



WASHINGTON  
&  
JEFFERSON  
COLLEGE

# 2016-2017 ANNUAL SECURITY REPORT

## OFFICE OF CAMPUS & PUBLIC SAFETY

### ABOUT WASHINGTON & JEFFERSON COLLEGE

Founded in 1781, Washington & Jefferson College is one of the oldest higher education institutions in the nation. It is known for its rich history, academic excellence, and innovative academic and co-curricular programs such as the nationally renowned Magellan Project. Enrollment is approximately 1400 students, with the vast majority of these individuals residing on campus.

The mission of Washington & Jefferson

College is to graduate people of uncommon integrity, competence and maturity who are effective lifelong learners and responsible citizens, and who are prepared to contribute substantially to the world in which they live. To this end, the College promotes the development of skills, knowledge, personal qualities and a worldview that characterizes a well-educated person. All components of the living and learning environment at W&J are designed and intended to support this mission.

### SUMMARY OF THE JEANNE CLERY ACT

Originally known as the Campus Security Act, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f)) is the landmark federal law that requires colleges and universities across the United States to disclose information about crime on and around their campuses. The law is tied to an institution's participation in federal student financial aid programs and it applies to most institutions of higher education both public and private. The Clery Act is enforced by the United States Department of Education.

The law was amended in 1992 to add a requirement that schools afford the victims of campus sexual assault certain basic rights, and was amended again in 1998 to expand the reporting requirements. The 1998 amendments also formally named the law in memory of Jeanne Clery. Subsequent amendments in 2000 and 2008 added provisions dealing with registered sex offender notification and campus emergency response. The 2008 amendments also added a provision to protect crime victims, "whistleblowers", and others from retaliation.

The Clery Act requires colleges and universities to:  
Publish an Annual Security Report (ASR) by October 1, documenting three calendar years of select campus crime statistics including security policies and procedures and information on the basic rights guaranteed victims of sexual assault. The law requires schools make the report available to all current students and employees, and prospective students and employees must be notified of its existence and given a copy upon request. Schools may comply with this requirement via the internet if required recipients are notified and provided exact information regarding the online location of the report. Paper copies of the ASR should be available upon request. All crime statistics must be provided to the U.S. Department of Education.

To have a public crime log, Institutions with a police or security department are required to maintain a public crime log documenting the "nature, date, time, and general location of each crime" and its disposition, if known. Incidents must be entered into the log within two business days. The log should be accessible to

### A MESSAGE FROM THE DIRECTOR

I am pleased to present the 2016-2017 Washington & Jefferson College Annual Safety & Security Report. This report was prepared collaboratively by a comprehensive team, including the Vice President and Dean of Students, The Director of Campus & Public Safety, The Director of Community Standards and the Title IX Coordinator and was prepared in compliance of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC 1092 (f)). Crime and Fire Statistics published in this report are from the 2016 calendar year and the two years prior. Statistics are gathered from internal incident reports submitted by the Department of Campus and Public Safety, the Administrator on Call Team, Resident Assistants, Campus Security Authorities and reports from local enforcement.

The publication of this report is also to inform students, staff, faculty and prospective students of safety and service programs available and steps to take to maintain the safety and security of themselves and others. Safety and security is not only the responsibility of Campus & Public Safety but is a shared responsibility. Students, staff and faculty are encouraged to familiarize themselves with the content of this report and utilize services and initiatives available to the campus community. Campus & Public Safety operates 24 hours a day, 365 days a year and is comprised of a 18 person staff, that includes sworn police officers, with full law enforcement authority in the state of Pennsylvania, complemented by security officers. The department also maintains strong relationships with state, local and federal law enforcement. Please feel free to contact me or any member of the department with questions or comments regarding this publication.

**Robert Cocco**  
Director of Campus & Public Safety  
(724)223-6032 | [rcocco@washjeff.edu](mailto:rcocco@washjeff.edu)

the public during normal business hours; remain open for 60 days and, subsequently, made available within two business days upon request.

Disclose crime statistics for incidents that occur on campus, in unobstructed public areas immediately adjacent to or running through the campus and at certain non-campus facilities including Greek housing and remote classrooms. The statistics must be gathered from campus police or security, local law enforcement and other school officials who have "significant responsibility for student and campus activities." The Clery Act requires reporting of crimes in seven major categories, some with significant sub-categories and conditions:

1. Criminal Homicide
  - a. Murder & Nonnegligent manslaughter
  - b. Negligent manslaughter
2. Sex Offenses
  - a. Rape
  - b. Fondling
  - c. Incest
  - d. Statutory Rape
3. Robbery
4. Aggravated Assault
5. Burglary, where:
  - a. There is evidence of unlawful entry (trespass), which may be either forcible or not involve force.
  - b. Unlawful entry must be of a structure - having four walls, a roof, and a door.
  - c. There is evidence that the entry was made in order to commit a felony or theft.
6. Motor Vehicle Theft
7. Arson
8. Dating Violence
9. Domestic Violence
10. Stalking

Schools are also required to report statistics for the following categories of arrests or referrals for campus disciplinary action

(if an arrest was not made):

1. Liquor Law Violations
2. Drug Law Violations
3. Illegal Weapons Possession

Hate crimes must be reported by category of prejudice, including race, gender, religion, sexual orientation, ethnicity, and disability. Statistics are also required for four additional crime categories if the crime committed is classified as a hate crime:

1. Larceny/Theft
2. Simple Assault
3. Intimidation
4. Destruction/Damage/Vandalism of Property

Issue timely warnings about Clery Act crimes which pose a serious or ongoing threat to students and employees. Institutions must provide timely warnings in a manner likely to reach all members of the campus community. This mandate has been part of the Clery Act since its inception in 1990. Timely warnings are limited to those crimes an institution is required to report and include in its ASR. There are differences between what constitutes a timely warning and an emergency notification; however, both systems are in place to safeguard students and campus employees.

Devise an emergency response, notification and testing policy. Institutions are required to inform the campus community about a "significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus." An emergency response expands the definition of timely warning as it includes both Clery Act crimes and other types of emergencies (i.e., a fire or infectious disease outbreak). Colleges and universities with and without on-campus residential facilities must have emergency response and evacuation procedures in place.

Institutions are mandated to disclose a summary of these procedures in their ASR.

Additionally, compliance requires one test of the emergency response procedures annually and policies for publicizing those procedures in conjunction with the annual test.

Compile and report fire data to the federal government and publish an annual fire safety report. Similar to the ASR and the current crime log, institutions with on-campus housing must report fires that occur in on-campus housing, generate both an annual fire report and maintain a fire log that is accessible to the public.

Enact policies and procedures to handle reports of missing students. This requirement is intended to minimize delays and confusion during the initial stages of a missing student investigation. Institutions must designate one or more positions or organizations to which reports of a student living in on-campus housing can be filed if it's believed that student has been missing for 24 hours.

While this page contains a discussion of general legal principles and specific laws, it is neither intended to be given as legal advice nor as the practice of law, and should not be relied upon by readers as such. Before taking any action, always check with a licensed attorney in your jurisdiction to ensure compliance with the law.

- Publish an Annual Security Report (ASR) by October 1
- Have a public crime log
- Disclose crime statistics for incidents that occur within defined geography
- Report on crimes in seven major categories
- Issue timely warnings about Clery Act crimes
- Devise an emergency response, notification and testing policy.
- Compile and publish an annual fire safety report.

## THE COMMUNITY ROLE IN CAMPUS SAFETY

The College encourages everyone in the W&J community to report crimes and other emergencies promptly to the College Campus & Public Safety office, or to other appropriate police agencies if off campus. At sessions conducted for freshmen and their parents, participants are advised to report all information regarding any incident to Campus & Public Safety. Campus & Public Safety presents seminars and publications that offer crime-prevention tips and emphasize the importance of reporting crimes.

A student, staff member, College Security or Police Officer, or any other member of the W&J community can also refer a violation of

the Student Code of Conduct to the Student Life Office.

#### Q: How do I report a crime?

A: There are many different ways that you can report a crime, which include:

- You can report criminal activity or other emergencies to Campus & Public Safety by calling 911 or x6032 from a campus phone, calling 724-223-6032 from a non-campus phone or texting 724-255-3968 from a cell phone.
- Picking up a campus emergency phone. These phones ring directly into Campus & Public Safety, automatically registering the location of the caller.
- Visiting the Office of Campus & Public Safety which is located next to the Visitor Parking Lot in Old Main.
- Contacting the Resident Assistant (RA), Assistant Directors of Residence Life, Student Life staff members; or other College officials who will then contact Campus & Public Safety.
- All crimes should be reported promptly so that evidence may be collected and protected.

#### Q: Can I remain anonymous?

A: Yes. W&J's counseling services includes a confidential reporting system that allows victims of a crime to report an incident anonymously. W&J counselors and contracted agencies advise student crime victims that the College forwards non-identifying information regarding that crime to the police for inclusion in the annual statistical report. The identity of the victim remains anonymous.

#### Q: Where can I obtain more information about crime prevention?

A. W&J offers several crime-prevention workshops, seminars, and public safety meetings throughout the year, including during new student orientation. Programs are sponsored by Student Life, various student organizations, and other campus departments and organizations.

These programs include:

- Operation ID, which allows students

to inscribe identifying numbers on valuables such as televisions, stereos, computers, etc.

- Presentations on Identity Theft, Harassment by Communication, and concerns over Facebook and My Space.
- In hall and organizational presentation on sexual assault prevention.
- Self-defense seminars sponsored by the Student Life.
- Basic safety recommendations are made at the first hall meeting held by residence life staff members. This discussion includes the importance of locking doors and securing personal belongings.
- A Resident Officer Program to familiarize student life staff and students with police officers assigned to their area. This program enhances communication between police and residents.
- Programs are presented once a year or upon request by Student Life Staff, Residents, Student Leaders or any member of the W&J Community.

## W&J | NOTEWORTHY SAFETY MEASURES FOR STUDENTS

- Do not prop exterior doors to campus buildings.
- Keep your room locked when you are not present.
- After dark, walk in groups and stay on lighted pathways.
- Keep your vehicle locked and do not leave valuables visible in the passenger compartment of your vehicle.
- Do not let anyone into the residence halls who does not belong in the hall.
- Do not leave open windows unattended and lock your windows when you leave.
- Notify Campus & Public Safety immediately if your key or student ID is lost or stolen.
- Notify Campus & Public Safety if you see suspicious activity or feel unsafe for any reason.
- If you feel unsafe on campus or downtown, contact the Campus & Public Safety for a security escort at any time.
- If you have not signed up to receive emergency texts from W&J, please do so online at [washjeff.edu/safety](http://washjeff.edu/safety).

## KEYS, IDS, & LOCKS

All residential facilities are locked 24 hours per day. Students are expected to carry their W&J Student ID and room key(s) with them at all times and to lock their bedroom doors when leaving their rooms. Students should keep their doors locked at all times. Students are not allowed to loan their ID or key(s) to others as it compromises everyone's safety and security. Violators will be subject to campus disciplinary action.

To assure the safety of our residence facilities, it is imperative that all residents

follow specific guidelines if a resident loses their Student ID or a room key. If the ID or key is lost, please contact the Office of Residence Life immediately. The safety of the residents and all of their belongings may be in jeopardy. If a lock change is necessary, a charge of \$75 (\$150 for Bica or New Res) is incurred by a student(s) who loses his/her room key. When a student checks out of his/her room, s/he must turn in his/her keys when completing the Room Condition Report or a lock change charge may be applied.

Students who lock themselves out of their rooms should notify his/her RA, Campus & Public Safety, or Residence Life. Students are not charged for the first occasion of a lock out. Each subsequent time a lock out occurs students are billed. For the second and third occasions students are billed \$10.00 per lock out. For the fourth and all future occasions students will be billed \$50.00 per lock out.

# RESIDENTIAL HALLS & COLLEGE BUILDINGS SAFETY REGULATIONS

## College Buildings

With the exception of residence facilities, most W&J facilities are open to the campus community during the day and evening hours when classes are in session. In addition, campus facilities are not considered to be public buildings. During the times that the College is officially closed, W&J buildings are locked and only faculty, staff, and for some buildings, students with a W&J ID are admitted.

Campus facilities are open to students, employees and guests during normal business hours. *Individuals not having legitimate business on campus may be arrested as trespassers and are subject to the penalties of the Pennsylvania Crimes Code.*

Some W&J-sponsored programs are open to the general public, while others are restricted to students with a valid W&J ID. Additional security personnel staff major events such as athletic events and major concerts.

## Residence Halls

Campus housing at W&J includes 31 residential buildings. All students are required to live in campus halls except married students, commuters and students eligible for off-campus status. To secure entrances

to residence facilities, exterior doors are kept locked 24 hours a day. Security guards check exterior doors during their normal patrol of campus. Students are issued keys for their rooms and their college ID card (which they are to carry at all times) grants access to the outside of buildings. Standard locking mechanisms are used to secure doors and windows in student rooms. Residents are urged to keep their room doors locked, along with windows and outside building doors.

The Office of Residence Life is responsible for security within the residence halls. An Assistant Director who is a professional Residence Life staff member is responsible for each residence hall. The Assistant Directors are assisted in residence halls by the Resident Assistants (RA's), who run programs about campus safety.

## Residence Hall Security Procedures

When you check into a residence hall you receive information about campus safety and residence hall security, such as:

- Whom to call in case of an emergency
- What procedures to follow in case of a fire evacuation
- How to mark valuables
- Visitation, alcohol, drug, and sexual assault (Title IX) policies

- General campus safety, among other topics

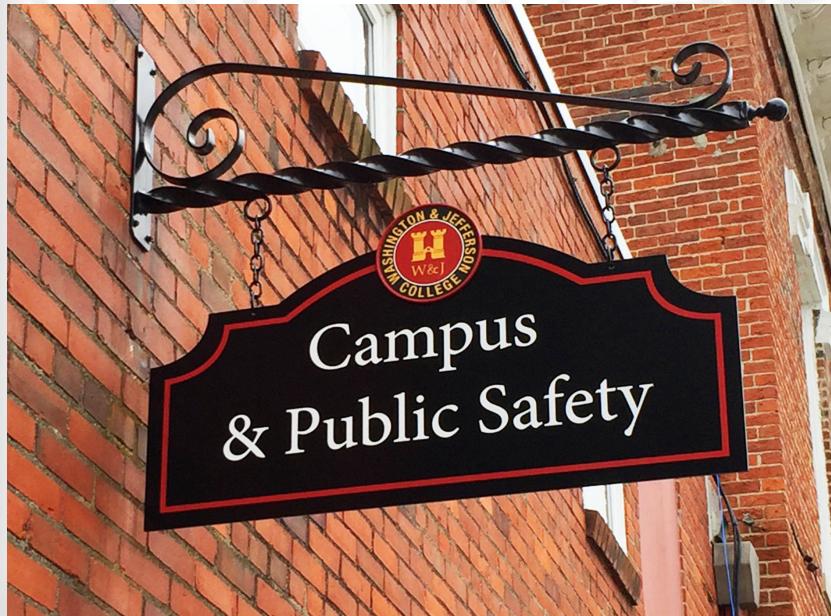
At your first floor meeting, which is mandatory and held by the RA, you can acquaint yourself with unique aspects of your residence hall community and the security practices you can follow to make your college environment safer.

Posters promoting safety are prominently displayed throughout the residence halls. Student Life sponsors a series of safety and security programs every year.

Evacuation routes from each building are located in every room behind the door. RA's assist students in familiarizing themselves with the best evacuation route and alternative routes from the building. All residential facilities are equipped with sprinkler systems. Fire prevention equipment is present on each floor and should never be tampered with.

Moreover, Campus & Public Safety personnel make regular patrols of halls to ensure outside doors and windows are closed and to enforce College regulations and to report violations to the appropriate office. In addition, while the College is in session, Student Life maintains a 24 hour on-call service to respond to emergencies and other problems.

# CAMPUS & PUBLIC SAFETY



The Office of Campus & Public Safety at Washington & Jefferson College is committed to maintaining the safest possible environment for all W&J students, faculty, staff, and visitors to the College community.

Campus & Public Safety is located on the first floor of Old Main and is open 24 hours a day, seven days a week. The Department is comprised of a Director, six sworn Police Officers with full law enforcement authority in the state of Pennsylvania, seven Campus Security Officers, three Dispatchers and an Administrative Specialist. This team is focused on security, general safety, fire safety, and are devoted to the safety of W&J's campus. The officers are empowered by the Commonwealth of Pennsylvania to enforce laws, make arrests, and prosecute violators on property owned or controlled by the College and on adjacent streets and properties.

## LOCAL LAW ENFORCEMENT

A Memorandum of Understanding (MOU) exists between the Washington and Jefferson College Office of Campus & Public Safety and the City of Washington Police Department. A court order from the Court of Common Pleas exists recognizing sworn campus police officers as private police officers with the power to arrest and exercise all other powers as any other police officer in the State of Pennsylvania.

The MOU gives campus police officers sole and primary responsibility for police services on the main campus area and the Washington Police Department sole and primary responsibility for all other property within city limits excluding the main campus of the college.

The Chief of Police of the City and the Director of Campus and Public Safety for

W&J College routinely exchange information between the two departments to include reports and any other information necessary for the investigation and prosecution of crimes within the city of Washington. They also exchange information required by the Clery Report.

## STUDENT HEALTH & COUNSELING SERVICES

The Counseling Services Center is dedicated to providing excellent services in an atmosphere which is welcoming, respectful, confidential, and collaborative. The Counseling Services Center endorses a holistic and developmental model in keeping with the philosophy of the Division of Student Life.

To further these goals the Center provides a range of services including brief individual and group counseling, assessment and referral resources, consultations for faculty, staff, and parents. The center also offers outreach and educational programming for the prevention of problems and to promote wellness and a healthy, safe campus environment. The Center plays an integral role in the management of emergencies and crises affecting our students.

**After Hours Emergencies:** The Student Counseling Service is available for consultations regarding after hours emergencies. To reach a counselor after 5:00 p.m., students are instructed to call Campus & Public Safety at (724) 223-6032. The officer on duty will contact the counselor, who will return the student's call as soon as possible. If you have a life threatening emergency, please call 911 and do not delay in seeking assistance to be transported to the nearest emergency room.

### What to Expect from Counseling

Most students have concerns when they are contemplating meeting with a counselor. These issues can be deeply personal and sometimes difficult to talk about. Discussions with W&J counselors are: confidential\*, private, professional, and voluntary.

**First Session - Counseling** begins with a 50-minute initial appointment. During this time, the student and the counselor will explore the current concerns and needs and determine how SCS can help. Following the initial appointment, the counselor will suggest options to best address your concerns.

**On-Going Services** - After the initial appointment, a student may choose to continue to work with a campus counselor or may be referred to other treatment or resources that can best assist with the issue.

**And Beyond** - If the best plan is on-campus sessions, a student may meet with the counselor regularly for up to 12 sessions per academic year.

### \*A Note on Confidentiality

*Student counseling services as well as Pastoral Services are confidential and separate from students' academic records. Student privacy is protected by state and federal confidentiality guidelines. No information is shared without a student's written consent, unless otherwise required by law, or required by emergency circumstances. To learn more about Student Counseling Service Policies and Privacy please read the attached documents.*

### ICare

The I Care Team is made up of a group of Washington & Jefferson College staff and faculty who are interested in the safety and welfare of each member of the W&J community as a whole. Please know that any information submitted will be handled confidentially, with the purpose of assisting the student you have named. Although we do accept "anonymous" reports, we encourage students to provide their name and contact information for follow-up.

If this is an emergency:

- STOP; please call Campus & Public Safety immediately at (724) 223-6032.
- The I Care submission is not designed to notify emergency responders.
- You may submit information to the team using the following outline. Please call a team member or e-mail to [ICare@washjeff.edu](mailto:ICare@washjeff.edu)

### Outline

Useful information includes:

- Your name and contact information. (Optional, but very helpful.)
- Name of the person of concern about or other available identifying information.
- If available, please provide the res-

## W&J | HEALTH & COUNSELING RESOURCES

**National Suicide Prevention Lifeline:** 1-800-273-TALK (8255)  
**National HOPE Line:** 1-800-784-2433

- idence hall, phone number or cell phone for this person.
- Please tell us if you want this to be confidential, or if you want the person to know you contacted the team, out of your concern for them.
- Please describe your concern or observations (a specific incident which

alarmed you, including the date, time and location, or the series of events you believe may be causing stress for this person.)

Note: the I Care Team members will keep this information as confidential as possible; however, please be aware that our responsibility to maintain the confidentiality

of people and incidents must be balanced with the need to protect the individual and the group.

## CODE OF CONDUCT

Washington and Jefferson's Student Code of Conduct shall apply to conduct that occurs on College premises, at College sponsored activities, and to off campus conduct that adversely affects the College Community and/or the pursuit of its objectives. Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if their conduct is not discovered until after a degree is awarded). The Student Code of Conduct shall apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending. The Director of Community Standards shall decide

whether the Student Code of Conduct shall be applied to conduct occurring off campus, on a case by case basis, in his/her sole discretion.

### Examples of Code of Conduct Violations

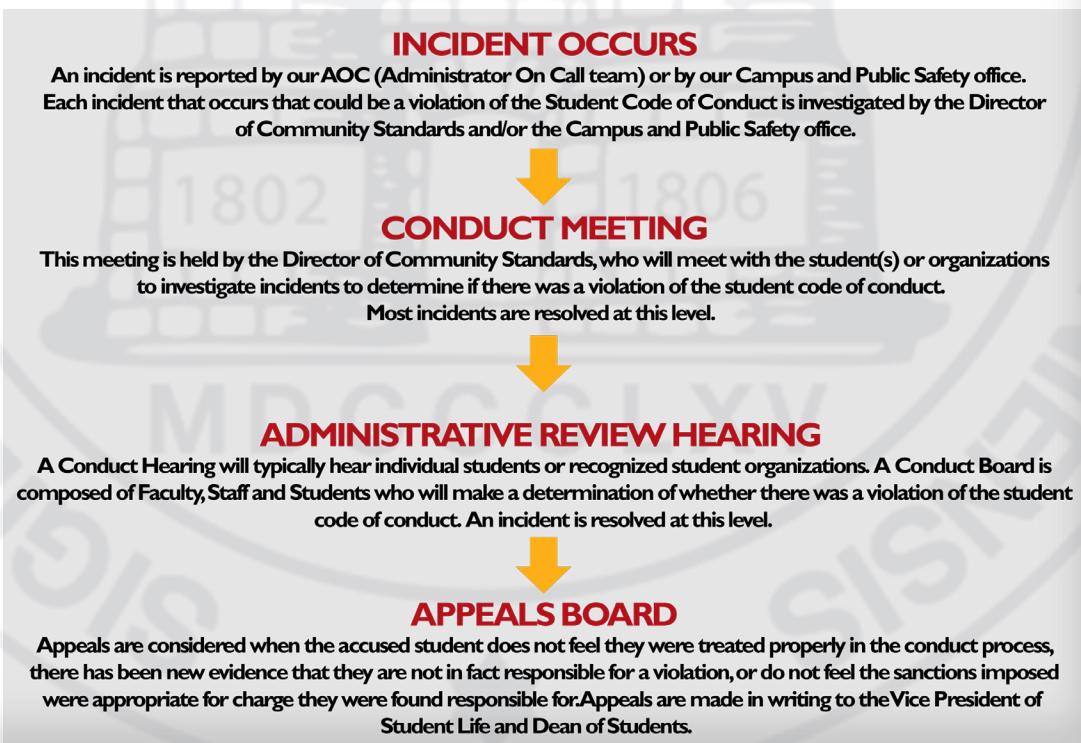
- Violation of any College policy, rule, or regulation published in hard copy or available electronically on the College website.
- Violation of any federal, state or local law.
- Conduct deemed unsuitable at W&J, including conduct which results in a negative reflection on the campus community
- Abuse of student conduct proceedings
- Violation of Acceptable Use Policy for Technology
- Academic dishonesty

- Disorderly conduct
- Disrespect for property
- Disruption or obstruction of College activities
- Hazing
- Health and safety violations
- Solicitation
- Conduct at public events or off-campus
- Quantitative infractions
- Failure to comply
- Guest/host/social event policy violations
- Violations of the freedom of discrimination policy

The full Student Code of Conduct is on pages 60 through 89 of the student handbook. The handbook is viewable at: <https://www.washjeff.edu/student-handbook>

## CODE OF CONDUCT PROCESS CHART

This flow chart depicts Washington and Jefferson College's Student Conduct Process as outlined in the Student Handbook. All are encouraged to view the Student Handbook for additional information regarding policies and procedures. This chart is meant to be a quick reference guide and includes summarized information. Specific guidelines and procedures for each step are outlined in greater detail in the Student Handbook.



# ALCOHOL & DRUG POLICIES

## Alcohol Policy

Washington & Jefferson College is subject to the laws of the Commonwealth of Pennsylvania. Consumption, purchasing, possession, or transportation of any alcoholic beverages by people under the age of 21 is illegal. It is also unlawful for any person to knowingly provide alcoholic beverages to anyone under the legal drinking age of 21. Students are expected to obey the law and to take responsibility for their own conduct. In addition, the College maintains the following regulations regarding alcohol:

- The consumption of alcoholic beverages is prohibited in any “public areas” of the College, specifically including athletic facilities and outside grounds. Neither students nor the public may bring alcohol to any event that is open to the public.
- Alcoholic beverages may only be served at “closed” social functions in compliance with College policy and state law. “Closed” functions are by written invitation only.
- Alcoholic beverages may not be included in organized membership recruitment activities.
- The advertising, promotion, and sale of alcohol are prohibited.
- Individual students and student organizations are responsible for their conduct, and the conduct of their guests and for promoting compliance with Pennsylvania laws and College policy.
- College faculty and staff are expected to promote compliance with Pennsylvania laws and College policies regarding alcohol.
- Students who provide or host an environment in which individuals under the age of 21 are found to be possessing or consuming alcohol or provided the opportunity to possess or consume alcohol, will be found in violation of the alcohol policy.

## Consequences

\*\*Please note that these are the minimum sanctions for Alcohol violations.

Students found responsible for violating

the W&J College Alcohol Policy are subject to the jurisdiction of the State of Pennsylvania and could be sanctioned to one or more of the following: written warning, disciplinary probation, mandatory attendance to alcohol awareness education or counseling.

Multiple violations may result in more severe sanctions including but not limited to: personal assessment and treatment plan, disciplinary probation, loss of rights and privileges on campus, removal from residence halls or suspension.

## Drug Use and Abuse

In accordance with state and federal laws, it is illegal for students to possess, use or sell illegal drugs, and to abuse or distribute prescription drugs. Included in these categories are: opiates, barbiturates, amphetamines, marijuana, hallucinogens, illegal steroids, date-rape drugs, and other illegal or prescription drugs. Not only is it unlawful, but the presence, use and abuse of these drugs within the College are contrary to the intellectual and educational purposes for which the College exists. Possession of these substances may well be an indication that the student is not constructively engaged in academic endeavors.

Individuals arrested for selling drugs or found to be in possession of significant quantities could be subject to immediate suspension pending final disposition of the case in the student conduct process. If the student is subsequently found responsible by the College, she or he may face significant disciplinary consequences such as suspension, expulsion, or revocation or degree.

Use or abuse of illegal and controlled substances is a violation of College regulations. Students violating this policy should expect disciplinary action, which may include suspension from the College. Subsequent violations may result in suspension or expulsion.

The possession of paraphernalia, making no distinction between whether it has or has not been used for its intended purpose, is prohibited. Therefore, students should not possess hookahs, water pipes or bongs,

pipes designed to smoke tobacco alternatives, one-hitters or dugouts. Any items found will be confiscated and destroyed by Campus & Public Safety.

Student Life staff members and the student counseling services are available to provide counseling or referral services to students with concerns about drugs or alcohol use.

## Consequences

\*\*Please note that these are the minimum sanctions for Drug Use & Abuse violations.

Students found responsible for violating the W&J Drug Use and Abuse Policy are subject to the jurisdiction of the State of Pennsylvania, US Federal Law Enforcement, and additionally, are minimally assessed written warning, disciplinary probation, mandatory attendance to drug awareness education or counseling.

Multiple violations may result in more severe sanctions including but not limited to: personal assessment and treatment plan, disciplinary probation, loss of rights and privileges on campus, removal from residence halls or suspension.

The full alcohol and drug policies are available on pages 69 through 72 of the student handbook. The handbook is viewable at: <https://www.washjeff.edu/student-handbook>

**W&J Drug-Free Work Environment (HR Wiki):** <https://www.washjeff.edu/human-resources>

**Alcoholics Anonymous:** 724-225-4188

**Narcotics Anonymous (24 hour crisis line):** 888-251-2426

**National Institute of Alcohol Abuse and Alcoholism:** <http://www.niaaa.nih.gov>

**National Council on Alcoholism and Drug Dependence (NCADD):** <http://ncadd.org>

**Pennsylvania Liquor Control Board:** <http://www.lcb.state.pa.us/PLCB>

**The Washington CARE Center:** 724-222-7150

**Washington Hospital Emergency Room:** 724-223-3085

**Campus & Public Safety:** Old Main, First Floor, 724-223-6032

### EMERGENCY TEXT MESSAGE SYSTEM

In an effort to better disseminate emergency information, Washington & Jefferson College has implemented a mass notification text messaging system powered by e2Campus. This emergency messaging system will alert students, faculty, and staff during a campus or weather emergency via a text message to your mobile phone or e-mail, as well as RSS feeds and personalized web pages from Google, My Yahoo and AOL.

Through the Gateway process, all new students are automatically enrolled to receive W&J emergency alerts. A test of the system is done at the beginning of the school year with a follow up message to the community. Staff, Students and family members can register to receive emergency alerts at [www.washjeff.edu/safety](http://www.washjeff.edu/safety). Contact the Department of Campus and Public Safety if you need assistance with registration.

### EMERGENCY NOTIFICATION, RESPONSE, EVACUATION AND PREPARED-

#### Emergency Notifications and Timely Warnings

Washington and Jefferson College (W&J), through designated personnel, is responsible for issuing a “timely warning” if a crime has been reported and W&J determines there is a serious or continuing threat to the campus community. In addition, W&J is required to send an “emergency notification” if there is an immediate threat to the health or safety of students or employees occurring on campus.

The decision to issue a “timely warning” or an “emergency notification” will be decided on a case-by-case basis in compliance with the Clery Act and after consideration of available fact. The issuance of a timely warning may depend on the nature of the crime, the continuing danger to the campus community, and the possible risk

of compromising law enforcement efforts. Similarly, the issuance of an emergency notification depends upon the particular health or safety threat. W&J will, without delay, take into account the safety of the community, determine the content of the notification and initiate the emergency notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

The Director of Campus and Public Safety or designee, in conjunction with the Vice President of Student Life or designee, will determine if an ongoing or continuing threat is a serious situation on or off campus, such that a timely warning should be issued. A timely warning will be issued if these individuals agree it should be sent. Because of its urgent nature, the Director

of Campus and Public Safety, or designee – has the authority to decide that an emergency notification should be sent. In addition, the Vice President of Student Life also has the authority to decide that an emergency notification should be issued.

If a “timely warning” or “emergency notification” is deemed necessary, it will be issued by the W&J Department of Campus and Public Safety or the Office of Student Life through any or all of the following notification methods: W&J e-mail system; Emergency Alert, text-based messaging system (e2Campus). The warning, or a link to the warning, may also be posted on the W&J home page or the Campus and Public Safety homepage. A copy of the notice may also be posted in residence halls and other W&J building locations. Please pay careful attention to both types of warnings as they are designed to pro-

vide information that will enable you to take action to protect yourself. In the event of an emergency notification, a follow up message(s) will also be provided via the methods previously described to keep the campus community reasonably informed of the status of the event.

Anyone with information that may warrant a timely warning or an emergency notification should report the circumstances to The W&J Department of Campus and Public Safety (724) 223-6032 or in person at the Campus and Public Safety Office in Old Main.

W&J is required to test its emergency notification methods. Typically, such tests will be conducted at the beginning of each semester. Tests will be conducted by the Department of Campus and Public Safety, and will include information advising that it is a "TEST." These tests are designed to prepare you in case there is an actual emergency.

### **Emergency Evacuations**

To protect our campus population from the effects of emergencies, protective action recommendations or evacuation instructions may be issued by the Department of Campus and Public Safety or other emergency response authorities. These instructions may order evacuations for individual buildings or specific areas of campus, or they could be campus wide. In the rare event that an evacuation of the entire W&J campus is ordered by public safety officials, it is important to follow evacuation instructions disseminated through the communication systems used to inform the campus of an emergency.

If an evacuation were required, the Department of Campus and Public Safety, in consultation with other local, state, and/or federal agencies would determine the most appropriate method and route for evacuating the area. It is likely that traffic routes may be altered, that some areas of campus may already be inaccessible. It is important to remember that evacuations are issued only if the safety and well-being of the W&J community is at serious risk. W&J asks that you work together and assist each other during evacuations, and that you follow all instructions and guidance from college officials and first responders. Building-specific evacuation

procedures vary by building. We encourage all individuals on campus to familiarize themselves with evacuation procedures in the buildings they occupy.

### **Shelter-In-Place**

What it means to "Shelter-in-Place." If an incident occurs and the buildings or areas around you become unstable or unsafe, 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. In these or other circumstances, you may be asked to "shelter-in-place" rather than evacuate a building or area. To "shelter-in-place" means to make a shelter of the building that you are in, and with a few adjustments.

"Shelter-in-Place" Guidance—If an incident occurs and the building you are in is not damaged, or is deemed to be a safe location, stay inside-seeking an interior room-until you are told it is safe to come out. If your building is damaged, or it is deemed as an unsafe location, take your personal belongings (purse, wallet, W&J ID card, etc.) and follow the direction of Campus and Public Safety and emergency personnel.

How You Will Know to "Shelter-in-Place"—A shelter-in-place notification may come from several sources, including RA's and other Student Life employees, other college employees, or authorities utilizing the college's E2Campus emergency notification system, or a mass email message.

Should the need ever arise, follow these steps, unless instructed otherwise by local emergency personnel:

- 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.
- 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.

- Shut and lock all windows (tighter seal) and close exterior doors.
- Turn off ventilation devices, such as fans.
- Close vents to ventilation systems as you are able (college staff will turn off ventilation as quickly as possible when necessary).
- Monitor email and text messages if possible further instructions.

### **Testing and Exercises**

Exercises designed to test W&J's emergency procedures and preparedness are conducted at least annually and may be conducted in the form of a drill, tabletop, functional, or a full scale exercise. These exercises often include not only college personnel but also surrounding jurisdiction first responders.

W&J's Department of Campus and Public Safety documents a description of each exercise as well as the date and time of the exercise and information about whether the test was announced or unannounced. W&J's Department of Campus and Public Safety works closely with Washington County Emergency Services to design and conduct exercise activities in accordance with Federal and State exercise guidelines. In addition, residence hall fire drills are conducted once per semester by the Office of Residence Life in conjunction with the Department of Campus and Public Safety and the Washington Fire Department.

W&J has a comprehensive Emergency Plan that is maintained by the Vice President of Student Life and Dean of Students. The plan is evaluated and updated annually, publicized within units and departments on campus, and tested in conjunction with the annual emergency exercises.

## MISSING PERSONS

Note that this policy is for students who are residents of W&J College. Please refer any concerns about a possibly missing off-campus or commuter student to Campus and Public Safety by calling 724-223-6032.

Faculty and staff are instructed to contact Campus & Public Safety if a student living in on-campus housing has been missing for more than 24 hours. The College encourages any student or member of the faculty or staff to contact Campus & Public Safety with any concerns about missing students.

Campus & Public Safety investigates missing person reports and will involve or assist local law enforcement agencies

in such an investigation as necessary. If an investigation shows the student has been missing for more than 24 hours, Campus & Public Safety or Student Life will inform the student's emergency contact or custodial parent or legal guardian.

The College collects from each student during her or his first year the name, phone number and additional information for emergency contacts. Students are asked to keep this information current by contacting the Office of Campus & Public Safety or the Office of Student Life and providing correct, updated contact information for whom to call in the event of an emergency.

If a student has been missing for more than 24 hours and he or she is over the age of 18 and has provided an emergency contact, Campus & Public Safety will inform the student's registered contact. If the student is under 18 years of age, Campus & Public will contact the student's custodial parent or legal guardian. If a student who has been missing for more than 24 hours is over 18 years of age or emancipated and has registered no emergency contact, Campus & Public Safety will inform an appropriate law enforcement agency.

*The Missing Persons Policy and Procedure is included in the Student Handbook.*

## SEXUAL ASSAULT, VIOLENCE, DISCRIMINATION, HARASSMENT, & STALKING

### College-Wide Policy Against Sex Discrimination, Sexual Harassment, Sexual Assault and Other Forms of Sexual Violence, Dating Violence, Domestic Violence and Stalking

Washington & Jefferson College is committed to maintaining a learning, working and living environment free from all forms of sex discrimination, sexual harassment, sexual assault and other forms of sexual violence, dating violence, domestic violence and stalking. This form of misconduct is specifically prohibited by Washington & Jefferson, as is retaliation for having brought forward a concern or allegations under this policy. This policy applies to all members of the College community (all students, faculty and staff) as well as to individuals not directly affiliated with the College (e.g. contractors, vendors and visitors). This policy also applies to off-campus conduct which may affect the campus community or may affect any student's access to or participation in the College's educational programs and activities.

Violations of this policy can occur regardless of sexual orientation or gender identity. Although sexual harassment often involves a supervisory relationship or teacher/student relationship, all forms of misconduct covered by this policy can also be committed by a student against a faculty member, by an employee against a

supervisor, by an employee against a peer employee, or by a student against another student.

Under federal, state and local laws (including, without limitation, Title IX of the Education Amendments of 1972), the College has an affirmative duty to address the issue of sexual assault and the other forms of misconduct covered by this policy; to devise and adopt appropriate procedures for maintaining an environment free of sexual harassment, coercion or intimidation; and to investigate claims of alleged violations of this policy. This policy is intended to implement this mandate, and represents the College's commitment to take prompt, effective steps to address sexual harassment, sexual assault and other forms of sexual violence by stopping the misconduct, preventing its recurrence, and addressing its effects.

All members of the College community are expected to take reasonable measures to prevent and discourage any sexual harassment from occurring. Prevention should, in particular, be a guiding concern for all involved in any proceedings under this policy. Any faculty member, student, staff employee, vendor or visitor found to have violated this policy will be subject to appropriate disciplinary and/or corrective action, which may include expulsion from school or termination of employment.

### Reporting: Who You Should Contact

Members of the College community who are aware of conduct that violates this policy, whether they observe the conduct directly or otherwise learn about it, should report it to a Title IX Coordinator or one of the Title IX Investigators listed below. Responsible employees (as defined below) are obligated by this policy to report such conduct to assure the matter is handled promptly and appropriately by trained personnel and that appropriate corrective, protective, and remedial actions may be taken as warranted, including interim measures.

### Student Requests for Confidentiality

A student reporting an incident of alleged sexual violence might ask that his/her name not be disclosed to the alleged perpetrator or that no investigation or disciplinary action be pursued to address the alleged sexual violence. In such cases, the Title IX Coordinator will inform the student that honoring the request may limit the College's ability to respond fully to the incident, including pursuing disciplinary action against the alleged perpetrator, and will explain that this policy and the law include protections against retaliation. If the student still requests that his or her name not be disclosed to the alleged perpetrator

or that the College not investigate or seek action against the alleged perpetrator, the Title IX Coordinator will determine whether or not the College can honor such a request while still providing a safe and nondiscriminatory environment for all students, including the student who reported the incident of alleged sexual violence.

### **Title IX Coordinators and Investigators**

If you believe you are a victim of some form of sex discrimination, sexual harassment, sexual assault or other forms of sexual violence, domestic violence, dating violence or stalking, the College's Title IX Coordinators and the Title IX Investigators are available to provide information to you about the processes under this policy for dealing with such concerns and complaints, and also to provide information about other resources that may be available to you. The Title IX Coordinators are also responsible for overseeing the processing of complaints of alleged violations of this policy, and for identifying and addressing patterns of alleged sex discrimination, sexual harassment/violence and systemic problems.

The individuals, listed to the on the right of this page, serve as the College's Title IX Coordinators and Title IX Investigators, and are available to speak with anyone who wishes to bring forward a concern or complaint under this policy.

### **Resources**

Victims of sexual assault and other forms of sexual violence, domestic violence, dating violence and stalking may contact Campus & Public Safety 24 hours a day at 724-223-6032 or by dialing 911 from a campus phone. Calling 911 from a cell phone will route calls to a Washington County 911 dispatcher who will appropriately route calls from there.

### **On-Campus Resources**

Advocates for Sexual Assault Prevention: asap@washjeff.edu

Campus & Public Safety: 724-223-6032

Office of Student Life: 724-223-1360

Student Health & Counseling Services:

724-223-6107

### **Off-Campus Resources**

Washington Police Dept.: 724-223-4200

East Washington Police Dept.: 724-222-2929

Washington Hospital: 724-225-7000

Care Center STARS Program: 1-888-480-7283

Washington County Crisis Line: 877-225-3567

Domestic Violence Services of Southwestern PA - 24 Hour Hotline 724-223-5481

### **Confidential Resources**

There are also confidential resources available on campus. Those confidential sources include counselors and psychologists in the employee assistance program and student health services. Because the content of discussions with confidential resources is not reported to other offices on campus, such discussions do not serve as notice to the College to address alleged sexual discrimination, sexual harassment, sexual violence and/or other forms of alleged misconduct under this policy. Contacts:

Advocates for Sexual Assault Prevention: asap@washjeff.edu

Student Health and Counseling Center, New Residence Hall, Ground Floor: 724-223-6107

Student Health Services, New Residence Hall, Ground Floor: 724-223-6047

Employee Assistance Program: 877-240-6863

### **Retaliation is Strictly Prohibited**

No person will be retaliated against in any way for initiating an inquiry or lodging a complaint in good faith regarding alleged violations of this policy. Any conduct constituting retaliation is a violation of this policy and is equally subject to disciplinary action under it. Any person subjected to conduct perceived as retaliation for initiating an inquiry or lodging a complaint in

## **W&J | TITLE IX COORDINATORS**

### **Title IX Coordinators:**

**Eva Chatterjee-Sutton**  
Vice President of Student Life & Dean of Students  
(724) 223-1360  
ecs@washjeff.edu

**Robert Allison**  
Director of Human Resources  
(724) 250-3539  
rallison@washjeff.edu

### **Title IX Investigators:**

**Jill Gregory**  
Student Success Consultant & Coordinator of Student Athlete Recruitment  
(724) 503-1001, Ext. 3059  
jgregory@washjeff.edu

**Ketwana Schoos**  
Assistant Dean of Student Life for Inclusive Campus Engagement  
(724) 503-1001, Ext. 3540  
kschoos@washjeff.edu

**Kaley Wood**  
Human Resources Specialist  
(724) 503-1001 Ext. 3012  
kwood@washjeff.edu

**Sharon Taylor**  
Associate Dean of the Faculty  
(724) 503-1001 Ext. 6004  
staylor@washjeff.edu

**Jomara Coghlan**  
Head Field Hockey Coach  
(724) 503-1001, Ext. 3007  
jcoghlans@washjeff.edu

**Justin Dandoy**  
Director of Community Engagement  
(724) 503-1001 Ext. 3086  
jdandoy@washjeff.edu

To contact any of the listed coordinators or investigators by mail, please use the following format:

*Title IX Coordinator/Investigator Name*  
Washington & Jefferson College  
60 S. Lincoln Street  
Washington, PA 15301

good faith regarding an alleged violation of this policy should promptly report all relevant information to a Title IX Coordinator or one of the Title IX Investigators listed above. The College will take steps to prevent retaliation and will also take strong responsive action if the College finds that retaliation has occurred.

## Options for Resolution

Individuals making reports of alleged violations of this policy will be informed about options for resolving potential violations. These options include informal dispute resolution, referral to other College offices or programs (where appropriate), formal investigation pursuant to this policy, and availability of resources outside the College process.

Complainants will be informed about the range of possible outcomes, including interim protections, remedies for the individual harmed by the alleged misconduct, and disciplinary actions that might be taken against the accused as a result of the report, including information about the procedures leading to such outcomes.

Interim remedial measures may include, but are not limited to: changes in housing assignments, changes in course scheduling, alternative employment conditions, no contact orders, and other measures specifically calculated to remediate any harassment.

In consultation with, and approval of the Title IX Coordinator, a “no contact order” may be issued. No contact orders shall be issued in writing, with notice to both parties. The Department of Campus & Public Safety will be notified of all issued no contact orders. Under the terms of such an order, both the parties are prohibited from communicating with each other. This pertains to direct contact and all forms of communication, including but not limited to email, social networking sites, phone, instant messaging, and any contact through third parties. All parties have the option of pursuing a protective order from a court of relevant jurisdiction at all times. A no contact order may be valid pending the outcome of the investigation, or for a time period specified by the Title IX Coordinator.

In the handling of inquiries and complaints under this policy, the College

will protect confidentiality to the extent consistent with the College’s legal obligations to take all reasonable steps to conduct an effective investigation of claims, and to protect the welfare of the College community.

Telling one’s experience to the Title IX Coordinator does not obligate the individual to report it to the police, nor does reporting it to the police obligate someone to file a complaint under this policy – these are separate processes. College process and criminal process can occur simultaneously or they can occur independently. If a victim would like to notify law enforcement, the Title IX Coordinator (or designee) can assist with that notification. The College encourages victims of sexual assault and other forms of sexual violence, dating violence, domestic violence and stalking to report those matters to the police.

## Preservation of Evidence

The preservation of evidence in incidents of sexual violence is critical and particularly time-sensitive. It is important to keep records, documentation, or other types of evidence of the incident whether it is a repeated occurrence or a onetime event. An individual who has been sexually or physically assaulted should do everything possible to preserve any evidence of the incident and injuries.

## A) Procedures for Informal Resolution

The College encourages informal resolution when the parties desire to resolve the situation cooperatively. Informal resolution may include an inquiry into the facts, but typically does not rise to the level of a formal and comprehensive investigation.

Informal resolution includes, but is not limited to, options such as referral to another campus office or program, mediation, separation of the parties, referral of the parties to counseling programs, conducting targeted educational and/or training programs, or other remedial measures. Situations that are resolved through informal resolution are usually subject to follow-up after a period of time to assure that resolution has been implemented effectively. Steps taken by the Title IX Coordinator or Title IX Investigators to help the parties achieve informal resolution will

be documented.

Some reports of alleged sex discrimination, sexual harassment or sexual violence may not be appropriate for informal resolution, but may require a formal investigation at the discretion of the Title IX Coordinator. Also, the Office for Civil Rights of the U.S. Department of Education has taken the position that mediation is not an appropriate mechanism for resolution in cases of alleged sexual assault.

## B) Procedures for Formal Investigation

In response to reports of alleged sex discrimination or sexual misconduct in cases where the complainant does not wish to engage in informal resolution, where informal resolution is not appropriate, or in cases where attempts at informal resolution are unsuccessful, a formal investigation will be conducted. In such cases, unless a written complaint has already been submitted, the individual making the report (here termed the “Complainant”) should file a written, signed complaint containing the relevant allegations against a person (here termed the “Respondent”). The written complaint shall be submitted to the Title IX Coordinator. The Title IX Coordinator will manage this process. The following general principles and procedures shall govern this process:

1. All persons concerned are to be treated with respect and impartiality. Procedures are to be fair, both in substance and in perception, to all persons concerned, to the various constituencies, and to the College community.
2. The Title IX Coordinator shall appoint an investigator or investigators and shall inform the complainant and the respondent of their identity and shall provide the respondent with a copy of the written complaint. The investigation and adjudication of complaints under this policy will be prompt, fair and conducted by officials who receive annual training on the issues related to domestic violence, dating violence, sexual assault and stalking and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.
3. The investigator(s) shall conduct a thorough investigation of the allegations in the complaint with a view to (a) determin-

ing whether any conduct alleged in the complaint did occur in the manner and circumstances alleged or otherwise; and (b) to the extent that alleged misconduct did occur, determining whether the conduct constitutes a violation of this policy.

4. The investigation generally shall include interviews with the parties, interviews with other witnesses as needed, and a review of relevant documents as appropriate. Disclosure of facts to non-party witnesses shall be limited to what is reasonably necessary to conduct a fair and thorough investigation.

5. The investigator(s) shall give both the complainant and the respondent an opportunity to be heard, to provide documentation and other evidence to the investigator(s), and to suggest the names of other persons who they believe may have relevant information. The complainant and the respondent will be provided equal access to relevant information and documents regarding the investigation, usually after the investigation has been completed.

6. At any time during the investigation, the investigator(s) may recommend to the Title IX Coordinator that interim protections or remedies be provided by appropriate College officials. These protections or remedies may include (but are not limited to) separating the parties, placing limitations on contact between the parties, or making alternative workplace, student housing, transportation, extracurricular or academic arrangements where reasonable and feasible. Failure to comply with the terms of interim protections may be considered a separate violation of this policy.

7. The investigation shall be completed as promptly as possible and in most cases within 60 calendar days of the date the original complaint was received. In the event that an investigation cannot be completed within 60 calendar days, the parties shall be notified in writing.

8. After concluding the investigation, the investigator(s) shall record his/her findings and recommendations in a written report. In making findings, the investigator(s) shall use a "preponderance of the evidence" standard (which means it is more likely than not that a violation has occurred). The investigator's recommendations may include, but are not limited to,

educational programs, counseling/coaching, remedies for the complainant, and/or a referral to applicable campus disciplinary procedures, if and as appropriate. The written report shall be submitted to the Title IX Coordinator, who shall inform the complainant and the respondent of the completion of the investigation and will provide a copy of the investigator's written report to each of them simultaneously.

9. The Title IX Coordinator shall evaluate the findings and recommendations of the investigator(s) and recommend appropriate action, based on that evaluation, in accordance with the provisions of this policy and other applicable College policies and procedures. The Title IX Coordinator's evaluation and recommendations shall be submitted to the appropriate vice president(s) of the units where the complainant and respondent are located. Final decisions with respect to actions to be taken will be made by the appropriate vice presidents. Reports and recommendations for student complaints are reviewed by the Vice President for Student Life for final decisions and implementation.

10. The Title IX Coordinator's recommendations as well as final decisions of the appropriate vice presidents will be communicated in writing to both the complainant and the respondent simultaneously. The appropriate actions will be implemented consistent with the Corrective Actions and Disciplinary Procedures section of this policy.

11. Appropriate sanctions and corrective actions will be implemented on a case-by-case basis for violations of this policy. The College also will take appropriate steps to prevent recurrence of any violations and to remediate the effects on the complainant and others in the campus community, if and as appropriate.

12. No person shall make an allegation that he or she knows to be untrue or knowingly provide false information during the course of an investigation. Intentionally making a false complaint or giving false information is a violation of this policy and may be a basis for discipline, up to and including expulsion from school or termination from employment.

13. The College will respect the privacy of students involved in this process by shar-

ing information only with those who need to know the information. The privacy of student information is protected by the Family Educational Rights and Privacy Act ("FERPA"), and nothing in this policy or process would violate FERPA.

#### **Additional Points Relevant to Complaints of Alleged Violations of this Policy Brought Against a Student**

The Title IX Coordinator may accommodate concerns regarding the personal safety, well-being and/or peace of mind of the Complainant, Respondent, and/or any witness(es) during the above-described process.

If found responsible, the Respondent will be subject to sanctions based on the findings and severity of the incident. In cases where it is determined that a violation of this policy has occurred, student disciplinary action may range from (but is not limited to) coaching/counseling, verbal or written warning, suspension or expulsion from residence halls and/or dining facilities, suspension or exclusion from extracurricular or co-curricular activities, community service, suspension or expulsion from the College. All decisions concerning sanctions are made on a case-by-case basis based upon the specific findings in a particular case.

After any report of an alleged sexual assault, the Title IX Coordinator may recommend that interim protections or remedies be provided by the College. These interim protections and remedies may include (but are not limited to) separating the parties, placing limitations on contact between the parties, limiting/restricting access to campus events and/or facilities, making alternative housing, extracurricular or academic arrangements where reasonable and feasible, and/or imposing an interim suspension to ensure the safety of all students involved until the issue is resolved.

#### **Role of Advisors**

The respondent and complainant may be assisted during meetings under this policy by an advisor of their choice. The respondent and complainant may present witnesses and may produce other evidence for consideration. The respondent and complainant are responsible for presenting evidence on their own behalf. Advisors

may speak privately to their advisee, respondent or complainant, during the investigation. Either party may request a brief recess to consult with their advisor. Advisors for the respondent and complainant may not present evidence or question witnesses.

### **Corrective Action and Disciplinary Procedures**

Possible sanctions for students resulting from a policy violation are listed above (under "Additional Points Relevant to Complaints of Alleged Violations of this Policy"). Possible corrective actions for faculty and staff range from an oral warning to termination of employment. Both the complainant and the respondent shall be informed of the outcome of the corrective action or disciplinary process.

Guests and other third parties who are found to have violated this policy will be subject to corrective action deemed appropriate by the College, which may include removal from the campus/campus owned properties and termination of any applicable contractual or other relationships with the College.

### **Definitions**

**Consent** means words or actions that show an active, knowing and voluntary agreement to engage in mutually agreed-upon sexual activity. Consent cannot be gained by force, by coercion, by ignoring or acting in spite of the objections of another, or by taking advantage of the incapacitation of another, where the actor knows or reasonably should have known of such incapacitation. Intoxication is not an excuse for failure to obtain consent. Consent is also lacking when the activity in question exceeds the scope of consent previously given.

**Dating violence** is any act of violence committed by a person who is or has been in a romantic or intimate relationship with the victim. The existence of such a relationship shall be determined based on the type, length, interactions and frequency of interactions between the persons involved in the relationship. Two people may be in a romantic or intimate relationship regardless of whether the relationship is sexual in nature; however, neither a casual acquaintance nor ordinary fraternization

between two individuals in a business or social context would constitute a romantic or intimate relationship.

**Domestic violence** is knowingly, intentionally or recklessly causing bodily injury of any kind, causing fear of bodily injury of any kind, assault (sexual or not sexual), rape, sexually abusing minor children, or knowingly engaging in a repetitive conduct toward a certain person (i.e. stalking) that puts them in fear of bodily injury. These acts can take place between current or former family or household members, sexual partners or those who share biological parenthood in order to qualify as domestic violence.

**Responsible Employee:** A "responsible employee" for purposes of this policy includes all College employees except for the professional counselors in the Counseling Center and professional staff in the Health Center. Responsible employees have an obligation to promptly report incidents of sexual violence or other types of misconduct prohibited by this policy to the Title IX Coordinator or one of the Title IX Investigators listed above. The report should include all relevant details about the alleged incident that a student or another person has shared with the responsible employee, including the name of the alleged perpetrator (if known), the student or other member of the campus community who experienced the alleged misconduct, others involved in the incident as well as the date, time and location of the incident. Before a student reveals this type of information to a responsible employee, the responsible employee should make every effort to ensure that the student understands the employee's reporting obligation and the student's option to request that the College maintain his or her confidentiality (which request would be considered by the Title IX Coordinator), and the student's ability to share the information confidentially with certain individuals on campus (i.e., the professional counselors) or with off-campus sexual assault resource centers, advocates and health care providers.

**Sex discrimination** means differential treatment based on sex.

**Sexual harassment** includes any unwelcome sexual advances, requests for sexual favors, or other visual, verbal or physical conduct of a sexual nature. Sexual ha-

rassment also includes unwelcome sexual conduct when:

1. submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment or student status in a course, program or activity; or
2. submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual; or
3. such conduct has the purpose or effect of interfering with an individual's work or educational performance; or of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from an educational program or activity.

**Sexual violence** is a form of sexual harassment and it includes but is not limited to rape, sexual assault, sexual battery and sexual coercion (which is the act of using pressure or force to have sexual contact with someone who has already refused). It is a violation of this policy to have sexual contact with any member of the community without that person's clear and voluntary consent, or where that person is incapable of giving consent.

**Sexual assault** includes any type of sexual activity perpetrated against a person's will, where that person does not give clear and voluntary consent or where the person is incapable of giving consent due to drug or alcohol use or due to intellectual or other disabilities.

**Sexual exploitation** means taking sexual advantage of another person without consent, and includes, without limitation, causing or attempting to cause the incapacitation of another person; electronically recording, photographing, or transmitting intimate sounds or images of another person; and/or allowing third parties to observe sexual acts.

**Stalking** means intentionally engaging in a course of conduct, directed at a specific person, which is likely to cause a reasonable person to fear for his or her safety or the safety of others or cause that person to suffer substantial emotional distress. Examples include, but are not limited to, repeatedly following such person(s),

repeatedly committing acts that alarm, cause fear, or seriously annoy such other person(s) and that serve no legitimate purpose, and repeatedly communicating by any means, including electronic means, with such person(s) in a manner likely to intimidate, annoy, or alarm him or her.

### **Statement on Privacy**

The College recognizes and respects the sensitive nature of incidents that revolve around the issues of sexual assault and sexual harassment. The College will make every effort to protect the privacy of those involved and will comply with all applicable state and federal privacy laws concerning student and health information. Personally identifiable information regarding incidents or complaints of sexual assault or relationship violence will not be publicly released, except where required by law or court order. Personally identifiable student information is protected by the Family Educational Rights and Privacy Act (FERPA). Statistical crime reporting required by the Clery Act does not include personally identifiable information.

However, the College cannot guarantee absolute confidentiality when the College is obligated to disclose information to any government agency or when protecting confidentiality compromises the College's ability to protect the rights of other members within the campus community.

### **Education and Training**

Washington & Jefferson College's ongoing, campus wide initiative to educate all members of the college community about policies and procedures regarding sex discrimination, sexual harassment and sexual violence and about Title IX includes the dissemination of policies and procedures through email and website announcements, information provided in recruitment advertisements, and information provided in the college catalog. All incoming students, student leaders (members of Greek organizations, athletes, RAs, and LINKs) and employees are required to participate in training programs, and all members of the college community are encouraged to participate throughout the year in ongoing campaigns and trainings focused on the prevention of sexual misconduct on campus. The Title IX Coordinators and Title IX Investigators are appropriately trained and possess comprehensive knowledge in all areas over which they have responsibility in order to effectively carry

out their responsibilities, including the College's policies and procedures on sex discrimination and all complaints raising Title IX issues throughout the institution.

### **Annual Reporting**

The Title IX Coordinators and Title IX Investigators are responsible for maintaining records relating to reports, investigations and resolutions of complaints of alleged violations of this policy. Records shall be maintained in accordance with College records policies, generally for at least six years after the date of final resolution of the complaint. Records may be maintained for longer periods of time at the discretion of the Title IX Coordinators in cases where one or more of the parties have a continuing affiliation with the College. All records pertaining to threatened or pending litigation or a request for records shall be maintained in accordance with instructions from College legal counsel. Requests for information should be directed to a Title IX Coordinator.

## **W&J | IMPORTANT NUMBERS**

**Emergency:** 911

**Campus & Public Safety:** 724-223-6032

**Text CPS:** 724-255-3968

**Student Life:** 724-223-5120

**Student Health Services:** 724-223-6107

**Student Counseling Services:** 724-223-6107

**The Washington Hospital:** 724-225-7000

**Addictive Diseases Information:** 724-222-7150

**Family Health Counsel:** 724-228-7113

**Legal Aid Society:** 724-225-6170

**Mental Health Clinic:** 724-225-6940

**Planned Parenthood:** 800-426-4636

**Southwestern PA Human Services CARE Center:** 1-888-480-7283

**Washington County Crisis Line:** 724-379-6093

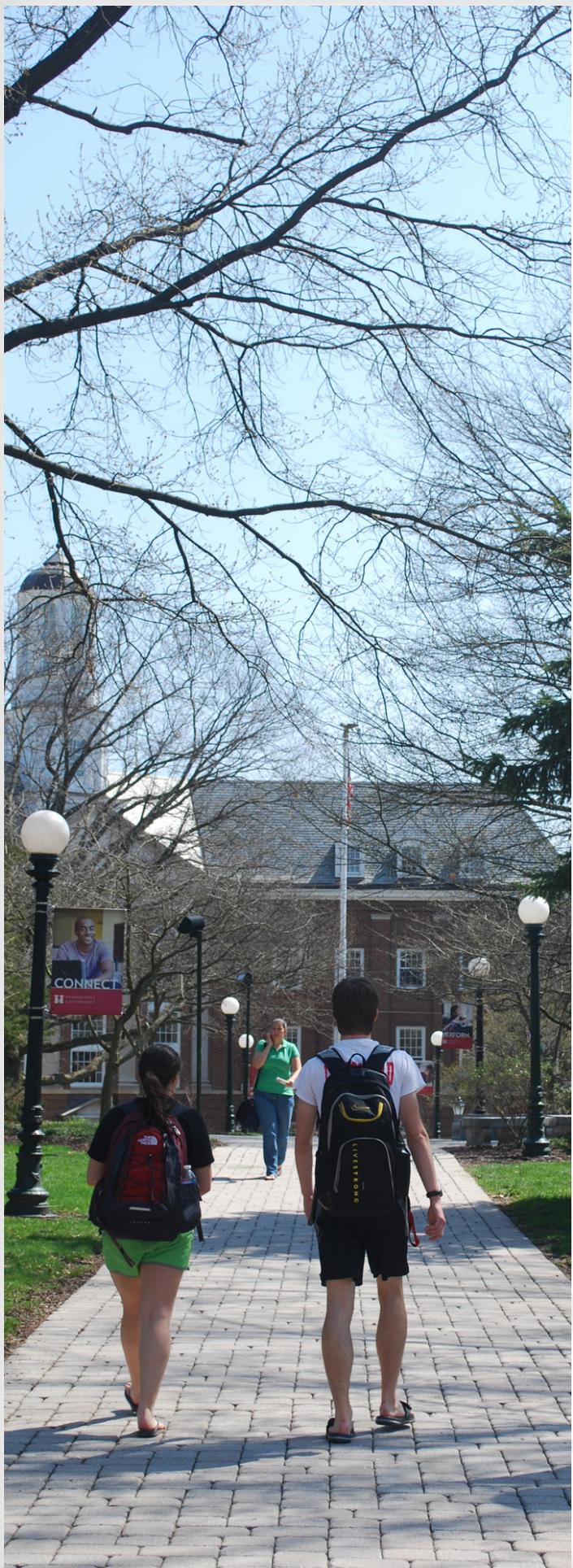
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## **W&J | INTERIM PROTECTIVE MEASURES FOR VICTIMS**

The range of Interim Protective Measures for victims include:

- Security assistance (examples include security escorts, increased patrol; transports to hospital, etc.)
- Transportation assistance
- Academic accommodations
- Access to counseling services and assistance in setting up initial appointments
- No-Contact Order
- Imposition of a no trespass order
- Change in work schedule or job assignment
- Change in student's campus housing
- Voluntary leave of absence
- Providing academic support services, such as tutoring
- College-imposed leave, suspension or separation for the Responding Party
- Any other measure which can be tailored to the involved individuals to achieve the goals of our Policy.



## COLLEGE CRIME STATISTICS

Type of Crime	Total On Campus (Includes On-Campus Residential Facilities)			On Campus Residential Facilities			Non-Campus Buildings or Property			Public Property		
	2016	2015	2014	2016	2015	2014	2016	2015	2014	2016	2015	2014
Crimes Reported												
Murder	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Rape	4	5	7	4	5	7	0	0	0	0	0	0
Fondling	3	0	0	3	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	1	0	0	0	0	0	0	0	0	0
Burglary	0	1	1	0	0	1	0	0	0	0	0	0
Motor Vehicle Theft	0	0	1	0	0	0	0	0	0	0	0	0
Arson	1	0	0	0	0	0	0	0	0	0	0	0
Hate Crimes	2	0	0	1	0	0	0	0	0	0	0	0
Dating Violence	1	1	1	1	1	1	0	0	0	0	0	0
Domestic Violence	0	1	0	0	0	0	0	0	0	0	0	0
Stalking	3	3	1	0	0	0	0	0	0	0	0	0
Arrests												
Liquor Violations	1	12	10	1	11	7	0	0	0	0	1	0
Drug Law Violations	2	0	6	2	0	4	0	0	0	0	0	0
Weapons Violations	0	0	0	0	0	0	0	0	0	0	0	0
Campus Disciplinary Referrals												
Liquor Violations	35	37	81	30	35	78	0	0	0	0	0	0
Drug Law Violations	32	27	35	30	26	30	0	0	0	0	1	0
Weapons Violations	0	2	0	0	2	0	0	0	0	0	0	0

## PENNSYLVANIA UNIFORM CRIME REPORTING ACT CRIME RATES

The Pennsylvania College and University Security and Information Act requires the release of crime statistics and rates to students and employees, and it requires that those statistics be available to applicants and new employees upon request. The rate is based on the actual number of Full Time Equivalent (FTE) students and employees, which is calculated according to a state-mandated formula. The formula is the number of FTE students plus the number of FTE employees (faculty/staff). 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. The index in the table is based on incidents per 100,000 FTE.

Crime Categories	2017 FTE 1683	2016 FTE 1716	2015 FTE 1662			
<b>UCR Part I Crimes</b>	<b>Reported Crimes</b>	<b>*Index 100,000</b>	<b>Reported Crimes</b>	<b>*Index 100,000</b>	<b>Reported Crimes</b>	<b>*Index 100,000</b>
<b>Murder</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Manslaughter</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Rape</b>	<b>1</b>	<b>59.42</b>	<b>1</b>	<b>58.28</b>	<b>3</b>	<b>180.51</b>
<b>Robbery</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Assault Aggravated</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>60.17</b>
<b>Burglary</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>120.34</b>
<b>Larceny/Theft</b>	<b>33</b>	<b>1960.85</b>	<b>29</b>	<b>1690.12</b>	<b>20</b>	<b>1203.4</b>
<b>Auto Theft</b>	<b>1</b>	<b>59.42</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Arson</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>58.28</b>	<b>0</b>	<b>0</b>
<b>UCR Part II Crimes</b>	<b>Reported Crimes</b>	<b>*Index 100,000</b>	<b>Reported Crimes</b>	<b>*Index 100,000</b>	<b>Reported Crimes</b>	<b>*Index 100,000</b>
<b>Other Assaults Not Aggravated</b>	<b>5</b>	<b>297.1</b>	<b>5</b>	<b>291.4</b>	<b>2</b>	<b>120.34</b>
<b>Forgery, Fraud, Embezzlement</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Stolen Property Receive/Possess/Buy</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Vandalism</b>	<b>15</b>	<b>891.3</b>	<b>5</b>	<b>291.4</b>	<b>14</b>	<b>842.38</b>
<b>Weapons</b>	<b>1</b>	<b>59.42</b>	<b>0</b>	<b>58.28</b>	<b>0</b>	<b>0</b>
<b>Sex Offenses (EXCEPT PART 1 OFFENSES)</b>	<b>1</b>	<b>59.42</b>	<b>2</b>	<b>116.56</b>	<b>0</b>	<b>0</b>
<b>Narcotics</b>	<b>98</b>	<b>5823.16</b>	<b>22</b>	<b>1282.16</b>	<b>14</b>	<b>842.38</b>
<b>Gambling</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Liquor Law</b>	<b>29</b>	<b>1723.18</b>	<b>13</b>	<b>757.64</b>	<b>22</b>	<b>1323.74</b>
<b>Drunkenness</b>	<b>5</b>	<b>297.1</b>	<b>3</b>	<b>174.84</b>	<b>5</b>	<b>300.85</b>
<b>Disorderly Conduct</b>	<b>6</b>	<b>356.52</b>	<b>2</b>	<b>116.56</b>	<b>5</b>	<b>300.85</b>
<b>Vagrancy</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Other (Except Traffic) INCLUDES: TRESPASS CRIMINAL MISCHIEF, HARASSMENT, CITY ORDINANCE VIOLATIONS</b>	<b>26</b>	<b>1544.92</b>	<b>45</b>	<b>2622.6</b>	<b>41</b>	<b>2466.97</b>

## Rates are Computed as Crimes Per 100,000 Full Time Equivalents (FTE)

Year	Faculty/Staff	Undergrad/Graduate	Total FTE	Rate
2015	312	1350	1662	60.17
2016	320	1396	1716	58.28
2017	285	1398	1683	59.42

## FIRE SAFETY POLICY & REPORT

All residential facilities are protected with fire detection equipment which is connected directly to Campus & Public Safety and the Washington Fire Department. All residents should acquaint themselves with the emergency escape plan of the residence hall and will participate in fire drills throughout the academic year. All fire doors are to be kept closed at all times.

Should a fire alarm sound, all residents and guests must evacuate the facility immediately. Residents will be permitted to re-enter the facility when the appropriate safety personnel clear and re-open the building after thorough inspection. Failure to vacate a facility may result in College sanctions and/or fines from the City and/or the College. The College reserves the right to not levy a fine and will determine in each case the appropriate action. In the event that the alarm was pulled falsely and no individual student or group is found responsible, fines/charges may be divided among the residents of the floor or building for tampering with fire safety equipment. Disciplinary sanctions may also be considered.

Misuse of fire safety equipment is a violation of the College Fire Safety Policy and is strictly prohibited. This includes but is not limited to:

- Tampering with, covering or removing smoke detectors, fire alarms, fire extinguishers, exit signs or other life safety equipment
- Breaking pull station or fire extinguisher covers, unless the

situation warrants such action.

- Pulling and/or unnecessarily causing a false fire alarm to be pulled

Violations of the College Fire Safety Policy will result in disciplinary sanctions. Sanctions will vary based on the nature and frequency of the offense. Sanctions for a first offense will include one or more of the following:

- Disciplinary probation
- \$100-500 fine
- Mandatory campus service hours
- Participation in fire safety education and/or the completion of a fire safety awareness project

Sanctions for subsequent offenses will include one or more of the following:

- Loss of campus housing
- Disciplinary suspension
- Permanent separation from the College

The following report will provide information concerning each residence hall at Washington & Jefferson College. Fire alarm systems for all residence halls are monitored by Campus & Public Safety and the Washington Fire Department. In-room smoke alarms are wired to sound within rooms.



Name of Facility	2016			2015			2014		
	Fires	Injuries	Deaths	Fires	Injuries	Deaths	Fires	Injuries	Deaths
Alexander	0	0	0	0	0	0	0	0	0
Beau	0	0	0	0	0	0	0	0	0
Marshall	0	0	0	0	0	0	0	0	0
Mellon	0	0	0	0	0	0	0	0	0
New Res	0	0	0	0	0	0	0	0	0
Bica Ross	0	0	0	0	0	0	0	0	0
Upperclass	0	0	0	0	0	0	0	0	0
North Hall	0	0	0	0	0	0	0	0	0
Theme 125	0	0	0	0	0	0	0	0	0
Theme 127	0	0	0	0	0	0	0	0	0
Theme 135	0	0	0	0	0	0	0	0	0
Theme 147	0	0	0	0	0	0	0	0	0
Theme 211	0	0	0	0	0	0	0	0	0
Theme 301	0	0	0	0	0	0	0	0	0
Theme 312	0	0	0	0	0	0	0	0	0
Theme 315	0	0	0	0	0	0	0	0	0
Theme 322	0	0	0	0	0	0	0	0	0
Theme 325	0	0	0	0	0	0	0	0	0
Adams	0	0	0	0	0	0	0	0	0
Buchanan	0	0	0	0	0	0	0	0	0
Cleveland	0	0	0	1	0	0	0	0	0
Washington	0	0	0	0	0	0	0	0	0
Filmore	0	0	0	0	0	0	0	0	0
Grant	0	0	0	0	0	0	0	0	0
Monroe	0	0	0	0	0	0	0	0	0
Harrison	0	0	0	0	0	0	0	0	0
Jefferson	0	0	0	0	0	0	0	0	0
Lincoln	0	0	0	0	0	0	0	0	0
Wade	0	0	0	0	0	0	0	0	0
Whitworth	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>



WASHINGTON  
&  
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COLLEGE

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