2014 Annual Security & Fire Safety Report for Woodhaven Campus

Department of Public Safety
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YOUR RIGHT TO KNOW

Holy Family University prides itself on maintaining a safe and secure environment for its students, faculty, staff, and visitors. The university has been fortunate in not experiencing a significant number of serious crimes in the past. To continue this trend, a competent and professionally-trained public safety staff is responsible for a number of community-policing programs designed to ensure that students and their possessions are protected as much as possible.

Holy Family University's Public Safety Department is committed to high standards in quality and in promoting a safe and problem-free educational environment. Honesty, service, and integrity are the department’s creed in the administration of community policies and procedures.

We encourage students, faculty and staff to be alert, to take precautions, and to report crimes and suspicious activities immediately to help us reach our objective. Working together, we can improve the quality of life at Holy Family University. The best way you can help us help you is by getting involved and learning what services are available through the Public Safety Department. This annual safety report is available online and/or upon request to the Director of Public Safety.

We welcome your suggestions and comments on how to make the campus an even safer environment. To share your ideas with the Public Safety Department, please call us at 267-341-3333 or visit us at www.holyfamily.edu/security-safety.

Remember, the Public Safety department is here to serve you!!

Joseph F. McBride, BS
Director of Public Safety
An Overview

Holy Family University’s Public Safety Director 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 on our website at http://www.holyfamily.edu/about-holy-family-u/our-campuses/security-safety. This report is prepared in cooperation with the local law enforcement agencies surrounding our main campus and alternate sites, Residence Life, the Judicial Officer, and the entire division of Student Life. Each entity provides updated information on their educational efforts and programs to comply with the Act.

Campus crimes, arrests, and referral statistics include those reported to Holy Family University’s Public Safety Department, designated campus officials (including but not limited to directors, deans, department heads, judicial affairs, advisors to students/student organizations, athletic coaches), and local law enforcement agencies.

Each year, an e-mail notification is made to all enrolled students, faculty and staff that provide the website to access this report. Copies of the report may also be obtained from the Public Safety Office, located in the lobby of the Campus Center by calling 267-341-3333. All prospective employees may also obtain a copy from Public Safety.

Public Safety Officers

The Public Safety Department at Holy Family reports to the Office of the Vice President for Student Life. The department's management team consists of a Director of Public Safety, Assistant Director of Public Safety, and three Supervisors. Public Safety headquarters is located in the Campus Center at the Northeast campus (See building 1).
The uniformed arm of a Public Safety Department includes approximately 40 full- and part-time security officers who service the Holy Family community 24 hours a day, seven days a week. Public Safety officers follow and enforce the policies and procedures set by the University, as well as appropriate local, state and federal laws.

Background investigations are conducted on all officers and include pre-employment criminal history checks, Department of Motor Vehicles’ operator license validations, productivity profiles, education level verifications, and previous employment history checks.

All officers receive 10 days of security-principles training and community-orientation training, which includes field training prior to assignment. At the completion of the first 30 days of employment, all officers receive cardiopulmonary resuscitation (CPR) training and are required to complete a certification examination covering all aspects of security-principles training, orientation, and field training. The Public Safety Officer's knowledge is tested on such
subjects as criminal law, campus and private security, patrol techniques, authority of arrest, defensive tactics, emergency safety procedures and crisis intervention.

Holy Family Public Safety Officers have the authority to ask persons for identification and to determine whether individuals have lawful business at Holy Family University. They also have the authority to issue parking tickets, which are billed to financial accounts of students, faculty, and staff. Public Safety Officers do not have arrest power. Criminal incidents are referred to the local police who have jurisdiction on the campus. The Holy Family Public Safety Department maintains a close working relationship with the Bensalem Police Department as well as state and federal agencies. The department works closely with the investigative staff of either of these police departments 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 the university’s Public Safety Department and the Bensalem Police Department.

All crime victims, witnesses, and any other person aware of a crime are strongly encouraged to immediately report the crime to the Director of Public Safety and/or the appropriate police department promptly if the situation warrants. Prompt reporting will assure timely warning notices on campus and timely disclosure of crime statistics. Currently, there is no policy in place for the reporting of a crime on a confidential basis.

**Reporting Incidents**

All serious incidents, commonly referred to as Part 1 crimes, including murder, rape, robbery, assault, burglary, auto theft, and arson are reported to the City of Bensalem’s Police Department. Additionally, the Bensalem Police Department provides the Holy Family Public Safety Department with a report of incidents that have been reported to them for the neighborhoods surrounding the campus. Holy Family promptly reports these incidents to the various police districts as previously noted. Known and reported crimes against people, off and on campus, are posted on Holy Family University’s security website and are available for review on a daily basis.
In addition, when circumstances warrant, the University will employ e-mail, voicemail, the Holy Family website, Tiger Alert and other forms of Security Alerts to provide timely notice of criminal activities on and around campus. Should incidents occur that are beyond the capability of the University’s Public Safety Department, the Bensalem Police Department will respond and assist in the proper handling of the incident.

All incidents should be reported promptly to Holy Family's Public Safety Department. For each incident reported, an investigation is conducted and a file is created. If the situation warrants, local police are contacted for assistance. Any student or employee who observes an incident such as theft, substance abuse, assault or suspicious behavior, should report the activity to the Public Safety Department at 267-341-5011.

**STUDENTS AND EMPLOYEES SHOULD TAKE THE FOLLOWING STEPS IN AN EMERGENCY:**

- Report the incident to Holy Family's Public Safety Department by calling extension x3333 from a campus phone, or go to the nearest emergency call box, which are located throughout the campus. The emergency call boxes dial directly to the Public Safety Department.
- Communicate as much information about the incident as possible (i.e., location, type of incident, and description of those involved).

**Campus Security Authorities**

Although Public Safety encourages the reporting of crime directly to them, members of the campus community may choose to file a report in some instances with one of the other Campus Security Authorities. They include, but are not limited to:

- Vice Presidents
- Assistant Vice President for Human Resources
- Assistant Vice President for Student Life
- Assistant Vice President for Athletics
- Deans
- Executive Director of Campus Life and Leadership
- Residence Life Area Coordinators and Graduate positions
- Assistant Director of Activities and Graduate positions
- Event Services staff
- Associate Director and Assistant Directors of Athletics
- Athletics, Head Trainer and Assistant Trainer
- Athletics, Head and Assistant Coaches
- Director of Health Services
- Disabilities Coordinator
- Counselor
- Faculty members with association with Student Activities

It must be understood that Public Safety and Campus Security Authorities do not have confidential reporting. Campus “Pastoral Counselors” and Campus "Professional Counselors", when acting as such, are not considered to be campus security authorities and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

The university defines counselors as:

*Pastoral Counselor*
An employee of an institution, who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling, and who is functioning within the scope of that recognition as a pastoral counselor.

*Professional Counselor*
An employee of an institution who has official responsibilities inclusive of providing psychological counseling to members of the institution’s community, and who is functioning within the scope of his or her license or certification.
Crime Statistics

As required by the College and University Security Act of 1988 and the Student Right-to-Know and Campus Security Act of 1990, revised in October 1999, the university annually reports to its students and employees, both current and prospective, the incidence of crime on campus, the university's security procedures and policies, and the necessary steps to enhance its public safety.

If a person believes there has been a violation of one or more of the provisions of the Pennsylvania College and University Security Information Act, a person may file a complaint with the Public Safety Department. The complaint will be forwarded to the Director of Public Safety, who will respond. If you still feel that a violation has been committed, you may appeal to the Vice President for Student Life, who has the ultimate responsibility to receive and resolve such complaints. Information is available at www.holyfamily.edu/security-safety or by calling 267-341-3333.

Below is the chart of the crime statistics on campus for the period notated as required by Pennsylvania Act 73, the College and University Security Information Act. The Clery Act, as amended, requires separate statistics for specified criminal incidents, arrests and disciplinary referrals for certain non-contiguous properties. Currently, the university does not have any off-campus organizations and considers Quakertown, PA during the years 2011, 2012 and 2013 as a non-campus building. There were no crimes reported in any of the required categories at this location.

The following statistics include reportable crime at non-contiguous properties specified for inclusion in this report from the period January 1, 2011 through December 31, 2013. These statistics conform to the specific definitions, time period, and classifications specified by federal law.
### Crime Classifications

<table>
<thead>
<tr>
<th>Crime Classifications</th>
<th>On-Campus Residential</th>
<th>On-Campus Total</th>
<th>Non-Campus</th>
<th>Public Property</th>
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Domestic violence, dating violence and stalking were added to the report in 2013 in accordance with the Violence Against Women Act (VAWA).
**Security Awareness/Crime Prevention**

**Maintenance of Campus Safety**
The Public Safety Department does a daily evaluation of all potential safety concerns such as campus lighting, parking lot safety, access points, etc. All safety concerns are reported to the Director of Public Safety, who in turn contacts the appropriate campus department for repair or replacement.

**Emergency Call Boxes**
The university provides emergency call boxes throughout the campus for safety and convenience. These emergency call boxes, when activated, automatically contact a Public Safety Officer and notify him or her of the caller's exact location. Students, faculty and staff are encouraged to learn the location of the emergency call boxes and to use them for all security-related and emergency communications. Security Officers respond 24 hours a day, every day. Any problems regarding the condition and/or use of the emergency call boxes should be forwarded to the Director of Public Safety immediately by calling 267-341-3333.

**Walking Escorts**
Upon request, the Public Safety Department is available to provide walking escorts to all Holy Family students, faculty, staff and visitors, 24 hours a day, every day to any location on campus. Call 267-341-5011.

**Identification Cards**
All current Holy Family students, faculty, and staff are issued identification cards for entering campus buildings and events, as well as for access to many university services. All university faculty, staff, and students may be required to produce a proper Holy Family ID upon request from Public Safety Officer or a university official when present on any university-owned property.

**Bike Registration**
The Public Safety Department, as part of its Campus Security Awareness program, offers members of the Holy Family community the opportunity to register their bikes. Although the program is not specifically designed to prevent the theft of bikes from campus, it should heighten the awareness of the university community, while deterring would-be-thieves.
Crime Prevention
Crime-prevention seminars and orientations are conducted at the start of each semester and periodically throughout the year for all students and employees. Some of the prevention seminars include: personal safety, awareness of surroundings, securing personal property in the workplace, as well as trainings on proper use of the university identification cards in order to access locations on campus. Crime-prevention publications are available from the Public Safety Department and distributed to the campus community periodically throughout the year.

Dissemination of Criminal Information
Public Safety Alerts
The Public Safety Director will immediately notify the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students and employees occurring on campus. The notification will be made using the “E2” campus emergency text system. The use of university e-mail, electronic signage and the use of alarms if warranted will be used to notify constituents. Residence Halls and all academic buildings will be “locked down” if necessary as well.

To ensure the security of Holy Family University, the university has implemented a new emergency alert system. Dubbed “Tiger Alert”, the system is designed to keep the campus informed in the event of an emergency. The voluntary system will immediately notify registered users via email or cell phone when an emergency has occurred on any of Holy Family’s campus locations. Up to two cell phone numbers and one email address may be registered to one person.

Incidents reported to the Public Safety Department, on and off campus, are available in the Public Safety Office to review. In the event that a situation arises, either on or off campus, and in the judgment of the Director of Public Safety constitutes an ongoing or continuing threat, a campus-wide “timely warning” will be issued. Holy Family’s Public Safety Director will immediately investigate the report of the incident, craft an emergency alert and distribute this notification throughout campus community without delay. The warning will be issued through the “Tiger Alert” system as well as the college email system to students, faculty, and staff.
Timely warnings will be issued for the following crimes if the crimes are reported to Campus Security Authorities (CSA) or the Bensalem Police Department and if they are considered by the university to represent a serious or continuing threat to students and employees and occur in certain geographic locations as defined by the Clery Act:

- Murder and non-negligent manslaughter
- Negligent manslaughter
- Forcible and non-forcible sex offenses
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson

Emergency Notifications are required to immediately notify the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus. An “immediate” threat as used here encompasses an imminent or impeding threat such as an approaching fire, as well as a fire currently raging in a campus building. Some examples when an Emergency Notification may be issued include:

- Outbreak of meningitis, norovirus or other serious illness
- Approaching serious weather
- Earthquake
- Gas leak
- Terrorist incident
- Armed intruder
- Bomb threat
- Civil Unrest
- Explosion

“Tiger Alert” will be used only for timely warnings and emergency notifications. The system will not be used to distribute advertising or any other unsolicited content. Subscribers will pay no fees for the service, other than the regular fees associated with text-messaging services.
To register, visit www.holyfamily.edu/security-safety.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the Public Safety Department may also post a notice on the campus-wide electronic bulletin boards and the Holy Family University website, www.holyfamily.edu, providing the university community with more immediate notification. The Alert also provides safety tips, suggestions on how to handle situations, and action steps to take. Actions that can be taken, but not limited to, include: building lock-down, building evacuation, etc…. Anybody with information warranting a timely warning should report the circumstances to the university’s Public Safety Department by phone at 267-341-3333 or in person at the Public Safety Command Center, Woodhaven Main Lobby. Procedures for testing the emergency-texting system, emergency responses and evacuations are held each academic year. The testing can be announced or unannounced. Results are documented by the Director of Public Safety and made public to the community through campus email. The Director of Public Safety is responsible for the alerts, as well as with who receives them.

**Website**

The Public Safety website provides current security and safety-related information to the Holy Family community. The website allows for instant access to policies and procedures, security tips, daily crime log, Safety Alerts, security email and information related to the Student Right to Know and Campus Security Act. The website is: www.holyfamily.edu/security-safety.

**Daily Incident Journal**

Holy Family's Public Safety Department maintains an incident journal in its office. This is a chronological listing of all crimes and significant incidents responded to and documented by Public Safety Officers. It also includes the names of persons arrested, if known, and charged in criminal situations. It is open for review by any member of our community.

**Emergency Drills, Testing and Evacuation Procedures**

The Public Safety Department conducts emergency drills and procedures on an annually basis. The drills are assessed to astatine the effectiveness of the policy and safety of the
campus community. These findings are published electronically through the campus email system after the annual drills.

**Campus Safety Policies**
Throughout the year, members of the Public Safety staff speak to faculty, staff, commuters and residents on topics including sexual assault, date rape, theft prevention, personal safety, victim services and alcohol and drug awareness. The Assistant Vice President for Human Resources conducts seminars periodically through New Hire Orientation, as well as Worksite Wellness Week and Open Enrollment.

**Safety Policies for Residence Halls**
Holy Family University has co-educational residence halls. The University offers residences that accommodate singles and doubles occupancy. There is no on-campus housing for married students.

Area Coordinators and various other members of the university's Residence Life staff live in the residence halls and are on call 24 hours a day. All residence life staff members receive training in enforcing residence hall security policies. Desk Assistants and Public Safety Officers are assigned to the desk at the main entrance of each residence.

Residents are expected to cooperate fully with the Desk Assistant/Security Officer in the discharge of his or her duties.

Access to each residence hall is through the front entrance. All other doors are locked from the outside and are equipped with exit alarms or card access devices that record when the door is opened. These doors are to be used only in case of emergency. Desk Assistants/Public Safety Officers are responsible for controlling access to and egress from the building through the front doors as well as for checking students' university ID cards before admitting students into the building.

The Desk Assistants/Public Safety Officers will also assist residents in registering guests. The resident is responsible for escorting guests at all times while they are in the residence hall.
and for explaining university housing rules and regulations to each guest.

Each resident is issued a key or ID that will open his or her room. If a key or ID is lost, a lock change is ordered. Also, a new key is issued.

Most university housing facilities are closed and locked during official vacation and break periods. During these times, residents are encouraged to take all valuables with them. Students who remain during these periods are given temporary residence in a designated residence hall, which will remain open and accessible during breaks.

University residence halls have fire safety features such as smoke detectors, alarmed fire exit doors, fire extinguishers and fire exit doors. Tampering with fire safety equipment, such as fire extinguishers, fire hoses, alarm pull stations, smoke detectors, heat sensors, or a sprinkler is prohibited! Making a false report, fire warning, or threat of fire by any means of communication is prohibited!

To provide for the safety and security of those using Holy Family facilities, certain policies have been put into place. The following are of particular importance:

**Building Access**

All university buildings and residences are the private property of Holy Family University and are posted as such. These buildings are opened at a designated time each morning and secured at a designated time each evening by assigned personnel. Any unauthorized person entering a university building is considered to be trespassing. After-hours access to university-owned or university-managed buildings is determined by the needs of each department. Once a building has been secured for the evening, only authorized individuals are permitted to enter.

**Weapons Policy**

No student, staff member, faculty member or visitor shall keep, use, possess, display or transport any rifles, shotguns, handguns, pellet or BB guns, dangerous knives, bully clubs, makeshift weapons, martial arts weapons, or any other lethal or dangerous devices capable
of casting a projectile by air, gas, explosion or mechanical means on any property or in any building owned or operated by the university or in any vehicle on campus. Realistic facsimiles of weapons are also specifically not allowed. As stated in the Student Handbook:

The presence and use of weapons on campus presents a potential threat to the safety of all community members. No student, staff member, faculty member or visitor shall keep, use, possess, display, or transport any rifles, shotguns, handguns, pellet or BB guns, dangerous knives, billy clubs, makeshift weapons, martial arts weapons, or any other lethal or dangerous devices capable of casting a projectile by air, gas, explosion, or mechanical means on any property or in any building owned or operated by the university or in any vehicle on campus. Realistic facsimiles of weapons are also specifically not allowed.

If attending classes on campus, Law Enforcement individuals must conceal their weapons. The university retains the right to search persons, possessions and bags, and privately-owned vehicles on university property, and to confiscate, retain and dispose of/destroy all items covered by this policy regardless of value or ownership. Law enforcement may be contacted for some violations of this policy.

Alcohol and Drug Policy

The possession, use, distribution, or sale of narcotics or drugs other than those medically prescribed, and stored in the original container, by students, faculty, staff, or visitors on university grounds or while on University business is prohibited. Off-campus possession, use, distribution, or sale of narcotics or drugs by students, faculty or staff is inconsistent with the university’s policies and goals, and is therefore prohibited. Any and all types of drug paraphernalia, including, but not limited to, bongs, pipes, and any items modified or adapted so they can be used to consume drugs, are not permitted on university property.

The legal ramifications of misuse of alcohol and/or controlled substances (drugs) are serious and vary depending on the circumstances involved. The penalties are determined by examining each individual case. A person can be arrested and cited for violations ranging from summary through felony offenses. Holy Family University students and employees can be referred for prosecution for a violation of the law. While Holy Family reserves the right to follow its own judicial process, Holy Family University works in collaboration with the Bensalem Police Department when any federal, state, or local laws are violated.

The following is a list of the most common alcohol and other drug violations and their penalties, committed under federal and state law. For a more complete description of offenses, the appropriate federal and criminal and vehicle codes should be consulted.
DRUG OFFENSES

- Narcotic drugs - Manufacture, delivery, or possession by an unauthorized person
  *Felony, up to 15 years of imprisonment and a fine of up to $250,000.*

- Methamphetamine, cocoa leaves, marijuana (in excess of 1000 pounds)
  *Felony, imprisonment up to 10 years and a fine of up to $100,000.*

- Opiates, hallucinogenic substances, marijuana
  *Felony, up to 5 years imprisonment and a fine of up to $15,000.*

- Barbiturates
  *Felony, up to 3 years imprisonment and a fine of up to $10,000.*

- Codeine, morphine, atropine
  *Misdemeanor, up to 1 year imprisonment and a fine of up to $5,000.*

- Possession of a small amount of marijuana for personal use
  (30 grams of marijuana or 8 grams of hashish)
  *Misdemeanor, up to 30 days imprisonment and a fine of up to $500.*

- Use or delivery of drug paraphernalia
  *Misdemeanor, up to 1 year imprisonment and a fine of up to $2,500.*

- Possession or distribution of look-alike drugs having a depressing or stimulating effect
  *Felony, up to 5 years imprisonment and a fine of up to $10,000.*

- Manufacture, sale or delivery, holding, offering for sale, or possession of any controlled
  substance that is altered or misbranded
  *Misdemeanor, up to 1 year imprisonment and a fine of up to $5,000.*

- Trafficking drugs to minors
  *At least 1 year confinement, 2 years imprisonment if within 1000 feet of a school, college or university.*

- Possession of controlled or counterfeit substance
  *Misdemeanor, up to 1 year in jail, fine of up to $5,000.*

ALCOHOL OFFENSES

- Misrepresentation of age to secure liquor, malt, or brewed beverages
  *First offense - Summary violation, up to $300 fine and 30 days in jail;*
  *Second offense - Misdemeanor, up to $4,500 fine and jail. Operator's license will be*
suspended.*

*Operator's license suspensions:
First offense - 90 days
Second offense - 1 year
Third offense - 2 years
Subsequent offenses - 2 years

- Purchase, consumption, possession or transportation of liquor or malt or brewed beverages
  First offense - up to $300 fine and 30 days in jail and suspension of driver's license for 90 days for minors;
  Second offense - up to $500 fine and jail. Operator's license will be suspended*
  *Parents of minors will be notified of the violation.

- Representation that minor is of age
  Misdemeanor, fine of not less than $300.

- Inducement of minors to buy liquor, malt or brewed beverages
  Misdemeanor, fine of not less $300.

- Selling or furnishing liquor, malt or brewed beverages to minors
  Misdemeanor, fine of not less than $1000 for the first violation and $2,500 for each subsequent violation.

- Carrying a false identification card
  Summary offense first violation, fine up to $300 and up to 30 days in jail;
  Misdemeanor for subsequent violations, fine up to $500 and jail. Operator's license will be suspended.*

RESTRICTIONS ON ALCOHOLIC BEVERAGES

- The driver of any vehicle may not consume any alcoholic beverage or illegal drug
  Summary offense, fine of up to $300 and up to 30 days in jail.

- Driving under the influence of alcohol or controlled substance
  Misdemeanor, fine of not less than $300, jail for not less than 48 hours; not less than 30 days in jail for second violation; not less than 90 days in jail for third violation; not less than 1 year for fourth violation.
• Homicide by vehicle while driving under influence
  *Felony, not less than 3 years of imprisonment, fine, revocation of operating privileges.*

• Sale by, or purchase from, an unlicensed source of liquor or malt or brewed beverage
  *First offense: misdemeanor, fine from $100 to $500.*
  *Second offense: fine of $300 to $500 and imprisonment of 3 months to 1 year.*

• Possession or transportation of liquor or alcohol within the state unless obtained from state liquor store or in accordance with the Liquor Control Board regulations
  *Primary offense: fine of $25 per package;*
  *Second violation: misdemeanor with possible forfeiture of vehicle used to transport.*

• Carrying a false identification card
  *Summary offense first violation, fine up to $300 and up to 30 days in jail;*
  *Misdemeanor for subsequent violations, fine up to $500 and jail. Operator’s license will be suspended.*

Disciplinary Policies
A student who is alleged to have engaged in an alcohol or drug violation receives communication of the alleged violation and is scheduled for a meeting with an Administrative Hearing Officer or Judicial Hearing Board, as outlined in the *Student Handbook.*

If a student is found in a hearing to violate a policy, a sanction shall be imposed on the responsible person or party. In addition to the violation itself, the following shall be considered in determining sanctions: motivation; honesty; maturity; cooperation; present attitude, past record, both positive and negative; the severity of damage, injury, harm, disruption or the potential for such; willingness to make amends; and compliance with previous sanctions.

A student found responsible for violating the Code of Conduct or a university policy may expect to receive one or more of the following sanction(s). The university considers the judicial process to be one with educational intent, although the following sanctions are more common approaches to resolve violations. The University encourages opportunities for hearing officers or the Judicial Hearing Board to find sanctions that may be tailored to a student’s situation or needs.
Potential sanctions for students violating the Alcohol and other Drug Policy may include:

i. Warning- written notice given that is kept on file.

ii. Program Attendance or Facilitation-expectation to attend or facilitate an educational program(s).

iii. Writing Assignment-requirement to complete a relevant research and/or reflection paper.

iv. Discretionary Sanctions- requirement to complete and or participate in work assignments, community service, university services or programs, or other related discretionary assignments.

v. Loss of Privileges- denial of specific privileges for a defined period of time (e.g., guest, computer, housing selection, visitation, dining services, university representation, co-curricular activities, athletic participation, work study position, leadership role).

vi. Counseling Assessment/Meetings- assignment to complete a number of counseling sessions including but not limited to anger management, alcohol and drug assessments, and alcohol education classes.

vii. Fines- requirement to pay a specified monetary fee to the university.

viii. Restitution-requirement to make payment to the university, other persons, groups, or organizations for damages.

ix. Administrative relocation in housing- requirement to be placed in an assigned or relocated space in university Housing.

x. Disciplinary Probation- a period of fixed duration, during which the status of a student at the university may be evaluated. This includes the possibility of more severe sanctions if the student is found responsible for violating university policy during the probationary period.

xi. Removal from university Residence- separation from the residence halls for as defined period of time. The student may be prohibited from participating in the university dining program. The student will be barred from entering all residences within the university residential community during the time of removal from campus housing.

xii. Suspension- separation from the university for a specified period of time. The student shall not participate in any university-sponsored activity and may be banned from the university premises. The university will not accept any credits earned from another
institution during this period towards a university degree. In case of residence hall
groups, this sanction may include the disbanding of a living unit. In the case of student
organization, this may include the removal of recognition.

xiii. Expulsion- permanent separation from the university and university facilities.

**Suggested Sanctions for alcohol violations (copied from the Hearing Officer Manual)**

i. 1st incident- Administrative hearing, written warning, and fine.

ii. 2nd Incident- Administrative hearing, increase of fines, educational program/
    reflection paper, or Counseling Assessment.

iii. 3rd Incident- Administrative hearing, increase of fines, Counseling Assessment,
    educational program/ reflection paper, parental involvement, or probationary status.

iv. 4th Incident or more- Administrative hearing/ Judicial Hearing Board, increase of
    fines, removal from housing, suspension, or expulsion.

**Suggested sanctions for low-level drug violations (copied from the Hearing Office Manual)**

i. Drug 1: education, disciplinary probation

ii. Drug 2: suspension (considered for higher-level drug violations)

   A complete report can be found on the Higher Education Opportunity Act website,
   http://www.holyfamily.edu/about-holy-family-u/general-info/339-heoa

The following training, programs, resources, counseling, treatment, rehabilitation or re-entry
programs are available to employees and/or students as described below.

A. Employees

   • Support Services

   Employee Assistance Programs- Holy Family University recognizes that many
   factors can have a negative effect on an employee’s job performance; therefore,
   provides assistance to employees and their families in resolving personal problems.
   Alternate resources are often preferable to handling issues alone or with only
   supervisory assistance. This allows for increased confidentiality and greater variety
   of available assistance.
Employees can call “First Call for Help” which is United Way’s free confidential referral service for 3,000 local health and human services agencies. Representatives are available for phone consultations Monday-Friday, 8:30AM-5:00PM. Also a message service is available evenings, holidays, and weekends: In PA call 215- 568-3750, and in NJ call 856-663-2255.

Lincoln Financial also offers full-time faculty and staff free personalized counseling, travel assistance, estate guidance and disability counseling (including phone consultations, face-to-face consultations, and online resources). Their phone number is 1-855-891-3684, and they can be reached online at www.Lincoln4benefits.com (Web ID + LifeKeys). Brochures for these services are available in Human Resources and in the Counseling Center.

In addition, employees can contact our Campus Minister at x3261 or the Assistant Vice President for Human Resources at x3479 for confidential guidance.

Finally, employees can take advantage of the confidential mental health benefits available through their health insurance coverage. Independence Blue Cross subscribers can call 1-800-ASK-BLUE for more information.

B. Students:

An email is sent to all students enrolled in credit courses each semester from the Vice President for Student Life covering a variety of topics around safety, as well as rights and responsibilities.

Through the Counseling and Disability Services, students have free access to licensed counselors on campus for initial screening/consultation in regards to a concern around substance use, with possible referral to an outside agency.

1. **Class Standings Focused Programs**

- First-Year Students: First-Year Students are high at risk for alcohol and drug use and abuse due to the transitional issues they face. These students also enter the University community without much knowledge of the policies and procedures that will impact their lives. In order to combat this, Holy Family University has developed a program to reach the students where they are.
i. **FEXP-** First-Year Experience Course is designed to help students with their transition to the University and to focus on many topics they may face throughout their college career.
   a) Alcohol and Other Drugs 101- Learning Objectives: Increase knowledge regarding state laws and university policy. Increase understanding of how alcohol and other drugs affect you. Increase knowledge of healthy decision making. Increase awareness of bystander intervention. Learn where to get help and resources for alcohol and substance use issues.
   b) Presidential Lecture Series- optional series that discuss student issues in a fun but educational way.
      a. Hypnotic Intoxication- discusses the dangers of alcohol and shows how people react while intoxicated, as well as ways students can help throughout the course of the night
      b. Office Etiquette- how to prepare for a career, and how healthy decisions as an adult can start now

ii. **Campus-wide Programming:** Every student on campus will come in contact with alcohol at some point and will have to make decisions whether to drink or not. To help our students make appropriate decisions, it is our responsibility to educate students about the impact of alcohol and other drugs, as well as, how to make responsible choices. Holy Family University uses a variety of platforms to reach all students where they live, work and socialize. All resources available for designated student populations are available to the entire campus.

iii. **Awareness Weeks and Days:** Campus organizations partner to provide collective activities for Awareness Weeks or Awareness Days during the year. Each Awareness Week or Day has some outreach event and education surrounding the issues at hand.
   a) Wellness Week - February
   b) Sexual Assault Awareness Day
   c) Safe Spring Break and Alcohol Awareness Week: March

iv. **Online Tools and Resources:**
a) Online self-screening tool through ULifeline.org
b) Website referral sources

2. High-Risk Students:
   - Athletes-
     i. Every August, prior to the beginning of the academic year, student-athletes are required to read through the Department of Athletics’ policies that offer information on random/suspicious drug testing. These policies can be found at the following webpage:
     ii. Once reading the policies, student-athletes are instructed to click on the link to the Department of Athletics’ Policies to read through all associated Athletics department policies. The topic areas covered are as follows:
         a) Department of Athletics Random / Suspicious Drug Testing Policy
         b) Department of Athletics Reinstatement Policy
         c) Department of Athletics Missed Class Policy
         d) Department of Athletics Mandatory Athletic Department Meetings Policy
         e) Department of Athletics Mandatory Study Hall Policy for All Freshman and At-Risk Student-Athletes
         f) Department of Athletics Online Social Networking Websites Policy
     iii. Once these topics have been read through in their entirety, the student-athletes can only then print out the signature page (attached) to sign off that they have read through and reviewed the associated policy topics.
     iv. Other alcohol and drug-related initiatives occur during both the academic and calendar year. Drug-testing is done randomly in-house (or based upon suspicion) throughout the academic year. Drug testing is also conducted through the NCAA via Drug-Free Sport on a random basis throughout the calendar year.
     v. Our Student-Athlete Advisory Committee (SAAC) discusses drug-related policies and legislation at conference meetings In September and March during the calendar year. Such drug policy discussions occur
institutionally at each SAAC meeting which is held bi-weekly. SAAC addressing drug policies and related legislation is vital as they have a direct impact on the creation or amending of NCAA drug policy legislation.

vi. At the Department of Athletics' opening meeting in September of each academic year, information is relayed regarding drug-testing policies. Furthermore, each head coach, at the beginning of the academic year, implements specific team policies that set policies for consequences associated with drug use and drug testing. The team policies are in line with the Department of Athletics’ policy regarding drug use and testing.

vii. As a community engagement initiative, they conduct their Build-A-Library program in November and April of the academic year. During the presentation of the collected books to the respective school in which the department is donating to, student-athletes speak to the young students about avoiding the perils associated with drug use and having the courage to not engage in drug use. Messages delivered by student-athletes touch upon avoiding drugs, studying hard, and pushing toward continuing their education to attend college.

- Sanctioned Students
  i. One-on-one Alcohol and other Drug Assessment through the Counseling Center assigned to students who have multiple offenses.
  ii. Students involved in multiple alcohol incidents - parental notification and/or parental conference for students whose housing or university status may be in jeopardy.

- Residential Students
  i. RA Training- Residence Life conducts an extensive training each fall and winter with all Resident Advisors to discuss personal responsibility, as well as how to talk with their residents about alcohol and other drug issues. Working with the Counseling Center and the Health Services, workshops are focused on how to spot the signs of abuse, overdose and addiction. RAs are trained with necessary skills needed to mentor their
residents. Throughout the year, RAs are given access to the Counseling Center for questions, information, and other resources.

ii. Bulletin Boards - Resident Advisors are required to provide educational bulletin boards on topics related to alcohol, drugs and wellness education.

iii. Resident Advisor Programs - To help support alcohol-free alternative events, each Resident Advisor is required to provide the following:
   a) Develop 6 programs per semester- four are required to be educationally-focused and two socially focused to help develop and enhance the community
   b) Develop one weekend event for their building or community
   c) Support a SGA weekend event by inviting and bringing their community to an event (10 person minimum to gain credit)

3. Alternative Programming -
   - Late nights and Weekends
     i. Student Government Association has committees dedicated to providing weekend nighttime programming. Each weekend there is an on-campus event or an off-campus trip to provide an alcohol-free alternative to students.
     ii. Campus Center is open every night until midnight. Students have access to basketball courts (when not in use by athletics), pool tables, ping pong, as well as the Upper and Lower Level of the Campus Center Commons for students.
     iii. Campus Clubs and Organizations - There are over 25 clubs and organizations who plan events throughout the week for students to get involved.
     iv. Alternative Spring Break- Students are selected for an opportunity to work with Habitat for Humanity and utilize their spring break as a way to dedicate their time to service for others. The group meets regularly working on leadership workshops, fundraising opportunities, service awareness opportunities as well as local project “build days” throughout the year leading up to the trip.
4. Environmental Approaches Off-Campus

8th Police District Advisory Council- The Vice President for Student Life and Director of Public Safety sit on a standing monthly council board to discuss the safety concerns of the police district. This is a council to address and hear the concerns of the district and its constituents in the area as well as for the 8th Police District report on local crime in the area.

5. Support Services

All students are encouraged to seek early help if they feel they have a problem with alcohol and/or other drugs, and to learn how to assist others with substance abuse problems. It is less likely that serious consequences will result from an alcohol or other drug problem with early assistance. Through the Counseling and Disability Services, students have free access to licensed counselors on campus for initial screening/consultation in regards to a concern around substance use, with possible referral to an outside agency. A Resource Room has been established and maintained by the Counseling and Disability Office which provide literature and a directory of available local organizations and agencies. Other resources which are available within the community for assistance include:

- Alcoholics Anonymous – http://www.aa.org;
- Al-Anon – http://www.pa-al-anon.org;
- Narcotics Anonymous – http://naworks.org;

Public Safety and the Counseling Office will also be conducting a climate survey of the campus community on sexual violence. Results of the climate survey will be distributed to the campus community electronically once completed.

Criminal Records
Known criminal records of students and employees are considered during the admission or hiring process. Employees with known criminal records are not permitted to work in security assignments.

**Gender-Based Misconduct Policy**

Members of the Holy Family University community, including 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. Holy Family University believes in a zero tolerance policy for gender-based misconduct. This policy has been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated. This policy is also intended to define community expectations and to establish a mechanism for determining when those expectations have been violated.

When a sexual assault, domestic violence, dating violence or stalking has occurred, it is very important to preserve any potential evidence by not showering or straightening up the crime scene. In case of rape, the individual will be accompanied to the Rape Trauma Unit at Aria Hospital for immediate medical attention. The individual is apprised of all options for filing a complaint, both on campus and off, including the right to report fully to the Bensalem Police Department, to file an anonymous report with the Bensalem Police, or to file no report with the Bensalem Police. The choice is solely up to the individual and remains an option even if the victim chooses not to go to the hospital. The Public Safety Officer will outline the procedures and potential consequences of all these options. The university will also assist in notifying authorities upon request. Victims are also encouraged to contact the Public Safety Department immediately. Three other members of the community have also been identified to be notified if Public Safety is not available, or the victim feels more comfortable reporting an incident:
**Campus Authority** | **Campus Office** | **Campus Phone Number**  
--- | --- | ---  
Joseph McBride – Director of Public Safety | Campus Center Room 105 | 267-341-3642  
Sister Marcella Binkowski – Vice President for Student Life | Campus Center Room 208 | 267-341-3432  
Tara Gutgesell – Director of Counseling & Disability Services | Campus Center Room 213 | 267-341-3232  
Renee Rosenfeld – Assistant Vice President for Human Resources | Holy Family Hall Room 210 | 267-341-3479

Holy Family University is committed to supporting victims of the various forms of violence listed in the Violence Against Women’s Act (VAWA) by providing the necessary safety and support services. Student, faculty and staff victims of sexual assault, domestic violence, dating violence or stalking are entitled to reasonable accommodations. Due to the complex nature of this problem, the student victim may need additional assistance in obtaining one or more of the following:

- no-contact order;
- services of a victim advocate;
- witness impact statement;
- change in an academic schedule;
- provision of alternative housing opportunities;
- the imposition of an interim suspension on the accused;
- provision of resources for medical and/or psychological support.

For assistance obtaining these safety accommodations, please contact the Director of Public Safety. If safety is an immediate concern, the victim is encouraged to contact law enforcement (Bensalem Police Department) for assistance as well.

When an allegation of misconduct is brought to an appropriate administration's attention, and a respondent is found to have violated this policy, serious sanctions will be used to reasonably ensure that such actions are never repeated. Sanctions for students include, but not limited to, reprimand, suspension, and expulsion. A complete listing of university sanctions include:
i. Warning- written notice given that is kept on file

ii. Program Attendance or Facilitation- expectation to attend or facilitate an educational program(s)

iii. Writing Assignment- requirement to complete a relevant research and/or reflection paper

iv. Discretionary Sanctions- requirement to complete and or participate in work assignments, community service, university services or programs, or other related discretionary assignments

v. Loss of Privileges- denial of specific privileges for a defined period of time (e.g., guest, computer, housing selection, visitation, dining services, university representation, co-curricular activities, athletic participation, work-study position, leadership role)

vi. Counseling Assessment/Meetings- assignment to complete a number of counseling sessions including but not limited to anger management, alcohol and drug assessments, and alcohol education classes

vii. Fines- requirement to pay a specified monetary fee to the university

viii. Restitution- requirement to make payment to the university, other persons, groups, organizations for damages

ix. Administrative relocation in housing- requirement to be placed in an assigned or relocated space in university Housing

x. Disciplinary Probation- a period of fixed duration, during which the status of a student at the university may be evaluated. This includes the possibility of more severe sanctions if the student is found responsible for violating university policy during the probationary period

xi. Removal from University Residence- separation from the residence halls for a defined period of time. The student may be prohibited from participating in the university dining program. The student will be barred from entering all
residences within the university residential community during the time of removal from campus housing

xii. Suspension- separation from the university for a specified period of time. The student shall not participate in any university-sponsored activity and may be banned from the university premises. The university will not accept any credits earned from another institution during this period towards a university degree. In case of residence hall groups, this sanction may include the disbanding of a living unit, and in the case of a student organization, this may include the removal of recognition

The university 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 include, but are not limited to, modification of living arrangements, academic schedule change, transportation modification, and working conditions, interim suspension from campus pending a hearing, and reporting the matter to the local police. Not all forms of sexual misconduct will be deemed to be equally serious offenses, and the university reserves the right to impose different sanctions, ranging from verbal warning to expulsion, depending on the severity of the offense.

The university will consider the concerns and rights of both the complainant and the person accused of sexual misconduct. Appeals will be heard by the Vice President for Student Life for students and the Assistant Vice President for Human Resources for employees. Interested parties will be notified of any changes prior to the final decision made.

**Definition of Consent.**

Consent is defined by the university as an action that is:

- clear, knowing and voluntary;
- active, not passive;
- 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.

**Intimate-Partner Violence Including Dating Violence and Domestic Violence**

Holy Family University defines Intimate-Partner Violence as situations including, but not limited to, dating violence, domestic violence, and relationship violence, including any threat or act of violence against a person who is or has been involved in a sexual dating, domestic or intimate relationship with another person. It may involve one act or an ongoing behavior. Behaviors include, but are not limited to, physical violence, sexual violence, emotional violence and/or economic abuse. Intimate-partner violence may also include: threats, assault, property damage, or violence or threat of violence to one’s self, one’s sexual or romantic partner, or to the family members or friends of the sexual or romantic partner. Intimate-partner violence affects individuals of all genders, gender identities, gender expressions, and sexual orientations and does not discriminate by racial, social, or economic background.

**Sexual Assault**

Holy Family University seeks to foster a safe and healthy environment built on mutual respect and trust. At the very basis of the university's mission is the recognition of the essential dignity and worth of each member of our community. Sexual assault is a very serious violation of these principles and will not be tolerated in any form. The university encourages all members of its community to be aware of the trauma caused by sexual assault and challenges its members to work together to prevent its occurrence.

Holy Family provides support for victims and urges victims to seek assistance using any appropriate resources. The university handles complaints of sexual assault with due regard for the parties' concern for confidentiality. If occurrences of sexual assault pose a general threat to the university community, Holy Family will take affirmative steps to notify students, faculty and staff of the potential danger.

The university will pursue disciplinary action in the case of sexual assault, taking into account the wishes of the victim. The procedures for student disciplinary proceedings in cases of an alleged sex offense are fully described in the University Student Judicial Policy and the
University Sexual Assault Policy, located in the *Student Handbook*. Both the accuser and the accused have the right to have an advisor of their choice from the university community to accompany them throughout the entire judicial process, as well as the right to be informed of the university's final determination and sanction, if any, imposed against the accused student. Sanctions imposed for violation of the university's sexual assault policy may include, but are not limited to, suspension or permanent expulsion. Students who are victims of sexual assault may also desire to pursue criminal charges. The university's judicial process acts independently of any legal proceedings. As stated in the *Student Handbook*:

Holy Family University will make a "Good Faith" effort to report any crimes relating to the VAWA Act (Violence Against Women). The university handles complaints of sexual assault with due regard for the parties' concern for confidentiality. If occurrences of sexual assault pose a general threat to the university community, Holy Family will take affirmative steps to notify students, faculty, and staff of the potential danger.

The university will pursue disciplinary action in the case of sexual assault, taking into account the wishes of the victim. The procedures for student disciplinary proceedings in cases of an alleged sex offense are fully described in the University Student Judicial Policy.

Various services are available on and off campus and will be offered to the victim. Some of these services include:

**Support Services for Victims**
- Public Safety Department: 267-341-5011
- Aria Hospital Crisis Center: 215-949-5252
- Holy Family University Counseling Center: 267-341-3232
- Women Organized Against Rape: 215-985-3333

Upon request, the University will change a sexual assault victim's academic and housing assignments if the changes requested are reasonably available. The University will disclose the results of any disciplinary proceedings to the victim and the accused. If the victim is deceased, the next of kin would be notified.
Student Life sponsors a series of seminars designed to increase students' sexual awareness and explain steps to take to enhance personal safety. Electronic announcements are distributed informing students of dates and times of these events.

**Stalking Policy**
Holy Family University is determined to provide a campus environment free of violence for all members of the campus community. For this reason, Holy Family University does not tolerate stalking, and it will pursue the perpetrators of such acts to the fullest extent possible. Holy Family University is also committed to supporting victims of stalking through the appropriate provision of safety and support services. This policy applies to all students and employees of the Holy Family community.

Stalking incidents are occurring at an alarming rate on the nation's college campuses. It is a crime that happens to men and women of all races/ethnicities, religions, ages, abilities, sexual orientations, and sexual identity. It is a crime that can affect every aspect of a victim's life. Stalking often begins with phone calls, text messages, emails, social networking posts and/or letters and can sometimes escalate to violence.

Stalking is a crime in Pennsylvania and is subject to criminal prosecution. This protocol applies equally to all students, faculty and staff at Holy Family University. Students, faculty or staff perpetrating such acts of violence will be subject to disciplinary action through the Holy Family's Office of Judicial Affairs or Human Resources. This can include expulsion from Holy Family University, employment termination and/or criminal prosecution. Stalking is a course of conduct directed at a specific person that would cause a reasonable person to feel fear. Course of conduct is defined as “a pattern of actions composed of more than one act over a period of time; however, evidencing a continuity of conduct.”

Stalking includes any behaviors or activities occurring on more than one occasion that collectively instills fear in a victim and/or threatens her or his safety, mental health, or physical health. Such behaviors and activities may include, but are not limited to, the following as stated in the Student *Handbook*:

- *Non-consensual communication, including face-to-face communication,*
telephone calls, voice messages, emails, written letters, gifts, or any other communications that are undesired and place another person in fear; pursuing, following, waiting, or showing up uninvited at or near a residence, workplace, classroom, or other places frequented by the victim;

- Use of online, electronic, or digital technologies, including:
  - Posting of pictures or information in chat rooms or on websites;
  - Sending unwanted/unsolicited email or talk requests;
  - Posting private or public messages on Internet sites, social networking sites, and/or school bulletin boards;
  - Installing spyware on a victim’s computer;
  - Using Global Positioning Systems (GPS) to monitor a victim.

- Surveillance or other types of observation, including staring or "peeping";
- Trespassing;
- Vandalism;
- Non-consensual touching;
- Direct verbal or physical threats;
- Gathering information about an individual from friends, family, and/or co-workers;
- Threats to harm self or others;
- Defamation – lying to others about the victim.

The Director of Public Safety is available to inform victims of the reporting procedures and offer appropriate referrals. Victims of stalking choosing to pursue the reporting process have the right to assistance or consultation of an advocate.

Holy Family University offers services to victims even if they choose not to report the incidents. The Counseling Center provides services, advocates and provides information for victims in a safe, supportive and confidential setting. A victim may wish to seek an order of protection from a court of appropriate jurisdiction against the alleged perpetrator in some circumstances. Victims may also seek restriction of access to Holy Family University by non-students or non-employees in certain circumstances.

A report should be made with the Public Safety Department in the Campus Center Lobby. Holy Family University may need to report an incident to law enforcement authorities in certain instances.

Such circumstances include any incidents that warrant the undertaking of additional safety
and security measures for the protection of the victim and the campus community or other situations in which there is clear and imminent danger as well as when a weapon may be involved. However, it is crucial in these circumstances to consult with the Director of Public Safety, since reporting may compromise the safety of the victim. Personal safety concerns are often very important for stalking victims. Crisis intervention and victim safety concerns will take precedence.

**Bystander Intervention**

In light of the university’s core value of respect and the dignity of the whole person, the university recognizes the importance of bystander intervention. Bystander intervention empowers participants to identify, intercede and/or stop inappropriate behaviors, comments and/or actions. The term “bystander intervention” refers to safe and positive options that may be carried out by an individual or individuals. This could occur in situations when there is a risk of domestic violence, dating violence, sexual assault, or stalking against a person other than such an individual. Trainings and workshops will be offered during the academic year which will focus on recognizing situations of potential harm, to overcome barriers to intervene, as well as identify safe and effective intervention options and take action.

**Sex Offender/Registry**

The federal Campus Sex Crimes Prevention Act went into effect on October 28, 2002. The law requires institutions of higher education to issue a statement advising the campus community where state law-enforcement agency information concerning registered sex offenders may be obtained. It also requires that sex offenders already registered in a state provide notice to each institution of higher education in the state as to where the person is employed, carries on a vocation, or is a student.

Information regarding registered sex offenders on campus of Holy Family University may be obtained from the following:
Hate Crimes

The law requires the release of statistics by category of prejudice concerning the occurrence of hate crimes in the crime classifications listed in the “Clery Act” and for other crimes involving bodily injury to any person in which the victim is selected because of the actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability of the victim.

In August of 2008, HEOA S 488, 20 U.S.C.S 1092 (f) (1) F (iii) modified the above hate crimes to include the following additional crimes under the hate crime category:

- Larceny Theft: The unlawful taking, carrying, leading, or riding away of property from the possession, or constructive possession;
- Threats: Intimidation (includes Stalking) or unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without display of a weapon or subjecting the victim to actual physical attack;
- Destruction/Damage/Vandalism of Property: To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it;
- Simple Assault: An unlawful physical attack by one person upon another where neither the offender displays a weapon nor the victim suffers obvious severe or aggrieved bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

As stated in the Student Handbook:

*Hate crimes occur when a perpetrator targets a victim because of his or her perceived membership in a certain social group, usually defined by race, age, color, religion, national origin, ethnic origin, sex/gender, sexual orientation, disability, marital status, military leave,*
veteran status and any other status protected by law, which unreasonably disrupts or interferes with another’s academic performance, or which creates an intimidating, offensive or hostile environment.

The law requires the release of statistics by category of prejudice concerning the occurrence of hate crimes in the crime classifications listed in the "Clery Act" such as race, gender, religion, sexual orientation, ethnicity or national origin, disabilities and for other crimes involving bodily injury to any person. Definitions listed in the The Handbook for Campus Safety and Security Reporting includes:

- Race: A preformed negative attitude toward a group of persons who possess common physical and hereditary characteristics;
- Gender: A preformed negative opinion or attitude toward a group of persons because those persons are male or female;
- Religion: A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or non-existence of a supreme being;
- Sexual Orientation: A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex;
- Ethnicity/National Origin: A preformed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs and traditions;
- Disability: A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/challenges, whether such a disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

The Hate Crime Statistics for 2011, 2012 and 2013 include:

- 2011: No hate crimes reported.
- 2012: No hate crimes reported.
- 2013: No hate crimes reported.
Reporting a Missing Person

The Holy Family University Department of Public Safety thoroughly investigates all people, including students reported as missing whether they reside on or off campus. Students and employees are instructed to report a missing person, dial 3333 from a campus phone, use one of the blue light emergency phones on campus, or call (267) 341-3333 from off-campus/cell phones. They can also report a missing person in person at the Department of Public Safety in the Campus Center building, which is staffed with professional personnel, 24/7. Additionally, you can request assistance from a Public Safety Officer on patrol or call 911. Personal information will be kept confidential.

If the missing person is a student, Public Safety will follow these procedures:

- The Director of Public Safety, upon confirmation that a student is missing and cannot be located, shall notify the Vice President for Student Life.
- If the missing student resides in on-campus housing, the Public Safety Director will notify the Executive Director of Campus Life and Leadership and the Residence Life professional for the area in which the student is housed. The Executive Director of Campus Life and Leadership should be directed to contact neighbors and friends in the immediate vicinity of the student's room and report any findings to Public Safety.
- If the missing student residing on campus has been missing for more than 24 hours, Public Safety will notify the student's designated emergency and/or confidential contact if so designated. All information is maintained in the university's Datatel System and is held confidential. The Bensalem Police Department will also be notified.
- If a student is under 18, Public Safety will immediately notify the custodial parent or legal guardian. The missing student will be reported to the appropriate Police Department within 24 hours.
- If a student over 18 has not designated an emergency contact, the law enforcement agency where the student's primary residence is located will be notified. All notifications as mentioned in this section will be made by the Director of Public Safety or his/her designee.

The Public Safety Director or the Shift Supervisor will also check hospital admissions and the
Bensalem Police Department for further information regarding the missing person. Furthermore, the Public Safety Director or Shift Supervisor will contact the Director of Counseling and Disability Services in the event that the student has been receiving counseling, as well as Student Health Services, and Out-Patient Emergency Rooms in area hospitals.

**Annual Fire Safety Report**

The Higher Education Opportunity Act (HEOA) requires two (2) new safety-related requirements of institutions that participate in federal student financial aid programs which follow:

- **Fire Log**: Institutions must keep a fire log that states the nature of the fire, date, time and general location of each fire in on-campus student housing facilities. Holy Family University complies with this rule by including all fire-related incidents in the Daily Crime and Fire Log. To view the most recent seven days of information, please visit the Public Safety Department Command Center. Requests for information older than 60 days must be directed to the Director of Public Safety. Information will be made available within two business days of a request for public inspection.

- **Annual Fire Safety Report**: Institutions with on-campus student housing facilities must annually publish a fire safety report that provides information on campus fire safety practices and standards. Holy Family University complies with this regulation by including all fire-related incidents at on-campus student housing facilities as part of the Annual Security and Fire Safety Report. Periodically throughout the academic year, each residential living facility practices two Fire Evacuations per semester. Public Safety Officers educate the residential students during annual new student orientations as well as during various Residential All-Hall/Floor meetings. Commuter students and employees are notified via the campus email regarding policies and locations for fire/building evacuations during each academic semester. Safety of the campus community is upheld through the various university policies regarding electronic appliances, smoking, and open flames within residential housing and the entire campus community.
Information contained in this annual fire safety report includes: number and cause of fires at all on campus student housing facilities; number of fire-related deaths; related injuries; value of fire-related property damage; information on evacuation procedures; fire safety education and training programs; fire safety systems in each student housing facility; number of regular mandatory supervised fire drills; and policies on portable electrical appliances; smoking; and open flames.

In the event of a fire, the university expects that all campus community members will evacuate by the nearest exit, closing doors and activating the fire alarm (if one is present) as they leave. Once safely outside a building, it is appropriate to contact 911 and the Public Safety Department. Students and/or staff are informed where to relocate to by staff if circumstance warrants at the time of the alarm. In the event the fire alarm sounds, university policy is that all occupants must evacuate from the building and closing doors as they leave. No training is provided to students or employees in firefighting or suppression activity as this is inherently dangerous. Each community member’s only duty is to exit safely and quickly, shutting doors along the exit path. At no time should the closing of doors or the activation of the alarm delay the exit from the building.

Per federal law, Holy Family University is required to annually disclose statistical data on all fires that occur in on-campus student housing facilities. Listed below are the non-emergency numbers to call to report fires that have already been extinguished in on-campus student housing. These are fires for which you are unsure whether the Public Safety Office may already be aware. If you find evidence of such a fire, or if you hear about such a fire, please contact one of the following:

- Holy Family University Public Safety Department – 267-341-3333
- Holy Family University Residence Life Office – 267-341-3204

When calling, please provide as much information as possible about the location, date, time, and cause of the fire.
## NORTHEAST CAMPUS FIRE SAFETY REPORT

<table>
<thead>
<tr>
<th>Name of Facility</th>
<th>Categories</th>
<th>2011 CY</th>
<th>2012 CY</th>
<th>2013 CY</th>
<th>CAUSE</th>
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<tr>
<td></td>
<td>Deaths</td>
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<tr>
<td></td>
<td>Deaths</td>
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<td>Cooking mishaps</td>
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<td></td>
<td>Injuries</td>
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<td></td>
<td>Deaths</td>
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## NORTHEAST CAMPUS FIRE SAFETY SYSTEMS IN RESIDENTIAL FACILITIES

<table>
<thead>
<tr>
<th>Facility</th>
<th>Fire Alarm Monitoring Done on Site by Public Safety</th>
<th>Partial #1 Sprinkler System</th>
<th>Full #2 Sprinkler System</th>
<th>Smoke Detection</th>
<th>Fire Extinguisher Devices</th>
<th>Evacuation Plans &amp; Placards</th>
<th>Number of Evacuation (Fire) Drills Each Calendar Year</th>
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</table>

**Evacuation Plan for Students/Staff with Physical Disabilities**

Woodhaven Site

Upon Alarm Sounding

Student Staff Response:

Dial 911 from an on-campus phone, which will connect directly with a dispatcher from the local emergency services department. A red phone may also be used, but the red phone will only connect the student/staff with Holy Family University Public Safety. If the student/staff is not able to get to a University-issued phone, the student/staff may use a cell phone to call 911.
Contact and inform Holy Family Public Safety at 267-341-5011 of student/staff’s position and give information on the emergency (e.g., fire alarm, a serious fall, etc.) and any immediate danger in which the student/staff finds him/herself. The student/staff will be instructed as to where to meet the Public Safety Officer/appropriate emergency services personnel.

If able, the student/staff will go to the designated spot that the emergency personnel have identified and await emergency response. If unable, the student/staff shall remain at the present location and await emergency personnel.

_Holy Family University Response_

Answer and determine location of call from student/staff
Direct student/staff on where to meet the designated officer – please be specific
Go to designated area and meet student/staff