

# Campus Safety Handbook

2006-2007



Campus Safety  
Extension 6300



COLLEGE  
**MISERICORDIA**  
Dallas, Pennsylvania

This publication is produced for the general safety and welfare of the College Misericordia community.

It is also designed to meet the requirements of:

*The Federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998 (formerly the Crime Awareness and Campus Security Act of 1990)*

*The Higher Education Amendments of 1992*

*The Drug-Free Schools and Communities Act (PA Law 101-226) and*

*Pennsylvania College and University Security Information Act (PA Law 73-1988).*

*Jacob Wetterling Crimes Against Children and Sexual Violent Offender Registration Act*

*The Campus Sex Crimes Prevention Act of 2000*

Additional information regarding College policies and procedures about campus safety and security can be found in the *Student Handbook* or through the Campus Safety Department.

This publication is made available to all current students and employees and to any applicant for enrollment or employment, upon request.

If you have any questions regarding this publication, please contact one of the following:

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## Introduction

College Misericordia is a regional Catholic, liberal-arts based, co-educational college. It was founded in 1924 and is sponsored by the Sisters of Mercy of Dallas, Pennsylvania. The College offers both undergraduate and graduate programs. The nature and purpose of the College can be found in its mission statement, which is as follows:

College Misericordia, a co-educational Catholic college sponsored by the Sisters of Mercy of Dallas, is committed to providing quality education to its students and to shaping its educational programs and policies so as to express the founding Sisters' values and attitudes of mercy, service, justice, and hospitality. The College welcomes individuals of all faiths.

The College's educational program is student-focused. Thus the academic development of each student at the undergraduate level depends on the College's commitment to providing a learning experience which cultivates higher-order thinking skills through the integration of liberal arts and professional studies. To emphasize academic excellence and to develop critical thinking, all undergraduate curriculum provides a common liberal arts base, the objectives of which are further developed in the student's major area of study. The educational program prepares students for productive careers and continued personal and professional growth.

Graduate programs at College Misericordia emphasize intellectual discourse and focused academic growth. The cornerstone of each program is instruction and practice in methods of critical thinking which promote research and enhanced professional expertise.

As part of its comprehensive educational program, the College is committed to providing a wide range of spiritual, physical, recreational, social, and cultural activities in which all members of the College community can participate.

College Misericordia fosters a cooperative environment in which students, faculty and staff demonstrate personal concern for each individual as a valued member of the College community.

# Campus Safety

## Mission Statement

The mission of the College Misericordia Campus Safety Department is to provide a safe atmosphere for all students, employees, and visitors. Our primary function is to support the educational activities of the institution and enable the College Misericordia community to interact in a safe environment. The Campus Safety Department accomplishes this through an uniformed patrol presence on the campus 24 hours a day, securing all buildings and traffic enforcement.

The Campus Safety Office is located in office #9, Mercy Hall. The department maintains a communication and safety dispatch system at this location 24 hours a day, 7 days a week. The department comprises a director, an associate director, 2 safety supervisors, and 11 full time safety officers. Officers are trained in basic emergency procedures, First Aid, CPR, and AED (automatic external defibrillator). Officers have detaining powers, but do not carry weapons or make arrests. Officers patrol the campus on foot and in a vehicle.

The Campus Safety Department cooperates with federal, state and local law enforcement. The Campus Safety Department maintains a good working relationship with the Dallas Township Police Department.

## How to report Criminal Incidents and other Emergencies

Each member of the community has the right to be free from victimization and all members are expected and required to comply with all federal, state and local laws. To report a crime or emergency, call the Campus Safety Department at extension 6300 from any campus phone or 674-6300 from any off-campus or private phone. These numbers are staffed 24 hours a day by Campus Safety personnel. All crimes and/or emergencies should be reported to the Campus Safety Department as soon as possible. The office will investigate all complaints.

To report a crime to the local or state police, dial 911. A 911 system is available to every member of the college community. If you dial 911 from an on-campus phone, a monitor will immediately notify the Campus Safety Department of the location of the call.

## Anonymous Reporting

A victim or witness to a criminal offense may decide she/he does not want to pursue action or desires to keep their identity confidential. The person may want to consider having an anonymous report made. The purpose of an anonymous report is to take steps to ensure the future safety of the reporting person and others while protecting her/his identity. The College can use such information to keep accurate records about the number of incidents, look for patterns concerning location or methods of operation, and alert the campus community to potential danger. If a victim wishes to file an anonymous report, they may contact the Dean of Students Office, Assistant Dean of Students Office, Residence Life Office, College Counseling Center, Academic Dean's Office, Athletic Department or the Student Health Services.

An anonymous third party report with information regarding the incident will be completed, however, no names or identifying information will be used without the consent of the victim. The report will be forwarded to the Director of Campus Safety. No follow-up or investigation will be conducted without the consent of the victim.

The Department maintains a daily log, which is on display in the Campus Safety Office. The log is a record of all crimes reported to the Campus Safety Department. This log, which is open for public inspection, lists the nature, date, time, and location of each crime occurring on campus and the disposition. The Campus Safety Department annually files a Uniform Crime Report to the Pennsylvania State Police. The crime statistics are also published by the Campus Safety Department for a three-year period and are available in the *Campus Safety Handbook* and distributed annually to all enrolled students and current employees.

The College provides educational programs on drug and alcohol abuse through the substance abuse counselor's office. Counseling Services offers speakers and programs on sexual assault education and oversees the Sexual Assault Response Team (SART). SART and the Sexual Assault Peer Educators (SAPE); provides counseling for students, distributes brochures on date violence, acquaintance rape, rape crisis services, and guidance for rape victims, their families, and friends. Procedures to follow following a sexual assault are detailed in the *College Misericordia Sexual Assault Handbook*.

Crime prevention suggestions are offered in the *Campus Safety Handbook*. Other campus safety measures are:

### **Campus Security Programs**

*C.A.R.E.*

Criminal Alert Reporting Extension: 6292, off-campus: 674-6292, which allows any person to anonymously contact the Campus Safety Department to report criminal or suspicious activity occurring on the College campus or in the community.

*Escort Service*

Campus Safety officers provide dusk to dawn service on the campus grounds.

*Campus Safety Blotter*

A listing of incidents occurring on the campus is published in the College newspaper, *The Highlander*.

### **Building and Grounds**

The maintenance and housekeeping staff attend to the buildings and grounds with a concern for safety. Additional lighting and increased security measures in residence halls help provide protection. Parking lots are regularly patrolled by a Campus Safety vehicle and on-foot patrol.

### **Fire Safety**

Fire safety is also of primary importance and the Campus Safety Department recommends the following measures to maintain a safe environment:

- If you observe or suspect a fire, activate the building fire alarm immediately. All fires, regardless of the size, must be reported to the Campus Safety Department.
- If the fire alarm sounds while you are in your room, don't panic.
- Keep calm; turn on the lights and dress for the weather.
- Before you open the door, feel for excessive heat.
- If the door feels normal, leave by the nearest exit. Do not use the elevator.
- Be familiar with the location of disabled people in your building and, if necessary, assist them in reaching a safe location. Notify the Campus Safety Department of their location.

- Leave the building and stay 500 feet from the building. Remain at that location until directed to reenter the building by a Campus Safety Officer or the Fire Department.
- If the door feels hot, do not open the door.
- Seal the cracks and openings with towels, sheets, etc.
- To attract attention, hang clothes or bedding out of the window and shut the window promptly.
- Don't break the window or leave it open unless the room is filling up with smoke.
- Stay calm and wait for help.

The Campus Safety Department conducts one fire drill in each residence hall and office/classroom building each semester. The purpose of these drills is to allow the occupants of the buildings to become familiar with the sounds of the fire alarm, the location of exits, and building evacuation plans.

The Campus Safety Department is responsible for locking and unlocking all campus buildings as needed. All administrative and classroom buildings are locked following the scheduled use for the day and evening. Visitors to the campus seeking access to campus buildings must adhere to publicized guest regulations. Students are required to carry their identification cards at all times and present them to a safety officer upon request.

### **Emergency Telephones**

Several Emergency telephones are located throughout the College campus. These phones ring directly and automatically into the Campus Safety Office. Dial phones are located on the outside of residence halls and other College buildings. The Campus Safety Department can determine the location of callers from emergency phones as well as any calls originating from campus.

### **Parking**

The Campus Safety Department coordinates all student, faculty, staff and guest parking on campus. Those who wish to park a motor vehicle on the College campus must register their vehicle with the Campus Safety Department, at a cost of \$25 for each permit. Copies of the parking regulations and procedures are provided by Campus Safety.

## First-Year Resident Parking

First-year resident students are not permitted to register or park a vehicle on campus. Individual exceptions may be granted on a need basis through the Dean of Student's Office.

## Residence Halls

Student housing consists of four coed on campus freshman to graduate buildings ranging from single rooms to suites capable of housing seven occupants. There are two off campus coed resident houses with twenty-two students in either single, double or triple rooms. Each resident hall is staffed by a professional resident director and several resident assistants who are trained semi-annually (Fall and Spring) to assist in the daily management of the buildings and residents to include building and room safety and security responsibilities. They work directly with the Director of Residence Life and the Campus Safety Department to provide additional monitoring of each area.

Policies regarding student housing assignments and guest temporary housing are printed in the College Student Handbook, in the general room lottery guidelines and in the campus housing contract.

Residential areas are locked 24 hours a day. Access is limited to the main entrance. Unrestricted access to administrative offices and meeting rooms in McHale and Alumnae Halls is permitted generally 7:30 am to 5:00 pm weekdays. Interior doors separating public access from residential room areas remain locked at all times in these halls. Resident students gain entrance via assigned front door keys. Access to residence halls is also limited to those with authorization and identification. Resident students must follow established guidelines regarding use of identification cards. Guests are required to register with the resident assistant and may be refused admittance if there are any questions regarding identification. Guests must adhere to the following:

- Two-day advanced notice is required for overnight stay.
- Access to building must be by way of phoning host student from the outside building phone.
- Picture I.D. must be left with the resident assistant (RA).
- Visits are limited to two days.
- Resident student must identify guest for admittance.

Residents are responsible and liable for the action of their guest(s). Rules and regulations regarding visitation privileges are reviewed by the RAs at scheduled floor meetings throughout the year.

No student may occupy his or her room before the dates specified by the College. Residence halls will open the day before classes begin each term and following all vacation periods. The residence halls close at various hours on the last day of classes before vacation, recess break and on the day of the last final examination at the end of each term.

Residents must contact the Director of Residence Life for permission to remain in the residence halls if this poses a difficulty. Permission may be granted for international students, student teachers, athletes, and exceptional cases to remain on campus, when necessary. During such low occupancy periods, students are typically moved into one shared residence hall for better safety and operations. The Campus Safety Office is still open during these times and can be contacted by dialing extension 6300. Visitation privileges are suspended during such low occupancy times.

The perimeter and ground floors of the resident halls are actively patrolled by Campus Safety and Residence Life personnel to detect propped doors and windows. Students who prop doors open are subject to discipline.

Each residence hall is supplied with both exterior and interior intra-campus phones in order to contact the Campus Safety Department or other students living on campus.

### **Crises Management Plan**

Standard procedure for the release of information during and following the occurrence of bomb threats, fires, accidents, and other crisis events on campus is as follows:

- The policy of College Misericordia will be to release accurate, consistent information to members of interested or affected public groups and to representatives of recognized news gathering organizations, when such releases will not endanger or impair the welfare of individuals or the conducting of official investigation or inquiry in connection with the incident or occurrence.
- When management or investigation of crisis events involves officials or other authorities, agencies or, organizations, all

information released will be coordinated with appropriate individuals of those organizations.

- In all situations, the only campus spokesperson who provides information for the media and other off-campus publications will be the President or the Director of Public Relations or their designee(s) as determined on a case-by-case basis. Persons not designated should direct all queries to the appropriate spokesperson.

## Campus Safety: Your Part

College Misericordia's picturesque campus, located on a wooded eighty-acre hillside, creates an impression of tranquility and serenity. Within this setting, one can easily forget the problems and dangers of society. An apathetic attitude can compromise safety and welcome criminal activity. Students must understand their responsibility in personal safety issues. Campus safety is a cooperative venture. The Campus Safety Department needs the help of every member of the College community in making College Misericordia a safer campus. Please consider and incorporate the following safety suggestions in your daily activities:

### When Walking

- Walk with someone else. Two is good, but three or more is better.
- Use the College Escort Service.
- Be alert, observant, and aware of your surroundings and other people near you.
- Plan your route before you leave and be aware of the location of emergency phones.
- Avoid dark or isolated areas such as cemeteries, parking lots, and alleys.
- Carry only a small amount of cash in your purse, briefcase, or backpack.
- Use a route traveled by numerous people.
- Walk purposefully, briskly, and keep moving.

### If You Sense a Potential Threat

- Think first, then react.
- Join any group of nearby people.

- Go to a well lighted place and contact the Campus Safety Department.
- If a threat is imminent and people are nearby, yell and scream to attract attention and run toward any crowd.
- If you observe someone else in trouble, call the Campus Safety Department immediately.

### While Driving

- Keep doors and windows locked.
- If you are threatened, sound your horn and drive away.
- Do not pick up hitchhikers.
- If you observe someone else in distress, do not stop; go to a phone and call for assistance.
- If your vehicle becomes disabled in a remote area without the possibility of seeking help, raise the hood, remain seated in your locked vehicle. If someone else offers help, ask that they call for assistance.
- Anticipate darkness and park in an area which will be well lit and not deserted when you return to the vehicle.
- Have your keys ready as you approach your car, and before entering check the rear seat.

### In Residence Halls

- Keep your door locked at all times.
- Do not admit strangers into your room or hall.
- Find out who's knocking before opening your door.
- Do not leave rooms or residence doors propped open for a friend, delivery person, or for any other reason.
- Do not lend keys to your room or vehicle. If your keys are stolen or lost, report the loss to the Office of Residence Life as soon as possible.
- Leave lights on when you go out at night. If your lights are out on return, be on the alert, especially if you left them on. Be safe and call a Residence Life staff member or the Campus Safety Department.

### Theft Protection

- When valuables are left unattended and there is minimal chance of detection, any item left in plain view can be stolen. To reduce the chance of theft, make it difficult and risky for the thief.

- Keep your valuables locked up and out of view.
- Lock your room, even if you are leaving for just a few minutes.
- Close and lock your windows.
- Require identification and authorization from all service people.
- Keep your key with you in the shower.
- Do not prop open doors, even for authorized persons.
- Report defective locks and lost or stolen keys immediately to the Campus Safety Department.
- If you label your keys, use a code.
- Lock your windows when you leave. Look for broken or open windows when you return. If you are suspicious, call a Residence Life staff member or the Campus Safety Department.
- Pull the shades or close your drapes after dark.
- Do not dress or undress in front of an open window.
- Hang up if you receive nuisance, obscene, or prank telephone calls. Do not engage in conversation. Report these calls to a Residence Life staff member or the Campus Safety Department.
- Do not leave notes pinned to your door concerning your destination, how long you'll be gone, where the key is located, etc.
- Be alert while using elevators and be careful about riding with strangers.

### **If You Are Faced With A Criminal**

- How you react can determine whether or not you are physically harmed. It may be useful to think ahead about how you might react to a variety of situations. If you resist a crime in which the criminal has no intention of physically assaulting you, the likelihood of personal injury is increased. The risk of injury is reduced if you cooperate.
- Avoid sudden moves and comply as requested. Your best weapon is your ability to think clearly and rapidly. Report the crime as soon as possible to the Campus Safety Department.
- If you think your life is in immediate danger, use any method of defense you can think of. Scream, run, fight back, use whatever is handy as a weapon. Do anything you can think of to save your life.

- Crimes often occur in clusters. A criminal at large is a potential danger to others in the community if he remains at large. If you report a crime, you may prevent a future crime from occurring. Any activity which you feel is unusual may be a sign of criminal activity. Reporting that activity may prevent a crime against a friend, neighbor or yourself.

### Signs of a Crime

- A scream for help
- A strange car repeatedly driving by
- A broken window
- A stranger entering your neighbor's room or home or entering an office with no apparent business to conduct
- A stranger loitering in a parking area, near your residence hall, or work area
- Someone trying to jimmy a car window

### Reporting a Crime

- Call the Campus Safety Department and report any and all details of the incident.
- Describe the suspect's appearance, clothing, height, weight, scars, or other noticeable features.
- Describe the location of the incident.
- Describe the suspect's vehicle, license plate number, and direction of escape.

## Drugs and Alcohol

The College *Misericordia Student Handbook* outlines the College's policies regarding the use of drugs and alcohol on campus. All students are required to know these policies and adhere to them.

### Educational Programming

Educational materials, programming, and experienced personnel are available from Counseling Services of the Learning Resource Center. A detailed description of the College's educational programming in the areas of drugs and alcohol can be found in the College *Misericordia Student Handbook*.

## For Employees

The College *Misericordia Employee Handbook* outlines the College's policies regarding employee use of drugs and alcohol on campus. All employees are required to know these policies and adhere to them.

## Federal, State and Local Sanctions

### *Alcoholic Beverages*

College Misericordia does not encourage the use or abuse of alcoholic beverages. The College calls attention to the laws of the Commonwealth of Pennsylvania which in part state:

- It is illegal for a person under the age of 21 to purchase, consume, possess, or transport alcoholic beverages.

*First offense* Fine up to \$300 and 90 day suspension of your driver's license.

*Second offense* Fine up to \$500, plus costs and one year suspension of your driver's license.

*Third and subsequent offenses* Fine up to \$500, plus costs and two year suspension of your driver's license.

In addition to fines, costs, and driver's license suspension, the state may require the offenders to successfully complete a prescribed program of education, intervention, or counseling completely independent of any program or sanction developed by the College.

- It is also illegal to sell or furnish alcoholic beverage to persons under 21 years of age.

*First offense* \$1000 fine

*Second and subsequent offenses* \$2500 fine and costs

In addition to criminal charges, civil liability can extend to the person who furnished the alcohol to the minor.

- In addition, it is illegal to possess an identification card falsely identifying a person by name, age, date of birth or photograph as being 21 years of age or older. It is also illegal to attempt to obtain alcoholic beverage by using a false identification card or the identification card of another person.

*First offense* Fine up to \$300, plus costs and 90-day suspension of your driver's license

*Second offense* Fine up to \$500, plus costs and one-year suspension of your driver's license

*Third and subsequent offenses* Fine up to \$500 and 2-year suspension of your driver's license

The arresting police department will notify the parents or guardian of the minor charged.

- Public intoxication is illegal and clearly contrary to College Misericordia's policy on alcohol.

Persons convicted of public intoxication can be fined up to \$300, plus costs, and/or 90 days in jail.

- Driving under the influence of alcohol, a controlled substance or a combination of both is illegal and carries a maximum of a two year jail term and/or a \$500 fine and a suspension of your driver's license. It is a privilege, not a right, to operate a motor vehicle in Pennsylvania.

Anyone who operates a motor vehicle is deemed to have given consent to one or more tests of his or her blood, breath or urine to determine the blood alcohol content. If you are arrested for suspicion of driving under the influence and refuse to take one of the previously mentioned tests, your driver's license will be suspended for a year, regardless of the court's decision regarding your guilt or innocence.

The use of drugs prohibited by federal and state laws is not permitted. Individuals who do so risk action by College Misericordia and civil authorities.

College Misericordia is not a sanctuary from the law and will cooperate fully with law enforcement agencies in support of these regulations. The College cannot protect you from your responsibility to obey the law or from those who must enforce it.

## Sexual Offenses (Forcible and Non-Forcible)

### General Policies, Procedures and Regulations

College Misericordia's sexual assault policy procedures and protocol were established in 1994 and are contained in the *Student Handbook* and in a separate publications, *The Sexual Assault Policy and Protocol* and *College Misericordia Sexual Assault Booklet*.

### Definitions

#### *Rape*

A violation of Pennsylvania law, a felony of the first degree is defined as sexual intercourse with another person:

- By forcible compulsion or threat of forcible compulsion.
- While the person is unconscious.
- While the person's power to appraise or control his/her conduct is substantially impaired by administering or employing drugs, intoxicants, or other means for the purpose of preventing resistance.

### *Sexual Assault*

A violation of Pennsylvania law, a felony of the second degree is defined as sexual intercourse with another person without the person's consent.

### *Indecent Assault*

A violation of Pennsylvania Law, a misdemeanor of the second degree, is defined as indecent contact with a person:

- Without the person's consent.
- By forcible compulsion or threat of forcible compulsion.
- While the person is unconscious.
- While the person's power to appraise his/her conduct is substantially impaired by administering or employing drugs, intoxicants, or other means for the purpose of preventing resistance.

### **Examples of Indecent Assault**

- Deliberate or reckless threats, actual or implied
- Physical contact of a sexual nature that results in reasonable apprehension of a sexual assault or physical harm.

The College is a community of trust whose existence depends on strict adherence to standards of conduct set by its members. Sexual misconduct is a serious violation of these standards and will not be tolerated.

The College encourages all members of the College community to be aware of both the consequences of sexual misconduct and the options available to survivors. Detailed information can be found in the College *Misericordia Sexual Assault Booklet*.

A student charged with sexual misconduct can be disciplined under the College's Code of Conduct and may be prosecuted under Pennsylvania's criminal statutes. Even if the criminal justice authorities choose not to prosecute, the College can pursue disciplinary action up to and including dismissal from the College.

### If Sexual Assault Occurs:

1. Get to a safe place as soon as possible.
2. Preserve all evidence. Do not wash, change clothes, or use the toilet.
3. Speak with a Sexual Assault Response Team member (24-hour beeper number: 696-7145) who will explain your options and provide information and emotional support.
4. Contact the Campus Safety Department at extension 6300.
5. Seek medical attention to assess and treat any physical injuries, determine the risk of sexually transmitted diseases or pregnancy and to gather evidence. Evidence is best collected within the first 24 hours of the occurrence; however, it can be collected for up to 72 hours.
6. Contact the Victim's Resource Center at 823-0765.
7. Refer to the *Sexual Assault Booklet* for more detailed information.

#### NOTE

The police will be notified by hospital personnel whenever treatment is rendered for injuries resulting from a crime. If the police are notified, and you file a report, this does not mean that you must proceed with criminal charges.

You can request that your identity be kept confidential and you may choose not to talk to the police.

The Dean of Students' office is available to provide assistance in changing academic or living arrangements as a result of a sexual offense if requested by the victim and if these changes are reasonably available.

### Educational Programs

The College's Sexual Assault Prevention Team provides educational programming to all constituents of the College. This program addresses the definition and dynamics of sexual assault, as well as how to respond sensitively to the parties involved.

## Sexual Offender Registration

The Jacob Wetterling Crimes Against Children and Sexual Violent Offender Registration Act sets the requirements for

sexual offender registration and community notification. The Campus Sex Crimes Prevention Act of 2000 provides for the tracking of convicted sex offenders enrolled at, or employed by, institutions of higher education.

Persons seeking to obtain sex offender registration information may contact the Dallas Township Police Department at (570) 624-2001 or the Pennsylvania State Police Sexually Violent Predator Web site at [www.psp2.state.pa.us](http://www.psp2.state.pa.us).

## Crime Statistics

Crime statistics are obtained from criminal incidents reported to the Campus Safety Department, Dean of Students Office, Assistant Dean of Students Office, Residence Life Office, College Counseling Center, Academic Dean's Office, Athletic Department and the Student Health Services. The statistics gathered from the aforementioned sources are then recorded on the Federal Bureau of Investigation Uniform Crime Reporting Form by the Campus Safety Department and disseminated via the Internet on the College Misericordia Website and on copies distributed by the Campus Safety Department upon request.

## Timely Warnings

Depending upon the crime and circumstances, particularly if it poses an immediate threat to the College community, the Campus Safety Department may post a notice to alert the community of the threat. A copy of the notice is posted in each residence hall and academic building. Anyone with information warranting a timely warning should report this to the Campus Safety Department by phone at 674-6300 or in person at the Campus Safety Office, office #9, ground floor of Mercy Hall.

## Firearms, Fireworks and Weapons

The possession or use of firearms, ammunition, fireworks, major and minor explosives, or any lethal weapon is strictly forbidden anywhere on campus.

## Important Telephone Extensions

Campus Safety Department	6300
Dean of Students Office	6320
Residence Life Office	6266
Human Resources Office	6310
Nurse	6276
Police, Fire or Ambulance	Dial 911



**COLLEGE**  
**MISERICORDIA**

Dallas, Pennsylvania

Founded and Sponsored by the  
Sisters of Mercy of Dallas