

Annual Security Report

Carlow University 2012



CARLOW
UNIVERSITY

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The Campus Security Act – Legal Requirements

The Campus Security Act requires colleges and universities to:

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

The Carlow University Police Department is responsible for preparing and distributing this report. We work with many other departments and agencies, such as the Office of Student Affairs, the City of Pittsburgh Police Department, and the University of Pittsburgh Police Department, to compile the information. We encourage members of the Carlow University community to use this report as a guide for safe practices on and off campus. It is available on the web at <http://police.carlow.edu/policies.html>. For a paper copy, contact the Carlow University Police Department at 412-578-6005, or e-mail tlalias@carlow.edu.

About the Police Department

Located at 3333 Fifth Ave, Francis Warde Hall Building, the Carlow University Police Department is open 24 hours a day, 365 days a year. The telephone number for emergency calls is 6007 using an on-campus phone; off campus it is 412-578-6007; the telephone number for routine business calls is 412-578-6005.

The department consists of professional campus police and dispatchers dedicated to providing best-in-class service to the community. Officers patrol the campus on foot and in vehicles. Several officers and are on duty 24 hours a day. The office is staffed with trained dispatchers who answer calls for service, dispatch officers and other emergency services to incidents, monitor campus-wide cameras and intrusion detection and fire alarms.

Carlow University Police Mission Statement

The Carlow University Police Department exists to provide quality Police and Security service to all people within the Carlow Community with respect, fairness, and compassion. We are committed to enhancement of the quality of life by providing a safe and secure environment; the enforcement of all laws and University regulations; the prevention and detection of crime, and the apprehension and prosecution of violators; to continually improve the professional operations of our department; to seek the support of the entire community; and to support the mission of the University.

With community as our foundation, we are driven by goals to enhance the quality of life, investigating problems as well as incidents, seeking solutions and fostering a sense of security in our campus community. We nurture public trust by holding ourselves to the highest standards of performance and ethics. We operate within the framework of Federal, State, and Local laws.

To fulfill its mission, the Carlow University Police Department is dedicated to providing a quality work environment and the development of its members through effective training and leadership.

Campus Police Authority and Jurisdiction

The Carlow Police are here to help all members of the Carlow University community. The Police Department, located in the Francis Warde Hall Building, serves as the administrative office responsible for law enforcement on the Carlow University Campus. University Police Officers are on duty 24 hours a day each day of the year. The University Police Officers are among the best in their field. The Police Chief and eight commissioned police officers are ready, willing and able to help make Carlow University a safe, secure learning environment. One Lead dispatcher supervisor and four dispatchers support them. All Police Officers are courteous, helpful, well-trained and have completed more than 750 hours of classroom and practical field training. Their extensive training includes courses on criminal justice, investigation, accident reporting, first aid, and criminal law and procedure. All officers have extensive, on-going, police training. University Police Officers have full police authority and powers of arrest on the campus and conduct foot and vehicle patrols on a twenty-four hour basis. University Police Officers do carry firearms. The primary jurisdiction consists of the grounds of the University, which are all lands and buildings owned, controlled, leased or managed.

Reporting Crimes and Other Emergencies

The Carlow Police encourages anyone who is a victim or witness to any crime to promptly report the incident to the police department. Because police crime reporting are public records under state law, the Carlow police cannot hold reports of a crime in confidence. Confidential reports for purposes of inclusion in the annual disclosure of crime statistics can generally be made to other Carlow University Campus Security Authorities, as identified below:

- President, 412-578-6123, Grace Library, 5th fl
- Provost/Dean of Academic Affairs, 412-578-6072, Grace Library, 5th fl
- Dean of Student Affairs-412-578-6087, FWH, 4th fl
- Chief of Police-412-578-8898, FWH, 3rd fl
- University Police Officers, 412-567-6005 ,FWH, 3rd fl
- Carlow Administrator- Cranberry, 724-741-1028
- Carlow Administrator- Greensburg, 724-838-7399
- Director of Campus Life, 412-578-6069, FWH, 3rd fl
- Assistant Director of Campus Life, 412-578-8776, FWH, 3rd fl
- Residence Life Graduate Assistants, 412-578-8776, FWH
- Resident Assistant Staff, 412-578-8776, FWH
- Director of Athletics, 412-578-8826, St. Joe's Hall
- Director of Fitness and Wellness, 412-578-6301, St. Joe's Hall
- Director of Health Services, 412-578-6174, FWH, 4th fl
- Vice President for Advancement, 412-578-6135, 3356 Fifth Ave.
- Director of Human Resources, 412-578-8897, FWH, 2nd fl

You are strongly encouraged to report a crime by contacting University Police at 412-567-6007 or by using the emergency phones located throughout campus, parking lots and elevators. Any suspicious activity or person seen in the parking lots or loitering around vehicles, inside buildings or around the residence halls should be reported to Carlow University police. In addition, you may report a crime to any Carlow University Campus Security Authorities, as identified above.

Timely Warnings

The Carlow University Police Department is responsible for issuing timely warnings in compliance with the Jeanne Clery Act, 20 U.S.C. 1092(f). Timely warnings will be issued in response to reported crimes committed either on campus or, in some cases, off campus that, in the judgment of the University, constitute an ongoing or continuing threat to students and staff and faculty.

Anyone with information believed to warrant a timely warning should promptly report the circumstances to the Police Department by phone at 412-578-6007, or in person at the dispatch center in Frances Warde Hall.

The Police Department will consult, as appropriate and necessary, with other university officials regarding whether a timely warning should be issued. The decision to issue a timely warning shall be made on a case-by-case basis after consideration of the available facts, including factors such as the nature of the crime, the continuing danger or risk to the campus community, and the possible risk of compromising law enforcement efforts.

Timely warnings are considered for the following classifications of reported crimes: criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft and arson. Timely warnings may also be issued for other reported crimes as deemed appropriate under the circumstances. The decision will be made in compliance with the Clery Act and in an effort to prevent similar crimes from occurring.

Timely Warning Procedure

When a determination is made that a timely warning should be issued, the Police Department will take one or more appropriate steps to ensure timely notification of the campus community.

Options for notification include, but are not necessarily limited to:

- The university's mass notification system (phone, text and email), enroll to receive these notifications at <http://police.carlow.edu/e2-campus.html>.
- Campus-wide e-mails,
- Campus-wide phone notifications
- Physical postings on doors and bulletin boards,
- Carlow University web site at <http://www.carlow.edu>, or the Police Department website at <http://police.carlow.edu>.

The warnings will include some or all of the following information:

- Date, time and location of the reported crime
- Summary of the incident
- Description of the suspect and/or vehicle, if available
- Any other special instructions or incident specific safety tips.

Daily Crime Log

The Police Department maintains a Daily Crime Log that records, by the date the incident was reported, all crimes and other serious incidents that occur on campus, in a non-campus building or property, on public property, or within the department's jurisdiction.

The Daily Crime Log is available for public inspection at the Dispatch Center in Francis Warde Hall. The Daily Crime Log includes the nature, date, time, and general location of each crime reported to the department as well as the disposition of the complaint, if this information is known at the time the log is created.

The department posts specific incidents in the Daily Crime Log within two business days of receiving a report of an incident and reserves the right to exclude reports from the log in certain circumstances.

Monitoring and Recording Criminal Activity Off-Campus

The University relies on its close working relationships with local law enforcement agencies to receive information about incidents it receives concerning or involving a member of the campus community. If the University is notified of a situation in which a campus community member is the victim of a crime, the police department may issue a Campus Safety Alert, detailing the incident and providing tips so that other community members may avoid similar incidents. If the Police Department is notified of a crime or other serious incidents that occur in the City of Pittsburgh the Police Department will forward, for disciplinary action, to Student Affairs any information regarding student misconduct in the City of Pittsburgh.

Crime Prevention Programs

The Police Department offers a wide variety of crime prevention and safety awareness programs to the university community. The Police Department participates in student and parent orientation, student organizations and community functions in which we explain available services and educational/training programs that is provided to the community. The theme of most crime prevention programs is to encourage students and employees to be aware of their responsibility for their own safety and the security of others.

The Police Department in cooperation with other university organizations and departments, present crime prevention awareness sessions and educational strategies and tips on sexual assault prevention, underage drinking and illegal drug use, theft prevention, identity theft, residence hall safety tips, vehicle safety tips, avoid becoming a crime victim, protecting your credit, reduce risk of book theft, and prevent bicycle theft.

Reporting Annual Disclosure of Crimes

The Carlow Police prepares an annual security report to comply with the Jeanne Clery Act Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be found at <http://police.carlow.edu/policies.html>. This report is prepared in cooperation with the local law enforcement agencies surrounding our main campus, the Greensburg and Cranberry campus, office of Campus Life, and the office of Student Affairs. Each entity provides updated information on their educational efforts and programs to comply with the Act.

Campus crime, arrest and referral statistics include those reports to Carlow Police, designated Campus Security Authorities, and local law enforcement agencies.

Pennsylvania law requires prompt, mandatory reporting to local law enforcement agency by health care practitioners (such as Student Health Services) when they provide medical services to a person they know or reasonably suspect is suffering from wounds inflicted by a firearm or is a result of assaultive or abusive conduct. Counseling and Psychological Service staff informs their clients of the procedures to report a crime

to the University Police on a voluntary or confidential basis, should they feel it is in the best interest of the client.

Each year, an email notification is made to all enrolled students, faculty and staff that provides the website to access this report. Copies of this report may also be obtained at the Department of Public Safety located at Francis Warde Hall or by calling 412-578-6005.

Special Procedures for Residence Hall Access

Campus door entrances are controlled by card readers for all campus buildings. Students, using their ID card, will have access to their residence hall 24 hours a day. Students are not permitted to allow others to follow them into the hall.

The University's residence halls provide opportunities for students to enjoy freedom of choice. The safety of each individual is highly encouraged and students should participate in educational safety programs. Students are asked to voluntarily participate in securing their rooms and maintaining security for all residents. Students seeking admittance to residence halls after 11:00pm will be required to show their ID card to the dispatcher at the main entrance to Francis Warde Hall.

A student must show his/her ID upon request of University personnel including students employed in the residence halls. Individuals who do not comply with these regulations are subject to disciplinary action.

A fire alarm system is in operation in each residence hall seven days a week. Anyone who tampers with the alarm system, attempts to circumvent the alarm system, or who compromises the safety and security of the building, its residents or its furnishings, will be in violation of University policies and regulations, and will be subject to disciplinary action and/or arrest.

Emergency Phones

These two-way call boxes are located strategically around campus. They allow an individual in need of assistance to speak directly with a member of the police department. The dispatcher will notify the appropriate emergency response team to the caller.

When to use Emergency Phones

The Emergency Phones have been installed for safety. All campus users; including students, faculty, staff and the public are encouraged to activate the phones if they encounter any situations that makes them feel uncomfortable. Some situations when the Emergency Phones may be used:

- If a crime is in progress or being witnessed
- If emergency assistance is needed.
- If you are being harassed/feeling threatened
- If you are ill or require medical attention.
- If you require assistance or directions.

Access to University Facilities

University buildings and facilities door entrances are controlled by card readers and an ID card is required for entry. Antonian Hall and Grace Library are accessible during normal hours of business to members of the university community, their guests and visitors. Academic, administrative and recreational buildings are locked nightly at the conclusion of activities and classes. Unauthorized persons are not permitted in the buildings during these times. Individuals needing access after-hours can request special access from the Police Department. The dispatch center maintains a list of individuals who receive permission to be admitted after hours. Proper identification must be presented to the police officer for admittance to closed buildings.

Police officers patrol the grounds and conduct security checks of all University buildings. In addition to checking the security of buildings, Police officers report physical safety and security hazards, including defective lighting to the Facilities Department. Hazards that pose a significant risk to health and safety receive priority attention. The Police Department also works closely with the Facilities Department to identify and eliminate safety hazards in the buildings and on the grounds.

The Carlow University Police Department has adopted a ‘Community Oriented Policing’ approach in all campus buildings on all shifts to provide high officer visibility and access. These regular foot patrols act as a deterrent.

Student Housing

The type of housing for students on campus at Carlow University are single or double rooms. First year students are required to share a double room, upper-class students may apply to live in a limited number of single rooms.

Freshmen housing assignments are based on similarities derived from a questionnaire completed by the student. Upper-class assignments are based on interest groups, retention of previous room assignments, or random selection based on class standing.

Guests must be signed in by the resident of the resident hall they are visiting, and they must be escorted by their host at all times while in the building. Guests are required to present proper identification to the dispatch center when they are signed in, and they may reclaim their identification only when they are signed out at the end of the visit.

Guests of Carlow University residents are subject to the same rules and regulations as Carlow University resident students.

Residence Hall Fire Prevention Information

Smoke detectors and sprinkler systems. All residence halls have smoke detectors and sprinkler systems installed and a Fire Alarm Control Panel. There are smoke detectors in each student room as well as in common areas. These are connected to the central alarm system which reports to the fire department and also the on-campus dispatch center.

No open flames. Candles, incense, and open flames are prohibited in Carlow University's residence halls, as is smoking.

Avoid electrical hazards, such as overloaded outlets. Never overload outlets with multiple extension cords, use cheap or frayed cords, or run cords under rugs. The University prohibits the use of certain appliances, such as halogen lamps and electric blankets, in residence halls.

Use caution when cooking. Never leave boiling pots or sizzling pans unattended. If you do start a fire, use a Class B or Class C fire extinguisher if you are comfortable doing so. If you don't have a fire extinguisher, you can smother a fire with baking soda. Never throw water on a grease fire; that will cause it to spread. Your main concern during a fire should be to evacuate, not to extinguish.

Appliances such as hot pots, hot plates, coffee pots, and most microwave ovens are prohibited in Carlow University's residence halls.

Fire Drills: The Department of Public Safety in conjunction with the Student Life/Housing conducts fire drills (evacuations) from each residence hall during the academic year. The University requires complete evacuation of buildings during a fire alarm. Individuals who ignore fire alarms and required evacuations may face disciplinary action or criminal charges. Since false alarms may lower the evacuation response from students, the University will analyze the cause or causes of false alarms and work to reduce their occurrence. By reducing the number of false alarms, we hope to maintain students' diligence in responding.

Escort Security Service

Carlow University Police Department escort service is available to all persons of the Carlow Campus Community. The security escorts are provided to the parking lot areas and are available during the evening hours, seven (7) days a week.

Call 412-578-6005 to request an escort from police officers.

Security Surveys

These surveys are conducted on a regular basis with other members of the University community. The primary goal of these surveys is to identify areas of the campus that may present vulnerabilities to one's safety. The department works with the appropriate facilities office to address concerns noted in the surveys.

Emergency Preparedness

Carlow University currently has a state-of-the-art notification system, e2Campus, that is capable of sending notifications instantly and simultaneously to all registered mobile phones, Blackberry's, wireless PDAs, pagers, Smart or Satellite phones, E-mail addresses as well as posting these on our Web site.

Messages will be of an urgent or emergency nature only.

PLEASE REGISTER. This will be the most effective way for you to receive notifications critical to your safety and well-being.

Simply click on the **New User Sign Up** link, which will take you directly to the registration site. Have your cell phone powered on and with you when completing this process. You may register six email addresses, two text/cell devices and four voice devices. Students are encouraged to enter parent emergency contact email/device information.

Alcohol and Drug Policy

Carlow University has adopted the following policy in an attempt to create an environment that promotes and reinforces healthy, responsible living; the mission of the Carlow University; respect for community and campus standards and regulations; the responsibility of the individual within the wider community; and the intellectual, social, emotional, spiritual, ethical, and physical well-being of its community members.

Policy Statement

The unlawful manufacture, possession, sale, distribution, dispensation, or use of any controlled substance by any employee (regular or contract), student, visitor, or transient guest of Carlow University is expressly prohibited on university property or at any university sponsored event. Any individual found in violation of this prohibition will face sanctions consistent with federal, state, and local laws and any collective bargaining agreements or contracts that may limit penalties for particular offices.

- Pennsylvania law states that no one under 21 years of age shall possess, sell, transport, or consume alcoholic beverages. Underage drinking violations are dealt with in accordance with Pennsylvania statutes.
- Federal and state laws prohibit the use of illegal drugs.
- The manufacture, possession, sale, distribution, dispensation, or use of alcohol or other controlled substances by any Carlow student, guest, or other resident of Frances Warde and Dougherty Halls is expressly prohibited.
- A student who is under the influence of alcohol or other controlled substances and who by her behavior is interfering with the rights of other students, or who is found to be in possession of alcoholic beverages in any form or of any other controlled substance in the residence hall shall be subject to immediate disciplinary action.

- Alcoholic beverages or any other controlled substance found in the room of dormitory residents shall be considered, evidence to the contrary not forthcoming, to belong to all occupants of the room and sanctions will be applied equally.
- Alcoholic beverages or any other controlled substance which are brought to the room by a visitor or guest shall, evidence to the contrary not forthcoming, be considered to belong to the occupant(s) of the room who are present at the time of the infraction and sanctions will be applied equally.
- If it is determined that alcoholic beverages have been brought into the residence hall by a visitor or guest, that individual will no longer be permitted access to the residence halls.
- An adult student who is determined to be providing alcohol or any other controlled substance to minor students shall be subject to immediate exclusion from the residence hall and/or dismissal from the university.

Drug-Free Workplace

Carlow University is committed to providing and maintaining a working environment that fosters the development of all members of the University community. One way to maintain this environment is through the implementation of programs that ensure that the campus remains a drug-free workplace and fully complies with the requirements of the Drug-Free Workplace Act of 1988.

The unlawful manufacture, possession, sale, distribution, or dispensing of any controlled substance by any employee, student, visitor, or guest of the University is prohibited on University property or at any University sponsored event.

A violation of this policy by an employee will result in disciplinary action up to and including termination of employment.

Missing Person Policy

The purpose of this policy is to establish procedures to be followed if a missing person complaint is made to the Carlow University Police Department.

Each student living in a campus residence hall has the opportunity to list an emergency contact by completing an Emergency Contact form available at the Office of Residence Life.

If a complaint is made to the Carlow University Police Department, the following steps will be taken:

- When a student is reported missing, residence life staff will immediately contact the Carlow University Police Department.
- The person receiving the complaint will immediately dispatch a Carlow police officer to the location of the complaint.

- The responding officer will gather all essential information about the missing person (description, clothes last worn, where subject might be, who they might be with, vehicle description, etc.) A current photograph of the missing person may also be obtained to aid in the search.
- The responding officer will also gather information about the physical and mental well-being of the individual who is missing.
- Appropriate campus staff will be notified to aid in the search for the individual.
- A quick, but thorough search will be conducted in all campus buildings and parking lots.
- Class schedules of the missing person will be obtained and a search of classrooms will be conducted.

If the above actions are unsuccessful in locating the person or it is apparent from the beginning that the person is actually missing (i.e. a call from parents, guardians), the investigation will be turned over to the appropriate local law enforcement agency. That agency then becomes the authority in charge and the Carlow Police Department will assist them as needed.

The Dean of Student Affairs or her/his designee will be responsible for communicating with the family or relatives of the missing person. The emergency contact will be notified within 24 hours to verify if the person is missing or has voluntarily left her residence. If the student is less than 18 years of age, and not emancipated, their parent or guardian will be notified.

Preventing and Responding to Sexual Assault

Carlow University is committed to providing an environment that establishes and promotes the dignity and worth of all individuals. It is the responsibility of the University community to assist students, faculty, or staff when reporting incidents of sexual assault and to work with appropriate officials to promote an educational environment that will not tolerate sexual assault, rape, or sexual abuse of any kind against students, faculty, staff or visitors.

Carlow University does not tolerate sexual assault and/or sexual harassment. Any behavior involving sexual assault or/and harassment is prohibited by federal and state law and by University policy.

Carlow University is not immune to incidents of violence and the University community should be educated about the impact sexual assault has on victims. Personal safety and crime prevention guidelines are published in the Safety and Security Reference Guide and on Police Department's website. All students, faculty and staff are encouraged to enroll in the e2Campus emergency text messaging alert system. In addition, yellow or white emergency call boxes are available throughout the campus.

In an on-going effort to prevent sexual assaults and in addition to providing various security measures, the university is committed to making available, through a variety of channels, relevant educational information and programs.

Carlow University will take whatever action may be needed to prevent, correct, and if necessary, discipline and/or prosecute behavior that violates this policy and the law. All forms of sexual assault and all attempts to commit such acts are regarded as serious University offenses that are likely to result in suspension, required withdrawal, expulsion, or termination. Prosecution may take place, in accordance with Pennsylvania criminal law, independent of University actions.

Reporting a Sexual Assault

Reporting a sexual assault to the police department may help to prevent another assault. Reporting the incident does not mean that the survivor must proceed with a prosecution. Immediately following an attack, the survivor should try to write down everything she or he remembers about the incident, including the physical description of the suspect(s) and any further information about the identity or location of the suspect(s).

A University counselor trained to deal with sexual assault issues in a confidential way will be made available to talk to you. The counselor can assist you in contacting on- and off-campus resources for medical, legal, or emotional support. They also can assist you in changing an academic and/or living situation following an incident of sexual assault.

When you talk to a University counselor, you are not making a report or a formal complaint. All discussions are private and confidential and do not commit you to further action. Conversations with counselors are not disclosed to anyone without your expressed permission, unless there is a threat of physical harm to you or others.

No matter when the assault occurred or what you decide to do, consider counseling. Sometimes talking can be the most important step to healing. You may contact the Counseling Service at any time to arrange an appointment at 412-578-8731. Friends of survivors may seek counseling and support as well.

University counselors can:

- Provide information on legal and disciplinary reporting options;
- Support a complainant through any private University complaint;
- Assist confidentially to manage the impact on academic and living situations following a sexual assault (provided reasonable alternatives are available);
- Assist in obtaining on- and off-campus resources for medical, legal or emotional support.

What to Do If You or Someone You Know is Sexually Assaulted

Go to a place that is safe and seek medical treatment. If a sexual assault occurs, safety and medical assistance are the first considerations. 24 hours assistance is available on-campus and in the local area. Whether or not you decide to report the incident, seek medical treatment immediately and get counseling as soon as possible.

Do not douche, bathe, shower, or change clothes before seeking medical attention. Preserving evidence is important in later pursuing a criminal or other judicial case. Do not wash sheets or other bed coverings where critical DNA evidence may be found.

If you need medical transport to Magee Women's Hospital, call the Police Department at 412-578-6007. Calling for transport will not result in an investigation unless the survivor wants to pursue one. A qualified sexual assault counselor will meet with you and provide emotional support and advice on disciplinary and legal options.

Conversations with clinicians and counselors are not disclosed to anyone (unless there is a threat of physical harm to that individual or others) without the expressed permission of the person seeking assistance.

Report the sexual assault to the authorities. The more often sexual assaults are reported, the easier it may be to prevent them. Reporting the incident does not mean that the survivor must proceed with a criminal prosecution.

Immediately following an attack, the survivor should write down everything she or he remembers about the incident, including:

- Physical description of the suspect(s);
- Information about the identity or location of the suspect(s);
- The use of any threats or force.

Regardless of whether or not the survivor wants to pursue criminal prosecution, you should contact the Police Department, or a local law enforcement agency.

Filing a Report With the Department of Police Department

If the survivor or witness elects to contact the Police Department to file a formal report of the assault, officers are trained in investigating sexual assault will work with the individual to gather the pertinent information. The survivor always retains the right to decide whether to proceed with a criminal prosecution. The officer will ensure that the survivor gets the counseling and other assistance they need. The safety of the survivor will always remain the top priority of the Police Department members.

Contacting Other Law Enforcement Agencies

Students may also contact local law enforcement agencies. Members of the Police Department and other University officials will assist the student in notifying the appropriate agency in the applicable jurisdiction.

Crimes on campus should be reported immediately to the Carlow Police Department. For off-campus incidents contact the local police department. The following campus and local resources offer confidential assistance, counseling and support.

Changing Living and Academic Situations

If a Carlow University student who is a survivor of a sexual assault or relationship violence requests a change in her or his living arrangements or academic schedule, the Office of Student Affairs and/or Office of Academic Affairs will assist the student. The deans will make changes to a student's living or academic arrangements, as long as those changes are reasonably available.

If uncomfortable with reporting to the University Police, the incident may be reported to any campus security authority of the University, such as the President, Provost, Dean of Student Affairs, a graduate assistant (GA), counseling services or resident assistant (RA), but in all cases, seeking medical attention is encouraged.

To maintain confidentiality, but still comply with the law to obtain an accurate account of incidents of this nature, pastoral counselors and professional counselors are requested to forward only a verifiable statistic to the University Police. The statistic will be verified through the use of either a day or time of occurrence or location or occurrence. At all times, the victim's wishes as to police involvement will be followed.

The victim's academic and living situation may be changed if requested and if such changes are reasonably available. The student's academic advisor and the Office of Campus Life can provide details as needed.

Both the accused and the victim may have other support persons present during a disciplinary hearing. Both will be advised of the outcome of that proceeding. Persons found guilty of sexual assault may be suspended or expelled from the University.

Victim Resources

| | |
|-------------------|--------------|
| Police Department | 412-578-6005 |
| Counseling Center | 412-578-8731 |
| Health Services | 412-578-6174 |
| Campus Ministry | 412-578-6651 |

Community Resources

Pittsburgh Action Against Rape
Victims of Violent Crime

866-363-7273 (24-hour)
412-392-8582 (24-hour)
866-644-2882

Women's Center and Shelter of Greater Pittsburgh

412-687-8005 (24-hour)
877-338-8255

Hospitals

Magee Women's
UPMC Presbyterian
UPMC Montefiore
Western Psychiatric

412-641-1000
412-647-2345
412-648-6000
412-624-2100

Sex Offender Registry Information

In accordance to the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, the Carlow University Police Department is providing a link to the **Pennsylvania State Police Sex Offender Registry**.

This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student.

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

Pursuant 42 Pa.C.S. § 9798.1, the State Police has established this website to provide timely information to the public on registered sexual offenders who reside, attend school, or are employed/carry on a vocation, within this Commonwealth.

Pennsylvania's Megan's Law, 42 Pa.C.S. § 9799.1, requires the State Police to create and maintain a registry of persons who reside, work/carry on a vocation, or attend school in the Commonwealth and who have either been convicted of, entered a plea of guilty to, or adjudicated delinquent of **certain sexual offenses** in Pennsylvania or another jurisdiction.

Any person who uses the information contained herein to threaten, intimidate, or harass the registrant or their family, or who otherwise misuses this information, may be subject to criminal prosecution or civil liability.

The Pennsylvania State Police is responsible for maintaining this registry. Follow the link below to access the Pennsylvania State Police website:

- **[Pennsylvania State Police Sex Offender Registry](#)**

Weapons Policy

Possession of any weapon is prohibited on Carlow University property and at any Carlow University-sponsored events, including off-campus events. This policy applies to faculty, staff, students, and individuals visiting or conducting business on University property.

For purposes of this policy, “weapon” includes firearms, airguns, BB/pellet guns, flare guns, stun guns, dart guns, smoke devices, bullets or any other type of ammunition for any such devices, bows and arrows, explosive devices, slingshots, switchblades, daggers, brass knuckles, blackjacks, hunting knives, nun-chucks and other martial arts weapons, or any other instrument or device that is designed or traditionally used to inflict bodily injury.

This definition does not include devices such as commercially available dispensers of non-lethal chemical irritants sold for personal protection, small personal pocket knives, or general tools not designed as weapons.

Anyone witnessing or suspecting a violation of this policy should notify the Carlow University Police Department immediately.

If a weapon is discovered on Carlow University’s property in violation of this policy, it will be confiscated. Any student, faculty member or staff member who violates this policy shall be subject to action in accordance with University disciplinary policies and procedures for students, faculty and staff respectively. Possession of a weapon in violation of federal, state or local laws may also result in the filing of criminal charges.

This policy does not apply to commissioned Carlow University police officers, other duly-appointed law enforcement officers, and members of the United States armed forces when on duty.

A government-issued permit or license to carry a firearm does **not** supersede this policy.

Crime Statistics

Statistical data for this publication is gathered by the Carlow Police Department. Information about crime is gathered from Police Department crime statistics, University employees, campus conduct records, and Pittsburgh Bureau of Police. Individuals who wish to report crimes for inclusion in the campus security document may contact the Carlow Police Department at 412-578-6005. In seeking to maintain a safe, secure educational setting, the Police Department encourages the reporting of crimes and other emergencies. Individuals who report crimes are not compelled to seek criminal prosecution of suspects. Information about selected serious crimes can be found in the table below. This publication, as well as a complete summary of reported on-campus crime for the past three years is available in printed version and can be obtained by contacting the Police Department 412-578-6005.

Definitions of reportable crimes

Criminal homicide

Murder and non-negligent manslaughter. The willful (non-negligent) killing of one human being by another

Negligent manslaughter. The killing of another person through gross negligence.

Forcible sex offenses

Forcible rape. The carnal knowledge of a person, forcible and/or against the person's will; or not forcible or against the person's will, where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

Forcible sodomy. Oral or anal sexual intercourse with another person, forcibly and/or against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Sexual assault with an object The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Forcible fondling. The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of

his/her youth or be-cause of his/her temporary or permanent mental or physical incapacity.

Non-forcible sex offenses

Incest. Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape. Non-forcible sexual intercourse with a person who is under the statutory age of consent.

Robbery

The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat or violence and/or by putting the victim in fear.

Aggravated assault

An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.)

Burglary

The unlawful entry of a structure to commit a felony or a theft. For reporting purposes, this definition includes: unlawful entry with the intent to commit a larceny or a felony, breaking and entering with intent to commit a larceny, housebreaking, safecracking, and all attempts to commit any of the aforementioned acts.

Motor Vehicle Theft

The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access, even though the vehicles are later abandoned – including joy riding.)

Arson

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

Other offenses

Liquor law violations. The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; all attempts to commit any of the aforementioned activities. (Drunkenness and driving under the influence are not included in this definition).

Drug abuse violations. Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroine, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

Weapon law violations. The violation of laws regulatory in nature, such as: manufacture, sale or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned acts.

Definitions of Locations

- The term —campus means - any building or property owned or controlled by an institution of higher educations within the same reasonably contiguous geographic area of the institution and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, including residence halls; and property within the same reasonably contiguous geo-graphic area of the institution that is owned by the institution but controlled by another person, is used by students, and supports institutional purposes (such as a food or other retail vendor).
- The term —non-campus building or property means - any building or property owned or controlled by a student organization recognized by the institution; and any building or property (other than a branch campus) owned or controlled by an institution of higher education that is used by students, and is not within the same reasonably contiguous geographic area of the institution.
- The term —public property means - all public property that is within the same reasonably contiguous geographic area of the institution, such as sidewalks, a street, other thoroughfare, or parking facility, and is adjacent to a facility owned or controlled by the institution if the facility is used by the institution in direct support of, or in a manner related to, the institution’s educational purposes.

| OFFENSES <i>Oakland</i> | On-Campus | | | Student Residential Facilities | | | Noncampus Property | | | Public Property | | |
|--|------------------|------|------|---------------------------------------|------|------|---------------------------|------|------|------------------------|------|------|
| | 2009 | 2010 | 2011 | 2009 | 2010 | 2011 | 2009 | 2010 | 2011 | 2009 | 2010 | 2011 |
| Criminal Offenses | | | | | | | | | | | | |
| Criminal Homicide: Murder and Non-Negligent Manslaughter | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Negligent Manslaughter | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Sex Offenses: Forcible | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Sex Offenses: Non-Forcible | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Aggravated Assault | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Burglary | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Motor Vehicle Theft | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Arson | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Hate Crimes | | | | | | | | | | | | |
| Criminal Homicide: Murder and Non-Negligent Manslaughter | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Negligent Manslaughter | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Sex Offenses: Forcible | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Sex Offenses: Non-Forcible | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Aggravated Assault | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Burglary | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Motor Vehicle Theft | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Arson | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Simple Assault | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Theft | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Intimidation | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Criminal Mischief | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Arrests | | | | | | | | | | | | |
| Liquor Law Violations | 2 | 4 | 3 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 |
| Drug-related Violations | 2 | 0 | 1 | 2 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 |
| Weapons Possession | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Disciplinary Action: | | | | | | | | | | | | |
| Liquor Law Violations | 6 | 6 | 12 | 6 | 6 | 11 | 0 | 0 | 0 | 0 | 0 | 0 |
| Drug-related Violations | 0 | 2 | 1 | 0 | 2 | 1 | 0 | 0 | 0 | 0 | 0 | 0 |
| Weapons Possession | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

| OFFENSES <i>Greensburg</i> | On-Campus | | | Noncampus Property | | | Public Property | | |
|---|-----------|------|------|--------------------|------|------|-----------------|------|------|
| | 2009 | 2010 | 2011 | 2009 | 2010 | 2011 | 2009 | 2010 | 2011 |
| Criminal Offenses | | | | | | | | | |
| Criminal Homicide: Murder and Non- Negligent Manslaughter | 0 | 0 | 0 | 0 | 0 | | 0 | 0 | 0 |
| Negligent Manslaughter | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Sex Offenses: Forcible | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Sex Offenses: Non-Forcible | 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 |
| Hate Crimes | | | | | | | | | |
| Criminal Homicide: Murder and Non- Negligent Manslaughter | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Negligent Manslaughter | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Sex Offenses: Forcible | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Sex Offenses: Non-Forcible | 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 |
| Simple Assault | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Theft | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Intimidation | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Criminal Mischief | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Arrests | | | | | | | | | |
| Liquor Law Violations | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Drug-related Violations | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Weapons Possession | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Disciplinary Action: | | | | | | | | | |
| Liquor Law Violations | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Drug-related Violations | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Weapons Possession | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

| OFFENSES <i>Cranberry</i> | On-Campus | | | Noncampus Property | | | Public Property | | |
|---|------------------|-------------|-------------|---------------------------|-------------|-------------|------------------------|-------------|-------------|
| | 2009 | 2010 | 2011 | 2009 | 2010 | 2011 | 2009 | 2010 | 2011 |
| Criminal Offenses | | | | | | | | | |
| Criminal Homicide: Murder and Non- Negligent Manslaughter | 0 | 0 | 0 | 0 | 0 | | 0 | 0 | 0 |
| Negligent Manslaughter | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Sex Offenses: Forcible | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Sex Offenses: Non-Forcible | 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 |
| Hate Crimes | | | | | | | | | |
| Criminal Homicide: Murder and Non- Negligent Manslaughter | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Negligent Manslaughter | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Sex Offenses: Forcible | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Sex Offenses: Non-Forcible | 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 |
| Simple Assault | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Theft | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Intimidation | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Criminal Mischief | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Arrests | | | | | | | | | |
| Liquor Law Violations | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Drug-related Violations | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Weapons Possession | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Disciplinary Action: | | | | | | | | | |
| Liquor Law Violations | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Drug-related Violations | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Weapons Possession | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Non-Discrimination Policy

Believing that we are members of a global community and that education must contribute to the creation of a just and peaceful world, Carlow accepts the challenge to be a multicultural community of learners. Multicultural for us means not only of many cultures but also of many religions, races, languages, nationalities, dialects, sexual orientations, and perceived socio-economic status. According to this broad definition, we believe that every facet of Carlow should be multicultural: curriculum, student life, composition of students, faculty, and staff. Most importantly, we believe that our attitudes and behavior must reflect a deep and active appreciation of multicultural diversity.

Carlow University does not discriminate on the basis of race, color, national origin, sex, sexual orientation, disability, or age in its academic or non-academic programs, employment, and admissions. Questions about programs and procedures for students and employees with disabilities or questions about Title IX and matter related to sex discrimination may be directed to the Provost, Fifth Floor - Grace Library, 412-578-6072.

Campus Map – Oakland Campus

