alcohol and drug addiction. Offering a variety of specialized client services, Riverside Care provides a high quality substance abuse treatment and co-occurring services to meet the specific needs of the individual.

44 East Broad Street, Suite 20
Bethlehem, PA 18018
610-868-0435

M.A.R.S., Inc. – provides intensive outpatient treatment to adults and adolescents for drug and/or alcohol abuse and gambling addiction via individual, group and family counseling.

2045 Westgate Road
Suite 301
Bethlehem, PA 18017
Phone: (610) 419-3101

APPENDIX A. Federal and Pennsylvania Statutes/Sanctions, City of Allentown Ordinances/Sanctions

Federal Drug Laws:

The possession, use, or distribution of illicit drugs is prohibited by federal law. Strict penalties are enforced for drug convictions, including mandatory prison terms for many offenses. The following information, although not complete, is an overview of federal penalties for first convictions. All penalties are doubled for any subsequent drug conviction.

Denial of Federal Aid (20 USC §1091)

Under the Higher Education Act of 1998, students convicted under federal or state law for the sale or possession of drugs will have their federal financial aid eligibility suspended. This includes all federal grants, loans, federal work-study programs, and more. Students convicted of drug possession will be ineligible for one year from the date of the conviction of the first offense, two years for the second offense, and indefinitely for the third offense. Students convicted of selling drugs will be ineligible for two years from the date of the first conviction, and indefinitely for the second offense. Those who lose eligibility can regain eligibility by successfully completing an approved drug rehabilitation program.

Forfeiture of Personal Property and Real Estate (21 USC §853)

Any person convicted of a federal drug offense punishable by more than one year in prison shall forfeit to the United States any personal or real property related to the violation, including houses, cars, and other personal belongings. A warrant of seizure is issued and property is seized at the time an individual is arrested on charges that may result in forfeiture.

Federal Drug Trafficking Penalties (21 USC §841)

Penalties for federal drug trafficking convictions vary according to the quantity of the controlled substance involved in the transaction. The following list is a sample of the range and severity of federal penalties imposed for first convictions. Penalties for subsequent convictions are twice as severe. If death or serious bodily injury result from the use of a controlled substance which has been illegally distributed, the person convicted on federal charges of distributing the substance faces mandatory life sentence and fines ranging up to \$8 million. Persons convicted on federal charges of drug trafficking within 1,000 feet of a University (21 USC 845a) face penalties of prison terms and fines which are twice as high as the regular penalties for the offense, with a mandatory prison sentence of at least 1 year.

See *Schedule*, next page.

Federal Trafficking Penalties for Schedules I, II, III, IV, and V (except Marijuana)				
Schedule	Substance/Quantity	Penalty	Substance/Quantity	Penalty
II	Cocaine 500-4999 grams mixture	First Offense: Not less than 5 yrs. and not more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual. Second Offense: Not less than 10 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual.	Cocaine 5 kilograms or	First Offense: Not less than 10 yrs. and not more than life. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual. Second Offense: Not less than 20 yrs, and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.
II	Cocaine Base		Cocaine Base	
IV	Fentanyl		Fentanyl	
I	Fentanyl Analogue		Fentanyl Analogue	
I	Heroin		Heroin	
I	LSD		LSD	
II	Methamphetamine 5-49 grams pure or		Methamphetamine 50 grams or more pure or 500 grams or	
II	PCP 10-99 grams pure or 100-999 grams mixture	PCP 100 grams or more pure or 1 kilogram or more mixture		
Substance/Quantity		Penalty		
Any Amount Of Other Schedule I & II Substances		First Offense: Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than Life. Fine \$1 million if an individual, \$5 million if not an		

Any Drug Product Containing Gamma	individual.
Flunitrazepam (Schedule IV) 1 Gram	Second Offense: Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if not an individual.
Any Amount Of Other Schedule III Drugs	First Offense: Not more than 10 yrs. If death or serious bodily injury, not more than 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual.
Any Amount Of All Other Schedule IV Drugs (other than one gram or more of Flunitrazepam)	First Offense: Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual.
Any Amount Of All Schedule V Drugs	First Offense: Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual.

Pennsylvania Alcohol/Drug Offenses:

The following summary is provided to promote increased awareness of the Pennsylvania laws relating to unlawful possession, use, manufacture, or distribution of alcohol or drugs. This summary is not intended to be a restatement of the law nor a summary of all of the laws related to drugs and alcohol. All Muhlenberg College students are responsible for compliance with the state laws governing the use of alcohol and drugs. According to Pennsylvania Statute, the following actions involving alcohol and drugs are illegal and bring with them the penalty listed:

18 Pa.C.S. § 6307

Action: Misrepresentation of age to secure liquor or malt or brewed beverages.

Penalty: First Offense: \$500 fine and suspension of driving privileges for 90 days. Subsequent Offenses: \$500 fine and suspension of driving privileges for one year (2nd violation) or two years (three or more violations). Courts are not permitted to suspend sentences.

18 Pa.C.S. § 6308

Action: Purchase, consumption, possession or transportation of liquor or malt or brewed beverages by a person under twenty-one years old.

Penalty: First Offense: \$500 fine and suspension of driving privileges for 90 days. Subsequent Offenses: \$1,000 fine and suspension of driving privileges for one year (2nd violation) or two years (three or more violations). Parents are notified of all arrests of minors.

18 Pa.C.S. § 6309

Action: Representing that a minor is of age.

Penalty: Fine of no less than \$300 and no greater than \$2,500.

18 Pa.C.S. § 6310

Action: Inducement of minors (under 21) to buy liquor or malt beverage

Penalty: Fine of no less than \$300 and no greater than \$2,500. Courts are not permitted to suspend or reduce sentences.

18 Pa.C.S. § 6310.1

Action: Selling or furnishing liquor or malt or brewed beverages to minors. (Furnish means to intentionally and knowingly sells or intentionally and knowingly furnishes, or purchases with

the intent to sell or furnish, any liquor or malt or brewed beverages to a person who is less than 21 years of age.)

Penalty: First Offense: \$1,000 fine. Subsequent Offenses: \$2500 fine. Courts are not permitted to reduce sentencing.

18 Pa.C.S. § 6310.2

Action: Manufacture or sale of false identification card.

Penalty: First Offense: \$1,000 fine and suspension of driving privileges for 90 days. Subsequent Offenses: \$2,500. Courts are not permitted to suspend sentences.

18 Pa.C.S. § 6310.3

Action: Carrying a false identification card.

Penalty: First Offense: \$500 fine and suspension of driving privileges for 90 days. Subsequent Offenses: \$500 fine and suspension of driving privileges for one year (2nd violation) or two years (three or more violations.) Courts are not permitted to suspend sentences. Parents are notified of all arrests.

18 Pa.C.S. § 6310.4

Action: Violation of 6307, 6308, 6310.3

Penalty: Suspension of operating privileges.

18 Pa.C.S. § 6314

Action: Trafficking of drugs to minors (under 18).

Penalty: Fine from \$5000 to \$250,000; imprisonment from 1 to 15 years, depending on offense.

35 Pa.C.S. §§ 780-101-144

Action: Illicit manufacture, sale delivery, possession of controlled substance.

Penalty: Fines from \$5000 to \$250,000; imprisonment of 1-15 years depending on offense.

42 Pa.C.S. §§ 6801-6802

Action: Illicit manufacture, sale delivery, possession of controlled substance.

Penalty: Loss of property rights to Commonwealth of all controlled substances, paraphernalia, raw materials, conveyances, money, negotiable instruments and real property acquired in violation of the Controlled Substance, Drug, Device & Cosmetic Act, 35 Pa. C.S. §780-101-144, above.

75 Pa.C.S. §§ 1546-1547

Action: Consumption of alcohol while driving

Penalty: Chemical testing of operator's alcohol level; suspension or revocation of operating privileges of drunk drivers. Fine.

75 Pa.C.S. § 3715

Action: Consumption of alcohol while driving

Penalty: \$300-5000 and imprisonment from 48 hours to 1 year; suspension or revocation of operating privileges.

NOTE: If a fatality occurs in an accident as a direct result of D.U.I. there is a mandatory 3 years imprisonment. In addition, Pennsylvania may impose "social host" liability on persons who serve or whose premises have been used to serve alcohol to minors.

City of Allentown Ordinances Regarding Alcohol

Article 741.08

Action: Consumption of Alcohol on Streets and Sidewalks

Penalty: Violation tickets may be issued in the amounts of \$25 or \$100.

Firearms and Weapons Policies

The DCS is committed to maintaining a safe and secure environment that supports the academic mission of Muhlenberg College. According to the *Firearms and Other Weapons* policy, members of the campus community, including faculty, staff, and students, as well as visitors to the campus, are prohibited from possessing firearms, explosives, weapons, or any item that may be construed as such, on the premises of Muhlenberg College or in any building under the College's control, whether or not a federal or state license to possess the same has been issued to the possessor. These restrictions apply to all students, staff, faculty, vendors, contractors, and visitors with the exception of law enforcement and Campus Safety officers and extend to all College buildings, grounds, parking lots, College owned or leased properties and College owned vehicles. Exceptions to this policy must be approved in writing by the President or the Director of Campus Safety.

There are some limited exceptions to this policy; for example certified and licensed law enforcement personnel who are authorized to carry a firearm are permitted to do so, on campus property. The possession or use of any potentially dangerous item or material is strictly forbidden in College housing (i.e. residence halls, MILE properties, properties leased by the College, fraternity and sorority houses) and/or on campus. Such items are subject to confiscation and the bearer to disciplinary action.

Prohibited items include firearms, ammunition, air-guns (BB/pellet), spring type weapons, sling shots, martial arts weaponry, knives, swords, paint ball guns, simulated weapons altered to appear as an

actual firearm, switchblades water balloons, dartboards, and whips. Weapons used for theatrical productions must be disarmed and remain in the theatre and safeguarded according to the security provisions of the Department of Theatre & Dance.

All members of the campus community should refer to the *Firearms and Other Weapons* policy, which is available on the Dean of Student's website at:

<http://www.muhsenberg.edu/media/contentassets/pdf/about/deanst/studentguide/Firearms and Other Weapons Policy.pdf>

Muhlenberg College does not tolerate the use of firearms or weapons on college owned, controlled, or leased properties. The DCS has and will continue to investigate any threat to the safety of the campus community in order to protect all members of the community and their guests.

Anyone found violating the *Firearms and Other Weapons* policy shall be subject to the disciplinary policies and procedures applicable to students, faculty, or staff and/or criminal prosecution by the appropriate jurisdiction

Pennsylvania Crimes Code Title 18 links: [Title 18 - CRIMES AND OFFENSES](#)

Emergency Medical Response Procedures

Students, faculty, staff, and guests should report any emergency medical situations to DCS immediately at extension 3110 or, from outside the campus phone system, (484) 664-3110. The dispatcher will send DCS officers to the location and assess the incident. The DCS officer may request (if on duty) on-call members of the Muhlenberg College Emergency Medical Service (MCEMS) to the scene. MCEMS is a Quick Response Emergency Medical Service with trained emergency responders and provide quality emergency medical services in a variety of settings, including campus coverage and special events. The individual, to whom the DCS responded to, may be placed in contact with a nurse from the Student Health Services. If the individual requires and/or requests care beyond that which can be rendered by the officer, nurse, and/or MCEMS, the individual may be transported to the hospital or doctors office by an DCS officer, a college van driver, or ambulance.

Statistical Disclosure of Reported Incidents

Incidents reported to DCS that fall into a required reporting classifications, will be disclosed as a statistic in this annual brochure published by the DCS.

Crime Statistics

The information below provides context for the crime statistics reported as part of compliance with the Clery Act.

The procedures for preparing the annual disclosure of crime statistics include reporting statistics to the campus community obtained from the following sources: the Department of Campus Safety (DCS), the Allentown Police Department (APD), and non-police officials (as defined below). For statistical purposes, crime statistics reported to any of these sources are recorded in the calendar year the crime was reported. A written request for statistical information is made on an annual basis to all Campus Security Authorities (as defined by federal law) and to all Campus Deans, Directors, and Department Heads. Statistical information is requested and provided to DCS by the employees at the Counseling Center and the Student Health Center, even though they are not required by law to provide statistics, for the compliance document.

All of the statistics are gathered, compiled, and reported to the campus community via the DCS Web

Page. DCS sends a postcard to every enrolled student and current employee on an annual basis. The postcard includes a brief summary of the contents of the annual report contents. The postcard also includes the address for the DCS website (<http://www.muhenberg.edu/main/aboutus/campus-safety>) where the report and other information regarding the department can be found on-line. A hard copy of the Annual Security and Fire Safety report may be obtained by contacting the department of Campus Safety. The compliance document is available for review 24-hours a day on the DCS website at: <http://www.muhenberg.edu/annualecurityreport>.

The DCS submits the annual crime statistics to the Department of Education (ED). In addition to reporting crimes to ED, DCS submits annual crime statistics to the PA State Police for inclusion in UCR reporting. The statistical information gathered by the Department of Education is available to the public through the ED website.

Pennsylvania College & University Information Act Crime Rates

The Pennsylvania College and University Security Information Act requires the release of crime statistics and rates to students and employees. The rate is based on the actual number of Full Time Equivalent (FTE) students and employees which is calculated according to the following state mandated formula. The formula is the number of FTE students for the fall semester plus the number of FTE employees, (which is the sum of full time employees, plus one half the numbers of part time employees). The FTE for both students and employees is combined for a total FTE. The rate is obtained by dividing this figure into 100,000 and multiplying the quotient by the individual statistics to produce the crime rate per 100,000 persons in each category.

Specific Information about Classifying Crime Statistics

The following statistics in are published in accordance with the standards and guidelines used by the FBI Uniform Crime Reporting Handbook and the relevant federal law (the Clery Act).

The number of victims involved in a particular incident is indicated in the statistics column for the following crime classifications: Murder/Non-Negligent Manslaughter, Negligent Manslaughter, Sex Offenses (Rape, Fondling, Incest & Statutory Rape), and Aggravated Assault. For example, if an aggravated assault occurs and there are three victims, this would be counted as three aggravated assaults in the crime statistics chart.

The number reflected in the statistics for the following crime categories includes one offense per distinct operation: Robbery, Burglary, Larceny, Vandalism, and Arson. For example, if five students are walking across campus together and they are robbed, this would count as one instance of robbery in the crime statistics chart.

In cases of Motor Vehicle Theft, each vehicle stolen is counted as a statistic.

In cases involving Liquor Law, Drug Law, and Illegal Weapons violations, each person who was arrested is indicated in the arrest statistics.

The statistics captured under the "Referred for Disciplinary Action" section for Liquor Law, Drug Law, and Illegal Weapons violations indicates the number of people referred to the Dean of Students for violations of those specific laws.

The statistics in the Hate Crime chart are separated by category of prejudice. The numbers for most of the specific crime categories are part of the overall statistics reported for each year. The only exceptions to this are the addition of Larceny/Theft, Simple Assault or other bodily injury, and Intimidation, which are not already included in the required reporting categories. If a hate crime occurs where there is an incident involving Intimidation, Vandalism, Larceny, or Simple Assault or other bodily injury, the law requires that the statistic be reported as a hate crime even though there is no requirement to report the crime classification in any other area of the compliance document. Note: A hate or bias related crime is

not a separate, distinct crime, but is the commission of a criminal offense which was motivated by the offender's bias. For example, a subject assaults a victim, which is a crime. If the facts of the case indicate that the offender was motivated to commit the offense because of his/her bias against the victim's race, sexual orientation, etc., the assault is then also classified as a hate/bias crime.

Statistics for "Residential Facilities" are also counted in the "On-Campus" crime category. The law requires institutions to break out the number of "On-Campus" crimes that occur in residential facilities.

The crime statistics for residence halls that are located outside the campus boundaries but are reasonably contiguous to the campus (2442 Tilghman Street, Sigma Phi Epsilon Fraternity, and Phi Kappa Tau Fraternity) are captured in the "On-Campus" category.

Clery Offenses:

Criminal Homicide-Murder and Non-negligent Manslaughter:

- The willful (non-negligent) killing of one human being by another

Criminal Homicide-Manslaughter by Negligence:

- The killing of another person through gross negligence

Sex Offenses:

- Rape: The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- Fondling: The touching of private parts of another person for the purposes of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity
- Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law
- Statutory Rape: Sexual intercourse with a person who is under the statutory age of consent.

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.

Aggravated Assault:

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

Burglary:

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

Motor Vehicle Theft:

- The theft of attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicle is later abandoned-including joyriding.)

Arson:

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

Hate Crimes: (Include All above Clery Offenses) and in addition:

- Larceny-Theft, simple assault, intimidation, destruction/damage or vandalism of property.
- Race, gender, gender identity, religion, sexual orientation, ethnicity, gender identity, national origin or disability.

Violence Against Women Act**Dating Violence:**

- Violence committed by a person, who is or has been in, a social relationship of a, romantic or intimate nature, with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, type of relationship and frequency of the interaction the persons involved in the relationship.
- Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- Dating violence does not include acts covered under the definition of domestic violence.
- Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting

Domestic Violence:

A felony or misdemeanor crime of violence committed-

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

Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

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

- Fear for the person's safety or the safety of others; or
- Suffer substantial emotional distress.

For the purposes of this definition-

- Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
- Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
- Substantial emotional distress means a significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
- For the purposes of complying with the requirements, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Offense Definitions (in addition to the Clery Offenses) relating to Hate/Bias Related Crime

Simple Assault:

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

Intimidation:

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

Larceny/Theft:

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

Vandalism:

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

Other Crimes:

Weapon Law Violations:

- The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned.

Drug Abuse Violations:

- Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (demerol, methadones); and dangerous non-narcotic drugs (barbiturates, benzedrine).

Liquor Law Violations:

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

Geography definitions from the Clery Act

On-Campus-Defined as: (1) Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to the institution's educational purposes, including residence halls; and (2) Any building or property that is within or reasonably contiguous to the area identified in paragraph (1), that is owned by the institution but controlled by another person, is frequently used by students and supports institutional purposes (such as a food or retail vendor)

Non-Campus Building or Property-Defined as: (1) any building or property owned or controlled by a student organization that is officially recognized by the institution; or

(2) Any building or property owned or controlled by an institution that is used in direct support of or in relation to the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

Public Property-Defined as: All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus.

The crime statistics submitted to ED do not include crimes that occur in privately owned homes or businesses within or adjacent to the campus boundaries. The crime statistics reported to the PA State Police include all crimes reported to the Department of Campus Safety even those occurring in privately owned or rented homes or businesses within or adjacent to the campus boundaries.

Annual Fire Safety Report

Muhlenberg College DCS and Plant Operations oversee and/or regularly inspect, test and maintain College premises to ensure compliance with applicable fire and life safety codes and standards.

The DCS conducts one regular egress drills per each academic semester (160 in total), for each student residential facilities and provides educational and training programs in fire safety and prevention techniques for students, faculty and staff. All residents halls meet or exceed local and national fire safety codes and are equipped modern fire alarm systems including smoke detectors and sprinkler systems.

If a fire occurs in a Muhlenberg College property, community members should immediately notify DCS at (484) 664-3110. DCS will initiate a response and can summon the fire department quickly through established communication systems. If a member of the community finds evidence of a fire that has been extinguished, and the person is not sure whether DCS has already responded, the community member should immediately notify DCS to investigate and document the incident.

The fire alarms alert building occupants of potential hazards, and occupants are required to heed their warning and evacuate buildings immediately upon hearing a fire alarm in a facility. Use the nearest stairwell and/or exit to leave the building immediately. Community members should familiarize themselves with the exits in each building. The Fire Marshall and/or DCS can levy fines and penalties to individuals who fail to evacuate a building promptly – but a more important reason for evacuating is for safety reasons!

When a fire alarm is activated, the elevators in most buildings will stop automatically. Occupants should use the stairs to evacuate the building. If you are caught in the elevator, push the emergency phone button. The emergency phones in elevators on campus ring to the DCS dispatcher.

Fire safety is of primary importance to the DCS and to all members of the campus community. Campus Safety and Plant Operations staffs are trained in the use of on campus fire equipment. Fire drills are conducted regularly in all residential facilities. Officers go through the building during a fire drill for proper working of all equipment and to make sure that the building has been evacuated. The fire extinguishers in each facility are checked on a monthly basis by an outside company. All residential and academic buildings are equipped with smoke detectors and/or other emergency fire equipment. Fire safety and security procedures are reviewed at the beginning of each academic year. Safety and security awareness programs, including fire safety, are made available to students.

In addition, the Allentown Fire Department regularly inspects all campus facilities and non-College owned fraternity houses to assure fire code compliance. The department does quarterly inspections of all Greek facilities as part of the Greek accreditation process. In addition the department patrols campus facilities during break to identify fire safety issues. All residence hall fire systems are checked every six months by Simplex Grinnell. Academic buildings are checked yearly by Simplex Grinnell. Sprinkler systems are checked yearly and are coordinated with Plant Operations. Muhlenberg College has installed through Plant Operations carbon monoxide (CO) detectors in all of our M.I.L.E. properties. The CO detectors are maintained and checked for battery life by the Plant Operations staff. This is to be done on a regular basis.

DCS publishes this fire safety report as part of its annual Clery Act Compliance document, via this publication, which contains information with respect to the fire safety practices and standards for Muhlenberg College. This report includes statistics concerning the number of fires, the cause of each fire, the number of injuries and deaths related to a fire, and the value of the property damage caused by a fire. A fire is defined as "any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner." The statistics compiled are for on-campus student housing facilities and are classified as unintentional fires, intentional fires, and undetermined fires. Unintentional fires are fires further classified by causes that include cooking, smoking material, open flames, electrical, heating equipment, hazardous products, machinery/industrial, natural, and other. Each fire statistic includes the number of deaths or injuries resulting in treatment at a medical facility as related to the fire, along with the value of property damage related to the fire.

The compliance document is available for review 24-hours a day on the DCS website at:

<http://www.muhlenberg.edu/annualsecurityreport>.

Fire alarm and suppression systems

All on-campus residence halls are equipped with fire alarm and sprinkler systems which meet and in many cases exceed state and local building and fire safety codes. The fire alarm systems in all on-campus residence facilities consist of horns, bells, and/or strobe lights alerting residents to an alarm and are also remotely monitored at the DCS Communication Center via computer-enhanced campus-wide alarm monitoring system. A majority of campus buildings are equipped with automatic fire detection and alarm systems that are constantly monitored by the DCS dispatcher. On-campus residence halls are also equipped with fire-rated smoke/fire doors designed to impede the spread of smoke and fire. Regular and frequent inspections are conducted by DCS, Residential Services and Plant Operations staff who report fire hazards in residence halls to facilitate prompt resolution. Upon receipt of a fire alarm, an officer is immediately dispatched to the alarm location to determine the cause of the alarm and necessary response to the alarm. In situation where multiple devices are activated in one facility or in any alarm occurring between midnight and 8 a.m. DCS immediately notifies the Allentown Fire Department to respond. Muhlenberg College has a variety of on-campus housing configurations, including traditional dormitory style buildings, former apartment buildings

acquired and renovated by the College, residential housing units, and newly-constructed apartment style and suite style facilities. Each facility is equipped with the fire and life safety systems required by the building codes. More extensive fire sprinkler systems than required by building codes have been installed in older facilities. Fire safety equipment is reviewed regularly to identify locations where enhancements such as additional upgrading fire panels, sprinkler, smoke, and carbon monoxide detection systems beyond those required by building codes are appropriate and plans for such enhancements are integrated into the college's annual facilities maintenance project plan. Refer to the Fire Safety Amenities chart in this publication for information about fire detection, notification, and suppression systems in each residential facility.

Health and Safety Inspections

ORS performs Residence Hall Health and Safety Inspections seven times a year, four times in the fall and three times in the spring. Inspections are conducted prior to the start of the fall semester and upon closing before each scheduled academic break. With the exception of the first inspection prior to the fall semester, all inspections are announced to the residents prior to the break. The inspections are primarily designed to find and eliminate safety violations. Students are required to read and comply with the Housing Contract and the Student Information and Resource Guide:

[http://www.muhsenberg.edu/media/contentassets/pdf/about/deanst/studentguide/Housing Lease.pdf](http://www.muhsenberg.edu/media/contentassets/pdf/about/deanst/studentguide/Housing%20Lease.pdf)

http://www.muhsenberg.edu/main/aboutus/deanst/main/aboutus/deanst/services/student_guide.html

Which include all rules and regulations for residential buildings. The inspections include, but are not limited to, a visual examination of electrical cords, sprinkler heads, smoke detectors, fire extinguishers and other life safety systems. DCS participates in quarterly inspections of all Greek facilities as part of the Greek accreditation process in conjunction with ORS and Plant Operations.

In addition, each room will be examined for the presence of prohibited items (e.g., sources of open flames, such as candles; non-surge protected extension cords; halogen lamps; portable cooking appliances in non-kitchen areas; etc.) or prohibited activity (e.g., smoking in the room; tampering with life safety equipment; possession of pets; etc.). This inspection will also include a general assessment of food and waste storage and cleanliness of the room. Prohibited items will be brought to the attention of DCS to be disabled, confiscated, or discarded. In some instances, confiscated or discarded items are not returned and are removed without reimbursement. Confiscated items may be returned to the owner for removal from campus residence at the discretion of DCS or other campus officials.

Fire Safety Tips

Buildings are equipped with a variety of features that are designed to detect, stop and/or suppress the spread of a fire.

- A door can be the first line of defense against the spread of smoke or fire from one area to another. Some doors, such as fire doors in corridors or stairwells of residence halls, are designed to stand up to fire longer than those of an individual room. It is important that these doors are CLOSED for them to work. Additionally, if a door has a device that automatically closes the door, it should NOT be propped open.
- Sprinklers are 98% effective in preventing the spread of fire when operating properly. DO NOT obstruct the sprinkler heads with materials like clothing hanging from the piping.
- Smoke detectors cannot do their job if they are disabled or covered by the occupant, which is a violation of the College Fire Safety Rules and Regulations.
- Almost ¾ of all fires that are caused by smoking material are the result of a cigarette being abandoned or disposed of carelessly. Smoking is NOT PERMITTED in any Muhlenberg College property.

A daily fire log is available for review 24-hours a day at the DCS in Prosser Hall, from 9 a.m.–5 p.m. Monday through Friday, excluding holidays. The information in the fire log typically includes information about fires that occur in residential.

Policies on Rules for Restricted Items, Smoking, Open Flames and Item Placement

Students are expected to be alert at all times to the hazards and dangers of fire in their area and to exercise all proper precautions to prevent fire, notify proper authorities of any potential fire and safety hazards, and promptly report a fire. Students are expected to help prevent false alarms and should report any tampering with the alarm system to Campus Safety.

Flammable substances and solids, such as gasoline, paint, benzene, naphtha, cleaning fluids, explosives, charcoal lighter fluid, chemicals and fireworks may not be used or stored in residence halls. Lighted candles, incense, kerosene lamps and/or heaters, halogen lamps, multi-bulb lamps, homemade TV and radio antennas and student installed electric heaters may not be used in the residence halls.

Only appliances approved by Underwriters Laboratories (UL) are permitted within the residential facilities. ALL COOKING MUST BE CONFINED TO DESIGNATED COOKING AREAS. Use of electrical appliances such as hot plates, heating coils, coffeepots, popcorn poppers, electric frying pans, toaster ovens, irons, and electric heaters are prohibited in student rooms and common lounges without kitchens. All appliances must be UL approved with UL approved cords. Low wattage electrical equipment and attached cords must also be UL approved. The College reserves the right to determine the danger of electrical appliances and remove them. If the College determines a cooking item is being used in areas other than designated cooking areas the item may be confiscated. Residents are reminded to use extension cords only if they bear the UL label, never to run cords under rugs or across doorways, and to use cords appropriately designed for the electrical load. Any additional lighting (i.e. Christmas lights) must be UL approved with proper installation and approved by Plant Operations, Campus Safety and/or Residential Services. No lights may be strung from any pipes or fire/safety equipment.

Storage or placement of any items (including trash, bicycles, boxes, furniture, etc.) in public areas such as corridors, stairwells, or balconies is prohibited. Items placed or stored in public areas will be removed by the College with a charge for their release. Items may not be left outside residence buildings at any time (i.e. trash cans).

All decorations used in corridors or public areas shall be flameproof or fire resistant materials. The College reserves the right to remove any and all decorations that do not comply. Spray painting or use of flammable paint products in residence halls is prohibited.

Hanging of cloth material along walls is discouraged for safety reasons. No material or paper may be draped or affixed overhead or from ceiling pipes.

Section and fire doors are to remain closed at all times. Residents of the section will be held responsible when the doors are blocked or propped open. A door will be considered propped if there is any physical obstruction (such as tape, stones, cardboard, trash cans, etc.) which prevent it from closing or locking.

No storage of any type of gas powered vehicles inside residence halls or enclosed areas.

Use of charcoal or propane grills is permitted, however the grill must be at least 15 feet from any structure. Use of open flame (i.e. fire pits) is prohibited within the city of Allentown without obtaining proper permits. Ashes must be properly disposed of in designated **RED CANS** marked "Charcoal Disposal and Ashes Only" found in Prosser Quad, East Quad, Robertson/South Quad, and the area between the Center for the Arts and Trexler Library. If ashes are found in any College owned and/or leased properties, the person will be subject to disciplinary action and/or fines.

Use of fireworks is strictly prohibited on any college property.

All college facilities are smoke free. Smoking is permitted outside but must be at least 15 feet from the building and entrances. Smoking devices should be properly extinguished and discarded in ashtrays.

Any violation of the above fire prevention regulations may be subject to disciplinary action and/or fines.

All members of the campus community should refer to the *Fire Safety Rules and Regulations*, which is available on the Dean of Student's website at:

http://www.muhsenberg.edu/media/contentassets/pdf/about/deanst/studentguide/fire_safety_policy.pdf

Fire Safety Training and Evacuation Plans for Residence Hall Staff and Residents

DCS provides training for all new Employees upon employment and Residence Assistants during the annual RA training prior to the beginning of the academic year. This training includes instructions that all residents and staff are to evacuate immediately upon activation of any fire alarm.

The DCS regularly reviews evacuation plans for all on-campus residence halls and post updated evacuation plans for each on-campus residence hall on the inside of the residence hall room doors annually.

Fire egress drills are scheduled at least once each semester and include guidance from DCS staff and Residential Services staff so evacuating residents knows where to safely assemble once outside the building.

Fires in On-Campus Residential Facilities

The receipt of fire alarms by the college's automatic alarm system or by persons who report the presence of smoke; results in an immediate response by DCS staff to investigate, the cause of the alarm. An incident report is generated for all activations of the fire alarm not associated with the fire egress drills and a detailed record of the fire is maintained. A record of all reports is also included in the public log of crimes and other incidents maintained by the DCS, which is available for public viewing during normal business hours.

Fires on Campus

If any member of the Muhlenberg College community finds evidence of a fire that has been extinguished, and the person is not sure whether DCS has already responded, the community member should immediately notify DCS to investigate and document the incident. Such reports also result in an investigation and an entry being made in the public log.

**MUHLENBERG COLLEGE
2014-2016 UCR CRIME STATISTICS**

2016 UCR CRIME STATISTICS	NO.*	RATE PER FTE STUDENT/ EMPLOYEES	RATE PER 100,000 FTE STUDENT/ EMPLOYEES
PART I OFFENSES			
CRIMINAL HOMICIDE	0	0.0000	0.000
FORCIBLE RAPE ¹	8	0.0024	243.124
ROBBERY	0	0.0000	0.000
ASSAULT	5	0.0015	151.953
BURGLARY ²	2	0.0006	60.781
LARCENY - THEFT	34	0.0103	1033.278
MOTOR VEHICLE THEFT	0	0.0000	0.000
ARSON	0	0.0000	0.000
TOTAL PART I OFFENSES	49	0.0149	1489.135
PART II OFFENSES			
FRAUD	0	0.0000	0.000
FORGERY	0	0.0000	0.000
EMBEZZLEMENT	0	0.0000	0.000
STOLEN PROPERTY (RECEIVING & POSSESSION)	0	0.0000	0.000
VANDALISM	34	0.0103	1033.278
WEAPONS (POSSESSION, ETC.)	0	0.0000	0.000
SEX OFFENSES ¹	2	0.0006	60.781
DRUG ABUSE VIOLATIONS	12	0.0036	364.686
GAMBLING	0	0.0000	0.000
DUI	0	0.0000	0.000
LIQUOR LAWS	90	0.0274	2735.147
DRUNKENNESS	4	0.0012	121.562
DISORDELY CONDUCT	21	0.0064	638.201
VAGRANCY	0	0.0000	0.000
ALL OTHER OFFENSES (EXCEPT TRAFFIC)	19	0.0058	577.420
TOTAL PART II OFFENSES	182	0.0553	5531.074
*Number of Offenses Reported or Known to Campus Safety, Residential Services (Includes Unfounded and Attempts) - On & Off Campus FTE STUDENTS 2363 FTE EMPLOYEES 927.5 TOTAL FTE 3290.5			
DISPOSITION OF SELECTED OFFENSES (2015)			
	# of Violations	Arrests**	Internal Disp. Action**
Liquor Law Violations	90	30	129
Drug Abuse Violations	12	0	20
Weapons Possession	0	0	0
Hate Crimes#	0	0	0
**Number of Individuals #All Hate Related Incidents			
CLEARANCE RATE (2015)			
	Incidents Cleared	Number of Incidents	Clearance Percentage
TOTAL PART I OFFENSES	23	49	46.9388%
TOTAL PART II OFFENSES	144	182	79.1209%
TOTAL PART I & II OFFENSES	167	231	72.2944%

2015 UCR CRIME STATISTICS	NO.*	RATE PER FTE STUDENT/ EMPLOYEES	RATE PER 100,000 FTE STUDENT/ EMPLOYEES
PART I OFFENSES			
CRIMINAL HOMICIDE	0	0.0000	0.000
FORCIBLE RAPE ¹	2	0.0006	61.397
ROBBERY	1	0.0003	30.698
ASSAULT	4	0.0012	122.794
BURGLARY ²	3	0.0009	92.095
LARCENY - THEFT	32	0.0098	982.348
MOTOR VEHICLE THEFT	0	0.0000	0.000
ARSON	0	0.0000	0.000
TOTAL PART I OFFENSES	42	0.0129	1289.332
PART II OFFENSES			
FRAUD	9	0.0028	276.285
FORGERY	0	0.0000	0.000
EMBEZZLEMENT	0	0.0000	0.000
STOLEN PROPERTY (RECEIVING & POSSESSION)	1	0.0003	30.698
VANDALISM	32	0.0098	982.348
WEAPONS (POSSESSION, ETC.)	0	0.0000	0.000
SEX OFFENSES ¹	3	0.0009	92.095
DRUG ABUSE VIOLATIONS	25	0.0077	767.460
GAMBLING	0	0.0000	0.000
DUI	0	0.0000	0.000
LIQUOR LAWS	92	0.0282	2824.252
DRUNKENNESS	12	0.0037	368.381
DISORDELY CONDUCT	16	0.0049	491.174
VAGRANCY	0	0.0000	0.000
ALL OTHER OFFENSES (EXCEPT TRAFFIC)	20	0.0061	613.968
TOTAL PART II OFFENSES	210	0.0645	6446.662
*Number of Offenses Reported or Known to Campus Safety, Residential Services (Includes Unfounded and Attempts) - On & Off Campus FTE STUDENTS 2352 FTE EMPLOYEES 905.5 TOTAL FTE 3257.5			
DISPOSITION OF SELECTED OFFENSES (2015)			
	# of Violations	Arrests**	Internal Disp. Action**
Liquor Law Violations	92	7	231
Drug Abuse Violations	25	0	43
Weapons Possession	1	0	1
Hate Crimes#	1	0	1
**Number of Individuals #All Hate Related Incidents			
CLEARANCE RATE (2015)			
	Incidents Cleared	Number of Incidents	Clearance Percentage
TOTAL PART I OFFENSES	7	43	16.2791%
TOTAL PART II OFFENSES	144	209	68.8995%
TOTAL PART I & II OFFENSES	151	252	59.9206%

2014 UCR CRIME STATISTICS	NO.*	RATE PER FTE STUDENT/ EMPLOYEES	RATE PER 100,000 FTE STUDENT/ EMPLOYEES
PART I OFFENSES			
CRIMINAL HOMICIDE	0	0.0000	0.000
FORCIBLE RAPE ¹	1	0.0003	30.746
ROBBERY	0	0.0000	0.000
ASSAULT	2	0.0006	61.491
BURGLARY ²	2	0.0006	61.491
LARCENY - THEFT	50	0.0154	1537.279
MOTOR VEHICLE THEFT	1	0.0003	30.746
ARSON	0	0.0000	0.000
TOTAL PART I OFFENSES	56	0.0172	1721.752
PART II OFFENSES			
FRAUD	2	0.0006	61.491
FORGERY	0	0.0000	0.000
EMBEZZLEMENT	0	0.0000	0.000
STOLEN PROPERTY (RECEIVING & POSSESSION)	7	0.0022	215.219
VANDALISM	41	0.0126	1260.569
WEAPONS (POSSESSION, ETC.)	0	0.0000	0.000
SEX OFFENSES ¹	1	0.0003	30.746
DRUG ABUSE VIOLATIONS	8	0.0025	245.965
GAMBLING	0	0.0000	0.000
DUI	0	0.0000	0.000
LIQUOR LAWS	91	0.0280	2797.848
DRUNKENNESS	10	0.0031	307.456
DISORDELY CONDUCT	20	0.0061	614.912
VAGRANCY	0	0.0000	0.000
ALL OTHER OFFENSES (EXCEPT TRAFFIC)	17	0.0052	522.675
TOTAL PART II OFFENSES	197	0.0606	6056.879
Known to Campus Safety, FTE STUDENTS 2369.5 FTE EMPLOYEES 883 TOTAL FTE 3252.5			
DISPOSITION OF SELECTED OFFENSES (2014)			
	# of Violations	Arrests**	Internal Disp. Action**
Liquor Law Violations	91	28	192
Drug Abuse Violations	8	8	64
Weapons Possession	4	4	0
Hate Crimes#	3	0	0
**Number of Individuals #All Hate Related Incidents			
CLEARANCE RATE (2014)			
	Incidents Cleared	Number of Incidents	Clearance Percentage
TOTAL PART I OFFENSES	7	55	12.7273%
TOTAL PART II OFFENSES	137	201	68.1592%
TOTAL PART I & II OFFENSES	144	256	56.2500%

¹ Rape/Sexual Assault/Sex Offenses statistics include third party and anonymous reports

² Most of the Burglary incidents involve unforced entry into unlocked and/or unattended rooms or offices

A

JURIS NO.

**PENNSYLVANIA
MONTHLY COUNT OF OFFENSES KNOWN TO POLICE**

1 CLASSIFICATION OF OFFENSES	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE UNFOUNDED AND ATTEMPTS	3 UNFOUNDED., I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) INCLUDE ATTEMPTS	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS INCLUDES COL. 6	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18
PART II OFFENSES					
100.Forgery and Counterfeiting	0	0	0	0	0
110.Fraud	0	0	0	0	0
120.Embezzlement	0	0	0	0	0
130.Stolen Prop., Rec., Possess., Buying	0	0	0	0	0
140.Vandalism	34	0	34	8	0
150.Weapons, Carrying, Possess, etc.	0	0	0	0	0
160.Prostitution & Commercialized Vice	0	0	0	0	0
170.Sex Offenses (except 02 and 160)	2	0	2	2	0
180.Drug Abuse Violations TOTAL	12	0	12	12	0
S A L E / M F G P O S S E S S I O N 18A.OPIUM - COCAINE	0	0	0	0	0
18B.MARIJUANA	0	0	0	0	0
18C.SYNTHETIC	0	0	0	0	0
18D.OTHER	0	0	0	0	0
18E.OPIUM - COCAINE	0	0	0	0	0
18F.MARIJUANA	11	0	11	11	0
18G.SYNTHETIC	0	0	0	0	0
18H.OTHER	1	0	1	1	0
190.Gambling TOTAL	0	0	0	0	0
19A.BOOK MAKING	0	0	0	0	0
19B.NUMBERS, ETC.	0	0	0	0	0
19C.OTHER	0	0	0	0	0
200.Offenses Against Family & Children	0	0	0	0	0
210.Driving Under the Influence	0	0	0	0	0
220.Liquor Laws	90	0	90	87	0
230.Drunkenness	4	0	4	4	0
240.Disorderly Conduct	21	0	21	14	0
250.Vagrancy	0	0	0	0	0
260.All Other Offenses (except traffic)	19	0	19	17	0
TOTAL PART II OFFENSES	182	0	182	144	0

PENNSYLVANIA STATE POLICE
UCR RETURN A
Page 2

A

JURIS NO.

PA ORI (NCIC) NO.

**Pennsylvania
Monthly Count of Offenses
Known To Police**

Report forms are available **ONLY** thru your
State Police Liaison Officer

Forward by 5th Day After the End of Each Month to The
Assigned State Police Station

1 CLASSIFICATION OF OFFENSES	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE UNFOUNDED AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) INCLUDE ATTEMPTS	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS INCLUDES COL. 6	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18
PART 1 OFFENSES					
01. CRIMINAL HOMICIDE TOTAL	10	0	0	0	0
A. MURDER AND NONNEGLIGENT MANSLAUGHTER	11	0	0	0	0
B. MANSLAUGHTER BY NEGLIGENCE	12	0	0	0	0
02. RAPE TOTAL	20	8	0	6	0
A. RAPE	21	8	0	6	0
B. ASSAULT TO RAPE - ATTEMPTS	22	0	0	0	0
03. ROBBERY TOTAL	30	0	0	0	0
A. FIREARM	31	0	0	0	0
B. KNIFE OR CUTTING INSTRUMENT	32	0	0	0	0
C. OTHER DANGEROUS WEAPON	33	0	0	0	0
D. STRONG ARM (HANDS, FEET ETC.)	34	0	0	0	0
04. ASSAULT TOTAL	40	5	0	4	0
A. FIREARM	41	0	0	0	0
B. KNIFE OR CUTTING INSTRUMENT	42	0	0	0	0
C. OTHER DANGEROUS WEAPON	43	0	0	0	0
D. HANDS, FISTS, FEET ETC.	44	0	0	0	0
E. OTHER ASSAULTS - NOT AGGRAVATED	45	5	0	4	0
05. BURGLARY TOTAL	50	2	0	0	0
A. FORCIBLE ENTRY	51	0	0	0	0
B. UNLAWFUL ENTRY - NO FORCE	52	2	0	0	0
C. ATTEMPTED FORCIBLE ENTRY	53	0	0	0	0
06. LARCENY-THEFT (EXCEPT MOTOR VEHICLE THEFT)	60	34	0	13	0
07. MOTOR VEHICLE THEFT TOTAL	70	0	0	0	0
A. AUTOS	71	0	0	0	0
B. TRUCKS AND BUSES	72	0	0	0	0
C. OTHER VEHICLES	73	0	0	0	0
09. ARSON	90	0	0	0	0
TOTAL PART I OFFENSES	77	49	0	23	0

NUMBER OF LAW ENFORCEMENT OFFICERS KILLED OR ASSAULTED THIS MONTH		
NUMBER OF OFFICERS KILLED		NUMBER OF OFFICERS ASSAULTED
BY FELONIOUS ACTS	BY ACCIDENTAL OR NEGLIGENT ACTS	
NUMBERS REPORTED IN THE ABOVE BLOCKS MUST ALSO BE REPORTED ON RETURN F.		

Brian Fidati

Prepared By

Title

Brian Fidati

Head of Department

MUHLENBERG COLLEGE DEPARTMENT OF CAMPUS S

Department Reporting

Lehigh

County

ZIP

09/28/2017

Date of Report

Report for the Month of

Telephone number of Preparer

Area

Exch.

No.

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**PENNSYLVANIA STATE POLICE
UCR RETURN A (7-81)**

**MUHLENBERG COLLEGE
DEPARTMENT OF CAMPUS SAFETY
Student Right To Know Report**

Offense Type	Year	On Campus	Residential Facilities	Non-Campus Building & Property	Public Property	Total	Unfounded
Murder/Non-Negligent Manslaughter	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
	2016	0	0	0	0	0	0
Manslaughter by Negligence	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
	2016	0	0	0	0	0	0
Rape	2014	1	0	0	0	1	0
	2015	2	0	0	0	2	0
	2016	8	1	0	0	9	0
Fondling	2014	1	1	0	0	2	0
	2015	3	3	0	0	6	0
	2016	2	2	0	0	4	0
Incest	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
	2016	0	0	0	0	0	0
Statutory Rape	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
	2016	0	0	0	0	0	0
Robbery	2014	0	0	0	0	0	0
	2015	0	0	0	1	1	0
	2016	0	0	0	0	0	0
Burglary	2014	2	2	0	0	4	0
	2015	2	2	0	0	4	0
	2016	2	1	0	0	3	0
Motor Vehicle Theft	2014	0	0	0	1	1	0
	2015	0	0	0	0	0	0
	2016	0	0	0	0	0	0
Arson	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
	2016	0	0	0	0	0	0
Totals		23	12	0	2	37	0

MUHLENBERG COLLEGE
DEPARTMENT OF CAMPUS SAFETY
Student Right To Know Report

Number of Arrests/referrals for selected Offenses

Arrests

Judicial Referral

Offense Type	Year	Arrests				Judicial Referral					
		On Campus	Resid. Facilities	Non-Camp. Building & Property	Public Property	Total	On Campus	Resid. Facilities	Non-Camp. Building & Property	Public Property	Total
Drug Violations	2014	0	0	0	0	0	9	4	0	1	10
	2015	0	0	0	0	0	43	27	0	0	43
	2016	0	0	0	0	0	20	15	0	0	20
Liquor Law Violations	2014	27	18	0	0	27	153	141	1	7	161
	2015	4	4	0	3	7	227	214	0	3	230
	2016	30	21	0	0	30	126	114	1	4	131
Weapons Violations	2014	0	0	0	0	0	4	4	0	0	4
	2015	0	0	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0	0	0
Totals		61	43	0	3	37	582	519	2	15	599

MUHLENBERG COLLEGE
DEPARTMENT OF CAMPUS SAFETY
Student Right To Know Report

Number of Incidents for Selected Categories

Offense Type	Year	On Campus	Residential Facilities	Non-Campus Building & Property	Public Property	Total
Domestic Violence	2014	0	0	0	0	0
	2015	0	0	0	0	0
	2016	0	0	0	0	0
Dating Violence	2014	3	3	0	0	3
	2015	1	1	0	0	1
	2016	0	0	0	0	0
Stalking	2014	0	0	0	0	0
	2015	2	1	0	0	2
	2016	0	0	0	0	0
Totals		6	5	0	0	6

MUHLENBERG COLLEGE DEPARTMENT of CAMPUS SAFETY								
Hate Crimes Audit Report								
Offense Type		Year	On-Campus	Residential	Non-Campus Buildings	Public	Non-	N/A
				Facilities	and Property	Property	Reportable	
Aggravated Assault								
	Disability	2014	0	0	0	0	0	0
		2015	0	0	0	0	0	0
		2016	0	0	0	0	0	0
	Ethnicity	2014	0	0	0	0	0	0
		2015	0	0	0	0	0	0
		2016	0	0	0	0	0	0
	Gender	2014	0	0	0	0	0	0
		2015	0	0	0	0	0	0
		2016	0	0	0	0	0	0
	Race	2014	0	0	0	0	0	0
		2015	0	0	0	0	0	0
		2016	0	0	0	0	0	0
	Religion	2014	0	0	0	0	0	0
		2015	0	0	0	0	0	0
		2016	0	0	0	0	0	0
	Sexual Orientation	2014	0	0	0	0	0	0
		2015	0	0	0	0	0	0
		2016	0	0	0	0	0	0

MUHLENBERG COLLEGE DEPARTMENT of CAMPUS SAFETY								
Hate Crimes Audit Report								
Offense Type		Year	On-Campus	Residential	Non-Campus Buildings	Public	Non-	N/A
				Facilities	and Property	Property	Reportable	
Any Other Crime Involving Bodily Harm								
	Disability	2014	0	0	0	0	0	0
		2015	0	0	0	0	0	0
		2016	0	0	0	0	0	0
	Ethnicity	2014	0	0	0	0	0	0
		2015	0	0	0	0	0	0
		2016	0	0	0	0	0	0
	Gender	2014	0	0	0	0	0	0
		2015	0	0	0	0	0	0
		2016	0	0	0	0	0	0
	Race	2014	0	0	0	0	0	0
		2015	0	0	0	0	0	0
		2016	0	0	0	0	0	0
	Religion	2014	0	0	0	0	0	0
		2015	0	0	0	0	0	0
		2016	0	0	0	0	0	0
	Sexual Orientation	2014	0	0	0	0	0	0
		2015	0	0	0	0	0	0
		2016	0	0	0	0	0	0

MUHLENBERG COLLEGE DEPARTMENT of CAMPUS SAFETY								
Hate Crimes Audit Report								
Offense Type		Year	On-Campus	Residential	Non-Campus Buildings	Public	Non-	N/A
				Facilities	and Property	Property	Reportable	
Arson								
	Disability	2014	0	0	0	0	0	0
		2015	0	0	0	0	0	0
		2016	0	0	0	0	0	0
	Ethnicity	2014	0	0	0	0	0	0
		2015	0	0	0	0	0	0
		2016	0	0	0	0	0	0
	Gender	2014	0	0	0	0	0	0
		2015	0	0	0	0	0	0
		2016	0	0	0	0	0	0
	Race	2014	0	0	0	0	0	0
		2015	0	0	0	0	0	0
		2016	0	0	0	0	0	0
	Religion	2014	0	0	0	0	0	0
		2015	0	0	0	0	0	0
		2016	0	0	0	0	0	0
	Sexual Orientation	2014	0	0	0	0	0	0
		2015	0	0	0	0	0	0
		2016	0	0	0	0	0	0

MUHLENBERG COLLEGE DEPARTMENT of CAMPUS SAFETY								
Hate Crimes Audit Report								
Offense Type		Year	On-Campus	Residential Facilities	Non-Campus Buildings and Property	Public Property	Non-Reportable	N/A
Burglary								
	Disability	2014	0	0	0	0	0	0
		2015	0	0	0	0	0	0
		2016	0	0	0	0	0	0
	Ethnicity	2014	0	0	0	0	0	0
		2015	0	0	0	0	0	0
		2016	0	0	0	0	0	0
	Gender	2014	0	0	0	0	0	0
		2015	0	0	0	0	0	0
		2016	0	0	0	0	0	0
	Race	2014	0	0	0	0	0	0
		2015	0	0	0	0	0	0
		2016	0	0	0	0	0	0
	Religion	2014	0	0	0	0	0	0
		2015	0	0	0	0	0	0
		2016	0	0	0	0	0	0
	Sexual Orientation	2014	0	0	0	0	0	0
		2015	0	0	0	0	0	0
		2016	0	0	0	0	0	0

MUHLENBERG COLLEGE DEPARTMENT of CAMPUS SAFETY								
Hate Crimes Audit Report								
Offense Type		Year	On-Campus	Residential Facilities	Non-Campus Buildings and Property	Public Property	Non-Reportable	N/A
Dating Violence								
	Disability	2014	0	0	0	0	0	0
		2015	0	0	0	0	0	0
		2016	0	0	0	0	0	0
	Ethnicity	2014	0	0	0	0	0	0
		2015	0	0	0	0	0	0
		2016	0	0	0	0	0	0
	Gender	2014	0	0	0	0	0	0
		2015	0	0	0	0	0	0
		2016	0	0	0	0	0	0
	Race	2014	0	0	0	0	0	0
		2015	0	0	0	0	0	0
		2016	0	0	0	0	0	0
	Religion	2014	0	0	0	0	0	0
		2015	0	0	0	0	0	0
		2016	0	0	0	0	0	0
	Sexual Orientation	2014	0	0	0	0	0	0
		2015	0	0	0	0	0	0
		2016	0	0	0	0	0	0

MUHLENBERG COLLEGE DEPARTMENT of CAMPUS SAFETY								
Hate Crimes Audit Report								
Offense Type		Year	On-Campus	Residential	Non-Campus Buildings	Public	Non-	N/A
				Facilities	and Property	Property	Reportable	
Destruction/Damage/Vandalism								
	Disability	2014	0	0	0	0	0	0
		2015	0	0	0	0	0	0
		2016	0	0	0	0	0	0
	Ethnicity	2014	0	0	0	0	0	0
		2015	0	0	0	0	0	0
		2016	0	0	0	0	0	0
	Gender	2014	0	0	0	0	0	0
		2015	0	0	0	0	0	0
		2016	0	0	0	0	0	0
	Race	2014	1	1	0	0	0	0
		2015	0	0	0	0	0	0
		2016	0	0	0	0	0	0
	Religion	2014	0	0	0	0	0	0
		2015	0	0	0	0	0	0
		2016	0	0	0	0	0	0
	Sexual Orientation	2014	0	0	0	0	0	0
		2015	0	0	0	0	0	0
		2016	0	0	0	0	0	0

MUHLENBERG COLLEGE DEPARTMENT of CAMPUS SAFETY								
Hate Crimes Audit Report								
Offense Type		Year	On-Campus	Residential Facilities	Non-Campus Buildings and Property	Public Property	Non-Reportable	N/A
Domestic Violence								
	Disability	2014	0	0	0	0	0	0
		2015	0	0	0	0	0	0
		2016	0	0	0	0	0	0
	Ethnicity	2014	0	0	0	0	0	0
		2015	0	0	0	0	0	0
		2016	0	0	0	0	0	0
	Gender	2014	0	0	0	0	0	0
		2015	0	0	0	0	0	0
		2016	0	0	0	0	0	0
	Race	2014	0	0	0	0	0	0
		2015	0	0	0	0	0	0
		2016	0	0	0	0	0	0
	Religion	2014	0	0	0	0	0	0
		2015	0	0	0	0	0	0
		2016	0	0	0	0	0	0
	Sexual Orientation	2014	0	0	0	0	0	0
		2015	0	0	0	0	0	0
		2016	0	0	0	0	0	0

MUHLENBERG COLLEGE DEPARTMENT of CAMPUS SAFETY								
Hate Crimes Audit Report								
Offense Type		Year	On-Campus	Residential	Non-Campus Buildings	Public	Non-	N/A
				Facilities	and Property	Property	Reportable	
Drug Violation								
	Disability	2014	0	0	0	0	0	0
		2015	0	0	0	0	0	0
		2016	0	0	0	0	0	0
	Ethnicity	2014	0	0	0	0	0	0
		2015	0	0	0	0	0	0
		2016	0	0	0	0	0	0
	Gender	2014	0	0	0	0	0	0
		2015	0	0	0	0	0	0
		2016	0	0	0	0	0	0
	Race	2014	0	0	0	0	0	0
		2015	0	0	0	0	0	0
		2016	0	0	0	0	0	0
	Religion	2014	0	0	0	0	0	0
		2015	0	0	0	0	0	0
		2016	0	0	0	0	0	0
	Sexual Orientation	2014	0	0	0	0	0	0
		2015	0	0	0	0	0	0
		2016	0	0	0	0	0	0

MUHLENBERG COLLEGE DEPARTMENT of CAMPUS SAFETY								
Hate Crimes Audit Report								
Offense Type		Year	On-Campus	Residential	Non-Campus Buildings	Public	Non-	N/A
				Facilities	and Property	Property	Reportable	
Forcible Sex Offenses								
	Disability	2014	0	0	0	0	0	0
		2015	0	0	0	0	0	0
		2016	0	0	0	0	0	0
	Ethnicity	2014	0	0	0	0	0	0
		2015	0	0	0	0	0	0
		2016	0	0	0	0	0	0
	Gender	2014	0	0	0	0	0	0
		2015	0	0	0	0	0	0
		2016	0	0	0	0	0	0
	Race	2014	0	0	0	0	0	0
		2015	0	0	0	0	0	0
		2016	0	0	0	0	0	0
	Religion	2014	0	0	0	0	0	0
		2015	0	0	0	0	0	0
		2016	0	0	0	0	0	0
	Sexual Orientation	2014	0	0	0	0	0	0
		2015	0	0	0	0	0	0
		2016	0	0	0	0	0	0

MUHLENBERG COLLEGE DEPARTMENT of CAMPUS SAFETY								
Hate Crimes Audit Report								
Offense Type		Year	On-Campus	Residential	Non-Campus Buildings	Public	Non-	N/A
				Facilities	and Property	Property	Reportable	
Indimidation								
	Disability	2014	0	0	0	0	0	0
		2015	0	0	0	0	0	0
		2016	0	0	0	0	0	0
	Ethnicity	2014	0	0	0	0	0	0
		2015	0	0	0	0	0	0
		2016	0	0	0	0	0	0
	Gender	2014	0	0	0	0	0	0
		2015	0	0	0	0	0	0
		2016	0	0	0	0	0	0
	Race	2014	0	0	0	0	0	0
		2015	0	0	0	0	0	0
		2016	0	0	0	0	0	0
	Religion	2014	0	0	0	0	0	0
		2015	0	0	0	0	0	0
		2016	0	0	0	0	0	0
	Sexual Orientation	2014	0	0	0	1	0	0
		2015	1	1	0	0	0	0
		2016	0	0	0	0	0	0

MUHLENBERG COLLEGE DEPARTMENT of CAMPUS SAFETY								
Hate Crimes Audit Report								
Offense Type		Year	On-Campus	Residential	Non-Campus Buildings	Public	Non-	N/A
				Facilities	and Property	Property	Reportable	
Larceny/Theft								
	Disability	2014	0	0	0	0	0	0
		2015	0	0	0	0	0	0
		2016	0	0	0	0	0	0
	Ethnicity	2014	0	0	0	0	0	0
		2015	0	0	0	0	0	0
		2016	0	0	0	0	0	0
	Gender	2014	0	0	0	0	0	0
		2015	0	0	0	0	0	0
		2016	0	0	0	0	0	0
	Race	2014	0	0	0	0	0	0
		2015	0	0	0	0	0	0
		2016	0	0	0	0	0	0
	Religion	2014	0	0	0	0	0	0
		2015	0	0	0	0	0	0
		2016	0	0	0	0	0	0
	Sexual Orientation	2014	0	0	0	0	0	0
		2015	0	0	0	0	0	0
		2016	0	0	0	0	0	0

MUHLENBERG COLLEGE DEPARTMENT of CAMPUS SAFETY								
Hate Crimes Audit Report								
Offense Type		Year	On-Campus	Residential	Non-Campus Buildings	Public	Non-	N/A
				Facilities	and Property	Property	Reportable	
Liquor Law Violation								
	Disability	2014	0	0	0	0	0	0
		2015	0	0	0	0	0	0
		2016	0	0	0	0	0	0
	Ethnicity	2014	0	0	0	0	0	0
		2015	0	0	0	0	0	0
		2016	0	0	0	0	0	0
	Gender	2014	0	0	0	0	0	0
		2015	0	0	0	0	0	0
		2016	0	0	0	0	0	0
	Race	2014	0	0	0	0	0	0
		2015	0	0	0	0	0	0
		2016	0	0	0	0	0	0
	Religion	2014	0	0	0	0	0	0
		2015	0	0	0	0	0	0
		2016	0	0	0	0	0	0
	Sexual Orientation	2014	0	0	0	0	0	0
		2015	0	0	0	0	0	0
		2016	0	0	0	0	0	0

MUHLENBERG COLLEGE DEPARTMENT of CAMPUS SAFETY								
Hate Crimes Audit Report								
Offense Type		Year	On-Campus	Residential	Non-Campus Buildings	Public	Non-	N/A
				Facilities	and Property	Property	Reportable	
Motor Vehicle Theft								
	Disability	2014	0	0	0	0	0	0
		2015	0	0	0	0	0	0
		2016	0	0	0	0	0	0
	Ethnicity	2014	0	0	0	0	0	0
		2015	0	0	0	0	0	0
		2016	0	0	0	0	0	0
	Gender	2014	0	0	0	0	0	0
		2015	0	0	0	0	0	0
		2016	0	0	0	0	0	0
	Race	2014	0	0	0	0	0	0
		2015	0	0	0	0	0	0
		2016	0	0	0	0	0	0
	Religion	2014	0	0	0	0	0	0
		2015	0	0	0	0	0	0
		2016	0	0	0	0	0	0
	Sexual Orientation	2014	0	0	0	0	0	0
		2015	0	0	0	0	0	0
		2016	0	0	0	0	0	0

MUHLENBERG COLLEGE DEPARTMENT of CAMPUS SAFETY								
Hate Crimes Audit Report								
Offense Type		Year	On-Campus	Residential	Non-Campus Buildings	Public	Non-	N/A
				Facilities	and Property	Property	Reportable	
Murder & Non-Negligent Manslaughter								
	Disability	2014	0	0	0	0	0	0
		2015	0	0	0	0	0	0
		2016	0	0	0	0	0	0
	Ethnicity	2014	0	0	0	0	0	0
		2015	0	0	0	0	0	0
		2016	0	0	0	0	0	0
	Gender	2014	0	0	0	0	0	0
		2015	0	0	0	0	0	0
		2016	0	0	0	0	0	0
	Race	2014	0	0	0	0	0	0
		2015	0	0	0	0	0	0
		2016	0	0	0	0	0	0
	Religion	2014	0	0	0	0	0	0
		2015	0	0	0	0	0	0
		2016	0	0	0	0	0	0
	Sexual Orientation	2014	0	0	0	0	0	0
		2015	0	0	0	0	0	0
		2016	0	0	0	0	0	0

MUHLENBERG COLLEGE DEPARTMENT of CAMPUS SAFETY								
Hate Crimes Audit Report								
Offense Type		Year	On-Campus	Residential	Non-Campus Buildings	Public	Non-	N/A
				Facilities	and Property	Property	Reportable	
Negligent Manslaughter								
	Disability	2014	0	0	0	0	0	0
		2015	0	0	0	0	0	0
		2016	0	0	0	0	0	0
	Ethnicity	2014	0	0	0	0	0	0
		2015	0	0	0	0	0	0
		2016	0	0	0	0	0	0
	Gender	2014	0	0	0	0	0	0
		2015	0	0	0	0	0	0
		2016	0	0	0	0	0	0
	Race	2014	0	0	0	0	0	0
		2015	0	0	0	0	0	0
		2016	0	0	0	0	0	0
	Religion	2014	0	0	0	0	0	0
		2015	0	0	0	0	0	0
		2016	0	0	0	0	0	0
	Sexual Orientation	2014	0	0	0	0	0	0
		2015	0	0	0	0	0	0
		2016	0	0	0	0	0	0

MUHLENBERG COLLEGE DEPARTMENT of CAMPUS SAFETY								
Hate Crimes Audit Report								
Offense Type		Year	On-Campus	Residential	Non-Campus Buildings	Public	Non-	N/A
				Facilities	and Property	Property	Reportable	
Nonforcible Sex Offenses								
	Disability	2014	0	0	0	0	0	0
		2015	0	0	0	0	0	0
		2016	0	0	0	0	0	0
	Ethnicity	2014	0	0	0	0	0	0
		2015	0	0	0	0	0	0
		2016	0	0	0	0	0	0
	Gender	2014	0	0	0	0	0	0
		2015	0	0	0	0	0	0
		2016	0	0	0	0	0	0
	Race	2014	0	0	0	0	0	0
		2015	0	0	0	0	0	0
		2016	0	0	0	0	0	0
	Religion	2014	0	0	0	0	0	0
		2015	0	0	0	0	0	0
		2016	0	0	0	0	0	0
	Sexual Orientation	2014	0	0	0	0	0	0
		2015	0	0	0	0	0	0
		2016	0	0	0	0	0	0

MUHLENBERG COLLEGE DEPARTMENT of CAMPUS SAFETY								
Hate Crimes Audit Report								
Offense Type		Year	On-Campus	Residential Facilities	Non-Campus Buildings and Property	Public Property	Non-Reportable	N/A
Robbery								
	Disability	2014	0	0	0	0	0	0
		2015	0	0	0	0	0	0
		2016	0	0	0	0	0	0
	Ethnicity	2014	0	0	0	0	0	0
		2015	0	0	0	0	0	0
		2016	0	0	0	0	0	0
	Gender	2014	0	0	0	0	0	0
		2015	0	0	0	0	0	0
		2016	0	0	0	0	0	0
	Race	2014	0	0	0	0	0	0
		2015	0	0	0	0	0	0
		2016	0	0	0	0	0	0
	Religion	2014	0	0	0	0	0	0
		2015	0	0	0	0	0	0
		2016	0	0	0	0	0	0
	Sexual Orientation	2014	0	0	0	0	0	0
		2015	0	0	0	0	0	0
		2016	0	0	0	0	0	0

MUHLENBERG COLLEGE DEPARTMENT of CAMPUS SAFETY								
Hate Crimes Audit Report								
Offense Type		Year	On-Campus	Residential	Non-Campus Buildings	Public	Non-	N/A
				Facilities	and Property	Property	Reportable	
Simple Assault								
	Disability	2014	0	0	0	0	0	0
		2015	0	0	0	0	0	0
		2016	0	0	0	0	0	0
	Ethnicity	2014	0	0	0	0	0	0
		2015	0	0	0	0	0	0
		2016	0	0	0	0	0	0
	Gender	2014	0	0	0	0	0	0
		2015	0	0	0	0	0	0
		2016	0	0	0	0	0	0
	Race	2014	0	0	0	0	0	0
		2015	0	0	0	0	0	0
		2016	0	0	0	0	0	0
	Religion	2014	0	0	0	0	0	0
		2015	0	0	0	0	0	0
		2016	0	0	0	0	0	0
	Sexual Orientation	2014	0	0	0	0	0	0
		2015	0	0	0	0	0	0
		2016	0	0	0	0	0	0

MUHLENBERG COLLEGE DEPARTMENT of CAMPUS SAFETY								
Hate Crimes Audit Report								
Offense Type		Year	On-Campus	Residential Facilities	Non-Campus Buildings and Property	Public Property	Non-Reportable	N/A
Stalking Incident								
	Disability	2014	0	0	0	0	0	0
		2015	0	0	0	0	0	0
		2016	0	0	0	0	0	0
	Ethnicity	2014	0	0	0	0	0	0
		2015	0	0	0	0	0	0
		2016	0	0	0	0	0	0
	Gender	2014	0	0	0	0	0	0
		2015	0	0	0	0	0	0
		2016	0	0	0	0	0	0
	Race	2014	0	0	0	0	0	0
		2015	0	0	0	0	0	0
		2016	0	0	0	0	0	0
	Religion	2014	0	0	0	0	0	0
		2015	0	0	0	0	0	0
		2016	0	0	0	0	0	0
	Sexual Orientation	2014	0	0	0	0	0	0
		2015	0	0	0	0	0	0
		2016	0	0	0	0	0	0

MUHLENBERG COLLEGE DEPARTMENT of CAMPUS SAFETY								
Hate Crimes Audit Report								
Offense Type		Year	On-Campus	Residential	Non-Campus Buildings	Public	Non-	N/A
				Facilities	and Property	Property	Reportable	
Weapons Violation								
	Disability	2014	0	0	0	0	0	0
		2015	0	0	0	0	0	0
		2016	0	0	0	0	0	0
	Ethnicity	2014	0	0	0	0	0	0
		2015	0	0	0	0	0	0
		2016	0	0	0	0	0	0
	Gender	2014	0	0	0	0	0	0
		2015	0	0	0	0	0	0
		2016	0	0	0	0	0	0
	Race	2014	0	0	0	0	0	0
		2015	0	0	0	0	0	0
		2016	0	0	0	0	0	0
	Religion	2014	0	0	0	0	0	0
		2015	0	0	0	0	0	0
		2016	0	0	0	0	0	0
	Sexual Orientation	2014	0	0	0	0	0	0
		2015	0	0	0	0	0	0
		2016	0	0	0	0	0	0

MUHLENBERG COLLEGE DEPARTMENT of CAMPUS SAFETY								
Hate Crimes Audit Report								
Offense Type		Year	On-Campus	Residential	Non-Campus Buildings	Public	Non-	N/A
				Facilities	and Property	Property	Reportable	
Grand Total								
	Disability	2014	0	0	0	0	0	0
		2015	0	0	0	0	0	0
		2016	0	0	0	0	0	0
	Ethnicity	2014	0	0	0	0	0	0
		2015	0	0	0	0	0	0
		2016	0	0	0	0	0	0
	Gender	2014	0	0	0	0	0	0
		2015	0	0	0	0	0	0
		2016	0	0	0	0	0	0
	Race	2014	1	1	0	0	0	0
		2015	0	0	0	0	0	0
		2016	0	0	0	0	0	0
	Religion	2014	0	0	0	0	0	0
		2015	0	0	0	0	0	0
		2016	0	0	0	0	0	0
	Sexual Orientation	2014	0	0	0	1	0	0
		2015	1	1	0	0	0	0
		2016	0	0	0	0	0	0

**MUHLENBERG COLLEGE
DEPARTMENT OF CAMPUS SAFETY**

Annual Fire Statistics Report from 01/01/2014 to 12/31/2014

Jan 01, 2014 0:00

ROBERTSON HALL - BUILDING WIDE Total Number of Fires: 1						
Date & Time	Cause of Fire	Structure Type	Number of Deaths	Number of Injuries	Property Loss	ARMS Case Number
07/03/2014 7:15	Unintentional - Natural Fire	Other			\$0.00	14-0506

EAST HALL - A (THIRD FLOOR) Total Number of Fires: 1						
Date & Time	Cause of Fire	Structure Type	Number of Deaths	Number of Injuries	Property Loss	ARMS Case Number
09/15/2014 17:17	Unintentional - Smoking material	Student Residential Housing			\$0.00	14-0724

MARTIN LUTHER HALL - FIRST FLOOR Total Number of Fires: 1						
Date & Time	Cause of Fire	Structure Type	Number of Deaths	Number of Injuries	Property Loss	ARMS Case Number
04/25/2014 13:01	Unintentional - Cooking	Student Residential Housing			\$0.00	14-0378

437 N. 23RD STREET Total Number of Fires: 1						
Date & Time	Cause of Fire	Structure Type	Number of Deaths	Number of Injuries	Property Loss	ARMS Case Number
12/03/2014 19:32	Unintentional - Cooking	Student Residential Housing			\$0.00	14-1069

2251 TURNER STREET (BLDG #5 1ST FL) Total Number of Fires: 1						
Date & Time	Cause of Fire	Structure Type	Number of Deaths	Number of Injuries	Property Loss	ARMS Case Number
09/29/2014 13:03	Intentional - Deliberate Action	Other			\$0.00	14-0794

**MUHLENBERG COLLEGE
DEPARTMENT OF CAMPUS SAFETY**

Annual Fire Statistics Report from 01/01/2015 to 12/31/2015

Jan 01, 2015 0:00

SIGMA PHI EPSILON FRATERNITY Total Number of Fires: 1						
Date & Time	Cause of Fire	Structure Type	Number of Deaths	Number of Injuries	Property Loss	ARMS Case Number
03/26/2015 11:55	Unintentional - Electrical	Non-campus Residential			\$0.00	15-0282

EAST HALL - (FIRST FLOOR) Total Number of Fires: 1						
Date & Time	Cause of Fire	Structure Type	Number of Deaths	Number of Injuries	Property Loss	ARMS Case Number
04/02/2015 17:47	Unintentional - Other	Student Residential Housing			\$0.00	15-0317

2201 CHEW STREET Total Number of Fires: 1						
Date & Time	Cause of Fire	Structure Type	Number of Deaths	Number of Injuries	Property Loss	ARMS Case Number
01/13/2015 19:26	Unintentional - Cooking	Student Residential Housing			\$0.00	15-0019

**MUHLENBERG COLLEGE
DEPARTMENT OF CAMPUS SAFETY**

Annual Fire Statistics Report from 01/01/2016 to 12/31/2016

Jan 01, 2016 0:00

BENFER HALL - THIRD FLOOR Total Number of Fires: 1						
Date & Time	Cause of Fire	Structure Type	Number of Deaths	Number of Injuries	Property Loss	ARMS Case Number
05/02/2016 22:56	Unintentional - Smoking material	Student Residential Housing			\$0.00	16-0408