



# 2022 Annual Safety and Security Report

*(Published on October 1, 2023)*

# **Westmoreland County Community College**

## **2023 Annual Security Report**

### **Published October 1, 2023**

### **Reporting on 2022 Crimes**

#### **Introduction and Background**

The college's mission is part of everything we do at Westmoreland. Our commitment to improving the quality of life in the communities we serve through education, training and cultural enrichment defines our decisions and leads us forward. Our dedication to students is reflected in our many safety-related upgrades at Westmoreland. As we continue to implement additional safety measures, our purpose is always to help students achieve their educational goals. We are extremely proud of the work by our Westmoreland County Park Police, our Facilities Department, Student Government Association, and our Campus Safety Team. Our efforts to maintain a safe and secure college relies on everyone collaborating so students can focus on their education. We ask that you join in these efforts by reading the annual Westmoreland County Community College Clery Report. The Jeanne Clery Disclosure of Campus Security Policies and Campus Crime Statistics Act, commonly referred to as the Clery Act, is a federal mandate requiring institutions of higher education participating in federal student financial aid programs to disclose information about campus policies, procedures and crimes reported to have occurred on the campus and certain off-campus locations if they fall under the guidelines set forth by the Clery Act.

In spite of all our efforts, crimes can still sometimes occur at Westmoreland. As always, we pledge to provide a safe and secure environment for all students and to ensure Westmoreland is compliant with the Clery Act. This information is provided for your review on our website and in compliance with federal law. The following information is set up in a question and answer format. The crime statistics from the past three years are in table format at the conclusion of this report.

We hope you find this report to be informative and if you have any questions about the report, please feel free to contact the Information Center and your question will be routed and answered by the appropriate person.

## **GENERAL COLLEGE SAFETY INFORMATION**

### **How is the Annual Security Report and Disclosure of Crime Statistics annually prepared?**

The Westmoreland County Community College (Westmoreland or college) Clery Compliance Committee is responsible for preparing and distributing the Safety and Security Report (Report) annually. The Committee works with other departments within the college, our Campus Security Authorities (CSAs), Westmoreland Security, the Pennsylvania State Police and local law enforcement agencies to collect and compile the information needed to complete this Report.

### **What areas are within the Clery Geography for Westmoreland County Community College?**

#### On Campus

College owned and controlled buildings, areas that directly support or relate to the College's educational purpose, and reasonable contiguous spaces are defined as "On Campus" The areas considered on campus are the following:

- All buildings and land comprising the Youngwood Campus (Appendix A)
- The Advanced Technology Center within RIDC Park (Appendix B)
- The Westmoreland- Latrobe Center (Appendix C)
- The Westmoreland- Fayette Center (Appendix D)
- The Westmoreland- Indiana (Appendix E)
- The Westmoreland- Murrysville Center (Appendix F)
- The Westmoreland- New Kensington Center (Appendix G)
- The Public Safety Training Center (Appendix H)

### Public Property within or Immediately Adjacent to Campus

Public property consists of areas owned by a public entity within the campus or immediately adjacent to and accessible from the campus (Winn, 2017, campussafetymagazine.com). Please refer to Appendices A-H for the areas that would constitute public property within our Clery geography.

### Non-campus buildings

Non-campus buildings are locations owned or controlled by the College, and used in relation to your educational purposes, frequently used by students, and are not within the same contiguous area of campus. Westmoreland does not own or operate any non campus buildings.

### **What security considerations does Westmoreland County Community College use in the maintenance of campus facilities, including landscaping, grounds keeping & outdoor lighting?**

Westmoreland's commitment to campus safety is reflected in the facilities and grounds. The College has installed surveillance cameras at all locations that are monitored by campus security and Park Police.

The College has installed and maintains exterior lighting around all its buildings, as well as additional sidewalk and road lighting. While maintaining an attractive campus, ground crews keep shrubs and hedges low for safety reasons, especially in places utilized in the evening hours.

At most locations, emergency call boxes are located in major walkways. These call boxes connect directly to 911.

Finally, access to college buildings is controlled utilizing a combination of electronic access cards and keys. Only authorized personnel have access to College buildings outside of hours open to the public.

**Who is responsible for Campus Safety?**

The Vice President of Administrative Services provides oversight for the security and safety of the college. Day to day operations for safety management are the responsibility of the Director of Facilities who reports to the Vice President.

The College contracts with the Westmoreland County Park Police, The Park Police are an armed municipal law enforcement agency and have full arrest powers and authority while at any of our campuses located within Westmoreland County, and Centurion Protection LLC, non-sworn security officers who do not have the power of arrest conferred on a sworn law enforcement officer, to provide professional safety and security services to the college community. The Director of Facilities serves as a liaison between contracted security and the college.

Westmoreland is made up of seven locations including the main campus in Youngwood, PA.

Other locations include the following:

Youngwood Campus 145 Pavilion Lane Youngwood, PA 15697 724-925-4000	Westmoreland-Advanced Technology Center 1001 Technology Drive, Suite 1009, Door 24 Mt. Pleasant, PA 15666 724-925-4269
Westmoreland-Fayette County 140 North Beeson Blvd., 3 <sup>rd</sup> . Floor, Suite 304 Uniontown, PA 15401 724-437-3512	Westmoreland-Indiana County 439 Hamill Rd Indiana, PA 15701 724-357-1404
Westmoreland-Latrobe 130 Depot Street Latrobe, PA 15650 724-925-8473	Westmoreland-Murrysville 6707 Mellon Road Export, PA 15632 724-327-8090

Westmoreland-New Kensington  
 1150 Fifth Avenue  
 New Kensington, PA 15608  
 724-335-8110

Westmoreland-Public Safety Training Center \*  
 65 Public Safety Drive  
 Smithton, PA 15479  
 724-872-2447

\* The Public Safety Training Center does not have security on-site and therefore a crime log is not maintained at that location. However, criminal statistics are collected from local law enforcement agencies as required by Clery and reported in the tables shown in this report. There were no credit courses being offered at this site in 2022

**What is Westmoreland’s relationship with Law Enforcement Agencies?**

The Westmoreland County Park Police are the primary law enforcement agency of the Youngwood campus. The Park Police have a permanent office in the Student Achievement Center, Suite 515. Additionally, contracted security services are also used to supplement the safety and security needs of the Youngwood and at various education centers.

While Westmoreland County Park Police serve as the College’s primary law enforcement, the College maintains strong relationships with all responding agencies where college facilities are located. Contact information for these law enforcement agencies is outlined in the following table.

Facility	Local Law Enforcement
Youngwood Campus Advanced Technology Center	PA State Police – Greensburg Emergency – Dial 911 (724) 832 – 3288
Public Safety Training Center	PA State Police – Belle Vernon Emergency – Dial 911 (724) 929 – 6262
Indiana County	PA State Police – Indiana Emergency – Dial 911 Indiana – (724) 357 – 1960
Murrysville	Penn Township Police Department Emergency – Dial 911 (724) 863 -1119

Latrobe	City of Latrobe Police Department Emergency – Dial 911 (724) 537 – 5526
New Kensington	City of New Kensington Police Department Emergency – Dial 911 (724) 339 – 7534
Fayette County	City of Uniontown Police Department Emergency – Dial 911 (724) 339 – 7534

Local law enforcement agencies are contacted to collect crime data, which is then reported in the Clery statistics shown in the tables at the end of this report. While it is not mandatory for local law enforcement to respond to requests for this data, the college makes a good-faith effort to obtain the crime statistics from all the law enforcement agencies with jurisdiction within our Clery geography.

The College’s administration handles non-criminal incidents on campus and coordinates investigations with outside agencies in partnership with Westmoreland County Park Police. Crimes reported to campus security authorities are reported to the police. The College files an annual statistical crime report with the Pennsylvania State Police. The College strongly encourages students, staff, and visitors to report criminal activity immediately to the Department of Campus Safety and to local law enforcement authorities.

**Who are Campus Security Authorities, how have they been trained, and what do they do?**

Campus security authorities (CSA’s) are defined as, “an official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student discipline and campus judicial proceedings. Once trained and notified, CSA’s become a person who has the authority and the duty to take action or respond to particular issues on behalf of the institution. CSA’s must report any crime reported to them, regardless of whether

law enforcement was contacted, so that a crime report is submitted under Clery regulations and for the purposes of issuing Timely Warning Notices as appropriate.

Westmoreland has identified groups who are CSAs for our school, which include:

1. Park Police and Security Officers
2. Director of athletics and athletic coaching staff
3. Student and Employee Title IX coordinators
4. Director of Student Success
5. Director of Athletics and Recreation
6. Student Success employees
7. Club Advisors
8. Vice Presidents and their Administrative Assistants/Secretaries.

These individuals receive annual training through college-wide professional development as well as a training video from Clery.org and subsequent quiz. This video/quiz is disseminated via email to all CSA's. Each CSA receives two follow up emails for completion.

**What is the procedure for students, or others, to report criminal actions or other emergencies occurring on campus, and how does the College respond to such reports?**

Students, employees, and visitors are encouraged to report any criminal offense, suspected criminal activity or other emergency directly in one of the following ways:

1. Calling 911
2. Utilizing the Emergency towers are located at Youngwood, Latrobe, New Kensington, and Advanced Technology Center locations. These devices allow push-to-talk capability and connect automatically with security.
3. After calling 911, contact Security at 724-925-4250.

The College also encourages victims and witnesses to report crime on a voluntary and confidential basis. They may report this information by sending a confidential report to the Vice President of Administrative Services or Vice President of Enrollment Management. They can



also submit an anonymous tip from the security page on the Westmoreland Security website by clicking this [link](#).

The Park Police at the Youngwood campus and the security personnel at the education centers will report criminal activity to the local police and the Pennsylvania State Police as necessary, or upon the request of a crime victim.

Criminal actions or policy violations committed by students are investigated and adjudicated through the Vice President of Enrollment Management. Any college disciplinary action will be separate from actions taken by civil authorities. The disciplinary procedure is found in the Student Handbook, under the Code of Student Conduct in the Student Handbook.

Per Federal Clery Act requirements, all criminal activity reported to the campus via the Park Police, Westmoreland Security personnel, Vice President of Administrative Services, and/or the Vice President of Enrollment Management, CSAs and by local Law Enforcement will be included in the daily crime log, Annual Security Report and for dissemination as timely warning notices as deemed appropriate.

### **How would a student or anyone obtain a college crime report?**

In accordance with the Pennsylvania Uniform Crime Reporting Act and the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, all Westmoreland students and employees receive annual security information updates.

The college also makes information about crimes and security available in a variety of other ways that include the following:

- Westmoreland provides all students and employees with information on security policies and procedures and how to obtain additional security data via this report and the college portal.

- The Code of Student Conduct is annually published online in the Student Handbook. The Code is also available on the student portal.
- Through various presentations for employees and students each year, which are offered by the Administration, Enrollment Management, Human Resources and Academic Affairs departments.

Crime statistics are published regularly on the Westmoreland Security website [\(link\)](#). This website provides the monthly crime statistics for the last three months and a link to the Clery report.

### **How and when does Westmoreland County Community College inform the campus about security matters?**

Westmoreland provides the College community with educational materials on safety and security as well as crime prevention. Students, from the point of Orientation to the college environment, are encouraged to participate in campus safety and prevention programs.

The College also publishes a student handbook annually. The Student Handbook contains all the policies and procedures that are utilized to ensure campus safety. The Student Handbook can be found [here](#).

### **What are the College's procedures regarding emergency response and notification, i.e Timely Warning?**

Park Police and College Security are responsible for providing immediate emergency response at the Youngwood Campus and Center location. In the case of a crime in progress, a medical event, or confirmed fire call, 911 is contacted immediately.

Westmoreland provides emergency notifications to the College community. Once a confirmed significant emergency or a dangerous situation involving immediate threat to the health or safety of students or staff is verified on campus, the campus community is notified, unless College and Campus Safety officials determine that issuing an immediate notification would place the community at greater risk or would compromise efforts to contain the emergency.

The decision to issue a timely warning is made on a case by case basis using criteria that have been established via policy and/or procedure.

Westmoreland utilizes the Rave text messaging and email alert system for the purpose of timely warning in the case of an emergency. This system may also be used to help provide warning in the case of events that interfere with the learning environment at the college, i.e. major storms, floods, etc. Students, faculty, and staff are strongly encouraged to sign on to receive the alerts. There is no fee to participate in this messaging system.

The following individuals are responsible for carrying out the emergency response:

- Executive Director of Marketing and Communications, or designee
- Director of Facilities, or designee
- Director of IT, or designee

In accordance with the Federal Jeanne Clery Act, it is the College's procedure to provide timely and accurate information to the campus community without delay in the event of an incident that puts the community at continuing risk. The emergency notification system will be tested annually.

### **How does the College handle Emergency Response and Operations?**

The Westmoreland County Community College Emergency Response Team is responsible for the development, implementation, and evaluation of the Emergency Response and Operations Plan (The EOP). The EOP complies with all FEMA guidelines for Higher Education, including planning, mitigation, response, and recovery. It specifies specific protocols and procedures.

Further information can be found here. For the purposes of the Clery Report, the following will be highlighted:

- Emergency Notification
- Evacuation
- Shelter in Place/Lockdown

## Emergency Notification

### *Determination of Content of the Emergency Notification*

Westmoreland officials will, in concert with appropriate local first responders, determine the content of the notification. If a template message is available to meet the exigency, the Marketing and Communications Department will issue this message to save time. In the case of not having a predetermined message, a succinct message that conveys the appropriate information to ensure individuals are aware of the situation and can take the appropriate steps to protect themselves will be sent.

The emergency notifications are sent within the parameters of timely warning via the RAVE messaging system.

Appropriate follow-up information will be shared to the community as it becomes available. Follow-up information will be disseminated through the same outlets that the original message was issued.

### *Disseminating Emergency Information to the Community*

The Westmoreland Marketing and Communications Department is responsible for making notifications to our community and to agencies outside of our community. Westmoreland's Marketing and Communications Department assists the President with public relations issues pertaining to incidents and works proactively with all media outlets. Notification could be in multiple forms including postings on Facebook, Twitter, the college website, and other social networking platforms.

## **Evacuation Procedures**

The Emergency Operations Plan noted here fully outlines the parameters of the utilization of the evacuation annex detailed [here](#). The evacuations procedures entails procedures for vacating the building and remaining at least 150 ft. from the building at specific meeting points. These procedures are drilled and practiced at least annually.

### Fire Safety Information

Campus Fire Logs though not required as Westmoreland is not Residential, maintains a Fire Log which is maintained in the campus Security Office. These Campus Fire Logs are available for review by any interested party who presents valid identification. The College has established procedures for the response to fire alarms or other threats that would necessitate the evacuations of the facilities.

Fire drills are to be performed two times annually with findings reported to the Director of Facilities.

### **Shelter in Place/Lockdown**

There are specific situations in which the college community may need to shelter in place or lockdown. These procedures are detailed in the [Emergency Operations Plan](#), and reviewed and practiced at least annually.

## **POLICIES TO ENSURE CAMPUS SAFETY**

### **What is the College's Policy regarding the possession and use of weapons by public safety personnel and other people in general?**

Westmoreland County Community College explicitly prohibits the use of weapons of any kind on its campus or education center locations. The only exception to the Weapons Policy is the Park Police as they are sworn law enforcement officers. For specifics for students and employees, please refer to the policies below.

### **Employee Weapons Policy**

Westmoreland County Community College believes an effective learning environment is one that is free of weapons that threaten students, employees, volunteers, and visitor safety. Therefore, the college has a weapons-free policy to minimize any harm or threats to students, employees, volunteers, and visitors.

1. A weapon is any instrument or implement which is capable of inflicting serious bodily injury and shall include but not be limited to:

- Any rifle, shotgun, machine gun or other firearm, or antique firearm suitable for use
- Any air gun, B-B gun or implement that is not a firearm which propels a pellet or projectile of any kind with a force that can reasonably be expected to cause bodily harm
- Any starter pistol, flare gun, zip gun, spear gun, dart gun, sling shot or ammunition of any type for weapons governed by these regulations
- Any knife with a blade larger than dagger, razor or other cutting instrument, the blade of which is exposed in an automatic way by switch, push-button, spring mechanism, or otherwise
- Any striking instruments, including but not limited to clubs, truncheons, blackjacks, metal knuckles or sap gloves
- Any martial arts weapon, including but not limited to nunchaku, tonfas, staffs, and throwing stars
- Any bow and arrow combination
- Any device that discharges a chemical irritant or tear gas, including but not limited to smoke grenades
- Any incendiary device, including but not limited to flammable liquids enclosed in readily breakable containers that can be equipped with an igniter of any type
- Any explosive device, including but not limited to hand grenades, bombs, black power, smokeless powder, percussion caps, friction primers and pyrotechnic fuses
- Any combustible or explosive composition or any substance or combination of substances or any article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation including:
  - Any blank cartridge or toy cannon in which explosives are used
  - The type of balloons that require fire underneath to propel them
  - Firecrackers, torpedoes, skyrockets, roman candles, aerials or other fireworks of like construction

- Any fireworks containing any explosive or flammable compound or any tablet or other device containing explosive device

2. Westmoreland County Community College prohibits all persons who enter college buildings, college property, or other recreational fields from carrying a weapon with the following exceptions:

- Any certified law enforcement personnel with arrest powers, including, but not limited to: sheriffs, constables, municipal police officers, Pennsylvania State Police and the FBI
  - When any certified personnel permitted in 1 above who are on duty in plain clothes, the weapon must be concealed at all times
  - Must have prior authorization from the director of Human Resources
- Students in a training class who must bring the weapon to class to be examined, including but not limited to: culinary arts students, municipal police academy cadets and lethal weapons students. This shall only occur when:
  - The student has been directed by a certified NRA or Municipal Police Officers' Education and Training Commission firearms instructor, and
  - The weapon shall not be exposed to public view, and
  - The weapons shall be unloaded, and
  - The weapon shall be transported in a secure, wrapped enclosure or package, and
  - The weapon shall be on school property for only that limited period of time necessary to fulfill the required education objective.
- Any college security officer or employed security guard who is trained and is specifically authorized in writing by the college president to carry a weapon.

3. Westmoreland County Community College employees (except as previously noted in 1) are also prohibited from carrying a weapon while in the course and scope of performing their job, whenever they are on college property at the time or not, and whether they are licensed

to carry a handgun or not. Employees may not carry a weapon covered by this policy while performing any task on the college's behalf. The only exception to this policy will be persons who have been given written consent by the college to carry a weapon while performing specific tasks on the college's behalf. The policy also prohibits weapons at any college sponsored functions such as parties, picnics, sporting events, etc.

Further, carrying a weapon onto college property in violation of this policy will be considered an act of criminal trespass and will be grounds for immediate removal from the college property and may result in prosecution.

Employees who become aware of any person violating this policy should immediately report the violation to the director of Human Resources.

### **Students**

Weapons are prohibited for students as well and are addressed in the Student Code of Conduct included below.

### **What are the policies regarding drugs and alcohol at Westmoreland?**

In compliance with the Drug-Free Schools and Communities Act and Drug-Free Schools and Campus Regulations, both students and employees are obligated to follow their respective policies relating to drugs and alcohol on campus.

### **Student Policy**

Westmoreland is committed to providing a safe and healthy environment for students, employees, and community members. This includes the college and its centers being an alcohol/drug free environment.

### **Alcohol and Drug Use**



In compliance with the Drug-Free Schools and Communities Act and Drug-Free Schools and Campus Regulations (34 CFR Part 86), students are encouraged to read and understand all information pertaining to the college's drug and alcohol abuse prevention policies and programs.

### Alcohol

The college maintains the following guidelines pertaining to alcoholic, or otherwise intoxicating, beverages:

1. The use of alcohol, or other intoxicating beverages, is prohibited in college classrooms, laboratories, faculty and administrative offices, libraries, computer labs, athletic facilities, and all other public campus areas. However, with prior consent of the Board of Trustees and the President, the provisions herein may be waived with respect to any specific affair that is sponsored by the institution and/or the Westmoreland County Community College Foundation.
2. State law will be enforced at all times on college property as it pertains to the possession and consumption of alcoholic beverages.
3. The college will not sponsor student events which focus primarily on the consumption of alcohol.
4. Alcoholic beverages are not permitted at any student event held on the college campus.

### Controlled Substances

The college maintains the following guidelines in compliance with the Drug-Free Schools and Communities Act and the Drug-Free Campus regulations (34 CFR Part 86):

1. No student shall, or attempt to, possess, manufacture, deliver, distribute, sell, purchase, use or be under the influence of controlled substances, abusable volatile chemicals, dangerous drugs as defined by state and federal law, steroids, "designer drugs" (i.e., substances such as the inappropriate/illegal use of prescription drugs, use of inhalants,

use of herbal, natural, or look-alike controlled substances), any other intoxicating or mood-altering substance or behavior altering drugs at the college, on the college property, or while attending on-campus or off-campus college sponsored activities.

2. Possession of any pipe, syringe, hypodermic needle, or any instrument adapted for the use of smoking, injecting or ingesting any narcotic or hallucinatory drug is strictly prohibited.
3. College officials will cooperate with local, state, and federal authorities to ensure compliance with laws for unlawful use, possession, manufacture, distribution or sale of illicit drugs or alcohol and will advise students that convictions or violations of these laws can lead to fines and/or imprisonment.
4. Students seeking assistance or educational materials regarding drugs and other controlled substances should contact Student Success.

### Violations

#### Alcohol

Pennsylvania Liquor Code, 47 Pa., C.S.A., 1-101 controls the possession, sale, and consumption of alcoholic beverages in the Commonwealth of Pennsylvania. Conviction of offenses or crimes related to the Pennsylvania Liquor Code may result in the imposition of a fine, suspension of a driver's license and/or imprisonment.

The law in Pennsylvania states that a person commits a summary offense if he/she, being less than 21 years of age, attempts to purchase, purchases, consumes, possesses, or knowingly and intentionally transports any liquor or malt or brewed beverages. In addition to any other penalty imposed, a person convicted of violating this law may be sentenced to pay a fine of not more than \$500 for the first violation and not more than \$1,000 for the second and each subsequent violation. A person who is convicted or is adjudicated delinquent under this section will in addition have their drivers operating privilege suspended through the Department of Transportation as part of their adjudication.

### Controlled Substances

Federal law, i.e., the Controlled Substances Act, and state law, i.e., the Pennsylvania Controlled Substances Act, establish five schedules of controlled substances based on level of danger and medical use, and penalties of offenses related to each schedule. Conviction of crimes or offenses pertain to the five schedules of controlled substances may result in fines or imprisonment.

## **Employees**

### **Employee Substance Abuse Policy**

#### **Purpose**

Employees are Westmoreland County Community College's most valuable resource and, for that reason, their safety and health are of paramount concern. Westmoreland County Community College maintains a strong commitment to its employees to provide a safe, drug-free, alcohol-free workplace and to establish programs promoting high standards of safety and health. Consistent with the spirit and intent of this commitment, Westmoreland County Community College expects employees to report for work in proper condition to perform their duties. The intent of this policy is to prevent the use and the presence of drugs and alcohol in the working environment. Westmoreland County Community College recognizes that substance abuse which leads to chemical dependency (alcoholism and drug addiction) is an illness for which there is effective treatment and rehabilitation. Within the parameters set forth below, employees and their families will be encouraged to utilize rehabilitation programs available through the EAP Program and their health insurance policies to eliminate alcohol and drug-related problems.

#### **Scope**

All employees of Westmoreland County Community College from the administration down are covered by these guidelines. Employees, as a condition of employment, are required to abide

by these guidelines. Employees shall acknowledge that they have received and read this document and agree to abide by its terms by signing a copy of the Acknowledgment and Release Form.

## Definitions

- a. Drugs and Drug Usage refer to: i) the use of illegal drugs or other controlled substances including, but not limited to, marijuana, cocaine, PCP, LSD, heroin, crystal methamphetamine and other narcotics; ii) the abuse of any prescription or nonprescription drugs that may alter mood or consciousness, lead to abnormal behavior, or interfere with acceptable performance, or attendance; iii) improper use or abuse of a chemical or solvent which alters mood or consciousness, e.g., airplane glue, which may be inhaled; or iv) any substance listed in Schedule 1 through 5 of 21 U.S.C. '812.
- b. Westmoreland County Community College Premises are all areas in which the college operates including, but not limited to, its property, Westmoreland County Community College owned or leased equipment or vehicles, privately-owned vehicles entering or parking on college property or in use on the property, lockers, desks, equipment, work space, and storage facilities.
- c. Conviction means a finding of guilt (including a plea of nolo contendere) or imposition of a sentence, or both, by any judicial body charged with the responsibility to determine violations of federal or state criminal drug statutes.
- d. Criminal Drug Statute means a criminal statute involving manufacturing, distribution, dispensation, use or possession of any illegal drug or controlled substance.
- e. Under the Influence means a tested blood alcohol content of .03 or greater or a positive drug test as defined by 49 CFR Part 40.
- f. Reasonable Suspicion or Reasonably Suspected is when an employee is involved in an accident or suffers a workplace injury or where an employee is observed to be ingesting drugs or alcohol or exhibiting any number of the following symptoms:

drowsiness; slurred speech; staggered walking; combative/argumentative behavior; odor of alcohol or marijuana; disoriented behavior; watery, glassy, glazed or red eyes; poor time or distance perceptions or any other behaviors normally associated with being under the influence of drugs or alcohol.

#### Policy Application.

##### a. Discipline for Drug and Alcohol Abuse or Problems

- i. The sale, possession, manufacture, distribution, dispensation, use or purchase of drugs or alcoholic beverages on Westmoreland County Community College premises or during working time is against Westmoreland County Community College policy and is cause for immediate discharge. There are only two exceptions. The first exception will apply to alcoholic beverages at Westmoreland County Community College-sponsored social functions. The second exception is for prescription drugs for which the employee has a valid prescription. However, when an employee is prescribed prescription drugs which cause adverse side effects, or which may affect the ability to perform work in a safe and productive manner, the employee should report this fact to the Director of Human Resources prior to taking the drug. Prescription drugs may not be abused and must be taken only according to the doctor's instructions.
- ii. It is also against Westmoreland County Community College policy to report to work or to work under the influence of intoxicants such as alcohol or unprescribed drugs, as well as prescribed drugs which induce an unsafe mental or physical state. Employees who violate this policy will be subject to disciplinary action, up to and including discharge, or may be required to follow the recommendations of their individual physicians or counselors. The determination of what action is appropriate in each case rests solely with Westmoreland County Community College.

b. Investigation.

- i. Employees reasonably suspected of possession, use, sale, distribution, dispensation, purchase, or being under the influence of drugs or alcohol on Westmoreland County Community College Premises or during working hours may be suspended with pay pending an investigation of the circumstances. Westmoreland County Community College will endeavor to complete its investigation within a 72-hour period. Employees who fail to cooperate in the investigation or who refuse reasonable suspicion testing or searches as outlined in this policy will be considered to have violated the policy outlined in 4.a.(1) and be subject to immediate discharge.
- ii. To ensure that such drugs and alcohol do not enter or affect the workplace, Westmoreland County Community College may take any or all of the following steps while employees are on Westmoreland County Community College Premises or during working hours:
  - a. Westmoreland County Community College may conduct drug and/or alcohol testing on any employee reasonably suspected of being under the influence while on Westmoreland County Community College premises or during working hours or on any employee as a follow-up test as may be prescribed as a result of any last chance agreement made on behalf of the employee. Prior to providing a specimen for testing or submitting to a drug and alcohol test, the employee shall be required to execute a consent and release form authorizing release of the test results by the testing agency to Westmoreland County Community College.
  - b. When an employee is reasonably suspected of being under the influence, Westmoreland County Community College reserves the right to carry out a search of the employee and his or her personal property and belongings including lockers, desk, bags, work areas and vehicles while on

Westmoreland County Community College Premises. Such searches shall be conducted by appropriate security or law enforcement personnel.

- iii. Westmoreland County Community College will turn over all confiscated Drugs to the proper authorities.
  - a. Conviction. All employees are required to notify the Director of Human Resources of any criminal drug statute conviction or alcohol related crime on Westmoreland County Community College premises within five days after such conviction. This rule shall not apply to any convictions outside the workplace, except in the case where such conviction prevents the employee from performing his or her job or reporting to work as scheduled. In such cases, the employee must notify the Director of Human Resources that there was an outside conviction and the reason that it would affect his or her work. Failure to give such notice may result in disciplinary action up to and including discharge.
  - b. Rehabilitation
    - i. The policy of permitting the use of rehabilitation programs as directed to the employee with an alcohol or drug abuse problem is not to be interpreted as conflicting with Westmoreland County Community College's rule on the sale, purchase, use or possession of drugs or alcohol on Westmoreland County Community College premises or during working hours. Westmoreland County Community College reserves the right to decide whether rehabilitation will be permitted in each specific case depending on the circumstances. Accordingly, any employee denied the opportunity for rehabilitation shall not use inconsistent application of the policy as an argument for lack of "just cause" in discharging such employee for violation of this policy.
    - ii. Employees who are referred to rehabilitation as the result of investigation and/or testing, and employees who voluntarily avail

themselves of help for alcohol and drug problems in rehabilitation must continue to abide by the rules outlined in this policy.

- iii. Employees enrolled in a rehabilitation program for drug and alcohol problems must cooperate with and complete the prescribed treatment program. Failure to do so will be considered a voluntary resignation.
- iv. Employees who, after participation in a rehabilitation program to which they were referred after testing or investigation, experience a recurrence of their drug and alcohol problem are not eligible for an additional rehabilitation period.

c. Drug-Free Awareness Program

- i. Westmoreland County Community College will conduct drug-free awareness programs on a regular basis. These programs will inform employees about: i) the dangers of drug and alcohol abuse in the workplace; ii) Westmoreland County Community College's policy of maintaining a drug- and alcohol-free workplace; iii) available drug and alcohol counseling, and rehabilitation programs; and iv) the sanctions that may be imposed for alcohol and drug abuse violations.
- ii. Employees are encouraged to approach their supervisor or the Director of Human Resources at any time with any questions they have about Westmoreland County Community College drug and alcohol policy as stated herein.

**Are there drug and alcohol abuse prevention programs at Westmoreland?**

Westmoreland provides drug and alcohol prevention programs to both employees and students.



As a part of our comprehensive program for mental health awareness, several preventative programs have been utilized to assist students in prevention of drug and alcohol abuse. These programs are described in the prevention section below.

### **What are Westmoreland's policies and procedures with respect to sex offenders?**

Westmoreland follows the Campus Sex Crimes Prevention Act and thus requires any person who is registered with the Commonwealth as a sex offender under Pennsylvania's Megan's Law to follow the applicable procedures that would entail the notification of postsecondary institutions.

#### Students

Once class registration is complete (including a drop for non-payment) for each term, the Westmoreland Registrar's Office examines the rosters for any classes in which there are minors registered. If a student that is registered as a sex offender is found to be present on a class roster that includes a minor student(s), the registered sex offender will be required to change classes and subsequently will be removed from the previous class roster.

Additionally, some school applicants are asked about their criminal history and federal law requires certain disclosures on financial aid forms. Failure to provide such information when required for specific education programs may impact a student's ability to participate in the education program.

#### Employees

All new employees are required to obtain and provide the following clearances as a condition of employment, prior to their hire date:

- PA Child Abuse History Clearance (Act 151)
- PA State Police Criminal Record Check (Act 34)
- FBI Federal Criminal History Record Check (Act 114)

Additionally, all Westmoreland employees are required to renew these clearances every five years.

## **What are the College's policies and procedures regarding sex offenses?**

### **Title IX**

In May 2021, the Biden Administration rescinded the guidelines put forth by the previous administration regarding Title IX; however, issued no further guidelines regarding policy. As such, the guidance given for the procedures regarding Title IX in 2020 are still active in Westmoreland's policy described below.

### **Scope of Procedure**

Westmoreland County Community College has adopted an internal procedure providing for prompt and equitable resolution of complaints alleging discrimination, harassment and/or retaliation in violation of federal or state civil rights laws, including those laws enforced by the U.S. Department of Education, Office of Civil Rights. The departments of the Federal Government enforce the following laws that prohibit discrimination, harassment and/or retaliation in programs or activities that receive federal financial assistance.

- **Title VI of the Civil Rights Act of 1964** prohibits discrimination on the basis of race, color and national origin.
- **Title IX of the Education Amendments of 1972 (20 U.S.C. Section 1681, et. seq.)** prohibits discrimination on the basis of sex /gender; including sexual misconduct, sexual harassment and/or sexual violence.
- **The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act)** as amended by the **Campus Sexual Violence Elimination Act (SaVE Act)** prohibits sexual harassment, sexual misconduct and acts of sexual violence, including sexual assault, domestic violence, dating violence and stalking.

- **Violence Against Women Reauthorization Act of 2013 (VAWA)** which imposes new obligations under the SaVE Act including reporting requirements, student discipline and training for students and employees.
- **Sections 503 and 504 the Rehabilitation Act of 1973** prohibits discrimination on the basis of disability.
- **Age Discrimination Act of 1975** prohibits discrimination on the basis of age.
- **Title VII of the Civil Rights Act of 1964 (governed by U.S. Dept. of Labor)**, as it relates to employment.
- **Title II of the Americans with Disabilities Act of 1990** (prohibiting disability discrimination by public entities, whether or not they receive federal financial assistance).

### **Interim Additional Protocols for Title IX Policy and Complaint Procedure**

#### **Effective for Complaints on or after August 14, 2020**

On May 4, 2020, the Department of Education Office for Civil Rights issued new Title IX regulations (DOE Regulations) which direct how educational institutions must address incidents of sexual assault and harassment involving both students and employees. These most recent regulations have significantly changed schools' obligations with regard to investigating and adjudicating incidents of sexual assault and harassment involving their students and employees. Consequently, changes are now required to the College's current Title IX Policy and Complaint Procedure (Current Policy).

Since May 4, 2020, several lawsuits have been filed in various federal courts attempting to enjoin the implementation of the DOE Regulations. The outcome of many of these legal actions is still pending. Accordingly, the following changes to the Current Policy are being adopted on an interim basis. If the new Title IX regulations are upheld as issued, then these interim protocols will be added as revisions to the Current Policy without further action required by the Board of Trustees. If the new regulations are struck down, then this interim

policy will become null and void and the Current Policy will remain in place. If partial implementation is ordered, then the Board of Trustees will be presented with a new Title IX Policy and Complaint Procedure which complies with the courts' order(s).

The College adopts the following Interim Additional Protocols for the Current Policy. Any conflict in terms of the Current Policy and these interim protocols are to be resolved in favor of these interim protocols and in accordance with the DOE Regulations.

1. Nondiscrimination Policy: The College does not discriminate in its educational programs, activities or employment practices based on race, color, national origin, sex, sexual orientation, gender identity or expression, disability, age, religion, ancestry, veteran status, union membership or any other legally protected classification.
2. Definition of Sexual Harassment: The Current Policy definition of Sexual Harassment will be expressly revised to also include the Current Policy's definitions of Sexual Assault, Dating Violence, Domestic Violence and Stalking. These definitions use the Clery Act and Violence Against Women Reauthorization Act definitions.
3. Title IX Coordinator: The College employees designated as the Title IX Coordinators are the Human Resources Team for employees and Dr. Sydney Beeler for students. Persons who are not students or employees of the College having questions for or wishing to make a report to the Title IX Coordinator may contact either the Human Resources Department or Dr. Beeler or address an email to [titleixcoordinator@westmoreland.edu](mailto:titleixcoordinator@westmoreland.edu). The Title IX Coordinators may be reached by mail at 145 Student Achievement Center, Youngwood, PA 15697. Their email addresses are [directorhumanresources@westmoreland.edu](mailto:directorhumanresources@westmoreland.edu) and [beelers@westmoreland.edu](mailto:beelers@westmoreland.edu). The Title IX Coordinators may be contacted by telephone as follows: Human Resources Department 724-925 4143 and Dr. Sydney Beeler 724-925-4050. The Title IX Coordinators are responsible for coordinating the College's efforts to comply with the Current Policy and this interim policy. The College will post the Title IX Coordinators' contact information on the College website independent of this interim policy and the

Current Policy in a manner intended to inform students, employees and applicants for admission and employment of the manner in which the Title IX Coordinators may be reached.

4. **Mandatory Response Obligations:** The College will respond promptly to actual knowledge of allegations of Sexual Harassment in a manner which is not clearly unreasonable in light of the known circumstances. The College will have actual knowledge if a report is made to the Title IX Coordinator or in any other manner specified in the Current Policy. The Title IX Coordinator will promptly contact the Complainant confidentially to discuss the availability of supportive measures detailed in the Current Policy, consider the Complainant's wishes with respect to supportive measures, inform the Complainant of the availability of supportive measures with or without the filing of a formal complaint and explain to the Complainant the process of filing a formal complaint. The College will follow the Grievance Process outlined below before imposition of any disciplinary sanctions or other actions that are not supportive measures against a Respondent. A Complainant's wishes with respect to whether the College conducts an investigation will be respected unless the Title IX Coordinator determines that signing a formal complaint to initiate an investigation over the wishes of the Complainant is not clearly unreasonable in light of the known circumstances. If allegations in a formal complaint do not meet the definition of Sexual Harassment or did not occur in a College educational program or activity or against a person in the United States, then the College shall dismiss such allegations for the purposes of Title IX but may still address the allegations in any manner the College deems appropriate under its other applicable policies.
5. **Training /Title IX Coordinator, Investigator and Hearing Officer:** The College shall provide training for the Title IX Personnel (Title IX Coordinator, Investigator and Hearing Officer). Separate individuals shall serve as Title IX Coordinator, Investigator and Hearing Officer in determining the outcome of each individual formal complaint. However, serving as Title IX Coordinator on one case will not prevent the same individual from serving as the Investigator on another distinctly different formal

complaint so long as the individual has received training as both an Investigator and Title IX Coordinator. Title IX Personnel shall be free of conflicts of interest or bias for or against Complainants or Respondents. Training of Title IX Personnel shall include but not be limited to: the definition of Sexual Harassment; the scope of the College's education programs and activities; how to conduct an investigation and grievance process including hearings, appeals and informal resolution processes, as applicable; how to operate any technology to be used in a live hearing; training on issues of relevance, including how to apply the rape shield protections provided for Complainants; and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest and bias. The College shall post all of the Title IX Personnel training materials on its website.

6. Grievance Process:

- a. Step 1: Formal Complaint/Notice. A formal complaint may be filed with the Title IX Coordinator in person, by mail or by electronic mail by using the contact information contained in this policy or by any other method specified in the Current Policy. Upon receipt of a formal complaint, both parties will be sent a written notice of complaint by the Title IX Coordinator. Such written notice shall contain the relevant allegations of the complaint. Both parties have the opportunity to select an advisor of the parties' choice who may be, but need not be, an attorney. All formal complaints will be investigated.
- b. Step 2 Investigation. The Title IX Coordinator shall select a trained Investigator to conduct an investigation of the formal complaint. The College may consolidate formal complaints where the allegations arise out of the same facts. The College will send the parties advance written notice of any investigative interviews, meetings, or hearings at which the party is expected to be present. The Investigator may gather information in multiple ways. The Investigator may collect relevant documents and other information and may also interview parties and/or witnesses. In addition, a Complainant or Respondent may: submit documentary information to the Investigator; submit a list of witnesses to be interviewed by the Investigator; and/or

request that the Investigator attempt to collect documents and other information that are not accessible to the requesting party. Any privileged or otherwise legally protected information such as a party's medical, psychological and similar treatment records will not be disclosed without the protected party's written consent. Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent. After the Investigator has concluded the collection of evidence, the Investigator will send the parties and their advisors all evidence directly related to the allegations, in electronic format or hard copy, with at least ten (10) calendar days for the parties to inspect, review, and respond to the evidence. This is the opportunity for the parties to identify New Evidence or Rebuttal Evidence. New Evidence is evidence that was not available earlier in the process, could not have been available based on reasonable and diligent inquiry, and is relevant to the matter. Rebuttal Evidence is evidence presented to contradict other evidence in the file, which could not have been reasonably anticipated by a party to be relevant information at the time of the investigation. New Evidence and Rebuttal Evidence may be included or excluded from the file, but in no event is this section intended to permit a party who has declined to give a statement about the incident during the Investigation to give such a statement for the first time after the Investigator has concluded the collection of all other evidence. This section is intended to be invoked in rare instances to allow for the inclusion of information that was not available during the investigation or that could not have been reasonably anticipated to be relevant to rebut an issue that came to light.

- c. Step 3. Investigative Report. After the Investigator has received and considered the parties' responses to the evidence, the Investigator will complete an Investigative

Report that fairly summarizes the relevant evidence. The Title IX Coordinator will make the Investigative Report available to the parties and their advisors in electronic format or hard copy, with at least ten (10) calendar days for the parties to respond in writing to the Investigative Report. After the Title IX Coordinator has reviewed the parties' responses to the Investigative Report, the Title IX Coordinator will make the determination whether to dismiss the Formal Complaint in accordance with the mandatory or discretionary dismissal criteria established by the DOE Regulations or to proceed to a hearing. The parties will be given a written notice of dismissal (mandatory or discretionary) specifying the reasons for dismissal

- d. Step 4. Hearing. Hearings may be conducted with any or all parties, witnesses, and other participants appearing at the live hearing virtually, with technology enabling participants simultaneously to see and hear each other, or with all parties physically present in the same geographic location. The presumption will be that the hearing will take place virtually, unless either party requests otherwise or the College otherwise determines that an in-person hearing is appropriate. If the hearing takes place with all parties physically present, the College will provide for the option for the hearing to occur with the parties located in separate rooms with technology enabling the Hearing Officer and parties to simultaneously see and hear the party or the witness answering questions. Hearings will be recorded through audio or audiovisual means or transcribed, and the College will make the recording or transcript available to the parties for inspection and review upon request. If a party does not have an advisor present at the hearing, the College will provide one without fee or charge. Such an advisor of the College's choice may or may not be an attorney. The Hearing Officer will preside over the hearing and will issue a Written Determination Regarding Responsibility. The Hearing Officer will be identified to the parties before the hearing at least three days prior to the hearing. The Hearing Officer may or may not be a College employee but in any case will have undergone the College's Title IX training program. At the hearing, the Hearing Officer will permit each party's advisor to ask the other party and any Witnesses all



relevant questions and follow-up questions, including those challenging credibility. Such cross-examination at the hearing must be conducted directly, orally, and in real time by the party's advisor and never by a party personally. The parties may, however, jointly agree in advance to waive oral cross examination and instead submit written cross examination to the Hearing Officer to conduct the examination. Even if the parties so agree, the parties are still required to have an advisor. The College has discretion to otherwise restrict the extent to which the advisor may participate in the proceedings. The Hearing Officer will permit parties and witnesses to take breaks, as needed, during cross-examination. The Hearing Officer will also ensure the advisors are conducting any live cross-examination in a professional and courteous manner. The Hearing Officer will not permit the advisor to badger or harass witnesses or parties. Only relevant cross-examination and other questions may be asked of a party or witness. Before a Complainant, Respondent, or witness answers a cross-examination or other question, the Hearing Officer must first determine whether the question is relevant and explain any decision to exclude a question as not relevant. The Hearing Officer will prohibit any questions and evidence about the Complainant's sexual predisposition or prior sexual behavior as not relevant, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent. If a party or witness does not submit to cross-examination at the live hearing, the Hearing Officer must not rely on any statement of that party or witness in reaching a determination regarding responsibility. The Hearing Officer cannot draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross examination or other questions. The Investigator will be available at the hearing to answer any questions from the Hearing Officer about the Investigation. After conclusion of the hearing,

the Hearing Officer shall simultaneously issue to each party a Written Determination Regarding Responsibility, applying the preponderance of the evidence standard, which shall include: a) identification of the allegations potentially constituting Title IX Sexual Harassment; b) a description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held; c) findings of fact and conclusions about whether the alleged Title IX Sexual Harassment occurred, applying the definitions set forth in this policy and the Current Policy to the facts; d) the rationale for the result as to each allegation; e) any disciplinary sanctions imposed on the Respondent consistent with those in the Current Policy; f) whether any remedies or additional supportive measures will be provided to the Complainant; and g) information about how to file an appeal.

7. Appeals: Appeals from a Written Determination of Responsibility may be made in the manner provided by the Current Policy with the addition of the following grounds for appeal: procedural irregularity that affected the outcome of the matter; newly discovered evidence that could affect the outcome of the matter; and/or Title IX Personnel had a conflict of interest or bias that affected the outcome of the matter.
8. Informal Resolution: The College at its discretion may choose to offer and facilitate informal resolution options, such as mediation or restorative justice, so long as both parties give voluntary, informed, written consent to attempt informal resolution. The College will not offer the informal resolution process unless a formal complaint is filed. No offer of informal resolution will be made to resolve allegations that an employee sexually harassed a student. At any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint. Any person who facilitates an informal resolution will be well trained to do so prior to selection as a facilitator by the College. The College will not require as a condition of enrollment, continued enrollment,

employment or continued employment the waiver of the right to a formal investigation and adjudication of formal complaints of sexual harassment.

9.

### **Anonymous Complaints**

In compliance with PA HB 1615, Article XX-J, Westmoreland provides an anonymous reporting form on its website. Located [here](#), students, faculty, or community members can send an anonymous complaint for review by a student conduct office, Title IX Coordinator, or Human Resources.

### **How are offenses that are not sexual offenses adjudicated?**

#### Student Offenses

Westmoreland uses the Student Code of Conduct to adjudicate student offenses. The Student Code of Conduct can be found in the student handbook as listed is Appendix H.

#### Employee Offenses

Westmoreland County Community College (Westmoreland) adopts this Employee Conduct and Work Rules Policy to ensure orderly operations and provide the best possible work environment.

### **Employee Conduct and Work Rules Policy Objective**

Westmoreland expects employees and others who are engaged to provide services, such as temporary personnel, consultants and independent contractors, to follow these rules of conduct while on company premises, attending company functions or otherwise performing work-related activity.

In addition to maintaining and enforcing this policy to protect the interests and safety of all employees and the organization, Westmoreland complies with all applicable federal, state and local laws and regulations concerning employer/employee rights and obligations. **Procedures** Westmoreland is responsible for providing a safe and secure workplace and strives to ensure

that all individuals associated with the company are treated in a respectful and fair manner. Though it is not possible to list all forms of behavior that are unacceptable in the workplace, the following are examples of behavior that would be considered infractions of Westmoreland's rules of conduct. Such behavior may result in disciplinary action, up to and including termination of employment. This list is not intended to be exhaustive:

1. Theft or inappropriate removal or possession of company property or the property of a fellow employee.
2. Willful destruction of company property or the property of a fellow employee.
3. Working under the influence of alcohol or illegal drugs.
4. Possession, distribution, sale, transfer or use of alcohol or illegal drugs in the workplace, while on duty or while operating employer-owned vehicles or equipment.
5. Fighting or threatening violence in the workplace.
6. Sexual or other harassment.
7. Using excessively abusive, threatening or obscene language.
8. Using intimidation tactics and making threats.
9. Sabotaging another's work.
10. Making malicious, false and harmful statements about others.
11. Publicly disclosing another's private information.
12. Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace.
13. Unauthorized disclosure of business "secrets" or confidential information.

Falsifying company records or reports, including one's time records or the time records of another employee.

## **Discipline**

It is Westmoreland's policy that disciplinary action taken to correct employee conduct should be applied with respect for the rights and dignity of employees and in accordance with any applicable collective bargaining agreement. Supervisors are expected to manage the conduct

of their subordinates and, when necessary, to take corrective steps after consultation with Human Resources. When appropriate, progressive discipline will be administered in accordance with the following:

- First Step - Oral Warning
- Second Step - Written Warning
- Third Step - Suspension Without Pay
- Fourth Step - Termination of Employment

It is important to note that there is no “right” to progressive discipline. If an employee’s initial infraction of established policy/and or procedure is considered to be of great enough magnitude, the initial disciplinary action taken by Westmoreland may begin at any of the steps defined above up to and including termination of employment.

## **COLLEGE PREVENTION AND PROGRAMMING**

### **What types of prevention programming does the College offer?**

The College provides multiple types and modalities for prevention programming including a college CARE Team, Student Life Prevention Program, online training and education, and more. These programs are highlighted in further detail below.

#### **The CARE TEAM**

The college has an established behavioral intervention team, called CARE Team. The CARE Team is a collaborative network of counselors, student life staff, and administrators who meet weekly to target the prevention and early intervention of students who are experiencing distress or are engaging in harmful or potentially harmful behavior. The CARE Team identifies these students, develops/implements intervention and support strategies, and makes referrals as needed. Common student needs addressed include mental health issues, substance use and addiction, and academic concerns. Specific to alcohol/drug use, the CARE Team conducts an initial screening of the student’s needs, makes a recommendation for treatment, and provides a warm hand-off to a treatment provider in the community. The CARE Team then continues to

support the student in their academics, monitors their progress, and collaborates with treatment providers as needed.

### Student Life Prevention Programming

Although programming differs year to year in regards to pedagogy and how it is delivered, the topics and focus are always the same: prevention and increased mental health well-being. Last academic year the College offered the following:

- A Prayer A Wish and A Spell with Danielle Wyckoff
- Massage Therapy at Indiana with Kilee Robinson
- Mindfulness Sessions with 3 Rivers Whole Person Wellness
- The Chill Spot
- Tabling Events for Awareness and Prevention with center visits and classroom visits Jess and I do each semester in PDV classes at Youngwood
- Narcan training for students, faculty & staff
- Addiction speakers, Chris & Cathy Sullivan
- Health Resource Fair
- Pardon Project
- Westmoreland County Food Bank delivery one a month
- Blackburn Center visits
- QPR training for students, faculty & staff
- Send Silence Packing Project
- Therapy Dog Visits once a month
- Music Therapy Demo
- Online Workout for Stress Relief
- Fall Chill Walk (Eco Activists)
- Guest Speaker Dr. Kathleen Ralls: "Imperfect Preparation: Feeling Good with Each Step"
- Message in a Bottle activity (PRISM Alliance)

- Save a Life Tour (distracted driving simulator)
- Workshop: Self-Care Matters
- Breaking Barriers (Humanitarian/Social Work Club)

### Other Prevention Programs

#### Drug & Alcohol, Mental Health, and Domestic/Dating Violence/Sexual Assault

All referrals for drugs/alcohol, domestic/dating violence, sexual assault and other prevention opportunities go through the College counselors and/or the MSW. Westmoreland currently has a full-time social worker who works with students to get them connected to resources in the community. Additionally, our part-time mental health counselor provides regular sessions to students. If the mental health counselor cannot meet a student's specific need they will refer out.

#### Partnerships and Memorandums of Understanding (MOU):

- The Blackburn Center -Westmoreland has a MOU in place with the Blackburn Center that works with people in the county whose lives have been touched by violence or crime. This also fulfills our ACT 55 requirements in the Commonwealth.
- Intersight Wellness- Westmoreland has established a MOU with Intersight Wellness so they can meet with our students who need assistance beyond the capacity of our counselors and MSW. For instance, they can do med evaluations and help students with any needed medicine checks.
- Sage's Army- We work closely with a non-profit called Sages Army, which provides services and awareness to substance use and abuse.

### College-Wide Education Programs

There are multiple opportunities for college employees and students to receive education and training regarding campus safety, Title IX, VAWA, Clery, and other important safety topics. In





<b>Aggravated Assault</b>	0	0	0	0	0	0	0	0	0
<b>Burglary</b>	0	0	0	0	0	0	0	0	0
<b>Motor Vehicle Theft</b>	0	0	0	0	0	0	0	0	0
<b>Arson</b>	0	0	0	0	0	0	0	0	0
<b>VAWA Offenses</b>									
<b>Youngwood Campus</b>	<b>On-Campus</b>			<b>Non-Campus</b>			<b>Public Property</b>		
	20	20	20	20	20	20	20	2	2
	20	21	22	20	21	22	20	0	0
								2	2
								1	2
<b>Domestic Violence</b>	0	0	0	0	0	0	0	0	0
<b>Dating Violence</b>	0	0	0	0	0	0	0	0	0
<b>Stalking</b>	0	0	0	0	0	0	0	0	0
<b>Arrests and Disciplinary Referrals</b>									
<b>Youngwood Campus - Arrests</b>	<b>On-Campus</b>			<b>Non-Campus</b>			<b>Public Property</b>		
	20	20	20	20	20	20	20	2	2
	20	21	22	20	21	22	20	0	0
								2	2
								1	2
<b>Weapons: Carrying, Possessing, Etc.</b>	0	0	0	0	0	0	0	0	0
<b>Drug Abuse Violations</b>	0	0	0	0	0	0	0	0	0
<b>Liquor Law Violations</b>	0	0	0	0	0	0	0	0	0
<b>Youngwood Campus - Referrals</b>	<b>On-Campus</b>			<b>Non-Campus</b>			<b>Public Property</b>		
	20	20	20	20	20	20	20	2	2
	20	21	22	20	21	22	20	0	0

								2 1	2 2
<b>Weapons: Carrying, Possessing, Etc.</b>	0	0	0	0	0	0	0	0	0
<b>Drug Abuse Violations</b>	0	0	6	0	0	0	0	0	0
<b>Liquor Law Violations</b>	0	0	2	0	0	0	0	0	0

### Advanced Technology Center

<b>Criminal Offenses</b>									
<b>ATC</b>	<b>On-Campus</b>			<b>Non-Campus</b>			<b>Public Property</b>		
	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
<b>Murder and Non-negligent Manslaughter</b>	0	0	0	0	0	0	0	0	0
<b>Manslaughter by Negligence</b>	0	0	0	0	0	0	0	0	0
<b>Rape</b>	0	0	0	0	0	0	0	0	0
<b>Fondling</b>	0	0	0	0	0	0	0	0	0
<b>Incest</b>	0	0	0	0	0	0	0	0	0
<b>Statutory Rape</b>	0	0	0	0	0	0	0	0	0
<b>Robbery</b>	0	0	0	0	0	0	0	0	0
<b>Aggravated Assault</b>	0	1	0	0	0	0	0	0	0
<b>Burglary</b>	0	0	0	0	0	0	0	0	0
<b>Motor Vehicle Theft</b>	0	0	0	0	0	0	0	0	0
<b>Arson</b>	0	0	0	0	0	0	0	0	0
<b>VAWA Offenses</b>									
<b>ATC</b>	<b>On-Campus</b>			<b>Non-Campus</b>			<b>Public Property</b>		
	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>

<b>Domestic Violence</b>	0	0	0	0	0	0	0	0	0
<b>Dating Violence</b>	0	0	0	0	0	0	0	0	0
<b>Stalking</b>	0	0	0	0	0	0	0	0	0
<b>Arrests and Disciplinary Referrals</b>									
<b>ATC- Arrests</b>	<b>On-Campus</b>			<b>Non-Campus</b>			<b>Public Property</b>		
	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
<b>Weapons: Carrying, Possessing, Etc.</b>	0	1	0	0	0	0	0	0	0
<b>Drug Abuse Violations</b>	0	0	0	0	0	0	0	0	0
<b>Liquor Law Violations</b>	0	0	0	0	0	0	0	0	0
<b>ATC - Referrals</b>	<b>On-Campus</b>			<b>Non-Campus</b>			<b>Public Property</b>		
	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
<b>Weapons: Carrying, Possessing, Etc.</b>	0	0	1	0	0		0	0	0
<b>Drug Abuse Violations</b>	0	0	0	0	0		0	0	0
<b>Liquor Law Violations</b>	0	0	0	0	0	0	0	0	0

Fayette Education Center



Stalking	0	0	0	0	0	0	0	0	0
<b>Arrests and Disciplinary Referrals</b>									
<b>Fayette Education Center - Arrests</b>	<b>On-Campus</b>			<b>Non-Campus</b>			<b>Public Property</b>		
	20 20	20 21	20 22	20 20	20 21	20 22	20 20	2 0	2 0
								2 1	2 2
Weapons: Carrying, Possessing, Etc.	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0
<b>Fayette Education Center - Referrals</b>	<b>On-Campus</b>			<b>Non-Campus</b>			<b>Public Property</b>		
	20 20	20 21	20 22	20 20	20 21	20 22	20 20	2 0	2 0
								2 1	2 2
Weapons: Carrying, Possessing, Etc.	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0

### Latrobe Education Center

<b>Criminal Offenses</b>									
<b>Latrobe Education Center</b>	<b>On-Campus</b>			<b>Non-Campus</b>			<b>Public Property</b>		
	20 20	20 21	20 22	20 20	20 21	20 22	20 20	2 0	2 0
								2 1	2 2

<b>Murder and Non-negligent Manslaughter</b>	0	0	0	0	0	0	0	0	0
<b>Manslaughter by Negligence</b>	0	0	0	0	0	0	0	0	0
<b>Rape</b>	0	0	0	0	0	0	0	0	0
<b>Fondling</b>	0	0	0	0	0	0	0	0	0
<b>Incest</b>	0	0	0	0	0	0	0	0	0
<b>Statutory Rape</b>	0	0	0	0	0	0	0	0	0
<b>Robbery</b>	0	0	0	0	0	0	0	0	0
<b>Aggravated Assault</b>	0	0	0	0	0	0	0	0	0
<b>Burglary</b>	0	0	0	0	0	0	0	0	0
<b>Motor Vehicle Theft</b>	0	0	0	0	0	0	0	0	0
<b>Arson</b>	0	0	0	0	0	0	0	0	0

**VAWA Offenses**

<b>Latrobe Education Center</b>	<b>On-Campus</b>			<b>Non-Campus</b>			<b>Public Property</b>		
	20	20	20	20	20	20	20	2	2
	20	21	22	20	21	22	20	0	0
								2	2
								1	2
<b>Domestic Violence</b>	0	0		0	0		0	0	
<b>Dating Violence</b>	0	0		0	0		0	0	
<b>Stalking</b>	0	0		0	0		0	0	

**Arrests and Disciplinary Referrals**

<b>Latrobe Education Center - Arrests</b>	<b>On-Campus</b>			<b>Non-Campus</b>			<b>Public Property</b>		
	20	20	20	20	20	20	20	2	2
	20	21	22	20	21	22	20	0	0



Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0

**VAWA Offenses**

Indiana Education Center	On-Campus			Non-Campus			Public Property		
	20	20	20	20	20	20	20	2	2
	20	21	22	20	21	22	20	0	0
								2	2
								1	2
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0

**Arrests and Disciplinary Referrals**

Indiana Education Center - Arrests	On-Campus			Non-Campus			Public Property		
	20	20	20	20	20	20	20	2	2
	20	21	22	20	21	22	20	0	0
								2	2
								1	2
Weapons: Carrying, Possessing, Etc.	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0
Indiana Education Center - Referrals	On-Campus			Non-Campus			Public Property		









<b>Domestic Violence</b>	0	0	0	0	0	0	0	0	0
<b>Dating Violence</b>	0	0	0	0	0	0	0	0	0
<b>Stalking</b>	0	0	0	0	0	0	0	0	0
<b>Arrests and Disciplinary Referrals</b>									
<b>New Kensington Education Center- Arrests</b>	<b>On-Campus</b>			<b>Non-Campus</b>			<b>Public Property</b>		
	20	20	20	20	20	20	20	2	2
	20	21	22	20	21	22	20	0	0
								2	2
								1	2
<b>Weapons: Carrying, Possessing, Etc.</b>	0	0	0	0	0	0	0	0	0
<b>Drug Abuse Violations</b>	0	0	0	0	0	0	0	0	0
<b>Liquor Law Violations</b>	0	0	0	0	0	0	0	0	0
<b>Ne Kensington - Referrals</b>	<b>On-Campus</b>			<b>Non-Campus</b>			<b>Public Property</b>		
	20	20	20	20	20	20	20	2	2
	20	21	22	20	21	22	20	0	0
								2	2
								1	2
<b>Weapons: Carrying, Possessing, Etc.</b>	0	0	0	0	0	0	0	0	0
<b>Drug Abuse Violations</b>	0	0	0	0	0	0	0	0	0
<b>Liquor Law Violations</b>	0	0	0	0	0	0	0	0	0

**Public Safety Training Center**

<b>Criminal Offenses</b>									
<b>Public Safety Training Center</b>	<b>On- Campus</b>			<b>Non- Campus</b>			<b>Public Property</b>		
	20	20	20	20	20	20	20	2	2
	20	21	22	20	21	22	20	0	0

								2 1	2 2
<b>Murder and Non-negligent Manslaughter</b>	0	0	0	0	0	0	0	0	0
<b>Manslaughter by Negligence</b>	0	0	0	0	0	0	0	0	0
<b>Rape</b>	0	0	0	0	0	0	0	0	0
<b>Fondling</b>	0	0	0	0	0	0	0	0	0
<b>Incest</b>	0	0	0	0	0	0	0	0	0
<b>Statutory Rape</b>	0	0	0	0	0	0	0	0	0
<b>Robbery</b>	0	0	0	0	0	0	0	0	0
<b>Aggravated Assault</b>	0	0	0	0	0	0	0	0	0
<b>Burglary</b>	0	0	0	0	0	0	0	0	0
<b>Motor Vehicle Theft</b>	0	0	0	0	0	0	0	0	0
<b>Arson</b>	0	0	0	0	0	0	0	0	0

**VAWA Offenses**

<b>Public Safety Training Center</b>	<b>On-Campus</b>			<b>Non-Campus</b>			<b>Public Property</b>		
	20 20	20 21	20 22	20 20	20 21	20 22	20 20	2 0 2 1	2 0 2 2
<b>Domestic Violence</b>	0	0	0	0	0	0	0	0	0
<b>Dating Violence</b>	0	0	0	0	0	0	0	0	0
<b>Stalking</b>	0	0	0	0	0	0	0	0	0

**Arrests and Disciplinary Referrals**

<b>PSTC -Arrests</b>	<b>On-Campus</b>			<b>Non-Campus</b>			<b>Public Property</b>		
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