

MUHLENBERG COLLEGE
DEPARTMENT OF CAMPUS SAFETY



MUHLENBERG COLLEGE
SAFETY, SECURITY AND FIRE
SAFETY ANNUAL INFORMATION

REPORT 2015-2016

Table of Contents

Chapter 1 - introduction to College*****	Page 1
Chapter 2 - Annual Disclosure of Crime Statistics*****	Page 2
Chapter 3 - The Office of Campus Safety*****	Page 2
Working Relationships with Other Law Enforcement Agencies-	Page 3
Campus Safety Training-----	Page 4
Chapter 4 - Maintenance of Campus Facilities*****	Page 5
Access Control-----	Page 5
Academic and Administrative Buildings-----	Page 6
Residential Facilities-----	Page 6
Chapter 5 - Reporting Procedures*****	Page 7
Reporting a Crime to the Allentown Police Department (APD)-----	Page 8
Off-Campus Crime-----	Page 8
The APD Response to Student Organizations-----	Page 8
Chapter 6 - Sex Offenses and Offenders*****	Page 8
Campus Procedures for Addressing Sexual Misconduct, Dating Violence, Domestic Violence, Stalking, Sexual Harassment, and Other Acts of Sex and Gender Discrimination-----	Page 12
Reporting of Statistics under the Clery Act -----	Page 14
Medical Amnesty Policy-----	Page 15
Chapter 8 - Sexually Violent Predator Information*****	Page 17
Chapter 9 - Timely Warnings / Emergency Notifications*****	Page 17

Campus Safety Suspect Descriptions Contained in Timely Warnings and Emergency Notifications -----	Page 22
Notification of Missing Students-----	Page 25
For student in on-campus housing-----	Page 26
For students in off-campus housing-----	Page 26
Chapter 10 - Emergency/Crisis Response*****	Page 26
FIRE AND/OR EXPLOSION-----	Page 27
INJURY OR ILLNESS-----	Page 28
CRIME IN PROGRESS / CIVIL DISTURBANCE-----	Page 28
EARTHQUAKE-----	Page 29
CHEMICAL OR RADIATION SPILL-----	Page 30
BOMB THREAT-----	Page 31
SHOOTING PROTOCOL-----	Page 32
• Shelter-in-Place Procedures – What is “Shelter-in-Place” ---	Page 33
• Basic “Shelter-in-Place” Guidance-----	Page 34
• How You Will Know to “Shelter-in-Place”-----	Page 34
• How to “Shelter–in-Place”-----	Page 34
EMERGENCY EVACUATION PROCEDURES-----	Page 35
Chapter 11-Education of Members of the Campus Community*****	Page 36
Chapter 12-Responsibilities of the Campus Community*****	Page 40
Chapter 13-Alcohol and Drug Policies*****	Page 40
Resources-----	Page 44
Students Convicted of Possession or Sale of Drugs-----	Page 45
Chapter 14-Firearms and Weapons Policies*****	Page 46
Chapter 15-Emergency Medical Response Procedures*****	Page 47

Chapter 16-Statistical Disclosure of Reported Incidents*****	Page 47
Pennsylvania College & University Information Act Crime Rates-	Page 48
Specific Information about Classifying Crime Statistics-----	Page 48
Clery Offenses-----	Page 49
Criminal Homicide-Manslaughter by Negligence-----	Page 49
Criminal Homicide-Murder and Non-negligent Manslaughter----	Page 49
Sex Offenses-----	Page 49
Rape-----	Page 50
Fondling-----	Page 50
Incest-----	Page 50
Statutory Rape-----	Page 50
Robbery-----	Page 50
Aggravated Assault-----	Page 50
Burglary-----	Page 50
Motor Vehicle Theft-----	Page 50
Arson-----	Page 51
Violence Against Women-----	Page 51
Dating Violence-----	Page 51
Domestic Violence-----	Page 51
Stalking-----	Page 52
Hate Crimes-----	Page 52
Simple Assault-----	Page 52
Intimidation-----	Page 52
Larceny/Theft-----	Page 53
Vandalism-----	Page 53

Other Crimes-----	Page 53
Weapon Law Violations-----	Page 53
Drug Abuse Violations-----	Page 53
Liquor Law Violations-----	Page 53
Chapter 17-Geography definitions from the Clery Act*****	Page 54
On-Campus-----	Page 54
Non-Campus Building or Property-----	Page 54
Public Property-----	Page 54
Chapter 18-Annual Fire Safety Report*****	Page 54
Fire Alarm and Suppression Systems-----	Page 56
Health and Safety Inspections-----	Page 56
Fire Safety Tips-----	Page 57
Policies on Rules for restricted items, smoking, open flames and item Placement -----	Page 58
Fire Safety Training and Evacuation Plans for Residence Hall Staff and Residents-----	Page 59
Fires in On-Campus Residential Facilities-----	Page 60
Fires on Campus-----	Page 60

MUHLENBERG COLLEGE COMPLIANCE INFORMATION REGARDING SECURITY AND FIRE SAFETY

Founded in 1848, Muhlenberg is a highly selective, private, four-year liberal arts college. The College took its present name in 1867 from Henry Melchior Muhlenberg, patriarch of the Lutheran Church in the American Colonies. The College enjoys a student, faculty, and staff population of nearly 3,172 individuals, plus a significant number of visitors to many campus programs and special events. Muhlenberg affords its students an unusual degree of freedom and responsibility, both within the academic program and in campus life.

Muhlenberg College is located on 91 acres of land in a safe area of the city of Allentown, but no campus is free from crime, whether located in an urban, suburban, or rural area. All members of the campus community, therefore, should take reasonable precautions. The Muhlenberg College Department of Campus Safety is committed to working with all members of the campus community to make our campus a safe and secure environment. The College has a series of policies and procedures to assist in these efforts. Muhlenberg has been fortunate in experiencing few serious crimes, but such incidents could occur, and all crime is serious to the victim. Students, faculty, and staff are responsible for adopting measures to protect themselves and their possessions.

- **Off-Campus Facilities:** The Conrad W. Raker Biological Field Station and Wildlife Sanctuary, a 40-acre wooded tract situated 15 miles North of the campus, is used by biology classes for field study. Jordan Creek within the preserve provides added opportunity for aquatic biology studies.
- The Lee and Virginia Graver Arboretum, a 50-acre tract located 20 miles northeast of campus, offers a diverse array of field research and other educational opportunities for Muhlenberg students. It includes a 12-acre research facility, which is also used for activities and meetings.

The following information has been prepared to increase your awareness of the current programs that exist to assist you in protecting your safety and well-being. Portions are also provided in compliance with federal law, specifically the Clery Act and the Higher Education Opportunity Act (HEOA). This information is being provided to you as part of Muhlenberg College's commitment to safety and security on campus and is in compliance with the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

Annual Disclosure of Crime Statistics

The Muhlenberg College Department of Campus Safety prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be located at http://www.muhlenberg.edu/media/contentassets/pdf/about/campus-safety/annual_report.pdf. You will also be able to connect to our site via the Department of Campus Safety Home page at <http://www.muhlenberg.edu/main/aboutus/campus-safety>. This report is prepared in cooperation with the local law enforcement agencies surrounding our main campus and alternate sites, Housing and Residential Services, the Judicial Affairs Officer, the Division of Business Affairs, and the Division of Student Affairs. Each entity provides updated information on their educational efforts and programs to comply with the Act.

Campus crime, arrest and referral statistics include those reported to the Muhlenberg College Department of Campus Safety, designated campus officials, (including but not limited to directors, deans, department heads, Residential Services staff, judicial affairs, advisors to students/student organizations, athletic coaches), and local law enforcement agencies. These statistics may also include crimes that have occurred in private residences or businesses and is not required by law.

Each year, an e-mail notification is made to all enrolled students, faculty, and staff that provide the web site to access this report. Copies of the report may also be obtained at the Department of Campus Safety Headquarters located in the Main Entrance (lower level) of Prosser Hall or by calling (484) 664-3112. All prospective employees may obtain a copy from Human Resources located in the Haas College Center 3rd Floor or by calling (484) 664-3165. Individuals applying for enrollment to Muhlenberg College are notified of the reports availability via a receipt of application letter provided by the Office of Admissions. A copy of this report can be requested and obtained by any individual from the Department of Campus Safety between the hours 8 A.M. and 5 P.M. Monday through Friday or 24-hours electronically from the Department of Campus Safety web site located at http://www.muhlenberg.edu/media/contentassets/pdf/about/campus-safety/annual_report.pdf.

The Department of Campus Safety

The Department of Campus Safety's mission is to promote an environment that enhances the quality of life, safety, and security of our community. We accomplish the mission through the delivery of a comprehensive and integrated safety and security program that strives to provide a safe and secure environment, to prevent and detect crime, and to maintain public order in partnership with the community we serve.

We support professional safety and security services that value and respect the rights and differences of all members of the department, as well as those of the college and the communities that we proudly serve. The Department of Campus Safety will not knowingly allow students or other members of the community to harm themselves or others, nor to violate state and/or federal laws, city ordinances, or the Muhlenberg College Social Code:

<http://www.muhenberg.edu/media/contentassets/pdf/about/deanst/studentguide/socialcode.pdf>

We make every effort to be sensitive and supportive of the Muhlenberg College community, while educating members regarding personal responsibility. Our Department provides services to the community to assist them in making appropriate choices as responsible individuals. We are committed to the professional and personal development of all members of the department, and in turn, we expect all of our employees to be models of excellence. Ultimately, we strive each and every day to earn the trust, confidence, and respect of our community.

The Department of Campus Safety (DCS) is responsible for providing a variety of services for the campus. The DCS is headed by a Director who reports to the Vice President for Student Affairs/Dean of Students. There are 12 uniformed personnel full-time, 4 uniformed officers part-time, three full-time dispatchers, one full-time switchboard operator/office manager, two part-time dispatchers, and one part-time administrative assistant. The office is also assisted in its operation by up to 4 student workers who qualify for financial aid and work study program. The officers of DCS enforce federal and local statutes as well as Muhlenberg policies and regulations.

The DCS recognizes its responsibility to provide crime prevention and emergency police services to members of the Muhlenberg College community while they are in the immediate campus neighborhood, as well as when they are on official campus property. To that end, all officers are commissioned as special police officers through Lehigh County Court under the provisions of the Non-Profit Corporation Law of 1972; Act No. 271 (codified at 22Pa. C.S.A. 501). Commissioned Officers have full law enforcement authority in and upon all property owned, occupied or used by College and in the immediate and adjacent vicinity of the property. The DCS is on duty 24-hours a day, seven days a week, and 365 days a year.

The DCS recognizes its responsibility to provide extra security when the situation arises. Muhlenberg College, when circumstances warrant it, hires an outside vendor (Bear Security) to provide additional security. Bear Security is an incorporated security agency (located in Quakertown, Pa.). Does provide additional coverage for athletic events, as well as, special events like Graduation and Move-In day

The DCS at Muhlenberg College works closely with the Dean of Students Office, and

the Allentown Police and Fire Departments to create a campus environment that is both safe and secure. The DCS works to prevent crime, to ensure that the College's Social Code is respected, to provide security patrols, and to respond to the needs of individuals in the College community.

Working Relationships with Other Law Enforcement Agencies

The DCS enjoys and maintains a close working relationship with the Allentown Police Department (APD). Meetings are held between the leaders of these agencies on both a formal and informal basis. The officers of DCS and APD communicate regularly on the scene of incidents that occur in and around the campus area as well as during normal patrols. DCS occasionally works with other law enforcement agencies in Lehigh Valley, including the South Whitehall Police Department, PA State Police, FBI, and the U.S. Secret Service. The employees of DCS work closely with the investigative staff at APD when incidents arise that require joint investigative efforts, resources, crime related reports and exchanges of information, as deemed necessary. There is no written memorandum of understanding between DCS and APD or any other law enforcement agency.

Allentown Police Officers and contracted security agencies are utilized as a supplement to the DCS at various times of the year including Thursday, Friday and Saturday evenings, providing a visible deterrent to crime and serving as additional "eyes and ears" for the DCS.

Campus Safety Training

The officers of the DCS undergo certification through the Pennsylvania ACT 235 (the Lethal Weapons Training Act) as a requirement for the position. This certification "covers the training and licensing of watch guards, protective patrolmen, detectives and criminal investigators who carry and use lethal weapons in their employment. The act spells out the powers and duties of the State Police commissioner in regard to the act and provides penalties for violations of the act." They maintain their certification as required by the ACT 235. In addition to ACT 235 many officers of the DCS have received training under the Pennsylvania ACT 120, which is the training program required for all municipal law enforcement officers within the state of Pennsylvania. Training subjects include criminal law, civil law, public relations, race relations, interpersonal communication, crisis intervention, critical incident response, and all facets of protection of persons and property. Members of the DCS are afforded the opportunity to attend training sessions and speakers on a variety of job related topics throughout the year that are held on campus as well as off campus. In addition to this training, members of the DCS receive in-house training on a variety of subject matters including but not limited to fire safety, blood-borne pathogens, incident response, and various OSHA topics. In addition, all officers are certified in standard first aid and CPR. Records are maintained concerning any and all special training, First Aid, non-lethal weapons and firearms, as well as other special training

like desktop exercises and live training scenarios. These records can be found in the Campus Safety Office.

Maintenance of Campus Facilities

Facilities and landscaping are maintained in a manner that minimizes hazardous conditions. The officers of the DCS regularly patrol the campus and report malfunctioning lights and other unsafe physical conditions to Plant Operations for correction. Other members of the campus community are helpful when they report equipment problems to DCS, the Office of Residential Services (ORS), or to Plant Operations.

The College maintains a very strong commitment to campus safety and security. Exterior lighting is an important part of this commitment. Parking areas, pedestrian walkways and building exteriors are well lit. Surveys of exterior lighting on campus are conducted by officers of the DCS during routine patrols and the Plant Operations Department gives high priority to maintenance of exterior lights which need replacement. Members of the campus community are encouraged to report any exterior lighting deficiencies to the DCS or Plant Operations Department.

The DCS officers lock the exterior doors on campus buildings following the last class or scheduled event each evening. Door and locking hardware deficiencies are reported by these officers upon discovery. Shrubbery and trees on campus are trimmed on a regular basis.

Campus streets, parking areas, grounds and buildings are patrolled 24 hours a day every day of the year by DCS Officers.

Access Control

Most campus buildings and facilities, other than student residence halls, are accessible to members of the campus community, their guests and visitors during normal hours of business, and during designated hours on weekends and holidays, depending on the wide variety of events and activities taking place outside the normal business hours.

Access to secured campus facilities can be gained through card access control or key access. In facilities that are equipped with card access at the entry doors, access to the facility is limited on each individual I.D. card to the authorized personnel or occupants of the specific facility. Any student or employee who misplaces their I.D. cards after business hours or on weekends can come to the DCS to obtain a replacement card. I.D. cards can be replaced during normal business hours Monday through Friday at the Student Union Information Desk. Some facilities are not equipped with card access control. In those instances, authorized personnel or occupants of the specific facility are provided with exterior door keys in order to gain

access. Any student or employee who misplaces their key after business hours or on weekends can come to the DCS to coordinate a lock change. Lock changes can be replaced during normal business hours Monday through Friday by contacting the DCS, Plant Operation, or ORS.

Visitors to the campus gain access to buildings, including residence halls, by contacting a campus host or the DCS.

Academic and Administrative Buildings

The Office of Campus Safety is responsible for locking and unlocking campus academic buildings. The academic and administrative buildings are open to the public, at a minimum, during normal business hours. Academic buildings are unlocked during the day, Monday through Friday, throughout the academic year. Access to these buildings at night, weekends, breaks and holidays is determined by various class and event schedules and is on an as needed basis. Most facilities have individual hours, and the hours may vary at different times of the year. Access to some of these buildings is also controlled by card access after normal business hours, and all of these buildings have varied levels of access. Students who need access to a building during the hours it is secured need to receive authorization from the appropriate faculty member(s) or department. Authorization is provided via e-mail to the DCS by the authorizing individual. In some instances, after hour access cannot be granted without an individual receiving specific training as determined by the appropriate department or faculty member. Officers patrol the academic and administrative buildings on a regular basis. For information about the access protocol for a specific building, contact the professor for the specific course you need the access for, a department head, or the Department of Campus Safety at (484) 664-3112.

Residential Facilities

Access to residence halls is restricted to residents, their approved guests, and other approved members of the campus community. Residents gain entry by swiping their cards in the card access readers. Residents are cautioned against permitting strangers to enter the buildings and are urged to require individuals seeking entry to use their access cards. Some residential facilities (M.I.L.E. Properties, some College owned Greek houses and Benfer Hall) are accessed by key only. These facilities are equipped with locking door handles and deadbolts. Each resident student is given a key or key card to their residential facility and a key to their individual room. All residential facility equipped with card access on exterior doors are secured by automatic door closures. Facilities (such as but not limited to M.I.L.E. Properties) that do not have a card access system are not always equipped with automatic door closures and require the door to be manually shut by the user. Doors lock immediately upon closing and are locked 24 hours a day. Residence hall doors that are attached to the card access system are equipped with alarms to detect doors which have been propped, forced and/or left open.

These alarms are monitored at the DCS Communication Center and Officers are dispatched to investigate the alarms. ORS, through student Resident Advisors, Head Resident, and Resident Liaisons enforce security measures in residential facilities and work with residents to achieve a community respectful of individual and group rights and responsibilities.

The DCS and ORS staff also conducts periodic educational sessions on prevention of various crimes, including sexual assault and acquaintance rape. (A "M.I.L.E." property is a home owned by the college where students reside during the school year. M.I.L.E stands for Muhlenberg Independent Living Experience. Most but not all M.I.L.E houses are on campus.)

Reporting Procedures

General Procedures for Reporting a Crime or Emergency

The DCS provides a comprehensive program of police, security, crime prevention, fire safety, emergency medical assistance, parking and related public safety services to help ensure that the campus community remains a safe and pleasant place in which to study, live and work. Students, faculty, staff and guests are encouraged to promptly and accurately report any crime, violation of the Social Code, or unusual or suspicious incidents to the DCS or the Allentown Police.

To report a crime or an emergency on campus, call DCS at extension 3110 or, from outside the College phone system, (484) 664-3110, to report a non-emergency security or public safety- related matter, call DCS at extension 3112 or, from outside the campus phone system, (484) 664-3112. In addition, approximately 181 emergency phones are located throughout the campus in parking lots, outside residence halls, in teaching spaces, and several walkways throughout campus that can automatically ring into the DCS dispatch area. These phones are equipped with red buttons that, when pushed, dials directly to DCS. Members of the community, as they go about their daily schedules, should familiarize themselves with these instruments and their locations.

If a crime or emergency occurs off campus, call the Allentown Police Department (APD) by dialing 911. Dispatchers are available at these telephone numbers 24-hours a day to answer calls. In response to a call, DCS or APD will take the required action, either by dispatching an officer or by asking the victim to report to the relevant department office to file an incident report.

All DCS incident reports are forwarded to the Dean of Students Office for review and referral to the Judicial Officer for potential action, as appropriate. The DCS will investigate a report, whether on campus or off-campus, when it is deemed appropriate. Officers may be assigned to handle cases needing additional follow-up investigation. Additional information obtained via the investigation will also be forwarded to the Judicial Officer. If assistance is required from an outside agency, DCS will contact the appropriate unit or assist the reporting party in contacting the appropriate agency. Suspected violations may result in both criminal prosecution, and,

in the case of students, college disciplinary proceedings.

Reporting a Crime to the Allentown Police Department (APD)

A person reporting a crime to the DCS has the right to report the crime to the Allentown Police Department (APD). The officers of the DCS regularly discuss this option with the victim of a crime and will assist the victim with that process. The Allentown Police Department can be contacted by calling 911 or 610-437-7751.

Off-Campus Crime

If APD is contacted about criminal activity occurring off-campus involving Muhlenberg College students, APD may notify the DCS. However, there is no official APD policy requiring such notification. Students in these cases may be subject to arrest by APD and the college judicial proceedings through the Dean of Students Office.

The APD Response to Student Organizations

Muhlenberg College does not have any officially recognized student organizations that have housing facilities “off-campus.” There are several recognized student organizations that occupy privately owned houses within the campus boundaries. If APD is called by a citizen to respond to one of those locations, APD will typically notify DCS to respond with them or they will notify the DCS after they have responded to inform them of the situation. However, APD does this out of courtesy and is not “required” to notify or involve DCS when they respond to a call involving private property.

Sex Offenses and Offenders

Members of the Muhlenberg College Community, guests, and visitors have the right to be free from sexual violence. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. The College believes in a zero tolerance policy for sexual misconduct.

The Muhlenberg College Sexual and Gender-based Misconduct Policy identifies prohibited behavior for two important reasons: first, so that victims of prohibited behavior can easily recognize what happened to them as sexual and/or gender-based misconduct and comfortably seek assistance; and second, so that all students are aware of these expectations and can make appropriate decisions, knowing there will be consequences for violating the policy.

Muhlenberg College’s Sexual and Gender-based Misconduct Policy prohibits sexually violent acts, termed “Sexual Misconduct” by the College, which can be crimes as well. Sexual misconduct includes non-consensual sexual intercourse, non-consensual sexual contact, sexual exploitation, interpersonal/relationship violence, sex/gender-

based stalking, and sexual harassment. While Muhlenberg College utilizes different standards and definitions than the Pennsylvania Crimes Code, sexual misconduct often overlaps with the crimes of rape, sexual assault, sexual harassment, stalking, dating violence, and domestic violence. Victims of these behaviors are protected by federal laws, specifically Title IX, VAWA, and the Clery Act, which mandates the contents of this report.

See: <http://www.muhlenberg.edu/aboutus/titleixatmuhlenbergcollege/> and <http://www.muhlenberg.edu/media/contentassets/pdf/about/deanst/studentguide/sexualmisconduct.pdf>.

It is the policy of Muhlenberg College to notify the Title IX Coordinator and/or Campus Safety when sexual misconduct occurs, typically without providing identifying information about the incident, unless a victim wishes that information to be shared, or an emergency requires disclosure. Victims have the option to notify law enforcement directly, or to be assisted in doing so by campus authorities. If requested, campus officials can facilitate reporting to campus or local law enforcement, but may also respect a victim's request not to do so.

In an effort to reduce the risk of sexual misconduct as well as the crimes of rape, sexual assault, sexual harassment, stalking, dating violence, and domestic violence occurring among its students, the College utilizes a range of campaigns, strategies, and initiatives to promote awareness, educational, risk reduction, and prevention programming.

It is the policy of the College to offer programming to identify and prevent domestic violence, dating violence, sexual assault (including stranger and known offender assaults), and stalking each year. Educational programs are offered to raise awareness for all incoming students and employees, and are conducted during new student and new employee orientation and throughout an incoming student's first academic year. Programs and other campaigns offered throughout the year to all students and employees include strong messages regarding not just awareness, but also primary prevention (including normative messaging, environmental management, and bystander intervention), and discuss institutional policies on sexual misconduct as well as Pennsylvania definitions of domestic violence, dating violence, sexual assault, stalking, and consent in reference to sexual activity. Programs also offer information on risk reduction that strives to empower victims, how to recognize warning signals and how to avoid potential attacks, and do so without victim-blaming approaches. Programs are informed by evidence-based research and/or are assessed for their effectiveness and include online courses "Haven", a sexual assault awareness/prevention program for all first-year and transfer students, and "Workplace Answers-- Preventing Discrimination and Sexual Violence: Title IX, VAWA and Clery Act" for all College employees; Step-Up (bystander intervention); It's On Us; and the One Love Foundation's Escalation workshop (IPV). First year student orientation includes a presentation on high-risk behavior, sexual assault, the issue of consent, and bystander intervention and all students receive additional education on these issues and College policy through a mandatory Fitness & Wellness course.

Bystander engagement is encouraged through safe and positive intervention techniques and by empowering third-party intervention and prevention such as calling for help, using intervention-based apps, identifying allies, and/or creating distractions. Bystander empowerment training highlights the need for those who intervene to ensure their own safety in the intervention techniques they choose, and motivates them to intervene as stakeholders in the safety of the community when others might choose to be bystanders.

In the event that sexual misconduct, gender-based violence, or the crimes of sexual assault, stalking, dating violence, or domestic violence do occur, the College takes the matter very seriously. Muhlenberg College employs interim protection measures such as interim suspensions and/or no contact orders in any case where a student's behavior represents a risk of violence, threat, pattern, or predation. If a student is accused of sexual misconduct, other gender-based violence, or the crimes of rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence, they are subject to action in accordance with the Sexual and Gender-based Misconduct Policy in the student handbook. A student wishing to officially report such an incident may do so by contacting the Title IX Coordinator at 484-664-3562 or Campus Safety at 484-664-3110. Anyone with knowledge about sexual misconduct, gender-based violence, or the crimes of rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence is encouraged to report it immediately. Protective measures for victims are available from the campus whether a victim chooses to report to local and/or campus law enforcement, and irrespective of whether a victim pursues a formal complaint through the Muhlenberg College resolution process.

If you are the victim of sexual misconduct, gender-based violence, or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence, some or all of these safety suggestions may guide you after an incident has occurred:

1. Go to a safe place and speak with someone you trust. Tell this person what happened. If there is any immediate danger, contact Campus Safety, 484-664-3110, if you are on campus or call 911 if you are off campus.
2. Consider securing immediate professional support (e.g., counseling, victim advocacy, medical services, etc.) to assist you in the crisis.
3. If you are on campus during regular business hours, you may go to the Counseling Center, Life Sports Center, 2nd Floor, private entrance to west of

main LSC entrance for counseling services, support and guidance. This is a confidential resource. After regular business hours, or in any situation where a victim wishes, local resources are also available and may be able to provide confidential assistance: Crime Victims Council of the Lehigh Valley 610-437-6611 (24/7) and Turning Point of Lehigh Valley (domestic violence) 610-437-3369 (24/7).

4. For your safety and well-being, immediate medical attention is encouraged. Further, being examined as soon as possible, ideally within 120 hours, is important in the case of rape or sexual assault. The hospital will arrange for a specific medical examination at no charge or can work with you to arrange state reimbursement.
 - To preserve evidence, it is recommended that you do not bathe, shower, douche, eat, drink, smoke, brush your teeth, urinate, defecate, or change clothes before receiving medical attention. Even if you have already taken any of these actions, you are still encouraged to have prompt medical care, and evidence may still be recoverable.
 - Typically, if police are involved or will be involved, they will obtain evidence from the scene, and it is best to leave things undisturbed until their arrival. They will gather bedding, linens or unlaundered clothing, and any other pertinent articles that may be used for evidence. It is best to allow police to secure items in evidence containers, but if you are involved in transmission of items of evidence, such as to the hospital, secure them in a clean **paper** bag or clean sheet to avoid contamination.
 - If you have physical injuries, photograph or have them photographed, with a date stamp on the photo.
 - Record the names of any witnesses and their contact information. This information may be helpful as proof of a crime, to obtain an order of protection, or to offer proof of a campus policy violation.
 - Try to memorize details (e.g., physical description, names, license plate number, car description, etc.), or even better, write notes to remind you of details, if you have time and the ability to do so.
 - If you obtain external orders of protection (e.g., restraining orders, injunctions, protection from abuse), please notify Campus Safety or the Title IX Coordinator so that those orders can be observed on campus.
5. Even after the immediate crisis has passed, consider seeking support from Counseling Services and/or Crime Victims Council of the Lehigh Valley.

6. Contact the Title IX Coordinator if you need assistance with College-related concerns, such as no-contact orders or other protective measures. The Title IX Coordinator will also assist in seeking needed advocacy for students who wish to obtain protective or restraining orders from local authorities. Muhlenberg College is able to offer reasonable academic supports, changes to living arrangements, modifications, no contact orders, counseling services access, and other supports and resources as needed by a victim. The College is able to offer information about legal assistance, visa/immigration assistance, and student financial aid considerations for victims.

CAMPUS PROCEDURES FOR ADDRESSING SEXUAL MISCONDUCT, DATING VIOLENCE, DOMESTIC VIOLENCE, STALKING, SEXUAL HARASSMENT, AND OTHER ACTS OF SEX AND GENDER DISCRIMINATION

For offenses including sexual misconduct or other gender based violence, which typically include the crimes of domestic violence, dating violence, sexual harassment, sexual misconduct, and stalking, sanctions range from warning to expulsion. Serious and violent incidents and acts of non-consensual sexual intercourse (the policy equivalent to the crime of rape) usually result in suspension, expulsion, or termination of employment. Lying to investigators (and/or failing to participate in an investigation) can result in additional consequences under the Code of Student Conduct. See Section 4.0, <http://www.muhenberg.edu/media/contentassets/pdf/about/deanst/studentguide/sexualmisconduct.pdf>.

Procedurally, when the College receives a report of sexual misconduct, gender-based violence, or other sex or gender discrimination, the campus Title IX Coordinator is notified. If the victim wishes to access local community agencies and/or law enforcement for support, the College/University will assist the victim in making these contacts. The Title IX Coordinator will offer assistance to victims in the form of interim or long-term measures such as opportunities for academic accommodations; changes in housing for the victim or the responding student; visa and immigration assistance; changes in working situations; and other assistance as may be appropriate and available on campus or in the community (such as no contact orders, targeted interventions, etc.). If the victim so desires, that individual will be connected with a counselor on- or off-campus, as well as an off-campus victim's advocate. No victim is required to take advantage of these services and resources, but the College provides them in the hopes of offering help and support without condition or qualification. A summary of rights, options, supports, and procedures, in the form of this document, is provided to all victims, whether they are students, employees, guests, or visitors.

When appropriate upon receipt of notice, the Title IX Coordinator will cause a prompt, fair, and impartial process to be initiated, commencing with an investigation, which may lead to the imposition of sanctions based upon a preponderance of evidence (what is more likely than not), upon a responding student or other accused individual. Procedures detailing the investigation and resolution processes of the College can be found online here:

<http://muhlenberg.edu/media/contentassets/pdf/about/deanst/studentguide/socialcode.pdf>

The College is responsible for assuring in all cases that the behavior is brought to an end, that it acts to reasonably prevent its recurrence, and the effects on the victim and the community are remedied. The Title IX Coordinator is responsible for assuring that training is conducted annually for all investigators, hearing officers, College provided advisors, and appeals officers that encompass a hearing process that protects the safety of victims and promotes accountability. Training will focus on sexual misconduct, domestic violence, dating violence, sexual assault, stalking, sexual harassment, retaliation, and other behaviors that can be forms of sex or gender discrimination covered by Title IX and Clery Act. Training will help those decision-makers in the process of protecting the safety of victims and promoting accountability for those who commit offenses.

The investigation and records of the resolution conducted by the College are maintained confidentially. Information is shared internally between administrators who need to know, but a tight circle is kept. Where information must be shared to permit the investigation to move forward, the person bringing the accusation will be informed. Privacy of the records specific to the investigation is maintained in accordance with Pennsylvania law and the federal FERPA statute. Any public release of information needed to comply with the open crime logs or timely warning provisions of the Clery Act will not include the names of victim or information that could easily lead to a victim's identification. Additionally, the College maintains privacy in relation to any accommodations or protective measures afforded to a victim, except to the extent necessary to provide the accommodations and/or protective measures. Typically, if faculty members or administrators are asked to provide accommodations for a specific student, they are told that such accommodations are necessary under Title IX or the Clery Act, but they are not given any details of the incident, or what kind of incident it is. Irrespective of state law or public records access provisions, information about victims is maintained privately in accordance with Title IX and FERPA.

In any complaint of sexual misconduct, sexual assault, stalking, dating violence, domestic violence, or other sex or gender-based discrimination covered under the federal law, Title IX, the person bringing the accusation and the responding party are entitled to the same opportunities for a support person of their choice throughout and to fully participate in the process, including any meeting, conference, hearing, appeal, or other procedural action. The role of advisors is described in detail here: See Section 7.0 <http://www.muhlenberg.edu/media/contentassets/pdf/about/deanst/studentguide/sexualmisconduct.pdf>.

Once complete, the parties will be informed, in writing, of the outcome, including the finding, the sanctions (if any), and the rationale therefor. Delivery of this outcome to the parties will occur without undue delay between notifications. All parties will be informed of the Muhlenberg College appeal processes, and their rights to exercise a request for appeal. Should any change in outcome occur prior to finalization, all parties will be timely informed in writing, and will be notified when the results of the resolution process

become final.

Both Title IX and the Clery Act provide protections for whistleblowers who bring allegations of non-compliance with the Clery Act and/or Title IX to the attention of appropriate campus administrators. The College/University does not retaliate against those who raise concerns of non-compliance. Any concerns should be brought to the immediate attention of the campus Title IX Coordinator, Lee Ann Kolbe, and/or to officials of the U.S. Department of Education.

Reporting of statistics under the Clery Act uses federal offenses definitions that allow comparability across campuses, regardless of the state in which the campus is located. These definitions are as follows:

Sex Offenses: Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

- A. *Fondling* — The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- B. *Incest* — Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape: Sexual intercourse with a person who is under the statutory age of consent.

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

- A. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- B. For the purposes of this definition:
 - i. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
 - ii. Dating violence does not include acts covered under the definition of domestic violence.
- C. For the purposes of complying with the requirements of this section and § 668.41, any incident meeting this definition is considered a crime for the

purposes of Clery Act reporting.

Domestic Violence: A felony or misdemeanor crime of violence committed:

- A. By a current or former spouse or intimate partner of the victim;
- B. By a person with whom the victim shares a child in common;
- C. By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- D. By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
- E. By any other person against an adult or youth victim who is protected

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- A. Fear for the person's safety or the safety of others; or
- B. Suffer substantial emotional distress.
- C. For the purposes of this definition, *course of conduct* means two or more acts, including, but 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, or interferes with a person's property.

MEDICAL AMNESTY POLICY

GUIDING PRINCIPLES

1. The health and safety of students are of primary importance to Muhlenberg College.
2. Students are encouraged not only to look out for their own health and safety, but also for the health and safety of their peers.
3. It is imperative that someone calls for medical assistance when an individual experiences severe intoxication or serious injury after consuming alcohol and/or other drugs (AOD).
4. When a student's health and safety are threatened or appear to be in jeopardy, immediate action should be taken to prevent injury/illness/danger.
5. Students may be reluctant to seek help in AOD-related emergencies because of anticipated consequences for themselves and for the person in need of assistance.
6. Muhlenberg College seeks to reduce any barriers that may jeopardize a student's health and safety. The "Muhlenberg College Medical Amnesty Policy" represents

the College's commitment to increasing the likelihood that students will call for medical assistance when faced with an AOD-related medical emergency.

POLICY

1. A student who seeks emergency medical assistance related to his or her consumption of AOD shall not be charged with violations of the College's Alcohol or Drug Policies. In lieu of judicial sanctions, the student must complete a counseling evaluation and, if indicated, treatment. Failure to complete the prescribed course of action may result in the imposition of sanctions under the College's Social Code.
2. Students who assist in obtaining emergency medical assistance on behalf of a fellow student experiencing an AOD-related medical emergency and are themselves under the influence of AOD, shall not be charged with violations of the College's Student Alcohol Policy and Drug Use and Controlled Substance Policy.
3. In circumstances where an organization is found to be hosting an event where medical assistance is sought for an intoxicated guest, the organization (depending upon the circumstances) may be held responsible for violations of the Student Alcohol Policy and Drug Use and Controlled Substance Policy. However, the organization's willingness to seek medical assistance for a member or guest will be viewed as a mitigating factor in determining a sanction.
4. The Medical Amnesty Policy does not preclude judicial sanctions due to any other violations of the Social Code (not related to the alcohol and other drugs).
5. The Medical Amnesty Policy does not prevent action by police or other law enforcement personnel. The College cannot guarantee that criminal charges will not be brought against the student if Allentown Police and/or an EMS agency are required for assistance during the incident.
6. In cases in which a student is transported to the hospital for an AOD-related medical emergency and is unconscious or otherwise in serious physical jeopardy, parental notification by College officials may occur as a precautionary measure.
7. This policy applies only to students who seek emergency medical assistance for themselves or a fellow student in connection with an AOD-related medical emergency. It does not apply to individuals experiencing an AOD-related medical emergency who are found by College employees (e.g., Campus Police, College Administrators).
8. This policy does not excuse or protect those individuals who repeatedly violate the College's Student Alcohol Policy and Drug Use and Controlled Substance Policy. In cases where repetitive violations occur, appropriate action under the College's Social Code will be taken on a case-by case-basis.

PROCEDURE

Information about the time and location of the AOD-related medical emergency will be recorded to enable any necessary follow-up in order to address issues of health and safety, vandalism, or chronic abuse of the Student Alcohol Policy and Drug Use and Controlled Substance Policy.

Muhlenberg College Social Code can be found in the Student Resource Guide:

<http://www.muhlenberg.edu/media/contentassets/pdf/about/deanst/studentguide/socialcode.pdf>

Muhlenberg College Sexual Misconduct Policy can be found here:

<http://www.muhlenberg.edu/aboutus/titleixatmuhlenbergcollege/>

SEXUALLY VIOLENT PREDATOR INFORMATION

The federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, (amended October 25, 2002), requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice, as required under State law, of each institution of higher education in that State at which the person is employed, carries on a vocation, volunteers services or is a student.

In keeping with the federal Campus Sex Crimes Prevention Act, the Department of Campus Safety maintains records provided by the Allentown Police Department from the Pennsylvania State Police Megan's Law Section of registered sex offenders who have indicated that they are employed or enrolled at or reside within 1000 feet of Muhlenberg College. Any member of the College community who wishes to review these records should contact the Director of Campus Safety Monday through Friday during normal business hours. Pursuant to the provisions of Pennsylvania's Megan's Law, the State Police have established an online listing to provide timely information to the public on Sexually Violent Predators residing in the Commonwealth. For further information concerning crimes for which convicted offenders must register or regarding additional access to records of registered sex offenders, contact the Pennsylvania State Police, Megan's Law Section by telephone at 1-866-771-3170 or via the internet at <http://www.pameganslaw.state.pa.us> .

Sexually Violent Predators are sex offenders, convicted on or after July 8, 2001, who have been determined by the court, after evaluation by the Sexual Offenders Assessment Board to likely engage in sexually violent behaviors. Information on this specific class of sex offenders is available to the public for notification purposes at the Pennsylvania State Police web site: <http://www.pameganslaw.state.pa.us/>, click on the link "SVP Listing". In the event that the college is made aware of a known Sexual Violent Predator living on or adjacent to the campus, the campus community will be notified in a timely manner.

Muhlenberg College Policy and Procedures for Issuing a Campus Timely Warning Notice or an Emergency Notification Overview

In the event of a substantiated serious safety concern, either on college property or in the near vicinity of the campus, numerous and diligent efforts are made to advise members of the campus community. The College takes its duty seriously to inform students and campus community members of threatening situations - and how they can best protect themselves from harm. As a result, information about crime-related and other potentially threatening situations is provided in an accurate and timely fashion. The College will release information which can be used by students and other College community members to reduce their chances of becoming victims. These notices will be issued as a means of a "Campus Timely Warning Notice" (CTWN) or an "Emergency Notification" (EN)

Campus Timely Warning Notice Policy

What Constitutes Issuance of a Campus Timely Warning Notice (CTWN)?

Campus Timely Warning Notice is specifically related to compliance with the federal Clery Act, which requires colleges and universities to notify students and employees whenever there is a threat that a serious crime is ongoing or may be repeated - so that campus community members can protect themselves from harm. The Clery Act defines certain specific crimes that require a timely warning notice to be issued when crimes are reported to Campus Security Authorities (CSA's) with significant responsibility for student and campus activities, campus safety, or the local police AND the reported crime(s) are believed to have occurred on campus, in or on non-campus buildings or property, or on public property contiguous to the campus. Types of incidents or situations that constitute a campus timely warning being sent are:

- 1. All Clery Act Crimes which represent a serious or continuing threat to the person and/or property of students and employees. Examples include but are not limited to:**
 - Criminal Homicide
 - Sex Offenses
 - Robbery
 - Aggravated Assault
 - Burglary
 - Motor Vehicle
 - Theft
 - Arson
 - Hate Crimes

- 2. Emergency situations that are life threatening.** Examples include, but are not limited to:

- persons with weapons with intent to use
 - threat of violent crime
 - situations where identity or location of suspect is not known
 - assault (physical or sexual)
3. **Any act or immediate threat of interpersonal violence.** Examples include, but are not limited to:
- domestic or relationship situations
 - hate crimes
 - consistent pattern of violent behavior
4. **Serious acts or threats to campus-owned or personal property**

Timing, Content, and Decision Criteria for a Campus Timely Warning Notice:

The warning should be issued as soon as the pertinent information is available because the intent of a campus timely warning is to alert the campus community of continuing threats, especially concerning safety, thereby enabling community members to protect themselves.

The issuing of a timely warning notice must be decided on a case-by-case basis in light of all of the facts surrounding a crime, including factors such as the nature of the crime, the continuing danger to the campus community and the possible risk of compromising law enforcement efforts.

Clery Act regulations do not specify what information should be included in a timely warning. However, because the intent of the warning is to enable members of the campus community to protect themselves, the warning should include all information that would promote safety. Generally, the warning will specify the type of reported crime, the time and location at which the reported crime occurred, and specific advice to the campus community regarding steps to take to avoid becoming a victim and to protect themselves.

The timely warning notice WILL NOT include any information that would identify the victim.

Decision to Issue Campus Timely Warning Notice-Responsibility:

The decision to issue a Campus Timely Warning Notice is made in coordination and consultation by at least two of the following personnel from the Decision Team. In an extreme emergency, the notification process will be implemented at the sole direction of the Director of Campus Safety or his/her designee.

Decision Team:

Vice-President of External Affairs and Community Relations
Vice-President, Division of Student Affairs /Dean of Students
Associate Dean of Students
Director of Campus Safety
Title IX Coordinator

Note: The decision to issue a Campus Timely Warning Notice shall include a specific designation of the College office or person to be responsible for overseeing the dissemination of the warning.

How Campus Timely Warning Notices are issued:

1. Campus Timely Warning notices will be issued to students and employees upon the confirmation of a significant emergency, dangerous situation, incident or crime, impacting the campus community and/or the surrounding area.
2. Upon receiving pertinent information of an emergency situation that requires an immediate response, the Decision Team will communicate and/or convene without delay to implement the notification process. In an extreme emergency, the notification process will be implemented at the sole direction of the Director of Campus Safety or his/her designee.
3. This information may be disseminated to campus community members via a variety of mechanisms or mediums. Muhlenberg College will use one or more of the following means:
 - electronic mail messages
 - text messaging to cell phones of those enrolled in the College's e2campus text message alert service
 - Telephone information line (484-664-6000)
 - Alertus Desktop alert message
 - Department of Campus Safety web site
 - public announcements
 - Classroom Emergency phones (text to voice via e2campus)
 - public address system (in buildings equipped with this feature)
 - postings and signage in residence halls and other highly visible locations throughout campus including staff/faculty lounges
 - Other methods deemed necessary that may be used in the information dissemination process.

Emergency Notification Policy

What Constitutes Issuance of an Emergency Notification /Safety Alert?

Muhlenberg College uses the e2campus Emergency Notification to notify students and employees in a timely manner when it is determined that there is a significant emergency or dangerous situation involving an immediate threat to the health or safety

of students or employees occurring on campus. The notification to the campus community may contain only the information that is reasonably necessary to promote the safety of the campus community as dictated by the situation. An Emergency Notification will be released as soon as reasonably necessary and without delay, unless notification will compromise efforts to assist a victim, or to contain, respond to, or otherwise mitigate the emergency. After the initial notification, follow-up information must be disseminated to the community via the mediums stated below. An Emergency Notification can be related to criminal activity that is not subject to the timely warning standard required by the Clery Act, but is not necessarily related to criminal activity. Examples of situations that may constitute the College's decision to issue an Emergency Notification include, but are not limited to:

1. Situations involving significant emergencies or dangerous situations.

Examples include, but are not limited to:

- fire
- outbreak of meningitis, norovirus or other series illness
- approaching tornado, hurricane or other extreme weather conditions
- earthquake
- gas leak
- terrorist incident
- armed intruder
- bomb threat
- civil unrest or rioting
- explosion
- nearby chemical or hazardous waste spill

2. Situations that would not necessitate an emergency notification under the Clery Act. Examples include, but are not limited to:

- Power outages
- Snow closure
- String of larcenies

Decision to Issue Emergency Notifications – Responsibility:

The decision to issue an Emergency Notification is made in coordination and consultation by at least two of the following personnel from the Decision Team:

Decision Team:

Vice-President of External Affairs and Community Relations
Vice-President, Division of Student Affairs /Dean of Students
Associate Dean of Students
Director of Campus Safety
Title IX Coordinator

In an extreme emergency, the notification process will be implemented at the sole direction of the Director of Campus Safety or his/her designee. Note: The decision to

issue an Emergency Notification shall include a specific designation of the College office or person to be responsible for overseeing the dissemination of the warning.

How Emergency Notifications are Issued:

1. Emergency Notification messages will be issued to students and employees upon the confirmation of a significant emergency, dangerous situation, incident or crime, impacting the campus community and/or the surrounding area.
2. Upon confirmation of an emergency situation that requires an immediate response, the Decision Team will communicate and/or convene without delay to implement the notification process. In an extreme emergency, the notification process will be implemented at the sole direction of the Director of Campus Safety or his/her designee. This information may be disseminated to campus community members via a variety of mechanisms or mediums. Muhlenberg College will use one or more of the following means:
 - electronic mail messages
 - text messaging to cell phones of those enrolled in the College's e2campus text message alert service
 - Telephone information line (484-664-6000)
 - Alertus Desktop alert message
 - Department of Campus Safety web site
 - public announcements
 - Classroom Emergency phones (text to voice via e2campus)
 - public address system (in buildings equipped with this feature)
 - postings and signage in residence halls and other highly visible locations throughout campus including staff/faculty lounges
 - Other methods deemed necessary that may be used in the information dissemination process.
3. Unlike a Timely Warning Notice which must be sent campus wide, an Emergency Notification may be segmented to a specific group of individuals in a designated building/area. If an Emergency Notification is issued, there is no need to issue a Timely Warning for the same circumstance.

Informing the Larger Community on Emergency Notifications:

If the Decision Team determines that notification of audiences other than students and employees is necessary and appropriate, Muhlenberg College's procedures for disseminating emergency information to the larger community will include making pertinent information available on the College Web site (www.muhlenberg.edu), as well as use of its Emergency Hotline (484-664-6000) and Campus Safety Dispatch (484-664-3110). In addition, the College will provide emergency information to the media as appropriate

Campus Safety Suspect Descriptions Contained in Timely Warnings and Emergency Notifications

Campus Safety notices should specify the type of reported crime, details about the alleged suspect, the time and location at which the reported crime occurred, and, if applicable, specific advice to the campus community regarding steps to take to avoid becoming a victim (e.g., shelter in place or stay inside). Details about the alleged suspect may include sex/gender, age, height, weight, build, clothing, hairstyle and length, hair color, facial hair, scars or tattoos, clothing description, eyewear, verbal accent, distinguishable gait or limp, or jewelry.

The safety of ALL students is paramount, including those who may be inadvertently profiled. Campus Safety notices will avoid wording that could lead members of our community to feel stereotyped, marginalized, or profiled, or place members of our community at risk of harassment or physical danger from a well-intentioned but misinformed responding officer or bystander.

Skin tone and complexion will be included in campus safety notices only when the officer is also able to gather a sufficient number of additional physical characteristics to create a description of a specific individual(s) that does not run the risk of stigmatizing an entire social group. The description of skin tone and complexion will only be included in Campus Safety notices when SIX (6) of the other fifteen (15) common descriptors (see: “Common questions to ask a witness/victim”) are available and simultaneously distributed within the same notification. **Race and ethnicity** will not be included in Campus Safety notices.

Terms. For the purpose of these guidelines, race and ethnic descriptors include “Caucasian,” “White,” “African American,” “Black,” “Asian,” “Asian American,” “Native American,” “Latino,” “Latina,” “Latin American,” “Hispanic,” and “Middle Eastern.” Also, for the purpose of these guidelines, race and skin tone are two different and distinct descriptive categories. Whereas race is a social, cultural, and political identity attributed to whole divisions of human beings, skin tone or complexion describes the hue or shade of human skin, which varies widely within “races” and overlaps widely across “races.” Descriptors of skin tone or complexion include but are not limited to “very fair,” “fair,” “olive,” “tanned,” “light brown,” “medium brown,” “dark brown,” and “very dark brown.”

Common Suspect Descriptors

- Sex/Gender
- Skin tone
- Age
- Height
- Weight
- Build (slender, medium, heavy, etc.)

- Hair style (short, curly, wavy, bald, etc.) and length
- Hair color
- Facial hair (clean shaven, beard, goatee, stubble, etc.)
- Scars or tattoos
- Clothing description (hat, jacket, backpack, etc.)
- Eye wear
- Verbal accent (what was said or how it was said)
- Distinguishable gait or limp
- Jewelry

Procedures/Check List All this information must be placed in the incident file

1. Upon notification to the Director of Campus Safety or a Campus Safety Supervisor of an incident occurring (one that fits a category above), an immediate call will be made to the Department of Campus Safety to brief him/her of the occurrence. List the persons involved in the process
2. Upon notification to the Director of Campus Safety or Campus Safety Supervisor and upon gathering as much information that is known up to this point, contact will be made to at least one Crisis Leadership Team member (priority is that it is the Dean of Students unless they are unavailable)
3. If at any point during the process the decision is made to contact local police, the Director of Campus Safety or Campus Safety Supervisor will be responsible for contacting them. When local police are involved and a decision is made to send out a notice or alert, the Director of Campus Safety or Campus Safety Supervisor will be responsible for sending the message to the Chief of Police by way of email.
4. In writing the communication to campus, the Vice-President of External Affairs and Community Relations or representative plus at least one of the following persons will determine the communication and means of dissemination.
 - a. Under the appropriate circumstances, the Director of Campus Safety or Campus Safety Supervisors are authorized to send pre-determined, incident specific timely warning messages. These messages pertain to a emergencies such as; Active Shooter on Campus, or a serious crime occurrence on or near campus.
5. Distribution of Communication to include the how and when.

6. If need arises, the Crisis Leadership Team will determine the need for any additional messages to be sent as a follow-up to the reported situation. Date and time of follow up
7. A debriefing in reference to the incident will occur as soon as reasonably possible with persons directly involved and others deemed appropriate by the team involved in the decisions. Date of debriefing.
8. Copies of all communication sent must be archived.
9. Notification through the Campus Radio Station – WMUH (91.7 FM): As a general policy, the College will remain open and fully operational during snow storms and emergencies. The information is provided to the disc jockey that they transmit the information through the radio frequency. Any need for closure of offices would be determined by the President according to College policy. Individual office closings require the approval of the President. Individual class cancellations are determined by the professor and are not posted in any manner through any of the notification options. If the College is closed due to a snow emergency, announcements will be broadcast as early as possible (by 7-7:30 a.m.), on the following radio stations: WAEB (104.1 FM, 790 AM), WLEV (100.7 FM), WKFB (770 AM), WMUH (91.7 FM), WZZO (95.0 FM), WEST (1400 AM), WCTO (96.1 FM), WODE (99.9 FM), WWYY (107.1 FM) and WBYN (1160 AM). Additionally, announcements will be carried on TV Channel 69 (WFMZ), 16 (WNEP), 28 (WBRE) and 22 (WYOU). When applicable the College may use these media outlets to provide information on other campus events. In addition to campus events these stations may provide information on local events and incidents as well.
10. Notification through a Campus-wide Alarm: The Miller Carillon in Haas College Center is activated in the Department of Campus Safety. An alarm will send an audible signal for members of the community to check their e-mail, the intranet/message board, and/or the campus cable television network and WMUH for emergency information.

Notification of Missing Students

If a member of the campus community has reason to believe that a student is missing, he or she should immediately notify the Office of Campus Safety (DCS) at (484) 664-3110. There is no waiting period for reporting a missing person. DCS will generate a missing person report and initiate an investigation. All students may register a confidential contact person to be notified by Muhlenberg College within 24 hours if the Department of Campus Safety makes a determination of the student being missing or in the event the College is notified by another law enforcement agency of the missing

student. A student who wishes to identify a confidential contact can do so by obtaining a form on the Dean of Students Website (<http://www.muhlenberg.edu/media/contentassets/pdf/about/deanst/studentguide/Missing%20Student%20Policy.pdf>) and delivering the completed form, in person, to the Dean of Students Office during normal business hours. A student's confidential contact information will be accessible only by authorized campus officials and disclosed to law enforcement in furtherance of a missing person investigation.

For student in on-campus housing:

After investigating the missing person report, should DCS determine that the student is missing and has been missing for more than 24-hours, DCS will notify the Allentown Police Department, even if they have not registered a confidential contact person. The Dean of Students or their designee will notify the student's emergency contact no later than 24-hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, Muhlenberg College will notify the student's parent or legal guardian immediately after DCS has determined that the student has been missing for more than 24-hours in addition to notifying, no later than 24 hours after the determination that the individual is missing, any additional contact person designated by the student. Notification to the contact person(s) and/or parents will be made by the Dean of Students or their designee. Students residing in on-campus housing have the option to identify confidentially an individual to be contacted by Muhlenberg College in the event the student is determined to be missing for more than 24-hours. If a student has identified such an individual, Muhlenberg College will notify that individual no later than 24-hours after the student is determined to be missing.

For students in off-campus housing:

Reports of students missing from off-campus residences will be referred to the police department having jurisdiction over the student's local residence, if known, or the student's permanent residence if a local residence cannot be determined. DCS will assist the agency of jurisdiction as requested by that agency.

Emergency/Crisis Response

The College has a Crisis Management Manual that includes information about the Crisis Management Team; operational guidelines and actions to take in the event of specific incidents; incident priorities and performance expectations; shelter-in-place and evacuation guidelines; and local contingency and continuity planning requirements. All departments are responsible for developing contingency plans and continuity of operations plans for their staff and areas of responsibility. The College reviews and conducts numerous emergency response exercises each year, such as table top exercises, field exercises, and tests of the emergency notification systems on campus. These tests are designed to assess and evaluate the emergency plans and capabilities of the institution.

DCS supervisors and various members have received training in Incident Command and Responding to Critical Incidents on Campus. When a serious incident occurs that causes an immediate threat to the campus, the first responders to the scene are usually officer from DCS, APD and the Allentown City Fire and Emergency Medical Services, and they typically respond and work together to manage the incident. Depending on the nature of the incident, other campus departments and other local or federal agencies could also be involved in responding to the incident.

If you have an EMERGENCY requiring police, fire, or ambulance call Campus Safety at 484-

664-3110 or 911 without delay. When you call for emergency services, stay on the line and give the following information – your name, telephone number, your location, the location of the emergency and the extent and nature of the emergency. Be informed and prepared in advance. Do not wait until an emergency strikes to know what to do. Be aware of your surroundings and report any suspicious activities. Know where the fire alarm pull stations are located within the buildings and know how to evacuate the building if the alarm is set off. Emergency call boxes have been installed in various locations around campus. The call boxes call Campus Safety when activated.

In addition to the above, general information about the emergency response and evacuation procedures for the campus are publicized each year as part of the institution's Clery Act compliance efforts, and that information is available on the DCS website. Detailed information and updates to the Crisis Manual on the DCS website at:

<http://www.muhenberg.edu/main/aboutus/campus-safety/crisisresponseguidelines/>

The information provided below are risk reduction strategies but they are not foolproof. There are no guarantees and nothing works all the time. It is our hope that these tips be used by you as a preparatory step towards your overall safety and in formulating your individual safety plan. While all scenarios cannot be covered these are some we feel could be helpful to you.

FIRE AND/OR EXPLOSION

1. In the event of a fire or explosion:
 - a. Sound any available fire alarms.
 - b. Immediately call Campus Safety at 3110 or 3112. Give your name, location, and the extent of the problem.
 - c. If the fire is small, attempt to extinguish it with a fire extinguisher.
 - d. If the fire is large, evacuate the building via the nearest fire exit. * Close all doors as you leave. DO NOT delay evacuation to retrieve personal items.
 - e. If leaving a room, feel the door with the back of your hand before

- opening it. DO NOT open any door that feels hot.
- f. If smoke is present, stay low. The best quality of air is near the floor.
 - g. Always use the stairs to exit upper floors. DO NOT Use the elevator.

2. Additional suggestions:

- a. Do not panic.
- b. Do not run or use excited motions.
- c. Use stairways. Do not attempt to use elevators; they will shut down during a fire.
- d. Know in advance the locations of at least two fire exit routes.
- e. Be on the lookout for signs of smoke and fire.
- f. Know the locations of fire extinguishers and how to use them.
- g. Prevent fires through good housekeeping habits.
- h. If you use a fire extinguisher remember P-A-S-S:
 - i. **P**ull the pin
 - ii. **A**im the nozzle towards the fire
 - iii. **S**queeze the handle
 - iv. **S**weep the base of the fire
- i. Never turn your back on what you extinguished walk away backwards
- j. Notify Campus Safety – even if the fire is extinguished

3. If you are trapped and cannot evacuate close any doors between you and the fire. If available, wedge wet towels or clothe material along the bottom of the door to keep smoke out. Notify Campus Safety dispatcher or 911 of your location and stay on the phone as long as possible. Break a window only as a last resort, such as needing oxygen to breathe. Use caution when breaking any window.

* Upon evacuation of academic buildings, building occupants should gather in the following areas:

If the academic building is on the North side of Chew St. (College Center, Seegers Union, etc.), occupants should gather on the Front Lawn.

If the academic building is on the South Side of Chew St. (Trexler Library, Center for the Arts, Trexler Pavilion), occupants should gather on the lawn area to the east of the Library.

INJURY OR ILLNESS

1. Do not move an injured or ill person unless it appears to be a life-threatening situation.
2. Call or, if possible, have another person call the Campus Safety Office at x3110

or x3112. Provide the dispatcher with as much information as possible regarding the nature of the injury or illness, and state whether or not the victim is conscious, etc. The Campus Safety Office will arrange for an ambulance if required and will also notify the Student Health Center and/or other emergency agencies.

3. Return to the victim. Administer first aid or CPR if you are knowledgeable and you have such training. Keep the victim as comfortable as possible. Do not jeopardize your health or the health of the patient. Wait for professional help if you are not able to provide proper first aid and safety.
4. Remain with the victim until the Campus Safety Officer arrives. Comfort the patient and reassure them that medical assistance is on the way.
5. If the medical emergency is related to an on-the-job notify the Department of Human Resources for assistance in documentation.

CRIME IN PROGRESS / CIVIL DISTURBANCE

1. Do not attempt to apprehend or interfere with the criminal except for self-protection.
2. Telephone Campus Safety at 3110 or 3112. Give your name, location and department.
Advise the dispatcher of the situation and, if you are safe, remain where you are until contacted by an officer.
3. If safe to do so, attempt to get a good description of the criminal. Note height, weight, sex, ethnic origin, approx. age, clothing, method and direction of travel, and name if known. All of this takes only a few seconds to notice and is of utmost help to the investigating officers. If the individual enters a vehicle, note the license number, make and model, color and any other noticeable characteristics.
4. In the event of civil disturbance continue with your routine as much as possible. If the disturbance is outside, stay away from doors and windows. Unless threatened with physical harm, do not leave your work location until advised by a College official and/or their designee.
5. Do not interfere with those creating the disturbance or with law enforcement authorities on the scene.

EARTHQUAKE

1. If you are in a building, move away from windows and try to position yourself in a doorway or under a desk or table.
2. When the tremors cease, or they are very slight, * evacuate the building in an orderly fashion.
3. Use stairways - not elevators - during evacuation.

4. If possible, Campus Safety personnel will assist in the evacuation of building occupants into open areas.
5. Avoid positioning yourself under or next to objects that may topple, such as utility poles, trees, etc.
6. Reassemble in a location as directed by your supervisor or by a Campus Safety Officer. Attendance will be taken to assure that all personnel are accounted for outside of your facility.
7. Should you require evacuation assistance, please telephone the Campus Safety Office at 484-664-3110 or 3112.

* Upon evacuation of an academic building, building occupants should gather in the following areas:

If the academic building is on the North side of Chew St. (College Center, Seegers Union, etc.), occupants should gather on the Front Lawn.

If the academic building is on the South Side of Chew St. (Trexler Library, Center for the Arts, Trexler Pavilion), occupants should gather on the lawn area to the east of the Library.

CHEMICAL OR RADIATION SPILL

1. * Pull the fire alarm and evacuate the building. Alert personnel in the vicinity and warn them from entering the area.
2. Once you reach a safe location, call the Campus Safety Office at x3110 or x3112 and give the following information:
 - A. Type of incident (chemical spill, radiation hazard, etc.)
 - B. Type of chemical, if known.
 - C. Whether or not students are injured.
 - D. Extent of injuries.
 - E. Location of incident (building, room number, etc.).
 - F. Name, title of caller (student, technician, professor, etc.), and call back number
3. If anyone had contact with the hazardous material, they should be isolated and await treatment by emergency personnel. If appropriate, remove contaminated clothing, flush the affected area with copious amounts of water for at least 15 minutes, and provide first aid if necessary and you are trained to do so.
4. Should the spill occur outside your building:
 - A. Notify the Campus Safety Office of the incident and type of chemical, if known.
 - B. Remain in your building unless ordered by Campus Safety to evacuate.
 - C. Close all windows and turn off all outside air intake vents or fans.
 - D. Leave your building only when told to do so, and travel away from the spill and in an upwind direction, if possible.

* Upon evacuation of an academic building, building occupants should gather in the following areas:

If the academic building is on the North side of Chew St. (College Center, Seegers Union, etc.), occupants should gather on the Front Lawn.

If the academic building is on the South Side of Chew St. (Trexler Library, Center for the Arts, Trexler Pavilion), occupants should gather on the lawn area to the east of the Library.

DO NOT re-enter the building until told to do so by emergency personnel.

BOMB THREAT

1. Whenever a bomb threat is received over the phone, remain calm and write down the following information:
 - A. The exact words of the caller.
 - B. Location of the bomb.
 - C. When the bomb is supposed to go off.
 - D. Type of bomb, how it will detonate and who placed it, if stated.
2. Write down a description of the caller's voice:
 - A. Male, female, child or adult?
 - B. Any background noise?
 - C. Particular accent or inflection in the caller's voice.
 - D. Your mental picture of the caller.
3. Notify the Campus Safety Office, as quickly as possible, by phoning 484-664-3110 or 3112.
4. Evacuation procedure:
 - A. Unless you perceive the situation as life threatening, in which case you should evacuate immediately, wait for Campus Safety to arrive at the building. **DO NOT** activate the fire alarm to evacuate the building
 - B. Take note of "suspicious" items as you exit the building but do not touch or move them if they do not belong to you.
 - C. If an entire building is to be evacuated, Campus Safety normally will enter each classroom, lab, or work area and verbally inform occupants of the situation and ask them to evacuate in an orderly fashion. Remove only items that belong to you and do not turn on or off any devices or lights. Do not pull the fire alarm to evacuate the building.
 - D. Assemble in a location outside your building as assigned by your work supervisor or the Campus Safety Officers.

5. Responsibility of individuals in classroom or lab:
 - A. If directed by Campus Safety, ask room occupants to pick up all of their belongings and leave in an orderly fashion. Remove only items that belong to you and do not turn on or off any devices or lights. Do not pull the fire alarm to evacuate the building.
 - B. Make a survey of the room before leaving it to detect any piece of equipment, article or object, which is not ordinarily there, making certain not to touch the unknown object.
 - C. Relay this information to Campus Safety after leaving the building.

SHOOTING PROTOCOL

If you witness any armed individual on campus at any time, immediately contact Muhlenberg College Department of Campus Safety at extension 3110. If possible, try to get away from the person and lock yourself in a secure area. If the individual is acting in a hostile or belligerent manner, contact 911 and then call the Department of Campus Safety. There are no easy answers for what to do if confronted by a shooter. DO NOT confront the armed individual. However it is suggested that you do not provoke the individual, avoid making eye contact with them, avoid making any sudden movements or gestures, and create space between you and them but don't just turn and run. If you find yourself confronted by the shooter remain calm and talk in a low tone of voice.

2. If the shooter is outside the building:
 - A. Move to a room in the building if safe to do so and remain there until an "all clear" instruction is given by an authorized known voice.
 - B. Turn off all the lights and close and lock all windows and doors. If the door does not have a lock attempt to barricade the door shut and take shelter inside the room as most active shooters will choose a path of least resistance. Stay clear of windows and keep out of the line of site of windows especially those doors with windows. If you can do so safely, get on the floor and out of the line of fire.
 - C. If the staff or students do not recognize the voice that is giving instruction; they should not change their status.
 - D. Unknown or unfamiliar voices may be false and designed to give false assurances.
3. If the shooter is inside the building:
 - A. If it is possible to flee the area safely and avoid danger, do so.
 - B. Contact 911 and Campus Safety at 484-664-3112 with your location if possible.
 - C. If flight is impossible, lock all doors and secure yourself in your space. If the door does not have a lock attempt to barricade the door shut and

take shelter inside the room as most active shooters will choose a path of least resistance. Stay clear of windows and keep out of the line of site of windows especially those doors with windows.

- D. Get down on the floor or under a desk and remain silent.
 - E. Get students on the floor and out of the line of fire.
 - F. Wait for the “all clear” instruction.
4. If the shooter comes into your class or office - there is no one procedure the authorities can recommend in this situation. Some suggestions are:
- A. If you are seated remain seated as standing may be perceived as a threat.
 - B. Attempt to get the word out to other staff if possible, and call 911 if that seems practical.
 - C. Use common sense. If hiding or flight is impossible, attempt to negotiate with the individual.
 - D. Attempting to overcome the individual with force is a last resort that should only be initiated in the most extreme circumstances.
 - E. Remember, there may be more than one active shooter.
 - F. Wait for the “all clear” instruction.
 - G. In a shooting situation, the Muhlenberg College Department of Campus Safety is in charge until Allentown Police officers are on the scene.
 - H. Be careful not to make any changes to the scene of the incident since law enforcement authorities will investigate the area later.
 - I. In case you must flee, do not go to the normal gathering site for your building. Get as far away from the shooting scene as possible and then contact authorities.

Regardless of the location of a shooter incident, response personnel (i.e. Campus Police and other law enforcement agencies) will be charged with neutralizing the situation. This means that the response personnel must bypass anyone who is not the shooter. If you encounter response personnel do not approach them and engage in physical contact or request assistance in providing aid to an individual as this action will slow the response of law enforcement to neutralize the situation so aid can be rendered to all, it creates more stress to the responders and others present, and it could cause an accidental discharge. When you see law enforcement responding to a shooter situation move to the side, if in a hall get close to the walls, and put your hands where they can be seen. If you have information about the shooter (i.e. description, identity, location, and number of shooters) advise the responding officers that you have information and provide it to the police as quickly and accurately as possible.

Shelter-in-Place Procedures – What it means to “Shelter-in-Place”

If an incident occurs and the buildings or areas around you become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors, because leaving the area may expose you to that danger. Thus, to “shelter-in-place” means to make a shelter of the building that you are in, and with a few adjustments this location can be made even safer and more comfortable until it is safe to go outside.

Basic “Shelter-in-Place” Guidance

If an incident occurs and the building you are in is not damaged, stay inside in an interior room until you are told it is safe to come out. If your building is damaged, take your personal belongings (purse, wallet, keys, ID card, etc.) and follow the evacuation procedures for your building (close your door, proceed to the nearest exit, and use the stairs instead of the elevators). Once you have evacuated, seek shelter at the nearest building quickly. If police or fire department personnel are on the scene, follow their directions.

How You Will Know to “Shelter-in-Place”

A shelter-in-place notification may come from several sources, including DCS, ORS Staff members, other College employees, APD, the federal or state government, or other authorities utilizing the College’s emergency communications tools.

How to “Shelter-in-Place”

No matter where you are, the basic steps of shelter-in-place will generally remain the same. Should the need ever arise; follow these steps, unless instructed otherwise by local emergency personnel:

1. If you are inside, stay where you are. Collect any emergency shelter-in-place supplies and a telephone to be used in case of emergency. If you are outdoors, proceed into the closest building quickly or follow instructions from emergency personnel on the scene.
2. Locate a room to shelter inside. It should be:
 - An interior room;
 - Above ground level; and
 - Without windows or with the least number of windows. If there is a large group of people inside of a building, several rooms may be necessary.
3. Shut and lock all windows (tighter seal) and close exterior doors.
4. Turn off air conditioners, heaters, and fans.
5. Close vents to ventilation systems as you are able. (Plant Operations staff will turn off the ventilation as quickly as possible.)
6. Make a list of the people with you and ask someone (ORS Staff, faculty, or other staff) to call the list in to DCS so they know where you are sheltering. If only students

- are present, one of the students should call in the list.
7. Turn on a radio or TV and listen for further instructions.
 8. Make yourself comfortable.

Emergency Evacuation Procedures

An evacuation drill is coordinated by the DCS each semester for all residential facilities on campus. Thus, the emergency response and evacuation procedures are tested at least twice each year. Students learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a short-term building evacuation through posted evacuation plans on the back of all residential room doors. DCS does not tell residents in advance about the designated locations for long-term evacuations because those decisions are affected by time of day, location of the building being evacuated, the availability of the various designated emergency gathering locations on campus, and other factors such as the location and nature of the threat. In both cases, College staff or the appropriate responding agency on the scene will communicate information to students regarding the developing situation or any evacuation status changes.

The purpose of an evacuation drills is to prepare building occupants for an organized evacuation in case of a fire or other emergency. Evacuation drills are used as a way to educate and train occupants on fire safety issues specific to their building. During the drill, occupants 'practice' drill procedures and familiarize themselves with the location of exits and the sound of the fire alarm. In addition to educating the occupants of each building about the evacuation procedures during the drills, the process also provides the College an opportunity to test the operation of fire alarm system components.

Evacuation drills are monitored by DCS to evaluate egress and behavioral patterns. Reports are prepared by participating DCS officers that identify deficient equipment so that repairs can be made immediately. Recommendations for improvements are also submitted to the appropriate departments/offices for consideration.

Students receive information about evacuation and shelter-in-place procedures during their first floor meetings and during other educational sessions that they can participate in throughout the year. The ORS Staff members are trained in these procedures as well and act as an on-going resource for the students living in residential facilities.

On 25 February 2011, a test of campus emergency notification systems was conducted. The test was announced to the campus community. The campus community was advised of what will occur in the event of an emergency situation in which these devices may be utilized. The test involved the campus outdoor siren, e2campus text message notification, classroom/office message notification, e-mail

notification and text-to-voice notification to teaching space phones. Allentown Communication Center and Lehigh County Communication Center were advised of the test prior to this date, and reminded just prior to the test, because we were activating the campus siren. The last campus-wide test was previously conducted on December 4, 2009.

The test began at approximately 1500 hours. PR was notified to send messages via e-mail and text message. When the dispatcher received the e-mail notification, the campus siren was activated. It sounded for the entire configured duration - three minutes. Once all systems were tested, PR was instructed to send another e-mail and text message stating that the test was complete and everything was all clear. The test completed at approximately 1510 hours.

On August 25, 2011 at approximately 1400 hours an exercise was conducted to review the College's Emergency Response Team Plan. The date of the drill was announced to some participants and unannounced to other participants. The purpose of the exercise was to examine the response of the team to a gas line issue at a residential facility, Prosser Hall. The exercise involved identifying resources necessary to respond to the incident, identifying where students could be relocated to if necessary, and to review the roles of the response team members. Student EMS member participated in the exercise but no other students were utilized in the exercise. The exercise ended at approximately 1600 hours.

Education of Members of the Campus Community

The Muhlenberg College Department of Campus Safety believes it is more beneficial to prevent crimes than to react to them after the fact. A primary vehicle for accomplishing this goal is a comprehensive crime prevention program. This program is based upon the concepts of eliminating or minimizing criminal opportunities, whenever possible, and encouraging students and employees to be responsible for their own security and the security of others.

Campus security and fire safety procedures are discussed during new student orientation residence hall programs. The DCS and ORS Departments, participate in forums, meetings, and programs in residence halls to address students and to explain Campus security, public safety, and fire safety measures and procedures at Muhlenberg College. Members of DCS conduct crime prevention and general security and safety awareness presentations when requested by various community groups, including students and employees of the College. During these presentations, the following information is typically provided: crime prevention tips; statistics on crime at Muhlenberg College and the surrounding area; fire safety information; information regarding campus security procedures and practices, including encouraging participants to be responsible for their own security/safety and for the security/safety for others on campus. In addition, DCS participates in a variety on-campus programs throughout the year which are staffed by an officer(s)

at various event locations. These activities provide an opportunity for DCS staff to hand out safety-related information, as well as to answer individual questions. The following is a listing of the crime prevention programs and projects employed by Muhlenberg College:

1. Personal Safety Escort Program... DCS provides an escort service either by campus vehicles or on foot from dusk to dawn seven days a week to students, staff, faculty, and visitors who request it by calling DCS at (484) 664-3112. DCS provides personal safety escorts for:
 - A: persons walking from one point on campus to another point on campus whenever personal safety is a concern.
 - B: persons traveling from the campus to their off-campus residence after dark. Escorts are provided to and from campus within a three-block radius of the campus boundary. DCS will not provide escorts to or from establishments that provide alcohol within the escort service boundary.
 - C. In addition to the Escort Service, Muhlenberg College provides a shuttle service with various stops beyond the campus boundaries. Information regarding the operations and destinations of the shuttle service can be obtained through the Dean of Students Office at (484) 664-3182.
2. New Student Orientation... crime prevention information accompanied by brochures and other printed material is presented as a formal part of new student orientation during the summer and again at the start of the academic year.
3. Residence Hall Security...The Department of Campus Safety works closely with the Office of Residential Services to promote safety in the residence halls through training and education of staff and residents.
4. Emergency Telephones...located throughout the campus.
5. Crime Prevention Presentations...officers present frequent crime awareness and prevention programs in residence halls and elsewhere on campus throughout the year. Programs are tailored to the particular interests of student, faculty, or staff groups.
6. Rape Awareness, Education and Prevention...programs dealing with domestic violence, rape, and sexual assault, including Rape Aggression Defense (RAD) self-defense classes for women and men. RAD programs can be scheduled by specific groups through DCS and may be limited in size based on availability of instructors. The course includes lecture, discussion and self defense techniques, suitable for men and women of all ages and abilities. The courses are twelve hour in length and taught for three hours a night. . Instructors are willing to try to work around your schedule, making it easier for you to attend. Students learn safety tips, definitions of terms such as rape, sexual assault, stalking, date-rape, impaired consent and EASY, NATURAL, SIMPLE self-defense movements to

name a few. **R.A.D. IS TOTALLY FREE for both the women's and men's program!** All manuals are supplied, along with gear for the simulation night.

7. Parking Facility Security...All major parking lots are equipped with emergency phones and CCTV augments security and lighting is well maintained. CCTV cameras are not monitored but utilized in obtaining information for investigations due to reported activity.
8. Security Alarm Systems...a sophisticated computer-enhanced alarm system monitors a campus-wide network of intrusion, fire and duress alarms.
9. Architectural Design...the DCS work closely with design engineers, Plant Operations, and the Office of Information and Technology regarding physical security systems and fire safety equipment when new construction or major renovations are planned on campus.
10. Security Surveys...comprehensive physical and operational security surveys are frequently conducted by the DCS to assist the College in improving the security of the campus community.
11. Facilities Surveys...a patrol responsibility designed to identify and correct deficiencies in exterior lighting, locking hardware and safety of the grounds is conducted by the DCS during routine patrols of the campus and campus facilities.
12. Operation Identification...Operation Identification, the national program of engraving serial numbers or owner-recognized numbers on computers, bicycles and other valuable items, is coordinated by the DCS. Engravers are made available to members of the campus community free of charge.
13. Crime Prevention Announcements...articles and information are regularly provided to *The Weekly*.
14. Printed Crime Prevention Materials...brochures, posters and bookmarks carrying crime prevention and awareness information related to a variety of topics including but not limited to theft, substance abuse, binge drinking, sexual harassment, domestic violence, sexual assault, security of personal belongings, identity theft, personal health and safety, and motor vehicle security are widely distributed at crime prevention presentations and at various locations throughout the campus.
15. After Hour Service contact...Campus Safety also takes after hours' maintenance calls for Plant Operations. DCS also handles after hours' calls for the Health Center and the Counseling Center; we can put you in contact with a health professional or a counselor.
16. Employee Training:

- The College uses Campus Answers as our vendor for three mandatory employee training programs. Those three programs are to be completed by all new employees within their first 90 days of employment. Campus Answers has a website that HR can access which tracks the progress employees are making and records their completion dates for the training; Campus Answers also sends automatic reminders to employees who haven't completed the training programs on schedule. These are the programs:
 - Preventing Discrimination and Sexual Violence: Title IX, VAWA & Clery Act
 - Diversity Benefits for Higher Education
 - Discrimination and Harassment Prevention for Higher Education

(Additional training is typically offered on Clery, Title IX and VAWA by the Director, Campus Safety and the Title IX Coordinator at various times during the year, but those sessions are not mandatory and attendance is not systematically tracked.)

As part of our onboarding process, all new employees sign the Drug-free Workplace Policy and Consent form. That document can be found online in the onboarding packet (it is page 34 of 41), at this

link: <http://www.muhsenberg.edu/media/contentassets/pdf/about/hr/BundleFTForms.pdf>

Our onboarding process also provides for employees to sign acknowledging that they have received information on important policies, with this

link: <http://www.muhsenberg.edu/main/aboutus/hr/currentemployeesretirees/resourcespolicies/policies/> that takes them to the list of policies below (and there are links to each of the policies on that page).

[Bloodborne Pathogen](#)

[Conflict of Interest \(COI\)](#)

[COI Family Members](#)

[Discriminatory Harassment](#)

[Drug-Free Workplace](#)

[Electronic Communications Policy](#)

[Email Departure Policy](#)

[Family Medical Leave Act \(FMLA\)](#)

[Hate/Bias Policy](#)

[Hot Line Policy](#)

[Minors On Campus](#)

[Program Protocols](#)

[Non-Discrimination Policy Statement](#)

[Summary and Notice of Privacy Practices](#)

[Pet Policy](#)

[Problem Resolution](#)

[Smoking Policy](#)

[Tuition Scholarship Assistance](#)

[Weapons Policy](#)

Responsibilities of the Campus Community

Members of the campus community must assume responsibility for their own personal safety and the security of their personal property. The following precautions provide guidance.

1. Report all suspicious activity to DCS immediately.
2. Never take personal safety for granted.
3. Try to avoid walking alone at night. Use the DCS escort service.
4. Limit your alcohol consumption, and leave social functions that get too loud, too crowded, or that have too many people drinking excessively. Remember to call DCS or APD for help at the first sign of trouble.
5. Carry only small amounts of cash.
6. Never leave valuables (wallets, purses, books, calculators, etc.) unattended.
7. Carry your keys at all times and do not lend them to anyone.
8. Lock up bicycles and motorcycles. Lock car doors and close windows when leaving your car.
9. Always lock the door to your residence hall room, whether or not you are there. Be certain that your door is locked when you go to sleep, and keep windows closed and locked when you are not at home.
10. Do not leave valuables in your car, especially if they can be easily noticed.
11. Engrave serial numbers or owner's recognized numbers, such as a driver's license number, on items of value.
12. Inventory your personal property and insure it appropriately with personal insurance coverage.

Alcohol and Drug Policies

DCS is committed to promoting the health and safety of its campus community through a program of alcohol education and the implementation of relevant policies. The DCS enforces compliance with state and local alcoholic beverage laws on campus and at campus sponsored activities. The College affirms its adherence to the following principles:

- The misuse and/or abuse of alcoholic beverages and related behavior, such as disorderly conduct, illness due to excessive consumption of alcohol, and destruction of property, pose a danger to individual member and to the community at large.
- The promotion of alcoholic beverage consumption as the primary focus of on- and

- off- campus activities is inappropriate because it invites members of the campus community to violate campus rules and regulations and Pennsylvania laws.
- Consumption of alcoholic beverages should only be by persons of legal age and by personal choice. In the State of Pennsylvania it is unlawful for anyone under the age of 21 to purchase, consume, possess, or transport any alcoholic beverage. Muhlenberg College complies with federal, state and local laws, which regulate the possession, use and sale of alcoholic beverages. Private consumption of alcoholic beverages by individuals of legal age (21) for their own personal use is permitted on campus only in private rooms and suites in residence units, including special interest houses and fraternity houses. No open containers of alcohol are permitted in public areas; this is a City of Allentown Ordinance. Individuals found to be in violation of the alcohol policy are referred to the Dean of Students Office for a judicial review and/or the Allentown Police Department. Pennsylvania's "Zero Tolerance" law lowered the blood alcohol content for minors from .10% to .02%.
 - Those who, choose to consume alcoholic beverages should do so responsibly and in moderation.
 - Consumption of alcoholic beverages should not be the main focus of an event or the only means of refreshment at an event.
 - The responsibility for proper consumption of alcoholic beverages and for compliance with state and local laws rests with each individual member of the campus community.
 - The Dean of Students Office may contact by phone and/or letter parents of underage students who violate the Alcohol Policy and parents of any students who violate the Drug Policy.

Muhlenberg College recognizes that the use of drugs is a serious problem in American society today. (Drug use includes an array of activities ranging from the casual consumption of alcohol at a cocktail party to the addictive use of hard drugs). As a church-related, liberal arts College which is concerned for the welfare of the individual student, Muhlenberg has the obligation to educate its students to the dangers of drugs. When a student uses drugs, the College makes every effort through counseling and referrals to assist that person to gain the help that he or she might need to live a life free of drug dependencies. Consistent with its concern for the welfare of its students, moreover, the College will not tolerate the illegal distribution of drugs on campus. When it becomes aware that students are using or distributing illegal drugs, the College reserves the right to contact those local, state and federal officials charged with enforcing state and federal drug laws.

The College's response to drug use on campus may, therefore, take one or more of the following forms: referral to counseling or psychiatric services, internal disciplinary action

or referral to law enforcement officials. First, Muhlenberg recognizes that the use of drugs can seriously affect an individual's health, personal relationships and his or her ability to function in a competitive academic environment. In many cases the sustained use and abuse of controlled substances are symptoms of emotional problems which require referral to medical and psychological professionals. When the College becomes aware that an individual is using drugs, it reserves the right, following consultation with the student, to make referrals and to consult the student's family regarding the problem.

Second, since behavioral problems may arise as a result of drug use, as per Title 35 of the Pennsylvania Crimes Code, the essential provisions of which are printed below, (Students who possess, use, or distribute drugs or drug paraphernalia are, therefore, subject to College disciplinary action including possible suspension or expulsion). The College cannot tolerate behavior which is harmful to the individual; infringes upon the rights of others; or which the College deems detrimental to the welfare of an academic community. In general, the College reserves the authority to require the withdrawal from the College of any students whose activities or continuing presence constitutes a risk to the health, safety, or the general well-being of the College community or to himself/herself. Third, students who violate Pennsylvania or federal laws are also subject to prosecution in the local, state, and federal courts. If the College becomes aware of the distribution on campus of illegal drugs, it reserves the right to contact authorities and to cooperate with them in bringing to justice the person or persons involved. The College will not serve as a haven for illegal activity of any sort. As citizens of the United States and as adults in the Commonwealth of Pennsylvania, Muhlenberg students are legally responsible for their acts.

The Dean of Students reserves the authority to exercise discretion in all disciplinary matters, giving consideration to the particular circumstances. These procedures do not take the place of criminal prosecution.

If any device (i.e. hookah, pipe, bong, vaporizer, or grinder, etc.) is suspected of being used for drug use, the device will be confiscated and tested.

In order to inform students of the terms of Pennsylvania law, relevant sections of the Pennsylvania Crimes Code, Title 35 follow:

1. Schedules of Controlled Substance (Section 4)

The law recognizes five categories of controlled substances ranging from the most dangerous listed in Schedule I to the least dangerous listed in Schedule V.

Schedule I - selected opiates and opium derivatives such as heroin; hallucinogens such as LSD; and marijuana. Note: Although the law no longer classifies marijuana as a narcotic, it still lists it as a controlled substance under Schedule I.

Schedule II - opium; amphetamine; coca leaves; and methadone.

Schedule III - selected substances which have a depressant effect on the central nervous system such as barbituric acid.

Schedule IV - selected substances which have a depressant effect on the central nervous system but which have a lower potential for abuse relative to substances in Schedule III, e.g., Phenobarbital.

Schedule V - substances such as cough syrup which may contain limited quantities of a narcotic but which also include one or more non-narcotic medicinal ingredients which confer upon the substance valuable medicinal qualities other than those possessed by the narcotic alone.

2. Prohibited Acts; Penalties (Section 13)

- a. **Clause 1** - the manufacture, sale or delivery, holding, offering for sale, or possession of any controlled substance, other drug, device or cosmetic that is adulterated or misbranded. (Punishable by imprisonment not exceeding one year or by payment of a fine not exceeding \$5,000 or both.)
- b. **Clause 12** - The acquisition or obtaining or possession of a controlled substance by misrepresentation, fraud, forgery, deception or subterfuge. (Punishable by imprisonment not exceeding one year or by payment of a fine not exceeding \$5,000 or both.)
- c. **Clause 16** - Knowingly or intentionally possessing a controlled substance by a person not registered under the act except through valid prescription order. (Punishable by imprisonment not exceeding one year or by payment of a fine not exceeding \$5,000 or both.) Note: A second conviction for acts described in Clauses 1, 12 and 16 carries a maximum prison sentence of three years, or a maximum fine of \$25,000 or both.
- d. **Clause 30** - The manufacture, delivery, or possession with intent to manufacture or deliver, a controlled substance by a person not registered under the act. (The severity of the penalty varies according to the substance involved. The maximum penalty is for narcotics and consists of imprisonment not exceeding fifteen years or of a fine not exceeding \$250,000 or both.)
- e. **Clause 31** - The possession of a small amount of marijuana only for personal use; the possession of a small amount of marijuana with the intent to distribute it but not to sell it; the distribution of a small amount of marijuana but not for sale. The act defines a "small amount of marijuana" as 30 grams of marijuana and

eight grams of hashish. (Punishable by imprisonment not exceeding 30 days or by fine not exceeding \$500 or both)

- f. **Clause 32** - The use of, or possession with intent to use, drug paraphernalia for the purpose of planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packing, repacking, storing, containing, concealing, injecting, ingesting, inhaling or otherwise introducing into the human body a controlled substance in violation of this act.
- g. **Clause 33** - The delivery of, possession with intent to deliver, or manufacture with intent to deliver, drug paraphernalia, knowing, or under circumstances where one reasonably should know, that it would be used to plant, propagate, cultivate, grow, harvest, manufacture, compound, convert, produce, process, prepare, test, analyze, pack, repack, store, contain, conceal, inject, ingest, inhale or otherwise introduce into the human body a controlled substance in violation of this act.
- h. **Clause 34** - The placing in any newspaper, magazine, handbill or other publication any advertisement, knowing or under circumstances where one reasonably should know that the purpose of the advertisement, in whole or in part is to promote the sale of objects designed or intended for use as drug paraphernalia.

The entire text of the *Student Alcohol Policy* is contained online at:

<http://www.muhlenberg.edu/media/contentassets/pdf/about/deanst/studentguide/Alcohol%20Policy.pdf>

The entire text of the *Drug Use and Controlled Substance Policy* is contained online at:

<http://www.muhlenberg.edu/media/contentassets/pdf/about/deanst/studentguide/Drug%20Use%20and%20Controlled%20Substance%20Policy.pdf>

The entire text of the "*THE CONTROLLED SUBSTANCE, DRUG, DEVICE AND COSMETIC ACT*" Act of 1972, P.L. 233, No. 64 is contained online at:

<http://www.health.state.pa.us/pdf/ddc/ddcAct.pdf>

Members of the campus community should know that disciplinary action, which may include eviction from the residence halls, revocation of other privileges, or suspension or expulsion from Muhlenberg College, may be taken in order to protect the interests of the College and the rights and safety of others.

Abuse of alcohol and drugs can have a dramatic impact on professional, academic, and family life. Muhlenberg College, therefore, encourages members of the community who may be experiencing difficulty with drugs or alcohol to contact one of the following resources available on-campus:

Resources

- Employee Assistance Program, (484) 664-3165
- Student Health Service, (484) 664-3199
- Counseling Center, (484) 664-3178

Students Convicted of Possession or Sale of Drugs

A federal or state drug conviction can disqualify a student for Federal Student Financial Aid (FSA) funds.

2. Prohibited Acts; Penalties (Section 13)

- Clause 1** - the manufacture, sale or delivery, holding, offering for sale, or possession of any controlled substance, other drug, device or cosmetic that is adulterated or misbranded. (Punishable by imprisonment not exceeding one year or by payment of a fine not exceeding \$5,000 or both.)
- Clause 12** - The acquisition or obtaining or possession of a controlled substance by misrepresentation, fraud, forgery, deception or subterfuge. (Punishable by imprisonment not exceeding one year or by payment of a fine not exceeding \$5,000 or both.)
- Clause 16** - Knowingly or intentionally possessing a controlled substance by a person not registered under the act except through valid prescription order. (Punishable by imprisonment not exceeding one year or by payment of a fine not exceeding \$5,000 or both.) Note: A second conviction for acts described in Clauses 1, 12 and 16 carries a maximum prison sentence of three years, or a maximum fine of \$25,000 or both.
- Clause 30** - The manufacture, delivery, or possession with intent to manufacture or deliver, a controlled substance by a person not registered under the act. (The severity of the penalty varies according to the substance involved. The maximum penalty is for narcotics and consists of imprisonment not exceeding fifteen years or of a fine not exceeding \$250,000 or both.)
- Clause 31** - The possession of a small amount of marijuana only for personal use; the possession of a small amount of marijuana with the intent to distribute it but not to sell it; the distribution of a small amount of marijuana but not for sale. The act defines a "small amount of marijuana" as 30 grams of marijuana and eight grams of hashish. (Punishable by imprisonment not exceeding 30 days or by fine not exceeding \$500 or both)
- Clause 32** - The use of, or possession with intent to use, drug paraphernalia for the purpose of planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing,

testing, analyzing, packing, repacking, storing, containing, concealing, injecting, ingesting, inhaling or otherwise introducing into the human body a controlled substance in violation of this act.

- g. **Clause 33** - The delivery of, possession with intent to deliver, or manufacture with intent to deliver, drug paraphernalia, knowing, or under circumstances where one reasonably should know, that it would be used to plant, propagate, cultivate, grow, harvest, manufacture, compound, convert, produce, process, prepare, test, analyze, pack, repack, store, contain, conceal, inject, ingest, inhale or otherwise introduce into the human body a controlled substance in violation of this act.
- h. **Clause 34** - The placing in any newspaper, magazine, handbill or other publication any advertisement, knowing or under circumstances where one reasonably should know that the purpose of the advertisement, in whole or in part is to promote the sale of objects designed or intended for use as drug paraphernalia.

Firearms and Weapons Policies

The DCS is committed to maintaining a safe and secure environment that supports the academic mission of Muhlenberg College. According to the *Firearms and Other Weapons* policy, members of the campus community, including faculty, staff, and students, as well as visitors to the campus, are prohibited from possessing firearms, explosives, weapons, or any item that may be construed as such, on the premises of Muhlenberg College or in any building under the College's control, whether or not a federal or state license to possess the same has been issued to the possessor. These restrictions apply to all students, staff, faculty, vendors, contractors, and visitors with the exception of law enforcement and Campus Safety officers and extend to all College buildings, grounds, parking lots, College owned or leased properties and College owned vehicles. Exceptions to this policy must be approved in writing by the President or the Director of Campus Safety.

There are some limited exceptions to this policy; for example certified and licensed law enforcement personnel who are authorized to carry a firearm are permitted to do so, on campus property. The possession or use of any potentially dangerous item or material is strictly forbidden in College housing (i.e. residence halls, MILE properties, properties leased by the College, fraternity and sorority houses) and/or on campus. Such items are subject to confiscation and the bearer to disciplinary action. Prohibited items include firearms, ammunition, air-guns (BB/pellet), spring type weapons, sling shots, martial arts weaponry, knives, swords, paint ball guns, simulated weapons altered to appear as an actual firearm, switchblades water balloons, dartboards, and whips. Weapons used for theatrical productions must be disarmed and remain in the theatre and safeguarded according to the security provisions of the Department of Theatre & Dance.

All members of the campus community should refer to the *Firearms and Other Weapons* policy, which is available on the Dean of Student's website at: <http://www.muhlenberg.edu/media/contentassets/pdf/about/deanst/studentguide/Firearms%20and%20Other%20Weapons%20Policy.pdf>

Muhlenberg College does not tolerate the use of firearms or weapons on college owned, controlled, or leased properties. The DCS has and will continue to investigate any threat to the safety of the campus community in order to protect all members of the community and their guests.

Anyone found violating the *Firearms and Other Weapons* policy shall be subject to the disciplinary policies and procedures applicable to students, faculty, or staff and/or criminal prosecution by the appropriate jurisdiction.

Emergency Medical Response Procedures

Students, faculty, staff, and guests should report any emergency medical situations to DCS immediately at extension 3110 or, from outside the campus phone system, (484) 664-3110. The dispatcher will send DCS officers to the location and assess the incident. The DCS officer may request (if on duty) on-call members of the Muhlenberg College Emergency Medical Service (MCEMS) to the scene. MCEMS is a Quick Response Emergency Medical Service with trained emergency responders and provide quality emergency medical services in a variety of settings, including campus coverage and special events. The individual, to whom the DCS responded to, may be placed in contact with a nurse from the Student Health Services. If the individual requires and/or requests care beyond that which can be rendered by the officer, nurse, and/or MCEMS, the individual may be transported to the hospital or doctors office by an DCS officer, a college van driver, or ambulance.

Statistical Disclosure of Reported Incidents

Incidents reported to DCS that fall into a required reporting classifications, will be disclosed as a statistic in this annual brochure published by the DCS.

Crime Statistics

The information below provides context for the crime statistics reported as part of compliance with the Clery Act.

The procedures for preparing the annual disclosure of crime statistics include reporting statistics to the campus community obtained from the following sources: the Office of Campus Safety (DCS), the Allentown Police Department (APD), and non-police officials (as defined below). For statistical purposes, crime statistics reported to any of these sources are recorded in the calendar year the crime was reported. A written request for statistical information is made on an annual basis to all Campus

Security Authorities (as defined by federal law) and to all Campus Deans, Directors, and Department Heads. Statistical information is requested and provided to DCS by the employees at the Counseling Center and the Student Health Center, even though they are not required by law to provide statistics, for the compliance document.

All of the statistics are gathered, compiled, and reported to the campus community via the DCS Web Page. DCS sends a postcard to every enrolled student and current employee on an annual basis. The postcard includes a brief summary of the contents of the annual report contents. The postcard also includes the address for the DCS website (<http://www.muhsenberg.edu/main/aboutus/campus-safety>) where the report and other information regarding the department can be found on-line. A hard copy of the Annual Security and Fire Safety report may be obtained by contacting the department of Campus Safety. The compliance document is available for review 24-hours a day on the DCS website at:

http://www.muhsenberg.edu/media/contentassets/pdf/about/campus-safety/annual_report.pdf

The DCS submits the annual crime statistics to the Department of Education (ED). In addition to reporting crimes to ED, DCS submits annual crime statistics to the PA State Police for inclusion in UCR reporting. The statistical information gathered by the Department of Education is available to the public through the ED website.

Pennsylvania College & University Information Act Crime Rates

The Pennsylvania College and University Security Information Act requires the release of crime statistics and rates to students and employees. The rate is based on the actual number of Full Time Equivalent (FTE) students and employees which is calculated according to the following state mandated formula. The formula is the number of FTE students for the fall semester plus the number of FTE employees (which is the sum of full time employees plus one half the numbers of part time employees). The FTE for both students and employees is combined for a total FTE. The rate is obtained by dividing this figure into 100,000 and multiplying the quotient by the individual statistics to produce the crime rate per 100,000 persons in each category.

Specific Information about Classifying Crime Statistics

The following statistics in are published in accordance with the standards and guidelines used by the FBI Uniform Crime Reporting Handbook and the relevant federal law (the Clery Act).

The number of victims involved in a particular incident is indicated in the statistics column for the following crime classifications: Murder/Non-Negligent Manslaughter, Negligent Manslaughter, Sex Offenses (Rape, Fondling, Incest & Statutory Rape), and Aggravated Assault. For example, if an aggravated assault occurs and there are three victims, this would be counted as three aggravated assaults in the crime statistics chart.

The number reflected in the statistics for the following crime categories includes one offense per distinct operation: Robbery, Burglary, Larceny, Vandalism, and Arson. For example, if five students are walking across campus together and they are robbed, this would count as one instance of robbery in the crime statistics chart.

In cases of Motor Vehicle Theft, each vehicle stolen is counted as a statistic.

In cases involving Liquor Law, Drug Law, and Illegal Weapons violations, each person who was arrested is indicated in the arrest statistics.

The statistics captured under the “Referred for Disciplinary Action” section for Liquor Law, Drug Law, and Illegal Weapons violations indicates the number of people referred to the Dean of Students for violations of those specific laws.

The statistics in the Hate Crime chart are separated by category of prejudice. The numbers for most of the specific crime categories are part of the overall statistics reported for each year. The only exceptions to this are the addition of Larceny/Theft, Simple Assault or other bodily injury, and Intimidation, which are not already included in the required reporting categories. If a hate crime occurs where there is an incident involving Intimidation, Vandalism, Larceny, or Simple Assault or other bodily injury, the law requires that the statistic be reported as a hate crime even though there is no requirement to report the crime classification in any other area of the compliance document. Note: A hate or bias related crime is not a separate, distinct crime, but is the commission of a criminal offense which was motivated by the offender’s bias. For example, a subject assaults a victim, which is a crime. If the facts of the case indicate that the offender was motivated to commit the offense because of his/her bias against the victim’s race, sexual orientation, etc., the assault is then also classified as a hate/bias crime.

Statistics for “Residential Facilities” are also counted in the “On-Campus” crime category. The law requires institutions to break out the number of “On-Campus” crimes that occur in residential facilities.

The crime statistics for residence halls that are located outside the campus boundaries but are reasonably contiguous to the campus (2442 Tilghman Street, Sigma Phi Epsilon Fraternity, and Phi Kappa Tau Fraternity) are captured in the “On-Campus” category.

Clery Offenses:

Criminal Homicide-Manslaughter by Negligence:

- The killing of another person through gross negligence

Criminal Homicide-Murder and Non-negligent Manslaughter:

- The willful (non-negligent) killing of one human being by another

Sex Offenses:

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

Robbery:

- The 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 is usually accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that the injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious bodily injury if the crime were successfully completed.

Burglary:

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

Motor Vehicle Theft:

- The theft of attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicle is later abandoned-including joyriding.)

Arson:

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

Hate Crimes:

- Larceny-Theft, simple assault, intimidation, destruction/damage or vandalism of property.
- Race, gender, gender identity, religion, sexual orientation, ethnicity, national origin or disability.

Violence Against Women Act

Dating Violence:

- 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 and with consideration of the length of the relationship, type of relationship and frequency of the interaction 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 does not include acts covered under the definition of domestic violence.
- Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting

Domestic Violence:

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 or intimate partner;
- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or
- By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the violent crime occurred.

Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to-

- Fear for the person's safety or the safety of others; or
- Suffer substantial emotional distress.

For the purposes of this definition-

- Course of conduct means two or more acts, including, but 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, or interferes with a person's property.
- Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
- Substantial emotional distress means a significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
- For the purposes of complying with the requirements, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Offense Definitions relating to Hate/Bias Related Crime

Simple Assault:

- An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.

Intimidation:

- To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

Larceny/Theft:

- The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

Vandalism:

- To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.

Other Crimes:***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; all attempts to commit any of the aforementioned.

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 narcotics (demerol, methadones); and dangerous non-narcotic drugs (barbiturates, benzedrine).

Liquor Law Violations:

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

Additional categories of bias added by the Violence Against Women Act-VAWA 2013

- 1) National origin
- 2) Gender Identity

Geography definitions from the Clery Act

On-Campus-Defined as: (1) Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to the institution's educational purposes, including residence halls; and (2) Any building or property that is within or reasonably contiguous to the area identified in paragraph (1), 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 retail vendor)

Non-Campus Building or Property-Defined as: (1) any building or property owned or controlled by a student organization that is officially recognized by the institution; or (2) Any building or property owned or controlled by an institution that is used in direct support of or in relation to the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

Public Property-Defined as: All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus.

The crime statistics submitted to ED do not include crimes that occur in privately owned homes or businesses within or adjacent to the campus boundaries. The crime statistics reported to the PA State Police include all crimes reported to the Department of Campus Safety even those occurring in privately owned or rented homes or businesses within or adjacent to the campus boundaries.

Annual Fire Safety Report

Muhlenberg College DCS and Plant Operations oversee and/or regularly inspect, test and maintain College premises to ensure compliance with applicable fire and life safety codes and standards.

The DCS conducts one regular egress drills per each academic semester in each student residential facilities and provides educational and training programs in fire safety and prevention techniques for students, faculty and staff. All residents halls meet or exceed local and national fire safety codes and are equipped modern fire alarm systems including smoke detectors and sprinkler systems.

If a fire occurs in a Muhlenberg College property, community members should immediately notify DCS at (484) 664-3110. DCS will initiate a response and can summon the fire department quickly through established communication systems. If a

member of the community finds evidence of a fire that has been extinguished, and the person is not sure whether DCS has already responded, the community member should immediately notify DCS to investigate and document the incident.

The fire alarms alert building occupants of potential hazards, and occupants are required to heed their warning and evacuate buildings immediately upon hearing a fire alarm in a facility. Use the nearest stairwell and/or exit to leave the building immediately. Community members should familiarize themselves with the exits in each building. The Fire Marshall and/or DCS can levy fines and penalties to individuals who fail to evacuate a building promptly— but more importantly evacuating is for your safety! When a fire alarm is activated, the elevators in most buildings will stop automatically. Occupants should use the stairs to evacuate the building. If you are caught in the elevator, push the emergency phone button. The emergency phones in elevators on campus ring to the DCS dispatcher.

Fire safety is of primary importance to the DCS and to all members of the campus community. Campus Safety and Plant Operations staffs are trained in the use of on campus fire equipment. Fire drills are conducted regularly in all residential facilities. Officers go through the building during a fire drill for proper working of all equipment and to make sure that the building has been evacuated. The fire extinguishers in each facility are checked on a monthly basis by an outside company. All residential and academic buildings are equipped with smoke detectors and/or other emergency fire equipment. Fire safety and security procedures are reviewed at the beginning of each academic year. Safety and security awareness programs, including fire safety, are made available to students. In addition, the Allentown Fire Department regularly inspects all campus facilities and non-College owned fraternity houses to assure fire code compliance. The department does quarterly inspections of all Greek facilities as part of the Greek accreditation process. In addition the department patrols campus facilities during break to identify fire safety issues. All residence hall fire systems are checked every six months by Simplex Grinnell. Academic buildings are checked yearly by Simplex Grinnell. Sprinkler systems are checked yearly and are coordinated with Plant Operations. Muhlenberg College has installed through Plant Operations carbon monoxide (CO) detectors in all of our M.I.L.E. properties. The CO detectors are maintained and checked for battery life by the Plant Operations staff. This is to be done on a regular basis.

DCS publishes this fire safety report as part of its annual Clery Act Compliance document, via this publication, which contains information with respect to the fire safety practices and standards for Muhlenberg College. This report includes statistics concerning the number of fires, the cause of each fire, the number of injuries and deaths related to a fire, and the value of the property damage caused by a fire. A fire is defined as “any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.” The statistics compiled are for on-campus student housing facilities and are classified as unintentional fires, intentional fires, and undetermined fires. Unintentional fires are fires further classified by causes

that include cooking, smoking material, open flames, electrical, heating equipment, hazardous products, machinery/industrial, natural, and other. Each fire statistic includes the number of deaths or injuries resulting in treatment at a medical facility as related to the fire, along with the value of property damage related to the fire.

The compliance document is available for review 24-hours a day on the DCS website:

http://www.muhsenberg.edu/media/contentassets/pdf/about/campus-safety/annual_report.pdf

Fire alarm and suppression systems

All on-campus residence halls are equipped with fire alarm and sprinkler systems which meet and in many cases exceed state and local building and fire safety codes. The fire alarm systems in all on-campus residence facilities consist of horns, bells, and/or strobe lights alerting residents to an alarm and are also remotely monitored at the DCS Communication Center via computer-enhanced campus-wide alarm monitoring system. A majority of campus buildings are equipped with automatic fire detection and alarm systems that are constantly monitored by the DCS dispatcher. On-campus residence halls are also equipped with fire-rated smoke/fire doors designed to impede the spread of smoke and fire. Regular and frequent inspections are conducted by DCS, Residential Services and Plant Operations staff who report fire hazards in residence halls to facilitate prompt resolution. Upon receipt of a fire alarm, an officer is immediately dispatched to the alarm location to determine the cause of the alarm and necessary response to the alarm. In situation where multiple devices are activated in one facility or in any alarm occurring between midnight and 8 a.m. DCS immediately notifies the Allentown Fire Department to respond.

Muhlenberg College has a variety of on-campus housing configurations, including traditional dormitory style buildings, former apartment buildings acquired and renovated by the College, residential housing units, and newly-constructed apartment style and suite style facilities. Each facility is equipped with the fire and life safety systems required by the building codes. More extensive fire sprinkler systems than required by building codes have been installed in older facilities. Fire safety equipment is reviewed regularly to identify locations where enhancements such as additional upgrading fire panels, sprinkler, smoke, and carbon monoxide detection systems beyond those required by building codes are appropriate and plans for such enhancements are integrated into the college's annual facilities maintenance project plan. Refer to the Fire Safety Amenities chart in this publication for information about fire detection, notification, and suppression systems in each residential facility.

Health and Safety Inspections

ORS performs Residence Hall Health and Safety Inspections seven times a year, four times in the fall and three times in the spring. Inspections are conducted prior to the start of the fall semester and upon closing before each scheduled academic break. With

the exception of the first inspection prior to the fall semester, all inspections are announced to the residents prior to the break. The inspections are primarily designed to find and eliminate safety violations. Students are required to read and comply with the Housing Contract and the Student Information and Resource Guide:

<http://www.muhsenberg.edu/media/contentassets/pdf/about/deanst/studentguide/Housing%20Lease.pdf>

http://www.muhsenberg.edu/main/aboutus/deanst/services/student_guide.html

Which include all rules and regulations for residential buildings. The inspections include, but are not limited to, a visual examination of electrical cords, sprinkler heads, smoke detectors, fire extinguishers and other life safety systems. DCS participates in quarterly inspections of all Greek facilities as part of the Greek accreditation process in conjunction with ORS and Plant Operations.

In addition, each room will be examined for the presence of prohibited items (e.g., sources of open flames, such as candles; non-surge protected extension cords; halogen lamps; portable cooking appliances in non-kitchen areas; etc.) or prohibited activity (e.g., smoking in the room; tampering with life safety equipment; possession of pets; etc.). This inspection will also include a general assessment of food and waste storage and cleanliness of the room. Prohibited items will be brought to the attention of DCS to be disabled, confiscated, or discarded. In some instances, confiscated or discarded items are not returned and are removed without reimbursement. Confiscated items may be returned to the owner for removal from campus residence at the discretion of DCS or other campus officials.

Fire Safety Tips

Buildings are equipped with a variety of features that are designed to detect, stop and/or suppress the spread of a fire.

- A door can be the first line of defense against the spread of smoke or fire from one area to another. Some doors, such as fire doors in corridors or stairwells of residence halls, are designed to stand up to fire longer than those of an individual room. It is important that these doors are CLOSED for them to work. Additionally, if a door has a device that automatically closes the door, it should NOT be propped open.
- Sprinklers are 98% effective in preventing the spread of fire when operating properly. DO NOT obstruct the sprinkler heads with materials like clothing hanging from the piping.
- Smoke detectors cannot do their job if they are disabled or covered by the occupant, which is a violation of the College Fire Safety Rules and Regulations.

- Almost $\frac{3}{4}$ of all fires that are caused by smoking material are the result of a cigarette being abandoned or disposed of carelessly. Smoking is NOT PERMITTED in any Muhlenberg College property.

A daily fire log is available for review 24-hours a day at the DCS in Prosser Hall, from 9 a.m.–5 p.m. Monday through Friday, excluding holidays. The information in the fire log typically includes information about fires that occur in residential.

Policies on Rules for restricted items, smoking, open flames and item placement

Students are expected to be alert at all times to the hazards and dangers of fire in their area and to exercise all proper precautions to prevent fire, notify authorities of any potential fire and safety hazards, and promptly report a fire. Students are expected to help prevent false alarms and should report any tampering with the alarm system to Campus Safety.

Flammable substances and solids, such as gasoline, paint, benzene, naphtha, cleaning fluids, explosives, charcoal lighter fluid, chemicals and fireworks may not be used or stored in residence halls. Lighted candles, incense, kerosene lamps and/or heaters, halogen lamps, multi-bulb lamps, homemade TV and radio antennas and student installed electric heaters may not be used in the residence halls.

Only appliances approved by Underwriters Laboratories (UL) are permitted within the residential facilities. ALL COOKING MUST BE CONFINED TO DESIGNATED COOKING AREAS. Use of electrical appliances such as hot plates, heating coils, coffeepots, popcorn poppers, electric frying pans, toaster ovens, irons, and electric heaters are prohibited in student rooms and common lounges without kitchens. All appliances must be UL approved with UL approved cords. Low wattage electrical equipment and attached cords must also be UL approved. The College reserves the right to determine the danger of electrical appliances and remove them. If the College determines a cooking item is being used in areas other than designated cooking areas the item may be confiscated. Residents are reminded to use extension cords only if they bear the UL label, never to run cords under rugs or across doorways, and to use cords appropriately designed for the electrical load. Any additional lighting (i.e. Christmas lights) must be UL approved with proper installation and approved by Plant Operations, Campus Safety and/or Residential Services. No lights may be strung from any pipes or fire/safety equipment.

Storage or placement of any items (including trash, bicycles, boxes, furniture, etc.) in public areas such as corridors, stairwells, or balconies is prohibited. Items placed or stored in public areas will be removed by the College with a charge for their release. Items may not be left outside residence buildings at any time (i.e. trash cans).

All decorations used in corridors or public areas shall be flameproof or fire resistant materials. The College reserves the right to remove any and all decorations that do not comply. Spray painting or use of flammable paint products in residence halls is

prohibited.

Hanging of cloth material along walls is discouraged for safety reasons. No material or paper may be draped or affixed overhead or from ceiling pipes.

Section and fire doors are to remain closed at all times. Residents of the section will be held responsible when the doors are blocked or propped open. A door will be considered propped if there is any physical obstruction (such as tape, stones, cardboard, trash cans, etc.) which prevent it from closing or locking.

No storage of any type of gas powered vehicles inside residence halls or enclosed areas.

Use of charcoal or propane grills is permitted, however the grill must be at least 15 feet from any structure. Use of open flame (i.e. fire pits) is prohibited within the city of Allentown without obtaining proper permits. Ashes must be properly disposed of in designated **RED CANS** marked "Charcoal Disposal and Ashes Only" found in Prosser Quad, East Quad, Robertson/South Quad, and the area between the Center for the Arts and Trexler Library. If ashes are found in any College owned and/or leased properties, the person will be subject to disciplinary action and/or fines.

Use of fireworks is strictly prohibited on any college property.

All college facilities are smoke free. Smoking is permitted outside but must be at least 15 feet from the building and entrances. Smoking devices should be properly extinguished and discarded in ashtrays.

Any violation of the above fire prevention regulations may be subject to disciplinary action and/or fines.

All members of the campus community should refer to the *Fire Safety Rules and Regulations*, which is available on the Dean of Student's website at: <http://www.muhlenberg.edu/media/contentassets/pdf/about/deanst/studentguide2016-2017/Fire%20Safety%20Policy.pdf>

Fire Safety Training and Evacuation Plans for Residence Hall Staff and Residents

DCS provides training for all new Residence Assistants during the annual RA training prior to the beginning of the academic year. This training includes instructions that all residents and staff are to evacuate immediately upon activation of any fire alarm.

The DCS regularly reviews evacuation plans for all on-campus residence halls and post updated evacuation plans for each on-campus residence hall on the inside of the residence hall room doors annually.

Fire egress drills are scheduled at least once each semester and include guidance from DCS staff and Residential Services staff so evacuating residents knows where to safely assemble once outside the building.

Fires in On-Campus Residential Facilities

The receipt of fire alarms by the college's automatic alarm system or by persons who report the presence of smoke; results in an immediate response by DCS staff to investigate, the cause of the alarm. An incident report is generated for all activations of the fire alarm not associated with the fire egress drills and a detailed record of the fire is maintained. A record of all reports is also included in the public log of crimes and other incidents maintained by the DCS, which is available for public viewing during normal business hours.

Fires on campus

If any member of the Muhlenberg College community finds evidence of a fire that has been extinguished, and the person is not sure whether DCS has already responded, the community member should immediately notify DCS to investigate and document the incident. Such reports also result in an investigation and an entry being made in the public log.

**MUHLENBERG COLLEGE
2013-2015 UCR CRIME STATISTICS**

2015 UCR CRIME STATISTICS	NO.*	RATE PER FTE STUDENT/ EMPLOYEES	RATE PER 100,000 FTE STUDENT/ EMPLOYEES
PART I OFFENSES			
CRIMINAL HOMICIDE	0	0.0000	0.000
FORCIBLE RAPE ¹	1	0.0003	32.190
ROBBERY	0	0.0000	0.000
ASSAULT	2	0.0006	64.381
BURGLARY ²	2	0.0006	64.381
LARCENY - THEFT	50	0.0161	1609.513
MOTOR VEHICLE THEFT	1	0.0003	32.190
ARSON	0	0.0000	0.000
TOTAL PART I OFFENSES	56	0.0180	1802.654
PART II OFFENSES			
FRAUD	2	0.0006	64.381
FORGERY	0	0.0000	0.000
EMBEZZLEMENT	0	0.0000	0.000
STOLEN PROPERTY (RECEIVING & POSSESSION)	7	0.0023	225.332
VANDALISM	41	0.0132	1319.801
WEAPONS (POSSESSION,ETC.)	0	0.0000	0.000
SEX OFFENSES ¹	1	0.0003	32.190
DRUG ABUSE VIOLATIONS	8	0.0026	257.522
GAMBLING	0	0.0000	0.000
DUI	0	0.0000	0.000
LIQUOR LAWS	91	0.0293	2929.313
DRUNKENNESS	10	0.0032	321.903
DISORDERLY CONDUCT	20	0.0064	643.805
VAGRANCY	0	0.0000	0.000
ALL OTHER OFFENSES (EXCEPT TRAFFIC)	17	0.0055	547.234
TOTAL PART II OFFENSES	197	0.0634	6341.481
*Number of Offenses Reported or Known to Campus Safety, Residential Services (Includes Unfounded and Attempts) - On & Off Campus FTE STUDENTS = 2522.53 FTE EMPLOYEES = 584 TOTAL FTE = 3106.53			
DISPOSITION OF SELECTED OFFENSES (2014)			
	# of Violations	Arrests**	Internal Disp. Action**
Liquor Law Violations	91	28	192
Drug Abuse Violations	8	8	64
Weapons Possession	4	4	0
Hate Crimes#	3	0	0
**Number of Individuals #All Hate Related Incidents			
CLEARANCE RATE (2013)			
	Incidents Cleared	Number of Incidents	Clearance Percentage
TOTAL PART I OFFENSES	7	55	12.7273%
TOTAL PART II OFFENSES	137	201	68.1592%
TOTAL PART I & II OFFENSES	144	256	56.2500%

2014 UCR CRIME STATISTICS	NO.*	RATE PER FTE STUDENT/ EMPLOYEES	RATE PER 100,000 FTE STUDENT/ EMPLOYEES
PART I OFFENSES			
CRIMINAL HOMICIDE	0	0.0000	0.000
FORCIBLE RAPE ¹	1	0.0003	32.190
ROBBERY	0	0.0000	0.000
ASSAULT	2	0.0006	64.381
BURGLARY ²	2	0.0006	64.381
LARCENY - THEFT	50	0.0161	1609.513
MOTOR VEHICLE THEFT	1	0.0003	32.190
ARSON	0	0.0000	0.000
TOTAL PART I OFFENSES	56	0.0180	1802.654
PART II OFFENSES			
FRAUD	2	0.0006	64.381
FORGERY	0	0.0000	0.000
EMBEZZLEMENT	0	0.0000	0.000
STOLEN PROPERTY (RECEIVING & POSSESSION)	7	0.0023	225.332
VANDALISM	41	0.0132	1319.801
WEAPONS (POSSESSION,ETC.)	0	0.0000	0.000
SEX OFFENSES ¹	1	0.0003	32.190
DRUG ABUSE VIOLATIONS	8	0.0026	257.522
GAMBLING	0	0.0000	0.000
DUI	0	0.0000	0.000
LIQUOR LAWS	91	0.0293	2929.313
DRUNKENNESS	10	0.0032	321.903
DISORDERLY CONDUCT	20	0.0064	643.805
VAGRANCY	0	0.0000	0.000
ALL OTHER OFFENSES (EXCEPT TRAFFIC)	17	0.0055	547.234
TOTAL PART II OFFENSES	197	0.0634	6341.481
*Number of Offenses Reported or Known to Campus Safety, Residential Services (Includes Unfounded and Attempts) - On & Off Campus FTE STUDENTS = 2522.53 FTE EMPLOYEES = 584 TOTAL FTE = 3106.53			
DISPOSITION OF SELECTED OFFENSES (2014)			
	# of Violations	Arrests**	Internal Disp. Action**
Liquor Law Violations	91	28	192
Drug Abuse Violations	8	8	64
Weapons Possession	4	4	0
Hate Crimes#	3	0	0
**Number of Individuals #All Hate Related Incidents			
CLEARANCE RATE (2013)			
	Incidents Cleared	Number of Incidents	Clearance Percentage
TOTAL PART I OFFENSES	7	55	12.7273%
TOTAL PART II OFFENSES	137	201	68.1592%
TOTAL PART I & II OFFENSES	144	256	56.2500%

2013 UCR CRIME STATISTICS	NO.*	RATE PER FTE STUDENT/ EMPLOYEES	RATE PER 100,000 FTE STUDENT/ EMPLOYEES
PART I OFFENSES			
CRIMINAL HOMICIDE	0	0.0000	0.000
FORCIBLE RAPE ¹	1	0.0003	32.190
ROBBERY	0	0.0000	0.000
ASSAULT	6	0.0019	193.142
BURGLARY ²	7	0.0023	225.332
LARCENY - THEFT	53	0.0171	1706.084
MOTOR VEHICLE THEFT	1	0.0003	32.190
ARSON	0	0.0000	0.000
TOTAL PART I OFFENSES	68	0.0219	2188.937
PART II OFFENSES			
FRAUD	0	0.0000	0.000
FORGERY	0	0.0000	0.000
EMBEZZLEMENT	0	0.0000	0.000
STOLEN PROPERTY (RECEIVING & POSSESSION)	7	0.0023	225.332
VANDALISM	50	0.0161	1609.513
WEAPONS (POSSESSION,ETC.)	0	0.0000	0.000
SEX OFFENSES ¹	7	0.0023	225.332
DRUG ABUSE VIOLATIONS	25	0.0080	804.756
GAMBLING	0	0.0000	0.000
DUI	2	0.0006	64.381
LIQUOR LAWS	81	0.0261	2607.411
DRUNKENNESS	5	0.0016	160.951
DISORDERLY CONDUCT	31	0.0100	997.898
VAGRANCY	32	0.0103	1030.088
ALL OTHER OFFENSES (EXCEPT TRAFFIC)	11	0.0035	354.093
TOTAL PART II OFFENSES	251	0.0808	8079.755
Known to Campus Safety, FTE STUDENTS = 2522.53 FTE EMPLOYEES = 584 TOTAL FTE = 3106.53			
DISPOSITION OF SELECTED OFFENSES (2013)			
	# of Violations	Arrests**	Internal Disp. Action**
Liquor Law Violations	83	28	206
Drug Abuse Violations	25	2	64
Weapons Possession	0	0	0
Hate Crimes#	0	0	0
**Number of Individuals #All Hate Related Incidents			
CLEARANCE RATE (2013)			
	Incidents Cleared	Number of Incidents	Clearance Percentage
TOTAL PART I OFFENSES	13	68	19.1176%
TOTAL PART II OFFENSES	164	248	66.1290%
TOTAL PART I & II OFFENSES	177	316	56.0127%

¹ Rape/Sexual Assault/Sex Offenses statistics include third party and anonymous reports

² Most of the Burglary incidents involve unforced entry into unlocked and/or unattended rooms or offices



MUHLENBERG COLLEGE
DEPARTMENT OF CAMPUS SAFETY
Hate Crimes Audit Report
From Jan 01, 2015 to Dec 31, 2015.

Offense Type

Aggravated Assault	On Campus	Residential Facilities	Non-Campus Buildings & Property	Public Property	Non-Reportable Location	N/A
Disability						
Ethnicity						
Gender						
Race						
Religion						
Sexual Orientation						
	0	0	0	0	0	0



MUHLENBERG COLLEGE
DEPARTMENT OF CAMPUS SAFETY
Hate Crimes Audit Report
 From Jan 01, 2015 to Dec 31, 2015.

Offense Type

Any Other Crime Involving Bodily Injury	On Campus	Residential Facilities	Non-Campus Buildings & Property	Public Property	Non-Reportable Location	N/A
Disability						
Ethnicity						
Gender						
Race						
Religion						
Sexual Orientation						
	0	0	0	0	0	0



MUHLENBERG COLLEGE
DEPARTMENT OF CAMPUS SAFETY
Hate Crimes Audit Report
 From Jan 01, 2015 to Dec 31, 2015.

Offense Type

Offense Type	On Campus	Residential Facilities	Non-Campus Buildings & Property	Public Property	Non-Reportable Location	N/A
Arson						
Disability						
Ethnicity						
Gender						
Race						
Religion						
Sexual Orientation						
	0	0	0	0	0	0



MUHLENBERG COLLEGE
DEPARTMENT OF CAMPUS SAFETY
Hate Crimes Audit Report
 From Jan 01, 2015 to Dec 31, 2015.

Offense Type

Burglary	On Campus	Residential Facilities	Non-Campus Buildings & Property	Public Property	Non-Reportable Location	N/A
Disability						
Ethnicity						
Gender						
Race						
Religion						
Sexual Orientation						
	0	0	0	0	0	0



MUHLENBERG COLLEGE
DEPARTMENT OF CAMPUS SAFETY
Hate Crimes Audit Report
 From Jan 01, 2015 to Dec 31, 2015.

Offense Type

Dating Violence	On Campus	Residential Facilities	Non-Campus Buildings & Property	Public Property	Non-Reportable Location	N/A
Disability						
Ethnicity						
Gender						
Race						
Religion						
Sexual Orientation						
	0	0	0	0	0	0



MUHLENBERG COLLEGE
DEPARTMENT OF CAMPUS SAFETY
Hate Crimes Audit Report
 From Jan 01, 2015 to Dec 31, 2015.

Offense Type

Destruction/Damage/Vandalism	On Campus	Residential Facilities	Non-Campus Buildings & Property	Public Property	Non-Reportable Location	N/A
Disability						
Ethnicity						
Gender						
Race						
Religion						
Sexual Orientation						
	0	0	0	0	0	0



MUHLENBERG COLLEGE
DEPARTMENT OF CAMPUS SAFETY
Hate Crimes Audit Report
 From Jan 01, 2015 to Dec 31, 2015.

Offense Type

Domestic Violence	On Campus	Residential Facilities	Non-Campus Buildings & Property	Public Property	Non-Reportable Location	N/A
Disability						
Ethnicity						
Gender						
Race						
Religion						
Sexual Orientation						
	0	0	0	0	0	0



MUHLENBERG COLLEGE
DEPARTMENT OF CAMPUS SAFETY
Hate Crimes Audit Report
 From Jan 01, 2015 to Dec 31, 2015.

Offense Type

Drug Violation	On Campus	Residential Facilities	Non-Campus Buildings & Property	Public Property	Non-Reportable Location	N/A
Disability						
Ethnicity						
Gender						
Race						
Religion						
Sexual Orientation						
	0	0	0	0	0	0



MUHLENBERG COLLEGE
DEPARTMENT OF CAMPUS SAFETY
Hate Crimes Audit Report
 From Jan 01, 2015 to Dec 31, 2015.

Offense Type

Forcible Sex offenses	On Campus	Residential Facilities	Non-Campus Buildings & Property	Public Property	Non-Reportable Location	N/A
Disability						
Ethnicity						
Gender						
Race						
Religion						
Sexual Orientation						
	0	0	0	0	0	0



MUHLENBERG COLLEGE
DEPARTMENT OF CAMPUS SAFETY
Hate Crimes Audit Report
 From Jan 01, 2015 to Dec 31, 2015.

Offense Type

	On Campus	Residential Facilities	Non-Campus Buildings & Property	Public Property	Non-Reportable Location	N/A
Intimidation						
Disability						
Ethnicity						
Gender						
Race						
Religion						
Sexual Orientation	15-0886	15-0886				
	1	1	0	0	0	0



MUHLENBERG COLLEGE
DEPARTMENT OF CAMPUS SAFETY
Hate Crimes Audit Report
 From Jan 01, 2015 to Dec 31, 2015.

Offense Type

Larceny/Theft	On Campus	Residential Facilities	Non-Campus Buildings & Property	Public Property	Non-Reportable Location	N/A
Disability						
Ethnicity						
Gender						
Race						
Religion						
Sexual Orientation						
	0	0	0	0	0	0



MUHLENBERG COLLEGE
DEPARTMENT OF CAMPUS SAFETY
Hate Crimes Audit Report
 From Jan 01, 2015 to Dec 31, 2015.

Offense Type

Liquor Law Violation	On Campus	Residential Facilities	Non-Campus Buildings & Property	Public Property	Non-Reportable Location	N/A
Disability						
Ethnicity						
Gender						
Race						
Religion						
Sexual Orientation						
	0	0	0	0	0	0



MUHLENBERG COLLEGE
DEPARTMENT OF CAMPUS SAFETY
Hate Crimes Audit Report
 From Jan 01, 2015 to Dec 31, 2015.

Offense Type

Motor Vehicle Theft	On Campus	Residential Facilities	Non-Campus Buildings & Property	Public Property	Non-Reportable Location	N/A
Disability						
Ethnicity						
Gender						
Race						
Religion						
Sexual Orientation						
	0	0	0	0	0	0



MUHLENBERG COLLEGE
DEPARTMENT OF CAMPUS SAFETY
Hate Crimes Audit Report
 From Jan 01, 2015 to Dec 31, 2015.

Offense Type

Murder & nonnegligent Manslaughter	On Campus	Residential Facilities	Non-Campus Buildings & Property	Public Property	Non-Reportable Location	N/A
Disability						
Ethnicity						
Gender						
Race						
Religion						
Sexual Orientation						
	0	0	0	0	0	0



MUHLENBERG COLLEGE
DEPARTMENT OF CAMPUS SAFETY
Hate Crimes Audit Report
 From Jan 01, 2015 to Dec 31, 2015.

Offense Type

Negligent Manslaughter	On Campus	Residential Facilities	Non-Campus Buildings & Property	Public Property	Non-Reportable Location	N/A
Disability						
Ethnicity						
Gender						
Race						
Religion						
Sexual Orientation	0	0	0	0	0	0



MUHLENBERG COLLEGE
DEPARTMENT OF CAMPUS SAFETY
Hate Crimes Audit Report
 From Jan 01, 2015 to Dec 31, 2015.

Offense Type

Nonforcible Sex offenses	On Campus	Residential Facilities	Non-Campus Buildings & Property	Public Property	Non-Reportable Location	N/A
Disability						
Ethnicity						
Gender						
Race						
Religion						
Sexual Orientation						
	0	0	0	0	0	0



MUHLENBERG COLLEGE
DEPARTMENT OF CAMPUS SAFETY
Hate Crimes Audit Report
 From Jan 01, 2015 to Dec 31, 2015.

Offense Type

Offense Type	On Campus	Residential Facilities	Non-Campus Buildings & Property	Public Property	Non-Reportable Location	N/A
Robbery						
Disability						
Ethnicity						
Gender						
Race						
Religion						
Sexual Orientation						
	0	0	0	0	0	0



MUHLENBERG COLLEGE
DEPARTMENT OF CAMPUS SAFETY
Hate Crimes Audit Report
 From Jan 01, 2015 to Dec 31, 2015.

Offense Type

Simple Assault	On Campus	Residential Facilities	Non-Campus Buildings & Property	Public Property	Non-Reportable Location	N/A
Disability						
Ethnicity						
Gender						
Race						
Religion						
Sexual Orientation						
	0	0	0	0	0	0



MUHLENBERG COLLEGE
DEPARTMENT OF CAMPUS SAFETY
Hate Crimes Audit Report
 From Jan 01, 2015 to Dec 31, 2015.

Offense Type

Stalking Incident	On Campus	Residential Facilities	Non-Campus Buildings & Property	Public Property	Non-Reportable Location	N/A
Disability						
Ethnicity						
Gender						
Race						
Religion						
Sexual Orientation						
	0	0	0	0	0	0



MUHLENBERG COLLEGE
DEPARTMENT OF CAMPUS SAFETY
Hate Crimes Audit Report
 From Jan 01, 2015 to Dec 31, 2015.

Offense Type

Weapons Violation	On Campus	Residential Facilities	Non-Campus Buildings & Property	Public Property	Non-Reportable Location	N/A
Disability						
Ethnicity						
Gender						
Race						
Religion						
Sexual Orientation						
	0	0	0	0	0	0



MUHLENBERG COLLEGE
DEPARTMENT OF CAMPUS SAFETY
Hate Crimes Audit Report
From Jan 01, 2015 to Dec 31, 2015.

Grand Total : 1 1 0 0 0 0

**MUHLENBERG COLLEGE
DEPARTMENT OF CAMPUS SAFETY**

Annual Fire Statistics Report from 01/01/2015 to 12/31/2015

Jan 01, 2015 0:00

SIGMA PHI EPSILON FRATERNITY Total Number of Fires: 1						
Date & Time	Cause of Fire	Structure Type	Number of Deaths	Number of Injuries	Property Loss	ARMS Case Number
03/26/2015 11:55	Unintentional - Electrical	Non-campus Residential			\$0.00	15-0282

EAST HALL - (FIRST FLOOR) Total Number of Fires: 1						
Date & Time	Cause of Fire	Structure Type	Number of Deaths	Number of Injuries	Property Loss	ARMS Case Number
04/02/2015 17:47	Unintentional - Other	Student Residential Housing			\$0.00	15-0317

2201 CHEW STREET Total Number of Fires: 1						
Date & Time	Cause of Fire	Structure Type	Number of Deaths	Number of Injuries	Property Loss	ARMS Case Number
01/13/2015 19:26	Unintentional - Cooking	Student Residential Housing			\$0.00	15-0019

A

JURIS NO.

PENNSYLVANIA
MONTHLY COUNT OF OFFENSES KNOWN TO POLICE

1 CLASSIFICATION OF OFFENSES	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE UNFOUNDED AND ATTEMPTS	3 UNFOUNDED., I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) INCLUDE ATTEMPTS	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS INCLUDES COL. 6	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18
PART II OFFENSES					
100.Forgery and Counterfeiting	0	0	0	0	0
110.Fraud	9	0	9	0	0
120.Embezzlement	0	0	0	0	0
130.Stolen Prop., Rec., Possess., Buying	1	0	1	1	0
140.Vandalism	32	0	32	3	0
150.Weapons, Carrying, Possess, etc.	0	0	0	0	0
160.Prostitution & Commercialized Vice	0	0	0	0	0
170.Sex Offenses (except 02 and 160)	2	0	2	1	0
180.Drug Abuse Violations TOTAL	25	0	25	21	0
S A L E / M F G P O S S E S S I O N 18A.OPIUM - COCAINE	0	0	0	0	0
18B.MARIJUANA	0	0	0	0	0
18C.SYNTHETIC	0	0	0	0	0
18D.OTHER	0	0	0	0	0
18E.OPIUM - COCAINE	0	0	0	0	0
18F.MARIJUANA	22	0	22	19	0
18G.SYNTHETIC	0	0	0	0	0
18H.OTHER	3	0	3	2	0
190.Gambling TOTAL	0	0	0	0	0
19A.BOOK MAKING	0	0	0	0	0
19B.NUMBERS, ETC.	0	0	0	0	0
19C.OTHER	0	0	0	0	0
200.Offenses Against Family & Children	0	0	0	0	0
210.Driving Under the Influence	0	0	0	0	0
220.Liquor Laws	92	0	92	88	0
230.Drunkenness	12	0	12	10	0
240.Disorderly Conduct	16	0	16	8	0
250.Vagrancy	0	0	0	0	0
260.All Other Offenses (except traffic)	20	0	20	12	0
TOTAL PART II OFFENSES	209	0	209	144	0

A

JURIS NO.

PA

ORI (NCIC) NO.

**Pennsylvania
Monthly Count of Offenses
Known To Police**

Report forms are available **ONLY** thru your
State Police Liaison Officer

Forward by 5th Day After the End of Each Month to The
Assigned State Police Station

1 CLASSIFICATION OF OFFENSES	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE UNFOUNDED AND ATTEMPTS)	3 UNFOUNDED., I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) INCLUDE ATTEMPTS	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS INCLUDES COL. 6	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18
PART 1 OFFENSES					
01. CRIMINAL HOMICIDE TOTAL	10	0	0	0	0
A. MURDER AND NONNEGLIGENT MANSLAUGHTER	11	0	0	0	0
B. MANSLAUGHTER BY NEGLIGENCE	12	0	0	0	0
02. RAPE TOTAL	20	3	0	1	0
A. RAPE	21	3	0	1	0
B. ASSAULT TO RAPE - ATTEMPTS	22	0	0	0	0
03. ROBBERY TOTAL	30	1	0	0	0
A. FIREARM	31	0	0	0	0
B. KNIFE OR CUTTING INSTRUMENT	32	0	0	0	0
C. OTHER DANGEROUS WEAPON	33	0	0	0	0
D. STRONG ARM (HANDS, FEET ETC.)	34	1	0	0	0
04. ASSAULT TOTAL	40	4	0	4	0
A. FIREARM	41	0	0	0	0
B. KNIFE OR CUTTING INSTRUMENT	42	0	0	0	0
C. OTHER DANGEROUS WEAPON	43	0	0	0	0
D. HANDS, FISTS, FEET ETC.	44	0	0	0	0
E. OTHER ASSAULTS - NOT AGGRAVATED	45	4	0	4	0
05. BURGLARY TOTAL	50	3	0	0	0
A. FORCIBLE ENTRY	51	0	0	0	0
B. UNLAWFUL ENTRY - NO FORCE	52	3	0	0	0
C. ATTEMPTED FORCIBLE ENTRY	53	0	0	0	0
06. LARCENY-THEFT (EXCEPT MOTOR VEHICLE THEFT)	60	32	1	2	0
07. MOTOR VEHICLE THEFT TOTAL	70	0	0	0	0
A. AUTOS	71	0	0	0	0
B. TRUCKS AND BUSES	72	0	0	0	0
C. OTHER VEHICLES	73	0	0	0	0
09. ARSON	90	0	0	0	0
TOTAL PART I OFFENSES	77	43	1	7	0

NUMBER OF LAW ENFORCEMENT OFFICERS KILLED
OR ASSAULTED THIS MONTH

NUMBER OF OFFICERS KILLED

BY FELONIOUS
ACTS

BY ACCIDENTAL OR
NEGLIGENT ACTS

NUMBER OF OFFICERS
ASSAULTED

NUMBERS REPORTED IN THE ABOVE BLOCKS MUST ALSO BE REPORTED ON
RETURN F.

Brian Fidati

Prepared By

Title

Brian Fidati

Head of Department

MUHLENBERG COLLEGE DEPARTMENT OF CAMPUS S.

Department Reporting

Lehigh

County

ZIP

09/28/2016

Date of Report

Report for the Month of

Telephone number of Preparer

Area

Exch.

No.

**PENNSYLVANIA STATE POLICE
UCR RETURN A (7-81)**

MUHLENBERG COLLEGE
DEPARTMENT OF CAMPUS SAFETY
Student Right To Know Report

Offense Type	Year	On Campus	Residential Facilities	Non-Campus Building & Property	Public Property	Total	Unfounded*
Murder & nonnegligent Manslaughter	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
	2016	0	0	0	0	0	0
Negligent Manslaughter	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
	2016	0	0	0	0	0	0
Any Forcible Sex Offense Total	2014	2	2	0	0	2	0
	2015	3	3	0	0	3	0
	2016	10	3	0	0	10	0
Forcible Sex offenses	2014	2	2	0	0	2	0
	2015	3	3	0	0	3	0
	2016	10	3	0	0	10	0
Nonforcible Sex offenses	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
	2016	0	0	0	0	0	0
Any Non-Forcible Sex Offense Total	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
	2016	0	0	0	0	0	0
Robbery	2014	0	0	0	0	0	0
	2015	0	0	0	1	1	0
	2016	0	0	0	0	0	0
Aggravated Assault	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
	2016	0	0	0	0	0	0
Burglary	2014	2	2	0	0	2	0
	2015	2	2	0	1	3	0
	2016	2	1	0	2	4	0
Motor Vehicle Theft	2014	0	0	0	1	1	0
	2015	0	0	0	0	0	0
	2016	0	0	0	0	0	0
Arson	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
	2016	0	0	0	0	0	0
Any Other Crime Involving Bodily Injury	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
	2016	0	0	0	1	1	0
Totals		36	21	0	6	42	0

* Unfounded counts are not included in other count or total fields in this report other than the total field for the Unfounded column.

MUHLENBERG COLLEGE
DEPARTMENT OF CAMPUS SAFETY
Student Right To Know Report

Number of Arrests/Referrals for Selected Offenses

Arrests

Judicial Referral

	Year	Arrests				Total	Judicial Referral				Total
		On Campus	Resid. Facilities	Non-Camp. Buildings	Public Property		On Campus	Resid. Facilities	Non-Camp. Buildings	Public Property	
Drug Violations	2014	0	0	0	0	0	9	4	0	1	10
	2015	0	0	0	0	0	43	27	0	0	43
	2016	0	0	0	0	0	20	15	0	0	20
Liquor Law Violations	2014	27	18	0	0	27	153	141	1	7	161
	2015	4	4	0	3	7	228	214	0	3	231
	2016	22	14	0	3	25	131	118	1	3	135
Weapons Violations	2014	0	0	0	0	0	4	4	0	0	4
	2015	0	0	0	0	0	1	1	0	0	1
	2016	0	0	0	0	0	2	2	0	0	2
Totals		53	36	0	6	59	591	526	2	14	607

**MUHLENBERG COLLEGE
DEPARTMENT OF CAMPUS SAFETY
Student Right To Know Report**

Number of Incidents for Selected Clery Categories

	Year	On Campus	Residential Facilities	Non-Campus Building & Property	Public Property	Total
Domestic Violence	2014	0	0	0	0	0
	2015	0	0	0	0	0
	2016	0	0	0	0	0
Dating Violence	2014	3	3	0	0	3
	2015	1	1	0	0	1
	2016	0	0	0	0	0
Stalking	2014	0	0	0	0	0
	2015	2	1	0	0	2
	2016	0	0	0	0	0
Totals		6	5	0	0	6