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Letter from the President

Saint Francis University’s 600-acre campus sits atop a gorgeous mountaintop in Loretto, PA. (near Pittsburgh). We’re one of the oldest Catholic universities in the country, and the oldest dedicated to Franciscan values. Our University is an inclusive learning community that welcomes all people. We are each unique, yet we share a common bond: a desire to be a better person tomorrow than we are today. Our University is ranked among the very best according to U.S. News and World Report. We provide more than 50 academic programs of study that fuel your mind and feed your soul. Saint Francis of Assisi, through his Catholic Franciscan mission, left us an abundance of clues for living a meaningful life. Through his Faith and Franciscanism, he pointed the way in arts, business, healthcare, and the environment. We are home to one of the smallest NCAA Division-I programs in the nation and recognized for academic excellence and sportsmanship! Go Red Flash!

The safety and security of every member of our SFU community is most important. The success of our faculty, staff and students relies on the continuous safety efforts by all. The University Police Department is staffed by a highly-trained police force that leads our campus safety effort. SFU’s innovative approach to campus safety includes the immersion of sworn officers in the living and learning spaces of our campus as mentors and problem-solvers. We also work closely with local law enforcement agencies to jointly police neighbors’ adjacent to our campus where many upper class students live. On and off campus, we have 24-hour police protection; an escort service for anyone who does not wish to walk alone; student police dispatchers; a safety committee made up of faculty and staff; as well as a state of the art mass notification system (RAVE) for distribution of emails and text messaging in case of an emergency. We are very fortunate that our Police, Residence Life and Student Development Departments work hand in hand to provide the upmost protection to all that call our campus...home. While SFU takes extraordinary steps to help create a campus culture built around safety, caring and cooperation, we cannot lose sight of the simple fact that no community is immune or completely safe from predators. We encourage you to use the information contained within this report to promote your own awareness and to continue to make the SFU community a place where education and Franciscan values flourish in a caring living and learning environment.

Fr. Malachi Van Tassell, T.O.R, Ph.D.
President, Saint Francis University
Preparation of the Annual Security and Fire Safety Report

Saint Francis University Police Department prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act as well as the Pennsylvania Crime Reporting Act. This report includes statistics from the previous three years concerning reported crimes that occurred on campus, in specific off-campus buildings or property owned, leased or controlled by the University, and on public property adjacent to the University. The University uses material, which has been gathered from information provided by numerous departments including University Police, Campus Security Authorities, Office of Residence Life, Student Conduct and Study Abroad; along with information provided by the Loretto Borough Police Department and the Pennsylvania State Police. Each of the departments were asked to provide updated policy information and crime data. The Annual Security and Fire Safety Report also includes institutional policies regarding campus safety, such as policies concerning sexual assault and harassment, stalking, domestic and dating violence, alcohol, and other drugs for both University campuses (Loretto, PA and Ambialet, France).

Saint Francis University makes their Annual Security and Fire Safety Report available to every member of the University community by October 1st of each year and explains the process on how to access the report. The Annual Security and Fire Safety Report is available at the University Police Department or online at www.francis.edu/Campus-Safety-and-Health

The following report has been provided as an overview of security, facts and information that will be helpful to you. Everyone on campus should be safety conscious and follow all safety and security procedures. If you have any questions or need additional information you may contact any departments mentioned in this report.
Your Partners in Safety

Saint Francis University Police
As the department with the primary responsibility for the safety and security of the University, the Saint Francis University Police Department is committed to maintaining the needs of all University Faculty, Staff, Students and Visitors. You can reach the University Police Department at 3360 from a campus phone or 814-472-3360 from a non-campus phone.

Facts About the Saint Francis University Police Department:

- The University Police Department consists of both Full-Time and Part-Time Officers.
- Calls are answered 24 hours a day, 7 days a week, 365 days a year.
- There are always two officers on duty each shift, which can be found in marked patrol cars, on foot or bicycle.
- With their widespread coverage University Police are able to respond to almost all calls within minutes after receiving a call.
- In order to heighten the security of the University, the University uses video surveillance cameras in some public areas on campus.
- Saint Francis uses the RAVE Alert system for emergency notifications on campus. Along with the RAVE Alert system, the University also uses the RAVE Guardian app for an added piece of security on campus.
- Upon request the University Police Department will provide an escort service for all faculty, staff and students who may be injured or do not feel safe walking on campus after hours.
- Upon request Saint Francis University Police Officers will conduct or take part in security surveys and crime prevention programs on campus.
- Emergency call boxes are located outside of most Residence Halls, JFK Center, Padua Hall and University Police. These phones connect you directly with the University Police Department.

Every Saint Francis University Police Officer must have obtained their municipal Police Officer certification prior to being hired, which entails more than 800 hours of initial training, as well as attending all required in-service training. The University Police Officers also maintain yearly qualifications in Firearms, Taser and O.C. Pepper Spray along with bi-annual certifications in CPR and First Aid.

University Police Authority
Saint Francis University Police Officers carry firearms and have full authority, including the authority to make arrests, which has been granted by Pennsylvania Act 501, which provides arrest and enforcement powers to private police within the state. University Police jurisdiction includes all property owned or controlled by the University, as well as streets adjacent to and running through campus. The Saint Francis University Police department is made up of both full and part-time officers, all of which are affirmed officers within the state of Pennsylvania.

Saint Francis University strives to provide a professional Police Department, who serve its campus community. The University Police Department is committed to the highest quality of protective services in order to maintain and improve our unique educational environment and quality of life. Our goal is to continue to provide professional response to all calls received from the campus community.
Your Partners in Safety

University Police Authority (continued)
Through coordination with local law enforcement agencies any criminal activity engaged in by students at off-campus locations located in our geographical area, are monitored and recorded. This information is provided to the Police Captain for any action or follow-up that may be required.

All criminal charges filed by the Saint Francis University Police Department are heard in District Court 47-3-03, by the Honorable John Prebish. Failure to appear before the court on any outstanding charges, will result in the court issuing an arrest warrant.

Officers are responsible for observing, reporting and taking appropriate actions in all instances of criminal and suspicious activities. They are also responsible for detecting and reporting fire and safety hazards, as well as implementing evacuation procedures. For emergency services, the University Police Department can be reached at 3360 on campus or 814-472-3360 non-campus and through 911.

Working Relationship with Loretto Borough and The Pennsylvania State Police
The Saint Francis University Police Department works closely with both the Loretto Borough Police Department and the Pennsylvania State Police through constant contact. The University Police Department has direct contact with the Loretto Police, fire and emergency medical personnel.

Environmental Health and Safety
The Department of Environmental Health and Safety (EH&S) provides both guidance and direction to students, faculty and staff members at the University. The Environmental Health and Safety Department also helps to identify hazards and risks throughout the University and then recommends the appropriate actions needed in order to ensure safe conditions, along with making sure all assets of the University are checked and maintained to meet compliance.

The Physical Plant
The Physical Plant maintains all buildings and grounds owned by Saint Francis University. They are also responsible for maintaining all exterior lighting around buildings and campus grounds. The University Grounds crews maintain all lawns, trees, shrubs and landscaping needs of the University. They work alongside University Police and the Saint Francis University Safety Committee in order to distinguish the areas around campus where a safety concerns exist. The Physical Plant, along with University Police and student representatives conduct yearly lighting surveys on campus in order to maintain a well-lit campus.
How to Report Crime and Emergencies

Who May Call University Police?
Saint Francis University encourages all students, faculty, staff and visitors, along with anyone acting on the behalf of a victim who is unable to make such a report to promptly contact the University Police Department or another appropriate police agency, if off campus to report a crime or safety concern. During the Freshman orientation program, numerous sessions are conducted for the incoming students and their parents, at which time they are advised to report all information regarding any incident or safety concern to the Saint Francis University Police Department.

When Should You Call University Police?
- If you are the victim of a crime
- If you observe a crime being committed or have information on a crime
- If you or someone you know are injured or seriously ill
- If you see a suspicious person or vehicle in a residence hall, parking lot or another location on campus
- To address a safety concern (campus lighting, propped residence hall doors, use of candles, etc.)
- To report the use, sale or possession of illegal drugs (including alcohol)
- To report the possession of any type of firearm or weapon

Q: Can I carry a gun on campus, for self-protection if I have a permit?
A: No. The carrying or possession of any firearm and/or other weapons on campus by anyone other than authorized law enforcement officers is absolutely prohibited.

Q: How do I report suspected child abuse or sexual misconduct with a child at the University?
A: University employees who, in the scope of their employment responsibilities, examine, attend, counsel, or treat a child are obligated to report suspected physical or sexual abuse of a child. This includes most employees, including but not limited to, faculty, coaches, student employees, administrators and staff. Such employees regardless of statutorily-protected or designated confidentiality, must report both to the PA ChildLine & Abuse registry at 1-800-932-0313, along with the University Police at 814-472-3360 within 24 hours of receiving the report of alleged child abuse. More information on reporting child abuse is available online at http://www.keepkidssafe.pa.gov/

Q: What should I do if I am a victim of hazing?
A: Hazing is strictly prohibited by the University Police and Pennsylvania state law (see the hazing policy later in this document). Those who feel they have been victims of hazing should contact the Saint Francis University Police at 3360 from a campus phone, 814-472-3360 from a landline or the Office of Student Conduct at 3002 from a campus phone, 814-472-3002.
How to Report Crime and Emergencies

Reporting to the Saint Francis Police Department

You can report criminal activity or other emergencies to the Saint Francis Police by calling 3360 from a campus phone or 814-472-3360 from a non-campus phone.

Crimes may also be reported by:

- Using one of the emergency phones located outside of Saint Joan, Saint Agnes, Saint Elizabeth, Saint Clare, Saint Louis, Amici, Giles, Ave Maria, Christian Hall, JFK Center and University Police. These phones ring directly to University Police.
- Utilizing the RAVE Guardian App, which allows students to contact University Police, 911 or send a tip to University Police all from the app itself.
- Visiting the University Police Department, located at the far end of the JFK parking lot in the Small Business Development Center, the 911 address is 2299 Manor Drive, Loretto, PA 15940.
- Contact Residence Life or your Resident Assistant, who will then contact University Police.

Incidents involving sexual harassment, sexual violence, stalking, and or dating and domestic violence may also be reported to the Title IX Coordinator at 3261 from campus or 814-472-3261 from a non-campus phone.

Reporting to Other Campus Security Authorities

Although the university prefers that all crimes and other emergencies be reported to the Saint Francis University Police Department at 814-472-3360, we do know that some may prefer to report to other individuals or University Departments. The federal Jeanne Clery Act recognizes certain University officials as Campus Security Authorities (CSA). The act defines these individuals as an “official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings”. Along with the Saint Francis University Police, persons within the University who are designated as CSA’s include residence life staff members, faculty advisors to student groups, athletic coaches and the student conduct officer.

Confidential Reporting

The Saint Francis University Police can file a report on the details of an incident without revealing your identity. The purpose of a confidential report is to maintain anonymity or the person reporting the incident; yet it allows the University Police to take the steps necessary to ensure your future safety and that of others. If you prefer you can file a confidential report, by visiting www.ethicspoint.com or by calling 1-888-297-9325. The information will then be forwarded to the University Police Department for investigation. The University Police Department encourages all licensed mental health professionals and pastoral counselors to refer persons they are counseling to report crimes in a voluntary, confidential basis by contacting the University Police Department at 3360 or 814-472-3360, if and when they deem appropriate.
# How to Report Crime and Emergencies

## University Personnel and Locations Where Once Can Report Crime:

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<td>Saint Francis University Police Department</td>
<td>Small Business Development Center</td>
<td>2299 Manor Drive, Loretto, PA 15940</td>
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<tr>
<td>Office of Residence Life</td>
<td>227 Padua Hall, Loretto, PA 15940</td>
<td>814-472-3029</td>
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<tr>
<td>University Counseling Center</td>
<td>120 Saint Francis Hall, Loretto, PA 15940</td>
<td>814-472-3211</td>
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<tr>
<td>Office of Student Development</td>
<td>232 Padua Hall, Loretto, PA 15940</td>
<td>814-472-3002</td>
</tr>
<tr>
<td>Title IX Office</td>
<td>2318 Padua Hall, Loretto, PA 15940</td>
<td>814-472-3002</td>
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## Timely Warning Reports

In the event a situation arises at Saint Francis University and it constitutes an ongoing and continuing threat, the police captain in consultation with university administration, will be responsible for:

- Determining if a crime report is needed
- Preparing the content of the crime report
- Issuing Crime Alerts as promptly as reasonability possible to aid in the prevention of related events.

### Determination

A crime alert will be issued when a serious, unresolved crime is committed on or adjacent to the university and the crime creates a serious or continuing threat to campus safety. Crime alerts will not be issued if, in the judgement of university administration and the police captain, that the crime is not considered to create a threat to the campus community.

### Content

Crime reports will describe the alleged actor(s), the nature of the crime, date, time, location of the crime, and the type of safety measures that individuals should take in order to prevent similar occurrences. Crime Alerts will not contain any identifying information about the victim(s).

### Distribution

Crime Alerts will be issued by the University Police Department through the university’s RAVE Alert mass notification system to students, faculty and staff. The chapel bell, assigned floor guardians and mass emails may also be used to notify of an immediate threat to campus.

Depending on the particular circumstances of the crime, especially in situations that could pose an immediate threat to the community and individuals, the Saint Francis Police Department may post a notice to provide the university community with more immediate notification on the University’s website at: [www.my.francis.edu](http://www.my.francis.edu). In such instances, a copy of the notice will be posted in each residence hall, at the entrance to all academic buildings, the dining hall, student center, along with numerous other high traffic areas on campus.

The location of the Saint Francis University Police Department and contact numbers will be included on the notice to facilitate timely communication with the investigating officers.
Emergency Notification and Evacuation Procedures

IMMEDIATE OR EMERGENCY NOTIFICATION, EMERGENCY RESPONSE, AND THE EMERGENCY MASS NOTIFICATION SYSTEM (RAVE)

In the event of an emergency, an effective Campus-wide communications process is vital in order to provide the greatest safety possible for the University community. As part of its Emergency Management Operations, the University has adopted a formalized procedure for issuing immediate notifications to the campus community.

The immediate notification capability of the emergency mass notification system is designed to assist the University in immediately notifying the campus community upon confirmation of a significant emergency or dangerous situation occurring on or near the campus that involves an immediate threat to the health or safety of students or employees. A threat is imminent when the need for action is instant, overwhelming, and leaves no moment for deliberation. Such situations would include, but are not limited to, a hazardous materials incident requiring shelter-in-place or evacuation, an armed intruder on or near campus, an approaching tornado, or a fire actively raging in a campus building.

The University will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system to the appropriate segment or segments of the campus community, 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 an emergency.

Immediate notification to the campus can be accomplished through a variety of communications methods, but the use of the emergency cell phone text, and all campus email, would be seen as the most common and quickest forms of communication under these circumstances. Confirmation typically involves the response and assessment of University Police officers, University officials, local police, or emergency responders.

When on-duty Police officers become aware of a situation that may warrant the issuing of an immediate notification, the on-duty Police Officer confirms (through response, investigation, or collaboration with emergency responders) that there is a significant emergency and then immediately contacts the Chief of Police. The Chief of Police will contact the Director of Residence Life and Vice President for Innovative Partnerships & Student Development, who will quickly evaluate the situation to determine if an alert is warranted, develops the content of the notification message, and then identifies the appropriate segment or segments of the campus community who will receive the notification. Notification message content is determined based on the type of incident, the context with which it is occurring, and the immediate danger or threat to the campus community and the need to advise campus community members to take action. The University will endeavor to make such notification sufficiently specific so as to enable recipients to take an appropriate response to the threat. Pre-canned messages have been prepared as part of the emergency notification system to aid in rapid communication processes. In situations lacking the presence of an imminent threat, the Chief of Police consults with the Director of Residence Life and Vice President for Innovative Partnerships & Student Development prior to an alert being issued.

Follow-up notices/communications will be provided as necessary during an active incident and may be provided by the Chief of Police and Director of Residence Life. When a threat is neutralized or effectively removed, campus community members will be appropriately informed via all or some of the aforementioned communications methods.

When the emergency mass notification system (RAVE) is activated using the, email, and cell phone text, University officials will notify campus community members of the emergency situation, its exact location, and will most likely request community members to protect themselves by evacuating the affected area if it is safe to do so and/or by employing the “shelter-in-place” concept.
Emergency Notification and Evacuation Procedures

Shelter-in-place means to take immediate shelter wherever you happen to be at the time of a shelter-in-place notification – in campus housing, in privately-owned housing near campus, in an academic or administrative building, etc. Community members should remain in a shelter-in-place status until the all-clear is communicated by emergency response personnel via an emergency rapid communications system(s).

University authorities may instruct campus community members to "shelter-in-place" if a condition exists that is potentially life threatening and has an immediate threat to the health and personal safety of the campus community. Immediate threats would include, but are not limited to: active shooter incidents, mass acts of violence, tornadoes, terrorist attacks, or hazardous materials incidents.

**How to Shelter-In-Place:**

- If you can safely evacuate a potentially dangerous or hazardous situation, do so immediately. If you cannot safely evacuate and 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.
- 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 may be necessary.
- Shut and lock, if possible, all windows (tighter seal) and close exterior doors. Doors and windows may need to be barricaded, if possible.
- Turn off air conditioners, heaters, and fans.
- Close vents to ventilation systems, as you are able.
- Make a list of people with you, and ask someone to call the list into POLICE OFFICER to inform them where you are sheltering.
- Turn on a radio or TV and listen for further instructions.
- Make yourself comfortable.

**Off-campus Emergencies:**
The University Police Department may sometimes receive emergency information from the Cambria County 911 Center regarding incidents in Cambria County that could imminently impact the safety of the St. Francis University community. When appropriate, University Police notifies the campus community of off-campus threats that could also represent a threat to the health or safety of students or employees.

**Emergency Mass Notification System (RAVE) Testing and Registration:**
The Emergency Mass Notification System (RAVE) will be tested at least each academic semester to ensure that all systems are working properly and that emergency managers maintain a working knowledge of the system. These tests will also be educational moments for the campus community to remind them that this system does exist, and that it is a working and functioning system that they can rely upon. In conjunction with at least one of the annual RAVE test notifications, information is shared with the campus community related to the campus’ emergency response and evacuation procedures.

Students, staff, and faculty are informed of the University’s RAVE program and evacuation processes annually during training and through written notification. This includes dissemination of information about how to respond during the activation of the RAVE in response to a significant incident on campus or within the immediate area of the campus that potentially directly impacts the safety of campus community members. These information sessions have been built into first-year orientation, residence life student staff training, and new employee/faculty orientations.
Emergency Notification and Evacuation Procedures

Police Officers additionally test evacuation procedures for all residence halls, and off campus properties owned or controlled by the University at least once each semester as part of Public Safety’s fire drill and safe evacuation programs.

The RAVE processes are tested once each semester – including the activation of the cell phone/text messaging systems. These tests are usually announced tests, but they may be unannounced. Available student cell phone numbers are loaded into the cell/text notification system upon their registration for classes.

Faculty and Staff participation is optional. Faculty and Staff must register through RAVE:

- If you do not currently receive the RAVE notification, it shows you are not in the system and should sign up if you want to receive future notifications.
- Users should keep in mind that changes may take a few days to take effect.

The University’s means of communicating during an emergency situation include the following, although not all of these methods are always employed.

The communications method used would depend on the type of emergency:

- Cell phone Text
- All Campus Email Alerts
- Emergency Website, Facebook, and Twitter Accounts
- Public Media (TV, radio, news websites)
- Fire Alarm System Notification
- Public Address System from Siren and from Public Safety Vehicles
- Flyers posted throughout Campus
- Direct On-foot and In-person Notifications

EVACUATION PROCEDURES

St. Francis University Police shall be responsible for the safe evacuation of all persons utilizing the University’s facilities in the event of natural disasters, civil disturbances, and active threats. The level of necessity will determine the response by Police Officers. If large scale events occur that are beyond the resource capabilities of Police Officers and the University, officials will request assistance from outside emergency resources such as the Loretto Borough Police and Fire, State Police, Cambria County Emergency Management, and/or state departments of emergency management. The need to implement evacuation from a campus building or the entire campus shall be based upon information received by or furnished to St. Francis University.

The information may be in the form of instructions or advice from the Cambria County Emergency Management Agency, the Governor’s Office, or other officially recognized agency. Full or partial evacuations may be necessary as a protective action to reduce campus community members’ exposure to a hazard. Protective actions reduce TIME of exposure, create DISTANCE, or provide SHIELDING from a specific hazard. Hazards that may require an evacuation include:

- Fire
- HAZMAT release
- Bomb threat or suspicious device/package
- Hostile intruder
- Massive utility failure
- Severe weather conditions
- Hazard that renders facilities uninhabitable
Emergency Notification and Evacuation Procedures

Exercise of Judgment and Contingencies: The actions described are basically standard by nature. When situations arise for which the procedures to be followed are not fully prescribed in the University’s Emergency Operations Plan (EOP), responsible personnel will be expected to exercise good judgment, make appropriate decisions, and provide any support necessitated by the situation.

As part of the decision-making process relative to an evacuation, the evacuation must be able to be completed well before the arrival of a hazard. When there is little to no warning time, a shelter-in-place decision/order may be more appropriate. Additional factors to consider beyond warning time when deciding on whether or not to evacuate include:

- Size and geographical area affected
- Population density of the surrounding area
- Capacity and condition of the road network
- Are sufficient transportation resources available – University transportation, public transportation, and private transportation?
- Are there safe alternatives?
- Ability of campus facilities to provide shielding from the hazard
- Ability of facilities to support the population
- Local considerations and local police and emergency resources support

Scope of an Evacuation:
The scope of an evacuation can include a single building, a group of buildings, and/or a large geographical area. The scope could go beyond the borders of the institution, and/or the University may be impacted by an evacuation initiated by the local authorities. Size and scope considerations must be included in the overall decision-making process.

Building Evacuation:

- All building occupants are required to evacuate when the fire alarm sounds or upon the order of an authorized University official, such as a Police Officer.
- If time permits, stabilize lab procedures, turn off stoves and ovens, and unplug or disable any device that could make a dangerous situation even worse.
- Move to the closest exit and proceed down the EXIT stairwell in a safe and orderly manner. Take personal belongings with you. Do NOT use elevators.
- Remain at least three hundred (300) feet outside of the building and await further instructions. Keep roadways open, and beware of approaching emergency vehicles. Notify emergency responders of anyone trapped, especially anyone with a physical disability. Large-scale Campus Evacuation:
  - If evacuation of part or all of the campus is necessary, monitor text message/voice alert system, email, and the University’s website for additional information.
  - Those in need of transportation will be directed to areas to await transport to an off-campus site.
Emergency Notification and Evacuation Procedures

Large-scale Campus Evacuation:

- If evacuation of part or all of the campus is necessary, monitor text message/voice alert system, email, and the University’s website for additional information.
- Those in need of transportation will be directed to areas to await transport to an off-campus site.

Emergency Preparedness Overview

Emergency preparedness at St. Francis University is managed by the University’s Emergency Operations Plan (EOP) and Program and Emergency Response Team (ERT). Emergency operations planning at St. Francis University means preventing, preparing for, responding to, and recovering from any and all emergencies that could affect the St. Francis University and local St. Francis Borough communities.

It means having a comprehensive plan extending from all levels of emergency personnel, down through the individuals that make up our community, to prevent situations that cause emergencies; it means preparing people on the procedures to follow, should a crisis occur; it means having a well collaborated response approach from University and local officials and State and Federal agencies to effectively mitigate any crisis; and it means being ready and able to recover quickly from emergency events in order to keep the operations and business continuity of St. Francis University moving forward.

Emergency Response Team (ERT)

All emergency incidents occurring on campus or impacting the college campus community will be managed using the Incident Command System (ICS) and the National Incident Management System (NIMS), as outlined by Federal and State agencies.

The primary responsibility for responding to emergencies on St. Francis University’s campus rests with the University Police Department, local emergency services, and the President of the College. The Emergency Response Team - is the established protocol for managing all aspects of an incident. University Police, along with other College departments and the emergency services organizations, plays an essential role as the first line of defense. In responding to an emergency or disaster, ST. Francis University will make full use of the facilities, equipment, supplies, personnel, and resources of the College. The College President, as chief executive, has the authority to direct and coordinate disaster operations and may delegate this authority to an emergency manager. Incident Command is established when an authorized individual (Usually a University Police officer or supervisor, fire chief) is onsite and communicates their authority with all personnel involved.

If a situation arises on or around campus that could potentially threaten the health or safety of College community members, senior officers of the College, members of ERT, and members of Public Safety are immediately summoned as part of St Francis University’s crisis response procedure. University Police Officers, supervisors, and administrators are trained in crisis response and have the authority to take immediate action in response to an imminent crisis, using the Emergency Operations Plan (EOP) and departmental procedures as a guideline.
Emergency Notification and Evacuation Procedures

These actions may include:

- Deployment of additional Police officers
- Engagement of law enforcement officials
- Summoning of local, county, or state emergency management officials
- Enhanced patrol of the campus
- Closing of roads and entrances onto campus
- Securing of campus buildings and residence halls
- Evacuation of campus buildings and residence halls

There is one Incident Commander (IC) for an incident. When more than one jurisdiction or one agency is involved, a Unified Command structure will be established. Command will function from an Incident Command Post (ICP). Certain "triggering" conditions may dictate a broader institutional response. This broader response will be managed from an Emergency Operations Center (EOC) by the ERT.

When an Emergency Operations Center (EOC) is established, ERT will assume a policy, direction, and coordination role over the institution’s response and recovery. The EOC will act as an umbrella organization that brings together all of the elements necessary to support the incident and maintain ongoing operations. Command will remain with the Incident Commander or Unified Command group.

The ERT consists of two groups, the Core group and the Advisory group. The Core Group Members are the policy decision-makers and include the President and members of senior staff. The Advisory Group Members are the policy developers and implementers and include key department heads from organizations throughout the institution. The members of ERT are institutional emergency incident resources and potential responders; they are not persons to whom community members should report crimes.

TESTING, EXERCISE PREPAREDNESS DRILLS, AND TABLE-TOP EXERCISES

In accordance with the institution’s Emergency Operations Plan (EOP), St. Francis University will use its emergency procedures and plans for testing emergency notification, response, and evacuation. A Test is defined as regularly scheduled drills, exercises, and appropriate follow-through activities, designed for assessment and evaluation of emergency plans and capabilities.

ERT will perform periodic table-top exercises (at least one per year) in order to practice the implementation of the campus’ emergency operations plan and supplement emergency policies and procedures and to assess and evaluate emergency plan capabilities. Additionally, divisional and department level exercises are regularly initiated to train staff personnel on emergency operations. During CERT exercises, the campus evacuation plan is either reviewed or practiced as part of the training session. The Executive Director of Public Safety, in coordination with the Office of the President, will be responsible for scheduling and conducting these table-top exercises. As a minimum, one CERT Table-Top exercise per academic year will occur with the entire CERT Group. Additionally, local emergency responders from the Fire and Police Departments, St. Francis Hospital, and Adams County Emergency Management Agency (EMA) will be invited to participate along with University officials during one table-top each year. Exercises can be either announced or unannounced.

After-Action Reports of Tests/Exercises: After-action reviews will be conducted following each test and/or exercise that documents the test/exercise, provides a description for each test/exercise, the date, time, whether the test was announced or unannounced, and an assessment of the lessons learned from the exercise.
Security and Access to Campus Facilities

Security and Building Access
Saint Francis University has installed and maintains all exterior lighting on campus grounds and around all building’s. While still maintaining a scenic campus setting, the university grounds crews keep all trees and shrubs trimmed to reduce safety concerns. Along with keeping the grounds pristine, the University Physical Plant also conducts an annual lighting survey on campus. This survey consists of all exterior lighting around buildings, walkways, streets and parking lots.

During the week there are numerous Saint Francis employees who work at addressing health, safety and maintenance issues on campus. They work alongside the University Police Department and Physical Plant to correct the issues in a timely manner.

As part of their duties, Residence Life staff members conduct health and safety inspections of their assigned residence hall. They have access to an online work-order system in order to get their concerns to the physical plant. The residence life staff also works closely with University Police in situations that constitute emergency maintenance or housekeeping issues as part of a 24-hour call out program.

University Building and Programs
With the exception of residence halls, Saint Francis University is open to the public during the day and evening while in session. On the days the University is officially closed, all buildings will be locked, and only those with granted access will be allowed in any university building. Students requiring housing over the break period, may make their request through the Residence Life Office 814-472-3029.

Some Saint Francis sponsored programs are open to the general public, while others are reserved to students with a valid Saint Francis ID. Some events may require additional security personnel to help with staffing during the event, such as football games.
Living at Saint Francis University

Saint Francis University Police Department, and the Office of Residence Life, work in corporation with each other in order to provide resident students with a safe and secure environment. It is important that students, faculty and staff members work together in order to enhance the quality of life, along with safety in the residence halls and off campus properties.

To house undergraduate students during the academic year, Saint Francis University maintains some 1,280 residential beds in 10 residence halls and 11 apartment style structures. They include singles, doubles, triples, suites, houses and apartments.

All of the of 10 residence halls on campus and one off campus housing unit, along with two academic buildings are controlled by a card access system, which are all control by the Saint Francis Police Department and Information Technology Department. All residence hall entrance doors, along with numerous areas on and off campus are monitored by video surveillance, which is overseen and controlled by the University Police Department.

As part of their daily routine University Police officers are in all residence halls throughout their assigned shifts, in order to give an added sense of security to those residing in University housing.

Residence Hall Security

When resident students arrive on campus, for the first time or returning, they are provided with information regarding campus safety and residence hall security, such as:

- Who to call if there is an emergency
- What procedures to follow in the event of a fire
- Who to contact if they become locked out of their room or residence hall
- How to mark and keep valuables safe
- Visitation, alcohol and drug policies
- General campus safety, along with numerous other topics

During the mandatory first hall meeting of the semester, conducted by the Resident Assistant, students are able to become familiar with their surroundings inside the residence hall and the unique security features allowing them to help make Saint Francis University a safe and secure environment for all. All exterior entrance doors into the residence halls are controlled by card access readers 24-hours a day, seven days a week. Should you find a door into one of the residence halls not operating or securing properly, notify the Saint Francis University Police Department at 814-472-3360 from a non-campus phone, or by picking up the phone located in the call box outside of each residence hall. You may also notify your buildings resident assistant who will notify the proper authorities. Along with the card readers, all exterior doors of all on campus residence halls are monitored by video surveillance 24-hours a day, 7 days a week for added security for those students living in a University residence hall.

Residence Life Staff

The Residence Life Staff is made up of the following:

- Thirty-seven residence Assistants (RA’s)
- Two Residence Life Coordinators (RLC’s)
- One Graduate Assistant (GA)

All residence life staff undergo extensive training sessions throughout the academic year. These trainings include how to handle various emergency situations, de-escalation techniques, alcohol and drug, fire extinguisher, Campus Security Authority, medical, evacuation, etc. The Residence Life staff is available 24-hours a day, seven days a week in the residence halls. Residence Life Coordinators (RLC’s) along with completing nightly rounds also maintain scheduled day and evening office hours. Both the Resident Assistant and Residence Life Coordinator are on duty every night, including weekends and holidays during the academic semester. This allows them to assist the residence in any manner. The residence life duty schedule is posted in the residence hall they oversee.
Living at Saint Francis University

Security Features for Student Rooms
Every room located inside the residential facilities has its own room key, which are coded with a core number, instead of a key code so if lost no one knows what room the key belongs to. The University advises to not attach room keys to your student ID card, due to if lost it would allow someone into your residence hall and your room.

All exterior doors are secured and controlled by electronic locks, accessible only by student ID cards. Each ID card is encoded specifically for that students building and will not work to gain access into any other residence hall on campus.

Residence should always remember to lock their room doors and windows at all times and carry their key and ID with them at all times, even if only going across the hall or to the restroom. If you should become locked out of your room or building and your Resident Assistant is not on duty, there are phone boxes located outside each residence hall that will connect you directly to the on duty officer.

Residence Hall Guest Registration Procedures
Q: A friend is coming to visit me; how do I sign them in?
A: In order to enter a residence hall, the resident student must have their issued Saint Francis ID card. Students must register their guest with Residence Life prior to their arrival, all visitors must be accompanied by the resident while they are in the building.

Q: What are the visitation hours, that my guest can visit me?
A: Guest of the opposite sex may visit in residence hall rooms and public areas from 10:00a.m to 12:00a.m (midnight) on weekdays. Then on weekends the hours are extended until 2:00a.m on both Saturday and Sunday mornings.

Q: Do campus visitors need to register their car, when visiting?
A: Yes, all visitors must register their vehicle with University Police. This will help the University Police department locate the owner on campus if there are any issues with their car. There is not charge for a visitor to register their vehicle during their stay.

Q: What happens if the person visiting me gets in trouble?
A: All residents’ students are responsible for any policy violations, damages, or property losses attributed to their guest, while they are visiting the University.

Conference Guests and Camps
University guests who are attending a conference or camp on campus, at times may occupy numerous rooms or entire residence halls during these events, which may take place from May until July, or as space permits. These guests may include those attending sports camps, academic camps, University sponsored events, weddings, etc.

Housing Assignments and Change Requests
Unless specified, and approved in writing, the housing and food contract is for both the fall and spring semesters. Any request to break the housing contract mid-year must be received in writing prior to the last day of classes for the Fall Semester.

All traditional resident students are required to participate in a meal plan with a minimum 10 meals a week. Meal plans are also available to non-resident students. All students may sign up for or increase their meal plans at any time during the academic year, by going to the Residence Life Office located in Padua Hall 227. Students can make changes to their meal plan at the beginning of the semester before the add/drop date, that is established by the Registrar’s Office by stopping by the Residence Life Office.
Living at Saint Francis University

Housing Assignments and Change Requests (continued)
The office of Residence Life is responsible for making all housing assignments and determining the occupancy and capacity of any room or unit. Attempts will be made to honor roommate request, providing both students have notified the Office of Residence Life. Such requests will be honored on a space available basis. Students who have not expressed a roommate preference will be randomly assigned. The University will not discriminate in the basis of race, color, religion or nationality in the assignment of roommates.

Room changes will not be accommodated until after the first day of classes in any semester. Until that time, all students must remain in their official room assignments. Open room changes will be permitted for a one-week period and will be determined by housing administration. If a student changes room assignments without written approval, he/she will be in violation of their housing contract and will be subject to a $25.00 fine. In order to accommodate all students applying for housing, it may be necessary to assign students to temporary housing. Upperclassmen take part in a room draw process each Spring Semester to determine their living assignments and roommates for the following year.

If roommates are having issues with sharing a room, they should first try and resolve the issue amongst themselves. If it does not work, they will need to speak with one of the Resident Assistant’s in their assigned hall, in order to establish guidelines to make the living assignment work. If the steps set in the roommate mediation are unsuccessful, the student will have the right to meet with a Residence Life Coordinator to determine if a room change is necessary.

Policy for Notification of Missing Student
Members of the Saint Francis University community upon learning of a missing student should immediately report it to the Saint Francis University Police Department at 814-472-3360. Once a missing person’s report is filed with the university police, they will carefully investigate and record all factual information surrounding the disappearance. Special care will be applied for instances involving individuals who may be mentally or physically impaired, or others who are not able to care for themselves.

All students living in on-campus housing can confidentially identify and register one or more individuals to be contacted if the student is determined to be missing. The contact person may be anyone, including, but not limited to, the person the student has otherwise identified as an emergency contact. Students will have the opportunity to register a confidential missing student emergency contact to be notified in the event they are missing, with the University Police Department by going to Missing Student Emergency Contact Information online. Registration is voluntary, but is strongly encouraged. The information provided to the University Police is confidential and will only be used by University officials and the Saint Francis University Police Department in an emergency situation. In order to further the missing persons’ investigation, the provided information will be disclosed to the appropriate local law enforcement personnel.

The missing student emergency contact information can be added or updated at any time, while enrolled as a student at Saint Francis University, by contacting the University Police Department and requesting the change.

If the Saint Francis University Police Department determines after the initial investigation that a student is missing the university will notify the student’s emergency contact person no later than 24 hours after the student is determined to be missing. If the missing student is under 18 and is not an emancipated individual, the university will notify the custodial parent or guardian within 24 hours of the determination being made that the student is missing, in addition to notifying the missing student emergency contact person that was designated by the student.

Along with following the set University policy, the University Police will also notify the appropriate local law enforcement agency with 24-hours of the determination that the student is missing.
Living at Saint Francis University

Housing During Holidays and Breaks
All Saint Francis University residence halls will be closed during Thanksgiving break, Christmas break, Winter break, Spring break and Easter break. When the halls are closed, students must vacate their rooms and card access to the buildings is disabled during this time. Details of closing times and policies are posted in the halls prior to these breaks. When the halls close for breaks, a University staff member checks every room to be sure all break procedures are followed. Examples of these procedures would be unplugging certain electrically powered items, turning off lights, and locking windows. Any policy violations will be reported. During this time the Saint Francis University Police Department will continue to patrol campus and all residential housing units. As an added precaution all students should remove anything of value from their room to take home or store out of sight in their room.

University-Owned and Controlled Apartment Housing
Saint Francis University owns and or controls seventeen apartments or house style structures, which are located in Loretto Borough. The University refers to this program as the Housing Apartment Transition Program (HATP).

This program is designed to give upper-class students independent living with University support. HATP residents live not only amongst fellow students, but also members of the Loretto community and as such are expected to hold themselves and fellow HATP residents to the highest of standards. Students in this program represent the University to the Loretto community and are subject to all University policies and procedures. University Police, Loretto Borough Police and the Pennsylvania State Police patrol all HATP properties and regularly share information as it relates to those properties.

Safety While Studying Abroad
The Office for Study Abroad is dedicated to fostering a "culture of study abroad" at Saint Francis University. Our diverse international programs give students an exciting way of completing credits and/or offering service. Study abroad program helps students develop skills and gives them experiences a classroom setting will never provide. In addition to making friends around the world, study abroad increases students' self-confidence and will have a lasting impact on their world view.

The health and safety of all Saint Francis University students who are studying abroad has always been a primary concern for all those involved with the study abroad program at the University. For those students who choose to study aboard, whether it be for a semester or a week are held to the same policies and procedures set forth by the University as the traditional University student.
Crime Prevention and Safety Programs

Police and Residence Life Programming
Saint Francis University offers numerous programs in conjunction with the Police Department and the Office of Residence Life. They work tirelessly together to teach all students and employees tips on how to be aware of their surroundings, in order to increase their knowledge on their safety and security of other University members. Some programs are included below:

- University Police officer engraving of personal items of value (bikes, gaming systems, televisions, headphone, etc.)
- University Police, along with the Office of Residence Life present several active threat response training to all facility, staff and students. This training is directly related to the U.S. Department of Homeland Security’s “Run, Fight, Hide” techniques which offers tips to those taking part in the training on how to survive an active shooter/workplace violence incident.
- Adding to the active shooter training the University Police Department again follows the U.S. Department of Homeland Security’s bomb threat check list in order to train Residence Life staff, faculty and staff members on how to stay claim and gather the important information if they would receive a call for a bomb threat to campus. Along with what to do if they discover a suspicious package on or around campus.
- The University Police Department will also conduct hall programs in the residential building and HATP at the request of the Resident Assistant. Including winter safety tips, basic vehicle safety tips, theft prevention, alcohol and drugs

Environmental Health and Safety
The Saint Francis University Department of Environmental Health and Safety (EH&S) provides guidance and direction to all University students, faculty, and staff member. EH&S works to identify all hazards and risks, then makes recommendations for the appropriate actions to be taken to ensure safe conditions, and assists the University in maintaining regulatory compliance. The department provides numerous trainings to University students, faculty and staff members on various topics:

- Fire safety
- Occupational Health
- Environmental Health

They also work closely with the Saint Francis University Police Department in the development of University’s Emergency Management Plan.

Saint Francis University Shuttle
Saint Francis University Police Department provides a shuttle service to all University students needing assistance around campus, contact the University Police Department at 814-472-3360 to make arrangements. Along with the shuttle service, the University Police Department also offers an escort services to any student who does not wish to walk alone on campus, especially after dark. These services can be arranged by calling University Police Department at 814-472-3360.
Crime Prevention and Safety Programs

How to Report a Maintenance Issue on Campus

- During normal business hours you can call the Physical Plant at 814-472-3017 to report your issue.
- After hours, you can contact the Resident Assistant for the appropriate building. They will have the ability to put a maintenance request through, which will describe the issue that needs to be corrected or repaired.
- If it is a safety issue that requires immediate attention contact the University Police Department at 814-472-3360, they have the ability to contact the Physical Plant directly during or after business hours.
- The University Physical Plant has numerous resources available to fix the issue in a timely manner (Electricians, Plumbers, HVAC, Trades, Lock Smiths and Custodial)

Common Student Maintenance Requests

- No power in my room
- Window will not close or lock
- Key broke off in my door
- My key is not working
- The outside door will not close or lock
- The toilet will not stop running
- The toilet will not flush
- There is water leaking from the ceiling in my room
- The heat is not turning on in my room
- The card readers are flashing
Obtaining Crime and Safety Information

In accordance with the Pennsylvania Uniform Crime Reporting Act and the Federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Reporting Act, all Saint Francis University students and employees receive updated security information annually. The University also makes all information concerning campus crime and security available in multiple ways, which include the following:

- All students prior to registering for class must read and agree to the Student Handbook, which outlines University policies and student conduct, sanctions, health and safety issues.
- All incoming freshman and family members who attend the University’s SOAR program are advised of University policies and procedures on crime and safety as they partake in multiple event throughout the day.

The University holds numerous crime prevention programs and seminars throughout the year. These events are sponsored by the Saint Francis University Police Department, Office of Residence Life, Office of Student Conduct, University Counseling Center, Athletics and numerous other departments on campus.

How to Access the Campus Crime Report
The Saint Francis University Police Department prepares a daily crime log of all reported incidents. The log contains information pertaining to the nature, date, time and general location of the crime and the disposition, if known. This information is available in person at the University Police Department located in the Small Business Administration Building 2299 Manor Drive.

Q: Where can I find the Crime Report?
A: The daily crime log is available for review at the Saint Francis University Police Department, during normal business hours (Monday—Friday 8:00 AM to 4:00 PM). If you wish to view the daily crime log and cannot make it in during those hours, notify the University Police Department at 814-472-3360 to make arrangements to come in during off hours.

Q: What other crime reports are available?
A: All crimes reported the Saint Francis University Police Department are submitted on a monthly basis to the Pennsylvania State Police for inclusion in the Uniform Crime Report (UCR). The Saint Francis Police Department also submits an annual report to the U.S. Department of Education; statistics are gathered from the following sources:

- The Saint Francis University Police Department
- The Loretto Borough Police Department
- The Pennsylvania State Police
- Other law enforcement agencies that have jurisdiction of areas where the University uses or has control over a given area.
- Office of Student Conduct
- The Department of Study Abroad

Q: Do any reports show Saint Francis University Crime Statistics over a longer period of time?
A: Yes. In compliance with Chapter 3 of the Pennsylvania Uniform Crime Reporting Act and the Federal Jeanne Clery Act, the Saint Francis University Police Department generates a three-year statistical report, which is included in this report. An email notice of this report and its availability is made known to all current students, staff, and faculty members. While prospective students and employees are made aware of its existence and advised how to obtain a copy or how to view the report online.
Obtaining Crime and Safety Information

How to Access the Campus Crime Report (continued)
Q: Does Saint Francis University screen prospective employees for a criminal history?
A: Yes, all prospective staff and faculty members are asked if they have ever pled to or been convicted of any misdemeanor or felony crimes. All prospective employees are also screened in state and federal criminal records database. Certain positions and departments where they would have direct contact with children consistent with the requirements of Act 153, will require that a criminal background to be completed.

Q: Does Saint Francis University screen prospective students for criminal history?
A: No, although some school applicants may be required to supply information about their criminal history, it is not required as part of the enrollment process at Saint Francis University. However federal law requires that certain disclosures be made on financial aid forms.

Megans Law Information
Under the Federal Campus Sex Crime Prevention Act, any person who is required to register with the commonwealth as sex offender under Pennsylvania’s Megan’s Law must notify the state if they are employed or are enrolled as a student at a college or university. The law also requires institutions of higher education to advise the campus community on how to obtain information on current registered sex offenders and predators residing with the campus community. Information regarding registered sex offenders residing within a 5 mile radius of Saint Francis University may be obtained by going to the Pennsylvania Megan’s Law website at pameganslaw.state.pa.us

KNOW YOUR UNIVERSITY COMMUNITY
RATES ARE COMPUTED AS CRIMES PER 1,000 PERSONS

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This information is provided as a part of Saint Francis University’s continuing commitment to safety and security on campus in compliance with the College and University Security Information Act of Pennsylvania and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. A log of all reported crime is available for public inspection at the Saint Francis University Police Department, located in the Small Business Development Center 2299 Manor Drive, Loretto, PA 15940.
Saint Francis University 2019 Annual Disclosure of Crime Statistics

The Jeanne Clery Disclosure of Campus Security Policy and the Campus Crime Statistics Act mandate the manner in which crime statistics are to be collected and the format in which the statistics shall be published. In addition to incidents reported to the Saint Francis University Police Department, statistics include offenses that were reported to the Loretto Borough Police Department, Pennsylvania State Police and other law enforcement authorities which have jurisdiction or areas where the University uses, has control over a given area and Saint Francis officials which have significant responsibility for student and campus activities. Saint Francis has provided statistical information include, but are not limited to, Residence Life Staff, Faculty Advisors to student groups, Dean of Students, Directors of Athletics and team coaches, Coordinator of Greek Affairs, Physicians in the Campus Health Center. University counselors voluntarily provide non-identifying information on crimes reported to them.

Statistics include crimes committed on campus, along with crimes reported on public property areas that are contiguous to campus. In accordance with the Jeanne Clery Act Disclosure Act, crime statistics are shown in the following geographical categories:

- On-campus and within all campus buildings
- On-campus residence halls or other student residential housing
- Non-campus buildings or properties “those properties owned or leased by the institution that are used in direct support of the institution’s educational purposes, are frequently used by students, and that are not within the same reasonably contiguous geographical area of the institution.”
- Public Property “all public property that is within the campus or immediately adjacent to and accessible from the campus.”

Definitions of Clery Reportable Crimes

**Murder/Non-Negligent Manslaughter:** Defined as the willful killing of one human being by another

**Negligent Manslaughter:** Defined as the killing of another person through gross negligence

**Sexual Assault:** Under the Violence Against Women Act (VAWA), the definition of sexual assault is an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI’s Uniform Crime Reporting (UCR) program. Per the National Incident-based Reporting System user manual from the FBI UCR Program, a sex offense is “any sexual act directed against another person without the consent of the victim, including instances where the victim is incapable of giving consent.” The VAWA definition of sexual assault includes rape, fondling, incest, and statutory rape. In Pennsylvania, with the exception of rape and involuntary deviate sexual intercourse, a person commits the crime of sexual assault when that person engages in sexual intercourse with a complainant, without their consent.

**Rape:** The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by sex organ or another person, with the consent of the victim.

**Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her temporary or permanent mental incapacity.

**Incest:** Sexual intercourse between persons who are related to each other with the degrees wherein marriage is prohibited by law.

**Statutory Rape:** Sexual intercourse with a person who is under the statutory age of consent.
Saint Francis University 2019 Annual Disclosure of Crime Statistics

Definitions of Clery Reportable Crimes (continued)

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

**Aggravated Assault:** Defined as an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

**Burglary:** Unlawful entry of a structure to commit a felony or a theft

**Motor Vehicle Theft:** Theft or attempted theft of a motor vehicle

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

**Liquor Laws:** The violation of state and or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, or possession or use of alcoholic beverages.

**Drug Abuse Violations:** The violation if laws prohibiting the production, distribution, and or use of certain controlled substances and the equipment or devices utilized in their preparation and or use.

**Weapons Law Violation:** The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

**Domestic Violence:** Includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person similarly situated to a spouse of the victim under the domestic or family laws of the Commonwealth of Pennsylvania, or by any other person against and adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction. Pennsylvania does not have a specific statute for domestic violence; those incidents are categorized as simple or aggravated assaults or other applicable offenses.

**Dating Violence:** The VAWA definition of dating violence is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purpose of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence. Pennsylvania does not have a specific statute for dating violence; those incidents are categorized as simple or aggravated assaults or other applicable offenses.
Saint Francis University 2019 Annual Disclosure of Crime Statistics

Definitions of Clery Reportable Crimes (continued)

Stalking: The VAWA definition of stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person to (a) fear for the person’s safety or of others, or (b) suffer substantial emotional distress. For the purpose of this definition, (a) course of conduct means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person’s property; (b) reasonable person means a reasonable person under similar circumstances and with similar identities to the victim; and (c) substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily require medical or other professional treatment or counseling. In Pennsylvania, a person commits the crime of stalking when the person either: (1) engages in a course of conduct or repeatedly commits acts toward another person, including following the person without proper authority, under circumstances which demonstrate either an intent to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person; or (2) engages in a course of conduct or repeatedly communicates to another person under circumstances which demonstrate or communicates either an intent to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person.

Hate Crimes: Includes all Clery reportable crimes that manifest evidence that the victim was intentionally selected because the perpetrator’s bias against the victim based on disability, ethnicity, gender, gender identity, national origin, race, religion, sexual orientation, plus the following crimes:

- Larceny/Theft: Includes pick pocketing, purse snatching, shoplifting, theft for a building, theft from motor vehicle, theft of motor vehicle parts or accessories, and all other larceny.
- Simple Assault: Unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.
- Intimidation: To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and or other conduct but without displaying a weapon or subjecting the victim to actual physical attack.
- Destruction/Damage/Vandalism to Property (except Arson): 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 over it.

Crimes reported to Saint Francis University Police/Officials or Local Police (Chart 1)

A. Statistics in these categories show arrest for all liquor, drug, and weapons law violations and include both student and nonstudent arrests. Students arrested for these violations are automatically referred to the Office of Student Conduct.

B. Hate Crime information includes crimes reported to Chart 1 (except liquor law, drug violations and weapons law) and any crime involving bodily injury, theft, simple assault, intimidation, or vandalism that exhibits evidence that the victim was intentionally selected because of their actual or perceived Race, Religion, Sexual Orientation, Gender, Ethnicity, National Origin, Disability, or Gender Identity. Hate crime information: for the last three reporting years (2014, 2015 and 2016) there was no hate crimes committed at Saint Francis University.

C. A report is considered as unfounded and removed from crime statistics when sworn or commissioned law enforcement officers have fully investigated the crime report and have determined the report to be false or baseless.
Saint Francis University 2019 Annual Disclosure of Crime Statistics

Determination of Reportable Locations
While Saint Francis University holds classes in various locations throughout the world, only two of our locations meet all of the reporting requirements set forth in the Campus Safety Act. The only sites that have an organized program of study and administrative personnel on-site are the Loretto, PA and Ambialet, France campuses. All of the policies and expectations of student conduct are followed regardless of which campus location the students are attending, along with enforcing all University policies the same educational programs are available to the students. While we are not required to track and report these numbers, any incident reported to the University from one of below mentioned will be included in this report.

The following will be included:

- Campuses’ with administration which are Saint Francis University located in both Loretto, PA and Ambialet, France
- Campuses’ without administration which are Jamaica Costa Rica, Bolivia, Peru, Nicaragua, London, St. Lucia, Spain, Penn Highlands Community College Johnstown, South Hills School of Business State College, South Hills School of Business Altoona, Greater Altoona Career and Technology Center, Chestnut Ridge Elementary, Clearfield County Career and Technology Center, Clearfield County Career and Technology Center, Richland High School, Mount Union High School, Glendale School District, Windber Elementary School, Sheetz Corporate Office Altoona, Concurrent Technology Corporation Johnstown

Notes for Saint Francis University’s Uniform Crime Reporting Act (Chart II)

A. Under the Uniform Crime Act (UCR) Part I Crimes guidelines, the crime of Rape includes Rape, Attempted Rape, and Sexual Assault.
B. Under UCR Part II Crime guidelines, Other Assaults include Simple Assaults as well as Harassment incidents involving a threat to assault
C. Under UCR Part II Crime guidelines, Sex Offenses (except Part I offenses) include Indecent Assault and Indecent Exposure.
D. All other Offenses (except traffic) include, but are not limited to, trespass and violation of city ordinance

Chart I: contains the statistics for those offenses reported to the Saint Francis University Police Department, the Loretto Borough, Pennsylvania State Police and other law enforcement authorities that have jurisdiction of areas where the University uses or has control over a given area, and the University personnel who have significant responsibilities for student life and campus activities.

Chart II: contains the statistics for those offenses reported to the Saint Francis University Police Department only as recorded for the Uniform Crime Report (UCR). These UCR statistics are derived, in part, from patrol areas in areas which are not adjacent to campus.

Chapter 3 of the Pennsylvania Uniform Crime Reporting Act requires the release of crime statistics and crime rates to students and employees, and it also requires that the statistics be available to applicants and new employees upon request. The crime rate is determined by a formula specified by the Uniform Crime Reporting Act and is calculated by dividing the number of reported crimes by the number of full-time equivalent students and employees, then multiplying that number by 100,000.

It is important to understand that the crime classifications for which colleges and universities must provide statistics differ under state and federal law. Statistics for certain crime classification might appear to be different. For example the federal statistics for motor vehicle theft differ from the state statistics for the same category because the federal classification includes attempted motor vehicle theft, while state law requires institutions to separately report attempted motor vehicle thefts. Saint Francis University complies with its record-keeping and reporting requirements under applicable laws, including protecting personally identifying information about the survivor.
### 2018 Annual Security and Fire Safety Report

**University Police Department – Saint Francis University**

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Beginning in year 2018, the following crime statistics are required for this report.

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| Stalking                       | 2018 | 7 | 7 | 0 | 0 | 0 | 0 |</p>
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<td>Hate Crimes*</td>
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Beginning in year 2013, the following crime statistics are required for this report.

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<thead>
<tr>
<th>OFFENSE</th>
<th>YEAR</th>
<th>TOTAL</th>
<th>ON-CAMPUS PROPERTY</th>
<th>ON-CAMPUS RESIDENTIAL FACILITIES*</th>
<th>NONCAMPUS BUILDINGS OR PROPERTY</th>
<th>PUBLIC PROPERTY</th>
<th>UNFOUNDED CRIMES*</th>
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</thead>
<tbody>
<tr>
<td>Domestic Violence</td>
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<td>0</td>
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<tr>
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<td>Dating Violence</td>
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<td>Stalking</td>
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<tr>
<td></td>
<td>2017</td>
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<tr>
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### CRIME CATEGORIES

<table>
<thead>
<tr>
<th>Category</th>
<th>2018 (FTE-2,270)</th>
<th>2017 (FTE-2,759)</th>
<th>2016 (FTE-2,819)</th>
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<tbody>
<tr>
<td><strong>UCR PART I CRIMES</strong></td>
<td>Reported Crimes</td>
<td>Reported Crimes</td>
<td>Reported Crimes</td>
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<tr>
<td><strong>CRIMINAL HOMICIDE</strong></td>
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<tr>
<td>Murder and Nonnegligent Manslaughter</td>
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<td>Manslaughter by negligence</td>
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<td>Rape by Force</td>
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<tr>
<td>Assault by Rape: Attempts</td>
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<tr>
<td><strong>ROBBERY</strong></td>
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<tr>
<td>Firearm</td>
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<tr>
<td>Knife or Cutting Instrument</td>
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<tr>
<td>Other Dangerous Weapon</td>
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<tr>
<td>Strong Arm (Hands, Fists, Feet, etc.)</td>
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<td><strong>ASSAULT - AGGRAVATED</strong></td>
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<td>Firearm</td>
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<td>Other Dangerous Weapon</td>
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<tr>
<td>Strong Arm (Hands, Fists, Feet, etc.)</td>
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<tr>
<td><strong>BURGLARY</strong></td>
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<tr>
<td>Forcible Entry</td>
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<tr>
<td>Unlawful Entry - No Force</td>
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<td>0</td>
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<tr>
<td>Attempted Forcible Entry</td>
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<tr>
<td><strong>LARCENY - THEFT (EXC. MOTOR VEHICLES)</strong></td>
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<tr>
<td>Forcible Entry</td>
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<tr>
<td>Unlawful Entry - No Force</td>
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<tr>
<td>Attempted Forcible Entry</td>
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<td>Autos</td>
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<tr>
<td>Trucks and Buses</td>
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<tr>
<td>Other Vehicles</td>
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<td><strong>ARSON</strong></td>
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#### UCR PART II CRIMES Reported Crimes *Index 100,000 Reported Crimes *Index 100,000 Reported Crimes *Index 100,000

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<thead>
<tr>
<th>Offense</th>
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<th>2017 (FTE-2,759)</th>
<th>2016 (FTE-2,819)</th>
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<tbody>
<tr>
<td>Assault-Nonaggravated</td>
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<tr>
<td>Forgery and Counterfeiting</td>
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<td>Fraud</td>
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<td>Embezzlement</td>
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<tr>
<td>Stolen Property, Receiving Possession, etc.</td>
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<tr>
<td>Vandalism</td>
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<td>Weapons, Carrying, Possession, etc.</td>
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<td>S - Opium-Cocaine</td>
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<tr>
<td>A - Marijuana</td>
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<td>0</td>
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</tr>
<tr>
<td>L - Synthetic</td>
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<tr>
<td>E - Other</td>
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<td><strong>Drug Possession Violations</strong></td>
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<tr>
<td>O - Marijuana</td>
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<tr>
<td>S - Synthetic</td>
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</tr>
<tr>
<td>S - Other</td>
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<td>Numbers, etc.</td>
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<td>Disorderly Conduct</td>
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<td>All Other Offenses (Ex. Traffic)</td>
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<td>Total Part II Offenses</td>
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<td>Grand Total All Offenses</td>
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<td>54</td>
<td>65</td>
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Policies on Alcohol and Drugs

Saint Francis University Policy
The following sections describe Saint Francis University’s policy regarding the sale, service, distribution and consumption of alcoholic beverages on or off University property or at University sponsored events in accordance with federal, state and local laws.

Those under the minimum legal drinking age of twenty-one are not permitted to possess or consume alcohol anywhere on University property or at University sponsored events. All Saint Francis University residence halls are substance free, meaning no alcohol is permitted regardless of your age. Students who are over twenty-one and are part of the Housing Apartment Transition Program (HATP) are permitted to possess and consume alcohol in approved University housing units.

Consumption of alcoholic beverages is prohibited for all students regardless of their age in all property owned, leased or subject to the control of the University, or as part of any of its activities, including, but not limited to off-campus activities sponsored by the University or engaged in by any recognized student organization. Students found to be where alcohol is present or being consumed will be in violation of the Saint Francis University alcohol policy. Students over the age of twenty-one who live in HATP units, upon review of their status, may request an exception in accordance to the HATP alcohol policy. The sale or furnishing of alcoholic beverages of any kind, to a person under the age of twenty-one, aside from being a violation of state law is also considered to be a more serious violation of the University’s alcohol policy.

Students who are of the legal drinking age may not share or provide alcohol to any students, employees or guests who are under twenty-one years of age. Drinking games, and simulated drinking games are prohibited on University property.

The University has full discretion in determining what events will permit the possession, consumption, of alcohol by persons of the legal drinking age. For more information, see the University’s Social Event Policy.

Enforcement of State, Local and Federal Laws
Saint Francis University enforces all state and local laws regarding the possession, use, transportation, and sale of alcoholic beverages, including those prohibiting underage drinking and local laws prohibiting open container of alcohol in public. The University also enforces all state and federal laws concerning use or possession illegal drugs on University property.

In addition to University imposed sanctions, students and employees are subject to all legal sanctions under federal, state and local law for any offenses involving illegal drugs on University property or at University sponsored activities.
Policies on Alcohol and Drugs

Drug and Alcohol Education Programming
Saint Francis University offers numerous programs throughout the academic year on Drug and Alcohol awareness which are open to all University students.

- **SOAR Presentations:** Every year Saint Francis University presents Summer Orientation sessions with the parents of all incoming Freshman students on the significance of alcohol use for University students. There we review University policy’s on alcohol use and talk about shared local resources both on and off campus. Parents are encouraged and given tips on how to initiate a dialog with their student about alcohol and drug use. Presented by numerous administrative members of the University.

- **What is the True Cost of Underage Drinking:** The true cost of underage drinking is much more than purchasing the alcohol, dealing with the hangover or paying for the damages you may have done. Hear straight from District Judge John Prebish Jr.; Liquor Control Enforcement representative; Associate Dean of Students, Ms. Lynne Banks; Director of Residence Life, Mr. Don Miles, and head of University Police, Captain Chris Lytle, as to what is truly at stake for you. This training is required for all freshmen and is available upon request to all University members.

- **Beer Goggles:** Students were encouraged to volunteer to perform field sobriety test, while wearing Beer Goggles. This program was presented by the Public Health Program and was open to all University students.

- **Alcohol Jeopardy:** Students participate in a game show style event in the Residence Hall, this program is open to any group upon request. Presented by Saint Francis Drug/Alcohol Services.

- **A Community in Crisis, Opioid Addiction and Abuse:** Presented by Conemaugh Health Systems. The program focused on the opioid epidemic on both a national and local level, with the far-reaching impact on the community. This open to all students and the local residents.

Saint Francis University restricts the use of alcohol at all events involving groups while on university property. Furthermore, alcohol is prohibited in all residence halls on campus. Those living in the HATP units and are of legal drinking age meeting all the necessary requirements, may apply for an alcohol permit. However, there are strict limits on the amount of alcohol these residents may bring into their assigned house or apartment.
Saint Francis University is a Drug Free Campus

Drug and Alcohol Prevention Program (DAPP)
Saint Francis University in compliance with the Drug-Free Schools and Communities Act Amendments of 1989 (amends the Higher Education Act) 20 U.S.C. § 1011i; 34 C.F.R. § 86.1 et seq.; 55 Fed. Reg. 33,580 (Aug. 16, 1990) annually informs the University community of the resources available through the University Drug and Alcohol Prevention Program. The Drug and Alcohol Prevention Program at Saint Francis University applies to all students taking courses for academic credit at Saint Francis University including students enrolled at the Saint Francis University campus in Ambialet, France. Academic programs occurring at campuses other than the Loretto, Pennsylvania Campus are also included. The content of the program also applies to employees of the University. This program applies to all on campus and off campus activities, including field trips, student-sponsored social activities, or professional meetings attended by employees that are sponsored by Saint Francis University.

To comply with the Drug Free Schools and Communities Act of 1989 and subsequent amendments, students and employees of University are informed that strictly enforced policies are in place which prohibits the unlawful possession, use or distribution of any illicit drugs, including alcohol, on University property or as part of any University-sponsored activity. Students and employees are also subject to all applicable legal sanctions under local, state and federal laws for any offenses involving illicit drugs on University property or at University-sponsored activities. The University affirms that illegal drug use is unlawful and harmful. The use of illegal drugs and alcohol abuse by students and employees could result in cognitive deficits, loss of productivity and other health risks. These risks include an increased risk of accidents which may result in death or permanent injury. Free educational information on alcohol and other drug misuse is available for the University community through the Alcohol and Drug Education Center located at 116 Padua Hall or University Health Service located in DiSepio Center. Free confidential counseling for alcohol and other drug abuse issues is available to students through the University Counseling Services located in Saint Francis Hall. The University sponsors educational programming for alcohol and other drug abuse issues through the Alcohol and Drug Education Center, the Office of Residence Life and the Office of Student Engagement. Other referral resources may include assessment, individual counseling, educational programs, materials, and referral and case management through community agencies, all which may include a fee.

The Drug and Alcohol Prevention Program at Saint Francis University includes information on Parental Notification, University Policy Statement, Safe Harbor Statement, Responsible Action Statement, Medical Transport, Pennsylvania Medical Amnesty Law, Legal Sanctions, Criminal Penalties as well as Student Conduct Action. The Student Handbook also contains supplemental information on the health effects of alcohol and drug use as well as resources for community members seeking assistance.
Saint Francis University is a Drug Free Campus

Illegal Drug Policy
The following sections describe Saint Francis University’s policy regarding the sale, manufacture, distribution, possession and use of illegal drugs on or off University property or at University sponsored events in accordance with federal, state and local laws.
In addition to University imposed sanctions, students and employees are subject to all legal sanctions under federal, state and local laws for any offenses involving illegal drugs on University property or at University activities.
Whether on or off campus, failure to comply with the directives of University officials or law enforcement officers during the performance of their duties and/or failure to identify oneself to these persons when requested to do so is considered unacceptable behavior for a University student. An example of such inappropriate behavior includes but is not limited to:

- Refusing to submit to a field sobriety test when requested by a police officer
- Failure to leave the scene of an incident when instructed by staff
- Failure to comply with instructors given by staff.

Please be advised, that intoxication will not be seen as a justifiable reason for a student’s failure to comply with staff directives.

Mandated Evaluation and Counseling: Students who violate the Alcohol and Other Drug Policy may be mandated for evaluation and counseling with a Substance Abuse Counselor. In some cases, mandated evaluation and counseling with a Substance Abuse Counselor may affect future employment and/or admission to graduate/professional schools. Students are advised to determine how this sanction will affect their current and future career goals.

University Sanctions: The Saint Francis University Code of Student Conduct and Student Conduct Process as published in the student handbook, outlines the rules for students pertaining to alcohol and drugs. Students are also subject to Student Conduct Sanctions for which would apply to violations of Alcohol and Drug Policies as published in the Student Handbook. Employees in violation of the Drug Free Workplace Policies are subject to corrective action up to and including termination of employment.

If You Need Help
Saint Francis University offers confidential, professional counseling and referrals for all students who need help for problems relating to alcohol and drug abuse, through the University Counseling Center located in 120 Saint Francis Hall. Outside help is also available to all University community members from the following sources:

- Alcoholics Anonymous 1-800-344-2666
- National Institute on Drug Abuse 1-800-662-HELP
- Alcohol and Drug Referral 1-800-252-6465
Policies on Hazing

Anti-Hazing Policy
Saint Francis University has a zero tolerance policy relating to hazing. Hazing is considered a violation of the University’s Anti-Hazing Policy and Student Code of Conduct and is absolutely prohibited. Hazing may also be considered a criminal offense in the Commonwealth of Pennsylvania. Throughout the academic semesters, anti-hazing programming is offered for various groups on campus. These efforts are designed to educate the Saint Francis University community about hazing, the potential consequences or engaging in hazing and how to report incidents of suspected hazing. Students and others are encouraged to report any and all incidents relating to hazing, that may jeopardize the health, safety and wellbeing of the members of the community, by contacting the Saint Francis Police at 814-472-3360 or the Office of Student Conduct at 814-472-3002.

Hazing is Defined as Follows
Any act likely to cause physical or psychological harm or social ostracism to any person within the university community, when related to the admission, initiation, pledging, joining, or any other group-affiliation activity on the basis of actual or perceived membership in a protected class; Hazing is also illegal under Pennsylvania state law and prohibited by University policy.

Hazing According to the Commonwealth of Pennsylvania
Any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization operating under the sanction of or recognized as an organization by an institution of higher education. The term shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or any other forced physical activity which could adversely affect the physical health and safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property.
For purposes of this definition, any activity as described in this definition upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be “forced” activity, the willingness of an individual to participate in such activity notwithstanding. Therefore, any student who causes or participated in hazing may be subject to appropriate University discipline and/or subject to criminal prosecution.

Myths About Hazing
- Hazing builds unity
- The new members want to be hazed
- I went through it, so they should do it to, its tradition
- I’ll never get caught or turned in
- If they agree, then we’re not hazing
- Hazing is the only method for holding new members accountable
- Hazing practices preserve the uniqueness and exclusiveness of the group
- Hazing continues because everyone in the group supports it
- Hazing only “a little bit” is not really that bad
- Enduring hazing is a sign of strength
Violence Against Women (VAWA)

SEXUAL MISCONDUCT POLICIES, SERVICES, RESOURCES, AND PROTOCOLS

Saint Francis University prohibits the crimes of domestic violence, dating violence, sexual assault, and stalking (as defined by the Clery Act) and reaffirms its commitment to maintaining a campus environment that emphasizes the dignity and worth of all members of the university community. Toward that end, Saint Francis University issues this statement of policy to inform the campus community of our programs to address domestic violence, dating violence, sexual assault and stalking as well as the procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking, which will be followed regardless of whether the incident occurs on or off campus when it is reported to a University official.

Federal Clery Act Definitions of Domestic Violence, Dating Violence, Sexual Assault, and Stalking

The Clery Act defines the crimes of domestic violence, dating violence, sexual assault and stalking as follows:

- **Domestic Violence:**
  i. A Felony or misdemeanor crime of violence committed—
     A) By a current or former spouse or intimate partner of the victim;
     B) By a person with whom the victim shares a child in common;
     C) By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
     D) By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
     E) By any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
  ii. For the purposes of complying with the requirements of this section and §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

- **Definition of a Crime of Violence:** According to Section 16 of Title 18 of the United States Code, the term “crime of violence” means:
  i. An offense that has as an element of the use, attempted use, or threatened use of physical force against the person or property of another; or
  ii. Any other offense that is a felony and that, by its nature, involves a substantial risk that physical force against the person or property of another may be used in the course of committing the offense.
Sexual Assault: An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI’s Uniform Crime Reporting (UCR) program. Per the National Incident-Based Reporting System User Manual from the FBI UCR Program, a sex offense is “any sexual act directed against another person, without the consent of the victim, including instances where the victim if incapable of giving consent.”

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

- **Stalking:**
  i. Engaging in a course of conduct directed at a specific person that would cause a reasonable person to—
     A) Fear for the person’s safety or the safety of others; or
     B) Suffer substantial emotional distress.
  ii. For the purposes of this definition—
     A) *Course of conduct* means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person’s property.
     B) *Reasonable person* means a reasonable person under similar circumstances and with similar identities to the victim.
     C) *Substantial emotional distress* means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
  iii. For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Jurisdictional Definitions of Domestic Violence, Dating Violence, Sexual Assault, and Stalking

- **Sexual Assault:** The state of Pennsylvania defines sexual assault as follows:
  o *Rape* — Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. Statutory offenses (no force used — victim under age of consent) are excluded.
  o *Sex offenses* (except rape, prostitution, and commercialized vice) — Statutory rape, offenses against chastity, common decency, morals, and the like. Attempts are included.

**Domestic Violence/Abuse:** Pennsylvania law defines domestic abuse as 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 that puts them in fear of bodily injury. These acts can take place between family or household members, sexual partners or those who share biological parenthood in order to qualify as domestic abuse.

- **Dating Violence:** The state of Pennsylvania does not have a definition of dating violence.
Jurisdictional Definitions of Domestic Violence, Dating Violence, Sexual Assault, and Stalking (continued)

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

**Consent:** The state of Pennsylvania defines ineffective consent as:
- **Ineffective consent** — Unless otherwise provided by this title or by the law defining the offense, assent does not constitute consent if:
  (1) it is given by a person who is legally incapacitated to authorize the conduct charged to constitute the offense;
  (2) it is given by a person who by reason of youth, mental disease or defect or intoxication is manifestly unable or known by the actor to be unable to make a reasonable judgment as to the nature or harmfulness of the conduct charged to constitute the offense;
  (3) it is given by a person whose improvident consent is sought to be prevented by the law defining the offense; or
  (4) it is induced by force, duress or deception of a kind sought to be prevented by the law defining the offense.

The state additionally provides descriptors commonly associated with consent as part of its full definition when describing the offense of Rape.

**Rape Offense defined** — A person commits a felony of the first degree when the person engages in sexual intercourse with a complainant:
(1) By forcible compulsion;
(2) By threat of forcible compulsion that would prevent resistance by a person of reasonable resolution;
(3) Who is unconscious or where the person knows that the complainant is unaware that the sexual intercourse is occurring;
(4) Where the person has substantially impaired the complainant’s power to appraise or control his or her conduct by administering or employing, without the knowledge of the complainant, drugs, intoxicants or other means for the purpose of preventing resistance;
(5) Who suffers from a mental disability which renders the complainant incapable of consent.

Further, under Clery and UCR (Uniform Crime Reporting) definitions, the Pennsylvania Crimes Code sections relating to sexual assault (PA CS Title 18, Subsection 3124.1), involuntary deviate sexual intercourse (PA CS Title 18, Subsection 3123) and aggravated indecent assault (PA CS Title 18, Subsection 3125) are considered rape for the purposes of Clery and PA UCR reporting.

**Other Sex Offenses** (except rape, prostitution, and commercialized vice) — Statutory rape, offenses against chastity, common decency, morals, and the like. Attempts are included.

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Violence Against Women (VAWA)

SEXUAL MISCONDUCT POLICIES, SERVICES, RESOURCES, AND PROTOCOLS

Saint Francis University’s Definition of Consent as it Relates to Sexual Activity is as follows:
Consent is informed, freely given and mutually understood. Consent requires an affirmative act or statement by each participant. If coercion, intimidation, threats and or physical force are used, there is no consent. If a person is mentally or physically incapacitated or impaired so that the person cannot understand the fact, nature or extent of the sexual situation, there is not consent; this includes conditions due to alcohol or drug consumption or being asleep or unconscious. Whether one has taken advantage of a position of influence over another may be a factor in determining consent.

Sexual Activity Requires Consent
Consent consists of an outward demonstration indicating that an individual has freely chosen to engage in sexual activity. Consent is demonstrated through mutually understandable words and/or actions that clearly indicate a willingness to engage freely in sexual activity. Relying on non-verbal communication can lead to misunderstandings. Consent may not be inferred from silence, passivity, lack of resistance or lack of active response alone. A person who does not physically resist or verbally refuse sexual activity is not necessarily giving consent. In the absence of an outward demonstration, consent does not exist. If at any time it is reasonably apparent that either party is hesitant, confused or uncertain, both parties should stop and obtain mutual verbal consent before continuing sexual activity.

Consent to engage in sexual activity must be knowing and voluntary. Consent to engage in sexual activity must exist from the beginning to end of each instance of sexual activity, and for each form of sexual contact. Consent to one form of sexual contact does not constitute consent to all forms of sexual contact. For example, an individual may agree to kiss but choose not to engage in touching of the intimate parts or sexual intercourse. An individual should obtain consent before moving from one act to another.

A current or previous dating or sexual relationship, by itself, is not sufficient to constitute consent. Even in the context of a relationship, there must be mutually understandable communication that clearly indicates willingness to engage in sexual activity each time such activity occurs.

Consent may be withdrawn by either party at any time. Withdrawal of consent must also be outwardly demonstrated by words or actions that clearly indicate a desire to end sexual activity. Once withdrawal of consent has been expressed, sexual activity must cease.

In the state of Pennsylvania, consent can never be given by minors under the age of 16.

Consent is not effective if it results from the use or threat of physical force, intimidation, or coercion, or any other factor that would eliminate an individual’s ability to exercise his or her own free will to choose whether or not to have sexual contact. Coercion includes the use of pressure and/or oppressive behavior, including express or implied threats of harm, severe and/or pervasive emotional intimidation, which places an individual in fear of immediate or future harm or physical injury or causes a person to engage in unwelcome sexual activity. A person’s words or conduct amount to coercion if they wrongfully impair the others freedom of will and ability to choose whether or not to engage in sexual activity.

An individual who is incapacitated is not able to make rational, reasonable judgments and therefore is incapable of giving consent. Incapacitation is the inability, temporarily or permanently, to give consent, because the individual is mentally and/or physically helpless due to drug or alcohol consumption, either voluntarily or involuntarily, or the individual is unconscious, asleep or otherwise unaware that the sexual activity is occurring. In addition, an individual is incapacitated if he/she/they demonstrate that they are unaware of where they are, how they got there, or why or how they became engaged in a sexual interaction. Where alcohol is involved, incapacitation is a state beyond drunkenness or intoxication.
Violence Against Women (VAWA)
SEXUAL MISCONDUCT POLICIES, SERVICES, RESOURCES, AND PROTOCOLS

Saint Francis University’s Definition of Consent as it Relates to Sexual Activity is as follows (continued):
Some indicators of incapacitation may include, but are not limited to, lack of control over physical movements, lack of awareness of circumstances or surroundings, or the inability to communicate for any reason. An individual may experience a blackout state in which he/she/they appear to be giving consent, but do not actually have conscious awareness or the ability to consent. It is especially important, therefore, that anyone engaging in sexual activity be aware of the other persons’ level of intoxication. The relevant standard that will be applied is whether the Respondent knew, or a sober reasonable person in the same position should have known, that the other party was incapacitated and therefore could not consent to the sexual activity.

How to Be an Active Bystander:
Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.

Bystanders play a critical role in the prevention of sexual and relationship violence. They are “individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it.”1 We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. Below is a list2 of some ways to be an active bystander. Further information regarding bystander intervention may be found. If you or someone else is in immediate danger, call University Police at (814) 472-3360 or the local police by dialing 911. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

1. Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are ok.
2. Be direct, delegate responsibility, or cause a distraction when you see a person secludes, hits on, tries to make out with, or has sex with people who are incapacitated.
3. Intervene when someone discusses plans to take sexual advantage of another person.
4. Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
5. Refer people to on- or off-campus resources listed in this document for support in health, counseling, or with legal assistance.

2 Bystander intervention strategies adapted from Stanford University’s Office of Sexual Assault & Relationship Abuse
Risk Reduction
With no intent to victim blame and recognizing that only abusers are responsible for their abuse, the following are some strategies to reduce one’s risk of sexual assault or harassment (taken from Rape, Abuse, & Incest National Network, www.rainn.org)

- Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
- Try to avoid isolated areas. It is more difficult to get help if no one is around.
- Walk with purpose. Even if you don’t know where you are going, act like you do.
- Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn’t the best place to be.
- Try not to load yourself down with packages or bags as this can make you appear more vulnerable.
- Make sure your cell phone is with you and charged and that you have cab money and/or an on-demand driver app loaded.
- Don’t allow yourself to be isolated with someone you don’t trust or someone you don’t know.
- Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.
- When you go to a social gathering, go with a group of friends. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
- Trust your instincts. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).
- Don’t leave your drink unattended while talking, dancing, using the restroom, or making a phone call. If you’ve left your drink alone, just get a new one.
- Don’t accept drinks from people you don’t know or trust. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don’t drink from the punch bowls or other large, common open containers.
- Watch out for your friends, and vice versa. If a friend seems out of it, is way too intoxicated for the amount of alcohol they’ve had, or is acting out of character, get him or her to a safe place immediately.
- If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.). Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).
- If you need to get out of an uncomfortable or scary situation, here are some things that you can try:
  - Remember that being in this situation is not your fault. You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.
  - Be true to yourself. Don’t feel obligated to do anything you don’t want to do. "I don’t want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
  - Have a code word with your friends or family so that if you don’t feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
  - Lie. If you don’t want to hurt the person’s feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
Violence Against Women (VAWA)
SEXUAL MISCONDUCT POLICIES, SERVICES, RESOURCES, AND PROTOCOLS

Risk Reduction (continued)

- Try to think of an escape route. How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
- If you and/or the other person have been drinking, you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

Programs to Prevent Domestic Violence, Dating Violence, Sexual Assault, and Stalking:
The University engages in comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault, and stalking that:

A. Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research, or assessed for value, effectiveness, or outcome; and
B. Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels.

Saint Francis University’s educational programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students that:

A. Clearly communicate that the institution prohibits the crimes of domestic violence, dating violence, sexual assault, and stalking (as defined by the Clery Act);
B. Provide the definitions of domestic violence, dating violence, sexual assault, and stalking according to any applicable jurisdictional definitions of these terms;
C. Define consent and describe what behaviors and actions constitute consent, in reference to sexual activity as defined by the student and employee codes of conduct;
D. Provide a description of safe and positive options for bystander intervention. Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene;
E. Provide information on risk reduction. Risk reduction means options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence;
F. Provide an overview of information contained in the Annual Security and Fire Safety Report in compliance with the Clery Act;
G. Provide information regarding:
1. procedures victims should follow if a crime of domestic violence, dating violence, sexual assault, or stalking occurs (as described in “Procedures Victims Should Follow if a Crime of Domestic Violence, Dating Violence, Sexual Assault and Stalking Occurs” elsewhere in this Annual Report);
2. how the institution will protect the confidentiality of victims and other necessary parties (as described in “Assistance for Victims: Rights and Options” elsewhere in this Annual Report);
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Programs to Prevent Domestic Violence, Dating Violence, Sexual Assault, and Stalking (continued):

3. existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both in the institution and in the community (as described in “Assistance for Victims: Rights and Options” elsewhere in this Annual Report); and
4. options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures (as described in “Assistance for Victims: Rights and Options” elsewhere in this Annual Report);
5. procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking (as described in “Adjudication of Violations” elsewhere in this Annual Report).
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Primary Prevention and Awareness Programs:
The University provides primary prevention and awareness programs to all incoming students and employees that involves the distribution of educational materials to new students, participating in and presenting information and materials during new student and employee orientations, providing programs by invitation at staff meetings or academic programs. These trainings include:

- Clearly articulated statements that the University prohibits the crimes of domestic violence, dating violence, sexual assault and stalking.
- The Federal and State definitions of domestic violence, dating violence, sexual assault and stalking.
- The University and State definitions of consent.
- A description of safe and positive options for bystander intervention.
- Information on specific risk reduction strategies.

Ongoing Prevention and Awareness Campaigns:
The University provides an annual educational campaign for all students and employees designed to provide ongoing education and programming around issues of sexual violence – including sexual assault, domestic violence, dating violence, and stalking. Campaign strategies employed include face-to-face presentations, online training programs, printed materials, self-defense programming, and related lectures. The University additionally provides educational/informational sessions for contractors and conference services staff on Clery Act-specific policies and crime reporting practices, along with information related to the Department of Education’s Office of Civil Rights Title IX Guidance.

Ongoing prevention and awareness campaigns include self-defense programming; domestic violence month events and activities; sexual assault and awareness month, which includes presentations and an annual “Take Back the Night” event; relationship violence bystander intervention programming; programming specific to developing healthy relationships.

The following are some specific examples of annual programs currently offered by the university. This list is not all inclusive:

- Orientation Programming
  Incoming first year students participate in a series of information sessions about the Clery Act and Title IX information, in addition to learning about the Sexual Misconduct Policy, bystander intervention, and resources. New faculty and employees receive Clery Act and Title IX information during their orientation programs.
- Extended Orientation Programming
- Equalogy – It Happened One Night
  One Night is an original play about rape among friends. In the course of being entertained, audience members will have an opportunity to consider common misconceptions about rape. The program also covers: legal, medical, and community options available to rape victims, how drugs and alcohol are often used to increase vulnerability, risk-reduction techniques, and ways to support victims and work to end rape.
- Bystander Intervention: Representatives from the Women’s Help Center and Victim services periodically offer programs to the entire University community, on Bystander Intervention, sexual assault and other related topics.
- Residence Life Staff: Offers numerous hall programs throughout the year, relating to sexual assault and alcohol use. Each Resident Assistant is required to complete one alcohol education and Title IX program each semester
- Take Back the Night Week, this is a series of programs sponsored by the social work club, programs focus on the Title IX, sexual assault and domestic violence.
Violence Against Women (VAWA)
SEXUAL MISCONDUCT POLICIES, SERVICES, RESOURCES, AND PROTOCOLS

Procedures victims should follow if Domestic Violence, Dating Violence, Sexual Assault or Stalking Occurs:
After an incident of sexual assault, dating violence, or domestic violence, the victim should consider seeking medical attention as soon as possible at the Conemaugh Memorial Medical Center. Sexual Assault Nurse Examiners (SANE) at the hospital are trained and certified in physical evidentiary recovery kit collection. Evidence may be collected, even if the victim chooses not to make a report to law enforcement.

It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours, so that evidence may be preserved that may assist in proving that the alleged criminal offense occurred/or is occurring, or may be helpful in obtaining a protection order. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted infections. Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs, or other copies of documents, if they have any, that would be useful to University adjudicators/investigators or local police.

Involvement of Law Enforcement and Campus Authorities:
Although the University strongly encourages all members of its community to report violations of this policy to University Police and to Pennsylvania State Police, it is the victim’s choice whether or not to make such a report. Furthermore, victims have the right to decline to notify law enforcement. However, the Saint Francis University Police will assist any victim with notifying law enforcement if the victim so desires. The Pennsylvania State Police can be reached directly by calling Department may also be reached directly by calling (814) 471-6500 during normal business hours, or 911 during off hours or in emergency situations; or in person at the Pennsylvania State Police located at 100 Casale Ct, Ebensburg, PA  15931. Additional information about the Pennsylvania State Police department may be found online at https://www.psp.pa.gov/.

NOTE: In the State of Pennsylvania, employees of institutions of higher learning who suspect incidents of child abuse (including incidents of suspected child sex abuse) must report such incidents to the Department of Public Welfare’s Child Line (800-932-0313), the police having jurisdiction, and then to their supervisor. Pennsylvania recognizes matriculated students under the age of 18 as “children” for purposes of this law and, as such, the university is mandated to report a criminal complaint of abuse or sexual abuse involving any student victim under the age of 18 immediately to ChildLine and the police having jurisdiction. Law Enforcement authorities may notify the victim’s parents or guardians as stipulated by law.

Reporting Incidents of Domestic Violence, Dating Violence, Sexual Assault, and Stalking:
If you have been the victim of domestic violence, dating violence, sexual assault, or stalking, you should report the incident promptly to the Title IX Director (office: 232 Padua Hall; phone: 814-472-3002) by calling, writing or coming into the office to report in person. Reports of all domestic violence, dating violence, sexual assault, and stalking made to Saint Francis University Police will automatically be referred to the Title IX Director for review. The Title IX Coordinator is not a confidential reporting entity and is required to report criminal incidents to University Police.
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Procedures the University Will Follow When a Crime of Domestic Violence, Dating Violence, Sexual Assault, or Stalking is Reported:
The University has procedures in place that serve to be sensitive to victims who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges; as well as the availability of counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, and other services on- and/or off campus; as well as additional remedies to prevent contact between a complainant and an accused party, such as housing, academic, transportation and working accommodations, if reasonably available. The University will make such accommodations, if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to local law enforcement. Students and employees should contact the Title IX Coordinator (office: 232 Padua Hall; phone: 814-472-3002) by calling, writing, or coming into the office to report in person. The Title IX Coordinator will collaborate and coordinate with the Student Conduct Office for student cases and the Directors of Human Resources for employee cases.
If a report of domestic violence, dating violence, sexual assault, or stalking is reported to the University, below are the procedures that the University will follow.

<table>
<thead>
<tr>
<th>Incident Being Reported</th>
<th>Procedures Institution Will Follow</th>
</tr>
</thead>
</table>
| **Sexual Assault**      | 1. Depending on when reported (immediate vs delayed report), institution will provide victim with access to medical care.  
2. Institution will assess immediate safety needs of victim.  
3. Institution will assist victim with contacting Pennsylvania State Police if complainant requests AND provide the victim with contact information for Pennsylvania State Police.  
4. Institution will provide victim with referrals to on- and off-campus mental health providers.  
5. Institution will assess need to implement interim or long-term protective measures, if appropriate.  
6. Institution will provide the victim with a written explanation of the victim’s rights and options.  
7. Institution will provide a “No trespass” (PNG) or “No Contact” directive to accused party if deemed appropriate.  
8. Institution will provide written instructions on how to apply for Protective Order.  
9. Institution will provide a copy of the policy applicable to Sexual Assault to the victim and inform the victim regarding timeframes for inquiry, investigation, and resolution.  
10. Institution will inform the victim of the outcome of the investigation, whether or not the accused will be administratively charged, and what the outcome of the hearing is.  
11. Institution will enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for reporting sex-based discrimination or for assisting in the investigation. |
| **Stalking**            | 1. Institution will assess immediate safety needs of victim.  
2. Institution will assist victim with contacting local police if complainant requests AND provide the victim with contact information for local police department.  
3. Institution will provide written instructions on how to apply for Protective Order.  
4. Institution will provide written information to victim on how to preserve evidence.  
5. Institution will assess need to implement interim or long-term protective measures to protect the victim, if appropriate.  
6. Institution will provide the victim with a written explanation of the victim’s rights and options.  
7. Institution will provide a “No trespass” (PNG) or “No Contact” directive to accused party if deemed appropriate. |
| **Dating Violence**     | 1. Institution will assess immediate safety needs of victim.  
2. Institution will assist victim with contacting local police if victim requests AND provide the victim with contact information for local police department.  
3. Institution will provide written instructions on how to apply for Protective Order.  
4. Institution will provide written information to victim on how to preserve evidence.  
5. Institution will assess need to implement interim or long-term protective measures to protect the victim, if appropriate.  
6. Institution will provide the victim with a written explanation of the victim’s rights and options.  
7. Institution will provide a “No trespass” (PNG) or “No Contact” directive to accused party if deemed appropriate. |
<table>
<thead>
<tr>
<th>Incident Being Reported</th>
<th>Procedures Institution Will Follow</th>
</tr>
</thead>
<tbody>
<tr>
<td>Domestic Violence</td>
<td>1. Institution will assess immediate safety needs of victim.</td>
</tr>
<tr>
<td></td>
<td>2. Institution will assist victim with contacting local police if victim requests AND provide the victim with contact information for local police department.</td>
</tr>
<tr>
<td></td>
<td>3. Institution will provide written instructions on how to apply for Protective Order.</td>
</tr>
<tr>
<td></td>
<td>4. Institution will provide written information to victim on how to preserve evidence.</td>
</tr>
<tr>
<td></td>
<td>5. Institution will assess need to implement interim or long-term protective measures to protect the victim, if appropriate.</td>
</tr>
<tr>
<td></td>
<td>6. Institution will provide the victim with a written explanation of the victim’s rights and options.</td>
</tr>
<tr>
<td></td>
<td>7. Institution will provide a “No trespass” (PNG) or “No Contact” directive to accused party if deemed appropriate.</td>
</tr>
</tbody>
</table>
Facilitated Anonymous/ Confidential Reporting through the Counseling Center/University Health Center/Pastoral Counselors:
Certified Counselors assigned to the Counseling Center, licensed medical staff assigned to the University Health Center and practicing pastoral counselors are confidential resources and do not report incidents. In their capacity and function, they do not make identifiable reports of incidents to the official on-campus resources unless the student specifically requests them to do so; however, the University encourages counselors to inform students that they can report incidents of crime to University Police, which can be done directly or anonymously. Students may request the Counseling Center to facilitate anonymous reporting using an internal form designed to capture general details about the incident (date, time, location, and brief description of the incident type) for inclusion in the University’s Annual Security and Fire Safety Report. The University does not provide confidential or anonymous reporting outside of these entities. The amount of detail provided may enable the University to initiate an investigation into the circumstances surrounding the report. Such an investigation may jeopardize the anonymity of the reporting person or complainant.
The Cambria County Victims Service Counseling Center which is a 24 hour rape crisis hotline provides confidential reporting as well as Conemaugh Memorial Medical Center, located in Johnstown PA.

Employee Assistance Program:
Saint Francis University also provides an Employee Assistance Program (EAP) for use by employees. The EAP is available to provide full-time employees assistance with such problems as sexual or physical abuse, depression, marital and relationship conflict, stress, grief, critical incident stress, anxiety, and other personal matters. All full-time employees, regardless of performance, are eligible. The contact number of the EAP is listed in the Resources section of this annual report.

All information relating to an employee's EAP participation is strictly confidential. Only the EAP provider maintains EAP records. The EAP provider does not release specific information about an employee's use of EAP services, unless the employee gives his or her advance written consent. The EAP does not report incidents to any Official On-Campus Resources unless the employee specifically gives them permission to do so.

Assistance for Victims - Rights & Options:
Regardless of whether a victim elects to pursue a criminal complaint or whether the offense is alleged to have occurred on or off campus, the University will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights and options.

Such written information will include:

- the procedures victims should follow if a crime of dating violence, domestic violence, sexual assault, or stalking has occurred;
- information about how the institution will protect the confidentiality of victims and other necessary parties;
- a statement that the institution will provide written notification to students and employees about victim services in the institution and in the community;
- a statement regarding the institution's provisions about options for, available assistance in, and how to request accommodations and protective measures; and
- an explanation of the procedures for institutional disciplinary action.
Violence Against Women (VAWA)
SEXUAL MISCONDUCT POLICIES, SERVICES, RESOURCES, AND PROTOCOLS

Rights of Victims and the Institution's Responsibilities for Orders of Protection, No-Contact Orders, Restraining Orders, or Similar Lawful Orders Issued by a Criminal, Civil, or Tribal Court or by the Institution:
Saint Francis University complies with Pennsylvania State law in recognizing orders of protection.

Any person who obtains an order of protection from Pennsylvania or any reciprocal state should provide a copy to the Saint Francis University Police and the Office of the Title IX Coordinator. A complainant may then meet with University to develop a Safety Action Plan, which is a plan for University Police and the victim to reduce the risk of harm while on campus or coming and going from campus. This plan may include, but is not limited to: escorts, special parking arrangements, providing a temporary cellphone, changing classroom/work site location, or working with Academic Advising on alternative class possibilities, allowing a student to complete assignments from home, allowing an employee to develop a flexible work schedule, etc. The University cannot apply for a legal order of protection, No Contact order, or restraining order for a victim from the applicable jurisdiction(s).

In Pennsylvania, a victim of domestic violence, dating violence, sexual assault, or stalking has the right to file a petition with the courts requesting protection through PFAs, SVPOs, and/or PFIs, which could include the following:

- An order restraining the abuser from further acts of abuse;
- An order directing the abuser to leave the victim’s household/place of residence;
- An order directing the abuser to refrain from stalking or harassing the victim or other designated persons;
- Other protections based on issues related to cohabitation, residency, employment, and child custody.

When an abuser is not a present or past member of the victim’s household or family, adults and minors can petition for a Sexual Violence Protection Order (SVPO). For example, a SVPO could be granted for a victim who is sexually assaulted by a coworker and who has no other relationship with the coworker – is not now or never was a family relation, spouse, dating partner, or member of the same household.

Protection from Abuse (PFA):
A protection from abuse order is a paper that is signed by a judge that tells or informs the abuser to stop the abuse or face serious legal consequences. It offers civil legal protection from sexual or relationship violence to both female and male victims. In Pennsylvania, there are a few different types of protection from abuse orders (PFA).

These include:

- Emergency Order – Immediate protection when the courts are closed. A victim can contact the local police by dialing 911, and the police will connect the victim with the on-call magisterial district judge. The judge may grant an emergency order through this emergency process based on the facts of the case.
- Ex Parte Temporary Order – “Ex parte” means the judge will make a decision regarding a PFA, based only on the information provided by the victim, without the abuser being in court.
- Final PFA – A judge can grant a final protection from abuse order after a hearing involving the victim, abuser, witnesses, testimony, and evidence.
Violence Against Women (VAWA)
SEXUAL MISCONDUCT POLICIES, SERVICES, RESOURCES, AND PROTOCOLS

Protection of Victims of Sexual Violence or Intimidation (PSVI) Act:
The Protection of Victims of Sexual Violence or Intimidation (PSVI) Act defines sexual violence as conduct between persons who are not family or household members that constitutes one of the following crimes:

- Sexual offenses
- Endangering the welfare of children if the offense involved sexual contact with the victim
- Corruption of minors
- Sexual abuse of children
- Unlawful contact with minor
- Sexual exploitation of children

Sexual Violence Protection Order (SVPO):
An SVPO is a civil order designed to protect victims of sexual violence from further abuse and/or intimidation, regardless of whether or not criminal charges have been filed against the perpetrator. Adults and minors (with a parent or guardian to file on their behalf) can petition for an SVPO. Similar in many ways to a Protection from Abuse order or PFA, the key difference is that there is no relationship requirement between the alleged perpetrator and the victim. (While PFAs require an intimate or household relationship between the two parties, an SVPO does not, and is available to all victims of sexual violence.) Examples of situations where the SVPO may be appropriate relief:

- A victim is sexually assaulted by a co-worker (not related or in a relationship; not household members)
- A student is sexually assaulted by another student
- A tenant is fondled by a landlord
- A university student (an adult) who was sexually assaulted experiences harassment from the perpetrator’s friends after reporting the assault

Protection from Intimidation (PFI) Order:
Definition of intimidation under the PSVI Act can be described as harassment or stalking (according to statutes) of a minor (under the age of 18) by an adult (18 or older), when there is no family, dating, intimate, or household relationship between them. The PFI order was created to protect minors who have experienced harassment or stalking when the offender is age 18 or older. An adult (parent or guardian) must petition for the PFI order on the minor’s behalf. Examples of situations where the PFI order may be the appropriate relief:

- A child victim whose offender repeatedly drives by the bus stop
- A teen athlete is stalked by an adult coach
- A teen is harassed online by a teacher

Both SVPOs and PFIs prohibit an offender from having any contact with the victim. Protections can include preventing the offender from entering the victim’s home, workplace, or school. Both orders can also be expanded to prevent intimidation/contact from a third party on behalf of the offender, or extend to protection to related parties, such as parents, siblings, or children of the victim. The SVPO and PFI orders may be entered for up to 36 months.

DPS will help put victims who are interested in pursuing a PFA, PSVI, or SVPO in contact with local courts or the local advocacy center of Survivors, Inc. Any student who obtains a protection order from Pennsylvania or any reciprocal State should provide a copy to DPS and the Office of Student Rights and Responsibilities. DPS will help facilitate the reporting of PFA violations to the local police.
Violence Against Women (VAWA)

SEXUAL MISCONDUCT POLICIES, SERVICES, RESOURCES, AND PROTOCOLS

While not the same as a state-mandated protection order, the University can issue a No Contact Directive. This includes, but is not limited to, communication that is written, verbal, or physical. Written communication is understood to include all electronic means of communication, including, but not limited to: email, instant messaging, and text messaging. Verbal communication is understood to include phone calls and voice mail messages. A No Contact order may include additional restrictions and terms.

If the University receives a report that such an institutional No Contact order has been violated, the University will initiate disciplinary proceedings appropriate to the status of the accused (student, employee, etc.) and will impose sanctions if the accused is found responsible for violating the No Contact order.

Accommodations and Protective Measures Available for Victims:
Upon receipt of a report of domestic violence, dating violence, sexual assault, or stalking, Saint Francis University will provide written notification to students and employees about accommodations available to them, including academic, living, transportation, and working situations. The written notification will include information regarding the accommodation options, available assistance in requesting accommodations, and how to request accommodations and protective measures (i.e., the notification will include the name and contact information for the individual or office that should be contacted to request the accommodations).

At the victim’s request, and to the extent of the victim’s cooperation and consent, University offices will work cooperatively to assist the victim in obtaining accommodations. If reasonably available, a victim may be offered changes to academic, living, working, or transportation situations regardless of whether the victim chooses to report the crime to law enforcement.

Examples of options for a potential change to the academic situation may be to transfer to a different section of a class, withdraw and take a class at another time if there is no option for moving to a different section, etc. Potential changes to living situations may include moving to a different room or residence hall. Possible changes to work situations may include changing working hours. Possible changes in transportation may include having the student or employee park in a different location, assisting the student or employee with a safety escort, etc. Issuance of a full, partial, or modified persona non grata (PNG – barring notice) to the respondent may also be appropriate.

To request changes to academic, living, transportation, and/or working situations, or protective measures, a victim should:
Students: Contact the Title IX Coordinator and/or the Student Conduct Office for assistance.
Employees/Faculty: Contact the Office of Human Resources and/or the Office of Vice President for Academic Affairs Office (depending upon employment status).

If the victim wishes to receive assistance in requesting these accommodations, the victim should contact the Title IX Coordinator and/or University Police.
Violence Against Women (VAWA)
SEXUAL MISCONDUCT POLICIES, SERVICES, RESOURCES, AND PROTOCOLS

Confidentiality:
Victims may request that directory information on file with the University be withheld by request. This request can be made to the Registrar’s Office in person by visiting the 318 Scotus Hall or by calling (814) 472-3009.
Employees can contact the Office of Human Resources to make a similar request regarding directory information at (814) 472-3264.

Regardless of whether a victim has opted-out of allowing the University to share “directory information,” personally identifiable information (PII) about the victim and other necessary parties will be treated as confidential and only shared with persons who have a specific need-to-know; i.e., those who are investigating/adjudicating the report or those involved in providing support services to the victim, including accommodations and protective measures. By only sharing personally-identifiable information with individuals on a need-to-know basis, the institution will maintain as confidential any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

The University does not publish the name of crime victims or other identifiable information regarding victims in the Daily Crime and Fire Log or in the annual crime statistics that are disclosed in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Furthermore, if a Campus Safety Alert is issued on the basis of a report of domestic violence, dating violence, sexual assault, or stalking, the name of the victim and other personally identifiable information about the victim will be withheld; this could include the specific location where an incident is reported to have occurred when reporting the location could inadvertently identify the victim.

On- and Off-campus Services for Victims:
Upon receipt of a report of domestic violence, dating violence, sexual assault, or stalking, Saint Francis University will provide written notification to students and employees about existing assistance with and/or information about obtaining resources and services, including counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and assistance in notifying appropriate local law enforcement. If a sexual assault or rape should occur on campus, staff on-scene, including DPS, will offer the victim a wide variety of services. This information regarding “resources” is not provided to infer that those resources are “crime reporting entities” for Saint Francis University.
These resources include the following:

<table>
<thead>
<tr>
<th>On Campus</th>
<th>Employees</th>
<th>Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Counseling/Mental Health</td>
<td></td>
<td>Saint Francis University (SFU) Counseling Center Phone: 814-472-3211 *Confidential Resource (Can make recommendations for local confidential counseling and psychiatric services in the local area)</td>
</tr>
<tr>
<td>Health Services</td>
<td></td>
<td>Saint Francis University (SFU) Health Services Office Phone: 814-472-3008 *Confidential Resource</td>
</tr>
<tr>
<td>Title IX Director</td>
<td>Title IX: 814-472-3002</td>
<td>Title IX: 814-472-3002</td>
</tr>
<tr>
<td>Visa and Immigration Assistance/International Student Support and Services</td>
<td></td>
<td>Assistant Director of International Student Services Phone: 814-472-3222</td>
</tr>
<tr>
<td>Student Financial Aid</td>
<td></td>
<td>Financial Aid Office Phone: 814-472-3010</td>
</tr>
<tr>
<td>Pastoral Counseling</td>
<td></td>
<td>Campus Ministry Phone: 814-472-2840 *Confidential Resource</td>
</tr>
<tr>
<td>University Police</td>
<td>Cambria County Emergency Center 911</td>
<td>Cambria County Emergency Center 911</td>
</tr>
<tr>
<td></td>
<td>Emergency Phone: 814-472-3360</td>
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</tr>
<tr>
<td>Dean of Students</td>
<td></td>
<td>Vice President of Innovative Partnerships &amp; Student Development Phone: 814-472-3002</td>
</tr>
<tr>
<td>Victim Advocacy</td>
<td>Cambria County Victim Service Counseling Center 814-288-4961 24-Hour-Rape-Crisis Hotline 1-800-755-1983</td>
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</tr>
<tr>
<td>Office of Multicultural Engagement</td>
<td></td>
<td>Associate Dean of Students Phone: 814-472-3352</td>
</tr>
<tr>
<td>Sexual Misconduct Resource Site</td>
<td><a href="https://www.francis.edu/titleix/">https://www.francis.edu/titleix/</a></td>
<td><a href="https://www.francis.edu/titleix/">https://www.francis.edu/titleix/</a></td>
</tr>
<tr>
<td>Facilitated Anonymous Reporting</td>
<td>EthicsPoint 1-888-297-9325 or <a href="http://www.ethicspoint.com">www.ethicspoint.com</a></td>
<td>A student can go to Student Health and University Counseling or the Campus Ministry to submit an anonymous report. The amount of detail provided in an anonymous report will determine the University’s ability to investigate or respond. EthicsPoint 1-888-297-9325 or <a href="http://www.ethicspoint.com">www.ethicspoint.com</a></td>
</tr>
<tr>
<td>Counseling/Mental Health</td>
<td>Employee Assistance (EAP) General Assistance: 855-775-4357 <a href="http://rssi.acieap.com">http://rssi.acieap.com</a></td>
<td>*Confidential Resource</td>
</tr>
<tr>
<td>Health Services</td>
<td>Conemaugh Memorial Medical Center (24 hours) Phone: 814-534-9101</td>
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</tbody>
</table>
Violence Against Women (VAWA)

SEXUAL MISCONDUCT POLICIES, SERVICES, RESOURCES, AND PROTOCOLS

Other resources available to persons who report being the victim of sexual assault, domestic violence, dating violence, or stalking, include:
http://www.rainn.org – Rape, Abuse and Incest National Network
https://www.justice.gov/ovw/sexual-assault - Department of Justice
http://www2.ed.gov/about/offices/list/ocr/index.html - Department of Education, Office of Civil Rights

Adjudication of Violations:
The University's Conduct process includes a prompt, fair, and impartial investigation and resolution process. In all instances, the process will be conducted in a manner that is consistent with the institution’s policy and that is transparent to the reporting party and the responding party. Usually, the resolution of domestic violence, dating violence, sexual assault, and stalking complaints are completed within 60 days of the report. However, each proceeding allows for extensions of timeframes for good cause, with written notice to the reporting party and the responding party of the delay and the reason for the delay. University officials involved in the investigation or adjudication of domestic violence, dating violence, sexual assault, and stalking complaints are trained annually on the issues related to domestic violence, dating violence, sexual assault, and stalking, as well as how to conduct an investigation and hearing process that protects the safety of the victim and promotes accountability. Furthermore, each policy provides that:

1. The accuser and the accused will have timely notice for meetings at which the accuser or accused, or both, may be present;
2. The accuser, the accused, and appropriate officials will have timely and equal access to any information that will be used during formal and informal disciplinary meeting and hearings;
3. The institutional conduct procedures will not be conducted by officials who have a significant conflict of interest or bias for or against the reporting party or the responding party
4. The reporting party and the responding party will have the same opportunities to have witnesses present during any institutional disciplinary proceeding. The reporting party and the responding party each have the opportunity to be advised by an advisor of their choice at any stage of the process and to be accompanied by that advisor to any related meeting or proceeding. The University will not limit the choice of advisor or presence for either the reporting party or the responding party in any meeting or institutional disciplinary proceeding. An Advisor is someone who acts as an advisor to the Reporting Party or Responding Party involved in an investigation or disciplinary proceeding under the University’s policies. The Advisor is permitted to be a part of any meetings at the request of the party they serve as an advisor to may have. University employees who provide confidential support services (Counseling/Health Services staff and pastoral counselors) or have an actual or perceived conflict of interest (the Title IX Coordinator, Title IX Team members, University Police, and University staff who also serve as appeal officers, for example) may not serve as Advisors. A student or employee should select as an advisor a person whose schedule allows attendance at the scheduled date and time for any meetings, because delays will not normally be allowed due to the scheduling conflicts of an advisor.
5. The Advisor may not speak aloud during meetings involving the student and an investigator/adjudicator, but may confer quietly or by means of written notes with their advisee. The Reporting Party and Responding Party are not obligated to accept the counsel of an Advisor.
6. The reporting party and the responding party will be notified simultaneously, in writing, of any initial, interim, and final decision of any conduct proceeding; and
7. Where an appeal or grievance is permitted under the applicable policy, the reporting party and the responding party will be notified simultaneously in writing of the procedures for the reporting party and the responding party to appeal the result of the institutional conduct proceeding. When an appeal or grievance is filed, the reporting party and the responding party will be notified simultaneously in writing of any change to the result prior to the time that it becomes final, as well as of the final result once the appeal is resolved.

If the Victim Does Not Wish to Pursue Resolution:
In all reported cases of sexual misconduct, the University will conduct a fact-finding investigation to the best of its ability. In cases where the Reporting Party wishes to become a Complainant, this investigative report is provided to the Title IX Coordinator or their designee for a threshold analysis.
In cases where the Reporting Party does not wish to become a Complainant, the University has 2 (two) options:

1. The University may attempt to resolve the complaint in a manner consistent with the Reporting Party’s request. This may include holding the report for action at a later date.
2. The University may pursue a judicial hearing against the Responding Party named in the investigation. Under these circumstances, the University would take into consideration the nature of the assault, the safety of the reporting party and the campus community, as well as the previous conduct history and previous allegations of sexual misconduct.

Whether or not criminal charges are filed, the University or a person may file a complaint under the sexual misconduct and grievance procedures outlined on the following pages, depending upon the status of the accused (student or employee).
Violence Against Women (VAWA)
SEXUAL MISCONDUCT POLICIES, SERVICES, RESOURCES, AND PROTOCOLS

Student Disciplinary Proceedings Utilized in Cases of Alleged Domestic Violence, Dating Violence, Sexual Assault and Stalking

Organizational Behavior:
Student groups are subject to the conduct expectations detailed throughout this policy. Any behavior, patterns of behavior, or information suggesting patterns of behavior that creates or contributes to the creation of hostile environment, retaliation, discrimination, or harassment will be investigated and could result in organizational and/or individual charges.

Any member of the University community may bring allegations against a student group/organization for violation of the Sexual Misconduct and Relationship Violence Policy. The University will conduct a preliminary investigation into an incident. For cases involving a social fraternity or sorority, or other student groups the case may be referred to the Student Conduct Office and/or the Assistant Director of Student Engagement (Greek Life).

An investigation will be conducted to determine if the allegations have merit and have met the threshold (defined below) to move forward with charges. During this process, the group may be required to immediate suspend activity temporarily (also known as an Interim Suspension). The Title IX Coordinator, the Student Conduct Office, or the Assistant Director of Student Engagement (Greek Life) may confer with the student group/organization’s advisor(s), inter/national headquarters and/or other faculty and staff with a relationship to the student group/organization to solicit advice and recommendations regarding the case. Ultimately, the University is responsible for determining if the organization and/or individuals will be charged and the process for adjudication. All sections of this policy apply to groups and organizations.

Statement on Privacy:
The privacy of all parties to a complaint of sexual misconduct will be maintained, except insofar as it interferes with the University’s obligation to fully investigate allegations of sexual misconduct. Where information is shared, it will still be tightly controlled on a need-to-know basis. Dissemination of information and/or written materials to persons not involved in the complaint procedure is not permitted. Additionally, the University will take all reasonable steps to investigate and respond to the complaint consistent with any request for privacy or request not to pursue an investigation. However, its ability to do so may be limited based on the nature of the request by the Reporting Party. If the Reporting Party requests anonymity or that the University not pursue an investigation, the University must balance this request in the context of its responsibility to provide a safe environment for all University community members. In cases where the University cannot respect the wishes of the Reporting Party, the University will consult with the Reporting and keep them informed about the University’s course of action.

If the report of misconduct discloses an immediate threat to the University campus community, where timely notice must be given to protect the health or safety of the community, the University will maintain the privacy of the Reporting Party or Responding Party’s identities, understanding that in a small community a Campus Safety Alert may make members of the community feel known or singled out.

The University will assess any barriers to proceeding, including retaliation, and in cases where informal or formal resolution will take place, the University will inform the Reporting Party that Title IX prohibits retaliation and the University will take strong responsive action to protect the Reporting Party.
Violence Against Women (VAWA)
SEXUAL MISCONDUCT POLICIES, SERVICES, RESOURCES, AND PROTOCOLS

Investigation of Reports:
The University will take prompt action to investigate and adjudicate the complaint. A written notice of investigation will be given to the Reporting Party and the Responding Party informing them of the allegations, resources, and rights in the process prior to the investigation meeting. Investigations will include timely notice of meetings for both the Reporting Party and the Responding Party throughout the process. The draft of the investigative report will be able to be reviewed, however the parties will not be able to take the draft of the investigative report with them during the draft period. This information will be included in the final documents that will be reviewed by the Title IX Coordinator and adjudicator(s); if applicable.

If the student wishes to participate in a police investigation, the University undertake a short delay to allow police to conduct initial fact finding and evidence collection when criminal charges on the basis of the same behaviors that invoke this process are being investigated. The University has a written Memorandum of Understanding (MOU) with the Pennsylvania State Police regarding the criminal investigation of incidents of sexual violence.

The University will conduct a prompt, fair, impartial investigation in a timely manner designed to provide all parties with resolution. The University’s goal is to complete the investigation within 60 days. However, there may be times where the process may take longer, and the University will communicate on an ongoing basis with the parties a realistic timeline, and the circumstances regarding the same.

The Title IX Coordinator will assign an investigator to conduct the investigations. Investigators receive annual training on the issues related to dating violence, domestic violence, sexual assault, and stalking and on how to conduct an objective and impartial investigation and hearing processing that protects the safety of victims, promotes accountability, and ensures investigative techniques do not apply sex stereotypes and generalizations.

The investigation is designed to provide a fair and reliable gathering of the facts. The investigation will be thorough, impartial, and fair. University Title IX Investigator who are responsible for these investigations have been trained on investigation, Title IX, and LGBTQA concerns, trauma informed training, and are aware of this policy. Investigation will be conducted in a manner that is respectful of individual privacy concerns.

The investigation is a process that involves obtaining and evaluating information given by persons having personal knowledge of the events or circumstances concerning the reported incident. This may include the collection of all statements (both oral and written), pertinent facts, and/or evidence. This process will be exhaustive and is likely to include the interviewing and re-interviewing of involved parties, so as to ensure as much clarity around conflicting or differing statements as may be possible. The Title IX Director, or their designees may refer an investigative report back to DPS for further follow-up, pending the availability of new information, for additional clarity regarding conflicting or inconsistent information/reports, or for any other reason necessary to ensure further clarity or strengthen the final report.

At the conclusion of the investigation, the investigator will prepare a report setting forth the facts gathered. The report will provide the scope of the reported incident, investigative findings, and an assessment of reliability of the information.
Gatekeeping:
No complaint will be forwarded for a hearing unless there is reasonable cause to believe a policy has been violated. The Title IX Coordinator or their designee will review the investigation report to make a determination if a policy had been violated. Reasonable cause is defined as some credible information to support each element of the offense, even if that information is merely a credible witness or a victim’s statement. A complaint wholly unsupported by any information will not be forwarded for investigation.

If it is determined that the threshold has been reached, a notice of charge will be issued to begin the formal or informal conduct resolution process. If the Title IX Director determines that this threshold has not been reached, the Complainant and Respondent will be notified in writing.

Interim Measures:
Overview
During the investigation and prior to the final determination, the University may take appropriate interim measures to protect the parties involved; after a fair assessment to determine the need for such interim measures. Interim measures will be individualized an appropriate based on the initial information gathered during the Gatekeeping Process. A Reporting Party or Responding Party may request an interim measure or other protection, or the University may impose interim measures at its discretion to ensure the safety of all parties, the University community, and/or the integrity of the process. Interim measures will be individualized and appropriate based on the information gathered during the Gatekeeping Process. These actions are not a presumption of responsibility for violation of the Sexual Misconduct and Relationship Violence Policy. Interim measures may be imposed whether or not formal disciplinary action is sought by the Reporting Party or the University.

Interim measures may prevent a student from attending class and other University activities.

Types of Interim Measures:
Interim Separation: In certain circumstances, the Associate Dean of Students or designee may impose an Interim Separation from the University at any point after a complaint has been filed. Interim Separation may be imposed:

- Is facing allegations of serious criminal activity
- During the investigatory stage to ensure the safety and well-being of members of the University community or preservation of University property;
- To ensure the student’s own physical or emotional safety and well-being; or,
- If the student poses an ongoing threat of disruption of, or interference with, the normal operations of the University, or the investigation.

During the Interim Separation, a student shall be denied access to the residence halls, fraternities, and/or to the campus or other areas owned or controlled by the University. Interim Separation will not be placed on a student’s official, permanent academic record.

The Interim Separation does not replace the regular process, which shall proceed on the normal schedule, up to and through a hearing, if required. However, the student should be notified in writing of this action and the reasons for the separation. The student will also be notified of the time, date, and place of Incident Review, if applicable.

Class schedule changes. Changes to a student’s class schedule may be made on a temporary basis in the event it is deemed appropriate by the Dean of Students or their designee. Students may be sanctioned to a permanent change(s) through the normal adjudication process.
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Restrictions from University activities and/or facilities. A student may be denied, on a temporary basis, participation in a university activity or privilege for which they may be otherwise eligible as the Associate Dean of Students or their designee determine to be appropriate. Students may also be prohibited from certain facilities including, but not limited to, academic buildings, fraternities, athletic facilities and/or practice and competition spaces, and transportation services. Students may be sanctioned to a permanent restriction(s) through the normal adjudication process.

Work or job assignment changes: Changes to a student’s work or job assignment (including internships) may be made on a temporary basis in the event it is deemed appropriate by the Associate Dean of Students or their designee.

No‐Contact Directive. The University may impose a No Contact Directive. Generally, No Contact is defined as having no direct or indirect contact with another party or parties at any time. This includes, but is not limited to, communication that is written, verbal, or physical. Written communication is understood to include all electronic means of communication; including, but not limited to, email, instant messaging text messaging, and all forms of social media. Verbal communication is understood to include phone calls and voice mail messages. A No Contact Directive may include additional restrictions and terms.

Violations of the No‐Contact Directive will result in disciplinary action.

Informal Resolution:
A Complainant may elect to pursue an informal resolution to a sexual misconduct complaint. The Title IX Director or Director of Student Rights and Responsibilities has the discretion to determine if it would be appropriate to resolve a complaint under this Policy through informal resolution. An informal resolution is designed to officially resolve complaints promptly, and with mutual approval of all parties involved.

Informal resolutions include, but are not limited to, online education courses, counseling sessions, other educational remedies or mediation of the complaint. Both the Reporting Party and Responding Party must agree to engage in informal resolution. Either party can end the informal resolution process at any time, for any reason, and begin the formal resolution process. Formal Resolution may not be initiated after the conclusion of Informal Resolution.

Outcomes of Informal Resolution:
At the conclusion of Informal Resolution, Student Conduct Administrator may propose a sanction agreed upon by the parties or may impose or continue a No Contact directive based on information derived from the Informal Resolution proceedings, taken together with any other relevant information known to the University at the time of the Informal Resolution. Actions imposed by the Student Conduct Administrator and designated University administrator may include accommodations to living arrangements, academic courses, or employment; limitations of contact between the parties; and recommendation to counseling for the Responding Party.
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Incident Review Procedures
An Incident Review can be pursued for any behavior that falls within the policy on Equal Opportunity, Nondiscrimination, Harassment, Sexual Misconduct, Stalking, and Relationship Violence at any time during the process. The Title IX Coordinator or designee will provide written notification of investigation to any member of the University community who is the responding party to an allegation of harassment, discrimination, or retaliation. Prior to meeting with University investigators, the parties will be provided with a written description of the alleged violation(s), a description of the applicable procedures and a statement of the potential sanctions/responsive actions that could result. This notice will include the time, date and location of the interview and a reminder that attendance is mandatory, superseding all other campus activities. If the responding party does not appear at the scheduled meeting, the meeting will be held in their absence. Any of these notice provisions may be waived by a party, if an expedited process is preferred.

The Incident Review process consists of a prompt, thorough and impartial investigation, including all evidence and conduct proceedings to determine whether an accused individual is responsible or not responsible for a violation in question. The result of the Incident review is to render a finding on each of the alleged policy violations, and sanctions for any findings of responsibility. Once the investigation described above is complete, the investigator(s) will meet with the parties individually to review the findings and the investigation report. The parties may bring an advisor of their choosing to the meeting. The parties may elect not to participate, but the Incident Review will proceed regardless.

After meeting with the parties to review the investigation report, the investigator(s) may re-open the investigation for further inquiry, or close the investigation and render a finding utilizing the preponderance of the evidence (more likely than not) standard, based on the information provided during the investigation. The investigator(s) in consultation as appropriate will also determine appropriate sanctions or remedial actions.

The investigator(s) will prepare and the Title IX Coordinator will issue a written summary report detailing the finding, the information supporting that finding and any information excluded from consideration and why. It will include any sanctions and remedial actions implemented, as well as the rationale for the finding and sanctions. This report typically does not exceed two pages in length. The letter will detail when and how the outcome is finalized, any options for appeal, and the procedures for appealing.

The appropriate administrator will inform the responding party and the reporting party of the final determination in writing within 3 business days of the close of the Incident Review, without significant time delay between notifications. The final determination letter, incorporating the summary report described above, will be made in writing and will be delivered either:

- In person, or
- Mailed to the local address of the respective party as indicated in official University records. If there is no local address on file, mail will be sent to the party’s permanent address.

The imposition of sanctions will take effect immediately and will not be delayed pending the resolution of the appeal.
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Appeal Process:
All requests for appeal considerations must be submitted in writing to the administrator designated in the letter of finding within three (3) business days of the delivery of the written finding of the Incident Review. The administrator will determine if any of the criteria below for appeal are met. If so, the administrator will forward the appeal to the appropriate appeals officer for consideration. If not, the administrator will deny the appeal and inform the parties accordingly in writing within two business days of that decision.

Either party may initiate an appeal, but appeals are limited to the following:

- A procedural error or omission occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures, etc.).
- To consider new evidence, unknown or unavailable during the original hearing or investigation, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included.
- The sanctions imposed fall outside the range of sanctions the University has designated for this offense and/or the cumulative conduct record of the responding party.

In cases involving a student as responding party, appeals are heard by the Vice President for Student Development, in consultation as appropriate. Appeals involving an employee as the responding party are heard by the Vice President for Finance and Administration, in consultation as appropriate. Appeals where the responding party is a faculty member are heard by the Provost, in consultation as appropriate. The original finding and sanction/responsive actions will stand if the appeal is not timely or is not based on the grounds listed above, and such a decision is final. When any party requests an appeal, the other party (parties) will be notified and joined in the appeal. The party requesting appeal must show that the grounds for an appeal request have been met, and the other party or parties may show the grounds have not been met, or that additional grounds are met. The original finding and sanction are presumed to have been decided reasonably and appropriately.

Where the appeals officer finds that at least one of the grounds is met, and proceeds, additional principles governing the hearing of appeals include the following:

- Decisions by the appeals officer are to be deferential to the original decision, making changes to the finding only where there is clear error and to the sanction/responsive action only if there is a compelling justification to do so.
- Appeals are not intended to be full re-hearings of the grievance. In most cases, appeals are confined to a review of the written documentation or record of the original hearing, and pertinent documentation regarding the grounds for appeal. Appeals granted based on new evidence should normally be remanded to the original investigator(s). Other appeals may be remanded or decided at the discretion of the appeals officer.
- Sanctions imposed are implemented immediately unless an appropriate administrator stays their implementation in extraordinary circumstances, pending the outcome of the appeal.
- An appropriate administrator will normally, after conferring with appeals officer, render a written decision on the appeal to all parties within three (3) business days from hearing of the appeal.
- All parties should be informed of whether the grounds for an appeal are accepted and the results of the appeal decision.
- Once an appeal is decided, the outcome is final: further appeals are not permitted.
- All parties will be informed in writing within three (3) business days of the outcome of the appeal, without significant time delay between notifications.
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Records:
All resolution proceedings, whether informal or formal, are conducted in compliance with the requirements of FERPA and University policy. No information shall be released from such proceedings except as required or permitted by law and University policy.

A. Other than University expulsion, disciplinary sanctions shall not be made part of the student’s permanent academic record, but shall become part of the student’s disciplinary record:
1. Disciplinary records are maintained by the Vice President of Innovative Partnerships & Student Development’s Office.
2. Student Conduct Records: Student Conduct records are maintained by the University for seven (7) years from the time of their creation. Title IX conduct records will be maintained indefinitely. Conduct records are educational records and may be shared with other members of the academic community with a legitimate need to know. Academic departments may take action as a result of student conduct.
3. Disciplinary records of students who have been expelled will be retained indefinitely in addition to a permanent notation on the student’s transcript.
4. Disciplinary records of students who have withdrawn from the University and have not been suspended, expelled, involved in a pending criminal matter, or those found responsible for a violation of the Sexual Misconduct and Relationship Violence policy, specifically, sexual assault, domestic violence, dating violence, stalking, and sexual harassment will be retained for no fewer than seven years after the date of the incident.

B. Information and disciplinary records are generally not released to third parties without the student’s permission. There are two main areas of exception:
1. The University may release information to parents without student consent when deemed appropriate and is not otherwise prohibited by FERPA or other applicable laws. The University’s complete FERPA policy may be found in the Student Handbook.
2. Information and/or records may be produced in response to a subpoena, warrant, or court order.

C. Students seeking transfer to other schools or participation in off-campus study programs may also be requested or required to release their disciplinary records. Graduate schools, medical schools, law schools, and some governmental agencies may also request disclosure of student disciplinary records.

Regarding students who withdraw from Saint Francis University with outstanding charges of a violation of the Sexual Misconduct and Relationship Violence Policy: Upon receiving the appropriate release of information form signed by the student or former student, institutions and agencies (e.g. Common Application) inquiring as to a student’s conduct record and/or eligibility to return or re-enroll at Saint Francis University may be provided with information regarding the outstanding charges.
Violence Against Women (VAWA)
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Sanctions:
Below is a list of all sanctions that may be assigned by a Student Conduct Administrator, Appeals Officers, Associate Dean of Students. If a student is found responsible for a violation of policy, the following sanctions may be imposed upon any student found to have violated the Student Code. When determining the appropriate sanctions, the conduct administrator may take into account any previous violations or sanctions imposed in a prior conduct proceeding. The conduct administrator may issue one or a combination of the following or similar types of sanctions:

A. **University Expulsion**. The student is permanently separated from the University. The student is barred from being on campus and the student’s presence at any University-sponsored activity or event is prohibited. This action may be enforced with a trespass action as necessary. This sanction will be noted as a Conduct Expulsion on the student’s official academic transcript.

B. **University Suspension**. The student is separated from the University for a specified minimum period of time, and upon the satisfaction of specific conditions, after which the student is eligible to return. The student is required to vacate the campus within 24 hours of notification of the action, though this deadline may be extended upon application to, and at the discretion of, the Associate Dean of Students. This sanction may be enforced with a trespass action as necessary.

C. **Withholding Diploma**. University may withhold a student’s diploma for a specified period of time and/or deny a student participation in commencement activities if the student has a complaint pending, or as a sanction if the student is found responsible for an alleged violation.

D. **Revocation of Degree**. University reserves the right to revoke a degree awarded from University for fraud, misrepresentation or other violation of University policies, procedures or directives in obtaining the degree, or for other serious violations committed by a student prior to graduation. **University Housing Probation**. The student is put on official notice that, should further violations of Residence Life or University policies occur during a specified probationary period, the student may immediately be removed from University housing. Regular probationary meetings may also be imposed.

E. **University Housing Reassignment**. The student is reassigned to another University housing facility. Residence Life personnel will decide on the reassignment details.

F. **University Housing Suspension**. The student is removed from University housing for a specified period of time after which the student is eligible to return. Conditions for re-admission to University housing may be specified. Under this sanction, a student is required to vacate University housing within 24 hours of notification of the action, though this deadline may be extended upon application to, and at the discretion of, the Director of Residence Life. This sanction may be enforced with a trespass action if deemed necessary. Prior to reapplication for University housing, the student must gain permission from the Associate Dean of Students (or designee).

G. **University Housing Expulsion**. The student’s privilege to live in, or visit, any University housing structure is revoked indefinitely. This sanction may be enforced with a trespass action if deemed necessary.
H. **University Probation.** The student is put on official notice that, should further violations of University policies occur during a specified probationary period, the student may face suspension or expulsion. Regular probationary meetings may also be imposed.

  **Eligibility Restriction.** The student is deemed “not in disciplinary good standing” with the University for a specified period of time. Specific limitations or exceptions may be granted by the Associate Dean of Students and terms of this conduct sanction may include, but are not limited to, the following:

  - Ineligibility to hold any office in any student organization recognized by the University or hold an elected or appointed office at the University; or
  - Ineligibility to represent the University to anyone outside the University community in any way including: participating in the study abroad program, attending conferences, or representing the University at an official function, event or intercollegiate competition as a player, manager or student coach, etc.

I. **Loss of Privileges.** The student will be denied specified privileges for a designated period of time.

J. **Restitution.** Compensation for damage caused to the University or any person’s property. This is not a fine but, rather, a repayment for property destroyed, damaged, consumed, or stolen.

K. **Fines.** Reasonable fines may be imposed.

L. **Confiscation of Prohibited Property.** Items whose presence is in violation of University policy will be confiscated and will become the property of the University. Prohibited items may be returned to the owner at the discretion of the Director of Residence Life, Associate Dean of Students and/or University Police.

M. **Behavioral Requirement.** This includes required activities such as, but not limited to, seeking academic counseling or substance abuse screening, writing a letter of apology, etc.

N. **Educational Program.** Requirement to attend, present and/or participate in a program related to the violation. It may also be a requirement to sponsor or assist with a program for others on campus to aid them in learning about a specific topic or issue related to the violation for which the student or organization was found responsible. Audience may be restricted.

O. **Restriction of Visitation Privileges.** May be levied on residential or non-resident student. The parameters of the restriction will be specified.

P. **No Contact Directive –** Generally, "no contact" is defined as having no direct or indirect contact at any time. This includes, but is not limited to, communication that is written, verbal, or physical. Written communication is understood to include all electronic means of communication, including, but not limited to, email, instant messaging, and text messaging. Verbal communication is understood to include phone calls and voice mail messages. A "no contact" directive may include additional restrictions and terms. Students found responsible for violation of the No Contact directive may face sanctions that result in immediate removal from campus, suspension, or expulsion.

Q. **Warning.** A written notice will be sent to the student(s) who violated University policies and/or rules. It specifies that inappropriate and unacceptable actions have occurred and that more severe conduct action will result should the student be involved in other violations while the student is enrolled at the University.

R. **Community/University Service Requirements.** For a student or organization to complete a specific supervised University service.
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S. Other Sanctions. Additional or alternate sanctions may be created and designed as deemed appropriate to the offense with the approval of the Associate Dean of Students (or designee).

Organizational Sanctions may be imposed upon groups or organizations found to violate the Code of Student Conduct include but are not limited to:

T. One or more of the sanctions listed above, as it applies to the incident and/or
U. Deactivation, de-recognition, loss of all privileges (including University registration), for a specified period of time.

Employee Discipline

Responsive actions for an employee who has engaged in harassment, discrimination and/or retaliation include warning, required counseling, demotion, suspension with pay, suspension without pay and termination.

Failure to Complete Conduct Sanctions. All students, as members of the University community, are expected to comply with conduct sanctions within the time frame specified by the Hearing Officer. Failure to complete sanctions by the date specified, whether by refusal, neglect or any other reason, may result in additional sanctions and/or suspension from the University. In the event of a suspension, it will only be lifted when compliance with conduct sanctions is satisfactorily achieved. This determination will be made by the Associate Dean of Students (or designee).

Sex Offender Registry and Access to Related Information

The Adam Walsh Child Protection and Safety Act of 2006 provides for the registration and tracking of sex offenders. Institutions of higher education are required to issue a statement advising the campus community of where to find law enforcement agency information provided by a state concerning registered sex offenders. The law also requires sex offenders already require to register in a state to provide notice, as required under state law, of each institution of higher education in that state at which the person is employed, carries on a vocation, or is a student.

In the Commonwealth of Pennsylvania, information regarding registered sex offenders who are subject to community notification may be obtained from a community member’s respective local municipal police agency and/or the Pennsylvania State Police.
Fire Safety Report

Fire Safety Information
Fire education programs are provided to all Residence Life Staff members and other groups on campus upon request. The Residence Life Staff and Occupational Therapy students are trained on the proper use of fire extinguishers. This training is offered all members of the Saint Francis community upon request.

Students should immediately report any fires regardless of the size by activating one of the pull stations and after evacuating the building to a safe area, by contacting the University Police at 814-472-3360. Along with reporting all active fires, students should also report all finding of an extinguished fire to the University Police at 814-472-3360. Students are strongly encouraged to report any problems with the fire protection systems (fire extinguishers, pull stations, fire doors or horns/strobes) to their Resident Assistant assigned to their building, Residence Life Office at 814-472-3029 or the University Police Department at 814-472-3360.

Residence Hall Fire Safety
All 10 residence halls on campus and 11 off campus apartment-style buildings, which are part of the University’s Housing Apartment Transition Program (HATP) are nonsmoking environments. Every building which houses University students are equipped with both smoke detectors and fire extinguishers. Other fire safety features in University residential units include:

- Fire Extinguishers (Residence Halls and HATP units)
- Smoke/Heat Detectors (on campus buildings)
- Smoke (all HATP units)
- CO2 Detectors (HATP units that require one)
- Sprinkler Systems (almost all, on campus residential buildings)

On Campus Residential Housing Fire & Safety
All residence halls at Saint Francis are equipped with fire protection systems. Each residence hall has pull stations, smoke/heat detectors, horns or strobes, evacuation plans and fire extinguishers. While Christian, Saint Joan, Amici, Giles, Saint Louis, Saint Elizabeth, Saint Agnes, Saint Clare and Saint Francis Halls are also equipped with a sprinkler system. If a fire alarm is activated, it will automatically notify the on duty officer with the location of the alarm, along with notifying the Cambria County 911 Center which will dispatch all appropriate personnel. All of the University owned or operated apartment-style living units are outfitted with both smoke detectors and fire extinguishers.

Students are required to read and comply with the Student Code of Conduct, Student Handbook and/or the housing contract, which includes health and safety inspections and all other set guidelines and rules for residential buildings. Throughout each semester periodic room inspections are performed, which include but are not limited to, a visual inspection of electrical cords/power strips, damages, etc. In addition, each room is examined for the presence of items, which were outlined in the housing contract as prohibited items, they include:

- Toaster ovens
- Space heaters
- Smoking of any kind
- Halogen lamps
- Open coiled appliances
- Internal combustion engines
- Harmful/explosive chemicals
- Candles
Fire Safety Report

Fire Drill and Evacuation Procedures
Periodic fire drills will be conducted, in accordance with Pennsylvania state law, all must participate completely during any emergency drill. The following evacuation procedures must be followed at Saint Francis University. Students must evacuate the building when an alarm sounds.

Before leaving, students should do the following:

- If in a room, feel the door, if feels hot, the hallway may be filled with deadly gases. Do not open the door, but go to the window and wait for rescue. If the door is cool, close the windows before slowly opening the door.
- Do not stop to dress, but take a pair of shoes, a jacket or blanket. Upon leaving the room, leave the lights on and the door closed. Take your room key. Knock on the other students’ doors on each side of the hall to be sure that others are aware of the fire before evacuating.

If it is not possible to leave the room:

- Open the windows if there is smoke in the room; if there is not smoke, leave the window closed to prevent outside smoke from being drawn into the room.
- Seal cracks around the door with towels (damp if possible)
- If trapped, attract attention by hanging an object from the window (the brighter the color the better) and wait by the window for help. If outside smoke is drawn in, close the windows, leaving the object hanging. Don’t panic, help will come quickly.
- If smoke is severe, place a wet cloth over your mouth and nose. Remember, there is usually less smoke near the floor.

When evacuating:

- Walk at a brisk pace, do not run
- Follow the proposed corridor instructions for the proper exit route and assembly point
- Move in a single file along the wall toward the exit
- Use only the marked exits. Remain silent so that you can hear instructions
- If the exit lights are out, do not panic. Proceed cautiously to find the nearest exit route or, if necessary, return to your room
- Remain outside until you are instructed to return to the building by a University official. In the event that reentry to the hall is not possible, everyone will be instructed to go to another assembly point for more information.

Furniture
All furniture and mattresses supplied by the University meet the requirements of Cal Tech 133 and Cal Tech 117. These measurements are standards used throughout the combustibility requirements of residential furnishings.

Disabled Persons
Any person(s) with disabilities who require assistance evacuating a building should notify the Saint Francis University Police Department, along with the Residence Life Office and the Director of Student Accessibility so that an evacuation assistance plan can be established, amongst University departments and the Loretto Fire Department.
Fire Safety Report

Fire Extinguishers
There is a fire extinguisher located in all hallways and common areas throughout all of the residential buildings, which are owned and/or operated by Saint Francis University. The extinguishers are to be used by emergency responders and trained University personnel only. Do not attempt to fight a fire with a fire extinguisher unless you have been properly trained on the proper use of the equipment. If you discover a small fire and the alarm fails to sound, go to the nearest pull station to activate the alarm manually and evacuate the building.

Fire extinguishers are inspected annually by a third party vendor to make sure they are functioning correctly. They are then maintained by the University Police Department monthly to assure proper locations and charge.

Plans for Future Improvements in Fire Safety
Saint Francis University continually evaluates their fire protection systems in residential facilities. Upgrades to the system occur through replacements or building renovations.

Current planning and education include:

- Adding sprinkler systems to the remainder of the residence halls
- Establishing a Fire Safety Program for University students, faculty and staff members to learn proper fire safety

FIRE SAFETY TIPS

- If you suspect a fire, pull the nearest fire alarm in the hallway or near an exit door
- When you hear the building’s fire alarm sounding, evacuate the building immediately
- Evacuate any building on campus by following the posted EXIT signs. Do not attempt to use elevators during emergencies unless you are directed by emergency response personnel.
- If you are disabled, call the University Police, Residence Life Office and the Director of Student Accessibility so that an evacuation assistance plan can be established.
# 2018 Saint Francis University Fire Safety Systems in Residential Buildings

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<th>Smoke *2 Detectors</th>
<th>Fire Extinguishers</th>
<th>Evacuation Plans and Exit Signs</th>
<th>Number of Evacuations (Fire Drills) each calendar year</th>
<th>Strobe Lights *3</th>
<th>Audible Tones *3</th>
<th>Fire Doors *4</th>
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*1 Full is defined as having the system in both the common areas and individual rooms

*2 Common area only

*3 All common areas with the exception of designated handicapped rooms

*4 All doors with the exception of bathroom doors

**** All are unannounced to residents
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2019 SAINT FRANCIS UNIVERSITY ANNUAL FIRE SAFETY STATISTICS REPORT

2019 Annual Security and Fire Safety Report – University Police Department – Saint Francis University 71
Saint Francis University Shuttle Service
Whether you are in need of a ride to local shopping destinations or local transportation depots, we're happy to help! The Center for Student Engagement coordinates the Transportation Services program at Saint Francis University. Various services are offered to SFU students, including regularly scheduled shuttles to area transportation depots, weeknight shopping, non-emergency medical transportation, and much more!

Students can arrange for shuttle service to area transportation hubs for bus, train, or airports to get back and forth from home during breaks or on weekends. Shuttles regularly services both the Johnstown/Cambria County Airport and the Altoona-Blair County Airport for flights, along with the Altoona Transportation Center for Amtrak train and Greyhound bus. Shuttles are also offered to the Pittsburgh International Airport. Low standard rates are charged for students who utilize regularly-scheduled shuttles. Students who desire a more customized service outside the regular schedule are subject to a premium rate.

Visit the Center for Student Engagement (located on the upper floor of the JFK Center), call for additional information at 814-472-3305, or email your questions/concerns to studentlife@francis.edu.

Shuttle Policies
The following policies are set-forth by the Center for Student Engagement and are intended to help maintain an efficient, safe, and reliable service for students

- Transportation/shuttle services are available only to full-time SFU students. The service is available to and from the Saint Francis University campus only.
- Anyone utilizing the shuttle service must register to reserve a seat by completing a shuttle reservation form at the Center for Student Engagement office at least four business days prior to the scheduled shuttle. At the time of reservation, students will need to provide personal contact information and transportation information including time of departure and/or arrival time.
- There is a limited amount of space for seating; therefore, luggage is limited to one piece of luggage and one carry-on or backpack per person.
- The Center for Student Engagement is NOT responsible for booking/coordinating other travel arrangements such as bus, train, or flights, OR any lodging accommodations.
- The scheduled shuttle services will be the only shuttles provided by Saint Francis University. For individual requests that fall outside of our schedule, students will be assessed a premium rate.
- ALL shuttles are subject to change or cancellation per weather/road conditions and availability of authorized drivers. The Center for Student Engagement coordinates all transportation services with the Department of University Police and strictly follows their recommendation regarding the release of any shuttles.
- It is the students’ responsibility to check their email for shuttle instructions and confirmation. Transportation requests made after deadlines may not be able to be accommodated.
- On the day of travel, please arrive at the JFK Center Front Lobby at least 10 minutes prior to shuttle departure time. When departing campus, the van will not be able to hold the departure time for those who are not ready to leave at the scheduled time. The departure time from campus is set to accommodate other travelers and cannot be delayed for any reason. If a student misses the shuttle, it will be the student’s responsibility to locate and obtain alternate transportation to and from campus. Saint Francis University or the Center for Student Engagement will not be responsible for any additional costs incurred if a student misses the train/bus/flight for any reason. This would include inclement weather and traffic delays.

All transportation services are contingent upon the availability of university authorized vehicles and drivers.
Transportation and Parking

Non-Emergency Medical Transports
Students who schedule doctor, dentist or eye appointments can request a shuttle transport to Ebensburg, Altoona or Johnstown for a small fee. Request your transportation needs immediately after you've scheduled your appointment to arrange a vehicle and driver. All non-emergency medical appointment transports will use the Standard Service rates. Contact the Center for Student Engagement to arrange for your non-emergency medical transport by dialing 814-472-3005 or by emailing us at studentlife@francis.edu.

Enterprise CarShare Program
We've partnered with Enterprise Rent-A-Car and their exciting CarShare program that provides students access to safe, reliable Enterprise vehicles for a low hourly rate. Cars are available 24/7, and the hourly fees include fuel and physical damage/liability protection. So, now you can go “where you want, when you want” cheaply and independently!

Saint Francis Parking Policy

- The operation of a motor vehicle on Saint Francis University property is a PRIVILEGE granted by the University and is not an inherent right of any faculty/staff member or student.
- All vehicles shall be operated or parked on campus at the owner’s risk. The University is not responsible for damage to or theft from any vehicle while parked on campus.
- The issuance of a parking permit shall constitute acceptance by the applicant to obey all parking and traffic policies of the University and motor vehicle laws of the Commonwealth of Pennsylvania.
- The loss of a registration permit must be reported to the University Police Office within 24 hours. There is a $10 charge for a replacement parking permit.

Assigned Parking Areas on Campus

SPECIAL EVENT PARKING RESTRICTIONS
The University reserves the right to impose limitations on parking in emergencies or on special occasions. For major events being held at the Stokes complex or DeGol Field, administrators, staff members, and students will be asked to find alternate parking for the day.

ADDITIONAL INFORMATION
To receive more information on the parking rules and regulations at Saint Francis University:
- Contact university Police located in the Small Development Resource Center 2299 Manor Drive or 814-472-3360
- Online at www.francis.edu/Campus-Safety-and-Health/ here you will be able to view the all the current parking rules and regulations, along with all fees and fines.
Transportation and Parking

Walking Safely
Safety is a shared responsibility for all road users, including drivers and pedestrians. The following are some tips to improve road safety for everyone.

Safety Tips for Pedestrians
Be safe and be seen: make yourself visible to drivers

- Wear bright/light colored clothing and reflective materials.
- Carry a flashlight when walking at night.
- Cross in a well-lit area at night.
- Stand clear of buses, hedges, parked cars or other obstacles before crossing so drivers can see you.

Be smart and alert: avoid dangerous behaviors

- Always walk on the sidewalk; if there is no sidewalk, walk facing traffic.
- Stay sober; walking while impaired increases your chance of being struck.
- Don't assume vehicles will stop; make eye contact with drivers, don't just look at the vehicle. If a driver is on a cell phone, they may not be paying enough attention to drive safely.
- Don't rely solely on pedestrian signals; look before you cross the road.
- Be alert to engine noise or backup lights on cars when in parking lots and near on-street parking spaces.

Be careful at crossings: look before you step

- Cross streets at marked crosswalks or intersections, if possible.
- Look left, right, and left again before crossing a street.
- Watch for turning vehicles; make sure the driver sees you and will stop for you.
- Look across ALL lanes you must cross and visually clear each lane before proceeding. Just because one motorist stops, do not presume drivers in other lanes can see you and will stop for you.
- Don't wear headphones or talk on a cell phone while crossing.

Remember always be alert while walking on campus and crossing the street, especially at night.
Tips for a Safer Campus

When Walking or Running:

- Carry a whistle or personal alarm that would make a loud sound to get the attention of others in the area
- Always go with someone
- Stay away from isolated areas on and around campus
- Stay in well-lit, well-traveled areas. Walk in the middle of the sidewalk between curbs and buildings, staying away from low laying trees and bushes
- Hold your purse, backpack and briefcase tightly and close to your body
- Keep your wallet in a front pocket, which is safer than your back pocket

If You’re Being Followed:

- Cross the street or change directions
- Keep looking back, so the person(s) know you can’t be surprised
- Go to a well-lit area. Enter a building anywhere or anywhere else there are people
- Notice and remember as much as possible about the person, so you can give a good description
- When arriving at a safe location, immediately contact the Saint Francis University Police Department and report the incident

Where You Live:

- Keep your door locked both day and night
- Don’t let strangers’ in
- Never prop doors open, especially fire doors, even for a short period of time

Protect Personal and University Property:

- Lock your door every time you leave
- Engrave expensive items and valuables with a unique marking
- Don’t attach your Saint Francis ID card or any other identification to your key chain
- Don’t leave your belongings (books, laptops, gym bags, backpacks, coats, purses, etc.) unattended in the library, hallway, classroom, study area, etc.
- Don’t tell anyone if you have a large amount of cash or other valuables in your room or on your person.

BUILDING AT NIGHT:

- If you work late, keep your office door locked
- Call the Saint Francis Police to be escorted to or from your campus destination
- Lock all doors behind you when entering or exiting at night

PROTECT YOUR CAR:

- Always lock your car and take the keys with you
- Always keep your valuables out of sight or lock them in the trunk
- Park in well-lit areas
Tips for a Safer Campus

**IF DRIVING:**

- Have your keys ready when walking to your vehicle
- Always check your back seat before getting into your car
- Keep doors locked while driving
- Don’t offer a ride to anyone you do not know

**BE AWARE:**

- Attend safety workshops and seminars held by the University Police Department, Residence Life or other groups on campus.
- Always report suspicious activity
- Get to know your neighbors and pay attention to who is coming and going from the hallway or the buildings
- If you see a suspicious person or vehicle on campus never approach them, stay at a safe distance and gather as much information about the person(s) or vehicle. If possible contact University Police immediately to report the incident.

Never hesitate to contact the Saint Francis University Police Department at **814-472-3360**, when you have any safety concerns.
Active Threat Incident

What to do:

- You should use your own discretion about when to engage a hostile suspect, for survival purposes
- Do not attempt to apprehend or stop the suspect, except for self protection
- Call 911 and advise them of the incident, stay on the line with the operator until they tell you it is okay to disconnect
- Call at Saint Francis University Police at **814-472-3360** to also report the incident. It is a good idea to program this number into your phone
- Report location of incident, number of suspects involved and a description if possible
- Make the determination of whether to run, hide or fight. Once you make that decision commit to it

· **RUN**: If there is an escape route, attempt to evacuate.
  - Evacuate whether others agree to or not
  - Leave belongings behind
  - Help others escape if possible
  - Prevent others from entering the active area

· **HIDE**: If evacuation is not possible, find a place to hide.
  - Lock and/or barricade door
  - Silence your cell phone
  - Hide behind large objects
  - Remain very quiet
  - Your hiding place should be out of the suspect’s view, provide protection from shots fired in your direction, and do not trap or restrict your options of movement

· **FIGHT**: As a last resort and only if your life depends on it.
  - Attempt to incapacitate the suspect
  - Act with physical aggression
  - Improvise weapons
  - Commit to your actions

*Saint Francis University practices the U.S. Department of Homeland Security’s “Active Shooter, How to Respond” protocol and procedures*
IMPORTANT EMERGENCY PHONE NUMBERS FOR SAINT FRANCIS UNIVERSITY
Saint Francis University Police Department
3360 or 814-472-3360
Student Health
3008 or 814-472-3008
Counseling Center
3211 or 814-472-3211
Title IX Office
3352 or 814-472-3352
Office of Residence Life
3029 or 814-472-3029

LORETTO BOROUGH/CAMBRIA COUNTY EMERGENCY PHONE NUMBERS
(off campus)
Loretto Borough Police
814-472-0661 or 911
Pennsylvania State Police
814-471-6500 or 911
Cambria Alliance EMS
814-886-5641 or 911
Cambria County 911 Center
911 or 814-472-2100 (non-emergency)
Victim Service of Johnstown
814-288-4961
Women's Help Center
814-536-5361
Conemaugh Memorial Medical Center
814-534-9000
Pennsylvania Department of Public Welfare
ChildLine for abuse reporting
1-800-932-0313
Why this Brochure?

IT’S THE LAW
Both federal and state law mandate that Saint Francis University make this report available to all students, faculty, staff and prospective students/parents for review.

ANNUAL SECURITY AND FIRE REPORT
This report goes above the state and federal requirements, by offering safety tips and other areas of information in order to benefit everyone in the Saint Francis University community. The information provided within will help everyone understand University policy’s, along with identifying safety concerns/issues and crime prevention on campus.
Additional copies of the Annual Security and Fire Report are available by contacting the Saint Francis University Police Department, located in the Small Business Development Center 2299 Manor Drive, Loretto, PA 15940 or, you can visit www.francis.edu/Campus-Safety-and-Health

RIGHT TO KNOW INFORMATION
• Saint Francis University is responsible for complying with Chapter 3 of the Pennsylvania Uniform Crime Reporting Act and with the federal Jeanne Clery Act. If you have a question or concern regarding these acts, please contact the Police Captain at 814-472-3360
• The federal Equity in Athletics Disclosure Act requires institutions of higher education, including Saint Francis University, to prepare an annual report relating to intercollegiate athletics participation, staffing, revenues, and expenses by men's and women's teams. Students, prospective students, and others may review Saint Francis University’s report by going to https://www.francis.edu/Student-Consumer-Information/
• In accordance with federal Student Right to Know regulations, information about Saint Francis University’s graduation rate is available by contacting the Office of Institutional Research and Effectiveness at 814-472-3331 or by visiting https://www.francis.edu/Student-Consumer-Information/