

Safety & Campus Security



CHESTNUT HILL COLLEGE

Annual Security & Fire Safety

Report

2012

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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 full report. Copies of the report may also be obtained at the Department of Safety & Campus Security (Ground Floor, Fontbonne 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 and do not have the authority to arrest individuals. Criminal investigations are conducted by the Philadelphia Police Department, which is responsible for coverage at Chestnut Hill College. Chestnut Hill College does not have a memorandum of understanding with the Philadelphia Police Department, but the Philadelphia Police Department assists the College when needed. 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. All resident students

must swipe in and out of the residence halls at times of entry and egress. 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 Security Office is located in Fontbonne Hall. The number to the information desk, which is also staffed 24 hours a day and located in Fournier Hall, 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

Chestnut Hill College encourages the accurate and prompt reporting of all crimes to the Department of Safety and Campus Security. 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 utilizing the following numbers:

Director of Safety & Campus Security	Fontbonne G	215.753.3637
Information Desk	Fournier I	215.248.7090
Security Office	Fontbonne G	215.242.7777

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).

In response to a report of a crime, the Department of Safety and Security will take the required action, either by dispatching an officer to the individual's location or by asking the individual to file an incident report. All incident reports are forwarded to the Vice President for Student Life and the Dean of Student Life for review and disciplinary adjudication (if appropriate). Incident reports that involve incidents in the Residence Halls and/or resident students are also forwarded to the Director of Residence Life. If appropriate, the Director and Assistant Director of Safety and Security will conduct further investigation, including but not limited to conducting interviews, reviewing security camera footage and checking times swiped in/out of halls. Additional information obtained via any investigation will also be forwarded to the Vice President for Student Life and Dean of Student Life. If assistance is required from the Philadelphia Police Department, Safety and Security will contact the appropriate unit. Any person reporting a crime to Safety and Security has the right to report the crime to the Philadelphia Police Department. This right is shared with the individual at the time of reporting and Safety and Security will assist the victim with that process.

If a sexual assault occurs on campus, staff on the scene will offer the victim a wide variety of resources (please see the full Title IX Policy on page 18 for complete details).

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.

Statistical Disclosure of Reported Incidents

Incidents reported to the Department of Safety & Security that fall into one of the required reporting classifications will be disclosed as a statistic in this annual brochure published by Chestnut Hill College.

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.

If local police departments are contacted about criminal activity occurring off-campus involving Chestnut Hill College students, they may notify Safety & Security and/or the Office of Student Life. However, there is no official policy requiring such notification. Students in these cases may be subject to arrest by the local law enforcement agency and College disciplinary proceedings through the Office of Student Life (as described above).

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 Timely Warning will be issued (these Timely Warnings are labeled as Security Alerts for the campus community). 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.

Security Alerts are usually distributed for the following Uniform Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) classifications: arson, criminal homicide and robbery. Incidents of aggravated assault and sex offenses are considered on a case-by-case basis, depending on the facts of the case and whether there is a continuing danger to the campus community. For example, if an assault occurs between two students who have an argument, there may be no on-going threat to the Chestnut Hill College community and a Security Alert would not be distributed. Security Alerts may also be issued for other crime classifications as deemed necessary.

The Vice President for Student Life, or her designee, writes and issues Security Alerts in consultation with the Director of Campus Safety and Security, the Dean of Student Life and the President of the College.

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 (Fontbonne Hall, Ground 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

GENERAL SCOPE AND PURPOSE

The Chestnut Hill College Crisis Protocol applies to all buildings and grounds on the College's campus. This plan is designed to help minimize hazards to personal health and the College environment. This plan will be set in motion to:

- Reduce the probably of serious injury or death due to lack of preparedness in an emergency.
- Protect Chestnut Hill College from loss occurring from emergencies.
- To ensure an orderly transition from normal daily operations to emergency operations and a subsequent return to normal daily operations.

This Crisis Protocol is designed to accomplish the following:

1. Create a plan that will be followed in case of emergency.
2. Plan for the safe evacuation of buildings and/or the campus.
3. Plan for safe shut down of equipment.
4. Reduce the risk of fire through training and preventative maintenance.
5. Educate all members of the College community on protocols that will be implemented should an emergency arise.
6. Create a plan for rapid return to normal College operations following an emergency.

COMMUNICATIONS DURING EMERGENCY OPERATIONS

During an emergency it may be necessary to evacuate, or partially evacuate, from the Chestnut Hill College campus. Services such as electricity, water and telephones may not be functioning during certain emergency conditions. Communication between Campus Safety, Maintenance, Housekeeping and Cabinet may be maintained through radios (and/or cell phone when appropriate). Appropriate campus alerts will be disseminated through the College's website, campus intercom system and the text messaging alert system. Chestnut Hill College will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

External dissemination of information related to the emergency will only be provided by individuals

given approval by the President.

EMERGENCY EVACUATION PROCEDURES

Fire is only one of the possible emergency conditions which could require the evacuation of a building and/or the College campus. Chemical spills, the release of toxic or corrosive gases, civil unrest or a bomb threat may also result in the need to evacuate. In the event that evacuation is required, the building fire alarm and the campus intercom system will be used to begin evacuations. At the sounding of an alarm or notification over the campus intercom system, all occupants should promptly and calmly evacuate the building. Exit routes are posted on the back of all classroom and residence hall doors. Additionally, exit signs in hallways direct occupants to the nearest exit. If time permits, individuals should turn off any equipment and lights and close doors as they leave. Those individuals who are unable to use the stairs should proceed to the nearest exit (if they are on the ground floor) or fire stairwell. Individuals are asked to look out for each other and assist if possible or appropriate or notify Campus Safety if an individual needs assistance. Please refer to the General Evacuation Protocol for detailed information.

After evacuating a building individuals are asked to report to the designated evacuation area. Assembly areas are located at least 100 yards from the emergency and in a location that will not interfere with emergency response personnel. There are designated outdoor and indoor assembly areas for each area of campus. To the extent reasonable and possible, faculty members should attempt to account for students in their class at the time of evacuation; residence life professional and paraprofessional staff will also help to account for students. If it is suspected that an individual from a department, class or floor is missing please contact Campus Safety. Do not return to an evacuated building unless told to do so by a College official.

There may be situations in which Shelter in Place is preferable to evacuations. In these incidents, the following procedures will be followed:

SHELTER IN PLACE

Shelter in place is the action of seeking immediate shelter indoors, preferably in an interior area. Ideal features of a shelter in place area include:

- A location with minimal windows or vents
- Adequate space for all individuals
- Hallways, conference rooms, restrooms and classrooms can all be used to shelter in place
- Depending on the nature of the incident, access to phone lines, cell phone service and/or internet is also desirable

Shelter in place may be activated in the event of a hazardous material spill, tornado warning, shooting or act of terrorism. Please note that shelter in place may refer to short-term or long-term situations. At times, shelter in place may occur in a centralized area after an evacuation notice. In this case, please refer to the evacuation procedures and the campus evacuation map.

When sheltering in place:

- Close all doors and windows
- If possible, close or seal air vents
- Close window shades, blinds or curtains
- If possible, seal gaps around doors and windows with wet towels and/or tape
- Move all occupants away from doors and windows
- Remain indoors until an all clear message is received from a campus administrator

The Vice President for Financial Affairs publishes an annual notice requesting that individuals who may need assistance in the event of an evacuation contact the Director of Human Resources to develop an individualized plan. The same notice is made to students by the Director of Disability Services.

In all situations, appropriate follow up with the campus community will occur. This follow up may be dependent upon communication systems available as a result of an emergency and may or may not include activation of the emergency notification service, e-mail, the campus intercom system, mass voicemail and/or personal communication.

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/

Emergency Response and Evacuation Testing Procedures

On at least an annual basis, Chestnut Hill College will conduct tests of its emergency response and evacuation procedures. The tests may be announced or unannounced. In conjunction with at least one test per calendar year, the College will publicize its Crisis Protocol documents and test the emergency notification system. Additionally, at least two fire drills are held in each residence hall on an annual basis. The College will document all tests.

Chestnut Hill College Community

In the 2011 fall semester, there were 2,309 students enrolled at Chestnut Hill College, of which 495 undergraduate students resided in residence halls. The College employs 245 full-time and 300 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.

Access to Residence Halls

Guest & Visitation Policy

Residents gain access to their room with a room key or a programmed CHC ID card. At no time may resident students share or loan their keys or ID to anyone. This is a major violation. The following are against College policy and are subject to fines and/or judicial action:

- Duplicating any Chestnut Hill College key or ID card
- Lending or giving a College key or ID card to any unauthorized person
- Falsifying information to obtain any College key or ID card
- Unauthorized possession or use of a master key
- Possession of any College key or ID card issued to another person

Definitions

For the purposes of the guest & visitation policy, please keep the following definitions in mind:

CHC Resident – any student living in College housing

CHC Commuter – any Chestnut Hill student who does not reside in College housing

Guest – any individual who does not attend Chestnut Hill

Host – resident student who has signed in a commuter or guest

CHC residents must use their CHC ID card to swipe into their building at the front desk as they enter. Resident IDs must be validated, bearing the appropriate academic year. 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 if they have not 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.

Visitation & Guest Registration

In order to ensure the safety of all residents, specific visitation policies are set for hosting guests. It is expected that all resident students and their guests will respect the policies and consider the well-being of other residents.

CHC residents may enter any residence hall that they are not a resident of during the prescribed visitation hours by swiping their CHC ID at the front desk. CHC residents must swipe out of all buildings when leaving.

As a host, resident students are responsible for the actions of their guest(s) at all times.

If a guest violates a campus policy, the guest will be asked to leave campus and the host will be held accountable for the violation. Guests must be escorted at all times and are only permitted in rooms/areas where the host is present.

The term “guest” refers to any individual not currently enrolled at Chestnut Hill College or Chestnut Hill College commuter students. All guests must:

- be 16 years or older (siblings of a younger age can get approval from the Office of Residence Life)
- have a picture ID
- register with the Security Desk

The guest must be registered in the guest log by the hosting residential student, and surrender a photo identification card to the desk officer. Guests who do not have photo identification (such as a driver's license or photo ID from another college or university) cannot be signed into the facility as a guest.

The guest policy permits guests to visit in hallways and rooms in the College residences during the prescribed hours only:

CHC Residents & Commuters

Sunday-Saturday 9:00a.m. – 2:00a.m.

Guests

Sunday-Thursday 9:00 a.m. - 12:00 a.m. (Midnight)

Friday-Saturday 9:00 a.m. - 2:00 a.m.

Visitation Policy

Co-education allows men and women to contribute to one another's education and form genuine friendships. The mission of Chestnut Hill College, given its Catholic heritage and tradition, dictates that students will adhere to all norms and values associated with Catholic teachings. In the proper context, therefore, hosting a guest is a privilege that can facilitate personal and social development and enhance the quality of life on campus. While the College does recognize the need for opportunities for studying, it does not permit overnight guests of the opposite sex for social purposes.

Rooms are private and the right of a resident to privacy outweighs another's right to guest privileges. If the presence of a guest is an invasion of a roommate's privacy, the guest must leave. Each room shall have no more than two (2) additional persons per resident (for example, in a 4 person suite there may be the four (4) residents plus eight (8) other persons.

Privacy extends beyond the student's room to hallways and restrooms. Men must use restrooms designated for males and women must use restrooms designated for females. Under no circumstances are men to utilize women's showering facilities and vice-versa.

Violation of the visitation & guest policy will render students subject to College disciplinary action ranging from loss of privileges for a specific time up to and including suspension or dismissal from the residence community depending on the seriousness of the infraction.

The College may suspend guest privileges during break periods even when the residence halls are officially open for health and safety concerns. The College reserves the right to remove from campus a guest who has violated College regulations. "Removal" is defined as complete separation from the College grounds, facilities and services. Guest who violate this policy are viewed as trespassers and are subject to arrest. CHC students who are involved in an incident in a residence hall other than their own may also be asked to sign-out and return to their place of residence. Violations of the visitation and guest policy will remain active and accumulate for the duration of a student's matriculation at Chestnut Hill College. Previous violations, regardless of severity, will be taken into consideration when sanctioning present incidents.

Since the residence hall is intended for adult interaction and study, it is an inappropriate setting for entertaining or for supervising young children. Student rooms are crowded and potentially dangerous to the curious restlessness of babies and young children.

Overnight Guests

Resident students may have overnight guests of the same gender as long the roommate(s) are notified and do not object. Overnight guests are any visitor who is not a resident of that hall. Residents can obtain an Overnight Guest Request Form from a member of the Residence Life Staff, at the front desk of their residence hall or at http://www.chc.edu/Residence_Life/. Once completed, the request should be turned into the Residence Coordinator of the area in their office or to the RC's email. RC's will share contact information at the beginning of each semester. Guest requests should be turned in at least 48 hours in advance to the date of request. Guests are limited to two consecutive nights at a time and a total of ten nights per semester. All guests must register at the Security desk in the Overnight Guest Log. Male guests are to be hosted overnight (i.e. provided with sleeping accommodations) only in areas for men; female guests may be hosted overnight in areas reserved for women. A guest may be removed for failing to abide by College policy and regulations. The host is responsible for the guest's actions at all times and may lose his/her guest privileges and/or residence status if a guest is involved in violation of college policy.

Substance Abuse Policy

This policy shall apply to all students of Chestnut Hill College. This policy applies on the College property as well as at college sponsored activities. This policy embodies the provisions of mandatory federal regulations. The provisions are effective immediately.

POLICY STATEMENT:

In accordance with this, Chestnut Hill College prohibits the unlawful manufacture, distribution, dispensing, possession, sale or use of the following substances or items on College property or at College activities by students: illegal drugs, controlled substance analogues, prohibited drugs and drug related paraphernalia.

Being under the influence of alcohol or drugs is prohibited. In addition, no student is permitted to possess, use, or offer for sale any alcoholic beverage in College housing, on campus or as part of a College activity. Alcoholic beverages may not be served at any College-sponsored function in which

students participate with the exception of those designated by the President.

A. ALCOHOL

Chestnut Hill College is, by virtue of its mission, concerned with the development of the student's mind, body, spirit and personality. As such, the college realizes that given the significant alcohol-related problems in society, serious efforts must be made to educate students so that they can make responsible choices.

Under third party or Dram laws, commercial sellers of alcoholic beverages are liable for the adverse effects of alcohol consumption. Amid public concern over drunk driving and other alcohol-related social problems, dram laws have been extended beyond commercial sellers of alcohol to social hosts, employers and other unlicensed furnishers of alcoholic beverages.

Because of these emerging legal trends, individuals, groups, and/or organizations that host events where alcohol is served may be held liable for damages and injuries caused by an intoxicated guest. The potential for liability is increased when the alcoholic beverages are being furnished to minors. Thus, social host liability holds ominous implications for colleges and universities; such institutions may be held liable when they provide alcoholic beverages to students, employees, or the public, and the potential for liability is more extreme when alcohol is furnished for minors.

Pennsylvania Liquor Code Laws

Members of the Chestnut Hill College community are expected to be aware of and obey state and municipal laws or ordinances regulating the use, possession, or sale of alcoholic beverages. Students who are cited for violations of such laws or ordinances by state or municipal authorities may also face college disciplinary proceedings and/or be required to pursue counseling or treatment as a condition of continued enrollment at the college.

The following are important Pennsylvania Liquor Code Laws and the sanctions for violating them. They are applicable to every person on the Chestnut Hill College Campus, regardless of his or her state or country of origin. Moreover individuals may face severe financial consequences from a lawsuit arising out of use or misuse of alcohol.

1. It is a summary offense for a person under 21 years old to purchase, consume, possess or knowingly and intentionally transport any liquor, malt or brewed beverages. Penalty for a first offense is suspension of driving privileges for up to 90 days; for a second offense, suspension of driving privileges for up to one year, a fine up to \$500 and imprisonment for up to one year. Multiple sentences involving suspension of driving privileges must be served consecutively.
2. It is a crime intentionally and knowingly to sell or intentionally or knowingly to furnish or to purchase with the intent to sell or furnish, any liquor or malt or brewed beverages to any minor (under 21). "Furnish" means to supply, give or provide to, or to allow a minor to possess on premises or property owned or controlled by the person charged. Penalty for a first violation is \$1,000; \$2,500 for each subsequent violation; imprisonment up to one year.
3. It is a crime for any person under 21 years of age to possess an identification card falsely identifying that person as being 21 years of age or older, or to obtain or attempt to obtain

liquor or malt or brewed beverages by using a false identification card. Penalties are as stated in (1) above.

4. It is a crime to intentionally, knowingly or recklessly manufacture, make, alter, sell or attempt to sell an identification card falsely representing the identity, birth date or age of another. Minimum fine of \$1,000 for first violation; \$2,500 for subsequent violations; imprisonment for up to two years for any violation.
5. It is a crime to misrepresent one's age knowingly and falsely in order to obtain liquor or malt or brewed beverages. Penalties are as stated in (1) above.
6. It is a crime to knowingly, willfully, and falsely misrepresent that another is of legal age to obtain liquor or malt or brewed beverages. Penalty is a minimum fine of \$300 and imprisonment for up to one year.
7. It is a crime to hire, request or induce any minor to purchase liquor or malt or brewed beverages. Penalty is a minimum fine of \$300 and imprisonment for up to one year.
8. Sales without a license or purchase from an unlicensed source of liquor or malt beverages are prohibited.
9. It is unlawful to possess or transport liquor or alcohol within the Commonwealth unless it has been purchased from a State Store or in accordance with Liquor Control regulations.
10. In addition, a City of Philadelphia ordinance prohibits the consumption of alcoholic beverages in public streets, sidewalks, highways, buildings, lanes, parking lots, recreation or park areas or other public property within the City of Philadelphia.

Effects of Alcohol

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required for driving a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increases the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments of higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

Sanctions Concerning Alcohol Use/Abuse

Violations of the alcohol policy will remain active and accumulate for the duration of a student's matriculation at Chestnut Hill College. Previous alcohol violations, regardless of severity, will be taken into consideration when sanctioning present incidents.

Sanctions Include but are not limited to the following:

Possession and/or Consumption of Alcohol on Campus, on College Sponsored Trips or at College Sponsored Events (even if over 21 years of age)

Possession of alcohol includes being present in a location where alcohol is present.

1st Offense ~ Alcohol education, \$50 fine

2nd Offense ~ Alcohol assessment and/or education, parental notification, \$75 fine, disciplinary probation

3rd Offense ~ Possible suspension or expulsion from housing and/or the College, \$100 fine

Hosting an Alcohol Gathering on Campus or in Campus Housing/Furnishing Alcohol

Amount and type of alcohol is factored in the disciplinary sanction. That is, greater amounts of alcohol lead to more serious sanctions. In addition, sanctions are most likely increased when the hard liquor is present (i.e. vodka, rum, etc.).

1st Offense ~ Alcohol education, parental notification, disciplinary probation, \$100 fine

2nd Offense ~ Alcohol assessment, parental notification, possible suspension from College housing, disciplinary probation, \$200 fine

3rd Offense ~ Parental conference, possible suspension or expulsion from the College, \$300 fine

Use of Alcohol Resulting in Erratic/Abusive/Destructive/Violent Behavior

1st Offense ~ Alcohol assessment, restitution for damage, parental notification, \$100 fine, disciplinary probation

2nd Offense ~ Possible suspension or expulsion from housing and/or the College, \$200 fine

Hospitalization as a Result of Alcohol

1st Offense ~ Parental conference prior to returning to College and/or housing, alcohol assessment, reflection paper, disciplinary probation

This list of sanctions is not meant to be all inclusive, but it is to be used as a guideline for sanctioning. Examples of an educational sanction assigned for violating the alcohol policy include, but are not limited to bulletin boards, research papers, reflection papers, alcohol education class and community service.

Alcohol assessments will be performed by someone acceptable to the College. The student must execute a waiver to allow the College access to verification of participation in an assessment. Verification of participation in an assessment may be released to parents. Any student who refuses to participate will risk probation and/or loss of housing.

Payment of Fines

Fines will be placed on a student's account. All moneys collected as a result of fines shall be allocated for Alcohol Education and will be administered by the Vice President for Student Life.

B. DRUGS

Chestnut Hill College does not condone the violation of any civil statute. **The possession, use or distribution of illicit drugs is prohibited within the College. The College, however, has no intention of usurping the role of civil authority and will notify authorities immediately if**

the College believes there is possible illegal activity occurring on campus. The College is concerned with drug use, not only because it is a violation of a civil statute, but also because it is detrimental to the achievement of institutional goals. The primary role of this community is the intellectual and emotional development of its members. It is generally recognized that the effect of drugs (ex. lysergic acid, mescaline, methadone, heroin and marijuana) is to alter one's judgment and level of awareness. Constant use and/or abuse of drugs can result in permanent physical damage and psychological dependence as well as increasing inability to distinguish illusion from reality. The effects are opposed to the proper functioning of an academic community.

The College is vitally interested in the well being of all members of its community and therefore, wishes always to offer assistance rather than punishment. The College recognizes that chronic drug usage does not occur in isolation. Rather, it is a symptom of other difficulties that the individual is experiencing. In view of this, the College makes available to all members of its community a counseling office staffed by professionally trained personnel. Counseling is confidential; the Counseling Center can be reached at 215.248.7041 and is located on the 3rd floor of St. Joseph Hall. The College strongly urges its members to take advantage of these services.

For the health and well-being of the community, drug paraphernalia of any kind is also prohibited. This includes any item used in the consumption or storage of drugs. This includes, but is not limited to, pipes, bongs, water bongs, needles, and other homemade items not being used for their intended purpose, but being used to consume drugs.

Students who are found to be possessing or using illegal drugs, or against whom there is strong evidence of possession or use, will face sanctions which include, but are not limited to:

Possession, Personal Use and/or Paraphernalia

1st Offense ~ Parental notification, drug assessment, possible suspension from College housing, disciplinary probation, \$100 fine

2nd Offense ~ Suspension or expulsion from the College

Possession with intent to Manufacture, Sell, Distribute, Share, Traffic

1st Offense ~ Suspension or expulsion from College

Drug assessments will be performed by someone acceptable to the College. The student must execute a waiver to allow the College access to verification of participation in an assessment. Verification of participation in an assessment may be released to parents. Any student who refuses to participate will risk probation and/or loss of housing.

Chestnut Hill College students are subject to prosecution under the Pennsylvania Controlled Substance; Drug, Device and Cosmetic Act for drug abuse and unlawful drug use and unlawful drug sales. The following state and federal laws concerning specific illicit drugs are drawn from the Controlled Substance, Drug, Device and Cosmetic Act, 35 p.s. section 107 708-113 et, seq. of the Commonwealth of Pennsylvania and from the Federal Drug Abuse Prevention and Control Act, 2 U.S.C.A. 801, et, seq., (specifically, the penalties for manufacturing, distributing, dispensing or possessing a controlled substance are found in section 841 of the Act).

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 2011 these included Brett Sokolow, JD and Mark Sterner), educational programming (DUI simulator, Safe Drinking Pledge, Water Pong, etc.) and alcohol free programming (particularly targeted at high risk times like weekends, Super Bowl, Halloween, St. Patrick's Day, etc.).

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 Act 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 | 020 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 complainant 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.

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.

Educational Programs

Education is a key to the prevention of crimes. The Department of Safety and Security participates annually in new student orientation and Residence Life training for Resident Assistants and Residence Coordinators. Additionally, the Office of Student Life offers a wide variety of programs to students. These programs include, but are not limited to lectures, alcohol free programming, awareness programs and the sharing of crime prevention tips via on campus televisions. Specific examples are as follows:

Type of Program	Examples
Lectures	“Drunk Sex or Date Rape: Can you Tell the Difference” – Brett Sokolow, JD “DUI: A Powerful Lesson” – Mark Sterner Women Organized Against Rape Workshop
Awareness Programs	Alcohol 101 (in first year seminars and for policy violators) Denim Day Sobriety/Safe Drinking Pledge DUI Simulator Virtual Bar Various Residence Hall Programs National Collegiate Alcohol Awareness Week Day of Silence
Alcohol Free Programming	Fridays After Dark (every Friday after 9 pm) Alternative programming on high risk days (Super Bowl, World Series, Halloween, St. Patrick’s Day, etc.)



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 Office (Fontbonne Ground Floor)	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

Clery Crimes	On Campus			Non-Campus			Public Area			Residence Halls		
	2009	2010	2011	2009	2010	2011	2009	2010	2011	2009	2010	2011
Murder	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter	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	1	0	0	0	0	0	0	0	0	1	0
Burglary	4	5	4	0	0	0	0	0	0	4	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
Total	4	6	4	0	0	0	0	0	0	4	1	0

Non-Clery Crimes	On Campus			Non-Campus			Public Area			Residence Halls		
	2009	2010	2011	2009	2010	2011	2009	2010	2011	2009	2010	2011
Simple Assault	2	3	4	0	0	0	0	0	0	2	3	2
Forgery	0	0	0	0	0	0	0	0	0	0	0	0
Fraud	0	0	0	0	0	0	0	0	0	0	0	0
Theft	9	16	15	0	0	0	0	0	0	7	1	7
Vandalism	23	23	13	0	0	0	0	0	0	N/A	N/A	6
Disorderly Conduct	1	0	10	0	0	0	0	0	0	0	0	5
Total	35	42	42	0	0	0	0	0	0	9	4	20

N/A – Vandalism was not tracked by On-Campus versus in Residence Halls prior to 2011

Forcible Sex Offenses	On Campus			Non-Campus			Public Area			Residence Halls		
	2009	2010	2011	2009	2010	2011	2009	2010	2011	2009	2010	2011
Forcible Rape	0	2	2	0	0	0	0	0	0	0	1	2
Forcible Sodomy	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Assault with Object	0	0	0	0	0	0	0	0	0	0	0	0
Forcible Fondling	0	0	2	0	0	0	0	0	0	0	0	2
Total	0	2	4	0	0	0	0	0	0	0	1	4

Non-Forcible Sex Offenses	On Campus			Non-Campus			Public Area			Residence Halls		
	2009	2010	2011	2009	2010	2011	2009	2010	2011	2009	2010	2011
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0	0	0

	On Campus			Non-Campus			Public Area			Residence Halls		
	2009	2010	2011	2009	2010	2011	2009	2010	2011	2009	2010	2011
Alcohol, Drugs & Weapons												
Liquor Law Arrests	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Referrals	111	70	99	0	0	0	0	0	0	111	53	91
Drug Arrests	0	0	0	0	0	0	0	0	0	0	0	0
Drug Referrals	4	10	5	0	0	0	0	0	0	4	10	5
Weapons Arrests	0	0	0	0	0	0	0	0	0	0	0	0
Weapons Referrals	0	1	0	0	0	0	0	0	0	0	1	0
Total	115	81	104	0	0	0	0	0	0	115	64	96

	On Campus			Non-Campus			Public Area			Residence Halls		
	2009	2010	2011	2009	2010	2011	2009	2010	2011	2009	2010	2011
Hate Crimes												
Murder	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0	0	0	0	0	0	0
Non-Forcible Sex Offenses	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
Theft	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
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0
Vandalism	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0	0	0

THE PENNSYLVANIA UNIFORM CRIME REPORTING ACT

The Pennsylvania Uniform Crime Reporting Act mandates the release of crime statistics and rates to matriculated students and employees, and, upon request, to new employees and applicants for admission. The index rate is calculated by multiplying the actual number of reported offenses by 100,000 (a theoretical population for comparison purposes) and dividing that product by the number of the College's Full Time Equivalent (FTE) students and employees. The FTE is calculated using a state required formula. The College's FTE Population was 2,700 in 2009, 2,798 in 2010 and 2,604 in 2011. The statistics reported below reflect the number of incidents reported to the College's Department of Safety & Security (but do not include reports from other campus security authorities, referrals from campus disciplinary authorities or reports from local law enforcement). They do not indicate actual criminal prosecution or student disciplinary action, or the outcome of either. Please note that the state crime classifications for which the College is reporting these statistics vary from the crime classifications under federal law, which are also published in this brochure.

	2009		2010		2011	
Part I Offenses						
	Actual	Index*	Actual	Index*	Actual	Index*
Murder	0	0.00	0	0.00	0	0.00
Manslaughter	0	0.00	0	0.00	0	0.00
Rape	0	0.00	2	67.5	2	76.8
Robbery	0	0.00	0	0.00	0	0.00
Aggravated Assault	0	0.00	1	33.75	0	0.00
Other Assault	2	73.8	3	101.25	4	153.6
Burglary	4	147.7	5	168.75	4	153.6
Theft	9	332.2	16	539.99	15	864.0
Vehicle Theft	0	0.00	0	0.00	0	0.00
Arson	0	0.00	0	0.00	0	0.00
Total	15	553.7	27	911.24	25	1248

	2009		2010		2011	
Part II Offenses						
	Actual	Index*	Actual	Index*	Actual	Index*
Forgery & Counterfeiting	0	0.00	0	0.00	0	0.00
Fraud & Embezzlement	0	0.00	0	0.00	0	0.00
Receiving Stolen Property	0	0.00	0	0.00	0	0.00
Vandalism	23	849.0	23	776.24	14	537.6
Weapons	0	0.00	1	33.75	0	0.00
Prostitution	0	0.00	0	0.00	0	0.00
Other Sex Offenses	1	36.9	2	67.5	2	76.8
Narcotics	4	147.7	10	337.5	5	192.0
Gambling	0	0.00	0	0.00	0	0.00
Family Offenses	0	0.00	0	0.00	0	0.00
DUI	0	0.00	0	0.00	0	0.00
Liquor Law Possession	96	3543.7	70	2362.47	74	2841.7
Drunkenness	15	553.7	12	404.99	19	729.64
Disorderly Conduct	1	36.9	0	0.00	10	384.0
Vagrant	0	0.00	0	0.00	0	0.00
Trespassing	0	0.00	0	0.00	1	38.4
Harassment by Communication	1	36.9	3	101.25	1	38.4
Hate Crimes	0	0.00	0	0.00	0	0.00
Total	141	4889.4	121	4083.7	126	4838.54

Fire Safety

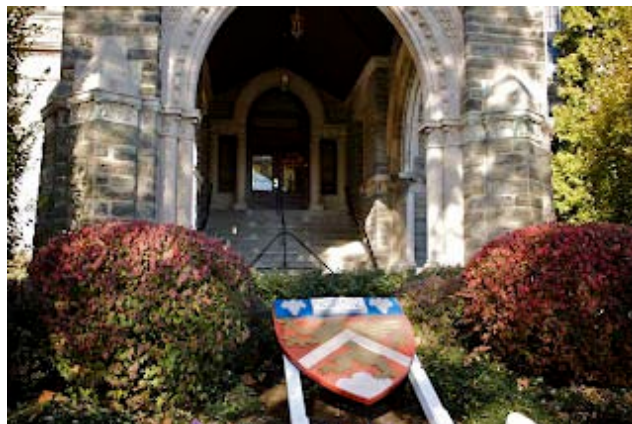
Reported Fires for 2011 by Building Location for All Chestnut Hill College Residence Halls

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
Loyola 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						

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 preceding tables.

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:

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Or

Ray Hallman, MBA

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

