Westmoreland County Community College
145 Pavilion Lane
Youngwood PA 15697

Annual Security
&
Fire Safety Report

2012, 2013, 2014
2011 WCCC Crime Statistics

<table>
<thead>
<tr>
<th>Month</th>
<th>Disorderly Conduct</th>
<th>Theft</th>
<th>Harassment</th>
<th>Vandalism</th>
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Total PFA's 2011-11
48 Crimes 2011
2012 WCCC Crime Statistics

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<tr>
<td>December</td>
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**Totals**

- Thefts: 17
- Harassment: 6
- Vandalism: 5
- Disorderly Conduct: 8
- Terroristic Threats: 3
- DUI: 1
- Drugs: 2
- Bomb Threat: 1
- Trespass: 1
- Solicitation: 1
- Forgery & Counterfeiting: 7
The mission of Westmoreland County Community College is to improve the quality of the lives we touch through education, training and cultural enrichment. One of the ways to support this mission is to ensure a safe environment for our students, staff, facility and guests. However, a truly safe campus can only be achieved through the cooperation of all its community members. This report is a part of the effort to ensure that this collaborative effort is effective and is in compliance with the federal legislation, Jeannie Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. We hope you will read the report carefully and use the information to help foster a safer environment for you and for others within our college community.
Safety & Security at Westmoreland County Community College

WCCC Security Department: (724) 925-4250

Welcome

Each year, we publish this update to Security and Fire Safety at Westmoreland County Community College. It is intended to provide you – students, parents and community members - with essential information regarding the campus security-related services, programs, policies. The report also provides crime statistics on and around our main campus and education centers. In this report Westmoreland County Community College may be referred to as the college or WCCC.

2014 – YR Average

Total Students: 5500

Continuing Education Students 4250

Total Staff & Faculty: 830
Professional Standards

The mission of WCCC’s Security organization is to enhance the safety of the members of the college community and the security of the college’s facilities. The department enforces college policies in support of the academic mission of the college. Providing professional safety and security services to the college community and educating its members on how to be aware of safety and security issues are two of the department’s most important responsibilities. Security has the responsibility of protecting life and property, preventing crimes on campus and providing other essential safety-security functions. No organization can act effectively without the assistance and cooperation of concerned and responsible members of the academic, staff and student communities. We depend upon you to call and alert security whenever you observe suspicious persons or activities.

At WCCC campus and education centers, extensive efforts are taken to promote a safe and secure place for learning. Recognizing that each campus's needs are unique, campus leadership works closely with local government and service providers to ensure catastrophes, unforeseen events, and emergencies can be addressed in an appropriate fashion. Again, this is an ongoing and continuous process.

Individuals are encouraged to develop their own personal and family emergency plan. Useful information is available at the following links:

http://www.fema.gov/plan/index.shtm

All members of the community can expect to be treated in a courteous and professional manner by members of our department. Any complaints or concerns should be reported immediately to the Chief of Security at (724) 925-4250.
The Campus Security Act Legal Requirements

The Campus Security Act requires colleges and universities to:

- Publish an annual report every year by October 1 that contains three years of campus crime statistics and certain campus security policy statements;
- Disclose crime statistics for the campus, public areas immediately adjacent to or running through the campus, and certain non-campus facilities and remote classrooms. The statistics must be gathered from campus police or security, local law enforcement, and other college officials who have “significant responsibility for student and campus activities”;
- Provide “timely warning” notices of those crimes that have occurred and “pose an ongoing threat to students and employees;” and
- Disclose in a public crime log “any crime that occurred on campus...or within the patrol jurisdiction of the campus security department and is reported to the security department.”

Westmoreland County Community College Security is responsible for preparing and distributing this report. We work with other departments within the college, as well as Pennsylvania state and local police departments to compile the information.
WCCC Security & Safety Environment

College policies, programs and services are designed to promote the well-being of the college community. WCCC believes that the key to preventing crime is awareness, which is best achieved through education and communication. Safety at WCCC is a shared responsibility. Administration, faculty and staff, students, security and every other member of the college community take this responsibility seriously. Their effectiveness is dependent upon the coordinated efforts of the college community. The following is a brief description of the college’s policies, programs and services affecting campus safety and security.

Security is provided on the Youngwood Campus when classes are officially in session and on weekends. Security is also provided in the evening at the New Kensington and Fayette Education Centers. Other Education Centers have security on an “as needed” basis.

Westmoreland County Community College Department of Security consists of 13 officers- 5 full- time and 8 part- time. Officers are trained in all aspects of law enforcement. The department includes several retired and former police officers from state and local departments along with retired military personnel. WCCC’s Security Department is committed to community oriented service and is available for all situations on campus, along with problems or concerns of students, staff, faculty and visitors. The department provides vehicle and foot patrols on campus at all times when open and on weekends. The department also investigates all crimes on campus and is responsible for security at the eight (8) Education Centers.

Chief of Security & Authority

This is a college position that began in 2010. The chief is commissioned by the governor with full police powers and is fully recognized by the Municipal Police Officer Training and Education Commission (MPOTEC). Mutual Aid exists with all police forces surrounding the main campus and education centers. He is empowered to make arrests and investigate crimes on the main campus and education centers. The Chief is responsible for ensuring contract security personnel, meet standards to represent the college and that all security personnel are trained before assignment to the college and that they receive continued training. The Chief is also responsible to coordinate student education with the Dean of Students and with college employees through the Human Resources Department. The Chief also advises the Director of Facilities on physical security and safety matters.
Security Services

The mission of WCCC security is to work to enhance the safety of the members of the college community and the security of the college’s facilities. Security enforces college policies in support of the academic mission of the college.

• Providing professional safety and security services to the college community
• Educating its members on how to be aware for safety and security issues
• Campus Security provides: emergency response to crimes in progress and to life threatening incidents, initial first aid, foot and vehicle patrols, Walking Partners, traffic control, provide surveillances of parking lots and book stores to address theft.
• Youngwood Security makes visits to education centers and is dispatched when needed for investigative incidents.

Security is assisted by Pennsylvania State Police and local police forces during any major incidents.

Personnel Safety Awareness Information

CRIME PREVENTION TIPS

Crime prevention means being aware of your environment and remaining alert to situations that could make you vulnerable to crime. We cannot list specific measures that will protect you from every threatening situation, which may arise. Instead, we hope to teach you how to think “Crime Prevention” in day to day living. These suggestions presented should not be thought of as a list of crime prevention measure, but as examples of common behavior that will help you to make your life safer and more secure.

PROTECTING YOURSELF WHILE WALKING

• If at all possible, never walk alone during darkness
• If you cannot find someone to walk with you, contact Security at (724)925-4250, or an on campus phone call to 4250 for a walking partner.
• If you absolutely have to walk alone, walk on well-lighted and well-traveled walkways and plan your route ahead of time. Avoid places where attackers
• Might hide (spaces between parked cars, overgrown shrubs and dark passageways) and areas where you might get cornered. Remember that it is best to walk facing traffic.
• If anyone follows you, look confident and let him or her know you are aware of their presence. Do not be polite or engage in conversation.
• If they continue to follow you, cross the street or change directions.
• If this does not work, walk toward other people or occupied buildings and stay away from places where you might get cornered.
• If someone in a car follows you and is persistent or becomes obscene, write down the license number and report it to Security 4250 as soon as possible.
• Ask for assistance from Security if you are frightened or concerned

WHILE DRIVING

• If someone follows you and is persistent or becomes obscene, write down the license number and report it to the appropriate police agency as soon as possible.
• Always try to park in a well-lighted parking lot
• If you are trapped in your car, honk your horn in quick short bursts. This will attract people’s attention.
• Make sure that all of the car doors are locked whenever you leave your vehicle.
• When returning to your car, have your keys ready so you can enter your car quickly and be aware of your surroundings. If you have to look into a purse or pocket to find them, it takes extra time and you lose sight of what is around you, which could allow someone to sneak up on you.
• As you approach your car, look underneath to make sure no one is hiding there. Before you enter your car look to see if all doors are locked or if there are any uninvited passengers in the back seat or on the floor. If your door locks are not the way you left them or you see someone inside, leave the area as quickly as possible and notify campus security.
• Do not pick up hitch hikers

ON BUSES AND SUBWAYS

• Use well-lighted busy stops
• Stay alert! Do not doze or daydream
• If possible, sit near driver.
• If someone harasses you, do not be embarrassed. Loudly say, “Leave me alone!” If that does not work, hit the emergency device.
• Watch who gets off with you. If you feel uneasy, walk directly to a place where there are other people.

WORKING OR STUDYING LATE

• Let someone know where you will be working and when you anticipate on returning home. Make sure your family and friends know the work number where you can be reached. Call when you reach your workstation and once again just before leaving to go home.
• A portable cell phone is highly recommended. They are effective in emergency situations to give instant access to emergency services.
• Carry a portable, battery-powered high decibel alarm device or a loud whistle.
• Carry a small pocket flashlight in your purse or on a key ring, and try to park in well-lighted areas and walk along lit walkways
• Carry your keys and access cards in your hand when approaching the appropriate doors, keeping them readily available. Make sure locked doors close and lock behind you.
• Keep your work/study area, or office locked after hours.
• When returning to your vehicle, watch for suspicious persons nearby and have your keys in your hand. Check the interior of your vehicle before getting in.

PREVENTING THEFTS FROM VEHICLES

• Install a vehicle alarm or mechanical lock for the steering wheel or ignition.
• Always lock the doors and leave the windows rolled up.
• Always activate any auto alarms or anti-theft devices.
• Keep books, tape players, and other valuables out of sight. Expensive items in full view invite theft even if vehicle is locked. Do not advertise the types of equipment you have in your vehicle.
• Place valuable items in your trunk, not in the front or back seats.
• Know the license number, year, make and model of your vehicle.
• Do not leave money, checkbooks or credit cards in the vehicle at any time.
• Look in and under your car before getting in
• Register your vehicle with Campus Security.

PREVENTING BICYCLE THEFT
• Keep bicycle locked any time they are unattended with a good “U” type lock.
• Second choice would be a good casehardened padlock and cable. Be sure the “U”
lock or cable goes through the front wheel, rear wheel and frame and secure it to a
fixed object.
• Check the lock by pulling on it to make sure it is secure.
• Use an engraver to place an identifying mark on unpainted major bicycle
components.
• Be sure to retain all evidence of purchase, including the serial number.
• Be able to identify the bicycle...not only by its color but also by its features.
• Have one or more close up photographs of the bicycle and its owner on hand.
• Never loan your bicycle or other property to strangers.
• Try to avoid parking a bicycle in a deserted or poorly lit area.

PREVENTING THEFTS FROM OFFICES

• Do not become complacent. Be aware! Be attentive.
• Do not showcase your office.
• Close and lock your office when it is not occupied. It only takes seconds for a
thief to notice an unoccupied office, walk in and put something in a book bag.
• Lock your desk, filing cabinet, locker, etc.
• Do not leave your purse in that last drawer of your desk. (the thieves know it is
there)

Incident Reporting and Response

Students, employees and visitors are encouraged to immediately report any criminal
offense, suspected criminal activity or other emergencies directly to Westmoreland County
Community College Security Department. This can be done in several ways.

The first is to dial 4250 from any college phone- on outside lines or cell phones dial
Individuals making reports should state their name, call back number and the nature of the
incident. Also, the names of all individuals involved and witnesses. Officers will then be sent to
the scene to investigate and determine the need for further assistance. In case of a medical
emergency call 911 then campus security. Crime may also be reported directly to the
Pennsylvania State Police at (724)832-3288 or 911.

Everyone in the college community is encouraged to report crime promptly to the
college security department or to other appropriate police agencies if the crime is off campus.
The Chief of Security personally addresses freshman and their parents during orientation to
encourage them to report all information regarding campus crime and also address them or
security procedure and safety information.
The college also encourages victims and witnesses to report crime on a voluntary and confidential basis. They may report this information by phone, email or sending a confidential report to the Chief of Security, Dean of Student Services, counselors, etc.
At the Youngwood Campus, if you witness a crime or if you are victimized, emergency call boxes are located at several areas outside on campus and in parking areas. These boxes have instructions and are connected directly to campus security.

Victims of crimes against persons are encouraged to seek confidential counseling through the Dean of Student Services, located in Room 130 in Founders Hall. While the incident discussed with a counselor will remain confidential, the victim can authorize the counselor to provide related statistical data and information to the Chief of Security for reporting and investigative purposes.

IF YOU WITNESS A CRIME

If you see or suspect a crime is being committed on campus, pay particular attention to the features of the offender(s) and any vehicles involved. Try to be prepared to provide at least one of the following:

1. Age, race, height, weight;
2. Hair color and style, beard and mustache;
3. Notable characteristics (acne, scars, glasses, mental state, etc);
4. Clothing Description;
5. Location where last seen;
6. Last known direction of travel;
7. Vehicle description and distinctive markings

Witnesses who wish to remain anonymous may do so. It is more important that a response be dispatched as quickly as possible. You can use the Anonymous Tip Form provided on the Security website.

IF YOU ARE VICTIMIZED

If you or your department/division becomes the victim of a crime on campus, report the offense immediately. Timely reporting of a crime improves the possibility of suspect apprehension and recovery of stolen property. Security investigates each reported crime to the best of their ability. If you are victimized, it is very important that you provide the investigating officer with as much information about the incident as possible. After, the incident report is taken it is provided with an incident report number for tracking purposes.

SUMMARY

The Security Department is responsible for the security and safety needs of Westmoreland County Community College. We cannot do this job alone. As a member of the college community, you can help by calling us when you have a security-related problem or if you witness an incident occurring on campus. Get to know us better and help form the teamwork that will help make WCCC a more secure and safe environment.
REPORTING CRIMES/INCIDENTS

On the Youngwood campus, Security will take reports on all criminal incidents. On incidents occurring at Education Centers, the Education Center Coordinator may call security or send an incident report on the crime. All reports are dual filed in Security and Human Resources. Students, staff members and guests are encouraged to report crimes and suspicious activities to the campus security. All reports are reviewed by the Chief of Security to determine appropriate action and discussed with the Dean of Students, if students are involved.

Ways to report:

- Call security from any campus phone- dial 4250
- Call security from any outside phone- dial (724)925-4250
- Red phone in Founders Hall Security office, pick up for direct access to Security
- Outside Emergency Phone push button and talk. Phone will automatically identify the location.
- Outside assistance any college phone- dial 911
- Anonymous tip. wccc.edu web page security. Contact Security
- Dean of Students
- Other Deans
- At Education Centers notify your Coordinator
- Staff, faculty, counselors, etc.

Emergency Phones:

The WCCC Emergency Phone System is designed to aid in providing security to the college community. There are two (2) types of emergency phones on the Youngwood Campus hall phones: These red phones can be used to dial all four digit internal numbers. To call for Police or Ambulance assistance in an emergency please dial 9 911. To call security dial 4250.

Pole phones are the newest style of emergency phones and can easily be located by the blue lights above them. These phones also have no receiver, but instead contain a built in speaker. To activate the phone, push the red button and the phone will immediately call Security. The phone will automatically disconnect after approximately three minutes. There are seven locations on the Youngwood campus.

At the Education Centers, if immediate assistance is needed call 911 then call Youngwood Campus Security at 4250 on building phones or 724 925 4250

If you require Police or Ambulance assistance in an emergency, please dial 9 911 on any Youngwood campus phone at the Education Centers go to the front desk and ask the staff member to call 911 and immediately notify Security by dialing 4250 from any campus phone or 724 925 4250
TIMELY NOTICE/Emergency Notification- DISSEMINATING IMPORTANT INFORMATION:

Timely Warning applies only to Clery reportable crimes while the Emergency Notification requirement addresses a much wider range of threats (gas leaks, tornadoes or contagious diseases). In all cases the below information will be followed.

When a serious crime has been reported on or off campus and is determined by the President or his designee that students and staff members may be in danger of being victimized in the same manner and/or location (ongoing or continuing threat), a campus-wide timely warning may be issued.

In situations that are significant emergencies or dangerous situations involving an immediate threat to the health or safety of students, or employees occurring on campus an immediate Timely Warning will be issued. Consideration of the means and content of notification will be made by the President or his designee to protect victims or to contain, respond to, or otherwise mitigate the emergency.

The President or his designee will determine if the incident is a significant emergency based on input from the Director of Facilities or the Chief of Security. In matters of the Education Centers input will be collected from the Education Center Coordinators.

The college will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless the notification will, in the professional judgment of the responsible authority, compromise efforts to assist victims or to contain, respond to other otherwise mitigate the emergency.

Timely Warning will be initiated once a competent authority notifies college security, Administration or staff in charge of an Education Center.

Procedure for announcing Timely Warning: The College President will be notified and make the decision, if he is not available within five minutes a message will be left and the Vice President of Administrative Services will be notified. If the Vice President of Administrative Services is not available a message will be left and the Director of Facilities followed by the Chief of Security. If time is of the essence, based on the incident, each position will be allowed to make the decision to defer to the President or announce a Timely Warning immediately. In the evenings the Evening Coordinators, responsible for the college and Education Center will follow the Chief of Security in the decision matrix. For incidents requiring immediate action the individual in-charge of the college has the authorization to make the decision. For Education Centers, detailed information will be phoned to the Youngwood campus security- 4250 or (724) 925 4250 and a decision will be made.

Positions responsible for carrying out this process include: The President or his designee, Vice President of Administrative Services, Director of Facilities, Chief of Security, Evening Coordinator, Education Center Coordinators or their designee only for their site.
The warning will be issued in the following sequence:

For Youngwood Campus:

- through the college RAVE e-mail/text/phone message system to students, faculty, staff
- “All Call” over the college phone system
- College portal site of my.wccc.edu
- Use of the outside Emergency Notification speakers to reach students between buildings and in the parking lots
- In Science Hall, the Emergency Notification system will be used to notify all students, staff, faculty and guests in the building

FOR Off Campus: (Education Centers)

- Public relations will notify local TV and Radio stations

Depending on the particular circumstances of the situation, especially in all matters that could pose an immediate threat to the community and individuals, the Security Department may post on all exterior and classroom doors the notification.

Anyone with information that warrants a timely warning should report the circumstances to the Security Department, 4250 (724)925 4250, their Dean or the Ed Center Coordinators.

Offices that can post timely warning through RAVE are: Public relation, IT, Facilities and Security. Public Relations will be responsible for disseminating all information to the community.
When dissemination of information is of the utmost importance- this includes crimes, natural disasters or any event that Administration feels is of immediate importance to the college community- a timely notice will be issued.

Timely Warning is issued through the college’s RAVE Emergency Notification System. RAVE will notify the individuals through voice and/or email. Students and employees are encouraged to sign up for this service upon enrollment, hiring or throughout the year.

Students may be warned of danger through the RAVE alert text managing system. Students are encouraged to sign up for this service through the my.wccc.edu portal. A timely warning or emergency notification may be issued in the affected area throughout the campus and also released to Pittsburgh radio stations and television stations. Incidents may be reported to the Dean of Students as well as campus Security. Campus Security also has handheld megaphones to get messages out quick, as well as a loud speaker system on various parts of campus.

The outside areas of the Youngwood campus are covered by a loud-speaker system located in the Pavilion Clock Tower.

How you can learn about Safety and Security

In accordance with the Pennsylvania College and University Security Information Act and the Federal Crime Awareness and Campus Security Act of 1990, all students and employees receive updated security information annually. Security information, this report, Clery Statistics for three years and Monthly Crime Report statistics are available on the wccc.edu website and for students, staff and faculty on my.wccc.edu. A hard copy of the report can be found in the Student Handbook that is published annually, and at all the Education Centers.

The WCCC Jeannie Clery Book is also available for review and inspection at the Security office located in Room 815 in Founders Hall. Monthly crime reports, UCRs, and Fire Logs are available for access. If you wish to obtain a hard copy of this information contact Chief James Davis at x4250

When first-year students arrive on campus, they receive the official College Catalog & Student Handbook with sections on security, health and safety, as well as a booklet describing the WCCC Code of Conduct.

Behavioral Intervention Team (BIT). WCCC recognizes that prevention is the best tool to providing a safe environment. To provide a means for faculty, staff and students to notify competent authority of potential personnel problems the college is in the process of developing a Behavior Intervention Team. This program is under review and will be implemented in 2013.
WCCC- Staff Counselors

WCCC has staff counselors along with special needs counselors who are available to all students for academic issues, scheduling, and any other problems or situations students need to discuss. There are no full-time mental health counselors on staff.

Campus Security Authority: The College has identified individuals as Campus Security Authority. These individuals are member of the security force and faculty and staff, who through the course of their job are responsible directly for the safety of students on behalf of the college. All designed personnel have received annual training. A list of the CSA’s can be found in the Security Office.

Westmoreland County Community College Education Centers

The College’s Education Centers are listed below. Centers that have security officers report directly to the Chief of Security. Centers that do not have security coordinators report through their Chain of Command to the Chief of Security.

EDUCATION CENTERS

1. New Kensington- Full time security (1) - Part time security (1)
2. Bushy Run
3. Mon Valley
4. Indiana
5. Greene County- Part time security (1)
6. Fayette County- Part time security
7. Latrobe
8. Public Safety- Smithton

Possession and Use of Weapons

The possession and/or use of firearms or other weapons or explosives, including fireworks or dangerous chemicals, except as authorized for use in class or other approved activity is strictly prohibited on all WCCC property.

Previous Criminal Record

Prospective students are not asked about previous criminal records. Prospective employees are asked if they have ever been convicted of a crime. The college does not hire a candidate for a position if a prior criminal record indicates that the prospective employee could create a significant threat to the college community or the public.
Campus Maintenance Policies to Help Keep You Safe

WCCC has installed and maintains exterior lighting around all of 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. The Chief of Security and Ground’s Coordinator make an annual tour of the campus and Education Center to determine and potential security issues.

On any normal college workday, there are many college support personnel whose jobs include providing inspection of the entire campus and its buildings to discover and correct health, safety and maintenance problems. These staff members include many skilled maintenance and custodial workers and their supervisors. Maintenance supervisors, in addition to their normal workday, are on 24 hour call, 365 days a year. This is in addition to the campus safety/security officers and others who also tour the grounds and report any safety and security problems to the responsible person or persons who will respond and correct the problems promptly.

Students, as well as faculty and staff, may also call the Director of facilities at 4093 to report any security or maintenance problems.

Alcoholic Beverages

WCCC enforces all state laws regarding the possession, use and sale of alcoholic beverages on campus property, including those laws prohibiting underage drinking.

1. In addition, WCCC prohibits the possession, use and sale of alcoholic beverages on campus except as described below.

2. Alcohol may be consumed by persons of legal age at a college sponsored (approved alcohol) event, provided there is an event host supervisor and there is strict compliance with state laws and college procedures.

Illegal Drugs

WCCC enforces all state and federal laws concerning illegal drugs. Anyone who is apprehended by Campus Security in possession of using or selling illegal drugs is subject to arrest and/or referred to the Dean of Students or Human Resources for appropriate college action.

Drug and Alcohol Abuse Programs

Annually, WCCC distributes to all students, faculty and staff, information about the danger of drug and alcohol abuse and available alcohol and drug counseling and rehabilitation and assistance programs. The Office of Student Services provides a number of drug and alcohol abuse educational assistance programs. During the academic year, personal counseling, career planning and learning skills programs are available to students. Many of these programs focus
on helping participants become more self-aware and to learn how to manage stress and develop self-esteem. Training on drug and alcohol abuse is also available for faculty and staff.

FACILITY ACCESS AND USAGE WESTMORELAND
COUNTY COMMUNITY COLLEGE Youngwood
Campus

Normal Hours of Operation

This means when the college is open for scheduled classes, laboratories, student Support Services and/or administrative offices. Events scheduled outside of these hours require making special arrangements to have access to the buildings. During semester breaks, hours may be adjusted and college closed at an earlier time. Administrative offices are open Monday through Friday 8:00am to 5:00 pm. Not all offices are open during normal hours of operation. Specific office hours are listed separately. The following procedures are in effect to maintain security and to provide reasonable access for appropriate personnel. These procedures include all facilities on Youngwood Campus.

<table>
<thead>
<tr>
<th>Fall &amp; Spring</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday-Thursday 7:30am-10:30pm</td>
<td>7:30am-10:30pm</td>
</tr>
<tr>
<td>Friday</td>
<td>7:30am-5:30pm</td>
</tr>
<tr>
<td>Saturday</td>
<td>Closed (unless classes/events are scheduled)</td>
</tr>
<tr>
<td><strong>Saturday FOUNDERS HALL ONLY</strong> 8:00am-4:00pm (unless events are scheduled)</td>
<td></td>
</tr>
<tr>
<td>Sunday</td>
<td>Closed</td>
</tr>
<tr>
<td>Education Center Hours: Monday-Thursday</td>
<td>8am-10:30 pm</td>
</tr>
<tr>
<td>Friday Fall &amp; Spring</td>
<td>8am-5pm</td>
</tr>
</tbody>
</table>

Classroom Security

All laboratories will be locked when not in use or unsupervised. The evening coordinator or security must be contacted for evening access by calling (724)925-4250 or 4250 on campus phones.

The college has started a multi-year project to install electronic access on all external doors.
Access outside of normal hours

Full time faculty and administrators may gain access to buildings outside of normal hours of operation by calling (724)925-4250 and making arrangements to meet the security guard at a specified time at the north lobby entrance nearest the Human Resources Office. Such employees will be asked to sign in and out with the security guard upon access, or if they are already in the building and wish to remain beyond normal hours. No other individuals will be permitted into any college building outside of normal hours of operation unless written approval is given to them by their respective Dean who in turn will contact security.

*This procedure is effective as of March 19, 2004.

* The buildings will be open for scheduled classes and events.

SEX OFFENSE

What to do to keep it from happening

What to do if it does happen

WHAT IS A SEX OFFENSE?

A sex offense occurs when a person is forced against his or her will to engage in any sexual contact. The same definition applies regardless of whether the assailant is a stranger or someone known to the victim.

Sex offenses include both rape and forced sexual contact that does not involve penetration. Rape is defined as sexual intercourse with a person by forcible compulsion or sexual intercourse with a person who is incapable of giving consent. If the assailant is known to the victim, rape may be referred to as acquaintance rape or date rape.

TIPS FOR PREVENTING SEXUAL ASSAULT

- Be aware that a great majority of sex offenses involve acquaintances
- Remember that “NO” means “NO”
- Avoid excessive use of alcohol and do not use illicit drugs. Alcohol and drugs interfere with clear thinking and effective communication

PROCEDURES WHICH STUDENTS FOLLOW IF A SEX OFFENSE OCCURS

- Get to a safe place as soon as you can
- Try to preserve all physical evidence (see details below). Do not wash, use the toilet, or change clothing if you can avoid it. If you do change clothes, put all clothing you were wearing at the time of the attack in a paper bag (NOT PLASTIC)
- Get medical attention as soon as possible to take care of any physical injuries and to collect important evidence in the event that you may later wish to take legal action. For confidential inquiries or information, contact the Dean of Students. Students can receive treatment at the Westmoreland Hospital Emergency Room or any local hospital emergency room.
- Contact the WCCC security department at (724)925-4250 or the local police by dialing 911
- Talk with a professional counselor who can maintain confidentially, help explain your options, give you information and provide emotional support. You can call the Center Against Domestic and Sexual Violence 24 hour hotline at 724-836-1122
- Contact someone you trust, a close friend or a resident assistant to be with you and support you.

TRY TO PRESERVE ALL PHYSICAL EVIDENCE

Preserving evidence keeps open the option of pursuing legal action in the future. To preserve evidence, do not shower, douche, change clothes or bedding before seeking medical attention. Also, if oral contact took place, do not brush teeth, smoke or eat. All hospitals are required by law to report to the police any injury that is the result of crime. Only hospitals and law enforcement can collect physical evidence of a sex offense. Therefore, the best source of immediate medical help is the nearest hospital emergency room.

COUNSELING, MENTAL HEALTH, & STUDENT SERVICES FOR SURVIVORS OF A SEX OFFENSE, BOTH ON CAMPUS & IN THE COMMUNITY

We believe that it is essential to provide someone who has been a victim of a sex offense with counseling and support throughout the medical, judicial and recovery process so that they are an empowered survivor of this crime.

At the survivor’s request, WCCC will contact authorities, including local police authorities, parents, friends or the hospital.

Campus security officers will file an incident report or an anonymous record of the assault among WCCC crime statistics in order to give an accurate representation of crimes on campus, and to help prevent further crimes of this nature. WCCC Security, Dean of Students and counselors are available to intervene in a crisis situation and provide survivors with information about available options. These options include medical treatment, psychological counseling, and college disciplinary Action and legal prosecution. Assistance is provided to help the victim through the common reactions to an assault and to provide effective coping strategies. All of these services are confidential.
WCCC students who are assaulted have a number of resources and courses of action available to them. Seeking assistance from any of these sources does not obligate the survivors to file a report or press charges against the assailant.
Community rape crisis services are provided by the Center Against Domestic and Sexual Violence. This 24-hour emergency hotline is (724)836-1122. This organization provides information and confidential counseling to sex offense survivors as well as medical and legal accompaniment. Additional services include counseling for survivors of rape, incest, and other forms of sexual offense.

Additional community resources that are available to survivors of sexual assault include:

**Westmoreland Hospital Emergency Room**
(724)832-4355

**Pennsylvania State Police**
(724)832-3288

**Westmoreland County District Attorney**
(724)830-3949

**Crime Victim Compensation Office**
1-800-233-2339

**Victim Witness Office**
(724)830-3271

OPTIONS TO BRING CHARGES AND PURSUE LEGAL ACTION

Survivors are encouraged to report sex offenses to the Campus Security Department at (724)925-4250, whether the offense occurred on or off campus, and to press charges against the assailant. However, survivors have the right to refuse to file charges even if the police report is made.

Students who are survivors of sex offenses are encouraged to discuss options for filing a judicial complaint with the WCCC Security Department and to press charges. WCCC will assist survivors in notifying the authorities and pressing charges if desired.

INFORMATION CONCERING REGISTERED SEX OFFENDERS
Draft - Policy on Sexual Misconduct in Accordance with Title IX, VAWA, and the Campus SaVE Act

The purpose of this policy is to comply with the provisions of Title IX of the Education Amendments of 1972 ("Title IX"), 20 U.S.C. Sec. 1681, et. seq., which prohibits discrimination on the basis of sex in the course of any federally funded educational program or activity, and to further comply with the Violence Against Women Reauthorization Act of 2013 ("VAWA") and its attendant Campus SaVE Act provisions ("Campus SaVE").

In accordance with the provisions of Title IX, VAWA and the Campus SaVE Act, the College prohibits discrimination on the basis of sex in any of its educational programs and activities, to include any programs and activities sponsored by the College, conducted on or off campus, and while in route to such programs and activities, in college-owned, or college-sponsored transportation. Unlawful discrimination based on sex, sexual harassment and any and all forms of sexual violence as delineated herein by officers, managers, faculty, supervisors, employees, students, advisors, vendors, clientele, College and community partners, or contractors is a violation of this policy.

All complaints of sex discrimination, including sexual harassment or sexual violence, dating violence, domestic violence, sexual assault, and stalking, must be brought to the immediate attention of the Title IX Coordinator for the College. The Title IX Coordinator for the College may be reached at Founders Hall on the Youngwood Campus, by phone at 724-925-6952, or by email: TitleIXCoordinator@wccc.edu. In the event of an emergency, or an off-hours situation, the Security Department should be contacted which in turn will promptly report the incident to the Title IX Coordinator for further action pursuant to the terms of this policy. Both the Director of Human Resources and the Dean of Students are Title IX deputies and complaints can be taken to them in the event the Title IX Coordinator is not available.

All employees are responsible for bringing any such complaints to the direct attention of the Title IX Officer or Title IX Deputies. In addition, designated responsible employees, to include deans, directors, program coordinators, advisors, counsellors, coaches and all members of Human Resources, Security, and Student Affairs, have a duty to assist and inform complainants as to the following.

1. The availability of counselling services.
2. The complainant’s reporting options, including the choice to decline notifying law enforcement authorities altogether.
3. The responsible employee’s affirmative duty to report the incident to the Title IX officer.
The College has an affirmative duty pursuant to Title IX, VAWA, and the Campus SaVE Act to take immediate and appropriate action once it knows, or reasonably should have known, of any act of sex discrimination, to include sexual harassment and sexual violence including sexual assault, stalking, domestic violence, and dating violence, in any of its educational programs and activities. The College will act on any complaint of sexual misconduct in order to resolve such complaints promptly and equitably.

Upon request and within reason, the College will provide complainants with assistance in changing their academic, living, transportation, and working situations regardless of whether they choose to report the crime to campus police or local law enforcement.

Complainants who make good faith complaints are protected from retaliation pursuant to Title IX, VAWA and the Campus SaVE Act, this policy, the College's policy against Sexual Harassment, and the College's Whistle-blower Policy. Any retaliation against an individual who has complained about sexual harassment or unlawful discrimination or sexual violence, to include sexual assault, stalking, dating violence, or domestic violence, or retaliation against individuals for cooperating with an investigation of a complaint of sexual harassment, sexual violence, or unlawful discrimination, is a violation of this policy.

Persons who violate this policy will be subject to disciplinary action up to and including termination of employment, suspension, expulsions and/or termination of the contractual relationship.

Definitions

**Consent**: A person is incapable of giving consent if that person is under the age of consent (16 in Pennsylvania), incapacitated due to the influence of drugs and/or alcohol, or mentally disabled. Additionally, consent may be withdrawn during the course of a sexual encounter, such that the encounter would thereafter constitute sexual misconduct, if continued.

**Dating Violence** is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, type of relationship, and 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 but does not include acts covered under the definition of domestic violence.

**Discrimination on the Basis of Sex** is illegal under both federal and state law and is strictly prohibited by the College. Sex discrimination can be manifested by unequal access to educational programs and activities on the basis of sex, unequal treatment on
the basis of sex in the course of conducting those programs and activities, or, the existence of a program or activity that has a disparate impact on participation, improperly based on the sex of the participants.

**Domestic Violence** is a felony or misdemeanor crime of violence committed by either a current or former spouse or intimate partner of the victim, a person with whom the victim shares a child in common, a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, a person similarly situated to a spouse of the victim under the domestic or family violence laws of this jurisdiction receiving grant monies under VAWA, or by any other person against a youth victim or adult who is protected from that person’s acts under the domestic or family violence laws of this jurisdiction.

**Sexual Assault** is a forcible or non-forcible sex offense under the Uniform Crime Reporting System of the FBI. Under Pennsylvania law, sexual assault is a felony of the second degree and is defined as sexual intercourse or deviate sexual intercourse with a complainant without the complainant's consent.

**Sexual Harassment** is a form of sex discrimination that is illegal under both federal and state law and is strictly prohibited by the College. Unwelcome sexual advances, requests for sexual favors and other physical or verbal conduct of a sexual nature constitute sexual harassment when:

1. Submission to such advances, requests or conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic advancement or participation in College programs or activities, or is used as a basis for employment or academic decisions affecting the individual; or
2. Rejection of such advances, requests or conduct affects a term or condition of an individual's employment or academic advancement or participation in College programs or activities, or is used as a basis for employment or academic decisions affecting the individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work, academic performance, education, or participation in College programs or activities, or of creating an intimidating and/or hostile, work or academic environment.

**Sexual Violence** is a form of sex discrimination that is illegal under both federal and state law and is strictly prohibited by the College. Sexual violence is defined as physical sexual acts conducted either against a person’s will or where a person is incapable of giving consent, including but not limited to, rape, sexual assault, sexual battery, sexual coercion, dating violence, domestic violence, stalking and sexual violence based on the intentional selection of a victim based on criteria related to the victim's national origin, ethnicity, gender identity, gender presentation, or sexual orientation.
Stalking entails engaging in a course of conduct or repeated acts directed at a specific person, which would cause a reasonable person to: fear for his or her safety or the safety of others; or to suffer substantial emotional distress. For the purposes of the definition of stalking, “course of conduct” is defined as two or more acts including but not limited to acts in which the stalker directly, indirectly, or through a third party, by any action, device, method, or means, follows, observes, monitors, surveils, threatens or communicates to or about a person, or interferes with a person’s property. “Reasonable person” is defined as a reasonable person under similar circumstances and with similar identities to the victim. “Substantial emotional distress” means significant mental anguish or suffering that may, but does not necessarily, require medical or other professional treatment or counselling.

For specific information on the College’s procedures for reporting and obtaining assistance in the event of any of the aforementioned manifestations of sexual violence, stalking, domestic violence, or dating violence, please refer to the student handbook of the college catalogue and the Sexual Misconduct procedures on the College’s Security web page.

Employee, Faculty and Student Responsibilities

Each employee, faculty member, administrator and student of the College is personally responsible as follows.

1. For ensuring that s/he does not engage in conduct that violates this policy.
2. For bringing any known violations of this policy to the immediate attention of the Title IX Coordinator or the Title IX Deputies and Campus Security personnel, who will in turn immediately notify the Title IX Coordinator.
3. For cooperating in any investigation of alleged sexual harassment domestic violence, dating violence, sexual violence, stalking, or unlawful discrimination based on sex, or retaliation, if requested to do so by the person conducting the investigation.

Designated Responsible Employees

Individuals further designated as “responsible employees” at the College are required, when first contacted by a complainant, to inform the complainant of the responsible employee’s duty to report any complaint of sexual misconduct directly to the Title IX Coordinator; to inform the complainant of the options for filing complaints with the College, Law Enforcement, or both; and to assist the complainant in obtaining counselling and medical services where appropriate, particularly if the preservation of evidence could be a concern. Responsible employees include the President, all Vice-Presidents, Deans, Directors, Program Directors, Coaches, Counsellors and Advisors,
Student Club Advisors, in addition to any employee from Human Resources, Campus Safety, and Student Affairs.

A report to a responsible employee is a report to the College. It obligates the College to investigate and it obligates the College to take all appropriate steps to address the situation, prevent its recurrence and remedy its effects.

In addition to the above, employees who believe that they may have been subjected to sexual harassment or unlawful discrimination may file a formal complaint with government agencies set forth below. Students may file a complaint with the U.S. Department of Education. Using the College’s complaint process does not prohibit an employee or student from filing a complaint with these agencies.

United States Equal Employment Opportunity Commission (“EEOC”)
1000 Liberty Avenue, Suite 1112
Pittsburgh, PA 15222
(800) 669-4000
(412) 395-5902

Pennsylvania Human Relations Commission (“PHRC”)

Pittsburgh Regional Office
301 Fifth Avenue
Suite 390, Piatt Place
Pittsburgh, PA 15222
(412) 565-5395
(412) 565-5711 TTY users only

U.S. Department of Education
Office of Civil Rights

Office for Civil Rights
Pittsburgh, PA Office
Megan's Law Information

Any person under the federal Campus Sex Crimes Prevention Act, which went into effect on Oct. 28, 2002, who is required to register with the Commonwealth under Pennsylvania's Megan's Law as a sex offender must notify the state if they are employed or a student at a college or university. The law also requires institutions of higher learning to advise the campus community where law enforcement agency information provided by the Commonwealth may be obtained.

In 2004, Pennsylvania’s General Assembly determined that public safety will be enhanced by making information about registered sex offenders available to the public through the Internet. Knowledge whether a person is a registered sex offender could be a significant factor in protecting yourself, your family members, or persons in your care from recidivist acts by registered sex offenders. Public access to information about registered sex offenders is intended solely as a means of public protection.

Pursuant to the provisions of Pennsylvania's Megan's Law, 42 Pa.C.S. § 9791 et seq., the Pennsylvania State Police has established a web page to provide timely information to the public on registered sex offenders residing in the Commonwealth. That website can be accessed at [http://www.pameganslaw.state.pa.us/](http://www.pameganslaw.state.pa.us/)

The Westmoreland County Community College Security Department currently works in cooperation with the Pennsylvania State Police Megan’s Law Unit to receive information on current registered sex offenders residing within the college community.

Students, faculty and staff, and visitors at WCCC can obtain information concerning registered sex offenders by contacting the Chief of Security at (724)925-4250, the Pennsylvania State Police (724)832-3288, the Westmoreland County Detective Bureau (724) 830-3287 or log onto Megan’s Law website at [www.pameganslaw@state.pa.us](http://www.pameganslaw@state.pa.us)

The Pennsylvania State Police is now offering an Electronic Notification system. This system will allow a user to sign up to monitor a maximum of five Pennsylvania addresses and be notified when an offender moves into or out of a defined area around any of those addresses.
2010  2011  2012

Report of Incidents

New Kensington Education Center

1150 5th Ave.

New Kensington, Pa 15068

Coordinator- Patrick Coulson

724-335-8110

Contact Information: Main Campus
Westmoreland County Community College
145 Pavilion Lane
Youngwood, Pa 15697-1895
724-925-4000

WCCC New Kensington Education Center: number of reportable incidents under the Pennsylvania State Police Uniform Crime Reporting system.

2010  0

2011  0

2012  1

WCCC New Kensington Education Center: number of reportable Incidents under the Federal Jeannie Cleary Act

2010  0

2011  1

2012  2

Officer in charge of Security at the New Kensington campus is Chris Fabic and part time officer Vernell Prier.

The New Kensington Education Center is patrolled by the New Kensington City Police Department located at 301 11th St. New Kensington, Pa. 15068. Chief of Police is Tom Klawinski. 724-337-7232 or 911.

Streets bordering the campus are the 1100 block of 5th Ave
WCCC Fayette County Education Center: number of reportable incidents under the Pennsylvania State Police Uniform Crime Reporting system.

<table>
<thead>
<tr>
<th>Year</th>
<th>Incidents</th>
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<tbody>
<tr>
<td>2010</td>
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<td>2011</td>
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<td>2012</td>
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WCCC Fayette County Education Center: number of reportable Incidents under the Federal Jeannie Cleary Act

<table>
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<tr>
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<tbody>
<tr>
<td>2010</td>
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<tr>
<td>2011</td>
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<tr>
<td>2012</td>
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</table>

The Fayette County Education Center is patrolled by the Uniontown City Police Department located at 45 Penn St. Uniontown, Pa. 15401. The Chief of Police is Jason Cox. 724-430-2929 or 911.

One incident occur in the public area as reported by local police.
2010   2011   2012

Report of Incidents

Greene County Education Center

100 Evergreen Dr. Suite 102
Waynesburg, Pa 15370

Coordinator- Amy Widdup
724-627-3464

Contact Information: Main Campus
Westmoreland County Community College
145 Pavilion Lane
Youngwood, Pa 15697-1895
724-925-4000

Chief of Security
James H. Davis
724-925-4250

WCCC Greene County Education Center: number of reportable incidents under the Pennsylvania State Police Uniform Crime Reporting system.

<table>
<thead>
<tr>
<th>Year</th>
<th>Incidents</th>
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<tr>
<td>2010</td>
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<td>2012</td>
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WCCC Greene County Education Center: number of reportable Incidents under the Federal Jeannie Clery Act

<table>
<thead>
<tr>
<th>Year</th>
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<tbody>
<tr>
<td>2010</td>
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<tr>
<td>2011</td>
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<td>2012</td>
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The Greene County Education Center is patrolled by the Pennsylvania State Police located at 255 Elm Dr. Waynesburg, Pa. 15370. Station Commander is Sergeant Kolson. 724-627-6151 or 911.

The street bordering campus is Progress Dr.
Report of Incidents
Powerex Corporation
175/173 Pavilion Lane
Youngwood, Pa 15697
724-925-4411

Contact Information:
Kenny Bloom- Supervisor of Security
173-175 Pavilion Lane
Youngwood, Pa 15697

Powerex reports no reportable incidents under the Pennsylvania State Police Uniform Crime Report and no reportable incidents under the Jeannie Clery Act.

Powerex is a company located on Hillis Rd. bordering Westmoreland County Community College.
2010   2011   2012

Report of Incidents
Laurel Education Center
17 Lloyd Ave
Latrobe, Pa 15650
724-925-4411

Coordinator: Cindy Lucente
724-539-3390

Contact Information: Main Campus
Westmoreland County Community College
145 Pavilion Lane
Youngwood, Pa 15697
724-925-4000

Chief of Security
James H. Davis
724-925-4250

WCCC Laurel Education Center: number of reportable incidents under the Pennsylvania State Police Uniform Crime Reporting system.

2010   0
2011   0
2012   0

WCCC Laurel Education Center: number of reportable incidents under the Federal Jeannie Cleary Act.

2010   0
2011   0
2012   1

Laurel Education Center is patrolled by the Latrobe City Police Department 901 Jefferson St. Latrobe, Pa 15650. Chief of Police is Jim Bumar. 724-537-5526 or 911.
Report of Incidents
Smithton Education Center
65 Public Safety Dr.
Smithton, Pa 15479 (S. Huntingdon Township)
Fire and Police Training
Coordinator: David Hauger
724-872-2447

Contact Information: Main Campus
Westmoreland County Community College
145 Pavilion Lane
Youngwood, Pa 15697
724-925-4000

Chief of Security
James H. Davis
724-925-4250

WCCC Smithton Education Center: number of reportable incidents under the Pennsylvania State Police Uniform Crime Reporting system.

<table>
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WCCC Smithton Education Center: number of reportable incidents under the Federal Jeannie Clery Act.

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<td>2012</td>
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The Smithton Public Safety and Training Center is patrolled by Pennsylvania State Police Belle Vernon located at 560 Circle Dr. Belle Vernon, Pa. 15012. 724-929-6262 or 911. Station Commander is Lt. Harry Keffer.
Report of Incidents

Indiana County Education Center

45 Airport Rd

Indiana Pa. 15701

Coordinator: Grace Thachik

724-357-1404

Contact Information: Main Campus          Chief of Security
Westmoreland County Community College      James H. Davis
145 Pavilion Lane                           724-925-4250
Youngwood, Pa 15697
724-925-4000

WCCC Indiana Education Center: number of reportable incidents under the Pennsylvania State Police Uniform Crime Reporting system.

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WCCC Indiana Education Center: number of reportable incidents under the Federal Jeannie Clery Act.

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</tr>
<tr>
<td>2012</td>
<td>0</td>
</tr>
</tbody>
</table>

The Indiana Education Center is patrolled by the Pennsylvania State Police located at 4221 Rt. 286 Highway West Indiana, Pa. 15701. Station Commander is Lieutenant Bradley Shields- Troop A Indiana. Troop A telephone: 724-357-1960 or 911.
2010 2011 2012

Report of Incidents
Mon Valley Education Center
1181 Fells Church Rd.
Belle Vernon, Pa 15012 (Rostraver Township)

Coordinator: Janet Unger
724-379-4119

Contact Information: Main Campus
Westmoreland County Community College
145 Pavilion Lane
Youngwood, Pa 15697
724-925-4000

Chief of Security
James H. Davis
724-925-4250

WCCC Mon Valley Education Center: number of reportable incidents under the Pennsylvania State Police Uniform Crime Reporting system.

<table>
<thead>
<tr>
<th>Year</th>
<th>Incidents</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010</td>
<td>2</td>
</tr>
<tr>
<td>2011</td>
<td>0</td>
</tr>
<tr>
<td>2012</td>
<td>0</td>
</tr>
</tbody>
</table>

WCCC Mon Valley Education Center: number of reportable incidents under the Federal Jeannie Clery Act.

<table>
<thead>
<tr>
<th>Year</th>
<th>Incidents</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010</td>
<td>0</td>
</tr>
<tr>
<td>2011</td>
<td>1 Timely Warning issue for a local disturbance</td>
</tr>
<tr>
<td>2012</td>
<td>0</td>
</tr>
</tbody>
</table>

The Mon Valley Education Center is patrolled by Rostraver Township Police Department located on 205 Municipal Dr. Belle Vernon, Pa 15012. The Chief of Police is Gregory Resetar. 724-836-1551 or 911. Streets bordering Campus: Fells Church Rd., SR 3109, SR 3008, Lebanon School Rd, College Circle.
2010  2011  2012
Report of Incidents
Bushy Run Education Center
6707 Mellon Rd.
Export, Pa. 15632 (Penn Township)
Coordinator: John Harvey
724-327-8090

Contact Information: Main Campus
Westmoreland County Community College
145 Pavilion Lane
Youngwood, Pa 15697
724-925-4000

Chief of Security
James H. Davis
724-925-4250

WCCC Bushy Run Education Center: number of reportable incidents under the Pennsylvania State Police Uniform Crime Reporting system.

<table>
<thead>
<tr>
<th>Year</th>
<th>Incidents</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010</td>
<td>0</td>
</tr>
<tr>
<td>2011</td>
<td>0</td>
</tr>
<tr>
<td>2012</td>
<td>0</td>
</tr>
</tbody>
</table>

WCCC Bushy Run Education Center: number of reportable incidents under the Federal Jeannie Clery Act.

<table>
<thead>
<tr>
<th>Year</th>
<th>Incidents</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010</td>
<td>0</td>
</tr>
<tr>
<td>2011</td>
<td>0</td>
</tr>
<tr>
<td>2012</td>
<td>0</td>
</tr>
</tbody>
</table>

The Bushy Run Education Center is patrolled by the Penn Township Police Department located at 2000 Commercial Court Irwin, Pa 15642. The Chief of Police is John Otto. 724-863-1119 or 911

The road adjacent to campus is Mellon Rd.
Report of Incidents
Youngwood Main Campus
145 Pavilion Lane
Youngwood, Pa 15697-1895

2010   2011   2012

WCCC Youngwood Main Campus: number of reportable incidents under the Pennsylvania State Police Uniform Crime Reporting system.

<table>
<thead>
<tr>
<th>Year</th>
<th>Incidents</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010</td>
<td>58</td>
</tr>
<tr>
<td>2011</td>
<td>45</td>
</tr>
<tr>
<td>2012</td>
<td>45</td>
</tr>
</tbody>
</table>

WCCC Youngwood Main Campus: number of reportable incidents under the Federal Jeannie Clery Act.

<table>
<thead>
<tr>
<th>Year</th>
<th>Incidents</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010</td>
<td>20</td>
</tr>
<tr>
<td>2011</td>
<td>3</td>
</tr>
<tr>
<td>2012</td>
<td>1</td>
</tr>
</tbody>
</table>

The Youngwood Main Campus is patrolled by the Pennsylvania State Police, Greensburg Barracks located at 100 N. Westmoreland Ave. Greensburg, Pa 15601. Station Commander is Captain George Kuzilla. Information provided by Trooper Miller- Barracks’ number: 724-832-3288

Roads bordering campus: Hillis, Armburst and Winfield Circle
2010  2011  2012

Reportable Incidents & Fire Logs

Pennsylvania State Police Uniform Crime Reports & Federal Jeannie Clery Statistics

are available for review in Security Office Room 815 Founders Hall
WCCC Main Campus & Education Centers

Emergency Phone Numbers

1. Youngwood Campus- 911
   PA State Police- Greensburg 724-832-3288

2. Laurel Center-Latrobe- 911
   Latrobe Police Department 724-537-5526

3. Bushy Run Center- 911
   Penn Township Police Department 724-863-1119

4. Fayette County-Uniontown-911
   Uniontown Police Department 724-437-3430

5. Greene County- 911
   PA State Police- Waynesburg 724-627-6151

6. New Kensington Center- New Kensington 911
   New Kensington Police Department 724-339-7534

7. Indiana Center- 911
   PA State Police- Indiana, PA 724-357-1960

8. Mon Valley Center-911
   Rostraver Police Department 724-929-8811

9. Smithton- Public Safety Training Center- 911
   PA State Police- Belle Vernon 724-929-6262
Annual Fire Safety Report
2012

WCCC does not have on-campus student housing but does recognize that fires are a real and deadly threat that must be planned for.

Fire Procedures

If you discover or suspect a fire in any campus building:

- Activate the building fire alarm system by pulling the lever of one of the fire alarm stations in the corridor.
- Dial 911. (Using college phones dial 9-911) State that there is a fire at Westmoreland County Community College (or at the appropriate Education Center) and identify the building and the location of the fire within the building.
- Evacuate the building by alerting everyone and directing them to the nearest exit. DO NOT USE ELEVATORS.

Fire Alarm/Fire Evacuation Procedures for Individuals with Disabilities

For the protection of individuals with disabilities who have difficulty exiting (evacuating) using stairways during a fire drill or an actual emergency as well as for the safety of all members of the campus community:

- All persons should know the evacuation routes of the campus buildings so they are prepared when a fire evacuation/horn sounds. Plaques are located in all classrooms and in hallways showing meeting location for various emergency situations, fire, tornado etc.
- It is the instructor’s responsibility to ensure all their students safely exist the building. Therefore, the instructor needs to ensure anyone whom needs assistance is provided such assistance until they reach safety. The instructor should then notify the Command Post of the situation and the Command Post assumes responsibility of the individual
- Persons with limited mobility who, do not have assistance on the second floors of Founder’s, New Kensington, Indiana and Fayette can go to the designated Area of Refuge locate by a classroom window until assistance arrives.
- USE OF AN ELEVATOR OR CHAIR LIFT BY ANYONE DURING A DRILL OR ACTUAL EMERGENCY IS PROHIBITED. Elevators can shut down automatically during an alarm.

When the alarm sounds in an Administrative/Academic Building:

- If alone, use a cell phone or office phone to call the Security at 724 925 4250 or internally 4250 and give your location and name.
- Security will inform the emergency response personnel
- Fire drills have been conducted at the main campus and 8 education centers in 2013.
Persons with disabilities on the Youngwood Campus must meet with Security. At New Kensington, Laurel and Fayette Education Center with the Center coordinators within the first two weeks of the semester to identify designated Areas of Refuges for academic buildings and review evacuation plans.
To: John Detisch  
Facilities Director  

From: James Davis  
Chief of Security  

Subject: Fire Drill Fayette Education Center

On 6-24-13 property manager Sheryl Pepiot conducted a fire drill at the Fayette Education Center. The building was evacuated and all were accounted for.
To: John Detisch  
Facilities Director  

From: James Davis  
Chief of Security  

Subject: Fire Drill Indiana Center  

On 6-22-13 a fire drill was conducted at the Indiana County Education Center. The alarm functioned properly and all students, staff, and faculty exited the building in less than 5 minutes and were all accounted for.
To: John Detisch       6-26-13
Facilities Director

From: James Davis
Chief of Security

Subject: Fire Drill Laurel Center

On 6-25-13 a fire drill was conducted at the Laurel Education Center in Latrobe. The alarm functioned properly and all students, staff, and faculty exited the building in less than 5 minutes and were all accounted for.
To: John Detisch  
Facilities Director  

From: James Davis  
Chief of Security  

Subject: Fire Drill MonValley  

On 6-26-13 A fire drill was conducted at the Mon Valley Education Center, Rostraver Township. The alarm functioned properly and all students, staff, and faculty exited the building in less than 5 minutes and were all accounted for.
To: John Detisch

From: James Davis
Chief of Security

Subject: Fire Drill Bushy Run Education Center

    On 7-3-13 a fire drill was conducted at the Bushy Run Education Center in Penn Township. The alarm functioned properly and all students staff & faculty exited the building in less than 5 minutes and were all accounted for.
To: John Detisch  
Facilities Director

From: James Davis  
Chief of Security

Subject: Fire Drill New Kensington Education Center

On 7-3-13 a fire drill was conducted at the New Kensington Education Center. The alarm functioned properly and all students, faculty, staff, and career link personnel exited the building in less than 5 minutes and were all accounted for.
To: John Detisch
Facilities Director

From: James Davis
Chief of Security

Subject: Fire Drill- Public Safety Training Center

On 7-25-13 a fire drill was conducted at the Public Safety Center in Smithton. The alarm functioned properly. Personnel exited the building in less than 5 minutes and were all accounted for.
To: John Detisch  
Facilities Director  

From: James Davis  
Chief of Security  

Subject: Fire Drill Greene County Education Center  

On 8-30-13 a fire drill was conducted at the Greene County Education Center in Waynesburg. All students, staff, and faculty were notified of the drill and exited the building in less than 5 minutes and were all accounted for.
Fire Protection Systems:

<table>
<thead>
<tr>
<th>Location</th>
<th>Notification</th>
<th>Sprinkler Sys</th>
<th>Fire Alarm</th>
<th>Security</th>
<th>Annual</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Kensington</td>
<td>Yes intercom</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>0</td>
</tr>
<tr>
<td>Bushy Run EC</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>0</td>
</tr>
<tr>
<td>Indiana County</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>0</td>
</tr>
<tr>
<td>Fayette EC</td>
<td>Yes individual</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>0</td>
</tr>
<tr>
<td>Mon Valley EC</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>0</td>
</tr>
<tr>
<td>PSTC</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>0</td>
</tr>
<tr>
<td>Greene County</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>0</td>
</tr>
<tr>
<td>Laurel EC</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>0</td>
</tr>
<tr>
<td>Founder’s Hall</td>
<td>No</td>
<td>Partial</td>
<td>Yes</td>
<td>No</td>
<td>0</td>
</tr>
<tr>
<td>Business &amp;</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>0</td>
</tr>
<tr>
<td>Commissioner’s</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>0</td>
</tr>
<tr>
<td>Science Hall</td>
<td>YES</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>0</td>
</tr>
<tr>
<td>UCR List</td>
<td>2010</td>
<td>2011</td>
<td>2012</td>
<td></td>
<td></td>
</tr>
<tr>
<td>----------------------------------------------------------</td>
<td>------</td>
<td>------</td>
<td>------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>01A Murder and Nonnegligent Manslaughter</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>01B Manslaughter by Negligence</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>02A Rape by Force</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>02B Assault to Rape – Attempts</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>03A Robbery Firearm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>03B Robbery Knife or Cutting Instrument</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>03C Robbery Other Dangerous Weapon</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>03D Robbery Strong Arm (Hands, Feet, Etc.)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>04A Assault Firearm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>04B Assault Knife or Cutting Instrument</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>04C Assault Other Dangerous Weapon</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>04D Assault Hands, Fist, Feet, Etc.</td>
<td></td>
<td></td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>04E Other Assaults – Not Aggravated</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>05A Burglary Forcible Entry</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>05B Burglary Unlawful Entry – No Force</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>05C Burglary Attempted Forcible Entry</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>06A Larceny – Theft</td>
<td>23</td>
<td>12</td>
<td>17</td>
<td></td>
<td></td>
</tr>
<tr>
<td>07A Motor Vehicle Theft – Autos</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>07B Motor Vehicle Theft – Trucks and Buses</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>07C Motor Vehicle Theft – Other Vehicles</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>09A Arson</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>100 Forgery and Counterfeiting</td>
<td></td>
<td>1</td>
<td>7</td>
<td></td>
<td></td>
</tr>
<tr>
<td>110 Fraud</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>120 Embezzlement</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>130 Stolen Property., Rec., Posses., Buying</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>140 Vandalism</td>
<td>4</td>
<td>6</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>150 Weapons, Carrying, Possess, Etc.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>160 Prostitution and Commercialized Vice</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>170 Sex Offenses (Except 02 and 160)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18A Drug Sale/Mfg – Opium-Cocaine</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18B Drug Sale/Mfg – Marijuana</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18C Drug Sale/Mfg – Synthetic</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18D Drug Sale/Mfg – Other</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18E Drug Possession – Opium-Cocaine</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18F Drug Possession – Marijuana</td>
<td></td>
<td>3</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>18G Drug Possession – Synthetic</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18H Drug Possession – Other</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>19A Gambling – Book Making</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>19B Gambling – Numbers, Etc.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>19C Gambling – Other</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>200 Offenses Against Family &amp; Children</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>210 Driving Under the Influence</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>220 Liquor Law</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>230 Drunkenness</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>240 Disorderly Conduct</td>
<td>18</td>
<td>13</td>
<td>8</td>
<td></td>
<td></td>
</tr>
<tr>
<td>250 Vagrancy</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>260 All Other Offenses (Except Traffic)</td>
<td>7</td>
<td>15</td>
<td>8</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>59</td>
<td>45</td>
<td>52</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Population

<table>
<thead>
<tr>
<th></th>
<th>2010</th>
<th>2011</th>
<th>2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students</td>
<td>5386</td>
<td>5455</td>
<td>6400</td>
</tr>
<tr>
<td>Employees</td>
<td>470</td>
<td>465</td>
<td>1105</td>
</tr>
</tbody>
</table>
### WCCC Statistical Crime Percentage Report

<table>
<thead>
<tr>
<th>Year: 2010</th>
<th>Jurisdiction:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Westmoreland County Community College</td>
</tr>
</tbody>
</table>

| Submissions: | 12 |

<table>
<thead>
<tr>
<th>Offenses</th>
<th>Rate per 100,000 Population</th>
<th>Solved</th>
<th>% Solved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Criminal Homicide</td>
<td>N/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sex Related Offenses</td>
<td>N/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Robbery</td>
<td>N/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assaults</td>
<td>1</td>
<td>N/A</td>
<td>1</td>
</tr>
<tr>
<td>Property Offenses</td>
<td>28</td>
<td>N/A</td>
<td>2</td>
</tr>
<tr>
<td>Arson</td>
<td>N/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Drug Violations</td>
<td>3</td>
<td>N/A</td>
<td>3</td>
</tr>
<tr>
<td>Other Alcohol Crimes</td>
<td>2</td>
<td>N/A</td>
<td>2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>34 Reportable Offenses in 2011</th>
<th>2010</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Offenses</th>
<th>Solved</th>
</tr>
</thead>
<tbody>
<tr>
<td>5386 Students</td>
<td>0.63%</td>
</tr>
<tr>
<td>470 Employees</td>
<td>7.23%</td>
</tr>
<tr>
<td>5856 Total</td>
<td>0.58%</td>
</tr>
</tbody>
</table>
### WCCC Statistical Crime Percentage Report

<table>
<thead>
<tr>
<th>Offenses</th>
<th>Rate per 100,000 Population</th>
<th>Solved</th>
<th>% Solved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Criminal Homicide</td>
<td>N/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sex Related Offenses</td>
<td>N/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Robbery</td>
<td>N/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assaults</td>
<td>N/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Property Offenses</td>
<td>N/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>17</td>
<td>1</td>
<td>6%</td>
</tr>
<tr>
<td>Arson</td>
<td>N/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Drug Violations</td>
<td>N/A</td>
<td></td>
<td>100%</td>
</tr>
<tr>
<td>Other Alcohol Crimes</td>
<td>N/A</td>
<td></td>
<td>100%</td>
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**Submissions:** 12

**Year:** 2011

**Jurisdiction:** Westmoreland County Community College

<table>
<thead>
<tr>
<th>Offenses</th>
<th>Students</th>
<th>Solved</th>
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<tbody>
<tr>
<td></td>
<td>0.35%</td>
<td>0.0005%</td>
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<table>
<thead>
<tr>
<th>Offenses</th>
<th>Employees</th>
<th>Solved</th>
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<tr>
<td></td>
<td>4.09%</td>
<td>0.065%</td>
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<table>
<thead>
<tr>
<th>Offenses</th>
<th>Total</th>
<th>Solved</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>0.32%</td>
<td>0.0005%</td>
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WCCC Statistical Crime Percentage Report

<table>
<thead>
<tr>
<th>Offenses</th>
<th>Rate per 100,000 Population</th>
<th>Solved</th>
<th>% Solved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Criminal Homicide</td>
<td>N/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sex Related Offenses</td>
<td>N/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Robbery</td>
<td>N/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assaults</td>
<td>N/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Property Offenses</td>
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<td>N/A</td>
<td>10</td>
</tr>
<tr>
<td>Arson</td>
<td>N/A</td>
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</tr>
<tr>
<td>Drug Violations</td>
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<td>N/A</td>
<td>2</td>
</tr>
<tr>
<td>Other Alcohol Crimes</td>
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<td>N/A</td>
<td>1/13</td>
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<table>
<thead>
<tr>
<th>35 Reportable Offenses in 2011</th>
<th>2012</th>
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<tbody>
<tr>
<td>6400 Students</td>
<td>0.55%</td>
</tr>
<tr>
<td>1105 Employees</td>
<td>3.17%</td>
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<tr>
<td>7505 Total</td>
<td>0.47%</td>
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</table>