



# Cheyney University of Pennsylvania

## CAMPUS SECURITY AND FIRE SAFETY REPORT

This copy contains statistics for the calendar years 2013 through 2015

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## POLICY STATEMENT ADDRESSING PREPARATION OF DISCLOSURE OF CRIME STATISTICS

The University Police prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be located on the CUPD web site at [Annual Security Report Clery Act](#) via the CU Home page at [Annual Security and Fire Report and Statistics](#). This report is prepared in cooperation with the University Police Department, Housing and Residential Services, the Judicial Affairs Officer, the Division of Business Affairs, and the Division of Student Affairs. Each entity provides updated information on their educational efforts and programs to comply with the Act.

Campus crime, arrest and referral statistics include those reported to the CU Police, designated campus officials (**including but not limited to directors, deans, department heads, designated CU staff, judicial affairs, advisors to students/student organizations, athletic coaches**), and local law enforcement agencies. Counseling and Wellness Services staff inform their clients of the 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.

The University distributes a notice of the availability of this Annual Security and Fire Safety Report by October 1 of each year to every member of the University community. Copies of the report may also be obtained at the University Police Department Headquarters located at McKnight-Rogers Building or by calling (610) 399-2405. All prospective employees may obtain a copy from the University Police Department Headquarters located at McKnight-Rogers Building or by calling (610) 399-2405.

### Enrollment

For the 2014-2015 academic year, Cheyney University of Pennsylvania, Cheyney Campus, enrollment was slightly above 1000 students.

## GEOGRAPHY DEFINITIONS FROM THE CLERY ACT

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

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

**Public Property-Defined as:** All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus. The Gettysburg College crime statistics do not include crimes that occur in privately owned homes or businesses within or adjacent to the campus boundaries.

**On-campus Student Housing Facility-Defined as:** Any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility. This category is a considered a subset of the On-Campus category.

## REPORTING CRIMES AND OTHER EMERGENCIES

All Cheyney University students and employees, as well as visitors to campus, are strongly encouraged to report immediately all criminal activity or other emergencies to the University Police Department. University Police contact number is 610-459-2405 or through one of the blue light emergency phones strategically located around the CU campus. The University has a number of ways for campus community members and visitors to report crimes, serious incidents, and other emergencies to appropriate University officials.

### **Voluntary, Confidential Reporting**

If crimes are never reported, little can be done to help other members of the community from also being victims. Community members are encouraged to participate in and support crime prevention efforts, including the prompt reporting of all crimes, even when the victim of such crime elects or is unable to make a report. The University community will be much safer when all community members participate in safety and security initiatives. If you are the victim of a crime or want to report a crime, but do not want to pursue action within the University or criminal justice system, we ask that you consider filing a voluntary, confidential report. Depending upon the circumstances of the crime you are reporting, you may be able to file a report while maintaining your confidentiality. The purpose of a confidential report is to comply with your wish to keep your personally identifying information confidential, while taking steps to ensure your safety and the safety of others. The confidential reports allow the University to compile accurate records on the number and types of incidents occurring on campus. Reports filed in this manner are counted and disclosed in the Annual Security and Fire Safety Report. In limited circumstances, the Department may not be able to assure confidentiality and will inform you in that instance. Anyone may call CU Police at 610-399-2405 to report concerning information. Callers may remain anonymous.

### **Reporting to University Police**

We encourage all members of the University community to report all crimes and other emergencies to University Police in a timely manner.

### **STUDENTS ALWAYS HAVE THE RIGHT TO PROCEED WITH A STUDENT CONDUCT REFERRAL AND UNIVERSITY HEARING RATHER THAN MAKING A REPORT OF AN INCIDENT TO UNIVERSITY POLICE.**

University Police have a dispatch center that is available by phone at 610-399-2405 or in person 24 hours a day at the McKnight-Rogers Building, University Circle, Cheyney, PA 19319. Though there are many resources available, CU Police must be notified of any crime, whether or not an investigation continues, to assure the University can assess all security concerns and inform the community if there is a significant threat to the University community. Confidential reporting can be made through an anonymous tip form available via CUPD web site at [Silent Witness](#). In addition to the University Police, there are campus security authorities (CSAs) to whom students and employees may report crime.

## CAMPUS SECURITY AUTHORITIES

According to the *Clery Act*, Cheyney University is required to report statistics concerning the occurrence of certain criminal offenses reported to any individual who is identified as a Campus Security Authority (CSA) by Federal Law and by Cheyney University. A Campus Security Authority has an important role in keeping Cheyney University compliant with the law.

**If someone tells you about a Clery Act crime, you must record the information and report it to Cheyney University Police within 24 hours.**

CSA crime reports are used by the university to:

- Fulfill its responsibility to annually disclose Clery crime statistics
- Issue timely warnings for Clery crimes that pose a serious or continuing threat to the campus community.

A “Campus Security Authority Reporting Form” is available to any campus official who is designated as a **campus security authority** (includes the following: Deans, student housing staff, athletic coaches, student activities coordinators, student judicial officers, and faculty advisors to student organizations) to complete as they become aware of a crime and the victim wishes to remain anonymous. This form and a letter of explanation from the Chief of Police are emailed to all CSA’s. Campus Community emails are sent throughout the academic year advising the mandatory participation in the CSA training.

Resident Advisors attend a CSA training class during Fall Orientation. This class includes a Clery video, after video discussion, a test about the video and review and understanding of the CSA report form. Cheyney University has developed a presentation on D2L. Staff and faculty CSA’s are instructed to log into D2L to view the training power point and answer some review questions. An instructional video for D2L, the **CSA** training power point and the Campus Security Authority Reporting Form are available online at [Campus Security Authority](#). Additional training is available by viewing a video at <https://www.youtube.com/watch?v=9dN1G6Y0-NY#t=42>.

The Cheyney University Police Department encourages professional and pastoral counselors, although not required to report crimes, to tell victims about the Confidential Reporting Process.

## **CONFIDENTIAL REPORTING POLICY**

If you are the victim of a crime and do not want to pursue action within the University System or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Chief or a designee of Cheyney University can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the University can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger.

## **EMERGENCY RESPONSE AND EVACUATION PROCEDURES**

The Office of Public Safety and University Police are responsible for the Emergency Operations Plan (EOP). This plan is designed to be an all-hazards disaster response and emergency management plan that complies with FEMA guidelines for Higher Education that includes planning, mitigation, response, and recovery actions.

Our priorities are:

- Life safety, infrastructure integrity, and environmental protection during an emergency;
- Coordination with university departments to write, maintain, test, and exercise the EOP; and

- Cooperation, Integration, and Mutual Aid with local, state and federal planning, response, and public safety agencies and their EOPs. The University’s Emergency Operations Plan was updated in November of 2014, as a result of the Pennsylvania Emergency Management Agency (PEMA) format changes to emergency plans. This update was completed in conjunction with the URS Corporation and the University’s Office of Public Safety. The plan is reviewed on an annual basis for updates. This plan is distributed to all offices on campus. Tabletop exercises have taken place and are planned for future tests of the plan.

There are four goals of the EOP:

1. Preparedness: Planning for an emergency or disaster event;
2. Response: The planned response to an emergency or disaster event;
3. Recovery: The process of returning to normal operations; and
4. Mitigation: Steps taken to prevent the effects of an emergency or disaster itself.

A hazard mitigation plan has also been written for the university in conjunction with the URS Corporation. The plan meets PEMA guidelines.

Cheyney University has developed an Emergency Operations Plan that provides a comprehensive set of guidelines for directing resources before, during and after campus emergencies and disasters. The Cheyney University Police Department is very proactive in training all police officers and the community for emergency preparedness, response and recovery. The plan includes a set of guidelines for emergency procedures which are posted with evacuation diagrams in all the campus buildings.

A quick reference EOP guideline can be found at:

[EOP Quick Reference](#)

The campus community is encouraged to become familiar with the contents of this guide. In the event of an emergency, it is designed to serve as a quick reference for effective action. New employees and students are introduced to this guide during orientation. If there are any questions or comments regarding this guide, please contact Environmental Health and Safety Department at 610-399-2449 or Human Resources at 610-399-2058. A complete EOP is available upon request.

Guidelines that can help and assist our Cheyney Campus Community in the unlikely event of an Active Shooter are listed in the link below. Cheyney University Police Officers are highly trained in this area and will guide you in the right steps to take. Guidelines have been developed for your protection. Please take a few minutes and familiarize yourself with them so you know what to do in the event of a Violent Behavior Situation. Remember, the best prevention is to BE PREPARED!

[Violent Behavior](#)

Cheyney Police Officers are highly trained to protect the University at all costs. Officers go through mandatory training in all categories to handle dangerous situations. All police officers in surrounding communities undergo Active Shooter training as well.

The CUPD tests emergency response and evacuation procedures on at least an annual basis during drills and other exercises. These tests are initiated by the CUPD and are normally announced and publicized in advance of

the drill or exercise. The CUPD maintains records of all tests, drills and exercises that include a description of the exercise, the date, time, and whether it was announced or unannounced.

## **Crisis Communications Plan for Cheyney University of Pennsylvania**

### **Purpose:**

To identify natural and man-made emergencies or crises that may impact the campus community and to establish **communications** procedures that campus officials should follow in case of an emergency.

All departments within the Cheyney University campus community should become familiar with this plan and formulate their own action plans or emergency operations checklist to complement this plan.

This plan addresses communications procedures within the **Campus Emergency Management Plan** conducted within the framework of the University guidelines. Any exception to these procedures will be conducted by, or with the approval of the University administrators directing and/or coordinating the emergency operations.

Advance planning for the eventuality of a crisis will accomplish two objectives for Cheyney University:

- it may uncover potential crises and thus, help the university avoid them.
- it provides a plan for action when a crisis occurs.
- it will serve to prevent the loss of goodwill from University constituents.

The plan covers two kinds of crises: emergency and non-emergency.

An emergency crisis is defined as any event that places the employees of Cheyney University, its students, or its property in direct physical jeopardy.

A non-emergency crisis is any event with unexpected consequences that may adversely affect the image of the university, yet poses no immediate physical threat to people or property.

The basic emergency procedures outlined in this plan are to protect life and property through effective use of University resources, and to provide for the physical and emotional well - being of the members of our campus community during and immediately following an emergency.

This plan involves an integrated response to a University emergency.

Whenever an emergency affecting the University reaches proportions that cannot be handled by routine measures, the President, or his designee, may declare a state of emergency and implement an Emergency Management Plan. The Crisis Communications Plan is an integral part of the Emergency Management Plan.

The specific actions implemented will be dependent on the nature and severity of the situation. Since an emergency may be sudden and without warning, these procedures are designed to be flexible in order to accommodate contingencies of various types and magnitudes.

### **TYPES OF EMERGENCIES**

The following list identifies those emergencies that would pose the greatest need for a response:

- Fire
- Natural disaster
- Chemical or radiation spill
- Violent or criminal behavior
- Utility failure
- Bomb
- Civil disturbances or demonstrations
- Medical/Psychological (epidemic, poisoning, threats of harm to self, others)
- Public relations issues (athletics, budgetary issues, student safety issues, management issues)
- Transportation accident (accident involving vehicles; accident involving commercial conveyance carrying University personnel; private/corporate aircraft crash on campus)

## **THE PLAN FOR CRISIS COMMUNICATION**

All unit heads of Cheyney University will have a copy of this written plan to handle communications in crisis situations.

This crisis plan covers both types of events:

Emergency – a situation that causes or threatens to cause loss of life or physical property, or threatens the general safety and welfare of individuals working in or around Cheyney University (e.g. fires, explosions, accidents, vehicular mishaps, or severe weather).

Non-emergencies – an unforeseen situation that threatens the reputation or stature of Cheyney University; that poses legal ramifications and that poses direct physical threat to either employees or property at the university (e.g. public disclosures of scandal).

Both types of events make news. Because Cheyney University is a public institution, the public has a right to know the facts of these events as they emerge. In a crisis situation Cheyney University will disclose factual information as quickly as possible, but always with regard for individual privacy and legal responsibility.

This crisis communications plan provides a procedural guide and contact information for key campus individuals in time of crisis. The policy of Cheyney University is to respond quickly and accurately to all legitimate requests for information about any crisis that affects the university, its employees, its students, and its public image with full regard for individual privacy and legal responsibility.

## **CAMPUS EMERGENCY MANAGEMENT**

The Office of Public Relations and Constituent Development at Cheyney University is designated as the lead unit to coordinate and disseminate information about any crisis situation that may adversely affect the University. In this capacity, the Director of Public Relations and Constituent Development (DPRCD) functions as the principal spokesperson for the University. The President may designate an alternate to the DPRCD as the spokesperson in certain situations or in tandem with the Office of Public Relations and Constituent Development. The Office of Public Relations and Constituent Development will be the first point of contact. That office will advise others if someone else with specific in depth knowledge of a particular area has been designated to respond. It is our policy that the designated spokespersons will be fully available (round-the-clock, if necessary) to all Cheyney University constituencies for the duration of the crisis and immediately thereafter. The Office of Public Relations

and Constituent Development will also maintain a list of priority contacts in the media for crisis situations. The Director of Information Technology will ensure Webpage access to the Office of Public Relations and Constituent Development.

In any emergency, a limited number of individuals are authorized to speak officially on behalf of Cheyney University. The following individuals are authorized to serve as spokespersons for the duration of an emergency; no other employees may disseminate information about the emergency to the media unless they are authorized to do so by the President or designee. All employees will refer questions about the emergency to the Office of Public Relations and Constituent Development.

Authorized Spokespersons:

University President: 610-399-2220

Provost and Vice President of Academic Affairs: 610-399-2271

Vice President of Student Affairs: 610-399-2217

Vice President of Business and Finance: 610-399-2222

University Police Chief: 610-399-2123

Director of Public Relations and Constituent Development: 610-399-2121/484-888-5044

The Cheyney University President, or his designee, is responsible for the overall direction of campus emergency operations in the declaration of an emergency.

Administrators, deans and department heads, are responsible for insuring that building evacuation information be distributed to all employees with follow-up discussions, on-the-job training or explanation as required.

Time shall be allowed for training employees in emergency techniques such as fire extinguisher usage, first aid, CPR and building evacuation procedures. At the beginning of every term, the emergency alert system should be tested via siren, text, and email.

Faculty and staff supervisors should educate students and employees concerning University procedures, including evacuation procedures for their building or areas. They should evaluate survey and estimate their assigned building facility or area in order to determine the impact a fire or earthquake could have on it. They should also report all safety hazards to the designated safety officer, and promptly submit work orders to reduce hazards and to minimize accidents.

## **EMERGENCY PROCEDURES**

### **In Case of Emergency**

In case of emergency call 911.

Evacuate your work area and the building, if necessary.

If you are unsure that the situation is an emergency, you should call 610-399-(2405) and report the situation.

When calling, remain calm and carefully explain the problem and location to the dispatcher.

Do not hang up until told to do so.



### **In Case of Non-Emergency Crises**

Refer all inquiries to the Office of Public Relations and Constituent Development at 610-399-(2121).  
If you are unsure that the inquiry constitutes an existing, growing, or future crisis, refer the inquiry to the Office of Public Relations and Constituent Development.

- It's better to alert someone quickly than not at all.
- It's better to alert too many people than not enough.

### **SPOKESPERSON BRIEFING**

*Spokesperson will:*

- Ensure that media receive timely, factual information.
- Provide single, consistent source of information to media
- Minimize contradictory information to media
- Minimize contradictory information from Cheyney University
- Provide perspective to emergency events and technical information and explanations to media

*Cheyney University President, executive cabinet and immediate staff will:*

- Completely and thoroughly inform spokesperson during all phases of emergency.

### **INTERNAL ALERT**

Cheyney University Campus Police 610-399-2123 or campus extension 2405  
Public Relations and Constituent Development: 610-399-2121 or mobile 484-574-7265

### **EXTERNAL ALERT (Emergency Help)**

Fire Department: 911 in all emergencies  
Ambulance: 911 in all emergencies  
Cheyney University Police Department: 610-399-2405  
Cheyney University Physical Plant: 610-399-2259  
Pennsylvania State Police: 610-268-2022/610-891-6360  
Pennsylvania Poison Center: 215-386-2100

### **EMERGENCY COMMUNICATIONS HEADQUARTERS**

Up to three separate areas may be required to establish an Emergency Communications Headquarters. Cheyney University key Administrators' Headquarters will be located in the President's Conference Room at Biddle Hall. The 24-hour operations headquarters will be the Cheyney Police Department Building; alternate: Physical Plant. The Office of Public Relations Headquarters will be Biddle Hall second floor.

The various headquarters locations are to provide sufficient space for campus leadership to develop strategies, decide on courses of action, clear messages and prepare statements to the media, brief spokespersons, and answer media calls. The staff coordinator for this room will be responsible for providing a laptop computer, telephones, and photocopy services.

### **STAFF COORDINATOR FOR ROOM SETUP, ACCESS, AND SERVICES:**

Director of Public Relations and Constituent Development: 610-399-2121

### **For On-Site Media**

Media Headquarters will be located at Cheyney University, to be determined by CU at the time of the emergency. Written materials (e.g. news releases, updates on the emergency) will be provided here to credentialed members of the media. The staff coordinator, or designee, will be responsible for providing access to a telephone and laptops.

### **FOR FAMILIES, FRIENDS OF VICTIMS**

If the emergency involves injuries or fatalities, Cheyney University, to be determined by CU at the time of the emergency, will be used for family and friends of victims. It will be sequestered and off-limits to all media. The staff coordinator for this site will be responsible for providing to family and friends, information as it develops regarding the condition of emergency victims and other assistance as needed.

### **PERSONAL INJURY/DEATH COMMUNICATION POLICY**

The Office of Public Relations and Constituent Development and its assigned spokespersons are the only parties authorized to release the names of injured or deceased persons.

The names of injured or deceased persons will not be released until after next-of-kin are notified and the University President has given authorization to spokespersons.

After notification of next-of-kin and at the University President's direction, the Office of Public Relations and Constituent Development and its assigned spokespersons will release names of injured or deceased persons.

All inquiries, regardless of their source, about the safety or condition of employees after an emergency at this site will be referred to the Office of Public Relations and Constituent Development.

### **EMERGENCY MATERIALS**

#### **NEWS RELEASES**

##### **Include:**

- Nature of the emergency
- Where, when it happened
- Cheyney University's official response to the emergency
- Measures taken to contain it
- Physical extent of the emergency (number employees injured or deceased, property damaged)
- Plans to return to normal operation
- After families have been notified, names of injured and/or deceased
- Names and phone numbers of persons to contact for more information

##### **Do NOT Include:**

- Speculation of any kind
- Attempts to fix blame for the emergency
- Identification of a specific cause of the emergency
- Monetary estimates of damage

#### **BACKGROUND STATEMENT**

##### **Include:**

- Brief factual summary of events
- Guidelines for employees' discussion of event with external audiences
- Name of contact in Office of Public Relations and Constituent Development for more information

## **NEWS CONFERENCES**

News conferences should be used only in those situations in which the information to be disseminated is significant and must be communicated quickly and efficiently to a large number of people at the same time. In severe emergencies that are protracted, result in large numbers victims or fatalities, or deceased, or involve massive property damage, it may be necessary to conduct news conferences as frequently as every hour.

### **Include:**

- Director Public Relations and Constituent Development, designated spokesperson, other Cheyney University staff depending upon the nature of the emergency.
- Media Kit-including news release(s), fact sheet(s), copies of statements by speakers at news conference, biographical information of speakers.
- Media List and follow-up distribution of media kit to those who did not attend news conference.

## **POST-EMERGENCY FOLLOW-UP**

Responsibility for communication with key audiences does not end with the crisis. It may be necessary to update those audiences for days, weeks, even months after a crisis, depending upon its severity.

### **Media**

Communication updated on progress toward restoration to normal operations.

### **Employees, Immediate Community:**

Distribute to home addresses at least one news update (from the president) on progress toward restoration of normal operations.

## **EVALUATION**

As soon as possible after the event, assess the plan, how it was implemented, the outcomes, and make recommendations to revise the plan accordingly, if appropriate. The success of this plan necessitates that the University maintain a constant state of readiness to assure the efficient and orderly transition from routine activities to those associated with emergency situations. This is accomplished through a carefully planned and a continuous program of training, drills, and exercises.

## **TRAINING OBJECTIVES**

- To provide for recovery in the aftermath of any emergency involving extensive damage or other debilitating influence on the campus or reputation of Cheyney University.
- To respond effectively to the actual occurrence of an emergency.

# **TIMELY WARNINGS AND EMERGENCY NOTIFICATIONS**

## **Assessment & Notification Procedures**

- 1. Assessment** – The Cheyney University Vice President or their designee will be made aware of a potential crisis or emergency by the Chief of the Cheyney University Police Department or their designee. The Chief of Police and or their designees then determines whether it is appropriate to issue a Timely warning or Emergency Notification. Once activated, the Cheyney University

Vice President will notify each of the institutional Communications Directors/Public Information Officers or their backups as soon as practical.

- 2. Issuance of a “Timely Warning” Policy** – Per the requirements of the Clery Act, “Timely Warning” advisories are made to the campus community for crimes that are reported to the Cheyney University Police Department or local police and which may represent an ongoing threat to the safety of students or employees. The Chief of the Cheyney University Police Department, or their designee, shall make the decision as to whether an incident poses an ongoing threat and if a “Timely Warning” advisory is required. In the event that an advisory is required, the Chief of Police, or their designee, shall provide the Cheyney University Vice President or their designee with the specifics of the case for the purpose of drafting the “Timely Warning” advisory. **In all cases, Timely Warning advisories and updates are sent by Cheyney staff via electronic mail directly to all staff, faculty, and students on the Cheyney University Campus using their institution-provided email accounts, and all persons who have subscribed to e2Campus. They are also posted on social media networks.**

**The University police may not issue a Timely Warning if:**

- The crime was revealed to a pastoral or professionally licensed counselor.
- The department apprehended the suspect(s) and the threat of imminent danger for members of the community is mitigated.
- Issuing a Timely Warning would severely jeopardize an ongoing criminal investigation or the safety of an individual. Issuing a Timely Warning would possibly cause a suspect to flee or evade detection.
- Issuing a Timely Warning would result in the destruction of evidence.
- Issuing a Timely Warning would likely identify the victim. Timely warnings must withhold the name of the victim.

- 3. Issuance of Emergency Notification-** If any other significant emergency or dangerous situation occurs on campus that, in the judgment of the Director of the Campus Public Safety Office or the University Vice President of Finance and Administration, creates an immediate threat to the health or safety of students or employees, or otherwise warrants a notification, an **“emergency notification”** will be issued. For example, emergency notifications may include notices such as an approaching forest fire, or a fire currently raging in one of your buildings, an outbreak of meningitis, norovirus or other serious illness, an approaching tornado, hurricane or other extreme weather conditions, earthquake, gas leak or a terroristic threat. In all cases, Emergency Notifications are sent by Cheyney staff via electronic mail directly to all staff, faculty, and students on the Cheyney University Campus using their institution-provided email accounts, and all persons who have subscribed to e2Campus. They are also posted on social media networks.

### **Crisis Communications Spokesperson**

The designation of a spokesperson is incident-dependent. Generally, this is the highest-ranking individual who has direct knowledge of the events, or the Cheyney University Assistant Vice President. The individual selected will have the highest credibility and understanding of the events surrounding the crisis. Other qualified public

information officers may fill in for these individuals if the crisis is prolonged, but they should not be the initial responders to the general public, the media, or the campus community.

In the event that the incident is related to a criminal act, the basic thresholds that the CUPD may use to determine the lead agency for public information are as follows:

Misdemeanor Crime = Cheyney University Police Department lead (APD Chief or designee)

Felony Crime = Cheyney University Police Department lead (CUPD Chief or designee)

As a criminal act relates to a particular student/faculty/staff of a single institution, the institutional PIO(610) 399-2220, shall be the primary media contact, in partnership with the law enforcement spokesperson.

Incidents that are not crime-related will follow similar guidelines. Situations that affect a single institution, such as a student death, will be represented by the respective PIO.

## **CHEYNEY UNIVERSITY TIMELY WARNING POLICY**

### **A. Purpose:**

The Cheyney State University of Pennsylvania's Timely Warning Policy is intended to aid in the prevention of crimes posing a serious or continued threat to the university community. Timely Warnings will be used to keep the university community alerted of criminal activity that takes place on and around the Cheyney University Campus which may pose a threat to your safety.

**B. Scope:** This policy applies to students, staff, faculty, administration, employees, contractors, consultants, temporary help and others at the Cheyney University campus.

**C. Definition (s):** List of terms used in the document; defines unfamiliar terms that have a specialized meaning in the policy.

**Campus Security Authority** - Campus Security Authorities include anyone with security responsibility, significant responsibility for student and campus activities, or those with a duty to take action or respond to particular issues on behalf of the institution including, but not limited to, the following:

- President
- Provost, Vice Provost
- Vice Presidents, Assistant/Associate Vice Presidents
- Deans, Assistant/Associate Deans
- Police and security officers
- Housing area directors
- Resident advisors
- Athletics director
- Coaches
- Director of Facilities
- Directors of Financial or Business Operations
- Director of Communications and Advancement
- Emergency Preparedness and Security Managers

- D. **Policy and Procedures(s):** The policy itself, including relevant implementing procedures and guidelines.

Should an event take place either on or off campus property, where the Chief of Police or Vice President for student affairs deems an immediate or ongoing threat to public safety, a Timely Warning shall be issued.

Timely Warnings may be issued for threats to property (such as financial aid fraud, or vehicle break-ins), as well as threats to personal safety (such as street robbery, or sexual assault). It is irrelevant whether the victims or perpetrators are members of the campus community. Local police jurisdictions generally keep the University police informed when such crimes take place in their jurisdiction.

This policy can be accessed at [Timely Warning Policy](#).

**Anyone with information warranting a safety warning should immediately report the circumstances to the Cheyney Police Department by calling the 24-Hour communications center at 610-399-2405 or in person at: Hospitality Lane – McKnight Rogers Building (top of the hill). Cheyney Police Department is open 24-Hours, 7-Days a week.**

## **LAW ENFORCEMENT AUTHORITY AND INTER-AGENCY RELATIONSHIPS**

Cheyney University employs a 24-hour Police and Security force aimed to serve, protect, and educate the campus community.

The Cheyney University Police Department enforces the laws, rules, and regulations of the Commonwealth of Pennsylvania and of Cheyney University, thereby safeguarding the welfare of the university community. Cheyney Police have 13 full time sworn police officers who have received their primary training under the Pennsylvania Municipal Police Officers Education and Training Act (PA Act 120). This is the same required training that municipal police officers throughout Pennsylvania receive. Officers on campus participate in annual police update training under PA Act 180.

Police Officers employed at Cheyney University receive their police powers from the Governor of Pennsylvania and have full power of arrest for any violation of law on campus property. University Police are responsible for enforcing all Federal, State and Local laws in addition to the rules and regulations of the University. University Police are responsible for investigating all reports of criminal activity on campus and to coordinate with other law enforcement agencies as needed.

Police Officers patrol all of the buildings on our campus around the clock every day of the year. Patrol may be conducted in vehicles or on foot. Police Officers not only respond to reported criminal incidents, but they also handle vehicle accidents, EMS incidents and a variety of service calls.

The Cheyney University Police Department maintains a close working relationship with the Pennsylvania State Police. The CUPD staff occasionally work with other law enforcement agencies in the local area, including the Westtown - East Goshen Police Department, West Chester Police Department, West Goshen Police Department, and the Chester County and Delaware County DA Offices. The CU Police Investigators work closely with the investigative staff of neighboring police departments when incidents arise that require joint investigative efforts, resources, crime related reports and exchanges of information, as deemed necessary. There is no written memorandum of understanding between CUPD and any other police agency.

The CUPD communicates with the campus Office of Judicial Affairs to hold students accountable for their behavior both on and off campus. Contractual security is used to supplement campus police during special events and activities.

Cheyney University Main Campus and Center City campus do not have any off campus student organizations.

## **SECURITY AWARENESS AND CRIME PREVENTION PROGRAMS**

**Emergency call boxes can be used for any kind of assistance, as well as to report any incident, including:**

- **Crimes**
- **Suspicious persons**
- **Lost, found or stolen property**
- **Medical problems**
- **Fire**
- **Ask Directions**
- **Request a personal escort**

**All call boxes connect directly to the Communications Center at the Cheyney Police Department - 610-399-2405. All call boxes are marked by a highly visible blue light on the pole above the call box. A blue light will flash when you push the call button for quick visual signal assistance.**

### **Cheyney University Emergency Blue Light Call Boxes Locations**

- Between Harris Turner and fountains
- Emlen Hall & Cottages
- Biddle & Burleigh Halls
- Airport Parking Lot E
- Cope Annex & Football Field
- Marian Anderson Parking Lot
- Between Library and DSS
- Wade Wilson Lot A near bus stop and steps
- University Circle at the Tennis Courts
- Wade Wilson Quad area in front of DSS
- King Hall left of walkway
- Main Quad West near Humphreys Hall
- Harris Turner rear
- Marcus Foster
- Bailey Hall in front of Carver facing Cope Hall
- Motorcycle lot B center light pole
- Truth Hall driveway
- McKnight-Rogers front walkway

Call the **Cheyney University Police Department** if:

- You see someone committing a crime
- You need to report an old crime

- Someone is injured or ill
- You see fire or smell smoke
- You see anyone or anything suspicious
- You think you see a drunken driver
- You have knowledge of a chemical spill

Additionally, victims of stalkers or persons with protection orders against another party are strongly encouraged to notify the Cheyney University Police Department of the threat and to provide CUPD a copy of the protection order so that CUPD Officers may enforce it. The Cheyney University Police Department also provides an **anonymous reporting option** for victims of crimes, who do not wish to be identified. Victims of crimes who wish to remain anonymous may obtain these forms via CUPD web site at [Silent Witness](#).

A community and its police must do more than simply react to crime. It is important to look for opportunities to deter and/or prevent crime. Cheyney University provides the following services and programs to improve safety on campus and to make the community aware of campus crime and efforts to reduce criminal activity, as well as to minimize their chances of becoming a victim. Links for information about identity theft, and personal safety are listed on the Cheyney University Public Safety Homepage and below;

[Safety Tips](#)  
[Identity Theft](#)

Programs provided by Cheyney University include:

EACH SEMESTER

**New Student Orientation**

Cheyney University educates the student community about crime, personal safety, and security, addressing sexual assaults and date rape, in mandatory student orientation each semester.

EACH SEMESTER/ON REQUEST

**Drug Information Workshops**

These sessions cover recognition of controlled substances, their effects on people, and what to do if one suspects that someone is using or selling drugs.

EACH SEMESTER/ON REQUEST

**Personal Safety on Campus**

This program, usually given to small groups, covers ways to avoid being the victim of physical or sexual assault. Resource information:

Stalking  
[Stalking Help](#)

Bullying  
<http://www.accreditedschoolsonline.org/bullying-awareness-guidebook/>  
<http://www.cheyney.edu/residence-life/Cyber-Stalking-Bullying.cfm>



ON GOING

### **Crime Analysis**

Cheyney University Police staff will review reported crimes and determine if focused patrol activity may be required for repeated offenses in any given area.

EACH SEMESTER/ON REQUEST

### **Alcohol or Drug Education**

NAPSA Foundation in conjunction with other professional organizations, offers a variety of both online and downloadable resources that make it convenient to stay informed about current research, best practices, and information regarding alcohol and other drug issues on college and university campuses.

<https://www.naspa.org/constituent-groups/kcs/alcohol-and-other-drug/resources>

Center for College Health and Safety

<http://www.campushealthandsafety.org/effectiveprevention/>

Pennsylvania State Office of Liquor Control Board

[Pennsylvania LCB Education](#)

Smart Recovery- SMART Recovery is an online self-empowering addiction recovery support group.

<http://www.smartrecovery.org/>

ON GOING

### **Sexual Abuse Counseling and Sexual Offense Education**

The University prohibits sexual assault, domestic violence, dating violence and stalking. The University offers programs to promote awareness of sexual assault, rape, acquaintance rape, domestic violence, dating violence, and stalking throughout the academic year. These programs include primary prevention and awareness to incoming students and new employees, as well as ongoing programming for all students and faculty. These programs define sexual assault, domestic violence, dating violence and stalking and include training on the definition of consent for sexual activity. The University also provides training on bystander intervention options. In addition, the University provides programs on its policies and procedures to be followed once an incident of sexual assault, domestic violence, dating violence or stalking has been reported.

#### **How to Be an Active Bystander**

Bystanders play a critical role in the prevention of sexual and relationship violence. They are “individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it.”<sup>1</sup> We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. Below is a list of some ways to be an active bystander. Further information regarding bystander intervention may be found. If you or someone else is in immediate danger, call CUPD at (610)-399-2405. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

1. Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are ok.
2. Confront people who seclude, hit on, try to make out with, or have sex with people who are incapacitated.
3. Speak up when someone discusses plans to take sexual advantage of another person.
4. Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
5. Refer people to on or off campus resources listed in this document for support in health, counseling, or with legal assistance.

## Risk Reduction

With no intent to victim blame and recognizing that only abusers are responsible for their abuse, the following are some strategies to reduce one's risk of sexual assault or harassment (taken from Rape, Abuse, & Incest National Network, [www.rainn.org](http://www.rainn.org) )

1. **Be aware** of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
2. Try to **avoid isolated areas**. It is more difficult to get help if no one is around.
3. **Walk with purpose**. Even if you don't know where you are going, act like you do.
4. **Trust your instincts**. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
5. **Try not to load yourself down** with packages or bags as this can make you appear more vulnerable.
6. **Make sure your cell phone is with you** and charged and that you have cash money.
7. **Don't allow yourself to be isolated** with someone you don't trust or someone you don't know.
8. **Avoid putting music headphones in both ears** so that you can be more aware of your surroundings, especially if you are walking alone.
9. **When you go to a social gathering, go with a group of friends**. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
10. **Trust your instincts**. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).
11. **Don't leave your drink unattended** while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, just get a new one.
12. **Don't accept drinks from people you don't know or trust**. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
13. **Watch out for your friends, and vice versa**. If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.
14. **If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.)**. Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).
15. If you need to get out of an uncomfortable or scary situation here are some things that you can try:
  - a. **Remember that being in this situation is not your fault**. You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.
  - b. **Be true to yourself**. Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
  - c. **Have a code word with your friends or family** so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
  - d. **Lie**. If you don't want to hurt the person's feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
16. **Try to think of an escape route**. How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
17. **If you and/or the other person have been drinking**, you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

Delaware County Chapter of WAR:

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

Cheyney Public Safety

<http://www.cheyney.edu/public-safety/Domestic-Abuse-Are-you-victim.cfm>

The **Haven Program** has been used as a tool to educate students.

**Haven** relies on proven prevention theories and educational strategies to help students understand the many aspects of the sexual assault issue. The program uses a population-level approach to educate all students about the elements of healthy relationships, the importance of sexual consent, and the role of bystanders in creating safe and healthy communities. Some of the important exercises within the course help students identify personal and relationship values, develop a conceptual and observational understanding of consent, identify red flags for unhealthy relationships and model safe, positive bystander behavior.

<http://everfi.com/higher-education-old/haven/>

**It's On Us PA** is a statewide campaign that invites everyone to play a role in ending sexual assault. Building off the momentum of the national It's On Us movement. It's On Us PA brings together college and university presidents, superintendents, administrators, teachers, students, families, and community members to reframe the conversation around sexual violence and pledge to be part of the solution.

<https://www.governor.pa.gov/its-on-us/>

<http://itsonus.org/>

Faculty and Staff have training in **Circles of Safety. Stop it Now!** knows that adults need to be accountable for keeping children safe--adults are the ones who can make changes in environments to make them safer. Circles of Safety© addresses the need for system-wide, proactive prevention, by calling on decision-makers to acknowledge the need for effective, practical tools to safe guard children whether on a college campus, in an after-school program or other setting where adults and children interact.

<http://www.stopitnow.org/circles-of-safety>

#### **HELPFUL LINKS TO AVAILABLE RESOURCES for:**

**DOMESTIC ABUSE**

**SEXUAL ASSAULT**

**DATING VIOLENCE**

**STALKING**

**LEGAL & LAW ENFORCEMENT OFFICES**

**NATIONAL SEXUAL VIOLENCE RESOURCE CENTER**

**BULLYING**

are found at:

[Helpful Resource Links](#)

**ON GOING**

**Escort**

After hours, Cheyney University Police will provide a limited escort service for people walking on campus. Students, staff and faculty are always encouraged to walk with others when possible and to choose paths that are well illuminated.

ON GOING

#### **Electronic Alarm Systems**

Cheyney University Police monitors intrusion, fire, environmental and general emergency alarms with the help of a sophisticated computerized monitoring system. The terminal for the alarm readouts is at the Police Dispatch Office in the McKnight –Rogers Building.

ON GOING

#### **Architectural Design**

Cheyney University Police has significant input into the design of all new and renovated campus facilities with regard to physical and electronic security systems.

### **Resources for victims of Domestic Violence, Dating Violence, Sexual Assault & Stalking**

Pennsylvania Coalition Against  
Domestic Violence  
1-800-799-7233 [www.pcadv.org](http://www.pcadv.org)

National Sexual Assault Hotline  
1-800-656-4673 [www.rainn.org](http://www.rainn.org)

Pennsylvania Coalition  
Against Rape  
1-800-692-7445  
[www.pcar.org](http://www.pcar.org)

#### **Other resources available to persons who report being the victim of sexual assault, domestic violence, dating violence, or stalking, include:**

Pennsylvania Coalition Against Rape: [www.pcar.org](http://www.pcar.org)

Pennsylvania Coalition Against Domestic Violence: [www.pcadv.org](http://www.pcadv.org)

Rape, Abuse and Incest National Network: [www.rainn.org](http://www.rainn.org)

Department of Justice, Office on Violence Against Women: <http://www.justice.gov/ovw>

Department of Education, Office of Civil Rights: <http://www2.ed.gov/about/offices/list/ocr/index.html>

Not Alone: <http://www.notalone.us/>

## **ACCESS TO CAMPUS FACILITIES**

The Cheyney University of Pennsylvania Campus is open to the public. The majority of academic and administrative buildings are open during normal business hours (typically Monday through Friday, from 8am to 5pm, except Holidays) and are typically secured during the late evening hours, depending upon special event scheduling and community usage. The designated 24-hour academic buildings are typically secured from 11pm to 6am each night and access is gained to these buildings via the access control system.

CU residence hall access is restricted to CU residence students and authorized staff, and are secured 24 hours a day/7 days a week by an access control system. Members of the Department of Public Safety regularly patrol the

interiors and exteriors of all campus facilities, buildings, and residence halls. Cheyney University Police also works closely with the Facilities Management Department to maintain building security and key control. In certain buildings on campus, individuals can request special access afterhours. To gain admittance to a building that is closed, proper identification must be presented to Cheyney University Police Officers.

All four residential building front doors are locked 24 hours daily and are accessed via the student's ID card. All secondary exits are alarmed 24 hours a day. Most secondary exits are alarmed and have internal crash bar mechanisms and no outside door handles. Resident students and their guests are required to use the main entrance when entering or exiting a building. Access to residence halls is restricted to residents and their approved guests, and other approved members of the University community. Contracted security guards or resident advisors staff the entrance to each residential hall every day of the week. Residents gain entry by swiping their cards in the card access readers at the main entrance. All residence halls are equipped with an automatic fire alarm system that is monitored by the Cheyney University Police Department. Notification of any safety and security measures that have changed will be updated annually and would be announced via use of university media. Each student room is equipped with a lockable door. Lock changes are ordered when students report a lost key. The staff supervises a file key and master key system that is used to gain entry to a student's room under special circumstances only. Over extended breaks, the doors of all residence halls will be secured around the clock. Student ID cards are deactivated, except for those who have been approved by Residence Life to remain on campus. A list of students remaining on campus over extended breaks is made available to CUPD.

Emergencies may necessitate changes or alterations to any posted schedules. Areas that are revealed as problematic are studied or work orders are submitted. Administrators from the Dean's Office, Physical Plant, Residence Life, and other concerned areas review identified problems. Any security issues may include: landscaping, locks, alarms, lighting, and communications. Additionally, during the academic year, the Directors of Facilities Management, Housing, Residence Life, Campus Police, and Maintenance meet to discuss issues of pressing concern.

## **DRUG, ALCOHOL AND SUBSTANCE ABUSE POLICY**

No persons regardless of age are permitted to possess, transport or consume alcoholic beverages on campus with the exception of certain presidential legally approved non-student activities. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession, sale, manufacture or distribution of any alcohol or any controlled substance (drugs) is illegal under both state and federal laws. Such laws are strictly enforced by the Cheyney University Police Department. Violators of the law are subject to University disciplinary action and criminal prosecution under state and/or federal laws. The university has developed a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees. The program provides services related to drug use and abuse including dissemination of informational materials, educational programs, counseling services, referrals, and university disciplinary actions. In Pennsylvania, it is illegal for anyone under the age of 21 to purchase, possess or consume alcohol. It is also illegal for anyone to use or possess controlled drugs. At Cheyney University, it is illegal for any student, regardless of age, to possess or consume alcohol on campus or to return to campus under the influence.

### **ILLEGAL DRUGS**

The Cheyney University campus has been designated "Drug free" and only under certain circumstances is the consumption of alcohol permitted. The possession, sale, manufacture or distribution of any controlled

substance is illegal under both state and federal laws. Such laws are strictly enforced by the Cheyney University Police Department. Violators are subject to University disciplinary action, criminal prosecution, fine and imprisonment. More specific and detailed information about Cheyney University policies addressing drugs and alcohol concerns can be found in, student handbooks, personnel offices or administrative policy information. Faculty, staff and students are encouraged to obtain this information through the Residence Life, The Student Code of Conduct, [Student Handbook](#), by contacting the Cheyney University Police Department.

The Cheyney Police Department and the Residence Life and Housing Staff members will enforce the State law and rules of the University as follows:

- A member of the RLHS or Cheyney Police may enter a student's room for visual inspection when there is reasonable suspicion of a rule violation.
- Possession of alcohol or drugs will result in disciplinary action and may result in criminal action.
- Any student responsible for organizing or providing a location for a gathering where alcohol is served, shall be referred for disciplinary and possible criminal action. Any student in attendance where alcohol is served, whether they have been consuming or not, shall be referred for disciplinary action.
- Any person responsible for having a keg of beer or like quantity of alcohol in a housing facility shall be subject to loss of housing or suspension from the University.
- Any student responsible for having drugs, drug paraphernalia or furnishing drugs may be subject to loss of housing or suspension from the University.

Since alcohol is not allowed on our campus, collections or displays of alcohol containers of any sort are prohibited. **Empty alcohol containers, even for decorative or sentimental reasons, are not allowed.**

All students are expected to abide by University policy and the laws and regulations of the Commonwealth of Pennsylvania and the United States of America. Policies regarding alcohol and other drugs are clearly stated in the *Student Code of Conduct and Judicial Procedures*, which prohibits the unauthorized use, consumption, possession, sale, distribution or abuse of alcoholic beverages, illegal drugs, controlled substances or drug paraphernalia, as well as "acts against public order and decency including, but not limited to, ...intoxication resulting from the use of alcohol and controlled substances..."

Students who violate the law may incur penalties from civil authorities. Violation of a University regulation will result in sanctions through the Office of Student Judicial Affairs. These can include mandatory alcohol/drug education or evaluation and other sanctions ranging from disciplinary probation to suspension or expulsion and referral for prosecution. A summary of the laws and penalties related to alcohol and other drug offenses is included below. The *Student Code of Conduct and Judicial Procedures* is available on the University's website under "Student Judicial Affairs."

## **WHERE TO GET HELP**

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Student Health Center – Cheyney University

Counseling and Psychological Services..... 610-399-2281

Student Health Services..... 610-399-2260  
Guadenzia.....610-429-1414  
  
Alcohol Anonymous Southeastern PA Hotline.....215-923-7900  
  
For local AA Meeting Schedules, go to: <http://www.sepennaa.org/index.php/meetings>  
Narcotics Anonymous.....215-629-6757  
  
Poison Control Center.....800-222-1222  
  
Crisis Services ..... 610-876-9000

## **ALCOHOL AND OTHER DRUG VIOLATIONS AND PENALTIES**

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### **ALCOHOL OFFENSES**

**Misrepresentation of age to secure alcoholic beverages. Carrying a false ID card.**

**Purchase, consumption, possession or transportation of alcoholic beverages.** First offense - up to \$300 fine, 0 - 90 days in jail, suspension of driver's license. Second offense - up to \$500 fine, jail for up to 1 year, suspension of driver's license.

**Selling or furnishing alcoholic beverages to minors. Manufacture or sale of false ID card.**

### ***Illicit Drug Offenses***

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**Possession of a small amount of marijuana for personal use** Up to 30 Gm. of marijuana or 8 Gm. of hashish, 0 -30 days imprisonment and fine up to \$500.

**Use or delivery of drug paraphernalia.** Up to 1 year imprisonment and a fine of up to \$2,500.

**Trafficking drugs to minors.** Minimum 1 year imprisonment with additional 2 years if within 1,000 feet of a school, college or university.

**Possession of a controlled substance.** Up to 1 year imprisonment and a fine of up to \$5,000.

**Purchase of a controlled substance.** Up to 3 years imprisonment and a fine of up to \$5,000.

**Manufacture, delivery or possession with intent to deliver other drugs.** Depending on the drug and amount, up to 20 years imprisonment and fines of up to \$250,000.

There are mandatory minimum sentences under Commonwealth law for drug convictions. Both the jail term and fine are required, and the courts have no authority to deviate from them.

## **SANCTIONING FOR ALCOHOL AND DRUG VIOLATIONS**

The University considers violations of the alcohol and substance abuse policies and laws to be serious in nature. Such violations are dangerous to the physical and emotional well-being of Cheyney University students, as well as compromising to the University's reputation within the community. Therefore, the following sanctioning guidelines are provided to inform students of the potential consequences for violating these policies both on and off campus. Be advised that the University reserves the right to alter these sanctions at the discretion of the adjudicating authority.

### **ILLEGAL DRUG USE:**

- Immediate interim suspension pending a judicial hearing to determine whether or not a suspension/expulsion is warranted
- Notification to parent(s)

### **Marijuana:**

#### ***First Offense***

- University suspension/expulsion will be strongly considered
- Career disciplinary probation upon re-enrollment
- Drug Awareness Program, including course registration assessment (up to \$100)
- Notification to parent(s)

#### ***Second Offense***

- Expulsion from the University will be strongly considered
- Second notification to parent(s)

### **ATTEMPT TO SELL/DISTRIBUTE DRUGS:**

- Immediate interim suspension pending a judicial hearing to determine whether or not a suspension/expulsion is warranted
- Notification to parent(s)

### **ALCOHOL:**

#### ***First Offense***

- Two years of disciplinary probation
- Alcohol Awareness Program, including course registration assessment (up to \$100)
- Notification to parent(s)
- Possible suspension/expulsion if currently on disciplinary probation

#### ***Second Offense***



- Second notification to parent(s)
- Community service project
- University suspension/expulsion will be strongly considered

For this and other helpful information, please visit the Cheyney University of Pennsylvania Student Handbook at the following link:

<http://www.cheyney.edu/student-life/documents/3StudentHandbook2015-2017.pdf>

## **PREVENTION PROGRAMS**

The University has developed a program to check the illicit use of drugs and the abuse of alcohol by students and employees. The program provides services related to drug use and abuse including dissemination of informational materials, educational programs, counseling services, referrals and college disciplinary actions.

**Alcohol and Drug Education:** Student Wellness Services educational workshops, WorkLife benefits from Optum® for employees.

**Pennsylvania Liquor Control Board:** Programs for students each semester

[CU Student Handbook](#)

[CU Student Code of Conduct](#)

**Counseling Services:** Student Wellness Services, Student Health Center, United Behavioral Health employee services

**Referral Services:** Student Wellness Services, Student Health Center, Community Hospital in Chester, PA, Cognizant Behavioral Services, Family Services of Chester County, Employee Mental Health and Substance Abuse services

**College Disciplinary Actions:** Faculty/Student Judicial Review Committee

## **CAMPUS SEXUAL ASSAULT POLICY**

Cheyney University educates the student community about sexual assaults and date rape through mandatory freshman orientations each fall. The Police Department offers sexual assault education and information programs to University students and employees upon request. Literature on date rape education, risk reduction, is available through the Office of Residence Life and Housing, The Cheyney University Police Department, National Sexual Violence Resource Center.

If you are a victim of a sexual assault at Cheyney University, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. The Cheyney University Police Department strongly advocates that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to a University officer and/or to a Housing and Residential Education representative. Filing a police report with a University officer will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. Filing a police report will:

- ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim;

- provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam);
- assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

When a sexual assault victim contacts the Cheyney University Police Department, a representative from Office of Residence Life and Housing will also be notified. The victim of a sexual assault may choose for the investigation to be pursued through the criminal justice system and the University Judicial Office, or only the latter. A University representative from the Police Department, Office of Residence Life and Housing or support counselor will guide the victim through the available options and support the victim in his or her decision. Various counseling options are available from the University through the Student Support Counselor or University Health Center. Counseling and support services outside the University system can be obtained through The Delaware County Women Against Rape, and The Crimes Victim Center of Chester County, Inc. The University will make every effort to accommodate victim requests associated with academic and living situations that can reasonably be accomplished. Reasonable measures will be taken to avoid victim/suspect contact until final disposition and due process take place. Violators of sexual assault statutes can be prosecuted criminally and are subject to University judicial proceedings as well. During judicial proceedings, both the victim and the suspect have equal rights to have others present. Both the victim and the suspect will be advised of the outcome of any judicial proceeding. A judicial hearing board may impose a sanction for violations of this nature, including probation, loss of on-campus housing, suspension, or expulsion from the institution.

### **Confidentiality**

The University will protect the confidentiality of victims. The University will withhold the identifying information about the victim from publicly-available recordkeeping to the extent permissible by law. In addition, members of the University Disciplinary Committee or Residence Life Hearing Officer are required to execute a statement of confidentiality as to information received regarding any student disciplinary matter. The University will maintain as confidential any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

### **Disclosure to Alleged Victims of Crimes of Violence or Non-forcible Sex Offenses**

Cheyney University will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the college against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, Cheyney University will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

## **PREVENTING and ADDRESSING SEXUAL HARRASSMENT INCLUDING SEXUAL VIOLENCE**

### **A. Purpose:**

The purpose of this policy is to educate all members of the campus community regarding Cheyney University's commitment to creating an environment that is free of sexual harassment, including sexual violence. This policy

provides important information regarding: (1) the types of conduct that constitute sexual harassment, including sexual violence; (2) University procedures governing the reporting and investigation of sexual harassment, including sexual violence; and (3) the actions, including disciplinary action against employees or students, that may be taken when it is determined that an individual has committed sexual harassment, including sexual violence. This policy is further intended to clarify that the University will not tolerate sexual harassment, including sexual violence.

**B. Scope:**

This policy applies to all members of the Council of Trustees, administration, faculty, staff, and student body (including student workers), and to all, unpaid volunteers, visitors, contractors, contracted service providers, and vendors to the college (“third parties”).

**C. Definition(s):** The words and phrases below, as used in this policy, are defined as follows:

**Complainant:** The person who is alleging the occurrence of sexual harassment, which may include sexual violence.

**Consent :** Consent is an affirmative, explicit and voluntary agreement to participate in a sexual act that is made freely by an individual who is not: coerced, impaired or incapacitated by a mental disability or the influence of drugs or alcohol, or is not otherwise prevented by law from giving consent. Consent may be withdrawn at any time.

**Dating Violence:** Violence by a person who is or has been in a romantic or intimate relationship with the complainant. Whether such a relationship exists or existed will be gauged by the length, type, and frequency of interaction between the complainant and respondent.

**Stalking** is defined as a course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others’ safety, or to suffer substantial emotional distress.

**Domestic Violence:** Includes asserted violent misdemeanor and felony offenses committed by:

1. The complainant’s current or former spouse;
2. The complainant’s current or former cohabitant;
3. A person similarly situated under domestic or family violence laws; or
4. Anyone else against an individual protected under domestic or family violence laws.

**Respondent:** The person whose actions are alleged to constitute sexual harassment (which may include sexual violence).

**Retaliation:** Any adverse action, which causes a tangible academic or employment detriment to an individual for engaging in a protected activity.

**Sexual Harassment:** Includes all of the following:

(1) Conduct that violates Title VII of the Civil Rights Act of 1964, meaning:

Sexual advances, requests for sexual favors, and/or other verbal or physical conduct that is pervasive or severe and may constitute sexual harassment when:

- a. submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or academic advancement; or
- b. submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such an individual; or

c. such conduct has the effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or academic environment; and

(2) Conduct that violates Title IX, 20 U.S.C. § 1681 *et seq.*, including any or all of the following:

- a. Unwelcome conduct of a sexual nature, including unwelcome sexual advances, requests for sexual favors, either verbal or nonverbal, or physical conduct of a sexual nature.
- b. Acts of sexual violence.

(3) For purposes of this policy, all references to "sexual harassment" shall be interpreted as including dating violence, domestic violence and stalking when the victim is a student or when the respondent is a member of the campus community.

**Sexual Violence:** Includes, but is not limited to: rape, sexual assault, sexual battery, and sexual coercion. Acts of sexual violence are:

1. committed against a person's will;
2. where a person is incapable of giving consent as a result of his/her use of drugs or alcohol; or
3. where a person is unable to give consent due to an intellectual or other disability.

### **Stalking**

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his/her own safety or the safety of others or suffer substantial emotional distress. Stalking is a violation of the University's sexual harassment policy.

**Title IX Coordinator:** The University official who oversees investigations involving sexual harassment, sexual violence, domestic violence, dating violence and stalking of students and employees to ensure University-wide compliance with Title IX is **Dr. Victoria Sanders, 717-720-4061, [vsanders@passhe.edu](mailto:vsanders@passhe.edu)**.

**Title IX:** A provision of federal law (Education Amendments of 1972) that prohibits discrimination on the basis of sex in education programs and activities receiving federal financial assistance; sexual harassment of students is a form of discrimination prohibited by Title IX.

## **D. Policy and Procedure(s):**

### **(1) University and Individual Responsibilities**

#### **(a) Reporting and Confidentiality.**

Federal law prohibits sexual harassment and requires a prompt and equitable resolution of complaints. Therefore, acts of sexual harassment, including sexual violence, should be promptly reported to the Cheyney University Department of Public Safety and the Title IX Coordinator. All members of the campus community have a role in establishing and maintaining an environment that is free from sexual harassment, including sexual violence.

Therefore, all University employees must report any allegations of sexual harassment, including sexual violence, once they have learned of such allegations. In reporting the allegations, the employee is required to disclose the name of the victim to the Title IX Coordinator unless one of the following exceptions applies:

- (i) The victim is a student and the employee holds a statutory privilege (i.e., professional or pastoral counselor); or

(ii) The victim is a student, the employee learned of the allegations while providing assistance to the student in the capacity of a nonprofessional counselor or advocate, and the President, with the approval of the Office of University Legal Counsel, has designated the position of the employee as exempt from the reporting requirements because he/she holds a privilege.

The Title IX Coordinator is **Dr. Victoria Sanders, 717-720-4061, [vsanders@passhe.edu](mailto:vsanders@passhe.edu)**. The role of the Title IX Coordinator includes the oversight of investigations involving sexual harassment, including sexual violence. Investigative procedures are set forth in section E of this policy. In the interest of maintaining confidentiality, the Title IX coordinator will disclose the name of the victim only to the extent necessary to protect the rights of any party involved or as otherwise required by law or collective bargaining agreement. The only individuals who may participate in the investigation are the complainant, respondent, and individuals identified as witnesses. Student complainants and respondents may be accompanied by an advocate or advisor of their choice. With respect to the judicial hearing, the role of the advocate or advisor is addressed in the Student Code of Conduct.

(b) Coordination between Department of Public Safety and Title IX Coordinator.

Complainants are encouraged, but not required, to file a report with the Department of Public Safety and/or any other law enforcement agency. Cheyney University Public Safety employees should notify complainants of their right to file an administrative Title IX sex discrimination complaint with the University in addition to, and independent of, the criminal complaint. The University's Title IX investigation is different from any law enforcement investigation, and a law enforcement investigation does not relieve the University of its independent Title IX obligation to investigate a complaint. Complainants should take every precaution to preserve evidence as proof of sexual violence, domestic violence, dating violence and stalking offenses.

(c) Resolution of Complaints.

Absent unusual circumstances, within sixty (60) days of a complaint of sexual harassment being filed, the Vice President for Student Affairs' Office, in the case of allegations against a student, or the Title IX Coordinator, in the case of allegations against a non-student employee or off-campus vendor, will seek to conclude the investigation and will notify the parties, in writing, that there has been a resolution of the complaint. Where a complainant reports an alleged incident of sexual harassment, sexual violence, domestic violence, dating violence and/or stalking, the outcome of the complaint will be determined based on a preponderance of the evidence (i.e., it is more likely than not that a violation has occurred). Depending on the nature of the allegation, the university may be required to notify law enforcement in order to protect the university community. Pending the resolution of the complaint, based on the circumstances, the university may be required to take or enforce remedial measures to prevent further contact between the parties.

(d) Training.

The University is committed to ensuring the availability of training and education to prevent the recurrence of sexual harassment, sexual violence, domestic violence, dating violence and stalking. Employee and student training as to the contents of this policy is available on an annual basis throughout the year, both in person and electronically. Additionally, Cheyney University employees are required to participate in this training on an annual basis.

Title IX Officials, who are chosen to conduct proceedings to address allegations of dating violence, domestic violence, sexual assault and stalking, receive training at least once a year which includes the following topics: relevant evidence and how it should be used during a proceeding; proper techniques for questioning witnesses;

basic procedural rules for conducting a proceeding; and avoiding actual and perceived conflicts of interest.

(e) Avoidance of inappropriate relationships.

University employees are advised to avoid inappropriate relationships.

i. *General Guidance*

A personal, amorous or non-academic relationship may interfere with the faculty/student relationship and may violate standards of conduct expected of all faculty by the university. Personal, amorous or non-academic relationships should not be permitted to interfere with or compromise the academic integrity of the faculty/student relationship. Sexual relations between a faculty member and a current student of that faculty member are determined by the university to be inappropriate and/or unethical. This determination also applies to relations between a graduate student and an undergraduate student when the graduate student has supervisory academic responsibility for the undergraduate. Furthermore, the determination also applies to relations between a current student and an administrator, coach, advisor, program director, counselor, or residential staff member who has supervisory responsibility for the student. As with the faculty/student relationship, this policy also covers employer/employee consensual relationships. An employee with professional responsibility or supervision of another employee who has real or potential power and authority over that individual in a variety of roles including, but not limited to, supervisor, mentor, committee member, etc., shall not abuse that power.

ii. *Consensual Relationships*

Absent contradictory evidence, an amorous or sexual relationship between individuals where one possesses or appears to possess authority or power over another is presumed to be exploitative and shall constitute unprofessional conduct. The consensual nature of such a relationship does not necessarily constitute a defense to a charge of sexual harassment, sexual violence, domestic violence, dating violence, and/or stalking, or related unprofessional conduct especially when the indirect result of the relationship creates a hostile workplace or academic environment.

Therefore, any faculty member or employee in a supervisory role who enters into a sexual relationship with a student or another employee will be subject to scrutiny if a complaint of sexual harassment, sexual violence, domestic violence, dating violence and/or stalking, is brought against the faculty member by a student or against the “supervisory person” by the “subordinate person” or if a third party brings a complaint.

(f.) False Complaints

All individuals have a responsibility to ensure the integrity of the reporting and investigatory process by conducting themselves honestly. Any person who knowingly files a false complaint is subject to disciplinary action, up to and including dismissal from the university.

In the case of a complaint against an employee, the Title IX coordinator will arrange for a Title IX investigator, who is an employee, to conduct the investigation. When the complaint is against a student, the Title IX coordinator will coordinate with the Office of Student Affairs, which will conduct the investigation and take appropriate action in accordance with the Student Judicial Code.

**E. University Procedures for Resolution of Complaints**

**STEP 1: All charges of sexual harassment, including sexual violence must be reported to the Title IX Coordinator.**

In order to ensure the effective handling of all incidents of sexual harassment, this policy requires that all such reports be directed to the same office on campus, namely that of the Title IX Coordinator. At this first stage of the procedure, the individual or individuals who alert(s) the Title IX Coordinator of a possible incident might not be the actual aggrieved party(ies). Both the complainant and the respondent may be accompanied by an advisor, who is a member of the campus community, when meeting with the Title IX Coordinator or any Title IX investigators. A potentially aggrieved party may bring a complaint of sexual harassment, to a supervisor, department chair or dean, who, in turn, shall refer the complainant to the Title IX Coordinator.

In the event there are two or more complainants and/or two or more persons (respondents) charged with sexual harassment, sexual violence, domestic violence, dating violence and/or stalking in the same set of circumstances, the Title IX Coordinator or his/her designee, will decide whether the complaint will be handled jointly or separately.

The role of the Title IX Coordinator, or his/her designee is to serve as a fact finder. The Title IX Coordinator, or his/her designee, must act in such a manner as to ensure that all parties to a complaint are protected by appropriate due process and confidentiality. Should the Title IX Coordinator be accused of sexual harassment, sexual violence, domestic violence, dating violence and/or stalking, the Provost will act in his/her place. Should the University President be accused of sexual harassment, sexual violence, domestic violence, dating violence and/or stalking, the matter will be referred to the Pennsylvania State System of Higher Education, Office of the Chancellor.

**STEP 2: The complainant meets with the Title IX Coordinator.**

The purpose of this meeting is to discuss the complaint, to gather information, and to provide the complainant with a copy of this policy, which sets forth the rights and procedures governing complaints. At this initial meeting, the Title IX Coordinator, or his/her designee, clarifies for the complainant whether or not the allegations may constitute sexual harassment, sexual violence, domestic violence, dating violence and/or stalking. The Title IX Coordinator, or his/her designee, then reviews the appropriate complaint procedure for the benefit of the complainant. Complainants are not required to file a written complaint, but have the right to do so in the manner specified in Step 4.

**STEP 3: The complainant will receive additional clarification regarding university procedures regarding the alleged violation and general information regarding counseling.**

If requested by the complainant, the Title IX Coordinator, or his/her designee, will provide general guidance for the complainant in order to:

- (a) clarify the nature of the alleged violation.
- (b) review the university's complaint procedure.
- (c) review the complainant's responsibilities of filing a written or oral complaint.
- (d) give guidelines for what a written complaint should contain, in the event the complainant chooses to file his/her complaint in writing.
- (e) apprise the complainant, in writing, of counseling, health, mental health, advocacy and other relevant services.\*

(f) apprise the complainant, in writing, of possible remedial actions (to reduce the likelihood of contact with respondent) with respect to changing transportation, academic, residence or working situations, if reasonably available.\*

\*\*More information on the services and remedial actions is provided in the document, Sexual Assault & Relationship Violence: What Everyone Needs to Know! available at: [TITLE IX](#)

**STEP 4: The complainant files a complaint.**

A complainant may file a complaint either orally or in writing. The complainant will be given the opportunity to provide the names of any witnesses and/or documentation in support of his/her complaint. In the event that a complainant does not wish to file a signed complaint him or herself, the Title IX Coordinator, or his/her designee, will prepare a written statement with the following information: the names of the complainant and the respondent, a brief description of the alleged violation as stated by the complainant, and the date(s) of the alleged violation. Whether the complainant submits a written complaint or the Title IX Coordinator prepares a written statement, the allegations will be investigated.

**STEP 5: The Title IX Coordinator must decide on an appropriate course of action regarding the complaint.**

There are two possible courses of action following the filing of a complaint:

A) Based on the complainant's written or spoken account of alleged sexual harassment which may include sexual violence, domestic violence, dating violence, and/or stalking), the Title IX Coordinator, or his/her designee, determines there is insufficient reason to proceed with a complaint and counsels the complainant regarding this decision. In this case, the investigation would stop at this point, and the complainant would be notified of the determination of the Title IX Coordinator.

B) Based on the complainant's account of alleged harassment (which may include sexual violence, domestic violence, dating violence and/or stalking) and a finding of sufficient reason to proceed, the Title IX Coordinator or his/her designee, will promptly initiate an impartial fact- finding investigation.

**STEP 6: The respondent is notified of the complaint.**

Absent unusual circumstances, within 14 calendar days of a complaint being filed, the Title IX Coordinator will notify the respondent that a complaint of sexual harassment, sexual violence, domestic violence, dating violence and/or stalking has been filed against him/her. Depending on the circumstances, the respondent will be notified either orally or in writing. If the notification is in writing, for reasons of confidentiality, the notification will be mailed to the respondent's home address, unless the respondent is a student who resides on campus. Furthermore, if the notification is in writing, it will be sent by certified mail so that only the respondent can sign for it personally.

**STEP 7: The Title IX Coordinator meets with the respondent.**

Absent unusual circumstances, within 14 calendar days of having received notification of the complaint, the respondent must meet with the Title IX Coordinator, or his/her designee, to discuss the complaint. The respondent will be given the opportunity to respond to the allegations and provide any and all defenses, as well as the names of any witnesses and/or documentation in his/her defense. The University will take every



precaution to protect the complainant and any witnesses from retaliatory action by the respondent. In fact, the respondent will be informed he/she is not to retaliate against the complainant in any way nor against any other person connected to the complaint as that action may result in a separate disciplinary action. Further, the respondent will be informed he/she is not to communicate directly with the complainant regarding the claim of sexual harassment, sexual violence, domestic violence, dating violence and/or stalking as this may be perceived as an attempt to discourage the complainant from pursuing the complaint. The Title IX Coordinator will attempt to resolve the complaint informally, if appropriate. If the complaint is not resolved informally, a formal investigative process will follow.

**STEP 8: The Title IX Coordinator seeks to resolve the complaint and/or to mediate a solution.**

The Title IX Coordinator, or his/her designee, may choose to meet with the complainant, absent unusual circumstances, within 7 days of having met with the respondent. Upon meeting with the respondent and the complainant, the Title IX Coordinator, or his/her designee, will seek to resolve the complaint. One of three outcomes is possible:

(a) The Title IX Coordinator, or his/her designee, is satisfied that the respondent will make appropriate changes in his/her behavior. The Title IX Coordinator, or his/her designee, meets with the respondent to counsel the respondent about resolution of the complaint (e.g. removing inappropriate pictures from a conspicuous location). A record of the resolution would be signed by the respondent and would be kept in the Office of the Title IX Coordinator for three years. The Title IX Coordinator will inform the complainant the matter has been resolved, without providing detailed information about the resolution.

(b) A mediated solution could be achieved which is satisfactory to the complainant and the respondent. A record of the resolution would be kept in the Office of the Title IX Coordinator for three years.

(c) If the complaint cannot be resolved for any reason, including the nature of the allegations, the investigation will proceed as explained in Step 9. If the complaint involves an allegation of sexual violence, domestic violence, dating violence, or stalking, there shall be no attempt at mediation, as mediation will not be an option to resolve such complaints. Instead, the matter shall be referred to Public Safety, if not already reported, and/or resolved as set forth below.

**STEP 9: Action by the University President and Final Disposition of the Complaint.**

If the complaint cannot be resolved as set forth in Step 8, the Title IX Coordinator, or his/her designee, will continue the investigation to its conclusion. A report containing any and all factual findings will be submitted to the University President or his/her designee. Upon receiving the report, the President, or his/her designee, will decide what action will be taken, including, but not limited to, the dismissal of the complaint or the imposition of discipline. The decision of the President or his/her designee shall be final. All records of the formal process, including the decision of the President, or his/her designee, will be kept in the Office of the Title IX Coordinator for three years. In the event of an adverse ruling against the respondent, a copy of the decision of the President, or his/her designee, shall be placed in the respondent's personnel file. The complainant will receive a letter from the Title IX Coordinator stating there has been a resolution of the complaint, without providing specific details regarding the resolution.

The complainant and the respondent will be notified simultaneously, in writing, of any initial, interim and final decision of any disciplinary proceeding. Where an appeal or grievance is permitted under the applicable policy, the complainant and the respondent will be notified simultaneously in writing, of the procedures for the

accused and the victim to appeal the result of the institutional disciplinary proceeding. When an appeal or grievance is filed, the complainant and the respondent will be notified simultaneously in writing of any change to the result prior to the time that it becomes final as well as of the final result once the appeal is resolved.

A student found responsible for violating Title IX Policies may be assigned sanctions that include, but are not limited to, reprimand, mandatory educational workshop attendance, restrictions, no contact order, probation, suspension or expulsion. For a full list of sanctions, see the Student Code of Conduct, [Student Code of Conduct](#).

## E. POLICY DISSEMINATION

A current hard copy of this policy is available in the following locations: the student handbook, the Office of the President, the Title IX Coordinator’s Office, the Cheyney University Police Department, the Office of the Vice President for Student Affairs, and the Guidance and Counseling Center. Hard copies of this policy may be obtained from the Title IX Coordinator.

An electronic copy of this policy is available in the following locations: the Cheyney University website under “Policy Register”; the Title IX Coordinator webpage under “Links of Interest”; the Office of the Vice President for Student Affairs’ webpage; the Guidance and Counseling Center webpage under “Resources”; and the Athletics webpage under “Compliance.”

### Awareness and Prevention Programs

<b>Education session on drug and alcohol awareness Student oriented Sponsored by the Judicial affairs</b>	<b>Monthly Each academic year</b>
<b>Conflict Resolution Workshop Student oriented Sponsored by the Judicial affairs</b>	Monthly Each academic year
<b>Education Development: Alcohol and Marijuana Workshop Student oriented Sponsored by the Judicial affairs</b>	Monthly Each academic year
<b>Sexual Assault and Prevention Training Sexual Assault prevention presentation and survey for students</b>	August 23, 2013
<b>Title IX training for staff sponsored by PASSHE at Lock Haven University Sexual Misconduct Reporting and Investigation Obligations</b>	June 23-24, 2014
<b>Happy Hour Workshop Alcohol and Marijuana Prevention and Education</b>	September 21, 2014
<b>Definition of a Man Workshop Alcohol and Marijuana Prevention and Education</b>	September 22, 2014
<b>Anxiety and Depression Workshop for students Non- violent ways to cope with stress</b>	November 7, 2014
<b>Online Education: Haven, through EverFi Students and Employees Understanding and Preventing Sexual assault</b>	December 2014
<b>Campus Security Authority Training for Resident Advisers and Campus Living Assistants / Presentation and Discussion</b>	Beginning of each academic semester
<b>Title IX Training for Students</b>	Beginning of each academic semester
<b>Campus Security Authority Training for faculty /staff CSAs Online</b>	Each academic year

<b>It's On Us - Take the Pledge Sexual Assault</b>	November 2015
<b>Orientation Sessions for new students and parents Campus Safety/ Personal Safety</b>	July and August Each Academic year
<b>NCSAM- National Campus Safety Awareness month Student Union information table and residence hall meeting/Personal Safety</b>	Every September Yearly
<b>Civility and Respect Alcohol/Drugs/Expectations/Coping with Stress</b>	One Tuesday a month for the academic year2015
<b>Crime Prevention An initiative to educate Cheyney community about ways to prevent crime</b>	November 2015
<b>Sex Violence Relationships A conversation about Domestic Violence sponsored by Domestic Abuse Project of Delaware County</b>	April 8, 2015
<b>Title IX /Clery Training for Faculty and Staff Marian Anderson Auditorium Vance /St. Ledger presentation</b>	9/30/2015
<b>Violence Prevention Week-Enough is Enough Domestic and Dating Violence</b>	April 6-11 2015 April 11-15, 2016
<b>Sex Violence Relationships A conversation on Sex, Violence and Relationships sponsored by the Domestic Abuse Project of Delaware County</b>	April 11, 2016
<b>Law Room : Online Training for reporters Protect Children</b>	March 16, 2016
<b>Violence Prevention /faculty and staff panel discussion The Impact of Violence in the African American Community</b>	April 11, 2016

## **SEX OFFENDER REGISTRATION INFORMATION**

In accordance to the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, the Pennsylvania State Police Department is providing a link to the Pennsylvania State Police Sex Offender Registry. This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student. In the Commonwealth of Pennsylvania, convicted sex offenders must register with the Sex Offender and Crimes Against Minors Registry maintained by the Department of State Police. Registry information provided under this section shall be used for the purposes of the administration of criminal justice, screening of current or prospective employees, volunteers or otherwise for the protection of the public in general and children in particular. Unlawful use of the information for purposes of intimidating or harassing another is prohibited and willful violation shall be punishable as a Class 1 misdemeanor.

Information regarding registered sex offenders can be found at;

<http://www.pameganslaw.state.pa.us/>

## FIRE SAFETY

This fire safety plan is a guide for use by the faculty, staff and students of Cheyney University. All recipients of the plan should become familiar with its contents and directors/supervisors should discuss this information with their employees. All offices should review these plans and become very familiar with the contents. New employees and all students should be introduced to these procedures during orientation.

The Cheyney Police Department has had the Cheyney University Fire Plan and Policy, Fire Alarm Policy and Procedure and other Fire Safety information listed on the CU Police website.

Center for Fire Safety Education and Awareness:

<http://www.cheyney.edu/public-safety/Center-for-Fire-Safety-Education-and-Awareness.cfm>

The Alarming Truth

<http://alarmingtruth.org/>

CU Fire Plan and Policy:

<http://www.cheyney.edu/public-safety/documents/CUFirePlan-Policy-FA2013-1007.pdf>

CU Fire Alarm Policy and Procedure:

<http://www.cheyney.edu/public-safety/documents/CUFireAlarmProcedure-PolicyFA2013-1008.pdf>

### Residence Hall Fire Safety Rules

The following are prohibited in or around the residence halls: a) the use or possession of weapons, pyrotechnics, or other materials including flammable substances which may endanger resident's health and safety; b) use or possession of items which pose a fire hazard such as hot pots, hot plates, and sun lamps, as well as candles and incense or any sources of open flame; c) the preparation of meals in a resident's room; d) smoking in any residential facility.

**The potential danger posed to the residence community by fire is very severe.** Consequently, any resident identified as intentionally, or through negligence, igniting any facility, furnishings, equipment or substance within the residence halls or tampering with fire safety equipment will be subject to applicable University and/or civil action. See Cheyney University Student Housing agreement for more details, <http://www.cheyney.edu/pr/documents/32012-2013StudentHousingAgreement.pdf>.

### GENERAL FIRE SAFETY EVACUATION PROCEDURES

#### Fire Safety Education and Training Programs Provided to Students and Employees

Fire safety education programs for all students living in on-campus student housing and all employees that have any association with on-campus student housing are held at the beginning of each semester. These programs are designed to: familiarize everyone with the fire safety system in each housing facility, train everyone on the procedures to be followed in case there is a fire and distribute information on the college's fire safety policies. Everyone is also provided with maps of each on-campus student housing facility that illustrate evacuation routes and fire alarm equipment locations. During these programs, trainers emphasize that participating in fire drills is mandatory.

***Personnel may not re-enter the building until an all clear has been given by the Cheyney Police Department.***

#### Emergency Evacuation of Buildings

The following procedure will be utilized to promote the safety and well-being of all university personnel (students, teaching faculty, and staff) in classroom and non-classroom settings. At Cheyney University, when a fire alarm sounds everyone must evacuate the building. Cheyney Police Officers will assist in the evacuation procedure.

## Classroom Settings

### A. Teaching Faculty

1. Review aloud an evacuation route for each classroom with reference to at least two exits. This should be done during the first two weeks of classes.
2. Request that class members with disabilities identify themselves in private in order to set up a plan for assistance in case of an emergency. The person with a disability should specify what type of assistance is required and expected.
3. Request that students with disabilities identify assistants for help during an emergency while in the classroom. If the student with a disability approves, can request class members for volunteers.
4. Faculty members with disabilities also need to pre-plan their evacuation strategy in cooperation with student or other assistants within the same time frame.
5. Supervise evacuation by leaving the classroom with the class immediately upon hearing the fire alarm.
6. Close classroom windows and doors, but do not lock them.
7. Provide feedback, written and verbal, following an actual emergency evacuation to the Cheyney Police Department.

### B. Students with **disabilities** (Those with severe auditory, visual, mobility or other impairments which place them "at risk" during an emergency mass exit evacuation)

1. Identify himself/herself to each of his/her teaching faculty, indicating the extent of assistance required. If this is not feasible, contact the Office of Student Affairs and request information and assistance. The responsibility to initiate evacuation related discussions rests solely with each student with a disability.
2. Students with disabilities are responsible for knowing their specific evacuation needs and be willing and capable of communicating such information to teaching faculty and assistants. Students with disabilities who need assistance in planning their evacuation should contact the Office of Residence Life or the Cheyney Police Department.
3. Find/request the necessary assistants to help in an emergency evacuation. If unable to find assistants, request the help of the teaching faculty to identify willing assistants.
4. All assistants should be informed/become familiar with the type of assistance that is required and expected in case of evacuation drills and actual emergencies. The assistant should also:
  - A. Be serious about accepting the job of assistant to a person with disabilities.
  - B. Discuss the assistance needed and do what is requested.
  - C. Attempts to carry an immobilized person are to be discouraged. Contact Cheyney Police .
  - D. Designated person, other than the assistant, should inform Cheyney Police Officers or the Fire Department of the location of the person with a disability and assistant within the building.
  - E. People that are visually impaired or blind but mobile should be moved out of the rush of traffic, then assisted to safety by an assigned assistant.
  - F. People that are hearing impaired or deaf but mobile should be made aware of the need to evacuate and assisted to safety.

- G. People that are temporarily immobilized, such as those wearing casts or using crutches, should be given such assistance as needed.

**5. Those who assist people with disabilities during an emergency evacuation are protected against liability under the Pennsylvania Good Samaritan Act as long as reasonable care is taken.**

**Non-Classroom Settings**

- A. All persons, (students, faculty and staff) should plan evacuation routes using exit signs as guides from the classrooms and/or offices that have been assigned to them.
- B. People with disabilities must make arrangements with assistants for safe emergency evacuation, as soon as possible and inform their supervisor (or person in charge) of their evacuation plans.
- C. Upon notification of the need for an emergency evacuation, all personnel will immediately exit the building using the appropriate pre-planned escape route.
- D. Elevators are not to be used by anyone during any evacuation procedures.
- E. Office windows and doors must be closed but not locked, since offices and other rooms may be used as safe areas if exits become blocked.

**Conferences, Offices and Student Affairs Facilities**

- A. Exits are posted and should be used as guides for evacuation routes in all areas.
- B. The sponsor of any event scheduled in the academic facilities shall familiarize themselves with the area exits prior to the start of the function. At the start of each session, the exits to be used shall be announced to the attendees. The sponsor is responsible for the orderly evacuation of the attendees, should an emergency occur.
- C. The sponsor of any function shall be responsible for taking steps to identify if anyone present is disabled and in cooperation with that person, determine the extent of assistance needed in the event that an emergency evacuation is required.

**Office Areas**

- A. Exits are marked in office areas and should never be obstructed with plants or even easily moved items.
- B. The office supervisors are responsible for making sure that the office personnel are familiar with all the possible exits in their areas.
- C. Staff that have disabilities and their supervisors are responsible for planning for assistance in case of emergency evacuation.

**Student Affairs Facilities**

- A. The Student Affairs Facility administrators shall follow the emergency rules as stated in this plan and be responsible for informing students and others in the facility about these requirements. They should also be prepared to render assistance when needed.

## RESIDENCE HALL FIRE ALARM SYSTEMS

- Alarm pull stations are activated by completely pulling down a lever located at the lower half of the alarm station cover. Pull stations are located near exits and stairways. Fire alarms can also be automatically tripped by actuation of smoke or heat detectors.
- When activated, the alarm system in residence buildings causes an alarm to sound continuously throughout the building.
- Individual room smoke detectors sound an alarm only in that room.

**Fire Safety Systems in Cheyney University Residential Facilities 2015**

Facility	On Site Fire Alarm Monitoring	Partial 1* Sprinkler System	Full 2* Sprinkler System	Smoke Detection	Fire Extinguisher Devices	Evacuation Plans & Placards	# of fire drills per calendar yr
King Hall -Alumni Ln	X	X	X	X	X	X	4
Emlen Hall Quaker Lane	X	X	X	X	X	X	4
New Residential Hall Creek Rd	X	X	X	X	X	X	4
Humphrey Hall Quaker Lane	X	X	X	X	X	X	4
Tubman Hall College Lane	X	X	X	X	X	X	2

**Cheyney University Fire Statistics for Residence Hall Facilities 2013-2015**

<b>2013 Residential Facilities</b>	<b>Total Fires in Each Building</b>	<b>Fire Number</b>	<b>Cause of Fire</b>	<b>Number of Injuries That Required Treatment at a Medical Facility</b>	<b>Number of Deaths Related to a Fire</b>	<b>Value of Property Damage Caused by Fire1</b>
Truth Hall, University & Alumni Lane	1	1	Candle burned out	0	0	0.00
Humphreys Hall, University & Alumni Lane	0		N/A	N/A	N/A	N/A
King Hall, University & Alumni Lane	0	0	N/A	N/A	N/A	N/A
Emlen Hall, University & Alumni Lane	0	0	N/A	N/A	N/A	N/A
New Residential Housing, Creek Rd & Alumni Lane	1	1	Burned paper in sink	0	0	0
Yarnall Hall, Creek Rd	CLOSED	0	N/A	N/A	N/A	N/A
Tubman Hall, College Lane	CLOSED	0	N/A	N/A	N/A	N/A
<b>2014 Residential Facilities</b>	<b>Total Fires in Each Building</b>	<b>Fire Number</b>	<b>Cause of Fire</b>	<b>Number of Injuries That Required Treatment at a Medical Facility</b>	<b>Number of Deaths Related to a Fire</b>	<b>Value of Property Damage Caused by Fire1</b>
Truth Hall, University & Alumni Lane	0	0	N/A	0	0	0.00
Humphreys Hall, University & Alumni Lane	0	0	N/A	N/A	N/A	N/A
King Hall, University & Alumni Lane	0	0	N/A	N/A	N/A	N/A
Emlen Hall, University & Alumni Lane	0	0	N/A	N/A	N/A	N/A
New Residential Housing, Creek Rd & Alumni Lane	0	0	N/A	0	0	0
Tubman Hall, College Lane	0	0	N/A	N/A	N/A	N/A



	Total Fires in Each Building	Fire Number	Cause of Fire	Number of Injuries That Required Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire1
<b>2015 Residential Facilities</b>						
Truth Hall, University & Alumni Lane <b>CLOSED INACTIVE</b>	0	0	N/A	N/A	N/A	N/A
Humphreys Hall, University & Alumni Lane	0	0	N/A	N/A	N/A	N/A
King Hall, University & Alumni Lane	0	0	N/A	N/A	N/A	N/A
Emlen Hall, University & Alumni Lane	0	0	N/A	N/A	N/A	N/A
New Residential Housing, Creek Rd & Alumni Lane	0	0	N/A	0	0	0
Tubman Hall, College Lane	1	1	Incendiary intentional	1 Smoke inhalation	0	\$541,146.00

### Testing

Fire alarm systems are installed, repaired, and tested, by outside contractors and Facilities. All horns are checked for operation. Alarms in the Residential Halls are completely tested every six months by an outside contractor in accordance with NFPA regulations. Problems are corrected as quickly as possible. Records are maintained in the Cheyney Police Department concerning all tests.

### False Alarms

Persons who knowingly turn in a false fire alarm endanger the lives of others and may cause damage to the persons and equipment responding to the false alarm. This is a violation of the Code of the State of Pennsylvania and may result in jail terms and/or fines. Persons maliciously activating fire alarms or fire detection equipment will be severely disciplined. Possible dismissal from student residence, expulsion from school, and/or criminal prosecution is possible.

## **Investigations**

All fire alarms are investigated by the Fire Marshal to determine the cause and to prevent recurrence of the alarm. A fire incidence report is completed by the Cheyney Police in Residence Halls and in academic buildings. Reports are kept on file in the Cheyney Police Department.

## **SMOKE DETECTORS**

Smoke detectors respond to both visible and invisible products of combustion and sense fire at the earliest practical detection stage. Since the mid 1970's, when smoke detectors became widely available, there has been a tremendous reduction in the number of fire deaths in the U.S. Smoke detectors are used for numerous fire alarm functions ranging from warning occupants to automatically closing doors.

## **Locations**

Hardwired smoke detectors are located in the halls and in each student room. Detectors located in the halls and other public areas are connected to the building alarm system. Smoke detectors are connected to the fire alarm system and provide many functions such as shutting down air handler units, elevator recall, and release of magnetic door holders. These detectors are powered by the building fire alarm power source.

## **Inspections**

Any smoke detector problems should be reported to the Campus Living Assistant or Director of Housing as soon as possible. The CLA inspects all room smoke detectors during school closings (Thanksgiving, Winter Break, Spring, Summer). Inspections are documented and sent to the Cheyney Police Department for review. All problems are sent to Office of Housing for repair.

Hardwired smoke detectors in the Residence Halls are inspected by an outside contractor.

## **Maintenance**

In order for smoke detectors to function properly they must be periodically cleaned and tested. Dust accumulates in detectors over time and reduces the ability of the detector to detect smoke. Simple vacuuming on a regular cycle increases life expectancy and reliability. Hardwired smoke detectors in the Residence Halls are cleaned and tested by an outside contractor to ensure the sensing chamber and alarm circuits function properly.

## **Abuse**

Misuse, deactivation or tampering with smoke or heat detectors is prohibited. Smoke detectors must not be covered or blocked. Nothing may be attached to the wiring of hardwired detectors.

## **WHEN A FIRE ALARM SOUNDS IN A RESIDENCE HALL**

1. All hall staff must go to their designated locations to begin evacuation of the building.
2. Evacuate the building according to each hall's established plan.
  - a. Until it is determined to be a false alarm, every attempt should be made to gain entry into student rooms to alert them of the fire.

- b. Knock loudly on all residents' doors announcing the need to evacuate immediately.
- c. Check all public and common areas of the building.
- 3. Secure the floors so access is denied until the "all clear" is given by the Cheyney Police Department and the fire detection system has been reset.
- 4. Follow all designated procedures in notifying and helping evacuate students with disabilities.

**If you notice an increase in room temperature or a strong smell of smoke in your area:**

- 1. *CAREFULLY FEEL THE DOOR OR DOOR KNOB USING THE BACK OF YOUR HAND.* If it is hot, do not attempt to open. If you feel no heat, then;
- 2. *PARTIALLY OPEN THE DOOR WHILE STANDING BEHIND IT FOR PROTECTION.* Survey the existing condition before exiting. If your passage is blocked, then;
- 3. Close the door and use any available material (towel, shirt, blouse, etc.) to seal door cracks and openings. If a water source is available, soak materials before packing them into place.
- 4. Use the room phone to contact Cheyney Police (610-399-2405 or x2405 on a campus phone) to let them know your exact location. If no telephone is available, signal your location by placing a cloth or similar material out the window.
- 5. *IF SMOKE BEGINS TO ENTER YOUR AREA,* partially open a window and stay near it, keeping low and breathing the fresher air from outside.

**Residence Life staff is to follow the procedures outlined in their evacuation plan.**

<http://www.cheyney.edu/public-safety/Fire-Evacuation-Plans.cfm>

**New Residence Hall**

Evacuate to Marcus Foster. Exit the building without delay and proceed to Marcus Foster.

**Emlen Hall and Humphreys Hall**

Evacuate to Marcus Foster. Exit the building without delay and proceed to Marcus Foster.

**Tubman Hall**

Evacuate to Marcus Foster. Exit the building without delay and proceed to Marcus Foster.

**King Hall**

Evacuate to Marcus Foster. Exit the building without delay and proceed to Marcus Foster.

**Immediately upon hearing the fire alarm, notify Cheyney Police at X 2405.**

Students, faculty, staff, administrators, and visitors to our campus are expected to observe appropriate fire safety practices by exercising prudence and adhering to the procedures and regulations established. **It is a serious violation of this policy,** as well as a significant safety hazard not to leave the building when the fire alarm is activated.

Upon the sounding of the fire alarm, all persons occupying the building at that time are expected to adhere to the following:

- 1. Immediately exit the building using the nearest exit door.
- 2. Cheyney Police Officers and Security will go through from the top floor down, evacuating every room, sending all residents down the steps. This must be done quickly and orderly. Cheyney Security Officers will assist Cheyney Police.
- 3. Everyone **MUST** evacuate the building and adjacent areas **MUST** be completely cleared.
  - a. Feel doors before opening. If hot, do not open.
  - b. If there is smoke in the room or in the hallway, grab a blanket or a towel to prevent smoke inhalation. Also, be sure to stay low to the ground.

- c. Be sure to lock your room door and take your key with you. Do not attempt to use the elevators.
- d. In the event the fire alarm sounds in the evening or at night, be sure to leave the ceiling light in your room on the "on" position.
4. Once you have exited the building, move at least 500 feet away from the building. When you arrive in the Marcus Foster area, check-in with the AD or designated Team Leader, so that you can be accounted for, and it can be documented that you have safely evacuated.
5. All persons are to remain in the designated safe area until the signal to return has been given by the Cheyney Police Officer.
6. An "All Clear" signal will be given by staff member or police at which time students may re-enter the building.
7. Anyone who fails to evacuate the building when the fire alarm sounds will be given a Judicial and a Criminal Citation.

## **ACCOUNTABILITY**

### **During an evacuation:**

IF THERE IS FACULTY, STAFF OR STUDENTS THAT ARE UNACCOUNTED FOR DURING AN EMERGENCY EVACUATION, INFORM CHEYNEY POLICE AND/OR THE FIRE DEPARTMENT PERSONNEL IMMEDIATELY. OTHERWISE IF/WHEN REQUESTED, THOSE ACCOUNTABLE HAVE TO REPORT TO CHEYNEY POLICE OR THE FIRE DEPARTMENT.

Each department must have a system of accountability in case of evacuation.

In the residence halls, the hall staff member(s) is/are responsible for ensuring that all the floor residents know of a meeting place outside of the building and that all the residents of the floor have evacuated.

In the classroom, the faculty member is responsible for evacuating and accounting for students in his/her class. The director, chairperson, or supervisor is responsible for informing the office/departmental personnel of a meeting area outside of the building and accounting for the personnel.

Verbal/written feedback regarding any emergency evacuation should be provided to Cheyney Police, who in turn will share the information with the Concordville Fire Department, and Student Coordinator, and others with a need. Feedback from disabled persons should be especially sought and changes in their emergency evacuation strategy made on an as-needed basis.

## **FIRE LOG**

Cheyney University maintains a fire log that records any fire that occurs in an on-campus student housing facility. The log shows the date of the fire, the date reported, the incident report number, the location, and the nature of the fire. This fire log is maintained by the CUPD and is available for inspection by the public at the CUPD Dispatch Office. A copy of the fire log and appropriate documentation is available from CUPD upon request. This fire log is updated when an on campus student housing facility fire is reported.

## **NON- EMERGENCY FIRE REPORTING**

Per federal law, Cheyney University is required to annually disclose statistical data on all fires that occur in on-campus student housing facilities. Listed below are the non-emergency numbers to call to report fires that have already been extinguished in on-campus student housing. These are fires for which you are unsure whether the Cheyney University Police Department may already be aware. If you find evidence of such a fire or if you hear about such a fire, please contact one of the following:

Cheyney University Police Department: 610-399-2405

Cheyney University Housing: 610-399-2428

When calling, please provide as much information as possible about the location, date, time and cause of the fire.

#### **PLANS FOR FUTURE IMPROVEMENTS IN FIRE SAFETY**

If we obtain the means, we would like to do the following:

Label all campus building entrances with reflective numbers and letters, incorporate an online fire safety education program, and develop a training program for elevator safety for students.

## **FIREARMS, WEAPONS AND EXPLOSIVES POLICY**

### **A. Scope**

This policy applies to all Students, Staff, Faculty and Visitors

### **B. Policy Statement**

While on university-controlled sites and at university-directed activities, persons are prohibited from introducing, possessing, using, buying, or selling unauthorized weapons, firearms, ammunition, explosives, or items deemed by Cheyney Police to be dangerous. This policy applies to employees, students and individuals visiting or conducting business on University property.

### **C. Reason for Policy**

A safe and secure environment is a fundamental prerequisite for fulfilling the university mission of teaching, research, and public service. CU is committed to maintaining a workplace and educational learning facility that is free of violence. This obligation includes eliminating recognized hazards from campus communities that contribute to violence or serious harm.

### **D. Procedures**

Any employee who becomes aware of a violation of this policy is required to immediately notify the Cheyney Police Department. Any student who becomes aware of a violation of this policy is required to immediately notify the Cheyney Police Department.

### **E. Definitions**

1. An **unauthorized firearm** is any firearm, regardless of whether the owner has a valid state permit to carry the firearm. The following firearms are excluded from this definition:
  - a. A firearm in the possession of a law enforcement officer who is authorized to possess the firearm, either on or off duty, by the employing law enforcement agency.
  - b. A firearm in the possession of a person who has received prior written authorization from the university police chief to possess a firearm on campus.
2. **University premises** refers to all Cheyney University properties.
3. A **university-directed activity** is an event intended solely for CU faculty, employees, students, or invited guests of the university; these activities include, but are not limited to, graduation events, receptions, meetings, social functions and conferences.
4. A **campus police chief** is one who has been assigned administrative responsibility for campus law enforcement or security activities.
5. **Weapons are defined as:**
  - Knives, firearms, ammunition, hunting arrows, potentially injurious war souvenirs, explosives, fireworks, firecrackers, highly flammable materials, and dangerous chemicals.

- Any device that shoots a bullet, pellet, flare or any other projectile, whether loaded or unloaded, including those powered by CO2. This includes but is not limited to rifles, shotguns, handguns or other firearm, BB/pellet gun, flare gun, stun gun or dart gun and any ammunition for any such device.
- Any replica of the foregoing is also prohibited.
- Any explosive device including firecrackers and black powder.
- Any device that is designed or traditionally used to inflict harm including but not limited to any knife with a blade longer than three inches, hunting knife, fixed blade knife, throwing knives, dagger, razor or other cutting instrument the blade of which is exposed.
- Weapons are not permitted to be stored on campus or in vehicles.
- Any weapon on campus in violation of this policy will be confiscated.
- Possession or use of such explosives or weapons will result in confiscation, disciplinary action and/or arrest.

#### **F. Sanctions**

- Violation of this policy is considered a serious offense that endangers the safety of the university communities. Therefore, this offense may result in immediate termination of employment, expulsion from school and/or arrest.
- Violation of this policy by employees constitutes misconduct and may subject the offender to discipline including immediate termination.
- Violation of this policy by students will be adjudicated in accordance with the Student Code of Conduct. Depending on the circumstances violation of this policy may subject the offender to discipline up to and including dismissal from the University.
- Violation of this policy by individuals visiting or conducting business on University property will result in the individual being required to leave the University property or event as the case may be and may also result in the individual receiving a written directive to remain off of University property.

The University may refer any violation of this policy to the Cheyney Police Department for investigation and/or arrest.

#### **G. Exceptions to this policy include:**

- Members of the Cheyney Police Department who are regularly employed by the University and are required to carry a weapon in accordance with departmental policy.
- Delaware and Chester County Municipal Police and Pennsylvania State Police officers who assist Cheyney Police.
- Private security firms must obtain prior written approval from the Chief of Cheyney Police Department before bringing any weapon on University property.
- A weapon, real or replica, used in connection with drill, public ceremony or a theatrical performance with prior approval of the Chief of Police.
- Any federal, state or local law enforcement officer in the performance of his or her official duties.

#### **H. Notification of Use of Replica or Prop Weapons**

Due to the risk of being identified as a real weapon, any item which looks like a weapon and is used for any purpose on University property must be reported to and approved by the University Police Department prior to use in any activity. Examples of such activities include official ROTC military exercises, color guard, intercollegiate athletics, class instruction or presentations, dramatic plays, and similar artistic events.

## MISSING STUDENT NOTIFICATION

### Purpose:

Cheyney University of Pennsylvania is required by federal law to comply with HEA missing student notification regulations.

### Definition:

Higher Education Act 34 CFR 668.46(b)(14). HEA missing student regulations apply only to students who reside in on-campus housing. This applies to students residing on-campus in student housing, declared missing for 24 hours. This policy is *strictly for missing person purposes*.

### Procedure:

1. Any faculty, student, staff or non-affiliated member of the community who is aware that a university student, in on-campus housing, is missing, he or she should immediately contact any one of the following university personnel in this order:

- The Office of Public Safety (610) 399-2405
- Director of Housing Operations & Auxiliary Services (610) 399-2428
- The Vice President for Student Affairs and Student Life (610) 399-2217
- Any university professor (See University Telephone Directory)
- Any academic chairperson (See University Telephone Directory)

2. Once the missing student report is received by any one of the individuals above, the individual receiving said report **MUST** bring this information to the attention of the Office of Public Safety.

3. In addition to registering a **general emergency contact**, students residing in on-campus housing have the option to **identify confidentially an individual to be contacted by CU in the event the student is determined to be missing for more than 24 hours**.

4. After investigating a missing person report, should CUPD determine that the student has been missing for 24 hours, the university will:

- Notify the missing person contact within 24-hours if the student has designated one.
- Notify the student's custodial parent or guardian and any other designated contact person within 24-hours if the student is less than 18-years of age and is not emancipated.
- Inform the local law enforcement agency that has jurisdiction in the area that the student is missing within 24-hours, 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 above the age of 18, or is an emancipated minor, notification to the local law enforcement agency that has jurisdiction in the area that the student is missing must be made within 24-hours.



**CHEYNEY UNIVERSITY OF PENNSYLVANIA  
OFFICE OF THE VICE PRESIDENT FOR STUDENT AFFAIRS AND STUDENT LIFE**

Dear Cheyney University Student:

If you are a student residing in on-campus housing, you have the option to identify **CONFIDENTIALLY** an individual to be contacted by Cheyney University in the event that you are determined to be missing for more than 24 hours. If you identify such an individual, Cheyney University will notify that individual no later than 24 hours after you have been determined missing. If you wish to identify a confidential contact, please fill out the form below. Your confidential contact will be accessible only by authorized campus officials and local law enforcement in the course of the investigation. Your confidential contact is strictly for missing person purposes. You have the option, even if you have already identified an emergency contact, to identify someone as your missing person contact. Your emergency contact and missing person contact are not required to be the same.

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**MISSING PERSON CONTACT INFORMATION**

Please identify an individual to be notified by Cheyney University if you are determined to be missing. If you are determined missing, Cheyney University will also notify the appropriate local law enforcement agency not later than 24 hours after the time you are determined missing. In addition, if you are under the age of 18 and not an emancipated individual, Cheyney University is also required to notify your custodial parent or legal guardian if you are determined missing. Please check the box if you are under 18 and not an emancipated individual. An emancipated individual refers to a minor who is self-supporting and independent of parental control, usually as a result of a court order.

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**CONTACT INFORMATION**

Contact First Name: \_\_\_\_\_ Contact Last Name: \_\_\_\_\_

Contact Relationship: \_\_\_\_\_

Street Address 1: \_\_\_\_\_ Street Address 2: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Country: \_\_\_\_\_

Missing Contact Email: \_\_\_\_\_

Area Code & Telephone Number: (\_\_\_\_) \_\_\_\_\_

Alternate Area Code & Telephone Number: (\_\_\_\_) \_\_\_\_\_



# CHEYNEY UNIVERSITY POLICY REGISTRY

## Cheyney University Policy Register

The Cheyney University Policy Register is a compilation of the official University, Administrative, and Operational policies and procedures of Cheyney University of Pennsylvania. The purpose of this on-line record is to serve the Cheyney University community as a source of reliable information and as a foundation on which decisions can be made.

- The Office of the President oversees and maintains this site.
- All approved policies and procedures will be recorded and posted in this site.
- This Policy Register is updated through periodic additions, deletions and changes.
- Policies under revision or pending approval by either University Senate or Administrative Council will be marked "Policy under Revision" in red, to indicate that the reader should be aware that the language or content may change.
- Further information may be obtained by contacting the Office of the President at [cheyneypresident@cheyney.edu](mailto:cheyneypresident@cheyney.edu) or 610-399-2220.
  
- [CUPD Clery Act Policy](#)
- [CUPD Policy on Emergency Evacuation and Fire Drills for Non-Residence Buildings](#)
- [CUPD Policy on Emergency Evacuation and Fire Drills for Residence Halls](#)
- [CUPD Fire Safety Plan and Policy](#)
- [CUPD Timely Warning Policy](#)
- [CUPD Firearms, Weapons and Explosives Policy](#)
- [CUPD Missing Student Notification Policy](#)
- [CUPD Threat Assessment Policy](#)
- [CUPD Emergency Response and Evacuation Policy](#)
- [CUPD Alcohol and Drug Policy](#)
- [Harassment, Intimidation and Disruptive Conduct Policy](#)
- [Reporting Allegations of Sexual Abuse - Assault of Minor Children Policy](#)
- [CUPD Reporting Allegations of Sexual Abuse/Assault](#)
- [CUPD Use of Force Policy](#)
- [CU Policy - Sexual Harassment](#)
- [CUPD Dating Violence Policy](#)
- [CUPD Domestic Violence Policy](#)

## DEFINITIONS OF REPORTED CRIMES

The following definitions are crimes that Federal Law requires institutions to report:

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

**Criminal Homicide-Manslaughter by Negligence:** The killing of another person through gross negligence.

**Criminal Homicide-Murder and Non-negligent Manslaughter:** The willful (non-negligent) killing of one human being by another.

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

**Aggravated Assault:** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)

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

**Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned including joyriding.)

**Sex Offenses-Forcible:** Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

*A. Forcible Rape*-The carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

*B. Forcible Sodomy*-Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly 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.

*C. Sexual Assault With An Object*-The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or 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.

*D. Forcible Fondling*-The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or 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 incapacity.

**Sex Offenses-Non-forcible:** Unlawful, non-forcible sexual intercourse.

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

B. *Statutory Rape*-Non-forcible sexual intercourse with a person who is under the statutory age of consent.

Additionally, the following violations should be reported to ACPD or to the appropriate institutional Judicial Affairs office. The police or judicial affairs staff will make tabulation of statistics from these referrals.

**Dating Violence:** The term “dating violence” means violence committed by a person—

(A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and

(B) where the existence of such a relationship shall be determined based on a consideration of the following factors:

(i) The length of the relationship.

(ii) The type of relationship.

(iii) The frequency of interaction between the persons involved in the relationship.

**Domestic Violence:** The term “domestic violence” includes felony or misdemeanor crimes of violence committed by a current or former spouse 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, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

**Stalking:** The term “stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

(A) fear for his or her safety or the safety of others; or

(B) suffer substantial emotional distress

**Weapon Law Violations:** The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

**Drug Abuse Violations:** Violations of State and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

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

**Hate Crimes:** Of the crimes described above and any other crime involving bodily injury to any person and the crimes of larceny-theft, simple assault, intimidation and vandalism, in which the victim is intentionally selected because of the actual or perceived race, gender, religion, sexual orientation, ethnicity, national origin, gender identity or disability of the victim that are reported to campus security authorities or local police agency, the data shall be collected and reported according to category of prejudice.

## CRIME AND FIRE STATISTICS 2013-2015

Cheyney University of Pennsylvania, Cheyney, PA 19319

### Summary of Fires (see page 42 for detailed chart)

Name of Facility	2013			2014			2015		
	Fires	Injuries	Deaths	Fires	Injuries	Deaths	Fires	Injuries	Deaths
King Hall	0	0	0	0	0	0	0	0	0
Emlen Hall	0	0	0	0	0	0	0	0	0
Humphreys Hall	CLOSED			0	0	0	0	0	0
New Residence Hall	1	0	0	0	0	0	0	0	0
Tubman Hall	0	0	0	0	0	0	1	1	0
Truth Hall	1	0	0	0	0	0	CLOSED		
Yarnall Hall	CLOSED			CLOSED			CLOSED		
<b>Total</b>	2	0	0	0	0	0	1	1	0

**CRIME STATISTICS 2013-2015**

Main Campus	On campus			Residence			Public			Non Campus		
	2013	2014	2015	2013	2014	2015	2013	2014	2015	2013	2014	2015
<b>Crime Classification</b>	2013	2014	2015	2013	2014	2015	2013	2014	2015	2013	2014	2015
Murder /non negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses forcible	3			3			0			0		
Rape		2	6		2	6		0	0		0	0
Fondling		1	1		0	1		0	0		0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	1	2	1	0	1	1	0	0	0	0	0	0
Aggravated Assault	9	2	3	2	2	1	0	0	0	0	0	0
Burglary	28	37	17	25	35	16	0	0	0	0	0	0
Motor Vehicle Theft	1	1	0	0	0	0	0	0	0	0	0	0
Arson	2	0	1	2	0	1	0	0	0	0	0	0
Domestic Violence		0	2		0	2		0	0		0	0
Dating Violence		4	2		4	2		0	0		0	0
Stalking		0	3		0	2		0	0		0	0
<b>ARRESTS/REFERRALS for Selected Offenses</b>												
<b>Offense Type</b>												
<b>Liquor Law Violations</b>												
Referral	2	3	7	2	3	7	0	0	0	0	0	0
Arrest	21	9	0	21	8	0	0	0	0	0	0	0
<b>Drug Law Violation</b>												
Referral	21	23	39	21	21	39	0	0	0	0	0	0
Arrest	8	6	0	6	5	0	0	0	0	0	0	0
<b>Weapons Possession</b>												
Referral	1	3	0	1	2	0	0	0	0	0	0	0
Arrest	3	3	1	1	3	1	0	0	0	0	0	0

**Hate Crimes**

2015: No hate crimes reported.

2014: No hate crimes reported.

2013: One simple assault, on campus, residence, sexual orientation bias.

**Unfounded Crimes**

2015: No unfounded crimes.

2014: No unfounded crimes.

2013: No unfounded crimes.

Center City Campus	On Campus			Residential			Public			Non Campus		
Crime Classification	2013	2014	2015	2013	2014	2015	2013	2014	2015	2013	2014	2015
Murder/Non negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses Forcible	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
<b>Arrests/Referrals for Selected Offenses</b>												
Offense Type	2013	2014	2015	2013	2014	2015	2013	2014	2015	2013	2014	2015
Liquor Law Violations												
Referral	0	0	0	0	0	0	0	0	0	0	0	0
Arrest	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violation												
Referral	0	0	0	0	0	0	0	0	0	0	0	0
Arrest	0	0	0	0	0	0	0	0	0	0	0	0
Weapons Possession												
Referral	0	0	0	0	0	0	0	0	0	0	0	0
Arrest	0	0	0	0	0	0	0	0	0	0	0	0
<b>Hate Crimes</b>												
2015: No hate crimes reported.												
2014: No hate crimes reported.												
2013: One simple assault, on campus, residence, sexual orientation bias.												
<b>Unfounded Crimes</b>												
2015: No unfounded crimes.												
2014: No unfounded crimes.												
2013: No unfounded crimes.												

## **CHEYNEY UNIVERSITY MAIN CAMPUS MAP**

**Cheyney Road and Creek Road, 1837 University Circle, Cheyney, PA 19319**

Approximately a 275 acre campus located twenty miles from Philadelphia, Pennsylvania.

All buildings are On Campus

[Cheyney University Main Campus Map](#)

**Cheyney University Center City** [Cheyney University Center City](#)

Mellon Independence Center

701 Market St., Concourse Level

Philadelphia, PA 19106

267-386-3001

PASSHE Center City [PASSHE Center City ASR](#)

Map PASSHE Center City [PASSHE CC MAP](#)

PASSHE Center City Emergency Preparedness [PASSHE CC Emergency Preparedness](#)