

# POINT PARK UNIVERSITY



## **2017 Annual Security and Fire Safety Report**



### From the President

To the University Community:

Point Park University is committed to providing for the safety and security of all members of our university community in our diverse urban environment. The University's Police and Public Safety Department takes the lead in these efforts, but without everyone's participation and cooperation, we cannot succeed in maintaining the safe campus of which we are all so proud. I urge each and every one of you to review the information about campus safety measures, reporting crimes, and other emergencies, as well as the policies contained in this Annual Security Report. The information is designed to protect our campus and you. We have no higher priority than the safety of our students, faculty, staff and guests, but a truly safe campus can only be achieved through the cooperation of the entire community. Thank you for your attention to this very important matter.

A handwritten signature in blue ink, appearing to read "Paul Hennigan". The signature is fluid and cursive, with a large initial "P" and "H".

Paul Hennigan  
President

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# **ANNUAL SECURITY REPORT**

The purpose of this Annual Security Report is to equip you with the information you need to stay safe while at the University. We encourage members of the University community to use this report as a guide for safe practices on and off campus.

This report complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and uses information maintained by the Point Park Police Department (PP PD); information provided by other University offices such as Student Affairs, Residence Life, Office of Student Conduct, Campus Security Authorities, Office of Title IX; and information provided by local law enforcement agencies surrounding the Point Park campus. Each of these offices provides updated policy information and crime data.

Each member of the University community receives an email that describes the report and provides its Web address. For a paper copy of the report, contact the PP PD at (412) 392-3960 or e-mail [jbesong@pointpark.edu](mailto:jbesong@pointpark.edu). This brochure can also be found on the Point Park website at:

<http://www.pointpark.edu/media/About/AdminDeptPublicSafe/2016annualsecurityreport.pdf>

Point Park University takes great pride in maintaining a safe, open academic environment in a diverse urban community. The safety of all members of our community is our top priority. In order to maintain that safety, the University encourages all members of our community (students, faculty, staff and visitors) to remain vigilant and report crime that they see occurring or become aware of.

## **POINT PARK UNIVERSITY DEPARTMENT OF PUBLIC SAFETY & POLICE DEPARTMENT**

### **AUTHORITY**

The University Police Department is a fully state accredited campus police agency, made up of sworn commissioned police officers and non-sworn dispatchers. The sworn police officers derive their law enforcement authority from the Constitution of the Commonwealth of Pennsylvania, Article 6 and from Act 501 of 1972, 22 Pa. C.S. § 50, Section 501 of the Act of November 15, 1972, P.L. 1063 No. 271 (also known as Act 501). Act 501 gives university police officers “. . . all the powers of a police officer in the Commonwealth, in and upon, and in the immediate and adjacent vicinity of, the property of the corporation.” All police officers are fully trained and required to maintain their training.

Point Park University police officers are fully authorized officers, armed and with arrest powers. The primary responsibilities of the Point Park University Police are to serve and protect the Point Park University community on property used, owned, or occupied by the University. Officers patrol Point Park’s property from Fort Pitt Blvd – Forbes Ave & from Smithfield Street – Stanwix Street and surrounding areas by foot, bicycle, and vehicle to proactively reduce crime and apprehend offenders as necessary, while preserving the peace and ensuring the Point Park community’s compliance with all federal, state and local laws, as well as with internal Point Park University policies. Point Park police officers have full authority to ask persons for identification to determine whether individuals have lawful business at Point Park.

### **INTERAGENCY COOPERATION**

The Point Park Police Department participates in a Mutual Aid Agreement that authorizes police officers and supervisors of the participating agencies to request mutual aid for incidents based upon a reasonable belief that such aid will enhance the public’s and/or officer safety and efficiency. The agencies participating in the agreement are the police departments of University of Pittsburgh, Duquesne University, Carlow University, Carnegie Mellon University and Chatham University. The agreement also allows for joint training and cooperation on other matters, such as pre-planned large-scale special events, among the participating agencies.

The Point Park University Police is the primary investigator for most incidents that occur on PPU Property. There are only two exceptions to this protocol - homicides and stranger rapes (i.e., rapes in which the perpetrator is unknown to the victim and there is no evidence that a member of the university community is involved). In both cases, University Police will take an internal report of the incident, but the Pittsburgh Bureau of Police will take the "official" Crime Report, and conduct the entire follow-up investigation. University Police Lieutenant will assist the City's Homicide

and Sexual Assault Units with the investigation and be a liaison between the city detective, the victim and/or the victim's family. Follow-up investigations of all acquaintance/date rapes will be conducted by University Police.

## **REPORTING CRIMES AND OTHER EMERGENCIES**

The University has a number of ways for campus community members and visitors to report crimes, serious incidents, and other emergencies to law enforcement and to appropriate University officials. Regardless of how and where these incidents are reported, it is critical for the safety of the entire Point Park community that all community members immediately and accurately report all incidents so that the University Police can investigate the situation and determine if follow-up actions are required, including issuing a Timely Warning or emergency notification.

The Point Park University Police also maintain a highly professional working relationship with the Pennsylvania State Police. Among other things, the Point Park University Police furnish the State Police with crime data on a monthly basis.

## **PUBLIC SAFETY DIVISION/NON-SWORN PERSONNEL:**

The Public Safety Department employs non-sworn public safety officers, who serve as dispatchers. All dispatchers have Pennsylvania certification in APCO, CPR, AED, and first aid. These dispatchers communicate with the police officers to direct officers to received calls and maintain high police visibility throughout the area.

## **STAFFING AND PATROLS**

The Command Staff includes an Assistant Vice President of Public Safety/Chief of Police and a Director of Safety & Security. We have full-time and part-time sworn Police Officers as well as non-sworn dispatchers. There are 40 contracted Desk Attendants dedicated to providing Point Park University with community service oriented professionals at campus building entrances.

## **POINT PARK UNIVERSITY USES OUTSIDE CONTRACTORS FOR DESK ATTENDANTS**

Desk Attendants receive training that includes security procedures and University policies before being placed at Point Park. The University provides ongoing mandatory trainings for desk attendants bi-annually. A desk attendant is assigned to the entrances of the Academic Hall, Lawrence Hall, Boulevard Apartments, Pioneer Hall, Conestoga Hall, University Center, Patterson Building, and the Playhouse. These desk attendants provide access control and monitor the intrusion detection and fire alarm systems for the residence halls.

However, the Desk Attendants do not have the authority to make an arrest.

If you have any concerns, questions, or comments concerning the PP PD, please contact Jeffrey D. Besong, Asst. Vice President of Public Safety/Chief of Police, [jbesong@pointpark.edu](mailto:jbesong@pointpark.edu), / (412) 392-3960.

## **SECURITY CONSIDERATIONS IN THE MAINTENANCE OF CAMPUS FACILITIES**

Police Officers make note of any security issues such as broken locks, doors that will not shut, and lighting while they patrol the campus. Any problems noted are reported to the Physical Plant for immediate correction. The Physical Plant staff also looks for any maintenance issues in the course of their duties and either corrects them on the spot whenever possible or submits a work order for their correction. Members of the University community are encouraged to report any security maintenance issues to the PP PD or the Physical Plant so they can be corrected. Residence Life staff also check their areas of responsibility for any security issues, and report any repairs/corrections needed to the Physical Plant. Resident students who notice any problems may report them to the Student Life office or PP PD.

## **RESIDENCE LIFE/STUDENT HOUSING**

### **RESIDENCE HALL ACCESS AND SECURITY**

Access to the Residence Halls is limited to Point Park University students, their escorted guests, and authorized representatives of the University. Guests of students residing in residence halls must sign in at the security desk located in the lobbies of those buildings. Guests must produce a valid photo ID when signing in.

## RESIDENCE HALL SECURITY MEASURES

All Point Park University residence entrances are locked 24 hours per day. A swipe card is required to enter the residence floors in Lawrence and Thayer Halls. A swipe card is needed to enter the main entrance of Pioneer and Conestoga Halls. A key is required for entry into individual rooms in these buildings. A swipe card and access code are required to enter the residence suites in the Boulevard Apartments, Pioneer, and Conestoga residence halls. Each student's room within the suites is accessed by key. The windows in the Residence Halls have "stops" placed on them, limiting the opening to six inches. All hallway doors have viewing holes. Only persons authorized to enter the residence areas are issued swipe cards or keys.

All Point Park University ID cards, including those for the residence halls, are controlled and issued by the PP PD. The Physical Plant and Student Life departments control the issuance of keys to the Residence Halls.

Resident Educators, student staff of Point Park Student Life, live among the students in every Residence Hall and disseminate security and enforcement policies and information at the beginning of every semester and to any incoming resident who arrives off-cycle.

Any criminal activity in the area surrounding the University or at University owned properties that present a danger to campus residents will result in the issuance of a "Crime Alert" bulletin posted in all residence halls, in addition to other timely warning notices issued to the University Community.

The PP PD conducts a safety/security workshop open to all students once per semester.

## CAMPUS ACCESS

Academic and administrative areas on campus are normally locked after business hours unless they are being used for legitimate evening or educational purposes. A valid Point Park University ID card is required for campus access after business hours Monday through Saturday and all day Sunday. Access to the University Center and Student Center is limited to those who possess a valid Point Park University ID or guests of the University. Access to the University Center, Patterson Building, and the Playhouse is restricted to the posted hours of operation. These hours vary according to the time of the year. Each building is secured according to the schedule established by the department responsible for the facility.

***PP PD and Desk Attendants have the authority and the responsibility to ask anyone, at any time, for their Point Park University ID if they question a person's authorization to be on campus or in a particular area of any of the buildings.***

## TIMELY WARNINGS

Issuance of a "**Timely Warning**" – Timely Warning advisories are made to the campus community for Clery Act crimes that may represent an ongoing threat to the safety of students or employees. The University Chief of Police or his/her designee shall make the decision as to whether an incident poses an ongoing threat and if a "Timely Warning" advisory is required. Clery Act crimes for which a timely warning must be issued include:

- arson;
- aggravated assault;
- criminal homicide;
- domestic violence;
- dating violence;
- robbery;
- burglary;
- sexual assault;
- hate crimes;
- stalking; and
- motor vehicle thefts.

The University may also issue a Timely Warning for alcohol, drug or weapons arrests or referrals that may cause a threat to the University.

In the event that an advisory is required, the University Chief of Police will be notified after confirming the event. The Chief of Police or his/her designee shall provide the Senior Vice President of Finance and Operations (SVPFO) or his/her designee with the specifics of the case for the purpose of drafting the “Timely Warning” advisory if time allows. In all cases, Timely Warning advisories are sent by the PP PD Dispatch staff via electronic mail directly to all staff, faculty and students on the Point Park University Campus using their institution-provided email accounts as well as, if considered appropriate, via text message to individuals signed up for the PointAlert system. For crimes occurring off campus, the University may issue a Timely Warning if the crime occurred in a location used and frequented by the University population.

These advisories may also be made using one or a combination of the following methods, some of which will disseminate information beyond campus:

- University email
- Press Releases
- PointAlert which includes email, text, and voicemail
- Metis Emergency Devices, which provides broadcast and text of emergency message and is a two-way voice communication between the device and university police dispatch.
- Crime Advisories
- Making reports available to the campus community and media through campus websites and newspapers, and radio news station
- Advertising in campus publications

### **DISSEMINATING EMERGENCY INFORMATION to the Larger Community**

The Vice President of External Affairs will work with external news media to disseminate information to the larger community. Messages to the external community will be consistent with the messages disseminated to the internal university community. The university’s alert website

and social media outlets are accessible to the greater community as well.

## **EMERGENCY NOTIFICATION**

Issuance of an “**Emergency Notification**” – In the event that there is a confirmed significant emergency or dangerous situation constituting an immediate threat to the campus community (in the judgment of the University’s Chief of the Police or his/her designee) PP PD will, without undue delay, and taking into account safety of the community, determine the content of the notification and initiate the immediate notification system after exigent circumstances arises and the collaboration of other University offices and the Pittsburgh Police. However, if in the professional judgment of responsible authorities, the notification may compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency, the notification may be delayed.

If time permits, the University Chief of Police or his/her designee shall provide the SVPFO or his/her designee with the specifics of the case for the purpose of drafting the content of the emergency notification. PP PD also maintains pre-scripted short message scripts for a variety of hazards to assist in the timely issuance of an emergency notification. In all cases, Emergency Notifications will be sent by PP PD staff via the electronic Emergency Notification System, PointAlert (i.e., text messaging system) directly to all staff, faculty, and students on the Point Park University Campus that have subscribed to the free system. A variety of other communications tools may be used, including: mobile phone, social media accounts, the University web page ([www.pointpark.edu](http://www.pointpark.edu)), or text pager with a wireless connection. Press releases may also be issued to notify those outside the campus community who may be affected by the emergency situation.

### **Determining the Appropriate Segment or Segments of the Campus Community to Receive an Emergency Notification:**

Campus and/or local first responders on the scene of a critical incident or dangerous situation will assist those preparing the emergency notification with determining what segment or segments of the campus community should receive the notification. Generally, campus community members in the immediate area of the dangerous situation (i.e., the building, adjacent buildings, or surrounding area) will receive the emergency notification first. The responsible campus authorities will continually evaluate the situation and assess the need to notify additional segments of the campus population.

## **Monitoring and Recording Off-Campus Criminal Activity**

The University Police Department relies on its close working relationships with local law enforcement agencies to receive information about criminal incidents in which students, employees, and/or officially recognized student organizations may be involved. The University Police Department will actively investigate any crime information it receives concerning or involving a member of the Pittsburgh campus community. If the university is notified of a situation in which a campus community member is a victim of a crime, even if the crime occurred several blocks or miles away, the department may issue a Crime or Safety Alert detailing the incident and providing tips so that community members have adequate information regarding potential risks.

### **Determining the Contents of the Emergency Notification:**

Speed and accuracy of the information are of utmost importance in issuing emergency notifications. To expedite this process and ensure each message contains essential information, the mass notification system contains pre-scripted templates for the most probable or highest impact emergencies. These messages identify the situation, allow for input of the location, and identify the immediate protective action that should be taken. The individual authorizing the message will select the most appropriate template. In those cases, where there are no predetermined templates in the system, the individual may use the "custom" template to craft a specific message. The goal is to ensure people are aware of the situation and they know the steps to take to stay safe.

### **Procedures Used to Notify the Campus Community:**

In the event of a situation that poses an immediate threat to members of the campus community, the campus has various systems in place for communicating information quickly. Some or all of these methods of communication may be activated in the event of an emergency. These methods of communications include the mass notification system PointAlert, which may include: SMS, e-mail, voice, RSS, Twitter, and Facebook. We may also use verbal announcements within buildings, public address systems, fire alarms, and posting to websites.

### **Enrolling in the University's Mass Notification System PointAlert:**

We encourage employees and students of the campus community to enroll in PointAlert to receive alerts through text messaging. However, all employees and students receive PointAlert messages through their University email.

## **TESTING OF EMERGENCY RESPONSE AND EVACUATION PROCEDURES**

Emergency evacuation plans are in place to secure residence halls, protect classrooms, and ensure that students and employees are directed to a safe location. The University tests its emergency notification system and its evacuation procedures once during the fall semester and once during the spring semester. If deployed, the evacuation will constitute an unannounced test of the system. Otherwise, the tests are announced in advance to the University community via internal communication outlets, including a campus-wide E-mail. The City of Pittsburgh Public Safety Department participates in tests of the evacuation plans. Following any test, results (including a description of the exercise, the date, time, and whether the test was announced or unannounced) are documented with the PP PD as well as the City of Pittsburgh Public Safety Department, and analysis is conducted and adjustments made where necessary to all evacuation plans. Some buildings post the information in hallways and classrooms; pamphlets and brochures with emergency response information are available at all locations through the PP PD.

### **Drills, Exercises, and Training:**

To ensure the campus emergency management plans remain current and actionable, the campus conducts at least one exercise annually. If deployed, the evacuation will constitute an unannounced test of the system. Otherwise, the tests are announced in advance to the University community via internal communication outlets, including a campus-wide E-mail. These exercises include, but are not limited to: tabletops, drills, functional, or full-scale. The campus conducts after-action reviews of all emergency management exercises. The Director of Safety & Security develops exercise scenarios and schedules and coordinates these events with local, state, and federal response agencies as well as stakeholders.

## **SUBSEQUENT PROCEDURES/INFORMATION**

Members of the Point Park University community can enhance the safety of all and be of assistance to the law enforcement agencies by cooperating fully with instructions given by authorities.

# PROCEDURES FOR REPORTING A CRIME OR EMERGENCY

## REPORTING CRIMES AND OTHER EMERGENCIES

The University has a number of ways for campus community members and visitors to report crimes, serious incidents, and other emergencies to law enforcement and to appropriate University officials. Regardless of how and where you decide to report these incidents, it is critical for the safety of the entire Point Park University community that you immediately and accurately report all incidents so that the University Police can investigate the situation and determine if follow-up actions are required, including issuing a Timely Warning or emergency notification.

All students, faculty, staff and guests are encouraged to promptly report criminal incidents, accidents and other emergencies to the PP PD. PP PD takes reports of all crimes that occur within our jurisdiction with one exception: reports of stolen motor vehicles are immediately referred to the Emergency Operations Center of the Pittsburgh Bureau of Police. University Police will take an internal report of the incident, but Pittsburgh Police will be responsible for entering the specifics about a stolen vehicle into the FBI's National Criminal Information Center (NCIC) computer system and conducting any follow-up investigation.

Forcible sexual assaults where the perpetrator is a stranger will also be reported to the Pittsburgh Police and investigated jointly with University Police.

Sexual assault is a crime and accusers have the opportunity to press charges. The decision regarding prosecution must be made by the accuser and will be respected by all members of the University community. However, if the accuser chooses to file charges, the Point Park Police Department (412) 392- 3960 and other University personnel will assist in this endeavor. If the assault happened on campus, the accuser can contact University Police. If an assault occurred off campus, community members can contact the Sexual Assault Unit of the Pittsburgh Police at 412-323-7141 directly or report to the PP PD for assistance in contacting the Pittsburgh Bureau of Police.

## To report a crime or an emergency at the:

**Main Campus** (Academic, Thayer and Lawrence Halls, Pioneer Suites, Conestoga Suites, University Center, Student Center, Boulevard Apartments, Frontier Hall, Student Center, West Penn Hall, 101 Wood Street, Patterson Building and Playhouse): Call: **412-392-3960** (PP PD Dispatch Center) or **Extension 2222** from any campus phone. The call will be answered at the PP PD Dispatch Center, which is staffed 24 hours a day, seven days a week, 365 days a year. Reports can also be made to the Pittsburgh Police, Allegheny County Police & PA State Police.

All students, faculty, staff and guests are encouraged to promptly and accurately report criminal incidents, accidents and other emergencies to the University Police Department. Witnesses to a criminal incident are encouraged to independently report crimes to University Police or appropriate law enforcement agencies when the victim of the crime elects or is unable to make a report. University Police take reports of all crimes that occur within their jurisdiction.

The PP PD Dispatcher at the Dispatch Center will take the required action, either dispatching a patrol officer to the location or asking the victim to report to the dispatch center to file an incident report. When a serious crime is involved, PP PD Dispatcher will call 911 for the Pittsburgh Police to assist the Point Park Police Officers.

**Point Park University Playhouse:** Call: **412-392-3960** (PP PD Dispatch Center) or **Extension 2222** from any campus phone. The dispatch officer will contact the Playhouse desk attendant and dispatch the attendant, as well as Point Park Police Officers, if necessary, to your location.

## When reporting a crime or incident please provide as much information as possible, including:

- Details of what happened;
- Specific location;
- Identity and/or description of person(s) involved; and
- Date and time of the incident.

Be as specific as possible when giving any information to the PP PD Dispatcher, such as your description of person(s) and victim(s). Police Officers will complete written reports of any incidents that occur on campus or other mandated areas. Follow-up investigations are conducted, and the Pittsburgh Police are notified, when appropriate. Reports are kept on file in the PP PD. Reports that involve violation of the Student Code of Conduct

may be referred to the Director of Student Development for review and potential action.

## **CONFIDENTIAL AND ANONYMOUS CRIME REPORTING PROCESS**

When a student, faculty, or staff member tells a Campus Security Authority (CSA) about a Clery Act qualifying crime or any incident that may be a crime, The CSA is obligated to report the crime to the police department. The Point Park police will investigate all complaints.

The University police recognize that some people are reluctant to report crimes directly to the police. If you request, many University personnel, particularly anyone that has significant authority over students, such as a CSA, will assist you in notifying the police. CSAs may record your complaint on a Campus Security Authority Crime & Incident Report form.

A printable version of the Campus Security Authority Crime & Incident Report form is available at: [URL: http://www.pointpark.edu/incidentreport](http://www.pointpark.edu/incidentreport).

The CSA Report Form may be faxed to 412-392-8159 or mailed to the attention of the Chief of Police, Point Park University Police Department, 201 Wood Street, Pittsburgh, Pennsylvania 15222. The reporting CSA should ensure that she/he completes all information on the form based on the information in their possession. CSAs completing the Crime Report Form should not include the name of the reporting party or other individuals in the report if the person making the report requests confidentiality. CSAs should not investigate the crime or attempt to determine whether a crime, in fact, took place.

University Police personnel may later contact the reporting CSA or others to gather additional information. If the complainant desires to remain anonymous, no attempt will be made to obtain their identity; however, a report will be made detailing the complaint.

When in doubt a report should be completed and submitted!

## **WHAT IS DONE WITH THE CRIME REPORT FORM I SUBMIT?**

University Police will investigate all complaints relative to crime or disorder on campus. The University Police will consolidate the data from multiple sources (including CSA reported qualifying crimes), report the data to the federal Department of

Education, publish an Annual Security Report, and inform the campus community where the report / data is available. The Point Park University Annual Security Report is posted on the University Police web site at:

<http://www.pointpark.edu/About/AdminDepts/PublicSafety/AnnualCampusCrimeReport>. Hard copies of this report are available directly from University Police.

## **ANONYMOUS REPORTING**

Point Park University permits victims or witnesses to report crimes anonymously to PP PD, but encourages individuals who report crime to provide identifying information. The purpose of this type of report is to comply with the reporting party's wish to keep the matter anonymous, while taking steps to contribute to future campus safety. University Police typically will not attempt to trace the origin of the person who submits this form, unless such is deemed necessary for public safety. An online version of the Anonymous Sexual Assault Report form is available at: URL:

<https://www.facebook.com/ppupolice/app/190322544333196/>

<http://www.pointpark.edu/incidentreport>.

## **Voluntary, Confidential Reporting**

If crimes are never reported, little can be done to prevent other members of the community from also being victims. We encourage University community members to report crimes promptly and to participate in and support crime prevention efforts. We also encourage University community members to report crimes when the victim is unable to make the report. The University community will be much safer when all community members participate in safety and security initiatives. If you are the victim of a crime or want to report a crime you are aware of, but do not want to pursue action within the University or criminal justice system, we ask that you consider filing a voluntary, confidential report. Reports filed in this manner are counted and disclosed in the Annual Security Report and Annual Fire Safety Report. In limited circumstances, the department may not be able to assure confidentiality and will inform you in those cases. Anyone may call the University Police at 412-392-3960. Callers may remain anonymous. The University Police will assist victims in filing a Protection from Abuse Order (PFA).

## Campus Security Authorities (CSA)

### RESPONSIBILITIES AND RESOURCES

#### The CSA

The law defines four categories of CSAs: University Police; non-police security staff responsible for monitoring University property; people/offices designated under University policy as those to whom crimes should be reported and "officials with significant responsibility for student and campus activities." It doesn't matter whether the individuals involved in the crime, or reporting the crime, are associated with the institution.

If a CSA receives the crime information and believes it was provided in good faith, he or she must document it as a crime report. In "good faith" means there is a reasonable basis for believing that the information is not simply a rumor or hearsay. That is, there is little or no reason to doubt the validity of the information. Because official responsibilities and job titles vary significantly on campuses, a list of specific titles is not provided in the regulations.

Some examples of CSAs include, but are not limited to: University Police staff, Student Affairs staff, Residence Life staff, Sexual Assault and Peer Education Advisors, Athletic Director and coaches, Student Activities Coordinators, Student Conduct Officer, Resident Educators (Residence Life) and Faculty Advisors to student organizations. University Vice Presidents, Directors, Department Heads and other Administrators, based on their position's responsibilities, will often meet the definition of a CSA. If a university staff member has "significant responsibility" for students and campus activities outside of the classroom, and students potentially could report a crime / incident to that staff member, then they are a CSA. CSAs are defined by function, not title.

CSAs will assist students and others in the University community in making crime reports to police agencies that have jurisdiction. Reports made to CSAs will be routed to the Point Park police for documentation and follow-up. In some instances, information reported may be used to generate a campus warning (Timely Warning) to the University community. Confidential or anonymous reports of Clery-qualifying crimes will be entered into Clery statistics. As part of the federal Clery Act, qualifying incidents reported to University Police from various sources, including CSAs, are required to be published annually and made available to the campus community.

Part of the main focus of the Clery Act, and one of the desires of the PP PD, is to encourage the reporting and ensure the collection of accurate campus crime statistics to promote crime awareness and enhance campus safety. The intent of including non-law enforcement personnel in the CSA role is to acknowledge that some campus community members and students in particular, may be hesitant about reporting crimes to the police, but may be more inclined to report incidents to other campus-affiliated individuals.

While the University has identified many CSAs at Point Park University, we officially designate the following offices as places where campus community members should report crimes:

- Vice President of Student Affairs  
412-392-3840, 7<sup>th</sup> Floor, Student Center
- Dean of Student Life  
412-392-8027, 7<sup>th</sup> Floor, Student Center
- Director of Student Life  
412-392-8028, First Floor Pioneer Hall
- Director, Student Development  
412-392-8029, Room 711, Student Center
- Vice President, Human Resources  
412-392-4727, Room 709, Frontier Hall
- Associate Provost,  
412-392-3983, 8<sup>th</sup> Floor, Academic Hall

#### Who is NOT a CSA?

Administrative, clerical, and service staff who do not have "significant responsibility" for students and campus activities, individual faculty who do not serve as advisors to registered student organizations, physicians/nurses in Student Health who only provide care for students, licensed mental health counselors or pastoral counselors when working within the scope of their license or religious assignment. The University does not employ a pastoral counselor. Licensed mental health and pastoral counselors are encouraged to review crime reporting options (anonymous, if confidentiality is requested, in a Campus Security Authority Crime Report or directly to University Police) as applicable / appropriate with individuals they are counseling who report a Clery Act qualifying incident.

## **MENTAL HEALTH COUNSELING**

Point Park University provides a personal counselor for any student seeking the opportunity to talk privately about personal, academic, or other concerns in a safe, confidential setting. This service includes individual sessions with the University counselor, as well as referral and, where appropriate, coordination of care with outside providers. Also, students have the ability to call the Resolve Hotline at 1-888-796-8226, which is available twenty-four hours a day. Under the Clery Act, "Professional Counselors," are not considered to be campus security authorities when acting in their professional capacity and are not required to report crimes for inclusion into the annual disclosure of crime statistics. The university does not have procedures for professional counselors to encourage patients to voluntarily and confidentially report crimes for inclusion in the crime statistics.

## **MONITORING AND RECORDING CRIMINAL ACTIVITY**

### **CRIMINAL ACTIVITY OFF-CAMPUS**

When a Point Park University student is involved in an off-campus offense, or is a victim of a crime off campus near the University, PP PD may assist with the investigation in cooperation with local, state, or federal law enforcement. Pittsburgh Police routinely work and communicate with PP PD on any serious incidents occurring on-campus or in the immediate areas surrounding the campus. In addition, the PP PD has a mutual notification agreement with the University of Pittsburgh, Carlow University, Duquesne University, Carnegie Mellon University and Chatham University police departments. If a Point Park student is involved in an offense at one of these schools, they will notify the PP PD of the incident. Point Park University operates no off-campus housing or off-campus student organization facilities.

### **DAILY CRIME LOG**

All crimes committed on campus are entered into the Crime Log within two business days of the occurrence. Posting of a crime in the Crime Log may be temporarily withheld if the release of the information would jeopardize the safety of an individual, jeopardize an ongoing investigation, cause a suspect to flee or evade detection, or result in the destruction of evidence. Crimes committed off campus, which involve a student and are reported to PP PD, are also entered into the log. The Crime Log is available upon request and is kept in the PP PD Administration offices located in Frontier Hall 2<sup>nd</sup> floor.

### **DAILY FIRE LOG**

All fires on campus are entered into the Fire Log within two business days of the occurrence. Posting of a fire in the Fire Log may be temporarily withheld if the release of the information would jeopardize the safety of an individual, jeopardize an ongoing investigation, cause a suspect to flee or evade detection, or result in the destruction of evidence. The Fire Log is kept in the Dispatch Center in Frontier Hall. The log is available for viewing upon request at the Dispatch Center.

## **REPORTING MEDICAL EMERGENCIES**

In the event of a medical emergency, notify the PP PD Dispatch Center at 412-392-3960 or extension 2222. For medical non-emergencies, the University nurse, Extension 3800, can be directly contacted during normal business hours. When emergency medical treatment response is needed, a Police Officer will be dispatched to assess the situation. If emergency medical treatment is needed, the PP PD Dispatcher will call 911 and request response by Pittsburgh Emergency Medical Services.

## **CAMPUS SECURITY POLICIES; CRIME PREVENTION AND SAFETY AWARENESS PROGRAMS**

In addition to the many programs offered by the University Police and other University offices, the University has established a number of policies and procedures related to ensuring a reasonably safe campus community. In order to enhance emergency preparedness and prevention efforts, Point Park has established a Behavioral Intervention Team (BIT). The objective of the BIT is to systematically identify, evaluate, and manage potentially threatening situations, including persons of concern, at the University. The multidisciplinary team is composed of people from across the University campus.

Security awareness presentations are made at each freshman and transfer orientation session (spring and summer) to provide information about crime and crime prevention, both on and off campus. Presentations are also conducted for family members to familiarize them with the PP PD and address any questions or concerns.

Brochures covering various crime prevention topics are also made available to the University community at the security desk in each facility.

Security awareness presentations are also conducted yearly during Resident Educator (RE) training. The REs are informed about campus crime and given information on prevention, including ensuring entrance/exit doors to the residence halls are kept shut and locked. RE training also includes information about notifying PP PD of possible crimes and/or dangerous situations.

A common theme of all awareness and crime prevention programs is to encourage students and employees to take responsibility for their own security and the security of others.

Throughout the year, the department's crime prevention officer is available to assist any individual or group in planning, presenting and coordinating programs of interest or concern, or conducting safety and security seminars in residence halls, department offices and any other setting on and off campus. These seminars can be tailored to meet the needs of the group and can be arranged by calling the University Police at 412-392-3960 or by emailing [publicsafety@pointpark.edu](mailto:publicsafety@pointpark.edu). Listed below are some of the programs and services offered by the department.

### **CRIME PREVENTION PROGRAMS**

Crime prevention programs on personal safety and theft prevention are presented by various organizations throughout the year. PP PD personnel facilitate programs for students, parents, staff, and faculty emphasizing crime prevention and the protection of personal property. Human Resources provides information on safety programs during new hire orientations. Sessions are conducted during student orientation and during Freshman Orientation. Crime prevention programs are also presented, when requested, to freshman seminar classes. The Student Affairs Office and the Title IX Office offer multiple sessions and events throughout each academic year about preventing sexual assault, risk reduction, and bystander intervention. Self-defense classes are presented by the Recreation Center at least once a year. These classes teach students practical self-defense techniques. Police officers teach safety courses throughout the year.

#### **Alcohol Awareness**

This presentation focuses on the effects of alcohol and the laws and consequences. Fatal Vision goggles are used as part of this demonstration.

#### **Drug Awareness and Recognition**

This program outlines the most abused drugs on campus, warning signs of abuse and how these drugs affect students and the community.

#### **Personal Safety in Today's Times**

This program offers information and discussion about the latest in practical techniques for protecting yourself and your belongings while at home, at work, and when traveling. This program will help you to create an awareness of possible unsafe scenarios.

## **Refuse To Be A Victim**

This program is normally a four-hour seminar that teaches methods to promote awareness, avoid dangerous situations and prevent criminal confrontations.

## **Sexual Assault Awareness**

These programs are offered to all incoming students through large awareness events, on-line training, and discussions in the required freshman seminar, University 101. Topics covered include definitions of consent, rape and sexual assault, Pennsylvania law, alcohol information, reporting procedures, community resources, victim rights, and safety procedures (risk reduction/safety planning for students on and off-campus).

## **Sexual Harassment and Rape Prevention (SHARP)**

This program is a unisex self-defense course that is founded on statistics-based research and focuses on what is real and what works. It offers students practical skills to use to deter attacks and measures they can take to fend off an attack.

## **Theft Prevention**

Officers present information and precautions to be taken to minimize the risk of becoming the victim of theft.

## **POLICY ON WEAPONS**

Weapons, or any object with the potential to cause bodily harm, are not permitted on campus (including the residence halls). Prohibited “weapons and objects” include, but are not limited to, firearms, rifles, shotguns, knives, stun guns, nun-chucks, bows and arrows, swords, fireworks, explosives, martial arts equipment, and BB guns. Only sworn University Police personnel are authorized to carry weapons while on duty. While off duty, no member of the department is permitted to possess a weapon on campus property. Police training includes daylight and nighttime qualification with firearms including the legal, moral, and practical aspects of carrying a weapon.

Stage weapons are permitted to be used at the Playhouse with the permission from the Asst. Vice President of Public Safety/Chief of Police. However, stage weapons are only used under strictly controlled conditions following established guidelines and are monitored by the Theatre Department faculty.

## **POLICY ON STUDENTS WITH CRIMINAL RECORDS**

Point Park University requests that students self-disclose any prior criminal conviction prior to admission. The University recognizes its responsibility to ensure the safety of the campus community and evaluate any enrolled student’s status with the University based on disclosed crimes and our student code of conduct policies.

## **POLICY ON EMPLOYEES WITH CRIMINAL RECORDS**

Point Park University screens potential employees by inquiring about their criminal history during the application process. In addition, the University conducts criminal background checks on candidates selected for hire. Candidates elected for hire may be rejected for employment based on their criminal records.

## **POLICY ON ALCOHOLIC BEVERAGES**

Pennsylvania Act 31 governs all matters relating to alcohol. Each member of the University community is required to observe Pennsylvania law. No person under the age of 21 is permitted to purchase, consume, transport, or possess alcoholic beverages. Alcoholic beverages will be confiscated from students who are under 21 years of age. Failure to comply will result in further disciplinary action by either the University Police Department or the University Judicial System.

Students, faculty and staff must abide by the terms of the policy. Furthermore, the Drug-Free Workplace Act of 1998 requires any employee to notify the Vice President of Human Resources of any conviction under a criminal drug statute for violations occurring on or off University premises while conducting University business. A report of the conviction must be made within five days following the conviction.

Persons age 21 and over violate Pennsylvania law when they furnish alcohol to a minor. A fine of up to \$2,500, or imprisonment up to three months for failure to pay any fine, will be imposed. Repeat offenders will be fined at least \$300.00 and may be imprisoned for up to one year.

## **ALCOHOL AND OTHER DRUG EDUCATION**

Point Park University is here to assist students in learning about the many aspects of alcohol and other drug consumption. If you have questions regarding alcohol and other drug education, or feel uneasy about your own alcohol or drug consumption, feel free to contact the Office of Student Conduct by phone at 412-392-8029, email at [studentconduct@pointpark.edu](mailto:studentconduct@pointpark.edu), visit the office in 711 Student Center or the website at <http://www.pointpark.edu/StudentLife/HealthandStudentServices/AlcoholDrugEducation>.

Point Park University discourages the use of alcohol by its students. However, resident students who are 21 years of age or older have the privilege to consume, transport, and possess alcoholic beverages in their rooms. In no way should this be interpreted to mean that Point Park University encourages the use of alcohol. Alcoholic beverages are not to be consumed in any public area of the University, including residence hallways. Students are expected to conduct themselves both individually and collectively in a responsible manner. Abusive or excessive consumption of alcohol resulting in interference with the rights of other persons, personal injury, or damage to property will result in severe disciplinary action. Violation can lead to disciplinary action up to and including suspension or expulsion. Residents hosting an event where alcohol is served will be responsible under the Student Code for any violations that occur during the event and may face sanctions accordingly.

College Drinking Prevention Awareness Resources: [www.collegedrinkingprevention.gov](http://www.collegedrinkingprevention.gov)

- Alcoholics Anonymous Pittsburgh [www.pghaa.org](http://www.pghaa.org)
- Narcotics Anonymous [www.na.org](http://www.na.org)
- Higher Education Center for Alcohol, Drug Abuse and Violence Prevention [www.edc.org/projects/higher\\_education\\_center\\_alcohol\\_drug\\_abuse\\_and\\_violence\\_prevention](http://www.edc.org/projects/higher_education_center_alcohol_drug_abuse_and_violence_prevention)
- Mothers Against Drunk Driving (MADD) [www.madd.org](http://www.madd.org)
- Gateway Rehab [www.gatewayrehab.org](http://www.gatewayrehab.org)
- Greenbriar Treatment Center [www.gatewayrehab.org](http://www.gatewayrehab.org)

## **PENNSYLVANIA AND FEDERAL LAWS**

All members of the Point Park University must adhere to all applicable local, state, and federal laws related to the sale and use of alcoholic beverages and other drugs and controlled substance. Failure to comply will result in disciplinary action by either the University Police Department or the University Judicial System.

## **POLICY ON ILLEGAL DRUGS**

Point Park University strictly adheres to the federal and state laws that prohibit the distribution, sale, or use of controlled substances. Students illegally possessing, distributing, or using any controlled substance or paraphernalia will be subject to immediate disciplinary action.

[www.pointpark.edu/StudentLife/StudentConduct/StudentPlannerHandbook](http://www.pointpark.edu/StudentLife/StudentConduct/StudentPlannerHandbook).

## **DRUG-FREE WORKPLACE POLICY**

Point Park University strongly supports the Drug-Free Workplace Act of 1988. Point Park University prohibits the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, as listed in Schedules I through IV of Section 202 of the Controlled Substances Act (21 U.S.C. 812), on the properties of Point Park

University, including the Pittsburgh Playhouse of Point Park University. Violations of such prohibitions on University premises, or off-campus while conducting University-related business, can result in disciplinary action up to and including termination or expulsion. The PP PD is instructed to turn over to the proper authorities any quantity of a dangerous drug discovered in the course of performing its duty. Although the University does not act as an arm of the law, members of the University community have no immunity from enforcement of the law. The University does not and cannot deny access to its property to law enforcement agents seeking to uphold federal and Pennsylvania drug laws. The disciplinary policy of the University permits taking action beyond or separate from any which may be taken by civil authorities.

Distribution and use of prohibited drugs may threaten the physical and mental health of the user, as well as the welfare of other students and the academic community. Point Park University encourages any individual facing a drug or alcohol problem to seek prompt treatment. Counseling and referrals are available for members of the University community through an arrangement with the University of Pittsburgh Medical Center.

## **MISSING STUDENT POLICY**

In compliance with the Missing Person Procedures, 20 U.S.C. § 1092 C (Section 488 of the Higher Education Opportunity Act of 2008), it is the policy of Student Life and the Point Park Police to investigate any report of a missing student who resides at Point Park University. Any community member may contact the University Police or Dean of Student Life's Office to report concern that a student may be missing. If the report did not originate through University Police, the information will be immediately conveyed to University Police to begin an investigation. Point Park University's practice, procedures, and policy are as follows:

### **Practice:**

- A resident student shall be deemed missing when he or she is reportedly absent from the University for more than 24 hours without any known reason.
- All reports of missing students shall be directed to the Point Park Police at 412-392-3960. The Point Park Police will work with Student Life to determine whether the student is "missing" in accordance with this policy. All police officers are properly trained and clearly understand the requirements and how to handle the reports. Students are advised that their missing person contact information is registered and confidential.
- Upon check-in to the campus residence halls, suites, or apartments, all students will have the opportunity to identify an individual to be contacted by the University in case the student is determined to be missing.
  - If the University Police investigation determines that the student is missing, the university will notify the student's Confidential Contact no later than 24 hours after the determination that the student is missing. If the missing student is under the age of 18 and not emancipated, the university will contact a custodial parent or guardian, in addition to the Confidential Contact. The university will also notify the appropriate local law enforcement agency within 24 hours of the determination that the student is missing. Any notification to parents, guardians, or designated contacts will be made by the Dean of Students.
  - Missing student contact information is registered confidentially. This information is private and only accessible to Point Park employees who are authorized campus officials. This information will not be disclosed to others, with the exception to law enforcement personnel in the furtherance of a missing student investigation.

## **NOTIFYING LAW ENFORCEMENT**

Point Park will also notify the appropriate local law enforcement agency of the missing student unless the local law enforcement agency was the entity that made the determination that the student was missing. This notification will include any missing student who lives in on-campus housing regardless of age or status, and regardless of whether he or she has registered a confidential missing student or general emergency contact person. This notification will be made no later than twenty-four hours after the time that the student is determined missing.

## **Procedure:**

- Any report of a missing student should immediately be directed to PP PD.
- PP PD will notify Student Life and the two departments will work in conjunction to do the following:
  - Attempt to make contact with the student reported missing by calling the student's cell phone number on file, going to the student's room (keying in if no answer), interviewing roommate(s) and floormate(s) concerning the last time the student was seen and find any known plans
  - Check the student's card access log to determine when they last entered a building, used their meal plan, etc.
  - Check class schedule and look for student in a classroom—if applicable
  - Contact faculty member regarding attendance if appropriate
  - Determine a timeline of when the student was last accounted for
  - Student Life will notify the Dean on Duty who in conjunction with the Dean of Students and VP of Student Affairs will initiate whatever action deemed appropriate under the specific incident's circumstances.
  - If it is determined that 24 hours have passed with no known whereabouts, the Dean of Students or designee will notify the missing student's designated contact, or if the student is under 18, their custodial parent or guardian, and PP PD will notify the Pittsburgh Police — both within 24 hours of making the determination.
  - If it has been less than 24 hours and the student's absence does not appear irregular or suspicious, a note will be left at the student's room requesting that they contact PP PD immediately upon their return. If at the 24-hour mark the student still has not returned, then the above stated actions will take place.
  - Students under 18 and not emancipated should be aware that parents will be contacted within 24 hours of being determined missing.

## **Notification to Residential Students Concerning the Missing Student Policy:**

- At check-in to the residence halls and apartments;
- Discussed during the mandatory hall meetings;
- Included in the annual Campus Security Report; and
- Published on the Student Life webpage.

## *Sexual Violence – Risk Reduction Tips*

Risk reduction tips can often take a victim-blaming tone, even unintentionally. With no intention to victim-blame, and with recognition that only those who commit sexual violence are responsible for those actions, these suggestions may nevertheless help you to reduce your risk of experiencing a non-consensual sexual act. Below, suggestions to avoid committing a non-consensual sexual act are also offered:

- If you have limits, make them known as early as possible.
- Tell a sexual aggressor “NO” clearly and firmly.
- Try to remove yourself from the physical presence of a sexual aggressor.
- Take affirmative responsibility for your alcohol intake/drug use and acknowledge that alcohol/drugs lower your sexual inhibitions and may make you vulnerable to someone who views a drunk or high person as a sexual opportunity.
- Take care of your friends and ask that they take care of you. A real friend will challenge you if you are about to make a mistake. Respect them when they do.

If you find yourself in the position of being the initiator of sexual behavior, you owe sexual respect to your potential partner. These suggestions may help you to reduce your risk for being accused of sexual misconduct:

- Clearly communicate your intentions to your sexual partner and give them a chance to clearly relate their intentions to you.
- Understand and respect personal boundaries.
- **DO NOT MAKE ASSUMPTIONS** about consent; about someone’s sexual availability; about whether they are attracted to you; about how far you can go or about whether they are physically and/or mentally able to consent. If there are any questions or ambiguity then you **DO NOT** have consent.
- Mixed messages from your partner are a clear indication that you should stop, defuse any sexual tension and communicate better. You may be misreading them. They may not have figured out how far they want to go with you yet. You must respect the timeline for sexual behaviors with which they are comfortable.
- Don’t take advantage of someone’s drunkenness or drugged state, even if they chose to drink/take a drug on their own.
- Realize that your potential partner could be intimidated by you, or fearful. You may have a power advantage simply because of your gender or size. Don’t abuse that power.
- Understand that consent to some form of sexual behavior does not automatically imply consent to any other forms of sexual behavior.
- Silence and passivity cannot be interpreted as an indication of consent. Read your potential partner carefully, paying attention to verbal and non-verbal communication and body language.

# POLICY PROHIBITING SEXUAL MISCONDUCT, RELATIONSHIP VIOLENCE & STALKING

*Sexual assault crimes will not be tolerated by Point Park University.*

## Policy

Point Park University prohibits all forms of sexual misconduct, including sexual harassment, sexual assault, sexual abuse, domestic violence, dating violence, and stalking. Sexual misconduct, domestic violence, dating violence, and stalking are inconsistent with the University's values and will not be tolerated. All members of the Point Park community share in the responsibility to maintain the University's environment that supports the safety and dignity of each member of the community.

## DEFINITIONS

**Sexual Assault** is non-consensual sexual contact or non-consensual sexual intercourse (as defined below). Sexual assault includes sexual contact or sexual intercourse achieved by the use or threat of force or violence, coercion or intimidation, without consent, or where an individual is incapacitated.

- i. Non-consensual sexual contact is any sexual touching, however slight, with any part of a person or an object, by any person upon another without consent (as defined below), or by forcing any person to touch you or his/herself in a sexual manner. Non-consensual contact includes improper touching of intimate body parts, non-consensual removal of another's clothing, indecent contact (i.e. the unwanted touching of intimate body parts including, but not limited to, genitals, buttocks, groin, or breasts), or causing another to have indecent contact with those intimate body parts.
- ii. Non-consensual sexual intercourse is any sexual intercourse by any person upon another without consent (as defined below). It includes oral, anal and vaginal penetration, to any degree, with any part of the body or any object. Non-consensual intercourse may be accomplished by expressly or implicitly forcing or coercing another person to have intercourse against that person's will, including the use or threat of physical force, or any behavior that is designed to intimidate and induce fear in another person. Non-consensual sexual intercourse can also occur when another person is incapable of denying or giving consent.

## TITLE IX NOTICE OF NON-DISCRIMINATION

Point Park University does not discriminate on the basis of sex in its education programs, activities, or employment practices. Title IX of the Education Amendments of 1972 (Title IX), 20 U.S.C. §§1681 *et seq.*, and its implementing regulations, 34 C.F.R. Part 106, prohibit discrimination on the basis of sex in education programs or activities operated by recipients of Federal financial assistance.

Sexual harassment, which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature. Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol, age or disability. Conduct that may be considered sexual harassment includes:

- Uninvited touching, hugging, or patting
- Pressure for sexual favors for rewards related to school or work
- Obscene phone calls, texts, pictures, gestures or emails

Any inquiries or complaints related to Title IX can be made by contacting Elizabeth H. Rosemeyer, Title IX Coordinator at 412-392-3980, [erosemeyer@pointpark.edu](mailto:erosemeyer@pointpark.edu).

**Domestic Violence** is a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the Commonwealth of Pennsylvania, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the Commonwealth of Pennsylvania.

**Dating violence** is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement, taking into consideration of the following factors:

- (i) The length of the relationship;
- (ii) The type of relationship; and
- (ii) The frequency of interaction between the persons involved in the relationship.

Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence, for purposes of this policy, does not include emotional abuse.

**Stalking** means to engage in a course of conduct directed at a specific person that would cause a reasonable person to —

- (A) fear for his or her safety or the safety of others; or
- (B) suffer substantial emotional distress.

One engages in an impermissible course of conduct if one engages in two or more acts that include, but are not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person in a way prohibited as described above or interferes with a person's property.

**Consent** is knowing, voluntary and clear permission by word or action, to engage in mutually agreed upon sexual activity. Since individuals may experience the same interaction in different ways, it is the responsibility of each party to make certain that the other has consented before engaging in the activity. For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct.

A person cannot consent if he or she is unable to understand what is happening or is disoriented, helpless, asleep or unconscious for any reason, including due to alcohol or other drugs. An individual who engages in sexual activity when the individual knows, or should know, that the other person is physically or mentally incapacitated has violated this policy.

It is not an excuse that the individual accused of sexual misconduct was intoxicated and, therefore, did not realize the incapacity of the other.

Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). A current or previous dating relationship is not sufficient to constitute consent. The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred and any similar previous patterns that may be evidenced. Silence or the absence of resistance alone is not consent. A person can withdraw consent at any time during sexual activity by expressing in words or actions that he or she no longer wants the act to continue, and, if that happens, the other person must stop immediately.

In Pennsylvania, a minor (meaning a person under the age of 16 years) cannot consent to sexual activity. This means that sexual contact by an adult with a person younger than 16 years old is a crime, as well as a violation of this policy, even if the minor wanted to engage in the act.

## PREVENTION AND AWARENESS

Point Park University believes that educating its community about sexual misconduct, relationship violence (including domestic violence and dating violence as defined above) and stalking is the most effective way to create a learning environment free of sexual misconduct, relationship violence and stalking. To that end, the University employs a variety of active (e.g., interactive programs) and passive (e.g., poster campaigns) strategies to inform the community about how to prevent sexual misconduct, relationship violence and stalking and what to do in the event they occur.

Each year the University will consider the current campus atmosphere and indicators to design and implement a campaign or activities which address campus specific issues related to sexual misconduct, relationship violence and stalking. The University may utilize outside resources for community-wide campaigns and/or secure programmatic services from local rape and trauma victim centers. Programs may focus on, but are not exclusive to, specific topics such as bystander training, the relationship between alcohol and sexual misconduct, definitions of consent, or relationship violence. Educational activities will also include information on how to report sexual misconduct, relationship violence and stalking, the University investigation process, and support resources available on- or off-campus to those affected by sexual misconduct, relationship violence and stalking.

Program implementation occurs throughout the academic year in a variety of forms for all members of the community, including undergraduate, graduate, and on-line students, staff, and faculty. Campus members will have multiple opportunities to participate in prevention and awareness activities through social events, on-line trainings, small-group discussions, and annual awareness events. First year students and athletes receive targeted prevention programming and training during their fall orientation.

Employees also have opportunities to participate in “Lunch and Learn” sessions where they may gain knowledge about how to respond to an individual who has experienced sexual misconduct, relationship violence and stalking, how to report sexual misconduct, relationship violence and stalking, and their rights under federal and state law to work in an environment free of sexual misconduct, relationship violence and stalking.

Finally, the University makes every effort to make its Policy Prohibiting Sexual Misconduct, Relationship Violence and Stalking easily accessible and available to all campus members. The policy is regularly distributed to students in the fall, and new hires for staff or faculty. It is included in the annual student planner and the Administrative and Staff Handbook and Policies Manual. It is also available on the Point Park University website at [www.pointpark.edu/sexual-misconduct-policy](http://www.pointpark.edu/sexual-misconduct-policy).

# STEPS TO INTERVENE

We all play a critical role in identifying situations that have a potential for harm, and intervening if something doesn't look or feel quite right.

Don't be a bystander-step in to protect people who need your help. Your actions could prevent someone from becoming a victim of sexual assault.

## 1. BE AWARE of Events Around You

## 2. TAKE RESPONSIBILITY

For The Well-Being  
Of Everyone In  
The Community

## 3. STEP IN And Help Others

### SEPARATE

Step in directly and separate the two persons involved.

If you feel comfortable, let them know your concerns and reasons for intervening in the situation.

Be a friend- let them know you're stepping in because you care about them.

### DISTRACT

Use distraction to re-direct the focus of one person elsewhere.

Use phrases such as "Hey, I need to talk to you." or "Hey, let's go somewhere else."

If you need, commit a "party foul" like spilling your drink on one of the people you're separating.

### RECRUIT

Let some friends know what is going on and recruit their help.

Step in as a group and separate the persons involved.

### SUPPORT

If the situation looks unsafe call The Department of Public Safety at 412-392-3960 or 911 for assistance.

Clearly let the authority figure know your concerns and stay present until help arrives.

## TRAINING OF EMPLOYEES

The University takes its responsibility to train its staff, faculty and student-workers on the University's Policy Prohibiting Sexual Misconduct, Relationship Violence and Stalking very seriously. The amount of training required of an individual will depend on the level of involvement an individual may have in the reporting, investigating, and resolution process of reported sexual misconduct.

All employees who interact with students, whether directly or indirectly, will receive annual training on the definition of sexual misconduct, relationship violence, and stalking and the University's reporting procedures for sexual misconduct, relationship violence, and stalking.

Any employee potentially involved in investigating or adjudicating a report of sexual misconduct, relationship violence, or stalking will receive additional training to include, at a minimum, best practices for conducting an investigation, trauma-centered sexual assault training, and training specific to the University's reporting, investigation and resolution policies, which adhere to all legal obligations under Title IX of the Education Amendments of 1972.

The University utilizes external consultants, legal counsel and local rape and trauma victim centers to bolster its training. Additionally, all investigators and adjudicators receive training related to interviewing techniques, unconscious bias, planning an investigation and writing reports on the information gathered during an investigation. Investigators and adjudicators provide regular updates to the Title IX Coordinator to ensure timeliness of the investigation and/or resolution, and that all relevant parties or witnesses are allowed the opportunity to be heard.

## FOLLOWING AN INCIDENT OF SEXUAL MISCONDUCT

Any Point Park student, faculty, or staff member who has experienced or who is aware of conduct that constitutes sexual misconduct, relationship violence, or stalking is strongly encouraged to **seek immediate medical assistance, to call 911 or the University's Police Department at 412.392.3960, and to preserve pertinent information and tangible materials, such as text messages, photos and clothing.**

To report any non-emergency sexual misconduct, please contact Elizabeth Rosemeyer, Title IX Coordinator, at 412.392.3980 or [erosemeyer@pointpark.edu](mailto:erosemeyer@pointpark.edu). Reports may also be made to a Deputy Title IX Coordinator, Student Life staff, faculty member, or any other University official.

### On-line reports

On-line reports may be submitted, anonymously if so desired, at [www.pointpark.edu/incidentreport](http://www.pointpark.edu/incidentreport).

### Emergency Contact Information

In the event of a sexual assault or relationship violence, visiting a hospital emergency room will ensure treatment is provided for possible injuries, pregnancy, or sexually transmitted disease. Additionally, a Sexual Assault Nurse Examiner (SANE) can obtain forensic evidence of an assault up to ten days after the incident. This can be important if legal options are pursued later, including obtaining a protection order. There is a limited window of time (up to 10 days) following an incident of sexual assault to preserve physical and other forms of evidence. Taking the step to gather evidence immediately does not commit an individual to any course of action. The decision to seek medical attention and to gather any evidence will remain confidential and will preserve the full range of options to seek resolution through the University's complaint processes and/or criminal action. Additionally, in Pennsylvania, an individual can submit to a medical exam anonymously.

EMERGENCY RESPONSE	MEDICAL CARE	COUNSELING
Point Park Police Contact any Police Officer or call 412.392.3960	Student Health Center 203 Thayer Hall 412.392.3800	Student Counseling Center 7 <sup>th</sup> floor, Student Center 412.392.3959 (during normal University office hours)
Pittsburgh Police Department Call 911	Magee-Women's Hospital 412.641.4933	Pittsburgh Action Against Rape (PAAR) 1.866.END.RAPE (363.7273) <a href="http://www.paar.net">www.paar.net</a>
	UPMC Mercy Hospital 412.232.8222	Women's Center and Shelter of Greater Pittsburgh 412.687.8005 <a href="http://www.wcspittsburgh.org">www.wcspittsburgh.org</a>
		Persad Center 1.888.873.7723 <a href="http://www.persadcenter.org">www.persadcenter.org</a>

University staff can assist in obtaining medical or mental health care, and notifying law enforcement in the proper jurisdiction if the complainant desires. Also, Pittsburgh Action Against Rape will be notified of all reported assaults so that trained crisis counselors can accompany a victim to the hospital 24 hours a day, if the complainant desires. The University will work with the complainant and law enforcement to implement any needed protective measures including No Contact Orders issued by the University and/or lawful orders issued by criminal, civil, or tribal court.

Complainants have the right to decline notification to law enforcement. This choice does not remove availability of any medical treatment and assistance from the University.

### **Notification of Available Remedies**

Upon receiving a report of sexual assault, relationship violence, or stalking, the University will provide the victim and all relevant parties written notification of services available to them. These services include, but are not limited to counseling, medical care, mental health care, legal assistance, victim advocacy, visa and immigration assistance, student financial aid, including information about current scholarships. Additionally, the University will notify victims of and make available to victims assistance with academic, living, transportation, working situations and on-campus protective measures. Some examples of these situations are changing class schedules, providing alternate housing arrangements, allowing withdrawal from a course without financial penalty, and/or changing a supervisor at a work study position.

These resources remain available to complainants regardless of whether the victim chooses to report the crime to campus police or law enforcement.

All students and employees can access information about available services and remedies through the University's Title IX website ([www.pointpark.edu/titleix](http://www.pointpark.edu/titleix)) or by contacting the University's Title IX Coordinator, Elizabeth Rosemeyer at 412.392.3980.

### **Confidential Reporting and Resources**

The University encourages individuals who experience any form of sexual misconduct, relationship violence, or stalking to talk to someone about what happened — so they can get the support they need, and so the University can respond appropriately. Different employees on campus have different abilities to maintain a victim's confidentiality. Please review the information below to find the resource with which you are most comfortable.

Upon notice of a report, the University provides the complainant and respondent, if named, a list of confidential resources in writing and is made available on the University Title IX webpage ([www.pointpark.edu/titleix](http://www.pointpark.edu/titleix)). Any remedies or protective measures provided to the complainant will remain confidential, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the remedies or protective measures.

### **Completely Confidential Communication**

Resources in this category are required by law and professional ethics standards to maintain near complete confidentiality. Unless a professional licensed counselor believes there is an imminent threat, those licensed counselors who provide mental-health counseling to members of the University community will not report any information about an incident to the Title IX Coordinator without first obtaining the victim's permission.

#### ***Students may obtain these services on campus from:***

Student Counseling Center  
7th Floor, Student Center 412.392.3959  
[counseling@pointpark.edu](mailto:counseling@pointpark.edu)

Student Health Center  
2nd Floor, Thayer Hall 412.392.3800  
[hcapo@pointpark.edu](mailto:hcapo@pointpark.edu)

#### ***Students and all employees may obtain services off-campus from:***

Pittsburgh Action Against Rape (PAAR)  
24 Hour Hotline: 1.866.END. RAPE (363-7273)  
[www.paar.net](http://www.paar.net)

Center for Victims  
24 Hour Crisis Hotline: 1.866.644.2882 [www.centerforvictims.org](http://www.centerforvictims.org)

Women's Center and Shelter of Greater Pittsburgh 412.687.8005  
[www.wcspittsburgh.org](http://www.wcspittsburgh.org)

Persad 1.888.873.7723  
[www.persadcenter.org](http://www.persadcenter.org)

### **Exceptions to Confidentiality**

In some instances, confidential resources will be required by state law to report certain information. In Pennsylvania, incidents involving minors must be reported to Childline at (800) 932-0313. Additionally, if information indicates the safety of the victim or other campus members is in jeopardy, the resource may be required to break confidentiality. Finally, in rare instances, there may be occasion where a resource is required to testify in a criminal proceeding.

### *Timely Warnings*

The University is required to give a timely warning of any alleged perpetrators who commit a crime on or adjacent to campus and pose a serious and immediate threat to the campus community. In such an event, the Point Park University Police Department will issue a warning through its PointALERT system after consultation with University Administration as reasonable under the circumstances.

All recordkeeping that is available for public inspection will not include personally identifiable information about the victim.

## **REPORTING POLICIES AND PROTOCOLS**

### **A. Direct Reporting Options**

A reporter may report sexual misconduct, relationship violence, and stalking by instituting either a criminal process and/or an institutional process. The criminal process begins by calling the local police department or University police department. The institutional process may be instituted by calling Elizabeth Rosemeyer, Title IX Coordinator at 412.392.3980, contacting any Deputy Title IX Coordinator, faculty member, or by completing an Incident Report, which may be submitted anonymously if desired, and is located on the University website at [www.pointpark.edu/incidentreport](http://www.pointpark.edu/incidentreport). Upon receipt of a report, the Title IX Coordinator, or designee, will contact the complainant and provide a written explanation of their rights and options for assistance.

### **B. Indirect Reporting**

Any University official who receives notice of a violation of this policy and is not listed as a confidential resource elsewhere in this policy is obligated to report that violation to the Title IX Coordinator or any Deputy Title IX Coordinator.

### **C. Protecting Complainants, Reporters and Witnesses**

#### **Retaliation**

The University does not tolerate retaliation and will pursue actions against those who take retaliatory measures against reporting individuals or witnesses. When an individual reports sexual misconduct, relationship violence, or stalking to any campus resource, that resource will work with the Title IX Coordinator or the appropriate Deputy Title IX Coordinator to ensure that the Complainant and reporter are protected from further misconduct and from retaliation for making the report. The Title IX Coordinator or her/his designee will consult with the Complainant regarding protective measures such as changes to University housing and/or academic schedules, changing office locations, removing the reporting individual's information from the Campus directory, and/or issuing a "no contact order." Protective measures applicable to students will be enforced under the Student Code of Conduct by the Associate Vice-President

of Student Affairs. Protective measures applicable to staff will be enforced by the Vice President of Human Resources. Protective measures applicable to faculty will be enforced by the Provost.

### **Amnesty**

Assisting students who are reporting sexual misconduct, relationship violence, and stalking is the University's primary interest. In order to facilitate reporting, the Vice-President of Student Affairs may choose not to charge students who report sexual misconduct, relationship violence, and stalking and any material witnesses with Student Code of Conduct violations for behavior that would otherwise be considered violations (for example, consuming alcohol underage or consuming illegal drugs).

### **False Accusations**

Deliberately false and/or malicious accusations of sexual misconduct, relationship violence, or stalking, as opposed to complaints which, even if erroneous, are made in good faith, are just as serious as sexual misconduct, relationship violence, and stalking and will be subject to appropriate disciplinary action.

## **INVESTIGATION PROCEDURES AND PROTOCOLS**

### **A. Assessment and Timeline**

The University strives to investigate and resolve all reports of possible violations of the Policy Prohibiting Sexual Misconduct, Relationship Violence and Stalking within sixty (60) days.

Receipt of an Incident Report which includes allegations of sexual misconduct, relationship violence or stalking will trigger an initial Title IX/VAWA assessment. This assessment will be conducted by the Title IX Coordinator, in consultation with one or more of the following, Deputy Title IX Coordinators, Director of Student Development, Dean of Student Life, and/or Assistant Vice President of Public Safety. All University officials involved in a University response to a report of sexual misconduct, relationship violence or stalking receive annual training on conducting fair and impartial investigations and resolutions. These individuals also receive annual training on issues related to sexual misconduct, relationship violence and stalking.

The assessment will determine if any immediate risk of harm to an individual or the community exists, and will implement any necessary interim measures to address those risks. It will also determine whether the conduct as reported, if true, would constitute a violation of this policy. If the initial assessment finds that it is plausible that a violation of this Policy may have occurred, the University will appoint an investigator of its choosing to contact the Complainant and initiate an investigation. The extent and depth of the investigation will depend upon such factors as the Complainant's desire to pursue disciplinary action, the risk posed to the community, and the nature of the alleged behavior. If the Complainant chooses to pursue criminal charges, the University Police Department will work with the Complainant to connect him/her with the appropriate local police department (if the reported incident occurred off campus) or community resource.

If a Complainant refuses to participate in the process, the University may determine that even so, it is appropriate to move forward with an investigation and the protocols set forth in this Policy.

### **B. Measures & Remedies**

The University's primary goal is to ensure that any victim of sexual misconduct, relationship violence, or stalking is safe. Regardless of whether a Complainant chooses to pursue disciplinary action, the University will take interim measures to protect the party (ies) involved and ensure that all safety, emotional, and physical well-being concerns are met.

Interim measures to protect the safety of the Complainant will be determined on a case-by-case basis. In making the determination, the University will consider, at a minimum, the Complainant's expressed need, the severity or pervasiveness of the allegations, the continuing effects on the Complainant, the likelihood that the Complainant will come into contact with the Respondent through daily activities, and whether any legal steps have been taken to protect the Complainant.

The University will also consider, as appropriate, whether and what interim measures and remedies should be provided or offered to the Respondent.

### *Student Remedies:*

Some examples of immediate remedies the University may provide to a student include modifying class schedules, workplace schedules, and/or extracurricular activities; changing housing arrangements; providing counseling and academic support services; providing a Support Advocate; offering extra time to complete, re-take or withdraw from a class without academic or financial penalty; and providing escort services on campus from the campus police. If an investigation against a named Respondent occurs, the University may also initiate a no contact order, alter the housing accommodations of the Respondent; and alter the class, work or extracurricular schedule of the Respondent. Where it is deemed appropriate, the University may issue an interim suspension for a Student-Respondent.

### *Staff Remedies:*

Some examples of immediate remedies the University may provide to a staff member include: modifying work schedule or shift, workplace department or location, supervisor or direct reports if Complainant is a supervisor; providing a Support Advocate; assisting in obtaining counseling services through the Employee Assistance Plan or otherwise; providing escort services on campus and increasing security around Complainant. If an investigation against a named Respondent occurs, the University may initiate a no-contact order, issue a persona non grata order to prevent a person from coming on campus, and/or alter the assigned department, work schedule or work location, or the supervisory reporting structure of the Respondent.

### *Faculty Remedies:*

Some examples of immediate remedies the University may provide to a faculty member include: modifying teaching schedule, workplace schedule, and/or extracurricular schedule; providing a Support Advocate; assisting in obtaining counseling services through the Employee Assistance Plan or otherwise; providing escort services on campus and increasing security around the Complainant. If an investigation against a named Respondent occurs, the University may initiate a no-contact order, issue a persona non grata order to prevent a person from coming on campus, and/or alter the class or work schedule of the Respondent.

## **C. Investigation Process**

Investigations into allegations of sexual misconduct, relationship violence, and stalking will usually include interviews with the Complainant, Respondent, and all relevant witnesses. A thorough review of pertinent physical and documentary evidence, such as, photographs, security videos, electronic messages, including text messages, social media postings, and any other relevant resource will also occur. Complainants and Respondents will have the opportunity to present additional evidence to the investigator, and to suggest other fact witnesses that the investigator may wish to interview. Character witnesses will not be heard.

In addition to the Support Advocates offered to the Complainant and Respondent, individuals may choose an advisor of their choice to accompany them during the investigative process or any related meeting that is part of the Title IX proceedings. An advisor is any individual who provides the Complainant or Respondent support, guidance, or advice. This advisor may be a parent, a community advocate, or any other person (including an attorney). The advisor's role is purely supportive; the advisor may not speak on behalf of the Complainant or Respondent or otherwise directly participate in the investigation process.

The University aims to complete investigations under this Policy within thirty (30) days. In some circumstances, an extension of this timeframe may be required. Possible conditions that would extend the time needed to complete an investigation include, but are not limited to, the complexity of the reported incident, the number of witnesses involved, related and on-going criminal investigations, school breaks and vacations or unforeseen circumstances. If a delay is necessary, the University will notify all parties of the reasons for the delay and the expected adjustment in timeframes. In all cases, the University will employ a process which balances principles of thoroughness and equity with promptness.

Upon completion of the investigation, the appointed investigators will submit a Findings of Fact Report to the Title IX Coordinator. The Findings of Fact Report will include the nature of the allegations reported, a summary of the information gathered from interviews, and any physical or documentary evidence reviewed.

The Title IX Coordinator will forward the Findings of Fact Report and all other materials, including any clarifying statement provided by a party, to the appropriate Deputy Title IX Coordinator. All parties will be notified that the investigation is complete and be provided with information about next steps in the resolution process.

## **RESOLUTION PROCESS**

Members of the Point Park community may choose an Informal or Formal Resolution process for resolving complaints. The Informal Resolution process is available only for reports of incidents where the reported behavior could not constitute a crime. Reports that could include crimes such as sexual assault, dating or domestic violence, or stalking cannot be resolved informally. Regardless of the resolution process chosen by the complainant, the University commits to providing all parties with a prompt, fair and impartial process from the initial investigation to the final result. This includes receiving timely notice, equal opportunities to be heard, and equal opportunities to respond to the reported behavior.

- **Informal Resolution**

An informal resolution is a mechanism for achieving resolution between parties without a formal investigation. Complainants choosing this path of resolution do not forego access to remedies needed to continue their education.

Through the informal resolution process, Complainants are choosing to have their report of misconduct shared with the Respondent(s). The Title IX Coordinator will meet with the Respondent(s) to inform him or her of the reported misconduct. The Respondent(s) will have the opportunity to accept or deny responsibility for the accused misconduct. If the Respondent(s) accepts responsibility for their action, appropriate disciplinary actions will be imposed by the appropriate Deputy Title IX Coordinator.

The Complainant will be notified of the Respondents' acceptance of responsibility and that the case has been resolved. Neither the Complainant nor the Respondent may appeal from an informal resolution.

- **Formal Resolution**

Once an investigation is conducted and a Findings of Fact Report of the investigation is submitted to the Title IX Coordinator, the resolution process will begin. The University aims to complete the resolution process, including notifying all parties of the outcome of the investigation, within 30 days.

A Deputy Title IX Coordinator is responsible for reviewing the Findings of Fact Report and determining whether a violation of the University's Policy Prohibiting Sexual Misconduct, Relationship Violence and Stalking has occurred. This determination will include a full review of all relevant information and be based on a preponderance of the evidence standard (i.e., whether it is more likely than not that a violation occurred).

Upon making a decision on whether a violation has occurred, the Deputy Title IX Coordinator will issue an Outcome Letter outlining the decision made, and will also explain the imposed sanctions and remedies. Sanctions for those found responsible for a policy violation may include, but are not limited to:

- a warning letter,
- required prevention education,
- removal from a student program,
- restrictions on access to certain University facilities, such as a residence hall,
- No Contact Order,
- restrictions on future class scheduling to avoid classes with the complainant,
- limits on employment at the University,

- suspension for one to four semesters,
- suspension for the remainder of an academic year, or
- expulsion.

This information will be provided in writing to the Complainant and the Respondent, taking into account any applicable privacy issues. Upon request, the University will disclose results of the investigation and resolution to the next of kin, if the complainant is deceased. The Deputy Title IX Coordinator will review the Outcome Letter with the Complainant and Respondent separately to ensure the reasoning of the decision is fully understood and to inform the Complainant and Respondent of the right to appeal. *Note, however, that a Complainant or Respondent who has refused to participate in the investigation process has no right to appeal.*

If it is determined that a violation of the Policy Prohibiting Sexual Misconduct, Relationship Violence and Stalking did not occur, but the reported behavior would violate a different University policy, such as the Student Code of Conduct, the case may be referred to the appropriate office for resolution.

- **Right to Appeal**

Except as noted above, both the Complainant and the Respondent have the right to appeal the decision of the Deputy Title IX Coordinator. Parties to the case are informed of their right to appeal through the University's Policy Prohibiting Sexual Misconduct, Relationship Violence, and Stalking in writing and electronically. Further, the Complainant and Respondent receive written notice of their right to appeal in their Outcome Letters which provides the determination whether the University's policy has been violated.

An appeal must be filed within ten (10) business days of the date of the Outcome Letter. An appeal may only be filed on two bases: 1) the appealing party has new information that was not included in the investigation Findings of Fact Report and could not have been provided earlier; or 2) the sanction was not proportionate to the offense.

The appeal should be submitted in writing to the University Title IX Coordinator. The Title IX Coordinator will forward the appeal and all materials from the investigation to a Deputy Title IX Coordinator not involved in the original investigation or the Provost/Senior Vice President for Academic and Student Affairs ("Appeal Officer"). The choice of the Appeal Officer is at the sole discretion of the University.

The Appeal Officer will review the Findings of Fact Report and related evidence, the decision by the Deputy Title IX Coordinator, and the information provided in the appeal documents in making a determination whether a violation occurred. Using a preponderance of the evidence standard, the Appeal Officer will issue an Outcome Letter to the appealing party detailing the decision and any applicable sanctions or remedies. If any changes occur to the original decision, the non-appealing party will be made aware of the change. The decision is final with no further appeal process.

## **RIGHTS OF THE COMPLAINANT AND RESPONDENT**

The University commits to providing a fair and equitable process for resolving complaints of sexual misconduct, relationship violence, and stalking, which includes the following:

- The right to prompt investigation and appropriate resolution of all credible complaints of sexual misconduct, relationship violence, and stalking.
- The right to be treated with respect by University officials.
- The right to be informed of and have access to campus resources for medical, counseling and advisory services where indicated.
- The right to be fully informed of the nature, rules and procedures of the investigation and resolution process, and to timely written notice of the alleged violations within the complaint, including the nature of the violations.
- The right not to have irrelevant prior sexual history admitted as evidence in the Findings of Fact Report.

- The right to appeal sanction(s) imposed, in accordance with the standards for appeal established by the University’s Policy Prohibiting Sexual Misconduct, Relationship Violence and Stalking.
- The right to an investigation and resolution process that is closed to the public.
- The right to petition that the Deputy Title IX Coordinator be removed on the basis of demonstrated bias.
- The right to have complaints and appeals heard by a Deputy Title IX Coordinator, Title IX Coordinator, or other designated University official who have received annual sexual misconduct, relationship violence, and stalking adjudication training.
- The right to be accompanied and assisted by an advisor during the investigation process. This advisor can be anyone, including an attorney provided at the Complainant’s/Respondent’s own cost, but the advisor may not take part directly in the interview or investigation itself, though they may communicate with the Complainant/Respondent as necessary.
- The right to an outcome based solely on evidence presented during the investigation process. Such evidence shall be credible, relevant, based in fact, and without prejudice.
- The right to timely written notice of the outcome and sanction(s).

## **SEXUAL OFFENDER REGISTRATION/CAMPUS SEX CRIMES PREVENTION ACT**

Pennsylvania’s General Assembly has determined that making information about registered sex offenders available to the public through the Internet will enhance public safety. Knowing whether a person is a registered sex offender could be a significant factor in protecting yourself, your family members, or persons in your care from recidivist acts by registered sex offenders. Public access to information about registered sex offenders is intended solely as a means of public protection.

Pursuant to the provisions of Pennsylvania’s Megan’s Law, 42 Pa.C.S. § 9791 et seq., the Pennsylvania State Police have established a web page to provide timely information to the public on registered sex offenders residing in the Commonwealth. Megan’s Law requires the State Police to create and maintain a registry of persons who have been convicted of, entered a plea of guilty to, or adjudicated delinquent of certain sex offenses listed in 42 Pa.C.S. §§9795.1 and 9795.2. Additionally, the Pennsylvania State Police are required to make certain information on registered sex offenders available to the public through an Internet website. The Pennsylvania State Police have established this website according to the requirements of 42 Pa.C.S. § 9798.1. You can view the web site at the following address: [www.pameganslaw.state.pa.us](http://www.pameganslaw.state.pa.us).

## **LAWS GOVERNING THIS REPORT**

### **Federal Legal Requirements – The Clery Act**

Enacted in 1990, The Student Right to Know and Campus Security Act (pub. L. 101-542) was designed to “assist students in making decisions which affect their personal safety...” and “to make sure institutions of higher education provide students, prospective students, and faculty the information they need to avoid becoming the victims of campus crime.” The Higher Education Act of 1998 and the subsequent amendment of the implementing regulations (34 C.F.R. 668.46) significantly expanded institutions’ obligations under the Act and renamed it the “Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act” (hereafter the “Clery Act”).

The Clery Act requires colleges and universities to:

- Publish an annual report every year by October 1 that contains campus crime statistics and certain campus security policy statements from the past three years;
- Disclose crime statistics for the campus, public areas immediately adjacent to or running through the campus, and certain non-campus facilities. The statistics must be gathered from campus police or security, local law enforcement, and other University officials who have “significant responsibility for student and campus activities;”
- Provide “emergency warning” notices of those crimes that have occurred and pose an ongoing “threat to students and employees;” and

- Disclose in a public crime log “any crime that occurred on campus or within the patrol jurisdiction of the campus police or the campus security department and is reported to the campus police or security department.”

### **State Legal Requirements - The Pennsylvania Uniform Crime Reporting Act**

The Pennsylvania Uniform Crime Reporting Act (18 P.S. §20.101 et seq.), as implemented by Chapter 33 of the Regulations of the State Board of Education, requires colleges and universities to:

- Report to the Pennsylvania State Police annual crime statistics for publication in the FBI’s Uniform Crime Report, which collects data on additional categories of felony and misdemeanor crime;
- Report crime rates for all reportable offenses;
- Provide the numbers of enrolled students and employees; and
- Disclose information and security policies on the types of available student housing, admission of visitors to housing facilities, measures to secure entrances, and standard features to secure room doors.

## **CRIME STATISTICS: CRIMES MONITORED AND DEFINITIONS**

In accordance with the Clery Act, Point Park University’s annual security report includes statistics for the previous three calendar years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by Point Park University; and on public property within, or immediately adjacent to and accessible from, the campus. The statistics for the report are obtained from the campus Crime Log, the Student Affairs Office, and local police authorities. In accordance with the Clery Act, the following crime categories must be reported:

- Murder/Non-Negligence by Manslaughter
- Negligence by Manslaughter
- Sex Offense, Rape
- Sex Offense, Fondling
- Sex Offense, Incest
- Sex Offense, Statutory Rape
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson
- Fire
- Liquor Law Arrests
- Liquor Law Violations referred for Disciplinary Action
- Drug Law Arrests
- Drug Law violations referred for Disciplinary Action
- Illegal Weapons Possession Arrests
- Illegal Weapons Possession Violations referred for Disciplinary Action

- Domestic Violence
- Dating Violence
- Stalking

### **Clery Act Definitions of Reportable Crimes**

**Murder and Non-negligence by Manslaughter:** The willful (non-negligent) killing of one human being by another.

**Negligence by Manslaughter:** The killing of another person through gross negligence.

#### **Rape:**

A form of sexual assault defined by Pennsylvania law as engaging in sexual intercourse with another person: By forcible compulsion; By threat of forcible compulsion that would prevent resistance by a person of reasonable resolution; Who is unconscious; Who is unaware that the sexual intercourse is occurring and the perpetrator knows that; Where the person has substantially impaired the victim's power to appraise or control his or her conduct by administering or employing, without the knowledge of the victim, drugs, intoxicants or other means for the purpose of preventing resistance; Who suffers from a mental disability, which renders the victim incapable of consent. Source: Pennsylvania Consolidated Statutes, Title 18, Section 3121

**Sodomy:** Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

**Sexual Assault with an Object:** The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

**Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

**Incest:** Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

**Statutory Rape:** Non-forcible sexual intercourse with a person who is under the statutory age of consent.

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

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

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

**Fire:** Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

**Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle. (All cases where persons not having lawful access take automobiles, including joyriding, even though the vehicles are later abandoned.)

**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, or personal property of another.

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

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

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

## **GEOGRAPHIC AREAS RELATED TO REPORTABLE CRIMES**

The Clery Act requires that institutions disclose statistics for criminal offenses/referrals committed in certain geographic locations associated with Point Park.

**On-Campus** – The Clery Act defines on-campus to mean: (1) any building or property owned or controlled by an institution, within the same reasonably contiguous geographical area and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, including residence halls; as well as (2) any building or property that is within or reasonably contiguous to property described in part (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor). The City of Pittsburgh Police Department is canvassed each year by the PP PD for any Clery-reportable crime the responded to on campus.

For purposes of Clery reporting, Point Park University classifies the following locations as on-campus locations.

- *Main Campus:* This includes all buildings, outlying buildings, residential facilities, property, parking lots, and roadways on the Main campus. Incidents occurring in these areas are under the jurisdiction of the Point Park University Police Department.
- *The Playhouse:* This includes the Playhouse building and the sidewalks and loading docks associated with the Playhouse building. Incidents occurring in this area are under the jurisdiction of the Point Park University Police Department. If response time is critical, the City of Pittsburgh Police Department will be dispatched until the Point Park University officers arrive at the scene.
- *Residence Halls and other Residential Facilities located on-campus and that house students:* These locations are considered a subset of the on-campus category. Point Park must disclose the total number of on-campus crimes, including those in residential facilities for students on campus, and must also make a separate disclosure limited to the number of crimes occurring in student residential facilities on campus. Residence facilities included are Lawrence, Thayer, Conestoga, and Pioneer Halls and Boulevard Apartments. Point Park University does not have any fraternity or sorority houses.

**Non-campus** - Any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by Point Park that is used in direct support of or in relation to, the institution’s educational purpose, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

For purposes of Clery reporting, Point Park University classifies the numerous off-campus sites where Point Park University conducts classes as non-campus locations. These off-campus course locations vary from semester to semester. Incidents occurring at these locations are under the jurisdiction of the local law enforcement agency. Each individual law enforcement agency is canvassed each year by the Point Park University Police Department for information on any Clery reportable incidents they responded to at the Point Park University off-campus course location in their jurisdiction.

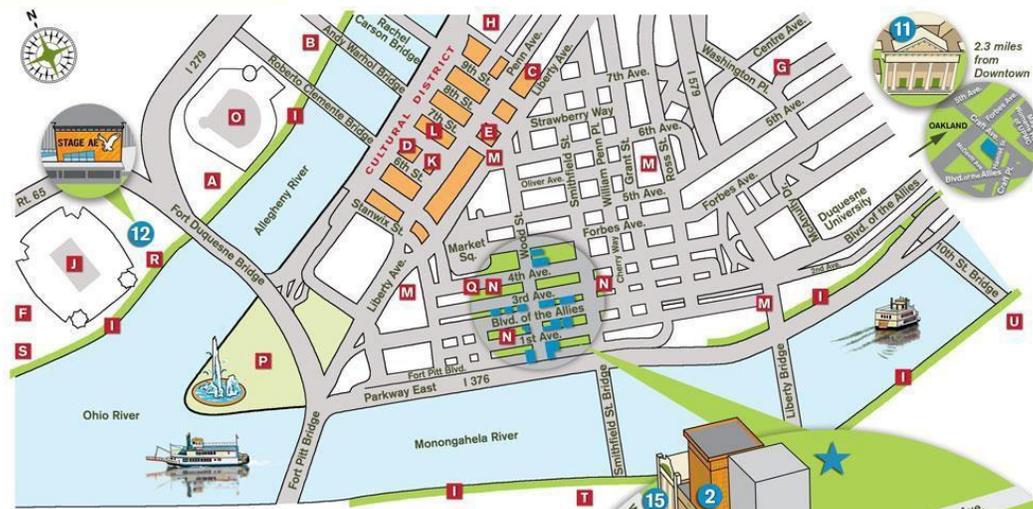
**Public Property** - All public property, which includes thoroughfares, streets, sidewalks, public parking facilities, and public parks, that is immediately adjacent to and accessible from the campus.

For purposes of *Clery* reporting, Point Park University counts statistics in the following locations as public property locations.

All public property, which includes thoroughfares, streets, sidewalks, public parking facilities, and public parks, that is immediately adjacent to and accessible from Point Park campus. Incidents occurring at these locations are under the jurisdiction of the City of Pittsburgh Police Department. The City of Pittsburgh Police Department is canvassed each year by the PP PD for information on any Clery reportable incidents they responded to at these locations. Statistics are also included when University CSA's report incidents as having occurred on public property.

The Clery Act does not require the disclosure of crime statistics for public property that surrounds non-campus buildings or property.

Reasonably contiguous geographic area: includes the area immediately in front of a structure, the sidewalk, the roadway, and the entire sidewalk directly across the street from the location. Residential facilities: means all residence halls, fraternity and sorority houses, and other residential facilities for students on campus.

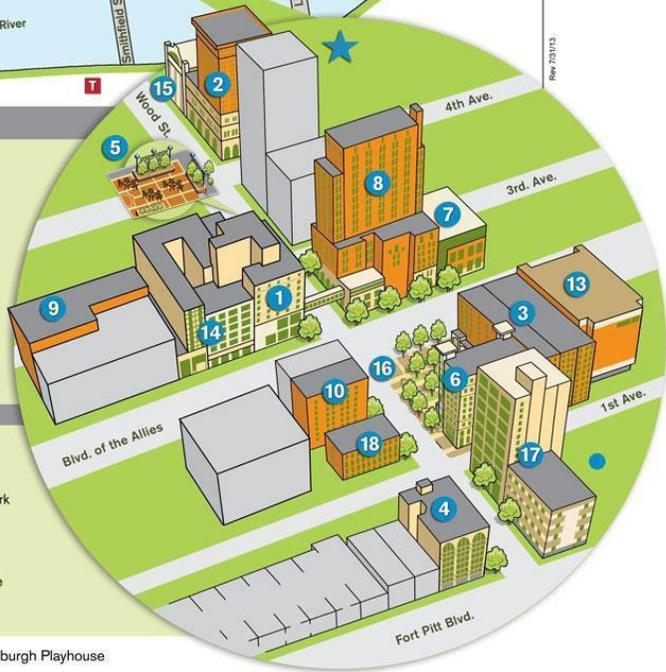


### Campus Buildings / Affiliated Locations

- |   |                         |
|---|-------------------------|
| 1 Academic Hall                           | 9 Patterson Building    |
| 2 Bank Tower                              | 10 Pioneer Hall         |
| 3 Blvd. Apartments                        | 11 Pittsburgh Playhouse |
| 4 Conestoga Hall and Welcome Center       | 12 Stage AE             |
| 5 F. Tracy Henderson Alumni Park          | 13 Student Center       |
| 6 Frontier Hall                           | 14 Thayer Hall          |
| 7 George Rowland White Performance Center | 15 University Center    |
| 8 Lawrence Hall                           | 16 Village Park         |
|   | 17 West Penn Hall       |
|   | • Admissions Parking    |
|   | 18 101 Wood Street      |

### Points of Interest

- |   |   |                    |
|---|---|--------------------|
| A Allegheny Riverfront Park                         | H David L. Lawrence Convention Center                   | N Parking Garages  |
| B Andy Warhol Museum                                | I Three Rivers Heritage Trails (nine connecting trails) | O PNC Park         |
| C August Wilson Center for African American Culture | J Heinz Field   | P Point State Park |
| D Byham Theater                                     | K Heinz Hall  | Q PPG Place        |
| E Benedum Center                                    | L O'Reilly Theater                                      | R North Shore      |
| F Carnegie Science Center                           | M Pittsburgh Light Rail T-Stations                      | S Rivers Casino    |
| G Consol Energy Center                              |   | T Station Square   |
|   |   | U South Side       |



Illustrated by Kathy Rooney

★ Future site of Point Park University's Pittsburgh Playhouse

## University Population

### Students

#### Fall 2014

Full-Time Headcount Undergrad: 2616  
Part-Time Headcount Undergrad: 546  
Full-Time Headcount Graduate: 217  
Part-Time Headcount Graduate: 358  
Resident Students: 1,036

#### Fall 2015

Full-Time Headcount Undergrad: 2643  
Part-Time Headcount Undergrad: 545  
Full-Time Headcount Graduate: 255  
Part-Time Headcount Graduate: 401  
Resident Students: 1,020

#### Fall 2016

Full-Time Headcount Undergrad: 2,710  
Part-Time Headcount Undergrad: 566  
Full-Time Headcount Graduate: 233  
Part-Time Headcount Graduate: 584  
Resident Students: 1,039

### Staff and Faculty

#### Fall 2014

Full-Time Faculty: 141  
Full-Time Staff: 296  
Part-Time Faculty: 306  
Part-Time Staff: 145  
Total Non-Student Employees: 888  
Student Workers: 482

#### Fall 2015

Full-Time Faculty: 139  
Full-Time Staff: 296  
Part-Time Faculty: 316  
Part-Time Staff: 178  
Total Non-Student Employees: 895  
Student Workers: 508

#### Fall 2016

Full-Time Faculty: 147  
Full-Time Staff: 287  
Part-Time Faculty: 325  
Part-Time Staff: 213  
Total Non-Student Employees: 895  
Student Workers: 473

## Hate Crimes on Campus – Occurrences of Hate Crimes

A crime that involves the use of force or threat of force may become a civil rights violation if the perpetrator acted from an improper motivation. Hate crimes are violent actions intended to hurt and intimidate someone because of their race, ethnicity, national origin, religion, sexual orientation, gender, gender identity or disability. Usually someone who is convicted of a hate crime faces a steeper penalty than someone who performed the same actions without discriminatory animosity.

**The University did not have any hate crimes based on Race, Religion, Sexual Orientation, Gender, Disability, National Origin, Gender Identity or Ethnicity reported to it in the 2014, 2015 or 2016 reporting years.**

- a. Murder/Non--negligent Manslaughter
- b. Manslaughter By Negligence
- c. Sex Offenses (rape, fondling, incest, statutory rape)
- d. Robbery
- e. Aggravated Assault
- f. Burglary
- g. Motor Vehicle Theft
- h. Arson
- i. Larceny--theft
- j. Simple Assault
- k. Intimidation
- l. Destruction, Damage, or Vandalism of Property

## Crimes Reported to Point Park University, Police/Officials or Local Police

OFFENSE	YEAR	TOTAL ON CAMPUS PROPERTY	ON-CAMPUS RESIDENTIAL FACILITIES	NONCAMPUS BUILDINGS OR PROPERTY	PUBLIC PROPERTY	UNFOUNDED CRIMES <sup>c</sup>
Murder/Nonnegligent Manslaughter	2016	0	0	0	1	0
	2015	0	0	0	0	0
	2014	0	0	0	0	0
Negligent Manslaughter	2016	0	0	0	0	0
	2015	0	0	0	0	0
	2014	0	0	0	0	0
Rape	2016	0	0	0	0	0
	2015	0	0	0	0	0
	2014	5	5	0	0	1
Fondling	2016	0	0	0	0	0
	2015	0	0	0	0	0
	2014	0	0	0	0	0
Statutory Rape	2016	0	0	0	0	0
	2015	0	0	0	0	0
	2014	0	0	0	0	0
Incest	2016	0	0	0	0	0
	2015	0	0	0	0	0
	2014	0	0	0	0	0
Robbery	2016	0	0	0	7	0
	2015	0	0	0	1	0
	2014	0	0	0	3	0
Aggravated Assault	2016	0	0	0	3	0
	2015	0	0	0	1	0
	2014	0	0	0	3	0
Burglary	2016	1	1	0	4	0
	2015	2	2	0	0	0
	2014	0	0	0	0	0
Motor Vehicle Theft	2016	0	0	0	0	0
	2015	0	0	0	0	0
	2014	0	0	0	0	0
Arson	2016	0	0	0	0	0
	2015	0	0	0	1	0
	2014	0	0	0	0	0
Arrests: Liquor Law Violations <sup>a</sup>	2016	11	0	0	10	0
	2015	15	0	0	5	0
	2014	10	0	0	0	0
Arrests: Drug Law Violations <sup>a</sup>	2016	11	2	0	16	0
	2015	4	0	0	7	0

	<b>2014</b>	0	0	0	0	0
Arrests: Weapons Violations <sup>a</sup>	<b>2016</b>	0	0	0	0	0
	<b>2015</b>	0	0	0	1	0
	<b>2014</b>	0	0	0	0	0
Disciplinary Referrals: Liquor Law Violations	<b>2016</b>	51	47	5	0	0
	<b>2015</b>	87	87	0	0	0
	<b>2014</b>	106	106	0	0	0
Disciplinary Referrals: Drug Law Violations	<b>2016</b>	60	60	2	0	0
	<b>2015</b>	39	39	0	0	0
	<b>2014</b>	82	39	0	0	0
Disciplinary Referrals: Weapons Violations	<b>2016</b>	4	3	0	0	0
	<b>2015</b>	1	0	0	0	0
	<b>2014</b>	6	0	0	0	0
Hate Crimes	<b>2016</b>	0	0	0	0	0
	<b>2015</b>	0	0	0	0	0
	<b>2014</b>	0	0	0	0	0
Domestic Violence	<b>2016</b>	0	0	0	0	0
	<b>2015</b>	1	1	0	0	0
	<b>2014</b>	1	1	0	0	0
Dating Violence	<b>2016</b>	2	1	0	0	0
	<b>2015</b>	0	0	0	0	0
	<b>2014</b>	0	0	0	0	0
Stalking	<b>2016</b>	1	0	1	0	0
	<b>2015</b>	3	3	3	3	0
	<b>2014</b>	1	0	0	0	0

#### NOTES FOR THE JEANNE CLERY ACT STATISTICS REPORT

- a. Statistics in these categories depict arrests 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 Crimes information includes crimes reported in Chart (except liquor law, weapons, and drug violations) and any crime involving bodily injury, theft, simple assault, intimidation, or vandalism that manifests evidence that the victim was intentionally selected because of the victim's actual or perceived Race, Religion, Sexual Orientation, Gender, Ethnicity, National Origin, Disability, or Gender Identity. There were no hate crimes reported in years 2014, 2015 and 2016.
- 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 that report to be false or baseless.

# Annual Fire Safety Report

The Higher Education Opportunity Act became law in August 2008 and requires all United States academic institutions to produce an annual fire safety report outlining fire safety practices, standards, and all fire related on-campus statistics. The following public disclosure report details all information required by this law as it relates to Point Park University for the following: Blvd. Apts. 322 Blvd of the Allies, Conestoga Hall 7 Wood Street, Lawrence Hall 212 Wood Street, Pioneer Hall 111 Wood Street, & Thayer Hall 201 Wood Street.

## 2014 Fire Log

Residential Facilities	Total Fires in Each Building	Fire Number	Cause of Fire	No. of injuries that required Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire
Boulevard Apts.	2	1	Cooking	0	0	\$5.00
		2	Cooking	0	0	\$5.00
Conestoga Hall	1	1	Cooking	0	0	\$5.00
Lawrence Hall	0	0				
Pioneer Hall	0	0				
Thayer Hall	1	1	Cooking	0	0	\$100.00

## 2015 Fire Log

Residential Facilities	Total Fires in Each Building	Fire Number	Cause of Fire	No. of injuries that required Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire
Boulevard Apts.	3	1	Cooking	0	0	\$10.00
		2	Cooking	0	0	\$10.00
		3	Cooking	0	0	\$5.00
Conestoga Hall	1	1	Cooking	0	0	\$50.00
Lawrence Hall	1	1	Heater	0	0	\$10.00
Pioneer Hall	0	0				
Thayer Hall	2	1	Cooking	0	0	\$5.00
		2	Lamp	0	0	\$20.00

## 2016 Fire Log

Residential Facilities	Total Fires in Each Building	Fire Number	Cause of Fire	No. of injuries that required Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire
Boulevard Apts.	1	1	Cooking	0	0	\$10.00
Conestoga Hall						
Lawrence Hall	1	1	Cooking	0	0	\$5.00
Pioneer Hall						
Thayer Hall	1	1	Light Ballast	0	0	\$50.00

## What to do in case of fire

A major fire occurring on the University campus could involve areas where multiple-occupancy residences and/or facilities are clustered closely together, increasing the possibility of rapid spread of a structural fire. The causes of fires usually involve one of the following:

- Criminal acts (arson);
- Building and residential accidents (faulty insulation or connections, improper use of electrical appliances, grease fires, smoking in bed, baseboard heaters);

- Industrial accidents (hazardous materials incidents, explosions, transportation accidents).

**Before a fire:**

- Plan and practice an escape route.
- Post emergency numbers near telephones.
- Get training from Point Park's PP PD Department on using fire extinguishers.
- Do not store combustible materials in closed areas or near a heat source.
- Extension cords can be dangerous. Never run them under carpets, or anywhere they can be pinched under or behind furniture. Avoid overloading electrical sockets and plugging extension cords together.
- Keep all electrical appliances away from anything that can catch fire. Remember to always turn them off at the end of the day. There is no smoking or any open flames permitted on campus.
- Pay attention to housekeeping issues. Do not clutter exits, stairways, and storage areas with waste paper, empty boxes, and other fire hazards.

**During a fire:**

- Sound the alarm to notify the occupants of the building, no matter how small the fire.
- Call the PP PD at 412-392-3960.
- Get out as quickly and as safely as possible.
- Close doors in each room after escaping to delay the spread of the fire.
- Use the stairs to escape. Do not use elevators.
- When evacuating, stay low to the ground. If possible, cover mouth with a cloth to avoid inhaling smoke and gases.
- Once outside, go to the Evacuation Assembly Point designated, tell your supervisor, department floor warden or RE that you are out of the building and report injured or trapped persons and any signs of building damage you observed.

**If unable to leave the building:**

If you are unable to leave the building, you should create an area of refuge:

- Seal the room. Use wet cloth to stuff around cracks in doors and seal up vents to protect against smoke.
- Do not break windows. Flames and smoke can come back in from the outside. If you need air, open the window a crack.
- Stay low under smoke. The freshest air is near the floor. Keep a wet cloth over your nose and mouth, breath through your nose only.
- Signal for help. Use the telephone, or hang something in the window.

**After a fire:**

- Give first aid where appropriate. Seriously injured or burned victims should be transported to professional medical help immediately.
- Stay out of damaged buildings. Return to building only when local fire authorities say it is safe.
- Look for structural damage.
- Discard food that has been exposed to heat, smoke or soot.

- Do not discard damaged goods until after an inventory has been taken. Save receipts for money relating to fire loss.

### **Fire Safety Education and Training Programs for Students, Faculty, and Staff**

The Director of Safety & Security, in coordination with Residence Life, provides annual training to Resident Educators (RE), and Administrators on Duty (AOD). Topics addressed during this training include: 1. Fire prevention in the residence hall 2. What to do in the event of a fire 3. Evacuation planning 4. How to report a fire or other emergency 5. How residence hall fire safety systems operate.

### **Fire Incident Reporting**

Students, faculty, and staff are instructed to call 911 to report a fire emergency. Immediate notification for a non-emergency incident (e.g., fire is out, evidence that something burned, attempted intentional burning of material) shall be made to:

PPUPolice..... 412-392-3960

### **What to do in case of a fire alarm If**

#### **you discover a fire or smoke condition:**

Remember "RACE:"

R = Rescue anyone in immediate danger, if possible.

A = Alarm. Pull the nearest fire alarm.

C = Contain. Close doors and windows where possible.

E = Extinguish\* or E = Evacuate. Follow EXIT signs.

\*Do not attempt to fight a large or spreading fire with a fire extinguisher. Make sure you have activated the fire alarm before you use an extinguisher.

#### **If you hear a fire alarm:**

- STOP WHAT YOU ARE DOING AND EVACUATE THE BUILDING.
- Follow the EXIT Signs. Do not assume it is a false alarm or a fire drill!
- Use stairs. Do Not Use Elevators.
- Keep fire doors in stairways closed. Do not block the fire doors, stairways, or exits.
- Evacuate and proceed until you are outside of the building.
- Walk at a normal pace. Follow the instructions of the emergency response personnel.
- Wait outside until "All Clear" is announced by Security personnel. Do not re-enter the building until an "All Clear" is announced.

### **Prohibitions on Portable Electrical Appliances, Smoking, and Open Flames**

All on-campus housing facilities prohibit the following activities and items. 1. Smoking is not permitted in any building. 2. The presence or use of candles, incense burners, oil lamps, and other open-flame devices is not permitted in on-campus housing facilities. 3. The presence or use of torchiere halogen floor lamps is not permitted in any building. 4. Individuals shall not obstruct or tamper with fire safety equipment (e.g., sprinklers, fire alarms, fire extinguishers). 5. The possession or use of fireworks is not permitted. 6. Occupant-provided refrigerators and microwaves are not permitted in on-campus housing facilities.

## **Fire Safety Policies**

\* Fire Alarms and Evacuation: In the event of a fire alarm, all students, employees and guests must evacuate the building(s). Failure to evacuate the building(s) during a fire alarm will result in disciplinary action by the Office of Student Development or Human Resources, as applicable, which may include a sanction of housing termination, suspension, or termination from the University. Falsely activating a fire alarm or being the cause of a false fire alarm will result in disciplinary action to include a fine of up to \$500 to cover the expense that the City of Pittsburgh assesses to Point Park University for each false alarm.

\*Fire Equipment: Unauthorized use of, or tampering with, emergency safety equipment (including automatic door closures) is strictly prohibited. Illegal use of fire alarms, fire hoses, sprinkler systems, emergency phones, and fire extinguishers are a violation of state and local laws, and jeopardizes the safety of all members of the campus community. Students violating this policy will be charged through the Office of Student Development. Sanctions resulting from a violation could include, but are not limited to, a charge for the repair/replacement cost, a fine of \$100, the loss of housing, and/or suspension from the University.

\*Flammable Materials: flammable liquids or materials (i.e., spray paint, gasoline, kerosene, etc.) and explosives (i.e., fire crackers) are strictly prohibited in all University-owned or leased buildings. Microwaves, hotplates, electric coffee pots and halogen lamps are all forbidden in the residence halls.

### **Be safe, GET OUT:**

You can save a life! How? Exit the building when the fire alarm sounds!

When a fire alarm sounds, all building occupants must evacuate the building. The importance of this life-saving action cannot be overemphasized. Many fire fatalities have been caused because occupants assumed the alarm was false or were busy completing a task in the building.

Your safety is the most important concern; please evacuate the building any time the fire alarm sounds. Although you may have experienced false alarms in your building or elsewhere, it is imperative that you evacuate the building upon hearing any fire alarm. If you wait to smell the smoke before leaving, you are risking your health and your life.

An emergency alarm may sound upon the release of colorless and odorless chemicals. Therefore, there may be life-threatening fire or non-fire conditions that are not immediately noticeable. Your immediate and calm evacuation is necessary during any fire alarm.

Emergency evacuation plans are posted throughout all campus buildings. Please read and practice the directions and instructions given on the emergency evacuation plans in your building. Using those plans, learn the location of all emergency exits and use or practice locating them occasionally, preferably at least twice a year. It is important to know and practice when to go, where to go, and how to go to escape a fire. In addition, buildings and departments should have a plan for designated locations for employees to meet outside the building and should be prepared to assist first-responders in identifying persons unaccounted for in actual emergency situations.

We have posted this information because in the past some occupants have not evacuated the buildings upon the sounding of a fire alarm. Their actions not only risked their own lives, but also risked the lives of emergency responders and rescuers. In addition, not evacuating in a timely manner will deplete the resources of the emergency responders, who must now rescue the occupants instead of neutralizing the cause of the emergency.

Faculty and staff should direct their students and employees to follow the evacuation procedures during any fire alarm in the building.

Point Park University is committed to a high level of fire safety, however, every individual needs to take part to maintain and improve the level of personal and building fire safety. In particular, note that good housekeeping is one of the most important elements of fire prevention. Do not allow anyone to store anything in stairwells or corridors, and never allow any fire doors to be blocked open. It is your life; you are in charge of fire safety!

## Daily Fire Log

All fires on campus are entered into the Fire Log within two business days of the occurrence. Posting of a fire in the fire log may be temporarily withheld if the release of the information would jeopardize the safety of an individual, jeopardize an ongoing investigation, cause a suspect to flee or evade detection, or result in the destruction of evidence. The Fire Log is kept in the Dispatch Center in Frontier Hall. The log is available for viewing, at the Dispatch Center, upon request.

## Plans for Future Improvements in Fire Safety

The Point Park University Emergency Action Plan (EAP) applies to all operations in the university where employees and students may encounter a fire. This EAP is in place at the university to control and reduce the possibility of fire. Under this plan, employees and students will be informed of the plan's purpose, preferred means of reporting fires and other emergencies, and types of evacuations to be used in various emergency situations. The EAP communicates to employees and students policies and procedures to follow when fires erupt. This written plan is available, upon request, to employees and students, their designated representatives, and any Occupational Safety and Health Administration (OSHA) officials who ask to see it. The written program is kept in the Director of Safety and Security's Office. The plan is periodically reviewed and updated to provide a fire-safe living environment for all students. New programs and policies are developed as needed to help ensure the safety of all students, faculty, and staff.

## Student Housing Fire Safety Systems

Building	Smoke and/or Heat Detectors	Partial or Full Sprinkler System	Fire Extinguisher	Fire Drills Each Year
Blvd. Apartments	Yes	Full	Yes	2
Conestoga	Yes	Full	Yes	2
Lawrence Hall	Yes	Full	Yes	2
Pioneer Hall	Yes	Full	Yes	2
Thayer	Yes	Full	Yes	2

## **POINT PARK UNIVERSITY**

Department of Public Safety  
201 Wood Street  
Pittsburgh, PA 15222  
412-392-3960  
[www.pointpark.edu](http://www.pointpark.edu)

### **Point Park University Mission Statement**

Point Park University educates students in a diverse urban environment and prepares graduates to apply knowledge to achieve their goals, advance their professions, and serve their communities.

### **Notice of Non-Discrimination**

This policy affirms Point Park University's commitment to non-discrimination, equal opportunity and the pursuit of diversity. Point Park University does not discriminate on the basis of race, color, national origin, sex, age, religion, ancestry, disability, veteran status, sexual orientation, genetic information, marital status, caregiver status, or familial status, in the administration of any of its educational programs, activities, or with respect to employment or admission to the University's educational programs and activities.

This policy is in accord with local, state and federal laws, including Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Education amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, Age Discrimination Act of 1975, and the Pittsburgh Human Relations Act. Inquiries regarding these regulations, policies, or complaints of discrimination should be referred to the Human Resources Officer, telephone number 412-392-3952. Inquiries regarding Title IX and the Title IX regulations should also be referred to the Title IX coordinator.

Information and policies are subject to change.