



Westmoreland County Community College **2018 Annual Safety and Security Report**

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From the President



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, Coordinator of Security, security officers, Student Government Association, and our Facilities Department. 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. This information is provided for your review on our website and in compliance with federal law. We hope you find this report to be informative and if you have any questions about the report, we ask that you contact our Vice President of Enrollment Management at 724-925-4050.

Sincerely,

Tuesday Stanley
President

Notice of Non-Discrimination

Westmoreland County Community College will not discriminate in its educational programs, activities or employment practices based on race, national origin, sex, sexual orientation, disability, age, religion, ancestry, union membership or any other legally protected classification. Announcement of this policy is in accordance with state law including the Pennsylvania Human Resources Act and with federal law, including Titles V and VII of the civil rights act of 1964, Title IX of the Educational Amendments of 1972, Section 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and the Americans with Disabilities Act of 1990. Inquiries should be directed to the Affirmative Action Officer, (presently Sylvia Detar) at 724-925-4190 or in room 350 Student Achievement Center, Youngwood, PA 15697. This policy is applicable to all employment activity, all human resource matters inherent in the employer/employee relationship, and all educational programs.

Annual Safety and Security Report

Preparation of the Annual Security Report and Disclosure of Crime Statistics

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.

The college abides by the *Campus Security Act*, which requires colleges and universities to complete the following:

1. Publish an annual report every year by October 1 that contains three years of campus crime statistics and certain campus security policy statements.
2. 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."
3. Provide "timely warning" notices of those crimes that have occurred and "pose an ongoing threat to students and employees."
4. 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."

This Report is inclusive to all Westmoreland campus locations. Locations are listed as follows:

Youngwood Campus 145 Pavilion Lane Youngwood, PA 15697 724-925-4000	Westmoreland-Advanced Technology Center 1001 Technology Drive Mt. Pleasant, PA 15666 724-925-4269
Westmoreland-Fayette County 140 North Beeson Blvd. Uniontown, PA 15401 724-437-3512	Westmoreland-Indiana County 45 Airport Road 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 724-925-8090
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 2018.

Reporting Crimes and Other Emergencies

Students, employees and visitors are encouraged to report any criminal offense, suspected criminal activity or other emergency directly to the Westmoreland County Community College Security Department immediately, in one of the following ways:

1. On college phones, dial 911.
2. Personal phone devices should dial 911 for emergency assistance.
3. Emergency towers are located at the Youngwood, Latrobe, New Kensington and Advanced Technology Center locations. These devices allow push-to-talk capability and connect automatically with security. To activate the phone on the tower, push the red button and the phone will immediately call Security. The phone will automatically disconnect after approximately three minutes.
4. After calling 911, contact Westmoreland Security at 724-925-4250 or 4250 on any college phone.
5. Individuals making reports should state their name, call-back number and the nature of the incident.
6. Officers will then arrive at the scene to investigate and determine the need for further assistance.

A crime may also be reported directly to the local municipal police department by calling 911.

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. Westmoreland maintains a positive and collaborative working relationship with local police departments.

The college also encourages victims and witnesses to report crime on a voluntary and confidential basis. They may report this information by phone at 724-925-4250, email guards@westmoreland.edu, or 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](#).

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. Information that may easily identify victims or reporting parties will not be disclosed.

Park Police take reports on all criminal incidents at the Youngwood campus. When notified of a criminal incident, the Park Police will conduct a thorough investigation. 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. They may contact other law enforcement agencies as needed to assist in any investigations.

For incidents occurring at education centers, the Education Center Director may call security and/or the local police department. Security personnel at the centers are non-sworn security Officers and do not have the power of arrest conferred on a sworn law enforcement officer. Victims are encouraged to contact, or have security or the Director contact, the local law enforcement agency that has jurisdiction where the incident occurred. Students, staff members and guests are encouraged to report crimes and suspicious activities to Westmoreland Security. All reports are reviewed to determine appropriate action and discussed with the Vice President of Enrollment Management if students are involved.

Documentation of reported incidents are kept in the offices of the campus security department.

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 as many of the following as you can:

- Age, race, height, weight
- Hair color and style, beard and mustache
- Notable characteristics (acne, scars, glasses, mental state, etc.)
- Clothing description
- Location where last seen
- Last known direction of travel
- 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 Westmoreland security website.

Reporting to Campus Security Authorities

Westmoreland has identified certain persons on campus as CSAs. Based on Clery guidelines, CSAs 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.” An official is defined as “any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.” These persons 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. Administrative staff and Administrators
8. Vice Presidents and their Administrative Assistants/Secretaries.

About Westmoreland Security

The Vice President of Administrative Services provides oversight for the security and safety of the college. Providing professional safety and security services to the college community and educating its members on safety and security issues are important responsibilities of this department. Westmoreland Security is responsible for protecting life and property, preventing crimes on campus and providing other essential safety and security functions. No organization can act effectively without the assistance and cooperation of concerned and responsible members of the academic, staff and student communities. Westmoreland Security depends upon every person on campus to call and alert security when assistance is needed or observations indicate there is a security/safety risk to a member of the college community.

Westmoreland has a main campus and seven other locations. Extensive efforts are taken to promote a safe and secure place for learning while recognizing that each facility has unique security needs. College leadership works closely with local government and service providers to help ensure the security of our college community.

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

The college contracts with the Westmoreland County Park Police, Centurion Protection and Sunrise Security Patrol to provide professional safety and security services to the college community. Westmoreland Security provides emergency response to crimes in progress and to life threatening incidents, initial first aid, foot and vehicle patrols, safety escorts, traffic control and surveillance of college property to deter crime. The Westmoreland Security Coordinator acts as the liaison between contracted security and the college. The Westmoreland Security Coordinator can be reached at (724) 924-4000 x3250.

The Westmoreland County Park Police are the primary law enforcement agency of the Youngwood campus. The Park Police have a permanent office in Founders Hall in Suite 950. All inquiries about crime reports or services should be directed to them. Calls can be made to (724) 925-4250 or x4250 from a campus phone. Park Police provide two shifts of service on the Youngwood campus from 7:00 a.m. to 3:00 p.m. and 3:00 p.m. to 11:00 p.m. Lieutenant Jeff Mermon is the supervising officer stationed at the college.

Contract security services are also used at the college to cover the safety and security needs of the Youngwood campus to supplement the Park Police and at various education centers. Dial 911 in an emergency at any of the education centers. Stop at the front desk at any education center for non-emergency assistance from Westmoreland Security. The hours of both the Park Police and contract security are outlined in the following table.

Facility	Weekday Hours	Weekend Hours
Youngwood Campus	Monday – Friday Westmoreland County Park Police: 7 a.m.–11 p.m. Contract Security: 11 p.m.–7 a.m.	Saturday Westmoreland County Park Police: 7 a.m.–11 p.m. Contract Security: 11 p.m.–7 a.m. Sunday Contract Security for all shifts.
Advanced Technology Center	Monday - Friday Contract Security: 7 a.m.–11 p.m.	Saturday Contract Security: 7 a.m.–3 p.m.
New Kensington	Monday – Thursday Contract Security: 7 a.m.–11 p.m. Friday Contract Security: 7 a.m.–4 p.m.	Saturday Contract Security: 7 a.m.–3 p.m.
Latrobe	Monday – Thursday Contract Security: 7 a.m.–10 p.m. Friday Contract Security: 7 a.m.- 3 p.m.	
Fayette County	Monday – Thursday Contract Security; 7 a.m.-10 p.m. Friday Contract Security: 7 a.m. – 3 p.m.	
Indiana County	Monday – Thursday Contract Security; 7 a.m.-10 p.m. Friday Contract Security; 7 a.m. – 3 p.m.	

Murrysville	Monday – Thursday Contract Security; 7 a.m.-10 p.m. Friday Contract Security; 7 a.m. – 3 p.m.	
<i>Hours and personnel are subject to change based on class schedules.</i>		

Working with Local Law Enforcement

While we have no formal contract in place with local law enforcement, Westmoreland will contact and work with the various law enforcement agencies where college facilities are located as needed. 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. With the exception of the Westmoreland County Park Police, there are no written memoranda of understanding between Westmoreland and local Police Departments regarding the investigation of alleged criminal offenses.

Daily Crime Log

Westmoreland Security maintains a Daily Crime Log of all criminal incidents reported to the Department. The log is available to members of the public. This log identifies the type, location and time of each criminal

incident reported to campus security. A separate log is maintained at each campus location with the exception of the Public Safety Training Center. The Public Safety Training Center does not have security onsite and therefore a crime log is not maintained at that location. However, criminal statistics are collected for the Public Safety Training Center from local law enforcement agencies as required by Clery and reported in the tables shown in this report.

If You are Victimized

Victims are encouraged to report crimes immediately. In cases where victims are unable to report a crime, witnesses are encouraged to do so on their behalf.

Westmoreland recognizes that crime victims may not elect to involve police or seek disciplinary action. Nonetheless, resources are available to them.

Availability of Counselors

Victims of crimes against persons are encouraged to contact a counselor through the Advising and Counseling Center, located in the Student Achievement Center, at education center locations, or through the Title IX Coordinators by email or phone. Under law, counselors have the duty to report crimes in which a serious and ongoing threat to the student or to the campus community is known. Furthermore, counselors at Westmoreland are obligated to report violations of Title IX. Finally, counselors are required to report in a timely manner.

The Westmoreland Campus Assessment, Response and Evaluation Team (CARE)

Sometimes, members of the college community demonstrate concerning behavior. The CARE Team is designed to be helpful in these situations.

Westmoreland has two distinct CARE teams functioning for students and employees. These teams exist to serve as a collaborative network, focused on the prevention and early intervention of students and staff who are experiencing distress or are engaging in harmful or potentially harmful behaviors. The CARE team identifies these students and employees, develops intervention and support strategies and makes referrals as needed. Any member of the college community can refer a student or staff member believed to be at risk by completing a Notice of Concern form, which is located on the MyWestmoreland portal. The completed form is sent to CARE Team members for review. All information provided is confidential.

Campus Alert System

Westmoreland utilizes the Rave text messaging and email alert system for the purpose of notifying the community in a timely manner of important information. This system may also be used to help provide "timely warnings/notices" to the college community of threats to safety and security, as well as events that may interfere with the learning environment at the college. Students, faculty and staff are strongly encouraged to sign on to receive the alerts. There is no fee to participate in this messaging system. To sign on to the Rave system, go to the MyWestmoreland portal and click on the "Emergency Alerts" link. The Westmoreland

Marketing and Communications Department conducts a college-wide test of the system at the beginning of each semester.

Timely Warning Alert

Determination

A Timely Warning Alert will be issued when a serious, unresolved crime is committed on or adjacent to the campus and/or non-campus facilities and the crime creates a threat of immediate physical harm to faculty members, staff members or students, and the likelihood of repetition is such that a report is necessary to aid in the prevention of similar occurrences.

Timely Warning Alerts will not be issued if, in the professional judgment of security and administrative personnel, the crime is not considered to create a threat to the college community. Westmoreland is not required to issue a Timely Warning Alert for crimes reported to a pastoral or professional counselor.

The Westmoreland Marketing and Communications department is responsible for writing, developing and sending Timely Warning Alerts.

Content

Timely Warning Alerts describe the alleged actor(s), the nature, date, time and location of the crime, and the type of precautions that individuals should take to prevent similar occurrences. Alerts do not contain identifying information about the victim(s).

Distribution

Timely Warning Alerts are distributed to all affected administrative offices, college president, deans, directors and department heads for dissemination to persons within their areas of responsibility.

In addition, alerts will be made available at college buildings and displayed on the college Security website for 30 days or until the crime is resolved, and reported to the campus' Marketing and Communications Department for changes on the website.

Alerts may also be disseminated using the college's Rave text alert system. You may sign up to receive alerts via RAVE text message. RAVE will notify the individuals through text and/or email. Students and employees are encouraged to sign up for this service upon enrollment, hiring or throughout the year.

Obtaining College Crime Reports

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.
- Security concerns may be printed in the Westmoreland Weekly. The college has 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 every month 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. Students, faculty, staff and guests are encouraged to review the security statistics located on this site, as well as other pertinent information, such as the Westmoreland emergency plan, safety tips, security related policies, hours of operation and mechanisms for contacting Westmoreland Security.

Megan's Law Information and Criminal Records

Under the federal *Campus Sex Crimes Prevention Act*, any person who is required to register with the commonwealth as a sex offender under Pennsylvania's Megan's Law must notify the state if they are employed or are enrolled as a student at a college or university. The law also requires institutions of higher education to advise the campus community how to obtain information on current registered sexual offenders and predators residing within the campus community. Information regarding registered sex offenders residing around the college campus and education centers may be obtained by visiting the Pennsylvania Megan's Law website at www.pameganslaw.state.pa.us.

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. All prospective employees are also screened in state and federal criminal records databases and the state child abuse registry consistent with the requirements of Act 153.

Fire Safety Information

College community members should report any fire event regardless of size by activation of a manual pull station and after evacuating to a safe area by calling 911 from a personal or college phone. Students, staff, faculty and guests should report any evidence of an extinguished fire to the Park Police or Westmoreland Security by calling (724) 925- 4250. After evacuating from the building, head to a safe area, located in various sites on college-owned property.

Students, faculty and staff are encouraged to report any problems with fire protection systems to the Facilities Management Department at (724) 925-4093. College facilities are equipped with fire detection systems, fire extinguishers, smoke/heat detectors and fire alarms.

Emergency Management and Response

The Westmoreland Emergency Response Team is responsible for the development, maintenance and promulgation of the Emergency Response Manual and the Emergency Operations Plan. Together, these are designed to be a disaster response and emergency management plan that complies with FEMA guidelines for Higher Education including planning, mitigation, response and recovery.

Drills, Exercises and Training

The Westmoreland Emergency Response Team will schedule at least one emergency response exercise or drill every year, such as a tabletop exercise or field exercise. These exercises and drills are designed to test the campus response to emergency scenarios and to test expectations concerning shelter in place, evacuation guidelines, contingency plans and continuity of operations plans. The results of these tests will be publicized, documenting for each test a description of the exercise, the date, time, and whether the test was announced or unannounced.

College departments are responsible for developing contingency plans and continuity of operations plans for their staff and area of responsibility.

Emergency Notification

Westmoreland is committed to ensuring that the campus community receives timely, accurate and useful information in the event of a significant emergency or dangerous situation on campus or in the local area that poses an immediate threat to the health and safety of our community.

Procedures Used to Notify the Campus Community

In the event of a significant emergency or dangerous situation that poses an immediate threat to members of the campus community, the Rave text message notification system will be used to send emergency messages within minutes of an incident.

Alerts sent by Rave are also sent to the college community through the college email system. Other forms of emergency communication include the use of social media, the phone paging system and the use of runners if other means of electronic communication are unavailable.

Initiating the Emergency Notification System

The college will utilize its employees, Park Police and Westmoreland Security to confirm the existence of a significant emergency or dangerous situation.

Once an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the college community becomes known, the Westmoreland Marketing and Communications Department is contacted to issue an emergency notification. 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 issuing a notification will, in the professional judgement of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate an emergency.

The Westmoreland Marketing and Communications Department is the college's authorized representative to issue emergency communications and can do so without seeking prior authority if waiting for authorization could result in the loss of life or injury.

Determining the Appropriate Segment of the Campus Community to Notify

Westmoreland officials and/or local first responders on the scene of a critical incident or dangerous situation will assist those preparing the emergency notification with determining what segment or segments of the Westmoreland community should receive the notification and by what means that notification will occur.

Generally, college community members in the immediate area of the dangerous situation will receive the emergency notification first. Subsequent notifications may then be issued to a wider group of people. If the situation affects a significant portion of the entire college Westmoreland Security will notify the college community.

Determining the 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 those cases where no pre-determined template message is available, the individual who sends the alert will send the most succinct message to convey the appropriate information to ensure individuals are aware of the situation and can take the appropriate steps to protect themselves. 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 Greater 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 and cabinet with public relations issues pertaining to incidents. The Marketing and Communications Department works proactively with all media outlets throughout the year, establishing and maintaining a quality public relations program. Notification could be in multiple forms including postings on Facebook, Twitter, the college website and other social networking platforms.

Evacuation Procedures

Park Police and Security shall be responsible for the safe evacuation of all persons utilizing the college's facilities in the event of natural disasters, civil disturbances, and active threats. The severity of the incident will determine the response by Westmoreland. If large scale events occur that are beyond the resource capabilities of the college, officials will request assistance from outside emergency resources. The need to implement evacuation from a campus building or the entire campus shall be based upon information received by or furnished to the college.

The information may be in the form of instructions or advice from local emergency management, the Governor's Office, or other officially recognized agency. Full or partial evacuations may be necessary as a protective action to reduce campus community members' exposure to a hazard. Protective actions may reduce time of exposure, create distance from the danger, or provide shielding from a specific hazard.

Hazards that may require an evacuation include:

- Fire
- HAZMAT release
- Bomb threat or suspicious device/package
- Hostile intruder
- Severe weather conditions
- Hazard that renders facilities uninhabitable (such as a massive utility failure)

Exercise of Judgment and Contingencies: The actions described are basically standard by nature. When situations arise for which the procedures to be followed are not fully prescribed in the college's Emergency Operations Plan (EOP), responsible personnel will be expected to exercise good judgment, make appropriate decisions, and provide any support necessary.

As part of the decision-making process relative to an evacuation, the evacuation ideally would be completed well before the arrival of a hazard. When there is little to no warning time, a shelter-in-place decision/order may be more appropriate. Additional factors to consider beyond warning time when deciding on whether or not to evacuate include:

- Size and geographical area affected
- Population density of the surrounding area
- Capacity and condition of the road network
- Are sufficient transportation resources available – college transportation, public transportation, and private transportation?
- Are there safe alternatives?
- Ability of campus facilities to provide shielding from the hazard
- Ability of facilities to support the population
- Local considerations and local police and emergency resources support

Scope of an Evacuation: The scope of an evacuation can include a single building, a group of buildings, and/or a large geographical area. The scope could go beyond the borders of the institution, and/or the college may be impacted by an evacuation initiated by the local authorities. Size and scope considerations must be included in the overall decision-making process.

Building Evacuation

All building occupants are required to evacuate when the fire alarm sounds or upon the order of an authorized college official, such as a Police or Security Officer. Move to the closest exit and exit the building in a safe and orderly manner. The closest exits are marked on emergency exit maps located in each classroom, or demarcated by exit signs. Take personal belongings with you. Do NOT use elevators.

Remain at least three hundred (300) feet outside of the building and await further instructions. Keep roadways open, and beware of approaching emergency vehicles. Notify emergency responders of anyone trapped, especially anyone with a physical disability

Large-scale Campus Evacuation:

If evacuation of part or all of the campus is necessary, monitor text message/voice alert system, email, and the college's website for additional information.

Those in need of transportation will be directed to areas to await transport to an off-campus site

How to Shelter-In-Place

If you can safely evacuate a potentially dangerous or hazardous situation, do so immediately. If you cannot safely evacuate and you are inside, stay where you are. Collect any emergency shelter-in-place supplies and a telephone to be used in case of emergency. If you are outdoors, proceed into the closest building quickly or follow instructions from emergency personnel.

Locate a room to shelter inside. It should be:

- An interior room;
- Above ground level; and
- Without windows or with the least number of windows. If there is a large group of people inside a particular building, several rooms may be necessary.

Shut and lock, if possible, all windows (tighter seal) and close exterior doors. Doors and windows may need to be barricaded, if possible. Turn off air conditioners, heaters, and fans. Close vents to ventilation systems as you are able. Make a list of people with you and ask someone to call the list into 911 to inform them where you are sheltering. Turn on a radio or TV and listen for further instructions. Make yourself comfortable.

Emergency Flip Book

Westmoreland students and staff have access to a digital "Emergency Flip Book." The book contains a list of emergency scenarios and the suggested response. The book is located on the student and employee portals under security. Please take the time to become familiar with the book before an emergency happens.

Access to College Facilities

Westmoreland uses a combination of electronic door access and a traditional lock and key system to secure its facilities. Education centers are open when classes are in session. The Youngwood campus is open from 7:00 a.m. until 10:00 p.m. Monday through Friday and on Saturdays when classes are in session. Key and card access to buildings during other hours or to access certain secure areas within each building are issued to personnel who have demonstrated a need to have building access.

Campus Security Considerations

Westmoreland is committed to campus safety. Emergency towers and call stations are in place at the Youngwood campus, Advanced Technology Center and the New Kensington and Latrobe education centers. These towers and call stations can be used in an emergency to connect you with Westmoreland Security.

Westmoreland 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.

On any normal college workday, there are many college support personnel whose jobs include inspection of the entire college 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 college 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 (724) 925-4093 to report any security or maintenance problems.

Firearms/Offensive Weapons Policy

Westmoreland County Community College explicitly prohibits the use of weapons of any kind on its campus or education center locations. For specifics for students and employees, please refer to the policies below.

Employee 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.

- I. A weapon is any instrument or implement which is capable of inflicting serious bodily injury and shall include but not be limited to:
 - a. Any rifle, shotgun, machine gun or other firearm, or antique firearm suitable for use
 - b. 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
 - c. Any starter pistol, flare gun, zip gun, spear gun, dart gun, sling shot or ammunition of any type for weapons governed by these regulations
 - d. 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
 - e. Any striking instruments, including but not limited to clubs, truncheons, blackjacks, metal knuckles or sap gloves
 - f. Any martial arts weapon, including but not limited to nunchaku, tonfas, staffs and throwing stars

- g. Any bow and arrow combination
 - h. Any device that discharges a chemical irritant or tear gas, including but not limited to smoke grenades
 - i. 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
 - j. Any explosive device, including but not limited to hand grenades, bombs, black power, smokeless powder, percussion caps, friction primers and pyrotechnic fuses
 - k. 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:
 - i. Any blank cartridge or toy cannon in which explosives are used
 - ii. The type of balloons that require fire underneath to propel them
 - iii. Firecrackers, torpedoes, skyrockets, roman candles, aerials or other fireworks of like construction
 - iv. Any fireworks containing any explosive or flammable compound or any tablet or other device containing explosive device
- II. Westmoreland prohibits all persons who enter college buildings, college property or other recreational fields from carrying a weapon with the following exceptions:
- a. Any certified law enforcement personnel with arrest powers, including, but not limited to: sheriffs, constables, municipal police officers, Pennsylvania State Police and the FBI
 - i. When any certified personnel permitted in 1 above who are on duty in plain clothes, the weapon must be concealed at all times
 - ii. Must have prior authorization from the director of Human Resources.
 - b. 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:
 - i. the student has been directed by a certified NRA or Municipal Police Officers' Education and Training Commission firearms instructor, and
 - ii. the weapon shall not be exposed to public view, and
 - iii. the weapons shall be unloaded, and
 - iv. the weapon shall be transported in a secure, wrapped enclosure or package, and
 - v. the weapon shall be on school property for only that limited period of time necessary to fulfill the required education objective.
 - c. 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.
- III. Westmoreland 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.

Student Policy

Westmoreland students are expected to preserve the health, safety, and welfare of the campus community. Use, possession, sale, purchase or concealment of any firearms, licensed or unlicensed, including BB/Pellet guns, sling shots, and sharp edged objects which can be used as weapons, explosives or dangerous chemicals are violations of this standard. Please see the Student Handbook and the Code of Student Conduct for additional information.

Crime Prevention and Safety Awareness Programs

Westmoreland is committed to providing supportive programming to students and employees regarding health and safety issues. For example, the Office of Student Life has provided programs for the prevention of crimes, violence, abuse and misconduct. The Division of Enrollment Management has provided Title IX training to faculty, staff and students in various modalities. In addition, the college included training within its PDV 101 course, which is a graduation requirement for all degree programs.

Westmoreland partners with various agencies to assist students and employees with various needs in their everyday life. With respect to abuse and violence, the Westmoreland counseling staff and CARE team use various agencies and referrals. Many of their telephone numbers and hotlines can be seen on the flyers located throughout the campus and can be found in the Resources section of this document.

- Pamphlets: Crime Prevention pamphlets on a variety of subjects are available from the Campus security Department.
- First Year Seminar: This course provides strategies for adjusting to college culture and understanding college expectations. Students learn about the college's resources, services, policies and educational technology. Social responsibility, cultural competence and integrity are discussed and practiced as necessary components for success in college and beyond.
- Armed Intruder Training: Students, faculty and staff are able to attend one of numerous programs held at various locations discussing the Department of Homeland Security response to an armed intruder. These sessions include a practical scenario where attendees utilize methods discussed in the presentation.
- Drug & Alcohol Awareness: Stall Stories, a student newsletter posted in campus restrooms each week, included information about the risks of drug and alcohol abuse and listed contact information for how and where to seek help within the local area.
- New Year, New You: Students engaged in activities promoting good mental health, goal setting and self-awareness.
- Valentine's Day Healthy Relationships: Resource table and games provided to help students better identify healthy relationship behaviors.
- "Heroin(e)" and "Recovery Boys" Documentary Series and Speaker Panel: A documentary series featuring the Netflix documentaries "Heroin(e)" and "Recovery Boys, films focused on the impact of heroin addiction in a small community in West Virginia. Both screenings were followed by a speaker panel comprised of local experts working in the field.
- Mardis Gras Mix-off: Student organizations competed in a non-alcoholic drink competition. Attendees were able to sample the mocktails and vote on their favorite. Also included was an alcohol trivia game that students had to complete.
- Spring Carnival: A representative from the Blackburn Center Emergency Shelter for Victims of Domestic Violence hosted an activity during Spring Carnival to help students identify signs of domestic violence.
- Stress Less Week: Opportunities were provided to engage in wellness activities to promote good mental health. Resources were provided.
- Give Yourself a Hand: This program, presented by the Blackburn Center Emergency Shelter for Victims of Domestic Violence, gave students the knowledge and tools to help support victims of violence.

- Understanding Addiction... from Onset Through Recovery: Co-founder of the New Freedom Recovery Center presented on the cycle of drugs and alcohol and recovery options.

Code of Student Conduct

Westmoreland is a learning-centered college focused on student success; therefore, a positive educational environment is imperative. To ensure the health, safety, protection and positive learning environment, Westmoreland has established the Code of Student Conduct.

Westmoreland holds that the purpose of the policies regarding the student conduct and disciplinary process is to establish guidelines for the educational environment within the college. Further, Westmoreland views the student conduct in a holistic and developmental manner; thereby, seeking educational growth and development throughout the process. Whereas Westmoreland is a learning-centered environment, every member of the campus community should familiarize themselves with the Code of Student Conduct, Student Handbook and College Catalog.

Statement of Jurisdiction and Authority of Administration

The policies and procedures regarding conduct and disciplinary action can be found in the student handbook and are applicable to any Westmoreland location or function, the use of college properties and college-sponsored events and activities on or off campus. Westmoreland reserves the right to take any necessary and/or appropriate steps to protect the safety and well-being of the campus community. While Westmoreland's jurisdiction will generally be limited to conduct occurring on campus properties or at Westmoreland sponsored activities, a student who is charged with a crime as a result of off-campus behavior, and who represents a risk to the reputation, health or safety of the campus community may also be subjected to the Code of Student Conduct disciplinary process. Finally, jurisdiction may be extended when a student, or student organization, commits a prohibited act off campus against a student, faculty or employee of Westmoreland, or the college itself, when such an act is related to the student or accuser's status within the college.

The vice president of Enrollment Management has been designated by the college president as the person responsible for implementing and enforcing the Code of Student Conduct. In cases where conflicts of interest arise, the vice president of Enrollment Management's designee will coordinate the process.

Disciplinary Actions for Violation of the Student Code of Conduct

Disciplinary actions for violations of the Code of Student Conduct can include, but are not limited to:

- a. Educational Sanctions- A student may be assigned a paper, a project and/or readings which must be completed within a prescribed timeframe and are designed to help students who violate the Code of Student Conduct reflect and learn from their violations.
- b. Probation- Terms of probation may include restricted access to designated areas of campus (e.g. Cafeteria, Library, etc.) and/or restricted participation in college activities or athletics. If a student violates the restrictions imposed, or becomes involved in any other violations of conduct while on

disciplinary probation, additional sanctions may be imposed after a meeting with the vice president of Enrollment Management, up to and including suspension or dismissal from the college. Probationary notice is to be given to the student in writing with the terms of the probation and the rationale carefully detailed.

- c. Written Warning- A Written Warning is a letter from the vice president of Enrollment Management to a student found in violation of the Code of Student Conduct. The specific violation is to be stated in the letter along with a rationale for why it violates the Code of Student Conduct, and it will be copied to the president of the college.
- d. Restitution- Any student found in violation of the Code of Student Conduct that has an associated expense to the college or members of the campus community may be required to make financial restitution to all parties involved. Failure to do so within a given period of time could result in further disciplinary action.
- e. Monetary Fines- Monetary fines could be imposed in cases where deemed necessary.
- f. Community Service- an unpaid service to the benefit of the campus community, or community at large. Failure to comply within a given period of time could result in further disciplinary action.
- g. Dean's Hold- A hold applied to the student's account that prohibits all academic and financial transactions without the consent of the vice president of Enrollment Management.
- h. Mandated referral to an evaluation by psychologist, or mental health professional.
- i. Withdrawal for a Course- The vice president of Enrollment Management, or designee, may choose to withdraw a student from a course or transfer them to another section.
- j. Classroom Removal- A faculty member may temporarily remove a student from class who disrupts the educational environment. If the faculty member removes the student for more than one class session, he/she will submit a written report within 48 hours of the incident for review by the vice president for Enrollment Management. A Conduct Meeting will be scheduled on a priority basis and decisions as to whether or not a student can return to class will be made in consultation with the faculty member.
- k. Suspension- Suspension shall be a specific period of time in which a student is prohibited from enrolling at the institution. Typically, a student who is suspended will receive a "W" for all of his/her courses.
- l. Expulsion- Expulsion is the immediate removal of a student from the college prohibiting future enrollment at the institution. Typically, a student who is suspended will receive a "W" for all of his/her courses.

Civil Rights/Title IX Policy and Complaint Procedure

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 requirement, 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).

These policies and procedures are available and applicable to all members of the college community:

- Students
- Employees
- Trustees
- Guests
- Third Party Vendors

Types of behavioral misconduct, on the basis of actual or perceived membership in a protected class, that are covered under this policy and procedures include, but are not limited to:

- | | |
|------------------------------|-----------------------|
| • Bullying, Discrimination, | • Domestic Violence |
| • Harassment | • Dating Violence |
| • Hazing | • Sexual Exploitation |
| • Intimidation | • Stalking |
| • Sexual Misconduct Offenses | • Cyber-bullying |
| • Sexual Assault | • Cyber-stalking |
| • Sexual Harassment | • Cyber harassment. |

This procedure does not apply to Academic complaints, with the following exceptions:

- Complaint alleges that an academic decision was determined as a result of discrimination and/or harassment.
- Complaint alleges that an individual was denied participation in an academic program or activity due to discrimination and/or harassment.
- Complaint alleges that discrimination and/or harassment impacted or altered an individual's ability to perform academically.

Procedural Jurisdiction: This procedure applies to conduct that takes place in the following: Westmoreland College campus and education centers (inclusive of parking lots and grounds); any activity that is sanctioned, organized or coordinated by the college, on or off campus, including but not limited to: clinicals, internships and externships; community activities; and off-campus sites offering credit or non-credit classes and/or programs.

Definitions

Complainant(s) is a person who is subject to alleged protected class discrimination, harassment or related retaliation.

Respondent(s) is a person whose alleged conduct is the subject of a complaint.

Bullying is defined as behavior, which is inappropriate and unwelcomed harassment regardless of whether it occurs verbally or through other communication or physical contact that targets an individual or group because of characteristics about that group. Title IX bullying includes discrimination based on gender and/or sexual orientation. Bullying behavior may include any of the following forms and is not limited to these examples:

- Verbal abuse, such as the use of name – calling, using the targeted person or group as the butt of a joke or jokes, derogatory remarks, insults, maligning ridicule
- Inappropriate electronic communication, such as electronic mail, text messaging, voice mail, pagers, website, online chat rooms and social media in a threatening, intimidating or humiliating manner
- Verbal or physical conduct meant to threaten, intimidate and/or humiliate the target individual or group
- Sabotage behavior (undermining) a target individual or group with regard to their work performance or efforts in attaining an education
- Implicit physical contact, which may include but is not limited to pushing, shoving, kicking, poking, tripping, assault, threats and damage to personal or work property.

Consent is defined as knowing, voluntary and clear permission by word or action, to engage in mutually agreed upon sexual activity. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable permission regarding the conditions of sexual activity. Consent to one form of sexual activity cannot imply consent to other forms of sexual activity. Previous relationships or consent cannot imply consent to future sexual acts. Consent cannot be procured by use of physical force, compelling threats, intimidating

behavior or coercion. If you have sexual activity with someone you know to be—or should know to be—mentally or physically incapacitated (by alcohol or other drug use, unconsciousness or blackout), you are in violation of this policy. 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 defined as abusive behavior or pattern of abusive behaviors used to exert power and control over a dating partner. Whether such a relationship exists will be gauged by the length, type and frequency of interaction between the partners.

Discrimination is defined as actions that deprive members of the college community of educational, extracurricular (including athletics) or employment access, benefits or opportunities on the basis of their actual or perceived membership in a protected class.

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 or employment 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 defined as 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.

Harassment is defined as acts of systematic and/or continued unwanted actions of one party or a group, including verbal abuse, threats and demands.

Intimidation is defined as implied threats or acts that cause an unreasonable fear of harm in another.

Reasonable Accommodation for students, defined as approved modifications of programs, appropriate academic adjustments or auxiliary aids that enable them to participate in and benefit from all educational programs and activities, unless to do so would cause undue hardship.

Reasonable Accommodation for employees is defined as any modification or adjustment to a job or the work environment that will enable a qualified applicant or employee with a disability to participate in the application process or to perform essential job functions, unless to do so would cause undue hardship.

Sexual Assault is defined as a person engaging in sexual intercourse or deviate sexual intercourse with another person without their consent; includes rape, fondling, grabbing someone sexually, sexual harassment, stalking, domestic, dating violence and many other behaviors. 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 Exploitation is defined as behavior that takes non-consensual or abusive sexual advantage of another for the abuser's advantage or benefit, or to benefit or advantage anyone other than the one being exploited, examples are, but not limited to:

- Prostituting another student;
- Non---consensual video or audio---recording of sexual activity;
- Going beyond the boundaries of consent (such as letting your friends hide to watch you having consensual sex);
- Engaging in peeping behaviors
- Knowingly transmitting an STI or HIV to another student.

Sexual Harassment is defined as unwelcome, gender-based verbal or physical conduct that is sufficiently severe, pervasive and objectively offensive that unreasonably interferes with or deprives someone of educational or employment access, benefits or opportunities. Sexual Harassment is a form of sex discrimination that is illegal under both federal and state law and is strictly prohibited by the college.

Three types of Sexual Harassment:

- **Hostile environment** includes any situation in which there is harassing conduct that is sufficiently severe, pervasive and objectively offensive that it alters the conditions of education or employment, from both a subjective (the alleged victim's) and an objective (reasonable person's) viewpoint.
- **Quid pro quo** sexual harassment exists when there are unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature and submission to or rejection of such conduct results in adverse educational or employment action.
- **Retaliatory harassment** is any adverse employment or educational action taken against a person because of the person's participation in a complaint or investigation of discrimination or sexual misconduct.

Sexual Violence is defined as 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 is defined as 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 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 counseling.

Guidance on Reporting a Complaint

Prompt reporting is encouraged, because facts often become more difficult to establish as time passes. The college will take prompt and appropriate action in response to all reports in order to end the conduct, prevent its recurrence and address its effects. The ability of the college to take disciplinary action against the respondent is limited if the respondent is no longer a member of the college community. If the respondent is a staff member, faculty member or student and leaves the college with a pending complaint, the respondent will not be permitted to return to the college until the complaint is resolved through this complaint procedure.

Due to the potential severe nature of discrimination and/or harassment issues, the complainant does not have to address the issue directly with the respondent and/or with the respondent's supervisor (if applicable), as the initial means of resolution.

Civil rights complaints can be submitted initially in the form of a verbal statement or written complaint. If the complaint progresses to a formal phase, a written statement will be required. If the complainant does not want to submit a written statement, the Civil Rights/Title IX Coordinator can prepare a statement of facts, which is approved by the complainant.

Students: Any student (credit or non-credit) can report misconduct (described above) directly to the Vice President of Enrollment Management. Students can also report misconduct to the Civil Rights/Title IX Coordinator or any other Reporting Agent(s) named in this policy without fear of retaliation.

Employees: Any employee (faculty, staff or administrator) can report misconduct to their direct supervisor or the Director of Human Resources. Employees can also report misconduct to the Civil Rights/ Title IX Coordinator or any other Reporting Agent(s) named in this policy without fear of retaliation.

Guests and Third Party Vendors: Any guest or third party vendor can report misconduct to the Civil Rights/Title IX Coordinator and/or to the Director of Human Resources directly.

Mandatory Employee Reporting Responsibility

All employees who are aware of any incidents of sexual misconduct or other potential civil rights violations are responsible for bringing any such complaints to the direct attention of the Civil Rights/Title IX Coordinator or to a Reporting Agent. In addition, designated responsible employees, to include deans, directors, coordinators, advisors, counsellors, coaches and all members of Human Resources, Security and Student Services, have a duty to assist and inform complainants as to the following.

- The availability of counselling services and appropriate referrals.
- The complainant's reporting options, including the choice to decline notifying law enforcement authorities altogether.
- The responsible employee's affirmative duty to appropriately report the incident to the Civil Rights/Title IX Coordinator.

The college is required to conduct a prompt, thorough and impartial investigation of sexual misconduct and other civil rights violations regardless of whether or not a formal complaint is filed. Failure on the part of a college employee to report an incident can result in disciplinary action, up to and including termination.

Statement of Complainant's Rights

- To be treated with respect by college officials.
- Interim measures to prevent continued discrimination, harassment or retaliation, if deemed necessary.
- To be free from retaliation.
- To have complaints heard in substantial accordance with these procedures.
- To be informed in writing of the outcome/resolution of the complaint, sanctions where permissible and the rationale for the outcome where permissible.

Statement of Respondent's Rights

- To be treated with respect by college officials.
- To have complaints heard in substantial accordance with these procedures.
- To be free from retaliation.
- To be informed of the outcome/resolution of the complaint and the rationale for the outcome, in writing.

False Reporting

It is a violation of college policy to file a knowingly false or malicious complaint of an alleged civil rights violation. A false report will result in disciplinary action. A complaint filed in good faith under this provision will not result in disciplinary action.

Retaliation

Complainants who make good faith complaints are protected from retaliation pursuant to Title IX, VAWA and the Campus SaVE Act, this policy, 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/cyber-stalking, bullying/cyber-bullying, 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. Retaliation of respondents is also against this policy and procedure. Acts of retaliation need brought to the attention of the Civil Rights/ Title IX Coordinator and/or Reporting Agent(s) for further investigation.

Complainant Request for Confidentiality or No Action

If at any point the complainant requests that his/her name or other identifiable information be held confidential with respect to the respondent or decides not to pursue action by the college, the college will make all reasonable attempts to respond to the complaint consistent with the complainant's request. However, the college's ability to investigate and respond to the conduct may be limited. Recognizing that the college has a legal obligation to review all reports, the college will weigh the complainant's request against such factors as the seriousness of the alleged conduct, whether there have been other complaints of a similar nature against the same respondent, the college's commitment to provide a reasonably safe and non-discriminatory environment, and the rights of the respondent to receive notice and relevant information before disciplinary action is taken. If the college determines that it is necessary to proceed with the complaint procedure or implement other appropriate remedies, the complainant will be notified by the Civil Rights/Title IX Coordinator of the college's chosen course of action.

Information provided by college employees shall be shared with other college employees and law enforcement on a "need to know" basis.

Reporting Agents

The following Reporting Agents are designated as those persons who are charged with coordinating the college's implementation of this policy with the Civil Rights/Title IX Coordinator, and investigating complaints of unlawful discrimination, sexual misconduct or retaliation for the college. They may be contacted to initiate an investigation under the policy and/or to answer questions regarding this policy. The college also reserves the right to retain an outside investigator(s) to investigate complaints regarding violations of this policy.

The complainant or the respondent might allege that the investigator has a substantial conflict of interest that might impair his/her ability to conduct a fair and impartial investigation of the allegations. In that event, details supporting the alleged conflict of interest must be submitted, in writing, to the Civil Rights/Title IX Coordinator within five days of receiving notice of the identity of the Reporting Agent. A determination will be made about the existence of a conflict of interest and, if such a conflict is found to exist, an alternative investigator will be appointed as expeditiously as possible. In the event that a request is made and an alternate investigator must be appointed, any specific timeline provided for in the complaint procedure shall be suspended pending the determination and/or appointment.

Reporting Agents' Contact Information:

Civil Rights/Title IX Coordinator
Student Achievement Center, 145 Pavilion Ln,
Youngwood, PA 15697
Email: titleixcoordinator@Westmoreland.edu
Phone: 724-925-4050

Affirmative Action Officer

Student Achievement Center
145 Pavilion Lane, Youngwood, PA 15697
Phone: 724-925-4190

Filing a Complaint

Anyone who believes that he or she has encountered unlawful discrimination, sex discrimination, sexual harassment, sexual bullying, sexual violence, domestic violence, dating violence or stalking as prohibited by this policy is advised to preserve all evidence that may assist in proving the allegations of the complaint. Such evidence may also be helpful in obtaining a protective order if necessary. A complaint should be filed within 24 to 48 hours of the incident or knowledge of the incident. Within two business-days of receipt a complaint, the Civil Rights/Title IX Coordinator and/or Reporting Agents (as listed above) will determine if an investigation is needed. Depending on the facts and circumstances of the specific complaint, the Civil Rights/Title IX Coordinator and/or Reporting Agents will immediately contact agencies and organizations to effect immediate relief, care and support for the complainant and/or the victim in any given case including but not limited to:

1. The closest, competent health care facility
2. The Police Department and Campus Safety
3. A Student Support Referral
4. The Employee Assistance Program (EAP) 5 . Available county victim services.

As an immediate priority, care will be taken to ensure the safety and well-being of the complainant and/or victim, and to exercise all precautionary measures to prevent a repeat of the alleged incident of sexual misconduct. Accordingly, interim measures such as a temporary suspension, may be implemented pending a hearing on the matter. The Civil Rights/Title IX Coordinator and/or Reporting Agents will inform the complainant in a case of sexual violence, dating violence, domestic violence, sexual assault or stalking, of the right to file a criminal complaint with the authorities.

Investigation

The Civil Rights/Title IX Coordinator and Reporting Agents will enable a prompt, fair and impartial investigation into any allegation of unlawful discrimination, sexual misconduct or retaliation, by trained investigators, so as to enable a prompt and equitable response under all circumstances and in a fair and expeditious manner. The investigation will be completed within fifteen business-days of receipt of the complaint by a trained and designated investigator for the college, unless the time-frame must be extended for good cause by the Civil Rights/Title IX Coordinator. The designated investigator will allow the parties to present witnesses and other evidence during the investigation. The investigation will continue whether or not the complaint is also being investigated by another agency or law enforcement unless this investigation would impede law enforcement's investigation. If the investigation is suspended during an investigation by law enforcement, the college will implement interim steps to protect the complainant and/or victim's safety.

This procedure gives an overview of the manner of investigating complaints, but point should be taken that not all complaints are of the same complexity or severity. For this reason, the procedures are flexible, not exact since situations can vary, but there will be a priority to be consistent with similar situations.

Process following the investigation will be dependent upon the determination of the investigation, as follows:

1. A decision not to pursue the allegation due to the lack of or insufficient evidence. The matter will be closed.

2. A decision on the complaint for an informal or administrative resolution, particularly in uncontested allegations.
3. A decision to proceed with a formal hearing.

Conclusion of an Investigation with an Administrative Resolution

Upon completion of the investigation, the individual(s) who made the complaint and the individual(s) against whom the complaint was made will be simultaneously be advised of the results of the investigation in writing and, where a remedy is determined to be appropriate, to inform the parties of the steps that will be taken to remedy the situation. Any case of discrimination, sexual harassment or retaliation, or sexual misconduct will be referred to the appropriate administrative division's Vice-President for further prompt and equitable proceedings, commensurate with the recommendation and findings of the resulting from the investigation.

The entire process, from complaint to recommendation for resolution prior to any appeal, should be conducted in a prompt and equitable manner, and should be completed no later than forty-five days from receipt of a complaint.

Extensions may be granted under extenuating circumstances, upon review by the Civil Rights/Title IX Coordinator. All actions taken to investigate and resolve complaints through this procedure shall be conducted with as much privacy, discretion and confidentiality as possible without compromising the thoroughness and fairness of the investigation. All persons involved are to treat the situation with respect. To conduct a thorough investigation, the investigator(s) may discuss the complaint with witnesses and those persons involved in, or affected by, the complaint, and those persons necessary to assist in the investigation or to implement appropriate disciplinary actions. For purposes of Clery Act reporting and recordkeeping, the complainant's personal identifying information will not be disclosed.

Formal Hearing Requirement for Sexual Violence Allegations

In accordance with Title IX and VAWA, sexual violence allegations between any two parties will require a formal hearing. Both parties will have the right prior to the hearing to review all evidence and investigative reports beforehand, to have a support person/advisor present and to present their version of the facts and circumstances surrounding the alleged incident of sexual misconduct. Care will be taken to preserve the rights of complainants to privacy without sacrificing the rights of respondents to due process. The Civil Rights/Title IX Coordinator will conduct a hearing based on the alleged incident(s) of sexual violence and a determination of culpability will rest on the evidence presented and reviewed, using a "preponderance of the evidence" (i.e. more likely than not) standard of proof. Formal hearings for incidents involving students will follow judicial procedures used by Student Services. Formal hearings for employees will follow procedures established by Human Resources.

Disciplinary Action

In the event that the investigation reveals that discrimination, sexual harassment, sexual violence, dating violence, domestic violence, sexual assault, stalking, discrimination based on sex, retaliation or other inappropriate or unprofessional conduct (i.e. sexual bullying) (even if not unlawful) has occurred, further action will be taken, including disciplinary action, such as but not limited to reprimand, change in work assignment,

loss of privileges, mandatory training or suspension and/or immediate termination. If it is determined that inappropriate conduct has occurred, the college will act promptly to eliminate the offending conduct, and where appropriate the college will also impose disciplinary action. The college will take steps to prevent the recurrence and remedy the effects of any sexual misconduct by taking the appropriate action, which may, depending upon the circumstances, include but not be limited to, disciplinary action, reprimand, change in work assignment, loss of privilege, mandatory training or suspension, expulsion and/or immediate termination.

The outcome and sanctions of a civil rights investigation can become part of the educational record or the employment record of a respondent. This information will not be further released or disclosed except to the extent required or authorized by applicable law.

Circumstances under which such information may be released or disclosed include, but are not limited to, the following:

- Complainants in sexual misconduct and sexual harassment incidents have an absolute right to be informed of the outcome and sanctions of the hearing, in writing, without condition or limitation for students and/or employees
- The college may release publicly the name, nature of the violation and the sanction for any respondent who is found in violation of a college policy that constitutes a "crime of violence," including: arson, burglary, robbery, criminal homicide, sex offenses, assault, destruction/damage/ vandalism of property and kidnapping/abduction.

Possible Sanctions for Student/Employee Respondents

Warning: A formal statement that the behavior was unacceptable and a warning that further infractions of any college policy, procedure or directive will result in more severe sanctions/responsive actions. **Probation:** A written reprimand for violation of the Code of Student Conduct, providing for more severe disciplinary sanctions in the event that the student or organization is found in violation of any college policy, procedure or directive within a specified period of time. Terms of the probation will be specified and may include denial of specified social privileges, exclusion from co-curricular activities, non-contact orders and/or other measures deemed appropriate.

Suspension: Termination of student status for a definite period of time not to exceed two years and/or until specific criteria are met. Students who return from suspension are automatically placed on probation through the remainder of their tenure at college. This sanction will be noted as a Suspension on the student's official transcript.

Expulsion: Permanent termination of student status, revocation of rights to be on campus for any reason or attend college-sponsored events. This sanction will be noted as an Expulsion on the student's official transcript.

Withholding Diploma: College may withhold a student's diploma for a specified period of time and/or deny a student participation in commencement activities if the student has a complaint pending or as a sanction if the student is found responsible for an alleged violation.

Organizational Sanctions: Deactivation, de-recognition, loss of all privileges (including college registration), for a specified period of time.

Other Actions: In addition to or in place of the above sanctions, college may assign any other sanctions as deemed appropriate.

Possible Sanctions for Employee Respondents: Warning, Required Training, Job Reassignment, Suspension With or Without Pay, Termination or Other Actions.

Appeal

Either the complainant or respondent may file an appeal of any decision concerning the resolution of an investigation related to this policy. An appeal by either party must be made in writing to the office of the Civil Rights/Title IX Coordinator within fifteen days of receipt of the notice of resolution of the matter. The written appeal must state, in detail, the reason(s) for the appeal and shall address one or more of the following:

- If the appeal alleges that the findings of the investigator included relevant factual errors or omitted relevant facts, the appeal shall specify each factual error and/or details of each relevant fact that was omitted from the investigation.
- If the appeal alleges substantive procedural errors, the person appealing shall identify each instance of said substantive procedural error.
- If the appeal alleges relevant or substantive issues or questions concerning interpretation of college policy, the person appealing shall state, in detail, the issues or questions supporting this allegation.
- If the appeal alleges that new information or evidence exists, the appeal shall specify the reason why this information was not available or not provided to the Investigator during the course of the investigation, including the reason why the information could not have been provided on a timely basis.
- If the appeal alleges either that action or inaction of the supervisor in response to the findings of the investigation will not prevent future violations of this policy, the person appealing will specify, in detail, the reason(s) and basis for this allegation. No disciplinary or other action based upon the original complaint findings shall be taken against the respondent during the appeals process, although temporary, interim measures may remain in place. The appeal process will be conducted in an impartial manner by an impartial decision-maker. The entire process, from complaint to notification of resolution and appeal, shall not exceed 60 days.

Time Frame

The college seeks to fully resolve all reports within sixty days of the initial report. Extenuating circumstances may arise that require the extension of time frames, including extension beyond sixty days. Extenuating circumstances may include the complexity and scope of the allegations, the number of witnesses involved, the availability of the parties or witnesses or other unforeseen circumstances. In the event that the process exceeds these time frames, the college will notify the complainant and respondent of the reason(s) for the delay and the expected adjustment in time frames. Timelines set forth herein may also be extended upon mutual agreement of the parties.

Education and Training

The college is committed to ensuring both preventive and responsive training and relevant educational opportunities for all members of the college community in the area of unlawful discrimination and sexual misconduct. In the area of responsive education and training, the college is committed to ensuring that all college personnel designated as investigators, counselors and adjudicators in the area of unlawful discrimination and sexual misconduct will receive specialized and regular training and will be cognizant of the special needs of complainants, while also ensuring the rights of respondents.

The college has a dedicated webpage on its website to address concerns related to unlawful discrimination and sexual misconduct and will contain relevant information regarding the college's policies, procedures, information updates and ongoing training opportunities for the college community with respect to information on the various areas of unlawful discrimination and sexual misconduct, opportunities for community assistance and the resources available in the event of unlawful discrimination and sexual misconduct.

In 2018, the college also sponsored these training events:

- **Video on Title IX:** Video explaining Title IX is shown in all First Year Seminar classes.
- **Shoe or False:** The Blackburn Center Emergency Shelter for Victims of Domestic Violence, set up a table in the lobby sharing information on gender violence and providing support and resources.
- **Walk a Mile in Her Shoes:** This is a community event to raise awareness on gender violence issues. Several campus clubs, students and staff participated.

Documentation

The college shall maintain documents related to complaints under this procedure as required by law. The Civil Rights/Title IX Coordinator shall be primarily responsible for records related to all civil rights complaints.

Reporting Options Outside of the College

The college's complaint procedures are administrative in nature and are separate and distinct from the criminal and civil legal systems. The college encourages individuals to pursue whatever remedies are available to them, through internal or external complaint resolution processes. The following external agencies may also receive and investigate complaints of civil rights violations:

PA Human Relations Commission (PHRC)
Pittsburgh Office
300 Liberty Ave,
Pittsburgh, PA 15222
Phone: (412) 565-5395

Office for Civil Rights,
US Department of Education Headquarters
400 Maryland Avenue, SW,

Washington, DC 20202-1100
Customer Service Hotline #: (800) 421-3481
Facsimile: (202) 453-6012
TTY#: (800) 877-8339
Email: OCR@ed.gov
Web: <http://www.ed.gov/ocr>

Equal Opportunity Employment Commission (EEOC)
Pittsburgh Office
William S. Moorhead Federal Building
1000 Liberty Avenue, Suite 1112
Pittsburgh, PA 15222
Phone: 1-800-669-4000

Reporting to the Police

In cases involving potential criminal misconduct, the college encourages individuals to report the conduct to the law enforcement agency that has jurisdiction over the location where the incident occurred. If the conduct is reported to the college, the individual will be informed of his or her option to also report any potential criminal activity to the police. Members of the college Security Offices are available to assist the complainant in contacting the police.

The procedures described above will apply to all complaints involving students, staff or faculty members (with the exception that unionized or other categorized employees will be subject to the terms of their respective collective bargaining agreements to the extent those agreements do not conflict with federal or state compliance obligations). Redress and requests for responsive actions for complaints brought against non-members of the community, such as guests and third party vendors, are also covered by these procedures.

Preservation of Evidence

Evidence of sexual assault, dating violence, domestic violence or stalking should be preserved as soon as possible, even if you are unsure about reporting to the college or filing criminal charges. Preservation of evidence is essential for both law enforcement and campus disciplinary investigations.

Write down, or have a friend write down, everything you can remember about the incident, including a physical description of the assailant. You should attempt to do this even if you are unsure about reporting the incident in the future.

If you choose to report the assault and pursue legal options, a prompt forensic examination can be crucial.

Steps to Preserve Forensic Evidence

- Avoid drinking, bathing, showering, brushing your teeth, using mouthwash or combing your hair.
- Do not change clothes. If you have already changed your clothes, place your clothing and other items (sheets, blankets) in a brown paper bag (a plastic bag may destroy evidence).
- Go to a hospital emergency department which has the capability to provide a Sexual Assault Forensic Exam (SAFE or "rape kit") and medical care for victims of sexual assault and intimate partner violence. A Sexual Assault Nurse Examiner (SANE), a healthcare provider trained to provide comprehensive care for a victim, can collect forensic evidence.
- A SAFE (rape kit) should be completed as soon as possible. You have the right to refuse the entire exam or any part of it at any time.
- You may also decide to complete a forensic exam anonymously.
- If you suspect that you are the victim of a drug-facilitated sexual assault, ask the hospital or clinic where you receive medical care to take a urine sample. Drugs, such as Rohypnol and GHB, are more likely to be detected in urine than in blood. Rohypnol stays in the body for several hours and can be detected in the urine up to 72 hours after taking it. GHB leaves the body in 12 hours.
- Consider bringing someone to the hospital with you for support.
- The hospital can contact a victim advocate to be available during the process. You can decide whether or not you want to speak with the advocate. They can provide you with confidential support and talk with you about your options.

Physical Evidence

Physical evidence should be preserved even if you choose not to go to the hospital for a forensic exam. Save all of the clothing you were wearing at the time of the assault. Put each item in a separate paper bag (do not use plastic bags). Save all bedding (blankets, sheets) and put each in a separate paper bag. Take photographs of any visible physical injuries (bruising, scratches) for use as evidence. If you report to law enforcement, they may want to take their own photos as evidence.

Electronic Evidence

Evidence such as texts, emails, Facebook posts, chats, pictures, videos or other forms of electronic communication can be helpful in a college or criminal investigation. Download, save to a .pdf, take screen shots or use other methods to preserve electronic evidence.

Risk Reduction Tips

It is never the victim's fault, and these tips are offered in the hope that recognizing patterns can help men and women to reduce the risk of victimization. Generally, an assault by a known offender will follow a four-step pattern:

- An individual's personal space is violated in some way. For example, the perpetrator may touch the victim in a way that does not feel comfortable.
- If the victim does not express discomfort, the perpetrator may begin to view the victim as an easy target because she/he is not acting assertively.
- The perpetrator may take the victim to a location that is secluded and where the victim is vulnerable.
- The victim feels trapped or unable to be assertive and is raped or assaulted.

Decisive action early in an encounter may be the key to avoiding rape. An individual who can combine assertiveness and self-defense skills, who is self-confident and definite in his/her interactions with others, is less likely to become a victim of rape. If the individual can assertively defend his/her rights initially, he/she has a better chance of avoiding being raped than does a person who resorts to techniques such as pleading or trying to talk the perpetrator out of it.

If you find yourself in an uncomfortable sexual situation, these suggestions may help you to reduce your risk:

1. Make your limits known before things go too far.
 - a. Give clear messages. Say “yes” when you mean yes and “no” when you mean no. Leave no room for misinterpretation. Tell a sexual aggressor “NO” clearly and loudly, like you mean it.
2. Try to extricate yourself from the physical presence of a sexual aggressor.
3. Grab someone nearby and ask for help.
4. Be responsible for your alcohol intake/drug use and realize that alcohol/drugs lower your sexual inhibitions and may make you more vulnerable to someone who views a drunk or high person as a sexual opportunity.
 - a. Watch out for your friends and ask that they watch out for you. A real friend will get in your face if you are about to make a mistake. Respect them if they do.
5. Be aware of any nonverbal messages you may be sending that conflict with what you are saying. Notice your tone of voice, gestures and eye contact.
6. Be forceful and firm when necessary. Don’t be concerned with being polite. Your passivity may be interpreted as permission or approval for this behavior.
7. Do not acquiesce to something you do not want just to avoid unpleasantness. Do not allow “politeness” to trap you in a dangerous situation. This is not the time to be concerned about hurt feelings.
8. Trust your feelings or instincts. If a situation does not feel comfortable to you or you feel anxious about the way your date is acting, you need to respond. Leave immediately if necessary.

If you find yourself in the position of being the initiator of sexual behavior, you owe sexual respect to your potential partner. These suggestions may help you to reduce your risk for being accused of sexual misconduct:

1. Do not make assumptions about:
 - a. Consent;
 - b. Someone’s sexual availability;
 - c. Whether a person is attracted to you;
 - d. How far you can go; or
 - e. Whether a person is physically and mentally able to consent to you.
2. Clearly communicate your intentions to your sexual partner and give him/her a chance to clearly relate his/her intentions to you.
3. Mixed messages from your partner should be a clear indication that you should step back, defuse the sexual tension and communicate better. Perhaps you are misreading your partner. Perhaps your partner has not figured out how far he/she wants to go with you yet. You need to respect the timeline with which your partner is comfortable.
4. Do not take advantage of someone’s drunkenness or drugged state, even if he/she did it to him/herself.

5. Realize that your potential partner could be intimidated by you, or fearful. You may have a power advantage because of your gender or size. Do not abuse that power.
6. Understand that consent to some forms of sexual behavior does not necessarily imply consent to other forms of sexual behavior.
7. Silence and passivity cannot be interpreted as an indication of consent. Read your potential partner carefully, paying attention to verbal and non-verbal communication and body language.
8. Do not force someone to have sex with you, or have sex with a partner who has not clearly consented to you by words or actions unmistakable in their meaning.

Be an Engaged Bystander

The only person responsible for committing sexual assault is a perpetrator, but all of us have the ability to look out for each other's safety. Whether it's giving someone a safe ride home from a party or directly confronting a person who is engaging in inappropriate behavior, each of us can make a difference in ending sexual misconduct on campus and in our communities.

Westmoreland encourages all members of the campus community to be engaged bystanders—persons who intervene in a positive way before, during, or after a situation or event in which they see or hear behaviors that promote sexual misconduct in any of its forms. A bystander is a person who is present when an event takes place but isn't directly involved. Bystanders might be present when sexual assault or abuse occurs—or they could witness the circumstances that lead up to these crimes. Through positive bystander intervention you can make a difference in other people's lives.

Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence and overcoming barriers to intervening. It's important to be aware of what's going on around you and behavior that seems out-of-place or concerning. We can all make the decision that we have a responsibility to help when we observe trouble and then choose positive and safe ways to intervene.

There is no single "right" way to intervene, and what is appropriate depends on the situation and the individuals involved. Here are four basic steps you can take to be an engaged bystander when a harmful event is occurring. All it takes is for you to C.A.R.E.!

1. Create a Distraction

Do what you can to interrupt the situation. A distraction can give the person at risk a chance to get to a safe place.

- Cut off the conversation with a diversion like, "Let's get pizza, I'm starving," or "This party is lame. Let's try somewhere else."
- Bring out fresh food or drinks and offer them to everyone at the party, including the people you are concerned about.
- Start an activity that draws other people in, like a game, a debate or a dance party.

2. Ask Questions

Talk directly to the person who might be in trouble.

- Ask questions like “Who did you come here with?” or “Would you like me to stay with you?”

3. Refer to an Authority

Sometimes the safest way to intervene is to refer to a neutral party with the authority to change the situation, like a college employee or security guard.

- Talk to a security guard, bartender or another employee about your concerns. It’s in their best interest to ensure that their patrons are safe, and they will usually be willing to step in.
- Don’t hesitate to call 911 if you are concerned for someone else’s safety.

4. Enlist Others

It can be intimidating to approach a situation alone. Enlist another person to support you.

- Ask someone to come with you to approach the person at risk. When it comes to expressing concern, sometimes there is power in numbers.
- Ask someone to intervene in your place. For example, you could ask someone who knows the person at risk to escort them to the bathroom.
- Enlist the friend of the person you’re concerned about. “Your friend looks like they’ve had a lot to drink. Can you check on them?”

Student Drug and Alcohol 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 classroom, 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.
5. Students seeking assistance or educational materials about alcohol should contact the Counseling personnel found in Student Success Services in Founders Hall on the Youngwood 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, abuseable 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 the Counseling personnel located in Student Success Services in Founders Hall on the Youngwood Campus.

Violations

Students who violate the drug and alcohol policy are subject to disciplinary action as stated in the student Code of Conduct. Further, they may be subject to legal sanctions if convicted of a crime or offense.

Legal Sanctions for Possession, Use and Sale of Illegal Drugs and Alcohol

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.

Substance Abuse Policy for Employees

Purpose

Employees are Westmoreland's most valuable resource and, for that reason, their safety and health are of paramount concern. Westmoreland 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, the 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 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 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.

Substance Abuse Policy Definitions.

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 21U.S.C. '812.

Westmoreland Premises are all areas in which the college operates including, but not limited to, its property, 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.

Conviction means a finding of guilt (including a plea of nolocontendere) 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.

Criminal Drug Statute means a criminal statute involving manufacturing, distribution, dispensation, use or possession of any illegal drug or controlled substance.

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.

Reasonable Suspicion or Reasonably Suspected

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

Discipline for Drug and Alcohol Abuse or Problems.

The sale, possession, manufacture, distribution, dispensation, use or purchase of drugs or alcoholic beverages on college premises or during working time is against college policy and is cause for immediate discharge. There are only two exceptions. The first exception will apply to alcoholic beverages at 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.

It is also against college policy to report to work or to work under the influence of intoxicants such as alcohol or non-prescribed 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 College.

Investigation

Employees reasonably suspected of possession, use, sale, distribution, dispensation, purchase or being under the influence of drugs or alcohol on college premises or during working hours may be suspended with pay pending an investigation of the circumstances. Westmoreland 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.

To ensure that such drugs and alcohol do not enter or affect the workplace, Westmoreland may take any or all of the following steps while employees are on college premises or during working hours:

- Westmoreland may conduct drug and/or alcohol testing on any employee reasonably suspected of being under the influence while on 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.

- When an employee is reasonably suspected of being under the influence, the 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 college premises. Such searches shall be conducted by appropriate security or law enforcement personnel.

Westmoreland will turn over all confiscated Drugs to the proper authorities.

Conviction.

All employees are required to notify the Director of Human Resources of any criminal drug statute conviction or alcohol related crime on Westmoreland 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.

Rehabilitation.

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's rule on the sale, purchase, use or possession of drugs or alcohol on college premises or during working hours. The 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. 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.

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.

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.

Drug-Free Awareness Program.

(1) Westmoreland 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) The 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.

Employees are encouraged to approach their supervisor or the Director of Human Resources at any time with any questions they have about the Westmoreland drug and alcohol policy as stated herein.

Tobacco and Nicotine for Students

Westmoreland prohibits smoking/tobacco use throughout all college locations except for designated areas. Smoking/tobacco use is permitted only in the smoking shelters and inside personal vehicles.

Smoking/tobacco use is defined as the use of cigarettes, pipes, cigars, electronic cigarettes, hookahs and smokeless tobacco, such as chew and snuff.

The first offense will be a written warning, second offense will be a \$25 fine and the third offense will be a \$50 fine. Failure to pay a fine within 10 days will result in the student's account being flagged, which means he/she cannot register for classes or receive grades or degree. Persistent violators will be reported and will be handled in accordance with the Student Code of Conduct.

Compliance with this policy will be a collaborative effort among all members of the college community. Persons observed to be smoking and/or using tobacco in a non-designated area will be requested to extinguish or discard tobacco products and will be provided with the location of the nearest designated smoking/tobacco use area. Any member of the college community can make such a request.

Tobacco and Nicotine for Employees

Westmoreland prohibits smoking/tobacco use throughout all college locations except for designated areas. Smoking/tobacco use is permitted only in the smoking shelters and inside personal vehicles.

Violations of this regulation are subject to fines and may lead to disciplinary action.

Smoking/tobacco use is defined as the use of cigarettes, pipes, cigars, electronic cigarettes, hookahs and smokeless tobacco, such as chew and snuff.

Compliance with this policy will be a collaborative effort among all members of the college community. Persons observed to be smoking and/or using tobacco in a non-designated area will be requested to extinguish or discard tobacco products and will be provided with the location of the nearest designated smoking/tobacco use area. Any member of the college community can make such a request.

All community members and guests will be treated with dignity and respect. Persistent violators should be reported to Human Resources.

Medical Amnesty

A person shall be immune from prosecution and/or the college disciplinary process for consumption or possession of alcohol or other drug-related overdose, if she or he can establish the following:

- The only way security officers became aware of the person's violation is because the person placed a 911 call or call to the campus security department, in good faith, and reported, based on a reasonable belief, that another person was in need of immediate medical attention to prevent death or serious injury.

- And the person reasonably believed they were the first person to make a 911 call or a call to campus security and reported that a person needed immediate medical attention to prevent death or serious injury.
- And the person provided their own name to the 911 operator or the campus security officer.
- And the person remained with the person needing medical assistance until emergency health care providers arrived and the need for her/his presence ended.

Resources

On Campus Resources

- Campus Security: 724-925-4250
- Student Services Success Center: 724-925-4000

Off Campus Resources

- Westmoreland County Crisis Hotline: 1-800-836-6010 or 724-547-0285 (T.T.Y. 1-800-799-4TTY)
- Blackburn Center against Domestic and Sexual Violence: 1-888-832-2272 (24 Hrs)
- National Suicide Hotline: 1-800-273-TALK
- Alcoholics Anonymous: 1-866-851-8459
- Mental Health America of Westmoreland County: 724-834-6351
(Support Groups & Psychological/Psychiatric Counseling Services)
- Family Services of Western Pennsylvania: 1-888-222-4200
(Emotional, Drug or Alcohol Problems – Mental Illness – Crisis)
- 24-Hour CRISIS HOTLINE 724-335-6242
- Veterans Peer Support Group: 724-757-1063 or www.VETS4VETS.us
- Energy Assistance Hotline: 1-866-857-7095
- Westmoreland County Housing Authority: 724-832-7248 or 1-800-WCHA-NOW
- United Way 211 Helpline

Annual Disclosure of Crime Statistics

Definitions

Aggravated Assault: Defined as an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

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

Burglary: Unlawful entry of a structure to commit a felony or a theft.

Drug Abuse Violations: The violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use.

Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Liquor Laws: The violation of state and/or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation or possession of use of alcoholic beverages.

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

Murder/Manslaughter: Defined as the willful killing of one human being by another.

Negligent Manslaughter: Defined as the killing of another person through gross negligence.

Rape: The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

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

Sexual Assault: Under the Violence Against Women Act (VAWA), the definition of sexual assault is an offense that meets the definition of rape, fondling, incest or statutory rape as used in the FBI's Uniform Crime Reporting (UCR) program. Per the National Incident-based Reporting System User Manual from the FBI UCR Program, a sex offense is "any sexual act directed against another person without the consent of the victim, including instances where the victim is incapable of giving consent." The VAWA definition of sexual assault includes rape, fondling, incest and statutory rape. In Pennsylvania, with the exception of rape and involuntary

deviate sexual intercourse, a person commits the crime of sexual assault when that person engages in sexual intercourse with a complainant, without the complainant's consent.

Statutory Rape: Sexual intercourse with a person who is under the statutory age of consent.

Weapons Law Violations: The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons.

Hate Crime Definitions

Hate Crimes include all Clery reportable crimes that manifest evidence that the victim was intentionally selected because of the perpetrator's bias against the victim, plus the following crimes:

Destruction/Damage/Vandalism to Property (except Arson): To willfully or maliciously destroy, damage, deface or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

Intimidation: To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct but without displaying a weapon or subjecting the victim to actual physical attack.

Larceny/Theft: Includes pocket picking, purse snatching, shoplifting, theft from building, theft from motor vehicle, theft of motor vehicle parts or accessories and all other larceny.

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

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

- Race
- Religion
- Sexual Orientation
- Gender
- Gender Identity
- Ethnicity
- National Origin
- Disability

Dating Violence, Domestic Violence and Stalking

Dating Violence: The Violence against Women Act (VAWA) definition of 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 based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence. For the purposes of complying with the requirements of this section, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting. Pennsylvania does not have a specific statute for dating violence; those incidents are categorized as simple or aggravated assaults or other applicable offenses.

Domestic Violence: Includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family laws of the Commonwealth of Pennsylvania, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the Commonwealth of Pennsylvania. Pennsylvania does not have a specific statute for domestic violence; those incidents are categorized as simple or aggravated assaults or other applicable offenses.

Stalking: The VAWA definition of stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person to (a) fear for the person's safety of others, or (b) suffer substantial emotional distress. For the purposes of this definition:

- a) course of conduct means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property; (b) reasonable person means a reasonable person under similar circumstances and with similar identities to the victim; and (c) substantial emotional distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.

In Pennsylvania, a person commits the crime of stalking when the person either:

- b) engages in a course of conduct or repeatedly commits acts toward another person, including following the person without proper authority, under circumstances which demonstrate either an intent to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person; or (2) engages in a course of conduct or repeatedly communicates to another person under circumstances which demonstrate or communicate either an intent to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person.

Westmoreland County Community College 2019 Crime Statistics

(Reporting Years of 2016, 2017, 2018)

Westmoreland – Youngwood Campus

Criminal Offenses									
Youngwood Campus	On-Campus			Non-Campus			Public Property		
	2016	2017	2018	2016	2017	2018	2016	2017	2018
Murder and Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	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									
Youngwood Campus	On-Campus			Non-Campus			Public Property		
	2016	2017	2018	2016	2017	2018	2016	2017	2018
Domestic Violence	1	0	0	1	2	2	0	0	0
Dating Violence	2	0	0	2	4	0	0	0	0
Stalking	2	0	0	1	0	0	0	0	0
Arrests and Disciplinary Referrals									
Youngwood Campus - Arrests	On-Campus			Non-Campus			Public Property		
	2016	2017	2018	2016	2017	2018	2016	2017	2018
Weapons: Carrying, Possessing, Etc.	1	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	1	0	0	0	0	3	1
Liquor Law Violations	0	0	0	0	0	0	0	0	0
Youngwood Campus - Referrals	On-Campus			Non-Campus			Public Property		
	2016	2017	2018	2016	2017	2018	2016	2017	2018
Weapons: Carrying, Possessing, Etc.	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	1	3	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0

Westmoreland – Advanced Technology Center

Criminal Offenses									
Advanced Technology Center	On-Campus			Non-Campus			Public Property		
	2016	2017	2018	2016	2017	2018	2016	2017	2018
Murder and Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	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									
Advanced Technology Center	On-Campus			Non-Campus			Public Property		
	2016	2017	2018	2016	2017	2018	2016	2017	2018
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	1	0	0	0	0	0	0	0
Stalking	1	0	0	0	0	0	0	0	0
Arrests and Disciplinary Referrals									
Advanced Technology Center - Arrests	On-Campus			Non-Campus			Public Property		
	2016	2017	2018	2016	2017	2018	2016	2017	2018
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
Advanced Technology Center - Referrals	On-Campus			Non-Campus			Public Property		
	2016	2017	2018	2016	2017	2018	2016	2017	2018
Weapons: Carrying, Possessing, Etc.	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	2	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0

Westmoreland – Fayette County

Criminal Offenses									
Fayette	On-Campus			Non-Campus			Public Property		
	2016	2017	2018	2016	2017	2018	2016	2017	2018
Murder and Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	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									
Fayette	On-Campus			Non-Campus			Public Property		
	2016	2017	2018	2016	2017	2018	2016	2017	2018
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									
Fayette - Arrests	On-Campus			Non-Campus			Public Property		
	2016	2017	2018	2016	2017	2018	2016	2017	2018
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
Fayette - Referrals	On-Campus			Non-Campus			Public Property		
	2016	2017	2018	2016	2017	2018	2016	2017	2018
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

Westmoreland – Indiana County

Criminal Offenses									
Indiana	On-Campus			Non-Campus			Public Property		
	2016	2017	2018	2016	2017	2018	2016	2017	2018
Murder and Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	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	On-Campus			Non-Campus			Public Property		
	2016	2017	2018	2016	2017	2018	2016	2017	2018
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 - Arrests	On-Campus			Non-Campus			Public Property		
	2016	2017	2018	2016	2017	2018	2016	2017	2018
Weapons: Carrying, Possessing, Etc.	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	2	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0
Indiana - Referrals	On-Campus			Non-Campus			Public Property		
	2016	2017	2018	2016	2017	2018	2016	2017	2018
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

Westmoreland – Latrobe

Criminal Offenses									
Latrobe	On-Campus			Non-Campus			Public Property		
	2016	2017	2018	2016	2017	2018	2016	2017	2018
Murder and Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	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									
Latrobe	On-Campus			Non-Campus			Public Property		
	2016	2017	2018	2016	2017	2018	2016	2017	2018
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	1	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
Arrests and Disciplinary Referrals									
Latrobe - Arrests	On-Campus			Non-Campus			Public Property		
	2016	2017	2018	2016	2017	2018	2016	2017	2018
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 - Referrals	On-Campus			Non-Campus			Public Property		
	2016	2017	2018	2016	2017	2018	2016	2017	2018
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

Westmoreland – Murrysville

Criminal Offenses									
Murrysville	On-Campus			Non-Campus			Public Property		
	2016	2017	2018	2016	2017	2018	2016	2017	2018
Murder and Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	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									
Murrysville	On-Campus			Non-Campus			Public Property		
	2016	2017	2018	2016	2017	2018	2016	2017	2018
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									
Murrysville - Arrests	On-Campus			Non-Campus			Public Property		
	2016	2017	2018	2016	2017	2018	2016	2017	2018
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
Murrysville - Referrals	On-Campus			Non-Campus			Public Property		
	2016	2017	2018	2016	2017	2018	2016	2017	2018
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

Westmoreland – New Kensington

Criminal Offenses									
New Kensington	On-Campus			Non-Campus			Public Property		
	2016	2017	2018	2016	2017	2018	2016	2017	2018
Murder and Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	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									
New Kensington	On-Campus			Non-Campus			Public Property		
	2016	2017	2018	2016	2017	2018	2016	2017	2018
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									
New Kensington - Arrests	On-Campus			Non-Campus			Public Property		
	2016	2017	2018	2016	2017	2018	2016	2017	2018
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
New Kensington - Referrals	On-Campus			Non-Campus			Public Property		
	2016	2017	2018	2016	2017	2018	2016	2017	2018
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

In 2016, an entry under the category Murder and Non-negligent Manslaughter was inadvertently entered for Westmoreland-New Kensington. It has been removed in this year's report as the incident referred to occurred nearby but not within any of the Clery reportable locations as shown above.

Westmoreland – Public Safety Training Center

Criminal Offenses									
Public Safety Training Center	On-Campus			Non-Campus			Public Property		
	2016	2017	2018	2016	2017	2018	2016	2017	2018
Murder and Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	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									
Public Safety Training Center	On-Campus			Non-Campus			Public Property		
	2016	2017	2018	2016	2017	2018	2016	2017	2018
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									
Public Safety Training Center - Arrests	On-Campus			Non-Campus			Public Property		
	2016	2017	2018	2016	2017	2018	2016	2017	2018
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
Public Safety Training Center - Referrals	On-Campus			Non-Campus			Public Property		
	2016	2017	2018	2016	2017	2018	2016	2017	2018
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

Hate Crimes

2016

No Hate Crimes reported.

2017

No Hate Crimes reported.

2018

No Hate Crimes reported.

Unfounded Crimes

2016

No unfounded crimes.

2017

No unfounded crimes.

2018

No unfounded crimes.

Crime Prevention Tips

While the college campus is a reasonably safe environment, crimes do occur. In addition to the Clery Act crimes statistics listed above, other common crimes that occur on campus are outlined below:

Theft

Theft is a common occurrence on college campuses. Often times this is due to the fact theft is a crime of opportunity. Common areas, recreation facilities and many open classrooms and laboratories provide thieves with effortless opportunities. Students on campus often feel a sense of security and a home atmosphere and become too trusting of their peers, while others leave classrooms and laboratories unlocked when not occupied for short periods of time.

It is important to be very vigilant when it comes to suspicious persons. Never leave items and valuables lying around unsecured. The following is a list of suggestions to help you not fall victim of theft:

- Keep your vehicle doors locked when on campus.
- Don't provide access to unauthorized persons in the buildings or classrooms.
- Do not keep large amounts of money with you.

- Secure all valuables, money, jewelry and checkbooks.
- Keep a list of all valuable possessions including the makes, models and serial numbers.
- Don't leave laptop computers or textbooks unattended in labs or libraries, even if it is for a short period of time.
- Don't lend credit cards or identification cards to anyone.
- Report loitering persons or suspicious persons to security immediately; don't take any chances.

Identity Theft

Identity theft is a crime in which someone wrongfully obtains and uses another person's personal information in some ways that involve fraud or deception, typically for economic gain. This personal data could be a Social Security number, bank account or credit card information.

Persons involved in identity theft often use computers or other forms of media to assist them. There are measures you can take to prevent this from happening to you:

- Do not give anyone your personal information unless there is a reason to trust him or her and the release is for good reason.
- Never give your credit card information, date of birth or other information over the telephone, unless you can confirm the identity of the person receiving that information.
- Complete a credit check frequently to assure there is no suspicious activity.
- Examine financial information often to assure all transactions are authorized and accounted for.
- Use of computer security software on computers and installation of firewalls are sound practices.