A FOCUS ON CRIME PREVENTION

The Pitt-Titusville Campus Police Department recognizes that responsibility for safety and security starts with the individual and encourages everyone in the campus community to become involved with these important issues. Many of the crimes committed on college campuses could be prevented if students, faculty, and staff followed security policies, used common sense, and took part in crime prevention programs.

The Campus Police Department staff includes: the Chief, seven full-time and two part-time commissioned campus police officers who perform their duties as an armed, in-house police force licensed to carry firearms. All officers are trained and certified as municipal police officers under the Pennsylvania Municipal Police Officers Education and Training Commission.

Safety Escort Service

Make arrangements by dialing the Campus Police (on-campus, call 4488; off-campus or cell phone, call 814-827-4488). Students are escorted by a campus police officer.

Numerous crime prevention programs are held throughout the academic year students, faculty and staff. These programs include: Crime Prevention Workshops, alcohol and drug awareness programming, Operation ID, Date Rape awareness programming, Annual Wellness Fair.

We also provide literature in Student Affairs Office and Campus Police Office that includes definitions of rape and sexual assault, options and services available to victims, possible penalties for assailants, and suggestions on how to avoid high-risk situations.

THE CAMPUS COMMUNITY

People cooperating for a safe campus...

Students

Our student population, all undergraduate, includes 388 students. Approximately 180 students live in University-owned housing. The remainder commutes from their homes or live in off-campus housing.

Faculty and Staff

The University has a faculty and staff committed to excellence in undergraduate education. There are 63 full-time faculty and staff and 30 part-time faculty and staff members.

Residence Staff

The Office of Housing and Residence Life employs one professional. Who is charged with the selection, training, and supervision of 2 Graduate Resident Directors (GRDs) and 8 Resident Assistants (RAs). The live-in GRDs, and RAs are housed in the residence facilities, offering students on-site help with problems or questions 24 hours a day.
All staff within Housing and Residence Life receives training in security procedures before they are assigned responsibilities in University facilities. Additionally, all staff is required to participate in the Residence Staff Training Program prior to the beginning of each academic year. The program includes a segment conducted by the Campus Police on residence security and safety. The Pitt-Titusville Residence Staff Inservice Training Program features security training and other topics as campus needs dictate.

POLICIES OUTLINED

*Individual rights, freedoms, and responsibilities...*

It is most important that the University permits and encourages freedom of speech, the right of assembly, and the right to organize one’s own personal behavior, as long as such behavior does not violate public law or the rights of others and does not interfere with the educational process.

**Reporting**

Campus Police officers have complete authority to enforce all University rules and regulations, and to enforce any violations of the state crimes code, motor vehicle code, and local ordinance violations. Campus Police enjoy a good rapport with federal, state, and local law enforcement agencies. In accordance with the Pennsylvania Uniform Crime Reporting Act and the Jeanne Clery Disclosure of Campus Security Policy & Campus Crime Statistics Act, all campus crime statistics are reported to the Pennsylvania State Police and U.S. Department of Education, respectively.

Students, faculty, and staff are encouraged to promptly report all criminal incidents. They are encouraged to do so in person in the Campus Police Office of Spruce Hall, 517 East Spruce Street, Titusville, PA 16354 or by calling (on-campus, call 4488; off-campus or cell phone, call 814-827-4488). The Campus Police Department is staffed 24 hours a day, every day of the year. All incident reports are reviewed by the Campus Police Chief. Many of these reports are investigated by the Campus Police, who are assisted by Titusville Police when requested.

All on-campus resident facilities are equipped with in-house phones, in the main lobby of each facility, that permit direct dialing to the Campus Police Department to report criminal incidents and campus emergencies. Campus Police officers routinely patrol the campus and will take reports during these rounds. Students may report crimes anonymously and/or confidentially using the ANONYMOUS TIP FORM by going to the following site: [http://www.upt.pitt.edu/site/cpolice/cp_tip_form.aspx](http://www.upt.pitt.edu/site/cpolice/cp_tip_form.aspx)

Any member of the Pitt-Titusville community may file an Allegation of Misconduct with the Office of Student Affairs in Student Union. This will allow the Office of Student Affairs staff to address and resolve student conduct concerns at the University. We encourage and promote the reporting of incidents to both the Campus Police and the Office of Student Affairs.

**Alcohol and Illegal Drugs**

The University enforces all state laws concerning illegal drugs and alcoholic beverages – including underage drinking. Violations are reported to the police and anyone apprehended on campus in possession of, using, or selling illegal drugs is subject to arrest. Additional information can be found in the Student Code of Conduct.

The Office of Health and Counseling Services, located in G10 Student Union, can provide counseling regarding the use or abuse of alcohol and drugs to all members of the campus community. The Division of Student Affairs offers educational programming as it relates to drugs and alcohol.

**Firearms and Weapons**

Possession of firearms and/or weapons in University housing or on University premises is strictly prohibited. Included in the definition of firearms and weapons is: ammunition, bows and arrows, pellet/BB guns, paint ball guns, knives, sling shots, tazers, mace, nunchucks, and any item described as being an “offensive weapon” under the Pennsylvania Crimes Code. Firing a weapon or igniting dangerous explosives on campus will result in the following:

1. Charges will be filed through the University Student Conduct System.
2. Criminal charges will be filed through Campus Police with the local magistrate.
3. An interim suspension of student status, pending a hearing, may be involved.
SAFETY IN STUDENT HOUSING

Starting with the student, supported by the University...

The University recognizes that the individual resident student is the key to a safe and secure student housing environment. Residence facilities and services are provided to support responsible student behavior and the academic mission of the University.

Housing Assignments

Pitt-Titusville provides housing for up to 306 full-time students. All full-time students (12 credits or more) are required to live on campus unless they are living with relatives, or are 21 years or older, or live within a 30 mile radius. Also, the Student Affairs Office can grant special exceptions to the housing requirements.

The University’s facilities include a 160-bed residence hall, a 86-bed residence hall, and the town houses which provides space for 60 students. The residence halls provide two-person rooms with a limited number of singles offered as space permits. The two residence halls are coed by floor and the town houses are coed by unit.

The residence halls are only open when classes are in session. During holiday and vacation breaks the halls are closed and residents must vacate the premises. No vacation housing is provided.

Residents are allowed to have overnight guests but must register those guests with the Campus Police staff. Overnight guests may not stay more than two nights in succession and only with the approval of all residents of the room.

The Room and Board Contract is valid for two terms. A student must remain a full-time student while in residence.
Returning students participate in a process each March to determine eligibility and the order in which they will select housing for the next year. Freshman students who respond to Pitt-Titusville’s offer of admission and meet all required deadlines and deposits are guaranteed housing. Pitt-Titusville assigns resident students based upon the information provided in their contracts and the availability of the requested accommodations.

Residence life staff process and approve room change requests, contingent upon available space.

The Pitt-Titusville University of Pittsburgh at Titusville has two portable Automated External Defibrillators (AED) located in the Student Union and at Ball Hall. All Campus Police officers and Residence Life staff have been trained in the use of the devices.

**Criminal Disclosure**
Residence Hall students must disclose to the Office of Housing and Residence Life any felony convictions or other convictions for sexual offenses or drug distribution, sale, or manufacture. If students have any such convictions, they may not reside in University-owned housing without first obtaining permission from the Office of Housing and Residence Life. Students with such convictions must agree to assist the Office of Housing and Residence Life in conducting a background check and to adhere to any reasonable housing conditions placed on them at the sole discretion of the Office of Housing and Residence Life. Based on the nature and circumstances of past or future convictions, the student may be prevented from residing in University-owned housing.

**Building Security**
All nonfixed room windows in student housing have locking hardware. Student room doors are all equipped with deadbolt locks. Resident students use card access readers in addition to their own room keys. All exterior doors are locked at all times; yet, residents can admit themselves using card access readers without breaching the security of the dwellings. From 9 p.m. to midnight the Residence Staff routinely check the exterior doors. From midnight to 7 a.m., Campus Police do the same.

The Office of Housing and Residence Life requires that a room or apartment door lock be changed every time a key to that lock is lost or stolen, without exception. Finally, Pitt-Johnstown policy states that keys to residence facilities may not be duplicated, exchanged, loaned, or given to another person other than a college official.

**Visitors**
Residents of Pitt-Titusville are responsible for the behavior of their guests. To this end, the University is prepared to take civil action for theft of services for any guest and host abusing the privilege. Each resident student receives a copy of Terms and Conditions of Residence. The Terms and Conditions include regulations about security and enforcement. Each resident also receives a copy of the Pitt-Titusville Student Code of Conduct and Living On Campus publication containing rules, regulations, procedures, the Student Code of Conduct, and Alcohol Policy.

**Fire Safety**
The Campus Police Department maintains various fire safety programs for the University community. In coordination with the Office of Housing and Residence Life, a fire drill is conducted for each residence hall once per month. All campus buildings are equipped with fire alarm systems, as well as fire prevention and fire-fighting equipment.

In the event you hear/see an emergency alarm signal:
1. Alert anyone in immediate danger.
2. Close the door to contain smoke or fire.
3. Activate the nearest fire alarm pull station (located along the egress route).
4. Call Campus Police (on-campus, call 4488; off-campus or cell phone, call 814-827-4488) from a safe area to provide additional information regarding the situation. Only use a fire extinguisher if the fire is small and you have been trained in the proper use of an extinguisher.
5. Evacuate the building via designated stairwells and exterior exit doors. Do not use the elevators.
6. Proceed to an assembly point away from the building, or as directed by University officials. DO NOT re-enter the building until the “all clear” is given by a University official.

**Residence Hall Fire Safety**
All residence halls are non-smoking environments. Smoking within any University facility, including residential buildings, is strictly prohibited and violations will result in fines and possible eviction. If evidence of smoking in a residential facility is apparent and the responsible person(s) cannot be identified, the residents of the room and/or the organization of a facility will be held responsible for any relevant fines according to the above-mentioned consequences.

**Prohibited Items**
The following items are among those not permitted in University-owned residential facilities: lofts, large furniture, candles, incense, halogen lamps, toaster ovens, water beds, air conditioners, heavy electrical appliances...
(washers, dryers, freezers...), firearms, paintball guns, BB and pellet guns, CO2 cartridges, dart boards, propane tanks, lethal weapons, ammunition and explosives, and appliances with open heating elements, such as toasters and indoor grills. Use of an extension cords are not permitted. Each sleeping room in student housing has a smoke detector. Some detectors sound an alarm within an individual room, while others sound an alarm throughout the entire building. Anyone who hears a room alarm or suspects fires should pull a building fire alarm box, located in the hallway, to summon emergency assistance and alert others in the building. Since these systems are monitored by Campus Police, activating the system in any capacity alerts them to respond. When the fire alarm sounds, all occupants must exit the building via the nearest stairway. Other fire safety devices in residence halls at Pitt-Titusville include:
- Automatic sprinkler system in Spruce Hall;
- Building fire alarm systems;
- Fire extinguishers; and
- Smoke/heat detectors in common building spaces

Students are encouraged to report any problems with these systems to the Office of Housing and Residence Life. Residence Life members are trained in building emergency evacuation procedures. In the event of a fire or emergency, students are expected to vacate the building via the nearest exit and proceed to the front of the building to check in with the Residence Life staff or Campus Police. In the event of a fire or emergency, please report it immediately to Campus Police (on-campus, call 4488; off-campus or cell phone, call 814-827-4488).

Future plans for fire safety devices include the installation of sprinklers in the remainder of the residence halls. Disabled students should contact the Office of Housing and Residence Life (on-campus, call 4465; off-campus or cell phone, call 814-827-4465) to develop an individual emergency evacuation plan.

**Missing Student Protocol**

In keeping with federal law, 20 U.S.C. & 1092j, the Office of Student Affairs will initiate the following missing student notification policy. This policy is designated for students living within University housing that is overseen by the Office of Student Life. In the event of a missing student, the Office of Student Affairs will also work directly with the Pitt Titusville Campus Police Department. The purpose of having a listed Emergency Contact is to be able to verify cases in which a person may not be missing but has voluntarily left his or her residence. To report a suspicion that a student is missing, contact should be made with the student’s Residence Life Coordinator, the Office of Student Affairs or the Pitt Titusville Campus Police.

1. Each student living within the residence halls has the opportunity to list an Emergency Contact by completing an Emergency Contact Form available at the Office of Student Affairs. The student should notify the Emergency Contact that he or she has been designated as an Emergency Contact. This information will be maintained in the Office of Student Affairs records that will be immediately accessible by University staff who will implement this policy. In the event of a determination that a student is missing, the University will attempt to notify the listed Emergency Contact within 24 hours. It is important to note that if an Emergency Contact is not registered, the Pitt Titusville Campus Police will be notified if the student is missing.

2. At any point during a student’s enrollment, he or she may choose to register or change emergency contact information with the University by notifying the Office of Student Affairs. Only authorized campus officials and law enforcement officers in furtherance of a missing person investigation may have access to this information.

3. Residence Life staff will immediately contact Pitt Titusville Campus Police when a student is reported missing.

4. The Pitt Titusville Campus Police will be responsible for filing all related missing person reports with other agencies as may be required and conduct an investigation.

5. No later than 24 hours after a student is reported missing, the Pitt Titusville Campus Police or its designee will be responsible for contacting the appropriate emergency contacts as established above.

6. The Pitt Titusville Campus Police will notify a parent or legal guardian no later than 24 hours after a student is determined to be missing if a student is under the age of 18.

Residence Life staff will serve as support personnel when a student is determined missing and make appropriate contacts within the University (Counseling Center, Administrative staff, & University Police).

**CREATING A SECURE ENVIRONMENT**

**University Buildings and Programs**

In the event of a reported crime, the Chief of Police at each campus is responsible for 1) determining whether a Crime Alert is required, 2) preparing the content of the Crime Alert, and 3) distributing the Crime Alert as promptly as reasonably possible to aid in the prevention of similar occurrences. Crime Alerts will not be issued if, in the judgment of the Chief of Police at the campus, the
crime is not considered a threat to the campus community.

Facilities and Maintenance

- Campus Police Officers, while on routine patrol, assess and report on the physical condition of campus facilities and grounds. When deficiencies are found, a report is filed with the Physical Plant Department.
- Students, faculty, and staff are encouraged to report any maintenance or facility security problems to the Campus Police Department or the Physical Plant Department (on-campus, call 4438; off-campus or cell phone, call 814-827-4438).
- The Physical Plant Department maintains exterior lighting and provides services to groom the campus for a safe student environment.

The Pitt-Titusville Student Handbook

The publication includes the Student Code of Conduct and Alcohol Policy. In addition, it outlines the procedures for disciplinary action. The handbook can be found at the following website: [http://www.upt.pitt.edu/site/activities/docs/Student_Handbook.pdf](http://www.upt.pitt.edu/site/activities/docs/Student_Handbook.pdf)

Police Department Website

In accordance with the Uniform Crime Reporting Act and the federal Jeanne Clery Act, all students and employees receive this updated security information annually. This same information can be located on our website: [http://www.upt.pitt.edu/site/cpolice/docs/CAMPUSSAFETY.pdf](http://www.upt.pitt.edu/site/cpolice/docs/CAMPUSSAFETY.pdf)

Timely Warnings — Crime Alerts

The Campus Police will issue timely warnings to the campus community whenever the following criteria are met: 1) a serious, unresolved crime is committed and reported; 2) the perpetrator has not been apprehended; and 3) there is a substantial risk to the physical safety of other members of the campus community because of this crime.

Such crimes include, but are not limited to: 1) Clery reportable crimes or 2) any crime involving serious bodily injury. The timely warnings are published as Crime Alerts for incidents on campus and as Crime Notifications for incidents off campus that may affect students walking to campus. Timely warnings describe the nature, location, and time a crime occurred, along with precautions that individuals should take to help prevent similar occurrences.

Crime Alerts are posted at visible locations on campus where affected students, faculty, and staff are likely to pass or congregate. Crime Alerts are also placed on the Pitt police Web page and submitted to campus media outlets. In addition, whenever there is a pattern of crime against persons or property, timely warnings will be issued if such warning would aid citizens in protecting themselves or property.

Pitt’s Emergency Notification System (ENS)

ENS messages will be used to communicate with subscribers through voice, text, and e-mail messages, as deemed appropriate by the campus Chief of Police and the emergency executive in the event of an emergency as further described in this policy.

Determination – The Chief of Police at each campus, in consultation with the designated campus emergency executive, will determine if an ENS message is deemed necessary under all of the circumstances. Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees, Pitt’s Emergency Notification System (ENS) will be activated without delay, unless activation will – in the professional judgment of responsible authorities – compromise efforts to assist victims, or to contain, respond to, or otherwise mitigate the emergency. In non-criminal cases, other public safety officials or University medical or Environmental Health and Safety officials may be consulted.

Content – The ENS message will contain a succinct description of the emergency and if possible advise recipients of actions to take. Template, pre-scripted ENS messages are maintained for use in appropriate situations. In criminal cases, if an ENS message is issued, a crime alert will not be required. When appropriate, a message indicating resolution of the emergency situation will also be issued.

Distribution – Faculty, staff, and students may subscribe freely for this service. Each subscriber can designate up to three contact numbers and specify desired receipt of text and/or voice messages. The Emergency Notification Service is designated for use with portable devices and is only one aspect of a layered approach to notifying the University community of emergencies. Other methods of notification include: building fire/emergency alarms, telephone, e-mail messaging, siren, public address systems, building enunciators, website announcements, radio, flyers, media releases, and in-person notifications.
TIPS FOR A SAFER CAMPUS

When walking or running
- Carry a cell phone.
- Go with someone.
- Stay away from isolated areas.
- Stay in well-lit areas.
- Hold your purse or briefcase tightly, close to your body.
- Keep your wallet in a front pocket, which is safer than a back pocket.

If you’re being followed
- Cross the street or change directions.
- Keep looking back so the person knows you can’t be surprised.
- If carrying a cell phone, call 911 and get to a well-lit area.
- Enter a building, anywhere there are people.
- Notice and remember as much as possible about the person so you can give a good description when you arrive at a safe place, call Campus Police and report the incident.

Where you live
- Keep your doors locked night and day.
- Don’t let in strangers.
- Never prop doors open, especially fire doors, even for a short time.

Protect your personal and University property
- Lock every door every time you leave.
- Engrave expensive equipment and valuables with an ID number.

Avoid working or studying alone in a building at night
- If you do work late, keep your office/room door locked.
- Lock all doors behind you when entering or exiting at night.

Protect your car
- Always lock your car and take the keys.
- Lock valuables in the trunk.
- Park in well-lit areas.

In a car
- Have your keys ready when walking to your vehicle.
- Check the back seat before getting into a car.
- Keep doors locked while driving.
- Don’t pick up hitchhikers.
- Don’t hitchhike or accept rides from strangers.

Be aware
- Attend safety workshops and report suspicious activity immediately.
- Get to know your neighbors.
- Share information on suspicious circumstances. Don’t hesitate to call Campus Police at 814-827-4488 with any safety concerns.

Megan’s Law Information and Criminal Records
Under the Campus Crime Prevention Act, states must ask every sex offender registered under “Megan’s Law” if they are enrolled at or employed by a college or university. The Campus Police currently work in cooperation with the Pennsylvania State Police “Megan’s Law Unit” to receive information on current registered sexual offenders and predators. Information may be obtained at www.pameganslaw.state.pa.us; by calling the Campus Police (on-campus, call 4488; off-campus or cell phone, call 814-827-4488); Prospective University employees are asked if they have pled guilty to or been convicted of a crime. Employment is contingent upon the successful completion of a criminal background check. Pitt will not offer employment to applicants if they have criminal histories that disqualify them from the requirements of the position they are seeking.

UNDERSTANDING AND PREVENTING SEXUAL ASSAULT

What to do if it happens

What is sexual assault?
Sexual assault occurs when a person is forced against her or his will to engage in any sexual contact. This same definition applies whether the assailant is a stranger or someone known to the victim. Sexual assault includes both rape and forced sexual contact that does not involve penetration. Rape is defined as sexual intercourse with a person by forcible compulsion or sexual intercourse with a person who is incapable of giving consent. If the assailant is known to the victim, rape may be referred to as “acquaintance rape” or “date rape.”

Programs are aimed at preventing sexual assault
- The Office of Housing and Residence Life sponsors educational programs that refer to sexual assault, such as alcohol awareness workshops.
- The Office of Student Affairs offers related programs and services each school year.

Speakers from the community
Representatives from the Women’s Help Center and Victim Services periodically offer programs on campus.

**A few tips for preventing assault**
- Be aware that the great majority of sexual assaults involve acquaintances. Remember that “No” means “No.”
- Avoid excessive use of alcohol and do not use illegal drugs. Alcohol and drugs interfere with clear thinking and effective communication.
- Request that a speaker come to any groups to which you belong to discuss sexual assault and how to prevent it.

**What to do if a sexual assault occurs...get help.**
Call Campus Police (on-campus, call 4488; off-campus or cell phone, call 814-827-4488) or contact Titusville City Police at 911. Either will provide you with support and transportation to the nearest hospital. All victims of sexual assault are encouraged to seek medical attention for their own physical health and to preserve evidence. Even if there is no physical injury, victims should be tested for sexually transmitted diseases.

If you do not wish to go to a hospital, either Campus Police or the city police can assist you in getting to a safe place, in obtaining any other aid that you may need (counseling, legal, etc.), and will help you to contact parents and/or friends if you desire. You do not have to press charges if you call either of these agencies.

**Other Pitt-Titusville resources available:**
Residence hall students can contact their Resident Assistant, Graduate Resident Director, or other Residence Staff (available 24 hours).

The Office of Health and Counseling Services in 218 Student Union provides counseling and health services. Pitt’s counseling center includes a confidential reporting system that allows anonymous crime reporting. Pitt’s counselors advise student crime victims that the University forwards nonidentifying information regarding that crime to the police for inclusion in the annual statistical report, and the identity of the victim remains anonymous in the crime report.

**Campus and Community resources available to students:**
- Counseling and Student Development Office, Student Union, Room 218, Titusville, PA 16354, 814-827-4465.
- Health Center, Room 219 814-827-4467
- YWCA Housing / Supportive Services, 201 North Franklin Street, Titusville, PA 16354, 814-827-9777
- Campus Title IX Coordinator, University of Pittsburgh at Titusville, 504 East Main Street, Titusville, PA 16354, 814-827-4408.
- Office of Affirmative Action, Carol W. Mohamed (and Title IX and 504, ADA Coordinator), 412 Bellefield Hall, Pittsburgh, PA 15260, 412-648-7860.
- PPC Violence Free Network, 208 W. Spring Street, Titusville, PA 16354, 814-827-3472
- St. James House, Woman’s & Children’s Shelter, 814-827-2746

Contacts with above offices are confidential. Students who seek assistance from any of these resources are not obligated to press charges. Campus Police personnel will file a record of any on-campus assault in the University’s crime statistics in order to provide an accurate representation of crime on campus and to help prevent further crimes of this nature.

**If you’re a victim...preserve all physical evidence.**
- Even if you do not think you want to pursue legal action, preserve evidence in case you change your mind later.
- To preserve evidence, do not shower, douche, or change clothes or bedding before you seek medical attention. Also, if oral contact took place, do not brush teeth, smoke, or eat.
- Only a hospital emergency room can collect physical evidence of sexual assault; therefore, your best course of immediate medical help is your nearest hospital emergency room. All hospitals are required by law to report to the police any injury that is the result of a crime.

**Counseling, mental health, and student services are available to victims of sexual assault.**
- The Office of Health and Counseling Services provides general counseling services for the college community, including victims of sexual assault.
- Health and Counseling Services provide on-going medical treatment and referral for problems related to an assault.
- The PPC Violence Free Network offers a 24-hour, professionally staffed hotline.

**Options exist for changing academic and living situations.**
- Victims of sexual assault have the right to change their academic course schedules and living arrangements without penalty. Staff in the Office of Student Relations & Conduct and the Office of
Housing and Residence Life will assist students to find acceptable alternatives.

- If the victim lives off-campus, emergency living space will be provided in a residence hall. If the victim lives in another residence hall, an alternative residence hall room in a preferable location will be provided.
- The contact for residence hall changes is the Director of Housing and Residence Life (on-campus, call 4455; off-campus or cell phone, call 814-827-4455).

**Victims have options to bring charges and pursue legal action.**

- Victims are encouraged to report sexual assaults to the Campus Police Department (on-campus, call 4488; off-campus or cell phone, call 814-827-4488) if the assault occurred on campus, or to the Titusville City Police at 911 if the assault occurred off campus. Victims have the right to refuse to press charges even if they file a police report; however, Campus Police will assist the victim in pressing charges on or off-campus if the victim decides to do so.
- If the alleged assailant is a Pitt student, victims are encouraged to file a complaint with the Director of Student Affairs. The Office of Student Affairs will assist victims in notifying these authorities and pressing charges if so desired.
- When filing a police report and pressing charges, all reasonable efforts will be made to maintain confidentiality. Campus and city of Titusville newspapers do not normally print names of victims of sexual assault.

**Procedures for campus disciplinary action:**

The Office of Counseling and Student Development will assist survivors of Sexual Assault by providing support, and in notifying authorities, changing academic course schedules and campus living arrangements if desired.

Survivors are encouraged to report sexual assaults to the campus police at x4488, or to Titusville City Police at 911 if the assault occurred off campus. Survivors have the right to refuse to press charges even if they file a report. If the alleged assailant is a Pitt student, the survivor has the option of filing a complaint against the assailant for violation of Student Code of Conduct. This complaint may be resolved through an administrative meeting or a hearing.

1. The accused shall be provided a preliminary hearing with a University judicial hearing officer.
   a. Charges against the accused are explained and evidence reviewed.
   b. The accused is given an opportunity to plead guilty or innocent of the charge.
   c. If the plea is guilty, arrangements are made for a subsequent meeting to inform the accused of specific sanctions to be imposed. **Pending imposition of** sanctions, the accused is placed on interim suspension from residence halls (if a resident) and made **persona non grata** in all university housing areas.
   d. If the plea is innocent the accused is informed that the charges shall be referred to the Campus Judicial Board for adjudication.
   e. The accused is informed of the possible sanctions that might be imposed in the event of a guilty verdict. In addition, he/she is advised to refer to the Student Code of Conduct for specific rights of students in a judicial proceeding.
   f. Pending formal hearing, the accused shall be placed on interim suspension from the residence halls (if a resident) and made **persona non grata** in all university residence areas.

2. The accuser shall be notified of the results of the preliminary hearing and, if the plea is guilty, the nature of sanctions imposed. If the plea is not guilty, the accuser shall be informed of the time, place and procedure for the formal disciplinary hearing and of his/her role and rights in that proceeding.

3. Following completion of disciplinary proceedings, both the accused and accuser shall be informed of the outcome of those proceedings and the nature and scope of any disciplinary sanctions imposed.

4. The University of Pittsburgh will, upon request, disclose to the alleged victim of a crime of violence or a non-forcible sex offense, the results of any disciplinary proceeding conducted by the University of Pittsburgh against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.
   a. a) sanctions, the accused is placed on interim suspension from residence halls (if a resident) and made **persona non grata** in all university housing areas.
   b. b) If the plea is innocent the accused is informed that the charges shall be referred to the Campus Judicial Board for adjudication.
   c. c) The accused is informed of the possible sanctions that might be imposed in the event of a guilty verdict. In addition, he/she is advised to refer to the Student Code of Conduct for specific rights of students in a judicial proceeding.
   d. d) Pending formal hearing, the accused shall be
placed on interim suspension from the residence halls (if a resident) and made persona non grata in all university residence areas.

5. The accuser shall be notified of the results of the preliminary hearing and, if the plea is guilty, the nature of sanctions imposed. If the plea is not guilty, the accuser shall be informed of the time, place and procedure for the formal disciplinary hearing and of his/her role and rights in that proceeding.

6. Following completion of disciplinary proceedings, both the accused and accuser shall be informed of the outcome of those proceedings and the nature and scope of any disciplinary sanctions imposed.

7. The University of Pittsburgh will, upon request, disclose to the alleged victim of a crime of violence or a non-forcible sex offense, the results of any disciplinary proceeding conducted by the University of Pittsburgh against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

How do I report suspected child abuse or sexual misconduct with a child at the University?

Anyone who has reasonable cause to suspect child abuse, including but not limited to sexual abuse, that is connected in any way to the University shall report it. At a minimum, someone who suspects such child abuse shall immediately report the matter to the University police and the Chancellor or Executive Vice Chancellor. The University police shall also notify the Chancellor, the Executive Vice Chancellor and the Office of General Counsel. The Chancellor or the Executive Vice Chancellor shall notify the Pennsylvania Department of Public Welfare and any other governmental unit or person as may be required by law. Retaliation is strictly prohibited against anyone who makes a good faith report of suspected child abuse or who participates in a related investigation.

Title IX

The University of Pittsburgh, as an educational institution and as an employer, values equality of opportunity, human dignity, and racial/ethnic and cultural diversity. Accordingly, the University prohibits and will not engage in discrimination or harassment on the basis of race, color, religion, national origin, ancestry, sex, age, marital status, familial status, sexual orientation, gender identity and expression, genetic information, disability, or status as a veteran. The University also prohibits and will not engage in retaliation against any person who makes a claim of discrimination or harassment or who provides information in such an investigation. Further, the University will continue to take affirmative steps to support and advance these values consistent with the University’s mission. This policy applies to admissions, employment, access to and treatment in University programs and activities. This is a commitment made by the University and is in accordance with federal, state, and/or local laws and regulations. For information on University equal opportunity and affirmative action programs and complaint/grievance procedures, please contact the University of Pittsburgh; Office of Affirmative Action, Diversity, and Inclusion; Carol W. Mohamed, Director (and Title IX and ADA Coordinator); 412 Bellefield Hall; 315 South Bellefield Avenue; Pittsburgh, PA 15260; (412) 648-7860. With regards to the Titusville Campus, complainants may contact Ms. Colleen Motter, McKinney Hall Room 102; PO Box 287, Titusville, PA 16354; (814) 827-4408.

Student-Right-To-Know Graduation and Transfer-Out Rate Disclosure University of Pittsburgh, Titusville Campus

The Titusville Campus of the University of Pittsburgh Titusville is a two-year campus that offers a certificate program, associate degree programs, an undergraduate core curriculum, pre-professional programs, and transfer programs for students pursuing baccalaureate degrees. In accordance with federal Student Right to Know regulations, information about the University of Pittsburgh graduation rate is available by contacting the Office of Institutional Research at 412-624-6767. Web site: http://www.upt.pitt.edu/site/cpolice/docs/Graduation%20and%20Transfer-Out%20Rate.pdf
Purpose: Recommend safety measures for on-going and immediate life-threatening incidents involving hostile suspects

Considerations:

- An individual must use his/her own discretion about when he/she must engage a hostile suspect for survival.
- Do not attempt to apprehend or interfere with the suspect except for self-protection.
- Contact authorities as soon as it is safe to do so. Call 911; or Campus Police at 814-827-4488. Have these numbers programmed into your cell phone!
  - Report what is occurring, include the number of suspects, the location of the suspect(s), race/gender, physical features, clothing description, type of weapon(s), suspect’s identity (if known).
  - Report the number of injured if known and the types of injuries.
- Make the determination of whether to run, hide, or fight AND COMMIT TO IT.
  - **Run:** if there is an escape path, attempt to evacuate
    - Evacuate whether others agree to or not
    - Leave belongings behind
    - Help others escape if possible
    - Prevent others from entering area
  - **Hide:** if evacuation is not possible, find a place to hide
    - Lock and/or blockade the door
    - Silence your cell phone
    - Hide behind large objects
    - Remain very quiet
    - Hiding place should: be out of suspects view; provide protection from shots fired in your direction; not trap or restrict your options for movement
  - **Fight:** as a last resort and only if your life is in danger
    - Attempt to incapacitate the suspect
    - Act with physical aggression
    - Improvise weapons
    - Commit to your actions

When Law Enforcement Arrives

- Remember that the police will act first to neutralize the threat
- Remain calm and follow instructions
- Keep hands visible at all times
- Avoid pointing or yelling
- Know that help for the injured is on its way

For more information and a short video go to [http://www.upt.pitt.edu/site/cpolice/cp_active_shooter.html](http://www.upt.pitt.edu/site/cpolice/cp_active_shooter.html)
The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act mandates the manner in which crime statistics are to be collected and the format in which the statistics shall be published. In addition to incidents reported to the University of Pittsburgh at Titusville Police Department, statistics if available, include offenses that were reported to the city of Titusville Police and to University of Pittsburgh officials having significant responsibility for student and campus activities. University of Pittsburgh officials who have contributed statistical information include, but are not limited to, deans of student life and academics, residence life staff, counseling officials, athletic coaches, student health personnel.

Statistics also include crimes committed on campus as well as crimes reported on public property areas that are contiguous to campus. In accordance with the Jeanne Clery Act, crime statistics are shown by the following geographical areas:

- On campus and within all campus buildings
- On campus residence halls or other student residential facilities
- Non-campus buildings or properties—“those properties owned or leased by the institution that are used in direct support of the institution’s educational purposes, are frequently used by students, and that are not within the same reasonably contiguous geographical area of the institution.”

Public property—“all public property that is within the campus or immediately adjacent to and accessible from the campus.”

### Notes for the 2012 Jeanne Clery Act Statistics Report (Chart I)

A. Forcible Sex Offenses include the following: Forcible Rape, Forcible Sodomy, Sexual Assault with an Object, Forcible Fondling (Indecent Assault), and Sexual Assault (Nonforcible intercourse occurring without consent).

B. Nonforcible Sex Offenses include the following: Incest and Statutory Rape.

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

D. Hate Crimes information includes crimes reported in Chart 1 (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, or Disability. No hate crimes were reported to Pitt Police in years 2010—2012.

E. Note: We cannot determine if the statistics we obtained from Titusville City Police are for our Clery geography.”

“Note: On-Campus Residential Facilities is a subset of Total of Campus Crimes.”
Notes for the 2011 Chart II of the Pennsylvania Uniform Crime Reporting Act Statistics Report

F. Under Uniform Crime Report (UCR) Part I Crimes guidelines, the crime of Rape includes Rape, Attempted Rape, and Sexual Assault.

G. Under UCR Part I guidelines, Other Assaults include simple assault as well as harassment incidents involving a threat to assault.

H. Under UCR Part I guidelines, Sex Offenses (except Part I offenses) include Indecent Assault, Involuntary Deviate Sexual Intercourse, and Indecent Exposure.

I. All Other Offenses (except traffic) include, but are not limited to, trespass, and violation of city ordinances.

### Pitt-Titusville demographics (Fall Term 2012)

<table>
<thead>
<tr>
<th>Category</th>
<th>Full Time students</th>
<th>Part Time Students</th>
<th>Full-time faculty/Staff</th>
<th>Part-time faculty/Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students living on Campus</td>
<td>133</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2012 FTE = 421
### 2012 Pitt-Titusville Campus Annual Fire Statistics Report

<table>
<thead>
<tr>
<th>Residence Facility Name/Address</th>
<th>Total Number of Fires</th>
<th>Fire Number</th>
<th>Date of Fire</th>
<th>Cause of Fire</th>
<th>Number of Injuries that Required Treatment at a Medical Facility</th>
<th>Number of Deaths Related to a Fire</th>
<th>Value of Property Damage Caused by a Fire ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spruce Hall 517 East Spruce St., Titusville, PA</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>4/28/2012</td>
</tr>
<tr>
<td>Hall Hall 320 Murdoch Blvd., Titusville, PA</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Town Houses 322 Murdoch Blvd., Titusville, PA</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>1</strong></td>
<td><strong>0</strong></td>
<td><strong>0</strong></td>
<td><strong>1</strong></td>
<td><strong>0</strong></td>
<td><strong>0</strong></td>
<td><strong>0</strong></td>
</tr>
</tbody>
</table>

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### UNIVERSITY OF PITTSBURGH, TITUSVILLE CAMPUS

**FIRE SAFETY EQUIPMENT - YEAR 2012**

<table>
<thead>
<tr>
<th>RESIDENTIAL FACILITIES</th>
<th>FACILITIES ADDRESS</th>
<th>FIRE ALARM MONITORING DONE ON SITE (UPT)</th>
<th>FULL SPRINKLER SYSTEM</th>
<th>SMOKE DETECTION</th>
<th>FIRE EXTINGUISHER DEVICES</th>
<th>EVACUATION PLANS/PLACARDS</th>
<th>NUMBER OF EVACUATION (FIRE) DRILLS EACH CALENDAR YEAR</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPRUCE HALL</td>
<td>517 East Spruce St., Titusville, PA 16354</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>7</td>
</tr>
<tr>
<td>BALL HALL</td>
<td>320 Murdoch Blvd., Titusville, PA 16354</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>5</td>
</tr>
<tr>
<td>TOWN HOUSES</td>
<td>322 Murdoch Blvd., Titusville, PA 16354</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>5</td>
</tr>
</tbody>
</table>