
Plus the
2019 Annual Fire Safety Report
In compliance with section 485(i) of the Higher Education Opportunity Act, otherwise known as the Campus Fire Safety Right-to-Know Act.
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Telephone Numbers

University Police................. 610.282.1002 or ext. 1250 from any campus phone
Health Center.......................................................... 610.282.1100 ext. 1776, 1221
Counseling Center.......................................................... 610.282.1100 ext. 1462
Dean of Students Office.................................................. 610.282.1100 ext. 1272
Office of the Vice President of Student Life ......................... 610.282.1100 ext. 1272
Title IX Coordinator......................................................... 610.282.1100 ext. 1332
Office of Campus Ministry .................................................. 610.282.1100 ext. 1313
Lehigh County 911 Center .............................................. 610.437.5252 or 911
Crime Victims Council of the Lehigh Valley ......................... 610.437.6611
Upper Saucon Township Police Department .......................... 610.437.5252
A MESSAGE FROM THE CHIEF OF POLICE

Your safety on the campus of DeSales University is important to us. DeSales University recognizes and supports the integral role that public safety plays as part of its commitment to academic excellence. Through the efforts of the members of the DeSales University Office of Police Operations & Public Safety, with assistance from many other departments, we strive to continually improve our ability to prevent crime.

DeSales University presents unlimited opportunities to experience the many advantages of life in a university community, but each of us must exercise precautionary measures to prevent ourselves from becoming victims of crime. We must however, involve all community members if we want to make a difference. Please be aware of the activity around you and contact DSUPD promptly to report crimes, suspicious activity, emergencies, and concerns about your safety, or have an unsafe condition to report. To contact DeSales University Police, dial extension 1250 from any campus phone, use a blue light emergency or elevator phone, or dial direct 610.282.1002. DeSales University strives to provide a well-staffed, trained, and professional police department, but security at DeSales begins with you.

In this report, details are provided to inform and educate DeSales University students, prospective students, faculty, staff, prospective employees, and visitors about various safety and security procedures, policies and resources.

We encourage you to read this information and consider how it can help you and the DeSales community to prevent and protect yourself against crime.

Thank you for joining us in our commitment to continue to make the DeSales University a safer campus for all.

Steven A. Marshall
Chief of Police and Public Safety

ANNUAL SECURITY AND FIRE REPORT 2019

The DeSales University Police prepares and distributes the Annual Security and Fire Report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This report is prepared in cooperation with the local law enforcement agencies surrounding our main campus and alternate sites, Office of Student Life, Office of Judicial Affairs, Office of Emergency Services, and the Office of Campus Environment.

Campus crime, arrest and referral statistics include those reported to DSUPD, designated campus officials (including but not limited to directors, deans, judicial affairs, residence life, advisors to student organizations, athletic coaches, and other designated campus security authorities) and other law enforcement agencies. Though exempt from reporting, pastoral and professional health counselors inform their clients of procedures to report crime to the University Police on a voluntary or confidential basis, should they feel it is in the best interest of the client, or when there is an on-going threat to the DeSales University community.

Each year, an e-mail notification is made to all enrolled students and current employees that provides the web site to access this report, and a brief summary of the contents of the report. The 2019 report contains crime and fire statistics for calendar years 2016, 2017, 2018.

This report is available online at WWW.DESALES.EDU/SECURITYREPORT. Copies of the report can also be obtained from the DeSales University Police Department at 2755 Station Avenue, Center Valley, PA 18034–9568, or by calling 610.282.1100 extension 1740.

CAMPUS SAFETY & THE DSU POLICE

The Office of University Police Operations & Public Safety is dedicated to providing the highest quality public safety and crime prevention services. Concern for the community’s well-being, desire to provide service and assistance whenever possible, support of the academic mission of the University are all factors inherent in the department’s daily operations and policies. This report is intended to inform the DeSales University community about issues related to safety and security and is distributed to all students, faculty, and staff as required by law.

In fall 2018, DeSales University’s full–time equivalent (FTE) enrollment of undergraduate and graduate students was 2,778. There were 1,022 undergraduate and 11 graduate students living in on-campus housing. The University employed 479 full–time
equivalent (FTE) employees, including faculty, administration, and staff. (Enrollment and employee FTE figures are based on federal IPEDS calculation.)

In order to ensure a safe and secure environment for its employees and students and to verify the information provided by prospective employees, in conjunction with the employment process, the University conducts background investigations on applicants for employment. A criminal background investigation will be conducted with respect to all University positions. In accordance with Pennsylvania Act 153, all new faculty and staff at DeSales University whose position with the University has been determined to potentially have direct contact or routine interaction with individuals under 18 years of age must successfully complete a background check, including a Criminal History Report from the Pennsylvania State Police, a Child Abuse History Clearance from the Department of Human Services and a fingerprint based criminal history submitted through the FBI as a condition of employment.

As required by the specific requirements of the employee’s position, other background checks, such as verification of academic credentials, motor vehicle report, credit check, etc., may be directed by the Director of Human Resources in conjunction with the hiring manager.

The Office of University Police Operations & Public Safety is responsible for security and law enforcement on the campus of DeSales University. The chief of police organizes and staffs the department in accordance with guidelines of the Campus Association of Law Enforcement Administrators.

DE SALES POLICE DEPARTMENT
The Office of University Police Operations & Public Safety is located in the Lawless Center. The office is open 24 hours per day, 7 days a week. The communications center is located on the first floor. To report emergencies, a non-emergency, or request assistance on campus, call the University police at ext. 1250 from any campus phone or 610.282.1002 from an off-campus or cell phone.

The University police and public safety department is made up of sworn/commissioned police officers and non-sworn public safety officers. The department consists of 14 full-time staff members and 7 part-time staff. The full-time staff includes: a chief of police, a police corporal, police officers, dispatchers, and a Clergy Coordinator.

DeSales sworn police officers have completed police academy training as prescribed by the Commonwealth of Pennsylvania Municipal Police Officers’ Training and Education Commission. In addition, police officers receive 16 hours of in-service training and legal updates annually at the Allentown Police Academy. All officers receive training in first aid/first responder, CPR, and the use of automated external defibrillators. Department personnel regularly attend conferences and seminars relevant to their duties.

This department provides law enforcement and security services to all components of DeSales University. University police derive their authority from the Commonwealth of Pennsylvania under the provisions of Title 22 Pa.C.S.A., Chapter 5, Section 501. The department’s police officers have the same authority to detain and arrest as municipal police officers. The primary jurisdiction of University police includes property owned, leased, or otherwise under the control of DeSales University. University police personnel are officials of the University with occupational responsibilities for safety, security, and traffic control and enforcement. The University police department has a strong working relationship with the Upper Saucon Township Police Department. The departments work together to investigate and resolve cases involving DeSales University community members each year. Additionally, University police work closely with state and federal law enforcement agencies, as well as appropriate elements of the criminal justice system. Regarding the investigation of alleged criminal offenses, DeSales does not have any written memorandums of understanding or other formal agreements with any outside law enforcement agency.

The University police department has access through the Lehigh County Communications Center to criminal records, wanted persons, stolen property, and vehicle information. All crimes reported to DeSales police are thoroughly investigated and are referred for prosecution through the Lehigh County district attorney’s office when appropriate. Criminal matters involving students may also be referred to the University administration for disciplinary action.

REPORTING CRIMES & EMERGENCIES
Like any community, DeSales University experiences crimes, accidents, injuries, and other emergencies. It is imperative that all crime and suspicious activity be reported to DeSales University Police accurately and promptly, when the victim of such crime elects or is unable to make such a report.

TO REPORT A CRIME or EMERGENCY
In the event anyone has information regarding crimes or emergencies on campus they should immediately notify DSUPD. Reports of crimes can also be made on a voluntary, confidential basis, by making this request known to the reporting officer. DeSales University responds to all reports of crime and emergencies immediately. All other incidents and non-emergencies are handled promptly.
OTHER WAYS TO REPORT CRIMES

Members of the DSU community are asked to report incidents and crimes immediately so these may be properly included in the Daily Crime Log and annual security report. It is imperative not to wait to report in the case that the University would need to issue a timely warning report.

The Office of Student Life located in Dorothy Day Student Center can assist students in reporting incidents.

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Email</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jen Bunting</td>
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<td>1221</td>
</tr>
<tr>
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<tr>
<td>Fr. Edward Ogden, OSFS</td>
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<td><a href="mailto:Edward.Ogden@desales.edu">Edward.Ogden@desales.edu</a></td>
<td>1404</td>
</tr>
<tr>
<td>Gracia Perilli</td>
<td>Deputy Title IX Coordinator Associate Director of Athletics</td>
<td><a href="mailto:Gracia.Perilli@desales.edu">Gracia.Perilli@desales.edu</a></td>
<td>1218</td>
</tr>
</tbody>
</table>

The Office of Human Resources located on the second floor of the Father Lawless Center, can assist employees with reporting incidents.

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Email</th>
<th>Extension</th>
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<tbody>
<tr>
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<tr>
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<td>1508</td>
</tr>
</tbody>
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DE SALES UNIVERSITY MAIN CAMPUS

DeSales University main campus can directly contact DSUPD by dialing 911 or extension 1250 from a campus phone, or by dialing direct 610.282.1002. These numbers can be used for both emergencies and non–emergencies and are staffed 24 hours a day by communications personnel.

The University also has an emergency blue light telephone network that are strategically located around campus. These call boxes are directly connected to the University police communications center, and are monitored 24 hours a day.

There are emergency telephones located in the elevators in Dooling Hall, Hurd Science Center, Gambet Center, Trexler Library, Fr. Harvey House, Fr. Finnegan House, Fr. Guerin House, Donahue Hall, Aviat Hall, Annecy Hall and Billera Hall. These emergency phones contact University Police when activated, and are monitored 24 hours a day.

A person reporting a crime to DSUPD has the right to report the crime to Upper Saucon Township Police Department by calling 911 from a cell phone, or directly at 610.437.5252. DSUPD officers can assist in reporting crimes to Upper Saucon Township Police.

BETHLEHEM and LANSDALE CAMPUSES

DeSales University Bethlehem campus and Lansdale campus can contact DSUPD by dialing 610.282.1002, or 610.282.1100 extension 1250. For emergencies, dial 911.

There are elevators in the common areas of Bethlehem and Lansdale campuses; DeSales University is not responsible for these elevators and will not be contacted if the emergency phones are activated.

A person reporting crime to DSUPD at the Bethlehem Campus has the right to report the crime to Bethlehem Township Police Department by dialing 911, or 610.814.6410. For non–emergencies, dial 610.759.2200.

A person reporting crime to DSUPD at the Lansdale Campus has the right to report the crime to Upper Gwynedd Police by dialing 911 or non–emergency number 215.699.5861.

DSUPD Officers can assist in reporting crimes to Bethlehem Township Police Department and Upper Gwynedd Police Department.

DAILY CRIME LOG AND PA UCR

The Daily Crime Log, as required by the Clery Act, is available for
viewing upon request at the DeSales University Police Administrative Office, located on the second floor of the Lawless Center, during regular business hours when the campus is open. The log contains the past 60 days of incidents and crimes reported to DeSales University Police. Any portion of the log that is older than 60 days will be made available within two business days of a request for public inspection. Each log entry encompasses the nature, date, time, general location and disposition of all reported crimes.

The University police report all crimes to the Pennsylvania State Police for inclusion in the Uniform Crime Reporting system. Reports are shared, if requested, with the Upper Saucon Township police and other local police departments.

PASTORAL AND MENTAL HEALTH PROFESSIONALS

Although exempt from the reporting requirements of the Clery Act, pastoral and professional mental health counselors are encouraged to report crimes on a voluntary, confidential basis for inclusion in the annual statistics, especially if the incident poses a continuous threat to the campus community.

MISSING PERSONS POLICY

It is DeSales University’s policy to treat all reports of missing students as serious incidents and to investigate such reports completely. The University police will thoroughly investigate all reports of missing students, treating every report as one where the person reported missing may be at risk until significant information to the contrary is confirmed. This policy establishes a framework for cooperation among members of the University community aimed at locating and assisting students who are reported missing.

The University encourages timely reporting of missing students to the University police by all members of the DeSales community. This will assist in locating students who are reported missing and comply with federal law as stated in the Missing Person Procedures of the Higher Education Opportunity Act 2008.

Reporting Missing Students

A student may be considered missing if the student’s absence is contrary to his/her usual pattern of behavior and unusual circumstances may have caused the absence. Such circumstances could include, but are not limited to: (1) absence from multiple classes; (2) indicators that a student may be a victim of foul play; (3) expressed suicidal thoughts; (4) indicators of drug dependency; (5) indicators that the student may be in a life threatening situation or has been with persons who may endanger his/her welfare.

If there is a possibility that a student may be missing, contact the University police as soon as possible, by calling 610.282.1002. Any University employee who receives information that a student may be missing must report this information to the University police immediately whether the student is a resident or non-resident student.

Any student who believes another student is missing should notify the University police as soon as possible.

DeSales University will notify the local law enforcement agency within 24 hours of the determination that the student is missing, unless the local law enforcement agency was the entity that made the determination that the student is missing; regardless of whether the student has identified a contact person, is older than 18 years of age, or is an emancipated minor.

University police will investigate all incidents of reported missing students and will exhaust all leads to locate resident students (those who live on campus). In situations where the student is a non-resident (lives off campus), the University police will notify the appropriate law enforcement agency in the jurisdiction where the student lives or was last seen. University police will cooperate fully with the investigation, providing assistance as requested. When applicable, University police will notify outside law agencies as soon as possible.

Upon receiving a report of a missing student and conducting a preliminary check of the student’s room and other campus areas that the student frequents, University police will notify the vice president for student life or his/her designee.

Emergency Contact Information

At the beginning of each academic semester, all students residing in on-campus housing will be notified of the following:

1. The student will have an opportunity through MyDSU, and will receive electronic reminders/email in August, to identify a contact person(s) who will be notified within 24 hours of law enforcement’s determination that the student is missing. Students also receive a reminder each semester to update this information;

2. This contact information will be confidential and will be accessible only to authorized University officials. It will not be disclosed, except to law enforcement personnel involved in a missing persons investigation;

3. For students 18 years of age or older, this notification to the designated emergency contact person will be made within 24 hours after the student is determined to be missing. If a designated person has not been identified by the student, the student affairs department or the University police will notify the student’s custodial parent or guardian;

4. For students under 18 years of age and not emancipated,
the student affairs department or the DeSales University police will notify the student’s custodial parent or guardian within 24 hours of the determination that the student is missing and will also notify the student’s designated emergency contact person.

EMERGENCY PREPAREDNESS

Emergency Response Procedures

Upon confirmation of a significant emergency or dangerous situation that is an immediate threat to the health or safety of students or staff occurring on campus or on adjacent public property, authorized University officials will immediately notify the University community, unless the notification compromises efforts to contain the emergency. Emergency messages will include information about what occurred and directions on what to do next. Messages may be sent through DeSales e2Campus (text, social media, e-mail); messages on the University’s website; DeSales channel 7; outdoor warning siren (Big Voice); visible/audible warning systems including strobelights, speakers, and LED signboards.

Emergency response and evacuation procedures are online on the MyDSU web portal under the policies and procedures tab. Students and employees are encouraged to read and regularly review the University’s emergency response plan. Emergency response and evacuation procedures are tested, at minimum, on an annual basis. Additional information pertaining to these procedures is available from the emergency services director, ext. 1513.

Timely Warning Alerts

In the event that a situation arises either on campus or in our geographical area regarding the occurrence of the following Clery Act crimes, that were reported to campus security authorities or local police agencies, that pose a serious or continuing threat to the campus community, a campus wide timely warning alert will be issued as soon as pertinent information is available.

- **Criminal Offenses** – Criminal homicide, including murder and non-negligent manslaughter, and manslaughter by negligence; sexual assault, including rape, fondling, incest and statutory rape; robbery; aggravated assault; burglary; motor vehicle theft; and arson.

- **Hate Crimes** – any of the above mentioned offenses, and any incidents of larceny-theft, simple assault, intimidation, or destruction/damage/vandalism of property that were motivated by bias.

- **VAWA Offenses** – any incidents of domestic violence, dating violence and stalking.

These notifications are sent by email to the campus community. If necessary, in order to accommodate guests and visitors, notifications may also be posted in key buildings or areas where guests or visitors are located.

The timely warning alerts are written by and distributed to the community by the Chief of Police or his designee. These reports will be provided to students and employees, in a manner that is timely; that contains information about the type of criminal incident that has occurred; that withholds the names of victims as confidential; that contains information to promote safety and aid in the prevention of similar occurrences.

Updates to the DSU community about a particular case resulting in a timely warning alert will be distributed by email. If necessary, update notices for guests or visitors will be posted in key buildings and areas.

Institutions are not required to provide a timely warning for non-Clery Act crimes or for crimes reported to a pastoral or professional counselor.

Anyone with information warranting a timely warning alert should immediately report the circumstances to DSUPD by phone 610.282.1002, or dial extension 1250 from a campus phone.

Process to Confirm Significant Emergency or Dangerous Situation

Upon confirmation from the Lehigh County 911 Communications Center, Lehigh County Emergency Management Agency, Upper Saucon Township Police Department, or Upper Saucon Township Fire Department of a significant threat immediately affecting the health, safety and well-being of our students, faculty, staff, and visitors, DeSales University will immediately activate the campus emergency alert systems. The Chief of Police and/or the Director of Emergency Services are responsible to activate the campus emergency alert systems.

Which Segment(s) will Receive Notification

All segments of the University community (i.e. faculty, staff, and students) will immediately receive emergency alerts from the campus emergency alert systems in the event of a confirmed threat or emergency affecting the University. Notification methods include text messaging, email, PC pop-up, social media (i.e. Facebook and Twitter), messages on the University’s website and main telephone system, the University’s Emergency Notification hotline 610.282.2650, as well as outdoor warning sirens and building visible/audio warning systems. In addition, emergency
notification messages are also broadcasted on Channel 7, the University’s in-house TV channel. This channel is received by all televisions connected to the DeSales University cable TV network.

Content of Notification
DeSales University will, without delay, and taking into account the safety of the University community, determine the content of the notification and activate all components of the campus emergency alert systems, unless issuing a notification will, in the professional judgment of DeSales University Police and/or Upper Saucon Township Police, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. DeSales University uses two types of content for emergency messaging: pre-determined and user-determined. Pre-determined messages are short emergency messages that are built into our campus emergency alert systems, i.e. Shelter in Place, Weather Emergency, Lockdown, etc. User-determined messages are those created at the time of the system activation and can include any directions or necessary actions specific to the threat to safeguard our students, faculty, and staff from the threat or emergency.

Initiating Notification System
Upon confirmation of a significant threat immediately affecting the University community, the University Police communications center will begin the process of notification, without delay, to the University community, through the use of the outdoor warning sirens, as well as the building visible/audio warning systems. Simultaneously, the Chief of Police and/or Director of Emergency Services will activate the DeSales e2Campus mass notification system (text messaging, email, PC pop-up, social media) as well as place notification of the emergency on the University’s main website and telephone system.

Disseminating Emergency Information
Upon confirmation of a significant threat affecting the University community, the following departments and employees are responsible for the timely notification to the University community:

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>EMPLOYEE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Services</td>
<td>Director of Emergency Services</td>
</tr>
<tr>
<td>University Police</td>
<td>Chief of Police</td>
</tr>
<tr>
<td>University Police</td>
<td>Communications Center personnel</td>
</tr>
<tr>
<td>University Police</td>
<td>University Police Officers</td>
</tr>
</tbody>
</table>

In the event of a man-made threat or emergency (i.e. active shooter), the Chief of Police serves as the Incident Commander within the National Incident Management System (NIMS). The Director of Emergency Services serves as the Incident Commander for all natural events (i.e. tornado, hurricane, flooding).

Statement of Notification
In safeguarding and protecting our faculty, staff, students, and visitors, DeSales University will, without delay, upon confirmation of an immediate threat to the University community, begin to activate all components of our campus emergency alert systems to provide guidance and direction during and after the emergency event.

Dissemination of Emergency Information to the Larger Community
Information detailing the emergency or immediate threat is conveyed to the larger community via the main DeSales University website, the University’s main telephone number, as well as local media outlets throughout the Lehigh Valley and surrounding area through the WFMZ-TV Channel 69 StormCenter. In addition, TV Stations WBRE 28 and WYOU22 in the Wilkes Barre/Scranton areas are also notified.

Annual Emergency Services Drill

Procedure and Scheduling of Emergency Drills
The University conducts two campus-wide emergency drills yearly during the fall and spring semesters for the University community. Topics are chosen each year by the Director of Emergency Services prior to the start of the fall semester. The date and time for the annual drills are determined by the Academic Oversight Committee of DeSales University. Immediately on completion of the drill, University stakeholders gather for a “hot wash” to review the overall drill, its effectiveness for the University community, as well as suggestions for improvement. In addition, feedback is solicited from the DeSales University community.

Alerts to University Community of Emergency Drills.
The annual campus-wide emergency drills in the fall and spring semesters are announced drills. Information regarding the drills, such as the type of scenario, date and time of the exercise are communicated to the DeSales University community via email and DeSales Daily (daily announcement blog).

Questions about these procedures should be directed to Dennis Rasley, Director of Emergency Services, extension 1513, dennis.rasley@desales.edu.
DeSales E2Campus EMERGENCY NOTIFICATION SYSTEM

The most important way to get emergency messages is e2Campus! All students, faculty, and staff are encouraged to enroll in the e2Campus system. You will need your email address, cell phone number, and the name of your cell phone carrier. When signing up for this system, you have the option to register up to two cell phone numbers as well as two e-mail addresses.

- Go to https://desales.omnilert.net/
- Click on “Sign Up” on the upper right hand corner of the page.
- Create user username and password and enter your first and last name
- Select your affiliation in the optional groups section, i.e., All Residents, Commuters, Center Valley Staff And Administration, Center Valley Faculty, Bethlehem Area Campus, Lansdale Area Campus, or Online Only
- Agree to the terms of use and click “Create account”
- Remember to record your user name and password in a safe place so you can easily get back into the system to make changes.
- You can register up to two cell phone numbers and two e-mail addresses for your DeSales University e2Campus account.
- Once you enter your cell phone number and provider, you will receive a text message from 79516 with your validation code. Enter your validation code in the box and click validate. If successfully validated, your cell phone number(s) and carrier(s) will be listed in the “SMS Numbers” menu.
- If you would like to receive alerts via email, enter your email address in the “Email Addresses” tab and then follow the provider instructions to validate your email address.
- You are now signed up for e2Campus at DeSales University!
- Your account will expire four years from your sign-up date.
- If you have any difficulties or experience any problems in signing up for e2campus, please contact Dennis Rasley, Director of Emergency Services, at 610-282-1100, ext. 1513 or EmergencyServices@desales.edu.

OFF-CAMPUS CRIMINAL ACTIVITY

University police is notified of crimes occurring off campus from other law enforcement agencies when those agencies request assistance or when they have information that may be of mutual interest. The department frequently receives crime analysis bulletins from local law enforcement agencies and reviews these reports for any reported incidents. The jurisdiction of the University police extends to buildings or property owned by the University. The University police, therefore, have a limited role in investigating criminal activity in other locations. The University does not recognize off-campus organizations such as sororities or fraternities. The University may take disciplinary action, independent of civil authorities, for activities which take place off-campus when the interests of the University are adversely affected.

ACCESS TO AND MAINTENANCE OF CAMPUS FACILITIES

General Access

Access to campus buildings and grounds is a privilege extended to students, faculty, staff, and authorized visitors. With the exception of the residence halls, which are locked at all times, most campus facilities are open when classes are in session or by special request coordinated with the Office of Auxiliary Services or University police. When classes are not in session and when the campus is closed, all buildings are locked and only faculty, staff, and students with proper authorization/identification are allowed access.

The general public may attend cultural and educational events on campus; access, however, is limited to the facility in which the event is held or public access buildings, i.e., Dorothy Day Student Union, DeSales University Center, Labuda Center, or Billera Hall.

Authorization for use of the campus grounds for assembly purposes must be obtained in advance from the Office of Student Life or the Office of Auxiliary Services.

Access to Residence Areas

Access to residence areas is restricted to residents and their guests. Entrances to residence halls are monitored by an electronic key access system. Residence halls are locked 24 hours a day. All residence hall doors are alarmed. The University police are notified whenever a door is forced open or propped open for a significant period of time. Access to residence halls is also recorded by surveillance cameras that are monitored by University police.
Opposite sex visitation is permitted in upper class residence halls/floors from 9:00 a.m. to 1:00 a.m. Sunday through Thursday and 9:00 a.m. to 3:00 a.m. on Friday and Saturday. Freshmen residence halls/floors allow opposite sex visitation from 10:00 a.m. to 12:00 a.m. Sunday through Thursday, and 10:00 a.m. to 2:00 a.m. Friday and Saturday.

**Campus Environment and Facilities**

The campus is maintained by DeSales University Campus Environment personnel who pay particular attention to safety and security issues, working closely with the University police to ensure a safe environment. Campus Environment maintains the buildings, grounds, and utility systems, and provides custodial services for DeSales University. Campus Environment personnel respond to reports of inoperable doors, trouble with lighting, broken windows, malfunctioning alarms, and other campus maintenance requests.

Students and employees are encouraged to report maintenance problems directly to the Office of Campus Environment at ext. 2241. After normal business hours, any safety issues or emergency conditions should be reported to University police, ext. 1250, or dial direct to 610.282.1002, who will contact the on-call Campus Environment staff. If necessary, University police will stand by until the problem is corrected.

University police check exterior lighting levels daily. Emergency blue light and elevator telephones are checked monthly. Deficiencies are reported to Campus Environment.

### STUDENT HOUSING INFORMATION AND POLICIES

On-campus housing is available for full-time traditional day students. Housing includes traditional rooms, suites in which two residential rooms are joined by a shared bathroom, and town home style apartments for junior and senior students. A professional residence life staff member or member of the student affairs staff lives in every residential area.

In residence halls, each floor wing has one resident advisor—an undergraduate student trained to assist in the developmental growth of all students through educational programming efforts. The ratio of staff to students is 1:22.

Approximately 52% of full-time undergraduate students live on campus. The number of students in residence during the fall of 2018 was 1,022. The total number of traditional day students, full-time and part-time, was 1,746.

Returning students select their room and roommates in the spring semester for the following academic year. They are permitted to select rooms in residential areas designated for upper-class students. Freshmen select rooms in either the all-male, all-female, or co-ed (by wing) freshmen residence halls and can view their room and roommate assignments in July. Upper-class students can view their assignments in April. Students are obligated to remain in University housing for the entire upcoming academic year upon signing a housing contract the previous spring.

During the academic year, a student may want to move rooms. The student needs to work with his or her resident advisor and a professional staff member regarding his/her request before moving. The first and last two weeks of any semester is a room freeze period where no changes are permitted except in emergency situations. Once a room change is approved, the student will receive instructions from his or her RHD about how to obtain a new key.

During break periods, the residence halls close. Athletes and students with required commitments to the institution must have approval from the their faculty, staff, or team advisor to remain on campus. These students may be relocated to one building on campus.

Students are permitted to have guests who are over 16 as visitors in the residence halls. Each guest must have valid picture identification and be escorted by the resident host at all times. Visitation hours vary by building and are listed in the student handbook. Overnight visitors of the same gender are permitted but must be at least 18 and be registered in accordance with student life policy.

Each residence has security card access. University police and residence life staff routinely patrol the inside and outside of the residence halls. Students play a significant role in the security of their residence and are encouraged to keep their windows and doors locked, take care not to lose their keys and access cards, and report suspicious behavior to University police immediately. All residence rooms are equipped with lockable doors. The exterior doors of the University Heights are equipped with an online electronic lock system featuring dual validation credentials. To access their unit, students must swipe their University ID card and enter a unique personal identification number. The exterior doors of the residence halls and University Villages are equipped with an online proximity card access system. The first floor windows in all residence halls, except Conmy and Tocik, which have security screens, are equipped with window limiters.

Students are responsible for their room key or entry card. Students who compromise security by propping doors, using a window for entry, and/or giving their key or access card to others face strict University disciplinary action. All card access and fire egress doors are monitored by University police 24 hours a day. When a door is
forced or propped open, University police receive notification of the location of the infraction and respond to investigate.

The facilities department maintains the grounds, lighting, and maintenance of all University buildings. Regular checks are made by University police and maintenance staff for lighting concerns or other potential dangers surrounding the campus facilities.

The residence life staff spends time before the start of the academic year training for the return of students. In addition to this training, the staff has weekly staff meetings and monthly in-service trainings throughout the year. This training includes professional staff training and RA training. During this training, the University police and other University officials will provide sessions on security, fire safety, sexual assault awareness, illegal drug use, and other pertinent information.

RAs conduct floor meetings with resident students about security and enforcement procedures at the beginning of each academic year and when needed. A copy of the DeSales University Student Handbook, outlining various housing security policies, is available online. Upon request of the Office of Residence Life, University police also present safety and awareness programs to students.

ALCOHOL, DRUGS, AND WEAPONS

ALCOHOLIC BEVERAGES

The use, possession, sales, or distribution of beverages containing alcohol on University property, including residence halls, is governed by the laws of the Commonwealth of Pennsylvania and by the DeSales University Alcohol and Drug Policy (www.desales.edu, key words “drug and alcohol policy.”)

Alcoholic beverages are prohibited outside all University residences and in all public areas of University residences, including but not limited to hallways, stairwells, laundry rooms, lounges, public restrooms, and outside of all University residences, including outdoor areas/patios at the University Heights. The University alcohol policy is strictly enforced in all residence halls.

The following University rules apply on property owned or controlled by the University or as part of any University activity:

- The possession or consumption of alcoholic beverages by persons under 21 is prohibited. Additionally, it is further prohibited for any student or employee to be in the presence of a person illegally possessing or consuming alcoholic beverages.
- Providing alcohol to or hosting alcohol gatherings with individuals under 21 is prohibited.
- Intoxication and the consumption of alcoholic beverages by students or employees so as to adversely affect academic or job performance and/or endanger the physical well-being of other persons and/or oneself, or which leads to damage of property is prohibited.
- It is prohibited to possess or dispense beer in a keg, beer ball, or anything else leading to excessive consumption. Bars, keg refrigerators, beer pong tables, and other physical items used for storing, serving, or consuming large quantities of alcohol are also prohibited.
- Students under 21 are not permitted to possess empty containers of alcohol (cans or bottles) or alcohol-related paraphernalia, as these items are considered acceptable evidence of illegal alcohol consumption.
- A resident who is 21 or older may not have more than one case of beer, one gallon of wine, or 1.75 liter liquor bottle in his/her possession or room.
- Homemade alcoholic beverages are prohibited.
- Drinking games involving alcoholic beverages are prohibited.
- The possession and use of any alcoholic energy drinks (eg. Four Loko, Joose, Sparks) on campus is prohibited regardless of whether or not the student who possesses or consumes the drink is of legal age.

The following represents a summary of relevant statutes from the Pennsylvania Crimes Code (Title 18) and the Pennsylvania Liquor Code (Title 47) for alcohol related offenses:

1. A person under 21 years old commits a summary offense if he/she attempts to purchase, purchases, possesses, or knowingly and intentionally transports any liquor, malt, or brewed beverages. Maximum fine $500 for the first violation and not more than $1,000 for the second and each subsequent violation, plus court costs and mandatory loss of your drivers license for 90 days (first offense), 1 year (second offense), or a period of 2 years (third offense and any offense thereafter). Police making an arrest for this offense are obligated to notify the parents or guardians of the minor charged (Pa C.S.A. 6308).

2. A person is guilty of a summary offense for a first violation and a misdemeanor of the third degree for any subsequent violations if he/she is under 21 and knowingly and falsely represents him/herself to be 21 years of age or older, for the purpose of obtaining any liquor, malt, or brewed beverages. Maximum fine is $500 plus court costs and loss of driver’s license (Pa C.S.A. 6307).

3. A person is guilty of a misdemeanor of the third degree if he/she knowingly, willfully, and falsely represents to any licensed dealer or other person that a minor is of legal age for the purpose of inducing a person to sell or furnish any liquor, malt, or brewed beverages. The minimum penalty is a fine of not less than $300 (Pa C.S.A. 6309).

4. A person commits a misdemeanor of the third degree if he/she intentionally and knowingly sells, intentionally and knowingly furnishes, or purchases with the intent to
sell or furnish any liquor, malt, or brewed beverages to a person who is less than 21 years old. Minimum penalty for violating this subsection is a fine not less than $1000 for the first violation and a fine of $2500 for each subsequent violation plus court costs (Pa C.S.A. 6310.1A).

5. A person commits a misdemeanor of the second degree if he/she intentionally, knowingly, or recklessly manufactures, makes, alters, sells, or attempts to sell an identification card falsely representing the identity, birth date, or age of another. Minimum penalty is a fine of not less than $1000 for the first violation and a fine of not less than $2500 for each subsequent violation (Pa C.S.A. 6310.2).

6. A person commits a summary offense for a first violation and a misdemeanor of the third degree for any subsequent violation if he/she is under 21 years old and possesses an identification card that falsely identifies the person as being 21. It is also a violation to use the identification card of another individual. Minimum penalty is a fine not more than $500 plus court costs and the loss of drivers license (Pa C.S.A. 6310.3).

7. It is unlawful for any person who is an operator or any occupant in a motor vehicle to be in possession of an open alcoholic beverage container or to consume any alcoholic beverages or controlled substances. This is a summary offense with a maximum penalty of $300 (75 Pa C.S.A. 3809).

8. A person is guilty of a summary offense if he/she appears in any public place under the influence of alcohol or a controlled substance. Penalty is a fine of not more than $500 for the first violation and not more than $1,000 for the second and each subsequent violation, plus courts costs (Pa. C.S.A. 5505).

9. A minor (under 21 years of age) shall not drive, operate, or be in physical control of a motor vehicle while having alcohol in his/her system. This is a summary offense with a fine of $100 (75 Pa C.S.A. 3718).

10. A person shall not drive, operate, or be in physical control of the movement of a vehicle while under the influence of alcohol or a controlled substance to a degree that renders the person incapable of safe driving. For an individual who is 21 years or older, the blood alcohol content is .08%, for a minor under 21, the blood alcohol content is .02%. An individual who is in violation and has no more than one prior offense commits a misdemeanor; more than one prior offense commits a misdemeanor of the second degree (75 Pa C.S.A. 3802, 3803)

The University police department enforces the laws of the Commonwealth of Pennsylvania, including underage drinking laws. In addition to criminal prosecution, students who violate any law may be subject to formal disciplinary action. Refer to the student handbook for additional information.

ILLEGAL DRUGS

The illegal possession, use, distribution, or sale of drugs is prohibited at DeSales University. The University expresses its concern about drug use, not only because it is a violation of state and federal law, but because it is a serious detriment to the mission and goals of an academic community and to the health and well-being of young people.

DeSales prohibits illegal drugs and drug paraphernalia on property owned or controlled by the University or as part of any University activity. Drug paraphernalia is defined as any legitimate equipment, product, or material that is modified for making, using, or concealing illegal drugs and includes, but is not limited to, bongs, roach clips, drug pipes and any items modified or adapted so that they can be used to consume drugs. Drug paraphernalia found on University property will be confiscated.

Both the Commonwealth of Pennsylvania and the United States of America have enacted laws concerning what are commonly known as illegal drugs or controlled substances. The unlawful manufacture, distribution, dispensing, possession, or use of illicit drugs is prohibited at DeSales. Additionally, it is prohibited for anyone to possess paraphernalia that may be used in conjunction with the use or sale of illegal drug substances.

Anyone who violates federal or state drug laws may be subject to criminal or civil prosecution. Students who violate the drug policy are also subject to disciplinary action ranging from residential suspension to expulsion. Refer to the student handbook for additional information.

The DeSales University Alcohol and Drug Policy is available at www.desales.edu, key words “drug & alcohol policy.”

DRUG & ALCOHOL PREVENTION PROGRAMS

The following prevention programs are provided by DeSales University:

- Student Title IX, Alcohol, and Respect Training (S.T.A.R.T.) (online alcohol education program that all incoming students are required to complete before coming to campus)
- Peer counseling and alcohol awareness campaign (provided by PACE)
- Alcohol screenings (available in person and online)
- Freshmen orientation programs
- Character U presentations (national speakers on the dangers of drugs and alcohol)
- Resident advisor training, residence hall programming, and the
wellness living/learning community (sponsored by the Office of Residence Life)
- Wellness Fair (sponsored by the counseling and health center)
- Current literature and resources available in the counseling and health center
- Healthy Choices for a Winning Future events (sponsored by the athletic department)

**On-Campus Resources**
If calling from off-campus or a cell telephone, dial 610.282.1100 and then the following extension:
- Counseling Center...........................................ext. 1776 or 1462
- Health Center..................................................ext. 1776 or 1221
- Campus Ministry.................................................ext. 1313 or 1759

**Community Resources**
- Alcoholic Anonymous .......................................610.882.0558
- Caron Foundation ..............................................1.800.678.2332
- Crime Victims Council Hotline .........................610.437.6611
- Treatment Trends Inc. .......................................610.439.0218
- Lehigh Valley Hospital (Cedar Crest) ..............610.402.8000
- Sacred Heart Campus .......................................610.776.4500
- (Allentown)..................................................610.770.8300
- (Bethlehem)..................................................610.954.4000
- (Quakertown)..................................................215.538.4500

**WEAPONS POLICY**
To ensure that DeSales University maintains a community safe and free of violence for all employees and students, the University prohibits the possession or use of weapons on University property. A license to carry the weapon does not supersede the University policy. Any student in violation of this policy will be subject to prompt disciplinary action, up to and including expulsion. All members of the community are subject to this provision, including contract and temporary employees, visitors, and vendors on University property. “University Property” is defined as all University-owned or leased buildings and surrounding areas such as sidewalks, walkways, driveways and parking lots under the University’s ownership or control. This policy applies to all vehicles that come onto University property. Weapons include, but are not limited to, firearms, explosives, knives, pellet or BB guns, tasers, stun guns, wooden or metal batons, bows and arrows (sharpened or hunting tips) and other weapons that might be considered dangerous or that could cause harm. In addition, sports equipment derived from or similar to weapons such as baseball bats, fencing swords, bows & arrows, javelins, paint ball guns should be confined to sports facilities for their use or kept locked in a personal vehicle. DeSales University reserves the right at any time to contact law enforcement authorities if there are reasonable grounds to believe that an employee, student, or a visitor has a weapon on University property.

**SEXUAL OFFENSES**

**Introduction**
DeSales University is committed to a safe, ethical, values-centered, campus culture that promotes respect for persons’ bodily integrity and the sacredness of human sexuality. In this way, our faculty and staff help our students to develop their minds and their characters. As a Catholic institution, DeSales University affirms the doctrine of the Catholic Church on the dignity of each person. In the tradition of Saint Francis de Sales and Saint Jane de Chantal, we seek to help all community members recognize the paramount importance of wholesome friendship as the cornerstone of relationships and to live well.

All members of the DeSales University community share responsibility for maintaining a safe and welcoming educational atmosphere at our campuses. The existence of sex discrimination, in any form and against anyone on our campuses, would threaten the safe environment that we work diligently to maintain.

(The phrase “sex discrimination” as used in this document refers to every kind of discrimination based on sex including sexual harassment and sexual violence and it refers to gender-based harassment. It also includes dating violence, domestic violence, and any other conduct based on sex that creates a hostile campus atmosphere.)

Sex discrimination is not tolerated at DeSales University. This prohibition applies to conduct by students, faculty, administrators, staff and third parties (such as visitors and contractors on our campuses).

If you believe you have been the victim of sex discrimination, this document provides valuable information for you. Among other things, this document assists you in identifying what sex discrimination is, where you can report it, where you can turn for assistance and protection, how complaints are investigated, how the complaints are adjudicated, and how you and we may contribute to making DeSales a wonderful place for learning where sex discrimination does not occur.

At the University, identifying and eliminating sex discrimination, as well as assessing compliance with applicable law, is achieved through the work of an inter-departmental, inter-disciplinary team that collaborates for the well-being of the entire community. Members of this team include the Title IX Coordinators, the Dean of Students Office, the DeSales
University Police Department ("University Police"), the Office of Human Resources, the Office of Student Conduct and the Clery Coordinator, with support from Academic Affairs, Residence Life, the Counseling Center and the Health Center.

**PROHIBITED SEX DISCRIMINATION**

Sex discrimination creates a hostile environment that can interfere with or limit a student’s ability to participate in or to benefit from all of the University's programs. If faculty, administrators, staff, or third parties suffer any of these forms of discrimination, they can also be subjected to a hostile campus environment that is not conducive to the enjoyment of their work and work productivity.

In accord with Title IX, the University will respond immediately to reports of sex discrimination and will conduct a thorough and impartial investigation to protect any victims of the discrimination, to end any discriminatory conduct, to correct the circumstances which led to it, to apply discipline when necessary and to take all steps to ensure that the University is safe and welcoming.

Sexual harassment is a form of sex discrimination. Sexual harassment is unwelcome conduct of a sexual nature. It includes unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal or physical conduct of a sexual nature. Sexual violence is a particularly reprehensible form of sex discrimination.

Gender-based discrimination includes acts of verbal, non-verbal, or physical aggression, intimidation, ridicule, or hostility based on sex, sex-stereotyping or gender identity, even if such acts do not involve conduct of a sexual nature.

Sexual discrimination which is prohibited at the University includes sex crimes and it includes, but is not limited to, the following:

**Sexual Offenses**

Sexual offenses are separated into two categories: forcible and non-forcible. A forcible sex offense is defined as any sexual act directed against another person, forcibly or against that person's will, or not forcibly or not against the person's will where the victim is incapable of giving consent. There are four types of forcible sexual offenses:

- **Forcible Rape** is sexual intercourse of a person, forcibly or against that person’s will, or not forcibly or not against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

- **Forcible Sodomy** is oral or anal sexual intercourse with another person, forcibly or against that person’s will, or not forcibly or not against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

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

Non-forcible sexual offenses are defined as unlawful, non-forcible sexual intercourse. There are two types of non-forcible sexual offenses:

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

- **Statutory Rape** is non-forcible sexual intercourse with a person who is under the statutory age of consent. (The statutory age of consent in Pennsylvania is 16 but adults who engage in sexual acts with a person under 18 years of age may be held responsible under the “corruption of minors” criminal statute.)


**Domestic Violence**

Domestic violence means causing or attempting to cause physical or sexual assault or abuse, placing another in reasonable fear of bodily injury, restraining another’s liberty or freedom of movement, or stalking, whether such conduct be a felony or a misdemeanor, and where such conduct is committed by:

1. A current or former spouse or intimate partner of the victim;
2. A person with whom the victim shares a child;
3. A person who is cohabiting or has cohabited with the victim as a spouse or intimate partner;
4. A person similarly situated to a spouse of the victim; or
5. Any other person against an adult or youth victim who is protected from that person’s acts under Pennsylvania’s domestic or family violence laws.

**Dating Violence**

Dating violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on such factors as the length of the relationship, the type of relationship and the frequency of the interaction between the persons involved. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse by one of the individuals to the other.

**Stalking**

Stalking occurs when a person engages in a course of conduct or repeatedly commits acts toward or repeatedly communicates to another person with the intention of placing that other person in reasonable fear of bodily injury or to cause substantial emotional distress in the other person. Stalking may include repeatedly following, monitoring, harassing, threatening, intimidating or communicating to or about another person by phone, mail, electronic communication, social media, or any other action, device or method.

(The definitions above, are based on definitions of these concepts found in The Violence against Women Reauthorization Act of 2013, 42 U.S.C. §§ 13925(a) and 40002(a)).

**Other Prohibited Sexual Conduct**

This includes, but is not limited to:

- Sexual exhibitionism, for example, exposing oneself
- Sex-based cyber-harassment
- Prostitution or the solicitation of a prostitute
- Peeping or other voyeurism
- Other acts beyond the boundaries of consent, for example, allowing others to view consensual sex or the non-consensual video- or audio-taping of sexual activity

**Pennsylvania’s Crimes Code Applies at DeSales University**

If a person commits a crime of a sexual nature under Pennsylvania’s Crimes Code, regardless of whether such offense is listed in the section above, that person has engaged in misconduct prohibited by Title IX, which will also initiate the Title IX response by the University that is described in this Policy. Pennsylvania’s Crimes Code is found at [http://www.legis.state.pa.us/WU01/LI/LI/CT/PDF/18/18.PDF](http://www.legis.state.pa.us/WU01/LI/LI/CT/PDF/18/18.PDF). The website contains the entire Pennsylvania Crimes Code which includes sex crimes.

**CONSENT**

In order to fully understand what is prohibited sex discrimination at DeSales University, it is necessary to understand the concept of consent.

Consent means informed, freely given agreement, communicated by clearly understandable words or actions, to participate in each form of sexual activity. Consent cannot be inferred from silence, passivity, or lack of active resistance. A current or previous dating or sexual relationship is not sufficient to constitute consent, and consent to one form of sexual activity does not imply consent to other forms of sexual activity. By definition, there is no consent when there is a threat of force or violence or any other form of coercion or intimidation, physical or psychological. A person who is the object of sexual aggression is not required to physically or otherwise resist the aggressor. The lack of informed, freely given consent to sexual contact constitutes sexual misconduct and a violation of Title IX’s prohibition against sex discrimination.

A person incapacitated by alcohol or drug consumption, or because of age, or by any other means, or who is unconscious or asleep or otherwise physically impaired, is incapable of giving consent. A person’s intoxication is not an excuse for failure to obtain mutual consent from another person before participating in any form of sexual activity with that person.

Additionally, the University maintains a policy that governs appropriate relationships between student – teacher and supervisor – employee. The Consensual Relations Policy can be accessed in each of the faculty, administrative/staff, and student handbooks.

**PROTECTING YOURSELF – RAPE DRUGS AND RISK REDUCTION**

**Rape Drugs**

Many sexual offenders use alcohol and other drugs to make it easier for them to control their victims. It is important to understand that any drug can be used as a rape drug. The following drugs are most commonly used to facilitate a sexual assault:

- Alcohol
- Ecstasy
- Special K
- Roofies (Rohypnol)
- GHB (Gamma Hydroxy Butyrate)
Symptoms of being dosed with rape drugs include:

- Rapid intoxication
- Blurred speech
- Poor motor control
- Vomiting
- Decreased sexual inhibitions
- Periods of amnesia or blackouts

If you think you or someone you know has been dosed with a rape drug, get to the hospital as soon as possible. Overdoses are life-threatening. Prompt medical attention can be life-saving.

It is also important to visit the hospital as soon as possible to get tested if you or someone you know may have been dosed with a rape drug or any other drug involuntarily. Rape drugs dissipate from the body quickly. You must specifically ask for a drug test because it may not be part of normal protocol. This evidence will aid in criminal prosecution if charges are filed.

Watch out for each other. If you are out with friends and one of them becomes intoxicated in an unusually short period of time, this is a warning sign. Perpetrators will often play the part of the rescuer in these situations, and offer care of your friends so you “do not have to ruin your night.” Have the courage and character to disrupt a situation like this and other potentially unsafe situations. As members of the DeSales University community, we are called to intervene and protect one another.

**Risk Reduction**

Awareness of common contributing factors to sexual assault will help you protect yourself and your friends. Here are some suggestions to reduce the risk of becoming a victim:

- Avoid excessive use of alcohol and do not use any drugs that are not prescribed.
- Know your limitations and be aware of your surroundings.
- Trust your instincts. If an individual makes you feel uncomfortable, remove yourself from the situation.
- Be assertive. Do not do anything you do not want to do. State clearly what you want and do not want. When you say “no,” the person should stop.
- Communicate. Think about what you really want before you get into a sexual situation, and clearly communicate your boundaries and limits. If someone makes you feel uncomfortable, tell him or her that early and firmly.
- Never assume anything, especially if alcohol or drugs are involved. If there is any doubt that what you are doing is not consensual, stop what you are doing.

- Dangerous people often mask their true selves behind social media and online platforms. Take time to get to know any individual whom you meet online, especially someone who is not part of the University community and especially before inviting that person to campus.
- Be cautious about inviting someone into your room and about going to someone else’s room.
- Avoid walking alone if you are distracted, upset, or under the influence of any substance that may impair you.
- Never accept beverages, including non-alcoholic ones, from someone you do not know or trust. Never leave your drink unattended; get a new one if you do. Always open your own drink. Never drink from punch bowls or other common containers. If you are having a mixed drink, make your own.
- Avoid individuals who do not listen to you, ignore personal space boundaries, make you feel guilty, accuse you of being “uptight” for resisting sexual advances, express sexist attitudes and jokes, act jealous or possessive.

**REFERENCES TO “COMPLAINANT” AND “RESPONDENT”**

In the remainder of this Policy statement, the individual who reports or files a complaint of sex discrimination will from time to time be referred to as the “complainant” for ease of reference. Similarly, the Policy will from time to time refer to the person against whom the report or complaint of sex discrimination is made as the “respondent” for ease of reference.

Both men and women may be the reporting party of sexual offenses.

**ACTION TO TAKE IF YOU ARE THE VICTIM OF SEXUAL VIOLENCE OR ANY OTHER TYPE OF SEXUAL HARASSMENT**

- Get to a safe place as soon as you can. If you are on campus, the University Police, with its department in the Lawless Center on the main campus, will assist you. Contact the University Police in case of an emergency at 911 or 1250 from a campus phone or call box. For non-emergency matters, contact the University Police at 610-282-1102. If you are off-campus, dial 911 in case of an emergency. You may also directly contact the closest police department for the area in which you are located. The University Police will always assist you in identifying proper police departments located off-campus. Simply
dial the University Police at 610–282–1102 when you are off-campus. DeSales University is located within the jurisdiction of the Upper Saucon Township Police Department which police department can be contacted in case of an emergency at 911 from any non-campus phone when on or around campus or in case of a non-emergency at 610–282–3064.

- Get medical attention as soon as possible. (See Medical Attention, below.) If you have a medical emergency, dial 911. You may also call the University Police at the numbers indicated above. The University Police will assist to get you the necessary medical services, including the provision of transportation to a medical facility.

- Try to preserve all physical evidence. Although sexual offenses often make reporting parties want to wash or get rid of anything that reminds them of the trauma, it is important to preserve evidence. Do not wash your body, use the toilet, change your clothing, change bed linens, or wash any of these items. Prompt reporting will assist police in collecting and preserving evidence. It is important to have the evidence collected because, although you may not want to pursue a criminal complaint, you may change your mind in the future. Prompt reporting to the police will also contribute to an immediate, thorough, and fair investigation. It is strongly recommended that you discuss with medical personnel and the police, including the University Police, preservation of your physical evidence during your first contact with them.

- Consider contacting the police for an investigation if a crime was committed. Also consider filing a Title IX complaint with DeSales University. (See Reporting Sex Discrimination, below.) You may choose one, both or none of these options. Be aware that the filing of a complaint with the appropriate police department, if you were the victim of a crime, and the filing of a Title IX complaint, if you were the victim of any form of sex discrimination, will promote your safety and the safety of others in the University community and at any other place where you were the subject of a crime or sex discrimination. Also recognize that the filing of a complaint with a police department may result in a criminal investigation and criminal conviction against the respondent. This is different from filing a Title IX complaint with the University which will result in an immediate investigation, the taking of all appropriate remedial measures, and may result in administrative sanctions against the respondent.

- For support and advice, talk with an advocate or counselor of your choosing. Consider obtaining professional assistance from the University’s Counseling Center, which is located in the Dorothy Day Student Center on the main campus and can be contacted at 610–282–1100, extension 1462. (See Medical Attention, below.)

- As soon as you can, contact someone you trust to be with you.

**MEDICAL ATTENTION**

If you are the victim of sexual violence or other types of sexual harassment, **get to a place of safety and seek immediate medical attention.** The following is a list of local options for medical treatment and other services which you can pursue through the University Police or on your own:

- Lehigh Valley Hospital Emergency Room, Cedar Crest Boulevard and Interstate 78, Allentown, Pa.;
- Lehigh Valley Hospital Emergency Room, 17th and Chew Streets, Allentown, Pa.;
- Lehigh Valley Hospital (Muhlenberg) Emergency Room, Route 22 and Schoenersville Road, Bethlehem, Pa.;

(These three emergency rooms are part of Lehigh Valley Health Network which has Sexual Assault Forensic Examiners (SAFE) on duty 24 hours a day. For medical treatment and evidence collection, report to any of these listed Lehigh Valley Health Network emergency departments.)

St. Luke’s Hospital, 810 Ostrum Street, Bethlehem, PA. (This hospital has a Sexual Assault Nurse Examiner Program.)

**COUNSELING, EDUCATIONAL RESOURCES AND OTHER VICTIM SERVICES**

University’s Counseling Center. Any victim of sex discrimination and anyone concerned about these issues should consider obtaining assistance from the University’s Counseling Center which is located in the Dorothy Day Student Center. The counselors in this office offer a range of services to victims. Meetings with the licensed professional counselor and her trained staff are confidential. Meetings can be scheduled by calling 610–282–1100, extension 1462. Office hours are Monday through Friday, 8:30 a.m. to 4:45 p.m.

Students may also seek support from the University’s Health Center, the Office of Campus Ministry, the Dean of Students Office and the Office of the Vice-President for Student Life. Each of these offices is located in the Dorothy Day Student Center and each is open Monday through Friday, 8:30 a.m. to 4:45 p.m.

The Crime Victims Council of the Lehigh Valley/Rape Crisis Center.
This off-campus agency offers assistance in a variety of ways. This includes accompanying you during any medical examinations. The trained individuals at this agency also offer support. The individuals at the agency can be contacted by telephone at 610-437-6611. Learn more about this resource on its website at http://cvclv.org/.

No Contact Administrative Directive. To protect the reporter of sex discrimination, the University can issue an administrative directive for no contact between the complainant and the respondent. An administrative directive is a written notification from the University’s administration for one student or campus employee to have no contact with another student or campus employee. Failure to comply with an administrative directive could result in an administrative sanction and even criminal charges depending upon the nature of the conduct in not complying with the directive. An administrative directive is tailored by the University to take into account the parties’ circumstances including class and extra-curricular schedules. Complainants and respondents can request the issuance of these directives which requests will be granted if the University can reasonably accommodate them or the circumstances warrant a directive’s issuance. The University can issue an administrative directive on its own initiative in situations deemed appropriate by the relevant professional staff for the complainant and respondent involved.

Protection from Abuse Act Order. Depending upon the nature of the conduct and relationship, if any, between the complainant and the respondent, the complainant may be eligible to secure from the local court an order against the respondent under Pennsylvania’s Protection from Abuse Act. Such an order, including a restraining order, could provide further protection for the complainant from sex discrimination by the respondent. The University Police can inform the complainant how to apply for this order and all aspects of the Protection from Abuse Act.

Chaperone Service. When requested, the University Police provide an escort for any member of the University community seven days per week and 24 hours per day. Call extension 1250 from any campus phone or by dialing 610-282-1002 from any non-campus phone.

Educational Programs. The University Police and Student Life offer sexual assault education and information programs to students and employees. These are available upon request except where mandatory provision of the programs is noted below. Literature on sexual assault prevention and risk reduction is available at the Counseling Center and Health Center (both in the Dorothy Day Student Center) and at the University Police Department (in the Lawless Center). On an annual basis, the University conducts or coordinates educational initiatives in conjunction with the following:

- Health & Wellness Fair – Each fall semester, the Counseling and Health Centers host a Health & Wellness community fair which welcomes various agencies, including the Crime Victims Council of the Lehigh Valley and Turning Point (www.turningpointlv.org), an abuse counseling center and refuge.
- First-Year Student Orientation – The University provides a mandatory program on Title IX topics including potential perils of transitioning into a university community, types of sexual offenses and the reporting of sexual offenses, for all incoming and new students. A copy of this publication, Keeping our Campuses Safe, is provided to each student at Orientation. In distributing the publication, University staff stress the importance of its content.
- HAVEN – This is an online course to educate all University students about the elements of healthy relationships, the importance of sexual consent, and the role of bystanders in creating safe, healthy communities. All incoming students and new employees are required to complete this course prior to orientation.
- Rape Aggression Defense (R.A.D.) – In an effort to educate students in self-defense, the University Police provide women with the opportunity to attend R.A.D. This is a non-credit comprehensive course designed solely for women that begins with awareness, prevention, risk reduction, and avoidance while progressing into the basics of defensive training. This system of realistic self-defense provides women with the knowledge to make informed decisions about resistance.

Emergency Call Boxes. Emergency call boxes are strategically located throughout the Center Valley campus. They are either bright yellow in color or have a steady illuminated blue light near them to allow for easy locating. When activated, these call boxes immediately connect directly to the University Police.

Campus Crime Alerts. Timely warning notices are communicated via email and text message to the campus community whenever certain sexual offenses, or other serious crimes that create an imminent threat to the community, are reported. These alerts comply with the requirements of the Clery Act.

Bystander Intervention. A bystander is someone other than the victim who is present when an act of sex discrimination is occurring or when a situation takes place in which a reasonable person feels as though some protective action is required to prevent a person from being the victim of a sexual assault or other sex discrimination. Bystanders, if active, can prevent harm or intervene before a situation gets worse. Examples of active bystander intervention include: not leaving an intoxicated person in a bar/party alone; walking a classmate to his/her car after class; calling police when a
potentially violent or abusive situation is unfolding; not leaving an unconscious person alone by staying with the person and alerting the University Police, emergency medical services (EMS) or a Resident Advisor (RA); intervening when someone is being belittled, degraded or emotionally abused; escorting an apparent potential victim from an apparent potential abuser; and contacting others for help in any uncomfortable or dangerous situation by alerting the University Police, staff at the Counseling Center, an RA or the Dean of Students.

REPORTING SEX DISCRIMINATION INCLUDING SEXUAL HARASSMENT AND SEXUAL VIOLENCE

DeSales University encourages all individuals to report any instance of sex discrimination involving any DSU student, staff or faculty. If you are the victim of sexual assault, it is not your fault. If you have been the victim or know of sex discrimination, the University urges you to report it for the safety of all concerned. You have several reporting options.

First, if you believe that you were the victim of sex discrimination in the form of a sex crime that was committed on the main campus in Center Valley, you may file a report with the University Police at its department located in the Lawless Center on campus. You may also dial the University Police from a campus call box or campus phone at 911 for an emergency or 1250 for a non-emergency. The University Police’s phone number is 610-282-1102. You may also report sex discrimination in the form of a sex crime directly to the Upper Saucon Township Police Department by dialing 911 from a non-campus phone for an emergency and by dialing 610-282-3064 for a non-emergency. In either of these events, the Upper Saucon Police will decide if there should be a criminal investigation and prosecution.

If a sex crime was committed off-campus, contact the police department where the crime was committed. The University Police will assist you in identifying and contacting the appropriate police department if the crime was committed off-campus. The University Police will assist you with any questions you may have.

Second, you may report any type of sex discrimination to the University—including sexual harassment, any type of sexual violence or a sex crime—which will result in a thorough, fair and impartial investigation, effective remedial measures and possible administrative disciplinary action, all under the provisions of Title IX.

To report any type of sex discrimination to the University, you may contact any of the following:

- The DeSales University Police Department at the Lawless Center or by phone at 911 from any campus phone in an emergency, or by dialing extension 1250 from any campus phone for a non-emergency, or by dialing 610-282-1002 from any non-campus phone.
- The Title IX Coordinator at DeSales University, who is the Dean of Students, Fr. Edward Ogden. His office is located in Room 125 of the Dorothy Day Student Union, extension 1404. His email is Edward.Ogden@desales.edu.
- The Deputy Title IX Coordinator, who is the Assistant Director of Athletics, Gracia Perilli. Her office is located in Room 101A in Billera Hall. Her phone number is 610-282-1100, extension 1218. Her email address is Gracia.Perilli@desales.edu.
- The Clery Coordinator. The office is located in the Lawless Center. Phone extension 1740. Email CleryCoordinator@desales.edu.
- The Director of Athletics, the office is in Room 101B, Billera Hall. Phone extension 1351. Email AthleticDirector@desales.edu.
- The Dean of Enrollment Management, the office is in Room 147, Dooling Hall. Phone extension 1532. Email DeanEnrollment@desales.edu.
- The Director of Student Conduct. The office is in Room 125, Dorothy Day Student Center. Phone extension 1886. Email StudentConduct@desales.edu.
- The Director of Residence Life. The office is in Room 142F, Dorothy Day Student Center. Phone extension 1411. Email DirectorReslife@desales.edu.
- The Director of Human Resources. The office is in the Lawless Center. Phone extension 1485. Email DirectorHR@desales.edu.
- The Dean of Undergraduate Education. The office is in Room 245, Gambet Hall. Phone extension 1289. Email DeanUndergraduate@desales.edu.
- The Dean of Graduate Education. The office is in Room 164, Dooling Hall. Phone extension 1550. Email DeanGraduate@desales.edu.
- The Dean of Lifelong Learning/ACCESS. The office is in Room 164, Dooling Hall. Phone extension 1550. Email DeanACCESS@desales.edu.
- For study abroad, including the University’s Rome campus, reports can be made to the Director of International Learning or to the faculty or staff member who accompanies DeSales students on the University sponsored trip or program. The Director of International Learning main-
tains an office in the Dorothy Day Student Center. (The phone number is 610-282-1100, extension 1510. The email address is InternationalLearning@desales.edu.)

When you report sex discrimination to the University, you will be invited to complete in privacy our standard University form so that the essential information is secured. Each of the persons listed in this section, can also explain the University’s available services, University administrative options that you have, and procedures that will be followed. You may also choose to report anonymously or non-anonymously using an electronic form available at www.desales.edu/titleIX. The University has a responsibility to investigate reports of sex discrimination. Please be aware that leaving out names may limit how the University can respond to reports of sex discrimination.

Students should report off-campus sex discrimination incidents to the people just identified above. A significant reason for reporting off-campus incidents is to reduce the possibility of subsequent harassment or retaliation on-campus for those who may have been victims or witnesses to the alleged discrimination.

In reporting sex discrimination, you may choose Title IX administrative process with the University; criminal process with local law enforcement; you may pursue both courses of action simultaneously; or you may choose to take no action.

While sex discrimination should be reported immediately, it can be reported at any time. Sex discrimination to be reported includes that which is perpetrated by other students, faculty, staff, alumni, third parties who are on campus such as visitors or those who are contracted to work on campus, and other third parties such as trespassers. Upon learning of an incident of sex discrimination, no matter what reporting option you choose, the University will conduct an investigation and take action in accord with Title IX to ensure that it is providing a safe environment for the entire University community.

**PROTECTING YOU/IMMEDIATE ACTION TO KEEP THE CAMPUS SAFE**

Once the University has received notice of alleged sex discrimination, the following protections will take effect:

- The parties (complainant and respondent) and any potential witnesses will be treated with courtesy and respect.
- The University will assure that the parties are safe.
- The University, through the University Police, will take all steps necessary to make certain that needed medical care is provided. The University Police will provide transportation to medical facilities on an emergency basis as needed. If chosen, a University official will accompany any individual for this medical care.
- An administrative investigation of the complaint will immediately begin so that the University can identify and rectify, on an ongoing basis, any dangerous conditions on campus, patterns of discrimination or systemic problems that are uncovered.
- The University Police will answer any questions about the criminal justice process, the University’s Title IX administrative disciplinary process and services available for all parties involved.
- If the incident results in criminal proceedings, the University’s investigation of the complaint will still proceed but aspects of it may be temporarily suspended to accommodate the investigation in the criminal matter by the involved law enforcement agency. The University cooperates with the Lehigh County District Attorney’s Office, Upper Saucon Township Police Department and other county law enforcement agencies to make sure incidents are properly investigated, to comply with Title IX and to promote safety for all concerned.
- Changes may be made in the complainant’s and respondent’s academic, living and employment situation upon request, if the University can reasonably accommodate the request. The University may make such changes on its own initiative after weighing all of the circumstances of each party, including issuing no contact directives to the parties involved. The goals of these adjustments are the safety, well-being and academic stability of the parties.
- Suspension from living on-campus or from the University may occur, pending final resolution of the sex discrimination complaint, after taking into account the nature of the allegations, the investigation(s) to date and all other circumstances.
- The University will make certain that the parties are provided this publication with its explanation of the Title IX process at DeSales University and the services available for them, particularly counseling (see Medical Attention and Counseling, Educational Resources, and Other Victim Services above).
- The University will regularly keep the complainant and respondent informed of the status of its investigation.
PRIVACY AND CONFIDENTIALITY

To the extent possible, with the reporting of sex discrimination matters, the University will respect a complainant’s and other reporting individual’s request for confidentiality or request to withhold identifying information. However, under the circumstances of given matters, the ability to honor such a request may be limited due to the University’s Title IX obligation to protect everyone on campus through investigation and corrective action. Also, in a Title IX sex discrimination investigation and administrative disciplinary process, it may be necessary to share information with people, such as investigators, witnesses and the respondent, who need to know the accumulated information for a variety of legitimate reasons.

If it becomes apparent to the University at any point that it cannot honor a request for confidentiality or to withhold identifying information, the University will immediately inform the person who made the request.

The University will only notify an off-campus police department of discrimination in the form of a sex crime if the victim gives permission to report the crime to that department.

The University will always conduct a Title IX investigation and take necessary corrective action upon the reporting of sex discrimination. Before proceeding under Title IX with an investigation and administrative disciplinary proceeding against a respondent, however, the University will always seek the informed consent of the complainant of sex discrimination.

If a person seeks assistance from counselors at the University Counseling Center, the Health Center, Campus Ministry or off-campus crisis resources such as the Crime Victims Council of Lehigh Valley, individuals consulted will honor the confidentiality of the person seeking assistance, unless there is an imminent danger to the reporting person or to others.

AMNESTY FOR OTHER POTENTIAL POLICY VIOLATIONS

At times, people are hesitant to report the occurrence of sex discrimination to University officials or other personnel because they are concerned that they themselves may be charged with other policy infractions, for example, alcohol or visitation violations. While these other violations are not condoned, the importance of dealing with alleged sex discrimination outweighs the University’s interest in addressing lesser violations. Accordingly, the University will not pursue disciplinary action against those who make a sex discrimination complaint or who are named as witnesses to an incident.

INTIMIDATION OR RETALIATION

A person who is contemplating or who has filed a sex discrimination report should not feel pressured in any respect by a third party. The University prohibits actual and threatened retaliation or any act of intimidation to prevent or otherwise obstruct the reporting of sex discrimination. The University also prohibits actual or threatened retaliation or intimidation against those who cooperate or are in any way involved in the University’s investigation or administrative disciplinary proceedings stemming from sex discrimination complaints. Such conduct will result in administrative disciplinary proceedings by the University and, depending upon the circumstances, even criminal proceedings. A reporting party or witness who is threatened in any way should immediately report this to the University Police or to the University’s Title IX Coordinators.

UNIVERSITY’S ADMINISTRATIVE INVESTIGATION OF SEX DISCRIMINATION COMPLAINTS (“TITLE IX INVESTIGATION”)

If you file a complaint with the University alleging sex discrimination, the University will then conduct a prompt, thorough and impartial investigation. The complainant’s consent to the investigation will be sought. A purpose of the investigation is to determine what occurred and whether there is sufficient evidence of sex discrimination. A second, equally important reason for the investigation is for the University to eliminate any circumstances which led to sex discrimination, to address any effects of the discriminatory conduct on the complainant and others, and to ensure that the University is safe for an optimum healthy learning environment.

If the respondent is a student, the investigation will be conducted jointly by the Director of Student Conduct and the Chief of the University Police. If the respondent is anyone else, the investigation will be conducted jointly by the Director of Human Resources and the Chief of the University Police.

The investigators will inform the complainant and respondent about the initiation of the investigation. They will give the parties copies of this publication, Keeping Our Campuses Safe, which includes explanations of the University’s investigation, hearing and appeal procedures. During the investigation, the investigators will give equal opportunity to the complainant and the respondent to present witnesses for interview, to make statements and to provide other evidence. Both the complainant and the respondent will be given updates about the status of the investigation as it proceeds. They will be offered support services as needed and described herein. They will have ready access to the Title IX Coordinators to answer any questions at any time. All parties will be treated with sensitivity and fairness.
The investigation of each complaint of sex discrimination will be completed within sixty (60) days of the filing of the complaint unless that period is extended by the Title IX Coordinator for good cause. Because of the gravity of sex discrimination, all individuals having information about the alleged discrimination should cooperate fully with the investigators.

The investigators will prepare a final investigative report and will submit the report to the Title IX Coordinator. The final investigative report will include the factual determinations made as a result of the investigation. In presenting these factual determinations the investigators will use a “preponderance of the evidence” standard. This means that the investigators will only make factual determinations where it is more likely than not that an event occurred based upon the evidence that is uncovered during the investigation.

Also, investigators will only conclude that sex discrimination occurred where it is more likely than not that the factual findings amount to sex discrimination barred by Title IX. The complainant and the respondent will be advised in writing by the Title IX Coordinator of the results of the investigation.

If the Title IX Coordinator, in consultation with the appropriate University department(s), judges the nature of the subject sex discrimination to be such that the presence on campus of the respondent may be a threat to the University community, the Title IX Coordinator may suspend the respondent from the University or, in the case of a student respondent, also from residence halls and related areas until the administrative disciplinary hearing process is concluded. Suspension from the University may also occur if the respondent has been charged with a felony by a law enforcement agency.

**ADMINISTRATIVE DISCIPLINARY PROCESS**

If the result of the Title IX investigation is the conclusion that, by a preponderance of the evidence, the respondent has engaged in sex discrimination, the respondent will be required to participate in the University’s Title IX administrative disciplinary process. This may include an informal disposition, or a hearing with adjudication.

The Title IX Coordinator will gauge the seriousness of the alleged sex discrimination solely from the allegations made in the complainant’s initial report of sex discrimination. The Title IX Coordinator will decide if a voluntary (by both parties) informal disposition, such as the respondent’s participation in appropriate education or the imposition of agreed discipline, should be proposed to the parties for resolution of the allegations or whether a formal administrative disciplinary hearing is necessary.

Within ten (10) days of the completion of the Title IX investigation, the Title IX Coordinator will set up a meeting with the complainant and a separate meeting with the respondent. The Title IX Coordinator will explain separately to the parties the Title IX administrative hearing process and the option for an informal resolution if that option is available after consideration of the nature of the allegations. The Title IX Coordinator will assure that each party has a copy of this publication, Keeping Our Campuses Safe, which addresses all matters related to the Title IX administrative disciplinary process.

Each party has the right to refuse an informal disposition, to stop the informal disposition process if it has already begun, and to insist on resolution of the matter through the formal administrative hearing process. Allegations of sexual assault and other serious forms of sex discrimination must be adjudicated through the formal hearing process before the Title IX Hearing Committee described in the following sections. When the Title IX Coordinator submits a Title IX complaint to the Title IX Hearing Committee for disposition, the Title IX Coordinator shall provide simultaneously to the parties a copy of the Title IX investigative report.

**Title IX Hearing Committee**

The Title IX Hearing Committee (Committee) hears and decides all cases referred to it by the Title IX Coordinator under the procedure described in the immediately preceding paragraphs (Administrative Disciplinary Process).

The Committee is comprised of three members: an administrator chosen by the Title IX Coordinator, a faculty member chosen by the University’s academic deans, and an external party to the University, chosen from a pool of candidates with expertise in adjudicating legal proceedings. The Committee members will be selected with particular regard for their objectivity, judicial temperament and maturity of judgment. The individual with expertise adjudicating legal proceedings will serve as the chairman of the Committee to assure the efficient conduct of the hearing.

Decisions on findings-of-fact, disciplinary measures, if any, and remedial action shall be determined by majority vote of the Committee members, each of whom has an equal voice in the decisions. The chairman will designate who will maintain the minutes of the hearing or the method by which the proceedings will be recorded. The Committee shall resolve the issues submitted to it through a formal written report with findings-of-fact and final determinations.

**Time Limitations on Actions by Title IX Hearing Committee**

The Title IX hearing shall be promptly scheduled after a matter is referred to it following the Title IX investigation. The hearing shall be scheduled so that the parties have sufficient time to prepare for it. The hearing shall begin no later than forty-five (45) days after the matter is submitted to the Committee for hearing unless
a party presents good cause to the Title IX Coordinator to believe that more time is needed to prepare for the hearing.

Within ten (10) days of the completion of the hearing, the Committee’s written report shall be submitted to the Provost when the respondent is a faculty member; to the Vice President for Student Life when the respondent is a traditional undergraduate student; and to the Vice President for Administration, Finance and Campus Environment when the respondent is a graduate or ACCESS student, or staff member. A copy of the report, with any portions redacted as required by law, shall be provided to each of the parties. The report shall be forwarded by the respective officer to the Title IX Coordinator as a record of the University.

**Hearing Process**

- At least two weeks before the hearing, the complainant and the respondent will receive written notice of the time, date, place and purpose of the hearing. Any requests by either party to participate in the hearing via video conference, Skype, or by phone or for partitioned space in the hearing should be made at least ten days in advance of the scheduled time/date.

- Each party is invited to have an advisor, including an attorney, at the hearing. The advisor will have a non-speaking and non-participatory role except to offer comfort and advice to the given party.

- At the hearing, the chairman will introduce the members of the Committee, read the allegations or complaint and review hearing procedures as necessary.

- The respondent will enter a plea of admission to or denial of the sex discrimination alleged.

- The individuals who conducted the Title IX investigation shall appear at the hearing in a neutral capacity. They shall present all relevant witnesses for questioning by the Committee.

- The complainant may appear at the hearing and may offer the testimony of witnesses and other evidence.

- The respondent may appear at the hearing and may offer the testimony of witnesses and other evidence. The respondent will have the right to remain silent and not to present any evidence. If they exercise these rights, their decision will not be used against them in any fashion.

- The Title IX investigators, the complainant, the respondent and witnesses may offer live testimony, which is the preferred method. Information may be presented through written statements for good reason determined in the discretion of the Committee.

- Only the Hearing Committee may ask questions of the parties and witnesses but the investigators, complainant and respondent may submit topics in writing for the Hearing Committee to explore. These topics may be submitted to the Title IX Coordinator before the hearing and to the Committee at the hearing.

- The respondent’s past disciplinary record may not be considered on the determination of whether sex discrimination occurred but it may be considered if sanctions are to be imposed and remedial action taken.

- At the conclusion of the presentation of the evidence, all will be excused from the hearing room except for the Committee which will deliberate.

- Based only on the evidence presented at the hearing, the Committee will decide the following by using the “preponderance of the evidence” (more likely than not) standard and by a majority vote:
  - Whether the respondent committed the sex discrimination alleged.
  - The sanction(s), penalty(ies) and any other remedial measure(s) to be imposed on the respondent if the respondent is found responsible.
  - Length of time that the sanction will be in effect.
  - Any recommendations that the Committee may have for the University to prevent future sex discrimination and to otherwise have a safe campus conducive to scholarly pursuits.

- The Committee will prepare and submit its report as set forth in the Time Limitations section above. All evidence from the hearing will be maintained with the Hearing Committee’s report.

- Should the complainant or respondent not appear at the
Title IX hearing, the hearing will be conducted without that person’s presence and a decision will be rendered. If it is later determined by the Committee that good cause existed for the party’s non-attendance, the hearing may be reopened, at the discretion of the Hearing Committee, for additional evidence from that non-attending party which additional evidence will be considered in rendering the final decision.

• Due to the sensitivity of issues in some cases, the Committee is given the discretion to fashion appropriate measures for the protection of all parties involved.

POSSIBLE SANCTIONS, PENALTIES AND REMEDIAL ACTIONS THROUGH THE ADMINISTRATIVE DISCIPLINARY PROCESS

If a respondent is found by the Hearing Committee to be responsible for the commission of sex discrimination, the Committee may impose any of the following measures or combination of them:

• Administrative Letter of Censure – This is a letter provided by the Hearing Committee to the respondent indicating that he/she committed sex discrimination and that any further misconduct will result in more severe disciplinary action.
• Community Service Hours – Work done throughout the University to atone for any misconduct that was found to have been committed.
• Education Programs or Workshops – Attendance at sessions designed to address the facts of given cases, such as a victim’s awareness education.
• Counseling – Designed to address respondent’s motivation for the misconduct.
• Loss of Privileges – Denial of specific campus privileges for a specified period of time.
• Residential Probation (for student respondents only) – An official warning issued by the Hearing Committee but only after taking into account the seriousness of the sex discrimination and the respondent’s disciplinary record at the University. The warning will indicate that any future sex discrimination or any other disciplinary violations may result in loss of residential and visitation privileges.
• Disciplinary Probation (for student respondents only) – A status between good standing and suspension from the University. It is imposed for a period of not less than one semester and may affect financial aid for the following semester. It may also include such restrictions as the denial of the opportunity to represent the University as an athlete or officer of a student organization. Future sex discrimination and any other disciplinary violations may result in the loss of the privilege of residing in or visiting residence facilities, suspension from the University, or expulsion from the University.
• Residential Suspension (for student respondents only) – Loss of the right to reside in or visit University residence halls and related areas for a specified period of time.
• Residential Eviction (for student respondents only) – Permanent loss of the right to reside in or visit University residence halls and related areas.
• Suspension (for student respondents only) – Separation of the student from the University for a stated period of time (minimum of one semester). The student will be barred from all University-owned property and will be barred from all University-sponsored activity for the period of the suspension determined by the Hearing Committee.
• Expulsion (for student respondents only) – Permanent separation of the student from the University. The student will be barred from all University-owned property and will be barred from all University-sponsored activities.
• Suspension from the University with Pay (for faculty and other employees only) – This shall be for a specified time.
• Suspension from the University without Pay (for faculty and other employees only) – This shall be for a specified time.
• Termination from Employment (for faculty and other employees only).
• Other – Measure(s) adopted by the Hearing Committee to promote the safety of the University and to enhance the educational experience for all members of the University community.

APPEAL FROM TITLE IX HEARING DECISION

Both the complainant and the respondent have a right to appeal the decision of the Hearing Committee. A party may appeal the decision by filing a written appeal within thirty (30) days of that party’s receipt of a copy of the Title IX Hearing Committee’s written decision.

The appeal must be filed at the office of the Title IX Coordinator (his office is in Room 220 in Dooling Hall) or at the office of the Assistant Title IX Coordinator (her office is in Room 101 A in
Billera Hall) by completing the written appeal form which may be obtained at each of these offices or available electronically on the MyDSU portal.

The appeal shall be decided by the Provost in the event of an appeal by a faculty member and by the Vice President for Student Life for an appeal by a student and all others. The decision on an appeal submitted to one of these officers of the University shall be final except when an expulsion or an employment termination from the University is affirmed on appeal in which event the Executive Vice President of the University, with plenary authority, shall make a final review to decide if the expulsion or termination is appropriate.

An appeal may be filed on one or more of the following grounds only:

- A procedural or substantive error occurred that significantly impacted the outcome of the hearing, for example, a conflict of interest by a Hearing Committee member or material deviation from established procedures.

- There exists new evidence, unavailable during the hearing, which could substantially impact the Hearing Committee’s findings. A summary of this new evidence and its potential impact must be explained on the appeal form.

- The sanctions imposed are unreasonable, after consideration of the sex discrimination committed, its effect on the complainant, its effect on the University community, and respondent’s disciplinary record, if any.

If a party presents in the written appeal reason to believe that the party is entitled to relief under grounds (a) or (b) above, the appeal authority shall remand the matter to the Title IX Hearing Committee for further proceedings as the Hearing Committee determines appropriate consistent with Title IX and fairness to the parties. As to ground (c) above, the appeal authority shall grant relief when deemed appropriate under the responsible exercise of discretion by the appeal authority taking into account the entire hearing record.

Registered Sex Offenders

Pennsylvania keeps a database of registered sex offenders. In compliance with the Campus Sex Crimes Prevention Act, and Megan’s Law in 42 Pa.C.S. § 9799.10 et seq., DeSales University Police maintain a record of registered sex offenders who have indicated they are employed, enrolled, or reside within 1,000 feet of DeSales University. This information is provided by the Pennsylvania State Police through Upper Saucon Police Department.

Members of the public may search Megan’s Law Website www.pameganslaw.state.pa.us for registered sex offenders who are homeless/transient, live, work, or attend school in their community. You may also contact the PA State Police at the following address: Pennsylvania State Police, Attn: Megan’s Law Section, 1800 Elmerton Avenue, Harrisburg, PA 17110; phone: 1.866.771.3170 (toll free).

The Pennsylvania State Police is responsible for updating the information on every offender included within the website.

MANAGEMENT OF UNIVERSITY PROGRAMS AND FACILITIES FOR CHILDREN (NON-STUDENT MINORS)

We want our campus to be a welcome place for children. Every community member shares the privilege and responsibility to protect children. DeSales University students are not exempt from the law or University policies and regulations which safeguard children. DeSales has adopted a Code of Ethical Behavior entitled, Sustaining a Caring Culture, which is binding on all University community members, on all campuses, at all times. It provides excellent guidance which will protect you and children. You will be required to sign the Code if you are in a position where you will be working with minors, in addition to maintaining current criminal background checks in accordance with Act 153 of the Commonwealth of Pennsylvania.

If you suspect abuse of a child occurred, is occurring, or may occur, you must report it. Contact University Police at 610.282.1002 (Direct dial DSUPD) or extension 1250 from any campus phone. You may also contact any Campus Safety Authority (CSA). Employees in this category include, but are not limited to, all student affairs administrators, residence life staff including all resident advisors (RAs), all student or campus activity advisors, all University Police and Public Safety personnel, the athletic director and all athletic coaches, and the director of human resources.

PREVENTING CRIMES

The prevention of crime before it happens is a primary goal of the DeSales University police department. All members of the campus community are encouraged to take an active role in their personal safety and property protection. Prompt crime reporting may prevent someone else from becoming a victim. The DeSales University police department requests the support, cooperation, and involvement of all students and staff in maintaining the
campus as a safe place to live, work, and study. Members of the campus community must assume responsibility for their own safety and the security of their personal belongings by taking simple, common sense precautions.

DeSales University conducts educational programs on sexual assault prevention, alcohol and other drugs, general issues of personal safety, and theft prevention during the orientation program for first-year students in August and at other times during the academic year. Upon request, members of the Office of University Police & Public Safety conduct safety workshops for residents and employees.

Chaperone Service
The University police department provides a year-round chaperone service for all members of the University community from sunset to sunrise seven days per week. Individuals requesting the use of the chaperone service should dial extension 1250 from a campus phone or dial direct 610.282.1002. The chaperone service is also provided for sick/injured members of the University community 24 hours per day.

Crime Definitions
The Clery Act requires institutions to include four general categories of crime statistics:

- **Criminal Offenses**—Criminal Homicide, including Murder and Non-negligent Manslaughter, and Manslaughter by Negligence; Sexual Assault also referred to as Sex Offenses, including Rape, Fondling, Incest and Statutory Rape; Robbery; Aggravated Assault; Burglary; Motor Vehicle Theft; and Arson.

- **Hate Crimes**—Any of the above-mentioned offenses, and any incidents of Larceny-Theft, Simple Assault, Intimidation, or Destruction/Damage/Vandalism of Property that were motivated by bias;

- **VAWA Offenses**—Any incidents of Domestic Violence, Dating Violence and Stalking. (Note that Sexual Assault is also a VAWA Offense but is included in the Criminal Offenses category for Clery Act reporting purposes); and


Under the Clery Act, the purposes of counting and disclosing Criminal Offense, Hate Crime, arrest and disciplinary referral statistics are based on definitions provided by the Federal Bureau of Investigation’s (FBI’s) Uniform Crime Reporting (UCR) Program.


The definitions of Fondling, Incest and Statutory Rape are from the FBI’s National Incident-Based Reporting System (NIBRS) Data Collection Guidelines edition of the UCR.

Hate Crimes are classified according to the FBI’s Uniform Crime Reporting Hate Crime Data Collection Guidelines and Training Manual. Note that, although the law states that institutions must use the UCR Program definitions, Clery Act crime reporting does not have to meet all of the other UCR Program standards.

For the categories of Domestic Violence, Dating Violence and Stalking, the Clery Act specifies that institutions must use the definitions provided by the Violence Against Women Act of 1994 and repeated in the Department of Education’s Clery Act regulations.

**Criminal Offenses**
- **Murder and Non-negligent Manslaughter** is defined as the willful (non-negligent) killing of one human being by another.
- **Manslaughter by Negligence** is defined as the killing of another person through gross negligence.
- **Sexual Assault (Sex Offenses)**. Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent.
- **Rape** is 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. This offense includes the rape of both males and females.
- **Fondling** is 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** is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape** is sexual intercourse with a person who is under the statutory age of consent.
- **Robbery** is the taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
- **Aggravated Assault** is 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 is the unlawful entry of a structure to commit a felony or a theft.

Motor Vehicle Theft is the theft or attempted theft of a motor vehicle.

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

Hate Crimes
A Hate Crime is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias against the victim.

Although there are many possible categories of bias, under the Clery Act, only the following eight categories are reported:

- **Race.** A preformed negative attitude toward a group of persons who possess common physical characteristics, e.g., color of skin, eyes, and/or hair; facial features, etc., genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind, e.g., Asians, blacks or African Americans, whites.

- **Religion.** A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being, e.g., Catholics, Jews, Protestants, atheists.

- **Sexual Orientation.** A preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation.

- **Gender.** A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender, e.g., male or female.

- **Gender Identity.** A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender non-conforming individuals.

- **Ethnicity.** A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry.

- **National Origin.** A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth.

- **Disability.** A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

For Clery Act purposes, Hate Crimes include any of the following offenses that are motivated by bias: Murder and Non-negligent Manslaughter, Sexual Assault, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Larceny-Theft, Simple Assault, Intimidation, Destruction/Damage/Vandalism of Property.

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

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

Intimidation is 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 of Property is 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.

**VAWA Offenses**
The third category of crime statistics institutions must disclose are those added to the Clery Act by the Violence Against Women Act. These are Dating Violence, Domestic Violence, Sexual Assault and Stalking. Sexual assault is included by the FBI as a Criminal Offense.

Dating Violence is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of the length of the relationship, 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.
Domestic Violence is defined as a felony or misdemeanor crime of violence committed:

- By a current or former spouse or intimate partner of the victim;
- By a person with whom the victim shares a child in common;
- By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;
- 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.

Stalking is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

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

For the purposes of this definition—

- Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property.

- Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

- Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily require medical or other professional treatment or counseling.

Arrests and Referrals for Violation of Weapon, Drug Abuse and Liquor Laws

The fourth category of crime statistics institutions must disclose is the number of arrests and the number of persons referred for disciplinary action for the following law violations:

Liquor Law Violations are defined as the violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness.

Drug Abuse Violations are defined as 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. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs.

Weapons: Carrying, Possessing, Etc., is defined as 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. This classification encompasses weapons offenses that are regulatory in nature.

Arrest for Clery Act purposes is defined as persons processed by arrest, citation or summons.

Referred for disciplinary action is defined as the referral of any person to any official who initiates a disciplinary action of which a record is established and which may result in the imposition of a sanction.

Geography Definitions

Under the Clery Act, the on-campus category includes the following:

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

Any building or property that is within or reasonably contiguous to the area identified in paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

Under the Clery Act, public property encompasses the following:

All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

The Clery Act definition of noncampus buildings or property is:

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

LEGEND (alphabetical order)
1. Alacoque Campus Ministry Center
2. Annecy Hall—student residence
3. Aviat Hall—student residence
4. Billera Hall—gym
5. Brisson and Chappuis Statues
6. Brisson Hall—student residence
7. Buckley House—maintenance offices
8. Butz Baseball Field
9. Campbell Hall—distance learning center; classrooms
10. Chappuis Hall—administrative offices; student residence
11. Conny Hall—student residence
12. Connelly Chapel
13. Cross Country Course
14. DeChantal Hall—student residence
15. DeSales University Center—campus store; Gerald White Pavilion
16. Donahue Hall—student residence
17. Dooling Hall—administrative offices; classrooms
18. Dorothy Day Student Union
19. Finnegan Hall—University Village
20. Fromentin House
21. Gambet Center for Business and Healthcare
22. General Purpose Field
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<th>Offense</th>
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</table>

There were no unfounded crimes in 2018, 2017 or 2016 at the Center Valley Campus.
A crime is considered unfounded for Clery Act purposes only if sworn or commissioned law enforcement personnel make a formal determination that the report is false or baseless. A reported crime cannot be designated “unfounded” if no investigation was conducted or the investigation was not completed. Nor can a crime be designated unfounded merely because the investigation failed to prove that the crime occurred; this would be an inconclusive or unsubstantiated investigation.

No hate crimes as defined by the Clery Act were reported for DeSales University Center Valley Campus for 2018, 2017, 2016.
<table>
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<th>Offense</th>
<th>Year</th>
<th>On Campus Property</th>
<th>On Campus Student Housing Facilities*</th>
<th>Non-Campus Property</th>
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**Clergy Reportable Geography** – What this means at DeSales University Center Valley Campus, 2755 Station Ave., Center Valley, PA 18034

**On Campus Property**
The on-campus category covers all of DeSales owned property and buildings on DeSales main campus, including the University Bookstore in the University Center and Sandella’s in the Dorothy Day Student Center. Please refer to the campus map. Any Clergy crimes or incidents that occur in this area would be reported in the On-Campus category. *Any Clergy crimes or incidents that occur in resident halls occupied by students would appear in BOTH the On-Campus Property category and On-Campus Student Housing Facilities category.

**Non-Campus Property** The non-campus category would include any buildings not part of DeSales core campus that DeSales would rent, lease, or have a formal agreement for classroom or residential space, school sponsored international trips and some school sponsored domestic trips. This category also includes any leased or rented classroom space not located on DeSales core campus. DeSales does not have any buildings or property controlled by a student organization, such as a fraternity or sorority.

**Public Property** Public roads that are within the core campus (Station Ave., Landis Mill Rd., and Preston Lane) are considered public property. Any Clergy crimes or incidents that would occur on these roads would be listed in the Public Property category. The public property that immediately borders the core campus property, (Upper Saucon Community Park, and Saucon Rail Trail from Preston Lane to Landis Mill Rd.) that is easily accessible, not fenced or unaccessible because of a dense wooded area, would be considered public property. Excluded are private homes and businesses. Any Clergy crimes or incidents that may have been reported to Upper Saucon Township Police occurring in these areas would be included in this category IF Upper Saucon Township Police shares this information with DeSales University Police.
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</table>

There were no unfounded crimes in 2018, 2017 or 2016 at the Bethlehem Area Campus. A crime is considered unfounded for Clery Act purposes only if sworn or commissioned law enforcement personnel make a formal determination that the report is false or baseless. A reported crime cannot be designated “unfounded” if no investigation was conducted or the investigation was not completed. Nor can a crime be designated unfounded merely because the investigation failed to prove that the crime occurred; this would be an inconclusive or unsubstantiated investigation.

No hate crimes, as defined by the Clery Act, were reported for DeSales University Bethlehem Area Campus for 2018 - 2017 - 2016

Clery Reportable Geography - What this means at DeSales University Bethlehem Area Campus

On-Campus Property: The on-campus category covers DeSales owned or controlled property and buildings, used by the institution in direct support of, or in a manner related to, the institution's educational purposes. This would include the areas used to access the space that is owned or controlled by DeSales. Any Clery crimes or incidents that occur in these areas would be reported in the On-Campus category.
<table>
<thead>
<tr>
<th>Offense</th>
<th>Year</th>
<th>On Campus Property</th>
<th>Non-Campus Property</th>
<th>Public Property</th>
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<td><strong>ARREST AND DISCIPLINARY REFERRALS</strong></td>
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Property category. **There are no student residential facilities at the Bethlehem Area campus.**

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## UNIFORM CRIME REPORT

### Offenses Known

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<td>128.49</td>
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<td><strong>TOTAL PART I</strong></td>
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<td>307</td>
<td>5</td>
<td>160.61</td>
<td>20</td>
<td>636.54</td>
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</table>

### Part II Offenses

| Other Assaults            | 0    | 0    | 1    | 32.12| 1    | 31.83|
| Forgery and Counterfeiting| 0    | 0    | 0    | 0    | 0    | 0    |
| Fraud                     | 0    | 0    | 0    | 0    | 0    | 0    |
| Embezzlement              | 0    | 0    | 0    | 0    | 0    | 0    |
| Stolen Property; Buying, Receiving, Possession | 1    | 30.7 | 0    | 0    | 0    | 0    |
| Vandalism                 | 2    | 61.4 | 3    | 96.37| 7    | 222.79|
| Weapons; Carrying, Possessing, etc. | 0    | 0    | 0    | 0    | 0    | 0    |
| Prostitution and Commercialized Vice | 0    | 0    | 0    | 0    | 0    | 0    |
| Sex Offenses              | 0    | 0    | 0    | 0    | 0    | 0    |
| Drug Abuse Violations     | 8    | 245.6| 2    | 64.25| 11   | 350.09|
| Gambling                  | 0    | 0    | 0    | 0    | 0    | 0    |
| Offenses Against the Family| 0    | 0    | 0    | 0    | 0    | 0    |
| Driving Under the Influence| 0    | 0    | 0    | 0    | 0    | 0    |
| Liquor Laws               | 12   | 368.4| 9    | 289.11| 21  | 668.36|
| Drunkenness               | 4    | 122.8| 5    | 160.62| 1   | 31.83|
| Disorderly Conduct        | 3    | 92.1 | 0    | 0    | 2    | 63.65|
| Vagrancy                  | 0    | 0    | 0    | 0    | 0    | 0    |
| All Other Offenses        | 3    | 92.1 | 0    | 0    | 1    | 31.83|
| **TOTAL PART II**         | 33   | 1013.1| 20  | 642.47| 44  | 1400.38|

### Total FTE

<table>
<thead>
<tr>
<th></th>
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<tr>
<td>Total FTE</td>
<td>3257</td>
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<tr>
<td>Full-Time Equiv. Students</td>
<td>2778</td>
<td>2652</td>
<td>2669</td>
</tr>
<tr>
<td>Full-Time Equiv. Employees</td>
<td>479</td>
<td>461</td>
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</table>

The Pennsylvania Uniform Crime Reporting Act requires the release of crime statistics and rates to students and employees, and it requires that those statistics be available to applicants and new employees upon request. The rate is based on the actual number of Full Time Equivalent (FTE) students and employees, which is calculated according to state-mandated formula. The index in the table above is based on incidents per 100,000 FTE’s. This rate can be calculated regardless of the number of individuals in a specific population. These crime rate statistics can be used to better compare crimes in areas of different size populations. The above crime rates were computed by multiplying the known offenses by 100,000 and then dividing the total FTE into that number. The total FTE is the combined sum of the full-time equivalent undergraduate and graduate student population, and the full-time equivalent employees. FTE figures are based on federal IPEDS calculation. NOTE: The number of offenses may differ from Clery statistics because some incidents have been turned over to Upper Saucon Township Police, and USTP would include those crimes in their UCR Report.
On-Campus Student Housing Fire Alarm Systems

All campus residence halls (Aviat, Chappuis, Conmy, DeChantal, Donahue, Tocik, and Annecy), the University Villages, and the University Heights have a centralized automatic fire alarm system. The fire alarm systems in all residence halls, the University Villages, and the University Heights are state of the art systems. These fire alarms systems are connected to a central computer located in the DeSales University police department and are monitored 24/7. All fire alarms systems send out an alert to notify university police of an alarm or system malfunction. The campus fire alarms systems meet or exceed NFPA 72, the National Fire Alarm Code.

<table>
<thead>
<tr>
<th>BUILDING</th>
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<th>EMPLOYEE</th>
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<td>Annecy Hall</td>
<td>Simplex</td>
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<tr>
<td>Aviat Hall</td>
<td>Simplex</td>
<td>Model 4010</td>
</tr>
<tr>
<td>Brisson/Chappuis</td>
<td>Simplex</td>
<td>Model 4100U</td>
</tr>
<tr>
<td>Conmy Hall</td>
<td>Simplex</td>
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<tr>
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<tr>
<td>Fr. Harvey House</td>
<td>Simplex</td>
<td>4100 ES</td>
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All student rooms, hallways, and lounges in all residence halls, the University Villages, and the University Heights townhouses are equipped with smoke detectors that are hard-wired with battery back-up. All smoke detectors in Aviat, DeChantal, Donahue, Annecy, Tocik, the University Villages, and University Heights are tied into a centralized fire alarm system and are thus monitored electronically. When fire or smoke is detected in any area, all detectors in the building will sound.

In Chappuis and Conmy, only the smoke detectors in hallways and lounges are tied into the centralized fire alarm system and are monitored electronically. Room smoke detectors in these residence halls are stand-alone units and sound locally and do not activate the building fire alarm system.

All campus residence halls are equipped with visual strobe lights for compliance with ADA. All strobe lights flash when the fire alarm system is activated. Activation of a fire alarm is either manual (alarm pull stations) or automatic (smoke detectors, sprinklers); which sounds alarms throughout the building. All campus buildings are equipped with manual alarm pull stations, located at the building exits and/or at stairwells. All fire alarm systems have secondary (backup) power—either generator, battery, or both.

All fire alarm systems and their component parts (pull stations, strobe lights, smoke/heat detectors, and sounders) are thoroughly inspected per NFPA code annually by a certified technician.

On-Campus Student Housing Sprinkler Systems

The following residence halls have automatic wet pipe sprinkler systems: Aviat, Conmy, DeChantal, Donahue, Tocik, Annecy Hall, the University Villages, as well as University Heights 1 – 6. Chappius and University Heights 7 – 20 do not have sprinkler systems. All sprinkler systems are inspected per NFPA code annually by a certified technician. Sprinkler systems comply with NFPA 25 and 13.

Fire Extinguishers

Fire extinguishers are located in all hallways and common areas of all campus buildings. Multi-class (ABC), multi-purpose dry chemical fire extinguishers are provided in all residence halls, the University Villages, and University Heights. In addition, multi-class (ABC) fire extinguishers have been installed in the kitchen areas of the University Heights 1–6 and the University Villages. Fire extinguishers are inspected monthly and annually per OSHA regulations by a certified fire suppression technician.

Per NFPA 10 and OSHA 29 CFR 1910.157, fire extinguishers receive six year maintenance and are hydrostatically tested every 5 or 12 years, depending on the type of fire extinguisher.

Fire Safety Training & Drills

Resident advisors (RAs) and residence hall directors (RHDs) attend mandatory fire extinguisher, fire safety and evacuation training at the beginning of each school year. The emergency services department also provides this same annual training to the facilities and University police departments, providing practical hands on experience with the fire alarm systems, fire extinguishers, and evacuation procedures.

The Office of Residence Life staff conducts resident floor meetings at the start of each semester to review fire safety regulations and
emergency procedures. Residence life staff are also responsible for verifying the presence of accurate evacuation route floor plans, and working condition of all fire safety equipment on their assigned floor. The University makes every effort to repair or replace damaged fire safety equipment in a timely manner.

One fire drill is conducted each semester by the emergency services department in all on-campus residence housing. Students and guests are required to evacuate buildings during fire alarms and follow procedures for fire and emergencies. Lack of cooperation is considered a serious matter and students who refuse to evacuate a building will be subject to disciplinary action. To ensure that students evacuate the building when a fire alarm is sounded, the RAs are responsible for verbally instructing residents to evacuate, knocking on doors while exiting the building.

When a fire alarm sounds, students should leave the building as quickly as possible through the nearest safe exit, proceeding to the designated evacuation location to check in with their RA. Each building is assigned a designated evacuation assembly location that is at least 150 feet from the building. The RA/RHD is responsible for conducting a roll-call of students on their floor/wing. This information is then given to emergency responders. Assistance is provided to students with special needs during an evacuation. Additional evacuation instructions can be found in the Student Handbook.

Emergency evacuation floor plans are posted in all residence halls, the University Villages, and the University Heights. Emergency services department bulletin boards with fire safety and evacuation information are also located in all on-campus housing.

Fire drills are reviewed and evaluated by the emergency services department. A report is prepared and presented at the University’s monthly safety committee meeting.

**Fire Safety Policy**

DeSales University has a policy prohibiting open flames and appliances with exposed heating elements.

Smoking is strictly prohibited inside all University buildings, including residence halls. Designated smoking areas have been established 15 feet away from entryways. Smoking receptacles are provided in these areas.

The following items are prohibited in all on-campus housing: open flames, candles, incense, fireworks, flammable liquids and gases, appliances containing exposed heating elements (space heaters, ovens, toasters, electric grills, hot plates, etc.), gasoline, kerosene, sun bulbs, lava lamps, oil, halogen lamps, and flammable holiday decorations such as live trees and wreaths made from boughs. Only University wiring is allowed in on-campus housing with the following exceptions: UL listed and approved, fused power strips with cords 12 feet or less and UL listed and approved extension cords. Power strips may not be used in series to gain greater length. Electrical extension cords should not be routed unsafely under carpets, in pathways or through doorways. Extension cords may not be secured in place by tacking, nailing or taping. All electrical cords must be in good condition with no signs of fraying, splicing or taping. Splicing together of extension cords is not allowed, nor is the plugging together of multiple extension cords. If the cord on an appliance has a three-pronged adapter, the extension cord must also be three pronged. Non-breaker multi-outlet devices, such as cubes, are also prohibited.

Grills are only permitted on the patios at the University Heights. Propane tanks and lighter fluid must be stored outside. Chimineas and fire pits are prohibited on campus.

**Future Fire Safety Plans**

DeSales University is committed to the safety and well-being of all members of our community. Future fire safety plans include the installation of sprinkler systems in the University Heights Buildings 2 and 3, and Chappuis.

Improvements to the fire alarm systems include upgrades to the smoke detectors in Chappuis and Conmy halls. These detectors will be tied into the centralized fire alarm system. This will enable them to be monitored electronically, instead of sounding locally as standalone units.

**Fire Log**

A fire log of all reported fires is maintained in the emergency services department located at 2450 Station Ave., Center Valley, Pa. The emergency services director maintains this written log which records the date, nature, time and general location of all on-campus fires.

The emergency services department prepares this report in compliance with section 485(i) of the Higher Education Opportunity Act, otherwise known as the Campus Fire Safety Right-to-Know Act. All currently registered students and employees are notified annually about the availability of the Annual Fire Report. The report is available at [WWW.DESEALS.EDU/SECURITYREPORT](http://WWW.DESEALS.EDU/SECURITYREPORT). Copies of the annual fire report may also be obtained from the University police in Lawless Center or in the
Procedures for student housing evacuation in the case of a fire

If... Evacuation (anytime the alarm sounds, possible fire or other emergency)

- Proceed to the nearest exit and meet with a resident advisor at the designated evacuation location for your hall (see below).
- Remain at least 150 feet from the building until notified that it is safe to return to your room.
- Once the immediate crisis has passed, RAs will go through the building roster and identify who is present or not accounted for.
- Students should only re-enter the building when the “All Clear” has been confirmed.
- RAs will assist in determining any students who may need medical attention, counseling, or potential relocation of housing.

Designated Evacuation Locations

Each residence area has a designated evacuation point at least 150 feet from the building. The designated evacuation points are:

- Aviat Hall – Middle row of parking lot behind Annecy Hall
- Annecy/Donahue Halls – Middle row of parking lot behind Aviat Hall
- Chappius Hall – Back row of the Brisson Hall parking lot
- Conmy/Tocik Halls – Basketball court area toward Dorothy Day Student Union parking lot
- DeChantal Hall – Outside the side entrance of Labuda Theatre
- University Heights – Grassy area by Marian Shrine statue
- University Village – Dorothy Day Student Center grassy area/parking lot

Procedures for faculty and staff evacuation in the case of a fire

- Stay calm, do not rush and do not panic
- Use the nearest safe stairs and proceed to the nearest exit
- DO NOT use the elevator
- Evacuate a minimum distance of 50 feet from the building
- Please proceed to the designated Area of Rescue if you need assistance exiting the lower level or upper floors
- Do not re-enter the building until directed by University Police

Procedures regarding fire safety education and training programs provided to faculty and staff

All members of the Facilities Department receive annual training on fire extinguisher use by a certified safety trainer with comprehensive knowledge in fire safety prevention.

Beginning on January 1, 2020, all newly hired faculty and staff will be required to complete an online training course in proper fire extinguisher use and fire safety.

To report a fire:

Contact University Police immediately at extension 1250 (on campus) or 610-282-1002 (cellular phone).

For purposes of including a fire in the statistics in the Annual Fire Safety Report, please report that a fire occurred to Dennis Rasley, Director of Emergency Services, 610.282.1100 ext. 1513.
## ANNUAL FIRE SAFETY REPORT

### 2018 RESIDENCE HALL FIRE STATISTICS

<table>
<thead>
<tr>
<th>Residence Hall</th>
<th>Fires</th>
<th>Injuries Requiring Medical Attention</th>
<th>Deaths</th>
<th>Value of Damaged Property</th>
<th>Cause of Fire</th>
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### 2017 RESIDENCE HALL FIRE STATISTICS

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CAMPUS EMERGENCY INSTRUCTIONS

BUILDING EVACUATION
- Stay calm, do not rush, and do not panic
- Use the nearest safe stairs and proceed to the nearest exit. DO NOT use the elevator
- Evacuate a minimum distance of 50 feet from the building.
- Please proceed to the designated Area of Rescue if you need assistance exiting the lower level or upper floors.
- Do not re-enter the building until directed by University Police

LOCKDOWN
- Close and lock all doors
- Move away from, and out of sight of the door
- Turn off all light sources and switch cell phones to silent mode
- Remain quiet
- Seek concealment underneath a desk or behind another piece of furniture
- Stay away from windows and remain as low to the floor as possible.
- Remain in your area until directed by University Police

SHELTER IN PLACE
- Remain at your current location
- Close all windows and doors
- Turn off all heating and air conditioning units in your area, if possible
- Stay calm and wait for further instructions via the Campus Emergency Alert System

SEVERE WEATHER
- Move to the center of an interior room with no windows, or a hallway on the lowest floor possible
- Move to an interior stairwell if all rooms have windows
- Stay in place until the danger has passed
- Stay calm and wait for further instructions via the Campus Emergency Alert System
Emergency Phone Numbers
From a campus phone, dial ext. 1250 or 911, or call 610.282.1002 to speak to the DSU police

24 Hour Victim Hotline
If you are a victim of a sexual assault and are unsure what to do or who to call, dial 610.282.1002 for the DSU police. All information will be treated as confidential upon request.

See Something? Say Something
Text DSUTIP and your message to 79516

DSUTIP
Members of the University community can text anonymous tips to University Police by texting DSUTIP and your message to 50911. All confidential and anonymous reports of crime are included in the annual statistical report and daily crime log.