



WASHINGTON  
& JEFFERSON  
COLLEGE

# 2021 ANNUAL SECURITY & FIRE REPORT

## A MESSAGE FROM THE DIRECTOR

The Office of Campus & Public Safety at Washington & Jefferson College is committed to maintaining the safest possible environment for all W&J students, faculty, staff, and visitors to the College community. Campus & Public Safety is located on the first floor of Old Main and is open 24 hours a day, seven days a week. The office is comprised of a Director of Campus & Public Safety/Chief of Police, sworn police officers with full law enforcement authority in the Commonwealth of Pennsylvania, non-sworn public safety officers, public safety dispatchers, student workers, and an administrative assistant. This team is focused on security, general safety, and fire safety, and is devoted to the safety of W&J's campus. The officers are empowered by the Commonwealth of Pennsylvania to enforce laws, make arrests, and prosecute violators on property owned or controlled by the College, and on adjacent streets and properties.

Transparency is at the center of our service. With this objective in mind, I am pleased to present the 2021 Washington & Jefferson College Annual Safety and Security Report. This effort is the product of a comprehensive collaboration between cross-campus leadership, including the Vice President of Student Life and Dean of Students, the Title IX Coordinator, the Director of Community Standards, and the Director of Campus & Public Safety and Chief of Police.

This report is compiled and published in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC 1092 (f)). Crime and fire statistics published in this report are from the 2021 calendar year, and include data from 2020 and 2019. Statistics are gathered from internal incident reports submitted by Campus & Public Safety officers, the administrator on call team, resident assistants, and local law enforcement. Its purpose is to inform students, prospective students, faculty, staff, and their families of the numerous safety and service programs available to them, along with the steps they can take to maintain the safety and security of themselves and others. Safety and security are responsibilities shared by all members of the Washington & Jefferson College community. Therefore, I encourage you to familiarize yourself with the contents of this report and take advantage of the services offered to you by the Office of Campus & Public Safety.

The Office of Campus & Public Safety is a fully authorized law enforcement agency in the Commonwealth of Pennsylvania. As such, the office has full police jurisdiction on all College-owned or controlled property, and any area that is adjacent to that property. To accomplish our work of safeguarding the campus community 24 hours a day, 365 days a year, the office is staffed by sworn police officers whose work is complemented by non-sworn public safety officers. Additionally, the department maintains a close working relationship with local, state, and federal public safety partner organizations.

Please do not hesitate to contact me, or any member of my team, with any questions or comments relating to this publication.

**Jonathan Rosnick**

Director of Campus & Public Safety  
Chief of Police  
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## ABOUT WASHINGTON & JEFFERSON COLLEGE

Founded in 1781, Washington & Jefferson College is one of the oldest higher education institutions in the nation. It is known for its rich history, academic excellence, and innovative academic and co-curricular programs, such as the nationally renowned Magellan Project. Enrollment is approximately 1,200 students, with the vast majority of these individuals residing on campus.

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

## SUMMARY OF THE JEANNE CLERY ACT

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

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

### The Clery Act requires colleges and universities to:

- Publish an Annual Security Report (ASR) by October 1\* documenting three calendar years of select campus crime statistics including security policies and procedures, and information on the basic rights guaranteed to victims of sexual assault. The law requires schools make the report available to all current students and employees, and notify prospective students and employees of its existence, providing a copy upon request. Schools may comply with this requirement via the internet, if required recipients are notified and provided exact information regarding the online location of the report. Paper copies of the ASR should be available upon request. All crime statistics must be provided to the U.S. Department of Education.
- Maintain a public crime log documenting the "nature, date, time, and general location of each crime," as well as its disposition, if known. Incidents must be entered into the log within two business days. The log should be accessible to the public during normal business hours, remain open for 60 days, and subsequently, made available within two business days upon request.
- Disclose crime statistics for incidents that occur on campus, in

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

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

Schools are also required to report statistics for the following categories of arrests or referrals for campus disciplinary action (if an arrest was not made):

1. Liquor Law Violations
  2. Drug Law Violations
  3. Illegal Weapons Possession
- Report hate crimes by category of prejudice, including race, gender, religion, sexual orientation, ethnicity, and disability. Statistics are also required for four additional crime categories, if the crime committed is classified as a hate crime:
    1. Larceny/Theft
    2. Simple Assault
    3. Intimidation
    4. Destruction/Damage/Vandalism of Property
  - Issue timely warnings about Clery Act crimes which pose a serious or ongoing threat to students and employees. Institutions must provide timely warnings in a manner likely to reach all members of the campus community. This mandate has been part of the Clery Act since its inception in 1990. Timely warnings are limited to those crimes an institution is required to report and include in its ASR. There are differences between what constitutes a timely warning and an emergency notification; however, both systems are in place to safeguard students and campus employees.
  - Devise an emergency response, notification and testing policy. Institutions are required to inform the campus community about a "significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus." An emergency response expands the definition of timely warning, as it includes both Clery Act crimes and other types of emergencies (i.e., a fire or infectious disease

outbreak). Colleges and universities with and without on-campus residential facilities must have emergency response and evacuation procedures in place. Institutions are mandated to disclose a summary of these procedures in their ASR. Additionally, compliance requires one test of the emergency response procedures annually, and policies for publicizing those procedures in conjunction with the annual test.

- Compile and report fire data to the federal government and publish an annual fire safety report. Similar to the ASR and the current crime log, institutions with on-campus housing must report fires that occur in on-campus housing, generate an annual fire report, and maintain a fire log that is accessible to the public.
- Enact policies and procedures to handle reports of missing students. This requirement is intended to minimize delays and confusion during the initial stages of a missing student investigation. Institutions must designate one or more positions or organizations to which reports of a student living in on-campus housing can be filed if it's believed that student has been missing for 24 hours.

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

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

## THE COMMUNITY ROLE IN CAMPUS SAFETY

The College encourages everyone in the W&J community to report crimes and other emergencies promptly to the Office of Campus & Public Safety, or to other appropriate police agencies, if off-campus. Campus & Public Safety will respond appropriately to all reports and calls for service by making referrals, investigating, and issuing arrests, if necessary. At sessions conducted for first-year students and their parents, participants are advised to report all information regarding any incident to Campus & Public Safety. Campus & Public Safety presents seminars and publications that offer crime-prevention tips and emphasize the importance of reporting crimes.

A student, staff member, College security or police officer, or any other member of the W&J community can also refer a violation of the Student Code of Conduct to the Division of Student Life.

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

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

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

**Q: Can I remain anonymous?**

**A:** Yes. The Office of Student Health & Counseling Services includes a confidential reporting system that allows victims of a crime to report an incident anonymously. W&J counselors and contracted agencies forward non-identifying information regarding student crime victims and crimes to the police for inclusion in the annual statistical report. The identity of the victim remains anonymous.

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

**A:** W&J offers several crime-prevention workshops, seminars, and public safety meetings throughout the year, some of which occur

during new student orientation. Programs are sponsored by Student Life, various student organizations, and other campus departments and organizations.

These programs include:

- Operation ID, which allows students to inscribe identifying numbers on valuables, such as televisions, stereos, computers, etc.
- Residence hall and organizational presentations on sexual assault prevention.
- Self-defense seminars sponsored by Student Life.
- Basic safety recommendations made at the first hall meeting, held by resi-

dence life staff members. This discussion includes the importance of locking doors and securing personal belongings.

- A Resident Officer Program to familiarize Student Life staff and students with police officers assigned to their area. This program enhances communication between police and residents.

Programs are presented once a year or upon request by Student Life staff, residents, student leaders, or any member of the W&J Community.

## W&J | NOTEWORTHY SAFETY MEASURES FOR STUDENTS

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

## KEYS, IDS, & LOCKS

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

To assure the safety of our residence facilities, it is imperative that all residents follow specific guidelines for instances in which a resident loses their Student ID or a room key. If the ID or key is lost, please contact the Office of Belonging & Engagement at 724-229-5120 or [reslife@washjeff.edu](mailto:reslife@washjeff.edu) immediately.

# RESIDENTIAL HALLS & COLLEGE BUILDINGS SAFETY REGULATIONS

## College Buildings

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

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

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

## Residence Halls

Campus housing during a standard year at W&J includes about 30 active residential buildings. However, the exact number of residence halls varies year-to-year, depending on factors such as enrollment and capital projects.

Students are required to live in campus residence halls unless they have been approved for commuter status. To secure entrances to residence facilities, exterior doors are kept locked 24 hours a day. Security officers check exterior doors during their normal patrols of

campus. Students are issued keys for their rooms, and their college ID card (which they are to carry at all times) grants access to the outside of buildings. Standard locking mechanisms are used to secure doors and windows in student rooms. Residents are urged to keep their room doors locked, along with windows and outside building doors.

The offices of Belonging & Engagement and Campus & Public Safety are responsible for safety and security within the residence halls. A professional Office of Belonging & Engagement staff member is responsible for each residence hall. The staff are assisted in residence halls by the community advisors (CAs) and resident assistants (RAs), who run programs about campus safety.

## Residence Hall Security Procedures

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

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

At their first floor meeting, which is mandatory

and held by RAs, they can acquaint themselves with unique aspects of the residence hall community and security practices that make the College environment more safe..

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

Evacuation routes from each building are located behind the door in every room. RAs assist students in familiarizing themselves with primary and alternative evacuation routes from the building. Residential facilities are equipped with a range of fire safety equipment, including smoke detectors, heat detectors, fire extinguishers, and sprinkler systems. Fire prevention equipment is present on each floor and should never be tampered with.

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

## CAMPUS & PUBLIC SAFETY



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

Campus & Public Safety is located on the first floor of Old Main and is open 24 hours a day, seven days a week. The office is comprised of a director, five sworn police officers with full law enforcement authority in the state of Pennsylvania, eight campus security officers, three dispatchers, two shuttle drivers, and one administrative assistant. This team is focused on security, general safety, and fire safety, and is devoted to the safety of W&J's campus. The officers are empowered by the Commonwealth of Pennsylvania to enforce laws, make arrests, and prosecute violators on property owned or controlled by the College and on adjacent streets and properties.

## LOCAL LAW ENFORCEMENT

A court order from the Court of Common Pleas exists recognizing sworn campus police officers as private police officers with the power to arrest and exercise all other powers, as any other police officer in the State of Pennsylvania.

The memorandum of understanding gives campus police officers sole and primary responsibility for police services on the main

campus area and the Washington Police Department sole and primary responsibility for all other property within city limits, excluding the main campus of the college.

The Chief of Police of the City of Washington and the Director of Campus & Public Safety for W&J College routinely exchange information

to include reports and any other information necessary for the investigation and prosecution of crimes within the city of Washington. They also exchange information required by the Clery Report.

## REGISTERED SEX OFFENDERS

The Pennsylvania State Police maintain a website that houses public information about registered sex offenders in the state of Pennsylvania. Navigate to it at [www.pameganslaw.state.pa.us](http://www.pameganslaw.state.pa.us) and use the search function to check the Washington, PA area if you are a Pennsylvania resident.

## STUDENT HEALTH & COUNSELING SERVICES

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

To further these goals, the office provides a range of services including: brief, individual, and group counseling, assessment and referral resources, and consultations for faculty, staff, and parents. The office also offers outreach and educational programming for problem prevention and wellness promotion, as well as resources for building a healthy and safe campus environment. The office plays an integral role in the management of mental health emergencies and crises affecting our students.

**After Hours Emergencies:** A certified counselor is available for consultations during mental health emergencies which occur after-hours. To reach a counselor after 5:00 p.m., students

should call the Office of Campus & Public Safety at (724) 223-6032. The officer on duty will contact the counselor, who will return the student's call as soon as possible. If you have a life-threatening emergency or need transportation to the nearest emergency room, please call 911.

### What to Expect from Counseling

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

**First Session:** Counseling begins with a 30-minute initial appointment. During this time, the student and the counselor will explore current concerns and needs, and determine how Student Health & Counseling Services can help. Following the initial appointment, the counselor will suggest options to best address student concerns.

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

**And Beyond:** If the best plan is on-campus sessions, a student may meet with the counselor regularly for brief, goal-focused, individual therapy, or be part of a weekly therapy group for as long needed.

### \*A Note on Confidentiality

**Student counseling services, as well as Pastoral Services, are confidential and separate from students' academic records. Student privacy is protected by state and federal confidentiality guidelines. No information is shared without a student's written consent, unless otherwise required by law, or required by emergency circumstances.**

## W&J | HEALTH & COUNSELING PHONE RESOURCES

The Office of Student Health & Counseling Services: 724-223-6107

National Suicide Prevention Lifeline: 1-800-273-TALK (8255) or 988

National HOPE Line: 1-800-784-2433

## W&J | HEALTH & COUNSELING ONLINE RESOURCES

[W&J Health & Counseling Appointment Scheduler](#)

[BeWellWJ.com](http://BeWellWJ.com)

[Rehab.Help.Org](http://Rehab.Help.Org)

## CODE OF CONDUCT

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

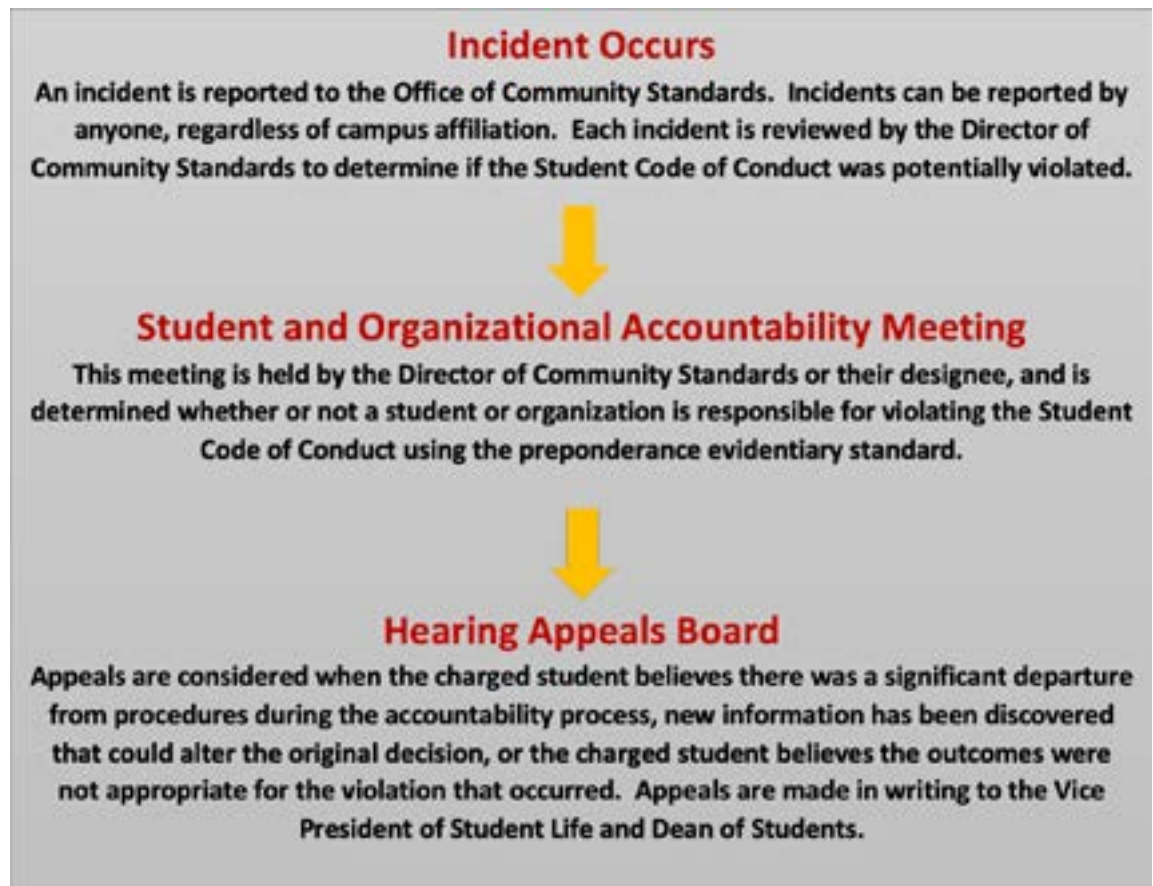
### Examples of Code of Conduct Violations

- Alcohol
- Drugs
- Academic Dishonesty
- Complicity
- Computer Misuse
- Destruction/Misuse of Property
- Disorderly Conduct
- Disruption of College Activities
- Endangerment
- Failure to Comply
- False Information
- Forgery
- Harassment
- Hazing
- Identity Misuse
- Fire Safety Violations
- Sexual Misconduct
- Solicitation
- Trespassing
- Unauthorized Surveillance
- Violation of the Law
- Violation of a Rule of the College
- Weapons

The full Student Code of Conduct is available in the Student Handbook. The handbook can be found on MyW&J.

## CODE OF CONDUCT PROCESS CHART

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





# ALCOHOL & DRUG POLICIES

## Alcohol Policy

- Washington & Jefferson College is subject to the laws of the Commonwealth of Pennsylvania. Consumption, purchase, possession, or transportation of any alcoholic beverages by people under the age of 21 is prohibited. It is also unlawful for any person to provide alcoholic beverages to anyone under the legal drinking age of 21. Students are expected to obey the law and to take responsibility for their own conduct. In addition, the College maintains the following regulations regarding alcohol:
- The consumption of alcoholic beverages or the possession of open containers of alcohol is prohibited in public areas of the College, specifically including: common areas, porches, campus housing lounges, athletic facilities, and outside grounds. Neither students nor the public may bring alcohol to any event that is open to the public.
- Providing alcohol to minors is a violation of state and local law, as well as a violation of the Student Code of Conduct. Any student or groups of students found to be providing alcohol to minors will be adjudicated through the Student Code of Conduct.
- Students who provide or host an environment in which individuals under the age of 21 are found to be possessing or consuming alcohol, or provided the opportunity to possess or consume alcohol, will be found in violation of the alcohol policy.
- Students who are 21 years of age or older are expected to act responsibly if they choose to consume alcohol on campus. Behaviors that are disorderly, inappropriate, threatening, or disrupt the community will be found in violation of the alcohol policy, as well as any other subsequent policy or procedure.
- Alcoholic beverages may only be served at "closed" social functions in compliance with College policy and state law. "Closed" functions are by written invitation only.
- Students may not drink alcohol from a concealed container or any container larger than 12oz.
- Common source alcohol is not permitted. Common source alcohol includes, but is not limited to: kegs, party balls, and punch bowls.

- Drinking games such as beer pong, or any other game that requires or encourages an individual to drink alcohol, are prohibited.
- Items that can be considered alcohol paraphernalia, which are not permitted in residence halls, include, but are not limited to: beer bongs, funnels, beer pong tables, or any other items that are designed for alcohol-related drinking games and activities.
- Alcoholic beverages may not be included in organized membership recruitment activities.
- The advertising, promotion, and sale of alcohol are prohibited.
- Individual students and student organizations are responsible for their conduct, and the conduct of their guests, and for promoting compliance with Pennsylvania Laws and College policy.
- When the College holds an event open to the public, students and the public may not bring alcohol to that event.

### Outcomes\*

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

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

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

### Drug Use and Abuse

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

engaged in academic endeavors.

Individuals arrested for selling drugs, or found to be in possession of significant quantities, shall be subject to immediate suspension pending final disposition of the case in the Student Conduct process. If the student is subsequently found responsible by the College, they may be expelled from Washington & Jefferson College. In some cases, the College may seek to include or provide outside law enforcement agencies with information, evidence, or resources to assist in drug investigations. Students should be aware that no reasonable expectation of privacy exists with regard to the College's objective to provide a safe, drug-free environment.

The following is additional information regarding the drug policy at W&J:

1. Use or abuse of illegal and controlled substances is a violation of College regulations. Students violating this policy should expect to be charged with violating the Student Code of Conduct and, if found responsible, may be suspended from the College. Subsequent violations may result in suspension or expulsion.
2. Students who are subject to random drug testing may be found in violation of the Student Code of Conduct, if they are found to have tested positive for any drug that has not been prescribed or which has been identified as illegal under state or federal law. If you would like additional information regarding the NCAA and W&J drug testing policy, as well as appropriate NCAA and athletics sanctions, you may contact W&J's Director of Athletics.
3. The possession of drug paraphernalia, making no distinction between whether it has or has not been used for its intended purpose, is prohibited. Therefore, students are not permitted to possess, including but not limited to, the following items: hookahs, water pipes or bongs, rolling papers, grinders, weigh stations, vaporizers, and/ or pipes designed to smoke tobacco alternatives. Possessing these items with or without the intent to utilize them may result in being accused of violating the Student Code of Conduct.
4. The odor of drugs, specifically marijuana, emanating from a person or a person's room disrupts the living-learning environment. This also raises concerns regarding fire safety and the use and abuse of drugs on campus. If it is determined that the likelihood and preponderance of evidence suggests that an odor may be associated with an individual's use

of a drug, such as marijuana, that student may be held accountable for violating the drug policy.

5. In April of 2016, the state of Pennsylvania passed Act 16 legalizing the limited use of marijuana for medical purposes. However, marijuana remains illegal under federal law, specifically, Schedule I of the Controlled Substances Act. Thus, in conjunction with the Federal Drug-Free School Zone Act of 1988, W&J remains an institution dedicated to maintaining a drug-free environment, including the possession or use of medical marijuana on campus. To this end, a student that has been prescribed marijuana for medicinal purposes may not possess or use medical marijuana on campus. If a student has a medical marijuana prescription, they may consult the Office of Student Health & Counseling Services to develop a reasonable accommodation plan involving responsible, off-campus use, or to discuss alternative support while on campus.

### **Outcomes\***

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

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

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

The full alcohol and drug policies are available in the Student Handbook. The Student Handbook can be found on MyW&J.

## **W&J | EDUCATIONAL & TREATMENT RESOURCES**

**W&J Drug-Free Work Environment:** [washjeff.edu/human-resources](http://washjeff.edu/human-resources)

**Alcoholics Anonymous:** 412-471-7472

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

**National Institute of Alcohol Abuse and Alcoholism:** [niaaa.nih.gov](http://niaaa.nih.gov)

**National Council on Alcoholism and Drug Dependence:** [ncadd.us](http://ncadd.us)

**Pennsylvania Liquor Control Board:** [lcb.state.pa.us/PLCB](http://lcb.state.pa.us/PLCB)

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

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

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

## **EMERGENCY NOTIFICATION MESSAGE SYSTEM**

In an effort to better disseminate emergency information, Washington & Jefferson College has implemented a mass notification messaging system powered by Omnilert. This emergency messaging system will send an alert to students, faculty, and staff via a text message to their mobile phone or e-mail during a campus or weather emergency.

Through the Gateway process, all new students that provide their cell phone information are automatically enrolled to receive W&J emergency alerts. The system is tested throughout the academic year, with a follow-up message to the campus community. Staff, students, and their family members can register to receive emergency alerts at <https://www.washjeff.edu/student-life/campus-public-safety/>. Contact the Office of Campus & Public Safety if you need assistance with registration.

## **EMERGENCY NOTIFICATION, RESPONSE, EVACUATION AND PREPAREDNESS**

### **Emergency Notifications and Timely Warnings**

Washington & Jefferson College, through designated personnel, is responsible for issuing a "timely warning" if a crime has been reported and W&J determines there is a serious or continuing threat to the campus community. In addition, W&J is required to send an "emergency notification" if there is

an immediate threat to the health or safety of students or employees occurring on campus.

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

and the possible risk of compromising law enforcement efforts. Similarly, the issuance of an emergency notification depends upon the particular health or safety threat. W&J will, without delay, take into account the safety of the community, determine the content of the notification, and initiate the emergency notification system, unless issuing a notification will, in the professional judgment of responsible

authorities, compromise efforts to assist a victim, or to contain, respond to, or otherwise mitigate the emergency.

The Director of Campus & Public Safety or designee, in conjunction with the Vice President of Student Life or designee, will determine if an ongoing or continuing threat is a serious situation on- or off- campus, such that a timely warning should be issued.

A timely warning will be issued if these individuals agree that it should be. Due to the urgent nature of a warning, the Director of Campus & Public Safety, or designee has the authority to decide that an emergency notification should be sent. In addition, the Vice President of Student Life and the supervisor of the administrator on-call team, also have the authority to decide that an emergency notification should be issued.

If a "timely warning" or "emergency notification" is deemed necessary, it will be issued by the Office of Campus & Public Safety or the Division of Student Life through any or all of the following notification methods: the W&J e-mail system or OmniaAlert, our text-based messaging system. The warning, or a link to the warning, may also be posted on the W&J homepage or the Campus & Public Safety homepage. A copy of the notice may also be posted in residence halls and other W&J building locations. Please pay careful attention to all warnings, as they are designed to provide information that will enable W&J community members to take action to protect themselves. If an emergency notification is deemed necessary and distributed, a follow up message(s) will also be provided via the methods previously described, in an effort to keep the campus community reasonably informed of the status of the event.

Anyone with information that may warrant a timely warning or an emergency notification should report the circumstances to the Office of Campus & Public Safety by calling (724) 223-6032 or visiting the Campus & Public Safety office in Old Main.

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

### Emergency Evacuations

To protect our campus population from the effects of emergencies, protective action recommendations or evacuation instructions

may be issued by the Office of Campus & Public Safety or other emergency response authorities. These instructions may order evacuations for individual buildings or specific areas of campus, or for campus-wide evacuations. In the rare event that an evacuation of the entire W&J campus is ordered by public safety officials, it is important to follow evacuation instructions disseminated through the communication systems used to inform the campus of an emergency.

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

### Shelter-In-Place

What it means to Shelter-in-Place: If an incident occurs and the buildings or areas around W&J community members become unstable or unsafe, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors, because leaving the area may expose community members to that danger. In these or other circumstances, community members may be asked to "shelter-in-place" rather than evacuate a building or area. To "shelter-in-place" means to make a shelter of the building that you are in, with a few adjustments.

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

### How You Will Know to Shelter-in-Place:

A shelter-in-place notification may come from several sources, including RAs and other Student Life employees, other college

employees, or authorities utilizing the College's OmniaAlert emergency notification or mass email messaging system.

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

- If inside, stay inside and collect any emergency shelter-in-place supplies and a telephone to be used in case of emergency. If outdoors, proceed into the closest building quickly, or follow instructions from emergency personnel on the scene.
- Locate a room to shelter inside. It should be an interior room, above ground level, and without windows or with the least number of windows. If there is a large group of people inside a particular building, several rooms maybe necessary.
- Shut and lock all windows (tighter seal) and close exterior doors.
- Turn off ventilation devices, such as fans.
- Close vents to ventilation systems (college staff will turn off ventilation as quickly as possible when necessary).
- Monitor email and text messages for possible further instructions.

### Testing and Exercises

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

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

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

## MISSING PERSONS

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

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

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

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

The College requires all students to name an emergency contact and provide emergency contact information in their first year. Students are asked to keep this information current by contacting the Office of Campus & Public Safety or the Division of Student Life to provide correct, updated contact information for use in the event of an emergency.

If a student has been missing for more than 24 hours, is over the age of 18, and has provided

current emergency contact information, Campus & Public Safety will inform the student's registered contact. If the student is under 18 years of age, Campus & Public Safety will contact the student's custodial parent or legal guardian. If a student who has been missing for more than 24 hours is over 18 years of age or emancipated, and has not provided updated emergency contact information, Campus & Public Safety will inform an appropriate law enforcement agency.

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

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

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

Washington & Jefferson College is committed to maintaining a learning, working and living environment free from all forms of sexual misconduct, including sex discrimination, sexual harassment, sexual assault, and other forms of sexual violence, dating violence, domestic violence, and stalking. In this policy, "sexual misconduct" is intended to refer to a broad range of conduct focused on sex and/or gender that may or may not be sexual in nature. Sexual harassment, sexual assault, sexual exploitation, stalking, and relationship violence are all forms of sexual misconduct prohibited by law and this policy.

The College does not discriminate on the basis of sex in the education programs or activities it operates, and is required by Title IX not to discriminate in such a manner. This form of misconduct is specifically prohibited by Washington & Jefferson College, as is retaliation for having brought forward a concern or allegations under this policy. This policy applies to and protects all members of the College community (all students, faculty, and staff), as well as individuals not directly affiliated with the College (e.g. contractors, vendors, and visitors). This policy also applies to off-campus conduct, which may affect the campus community, or may affect any student's access to, or participation in, the College's educational programs, extra-curricular activities, and athletics.

The College has an obligation to address

allegations and suspected instances of sexual misconduct when it knows or should have known information that would lead a reasonable person to believe that this policy has been violated.

The College may take any action it deems appropriate, including informing the accused of the allegations and pursuing an investigation, even in cases when the complainant is reluctant to proceed. The complainant will be notified in advance when such action is necessary. The College's disciplinary response may be limited if the accused is a visitor or other third party, or is not subject to the College's jurisdiction.

Violations of this policy can occur regardless of sexual orientation or gender identity, and regardless of whether the complainant and respondent are members of the same sex. Although sexual harassment often involves a supervisory relationship or teacher/student relationship, all forms of misconduct covered by this policy can also be committed by a student against a faculty member, by an employee against a supervisor, by an employee against a peer employee, or by a student against another student. Under federal, state and local laws (including, without limitation, Title IX of the Education Amendments of 1972), the College has an affirmative duty to address the issue of sexual assault and the other forms of misconduct covered by this policy; to devise and adopt appropriate procedures for maintaining an environment free of sexual harassment, coercion, or intimidation; and to investigate claims of alleged violations of this policy. This policy is intended to implement this mandate, and represents the College's commitment to take prompt, effective steps to address sexual

harassment, sexual assault, and other forms of sexual violence by stopping the misconduct, preventing its recurrence, and addressing its effects.

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

### **Reporting: Who You Should Contact**

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

### **Student Requests for Confidentiality**

A student reporting an incident of alleged sexual violence might ask that his/her/their name not be disclosed to the alleged perpetrator or that no investigation or disciplinary action be pursued to address the alleged sexual violence. In such cases, the Title IX Coordinator will inform

the student that honoring the request may limit the College's ability to respond fully to the incident, including pursuing disciplinary action against the alleged perpetrator, and will explain that this policy and the law include protections against retaliation. If the student still requests that his/her/their name not be disclosed to the alleged perpetrator or that the College not investigate or seek action against the alleged perpetrator, the Title IX Coordinator will determine whether or not the College can honor such a request, while still providing a safe and nondiscriminatory environment for all students, including the student who reported the incident of alleged sexual violence. Factors that may be considered in evaluating such requests include, but are not limited to: the nature and seriousness of the alleged harassment, and whether there have been other complaints or reports of harassment against the same alleged harasser.

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

If you believe you are a victim of some form of sex discrimination, sexual harassment, sexual assault, or other forms of sexual violence, domestic violence, dating violence, or stalking, the College's Title IX Coordinator and the Title IX Investigators are available to provide information to you about the processes under this policy for dealing with such concerns and complaints, and also to provide information about other resources that may be available to you. Questions regarding Title IX may be directed to the College's Title IX Coordinator. The Title IX Coordinator has authority to investigate complaints and is responsible for overseeing the processing of complaints of alleged violations of this policy, and for identifying and addressing patterns of alleged sex discrimination, sexual harassment/violence, and systemic problems. The Title IX Coordinator must be knowledgeable about other applicable federal and state laws that overlap with Title IX.

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

### **RESOURCES**

#### **Law Enforcement Resolution Options**

In addition to making a report with the College, the College encourages complainants to pursue criminal action for incidents of sexual misconduct that may also be crimes under Pennsylvania law. Complainants can bring criminal charges through the criminal justice

system and use the College's resolution procedures simultaneously.

Washington Police Department: 724-223-4226

East Washington Police Department:  
724-222-2929

Campus & Public Safety: 724-223-6032

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

#### **On-Campus Resources**

Campus Crisis Hotline: 724-223-6500

Campus & Public Safety: 724-223-6032

Division of Student Life: 724-223-1360

Student Health & Counseling Services:  
724-223-6107

#### **Off-Campus Resources**

Washington Hospital: 724-225-7000

Southwestern Pennsylvania Human Services  
CARE Center: 1-888-480-7283

Washington County Crisis Line: 877-225-3567

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

Title IX is enforced by the Department of Education's Office for Civil Rights. For information on how to file a discrimination complaint with the Office of Civil Rights, see: <http://www2.ed.gov/about/offices/list/ocr/docs/howto.pdf> or calling 1-800-421-3481.

#### **Confidential Resources**

There are also confidential resources available on campus. These confidential sources include members of the Employee Assistance Program, and counselors and psychologists in the Office of Student Health & Counseling Services. Because the content of discussions with confidential resources is not reported to other offices on campus, such discussions do not serve as notice to the College to address alleged sexual discrimination, sexual harassment, sexual violence, and/or other forms of alleged misconduct under this policy.

#### **Contacts:**

**Advocates for Sexual Assault Prevention:**  
asap@washjeff.edu

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

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

#### **Title IX Coordinator**

**Carrie Howard**

*Title IX Coordinator and  
Compliance Officer*  
(724) 503-6878  
choward@washjeff.edu

#### **Title IX Liaison**

**Eva Chatterjee-Sutton**

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

#### **Title IX Investigator:**

**Dana Shiller**

*Professor of English*  
(724) 503-1001 Ext. 5265  
dshiller@washjeff.edu

#### **Title IX Investigator:**

**Mary Ryan**

*Assistant Professor of Public Service &  
Community Studies*  
(724) 503-1001 Ext. 3018  
mryan@washjeff.edu

#### **Title IX Investigator:**

**Aaron Thompson**

*Sports Information Director*  
(724) 503-1001 Ext. 6080  
athompson@washjeff.edu

#### **Title IX Investigator:**

**Tucker DeCasere**

*Residential Learning Coordinator*  
(724) 503-1001 Ext. 5136  
cdecasere@washjeff.edu

#### **Title IX Investigator:**

**Cody Golon**

*Head Men's Lacrosse Coach*  
(724) 503-1001  
cgolon@washjeff.edu

To contact any coordinator or investigator by mail, please use the following format:

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

## **Employee Assistance Program**

877-240-6863

### **Retaliation is Strictly Prohibited**

The college will not tolerate retaliation in any form against any individual who makes an allegation, files a report, serves as a witness, assists a complainant, or participates in an investigation of discrimination or harassment. Any conduct constituting retaliation is a violation of this policy and is equally subject to disciplinary action under it. Any person subjected to conduct perceived as retaliation for initiating an inquiry or lodging a complaint in good faith regarding an alleged violation of this policy should promptly report all relevant information to a Title IX Coordinator, or one of the Title IX Investigators listed in this document. The College will take steps to prevent retaliation, and will also take strong, responsive action if the College finds that retaliation has occurred.

### **Options for Resolution**

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

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

### **Interim Remedial Measures**

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

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

A no contact order may be valid pending the outcome of the investigation, or for a time period specified by the Title IX Coordinator.

In the handling of inquiries and complaints under this policy, the College will protect confidentiality to the extent consistent with the College's legal obligations to take all reasonable steps to conduct an effective investigation of claims, and to protect the welfare of the College community.

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

In sum, students who believe that they have been the victim of sexual assault or other sexual misconduct have the right to: (1) notify proper law enforcement authorities, including on-campus and local police; (2) be assisted by campus authorities in notifying law enforcement authorities, if the student so chooses; and (3) decline to notify such authorities.

### **Preservation of Evidence**

The preservation of evidence in incidents of sexual violence is critical and particularly time-sensitive. Evidence preservation is important in the event a complainant decides to report a crime, seek a protective/restraining order, file a civil lawsuit, or report to the College immediately after an incident occurs or at a future date. It is important to keep records, documentation, or other types of evidence of the incident, whether it is a repeated occurrence or a one-time event. An individual who has been sexually or physically assaulted should do everything possible to preserve any evidence of the incident and injuries.

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.

### **A) Procedures for Informal Resolution**

The College encourages informal resolution when the parties desire to resolve the situation

cooperatively. Informal resolution may include an inquiry into the facts, but typically does not rise to the level of a formal and comprehensive investigation.

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

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

### **B) Procedures for Formal Investigation**

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

The following general principles and procedures shall govern this process:

1. All persons concerned are to be treated with respect and impartiality. Procedures are to be fair, both in substance and in perception, to all persons concerned, to the various constituencies, and to the College community.
2. The Title IX Coordinator shall appoint an investigator or investigators, and shall inform the complainant and the respondent of their identity, providing the respondent with a copy of the written complaint. The investigation and adjudication of complaints under this policy will be prompt, fair,

and conducted by officials who receive annual training on the issues related to domestic violence, dating violence, sexual assault, and stalking, and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

3. The investigator(s) shall conduct a thorough investigation of the allegations in the complaint, with a view to determine whether any conduct alleged in the complaint: (a) did occur in the manner and circumstances alleged or otherwise; and (b) to the extent that alleged misconduct did occur, determining whether the conduct constitutes a violation of this policy.
4. The investigation generally shall include interviews with the parties, interviews with other witnesses as needed, and a review of relevant documents as appropriate. Disclosure of facts to non-party witnesses shall be limited to what is reasonably necessary to conduct a fair and thorough investigation.
5. The investigator(s) shall give both the complainant and the respondent an opportunity to be heard, to provide documentation and other evidence to the investigator(s), and to suggest the names of other persons who they believe may have relevant information. The respondent will receive written notice of the allegations with sufficient time to prepare a response before the initial interview. The complainant and the respondent will be provided equal access to relevant information and documents regarding the investigation, usually after the investigation has been completed.
6. Interim measures may be available before the final outcome of an investigation to ensure equal access to the College's education and employment programs and activities, and to protect the complainant when necessary. At any time during the investigation, the investigator(s) may recommend to the Title IX Coordinator that interim protections or remedies be provided by appropriate College officials. These protections or remedies may include (but are not limited to) separating the parties, placing limitations on contact between the parties, or making alternative workplace, student housing, transportation, extracurricular, or academic arrangements where reasonable and feasible. Failure to comply with the terms of interim protections may be considered a separate

violation of this policy.

7. The investigation shall be completed as promptly as possible, and in most cases, within 60 calendar days of the date the original complaint was received. This will vary depending on the complexity of the investigation, and the severity and extent of the alleged sexual misconduct. In the event that an investigation cannot be completed within 60 calendar days, the parties shall be notified in writing.
8. After concluding the investigation, the investigator(s) shall record his/her/their findings and recommendations in a written report. In making findings, the investigator(s) shall use a "preponderance of the evidence" standard (which means it is more likely than not that a violation has occurred). The investigator's recommendations may include, but are not limited to, educational programs, counseling/coaching, remedies for the complainant, and/or a referral to applicable campus disciplinary procedures, if, and as, appropriate. The written report shall be submitted to the Title IX Coordinator, who shall inform the complainant and the respondent of the completion of the investigation and will provide a copy of the investigator's written report to each of them simultaneously.
9. The Title IX Coordinator shall evaluate the findings and recommendations of the investigator(s) and recommend appropriate action, based on that evaluation, in accordance with the provisions of this policy and other applicable College policies and procedures. The Title IX Coordinator's evaluation and recommendations shall be submitted to the appropriate vice president(s) of the units where the complainant and respondent are located. Final decisions with respect to actions to be taken will be made by the appropriate vice presidents. Reports and recommendations for student complaints are reviewed by the Vice President for Student Life for final decisions and implementation.
10. The Title IX Coordinator's recommendations as well as final decisions of the appropriate vice presidents will be communicated in writing to both the complainant and the respondent simultaneously. The appropriate actions will be implemented consistent with the Corrective Actions and Disciplinary Procedures section of this policy.
11. Appropriate sanctions and corrective

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

12. No person shall make an allegation that he or she knows to be untrue, or knowingly provide false information during the course of an investigation. Intentionally making a false complaint or giving false information is a violation of this policy and may be a basis for discipline, up to and including expulsion from school or termination from employment.
13. The College will respect the privacy of students involved in this process by sharing information only with those who need to know the information. The privacy of student information is protected by the Family Educational Rights and Privacy Act ("FERPA"), and nothing in this policy or process would violate FERPA.

#### Appeals

Both parties have a right to appeal the decision of the investigator within five business days after receiving the decision notification letter. Appeals are not granted automatically. A request for appeal must be well-reasoned, substantive, and demonstrative of one of the following criteria:

- That there was a substantive procedural error that may have prohibited the investigation from being conducted fairly. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.
- New evidence that was not available during the investigation has become available, and is potentially sufficient to alter a decision.

Appeals will be coordinated by the Title IX Compliance Liaison. Appeals will be concluded in one of the following manners:

1. If it is determined that neither of the appeals criteria have been met, the appeal request will be denied, thereby upholding the investigation report findings and sanctions (if applicable).
2. If it is determined that new information not previously available needs to be considered, the matter will be remanded to the Title IX investigator(s) for further consideration. Parties will be allowed to respond to new information and new findings as the report is issued.
3. If it is determined that there was a

procedural error that had a significant impact the outcome, the matter will be remanded to remedy the error.

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

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

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

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

### **Role of Advisors**

The respondent and complainant may be assisted during meetings under this policy by an advisor of their choice. The respondent and complainant may present witnesses and may produce other evidence for consideration. The respondent and complainant are responsible for presenting evidence on their own behalf. Advisors may speak privately to their advisee, respondent or complainant, during the investigation. Either party may request a brief recess to consult with their advisor. Advisors for the respondent and complainant may not present evidence or question witnesses.

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

Possible sanctions for students resulting from a policy violation are listed above (under "Additional Points Relevant to Complaints of

Alleged Violations of this Policy). Possible corrective actions for faculty and staff range from an oral warning to termination of employment. Both the complainant and the respondent shall be informed of the outcome of the corrective action or disciplinary process.

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

### **Definitions**

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

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

**Domestic violence** is knowingly, intentionally or recklessly causing bodily injury of any kind, causing fear of bodily injury of any kind, causing fear of bodily injury of any kind, and knowingly engaging in repetitive conduct toward a certain person (i.e. stalking) that puts then in fear of bodily injury, as well as assault, rape, and sexual abuse of children. These acts can take place between current or former family or household members, sexual partners, or those who share biological parenthood, in order to qualify as domestic violence.

**Hostile Environment:** A hostile environment exists when sexual or sex-based harassment is sufficiently serious to deny or limit a student's ability to participate in or benefit from the College's programs or activities or has the effect of unreasonably interfering with an employee's

work performance or altering the terms and conditions of the employee's employment. A hostile environment can be created by anyone involved in a College program or activity (e.g., staff, faculty members, students, and campus visitors).

In determining whether sex-based harassment has created a hostile environment, the College considers the conduct in question from both a subjective and objective perspective. The College must establish the conduct as unwelcome and conclude that a reasonable person would perceive it as such, in order to recognize the conduct as the source of, or contribution to, a hostile environment.

To determine whether a hostile environment exists for a student or employee, the College will consider a variety of factors related to the severity, persistence, or pervasiveness of the sex-based harassment, including: (1) the type, frequency, and duration of the conduct; (2) the identity and relationships of persons involved; (3) the number of individuals involved; (4) the location of the conduct and the context in which it occurred; and, (5) the degree to which the conduct affected the student's education or the employee's employment. The more severe the sex-based harassment, the less that patterned behavior is necessary to prove the creation of a hostile environment. Indeed, a single instance of sexual assault may be sufficient to create a hostile environment. Likewise, a series of incidents may be sufficient to establish hostility, even if the even if the sex-based harassment is not particularly severe.

**Incapacitation** is the inability, temporarily or permanently, to give consent, due to a state of helplessness; mental and/or physical limitations resulting from voluntary or involuntary drug or alcohol consumption, unconsciousness, or slumber; or being otherwise unaware that sexual activity or abuse is occurring. Some signs of incapacitation may include, but are not limited to, lack of control over physical movements (e.g., stumbling, falling down), lack of awareness of circumstances or surroundings, the inability to speak or communicate orally, or the inability to communicate for any reason.

It is a violation of this policy to engage in sexual activity with a person who is incapacitated, regardless of whether the person appeared to be a willing participant. It is especially important, therefore, that anyone engaging in sexual activity be aware of the other person's level of intoxication.

**Responsible Employee:** A "responsible employee," for the purposes of this policy, includes all College employees, except for the



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

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

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

Sexual harassment also includes unwelcome sexual conduct when:

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

Examples of conduct that may constitute sexual harassment as defined above may include, but are not limited to, a severe, persistent, or pervasive pattern of unwelcome conduct that includes one or more of the following:

Physical conduct:

- Unwelcome touching, sexual/physical assault, impeding, restraining, or blocking movements.
- Unwanted sexual advances.

Verbal conduct:

- Making or using derogatory comments, epithets, slurs, or humor
- Verbal abuse of a sexual nature; graphic verbal commentaries about an individual's body; sexually degrading words used to describe an individual; suggestive or obscene letters, notes, or invitations.
- Offensive comments of a sexual nature, including sexually explicit statements, questions, jokes, or anecdotes.

Visual conduct:

- Leering; making sexual gestures; displaying suggestive objects or pictures, cartoons, or posters in a public space or forum.
- Visual displays of suggestive, erotic, or degrading, sexually oriented images that are not pedagogically appropriate.

Written conduct:

- Letters, notes or electronic communications, including social media, containing comments, words, or images described above.

Quid pro quo conduct:

- Offering employment or academic benefits in exchange for sexual favors.
- Making submission to sexual advances an actual or implied condition of employment, work status, promotion, grades or letters of recommendation, including subtle pressure for sexual activity, an element of which may be repeated requests for private meetings with no academic or work purpose.
- Making or threatening reprisals after a negative response to sexual advances.

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

**Sexual Assault** includes any type of sexual activity perpetrated against a person's will, where that person does not give clear and voluntary consent, or where the person is incapable of giving consent due to drug or alcohol use or due to intellectual or other disabilities. Sexual penetration includes: vaginal penetration by a penis, object, tongue, or finger; anal penetration by a penis, object,

## W&J | IMPORTANT NUMBERS & WEBSITES

**Emergency:** 911

**Campus & Public Safety (CPS):** 724-223-6032

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

**Crisis Hotline:** 724-223-6500

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

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

**Southwestern PA Legal Aid:** 724-627-3127

<https://spla.org>

**Planned Parenthood:** 1-800-426-4636

[www.plannedparenthood.org/planned-parenthood-western-pennsylvania](http://www.plannedparenthood.org/planned-parenthood-western-pennsylvania)

**Southwestern Pennsylvania Human Services**

**Crisis Services:** 724-225-3584

**STTARS (Sexual Trauma, Treatment & Recovery Services):**  
1-888-480-7283

**CARE Center:** 1-888-480-7283

[www.sphs.org](http://www.sphs.org)

tongue, or finger; and oral copulation (mouth to genital contact or genital to mouth contact); no matter how slight the penetration or contact. All such acts of non-consensual sexual intercourse are forms of sexual assault, and therefore sexual misconduct, under this policy.

**Sexual Exploitation** means taking sexual advantage of another person without consent, and includes, without limitation, causing or attempting to cause the incapacitation of another person; electronically recording, photographing, or transmitting intimate sounds or images of another person; and/or allowing third parties to observe sexual acts. Examples of sexual exploitation include, but are not limited to, the following:

- Observing another individual's nudity or sexual activity or allowing another to observe nudity or sexual activity without the consent of all parties involved in a place where the individual being observed would have a reasonable expectation of privacy;
- Recording, streaming, or photographing private sexual activity and/or a person's nudity, or distribution of such without the consent of all parties involved;
- Prostituting another individual; and/or Inducing incapacitation for the purpose of making another person vulnerable to non-consensual sexual activity.

**Stalking** means intentionally engaging in a course of conduct, directed at a specific person, which is likely to cause a reasonable person to fear for his, her, or their safety or the safety of others, or cause that person to suffer substantial emotional distress. Examples include, but are not limited to, repeatedly following such person(s), repeatedly committing acts that alarm, cause fear, or seriously annoy such other person(s) and that serve no legitimate purpose, and repeatedly communicating by any means, including electronic means, with such person(s) in a manner likely to intimidate, annoy, or alarm him, her, or them. Examples of stalking may include, but are not limited to:

- Unwelcome/unsolicited communication including in-person communication, telephone calls, voice messages, text messages, e-mail messages, social networking site postings, instant messages, postings, written letters, gifts, or other communications;
- Following, pursuing, waiting or showing up uninvited at a workplace, place of residence, classroom, or other locations frequented by a complainant;
- Surveillance and other types of observation, whether by physical proximity or electronic means;
- Trespassing;
- Vandalism;
- Non-consensual touching;
- Direct physical and/or verbal threats against a complainant or someone close to the complainant;
- Gathering of information about a complainant from family, friends, or co-workers and/or classmates;
- Manipulative and controlling behaviors such as threats to harm oneself;
- Defamation or slander against the victim; or
- Using a third party or parties to accomplish any of the above.

#### Statement on Privacy

## W&J | TITLE IX EDUCATION & TRAINING

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

## W&J | INTERIM PROTECTIVE MEASURES FOR VICTIMS

The range of Interim Protective Measures for victims include:

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

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

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

### **Education and Training**

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

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

### **Annual Reporting**

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



# COLLEGE CRIME STATISTICS

The crime statistics below represent incident reports submitted to Campus & Public Safety officers, campus officials, and local law enforcement. Statistics are compiled and published in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

TYPE OF CRIME	ON-CAMPUS			RESIDENCE HALLS			NON-CAMPUS BUILDINGS			PUBLIC PROPERTY		
	2021	2020	2019	2021	2020	2019	2021	2020	2019	2021	2020	2019
Crimes Reported												
Murder	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Rape	1	0	0	1	0	0	0	0	0	0	0	0
Fondling	0	1	1	0	0	1	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	1	0	0	0	0	0	0	0	0	0
Burglary	0	3	0	0	0	0	0	0	1	0	0	0
Vehicle Theft	5*	0	1	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Hate Crimes	0	0	2	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	1	0	0	1	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	1	2	0	0	2	0	0	0	0	0	0
<b>ARRESTS</b>												
Liquor Violations	0	0	17	0	0	16	0	0	0	0	0	15
Drug Violations	0	0	2	0	0	16	0	0	0	0	0	0
Weapons Violations	0	0	0	0	0	0	0	0	0	0	0	0
<b>CAMPUS DISCIPLINARY REFERRALS</b>												
Liquor Violations	41	11	100	22	0	100	0	0	0	4	0	4
Drug Violations	13	0	30	11	0	25	0	0	0	0	0	0
Weapon Violations	0	0	1	0	0	1	0	0	0	0	0	0

\*This number represents reports of items taken from unlocked vehicles (petty thefts) that were misreported as vehicle thefts by Washington & Jefferson College personnel. There were no reports of true vehicle theft on-campus in 2021.

## Clery Geography Definitions: (as defined by the Jeanne Clery Act)

**On-Campus:** Any building or property owned or controlled by an institution of higher education within the same reasonably contiguous geographic area of the institution and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including the on-campus student housing. Also, any property within the same reasonably contiguous geographic area of the institution but controlled by another person, that is used by students, and supports institutional purposes (such as food or other retail vendors).

**Residence Halls:** Any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus.

**Non-Campus Property:** Any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by 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:** All public property that is within the same reasonably contiguous geographic area of the institution, such as a sidewalk, a street, other thoroughfare, or parking facility, and is adjacent to and accessible from the institution or its property.

## Crime Definitions: (as defined by the FBI's Uniform Crime Reporting (UCR) Program)

A complete list of the UCR definitions can be found at: <https://wandj.co/3dGL5uz>.

# PENNSYLVANIA UNIFORM CRIME REPORTING ACT CRIME RATES

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

CRIME CATEGORIES	2021 FTE 1508		2020 FTE 1546.41		2019 FTE 1707	
	Reported Crimes	Index 100,000	Reported Crimes	Index 100,000	Reported Crimes	Index 100,000
<b>UCR Part I Crimes</b>						
Murder	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0
Rape	1	66.31	0	0	0	0
Robbery	0	0	0	0	0	0
Assault Aggravated	0	0	0	0	1	58.58
Burglary	0	0	0	0	1	58.58
Larceny/Theft	9	596.82	8	517.33	19	1113.06
Auto Theft	5*	331.56	0	0	1	58.58
Arson	0	0	0	0	0	0
<b>UCR Part II Crimes</b>						
Other Assaults Not Aggravated	2	132.63	0	0	1	58.58
Forgery, Fraud, Embezzlement	3	198.94	0	0	0	0
Stolen Property Recieve/Possess/Buy	1	66.31	0	0	0	0
Vandalism	1	66.31	0	0	10	585.82
Weapons	0	0	0	0	0	0
Sex Offenses Except Part I Offenses	0	0	2	129.33	1	58.58
Narcotics	1	66.31	0	0	37	2167.54
Gambling	0	0	0	0	0	0
Liquor Law	0	0	12	775.99	65	3807.85
Drunkenness	0	0	0	0	5	292.91
Disorderly Conduct	0	0	0	0	12	702.99
Vagrancy	0	0	0	0	0	0
Other (Except Traffic) Includes: Trespass, Criminal Mischief, Harassment, City Ordinance Violations	0	0	9	581.99	14	820.15

\*This number represents reports of items taken from unlocked vehicles (petty thefts) that were misreported as vehicle thefts by Washington & Jefferson College personnel. There were no reports of true vehicle theft on-campus in 2021.

YEAR	FACULTY/STAFF	UNDERGRADUATE/GRADUATE	TOTAL FTE	RATE
2021	388.5	1119.5	1508	66.31
2020	384.1	1162	1546.41	64.66
2019	423	1284	1707	58.58

## FIRE SAFETY POLICY & REPORT

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

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

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

- Tampering with, covering or removing smoke detectors, fire alarms, fire extinguishers, exit signs or other life safety equipment
- Breaking pull station or fire extinguisher covers, unless the situation warrants such action.
- Pulling and/or unnecessarily causing a false fire alarm to be pulled

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

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

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

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

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



## FIRE SAFETY STATISTICS 2021

	2021			2020			2019		
Name of Facility	Fires	Injuries	Deaths	Fires	Injuries	Deaths	Fires	Injuries	Deaths
Alexander	0	0	0	0	0	0	0	0	0
Cooper	0	0	0	0	0	0	0	0	0
Marshall	0	0	0	0	0	0	0	0	0
Penn	0	0	0	N/A	N/A	N/A	N/A	N/A	N/A
Mellon	0	0	0	0	0	0	0	0	0
New Res.	0	0	0	0	0	0	0	0	0
Bica Ross	0	0	0	0	0	0	0	0	0
Upper Class	0	0	0	0	0	0	0	0	0
North Hall	0	0	0	0	0	0	0	0	0
Theme 125	0	0	0	0	0	0	0	0	0
Theme 127	0	0	0	0	0	0	0	0	0
Theme 135	0	0	0	0	0	0	0	0	0
Theme 147	0	0	0	0	0	0	0	0	0
Theme 211	0	0	0	0	0	0	0	0	0
Theme 301	0	0	0	0	0	0	0	0	0
Theme 312	0	0	0	0	0	0	0	0	0
Theme 315	0	0	0	0	0	0	0	0	0
Theme 322	0	0	0	0	0	0	0	0	0
Theme 325	0	0	0	0	0	0	0	0	0
Adams	0	0	0	0	0	0	0	0	0
Buchanan	0	0	0	0	0	0	0	0	0
Cleveland	0	0	0	0	0	0	0	0	0
Washington	0	0	0	0	0	0	0	0	0
Filmore	0	0	0	0	0	0	0	0	0
Grant	0	0	0	0	0	0	0	0	0
Monroe	0	0	0	0	0	0	0	0	0
Harrison	0	0	0	0	0	0	1	0	0
Jefferson	0	0	0	0	0	0	0	0	0
Lincoln	0	0	0	0	0	0	0	0	0
Wade	0	0	0	0	0	0	0	0	0
Whitworth	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>