

# FOR SAFETY'S SAKE



University of  
Pittsburgh | Titusville

2020 Annual  
Security and Fire  
Safety Report



# Contents

<b>Welcome from the President</b>	<b>4</b>
<b>COVID-19 Information</b>	<b>5</b>
COVID-19 Response Training	
Pitt Community Compact	
Power of Pitt	
Face Coverings	
Contact Tracing	
Isolation and Quarantine	
Student Health Service	
COVID-19 Emergency Evacuation Guidance and Information	
<b>PREPARATION OF THE ANNUAL SECURITY AND FIRE SAFETY REPORT</b>	<b>7</b>
<b>MEET SOME OF YOUR PARTNERS IN SAFETY</b>	<b>8</b>
PITT-TITUSVILLE CAMPUS POLICE	
UNIVERSITY POLICE AUTHORITY	
WORKING RELATIONSHIP WITH THE CITY OF TITUSVILLE POLICE	
ENVIRONMENTAL HEALTH AND SAFETY	
FACILITIES MANAGEMENT	
<b>HOW TO REPORT CRIME AND EMERGENCIES</b>	<b>9</b>
REPORTING SEXUAL MISCONDUCT WITH A CHILD AT THE UNIVERSITY	
REPORTING TO THE PITT-TITUSVILLE POLICE	
UNIVERSITY OF PITTSBURGH ANTI-HAZING POLICY	
Hazing	
Aggravated Hazing	
Organizational Hazing	
<b>TIMELY WARNING REPORTS</b>	<b>11</b>
CRIME ALERTS—TIMELY WARNING	
DETERMINATION	
CONTENT	
DISTRIBUTION	
SPECIFIC PERSONNEL AND LOCATIONS WHERE ONE CAN REPORT CRIME	
<b>EMERGENCY RESPONSE AND EVACUATION PROCEDURES</b>	<b>12</b>
TRAINING AND TESTING PROCEDURES	
EMERGENCY NOTIFICATION	
EMERGENCY EVACUATION	
SECURITY OF AND ACCESS TO FACILITIES	
UNIVERSITY BUILDINGS AND PROGRAMS	
POSSESSION AND USE OF WEAPONS	
ENVIRONMENTAL HEALTH AND SAFETY PROGRAMS	
ACCESSING CAMPUS CRIME REPORTS	
MEGAN'S LAW INFORMATION AND CRIMINAL RECORDS	
2019 TITUSVILLE CAMPUS ANNUAL DISCLOSURE OF CRIME STATISTICS	
DEFINITIONS OF CLERY REPORTABLE CRIMES	
HATE CRIMES: CATEGORIES OF PREJUDICE	
<b>POLICIES ON ALCOHOL AND DRUGS</b>	<b>24</b>
ENFORCEMENT OF STATE, LOCAL, AND FEDERAL LAWS	
DRUG AND ALCOHOL EDUCATION PROGRAMS	
ASSISTANCE WITH ALCOHOL OR SUBSTANCE ABUSE	

<b>SEXUAL ASSAULT, HARASSMENT, RELATIONSHIP VIOLENCE, AND STALKING</b>	<b>25</b>
SEXUAL ASSAULT, HARASSMENT, RELATIONSHIP VIOLENCE, AND STALKING	
WHAT IS CONSENT?	
CONSENT UNDER TITLE 18 OF THE PENNSYLVANIA CRIMES CODE	
PREVENTION AND AWARENESS PROGRAMS	
REPORTING OPTIONS	
WHAT TO DO IF YOU ARE SEXUALLY ASSAULTED	
PRESERVING PHYSICAL EVIDENCE	
COUNSELING AND MEDICAL SERVICES AND OTHER AVAILABLE SUPPORT	
STUDENT HEALTH CENTER	
IMMEDIATELY AFTER AN INCIDENT	
SEXUAL ASSAULT INFORMATION	
ADDITIONAL RESOURCES	
INFORMATION ON RISK REDUCTION	
JURISDICTION	
STANDARD OF EVIDENCE	
INFORMAL RESOLUTION	
FORMAL GRIEVANCE PROCESS	
RETALIATION	
INFORMAL RESOLUTION	
FORMAL COMPLAINT PROCESS	
<b>FIRE SAFETY REPORT</b>	<b>40</b>
FIRE SAFETY INFORMATION	
FIRE SAFETY SYSTEMS	
EVACUATION PROCEDURES	
PROHIBITIONS ON PORTABLE ELECTRIC APPLIANCES, SMOKING, AND OPEN FLAMES	
PLANS FOR FUTURE IMPROVEMENTS IN FIRE SAFETY	
<b>TRANSPORTATION</b>	<b>41</b>
Fall 2019 University of Pittsburgh at Titusville Annual Fire Safety Report	
PEDESTRIAN SAFETY	
THE PITT PROMISE:A COMMITMENT TO CIVILITY	
WHEN WALKING OR RUNNING:	
IF YOU'RE BEING FOLLOWED:	
WHERE YOU LIVE:	
PROTECT PERSONAL AND UNIVERSITY PROPERTY:	
<b>TIPS FOR A SAFER CAMPUS</b>	<b>44</b>
AVOID WORKING OR STUDYING ALONE IN A BUILDING AT NIGHT:	
PROTECT YOUR CAR	
BE AWARE	
UNIVERSITY OF PITTSBURGH POLICE TITUSVILLE COMMUNITY RESPONSE/ACTIVE THREAT INCIDENT	
CONSIDERATIONS:	
WHEN LAW ENFORCEMENT ARRIVES:	
<b>WHY THIS BROCHURE?</b>	<b>45</b>
IT'S THE LAW	
SAFETY FIRST	
RIGHT TO KNOW INFORMATION	

*NOTE: Some photos in this publication were taken prior to the COVID-19 pandemic and do not necessarily reflect current health and safety guidelines.*

# Welcome from the President

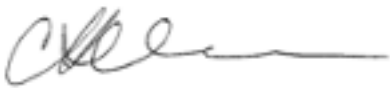
We are very fortunate to have many measures in place on our campus so all members of our campus community – as well as our visitors - will be safe and succeed in a friendly, inclusive and welcoming environment.

While we have many initiatives in place, it is important that each of us takes responsibility to keep each other and ourselves safe, particularly during a pandemic. Therefore, I ask everyone to take these four essential steps:

1. Mask up! Wear face coverings, practice physical distancing and wash your hands to prevent the spread of COVID-19.
2. Be aware of your environment. Use common sense and good judgment as you move about campus and travel in the surrounding communities.
3. Know where to go when you have questions or concerns. Review what resources are available—this booklet is a great first step—and don't hesitate to ask for help.
4. Report unsafe conditions as soon as you see them. Our campus police officers work 24 hours a day and are here to assist you if you need help.

By integrating these four practices into your daily routines—and looking out for others—you will be assisting with our efforts to ensure that we support the health and safety of our entire campus community and ensure we all have an excellent Pitt-Titusville experience.

Sincerely,



Catherine Koverola, PhD, President



# COVID-19 Information

The University of Pittsburgh has COVID-19 Standards and Guidelines in place to help keep our community healthy and safe. These protocols are subject to change as the situation surrounding COVID-19 develops. Please note that some of these Standards and Guidelines supersede policies discussed in this publication. To ensure you have the most current information about Pitt's operational posture, face coverings, physical distancing, personal travel, isolation and quarantine, and contact tracing, please continue to follow [coronavirus.pitt.edu](https://coronavirus.pitt.edu) and the Department of Environmental Health and Safety at [ehs.pitt.edu](https://ehs.pitt.edu).

## COVID-19 Response Training

Students, staff and faculty are required to complete COVID-19 training. This training contains information regarding the expectations of all members of the Pitt community. The student training module can be found here. The employee training module can be found here: [pitt.edu/student-learning-living/mandatory-training-students](https://pitt.edu/student-learning-living/mandatory-training-students)

## Pitt Community Compact

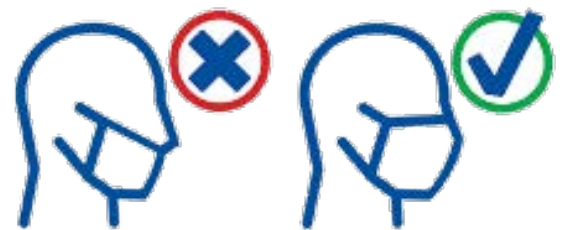
Student leaders from the Pittsburgh campus have created the Pitt Community Compact and have asked students, faculty and staff on all campuses to personally commit to emphasizing our culture of adhering to behaviors to protect the community. The Compact focuses on individual health and well-being, impact on others and accountability. It ends with, "No matter your affiliation, we are all members of the same community. We are all in this together, and we will get through this together."

## Power of Pitt

The Power of Pitt is a promise to our community. Every member is committing to adopt healthy practices, including wearing a face covering, maintaining at least six feet distance from others and handwashing often. Posters, graphics and other communications tools are available for download, sharing and use by all members of our community. They remind us of our promise and the behaviors we must demonstrate to keep our campuses safe and healthy.

## Face Coverings

Face coverings go over your mouth and nose.  
Read more in this Pittwire story.  
Doctor's orders: Wear a face covering.



## Contact Tracing

The only purpose of contact tracing is to prevent the spread of disease—not to discipline the people involved. Information is only ever shared with the health care team.

## Isolation and Quarantine

Isolation and quarantine are different things: If you are ill, you isolate from other people, even members of your own pod or household. If you have had exposure to an infectious person, you quarantine from others to mitigate the risk of spreading the virus.

## Student Health Service

Students who are experiencing COVID-19 symptoms should contact Student Health Service at **814.362.7500**. We encourage all students to be tested through Student Health Service. However, those students who receive an evaluation and positive COVID-19 diagnosis outside the Pitt system must still notify Student Health Service to ensure proper care coordination. By self-reporting, you help us improve our ability to control the virus on our campuses.



# COVID-19 Emergency Evacuation Guidance and Information

Due to safety concerns with the COVID-19 pandemic, evacuation drills are currently on hold for the fall term. The following pertains to any unexpected emergency alarm requiring evacuation from the building. First and foremost is protecting your life. Remain calm and evacuate. Physical distancing signage is temporary. Follow exit signs and use stairs.

- If you are not in immediate danger, locate and don a face covering prior to evacuation. Maintain a six-foot distance from others as much as possible during evacuation. Proceed to the short-term assembly area and remain there (while maintaining a six-foot distance from others) until emergency responders indicate that the building is safe for reentry. Upon reentry, it is encouraged that occupants utilize the stairs (when possible) to avoid overloading an elevator.

- Faculty, staff and students who are not capable of complying with the evacuation procedures, or who may have special needs or recognized disabilities, should contact the Department of Environmental Health and Safety (EH&S) for development of an Individual Evacuation Plan. Copies of these plans are maintained with Pitt Police for use by emergency responders. Please visit the EH&S website for the most current information and additional guidance.

Operational Posture	STUDENTS	FACULTY AND STAFF
<b>GUARDED RISK</b> Meets Minimum Standards of PA Green	<ul style="list-style-type: none"> <li>• Most instruction is in person, except large lectures</li> <li>• Housing open with virus mitigation and isolation interventions in place</li> <li>• Shared spaces open</li> <li>• Gatherings capped at 250 people</li> </ul>	<ul style="list-style-type: none"> <li>• Work from home encouraged wherever possible</li> <li>• Those who need to support permitted activities allowed on campus</li> <li>• Research staff on campus based on Principal Investigator determination</li> </ul>
	<ul style="list-style-type: none"> <li>• Most activities are in person, with virtual options and limited restrictions</li> </ul>	
<b>ELEVATED RISK</b> Meets Minimum Standards of PA Yellow	<ul style="list-style-type: none"> <li>• Instruction primarily virtual; some in-person learning occurring</li> <li>• Housing open with virus mitigation and isolation interventions in place</li> <li>• Some shared spaces open</li> <li>• Gatherings capped at 25 people</li> </ul>	<ul style="list-style-type: none"> <li>• Work from home encouraged wherever possible</li> <li>• Those who need to support permitted activities allowed on campus</li> <li>• Virtual work encouraged for research personnel; some permitted on campus</li> </ul>
	<ul style="list-style-type: none"> <li>• Some activities are in person, but most are virtual</li> </ul>	
<b>HIGH RISK</b> Meets Minimum Standards of PA Red	<ul style="list-style-type: none"> <li>• Instruction nearly all virtual, except select clinicals and labs</li> <li>• Housing open with virus mitigation and isolation interventions in place</li> <li>• Shared spaces open only to support on-campus students and staff</li> <li>• Campus life activities not permitted</li> </ul>	<ul style="list-style-type: none"> <li>• Work from home encouraged wherever possible</li> <li>• Those who need to support permitted activities allowed on campus</li> <li>• Research as permitted by senior leadership</li> </ul>
	<ul style="list-style-type: none"> <li>• Pitt is open, but activities are heavily restricted</li> </ul>	



Face coverings required on campus. Physical distancing is necessary, with a minimum of six feet between you and others when possible.

**"I'm doing my part to keep the Pitt community safe."**

[coronavirus.pitt.edu](https://coronavirus.pitt.edu)

# PREPARATION OF THE ANNUAL SECURITY AND FIRE SAFETY REPORT

The University of Pittsburgh at Titusville Campus Police Department prepares this report to help keep you safe and comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act as well as the Pennsylvania Uniform Crime Reporting Act. This report is not a contract.

Pitt uses information reported to the **Pitt-Titusville** police and all campus security authorities; information provided by other University offices such as the Office of Student Affairs, including Student Life, Office of Judicial Affairs, Office of Counseling and Student Development, the Health Center, Office of Facilities Management, and information provided by the Titusville Police Department. Each of these offices or departments provides updated policy information and crime data. This report provides statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned, leased, or controlled by the University of Pittsburgh, and on public property adjacent to the campus. This report also includes institutional policies concerning campus safety, such as policies regarding sexual assault and harassment, stalking, domestic and dating violence, alcohol, and other drugs. The University distributes the Annual Security and Fire Safety report annually to every member of the University community. The Annual Security and Fire Safety Report also is available online at:

[titusville.pitt.edu/safety/campus-police-and-safety](https://titusville.pitt.edu/safety/campus-police-and-safety)

## DID YOU KNOW?

- The campus police department (814.827.4488) has primary responsibility for safety on campus. **Pitt-Titusville's** Campus Police Department employs one full-time and four Allied Security Officers.
- All campus police officers are fully commissioned officers in the Commonwealth of Pennsylvania under the Municipal Police Education and Training Commission and receive yearly updates on changes in Pennsylvania Law.
- All officers are certified in CPR/AED and first aid.
- **Pitt-Titusville** police officers are trained to respond to critical, rapidly evolving incidents as well as routine patrol and response. Officers train annually in active threat response. Officers are also trained in response and investigation of sexual assaults, domestic violence, and stalking.
- If you've had any interaction with a Campus Police Officer and wish to file a complaint or pass along a compliment, please call 814.827.5407 and request to speak to the Officer in Charge of Campus Police.
- University officers use video cameras in public areas on campus to enhance security.

For more information, call 814.827.4488

# MEET SOME OF YOUR PARTNERS IN SAFETY

## SAFETY BY THE NUMBERS

### SOME FACTS ABOUT PITT-TITUSVILLE POLICE:

**1** commissioned police officer

**4** Allied Universal Security officers

Calls are answered **24** hours a day,  
**7** days a week, **365** days a year

**1** patrol car on each shift in addition to the officers on foot

University police undergo more than **800** hours of initial training for certification as well as a minimum of **36** hours of annual in-service training.

## TIP!

Pitt-Titusville has six emergency phones located throughout the campus. Those locations include Spruce Hall, Student Union, Serenity House, and the campus police department.

## PITT-TITUSVILLE CAMPUS POLICE

As the department with primary responsibility for security on campus, the **Pitt-Titusville** police are dedicated to serving the needs of the University community. You can reach the department by calling **4488** from a campus phone or **814.827.4488** from a non-campus phone.



**Pitt-Titusville** has six emergency phones located throughout the campus. Those locations include Spruce Hall, Student Union, Serenity House, and the campus police department.

## UNIVERSITY POLICE AUTHORITY

Members of campus police have complete authority to apprehend and arrest anyone involved in illegal acts on campus and within 500 yards of campus or other University owned or leased property. If a student commits a criminal offense, the **Pitt-Titusville** police also will refer the individual to the Office of Judicial Affairs. The **Pitt-Titusville** campus police law enforcement authority is derived from Act 57 of 1997 Campus Police Powers and Duties and by Title 42 Pa. C.S.A. Chapter 89, relating to the Municipal Police Jurisdiction Act. If the offense is committed by a University student, the police officer may also refer the individual to the Office of Judicial Affairs. In accordance with the Jeanne Clery Act and with the Pennsylvania Uniform Crime Reporting Act, all campus crimes are reported monthly to the Pennsylvania State Police and the Federal Bureau of Investigation for inclusion in the Uniform Crime Report. The campus police department also compiles campus crime statistics, which are prepared annually and include referrals for disciplinary actions from reports made to campus police and safety, Office of Housing and Residential Life, Office of Student Affairs, faculty advisors, Athletics Department, and anyone considered a campus security authority. Non-campus housing and student organizations do not exist.





## WORKING RELATIONSHIP WITH THE CITY OF TITUSVILLE POLICE

Campus police officers work closely with all local, county, and state police agencies. The **Pitt-Titusville** police department has direct two-way communication with local and county police agencies on the police radio system. In addition, state and local police will notify the **Pitt-Titusville** police of any criminal or emergency activities that could impact the campus community. **Pitt-Titusville** police officers work closely with the City of Titusville police officers and have direct radio communication with city police, fire, and emergency medical personnel. Although the **Pitt-Titusville** police have an excellent working relationship with state and local police, there are no written memorandums of understanding with them at this time.

## ENVIRONMENTAL HEALTH AND SAFETY

The Department of Environmental Health and Safety (EH&S) provides guidance and direction to students, faculty, and staff members at the University. EH&S identifies hazards and risks, recommends appropriate action to help to ensure safe conditions and assists the University in maintaining regulatory compliance. An EH&S representative from the Pittsburgh campus provides support to the Titusville campus.

## FACILITIES MANAGEMENT

**Pitt-Titusville** has installed and maintains exterior lighting around all buildings, as well as additional sidewalk and street lighting, to keep all areas of the campus well-lit. While maintaining an attractive campus, the Office of Facilities Management personnel keeps shrubs and hedges low, especially in places such as bus stops and parking lots, for student safety. University staff members wear uniforms that designate they work for the University and/or announce who they are while conducting business. On any normal work day, there are many support personnel whose jobs include providing inspection of the entire campus and its buildings to discover and correct health, safety, and maintenance problems. This is in addition to campus police officers and others who also tour the campus grounds and report any safety and security problems to **Pitt-Titusville's** Facilities Management, who promptly responds to correct these problems. Students should contact police department after business hours at **814.827.4488** with any maintenance concerns. Any student, staff, or faculty member can submit a work order online at:

[titusville.pitt.edu/maintenance-work-order](https://titusville.pitt.edu/maintenance-work-order)

# HOW TO REPORT CRIME AND EMERGENCIES



The **Pitt-Titusville** Campus Police Department encourages everyone to report criminal activity or other emergencies to campus police at **814.827.4488** (non-campus phone) or **4488** (on any campus phone).

Officers patrol coverage of the campus. A student, campus police officer, or any other member of the campus community may also refer a violation of the Student Code of Conduct directly to the Office of the Assistant Executive Director.

## CONFIDENTIAL REPORTING

**Pitt-Titusville's** Campus Police website allows for anonymous crime reporting. Campus security authorities will submit a report of any on-campus assault so it is reflected among Pitt's crime statistics in the annual statistical report, and the identity of the victim remains anonymous in the annual statistical report.

## REPORTING TO OTHER CAMPUS SECURITY AUTHORITIES

While the University prefers that community members promptly report all crimes and other emergencies directly to the **Pitt-Titusville** police at **814.827.4488**, we also recognize that some may prefer to report to other individuals or University offices. The federal Jeanne Clery Act recognizes certain University officials and offices as Campus Security Authorities (CSA). The act defines these individuals as "officials of an institution who have significant responsibility for student and campus activities, including but not limited to, student housing, student discipline, and campus judicial proceedings." In addition to the **Pitt-Titusville** police, persons within the University who are designated as CSA include Housing and Residence Life staff members, the campus student conduct officer, athletic coaches, and faculty advisors to student groups. The University counseling office voluntarily provides non-identifying information on crimes reported to them.

## REPORTING SEXUAL MISCONDUCT WITH A CHILD AT THE UNIVERSITY


Anyone affiliated with the University who has reasonable cause to suspect child abuse, including but not limited to sexual abuse, shall make an immediate and direct report to Child Line either electronically at [compass.state.pa.us/cwis/public/home](https://compass.state.pa.us/cwis/public/home) or by calling **1.800.932.0313**.

Immediately thereafter, the individual must also make an immediate and direct report to the University police or the Office of General Counsel. Retaliation is strictly prohibited against anyone who makes a good faith report of suspected child abuse or who participates in a related investigation. More information on reporting child abuse is available at [keepkidssafe.pa.gov](https://keepkidssafe.pa.gov).

## REPORTING TO THE PITT-TITUSVILLE POLICE

The University of Pittsburgh at Titusville encourages everyone in the Pitt community to report crimes and other emergencies promptly to the **Pitt-Titusville** police or to other appropriate police agencies, if off campus. At sessions conducted for freshmen, participants are advised to report all information regarding an incident to the **Pitt-Titusville** police. University police department seminars and publications offer crime prevention tips and emphasize the importance of reporting crime.

A student, University police officer, or any other member of the Pitt community can also refer a violation of the Student Code of Conduct to the Office of the Assistant Executive Director.

 You can report criminal activity or other emergencies to the **Pitt-Titusville** police by calling **4488** from a campus phone or **814.827.4488** from a non-campus phone.

Crimes may also be reported by:

- Using the anonymous tips portion of the University of Pittsburgh at Titusville Campus Police Department Website at:

[titusville.pitt.edu/anonymous-tip](https://titusville.pitt.edu/anonymous-tip)

- Visiting the police department located at Davis Hall

Incidents involving sexual harassment, sexual violence, stalking, and/or dating and domestic violence may also be reported to the Title IX liaison located at Pitt-Bradford, 300 Campus Drive, 244 Hanley Library, Bradford, PA **814.362.7513**.

## UNIVERSITY OF PITTSBURGH ANTI-HAZING POLICY

### Hazing

Hazing at the University of Pittsburgh is considered a violation of the University's Anti-Hazing Policy and Code and is absolutely prohibited. Hazing may also be considered a criminal act in the Commonwealth of Pennsylvania.

For purposes of this definition, any activity as described in this definition upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be "forced" activity, the willingness of an individual to participate in such activity notwithstanding. Therefore, any student who causes or participates in hazing may be subject to appropriate University discipline and/or may be subject to criminal prosecution.

Hazing is defined as follows: a person commits hazing if the person intentionally, knowingly or recklessly, for the purpose of initiating, admitting or affiliating a minor or student into or with an organization, or for the purpose of continuing or enhancing a minor or student's membership or status in an organization, causes, coerces or forces a minor or student to do any of the following:

1. Violate Federal or State criminal law;
2. Consume any food, liquid, alcoholic liquid, drug or other substance which subjects the minor or student to a risk of emotional or physical harm;
3. Endure brutality of a physical nature, including whipping, beating, branding, calisthenics or exposure to the elements;
4. Endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment;
5. Endure brutality of a sexual nature;
6. Endure any other activity that creates a reasonable likelihood of bodily injury to the minor or student.

## Aggravated Hazing

A person commits aggravated hazing if the person commits a violation of hazing that results in serious bodily injury or death to the minor or student and:

1. the person acts with reckless indifference to the health and safety of the minor or student; or,
2. the person causes, coerces or forces the consumption of an alcoholic liquid or drug by the minor or student.

## Organizational Hazing

A Student Organization commits organizational hazing if the organization intentionally, knowingly or recklessly promotes or facilitates a violation of hazing or aggravated hazing.

Students and others are encouraged to report incidents, and suspected incidents of hazing. Reports may be made to the University Police **814.827.4488** or the Office of the Assistant Executive Director **814.827.4455**.

Although the University encourages students and others to make formal reports, you may file an anonymous report with the University Police online at [titusville.pitt.edu/anonymous-tip](https://titusville.pitt.edu/anonymous-tip). Anonymous reports greatly limit the University's ability to respond to and investigate the report.

Hazing is absolutely prohibited by the University and by state law (see the anti-hazing policy in the Student Code of Conduct at [titusville.pitt.edu/sites/default/files/hub\\_student\\_handbook\\_2020.pdf](https://titusville.pitt.edu/sites/default/files/hub_student_handbook_2020.pdf)). Students who feel they have been victims of hazing should contact the **Pitt-Titusville** police **814.827.4488**, the Office of the Assistant Executive Director **814.827.4455**.



# TIMELY WARNING REPORTS

## CRIME ALERTS—TIMELY WARNING

In the event of a reported crime, the Officer in Charge at each University of Pittsburgh campus is responsible for:

1. determining whether a Crime Alert is required,
2. preparing the content of the Crime Alert, and
3. distributing the Crime Alert as promptly as reasonably possible to aid in the prevention of similar occurrences.

## DETERMINATION

A Crime Alert will be issued when a serious, unresolved crime is committed on or adjacent to campus and the crime creates a threat of immediate physical harm to faculty members, staff, or students, and the likelihood of repetition is such that a report is necessary to aid in the prevention of similar occurrences. Crime Alerts will not be issued if, in the professional judgment of the Officer in Charge, the crime is not considered to create a threat to the campus community.

## CONTENT

Crime Alerts describe the alleged actor(s); the nature, date, time, and location of the crime; and the type of precautions that individuals should take to prevent similar occurrences. Crime alerts do not contain identifying information about the victim(s).

## DISTRIBUTION

Crime Alerts are distributed to all affected administrative officers, Assistant Executive Director, campus president, directors, and department heads for dissemination to persons within their areas of responsibility. In addition, an email will be sent to the campus community alerting them that a Crime Alert has been issued. In addition, Crime Alerts will be made available at University buildings, posted on relevant University bulletin boards, displayed on the campus police department's Website ([titusville.pitt.edu/crime-alert](https://titusville.pitt.edu/crime-alert)) for 30 days or until the crime is resolved, and reported to the campus' media relations office.



# → SPECIFIC PERSONNEL AND LOCATIONS WHERE ONE CAN REPORT CRIME

The following pages provide an overview of security facts and information that will be helpful to you. Everyone on campus should be safety conscious and follow security procedures. If you have any questions or need additional information, you may contact any of the departments mentioned in this brochure.

**PITT-TITUSVILLE CAMPUS POLICE DEPARTMENT**  
Davis Hall 112  
North Brown Street  
Titusville, PA 16354  
**814.827.4488**

**OFFICE OF THE ASSISTANT EXECUTIVE DIRECTOR**  
Room 204-B Student Union  
522 E. Walnut Street  
Titusville, PA 16354  
**814.827.4455**

**TITLE IX LIAISON**  
(sexual misconduct)  
244 Hanley Library  
300 Campus Drive  
Bradford, PA 16701  
**814.362.7513**

# EMERGENCY RESPONSE AND EVACUATION PROCEDURES

## TRAINING AND TESTING PROCEDURES

The University of Pittsburgh is proactive in planning and preparing for emergency situations and has developed Emergency Management Guidelines to provide a basic procedural framework for responding to any type of emergency at the University of Pittsburgh at Titusville.

Please review the information on emergency response and other emergency-related information found at

[titusville.pitt.edu/safety/campus-police-and-safety](https://titusville.pitt.edu/safety/campus-police-and-safety)

All **Pitt-Titusville** police officers participate in active threat training annually.

Visit the University of Pittsburgh at Titusville police website at [titusville.pitt.edu/safety/campus-police-and-safety](https://titusville.pitt.edu/safety/campus-police-and-safety) to view the Run, Hide, Fight video produced by the U.S. Department of Homeland Security.

Every fall and spring semester, the University's Emergency Notification System is tested; this testing is unannounced, with an evaluation and documentation of the test maintained at the police department. Evacuation and/or shelter-in-place exercises are conducted in both academic and residential buildings; at least two unannounced emergency evacuation exercises are conducted for each residential apartment building during every school year. Evacuation exercises are used as a way to educate and train building occupants on issues specific to their building. During the exercises, building occupants practice emergency procedures and familiarize themselves with the location of exits and the sound of the fire alarm. A description of each exercise, date and time of exercise, and evaluation of the exercise is maintained by police officials.

Each year, members of the University of Pittsburgh at Titusville community conduct a planned tabletop exercise, which tests and evaluates the University's emergency response and evacuation procedures. Emergency executives, police, and key University personnel, along with external support agencies (such as the Pennsylvania State Police, Titusville Police Department, Titusville Fire Department, Titusville Area Hospital, Emergencycare Ambulance, and Crawford County Emergency Management Agency) participate in the exercise. The exercise addresses evacuation or shelter-in-place of buildings on a campus-wide scale. At the conclusion of the exercise, the University of Pittsburgh at Titusville publishes a summary of its emergency response and evacuation testing.

## EMERGENCY NOTIFICATION

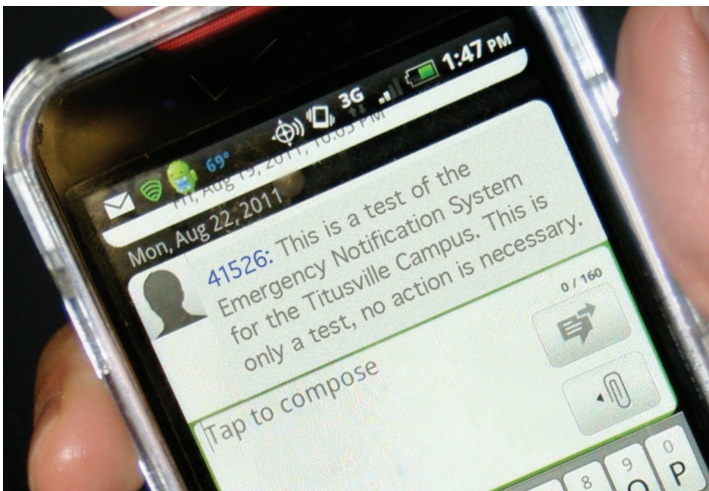
Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees, Pitt's Emergency Notification System (ENS) will be activated without delay, unless activation will—in the professional judgment of responsible authorities—compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

Law enforcement officers will confirm the emergency situation and immediately contact the emergency executive and Officer in Charge. They will determine the content of the notification and authorize police dispatchers to launch a text/voice message to all ENS subscribers that will contain the type of emergency, locations, and instructions. The ENS is tested once per term. Students, faculty, and staff members may subscribe to the ENS system by logging on to [my.pitt.edu](http://my.pitt.edu) and following the directions.


The ENS system is one aspect of a layered approach to notification.

Other notification methods such as officer presence, website alerts, and local television and radio broadcasts may be used depending upon the circumstances. See Pitt policy 06-03-02 for further details at:

[cfo.pitt.edu/policies/policy/06/06-03-02.html](http://cfo.pitt.edu/policies/policy/06/06-03-02.html)



## EMERGENCY EVACUATION

 In the event of an emergency building occupants should do the following:

1. Alert anyone in immediate danger.
  2. Close the door to contain smoke or fire.
  3. Activate the nearest fire alarm pull station (located along the egress route). Only use a fire extinguisher if the fire is small and you have been trained in the proper use of a fire extinguisher.
  4. Evacuate the building via designated stairwells and exterior exit doors. Do not use the elevators.
  5. Proceed to an assembly point away from the building or to a location designated by emergency officials. Do not re-enter the building until the all clear signal is given.
  6. Call 911 and call **814.827.4488** from a safe area to provide additional information regarding the situation.
- These steps apply to all buildings, including residence facilities.

## SECURITY OF AND ACCESS TO FACILITIES

The University of Pittsburgh at Titusville has installed and maintains exterior lighting around all of its buildings, including additional sidewalk and street lighting. While maintaining an attractive campus, maintenance personnel keep shrubs and hedges low for safety reasons, especially in places such as bus stops.

On any workday, Pitt-Titusville support personnel inspect the entire campus and its buildings to discover and correct health, safety, and maintenance problems. They work, in addition to the **Pitt-Titusville** police and others who tour campus, to report safety-related problems to Facilities Management, which responds to correct these problems promptly.

Emergency maintenance services are available 24 hours a day. Effective with the Fall 2020 semester, the Pitt-Titusville no longer offers University owned housing accommodations.

## UNIVERSITY BUILDINGS AND PROGRAMS

University facilities are open to the public during the day and evening hours when classes are in session. During the time that the University is officially closed, buildings are locked and only faculty, staff, and—for some buildings—students with a Pitt ID and written authorization are admitted. Some **Pitt-Titusville**-sponsored programs are open to the general public, while others are restricted to members of the campus community (faculty members, staff, and students) with valid Pitt ID. Additional campus police personnel are placed on duty for major events such as athletic contests or special programs when large numbers of people are expected to attend.

## POSSESSION AND USE OF WEAPONS

All campus police officers carry firearms while on duty. These weapons may be used only when there is a serious, imminent, or identifiable threat to life or a threat of great bodily harm. No one other than police department personnel may carry firearms on campus. **Pitt-Titusville** students are permitted to bring their hunting/sporting equipment (i.e., rifles, shotguns, hunting bows and arrows, hunting knives, etc.) to the campus police department where they are stored under lock and key in a weapons locker pending their use.

### TIP!

From bike safety to personal safety, Pitt-Titusville police officers offer a variety of crime prevention and safety programming to students, faculty, and staff members.

For more information, visit the Pitt-Titusville police website at:

**[titusville.pitt.edu/safety/campus-police-and-safety](https://titusville.pitt.edu/safety/campus-police-and-safety)**

or call the Pitt-Titusville police administrative number at:

**814.827.4488**

## ENVIRONMENTAL HEALTH AND SAFETY PROGRAMS

The University's Department of Environmental Health and Safety (EH&S) provides guidance and direction to students, faculty, and staff members. EH&S identifies hazards and risks, recommends appropriate action to ensure safe conditions, and assists the University in maintaining regulatory compliance.

The department provides training on many topics related to safety, fire safety, occupational health, and the environment. EH&S collaborates with the **Pitt-Titusville** police in the development of the University's Emergency Management Guidelines.

EH&S will prepare, upon request, individual emergency evacuation plans for students who have impairments that may prevent compliance with University-wide emergency plans.

Those in need of an individualized plan should contact the **Pitt-Titusville** police at **814.827.4488**.

## OBTAINING CRIME AND SAFETY INFORMATION

In accordance with the Pennsylvania Uniform Crime Reporting Act and the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, all University of Pittsburgh students and employees receive updated security information annually. The University also makes information about campus crimes and security available in a variety of other ways that include the following:

**Pitt-Titusville** provides all prospective students and applicants for employment with information on security policies and procedures and how to obtain additional security data.

The University also has numerous crime prevention workshops and seminars throughout the year. These are sponsored by the **Pitt-Titusville** police, Office of Title IX, and other departments and organizations on campus.



### TO REPORT A MAINTENANCE PROBLEM:

Call Facilities Management at **814.827.4438**.

Or go to:

**[titusville.pitt.edu/maintenance](https://titusville.pitt.edu/maintenance)**



## ACCESSING CAMPUS CRIME REPORTS

The **Pitt-Titusville** Campus Police Department prepares a daily log of all reported incidents and publishes that log on the police Website at [titusville.pitt.edu/crime-incident-log](https://titusville.pitt.edu/crime-incident-log)

This log contains the nature, time, and general location of each crime as well as its disposition, if known.

### Q Where can I find crime reports?

A In addition to Website accessibility at <https://titusville.pitt.edu/safety/campus-police-and-safety>, the daily crime log can be viewed by visiting the **Pitt-Titusville** police department at Davis Hall Monday through Friday between the hours of 8 a.m. and 4 p.m.

### Q What other crime reports are available?

A Crimes reported to the **Pitt-Titusville** Campus Police Department are submitted monthly to the Pennsylvania State Police for inclusion in the Uniform Crime Report. The **Pitt-Titusville** police also submit an annual report of crime statistics to the U.S. Department of Education; statistics are gathered from the following sources:

- **Pitt-Titusville** Campus Police Department
- Titusville Police Department

### Q Do any reports show Pitt's crime statistics over a longer period?

A Yes. In compliance with Chapter 3 of the Pennsylvania Uniform Crime Reporting Act and the federal Jeanne Clery Act, the **Pitt-Titusville** police generate a three-year statistical report, which is included in this publication. This report is distributed to all current students, staff, and faculty members, while prospective students and employees are notified of its existence and afforded an opportunity to request and receive a copy.

## MEGAN'S LAW INFORMATION AND CRIMINAL RECORDS

In compliance with the Campus Sex Crimes Prevention Act found in 42 USC 14071(j) of the Wetterling Act, which states that the University must advise the campus community of where law enforcement agency information provided by the state concerning registered sex offenders may be obtained, any member of the campus community at the University of Pittsburgh at Titusville can go to the **Pitt-Titusville**

police department to obtain the proper information. Information regarding registered sex offenders residing in the Titusville area and Crawford County area may be obtained by visiting the Pennsylvania Megan's Law website at [pameganslaw.state.pa.us](http://pameganslaw.state.pa.us).

### Q Does Pitt screen prospective students for criminal history?

A Federal law requires certain disclosures on financial aid forms.

### Q Does Pitt screen current or prospective employees for criminal history?

A The Office of Human Resources conducts background screenings for all prospective staff and certain faculty members. All prospective employees are also screened in state and federal criminal records databases and the state child abuse registry consistent with the requirements of Act 153. Certain positions that have direct contact with children consistent with the requirements of Act 153, and those involving hazardous materials require additional criminal background checks. Pitt will not offer employment to applicants if they have criminal histories that disqualify them from the requirements of the position they are seeking.

## ENVIRONMENT BY THE NUMBERS

### SOME FACTS ABOUT YOUR CAMPUS ENVIRONMENT:

**3** custodians

**4** operating engineers/groundskeepers

**1** operating engineer on duty and on call,

**24** hours a day, **7** days a week,

**365** days a year

## 2019 TITUSVILLE CAMPUS ANNUAL DISCLOSURE OF CRIME STATISTICS

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act mandates the manner in which crime statistics are to be collected and the format in which the statistics shall be published. In addition to incidents reported to the University of Pittsburgh at Titusville Police Department, statistics include offenses that were reported to the Titusville Campus Police Department and to Pitt officials having significant responsibility for student and campus activities. Pitt officials who have contributed statistical information include, but are not limited to, the campus dean, faculty advisors to student groups, Residence Life staff members, athletic administrators, and the student health director. The University counselor voluntarily provides non-identifying information on crimes reported to them. Statistics also include crimes committed on campus as well as crimes reported on public property areas that are contiguous to campus. In accordance with the Jeanne Clery Act, crime statistics are shown in the following geographical categories:

- On-Campus: (1) Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to the institution’s educational purposes, including residence halls; and (2) Any building or property that is within or reasonably contiguous to the area identified in paragraph (1), that is owned by the institution but controlled by another person, is frequently used by students and supports institutional purposes (such as a food or retail vendor).
- Non-Campus Building or Property: (1) Any building or property owned or controlled by a student organization that is officially recognized by the institution (i.e. privately owned fraternity); or (2) Any building or property owned or controlled by an institution that is used in direct support of or in relation to the institution’s educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.
- Public Property: All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus.
- On-campus Student Housing Facility: 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 is considered an on-campus student housing facility. The On-campus Student Housing category is also a subset of the On-campus category.



## YOUR UNIVERSITY COMMUNITY\*

Full-time students **23**

**10** Part-time students

Total undergraduates **33**

**29** Full-time faculty and staff

Part-time faculty and staff **3**

**32** Total faculty and staff

Total students full-time equivalent enrollment (FTE) **26.3**

**30** Total faculty and staff FTE

**Total FTE students, faculty, and staff 56.3**

**\*All figures are for Pitt-Titusville, fall 2020.**

## DEFINITIONS OF CLERY REPORTABLE CRIMES

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

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

**Sexual Assault:** Under the Violence Against Women Act (VAWA), the definition of sexual assault is an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting (UCR) program. Per the National Incident-based Reporting System User Manual from the FBI UCR Program, a sex offense is "any sexual act directed against another person without the consent of the victim, including instances where the victim is incapable of giving consent." The VAWA definition of sexual assault includes rape, fondling, incest, and statutory rape.

*In Pennsylvania, with the exception of rape and involuntary deviate sexual intercourse, a person commits the crime of sexual assault when that person engages in sexual intercourse with a complainant without the complainant's consent.*

**Rape:** The penetration, no matter how slight, of the vagina or anus with any body part or object or oral penetration by a sex organ of another person without the consent of the victim.

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

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

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

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

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

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

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

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

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

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

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

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

**Dating Violence:** The VAWA definition of dating violence is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

*The existence of such a relationship shall be based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.*

*Pennsylvania does not have a specific statute for dating violence; those incidents are categorized as simple or aggravated assaults or other applicable offenses.*

**Stalking:** The VAWA definition of stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person to (a) fear for the person's safety or the safety of others, or (b) suffer substantial emotional distress.



*For the purposes of this definition, (a) course of conduct means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about a person or interferes with a person's property; (b) reasonable person means a reasonable person under similar circumstances and with similar identities to the victim; and (c) substantial emotional distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.*

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

**Larceny/Theft:** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. This includes pocket picking, purse snatching, shoplifting, theft from building, theft from motor vehicle, theft of motor vehicle parts or accessories, and all other larceny.

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

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

**Destruction/Damage/Vandalism to Property (except Arson):** To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

## NOTES FOR THE JEANNE CLERY ACT STATISTICS REPORT (CHART I)

a. Statistics in these categories depict arrests for all liquor, drug, and weapons law violations and include both student and non-student arrests. Students arrested for these violations are automatically referred to the Office of Judicial Affairs.

b. A report is considered as unfounded and removed from crime statistics when sworn or commissioned law enforcement officers have fully investigated the crime report and have determined that report to be false or baseless.

## NOTES FOR THE PENNSYLVANIA UNIFORM CRIME REPORTING ACT STATISTICS REPORT (CHART II)

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

d. Under UCR Part II Crimes guidelines, Other Assaults include simple assaults as well as harassment incidents involving a threat to assault.

e. Under UCR Part II Crimes guidelines, Sex Offenses (except Part I offenses) include Indecent Assault and Indecent Exposure.

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

Chart I contains the statistics for those offenses reported to the University of Pittsburgh at Titusville Campus Police Department, Titusville Police Department, and University personnel who have significant responsibility for student life and campus activities.

Chart II contains the statistics for those offenses reported to the University of Pittsburgh at Titusville Campus Police Department only as recorded for the Uniform Crime Report (UCR). These UCR statistics are derived, in part, from patrol areas in community areas not adjacent to campus. Chapter 3 of the Pennsylvania Uniform Crime Reporting Act requires the release of crime statistics and crime rates to students and employees and it requires that those statistics be available to applicants and new employees upon request.

The crime rate is determined by a formula specified by the Uniform Crime Reporting Act and is calculated by dividing the number of reported crimes by the number of full-time equivalent students and employees, then multiplying that number by 100,000.

## HATE CRIMES: CATEGORIES OF PREJUDICE

**Disability**

**Ethnicity**

**Gender**

**Gender Identity**

**National Origin**

**Race**

**Religion**

**Sexual Orientation**

The University is committed to maintaining an environment free from unlawful discrimination or harassment and the reporting of incidents enables the University to assess the campus climate and promptly respond to incidents. Together, we can work to maintain an educational and work environment that is free from unlawful harassment and discrimination.

Hate crimes are especially cruel, and the University will prosecute offenders under the law and/or its conduct processes. For Clery Act purposes, hate crimes include all Clery reportable crimes described above, in addition to the crimes listed below, that manifest evidence that the victim was intentionally selected because the perpetrator's bias against the victim based on one or more of the following categories of prejudice: race, religion, sexual orientation, gender, gender identity, ethnicity, national origin, or disability.



## CHART I: CRIMES REPORTED TO UNIVERSITY OF PITTSBURGH AT TITUSVILLE, POLICE/OFFICIALS OR LOCAL POLICE

Offense	Year	On Campus Property	On-Campus Residential Facilities	Non-Campus Buildings or Property	Public Property	Unfounded Crimes
<b>Murder/ Non-negligent Manslaughter</b>	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
<b>Negligent Manslaughter</b>	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
<b>Rape</b>	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
<b>Forcible FondlingA</b>	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
<b>Statutory Rape</b>	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
<b>Incest B</b>	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
<b>Robbery</b>	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
<b>Aggravated Assault</b>	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
<b>Burglary</b>	2019	0	0	0	0	0
	2018	1	0	0	0	0
	2017	1	1	0	0	0
<b>Motor Vehicle Theft</b>	2019	0	0	0	0	0
	2018	1	0	0	0	0
	2017	0	0	0	0	0
<b>Arson</b>	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	1	1	0	0	0

\*HATE CRIMES: 2017 - No hate crimes reported; 2018 - Three public property simple assault characterized by ethnicity bias; 2019 - No hate crimes reported



## CHART I: CRIMES REPORTED TO UNIVERSITY OF PITTSBURGH AT TITUSVILLE, POLICE/OFFICIALS OR LOCAL POLICE (continued)

Offense	Year	On Campus Property	On-Campus Residential Facilities	Non-Campus Buildings or Property	Public Property	Unfounded Crimes
Arrests: Liquor Law Violations *	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	1	1	0	0	0
Arrests: Drug Law Violations *	2019	1	1	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
Arrests: Weapons Violations *	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
Disciplinary Referrals: Liquor Law Violations	2019	0	0	0	0	0
	2018	13	13	0	0	0
	2017	14	14	0	0	0
Disciplinary Referrals: Drug Law Violations	2019	3	3	0	0	0
	2018	11	11	0	0	0
	2017	13	13	0	3	0
Disciplinary Referrals: Weapons Violations	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
Hate Crimes:	2019	0	0	0	0	0
	2018	3	3	0	0	0
	2017	0	0	0	0	0
Dating Violence:	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
Domestic Violence:	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
Stalking:	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	1	0	0	0	0

\*HATE CRIMES: 2017 - No hate crimes reported; 2018 - Three public property simple assault characterized by ethnicity bias; 2019 - No hate crimes reported

## CHART II: CRIMES REPORTED TO UNIVERSITY OF PITTSBURGH AT TITUSVILLE, CRIME STATISTICS, CRIMES REPORTED TO CAMPUS POLICE

\*Please note: The crime 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 index in the table above is based on incidents reported per 100,000 FTEs.

	2019		2018		2017	
PART I OFFENSES	Actual Offenses	*Crime Rate	Actual Offenses	*Crime Rate	Actual Offenses	*Crime Rate
Criminal Homicide	0	0.00	0	0.00	0	0.00
Murder and Nonnegligent Manslaughter	0	0.00	0	0.00	0	0.00
Manslaughter by Negligence	0	0.00	0	0.00	0	0.00
Forcible Rape	0	0.00	0	0.00	1	294.12
Rape by Force	0	0.00	0	0.00	0	0.00
Assault to Rape - Attempts	0	0.00	0	0.00	0	0.00
Robbery	0	0.00	0	0.00	0	0.00
Firearm	0	0.00	0	0.00	0	0.00
Knife or Cutting Instrument	0	0.00	0	0.00	0	0.00
Other Dangerous Weapon	0	0.00	0	0.00	0	0.00
Strong Arm (Hands, Fists, Feet, etc.)	0	0.00	0	0.00	0	0.00
Assault - Aggravated	0	0.00	0	0.00	0	0.00
Firearm	0	0.00	0	0.00	0	0.00
Knife or Cutting Instrument	0	0.00	0	0.00	0	0.00
Other Dangerous Weapon	0	0.00	0	0.00	0	0.00
Hands, Fists, Feet, etc.	0	0.00	0	0.00	0	0.00
Burglary	0	0.00	1	381.39	0	0.00
Forcible Entry	0	0.00	0	0.00	0	0.00
Unlawful Entry - No Force	0	0.00	0	0.00	0	0.00
Attempted Forcible Entry	0	0.00	0	0.00	0	0.00
Larceny - Theft (Exc. Motor Vehicles)	2	1658.37	1	381.39	3	882.35
Motor Vehicle Theft	0	0.00	0	0.00	0	0.00
Autos	0	0.00	0	0.00	0	0.00
Trucks and Buses	0	0.00	0	0.00	0	0.00
Other Vehicles	0	0.00	0	0.00	0	0.00
Arson	0	0.00	0	0.00	1	294.12
<b>TOTAL PART I OFFENSES</b>	<b>2</b>	<b>1658.37</b>	<b>2</b>	<b>762.78</b>	<b>5</b>	<b>1470.59</b>
<b>CONTINUED ON NEXT PAGE...</b>						

## CHART II: CRIMES REPORTED TO UNIVERSITY OF PITTSBURGH AT TITUSVILLE, CRIME STATISTICS, CRIMES REPORTED TO CAMPUS POLICE (continued)

\*Please note: The crime 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 index in the table above is based on incidents reported per 100,000 FTEs.

PART II OFFENSES	2019		2018		2017	
	Actual Offenses	*Crime Rate	Actual Offenses	*Crime Rate	Actual Offenses	*Crime Rate
Assault - Nonaggravated	0	0.00	1	381.39	2	588.24
Forgery and Counterfeiting	0	0.00	0	0.00	0	0.00
Fraud	0	0.00	0	0.00	0	0.00
Embezzlement	0	0.00	0	0.00	0	0.00
Stolen Property, Receiving, Possession, etc.	0	0.00	0	0.00	0	0.00
Vandalism	0	0.00	4	1525.55	13	3823.53
Weapons, Carrying, Possession, etc.	0	0.00	1	381.39	0	0.00
Prostitution and Commercialized Vice	0	0.00	0	0.00	0	0.00
Sex Offenses (Excluding Prostitution and Rape)	0	0.00	0	0.00	0	0.00
Drug Abuse Violations	1	829.19	3	1144.16	4	1176.47
S Opium-Cocaine	0	0.00	0	0.00	0	0.00
A Marijuana	0	0.00	0	0.00	0	0.00
L Synthetic	0	0.00	0	0.00	0	0.00
E Other	0	0.00	0	0.00	0	0.00
P Opium-Cocaine	0	0.00	0	0.00	0	0.00
O Marijuana	1	829.19	3	1144.16	4	1176.47
S Synthetic	0	0.00	0	0.00	0	0.00
S Other	0	0.00	0	0.00	0	0.00
Gambling	0	0.00	0	0.00	0	0.00
Bookmaking	0	0.00	0	0.00	0	0.00
Numbers, etc.	0	0.00	0	0.00	0	0.00
Offenses Against Family and Children	0	0.00	0	0.00	0	0.00
Driving Under the Influence	0	0.00	0	0.00	0	0.00
Liquor Laws	0	0.00	0	0.00	6	1764.71
Drunkenness	0	0.00	0	0.00	0	0.00
Disorderly Conduct	1	829.19	13	4958.05	19	5588.24
Vagrancy	0	0.00	0	0.00	0	0.00
All Other Offenses (excluding Traffic)	0	0.00	1	381.39	3	882.35
<b>TOTAL PART II OFFENSES</b>	<b>2</b>	<b>1658.37</b>	<b>23</b>	<b>8771.93</b>	<b>47</b>	<b>13823.53</b>
<b>TOTAL PART I AND II OFFENSES</b>	<b>4</b>	<b>3316.75</b>	<b>25</b>	<b>9534.71</b>	<b>52</b>	<b>15294.12</b>



# POLICIES ON ALCOHOL AND DRUGS

## ENFORCEMENT OF STATE, LOCAL, AND FEDERAL LAWS

### Alcoholic Beverages

**Pitt-Titusville** enforces all state laws regarding the possession, use, and sale of alcoholic beverages, including those prohibiting underage drinking. **Pitt-Titusville** students are predominantly under the age of 21.

Possession, use, or sale of any alcoholic beverage anywhere on campus is prohibited. Liquor law violators may also face discipline through the Office of the Assistant Executive Director.

### Illegal Drugs

The University enforces all state and federal laws concerning illegal drugs. Anyone who is apprehended by campus police possessing, using, or selling illegal drugs is subject to arrest.

Violators may also face discipline under the University Student Conduct System. The **Pitt-Titusville** police offer informative sessions each term on the abuse of alcohol and illegal drugs along with state offices of alcohol and drug education.

## DRUG AND ALCOHOL EDUCATION PROGRAMS

**Pitt-Titusville** complies with the federal Drug-free Workplace and Drug-free Schools Act. The University annually distributes information about the dangers of drug and alcohol abuse and available alcohol and drug counseling, rehabilitation, and assistance programs to all students, faculty, and staff members through mailings, the Student Code of Conduct, and online at [titusville.pitt.edu/university-pittsburgh-drug-free-schools-annual-notification](https://titusville.pitt.edu/university-pittsburgh-drug-free-schools-annual-notification).

- Judicial adjudications for alcohol and drug violations include an online educational tool through Judicial Educator about alcohol consumption, drugs, addiction, living in a community, and/or responsible decision-making.

- Smoking cessation information is available for students who want to quit smoking.
- The campus alcohol policy is available online at: [titusville.pitt.edu/sites/default/files/UPT%20Alcohol%20Policy%20-%202008-16-2019.pdf](https://titusville.pitt.edu/sites/default/files/UPT%20Alcohol%20Policy%20-%202008-16-2019.pdf)



## ASSISTANCE WITH ALCOHOL OR SUBSTANCE ABUSE

**Q What are some other resources I can access for help with alcohol or substance abuse?**

**A** Students seeking information or requiring assistance with drug or alcohol issues are encouraged to contact the Office of the Assistant Executive Director at **814.827.4455**.



## TIP!

**For those in need, the nearest Alcoholics Anonymous meetings to campus can be found at St. James Episcopal Hall in Titusville, PA. Visit [sober.com](https://sober.com) to search for additional support throughout the week.**

# SEXUAL ASSAULT, HARASSMENT, RELATIONSHIP VIOLENCE, AND STALKING

## SEXUAL ASSAULT, HARASSMENT, RELATIONSHIP VIOLENCE, AND STALKING

The University of Pittsburgh at Titusville values the safety and health of all members of the **Pitt-Titusville** community and seeks to foster an environment where its students and employees treat other persons with respect, civility, and dignity. Any behavior that involves sexual assault or harassment, relationship violence, or stalking of another person is prohibited.

If substantiated, such behavior may result in criminal charges if reported to the **Pitt-Titusville** Campus Police Department, and/or University disciplinary action, following a Title IX investigation. The University will use these processes to investigate and resolve reports of sexual assault or harassment, relationship violence, or stalking. In cases involving sexual violence, the University understands that victims oftentimes seek confidentiality and will attempt to honor such a request in most cases. However, the University will weigh such a request for confidentiality against any factors that may have a negative impact on the campus community, such as the use of a weapon or multiple alleged victims.

Accused students or employees should know that the initiation of any University proceedings does not preclude the possibility of criminal charges. Indeed, parallel University and criminal proceedings are not uncommon. In addition to using these processes, the University will continue to engage in prevention programs and training for students, faculty, and staff members in an effort to prevent sexual assault and harassment, relationship violence, and stalking. Women's Services of Crawford County provide counseling to victims of sexual assault, assist victims in obtaining medical care, and offer support in all aspects of the recovery process.

Following are key definitions and a summary of the University's efforts relating to prevention, resources, reporting, and the disciplinary processes available

to victims of sexual assault, relationship violence, and stalking. More detailed information about these programs, processes, and procedures can be found in the Student Handbook and the Employee Handbook.

## CONSENT UNDER TITLE 18 OF THE PENNSYLVANIA CRIMES CODE



### WHAT IS CONSENT?

Consent is an informed, affirmative decision made freely and actively by all parties to engage in mutually acceptable sexual activity. Consent is given by clear words or actions and may not be inferred from silence, passivity, or lack of resistance alone. Existence of a current or previous dating, marital, and/or sexual relationship is not sufficient to constitute consent to additional sexual activity. Consent to one type of sexual activity does not imply consent to other types of sexual activity.

Someone who is unconscious, asleep, or otherwise mentally or physically incapacitated, whether due to alcohol, drugs, or some other condition, cannot give consent. Consent cannot be obtained



by force, intimidation, threat, coercion, isolation, or confinement. Agreement obtained under such conditions does not constitute consent. For definitions of sexual assault, relationship violence, and stalking, see pages 18 and 19.

Consent in Reference to Sexual Activity under the Pennsylvania Crimes Code

Pennsylvania does not specifically define “consent.” However, a person commits a felony of the first degree when the person engages in sexual intercourse with a complainant:

- (1) By forcible compulsion;
- (2) By threat of forcible compulsion that would prevent resistance by a person of reasonable resolution;
- (3) Who is unconscious or where the person knows that the complainant is unaware that the sexual intercourse is occurring;
- (4) Where the person has substantially impaired the complainant’s power to appraise or control his or her conduct by administering or employing, without the knowledge of the complainant, drugs, intoxicants or other means for the purpose of preventing resistance; or
- (5) Who suffers from a mental disability which renders the complainant incapable of consent. 18 Pa.C.S.A. § 3121.

“Forcible compulsion” is defined as “compulsion by use of physical, intellectual, moral, emotional or psychological force, either express or implied. The term includes, but is not limited to, compulsion resulting in another person’s death, whether the death occurred before, during or after sexual intercourse.” 18 Pa.C.S.A. § 3101.

Further, resistance is not required. The alleged victim need not resist the actor in prosecutions under this chapter: Provided, however, that nothing in this section shall be construed to prohibit a defendant from introducing evidence that the alleged victim consented to the conduct in question. 18 Pa.C.S.A. § 3107 [rainn.org/laws-your-state-pennsylvania](http://rainn.org/laws-your-state-pennsylvania)

## PREVENTION AND AWARENESS PROGRAMS

The University has a comprehensive array of prevention and educational programs aimed at ending sexual assaults and harassment, relationship violence, and stalking that include the following:

- **Walk a Mile in My Shoes Display:** An educational display of shoes with stories of violence from the person wearing the shoes. The ages of the victims range from infants to the elderly.
- **Pitt-Titusville Police Presentations:** Officers present information about how to respond to and report sexual offenses, domestic violence, and stalking incidents to resident assistants, graduate resident directors, Department of Student Affairs directors, student organization advisors, and coaches. Those trained also took a campus security authority onlinetraining program.
- **Violence Against Women’s Act Presentation:** Includes a brochure about the act, reporting sexual misconduct, and assistance programs for victims and offenders.
- **Community Speakers:** Women’s Services of Crawford County presents Prevention and Bystander, an intervention program to help prevent sexual assault and harassment for campus groups during the year.
- **Bystander Intervention:** Bystander intervention also plays an important role in helping to prevent sexual assaults and harassment. Police offer suggestions and examples to students concerning bystander intervention. Some examples include:
  - Speaking up when someone discusses plans to take sexual advantage of another person;
  - Confronting people who seclude, hit on, try to make out with, or have sex with people who are incapacitated;
  - Calling police when a person is yelling at another and it is not safe for you to interrupt;





- Refusing to leave the area and calling police if a person is trying to get you to leave so they can take advantage of another; and
- Ensuring friends who are incapacitated do not leave the area with someone unknown.

For additional information and resources, visit the our Office of Equity, Diversity & Inclusion page where they can find information on Sexual Misconduct Prevention.

[diversity.pitt.edu/civil-rights-title-ix/make-report/report-form](https://diversity.pitt.edu/civil-rights-title-ix/make-report/report-form)

## REPORTING OPTIONS

Several options are available for you to report sexual misconduct, including relationship violence, sexual assault and stalking.

- \* You may file a complaint with the University's Title IX Coordinator by calling **814.362.7513**.
- \* You may file a criminal complaint by contacting the Pitt-Titusville Campus police **814.827.4488**.
- \* Although the University encourages complainants to make formal reports as outlined above, you may file an anonymous complaint on the Pitt-Titusville Police Department Website at: [titusville.pitt.edu/anonymous-tip](https://titusville.pitt.edu/anonymous-tip). Anonymous reports greatly limit the University's ability to respond to and investigate the report.

## WHAT TO DO IF YOU ARE SEXUALLY ASSAULTED

### Q What should I do if I am sexually assaulted?

A Many times, victims of sexual assault feel traumatized or blame themselves and are reluctant to seek help and proper medical care. If an individual has been the victim of sexual assault, dating violence, domestic violence, and/or stalking, or think they may have been, there are several options for reporting the incident and for obtaining the information, assistance, and support needed for all aspects of recovery, both emotional and physical.

## PRESERVING PHYSICAL EVIDENCE

In the aftermath of a sexual trauma, although it may not be foremost on your mind, the preservation of evidence is strongly encouraged. Even if you do not think you want to pursue a criminal or civil proceeding, preserving evidence keeps your options open in case you change your mind. To preserve evidence, do not shower, douche, or change clothes or bedding before you seek medical attention. Also, if oral contact took place, do not brush teeth, smoke, or eat. Optimally, evidence collection should occur within 72 hours of the assault. The following listed hospital can treat and collect evidence of assault:

Titusville Area Hospital  
Emergency Room  
406 West Oak Street  
Titusville, PA 16354  
**814.827.1851**

Hospital emergency rooms are best equipped to collect physical evidence of a sexual assault. Your best source of immediate medical help is the nearest hospital emergency room. All hospitals are required by law to report to the police any injury that is the result of a crime. This does not obligate you to file formal charges. Completing a forensic exam does not require a victim to talk to police or prosecute the offender.

## COUNSELING AND MEDICAL SERVICES AND OTHER AVAILABLE SUPPORT

Seeking emotional support in the aftermath of sexual violence is very important for recovery. **Pitt-Titusville's** counselor offers specialized counseling services designed to assist students who have experienced sexual assault, dating violence, domestic violence, harassment, and stalking. The University counselor can also assist with referrals to specialized counseling services off campus. Off-campus advocate and counseling centers are as follows:

Women's Services, Inc.  
210 North Washington Street  
Titusville, PA 16354  
**814.333.9766** (Hotline) or **1.888.881.0189**

## STUDENT HEALTH CENTER

**Pitt-Titusville's** Health Center provides ongoing confidential medical treatment for any physical problems related to an assault. The Health Center can assess for pregnancy risk; test and treat for sexually transmitted infections; and assess, treat, and/or offer/give referrals for physical injuries. Schedule a tele-health appointment by calling **814.362.5372**.

## IMMEDIATELY AFTER AN INCIDENT

**Physical Safety: Your immediate safety is the top priority.**

As quickly as possible, find a safe place away from the perpetrator or any other potential danger.

- Seek medical attention as soon as possible. You are encouraged to seek immediate medical attention for your own physical health and to preserve all physical evidence. You can receive treatment at any medical facility; hospital emergency departments are in the best position to treat you and collect physical evidence.
- Contact the police: You are strongly encouraged to call the **Pitt-Titusville** Campus Police Department **814.827.4488** or the city of Titusville Police Department at 911 and report the situation. They will assist you in contacting the Victims' Resource Center of Crawford County and have a delegate assist you at the hospital and guide you through the exam. They will also assist you in contacting the **Pitt-Titusville** Health Center for counseling.

## ADDITIONAL RESOURCES

Any member of the University community may also contact the Title IX liaison at **814.362.7513**.

This office investigates allegations of sexual misconduct, among other things.

## INFORMATION ON RISK REDUCTION

No victim is ever to blame for being assaulted or abused. Below are some warning signs of potential abusive behavior:

- Being isolated from friends and family
- Watching what you say to avoid a "blow-up"
- Hiding bruises or injuries from family and friends
- Being afraid of your partner
- Being forced to do things that you don't want to do
- Having your partner monitor where you go, what you do, and who you meet

## SEXUAL ASSAULT INFORMATION

**Q Does contacting the police mean I have to press charges?**

A No. You do not have to press charges if you call the police. However, if you allege you were assaulted and the sexual assault occurred on campus, the **Pitt-Titusville** police will initiate an investigation.

**Q If I report a sexual assault, will my name become public? What happens to the information?**

A Security personnel will file an anonymous record of any on-campus assault among **Pitt-Titusville's** crime statistics in order to give an accurate representation of crime on campus and to help prevent further crimes of this nature. In general, campus and city of Titusville newspapers and other media outlets do not reveal names of victims of sexual assault.

**Q Do I have to get medical attention?**

A Although you are not required to seek medical care, it is highly encouraged. Taking care of your physical and medical state is an important role in the healing process. You may have internal or external injuries as a result of an assault that require medical care. Additionally, you may want to explore options for preventing sexually transmitted infections (STDs) and/or pregnancy.

Title IX personnel will assist victims in filing a report with the police department, if desired.

## JURISDICTION

The University of Pittsburgh has the authority to take disciplinary action for conduct occurring on or off campus when the conduct, among other things, affects the educational and work environment. University officials will provide a prompt, fair, and impartial investigation and resolution.

## STANDARD OF EVIDENCE

All complaints filed with the Office of Civil Rights and Title IX will be judged using the preponderance of the evidence standard, which means, it is more likely than not that University policy has been violated.

## Process Determination

When any report alleging discrimination, sexual misconduct, or sexual harassment is received by the Office of Civil Rights and Title IX, the report will be reviewed by the Title IX Coordinator and a determination will be made as to whether the allegations, if true, constitute Sexual Harassment under the University's Title IX Policy (CS 27) or if the allegations constitute any other form of sexual misconduct or discrimination under one or more separate University policies (including University Policy CS 20, Sexual Misconduct and University Policy CS 07, Nondiscrimination, Equal Opportunity, and Affirmative Action). If it is determined that the report involves a potential violation of University policy, the process of reviewing, investigating, and adjudicating the allegations will proceed in accordance with the appropriate University policy and procedure.

The University may also proceed with an investigation and resolution of any reported acts of sexual harassment, sexual assault, relationship (dating and domestic) violence, or stalking if the University determines that such an investigation and resolution are necessary to ensure the safety and well-being of University community members. In cases in which the Respondent's conduct may pose a threat to the University community, the University may impose an emergency removal that occurs immediately and that lasts until the matter is resolved.

In addition, the Respondent(s) may face criminal charges through a separate criminal process, if so initiated by the authorities.

## Seeking Protective Measures

Depending on the circumstances, you may have the option, among other remedies, to obtain no-contact orders, seek room or course changes, file an applicable University complaint, and pursue criminal complaints. For more information and assistance, you can contact the Pitt Police [814.827.4488](tel:814.827.4488); the Office of Civil Rights and Title IX [814.362.7513](tel:814.362.7513).

## Supportive Measures, Accommodations, and Resource Assistance for Complainants and Respondents

Upon receipt of a report of sexual harassment, dating violence, domestic violence, sexual assault, or stalking, whether or not the Complainant decides to move forward with filing a Formal Complaint, the Office of Civil Rights and Title IX shall offer to the Complainant supportive measures and facilitate the implementation of such supportive measures to protect the safety and well-being of the Complainant. If a formal complaint is filed, supportive measures will also be made available as appropriate to any involved party. The University will maintain as confidential any supportive measures provided to the parties, to the extent that maintaining such confidentiality would not impair the University's ability to provide the supportive measures. Such measures or accommodations may include:

- Issuing a No Contact Order
- Changes in University-related class or work schedules or job assignments
- Changes in University-owned housing
- Interim University housing suspension
- Interim suspension
- Interim separation
- Restricting a person's access to certain University facilities or activities pending resolution of a matter
- Academic accommodations
- Assistance with contacting the appropriate police department
- Access to counseling and mental health services
- Access to and assistance with obtaining necessary medical services
- Assistance in contacting community resources such as Pittsburgh Action Against Rape or other support services
- Guidance and support with filing a report through the Office of Civil Rights and Title IX and/or through the criminal justice process
- Any other interim measure or accommodation necessary and appropriate to facilitate the complainant's or respondent's access to educational opportunities.

## Process for Adjudicating Title IX Policy Complaints (University Policy CS 27)

Sexual Harassment is defined as conduct on the basis of sex occurring in the United States and occurring in or related to a University Education Program or Activity that satisfies one or more of the following:

(1) An employee of the University conditioning the provision of an aid, benefit, or service of the University on an individual's participation in unwelcome sexual conduct; (2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the University's Education Program or Activity; or (3) Sexual assault, dating violence, domestic violence, or stalking (as these terms are defined in Policy CS 27).

Please Note: Other forms of sexual harassment and sexual misconduct that are not otherwise included in this definition are still considered misconduct in violation of University policy under Policy CS 20 (formerly 06-05-01).

### Initial Response to a Formal Complaint

The University intends to resolve Formal Complaints of Sexual Harassment in a reasonably prompt manner, though delays in the process may arise from time to time. When a Formal Complaint is filed, the University will examine, adjudicate, and/or resolve the matter consistent with Policy and Procedure CS 27.

### Notice of Formal Complaint

Upon receipt of a Formal Complaint alleging Sexual Misconduct, the Office of Civil Rights and Title IX will provide written notice to any known Complainant(s) and Respondent(s) outlining the following:

- Policy CS 27 and Procedure CS 27
- The allegations potentially constituting a violation of Policy CS 27, including identification of Complainant(s) and Respondent(s), the conduct allegedly constituting Sexual Harassment, and the date and location of the alleged incident, if known.
- The standard of evidence being the preponderance standard, as well as a statement the Respondent is presumed not responsible (but that this presumption does not imply that the allegations did not occur or that a Respondent is truthful or that a Complainant is lying).
- The right of both parties to have an Advisor of choice.

- The right of both parties to review evidence consistent with this Procedure.
- The relevant section of the Code of Conduct and/or University policies and guidelines related to knowingly making false statements or knowingly submitting false information.

The written notice shall be provided to Respondent and Complainant at least five (5) business days prior to any initial interview conducted by an investigator related to the Formal Complaint for parties to have sufficient time to prepare for the initial interview.

In addition to the notice of Formal Complaint, all applicable parties shall receive notices of any additional allegations discovered and/or investigated in the course of the investigation of the Formal Complaint, as well as the date, time, location, participants, and purposes of any live hearing or other proceeding at which the party is expected or permitted to attend.

### Emergency Removal

Under extraordinary circumstances, the University may remove a Respondent prior to adjudication of any Formal Complaint under this Policy if, after undertaking an individualized safety and risk analysis, the University determines that the Respondent poses an immediate threat to the physical health or safety of any individual arising from the allegations of Sexual Harassment. When issuing an emergency removal, the University will provide the Respondent with notice and an opportunity to challenge the decision immediately following the removal.

### Initial Inquiry

Upon receipt of a Formal Complaint alleging Sexual Misconduct, the Office of Civil Rights and Title IX will conduct an initial inquiry, as discussed in Policy CS 27. If the Formal Complaint contains allegations that constitute Sexual Harassment, those allegations will be resolved consistent with Policy CS 27 and Procedure CS 27. It should be noted that an investigation may reveal facts or circumstances not otherwise known at the time of the initial report or of filing of the Formal Complaint. If any facts or circumstances relevant to the evaluation of the Formal Complaint are discovered as the matter proceeds, it may be necessary for the Office of Civil Rights and Title IX to reevaluate which University policy is appropriate and applicable to the matter. To the extent a matter is determined to fall under a different policy than that which was originally believed to be applicable, the parties and other additional individuals, as appropriate, will be notified and the matter will proceed under the University procedure corresponding with the appropriate University policy in accordance with that evaluation.



## Dismissal of Formal Complaint

If a Formal Complaint contains allegations that do not constitute Sexual Harassment as defined in Policy CS 27 or otherwise does not meet the requirements of Policy CS 27, the Formal Complaint or individual allegations therein will be “dismissed” under this Policy. A Formal Complaint or individual allegations therein may be “dismissed” under this Policy for reasons including, but not necessarily limited to the following:

- if the conduct alleged does not constitute Sexual Harassment;
- if the conduct alleged was not within or otherwise related to a University Education Program or Activity;
- if the conduct alleged did not occur against a person in the United States; or
- if the Complainant notifies the Title IX Coordinator in writing that the Complainant wishes to withdraw the Formal Complaint or allegation(s) therein.

If a Formal Complaint or individual allegations therein are “dismissed,” the allegation will still be examined to determine whether it is appropriate to adjudicate under a separate University policy (including University Policy CS 20 (formerly 06-05-01) Sexual Misconduct and University Policy CS 07 (formerly 07-01-03), Nondiscrimination, Equal Opportunity, and Affirmative Action).

## Appealing Dismissal of Formal Complaint

When a Formal Complaint is “dismissed” under this Policy, the University will notify the parties in writing and will provide the reasons for the “dismissal.” Within ten (10) business days upon being provided written notice for the “dismissal”, either the Complainant or the Respondent can appeal the “dismissal” on any of the following bases:

- (1) Procedural irregularity that affected the outcome of the matter;
- (2) New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; or
- (3) The Title IX Coordinator, investigator, or Decision-Maker had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that affected the outcome of the matter.

The appeal of a dismissal of a Formal Complaint or allegations therein will be reviewed by an individual

designated by the Title IX Coordinator who is appropriately trained and who was not involved in the original determination leading to the dismissal of the Formal Complaint or allegations therein. If the appealing party cites to any conflict of interest or bias on the part of the Title IX Coordinator as a basis for the appeal, the Vice Chancellor for Diversity and Inclusion (VC-ODI) shall be responsible for designating the individual who shall review the appeal.

## INFORMAL RESOLUTION

At the election and agreement of the Complainant(s) and Respondent(s), the University will facilitate an Informal Resolution of the Formal Complaint unless otherwise prohibited (i.e. when the Complainant is a University Student and the Respondent is a University employee). This process can be pursued at any time prior to a determination of responsibility of the Formal Complaint. Informal Resolutions will be appropriate processes crafted by the parties in consultation with the Office of Civil Rights and Title IX. Once the parties agree upon using the Informal Resolution process, the parties will receive notice of the process agreed upon and both Complainant and Respondent will sign and submit a consent form to proceed through the Informal Resolution process. Once the signed consent forms are submitted, the parties must continue with the Informal Resolution process until the matter is resolved, and the parties will not be able to withdraw or alter the terms of the agreed upon Informal Resolution process (parties can, however, withdraw from the Informal Resolution Process at any time prior to agreeing to the Final Informal Resolution and resume the Formal Grievance Process as outlined herein). Parties will not have any opportunity to appeal any result of an Informal Resolution.

## FORMAL GRIEVANCE PROCESS

### i. Investigation

An assigned investigator shall gather evidence and witness statements related to the allegations in the Formal Complaint. The assigned investigator shall not be the Title IX Coordinator, the Decision-Maker, or the Appellate Decision-Maker.

The investigation will involve the collection and review of relevant evidence, including documents, electronic data, tangible objects, and/or any other material pertinent to the allegations. All available evidence shall be identified and documented. Where possible, all available evidence shall be collected and maintained in electronic format. Both Complainant and Respondent will have an equal opportunity to present evidence to the investigator.

The investigation will involve the identification and interviewing of witnesses with relevant information.

Both Complainant and Respondent will have an equal opportunity to suggest witnesses to be interviewed. Neither the investigator nor the Decision-Maker may access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the applicable party provides voluntary, written consent to do so for the purposes of a grievance process. The Complainant and Respondent are permitted to bring one Advisor of their choice and one Support Person of their choice to any/all meetings with the investigator. Neither Advisors nor Support Persons are permitted to participate in any meetings with the investigator, but they can be present for the counsel and support of the party.

### **ii. Review of Evidence**

Prior to the completion of the investigative report, the investigator shall provide both Complainant and Respondent with an equal opportunity to inspect and review any evidence that is directly related to the allegations in the Formal Complaint that is obtained as part of the investigations (including witness summaries), regardless of whether that evidence is deemed relevant by the investigator. Parties will be permitted to submit to the investigator a written response to the evidence for the investigator to consider. This written response is due ten (10) business days from the date upon which the parties were provided access to the evidence referenced above.

### **iii. Investigative Report**

At the conclusion of the investigation and, after reviewing the written submission of the parties (if any), the investigator shall prepare an investigative report. The report shall fairly summarize the allegations and all relevant evidence. The report shall also include a description of the procedural steps taken during the investigation, including notifications sent to parties, interviews, site visits, and methods used to gather evidence. Once complete, the investigative summary will be provided to the Decision-Maker as well as both the Complainant and the Respondent (and their Advisors of choice). Parties will be permitted to submit to the Decision-Maker a written response to the investigative summary. This written response is due ten (10) business days after the date upon which the parties were provided the investigative summary. The hearing shall take place no sooner than one (1) business day after the written responses to the investigative summary are due to the Decision-Maker.

### **iv. Hearing**

A live hearing will take place related to the allegations of Sexual Harassment. The live hearing shall follow procedures and rules of decorum outlined by the Office of Civil Rights and Title IX and provided to the parties and their Advisors prior to the hearing. The hearing may be conducted in-person or, at the election of either party or the discretion of the University, virtually, so long as both parties and the Decision-Maker can, at all times, see the witness and/or individual speaking. The only individuals permitted to attend the live hearing are the Complaint(s), Respondent(s), the parties' respective Advisors, witnesses, the Decision-Maker, any other person required by the University to conduct the hearing, and any other person required by law. A recording (either audio or audio-video) or a transcript of any live hearing will be made available to the parties for review.

The hearing is overseen by the Decision-Maker, who will make a determination as to whether the Respondent is responsible for violating Policy CS 27. The Decision-Maker shall not be the Title IX Coordinator, the investigator or the Appellate Decision-Maker.

For purposes of the hearing, parties can bring an Advisor of their choosing. If a party declines to select an Advisor, the University will assign one for the hearing. At the hearing, parties, through their Advisors, will have the opportunity to cross-examine all witnesses and the other party. Note: direct cross-examination conducted by a party is not permitted; all cross-examination must be conducted by Advisors. If a party or witness fails to participate in the hearing or otherwise does not make themselves available for cross-examination, the Decision-Maker is not permitted to consider any statement made by that party or witness (whether at the hearing or during the prior investigation) in reaching a determination. The Decision-Maker cannot draw any inference regarding the responsibility of the Respondent based solely on a party's or witness's absence from the hearing or refusal to answer cross-examination or other questions.

Only relevant questions may be asked of a party or witness. Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant unless such questions and evidence are offered to prove someone other than the Respondent committed the conduct alleged in the Formal Complaint, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent. Questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege are prohibited unless the person holding such privilege has waived the

privilege. To the extent the Decision-Maker prohibits any questions as being irrelevant, the Decision-Maker must explain their rationale.

## v. Determination of Responsibility

After the hearing is complete, the Decision-Maker will decide, after fairly considering all relevant evidence they are permitted to consider in accordance with this Procedure, by a preponderance of the evidence, the outcome of each allegation in the Formal Complaint concerning whether the Respondent has violated Policy CS 27. The Decision-Maker shall issue a decision on the allegations contained in the Formal Complaint in the form of a written determination of responsibility. The written determination shall include:

- (1) Identification of the allegations potentially constituting Sexual Harassment
- (2) A description of the procedural steps taken from the receipt of the Formal Complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
- (3) Findings of fact supporting the determination;
- (4) Conclusions regarding the application of Policy CS 27 to the facts;
- (5) A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the recipient imposes on the Respondent, and whether remedies designed to restore or preserve the Complainant's equal access to University's Education Program or Activity will be provided; and
- (6) The appeal process.

The written determination of responsibility shall be provided to both the Complainant and Respondent on the same day. The determination of responsibility becomes final either on the date that the written determination regarding the appeal, if any, is provided to the parties, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

## vi. Sanctions

If the Decision-Maker determines, by a preponderance of the evidence, that Policy CS 27 was violated, the written determination of responsibility containing all information listed in section III(E)(v) above other than the sanction(s) shall be submitted to the appropriate chair, dean, director, supervisor, responsibility center head, or designee to make a determination regarding the appropriate sanction(s). The appropriate chair, dean, director, supervisor, responsibility center head, or designee will then provide the

sanctions determination to the Decision-Maker, who will incorporate the sanctions into the written determination of responsibility before distributing the same to the parties. Sanctions will not be imposed until the grievance process is complete, including, as applicable, until the time for an appeal of the outcome runs out or until a determination is made regarding any such appeal.

Student sanctions for violating the University's Title IX Policy may include the following: disciplinary reprimand, disciplinary probation, disciplinary suspension, disciplinary dismissal, housing probation, housing suspension, housing dismissal, a permanent no-contact-order, permanent restrictions from all or part of campus (Persona Non Grata status) for a portion of or all campus locations, counseling assessment, mandatory trainings or online educational modules, and meeting with Office of Civil Rights and Title IX personnel.

Employees sanctions for violating the University's Title IX Policy may include the following: permanent no-contact orders, mandatory training, suspension of employment, employment reassignment, restrictions from all or part of campus (Persona Non Grata), termination from the University.

## vii. Appeals

After the written determination of responsibility is provided to the parties, either the Complainant or Respondent can appeal the determination. Appeals will not involve a full rehearing or a rede-termination of the facts of the matter, but will review only whether the decision erred in one of four (4) limited grounds on which an appeal may be filed (collectively referred to as the "Scope of Review"), which are as follows:

- (1) Procedural irregularity that affected the outcome of the matter;
- (2) New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter;
- (3) The Title IX Coordinator, investigator, or Decision-Maker had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that affected the outcome of the matter; or
- (4) The sanction(s) are substantially disproportionate to the severity of the violation.

The Complainant and Respondent shall have ten (10) business days from the receipt of the written determination of responsibility to file a petition for appeal, including a written statement in support of or challenging the outcome by citing to one or more of the specific bases for appeal as the Scope of



Review. The appeal petition must include a thorough statement and all facts or evidence which support the appeal. To the extent either party bases all or part of any appeal on an alleged error or conflict of interest on the part of the Office of Civil Rights and Title IX or any other individual involved with the grievance process, the Office of Civil Rights and Title IX shall have the opportunity to respond to the writing within ten (10) business days of being provided with the appeal petition(s).

A panel of three (3) members of the University Review Board (“URB”) shall act as the Appellate Decision-Makers. One of the members of the URB shall be deemed the URB Moderator. None of the Appellate Decision-Makers shall be University students, the Title IX Coordinator, the investigator, or the Decision-Maker from the original hearing.

Upon receipt of an appeal petition, the URB shall first determine whether the appeal properly falls within the Scope of Review. If the URB has determined the appeal does not fall within the Scope of Review, the URB shall notify the party that submitted the petition for appeal of that outcome in writing. Where it has been determined that an appeal petition falls within the Scope of Review, the URB Moderator will notify the applicable parties that an appeal has been initiated and will provide all parties with the submitted appeal petition(s) and applicable procedures. The URB may elect to resolve the appeal based solely on the written submissions. To the extent the URB decides that a hearing is necessary or would aid in the resolution of the appeal, the URB shall schedule a hearing and notify all applicable parties.

Once the URB reaches a decision as to the outcome of an appeal (whether based solely on the written submission or after a hearing is held), the URB shall issue a written decision describing the result of the appeal and the rationale for the result. The outcome of the appeal shall be provided to all applicable parties on the same day.

Generally, if the URB finds that an appeal is valid and overturns the outcome of the original Decision-Maker based on appeal basis #1 (procedural irregularity), #2 (new evidence), or #3 (conflict of interest or bias), the Appeals Board will refer the appeal back to the appropriate stage of the grievance process to effectively permit the correction of the error.

Generally, the Appeals Board should complete its work within thirty (30) business days.

## RETALIATION

The University strictly prohibits retaliation against anyone involved as a party or witness in the process of adjudicating a Formal Complaint under this Policy. Retaliation includes, but is not limited to, acts on behalf of the University or any person designed to intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or this Policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this Policy. The University will investigate all acts of reported retaliation. Complaints alleging retaliation may be filed according to the University grievance procedures as found in Procedure CS 27.

All reports supported by evidence, regardless of the outcome of the underlying Formal Complaint of Sexual Harassment, will be referred for disciplinary action and resolution under Policy CS 20, Sexual Misconduct.

The exercise of rights protected under the First Amendment do not constitute retaliation prohibited under this section.

## Process for Adjudicating Sexual Misconduct Policy Complaints (University Policy CS 20)

### Advisor or Support Person

Both a Complainant and a Respondent are entitled to one advisor or support person of their choice, and the advisor or support person may accompany the party to any meeting or proceeding under these processes. However, the advisor or support person shall not be permitted to participate directly in the Informal or the Formal resolution process. This includes advisors who are also attorneys. An advisor or support person may not stand in place of either the Complainant or the Respondent, and information regarding the progress of the inquiry or investigation will only be shared with the Complainant or Respondent, and not the advisor of choice. If the advisor or support person has any questions, they should contact the Associate Vice Chancellor for Civil Rights and Title IX, not the individual investigator from the Office of Civil Rights and Title IX (“Investigator”).

In keeping with the University’s desire to resolve sexual misconduct complaints in a timely manner, the University reserves the right to proceed with any meeting regardless of the availability of the party’s advisor or support person.



## Initial Inquiry

Once the Office of Civil Rights and Title IX receives notice of sexual misconduct, an Investigator will conduct an initial inquiry. Where the respondent (i.e., the accused) is an employee, the Office of Civil Rights and Title IX will coordinate the initial inquiry with a chair, dean, director, supervisor, responsibility center head, or designee. For all other cases, the Investigator will continue to conduct an initial inquiry which generally includes interviews with the complainant, the respondent, a chair, dean, director, supervisor, responsibility center head, or designee, and sometimes a review of relevant documents.

The Investigator will then determine whether the information gathered indicates that the complaint falls within the Policy. If it is determined that the complaint falls within the Policy, the Investigator will determine whether the process should proceed to the Informal Process, the Formal Process, or another University process. The Investigator will make this determination by reviewing several factors including:

1. The wishes of the complainant and the respondent;
2. Consideration of a pattern of behavior; and
3. The nature and severity of the behavior or action.

A decision will then be made as to the appropriate next steps to bring resolution to the complaint, which will include one of the following:

1. Formal Process;
2. Informal Process;
3. Another University process; or
4. End the process.

The complainant and the respondent will be informed promptly upon an initial inquiry determination by the Investigator. If it is found that the complaint does not fall within the Policy, the reported matter, and other possible policy violations discovered during the inquiry (including any relevant information), may be referred to other University processes.

## INFORMAL RESOLUTION

The informal process is an opportunity to bring resolution to a complaint through awareness, education, and/or a facilitated discussion. The Office of Civil Rights and Title IX, in conjunction with the Director of Student Conduct, a chair, dean, director, supervisor, responsibility center head or designee, or the Office of Human Resources, coordinates the informal process. During an informal process, no formal investigation is conducted to determine whether the Policy has been violated.

The informal process may only be used for alleged misconduct which does not involve sexual assault or violence.

The complainant has the right to end the informal process and begin the formal process, if the complainant wishes to do so.

1. Facilitate Resolution The Investigator, in conjunction with the Director of Student Conduct, a chair, dean, director, supervisor, responsibility center head or designee, or the Office of Human Resources, uses the information gathered during the initial inquiry to facilitate an appropriate resolution to the complaint. The Investigator may determine that the informal process may be facilitated by an appropriate designee (e.g. for students, a Resident Director or other designee; for staff, a Human Resource representative; for faculty, a chair, dean, director, supervisor, responsibility center head, or designee; or for Trustees, the Office of Civil Rights and Title IX or designee). The following are examples of possible options, one or more of which may be used to bring resolution to an informal complaint.

- a. Distribute a copy of the Policy to the respondent and/or the complainant and/or to the department or area whose behavior is being questioned;
- b. Educate the respondent or all parties regarding the Policy;
- c. Conduct a sexual misconduct educational workshop for the designated department/school/University organization;
- d. Meet with the respondent to raise awareness about alleged inappropriate behavior and provide notice about possible University consequences;
- e. Facilitated discussion with the agreement of the complainant, respondent, and the Investigator;
- f. Institute alternative work arrangements, living arrangements, class schedule, dining facilities, or advisor/supervisor arrangements as feasible;
- g. Provide access to appropriate academic supports, such as tutoring, or permission to withdraw from or retake a class or classes; and/or
- h. Limit contact or impose a no contact order between respondent and complainant.

2. Document Informal Resolution At the conclusion of the informal process, a letter summarizing the outcome(s) of the process will be sent by the Investigator to the complainant and respondent and other appropriate University officials.

If the matter is not resolved to the satisfaction of the complainant or the respondent utilizing the informal process, and/or the Office of Civil Rights and Title IX determines the matter should be resolved through the formal process, the complainant, the respondent and/or the University may pursue the formal process. In such an instance, the complainant, the respondent and/or the University may request to utilize the formal process by submitting a written request to the Investigator within five (5) business days of the date of the receipt of the informal outcome letter.

## FORMAL COMPLAINT PROCESS

The Formal Complaint process is initiated when the complainant provides a signed statement that includes a brief description of the alleged incident and, to the extent known, the respondent's name(s) and the date, time and location of the incident (hereinafter "Complaint"). The Formal Complaint process may also be initiated by the University under appropriate circumstances. The Formal Complaint process involves a prompt, and equitable investigation conducted by an Investigator. The investigation is a fact-finding process, giving all parties notice and the opportunity to be heard, to identify witnesses and offer evidence, and to pose questions to parties and witnesses. Interim measures may be applied at any time throughout the Formal Complaint process.

The Formal Complaint process will generally progress as follows:

1. Once the complaint is received or the University otherwise initiates the Formal Complaint process, an Investigator will interview the complainant.
2. Following the completion of their interview with the complainant, the Investigator will notify the Associate Vice Chancellor for Civil Rights and Title IX as to whether or not the allegations set forth in the Complaint, if substantiated, would constitute a violation of the University's Sexual Misconduct Policy, and accordingly, a violation of the Code.
  - a. If the University Investigator's notification indicates that such allegations, if substantiated, would not constitute a violation of University's Sexual Misconduct Policy, the Associate Vice Chancellor for Civil Rights and Title IX, may dismiss the complaint, and that decision shall be final, barring new information. The Associate Vice Chancellor for Civil Rights and Title IX shall provide the complainant and respondent(s) with written notice of such dismissal.
  - b. In the event that the Investigator's notification indicates that the allegations set forth in the complaint, if substantiated, would constitute a violation of University policy, or if the Associate Vice Chancellor for Civil Rights and Title IX determines that the matter should be investigated, the Investigator will conduct a fact-finding investigation. Steps in this investigation will include, as appropriate:
    - The respondent will be provided with written notification of investigation and be made aware that a Formal Complaint has been submitted to the Office of Diversity and Inclusion. The respondent will be provided with an opportunity to review the complaint at the University's Office of Diversity and Inclusion.
    - The Investigator will meet separately with the complainant and the respondent(s).
    - The Investigator will interview relevant witnesses and review relevant physical, documentary or other evidence.
    - As described below, each party will be given an opportunity to identify relevant witnesses. In order to have a prompt and equitable process, the investigator may provide deadlines for providing information. Delays in providing witness contact information and/or evidence may impact the Investigator's ability to consider these elements.
3. The Investigator may consider the credibility of the parties and witnesses and relevant information, including evidence of pattern. Both parties may provide information and names of witnesses to the Investigator. The Investigator will not apply rules of evidence followed in court proceedings and will not entertain legal motions. Legal rules pertaining to the wording of questions, hearsay, and opinions will not be applied. Reasonable rules of relevancy will guide the Investigator in deciding on the admissibility of evidence and witness statements. Reasonable limits may be imposed on the number of factual witnesses and the amount of cumulative evidence that may be introduced.
4. After the complainant(s) and/or respondent(s) have been interviewed by the Investigator, each will be provided with an opportunity to review a written summary of their own interview. The complainant and respondent will then have five (5) business days from the date the summary is made available to review their own interview summary and provide any comments or new evidence to the Investigator. Comments will be reviewed and retained in the investigative file but may not necessarily result in a change to the summary.
5. After the Investigator concludes gathering and evaluating evidence, including witness interviews, an investigation summary will be prepared. At this time, the complainant and respondent will have an opportunity to review, in the Office of Civil Rights and Title IX, the investigative summary. The investigative summary will include the relevant information provided by the complainant, respondent, and any witnesses, as well as other evidence gathered during the investigation which will be considered in making a determination regarding the alleged University's Sexual Misconduct Policy and/or Code Violation. Within five (5) business days of the date that the investigative summary was first made available for review, the complainant and respondent must submit verbally or in writing to the Investigator any comments (including additional statements,

proposed witness questions and additional evidence) concerning the summary. This portion of the investigation may be an iterative process.

6. Following the receipt of any comments on the investigative summary, or after the five (5) day period has lapsed without comment, the Investigator will prepare a final written report that includes the investigative summary and a determination of whether a violation has occurred and a recommendation of the sanction(s) to be imposed, if any. The final written report will include the basis upon which the Investigator reached their determination of responsibility. This determination will be made using the preponderance of the evidence standard, asking whether it is more likely than not that the University's Sexual Misconduct Policy has been violated.
7. The report will be provided first to the Associate Vice Chancellor for Civil Rights and Title IX for review and input.
  - 7a. For students: After the Associate Vice Chancellor for Civil Rights and Title IX's review and input, the final report will be forwarded to the Dean of Students for approval of any recommended sanctions. The Dean of Students will have discretion to accept or alter the recommended sanction(s), if they believe that the totality of circumstances, including but not limited to University precedent, justifies such a change. Once the Dean of Students has made a determination on sanctions, either the Office of Civil Rights and Title IX or the Dean of Students will provide the decision letter to both the complainant and respondent. At this time, a copy of the final investigation report will be available in the Office of Civil Rights and Title IX for review.
  - 7b. For employees: If the investigation establishes that the Policy was violated by a preponderance of the evidence, the Investigator and the appropriate administrator will determine recommended sanctions to be submitted for approval to the chair, dean, director, supervisor, responsibility center head, or designee. Sanctions will be based on the nature and severity of the offense and/or on prior violations of University policy. The Investigator will distribute, at the same time or as near the same time as feasible, an outcome letter to the complainant and to the respondent, and a full report will go to the chair, dean, director, supervisor, responsibility center head, or designee. A copy of the report will be kept on file in the Office of Civil Rights and Title IX or other appropriate office.
8. Both the complainant and the respondent may submit an appeal within ten (10) business days from the date of the decision letter (see appeal process below).

In general, the University attempts to complete investigations within 60 days, although for good cause, that period may be longer.

#### Student Sexual Misconduct Appeal Process

Appeal petitions related to Sexual Misconduct Violations may be filed by either the Complainant or the Respondent. Persons filing an appeal will have ten (10) business days from the date of the decision letter to file their petition with the University Review Board(URB), at [URBModerator@pitt.edu](mailto:URBModerator@pitt.edu).

The appeal petition must include a thorough statement and all facts or evidence which support one or more of the following (Scope of Review):

1. Whether Rights affirmed by the Board of Trustees have been denied;
2. Whether established procedures were not followed in a manner that would have significantly affected the decision;
3. Whether there was an absence of a rational connection between the facts found and the findings;
4. Whether the issued sanctions are substantially disproportionate to the severity of the Violation; or,
5. Whether new evidence is presented which was not available or discoverable during the process that if available at the time would have significantly altered the findings or sanctions.

As discussed under University Review Board procedures, the URB Moderator and applicable URB members will make their determination of whether to proceed with an appeal based on submitted documentation only.

In addition, persons filing an appeal may also request postponement of sanctions pending appeal. Such requests must explain why the imposition of sanctions must be postponed. The question to be answered in determining whether to postpone Sanction(s) is, whether the immediate imposition or postponement of the Sanction(s) will unfairly prejudice either party (the complainant or respondent), pending a final determination of the appeal.

All decisions regarding the postponement of Sanctions will be made within five (5) business days of the receipt of such a request and will be communicated to appropriate parties in writing through the URB Moderator.



## URB Procedures for Reviewing Petition to Appeal

In cases involving Sexual Misconduct, the URB Moderator will consult with two faculty members of the URB. The URB Moderator and applicable URB members will make their determination of whether to proceed with an appeal based on submitted documentation only.

Where the URB has determined that an appeal's petition does not fall within the Scope of Review, the URB Moderator and two URB members will render and submit a written opinion and recommended dismissal of appeal, accompanied by the record, to the Provost for review and consideration. Upon completion of this review and consideration, notice of the outcome will be given to the Respondent. In cases involving Sexual Misconduct, both the Complainant and Respondent will receive notice of the outcome of the review of the petition to appeal.

## URB Procedures for Proceeding with an Appeal

Where it has been determined that a petition falls within the Scope of Review, the URB Moderator will notify the applicable parties that an appeal has been initiated.

The URB Moderator will then schedule an appeal proceeding. Applicable parties to the appeal proceedings will receive a copy of the appeal petition and procedures and written notification of the time, date, and place of the proceeding.

The appeal will be conducted under the procedural guidance of the URB Moderator, who also shall determine the composition of the URB panel.

The URB panel, in its discretion, may elect to decide an appeal based solely on the submission of documents from the applicable parties, without oral argument. The URB appeal process does not include testimony from witnesses.

If the URB, in its discretion, decides to allow oral argument, applicable parties will be given reasonable time to present their position. A party may refer to any records, documents, or recordings from a prior proceeding and may present written argument. A party may question the other about their argument, except in cases involving Sexual Misconduct. Members of the URB panel and the URB Moderator may question the parties.

The URB panel may remand a matter to the Office of Student Conduct or the Office of Civil Rights and Title IX for further proceedings when the URB panel determines that there are insufficient written findings or prejudicial procedural error.

In other cases, the URB panel, by a majority, shall forward a written opinion, recommend action, and complete record to the Provost, or their designee. There may be an accompanying minority opinion.

Once a decision is made by the Provost or their designee, applicable parties will be notified.

## Employee Sexual Misconduct Appeal Process

Where the responding party is a faculty or staff member, any appeal should be made to the Provost or Senior Vice Chancellor for Business and Operations.

In cases where the recommended discipline involves early termination of appointment for cause, the procedure under the University Bylaws, and not this appeals process, applies. However, the substantive and procedural requirements under any applicable law, remain applicable.

In other cases, the Provost or Senior Vice Chancellor will appoint an Appeals Board of three (3) individuals. Two members of the Appeals Board will be faculty who are members of the University Review Board ("URB"); the third member will be appointed by the Provost or Senior Vice Chancellor from the pool of individuals who have received appropriate training from the Office of Civil Rights and Title IX, and consistent with the employment status of the parties involved. Consistent with guidance from the Office of Civil Rights and Title IX, students will not be members of hearing or appeal boards.

Appeals must be submitted to the Office of the Provost or Senior Vice Chancellor within ten (10) business days of receipt of the written decision and must specify the grounds for the appeal. The Appeals Board shall not rehear or make a redetermination of the facts of the matter, but will review only whether the decision erred in one of three limited grounds on which an appeal may be filed, which are as follows:

1. New information not available to the Investigator which, if available at the time of the investigation, would have significantly affected the decision;
2. Evidence that established procedures were not followed in a manner that would have significantly affected the decision, and/or;
3. The sanction(s) are substantially disproportionate to the severity of the violation.

The Appeals Board determines whether the appeal submitted falls within one of the three grounds for appeal of a decision, reviews the report and sanctions to be imposed, and other relevant documents or statements.

Generally, if an Appeals Board finds that an appeal is valid in that either appeal basis #1 (substantial new evidence was not available that would have affected the decision) or #2 (evidence that established procedures were not allowed in a manner that would have affected the decision), the Appeals Board will refer the appeal back to the Investigator and appropriate administrator to remedy the issue.

As for appeal basis #3 (the sanction was substantially disproportionate to the severity of the violation),



the Appeals Board will make a recommendation to the Provost or Senior Vice Chancellor regarding the finding and the sanction based on a review of the existing written record. The sanction recommended by the Appeals Board may be different than the sanction recommended after the investigation, including a sanction that is greater than or lesser than the sanction initially recommended.

Generally, the Appeals Board should complete its work within thirty (30) days.

The Provost or Senior Vice Chancellor shall review the recommendation of the Appeals Board and make a final determination. That determination will be communicated in writing to the respondent, the complainant, the Investigator and to the appropriate administrators (e.g., respondent's appropriate Responsibility Center Head).

The Provost or Senior Vice Chancellor will generally respond within thirty (30) days of receiving the recommendation from the Appeals Board. The decision of the Provost or Senior Vice Chancellor shall be final.

## Sanctions for Student Sexual Misconduct Violations

Student Sanctions for violating the University's Sexual Misconduct Policy may include the following: disciplinary reprimand, disciplinary probation, disciplinary suspension, disciplinary dismissal, housing probation, housing suspension, housing dismissal, a permanent no-contact-order, permanent restriction for a portion of or all campus locations (Persona Non Grata status), counseling assessment, mandatory trainings or online educational modules, and meeting with Title IX personnel.

## Sanctions for Employee Sexual Misconduct Violations

Possible sanctions the University may impose on an employee for violation of the Sexual Misconduct Policy may include: permanent no-contact orders, mandatory training, suspension of employment, employment reassignment, restrictions from all or part of campus (Persona Non Grata), termination from the University.

## Non-retaliation Statement

Retaliation against anyone involved in the investigation of alleged incidents of sexual misconduct, whether they are the complainant, a witness, an investigator or anyone else, is prohibited. Retaliation is the act of taking adverse action against a complainant, a respondent, or any other person involved in


the process based on the person's reporting or participation in the process. Retaliation includes behavior on the part of the respondent or the complainant and other related persons, including, but not limited to, acquaintances, friends, and family members. Although independent action will be taken against anyone engaging in retaliation, the complainant and the respondent are responsible for discouraging such actions and will also be held responsible to the extent of their involvement in the retaliation.

Retaliation will constitute separate grounds for disciplinary action. An individual who believes that they have experienced retaliation should contact the Office of Civil Rights and Title IX, and the University will investigate the complaint. If the University determines that evidence exists to support that retaliation occurred, appropriate action will be taken regardless of the outcome of the underlying sexual misconduct complaint. This may involve referral of the retaliation concerns to another University process for resolution.

To review the University's Statement on Confidentiality and Nonretaliation, please follow this link: [diversity.pitt.edu/civil-rights-title-ix-compliance/make-report/confidentiality-and-retaliation](https://diversity.pitt.edu/civil-rights-title-ix-compliance/make-report/confidentiality-and-retaliation). In addition to outlining the University's stance against retaliation, this statement also clarifies that all individuals involved in the investigation process are expected to honor the confidentiality of the process and the information involved.

# FIRE SAFETY REPORT

## FIRE SAFETY INFORMATION

 Fire extinguisher training is provided to designated personnel and fire safety training for all students, staff members and faculty members is available annually. Students and staff members are encouraged to report any fire regardless of size and to report any problems with fire protection systems to the **Pitt-Titusville** police. University students, staff, and faculty members should also report any evidence of an extinguished fire to the campus emergency number at **814.827.4488** or **4488** from a campus phone. If you hear/see the emergency alarm signals you should:

1. Alert anyone in immediate danger.
2. Close the door to contain smoke or fire.
3. Activate the nearest fire alarm pull station (located along the egress route).
4. Call 911 or the **Pitt-Titusville** police at **4488** from any campus phone or **814.827.4488** from your cell phone from a safe area to provide additional information regarding the situation. Use a fire extinguisher only if the fire is small and you have been trained in the proper use of an extinguisher.
5. Evacuate the building via designated stairwells and exterior exit doors. Do not use the elevators.

Comprehensive guidelines for fire safety and fire prevention, including those for emergency evacuation, electrical appliances, and no smoking or open flames, can be found in the University of Pittsburgh's Safety Manual ([ehs.pitt.edu/manual](https://ehs.pitt.edu/manual)) in the following sections: Fire and Emergency Evacuation Procedures, EHS Guideline #02-001; Fire Safety and Prevention, EHS Guideline #02-002; Residence Halls, and EHS Guideline #01-009.

## FIRE SAFETY SYSTEMS

All sprinkler systems, all fire alarm pull stations, and certain smoke detectors are monitored 24/7 by **Pitt-Titusville** police and off-site by a nationally recognized security company. Detection by automated fire protection features or the use of a manual pull station will activate the building's alarm system of horns/speakers and strobe lights.



## EVACUATION PROCEDURES

When the fire alarm activates, all occupants must exit via the nearest stairs or first floor exits. Stairwells are the area of refuge. All stairwells have fire-rated construction and are equipped with self-closing and latching fire doors. See page 13 for more details about evacuation procedures.

Disabled students, or any student not capable of complying with the University Emergency Evacuation Plan, should contact the Department of Environmental Health and Safety at **412.624.9505** or the **Pitt-Titusville** police at **814.827.4488** for a personal evacuation plan.

## PROHIBITIONS ON PORTABLE ELECTRIC APPLIANCES, SMOKING, AND OPEN FLAMES

All students should know smoking is prohibited in all campus buildings. E-cigs and other flame-less devices are considered cigarettes. Possession and/or use of candles and/or incense is strictly prohibited and they will be confiscated. In addition, "flame-less" candles or similar devices that utilize a heating element are prohibited.

Due to the risk of fire, the following items are prohibited in most buildings: halogen lamps, extension cords, toaster ovens, candles (with or without a wick or flame), potpourri pots, incense, space heaters, hot plate, electric frying pan, air conditioners, electric grill, sandwich makers, lighter fluid, propane tanks, and more than one refrigerator or one larger than five cubic feet. The Office of the Assistant Executive Director reserves the right to deem any item as unsafe and/or inappropriate for possession within campus. Any confiscated items that are returnable must be picked up within 48 hours at the end of term or prior arrangements must be made with the Office of the Assistant Executive Director or the **Pitt-Titusville** police.

# PLANS FOR FUTURE IMPROVEMENTS IN FIRE SAFETY

There are no planned changes to the existing fire safety system. All building inspections of the fire alarm system and the sprinkler system have been completed.



## FIRE SAFETY TIPS

- ✓ If you suspect a fire, pull the nearest fire alarm box in the corridor or near an exit door.
- ✓ When you hear the building's fire alarm, evacuate the building immediately.
- ✓ Evacuate any building on campus by following EXIT signs. Do not use elevators during emergencies unless directed by emergency response personnel.
- ✓ If you are disabled, call Office of the Assistant Executive Director at 814.827.4455 to develop an individual emergency evacuation plan.

## Fall 2019 University of Pittsburgh at Titusville Annual Fire Safety Report

	Total Number of Fires			Fire Number			Date of Fire			Cause of Fire			Number of Injuries that Required Treatment at a Medical Facility			Number of Deaths Related to a Fire			Value of Property Damage Caused by a Fire (\$)			
	2019	2018	2017	2019	2018	2017	2019	2018	2017	2019	2018	2017	2019	2018	2017	2019	2018	2017	2019	2018	2017	
BALL HALL, 324 MURDOCH BLVD, TITUSVILLE PA 16354	NA	0	0	NA	0	0	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	0	0	0	0	0	0
SPRUCE HALL, 519 EAST SPRUCE ST, TITUSVILLE PA 16354	NA	NA	1	NA	NA	1	NA	NA	Dec 16	NA	NA	Paper lit with match	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
TOWN HOUSE APARTMENTS, 324 MURDOCH BLVD, TITUSVILLE PA 16354	NA	0	0	NA	0	0	NA	NA	NA	NA	NA	NA	NA	0	0	0	0	0	NA	0	0	0





# TRANSPORTATION

## PARKING

Student parking is offered to commuter, resident, and evening students. Several types of security devices and procedures help to provide for the safety of parking patrons:

- Emergency telephones are located in or immediately adjacent to each facility.
- The **Pitt-Titusville** police make routine rounds of all campus parking areas and, if available and upon request, will escort patrons to their vehicles.
- Facilities are patrolled 24 hours a day by the **Pitt-Titusville** police on foot and in vehicles.
- For all questions, contact the **Pitt-Titusville** police at [814.827.4488](tel:814.827.4488).



## PEDESTRIAN SAFETY

### BE ALERT WHEN YOU WALK

- Don't be distracted by texting or talking on your phone or wearing earbuds. Pay attention!
- Look both directions before you cross the street—even if it's a one-way street.
- Use crosswalks, but be aware that drivers don't always stop at crosswalks.
- When using a crosswalk with a signal, remember that a steady WALKING PERSON means you may begin crossing the street BUT be aware of turning vehicles.
- A FLASHING UPRAISED HAND means you should not begin to cross the street and those already crossing should complete their cross. A STEADY UPRAISED HAND means you should not cross the street.
- Be alert to drivers who might not see you in the crosswalk or at the green light. Some drivers' views might be blocked or they might make an illegal turn.
- Don't walk behind a car that is pulled up too far and is blocking the crosswalk.
- Walk facing traffic at night, carry a flashlight, and wear reflective clothing. White clothing will not necessarily make you more visible to drivers.



## THE PITT PROMISE: A COMMITMENT TO CIVILITY

The University of Pittsburgh at Titusville is committed to the advancement of learning and service to society. This is best accomplished in an atmosphere of mutual respect and civility, self-restraint, concern for others, and academic integrity. By choosing to join this community, I accept the obligation to live by these common values and commit myself to the following principles:

As a **Pitt-Titusville** Student:

- I will embrace the concept of a civil community which abhors violence, theft, and exploitation of others;
- I will commit myself to the pursuit of knowledge with personal integrity and academic honesty;
- I will respect the sanctity of the learning environment and avoid disruptive and deceitful behavior toward other members of the campus community;
- I will support a culture of diversity by respecting the rights of those who differ from myself;
- I will contribute to the development of a caring community where compassion for others and freedom of thought and expression are valued; and
- I will honor, challenge, and contribute to the scholarly heritage left by those who preceded me and work to leave this a better place for those who follow.

By endorsing these common principles, I accept a moral obligation to behave in ways that contribute to a civil campus environment and resolve to support this behavior in others. This commitment to civility is my promise to the University of Pittsburgh and its community of scholars.

## WHEN WALKING OR RUNNING:

- Carry a whistle or personal alarm that makes a high-pitched, penetrating sound.
- Go with someone.
- Stay away from isolated areas.
- Stay in well-lit, well-traveled areas, walking midway between curbs and buildings and away from alleys and bushes.
- Hold your purse, backpack, or briefcase tightly and close to your body.
- Keep your wallet in a front pocket, which is safer than a back pocket.
- Become familiar with the locations of emergency phones on your route.

## IF YOU'RE BEING FOLLOWED:

- Cross the street or change direction.
- Keep looking back so the person knows you can't be surprised.
- Go to a well-lit area. Enter a building anywhere that there are people.
- Notice and remember as much as possible about the person so you can give a good description.
- When arriving at a safe place, call the **Pitt-Titusville** police and report the incident.

## WHERE YOU LIVE:

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

## PROTECT PERSONAL AND UNIVERSITY PROPERTY:

- Lock your door every time you leave.
- Engrave expensive equipment and valuables with an ID number.
- Don't attach your Pitt ID or any other identification to your key chain.
- Don't leave your belongings (books, gym bags, backpacks, calculators, coats, etc.) unattended in libraries, hallways, gym facilities, or classrooms.
- Don't use an automated bank teller machine late at night.



# TIPS FOR A SAFER CAMPUS

## AVOID WORKING OR STUDYING ALONE IN A BUILDING AT NIGHT:

- If you work late, keep your office door locked.
- Lock all doors behind you when entering or exiting at night.

## PROTECT YOUR CAR:

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

### IF DRIVING:

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

## BE AWARE:

- Attend safety workshops and seminars held by the University of Pittsburgh at Titusville Campus Police Department and other groups. Report suspicious activity immediately. Get to know your neighbors. Share information on suspicious circumstance.
- Don't hesitate to call the **Pitt-Titusville** police at **4488** (on campus) or **814.827.4488** (from a non-campus phone) with any safety concerns.

Visit the University of Pittsburgh at Titusville police Website at [titusville.pitt.edu/campuspolice](https://titusville.pitt.edu/campuspolice) for additional safety information and recommended responses to active threat incidents.

## UNIVERSITY OF PITTSBURGH POLICE TITUSVILLE COMMUNITY RESPONSE/ACTIVE THREAT INCIDENT

**Purpose:** Recommended safety measures for ongoing and immediate life-threatening incidents involving hostile suspects

## CONSIDERATIONS:

- An individual must use their own discretion about when they must engage a hostile suspect for survival.
- Do not attempt to apprehend or interfere with the suspect except for self-protection.
- Contact authorities as soon as it is safe to do so. Call extension **4488** (from on-campus phone) or **814.827.4488**. Have these numbers programmed into your cellphone.
- Report location, number of suspects, and description if possible.
- Make the determination of whether to run, hide, or fight AND **COMMIT TO IT**.
- Run: if there is an escape path, attempt to evacuate.
  - Evacuate whether others agree to or not.
  - Leave belongings behind.
  - Help others escape if possible.
  - Prevent others from entering area.
- Hide: if evacuation is not possible, find a place to hide.
  - Lock and/or blockade the door.
  - Silence your cell phone.
  - Hide behind large objects.
  - Remain very quiet.
  - Your hiding place should be out of the suspects view, provide protection from shots fired in your direction, and not trap or restrict your options for movement.
- Fight: as a last resort and only if your life is in danger.
  - Attempt to incapacitate the suspect.
  - Act with physical aggression.
  - Improvise weapons.
  - Commit to your actions.

## WHEN LAW ENFORCEMENT ARRIVES:

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

Visit the University of Pittsburgh at Titusville police Website at: [titusville.pitt.edu/safety-guidelines-tips](https://titusville.pitt.edu/safety-guidelines-tips) and watch the Run, Hide, Fight video, funded by the U.S. Department of Homeland Security. The video is available in English, Spanish, and Chinese.

The University of Pittsburgh is an affirmative action, equal opportunity institution.

Published in cooperation with the Department of Communications Services. DCS101086-0915

# WHY THIS BROCHURE?

## IT'S THE LAW

Federal and Pennsylvania state laws mandate that you receive a brochure like this and dictate much of the information that is included.

## SAFETY FIRST

This brochure goes beyond state and federal requirements, offering safety tips and other information to benefit everyone in the University of Pittsburgh at Titusville community. Some of this information may be disturbing to read, such as the section on sexual assault. Remember that knowledge is power. Open, frank discussions about crime lead to better prevention and enhanced safety.

[titusville.pitt.edu/annual-security-and-fire-safety-report](https://titusville.pitt.edu/annual-security-and-fire-safety-report)

## RIGHT TO KNOW INFORMATION

- The University of Pittsburgh at Titusville is responsible for complying with Chapter 3 of the Pennsylvania Uniform Crime Reporting Act and with the federal Jeanne Clery Act. If you have a question or concern regarding these acts, please contact the Officer in Charge at 814.827.4488.
- In accordance with federal Student Right to Know regulations, information about the Titusville campus graduation rate is available by contacting the Office of the Registrar at 814.827.4431 or by visiting: [titusville.pitt.edu/graduation-rate-disclosure](https://titusville.pitt.edu/graduation-rate-disclosure)

## TIP!

**When traveling at night, walk with a friend or a group of friends. If you must walk alone, let your friends know your destination and contact your friends after reaching your destination.**





# UNIVERSITY OF PITTSBURGH TITUSVILLE

Campus Police Bennett-Davis Hall  
224 N. Brown Street, Room 112  
Titusville, Pa 16354  
Phone 814-827-4488 Fax 814-827-5410



Visit the Campus Police website at [titusville.pitt.edu/campuspolice](http://titusville.pitt.edu/campuspolice)

## CRIME REPORT FORM

Please return this completed form to  
the Officer in Charge at the above  
address or email at [Rougeux@pitt.edu](mailto:Rougeux@pitt.edu)

Complete this box if a crime was reported to you, if more than one crime was reported to you, fill out one of these forms for each crime reported.

Reporting Person (print name): \_\_\_\_\_ Phone Number: \_\_\_\_\_

Classification (see definitions below): \_\_\_\_\_ Date Incident Occurred: \_\_\_\_\_

Location of Incident (building name or address): \_\_\_\_\_

Was the incident reported to police? \_\_\_\_\_ If yes, date of report \_\_\_\_\_ Date of this report: \_\_\_\_\_

Was the incident reported to the Title IX Coordinator? If yes, date of report \_\_\_\_\_ Date of this report: \_\_\_\_\_

Number of persons referred to Judicial Affairs: (Alcohol, Drug and Weapons violations only) \_\_\_\_\_

Brief description of the incident:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Check the appropriate answer to the following questions:

Did the crime occur in a building or on the street?

Building: \_\_\_\_\_ Street: \_\_\_\_\_

Did the crime occur on University of Pittsburgh owned, controlled, or leased property?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

Did the crime occur at a University-sponsored activity or event?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

# University of Pittsburgh at Titusville Campus Map and Directory

- 1. McKinney Hall**
  - President's Office
- 2. Bennett Davis Hall**
  - Admissions
  - Financial Aid
  - Registrar
  - Student Accounts
  - Human Resources
  - Purchasing
  - Campus Police

- 3. Broadhurst Science Center**
  - Computer Lab
  - Nursing Program Offices
  - PTA Program Offices
- 4. Haskell Memorial Library**
  - Computer Lab
  - Nursing Program
  - PTA Program
  - Learning Center **NORTH**

- 5. Henne Auditorium**
- 6. J. Curtis McKinney II Student Union**
  - Academic Affairs
  - Campus Dean's Office
  - Facilities Management
  - Fitness Center
  - Food Service/Dining Hall
  - Game Room
  - Gymnasium
  - Racquetball Courts
  - Student Affairs
- 7. Parking**
- 8. Serenity House**
  - Quiet Study Area
- 9. Spruce Residence Hall**
  - Campus Housing



SOUTH

WEST

EAST



# UNIVERSITY OF PITTSBURGH AT TITUSVILLE EMERGENCY PHONE NUMBERS

**Pitt-Titusville** Campus Police Department  
EMERGENCIES **4488**

Non-campus Phone **814.827.4488**

General Assistance  
**814.827.4400**

Student Health Center  
**814.362.5272**

Office of the Assistant Executive Director  
**814.827.4455**

Title IX Office  
**814.362.7513**

## CITY OF TITUSVILLE EMERGENCY PHONE NUMBERS

### Off Campus

City of Titusville  
Police, Fire, Ambulance  
**911**

Titusville Area Hospital  
**814.827.1851**

Women's Services, Inc. Hotline  
**814.333.9766** or **1.888.881.0189**

PPC Violence Free Network  
(general counseling)  
**814.827.3472**

Pennsylvania Department of Human  
Services ChildLine for abuse reporting  
**1.800.932.0313**