

Safety & Campus Security



CHESTNUT HILL COLLEGE

Annual Security Report

2011

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About Chestnut Hill College

Chestnut Hill College, founded by the Sisters of Saint Joseph in 1924, is an independent, Catholic institution that fosters equality through education. Faithful to its strong liberal arts tradition, Chestnut Hill College offers academic programs of excellence in the area of undergraduate, graduate, and continuing studies.

The Mission of Chestnut Hill College is to provide students with holistic education in an inclusive Catholic community marked by academic excellence, shared responsibility, personal and professional growth, service to one another, to the global community, and concern for the earth.

Safety and Campus Security at Chestnut Hill College

The safety and security of all who live, work, and visit Chestnut Hill College is of paramount importance to the entire College Community. The Department of Safety and Campus Security is primarily concerned with providing the highest reasonable level of security on the 75-acre campus. Members of the community share this responsibility. This shared responsibility is a very important element of our overall safe learning environment.

The Commonwealth of Pennsylvania Act 73, College and University Security Information Act and the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act require the publication and distribution of the following information.

Each year, an e-mail notification is made to all enrolled students and all currently employed faculty and staff. This e-mail provides a web site to access this report. Copies of the report may also be obtained at the Department of Safety & Campus Security (Second Floor, Saint Joseph Hall). Copies may also be obtained from Undergraduate Admissions (First Floor, Fournier Hall) and Human Resources (Second Floor, Saint Joseph Hall). You may also request a copy by calling the Dean of Student Life at 215-248-7142.

Department of Safety and Campus Security

The Department of Safety and Campus Security reports to the Dean of Student Life, and consists of a Director and 40 full-time Security Officers. Of these 40 officers, one is designated as the Patrol and Training Manager, one is designated as the Crime Prevention Officer, and six are Shift Supervisors. The Director of Safety and Campus Security also manages on campus parking.

Security Officers are both CPR and AED certified and have undergone training in specialized course offerings for higher education. Security officers do not carry firearms. Criminal investigations are conducted by the Philadelphia Police Department, which is responsible for coverage at Chestnut Hill College. Victims of campus crimes and other criminal activity are encouraged to, and readily assisted in, reporting incidents to the local police.

Buildings and residence halls are monitored by security personnel on a 24-hour basis. The buildings and residence halls are equipped with state of the art security and fire alarm systems. Fire safety drills are conducted in compliance with Philadelphia Fire Department regulations. Alarms, sensors and fire equipment are cleaned, inspected and certified annually in compliance with the Philadelphia Fire Code.

Several patrol areas are included in the security operation including vehicle as well as foot and bicycle patrols. Officers utilize an electronic tour watch device which provides accurate documentation on times and locations of their patrols. During these patrols, unsafe conditions discovered are promptly reported and the appropriate campus department is notified for corrective actions to be undertaken. Emergency lighting and phones are surveyed on a scheduled basis.

Chestnut Hill College's Department of Safety and Campus Security lives by our Mission Statement, and is committed to the high standards of quality in promoting a safe and problem free educational environment.

We welcome your suggestions and comments on how to make the campus an even safer environment. To share your ideas with the Department of Safety and Campus Security, you can call us at 215.242.7777.

Chestnut Hill College Department of Safety and Campus Security Mission Statement

It is the mission of the Department of Campus Safety and Security to fully support the educational mission of the College by creating a safe and secure campus environment for the students, faculty, support staff and administration, predicated on mutual respect and responsibility.

Values: "SECURE"

Safety: Provide an atmosphere of safety and protection throughout the campus.

Educate: Demonstrate the importance of campus safety through student and staff educational programs and seminars.

Coordination: Insure that all officers are properly and adequately trained to excel in their positions in campus safety and security.

Unity: Develop an ongoing proactive relationship with all College departments assuring quick and deliberate security response actions.

Responsibility: Honor our service commitment to the students, staff, faculty and administration of Chestnut Hill College.

Enforce: Enforce College safety and security policies and procedures to develop a level of compliance and ensure personal responsibility.

We encourage the students, faculty and staff to be alert, to take precautions, and to report anything suspicious, unusual or of a criminal nature to the Department of Safety and Campus Security by dialing extension 7777 from an on campus phone or 215-242-7777 from off campus

or a cell phone. The main security desk is located in Fournier Hall. The number to the information desk, which is also located at the security station, is 215.248.7090. In addition, there are several emergency phones located throughout the campus inside the buildings. Ten emergency blue light phones are located throughout campus.

The Department of Safety & Campus Security regularly publishes safety tips and reminders on the televisions around campus. Additionally, the Director of Campus Security participates in new student orientation and training for Residence Life staff.

Security Escort Service

The Safety and Security Office provides a 24-hour escort service that is available to all students, faculty, staff and visitors when traveling alone on campus in isolated areas, after dark, during times of low activity or when there is concern for one's personal safety.

To Report a Crime

You may report a crime by contacting the Department of Safety and Campus Security at 215.242.7777 or by calling 911 (emergencies only; 9-911 from a campus phone). Additionally, you may choose to report a crime to the following individuals:

Director of Safety & Campus Security	Saint Joseph 2	215.753.3637
Information Desk	Fournier 1	215.248.7090
Security Central Station	Fournier 1	215.242.7777
Residence Hall Emergencies	Fournier 1	215.242.7777
Vice President of Student Life	Fournier 1	215.248.7030
Dean of Student Life	Fournier 1	215.248.7142
Director of Residence Life	Fitzsimmons 1	215.248.7118
Associate Director of Residence Life	Fitzsimmons 1	215.753.3702
Health Office	Fitzsimmons 1	215.248.7111
Counseling Center	Saint Joseph 3	215.248.7104

To report crimes anonymously, please call the Department of Safety and Security's 24 hour Crime Prevention Tip Line by dialing 215-753-3680 (or 3680 from any on campus phone).

Confidential Reporting Procedures

If you are the victim of a crime and do not want to pursue action within the college system or the criminal justice system, you may still want to consider making a confidential report. With your permission, a Campus Safety Officer can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of you and others. With such information, the college can keep an accurate record of incidents involving students,

determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

Student Conduct off Campus

The Student Code of Conduct is also in effect off campus; therefore, students must display behavior that reflects favorably on them, the College and the community. Students charged with violations of local, state or federal law committed off campus shall be subject to College disciplinary proceedings if the action reflects negatively upon the College community, poses a threat to the mission of the College or to the health and safety of a member or members.

Timely Warnings to Campus Community

If it is determined that there is an emergency or situation that provides an immediate threat to the health and safety of the College community, a Security Alert/Warning will be issued. This message may be sent through one or more of the following systems: college email system, emergency text message notification system, campus televisions, website announcement, posted announcements on campus and/or recorded phone message on the College's School Closing emergency phone number (215-248-7009). Security Alerts will be issued to the entire community or to the appropriate segment of the community if the threat is limited to a particular building or area of campus.

Daily Crime Log

The Office of Security & Campus Safety maintains a Daily Crime Log that records all crimes and other serious incidents that occur on campus, in a non-campus building or property, or on public property. The Daily Crime Log is available for public inspection at the Campus Safety Office (Saint Joseph Hall, Second Floor) during business hours. 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. Campus Safety 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.

Chestnut Hill College Campus Crisis Protocols

Comprehensive information about the College's crisis protocols and evacuation procedures can be found on the College website at:

http://www.chc.edu/undergraduate/services/Campus_Crisis_Protocol/

Chestnut Hill College Community

In the 2010 fall semester, there were 2,413 students enrolled at Chestnut Hill College, of which 499 undergraduate students resided in residence halls. The College employs 220 full-time and 330 part-time faculty and staff members.

The College community is composed of administrators, faculty, staff and students. Students are enrolled in one of three schools:

School of Undergraduate Studies– Co-ed resident and commuter populations

School of Continuing Studies- Undergraduate adult co-ed commuter population

School of Graduate Studies– Adult co-ed commuter population

Campus Housing

On-campus housing, limited to undergraduate students, consists of five residence halls having a variety of room types. Student rooms are equipped with knob locks or night latches on the doors and window locks on all windows. There are 20 Resident Assistants and 4 Residence Coordinators. Security training is part of the week of training required of all residence life staff prior to the opening of classes in the fall. Regular staff meetings for resident assistants update problems and provide solutions.

Housing for upper-classmen is based on lottery, while first-year students are assigned by the Director of Residence Life. Changes are made on a space available basis.

Classes are usually limited to registered students, but lectures, athletic and some special events, and plays are open to the community. Certain events require a campus ID or registration at the event.

Access to Residence Halls

CHC residents must use their CHC ID card to swipe into their building at the front desk as they enter. Students are required to show their ID if asked by front desk security or residence life staff. Residents are required to swipe their ID when exiting all residence halls. Residents will not be able to swipe into another building they have swiped out of the previous building. CHC residents and all guests are required to have a CHC ID or a picture ID to enter or be signed into a residence hall (see Visitation Policy). It is imperative that students follow the directives, as they exist for everyone's protection. A student who fails to produce ID and/or creates a disturbance about the procedure is subject to judicial action and/or fine. It is a College regulation that each student possesses and carries an ID. For additional information about keys, IDs and the College's Guest & Visitation policies, please visit the [Student Handbook](#).

College Policy Regarding Alcohol, Drugs and Weapons

College policy concerning the possession and use of firearms conforms to the Pennsylvania Uniform Firearms Act. Firearms are not permitted in any College building. College policy concerning the possession, use and/or sale of alcoholic beverages conforms to the statutes of the Commonwealth of Pennsylvania as listed in the [Student Handbook](#), and is published along with the drug policy in the [Student Handbook](#).

The illegal possession, use, or distribution of drugs is prohibited within the College. For more information on College policies please refer to the [Student Handbook](#).

Students found to be in violation of the College's alcohol and/or drug policies are subject to disciplinary proceedings. The College offers a group alcohol class based on the BASICS approach (Brief Alcohol Screening and Intervention for College Students) in addition to one-on-one sessions with a Student Life staff member, a member of the Health Center or a counselor in the Counseling Center. In addition to the educational component of the disciplinary system, students may be subject to fines, removal from housing and/or suspension from the College. Additional information on sanctioning can be found in the [Student Handbook](#).

In addition to educational sanctioning for violations of the College's alcohol and/or drug policies, the College offers a number of programs and trainings that are proactive and educational. These initiatives include, but are not limited to, Alcohol 101 Class, participation in National Collegiate Alcohol Awareness Week, speakers (in 2010 these included Brett Sokolow, JD and Mark Sterner), alcohol free programming (particularly targeted at high risk times like weekends, Super Bowl, Halloween, St. Patrick's Day, etc.). Training on alcohol, drugs, sexual assault

Policy of Sex Discrimination, Sexual Harassment and Sexual Violence

Please Note: This policy was modified in April 2011 to ensure that Chestnut Hill College procedures are in compliance with the guidance issued by the Office for Civil Rights on April 4, 2011 relating to college and universities' obligations under Title IX to respond appropriately to allegations of sexual harassment and sexual violence. Sexual harassment and sexual violence are forms of sex discrimination prohibited by Title IX.

Policy Statement

It is the policy of Chestnut Hill College that while employed or enrolled at Chestnut Hill College no administrator, faculty member, staff member or student shall be subject to discrimination based upon sex, which includes sexual harassment or sexual violence, by another member of the College community. This policy is referred to as the College's Policy on Sexual Harassment and Sexual Violence. Included within this Policy is the College's commitment to protect the individuals who are involved in an investigation of a potential violation of this Policy against retaliation from any member of the College community. Such retaliation will be deemed a separate basis for violating the College's Sexual Harassment Policy.

Policy Rationale

Chestnut Hill College values appropriate relationships, respect for all and shared responsibility. Therefore, Chestnut Hill College is committed to fostering an educational and working environment that is free from sexual harassment. In recognition of and respect for the dignity of all at Chestnut Hill College, sexual harassment in any form, cannot be tolerated. This policy directly supports our mission in the areas of shared responsibility, social justice, and communal respect. The last decade has witnessed a heightened awareness in our society of the various forms of sexual misconduct; and a deep and sincere concern for the entire College Community prompts us to form a Policy on Sexual Harassment and Sexual Violence.

The College is dedicated to compliance and cooperation with applicable laws and programs of the United States of America. The following policy has been adopted to carry out the intent of laws, to inculcate Chestnut Hill College values into daily professional lives and to integrate the Chestnut Hill College Mission Statement into college policy. The purpose of this policy is:

- To educate the community on the definitions of sexual harassment,
- To outline the steps necessary to deal most effectively with cases involving allegations of sexual harassment, and
- To define the rights and responsibilities for members of the Chestnut Hill College community.

Legal Definition

Discrimination or harassment on the bias of sex is a violation of Section 703 of Title VII of the 1964 Civil Rights Action and Title IX of the Educational Amendments of 1972. Unwelcome sexual advancements, requests for sexual favors, and other verbal, non-verbal or physical conduct of a sexual nature constitutes sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or a condition of an individual's employment or academic advancement;
- Submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting the individual: or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance or creating an intimidating, hostile, or offensive educational, living or working environment.

Sexual violence means physical acts perpetrated against a person's will or where an individual is incapable of giving consent. A number of acts fall within this category, such as, rape, sexual assault, sexual battery and sexual coercion.

The definition of sexual misconduct can take many forms:

Rape/Date Rape/Acquaintance Rape: Sexual intercourse or penetration (vaginal, oral or anal), with any object, accomplished by force or without consent

Non-Consensual Sexual Contact/Sexual Assault: Sexual touching or fondling by force or without consent

Sexual Exploitation: Any act involving sexual behavior which places a person in a degrading, exploitative, abusive or humiliating situation (eg. posting photographs of a sexual nature online)

Scope of Policy

This policy and the procedures set forth herein apply to and cover all members of the College community without exception. The College community includes all administrators, faculty, staff, and students. Title IX protects students from sexual harassment in a school's educational programs and activities.

Employees are protected from sexual discrimination in all phases of their employment including applications, job performance and salary and promotions.

Members of the College community who are traveling abroad on College business or due to a College course, are expected to comply with this policy regardless of local laws and/or customs.

Title IX also prohibits gender based harassment based upon sex or sex-stereotyping.

To Report a Complaint

All members of the College community, as defined above under Scope of Policy, who believe they may have been subject to sexual harassment or sexual violence, herein Complainants, shall submit their complaint to a Designated Complaint Officer. Designated Complaint Officers, (herein Officer(s)), are:

- The Assistant to the President for Administration and Special Projects
 - 215.248.7167
- The Vice President for Financial Affairs
 - 215.248.7084
- The Vice President for Academic Affairs
 - 215.248.7022
- The Vice President for Student Life
 - 215.248.7030

Statements may also be made to any security officer, administrator or faculty member who will assist the complainant in contacting the appropriate Designated Complaint Officer.

The Officer will notify the President of all complaints. The College will follow the procedures set out in this Policy and promptly begin its investigation of the facts presented.

Responsibilities

All members of the College community are responsible for ensuring that their conduct does not sexually harass any other member of the College community. This same responsibility extends to employees of third parties who are either doing business with the College or are on the College campus and to other campus visitors. Further, all members of the College have the responsibility of preventing and eliminating sexual harassment. If administrators and supervisors know sexual harassment is occurring, receive a complaint of sexual harassment or obtain other information indicating possible sexual harassment, they must take immediate steps to inform a Designated Complaint Officer to ensure the matter is addressed even if the problem or alleged problem is not within their area of oversight. Faculty, staff, and students likewise must inform a Designated Complaint Officer if they have reason to believe sexual harassment, in any form, is occurring. Individuals who believe that they have been subject to sexual harassment are responsible for informing a Designated Complaint Officer in a prompt and timely manner. The effective investigation of possible incidents and early resolution of complaints cannot be

effectively accomplished when individuals fail to come forward with their complaint within a reasonable time period. It is the responsibility of each member of the campus community to ensure that such incidents do not go unreported. In internal proceedings, the College in general will not be sympathetic to a defense based on consent when the situation is such that the Accused had the power to affect the Complainant's employment status or future prospects.

Confidentiality

Chestnut Hill College requires that, in all cases, claims of harassment be kept confidential by the person bringing the claim, by any witness interviewed, as well as the person alleged to be the harasser. In all cases, we will advise the complaining employee or student and the accused of the outcome of the investigation.

Reporting Sexual Harassment or Violence in Any Form

If you have been subjected to sex discrimination or experienced an act of sexual misconduct, which includes sexual harassment or sexual violence, you are urged to immediately report the incident. You may also want to report the event to a close friend, roommate, Resident Assistant, staff, faculty, family member, etc. who can support you through the initial medical treatment (if necessary) and reporting of the events. If you have been the victim of sexual violence you are urged to immediately report the incident to the police.

If you have been the victim of an act of sexual misconduct you may be wondering what to do next. Here are some of your options:

- Get to a place where you feel physically and emotionally safe.
- Contact someone you trust to stay with you for moral support.
- Immediately report the incident to the appropriate College personnel.
- Immediately report the incident to the police by calling 911.
- It is important to seek medical care so you can be treated for injuries and tested for pregnancy and sexually transmitted diseases. The following area hospitals have Rape Crisis Centers: Abington Hospital, Thomas Jefferson University Hospital, Episcopal Hospital and Bryn Mawr Hospital. These locations have staff that are specially trained to provide medical attention to victims of sexual assault. If you need transportation it can be arranged through Security or a member of the Student Life staff. Addresses and phone numbers are included below.
- Avoid showering, bathing, douching or cleaning in any other way to help preserve medical evidence if you chose to prosecute. Any clothes, sheets or other items that may be considered evidence should be stored in paper (not plastic) bags. If you are still wearing the clothes you had on at the time of the assault be sure to bring a change of clothes with you to the hospital.

To make a report of an act of sexual misconduct on campus you may contact Security, the Vice President for Student Life, the Assistant to the President for Administration and Special Projects, or seek out another member of the College community with whom you feel comfortable (this may include a coach, advisor, etc.). You may also decide to make a report

directly to the police and you can do so by dialing 911. You will have to make a decision whether you want to cooperate with the police in their investigation of the incident.

Here are some helpful numbers:

Security: 215.242.7777

Police: 911

Vice President for Student Life: 215.248.7030 **Dean of Student Life:** 215.248.7142

Assistant to the President: 215.248.7167

Counseling Center: 215.248.7104

Campus Ministry: 215.248.7095

Health Services: 215.248.7111

External Resources

Medical Care for Sexual Assault:

[Abington Hospital Rape Crisis Center](#)

215.481.2000 120 Old York Road, Abington, PA 19001

[Thomas Jefferson University Hospital Rape Crisis Center](#)

215.955.6763 239 Thompson Building 1020 Sansom Street, Philadelphia, PA 10107

[Episcopal Hospital](#)

215.481.2000 100 E. Lehigh Ave., Philadelphia, PA 19125

[Bryn Mawr Hospital](#)

610.526.3000 130 S. Bryn Mawr Ave., Bryn Mawr, PA 19010

24 Hour Hotlines:

[Women Organized Against Rape](#) 215.985-3333*

[Women Against Abuse](#) 215.386.7777*

[RAINN](#) (Rape, Abuse & Incest National Network) 800.656.4673*

Sexual Harassment:

[Women's Law Project](#) 215.928.9801

[Philadelphia Commission on Human Relations](#) 215.686.4692

Prosecution:

[Special Victims Unit](#) 215.685.3251

[Police Sex Crimes Unit](#) 215.685.1180/81/82

[Rape Prosecution Unit](#) 215.686.8083

*These resources are confidential

You may choose to pursue the incident through the College's hearing process, you may choose to prosecute through the police, you may choose to do both or you may choose to file a police report and not follow through with any College action. Once the matter is reported to the

College, the College will investigate the situation even if you chose not to cooperate with the College. You should not feel pressured into any option; you may want to consult with your family before making a decision. If you do choose to have the case handled through the College, you can expect the following things:

CAMPUS RESPONSE TO INFORMATION OF SEXUAL HARASSMENT OR SEXUAL VIOLENCE

In order to assure a prompt and equitable resolution to the complaint, you will be asked to provide an initial statement reporting the specifics of your incident, names of individuals, date, time, place, specifics which occurred, witnesses to the events described, etc. This Statement will start the College's investigation of the events reported.

- An investigation will be conducted once a statement is filed; Statements may be filed by you (the impacted individual), by a parent or by a third party.
- If requested, every effort will be made to investigate the incident confidentially; it should be noted that the College's ability to thoroughly investigate and resolve incidents of sexual misconduct may be limited should the complainant not want his or her name or any identifiable information shared.
- The person who makes the report is the complainant and the individual named in the report is the respondent.
- The respondent will be asked to provide their version of the events. The complainant's statement will be shared with the respondent.
- In the event there is little or no dispute between the versions of the events, and the respondent admits the conduct, the matter may be resolved without a hearing at the discretion of the hearing officer. The appropriate discipline may be imposed by the College based upon the facts admitted during the investigation. If the complainant concurs with the College's resolution, the matter is concluded without the need for a hearing.
- Even when there is significant difference in the facts related by the complainant and respondent, the College may impose interim measures on the respondent.
- If the facts are in dispute, and the recipient concludes there is a basis to move forward, a private disciplinary hearing will be held where the complainant and respondent will each be treated without prejudice or bias and where each will only be asked to answer questions relevant to the specific misconduct under consideration
- The College will use its best efforts to complete its investigation within 14 days of the date it receives the report and to schedule a disciplinary hearing within another 7 days.
- The parties may mutually agree to extend these time periods.
- This hearing will not be and may not be taped; all parties are expected to keep the information from the hearing confidential or they may face disciplinary action.
- Every effort will be made to expedite College hearings (pending necessary investigation of fact).

- The respondent may face interim suspension from the College prior to the hearing, during the hearing or during deliberation.
- Both parties need to submit documentation to the hearing officer at least 24 hours prior to the hearing; the hearing officer will share this information with the respective parties. Both parties will be shown a copy of the statements provided by the other party; this includes statements from any witnesses of fact..
- At least 72 hours notice will be given to appear at the hearing and a written decision, complete with sanctions, will be received within 10 business days.
- If desired, the complainant will be permitted to attend the entire hearing. If the complaint chooses not to attend the hearing, he or she will be offered the opportunity to submit a written statement of fact to be read at the hearing. If the respondent fails to appear he or she may submit a written statement of fact to be read at the hearing . If either party declines to participate, the hearing will move forward and no adverse inference will be drawn.
- Once a statement has been filed, the incident will be processed (this includes investigation of facts, hearing notification, the hearing, deliberation, notification of the outcome of the hearing and the appeal process) within 60 days.
- Character witnesses are not permitted. In determining a remedy, the College may take into consideration the prior disciplinary history of the respondent.
- The College utilizes preponderance of evidence as the standard of proof in disciplinary proceedings; this standard is met if the proposition is more [likely](#) to be true than not true. Preponderance of evidence is the acceptable standard for civil cases. The complainant and respondent will be notified of the outcome of the hearing; this notification will be made in writing and will occur as concurrently as possible.
- The process will terminate if the respondent is no longer a student or employee.
- The College will cooperate to the extent permitted by law with criminal proceedings.
- The College does not condone retaliation towards the respondent or the complainant, any claims of retaliation will be investigated and those individuals will be subject to disciplinary action.
- Mediation will not be used to resolve sexual violence complaints.
- Both parties have the right to appeal. A letter of appeal should be addressed to the Vice President for Student Life (if the appellant is a student) or to the Assistant to the President (if the appellant is an employee) within 3 business days of receipt of decision. This letter should include fact based reasoning for appeal, such as failure to abide by existing procedures, failure to consider relevant information, etc. Individuals will receive written notice of an appeal decision within 10 business days. Additional details about the Appeal Process are described below.

Hearing and Appeal Process

Upon receipt of a statement, the Vice President for Student Life may assign a designee to investigate the matter. Hearings will be adjudicated by the Residence Coordinators, Associate

Director of Residence Life, Director of Residence Life, Dean of Student Life or the Vice President for Student Life. In reports of sexual violence, hearings will be handled by the Dean of Student Life or a designee from the Vice President for Student Life.

Upon receipt of a statement involving faculty members or employees of the College, the Assistant to the President for Administrative and Special Projects will investigate the matter or assign a designee to do so. Impartial hearing officer(s) will be appointed by the President to conduct the hearing.

Following the conclusion of the hearing, respondents will receive written notice of a decision, including sanctions if applicable, within 10 business days. When determining sanctioning, the following factors will be taken into account: severity of the incident, past judicial record, attitude and willingness to make amends.

A party wishing to appeal a judicial decision must do so in writing within 3 business days of receipt of decision. A letter of appeal should be addressed to the Vice President for Student Life; or the Assistant to the President, as appropriate, this letter should include fact based reasoning for appeal, this may include evidence of improper or inadequate procedure, prejudicial conduct and/or disproportionate penalty. Appeals will go to the College Appeal's Board. The College Appeal's Board will consist of faculty, staff, administrators and students as appointed by the President. The non-appealing party will be notified that the appeal has been filed. Appellants will receive written notice of appeal decisions within 10 business days. Sanctions, such as interim suspension from College housing or the College itself, may be imposed during the appeals process at the decision of the Vice President for Student Life or the Assistant to the President.

Title IX Coordinator

The College designates Michele Mocarsky, Director of Human Resources (215.248.7036), as its Title IX coordinator. Any questions or complaints regarding the College's Policy or its implementation should be promptly brought to the attention of the Title IX coordinator.

Record Keeping

After a matter is concluded, the individual who conducted the investigation shall prepare a written summary of the matter. The purpose of the summary is (1) to insure the College is aware of repeat incidents by the same individual and (2) for record keeping purposes so the College can evaluate the effectiveness of its anti-harassment policy and procedures. This summary will be kept in a separate file which may be consulted for the two purposes stated.

Missing Student Notification Policy and Procedures

In accordance with the Higher Education Opportunity Act of 2008, Chestnut Hill College has established the following policy and procedures to assist in locating any student living in Chestnut Hill housing, who based upon the facts reasonably known to the College, is

determined to be missing.

For purposes of this policy, a student may be considered to be a "*missing student*" if the student's absence is contrary to his/her usual pattern of behavior and unusual circumstances may have caused the absence. Such circumstances could include, but not be limited to, a report or suspicion that the missing person may be the victim of foul play, has expressed suicidal thoughts, is drug dependent, is in a life-threatening situation, or has been with persons who may endanger the student's welfare.

Chestnut Hill College strongly recommends all students to register confidential contact information in the event that a student over the age of 18 years is determined missing for a period of 24 hours. Your confidential contact may be your emergency contact individual or someone else. If a student is under the age of 18, and not legally emancipated, the College is required to notify their custodial parent or guardians not later than 24 hours after the time the student is determined to be missing, as set out in the procedures below. If a student is determined to be missing, the College will notify the appropriate law enforcement agency of the student's status and of their emergency contact.

Students are asked to complete a confidential form at their floor meeting to designate this person; forms are also available from the Office of Student Life. To assist with the administration of this policy, students are encouraged to keep fellow students, residence life staff, and/or their confidential contact informed of their whereabouts and, in particular, when they will not be returning to their residence overnight.

Reporting Missing Persons

The following procedure has been established to investigate when, based on the facts and circumstances known to Chestnut Hill College, a resident student is determined to be missing.

To report a missing person dial 7777 from a campus telephone, use one of the blue light emergency telephones on campus or dial (215) 242-7777 from off-campus/cell phones. You may also report a missing student to Campus Safety at the front desk in Fournier, to the Office of Student Life or to Residence Life (an RA, an RC or Residence Life staff in Fitzsimmons).

If a student is reported as missing, Chestnut Hill College will follow these procedures:

- Campus Safety and/or Student Life will conduct a thorough investigation and obtain all necessary information (including, but not limited to, the person's descriptions, clothes last worn, where the student might be, with whom the student might be, a description of the student's vehicle or a vehicle in which the student was last seen, information about the student's physical and mental well-being, class schedule, and a current photograph of the student).
- Upon confirmation that a student is missing and cannot be located, the Vice President for Student Life will be notified. The Vice President for Student Life will notify the President.
- If the missing student resides in on-campus housing, Residence Life will be contacted.

Residence Life will contact neighbors and friends in the immediate vicinity of the student's room and report any findings to the Vice President for Student Life.

- If a resident student has been missing for more than 24 hours, the Vice President for Student Life or designee will notify the student's confidential contact, which will be maintained in the Student Life database.
- If the student is under 18 years old and not emancipated, the Vice President for Student Life or designee will immediately notify a custodial parent or legal guardian.
- If a student over 18 years old has not designated an emergency contact, the appropriate law enforcement agency will be notified. All notifications as mentioned in this section will be made by the Director of Campus Safety or his/her designee.
- If the student is not located in a reasonable amount of time (no more than 24 hours) or if it is immediately apparent that the student is missing (e.g. a witnessed abduction), Chestnut Hill College will contact the appropriate local law enforcement agency to report the student as a missing person and the local law enforcement agency will take charge of the investigation.
- Once the appropriate law enforcement agency or agencies have been notified the College will assist in their investigation.

In conjunction with its investigation, Security may access vehicle registration information, access sign-in logs/swipes and computer access records. The College may also review e-mail logs for recent use of the College's e-mail system and check social networking sites.

If the missing person is a commuter student, faculty or staff the College will assist the investigating jurisdiction upon request.

Parking on Campus

All vehicles parked on campus must display a valid Chestnut Hill College parking permit and must be parked in the area designated by that permit. Here is some helpful information about parking at CHC:

- Student, Adjunct and Vendor permits are valid from September 1st – August 31st of each year. Full-time Faculty/Staff permits do not expire but individuals are required to register new vehicles.
- Permits must be paid for before they are distributed.
- Resident Juniors and Seniors are permitted to park on the side of campus where their residence hall is located (ex. SugarLoaf residents can park at SugarLoaf and Fitzsimmons/Fournier residents can park on main campus).
- Resident first-year and sophomore students who are granted appeals must park at SugarLoaf.
- Permits can be obtained online.
- The purchase of a parking permit does not guarantee a parking space.
- Parking is at your own risk. Chestnut Hill College is not responsible for damage to or theft from vehicles parked on campus.

Vehicle registration

All vehicles operated and parked on College property by full- and part-time students, faculty, staff and vendors must be registered with the College. Students can get their permits online at www.thepermitstore.com; enter Chestnut Hill College as the parking destination. Permits are available 24 hours a day and should be acquired before the beginning of the school year. Parking regulations will be enforced beginning the second full week of school. Registrations must be renewed at the beginning of each academic year starting August 15th.

1. The "registration year" extends from August 15th to August 15th of the following year.
2. Registration stickers must be affixed to the driver's-side rear passenger window or the rear windshield. When registering, click "Get Temporary Permit," print it, and place it in the vehicle's rear windshield until you can replace it with the permanent permit.
3. Vehicle registration does not guarantee a parking space, but affords the registrant the opportunity to part in authorized areas where sufficient space is available.
4. If you cannot find a legal parking space, please call the public safety department at 215-242-7777 so an officer can assist you with parking.
5. Parking permits may not be shared or transferred.

Undergraduate Resident Students

Parking privileges are not granted to first-year (freshman status) and sophomore resident students for a number of reasons. As a small residential campus, there are many opportunities for student engagement both in and out of class. Student success and satisfaction tend to be significantly higher when a student is actively involved in the community. While cars provide a convenience, the temptation to leave can be counterproductive at this crucial stage in the student's college career. It would be more beneficial to invest in establishing a solid base at Chestnut Hill, building friendships and becoming involved in campus activities. Also, there is limited parking available on campus. Chestnut Hill operates a shuttle service that allows students to conveniently reach shopping centers and public transportation without the need for a car. Therefore, first year and sophomore resident students are granted parking permits by special permission only and due to extraordinary circumstances.

Important Phone Numbers	
Director of Safety & Campus Security	215.753.3637
Information Desk (Fournier Hall)	215.248.7090
Security Central Station	215.242.7777
Residence Hall Emergencies	215.242.7777
Vice President of Student Life	215.248.7030
Dean of Student Life	215.248.7142
Director of Residence Life	215.248.7118
Associate Director of Residence Life	215.753.3702
Health Office	215.248.7111
Counseling Center	215.248.7104
Police Emergency	911



College Crime Statistics

The following information is based on the Uniform Crime Report filed with the Pennsylvania State Police. It represents incidents reported to Chestnut Hill College Campus Security.

Part I			
Classification of Offenses	2008	2009	2010
Murder	0	0	0
Manslaughter	0	0	0
Forcible Rape	1	0	2
Non-Forcible Rape	0	0	1
Robbery	1	0	0
Aggravated Assault	0	0	1
Assault	2	2	3
Burglary	6	4	5
Larceny (Theft)	0	9	16
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Total Part I Offenses	14	15	28
Part II			
Classification of Offenses			
Forgery & Counterfeiting	0	0	0
Fraud	0	0	0
Embezzlement	0	0	0
Stolen Property - receiving, possession, buying	0	0	0
Vandalism	18	23	23
Weapons - carrying, possession, etc.	0	0	1
Commercialized Vice	0	0	0
Forcible Sex Offenses	0	1	0
Non-Forcible Sex Offenses	0	0	2
Drug Abuse Violations	17	4	10
Gambling	0	0	0
Offenses against family or children	0	0	0
Driving under the influence	0	0	0
Drunkenness	5	15	12
Liquor Law	87	96	70

Disorderly conduct	1	1	0
Vagrancy	0	0	0
All Other Offenses			
Trespass	1	0	0
Harassment by communication	1	1	3
Hate Crimes	0	0	0
Total Part II Offenses	130	141	121

Campus Crime Statistics

This table summarizes the number of offenses for all reported campus crimes for the most recent three-year period. The crime rate per 100,000 population is determined by multiplying number of offenses by 100,000 then dividing by the campus population of 2,963. Reported in accordance with PA College and University Security Information Act (PA Act 73: 24 P.S. Sec. 2502-1, 2502-5).

Table I - Reported Offenses				
PART I CRIME	2008	2009	2010	RATE
Murder	0	0	0	0.0
Manslaughter	0	0	0	0.0
Forcible Rape	1	0	2	67.50
Non-forcible Rape	0	0	1	33.75
Robbery	1	0	0	0.0
Aggravated Assault	0	0	1	67.50
Assault	2	2	3	101.25
Burglary	6	4	5	168.75
Larceny (Theft)	4	9	16	539.99
Motor Vehicle Theft	0	0	0	0.0
Arson	0	0	0	0.0
Total Part I Offenses	14	15	28	
PART II CRIME				
Forgery & Counterfeiting	0	0	0	0.0
Fraud	0	0	0	0.0
Embezzlement	0	0	0	0.0
Stolen Property - receiving, possession, buying.	0	0	0	0.0
Vandalism	18	23	23	776.24
Weapons - carrying, possession etc.	0	0	1	0.0

Commercialized Vice /prostitution	0	0	0	0.0
Forcible sex offenses	1	1	0	0.0
Non-forcible sex offenses	0	0	2	0.0
Drug abuse violations	17	4	10	337.50
Gambling	0	0	0	0.0
Offenses against family or children	0	0	0	0.0
Driving under the influence	0	0	0	0.0
Liquor Law	87	96	70	2362.47
Drunkenness	5	15	12	404.99
Vagrancy	0	0	0	0.0
All Other Offenses				
Trespass	1	0	0	0.0
Harassment by communication	1	1	3	101.25
Hate Crimes	0	0	0	0.0
Total Part II Offenses	130	140	121	

Clery Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes (formed by the Federal Student Right-to-Know and Campus Security Act) requires the reporting of all crimes and a further breakdown of the crimes into the following geographical locations on campus; A) On-Campus; B) Non-campus; C) In residence halls; and D) Public property.

Further, the Clery Act mandates the reporting of "Hate Crimes" (motivated by bias or prejudice) and disciplinary actions for alcohol, drugs and weapons that are a violation of law. This disclosure is made in the following tables:

Table II Criminal Offenses						
	On-Campus			Residence Halls		
Crime	2008	2009	2010	2008	2009	2010
Murder	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0
Forcible rape	1	0	2	1	0	1
Non-forcible rape	0	0	1	0	0	1
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	1	0	0	1

Assault	2	2	3	1	2	3
Burglary	6	4	5	3	4	0
Larceny (Theft)	4	9	15	1	7	1
Auto Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Total Offenses	13	15	27	6	13	7

Table III Criminal Offenses						
	Non-Campus			Public Property		
Crime	2008	2009	2010	2008	2009	2010
Murder	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0
Forcible rape	0	0	0	0	0	0
Non-forcible rape	0	0	0	0	0	0
Robbery	0	0	0	1	0	0
Aggravated Assault	0	0	0	0	0	0
Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Larceny (Theft)	0	0	0	0	0	0
Auto Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Total Offenses	0	0	0	1	0	0

Table IV Hate Crimes						
	On-Campus			Residence Halls		
Crime	2008	2009	2010	2008	2009	2010
Prejudice	0	0	0	0	0	0
Race	0	0	0	0	0	0
Gender	0	0	0	0	0	0
Religion	0	0	0	0	0	0
Sexual Orientation	0	0	0	0	0	0
Ethnicity	0	0	0	0	0	0
Disability	0	0	0	0	0	0

Total Offenses	0	0	0	0	0	0
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Table V Hate Crimes						
	Non-Campus			Public Property		
Crime	2008	2009	2010	2008	2009	2010
Prejudice	0	0	0	0	0	0
Race	0	0	0	0	0	0
Gender	0	0	0	0	0	0
Religion	0	0	0	0	0	0
Sexual Orientation	0	0	0	0	0	0
Ethnicity	0	0	0	0	0	0
Disability	0	0	0	0	0	0
Total Offenses	0	0	0	0	0	0

Table VI Arrests - Disciplinary Actions						
	On-Campus			Residence Halls		
Crime	2008	2009	2010	2008	2009	2010
Weapons Possession	0	0	1	0	0	1
Drug Offenses	2(A) 15(DA)	0(A) 4(DA)	10(DA)	17(DA)	4(DA)	10(DA)
Liquor Laws	87	111	123	87	111	53
Total Offenses	104	115	134	104	115	64

Table VII Arrests - Disciplinary Actions						
	Non-Campus			Public Property		
Crime	2008	2009	2010	2008	2009	2010
Weapons Possession	0	0	0	0	0	0
Drug Offenses	0	0	0	0	0	0
Liquor Laws	0	0	0	0	0	0
Total Offenses	0	0	0	0	0	0

Fire Safety

Reported Fires for 2010 by Building Location for All Chestnut Hill College Residence Halls

Building	# of Fires	Date	Cause of Fire	Equipped w/ Sprinkler	Fire & Smoke Detectors	Emergency Plans Posted	# Annual Evacuation Drills
Fournier Hall	0	N/A	N/A	No	Yes	Yes	2
Fontbonne Hall	0	N/A	N/A	No	Yes	Yes	2
Fitzsimmons Hall	0	N/A	N/A	Yes	Yes	Yes	2
SugarLoaf Lodge	0	N/A	N/A	Yes	Yes	Yes	2
St. Joseph Hall	0	N/A	N/A	No	Yes	Yes	2
Total Fires	0						

Sex Offender Registry and Access to Related Information

The Federal Campus Sex Crimes Prevention Act went into effect on October 28, 2002. The law requires institutions of higher education to issue a statement advising the campus community where state law enforcement agency information concerning registered sex offenders may be obtained. It also requires the sex offender, already registered in a state, provide notice to each institution of higher education in that state, as to where the person is employed, carries on a vocation, or is a student. Presently Pennsylvania State law does not require a sex offender to list the school of higher education of which he or she is a student.

The Commonwealth of Pennsylvania maintains a system for making certain Registry information on violent sex offenders available to the public. Presently the only individuals listed on the 'public disclosure' registry list, are those classified under Megan's Law, as sexual predators or those individuals having moved to Pennsylvania and are on parole/probation for a sexual offense in that state from which they moved. To obtain this information you must contact the Pennsylvania State Police at Embreeville, PA, at 610.269.5355 or the Philadelphia Police Department of Public Affairs at 215.686.3388.

The information published above is in compliance with the PA College and University Security Information Act (PA Act 73 of 1988) and the Federal Student Right to Know and Campus Security Act of 1990 (P.L. 101-542) as amended through Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (34CFR668.41 and 34CFR668.46).

Contact Information

Questions or concerns about campus safety and security at Chestnut Hill College may be directed to:

Krista Bailey Murphy, MA
Dean of Student Life
at 215.248.7142 or e-mail murphyk@chc.edu

Or

Ray Hallman, MBA
Director of Safety & Campus Security
at 215.753.3637 or e-mail hallmanr@chc.edu