



# Westmoreland County Community College 2020 Annual Safety and Security Report

# Table of Contents

- From the President..... 2
- Notice of Non-Discrimination..... 3
- Annual Safety and Security Report..... 4
- Preparation of the Annual Security Report and Disclosure of Crime Statistics..... 4
  - Reporting Crimes and Other Emergencies..... 5
    - If You Witness a Crime..... 6
    - Reporting to Campus Security Authorities..... 6
- About Westmoreland Security..... 7
  - Working with Local Law Enforcement..... 8
  - Daily Crime Log..... 9
  - If You Are Victimized..... 9
  - Availability of Counselors..... 9
  - The Westmoreland Campus Assessment, Response and Evaluation Team (CARE)..... 9
  - Campus Alert System..... 10
  - Timely Warning Alert..... 10
    - Determination..... 10
    - Content..... 10
    - Distribution..... 10
- Obtaining College Crime Reports..... 10
- Megan’s Law Information and Criminal Records..... 11
- Fire Safety Information..... 11
- Emergency Management and Response..... 12
- Drills, Exercises and Training..... 12
- Emergency Notification..... 12
  - Procedures Used to Notify the Campus Community..... 12
  - Initiating the Emergency Notification System..... 12
  - Determining the Appropriate Segment of the Campus Community to Notify..... 13
  - Determining the Content of the Emergency Notification..... 13
  - Disseminating Emergency Information to the Greater Community..... 13
- Evacuation Procedures..... 13
  - Building Evacuation..... 14
  - Large-scale Campus Evacuation:..... 14
    - How to Shelter-In-Place..... 14
- Emergency Flip Book..... 15
- Access to College Facilities..... 15
- Campus Security Considerations..... 15

- Firearms/Offensive Weapons Policy..... 15
- Crime Prevention and Safety Awareness Programs..... 18
- Code of Student Conduct..... 19
  - Statement of Jurisdiction and Authority of Administration.....19
  - Disciplinary Actions for Violation of the Student Code of Conduct.....20
- Civil Rights/Title IX Policy and Complaint Procedure ..... 22
  - Scope of Procedure.....22
  - Education and Training .....27
    - Documentation .....27
  - Reporting Options Outside of the College .....27
  - Reporting to the Police.....28
  - Preservation of Evidence .....28
    - Steps to Preserve Forensic Evidence.....28
    - Physical Evidence .....29
    - Electronic Evidence .....29
  - Risk Reduction Tips .....29
  - Be an Engaged Bystander .....31
- Student Drug and Alcohol Policy..... 33
  - Alcohol and Drug Use .....33
    - Alcohol .....33
    - Controlled Substances.....33
  - Violations .....34
    - Legal Sanctions for Possession, Use and Sale of Illegal Drugs and Alcohol.....34
- Substance Abuse Policy for Employees..... 35
  - Purpose.....35
  - Scope.....35
  - Substance Abuse Policy Definitions.....35
  - Reasonable Suspicion or Reasonably Suspected .....36
  - Policy Application .....36
    - Discipline for Drug and Alcohol Abuse or Problems .....36
    - Investigation.....36
    - Conviction.....37
    - Rehabilitation .....37
    - Drug-Free Awareness Program .....37
  - Tobacco and Nicotine for Students.....38
  - Tobacco and Nicotine for Employees.....38
  - Medical Amnesty .....38
  - Resources.....39

**Annual Disclosure of Crime Statistics** ..... 40

**Definitions** ..... 40

**Hate Crime Definitions** ..... 41

**Dating Violence, Domestic Violence and Stalking** ..... 42

**Westmoreland County Community College 2020 Crime Statistics** ..... 43

    (Reporting Years of 2018, 2019, 2020)..... 43

        Westmoreland – Youngwood Campus ..... 43

        Westmoreland – Advanced Technology Center..... 44

        Westmoreland – Fayette County..... 45

        Westmoreland – Indiana County..... 46

        Westmoreland – Latrobe ..... 47

        Westmoreland – Murrysville..... 48

        Westmoreland – New Kensington..... 49

        Westmoreland – Public Safety Training Center ..... 50

**Hate Crimes**..... 51

        2018 ..... 51

        2019 ..... 51

        2020 ..... 51

**Unfounded Crimes**..... 51

        2018 ..... 51

        2019 ..... 51

        2020 ..... 51

**Crime Prevention Tips**..... 51

**Theft** ..... 51

**Identity Theft**..... 52

## 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 353D Student Achievement Center, Youngwood, PA 15697.

# Annual Safety and Security Report

department and is reported to the security department.”

## Preparation of the Annual Security Report and Disclosure of Crime Statistics

---

The Westmoreland County Community College (Westmoreland or college) Clergy 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

This Report is inclusive to all Westmoreland campus and education center locations.

Youngwood Campus 145 Pavilion Lane Youngwood, PA 15697 724-925-4000	Westmoreland-Advanced Technology Center 1001 Technology Drive, Suite 1009, Door 24 Mt. Pleasant, PA 15666 724-925-4269
Westmoreland-Fayette County 140 North Beeson Blvd., 3 <sup>rd</sup> . Floor, Suite 304 Uniontown, PA 15401 724-437-3512	Westmoreland-Indiana County 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 724-327-8090
Westmoreland-New Kensington 1150 Fifth Avenue New Kensington, PA 15608 724-335-8110	Westmoreland-Public Safety Training Center * 65 Public Safety Drive Smithton, PA 15479 724-872-2447

\* The Public Safety Training Center does not have security on-site and therefore a crime log is not maintained at that location. However, criminal statistics are collected from local law enforcement agencies as required by Clery and reported in the tables shown in this report. There were no credit courses being offered at this site in 2019.

## 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](mailto: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 and Centurion Protection LLC 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 the Student Achievement Center, Suite 515. 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

Facility	Local Law Enforcement
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. Except for the Westmoreland County Park Police, there are no written memoranda of understandings between Westmoreland and local Police Departments regarding the investigation of alleged criminal offenses.

## Daily Crime Log

The Westmoreland Security Coordinator maintains a Daily Crime Log of all incidents, and police and security related activities. The Daily Crime Log is available to members of the public. This log identifies the nature, investigating agency, location, time, and disposition of each incident and service performed. The Public Safety Training Center does not have security onsite however, criminal statistics are collected for the Public Safety Training Center from local law enforcement agencies as required by the Jeanne Clery Act 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](http://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.

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

### **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 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 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 powder, 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.
- Drum Circle: Open to all students and was started in January 2020 as a way for students to manage stress.
- Nailed It! Tips to Get the Most Out of Your Online Classes: Started on 3/2/20 and occurred monthly. Counselor-led workshop for students to study remotely and cope with the pandemic.
- Drop In Counseling Support Group: Started on 3/3/20 and occurred monthly. Student support group to manage feelings of stress and burnout.
- Badass Boundaries: This workshop provided participants with quick tools to help them navigate the challenging relationships in their lives. Now, more than ever, these tools can be extremely important to developing boundaries and healthy relationships.
- Prescription for Living: Social work instructor, Bob Brinker and his students conducted an entertaining workshop on the benefits of laughter and rules to live by that can help you get through difficult situations.
- Relaxation Techniques: A student workshop that helped students learn a variety of techniques to help them relax.
- Intention Bracelets: A virtual program in which students chose a meaningful word and a bracelet was created for them with that word as a reminder during difficult times.
- Surviving College from a Distance: A student workshop where students learned tips for successful online learning.

- Greg Baird: Disarming Hate & Bigotry: A presentation for those who long for community, acceptance, peace and understanding. It engaged all on anti-bullying/hate and bigotry in our community, schools, work and internet. Greg shared how we can be proactive to heal, educate and embrace inclusion.
- Healthy Relationships are Everywhere: A 30-minute program that encouraged people to identify aspects of healthy relationships, not just intimate relationships and how to foster healthy relationships in their lives.
- Got 15 minutes? Learn 10 Ways to Help: This quick seminar offered 10 strategies to safely help someone who is impacted by domestic violence.
- Rhythm & Sound for Self-Care: A live, virtual workshop with PA community college alumnus and musician Dan Fiore to use sound, breath and your voice to provide natural stress relief. Organized in collaboration with the Office of Student Involvement at HACC, Central Pennsylvania's Community College.
- The Trevor Project: A discussion to elevate awareness related to LGBTQ+ youth mental health and discuss the benefits and services of The Trevor Project. The Trevor Project is the leading national organization providing crisis intervention and suicide prevention services for LGBTQ+ youth. A Trevor Project national trainer will facilitate the virtual session. Hosted in collaboration with SAFE (Students Advocating For Equality) at Bucks County Community College.
- Yoga for Stress Relief with Red Brick Yoga: Experts from Red Brick Yoga led a virtual introductory yoga session with an emphasis on stress relief.
- Zentangle Workshop: A fun and easy-to-learn method of relaxing by creating structured patterns.
- Dueling Pianos online: Dueling pianos as part of stress-less week.
- Virtual Alpaca Experience: Virtual visit with Maine Alpacas Experience as a part of Stress Less Week and sponsored by the Campus Events Committee."
- Drag Queen Bingo with Mrs. Kasha Davis: Virtual bingo featuring Mrs. Kasha Davis from *RuPaul's Drag Race!* Prize to winners, fun for all! Part of Stress Less Week and sponsored by the Campus Events Committee."

## 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
- .

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.

1. **Nondiscrimination Policy:** The College does not discriminate in its educational programs, activities or employment practices based on race, color, national origin, sex, sexual orientation, gender identity or expression, disability, age, religion, ancestry, veteran status, union membership or any other legally protected classification.
2. **Definition of Sexual Harassment:** The Current Policy definition of Sexual Harassment will be expressly revised to also include the Current Policy's definitions of Sexual Assault, Dating Violence, Domestic Violence and Stalking. These definitions use the Clery Act and Violence Against Women Reauthorization Act definitions.
3. **Title IX Coordinator:** The College employees designated as the Title IX Coordinators are the Human Resources Department for employees and Dr. Sydney Beeler for students. Persons who are not students or employees of the College having question for or wishing to make a report to the Title IX Coordinator may contact either the Human Resources Department or Dr. Beeler or address an email to [titleixcoordinator@westmoreland.edu](mailto:titleixcoordinator@westmoreland.edu). The Title IX Coordinators may be reached by mail at 145 Founders Hall, Youngwood, PA 15697. Their email addresses are [directorhumanresources@westmoreland.edu](mailto:directorhumanresources@westmoreland.edu) and [beelers@westmoreland.edu](mailto:beelers@westmoreland.edu). The Title IX Coordinators may be contacted by telephone as follows: Human Resources Department 724.925.4143 and Dr. Sydney Beeler 724.925.4050. The Title IX Coordinators are responsible for coordinating the College's efforts to comply with the Current Policy and this interim policy. The College will post the Title IX Coordinators' contact information on the College website independent of this interim policy and the Current Policy in a manner intended to inform students, employees and applicants for admission and employment of the manner in which the Title IX Coordinators may be reached.
4. **Mandatory Response Obligations:** The College will respond promptly to actual knowledge of allegations of Sexual Harassment in a manner which is not clearly unreasonable in light of the known circumstances. The College will have actual knowledge if a report is made to the Title IX Coordinator or in any other manner specified in the Current Policy. The Title IX Coordinator will promptly contact the Complainant confidentially to discuss the availability of supportive measures detailed in the Current Policy, consider the Complainant's wishes with respect to supportive measures, inform the Complainant of the availability of supportive measures with or without the filing of a formal complaint and explain to the Complainant the process of filing a formal complaint. The College will follow the Grievance Process outlined below before imposition of any disciplinary sanctions or other actions that are not supportive measures against a Respondent. A Complainant's wishes with respect to whether the College conducts an investigation will be respected unless the Title IX Coordinator determines that signing a formal complaint to initiate an investigation over the wishes of the Complainant is not clearly unreasonable in light of the known circumstances. If allegations in a formal complaint do not meet the definition of Sexual Harassment or did not occur in a College educational program or activity or against a person in the United States, then the College shall dismiss such allegations for the purposes of Title IX but may still address the allegations in any manner the College deems appropriate under its other applicable policies.

5. **Training /Title IX Coordinator, Investigator and Hearing Officer:** The College shall provide training for the Title IX Personnel (Title IX Coordinator, Investigator and Hearing Officer). Separate individuals shall serve as Title IX Coordinator, Investigator and Hearing Officer in determining the outcome of each individual formal complaint. However, serving as Title IX Coordinator on one case will not prevent the same individual from serving as the Investigator on another distinctly different formal complaint so long as the individual has received training as both an Investigator and Title IX Coordinator. Title IX Personnel shall be free of conflicts of interest or bias for or against Complainants or Respondents. Training of Title IX Personnel shall include but not be limited to: the definition of Sexual Harassment; the scope of the College's education programs and activities; how to conduct an investigation and grievance process including hearings, appeals and informal resolution processes, as applicable; how to operate any technology to be used in a live hearing; training on issues of relevance, including how to apply the rape shield protections provided for Complainants; and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest and bias. The College shall post all of the Title IX Personnel training materials on its website.

## 6. **Grievance Process:**

**Step 1: Formal Complaint/Notice.** A formal complaint may be filed with the Title IX Coordinator in person, by mail or by electronic mail by using the contact information contained in this policy or by any other method specified in the Current Policy. Upon receipt of a formal complaint, both parties will be sent a written notice of complaint by the Title IX Coordinator. Such written notice shall contain the relevant allegations of the complaint. Both parties have the opportunity to select an advisor of the parties' choice who may be, but need not be, an attorney. All formal complaints will be investigated.

**Step 2: Investigation.** The Title IX Coordinator shall select a trained Investigator to conduct an investigation of the formal complaint. The College may consolidate formal complaints where the allegations arise out of the same facts. The College will send the parties advance written notice of any investigative interviews, meetings, or hearings at which the party is expected to be present. The Investigator may gather information in multiple ways. The Investigator may collect relevant documents and other information and may also interview parties and/or witnesses. In addition, a Complainant or Respondent may: submit documentary information to the Investigator; submit a list of witnesses to be interviewed by the Investigator; and/or request that the Investigator attempt to collect documents and other information that are not accessible to the requesting party. Any privileged or otherwise legally protected information such as a party's medical, psychological and similar treatment records will not be disclosed without the protected party's written consent. Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent. After the Investigator has concluded the collection of evidence, the Investigator will send the parties and their advisors all evidence directly related to the allegations, in electronic format or hard copy, with at least ten (10) calendar days for the parties to inspect, review, and respond to the evidence. This is the opportunity for the parties to identify New Evidence or Rebuttal Evidence. New Evidence is evidence that was not available earlier in the process, could not have been

available based on reasonable and diligent inquiry, and is relevant to the matter. Rebuttal Evidence is evidence presented to contradict other evidence in the file, which could not have been reasonably anticipated by a party to be relevant information at the time of the investigation. New Evidence and Rebuttal Evidence may be included or excluded from the file, but in no event is this section intended to permit a party who has declined to give a statement about the incident during the Investigation to give such a statement for the first time after the Investigator has concluded the collection of all other evidence. This section is intended to be invoked in rare instances to allow for the inclusion of information that was not available during the investigation or that could not have been reasonably anticipated to be relevant to rebut an issue that came to light.

**Step 3: Investigative Report.** After the Investigator has received and considered the parties' responses to the evidence, the Investigator will complete an Investigative Report that fairly summarizes the relevant evidence. The Title IX Coordinator will make the Investigative Report available to the parties and their advisors in electronic format or hard copy, with at least ten (10) calendar days for the parties to respond in writing to the Investigative Report. After the Title IX Coordinator has reviewed the parties' responses to the Investigative Report, the Title IX Coordinator will make the determination whether to dismiss the Formal Complaint in accordance with the mandatory or discretionary dismissal criteria established by the DOE Regulations or to proceed to a hearing. The parties will be given a written notice of dismissal (mandatory or discretionary) specifying the reasons for dismissal.

**Step 4: Hearing.** Hearings may be conducted with any or all parties, witnesses, and other participants appearing at the live hearing virtually, with technology enabling participants simultaneously to see and hear each other, or with all parties physically present in the same geographic location. The presumption will be that the hearing will take place virtually, unless either party requests otherwise or the College otherwise determines that an in-person hearing is appropriate. If the hearing takes place with all parties physically present, the College will provide for the option for the hearing to occur with the parties located in separate rooms with technology enabling the Hearing Officer and parties to simultaneously see and hear the party or the witness answering questions. Hearings will be recorded through audio or audiovisual means or transcribed, and the College will make the recording or transcript available to the parties for inspection and review upon request. If a party does not have an advisor present at the hearing, the College will provide one without fee or charge. Such an advisor of the College's choice may or may not be an attorney. The Hearing Officer will preside over the hearing and will issue a Written Determination Regarding Responsibility. The Hearing Officer will be identified to the parties before the hearing at least three days prior to the hearing. The Hearing Officer may or may not be a College employee but in any case will have undergone the College's Title IX training program. At the hearing, the Hearing Officer will permit each party's advisor to ask the other party and any Witnesses all relevant questions and follow-up questions, including those challenging credibility. Such cross-examination at the hearing must be conducted directly, orally, and in real time by the party's advisor and never by a party personally. The parties may, however, jointly agree in advance to waive oral cross-examination and instead submit written cross-examination to the Hearing Officer to conduct the examination. Even if the parties so agree, the parties are still required to have an advisor. The College has discretion to otherwise restrict the extent to which the advisor may participate in the proceedings. The Hearing Officer will permit parties and witnesses to take breaks, as needed, during cross-examination. The Hearing Officer will also ensure the advisors are conducting any live cross-examination in a professional and courteous

manner. The Hearing Officer will not permit the advisor to badger or harass witnesses or parties. Only relevant cross-examination and other questions may be asked of a party or witness. Before a Complainant, Respondent, or witness answers a cross-examination or other question, the Hearing Officer must first determine whether the question is relevant and explain any decision to exclude a question as not relevant. The Hearing Officer will prohibit any questions and evidence about the Complainant's sexual predisposition or prior sexual behavior as not relevant, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent. If a party or witness does not submit to cross-examination at the live hearing, the Hearing Officer must not rely on any statement of that party or witness in reaching a determination regarding responsibility. The Hearing Officer cannot draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions. The Investigator will be available at the hearing to answer any questions from the Hearing Officer about the Investigation. After conclusion of the hearing, the Hearing Officer shall simultaneously issue to each party a Written Determination Regarding Responsibility, applying the preponderance of the evidence standard, which shall include: a) identification of the allegations potentially constituting Title IX Sexual Harassment; b) a description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held; c) findings of fact and conclusions about whether the alleged Title IX Sexual Harassment occurred, applying the definitions set forth in this policy and the Current Policy to the facts; d) the rationale for the result as to each allegation; e) any disciplinary sanctions imposed on the Respondent consistent with those in the Current Policy; f) whether any remedies or additional supportive measures will be provided to the Complainant; and g) information about how to file an appeal.

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

## 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.

### *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.

The complaint form can be located at this [link](#).

## 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. Do not 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 led 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 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, vaping devices 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**

Effective August 1, 2020, all employees, students, visitors, and other college constituents are prohibited from using any smoking, tobacco and tobacco-related products on all college-owned and college-operated property. This includes the main campus and all education centers.

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, vaping devices, 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](http://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 2020 Crime Statistics

(Reporting Years of 2018, 2019, 2020)

### *Westmoreland – Youngwood Campus*

Criminal Offenses									
Youngwood Campus	On-Campus			Non-Campus			Public Property		
	2018	2019	2020	2018	2019	2020	2018	2019	2020
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		
	2018	2019	2020	2018	2019	2020	2018	2019	2020
Domestic Violence	0	0	0	2	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									
Youngwood Campus - Arrests	On-Campus			Non-Campus			Public Property		
	2018	2019	2020	2018	2019	2020	2018	2019	2020
Weapons: Carrying, Possessing, Etc.	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	1	3	0	0	1	0	1	0	0
Liquor Law Violations	0	3	0	0	0	0	0	0	0
Youngwood Campus - Referrals	On-Campus			Non-Campus			Public Property		
	2018	2019	2020	2018	2019	2020	2018	2019	2020
Weapons: Carrying, Possessing, Etc.	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	3	2	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0

*Westmoreland – Advanced Technology Center*

<b>Criminal Offenses</b>									
<b>Advanced Technology Center</b>	<b>On-Campus</b>			<b>Non-Campus</b>			<b>Public Property</b>		
	2018	2019	2020	2018	2019	2020	2018	2019	2020
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
<b>VAWA Offenses</b>									
<b>Advanced Technology Center</b>	<b>On-Campus</b>			<b>Non-Campus</b>			<b>Public Property</b>		
	2018	2019	2020	2018	2019	2020	2018	2019	2020
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
<b>Arrests and Disciplinary Referrals</b>									
<b>Advanced Technology Center - Arrests</b>	<b>On-Campus</b>			<b>Non-Campus</b>			<b>Public Property</b>		
	2018	2019	2020	2018	2019	2020	2018	2019	2020
Weapons: Carrying, Possessing, Etc.	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0
<b>Advanced Technology Center - Referrals</b>	<b>On-Campus</b>			<b>Non-Campus</b>			<b>Public Property</b>		
	2018	2019	2020	2018	2019	2020	2018	2019	2020
Weapons: Carrying, Possessing, Etc.	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	2	0	0	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		
	2018	2019	2020	2018	2019	2020	2018	2019	2020
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		
	2018	2019	2020	2018	2019	2020	2018	2019	2020
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		
	2018	2019	2020	2018	2019	2020	2018	2019	2020
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		
	2018	2019	2020	2018	2019	2020	2018	2019	2020
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		
	2018	2019	2020	2018	2019	2020	2018	2019	2020
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		
	2018	2019	2020	2018	2019	2020	2018	2019	2020
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		
	2018	2019	2020	2018	2019	2020	2018	2019	2020
Weapons: Carrying, Possessing, Etc.	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	2	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0
Indiana - Referrals	On-Campus			Non-Campus			Public Property		
	2018	2019	2020	2018	2019	2020	2018	2019	2020
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		
	2018	2019	2020	2018	2019	2020	2018	2019	2020
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		
	2018	2019	2020	2018	2019	2020	2018	2019	2020
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	1	0	0	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		
	2018	2019	2020	2018	2019	2020	2018	2019	2020
Weapons: Carrying, Possessing, Etc.	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	1	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		
	2018	2019	2020	2018	2019	2020	2018	2019	2020
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		
	2018	2019	2020	2018	2019	2020	2018	2019	2020
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		
	2018	2019	2020	2018	2019	2020	2018	2019	2020
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		
	2018	2019	2020	2018	2019	2020	2018	2019	2020
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		
	2018	2019	2020	2018	2019	2020	2018	2019	2020
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

<b>Criminal Offenses</b>									
<b>New Kensington</b>	<b>On-Campus</b>			<b>Non-Campus</b>			<b>Public Property</b>		
	2018	2019	2020	2018	2019	2020	2018	2019	2020
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
<b>VAWA Offenses</b>									
<b>New Kensington</b>	<b>On-Campus</b>			<b>Non-Campus</b>			<b>Public Property</b>		
	2018	2019	2020	2018	2019	2020	2018	2019	2020
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
<b>Arrests and Disciplinary Referrals</b>									
<b>New Kensington - Arrests</b>	<b>On-Campus</b>			<b>Non-Campus</b>			<b>Public Property</b>		
	2018	2019	2020	2018	2019	2020	2018	2019	2020
Weapons: Carrying, Possessing, Etc.	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0
<b>New Kensington - Referrals</b>	<b>On-Campus</b>			<b>Non-Campus</b>			<b>Public Property</b>		
	2018	2019	2020	2018	2019	2020	2018	2019	2020
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 – Public Safety Training Center*

<b>Criminal Offenses</b>									
<b>Public Safety Training Center</b>	<b>On-Campus</b>			<b>Non-Campus</b>			<b>Public Property</b>		
	2018	2019	2020	2018	2019	2020	2018	2019	2020
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
<b>VAWA Offenses</b>									
<b>Public Safety Training Center</b>	<b>On-Campus</b>			<b>Non-Campus</b>			<b>Public Property</b>		
	2018	2019	2020	2018	2019	2020	2018	2019	2020
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
<b>Arrests and Disciplinary Referrals</b>									
<b>Public Safety Training Center - Arrests</b>	<b>On-Campus</b>			<b>Non-Campus</b>			<b>Public Property</b>		
	2018	2019	2020	2018	2019	2020	2018	2019	2020
Weapons: Carrying, Possessing, Etc.	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0
<b>Public Safety Training Center - Referrals</b>	<b>On-Campus</b>			<b>Non-Campus</b>			<b>Public Property</b>		
	2018	2019	2020	2018	2019	2020	2018	2019	2020
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**

*2018*

No Hate Crimes reported.

*2019*

No Hate Crimes reported.

*2020*

No Hate Crimes reported.

## **Unfounded Crimes**

*2018*

No unfounded crimes.

*2019*

No unfounded crimes.

*2020*

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 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.
- Do not 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.
- Do not leave laptop computers or textbooks unattended in labs or libraries, even if it is for a short period of time.
- Do not 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.