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Who is Responsible for Safety and Security at Saint Joseph's University?

The safety and security of all who live, work, and visit Saint Joseph's University (SJU) is of paramount concern to the entire University community. The primary focus for the Office of Public Safety & Security (OPSS) is to provide the highest, reasonable level of security on our 100+ acre campus. Our school community as a whole shares this responsibility. During the school year, several crime prevention and security awareness initiatives are implemented. This shared responsibility is a key factor to having a safe learning environment and, for that reason; members of the University are encouraged to accurately and promptly report all crimes to the Office of Public Safety & Security and local law enforcement agency.

Preparation of this Report

Preparation of this report is the responsibility of the Office of Public Safety & Security. The Office of Public Safety & Security prepares and publishes this report to inform the University community about campus security policies and procedures, programs designed to prevent and respond to certain crimes, and specific statistics for certain criminal incidents, arrests, and disciplinary referrals reported throughout the previous three calendar years. The crime statistics are gathered primarily from the Office of Public Safety & Security Incident Management System, but also include statistics based on information provided by other Campus Security Authorities (as defined by the Clery Act), as well as outside police departments (local and abroad). For additional information on Campus Security Authorities, see page [16] of this Annual Security Report.

The University distributes this Annual Security Report and Annual Fire Safety Report by October 1 of every year to every member of the University community by email. The email, which is sent to every enrolled student, faculty member, and staff member, includes the web address where the report is posted and information on how to obtain a hard copy of the report. Anyone, including prospective students and prospective employees, may obtain a hard copy of this report by calling the Office of Public Safety & Security (610-660-1111) or visiting: https://sites.sju.edu/security/annual-report . The Clery Act statistics published in this report are also provided to the Department of Education electronically.

Daily Crime Log

This report complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics (Clery Act), as well as the Commonwealth of Pennsylvania Act 180 (Uniform Crime Reporting Act). In further compliance with those Acts, the University maintains a daily crime log that is available for inspection in the Office of Public Safety & Security at Barbelin Hall, Room 13. The University takes all reasonable precautions to protect against the inclusion of personally-identifying information about the victim.

About the Office of Public Safety & Security

The Office of Public Safety & Security is located in Barbelin, Room 13. The office reports to the Vice President for Student Life, and consists of a Director; Assistant Director Operations; Public Safety Investigator; Public Safety Captains; Public Safety Lieutenants; Public Safety Officers; Public Safety Bicycle Officers; Residence Hall and Athletic Center Desk Attendants, contracted through Allied Universal Security Services; and Parking Gate Attendants.
Philadelphia Police Officers are hired for patrol services through the Philadelphia Police Department and shuttle bus service is contracted through Easton Coach and Transnet transportation service.

**Public Safety & Security and Law Enforcement Relationships, Jurisdiction, and Authority to Arrest**

Public Safety Officers must be certified under Commonwealth of PA Lethal Weapons Training Act 235 prior to employment. Additional pre-service training is provided to all new officers. Public Safety Officers are not police officers, do not carry firearms, and do not have arrest authority. They are employees of the University and as such, operate solely as agents of the University. Criminal investigations are conducted by one of the two outside law enforcement agencies that are responsible for coverage at the University. They are Lower Merion Township on the Maguire Campus and Philadelphia on the Overbrook Campus. The Office of Public Safety & Security has a longstanding and successful working relationship with both departments. While these relationships are well established, they are not memorialized by a memorandum of understanding or in any written agreement. These departments will report student off-campus involvement and criminal activity to the University. The University also has a working relationship with the Pennsylvania State Police. The Pennsylvania State Police Bureau of Liquor Control Enforcement assists the Office of Public Safety & Security and local police with the enforcement of the Pennsylvania Liquor Code throughout the campus community. This relationship is not memorialized by a memorandum of understanding or in any written agreement.

All crime victims have a right to report any criminal incidents to local police (9-1-1). The Office of Public Safety & Security encourages this right and will assist with the reporting process.

**Notation regarding Noncampus Student Organizations**

Saint Joseph’s University does not have any non-campus locations (including housing) of student organizations, which are officially recognized by the institution.

**Clery Act Campus Crime Statistics**

The statistics listed below reflect the number of certain types of crimes reported to Campus Security Authorities and police departments (local and abroad), as defined by the Clery Act. They do not reflect the outcome of investigations by the University or the pertinent police department.

* There were no reported hate crimes for the years 2015, 2016, or 2017.

**There were no unfounded reports to declare for the years 2015, 2016, or 2017.
<table>
<thead>
<tr>
<th>Offenses</th>
<th>On-Campus Student Housing Facilities</th>
<th>On-Campus Total</th>
<th>Non-Campus Buildings or Property</th>
<th>Public Property</th>
</tr>
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<tbody>
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## Clery Act Campus Crime Statistics 2016

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<tr>
<td>Incest</td>
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<th>On-Campus Total</th>
<th>Non-Campus Buildings or Property</th>
<th>Public Property</th>
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<td>Dating Violence</td>
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<th>Referrals</th>
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## Clery Act Campus Crime Statistics 2015

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<tbody>
<tr>
<td>Murder/Non-negligent Manslaughter</td>
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<tr>
<td>Manslaughter by Negligence</td>
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<td>Rape</td>
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<td>Fondling</td>
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<tr>
<td>Statutory Rape</td>
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<td>0</td>
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<tr>
<td>Incest</td>
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<td>Robbery</td>
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</table>
Definitions of Terms within the Clery Act

It is important to note that the crime classifications for which colleges and universities must provide statistics to comply with the Clery Act differ under state and federal law. Statistics for certain crime classifications under the Clery Act might appear to be different than statistics under the Pennsylvania Uniform Crime Reporting Act. For one example, the federal statistics for motor vehicle theft differ from the state statistics for the same category because the federal classification includes attempted motor vehicle thefts, while state law requires institutions to separately report attempted motor vehicle thefts.

The crime statistics reported under the Clery Act include the following crimes, as defined under the Clery Act. Certain state definitions are provided where applicable.

Crimes

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

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

- **Rape:** Penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. In Pennsylvania, a person commits the crime of rape when the person engages in sexual intercourse with the complainant: (1) by forcible compulsion; (2) by threat of forcible compulsion that would prevent resistance by a person of reasonable resolution; (3) who is unconscious or where the person knows that the complainant is unaware that the sexual intercourse is occurring; (4) where the person has substantially impaired the complainant’s power to appraise or control they conduct by administering or employing, without the knowledge of the complainant, drugs, intoxicants or other means for the purpose of preventing resistance; (5) who suffers from a mental disability which renders the complainant incapable of consent.

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

- **Incest:** Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law. In Pennsylvania, incest occurs when a person knowingly marries or cohabits or has sexual intercourse with an ancestor or descendant, a brother or sister of whole or half blood or an uncle, aunt, nephew or niece of the whole blood. These relationships include blood relationship without regard to legitimacy and relationship of parent and child by adoption.

- **Statutory Rape:** Sexual intercourse with a person who is under the statutory age of consent. In Pennsylvania, the age of consent is 16 and an offense occurs where the perpetrator is four or more years older.

- **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.
• **Burglary:** The unlawful entry of a structure to commit a felony or a theft.

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

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

• **Domestic Violence:** A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or who has cohabited with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or as “domestic violence” is otherwise defined under the laws of the Commonwealth of Pennsylvania. *Domestic violence is not defined by Pennsylvania State Statute.*

• **Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship will be determined based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of Domestic Violence. *Dating violence is not defined by Pennsylvania State Statute.*

• **Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others; or suffer substantial emotional distress; or as “stalking” is otherwise defined by the laws of the Commonwealth of Pennsylvania. One engages in an impermissible course of conduct if one engages in two or more acts that include, but are not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person in a way prohibited as described above, or interferes with a person’s property. *In Pennsylvania, a person commits the crime of stalking when the person either: (1) engages in a course of conduct or repeatedly commits acts towards another person, including following the person without proper authority, under circumstances which demonstrate either an intent to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person; or (2) engages in a course of conduct or repeatedly communicates to another person under the circumstances which demonstrate or communicate either an intent to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person.*

**Arrests and Referrals for Disciplinary Action**

• **Liquor Law Violations:** The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness. This includes the manufacture, sale, transporting, furnishing possession, etc. 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.

- **Drug Abuse Violations:** The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs. 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).

- **Weapons - Carrying, Possessing, Etc.:** The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature. This includes 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.

**Hate Crimes**
The Clery Act requires the disclosure of statistics for hate crimes. For Clery Act purposes, hate crimes include any of the “crimes” noted above, as well as any crime of larceny-theft; simple assault; intimidation; destruction, damage or vandalism of property, and a crime involving bodily injury, which is motivated, in whole or in part, by the offender’s bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their race, gender, religion, disability, sexual orientation, ethnicity, national origin, or gender identity.

- **Larceny-Theft:** The unlawful taking, carrying, leading, or riding away of property from the possession, or constructive possession, of another.
- **Simple Assault:** An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.
- **Intimidation:** To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
- **Destruction/Damage/Vandalism of Property:** To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.
Geography

The Clery Act requires that statistics for reported Clery Act crimes that occur (1) on-campus (and in student housing facilities), (2) on public property within or immediately adjacent to campus, and (3) in or on non-campus buildings or property that SJU owns or controls are disclosed. The Clery Act defines these categories as:

- **On-Campus Total:** (i) 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 (ii) Any building or property that is within or reasonably contiguous to the area identified in paragraph (i) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor). Note that incidents shown in the On-Campus Student Housing Facilities category are also included in the statistics shown in the On-Campus Total category.

- **On-Campus Student Housing Facilities:** 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. Note that incidents shown in the On-Campus Student Housing Facilities category are also included in the statistics shown in the On-Campus Total category.

- **Non-Campus Buildings or Property:** (i) Any building or property owned or controlled by a student organization that is officially recognized by the institution; or (ii) Any building or property (other than a branch campus) 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. At Saint Joseph’s University, Non-Campus Buildings or Property include the SJU Boathouse, Chubb Hotel and Conference Center, and some study abroad locations.

- **Public Property:** All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus.
The Pennsylvania Uniform Crime Reporting Act

In addition to the Clery Act, the Pennsylvania Uniform Crime Reporting Act requires the release of crime statistics and rates to students and employees, and it requires that those statistics be available to applicants and new employees upon request. The rate is based on the actual number of Full Time Equivalent (FTE) students and employees, which is calculated according to the following state-mandated formula. The formula is the number of FTE students (6139) plus the number of FTE employees (935). The 2017 FTE is therefore 7074 or 14.14. The rate is obtained by dividing this figure into 100,000 and multiplying the quotient by the individual statistics to produce the crime rate per 100,000 persons in each category.

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<td>All Others** (Except Traffic)</td>
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*Incidents per 100,000 Full Time Equivalents (FTE)

** “All Others” offenses include harassment and trespassing.
Procedures for Reporting a Crime or Emergency

Members of the Saint Joseph’s University community are encouraged to report all crimes and emergencies to the Office of Public Safety & Security and to local law enforcement agencies including when the victim of such crimes elects to or is unable to make such a report. Such reports will allow the University to determine if follow-up actions are required, including, but not limited to, timely warnings and emergency notifications (as described in this Report), in a timely manner.

To report a crime, emergency, or non-emergency, to the Office of Public Safety & Security dial extension 1111 or from outside the University phone system, 610-660-1111. Public Safety Officers trained to dispatch are available at this number 24 hours/day, 7 days/week to answer your call. Based on the nature of the call, a Public Safety Officer may be dispatched to your location, or you may be asked to report to the Office of Public Safety & Security to file an incident report. To further assist with reporting crimes or emergency situations, 243 emergency phones are located throughout the campus, both inside and outside the buildings. These phones provide a direct line to the Office of Public Safety & Security; simply pick up the handset or press the “call” button. You will be immediately connected with a Public Safety Officer who will be able to determine your location based on the emergency phone you are calling from. You can also visit the Office of Public Safety & Security in Barbelin Hall, Room 13, or speak with any Public Safety Officer to make a report. The Office of Public Safety & Security will provide assistance with contacting Philadelphia Police or Lower Merion Police, if needed. You may also contact the Philadelphia Police or Lower Merion Police directly if you wish by calling 911.

In addition, to the Office of Public Safety & Security, you may report a crime to the following areas:

- Office of Student Life - 610-660-1045
- Counseling & Psychological Services - 610-660-1090
- Office of Student Outreach & Support - 610-660-1149
- Student Health Center - 610-660-1175
- Office of Community Standards - 610-660-1046
- Office of Residence Life - 610-660-1062
- Office of Human Resources - 610-660-3336
- Title IX/Bias Response Coordinator - 610-660-1145

All Office of Public Safety & Security incident reports involving students are forwarded to the Vice President for Student Life and the Office of Community Standards for review and disciplinary action, if necessary. All Office of Public Safety & Security incident reports involving employees are forwarded to the Office of Human Resources for review and disciplinary action, if necessary. The University will, upon written request, disclose to an alleged victim (or next of kin if the victim is deceased) of a crime of violence or non-forcible sexual offense the report on the results of any disciplinary proceeding conducted by the University against a student who is the alleged perpetrator of such crime or offense.

Timely Warning to the Campus Community

The University will provide timely notice to the campus community regarding Clery Act crimes that occur on the university’s Clery Act geography that are reported to a Campus Security Authority or local police agencies and that are considered by the University to...
be a serious or continuing threat to students and employees.

The Director of Public Safety & Security/designee will make a determination on a case-by-case basis if a timely warning is required. This determination will be based on all the facts surrounding the crime, including the nature of the crime, the continuing danger (if any) to the campus community, and the possible risk of compromising law enforcement efforts.

If determination is made to issue a timely warning, then the Director of Public Safety & Security/designee will determine the content of the message and draft the message. If necessary, then the Director of Public Safety/designee will consult with the Vice President for Student Life and the Office of University Communications. In drafting the message, the University will make every effort not to release personally-identifying information while still providing enough detail for community members to make safety decisions in light of the danger. The University will include information about the type of criminal incident and aim to include all information that would promote safety and aid in the prevention of similar crimes.

The timely warning will be issued as soon as the pertinent information is available and issued in a manner reasonably likely to reach the entire campus community, though the particular manner of dissemination depends upon the circumstances of the crime. Various means of communication used on a case-by-case basis, such as telephone voicemail broadcast messages, electronic mail, Campus Announcements on the “SJU Today” tab within The Nest, and digital signage on televisions throughout campus are available for this purpose. A “Campus Alerts” box is located on the “Home” tab within The Nest and is utilized to quickly disseminate emergency information to the University community. SJU also has a siren/public address warning system and a cell phone text messaging system to communicate without delay in the event of an emergency.

Campus Security Authorities

The Clery Act requires the University to collect crime reports from a variety of individuals and organization that are considered “Campus Security Authorities” under the law. Campus Security Authorities (“CSA”) is a Clery Act specific term that encompasses four (4) groups: (i) a campus police department or a campus security department of an institution; (ii) any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or campus security department (e.g., an individual who is responsible for monitoring the entrance into institutional property); (iii) any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses; and (iv) an official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings.”

Professional and pastoral counselors are exempt from the reporting requirement while acting in that role and working within the scope of a license or certification.

The following are designated as “Campus Security Authorities”:
- All administrative employees and Graduate Assistants in the Division of Student
Life, including, but not limited to, Vice President for Student Life; Assistant Vice President for Student Development; Assistant Vice President for Student Life; Assistant Vice President for Student Success and Educational Support; Assistant Vice President of Campus Life; Administrative staff in: Adult Student Life, Campus Recreation, Career Development Center, Center for International Programs, China Program, Community Standards, Educational Support for Student Athletes, Inclusion and Diversity (including Student Inclusion and Diversity, Inclusion and Diversity Access Programs, Women’s Center, and LGBTQ Programs), Learning Resources, Public Safety & Security (and all Public Safety & Security personnel to include uniformed officers, residence hall desk attendants, gate attendants, and drivers), Residence Life (including Resident Assistants), Student Disability Services, Student Health, Student Leadership and Activities, Student Outreach and Support, and Student Success and First Year Experience.

- Vice President and administrative staff in Athletics; all team coaches (full and part-time and Graduate Assistants) for Recreational Sports and Intercollegiate Athletics.

- Administrative staff and Graduate Assistants in Campus Ministry.

- All Deans, Associate Deans, and Assistant Deans of the Undergraduate and Graduate programs within the School of Business, the College of Arts and Sciences, and the College for Professional and Liberal Studies.

- All administrative employees in the Division of Administrative Services, including, but not limited to, Dining Services and Facilities Management.

- Vice President and Directors for Human Resources.

- Director of the ELS Language Center.

- All advisors to student groups, clubs, and organizations.

- All non-professional counselors (such as victim advocates).

Voluntary, Confidential Crime Reporting

Note that except for communication made to professional and pastoral counselors while acting in that role and working within the scope of a license or certification, all “Campus Security Authorities” have an obligation to report all offenses to the Office of Public Safety & Security. The University does not require its professional or pastoral counselors to notify those to whom they are counseling of the voluntary, confidential reporting options.

Victims or witnesses may report crimes on a voluntary, confidential for inclusion in the annual crime statistics contained in this Report. Confidential means that the person making the report will not be required to disclose their name. Reports filed confidentially will aid in the University’s ability to identify crime patterns, and those confidential reports that provide sufficient detailed information for classification of the offense using the Clery Act be included in the annual crime statistics. Please be aware that incidents reported in this manner (without personally-identifiable information) may limit the University’s ability to respond.

Should the victim of, or witness to a crime wish to make a voluntary, confidential report, there are several means of doing so.

- An Anonymous Tip Line has been established to provide the Office of Public Safety & Security with “tips” about criminal activity or behavior on campus. Call extension 1114 or 610-660-1114 to reach this recorded line and leave a message. The
Anonymous Tip Line is monitored by the Director of Public Safety & Security and information provided will be thoroughly investigated. Though monitored, the Anonymous Tip Line is not meant for emergencies that require immediate action.

- Another means to make an anonymous report is through the “Tip Drop Box” located in the Drexel Library. The “Tip Drop Box” is situated to the right of the computer classroom on the ground floor and allows for anyone to drop off an anonymous message that will be promptly checked by the Office of Public Safety & Security.

Emergency Response and Evacuation Procedures

Emergency Notifications
The University will immediately notify the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus. Information regarding the University’s response to various emergency situations can be found in the Emergency Preparedness Plan: [https://sites.sju.edu/emergency](https://sites.sju.edu/emergency).

When the Office of Public Safety & Security receives information regarding a significant emergency or a dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the SJU campus, then the University will determine the content and initiate the notification system without delay and take into account the safety of the community unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or contain, respond to, or otherwise mitigate the emergency.

The Director of Public Safety & Security/designee will confirm that there is a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus by reviewing available information. The University’s Public Safety & Security administrators typically oversee coordination efforts with first responders on behalf of the University.

The Director of Public Safety & Security/designee will then determine the content of the notification and determine which segment(s) of the University community will receive the notification based on the available information. If time permits, the Director of Public Safety & Security/designee will consult with the Vice President for Student Life and/or Vice President of University Communications. The content and segments of notification are determined on a case-by-case basis. The goal is to ensure that the campus community, especially those in the immediate area of the occurrence are aware of the ongoing situation and are advised of steps to take to stay safe. As additional information is received, additional content may be provided and additional segments may be notified.

The University has several means of providing emergency notification. Some or all of these means may be utilized in the event of an immediate threat. The Vice President for Student Life/designee is responsible for initiating each system.

- An Emergency Text Message alert system is available for members of the University community to participate in. Enrollment is voluntary and students and staff are encouraged to register their cell phone numbers in order to receive the emergency text messages (registration is available on the “School Services” tab of The Nest). Messages can be sent to everyone registered or to specific segments of the
University community.

- Campus-wide electronic mail messages may also be utilized along with the “Campus Alerts” box on the “Home” tab within The Nest. The “Campus Alerts” box is a quick and far-reaching method of disseminating information to members of the SJU community.
- Electronic mail messages and/or Emergency Text Messages may be used to disseminate emergency information to the larger community.
- A siren/public address warning system is located in the bell tower of the Barbelin building and can be used to broadcast messages to the immediate surroundings.

The Vice President for Student Life/designee determines when the larger community outside the campus will be notified and the content of that notification.

**Procedures to Test the Emergency Response & Evacuation Procedures**

The University conducts various tests of emergency response procedures to include table-top and field exercises coordinated with local emergency response teams and law enforcement agencies. These tests, which occur annually, contain drill exercises and follow-through activities designed for assessment and evaluation of emergency plans and capabilities. The Director of Public Safety & Security/designee annually publicizes emergency response and evacuation procedures in conjunction with the test and documents, and for each test, a description of the exercise, the date, time, and whether it was announced or unannounced.

Evacuation procedures are tested twice each semester for all residential facilities. The Office of Public Safety & Security and Residence Life staff oversees evacuation procedures and provide guidance to evacuating students. In addition, evacuation drills are conducted once each semester for campus academic and administrative buildings. Academic building evacuation drills are generally scheduled during “free periods” to ensure minimal disruption to classes in session and will be announced to facilitate preparation and participation by building occupants. Administrative building evacuation drills may be conducted at any time and can be coordinated with staff to maximize participation and minimize disruption.

**University’s Response to Sexual Assault, Domestic Violence, Dating Violence & Stalking**

The University is committed to providing an institutional environment where all persons may pursue their studies, careers, duties, and activities in an atmosphere free from the threat of sexual assault, domestic violence, dating violence, and stalking (collectively, for the purposes of this report, Sexual Misconduct). The University prohibits the crimes of sexual assault, domestic violence, dating violence, and stalking, and will not tolerate Sexual Misconduct on its campus, on non-campus property owned or controlled by the University, or at University-sponsored events or programs (occurring either on-or off-campus, including University sponsored study-abroad programs), by any member of the Saint Joseph’s community (faculty, students, administrators, staff including union members, independent contractors, trustees, and volunteers) or third parties, regardless of sexual orientation or gender identity. This also applies to any off-campus behavior of students (even if unrelated to a University-sponsored event or program) that has an actual or potential adverse impact on the University or any member of the University community. The University’s comprehensive Sexual Misconduct Policy is available at: https://sites.sju.edu/humanresources/files/2018/09/Sexual-Misconduct.pdf. We encourage
you to read the Sexual Misconduct Policy in its entirety as it identifies procedures, policies, and protocols for reporting and addressing allegations of Sexual Misconduct, including options for and availability of various on- and off-campus resources for individuals who have been the victim of Sexual Misconduct.

Defining Sexual Assault, Domestic Violence, Dating Violence, and Stalking under the University’s Sexual Misconduct Policy

- **Sexual Assault:** Having sexual intercourse or sexual physical contact with another individual by the use of threat of force or coercion, without consent, or where the individual is incapacitated. Sexual Assault is also prohibited by federal and Pennsylvania law. For purposes of the University’s Sexual Misconduct Policy, prohibited Sexual Assault includes: Rape, Statutory Sexual Assault, Sexual Assault, Indecent Assault, Fondling, and Incest as defined by the FBI’s Uniform Crime Reporting Program (available at [https://ucr.fbi.gov/nibrs/nibrs-user-manual](https://ucr.fbi.gov/nibrs/nibrs-user-manual)), or the Pennsylvania Criminal Code. Applicable definitions from the Pennsylvania Criminal Code are provided below: Each definition is pulled directly from Title 18 of the Pennsylvania Crimes Code; the section number (e.g., § 3121, § 3122, etc.) is also pulled directly from the Pennsylvania Crimes Code. The pertinent definitions are:

  § 3121. Rape: (a) Offense defined. -- A person commits a felony of the first degree when the person engages in sexual intercourse with a complainant: (1) by forcible compulsion; (2) by threat of forcible compulsion that would prevent resistance by a person of reasonable resolution; (3) who is unconscious or where the person knows that the complainant is unaware that the sexual intercourse is occurring; (4) where the person has substantially impaired the complainant’s power to appraise or control his or her conduct by administering or employing, without the knowledge of the complainant, drugs, intoxicants or other means for the purpose of preventing resistance; (5) who suffers from a mental disability which renders the complainant incapable of consent. (b) Rape of a child. -- A person commits the offense of rape of a child, a felony of the first degree, when the person engages in sexual intercourse with a complainant who is less than 13 years of age. (c) Rape of a child with serious bodily injury. -- A person commits the offense of rape of a child resulting in serious bodily injury, a felony of the first degree, when the person violates this section and the complainant is under 13 years of age and suffers serious bodily injury in the course of the offense.

  § 3122.1. Statutory sexual assault: (a) Felony of the second degree. -- Except as provided in section 3121 (relating to rape), a person commits a felony of the second degree when that person engages in sexual intercourse with a complainant to whom the person is not married who is under the age of 16 years and that person is either: (1) four years older but less than eight years older than the complainant; or (2) eight years older, but less than 11 years older than the complainant. (b) Felony of the first degree. -- A person commits a felony of the first degree when that person engages in sexual intercourse with a complainant under the age of 16 years and that person is 11 or more years older than the complainant and the complainant and the person are not married to each other.

  § 3123. Involuntary deviate sexual intercourse: (a) Offense defined. -- A person commits a felony of the first degree when the person engages in deviate sexual intercourse with a complainant: (1) by forcible compulsion; (2) by threat of forcible
compulsion that would prevent resistance by a person of reasonable resolution; (3) who is unconscious or where the person knows that the complainant is unaware that the sexual intercourse is occurring; (4) where the person has substantially impaired the complainant’s power to appraise or control his or her conduct by administering or employing, without the knowledge of the complainant, drugs, intoxicants or other means for the purpose of preventing resistance; (5) who suffers from a mental disability which renders him or her incapable of consent; (6) (deleted by amendment); (7) who is less than 16 years of age and the person is four or more years older than the complainant and the complainant and person are not married to each other. (b) Involuntary deviate sexual intercourse with a child. -- A person commits involuntary deviate sexual intercourse with a child, a felony of the first degree, when the person engages in deviate sexual intercourse with a complainant who is less than 13 years of age. (c) Involuntary deviate sexual intercourse with a child with serious bodily injury. -- A person commits an offense under this section with a child resulting in serious bodily injury, a felony of the first degree, when the person violates this section and the complainant is less than 13 years of age and the complainant suffers serious bodily injury in the course of the offense.

§ 3124.1. Sexual assault: Except as provided in section 3121 (relating to rape) or 3123 (relating to involuntary deviate sexual intercourse), a person commits a felony of the second degree when that person engages in sexual intercourse or deviate sexual intercourse with a complainant without the complainant’s consent.

§ 3125. Aggravated indecent assault: (a) Offenses defined. -- Except as provided in sections 3121 (relating to rape), 3122.1 (relating to statutory sexual assault), 3123 (relating to involuntary deviate sexual intercourse) and 3124.1 (relating to sexual assault), a person who engages in penetration, however slight, of the genitals or anus of a complainant with a part of the person’s body for any purpose other than good faith medical, hygienic or law enforcement procedures commits aggravated indecent assault if: (1) the person does so without the complainant’s consent; (2) the person does so by forcible compulsion; (3) the person does so by threat of forcible compulsion that would prevent resistance by a person of reasonable resolution; (4) the complainant is unconscious or the person knows that the complainant is unaware that the penetration is occurring; (5) the person has substantially impaired the complainant’s power to appraise or control his or her conduct by administering or employing, without the knowledge of the complainant, drugs, intoxicants or other means for the purpose of preventing resistance; (6) the complainant suffers from a mental disability which renders him or her incapable of consent; (7) the complainant is less than 13 years of age; or (8) the complainant is less than 16 years of age and the person is four or more years older than the complainant and the complainant and the person are not married to each other. (b) Aggravated indecent assault of a child. -- A person commits aggravated indecent assault of a child when the person violates subsection (a)(1), (2), (3), (4), (5) or (6) and the complainant is less than 13 years of age.

§ 3126. Indecent assault: (a) Offense defined. -- A person is guilty of indecent assault if the person has indecent contact with the complainant, causes the complainant to have indecent contact with the person or intentionally causes the complainant to come into contact with seminal fluid, urine or feces for the purpose of arousing sexual desire in the person or the complainant and: (1) the person does so without the complainant’s consent; (2) the person does so by forcible compulsion; (3) the person does so by threat
of forcible compulsion that would prevent resistance by a person of reasonable 
resolution; (4) the complainant is unconscious or the person knows that the 
complainant is unaware that the indecent contact is occurring; (5) the person has 
substantially impaired the complainant’s power to appraise or control his or her 
conduct by administering or employing, without the knowledge of the complainant, 
drugs, intoxicants or other means for the purpose of preventing resistance; (6) the 
complainant suffers from a mental disability which renders the complainant incapable 
of consent; (7) the complainant is less than 13 years of age; or (8) the complainant is 
less than 16 years of age and the person is four or more years older than the 
complainant and the complainant and the person are not married to each other.

§ 4302. Incest. (a) General rule. -- Except as provided under subsection (b), a person is 
guilty of incest, a felony of the second degree, if that person knowingly marries or 
cohabits or has sexual intercourse with an ancestor or descendant, a brother or sister 
of the whole or half blood or an uncle, aunt, nephew or niece of the whole blood. (b) 
Incest of a minor. -- A person is guilty of incest of a minor, a felony of the second 
degree, if that person knowingly marries, cohabits with or has sexual intercourse with a 
complainant who is an ancestor or descendant, a brother or sister of the whole or half 
blood or an uncle, aunt, nephew or niece of the whole blood and: (1) is under the age 
of 13 years; or (2) is 13 to 18 years of age and the person is four or more years older 
than the complainant. (c) Relationships. -- The relationships referred to in this section 
include blood relationships without regard to legitimacy, and relationship of parent 
and child by adoption.

For purposes of the University’s Sexual Misconduct Policy, Sexual Assault also 
includes: Non-consensual sexual contact and Non-consensual sexual intercourse.

- **Non-consensual sexual contact** means any sexual touching, with any object, by 
a person upon another person without consent, or forcing any person to touch 
you or themselves in a sexual manner. It is defined as engaging in any sexual 
contact other than intercourse with another person without that person’s consent 
and/or cognizance. It includes any non-consensual sexual contact, including any 
improper touching of intimate body parts. It also includes the non-consensual 
removal of another’s clothing, indecent contact (i.e., the unwanted touching of 
intimate body parts including, but not limited to, genitals, buttocks, groin, or 
breasts) or causing another to have indecent contact with those intimate body 
parts.

- **Non-consensual sexual intercourse** means any sexual intercourse (anal, oral or 
vaginal), with any object, by a person upon another person without that person’s 
consent. Non-consensual intercourse may be accomplished by expressly or 
implicitly forcing or coercing another person to have intercourse against that 
person’s will, including the use or threat of physical force, or any behavior that is 
designed to intimidate and induce fear in another person. Non-consensual sexual 
intercourse can also occur when another person is incapable of denying or giving 
consent.

- **Domestic Violence**: A felony or misdemeanor crime of violence committed by a current 
or former spouse or intimate partner of the alleged victim, by a person with whom the 
alleged victim shares a child in common, by a person who is cohabitating with or who
has cohabitated with the alleged victim as a spouse, by a person similarly situated to a spouse of the alleged victim under the domestic or family laws of the Commonwealth of Pennsylvania, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the Commonwealth of Pennsylvania. While there is no distinct definition of “Domestic Violence” under the Pennsylvania Crimes Code, it should be noted that if a criminal complaint is made to law enforcement outside of the University, the following standard of probable cause will apply. NOTE: This is being provided for informational purposes only. This standard is different from the procedures which apply to on-campus disciplinary matters, as set forth in the University’s Sexual Misconduct Policy.

§ 2711. Probable cause arrests in domestic violence cases. General rule. -- A police officer shall have the same right of arrest without a warrant as in a felony whenever he has probable cause to believe the defendant has violated section 2504 (relating to involuntary manslaughter), 2701 (relating to simple assault), 2702(a)(3), (4) and (5) (relating to aggravated assault), 2705 (relating to recklessly endangering another person), 2706 (relating to terroristic threats) or 2709.1 (relating to stalking) against a family or household member although the offense did not take place in the presence of the police officer. A police officer may not arrest a person pursuant to this section without first observing recent physical injury to the victim or other corroborative evidence. For the purposes of this subsection, the term “family or household member” has the meaning given that term in 23 Pa.C.S. § 6102 (relating to definitions).

• **Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the alleged victim. The existence of such a relationship will be determined based on the reporting party’s statement, taking into consideration the following factors: a) the length of the relationship, b) the type of relationship, and c) the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence, for purposes of the Sexual Misconduct Policy, does not include emotional abuse. *Dating Violence is not defined by Pennsylvania State Statute*

• **Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others; or suffer severe emotional distress. One engages in an impermissible course of conduct if one engages in two or more acts that include, but are not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person in a way prohibited as described above, or interferes with a person’s property. Although the focus of the University’s Sexual Misconduct Policy is on gender-based stalking, the Policy prohibits stalking of any type. Stalking is also prohibited by Pennsylvania law. The applicable definition from the Pennsylvania Criminal Code, Title 18, is provided below:

§ 2709.1. Stalking: (a) Offense defined. -- A person commits the crime of stalking when the person either: (1) engages in a course of conduct or repeatedly commits acts toward another person, including following the person without proper authority, under circumstances which demonstrate either an intent to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person; or (2) engages in a course of conduct or repeatedly communicates to another
person under circumstances which demonstrate or communicate either an intent to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person. (b) Venue: (1) An offense committed under this section may be deemed to have been committed at either the place at which the communication or communications were made or at the place where the communication or communications were received. (2) Acts indicating a course of conduct which occur in more than one jurisdiction may be used by any other jurisdiction in which an act occurred as evidence of a continuing pattern of conduct or a course of conduct. (c) Definitions. -- As used in this section, the following words and phrases shall have the meanings given to them in this subsection: “Communicates.” To convey a message without intent of legitimate communication or address by oral, nonverbal, written or electronic means, including telephone, electronic mail, Internet, facsimile, telex, wireless communication or similar transmission. “Course of conduct.” A pattern of actions composed of more than one act over a period of time, however short, evidencing a continuity of conduct. The term includes lewd, lascivious, threatening or obscene words, language, drawings, caricatures or actions, either in person or anonymously. Acts indicating a course of conduct which occur in more than one jurisdiction may be used by any other jurisdiction in which an act occurred as evidence of a continuing pattern of conduct or a course of conduct. “Emotional distress.” A temporary or permanent state of mental anguish. “Family or household member.” Spouses or persons who have been spouses, persons living as spouses or who lived as spouses, parents and children, other persons related by consanguinity or affinity, current or former sexual or intimate partners or persons who share biological parenthood.

Defining Consent under the University’s Sexual Misconduct Policy:

- Consent means words or actions that reasonably demonstrate to another a knowing and voluntary agreement to engage in mutually agreed sexual activity. Consent is active, not passive. An affirmative statement or action does not constitute consent if it is given by a person who is unable to make a reasonable judgment concerning the nature or harmfulness of the activity because: (i) incapacitation, (ii) unconsciousness, (iii) mental disability or incapacity, or (iv) if the consent is the product of threat or coercion. In whatever way consent is communicated, it must be mutually understandable. Silence, in and of itself, or the absence of resistance, cannot be interpreted as consent. It is the responsibility of the initiator of sexual contact to make sure that they understand fully what the person with whom they are involved with wants and does not want sexually. Consent to one form of sexual activity with one person does not imply consent to engage in sexual activity with another. A previous relationship or prior consent does not imply consent to future sexual acts. Consent can be withdrawn through action or words at any time.

Procedures to follow if you or someone you know was the victim of Sexual Misconduct:

How to Preserve Information

An individual who believes that they have been subjected to Sexual Assault, Domestic Violence, Dating Violence, and Stalking (complainant) is urged to be medically examined as soon as possible following an assault. Treatment for injuries, and medication for sexually transmitted infections (STI) and HIV are all options, in addition to a forensic exam. A forensic exam, completed by a medical practitioner, is the process through which physical evidence is collected and may include a rape kit. Physical evidence can include photo
documentation of injuries, collection of fluids (blood, semen, urine, saliva) and other identifiable objects (hair, clothing with potential DNA). If evidence is to be collected, the complainant is encouraged to not eat, drink, smoke, shower, or change clothes, if possible. Preservation of information and tangible material is essential for both law enforcement investigations and campus disciplinary processes and may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a Protection From Abuse Order. Therefore, potential information and materials, including, but not limited to, clothing, drinks, glasses, bed linens, electronic communications (e.g., emails and text messages), and photographs should be preserved. The University provides written information to victims about the importance of preserving evidence that may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a protection order via this Policy and via the University’s Sexual Misconduct Support & Resource Guide. The Guide is available at https://sites.sju.edu/support/resources/.”

Availability of Protective Orders
In some cases, an individual may wish to consider a Protection from Abuse Order from the local courts. This is a civil proceeding independent of the University. An individual also has the right to file for a Protection from Abuse Order or Sexual Violence Protection Order. If a court order is issued the University will, to the extent possible, assist the protected person in benefiting from the restrictions imposed by the court and will also facilitate on-campus compliance with the order.

Every county has a different process to get a PFA order. You can request a Protection from Abuse Order (PFA) through Philadelphia or Lower Merion Counties. Assistance with this may be available through Police, SJU Public Safety or the SJU Office of Student Outreach & Support.

Even though each county is different, the legal process follows the same general pattern. The PFA process usually starts by filling out a form called a “petition” at the local county courthouse. After the petition is filled out, a judge will read it and may ask the plaintiff to answer a few questions. The judge may grant or deny a temporary PFA order and will schedule a date for a final hearing. On the date of the PFA hearing, the plaintiff and defendant will come before a judge. Both are allowed to have attorneys to represent them at this hearing. A domestic violence advocate may also come with the plaintiff. If both the plaintiff and defendant agree on the terms of an order, the judge will make it official. If either does not agree, the judge will give the plaintiff and defendant the chance to talk on the record about the abuse described in the petition. After listening to the testimony, the judge may grant or deny the plaintiff a final PFA order. Final orders can be in place for any period of time up to and including 3 years. For more detailed information, see http://www.pcadv.org/Learn-More/Domestic-Violence-Topics/Protection-From-Abuse/.”

Separate from protective orders, the University can in some cases issue a “no contact” order pending the outcome of a University investigation. Such a directive serves as notice to both parties that they must not have verbal, electronic, written, or third party communication with one another. To request information about a University no contact order, contact Dr. Mary-Elaine Perry, 610-660-1145, mperry01@sju.edu or titleIX@sju.edu, Campion 243E).
Reporting Sexual Misconduct

Things to know Before You Report

You have the option to report to, or decline to report to, the University and local law enforcement: Although the University strongly encourages prompt reporting of conduct that may violate this Policy, individuals have the option of reporting to (a) local law enforcement; (b) the University, including Public Safety; (c) both (a) and (b); or (d) none of the above. This means that individuals have the right to decline to notify the University or law enforcement officials.

If you want to notify local law enforcement, the University can assist you in notifying those authorities: If an individual wants to notify local law enforcement, then the University will, upon request, help that individual make a report to local law enforcement. A report to local law enforcement is separate from a report to the University.

Information on what is involved in making a police report:

- If an individual would like to file a police report, Public Safety can help make contact with law enforcement. Depending on the circumstances of an incident, local police may meet you at the hospital, on campus, or at the police station. An officer will document the case with a written report. It is very important for an individual to provide the most comprehensive, accurate details of the crime to the officer. Sometimes a person may have distorted memories of the event; it is okay for a person to say “I don’t remember” or “I’m not sure,” without any penalty. A police interview can take up to a few hours, depending on the circumstances of the case. Questions often include the timeline of events, what (if anything) was said, whether there was additional physical assault or injury, if weapons were used, and any descriptive features that were noticed about the Respondent. It is likely the officer may go over the events of an assault repeatedly when writing the report; this is intended to gather as many details as possible, to make the strongest case. Information is gathered then given to a detective who will review the same information. All Individuals have the right to stop a report at any time, not complete the report, or request a break, if they feel overwhelmed.

- An individual who wishes to pursue criminal action in addition to, or instead of, making a report to the University for a Policy violation may contact law enforcement directly by calling nine-one-one (911) for both the Philadelphia and Lower Merion police. If the Complainant so desires, the Office of Public Safety & Security will assist him/her in contacting the local police.

Reporting to the University
One who wishes to report an alleged violation of the University’s Sexual Misconduct Policy has multiple options.

Student reporters wishing to make a confidential report may report to any professional or licensed counselor practicing at Counseling and Psychological Services (CAPS), 610-660-1090, when such counselor is advised in a counseling capacity. Any reporter (student, faculty, or staff) may confidentially report to pastoral counselors/clergy when such an individual is advised in a counseling capacity. Please be advised that while off-campus
counselors and advocates may maintain confidentiality vis-à-vis the University, they may have reporting or other obligations under state or federal law. Additionally, as noted above, professional and/or licensed counselors and pastoral counselors, including clergy who were appointed to serve at the University or were hired to and are acting in the role of providing mental health counseling or pastoral/spiritual care to members of the University community, will not report any information about an incident reported to them in these capacities (as opposed to their roles as administrators, professors, or otherwise) to the Title IX/Bias Response Coordinator, or any other party, without the complainant’s permission.

A complainant is strongly urged (but not required) to report such conduct immediately to the Office of Public Safety & Security (610-660-1111) and/or the local police (9-1-1). Nine-one-one (9-1-1) may be called for both the Philadelphia and Lower Merion Police. The Office of Public Safety & Security will provide information about the option to file a criminal complaint. If the complainant so desires, the Office of Public Safety & Security will assist them in contacting the local police. This office will also provide information for contacting a member of REPP (610-733-9650; available 24 hours a day) and/or contact the CAPS counselor on call if they so desire.

Also, a report may be made to the Title IX/Bias Response Coordinator (Dr. Mary-Elaine Perry, 610-660-1145, mperry01@sju.edu or titleIX@sju.edu, Campion 243E) or any of the Title IX Deputies: Mr. Tom Sheibley, 610-660-3125, tsheible@sju.edu, Woffington; Ms. Renie Shields, 610-660-2584, shields@sju.edu, Barry Hall; and Ms. Sharon Eisenmann, 610-660-3336, seisenma@sju.edu

Written Information Provided
When a student or employee reports to the University that the student or employee has been a victim of sexual assault, domestic violence, dating violence, or stalking, whether the offense occurred on or off campus, the University will provide the student or employee the University’s Sexual Misconduct Support & Resource Guide. The Guide is available at https://sites.sju.edu/support/resources/ and includes:

- Written notification to victims about available options for, assistance in, and how to request changes to academic, living, transportation and working situations or protective measures. The University will comply with a student’s request for a living and/or academic situation change, if they are reasonably available, regardless of whether the individual chose to report the crime to Public Safety or the police.
- Written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available to victims, both within the institution and in the community. Specific contact information follows:

On-Campus Resources/Locations
- Counseling and Psychological Services – Merion Gardens A504 – 610-660-1090 – http://www.sju.edu/counseling/ - (students)
- Student Health Center – Sourin Residence Center, ground floor – 610-660-1175 – https://sites.sju.edu/studenthealthcenter/ - (students)
- Rape Education Prevention Program (REPP) – 610-733-9650 - https://sites.sju.edu/counseling/rape-education-prevention-program - (students)
- Student Outreach & Support – Campion 231, 610-660-1149,
The University encourages (but does not require) complainants to pursue criminal action for incidents of Sexual Misconduct that may also be crimes under Pennsylvania law. In certain circumstances, the University may report a Sexual Misconduct allegation to the appropriate law enforcement agency (in most cases, the police department) depending on the circumstances presented (including any discernible threat to the safety of others). However, it is important to emphasize that neither law enforcement’s decision whether or not to prosecute a respondent, nor the outcome of any criminal prosecution, is determinative of whether a violation of the Sexual Misconduct Policy has occurred.
Proceedings under the Sexual Misconduct Policy may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus. In certain circumstances, the University may need to delay temporarily the fact-finding portion of its internal disciplinary process while the police are gathering evidence, but, once notified that the police department has completed its gathering of evidence (not the ultimate outcome of the investigation or the filing of any charges), the University will promptly resume and complete its internal disciplinary process. Regardless of whether a criminal complaint is filed, the University will pursue its own internal processes to address the alleged conduct, and it expects that all those involved will participate in the process. The fact that an individual (complainant, reporter, respondent and/or witness) refuses to participate in the University process does not mean that the disciplinary process will not take place if the University deems it appropriate to move forward with the process. For all incidents, both the complainant and/or the respondent may appeal the outcome.

Responding to Reports of Sexual Assault, Domestic Violence, Dating Violence, and Stalking: The goal of the University’s response is to offer support services to the complainant and respondent, while seeking to provide a safe educational and working environment. To this end, the University will take steps to prevent Sexual Misconduct from occurring through prevention and education. However, when such conduct occurs, the University will take all necessary and reasonable steps to stop the alleged conduct and provide support to the complainant, the respondent, and, as necessary, to other members of the University community, at the time the assault is reported, during the investigation process, and afterward.

- Immediate medical and/or psychological assistance will be made available to the complainant and respondent. The Office of Public Safety & Security will provide transportation to a hospital that specializes in sexual assault examination and care, if appropriate.
- Staff from the Office of Public Safety & Security and/or the Office of Student Life or Office of Human Resources, in consultation with other offices, as necessary will inform the complainant where/how to get a rape kit or find a Sexual Assault Nurse Examiner (SANE).
- The complainant will be offered support from the Rape Education Program (REPP) or victim services agencies throughout the process, who can accompany a complainant to the hospital or health provider.
- Interim relief and remedial measures may be requested and/or offered and instituted at any time following the report regardless of whether the victim chooses to report to the Title IX/Bias Response Coordinator or local law enforcement in order to ensure the safety and well-being of members of the University community. Victims are notified about the option for assistance in obtaining such measures. The University will maintain confidential any accommodation or protective measure to the extent that maintaining such confidence would not impair the ability of the University to provide such accommodation or protective measure. The University will provide written notification to complainants about available options and assistance in academic situations, living situations, transportation situations, working situations, and protective measures. Complainants may request any changes by contacting the Title IX/Bias Response Coordinator (Dr. Mary-Elaine Perry, 610-660-1145, mperry01@sju.edu).
- Complainants are notified about existing services available for victims both within and outside of the University; specifically the University will provide written
notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available to victims, both within the University and in the community.

- The Office of Public Safety & Security and/or the Office of Student Life, in consultation with other offices, as necessary, will provide guidance to complainants, reporters, respondents, and third-party witnesses concerning the preservation of relevant evidence; provide options for notifying law enforcement; and assist complainants with notifying law enforcement, if desired or otherwise deemed necessary.

- The Office of Public Safety & Security and/or the Office of Student Life, and/or the Title IX Bias Response Coordinator, in consultation with other offices, will also authorize contact restrictions between the complainant and respondent for the protection of either or both parties. The University contact restriction prevents the respondent from contacting the complainant in any way, including via third parties and vice versa. When appropriate, campus “area restrictions” may also be put in place. An individual may also wish to consider a Protection From Abuse Order from the local courts. This is a civil proceeding independent of the University. If a court order is issued the University will, to the extent possible, assist the protected person in benefiting from the restrictions imposed by the court and will also facilitate on-campus compliance with the order.

Additional Information on How the University Protects the Parties’ Confidentiality

Publicly Available Recordkeeping
The University will complete publicly available record-keeping, including Clery Act reporting and disclosures, without the inclusion of personally-identifying information about the Complainant or Respondent.

Requests for Accommodations or Interim Measures
The University will maintain as confidential any accommodation or interim measures provided to the Complainant, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodation or interim measure.

University’s Internal Disciplinary Proceedings for an Incident of Sexual Assault, Domestic Violence, Dating Violence, and Stalking:
This section describes the type of disciplinary process used by the University in cases of sexual misconduct, gender-based violence, or retaliation, including the steps, approximate timelines, and decision-making process.

Any individual who believes that they have been subjected to Sexual Assault, Domestic Violence, Dating Violence, and Stalking may choose to participate in (a) both the University disciplinary process and an outside law enforcement process, (b) the University process only, (c) the outside law enforcement process only, or (d) none of the above. If you want to use the University’s process, you can contact the University’s Title IX Coordinator or one of the Deputy Title IX Coordinators by phone, email, or in person. Contact information (phone, email, and office location) for the Title IX Coordinator and the Deputy Title IX Coordinators are listed on pages [27] of this Report.
The University will provide a prompt, fair, and impartial disciplinary process (from the initial investigation to the final result) conducted by officials who are annually trained on the issues related to sexual assault, domestic violence, dating violence, and stalking, as well as how to conduct a process that protects the safety of victims and promotes accountability.

For complaints of Sexual Misconduct where the respondent is an individual unaffiliated with the University, although the University cannot pursue disciplinary action against the respondent, the University can assist the complainant in many ways, including, but not limited to, ensuring the complainant receives appropriate medical care, interim and remedial measures; coordinating reporting and follow-up with local police; issuing campus bans; and providing support during off-campus procedures such as court appearances.

**Standard Applied:** It is important to note that allegations of Sexual Misconduct in violation of the Sexual Misconduct Policy are decided under a standard referred to as a preponderance of information. That means the Investigator must find, in light of all the information made available and considered, that the violation is more likely to have occurred than not.

**Investigators:** The University may designate a qualified Investigator(s) of its choosing to conduct the investigation. The Investigator may be an internal or an external person, depending on availability. All investigators will be annually trained on the issues related to sexual assault, domestic violence, dating violence, and stalking, as well as how to conduct a process that protects the safety of victims and promotes accountability. They will also be trained to conduct Sexual Misconduct investigations, and their objectivity should not be compromised by a previously-existing relationship with the reporter, the complainant, or the respondent. The complainant or respondent may object to an investigator for cause in writing no more than 24 hours after each party has been informed of the name of the Investigator. The Title IX/Bias Response Coordinator/designee shall decide on all objections and replace any disqualified Investigators. The Title IX/Bias Response Coordinator/designee will also be annually trained on the issues related to sexual assault, domestic violence, dating violence, and stalking, as well as how to conduct a process that protects the safety of victims and promotes accountability.

**Advisor:** The complainant and respondent both have the right to be assisted by an Advisor of their choosing during the Disciplinary Process, including being accompanied by an Advisor at any meeting within the Disciplinary Process under the Sexual Misconduct Policy. The choice of whether or not to invite an Advisor is solely that of the complainant or respondent involved. An Advisor serves to guide the individual through the Disciplinary Process. At any stage of the Disciplinary Process, the individual may seek advice from the Advisor, and the Advisor may give advice to the individual whom they are assisting. However, the Advisor may not speak for that individual or otherwise direct questions to or address others present in any Disciplinary Process meeting [e.g., the opposing party, witnesses, and/or the person conducting the meeting (University official and/or investigator)]. An Advisor cannot serve in a different role during the Disciplinary Process (e.g., witness). The University may remove or dismiss an Advisor who becomes disruptive or who does not abide by the restrictions on their participation, as determined by the person conducting the meeting (University official and/or Investigator). Restrictions are further defined in the Sexual Misconduct Policy.

**Approximate Timing:** The Investigator(s) shall promptly conduct an investigation of the allegations against the respondent. The investigation shall include interviews with the parties
and witnesses and review any relevant documents or other evidence. The University will make its best effort to complete the Disciplinary Process within (60) days of receipt of the initial complaint against the respondent. The University seeks to resolve complaints under this policy within 60 business days from receipt of a report, excluding days classes are not in session (see additional information about Appeals, on page [34] for additional timeframes).

An investigation typically takes 40 business days to complete. Generally, within 5 business days after completion of an investigation, the Investigator will provide the investigative report to the appropriate University official(s). Circumstances may require the University to extend this overall time frame or any individual time frame discussed in this Policy. Examples of reasons why time frames may need to be extended include the complexity of the case, delays due to fall/spring/summer/holiday breaks, inclement weather, and other extenuating circumstances. Exceptions to these time frames will be communicated to the complainant and respondent.

**Type of Proceeding and Steps Taken:**

**Initial Review**
For every report of an alleged violation under the Sexual Misconduct Policy, the Title IX/Bias Response Coordinator or Title IX Deputies will make an initial review, in consultation with the below office and/or individual: (i) where the respondent is a University student, the Office of Community Standards will consult on the initial review; (ii) where the respondent is a University faculty member, the Provost and/or EEO Officer will consult on the initial review; and (iii) where the respondent is a University staff, administrator, volunteer or independent contractor, the Vice President of Human Resources/ EEO Officer will consult on the initial review. The initial review will consider the nature of the report, the safety of all parties and of the campus community, and the complainant’s expressed preference for resolution. A decision will be made about appropriate next steps. If deemed appropriate, the University Disciplinary Process will then commence. The Disciplinary Process ends when the outcome becomes final.

**Investigator’s Report**
Upon completion of the investigation, the Investigator shall report to the appropriate University official(s). If during the course of the investigation other conduct that might be a violation of this or other University policies is discovered or identified, this additional conduct must be reported to the appropriate University official(s) and may be subject to a separate process.

The Investigator’s report shall include, at a minimum, one of the following outcomes:

- Finding that, based on the preponderance of the information, it is more likely than not that the alleged Sexual Misconduct Policy violation(s) occurred (“Responsible”).
- Finding that, based on the preponderance of the information, it is more likely than not that a Sexual Misconduct Policy violation(s) did not occur (“Not Responsible”).
- A conclusion that, based on the information compiled, and using a preponderance of the information standard, the Investigator is not able to determine whether or not a Sexual Misconduct Policy violation(s) occurred (“Undetermined”).

For an outcome of Not Responsible or Undetermined, the respondent and the complainant will be notified simultaneously in writing of the outcome, rationale, and procedures to appeal. For an outcome of Responsible, the process will proceed to the Sanctioning Phase.
Sanctioning Phase
For student respondents, appropriate sanctions will be imposed by a representative from the Office of Community Standards. For faculty respondents, appropriate sanctions will be imposed by the Provost; and for staff, administrator, volunteer, or independent contractor respondents, appropriate sanctions will be imposed by the Vice President for Human Resources or designee, in consultation with Divisional Vice President or Dean. After a sanction is determined, the complainant and the respondent will be notified simultaneously in writing of the outcome, the sanction(s), a rationale, and procedures to appeal.

List of potential Sanctions
Violations of the Sexual Misconduct Policy by a student respondent may subject the respondent to sanctions, up to and including permanent separation from the University (i.e., expulsion).

A comprehensive list of potential sanctions for students is provided below:

- Warning. Written notice given and kept on file.
- Program Attendance or Facilitation. Expectation to attend or facilitate an educational program(s).
- Writing Assignment. Requirement to complete a relevant research and/or reflection paper.
- Discretionary Sanctions. Requirement to complete and/or participate in work assignments, community service, University services or programs, or other related discretionary assignments.
- Loss of Privileges. Denial of specific privileges for a defined period of time (e.g., guest, computer, housing selection, visitation, dining services, University representation, co-curricular activities, athletic participation, work study position, leadership role).
- Counseling Assessments/Meetings. Assignment to complete a number of counseling sessions including, but not limited to, anger management, alcohol or drug assessments, and alcohol education classes.
- Fines. Requirement to pay a specified monetary fee to the University. Fine money shall be used for educational and non-alcoholic alternative programs.
- Restitution. Requirement to make payment to the University, other persons, groups, or organizations for damages.
- Administrative Relocation in University Housing. Requirement to be placed in an assigned or relocated space in University housing.
- Disciplinary Probation. A period of fixed duration, during which the status of a student or organization at the University may be evaluated. This includes the possibility of more severe sanctions if the student or organization is found responsible for violating the Community Standards during the probationary period.
- Deferred Suspension. A designated period of time during which a student is given the opportunity to demonstrate the ability to abide by the community's expectations of behavior articulated in the Community Standards. If the student is found in violation of any University standard during the time of deferred suspension, an outcome may include separation from the University community, i.e., suspension, expulsion.
- Removal from University Residence. Separation from the residence halls for a defined period of time. The student may be prohibited from participating in the University dining program. The student shall be barred from entering all residences within the University residential community during the time of removal from campus.
housing.

- **Suspension.** Separation from the University for a specified period of time. The student or student organization shall not participate in any University-sponsored activity and may be banned from the University premises. The University will not accept any credits earned from another institution during this period toward a University degree. In the case of residence hall groups, this sanction may include the disbanding of a living unit, and in the case of a student organization, this may include the removal of recognition. Reinstatement shall require the approval of the Vice President for Student Life/Associate Provost.

- **Expulsion.** Permanent separation from the University and University facilities.

- **Revocation of Admission and/or Degree.** Admission to or a degree awarded from the University may be revoked at any time for fraud, misrepresentation, or another violation of Community Standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.

- **Withholding Degree.** The University may withhold awarding a degree otherwise earned until the completion of the process set forth in the Community Standards, including the completion of all sanctions imposed, if any.

Violation of this Policy by a faculty, staff or administrator, volunteer or independent contractor respondent may subject that respondent to sanctions, up to and including permanent separation from the University and University facilities (i.e., termination).

Corrective action may include:
- an order to avoid future contact with the complainant
- a requirement for an apology
- a transfer (e.g., to another department, class, office, residence)
- participation in counseling and/or training

Disciplinary action may include:
- written reprimand
- suspension
- termination, discharge, or dismissal from the University

**Appeal Process**

For all incidents, both the complainant and/or the respondent may appeal the outcome. During a particular Disciplinary Process, a party may file one appeal. For an outcome of Not Responsible or Undetermined, the complainant or the respondent may appeal the outcome within five (5) business days after receiving notice of the outcome. For an outcome of Responsible, the complainant or the respondent may appeal the appeal the outcome within five (5) business days after receiving notice of the outcome and sanctions.

Any appeal shall be in writing and state grounds, and the facts supporting the grounds, for such appeal. Grounds for appealing the outcome are limited to: (i) material procedural error that could have significantly impacted the outcome of the case, bias in the process, or failure to disclose conflict of interest (bias in the process is not a disagreement with the outcome of the investigation or the findings of the investigator); or (ii) the existence of previously unavailable or unknown relevant evidence that could have significantly impacted the outcome of the case.

The appealing party shall bear the burden of establishing at least one of these grounds for
appeal by a preponderance of the information. The appeal should be delivered to: (i) For matters involving a student respondent: the Vice President for Student Life/Associate Provost in Campion 243A or emailed to studentappeals@sju.edu; (ii) For matters involving faculty, staff, administrator, volunteer, or independent contractor respondent: the EEO Officer in Human Resources located at 215 Merion Place or emailed to the Title IX/Bias Response Coordinator located in Campion 243E or emailed to mperry01@sju.edu.

The non-appellant (or opposite appellant, if both the respondent and complainant appeal) shall be provided an opportunity to inspect and respond to the appeal request submitted by the appellant. The opportunity to inspect shall be scheduled within (5) business days of the appeal request period expiring.

A written response to the other party’s appeal, if any, must be delivered, in writing, within 24 hours of the opportunity to inspect to: (i) For matters involving a student respondent: the Vice President for Student Life/Associate Provost in Campion 243A or emailed to studentappeals@sju.edu; and (ii) For matter involving a faculty, staff, administrator, volunteer, or independent contractor respondent: the EEO Officer in Human Resources in 215 Merion Place or emailed to the Title IX/Bias Response Coordinator located in Campion 243E or emailed to mperry01@sju.edu. The appellant shall be provided an opportunity to inspect the other party’s response. No additional responses are accepted as appeal documentation at that point from either party.

Appeals will be considered by a panel of three trained Appeal Board members (“Panel”): (i) For matters involving a student respondent: the Panel is drawn from the Community Standards Board. The appointments and terms of membership of the Panel members are reflected through their Community Standards Board membership. The composition of each Panel shall consist of at least one faculty/administrator/staff member and one student. Panel members shall disqualify themselves from serving on an Appeal Panel if they believe in good faith that they cannot be objective in the matter. (ii) For matters involving a faculty, staff, administrator, volunteer or independent contractor respondent: The Panel is drawn from a pool of five (5) individuals, each of whom has been recommended by the Executive Committee of University Council and appointed by the President for staggered terms of three years. All Panel members are annually trained on the issues related to sexual assault, domestic violence, dating violence, and stalking, as well as how to conduct a process that protects the safety of victims and promotes accountability.

A Moderator/designee shall advise the Panel on matters such as an appeal process. The Moderator/designee shall also facilitate the appropriate paperwork and record keeping, as well as reserve meeting space, if the Panel determines that an additional meeting is required on appeal. A Panel may determine that they can resolve the appeal without a meeting or any additional fact-finding and whether to have such meeting/fact-finding, or not, is within their sole discretion.

The complainant and respondent may object to a member of the Panel for cause in writing at least one (1) business day (but in no event, less than 24 hours) before the Panel meeting. The Moderator/designee shall rule on all objects and replace any disqualified members. Absent other considerations, the Panel may review all available information pertaining directly to the appeal, and in most cases shall make a decision within five (5) business days of the appeal documentation collection period expiring.
The Panel may affirm the outcome reached by the Investigator, which means all sanctions imposed as a result of the outcome also remain in place. In this circumstance, the matter is concluded. No further appeal is permitted. The Panel may remand the case to the Investigator or, if deemed to be appropriate, to a new Investigator, for further investigation. In this circumstance, an Investigator may conduct additional investigation and may do one of the following: a) affirm the initial outcome, or b) modify the initial outcome. The Investigator will then share his/her decision with the Sanctioning Officer (affirm or modify the initial outcome) for the Sanctioning Officer to then do one of the following: a) affirm the initial sanctions, or b) modify the initial sanctions.

No appeal is permitted from the Investigator’s and/or the Sanctioning Officer’s decision on remand. The complainant and the respondent will be notified simultaneously in writing of the appeal outcome. During the appeal process, all imposed sanctions are in effect.

The complainant and the respondent will be notified simultaneously in writing of any changes to the result of any disciplinary proceeding and when such results become final.

**Range of Interim Measures Following an Allegation of Sexual Misconduct**
Below is a range of interim measures that the University may offer following an allegation of Sexual Misconduct. Not all of these measures will be provided in every case. The University determines which measures are reasonably available and necessary for a particular individual on a case-by-case basis, determined by the VP for Student life for students, The Provost for faculty, and the VP for Human Resources for Staff, Administrators, Volunteers or Independent Contractors.

- Academic accommodations
- Medical and mental health services, including counseling
- Change in campus housing and/or dining locations
- Assistance in finding alternative housing
- Assistance in arranging for alternative University employment arrangements and/or changing work schedules
- Assistance with the Student Financial Services to help find additional student financial aid options, if income, financial resources, or student’s status changes as a result of the incident
- Assistance seeking visa and/or immigration assistance
- A “No contact” order pending the outcome of an investigation. (Such a directive serves as notice to both parties that they must not have verbal, electronic, written, or third party communication with one another).
- Providing an escort to ensure that the individual can move safely between school programs and activities
- Transportation accommodations, such as shuttle service or parking arrangements to ensure safety and access to other services
- Assistance identifying an advocate to help secure additional resources or assistance including off-campus and community advocacy, support, and services

**Sexual Assault, Domestic Violence, Dating Violence, and Stalking: Education and Prevention Programs**
The University is dedicated to providing information and resources to educate the University community about Sexual Misconduct prevention and awareness. Education and prevention resources for students are available on the University website at the following locations:
Educational programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for the campus community that:

- Identifies domestic violence, dating violence, sexual assault and stalking as prohibited conduct;
- Defines domestic violence, dating violence, sexual assault, and stalking including how those terms are defined in the Commonwealth of Pennsylvania;
- Defines what behavior and actions constitute consent to sexual activity in the Commonwealth of Pennsylvania;
- Provides safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault, or stalking against a person other than the bystander;
- Provides information on risk reduction so that students and employees may recognize warning signs of abusive behavior and how to minimize the risk of potential attacks;

A copy of the Sexual Misconduct Policy is–and as updated will continue to be–included in the Student Handbook, which is distributed to all students. Additionally, New Student Orientation continues the University’s educational effort. For example, all first year and transfer undergraduate day students are required to complete “Think About It,” a program that prepares new college students for the unique challenges and responsibilities of college life. Focusing on minimizing risks associated with alcohol, drugs, and sexual violence “Think About It” takes a harm-reduction approach that resonates with students and results in a healthy campus culture. Likewise, New Student Orientation includes “Break the Silence: Sexual Violence on Campus & What to Do About It” coordinated by Student Outreach & Support, which addresses, among other topics:

- Sexual violence, dating and domestic violence, and stalking
- Consent, including alcohol's role in consent
- Strategies and options to safely intervene and help as a bystander if you see something that seems wrong
- Risk reduction techniques
- How to help and support a friend
- Options to report sexual violence on and off campus
- Resources for support, including confidential resources

Beyond New Student Orientation, additional Sexual Misconduct programming is provided to various segments of the student population throughout the academic year by Student Life (as sponsors or co-sponsors). Targeted Sexual Misconduct programming is offered by various groups to certain populations (e.g., Athletes, first year students, Greeks, resident students, service and immersion trip leaders, and other groups as needed).

In addition to training its students, the University is dedicated to providing information and resources to educate its employees about Sexual Misconduct prevention and awareness. For example, like new students, all new employees are trained on, and receive copies of the
University’s Sexual Misconduct Policy. Additionally, supervisors undergo a tailored management training program, which includes a mandatory legal considerations module that covers, among other topics, Title IX considerations. The University also provides specific training to faculty and staff members who may be responsible for responding to, investigating, or adjudicating Sexual Misconduct.

Alcohol and Drugs Education Programs
In accordance with the Drug Free Schools and Communities Act Amendments of 1989, and as a Catholic, Jesuit institution, the Saint Joseph’s University alcohol and drug policies reinforce the University's commitment to maintaining an environment that is dedicated to the physical, emotional, spiritual, and psychological development of all persons. These policies are guided by the care and concern for the individual person and the welfare of others. The Drug-Free Schools and Communities Act Biennial Review provides more detailed information about Saint Joseph’s University alcohol and drug programs [https://sites.sju.edu/wade](https://sites.sju.edu/wade)

To reflect its commitment to alcohol and drug awareness, the University calls upon key individuals and departments to educate the University community on the dangers of alcohol abuse and drug use:

- The Wellness, Alcohol, and Drug Education (W ADE) program coordinates alcohol and drug education and programming, as well as materials to assist students with issues concerning alcohol and drug usage.
- Members of the Division of Student Life and the Office of Public Safety & Security assist in implementing and enforcing the policy.
- The Advisory Council on Alcohol, Drugs, and Student Health assists the Vice President for Student Life/Associate Provost by making recommendations for an overall vision and plan for the wellness, alcohol, and drug education needs of Saint Joseph’s University.

The University makes available to all students Counseling and Psychological Services, a counseling office staffed principally by licensed mental health professionals. A staff psychologist with a particular focus on substance abuse issues is included. For students engaged in counseling at the center, the services of a qualified psychiatrist are also available. The University strongly urges its students to take advantage of these services.

Campus Resources
- Employee Assistance Program - 888-293-6948
- Student Health Center - 610-660-1175
- Counseling and Psychological Services (CAPS) - 610-660-1090
- Wellness, Alcohol, and Drug Education (W ADE) - 610-660-3462
- Alcoholics Anonymous and SMART Recovery Meetings (on campus) – 610-660-3462 (contact WADE for more information)
- Narcotics Anonymous and SMART Recovery Meetings (on campus) – 610-660-3462 (contact WADE for more information)

Local Resources
- Alcoholics Anonymous, Narcotics Anonymous (off-campus) - [https://www.aa.org](https://www.aa.org) and [https://www.na.org](https://www.na.org)

Alcohol
The University policy concerning the possession, use and sale of alcoholic beverages is
intended to conform to the applicable statutes of the Commonwealth of Pennsylvania, and is stated in full in the Student Handbook: https://sites.sju.edu/communitystandards/student-handbook and on the Office of Human Resources website: http://www.sju.edu/int/resources/humanresources/drugalcohol.html

Saint Joseph’s alcohol policy combines observance of state law, protection of the overall community, and reduction of high risk behavior. It should be understood that the University in no way is a co-sponsor to events with alcohol unless it has specifically stated this prior to the event.

In compliance with the laws of the Commonwealth of Pennsylvania, no person under twenty-one years of age shall attempt or carry out the purchase, possession, consumption or transport of alcoholic beverages. No student or employee of the University shall attempt or carry out the transfer of any form of identification for the purpose of falsifying age in order to secure alcohol. No student or employee of the University shall give permission or render assistance in the sale, furnishing, or providing of alcohol to any person under twenty-one years of age.

Only under the conditions clearly stipulated in the University Guidelines for Alcohol Beverage Distribution and Consumption at University Sponsored Student Events and Events that Have Students in Attendance is the possession or consumption of alcoholic beverages at University sponsored events by students twenty-one years of age and older permitted. This conditioned permission should not be interpreted to mean that the University encourages the use of alcoholic beverages. Furthermore, the University considers intoxication, disorderliness or offensive conduct deriving from the use of alcoholic beverages, regardless of a person's age, to be unacceptable and such conduct may result in disciplinary action.

Drugs

The University policy concerning the possession, use, and sale of illegal drugs is intended to conform to the applicable statutes of the Commonwealth of Pennsylvania and the United States, and is stated in full in the Student Handbook: https://sites.sju.edu/communitystandards/student-handbook and on the Office of Human Resources website: http://www.sju.edu/int/resources/humanresources/drugalcohol.html

The University’s drug policy complies with both state and federal law, and seeks to protect the entire community. The University prohibits the use, possession, or distribution of illegal narcotics or other controlled substances except as expressly permitted by federal, state and/or local law, as well as the misuse of prescription drugs by University employees or students. Possession of drug paraphernalia may result in disciplinary action. Use or possession of marijuana, including medical marijuana, is strictly prohibited on campus.

As a condition of employment, all employees will abide by the terms of this policy and must notify the Vice President for Human Resources (or Provost in the case of faculty members), no later than five (5) calendar days after any conviction for a violation of a criminal drug statute occurring in the workplace.

Weapons

The Firearms Policy is stated in full in the Student Handbook: https://sites.sju.edu/communitystandards/student-handbook and on the Office of Human Resources website: http://www.sju.edu/int/resources/humanresources/firearmspolicy.html. The carrying, or presence, of a firearm is not permitted on University property, including, but
not limited to, one’s vehicle, office, residence or locker, except when the firearm is carried by a deputized law enforcement officer and/or agent who is conducting official business on University property.

The University policy concerning the prohibition against the carrying, and presence, of firearms on campus, is intended to conform to applicable statutes of the Commonwealth of Pennsylvania. Such statutes define firearms as any pistol, revolver, shotgun, or any weapon which is capable of firing a projectile.

**University Smoking Policy**

**Background and Purpose**
It is the intent of this policy to promote a healthier environment for all members of the Saint Joseph’s University community, and to protect the health of non-smokers. Medical evidence clearly shows that smoking is harmful to the health of smokers and non-smokers alike. It is also an irritant to many non-smokers and can worsen allergy conditions. In sufficient concentrations, secondhand smoke may be harmful to those with chronic heart or lung disease. In addition, there is evidence that long term exposure to secondhand smoke may seriously threaten the health of non-smokers.

**Definition**
The definition of smoking includes the inhaling, exhaling, burning or carrying any lighted cigarette, cigar, pipe or other such device which contains tobacco or other smoke producing products, including, but not limited to, electronic cigarettes.

**Policy**
Saint Joseph's University considers the needs and concerns of smokers, and non-smokers alike, in providing a healthful campus environment. All Saint Joseph's University students, faculty, staff, contractors and guests are expected to comply with these regulations:

- Smoking is **ONLY** permitted in the outdoor locations with a sign that designates a smoking area. These areas are located far enough away from doorways, open windows and ventilation systems to prevent smoke from entering University buildings and facilities. Smokers are responsible to dispose of waste in proper receptacles.
- All University buildings, including academic, administrative, athletic facilities, and residence areas are smoke free.
- Smoking is not permitted:
  - in University vehicles, including buses and vans;
  - on any athletic or intramural field including the spectator viewing areas in the immediate vicinity of the fields.
- No employee or contractor may smoke while they are in the conduct of their job (aside from break periods in designated smoking areas) whether they work inside or outdoors.
- The advertisement, sale, or promotion of tobacco products on campus and the sponsoring of campus events by tobacco companies or tobacco-promoting organizations is not permitted.

**Responsibility and Enforcement**
Notice of this policy is to be provided to all students, faculty, staff and contractors through established communication channels. This policy relies on the thoughtfulness and
consideration of smokers and non-smokers. All members of the University community and
guests of the University are responsible for observing this policy. The Environmental Safety
Office has overall responsibility for the implementation and enforcement this policy.
Concerns regarding the policy should be referred to that office in Moore Hall at 610-660-
3037. Enforcement concerns for faculty and staff should be referred to Human Resources and
for students to the Office of Community Standards.

**Missing Student Notification Policy and Procedures**

**Policy**

If a member of the University community or a parent has reason to believe that a student who
resides in on-campus housing is missing, he or she must immediately contact the Office of
Public Safety & Security at 610-660-1111.

Each student residing in on-campus housing, regardless of age, has the option to register one
or more persons to be contacted by the University within 24 hours of determination by the
Office of Public Safety & Security or local law enforcement that the student is missing.
Students are offered this option each year, regardless of whether the student has identified
contact persons in previous years. Students have the option to register, update, or revise this
contact at any point in the academic year. Confidential registration is available via The Nest
and the contact information collected will only be accessible to authorized University
officials. The confidential contact person may not be disclosed except to law enforcement
personnel in furtherance of a missing person investigation.

If a missing student is under 18 years of age and not emancipated the University will notify a
custodial parent or guardian of the missing student not later than 24 hours after the
determination by the Office of Public Safety & Security or the local law enforcement that the
student is missing (in addition to notifying any additional contact person designated by the
student) not later than 24 hours after the determination by the Office of Public Safety &
Security or the local law enforcement that the student is missing.

The Department will also notify the local police department not later than 24 hours after it
determines that the student is missing, unless the local police department was the entity that
made the determination that the student was missing.

The registered contact person will be notified within 24 hours of a determination by the Office
of Public Safety & Security or the local law enforcement that the student is missing. If,
however, during the initial stages of the investigation, it has been determined that the student
is “involuntarily missing,” i.e., abducted, kidnapped, or endangered, then the appropriate law
enforcement agency will be contacted immediately. Upon these exigent circumstances, it will
not be necessary to wait for 24 hours to make the required aforementioned notifications.

**Missing Student Procedures**

Upon receiving a report of a missing student, the Office of Public Safety & Security will
generate an Incident Report and conduct a subsequent investigation. Investigation efforts will
include, but are not limited to, checking the student’s residence, class schedule, swipe access
history, meal plan usage, location of private vehicle; speaking with friends and acquaintances;
and calling the student’s cell phone number.
Should the Office of Public Safety & Security determine that the student is missing and has
been missing for a period of 24 hours or more, the appointed University representative will
within 24 hours of the determination that the student is missing:

- Contact the Vice President for Student Life.
- Contact the individual that has been designated as the student’s confidential missing
  person contact. If the student has identified multiple contacts, they will be contacted
  in an order determined by the University. If the student registered multiple contact
  persons and the first person contacted confirms that the student is not missing, the
  University will continue to contact each additional contact person in turn unless the
  student in question is contacted by the University or contacts the University. The
  University will document attempts to contact the named individual(s) requested as
  contact persons.
- For non-emancipated students less than 18 years of age, a custodial parent or guardian
  will be notified by the University within 24 hours of the determination that the student
  is missing, in addition to any emergency or confidential contacts listed.
- Regardless of a student’s age, and regardless of whether a student registered a
  confidential contact person, the University will notify Philadelphia or Lower Merion
  Police within 24 hours of the determination that the student is missing, unless the local
  law enforcement agency was the entity that made the determination that the student is
  missing.

**Criminal Records and Sex Offender Registry**

Student applicants are questioned concerning their criminal record in the application process.
If a prospective student’s criminal conduct comes to the University’s attention, appropriate
consideration is given in the application process. Criminal background checks are conducted
on all new employees.

The Campus Sex Crimes Prevention Act, a federal law, requires institutions of higher
education to advise the campus community where information concerning registered sex
offenders may be obtained. In Pennsylvania, information about sexually violent predators is
accessible at the follow website: [http://www.psp.state.pa.us](http://www.psp.state.pa.us). For more information about sex
offender registration in Pennsylvania, call 717-783-4363 or visit
[http://www.pameganslaw.state.pa.us](http://www.pameganslaw.state.pa.us).

**Security Awareness and Crime Prevention Programs**

Saint Joseph’s University encourages all campus community members to be responsible for
their own security and the security of others. Programs designed to inform students and
employees about campus security procedures and practices and to encourage students and
employees to be safe are implemented throughout the year. For students, special emphasis on
the Office of Public Safety & Security services and crime prevention practices are made
during New Student Orientation programs held each semester. Articles are also published in
the student newspaper weekly and special crime prevention tips are posted on The Nest. For
employees, members of Human Resources cite the services of the Office of Public Safety and
Security at New Employee Orientation and provide new employees a copy of the most current

Additionally, the Office of Public Safety & Security collaborates with other University
departments to facilitate safety initiatives and to provide programs designed to inform students and employees about the prevention of crimes. For example:

- All first year students attending the summer orientation program attend interactive small group workshops on both alcohol and drug education and safety; as well as Title IX reporting, on- and off-campus resources, and healthy relationships.
- All new students also complete an on-line course, “Think About It” educating them on safety issues related to alcohol, drugs, sexual misconduct, and healthy relationships.
- The Office of Public Safety & Security, Student Life, and Government & Community Relations personnel also visit off-campus houses with student residents throughout the year to speak with them about safety and crime prevention (i.e., burglary assessment, security assessment).
- Off-campus students receive monthly newsletters, which typically include some safety-related topics, such as iCARE campaign/bystander intervention education, staying safe (on-campus and off-campus safety tips), being a good community member, and Spring Break/Holiday Break safety.
- Resident Assistants, student organizations (i.e., The Flock, Wellness Educators), and professional staff facilitate both active and passive safety-related programs within the residence halls. These programs may include a guest speaker or may highlight safety facts and tips on bulletin boards and flyers throughout the community. Residential programming typically includes education around healthy relationships, drug and alcohol education, community safety, nutrition, and cooking/fire safety.

Lastly, Saint Joseph’s University has partnered with Easton Coach Company and Suburban Transit Network, Inc. (Transnet) to provide the University’s shuttle transportation service. The shuttle runs on and off campus every day at regularly scheduled times. The Shuttle Bus Service phone number is 610-660-ABUS (2287). The University uses the Ride Systems mobile application to track the shuttle system. The Ride Systems app provides live location of shuttle buses, arrival predictions, and other important shuttle route information. The app is available for both iOS and Android platforms. The app can be downloaded through the appropriate app store. Once downloaded search for the “St. Josephs” agency.

The escort service is intended to supplement the shuttle transportation service. Walking escorts will be provided on the main campus. This includes to and from shuttle stops. The purpose of the vehicle escort service is to safely transport students to and from the main campus to residences within the escort service area. Vehicle escorts will be provided (within the service area) to student residences not serviced by the shuttle and student residences on the shuttle schedule during the period when the shuttle does not operate. Escorts will be provided to and from the Overbrook Train Station when the trains are in service and the shuttle bus is not in service. On-campus escorts will be available to all persons who request an escort, including students, staff, employees, visitors and/or guests. Off-campus escort services are for students only. The Security Escort Service phone number is 610-660-1010. Shuttle schedules, the escort service area, and general information about transportation may be found at https://sites.sju.edu/security/campus-shuttles-escorts

If you are interested in learning more about security awareness and/or crime prevention programs, please contact the Director of Public Safety & Security at 610-660-1164.
Saint Joseph’s University Community

There are 8107 students enrolled at Saint Joseph’s University across full- and part-time programs at the undergraduate and graduate levels. Approximately 54% of the undergraduate day students live in University housing. Saint Joseph’s employs 307 full-time faculty, 385 adjunct faculty, 628 full-time employees, and 43 part-time employees.

Security of and Access to Campus Facilities, including Security Considerations in Maintenance of Campus Facilities

The campus is divided into several patrol areas and when unsafe conditions (landscape, lighting, etc.) are noted, the proper department is notified. Fire alarms, emergency phones and lights are inspected and tested at least annually.

Generally, administrative buildings are open 8:00 a.m. – 6:00 p.m. and academic buildings are open 8:00 a.m. – 10:15 p.m., except for the library. The library is open from 8:00 a.m. – 12:00 a.m. during the first half of the semester, then extends its hours until 2:00 a.m. for the remainder of the semester. During final exams, the library is open 24 hours/day. After the designated closing times for each building, Public Safety Officers conduct door checks to confirm doors are locked and only a limited set of approved personnel retain swipe card access for certain buildings.

To enter some classroom buildings and other campus facilities, SJU identification cards must be used in the card access readers.

Classes are usually limited to registered students. Many lectures, athletic contests, and plays are open to the public, but certain events require a SJU identification cards and persons not having proper identification for those events will be asked to leave the campus.

The University does not normally undertake rental of its facilities. Consistent with its educational purposes, however, the University may accommodate the activity of responsible outside organizations when such activity is judged to be consistent with University education and mission. The Office of Conferences and Event Services occasionally sponsors summer conferences and athletic camps within campus facilities.

Campus housing consists of 17 residential locations, including residence centers, apartment buildings, townhouses, and small campus houses. While most rooms are double-occupancy, some single and higher occupancy options are available. First-year residence centers are typically single-gender by floor or wing. Housing is primarily provided to undergraduate students, though graduate student housing may occasionally be available.

Generally, campus housing remains open for student occupancy from mid-August through mid-May. During the winter and summer breaks, when classes are not in session, most residence halls are closed.

Residence Life employs a staff of professional hall managers to provide leadership, support, and oversight for campus residential communities. Resident Assistants, specially trained student leaders, provide mentorship and oversight for individual floors, houses, or communities. All Residence Life staff members participate in an extensive training program, including emergency management, community standards enforcement, campus security authority training, and responsible employee training.
Procedures for guest and visitor access to the residence halls are published in the Office of Residence Life’s Housing Policies and Procedures. In buildings monitored by desk attendants, guests must identify themselves, be escorted into and within the building by their host, complete sign-in procedures, and leave identification at the desk. Guests are issued guest passes while present in these locations. Students may have a guest for not more than two consecutive days. Additionally, minors 12 years of age and under are not permitted in residence halls without a parent or guardian and are not permitted to stay overnight in residence halls. Guests who are between 13 and 16 years of age must be a resident student’s sibling or otherwise have a legally recognized relationship with the resident student. A resident student wishing to host a guest who is under 18 years of age must complete and submit the Minor Guest Application process, detailed in the Student Handbook (https://sites.sju.edu/housing/housing-policies/)

Campus residence centers and apartment buildings are staffed at the front desks by uniformed security personnel on a 24 hour/day basis. These locations are equipped with state-of-the-art access systems. Residents and approved members of the University community are permitted access into these locations by swiping their SJU identification cards in the card access readers at the front doors and at the front desks. Smaller campus houses and townhouses are not staffed by desk attendants, but do have access systems to control front door entry. Student rooms are equipped with locks on individual doors and window locks. In first-year residence centers, suites and wings have card access readers compatible only to SJU identification cards of residents of those locations. The Office of Public Safety & Security personnel and Residence Life staff work together to enforce security measures in the residence halls. The most secure facilities, however, are those in which residents exercise common sense and have a genuine concern for other residents.

**Higher Education Opportunity Act - Annual Fire Safety Report**

**Introduction**

The Higher Education Opportunity Act (HEOA) was signed into law in August 2008 and contains several crucial campus safety components. One of the main provisions of the HEOA is the Campus Fire Safety Right-to-Know Act. This provision calls for all Title IV eligible institutions that participate in Title IV programs and maintain on-campus student housing facilities to publish an annual fire safety report that outlines fire safety systems, policies, practices, and statistics. The following report discloses all information required by HEOA as it relates to Saint Joseph's University.

**Fire Log**

Institutions must maintain a fire log that reflects the nature of the fire, date, time and general location of each fire in on-campus student housing facilities, as well as the date the fire was reported. Saint Joseph's University complies with this rule by including all fire-related incidents in the Daily Fire Log. The Office of Public Safety & Security maintains a Fire Log of all incidents reported. This log includes the incident type, date the incident was reported, date and time the incident occurred, general location of each reported incident, and the disposition of the incident if that information is known. The Office of Public Safety & Security posts specific incidents in the Fire Log within two (2) business days of receiving a report of an incident and reserves the right to exclude reports from the log in certain
circumstances as permitted by law. The most current 60 days of information is available in the Office of Public Safety & Security located in Barbelin Hall, Room 13.

**Statement of University Owned/Controlled Student Housing**

During the 2017 calendar year, Saint Joseph's University owned and operated nine multi-floor student housing facilities with room-, suite-, or apartment-style living. The University also maintained lease agreements with the Pennbrook Apartments and Lancaster Court Hastings and Weymouth Apartments, which are also multi-floor apartment buildings. In addition, the University owned and operated one townhouse-style student housing facility and seven small houses. All student housing facilities are equipped with an automatic sprinkler system and a monitored fire alarm system. For additional detail about fire safety systems in a specific facility, see the chart titled, “Fire Alarms, Building Equipment, and Fire Drills 2017, 2016, 2015,” appearing on page [50] of this Annual Fire Safety Report. The University campus is situated in both the City of Philadelphia and Lower Merion Township and the University works closely with the Fire Departments and Emergency Responders of both counties.

Residence Life staff receive fire safety training at the beginning of each academic year in order to assist with any fire or evacuation emergencies. Supervised fire drills are conducted twice a semester in each student housing facility. Evacuation maps are posted at each building exit and identify evacuation assembly locations.

**Statistics**

The HEOA calls for the disclosure of statistics for each student housing facility as they relate to the occurrence of fires for the most recent and two preceding calendar years. A separate chart is provided to illustrate the types of fire safety systems within each student housing facility and the number of fire drills conducted. The statistics on the following pages are as reported to the Saint Joseph's University Office of Public Safety & Security.
## Fire Statistics 2017

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<th>Student Housing Facility</th>
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## Fire Statistics 2016

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Fire safety is everyone's responsibility. Carelessness affects not only one student's safety, but, that of every resident of the building. All residents should actively avoid creating fire hazards. As explained in the Student Handbook and in the Office of Residence Life’s Housing Policies and Procedures, all residents should actively avoid creating fire hazards and are not permitted to:

- Smoke anywhere in University residential buildings. This includes use of Electronic Cigarettes (E-Cigs).
- Possess or use candles, incense, or oil lamps.
- Possess a non-University issued mattress.
- Cover exterior of room door with flammable decorations.
- Use non-fire retardant window coverings.
- Hang items from fire sprinkler heads, pipes, heat detectors, or smoke detectors.
- Cover or tamper with smoke detectors.
- Hang items from lights or ceilings.
- Hang lights out of windows or over top of window coverings.
- Hang or post paper, posters, decorations, or signs on externally facing windows.
- Use Medusa lamps with plastic shades, halogen lamps, holiday/decorative lamps, (rope lighting), or electrical decorations that are not UL approved.
- Overload electrical outlets (MUST use surge protectors).
- Run electrical cords under carpets or furniture.
- Bring in live Christmas trees.
- Put anything in front of, on top of, or against heating vents or radiators.
- Store excessive trash, paper, or flammable items (paint, fuel, propane tanks, etc.).
- Have explosive devices (fireworks, firearms, and weapons).
- Use open flames or heating elements inside/outside the buildings, including gas and barbecue grills.
- Use toaster ovens, hot plates, sandwich makers, waffle irons, traditional coffee makers with exposed heat plates, or “George Foreman” type cooking apparatuses (not applicable in Campus Apartments).

This list is not all inclusive. Additional items may be added as deemed necessary by University personnel or as outlined in the University's Housing Agreement. Violating the aforementioned is considered a violation of the Community Standards and can carry heavy fines ranging from $50 to $200. Students should immediately report any observed fire hazard to Office of Public Safety & Security or Residence Life staff.

Fire Safety Regulations

Alarms

The University holds routine fire safety drills twice a semester in each student housing facility in accordance with Pennsylvania State Law, and all residents are expected to participate. Students may not disregard a fire alarm or refuse to evacuate a building in which an alarm is sounding, regardless of its nature (drill, false alarm, or actual alert). Residents who fail to evacuate a building in a voluntary and timely manner will be subject to disciplinary action and
possible change or removal of University housing. Initiating a false fire alarm is a clear violation of Community Standards and can be sanctioned with a fine up to $500.

**Equipment**
Tampering with or misuse of fire safety equipment (extinguishers, smoke detectors, alarms, sprinklers, exit signs) is considered to be exceptionally dangerous behavior in a residential community. Such behavior represents a serious violation of the Community Standards and can result in fines up to $200 in addition to any resulting costs for necessary repairs/inspection of equipment.

**University Smoking Policy**

**Background and Purpose**
It is the intent of this policy to promote a healthier environment for all members of the Saint Joseph's University community, and to protect the health of non-smokers. Medical evidence clearly shows that smoking is harmful to the health of smokers and non-smokers alike. It is also an irritant to many non-smokers and can worsen allergy conditions. In sufficient concentrations, secondhand smoke may be harmful to those with chronic heart or lung disease. In addition, there is evidence that long term exposure to secondhand smoke may seriously threaten the health of non-smokers.

**Definition**
The definition of smoking includes the inhaling and carrying of any lit cigarettes, cigars, or pipes.

**Policy**
Saint Joseph's University considers the needs and concerns of smokers, and non-smokers alike, in providing a healthful campus environment. All Saint Joseph's University students, faculty, staff, contractors and guests are expected to comply with these regulations:

- Smoking is ONLY permitted in the outdoor locations with a sign that designates a smoking area. These areas are located far enough away from doorways, open windows and ventilation systems to prevent smoke from entering University buildings and facilities. Smokers are responsible to dispose of waste in proper receptacles.
- All University buildings, including academic, administrative, athletic facilities, and residence areas are smoke free.
- Smoking is not permitted:
  - in University vehicles, including buses and vans;
  - on any athletic or intramural field including the spectator viewing areas in the immediate vicinity of the fields.
- No employee or contractor may smoke while they are in the conduct of their job (aside from break periods in designated smoking areas) whether they work inside or outdoors.
- The advertisement, sale, or promotion of tobacco products on campus and the sponsoring of campus events by tobacco companies or tobacco-promoting organizations is not permitted.

**Responsibility and Enforcement**
Notice of this policy is to be provided to all students, faculty, staff and contractors through
established communication channels. This policy relies on the thoughtfulness and consideration of smokers and non-smokers. All members of the University community and guests of the University are responsible for observing this policy. The Department of Environmental, Health and Safety has overall responsibility for the implementation and enforcement this policy. Concerns regarding the policy should be referred to that office in Moore Hall at 610-660-3037. Enforcement concerns for faculty and staff should be referred to Human Resources and for students to the Office of Community Standards.

**Student Housing Evacuation Procedures**

Fire is only one of the possible emergency conditions which could require the evacuation of a building. Chemical spills, the release of toxic or corrosive gases, civil unrest or a bomb threat are all emergencies that could create an immediate need to evacuate a building or area.

In the event of any fire or other emergency, a report shall be made immediately by calling 911 and/or 610-660-1111 (or 1111 from an on-campus telephone). This report shall include the type and location of the emergency. Once the emergency has been reported, the person receiving the report shall set into motion the emergency action plan to deal with the particular emergency.

The presence of smoke or a visible fire provides sufficient cause to evacuate a building. For other emergencies, the decision whether to or not to evacuate the facility or a specific area of the campus will be made by the Incident Commander or such persons as he/she designates. When an emergency requires the assistance of an outside agency, the Incident Commander or his/her designee will call the needed outside emergency organization as the situation dictates.

If a building (or buildings) must be evacuated, the building fire alarm shall be used as the signal to evacuate. When the alarm sounds, all occupants must promptly vacate the building. The occupants shall calmly evacuate the building following the exit signs. Do not use elevators. If time permits, the occupants should turn off all machinery, equipment, and lights, and close doors. Individuals who use a wheel chair or are otherwise unable to descend stairs should proceed immediately to the nearest exit if they are on the ground floor, or to the nearest set of fire stairs. If unable to descend the stairs, persons with a disability should wait calmly on a fire stair landing, preferably with an able-bodied evacuee. Another able-bodied evacuee must be advised to immediately notify emergency personnel of the exact location of the handicapped individual and his/her companion.

After evacuating the building, all evacuees must report to an assembly area designated by the Office of Public Safety & Security. Such assembly areas shall be located at least 100 yards from the emergency and in a location that will not interfere with emergency response personnel. To the extent possible, responding staff will report any individual known or presumed to be missing to the Public Safety Shift Captain or Public Safety Shift Lieutenant, or the Command Center, if one has been established.

Re-entry into an evacuated building or area is prohibited until permission is granted by the Office of Public Safety & Security.
Fire Safety Education and Training

Saint Joseph's University conducts in-depth fire safety training with the Residence Life staff. During annual summer Resident Assistant (RA) training, sessions are held covering emergency response, fire safety, fire and emergency evacuation protocol, and the role of an RA in any fire emergency. The RAs are also trained on fire extinguisher use and basic level fire extinguishing techniques. The RAs review fire and emergency evacuation protocol in their floor meetings at the beginning of the academic year.


Definitions

- **Cause of Fire**: The factor or factors that give rise to a fire. The causal factor may be, but is not limited to, the result of an intentional or unintentional action, mechanical failure, or act of nature.
- **Fire**: Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.
- **Fire Drill**: A supervised practice of mandatory evacuation of a building for a fire.
- **Fire-related injury**: Any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause, while involved in fire control, attempting to rescue, or escaping from the dangers of a fire. The term "person" may include students, employees, visitors, firefighters, or any other individual.
- **Fire-related death**: Any instance in which a person:
  - is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire; or
  - dies within one year of injuries sustained as a result of the fire.
- **Fire safety system**: Any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire. This may include sprinkler systems or other fire extinguishing systems, fire detection devices, stand-alone smoke alarms, devices that alert one to the presence of a fire, such as horns, bells, or strobe lights; smoke-control and reduction mechanisms; and fire doors and walls that reduce the spread of a fire.
- **Value of property damage**: The estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity. This estimate should include contents damaged by fire, and related damages caused by smoke, water, and overhaul; however, it does not include indirect loss, such as business Interruption.
Fire incident Reporting

Students, faculty, and staff are instructed to call 911 to report a fire emergency.

Immediate notification for a non-emergency incident (e.g., fire is out, evidence that something burned, attempted intentional burning of material) shall be made to: Office of Public Safety & Security: 610-660-1111

Plans for Future Improvements in Fire Safety

The University continues to monitor trends related to residence hall fire incidents and alarms to provide a fire-safe living environment for all students. New programs and policies are developed as needed to help ensure the safety of all students, faculty, and staff.

Reporting a Crime

To report a crime or if you have any information concerning a crime or incident, please contact us at 610-660-1111 or tips@sju.edu.

Anonymous Reports

For anonymous reporting, please call 610-660-1114. There is also a “Tip Drop Box” in the Drexel Library.