

Geneva College

2022 – 2023 Academic Year Annual Security and Fire Safety Report (ASF SR)

Prepared by the Campus Safety and Security Department

Includes Policy Statements for the 2022-2023 Academic Year and
Crime Statistics for Calendar Years (CYs) 2019, 2020 & 2021



GENEVA COLLEGE

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2021 ANNUAL SECURITY AND FIRE SAFETY REPORTS

GENEVA COLLEGE, BEAVER FALLS, PENNSYLVANIA

INTRODUCTION

Geneva College is a Christian liberal arts college located approximately 35 miles northwest of Pittsburgh, in Beaver Falls, Pennsylvania. As a Christian college, Geneva is committed to the concept that there should be a direct relationship between belief and behavior. The Bible establishes basic principles, which guide and foster the development of Christian character, thought, and behavior. While it is difficult to legislate many of these matters, the college takes on the responsibility to maintain moral standards, promote righteousness, and uphold the laws of the Commonwealth of Pennsylvania and the City of Beaver Falls. Geneva's behavioral policies are anchored in biblical truth that supports the ministry of education.

Our Mission:

Geneva College is a Christ-centered academic community that provides a comprehensive education to equip students for faithful and fruitful service to God and neighbor.

Geneva College's mission is student-focused, emphasizing Christ, comprehensive education, and service to God and neighbor. This is consistent with the college's charter, by laws and Foundational Concepts of Christian Education, as well as Geneva's historic motto, Pro Christo et Patria (For Christ and Country).

Enrollment: For the 2021-2022 academic year, Geneva College average enrollment was 926 students. The student body is approximately 47% women and 53% men. For the fall 2021 semester, 85% of students lived in college-owned, -recognized, -rented, -leased, or otherwise controlled housing. Additionally, there were 219 full-time equivalent (FTE) employees (faculty and staff combined) at the college.

SECURITY DEPARTMENT

The Department of Campus Safety and Security (DCSS) is responsible for policy enforcement, security, and emergency response on the campus. DCSS is guided by the mission strategic principles of Service, Protection, Enforcement, and Community-Caretaking. The Department is under the leadership of the Director of Campus Safety and Security, who reports to the Vice President of Information Technology. Institutional Clery compliance initiatives are managed by the Director. The Department's Director is responsible for coordinating the daily patrol, security, and fire safety operations and activities of the Department. The Department is open and staffed 24 hours a day, 7 days a week by three full-time Security Officers, and five part-time Security Officers who patrol the campus and answer all incoming communications. The Director of Campus Safety and Security works closely with the Student Development and Residence Life offices to maintain a safe and secure campus. The Director can be reached by phone at extension 5678. If the Director is not available, any messages will be forwarded to his cell phone. The Director of Security is involved in criminal investigations and works closely with the Beaver Falls Police Department on college related topics. The Director of Security prepares the Annual Security Report (ASR) in coordination with the Dean of Student Development and the Vice President of Information Technology Services. The information contained in the Annual Security and Fire Safety Report (ASR) is obtained from existing sources and policies. The ASR is compiled by the Director of Campus Safety and Security and reviewed by the Dean of Student Development and Vice President of Information Technology Services. The Director is also responsible for coordinating functional needs associated with departmental technology and managing the Clery Act and Pennsylvania UCR Act compliance records retention processes.

DCSS additionally employs a small contingent of students (typically ranging from two to four) as Student Interns, who supplement DCSS operations by performing basic security functions including: foot patrol, foot escorts, building checks, interior building patrols, exterior patrols, directed patrols, traffic control, access monitoring, and special event security. Geneva College contracts with Beaver Falls PD to provide additional support during large-scale campus events and to assist DCSS with the management of on-campus social events and activities. The Department patrols the campus and provides Campus Safety and Security services using vehicles and foot patrols.

To be successful in providing the highest degree of Campus Safety and Security services on the campus, it is important that community members follow good safety practices and understand that safety is the responsibility of all community members, not just those officially and formally charged with enforcing the laws, policies, and rules. This includes using the escort service, locking valuables, and reporting suspicious and criminal activities. DCSS takes a leadership role in this area. This includes educational programs on campus safety, preventative patrols, incident investigation, and crime reporting, fire safety and prevention, crime prevention, and community-policing. DCSS Officers receive training in security, law enforcement, and emergency care. Security Officers have training in the use of an AED. Select officers are Pennsylvania ACT 235-Certified (Lethal Weapons Training) and all officers carry Kimber Pepper Blasters.

The DCSS offices are located in the lower level of the Rapp Center. DCSS can be reached via cell phone at 724.846.9632, office phone at 724.847.5678.

This publication is intended to provide you with information on educational programs, safety practices, crime statistics, and policies regarding the reporting of emergencies and campus crime rates. It is the primary objective of DCSS to work collaboratively with campus community members in our collective efforts to continually enhance the safety of the campus environment, thereby affording opportunities for community members to work, live, study, and personally and professionally develop both intellectually and socially. Should you have questions, comments, or suggestions regarding the information contained within this publication or any related Campus Safety and Security policies, procedures, or operations, please feel free to contact the Director of Campus Safety and Security at 724.846.9632.

CRIME/EMERGENCY REPORTING AND COLLEGE RESPONSE

Campus community members - students, faculty, staff, visitors, and guests - are encouraged to report all criminal actions, emergencies, suspicious behavior or other Campus Safety and Security related incidents occurring within the College's Clery geography to the Geneva College Department of Safety and Security (DCSS) in an accurate, prompt, and timely manner. The College's Clery geography (as defined in the "[Geography Definitions](#)" elsewhere in this Annual Report, and hereafter referred to as the "College's Clery geography.") includes:

- On-campus property including campus residence halls, buildings, and facilities;

- Designated non-campus properties and facilities;

- All public property, including thoroughfares, streets, sidewalks, and parking facilities, that are within the campus or immediately adjacent to and accessible from the campus or on-campus property/facilities.

The Department of Campus Safety and Security has been designated by Geneva College as the official office for campus crime and emergency reporting. DCSS strongly encourages the accurate and prompt reporting of crimes. Accurate and prompt reporting ensures DCSS can evaluate, consider, and send timely warning

notices, disclose crimes through ongoing disclosure processes such as the posting of crimes in the Daily Crime Log and accurately documenting reportable crimes in its annual statistical disclosure. Geneva College further encourages accurate and prompt reporting to DCSS or the local police when the victim of a crime elects to, or is unable to, make such a report.

This publication focuses on DCSS because it has primary responsibility for patrolling the Geneva College campus and it has been designated as the institution's primary reporting structure for crimes and emergencies. However, criminal incidents or incidents off campus can be reported to the local Beaver Falls Police Department. Additionally, as outlined below, the College has also identified a list of primary campus security authorities (CSA) or preferred receivers of reports to whom crimes can be reported.

PRIMARY CAMPUS SAFETY AUTHORITIES(CSA)/PREFERRED RECEIVERS OF REPORTS:

- Call the Department of Campus Safety and Security by dialing 724.846.9632
- Report in person to the Department of Campus Safety and Security office located on the lower level of Rapp Center
- Crimes or emergency situations can be reported to the Beaver Falls Police or local emergency services by dialing 911
- Sex Offenses and other incidents of sexual or relationship violence can also be reported to
 - Geneva's Title IX Coordinator, by dialing 724.847.6136 or on-campus extension 6136, or in person at the Student Life Office Suite located in the Student Center Building, off Skye Lounge.
 - Report online, using the reporting form posted at <https://www.geneva.edu/about-geneva/titleix>
 - Report directly to identified CSAs (Campus Security Authorities) Based on the U.S. Department of Education definition of campus security authorities, the following are designated:
 - a. Security Department staff
 - b. Vice President of Business and Finance
 - c. Student Development staff
 - d. Residence Life staff
 - e. Title IX Coordinators and Investigators Health & Wellness Center staff
 - f. Physical Plant staff
 - g. Athletic Director and coaches
 - h. Fitness Center employees
 - i. Admissions Reception area employees
 - j. Events staff

- k. Beaver Falls Police Department contracted by Geneva for services
- l. Faculty
- m. Administrators
- n. Supervisors
- o. P/T faculty at satellite locations

- Contact the Office of Human Resources (HR) by dialing 724.847.6560 or on-campus extension 6560, or in person at the HR office located on the first floor of Old Main.
- Emergency Phones located throughout campus can also be used to contact Campus Safety and Security to report a crime or emergency
- Use our safety concern form to submit an anonymous safety/concern report:

https://www.geneva.edu/student-life/services/security/security_crime_reporting
(This form should only be used for non-emergency or non-urgent reporting)

RESPONSE TO REPORTS

Calls are answered and responded to 24 hours a day by dialing 724.846.9632. In response to a call, DCSS will take the required action by either dispatching an officer or asking the reporting party to go to the DCSS office to file an incident report in person. All reported crimes will be investigated by the college and may become a matter of public record. Crime victims are given on and off campus resource information as necessary and appropriate. DCSS procedures require an immediate response to emergency calls. DCSS works closely with a full range of city, county, and state resources to assure a complete and timely response to all emergency calls. Priority response is given to crimes against persons and personal injuries. DCSS responds to and investigates all reports of crimes and emergencies that occur within the College's Clery geography. Safety and Security personnel also can notify Beaver County emergency dispatchers of emergency situations occurring on-campus via mobile phone. Safety and Security will summon assistance from emergency responders if deemed necessary and appropriate. Incidents occurring within the College's Clery geography are documented and processed for further investigation and review by the Dean of Student Development / Title IX Coordinator, and/or the local Beaver Falls Police, depending upon the nature of the crime or emergency and the involvement of the local Beaver Falls Police. Additional information obtained via any investigation will also be forwarded to the Office of Student Development. Residential and commuter students may also complete reports of potential criminal incidents that are then forwarded to the Office of Student Development for review and processing.

Located throughout campus are well-marked blue light emergency phones. These phones access the Department of Campus Safety and Security system and can be used to obtain emergency assistance.

When placing an emergency call, remember to stay on the line and wait for the officer to answer the call. If a member of the community finds any of these phones inoperative or vandalized, they should call DCSS so

that the phone can be repaired or replaced as quickly as possible. If assistance is required from the local City of Beaver Falls Police or Beaver Falls Fire Department, DCSS will contact the appropriate unit.

If a sexual assault or rape should occur on campus, staff on scene, including DCSS, will offer the victim a wide variety of resources and services. This publication contains information about on- and off-campus resources and services and is made available to the Geneva College community. The information regarding “resources” is not provided to infer that those resources are “crime reporting entities” for Geneva College.

As mentioned, crimes should be reported to DCSS to ensure inclusion in the annual crime statistics and to aid in providing Timely Warning Campus Safety Alert notices to the community, when appropriate. For example, a crime that was reported only to the Geneva College counseling center would not be known to DCSS, a campus security authority (CSA), or another College official.

RESPONSIBILITIES OF THE GENEVA COLLEGE COMMUNITY FOR THEIR OWN PERSONAL SAFETY AND SECURITY AND THE SAFETY AND SECURITY OF OTHERS

Members of the Geneva College community must assume responsibility for their own personal safety and the security of their personal property and are encouraged to assist others. The following precautions provide guidance:

- Report all suspicious activity to DCSS immediately.
- Never take personal safety for granted.
- Try to avoid walking alone at night. Use the DCSS escort service.
- Alcohol consumption can leave you vulnerable, as your responses are affected. Remember to call DCSS or BFPD for help at the first sign of trouble.
- Carry only small amounts of cash.
- Never leave valuables (wallets, purses, books, phones, etc.) unattended.
- Always carry your keys and do not lend them to anyone.
- Lock up bicycles and motorcycles. Lock car doors and close windows when leaving your car.
- Always lock the door to your residence hall room, whether you are there or not. Be certain that your door is locked when you go to sleep and keep windows closed and locked when you are not at home. DO NOT PROP INTERIOR OR EXTERIOR DOORS.
- Do not leave valuables in your car, especially if they can be easily noticed.
- Engrave serial numbers or owner’s recognized numbers, such as a driver’s license number, on items of value.
- Inventory your private property and insure it appropriately with personal insurance coverage.

VOLUNTARY CONFIDENTIAL REPORTING

Geneva College encourages anyone who is the victim or witness of any crime to promptly report the incident to DCSS or the local City of Beaver Falls Police Department. DCSS does not have a voluntary confidential reporting process because DCSS reports are educational records and not law enforcement reports; thus, DCSS cannot hold reports of crime in confidence.

CONFIDENTIAL REPORTING

Students may make confidential reports to Pastoral Counselors or Professional Counselors assigned to the Counseling Center. Pastoral Counselors and Professional Counselors, when acting in their capacity and function as Geneva College counselors, do not make identifiable reports of incidents to the Official On-Campus Resources unless the student specifically requests them to do so. However, the College encourages counsellors, when they deem it appropriate, to inform students they can report incidents of crime to DCSS, which can be done directly or anonymously through the anonymous reporting processes as outlined below.

Pastoral Counselor: An employee of an institution, who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor.

Professional Counselor: An employee of an institution whose official responsibilities include providing psychological counseling to members of the institution's community, and who is functioning within the scope of his or her license or certification.

Seek out confidential support. You may want to turn to the confidential advocate or counselor for support and advice. They will talk with you about your options for additional support services and reporting.

The Geneva College Health & Wellness Center offers confidential, no-cost support and advocacy to men and women. Staff can help identify resources and options. After unwanted physical contact, get medical attention. A medical provider can check for and treat physical injury, sexually transmitted infections, and pregnancy. You do not need to make a formal report or press charges to receive medical care.

Below are several options to help those in need:

- **Geneva College Health & Wellness Center McKee Hall, North Entrance, 724.847.6666 (Weekday Business Hours)**
- **Security Cell Phone, 724.846.9632, Ask for Amy Solman, Director of Health & Counseling Services (Weekends, After Hours)**
- **Heritage Valley Medical Center, 1.877.771.4847, Emergency Room, 1000 Dutch Ridge Road, Beaver, PA 15009,**

ANONYMOUS REPORTING

The Geneva College Department of Campus Safety and Security, unless otherwise prescribed by law or as set forth within this Annual Security and Fire Safety Report, does not take anonymous incident reports. The only exception to this policy is addressed below.

Facilitated Anonymous Reporting: Students may request a Pastoral Counselor, or a Professional Counselor in the Counseling Center to facilitate anonymous reporting using an internal form designed to capture general details about the incident (date, time, location, and brief description of the incident type) to ensure a statistical disclosure in the college's Annual Security and Fire Safety

report.

Online Anonymous Reporting: The College allows faculty, staff, and students opportunities to report incidents anonymously, which allows a reporting person to complete a report without providing any personal identifying information. Anonymous reporting can be accomplished using:

https://www.geneva.edu/student-life/services/security/security_crime_reporting

Additionally, in accordance with Pennsylvania State law, the college provides an option to report complaints of sexual harassment and sexual violence from students and employees including sexual misconduct, sexual assault, dating violence, domestic violence and stalking anonymously through the online Report a Concern process at: <https://www.geneva.edu/about-geneva/titleix> .

While anonymous reporting is available by these means, the College's ability to investigate and appropriately address allegations of misconduct will be significantly limited. Crimes reported confidentially to the counseling center or pastoral counselors are not disclosed in the College's crime statistics or reporting processes unless those crimes are reported to DCSS through the facilitated anonymous reporting process.

The purpose of an anonymous report is to take steps to promote safety. In addition, Geneva College can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime regarding 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 crime statistics for the institution.

STATISTICAL DISCLOSURE OF REPORTED INCIDENTS

Incidents reported to DCSS that fall into one of the required reporting classifications as defined by the Clery Act and Pennsylvania Uniform Crime Reporting (UCR) Act that occur within the College's Clery geography will be disclosed as a statistic in the appropriate crime table within this annual security and fire safety report published by DCSS.

REPORTING A CRIME TO THE CITY OF BEAVER FALLS POLICE DEPARTMENT

A person reporting a crime to DCSS has the right to report the crime to the City of Beaver Falls Police Department by calling 911. DCSS officers regularly discuss this option with the victim of a crime and will assist the victim with that process.

OFF-CAMPUS CRIME

If the City of Beaver Falls Police Department is contacted about criminal activity off-campus involving Geneva College students, the police may notify DCSS. Students in these cases may be subject to arrest by the local police and college disciplinary proceedings through the Office of Student Development.

MONITORING AND RECORDING THROUGH LOCAL LAW ENFORCEMENT OF CRIMINAL ACTIVITY BY STUDENTS AT NON-CAMPUS LOCATIONS OF STUDENT ORGANIZATIONS

Geneva College does not have any non-campus locations for student organizations. The college does not specifically use the local law enforcement agencies to monitor or record activities at off campus locations. The area surrounding the main campus area is within the jurisdiction of the City of Beaver Falls Police Department, and they respond to those locations when police service is requested or required.

If the City of Beaver Falls Police or another law enforcement agency with jurisdiction respond to a “non-campus” student in response to a citizen complaint or police officer concern, the police may notify DCSS to provide support assistance to their location. However, the police do this out of courtesy, and they are not required to notify or involve DCSS when they respond to a call involving off-campus property. DCSS does not patrol or provide oversight of privately-owned property or residences rented by students that fall outside of the College’s Clery geography.

CAMPUS SAFETY AND SECURITY AUTHORITY AND JURISDICTION

THE DEPARTMENT OF CAMPUS SAFETY AND SECURITY ENFORCEMENT AUTHORITY

The Department of Campus Safety and Security is responsible for providing security services for the Geneva College Campus. Security Officers and staff are responsible to Geneva College for the enforcement of college policies and Federal and State laws for campus administrative purposes only. DCSS investigates campus criminal incidents for administrative purposes as they relate to its campus judicial process. Criminal incidents may be investigated for possible criminal prosecution by the local City of Beaver Falls Police Department or other law enforcement agency with jurisdiction. The Dean of Student Development, Title IX Coordinator, and Human Resources provide guidance as it relates to employee conduct and coordinate disciplinary action for matters that are violations of College rules.

DCSS employs on occasion with the City of Beaver Falls PD through a written agreement to staff special events, perform asset security, conduct security patrols, assist with vehicle issues, enforce crowd control, and perform duties as access monitors as a means of supplementing existing proprietary security operations and staff. Beaver Falls PD does not enforce school policies but enforce state and local laws per their oath of office.

CAMPUS SAFETY AND SECURITY ARREST AUTHORITY

Department of Campus Safety and Security (DCSS) personnel are non-sworn security personnel for Geneva College and have no official powers of arrest authority. DCSS will summon support from the Beaver Falls Police or other applicable law enforcement entities to affect an arrest on or within campus-owned, -controlled, -leased, or -recognized property.

CAMPUS SAFETY AND SECURITY JURISDICTION

Campus Safety and Security’s jurisdiction encompasses its Clery geography, which includes its core or main campus, campus residence halls, buildings, and facilities; designated non-campus long-term properties and facilities that are within the City of Beaver Falls; public property adjacent to and accessible from on-campus property; and leased, rented, or otherwise recognized or controlled buildings, spaces, or facilities that are also within the City of Beaver Falls.

DCSS does not have an expanded patrol jurisdiction beyond the buildings, facilities, and property the college owns or otherwise controls. This is also true for any contract security officers working for DCSS.

CRIMINAL BACKGROUND CHECKS

The College does not routinely conduct state or federal criminal background investigations on prospective students. However, it is the policy of the College that all new employees and faculty, as well as volunteers and interns who have significant interaction with Geneva College students, have their criminal background records and sex and violent offender registries checked as soon as possible after an offer of employment has been accepted. Individuals who work with minors are required to complete additional background checks, including a Pennsylvania State Criminal Check, Pennsylvania Child Abuse, and FBI (Federal Bureau of Investigation) Check.

SECURITY OF AND ACCESS TO CAMPUS FACILITIES

ACADEMIC AND ADMINISTRATIVE BUILDINGS

During normal business hours, the Geneva College campus is open and accessible to students, faculty, staff, and visitors to the College.

Many academic and administrative buildings are open during normal business hours (typically Monday through Friday, from 8am to 5pm, except holidays) and are typically secured during the late evening hours, depending upon class schedules, special event scheduling, and community usage. The designated 24-hour academic and administrative buildings are typically secured from 11pm to 6am each night, and access is gained to these buildings via the access control system. Members of the Department of Campus Safety and Security regularly patrol the interiors and exteriors of all campus facilities.

All buildings are closed on Sundays except for the Student Center and Alexander Hall.

DCSS officers patrol the campus grounds via foot and vehicle, conduct regular interior and exterior checks of academic and administrative buildings and respond to incidents occurring anywhere within the college's Clery geography. DCSS will provide security escorts when requested for staff members, students, and faculty.

RESIDENCE HALLS

Access to residence halls is restricted to Geneva College students and authorized staff, and the halls are secured by key and lock access control system 24 hours a day, 7 day a week. Members of the DCSS routinely patrol the interior common areas, spaces, and hallways of buildings equipped with such common spaces and regularly patrol the exteriors of all campus residence halls. Residence hall professional and student staff also enforce campus policies and security measures within the residence halls to achieve a community respectful of individual and group rights and responsibilities.

BREAK HOUSING

During the academic year, the College officially closes for Thanksgiving, Winter, and Spring Breaks. The residence halls close for Winter Break. Notices of specific times and dates are publicized in the College's Academic Calendar and before each break. Students are reminded to make travel arrangements for breaks; accordingly, all students must vacate the residence halls during breaks. Housing for students who cannot return home or leave campus may be provided upon request.

SECURITY CONSIDERATIONS USED IN THE MAINTENANCE OF CAMPUS FACILITIES

Geneva College facilities and landscaping are maintained in a manner that minimizes hazardous and unsafe conditions. Parking lots and pathways are illuminated with lighting. DCSS regularly patrols the campus and reports malfunctioning lights and other unsafe physical conditions to Facilities Management for correction. Campus community members can additionally report hazards directly to Facilities Management through an online service response reporting process. The campus' overall safety and security program is supplemented by a variety of technological systems including access control, closed circuit television, emergency phones, and fire detection, suppression, and reporting systems. Other members of the College community are helpful when they report equipment problems to DCSS or Facilities Management. DCSS is often consulted on security measures during construction and renovation capital project meetings.

DCSS TRAINING

The Director of DCSS is primarily responsible for conducting intensive and continuing training for Campus Safety and Security officers. Training topics may include criminal law, civil law, federal law, the Clery Act and campus security authority, procedural justice and community-caretaking, Title IX, sexual assault and gender violence response and investigation, trauma informed investigation, public relations, race relations and implicit bias, interpersonal communications, crisis intervention and de-escalation, critical incident response and incident command system, emergency operations, emergency medical training, QPR (Question Persuade Refer) Suicide Awareness Training and all facets of protection of persons and property. Training includes annual in-service sessions with department and guest lecturers, select out-service seminars and conferences, applicable online training/webinars, and regular roll-call information sessions.

CAMPUS SAFETY AND SECURITY'S WORKING RELATIONSHIPS WITH OTHER LOCAL AND STATE LAW ENFORCEMENT AGENCIES

DCSS maintains a close working relationship with the City of Beaver Falls Police Department, Beaver County Sheriff's Department, Beaver County District Attorney's Office, Drug Strike Task Force, Pennsylvania State Police, and Pennsylvania State Liquor Control Enforcement (LCE). Collaborative meetings and training sessions are occasionally held to review issues and incidents occurring within the multiple local jurisdictions. Campus Safety and Security is comfortable with and capable of reaching out to these responsive law enforcement entities for support and assistance as it relates to the safety and security of the campus community.

DCSS officers and local law enforcement officers communicate regularly on the scene of incidents that occur in and around the campus area. DCSS investigators work closely with local law enforcement investigators when incidents arise that require joint communication efforts.

WRITTEN MEMORANDUMS OF UNDERSTANDING WITH LOCAL POLICE

Geneva College currently has no active written agreements or Memorandums of Understanding (MOU) with the City of Beaver Falls Police Department or any other law enforcement agency for the investigation of alleged criminal incidents or for any other reasons.

CAMPUS SAFETY ALERTS, EMERGENCY NOTIFICATIONS, TIMELY WARNING NOTICES, AND PUBLIC SAFETY NOTICE NOTIFYING GENEVA COLLEGE ABOUT CRIMES

Geneva College is committed to ensuring the safety and security of its students, faculty, staff, and visitors by issuing emergency notifications for emergency incidents and dangerous situations to protect its critical infrastructure and key resources. The College will, without delay, and considering the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification would, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

Geneva College uses three distinct types of notifications through GC Alerts. GC Alerts is the automated system used to send Emergency Notifications in the event of an emergency or critical incident at Geneva College. An **Emergency Notification** is a communication triggered when there is confirmation of a dangerous situation or emergency with immediate impact to life or property at Geneva College.

A **Timely Warning** is a communication triggered when a crime is reported, and the College determines there is a continuing threat to faculty, staff, students, or visitors. Crime reports often do not require immediate notice (an Emergency Notification) but are released once the pertinent information is available. A timely warning should be initiated in such a way as to provide a quick response by the community to the concern. The warning should contain

- Date and time of incident
- Brief description of incident
- Safety and crime prevention tips
- Suspect description if appropriate
- Police and Campus Security contact info

A **Public Safety Notice** is a communication that does not rise to the same concern as a Timely Warning, but the College deems appropriate to notify the campus community of various other concerns.

The Emergency Notification Procedure is as follows

a. The College will issue an Emergency Notification upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, faculty, staff, or visitors occurring on campus. If a threat is not immediate and involves a crime, the College may send out a Timely Warning.

b. The only reason the College would not immediately issue an Emergency Notification for a confirmed emergency is if doing so would compromise the efforts to assist a victim, contain the emergency, respond to the emergency, or to otherwise mitigate the emergency.

c. Confirmation that there is a significant emergency or dangerous situation is achieved when subject matter experts working from credible sources confirm an emergency with one of the individuals listed in Section 4.2. Subject matter experts include but are not limited to

- Campus Security
- local law enforcement
- Emergency Management
- the National Weather Service.

d. The following list of situations, or similar circumstances, could require an Emergency Notification:

- A potential life-threatening situation on the campus (active shooter or bomb threat)
- A building emergency

- A communicable disease outbreak
- Extreme weather conditions (official weather warnings)
- Unplanned College closures (for weather, power outages, etc.)

e. One of the following individuals, or their representative, will assess a situation and determine if a circumstance warrants an Emergency Notification:

- Provost
- VP Dean of Student Development
- VP of Business

f. One of the individuals listed above will confirm an emergency or dangerous situation with personnel on the scene and then authorize the notification. If time allows, the authorizer should consult with the College President, or a vice president, before authorizing an Emergency Notification.

g. The Department of Campus Safety and Security will create the Emergency Notification for distribution. This may also be done by members of CERT as well as the Marketing and Public Relations Office. The Department of Campus Safety and Security will determine the content of the Emergency Notification by assessing the situation and, if appropriate, selecting the relevant pre-approved template message for the Emergency Notification or drafting a message specific to the situation.

h. Some of the following factors could influence the content of the final message:

- armed suspects
- bomb threat
- fire
- Hazmat incidence
- Shooting
- street closure
- weather-related closure of the College.

i. Names of victims, if any, will be treated as confidential and withheld.

j. The Provost, VP of Student Development, or VP of Business will send Emergency Notifications through GC Alerts, and other means such as posting on the College website as time permits. In the case where the Department of Campus Safety and Security is unavailable to issue a GC Alerts, additional College CERT personnel who have been trained can issue the alert. The Office of Marketing and Public Relations may send information about the notification via official means to the public and the media.

k. The Provost, VP of Student Development, or VP of Business will determine the appropriate segment (or segments) of the campus community to receive a notification based on which segments of the College population need information about the Emergency. The College will send the entire campus community an Emergency Notification. If sending the notification to some members of the campus community and not others become necessary, these factors will be considered:

- type of emergency
- location of emergency

- or the possibility the emergency will become more dangerous.

I. Emergency Notification status updates will be made when added information or instructions are available. An “All Clear” notification indicates the emergency has been contained. All Clear notifications must be approved by the current Incident Commander on-scene at the incident.

GC Alerts are typically issued for the following Uniform Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) crime classifications:

- Murder/Non-Negligent Manslaughter
- Aggravated Assault (cases involving assaults among known parties, such as two roommates fighting which results in an aggravated injury, will be evaluated on a case-by-case basis to determine if the individual is believed to be an ongoing threat to the larger Geneva College community)
- Robbery involving force or violence (cases including pick pocketing and purse snatching will typically not result in the issuance of a Timely Warning Notice, but will be assessed on a case-by-case basis)
- Sexual Assault (considered on a case-by-case basis depending on the facts of the case, when and where the incident occurred, when it was reported, and the amount of information available). In cases involving sexual assault, they are often reported long after the incident occurred, thus there is no ability to distribute a “timely” warning notice to the community. All cases of sexual assault, including stranger and non-stranger/acquaintance cases, will be assessed for potential issuance of a Campus Safety Alert.
- Major incidents of Arson
- Other Clery crimes as determined necessary by the Director of Campus Safety and Security or their designee.

Typically, alerts are not issued for any incidents reported that are older than ten (10) days from the date of occurrence, as such a delay in reporting has not afforded the College an opportunity to react or respond in a timely manner.

The Director of Campus Safety and Security during the response to a crime will ensure a proper review of all Clery crimes (and other criminal incidents, as deemed appropriate) to determine if there is a serious or continuing threat to the community and if the distribution of a GC Alerts is warranted.

Campus officials not subject to the timely reporting requirement are those with significant counseling responsibilities who were providing confidential assistance to a crime victim. At Geneva College, this would only apply to professional counselors from the Counseling Center and pastoral counselors who are performing that specific function and role as their primary employment with the College.

GC Alerts Distribution Matrix

PRIMARY METHODS	Primary Message Creator	Backup Message Creator	Authority to Approve/Send	Primary Message Sender	Backup Message Sender
Mass Email	Provost, VP of Student Development, VP of Business	Director of DCSS; or CERT members Any trained member of Marketing and Public Relations Office	Primary Message Creators	Primary Message Creator	Director of DCSS; or CERT members; or, Marketing and Public Relations Office
Geneva College Website	Marketing and Public Relations	Provost, VP of Student Development, VP of Business	Primary Message Creators	Primary Message Creators	Director of DCSS; or CERT members; or, Marketing and Public Relations Office

SECONDARY METHODS	Primary Message Creator	Backup Message Creator	Authority to Approve/Send	Primary Message Sender	Backup Message Sender
Posting on Entrance Doors, Lobby Areas, or Bulletin Boards	Marketing and Public Relations Office	the VP Dean of Student Development or designee	Provost, VP of Student Development, VP of Business	Marketing and Public Relations Office	the VP Dean of Student Development or designee
Social Media Platforms	Marketing and Public Relations Office	the VP Dean of Student Development or designee	Provost, VP of Student Development, VP of Business	Marketing and Public Relations Office	the VP Dean of Student Development or designee
Press Releases	Marketing and Public Relations Office	the VP Dean of Student Development or designee	Provost, VP of Student Development, VP of Business	Marketing and Public Relations Office	the VP Dean of Student Development or designee

A Public Safety Notice may be sent to the campus community for general crime prevention purposes, to inform the community of crimes or incidents that are not time sensitive or considered to be a continuing threat, but important to be aware of, or to inform the campus of incidents occurring on, around, or even off campus that do not meet the requirements or specifications for distribution of an Emergency Notification or a Timely Warning Notification, as outlined above.

A Public Safety Notice may be sent to the electronic campus community digests, or they may be sent via blast email to all students and employees on campus. A Campus Safety and Security Notice is written and distributed to the campus community by the Director of Campus Safety and Security or members of the campus CERT team, and they are routinely reviewed and approved by the Dean of Students.

Updates to the campus community about any case resulting in a Campus Safety Alert, when deemed necessary, may be distributed via blast email, posted on the college website, or included in electronic campus digests by the Director of Campus Safety and Security or other member of CERT.

DAILY CRIME AND FIRE LOG

The Department of Campus Safety and Security combines its Daily Crime Log and Fire Log into one public document. DCSS makes the Daily Crime and Fire Logs for the most recent 60-day period open to public inspection during normal business hours (typically Monday through Friday, from 8am to 5pm, except holidays) at the DCSS office, located in the lower level of Rapp Technical Design Center. Any portion of these crime and fire logs that are older than 60 days are made available for public inspection within two business days of a request. All confirmed fires occurring within or on all on-campus residential facilities will

also be included in the Daily Crime and Fire Log. The information in the crime and fire log typically includes the incident number, crime classification or nature of the fire, date reported, date occurred, general location of the crime or fire, and disposition of each reported crime or fire. Faculty, staff, and students are encouraged to review these logs periodically to become more familiar with the types and locations of criminal incidents and fires that may impact the College's campus community.

Additionally, in accordance with the Pennsylvania Uniform Crime Reporting (UCR) Act, the personal identifying information (name and address) of all non-juveniles arrested (by summons, citation, or custodial arrest) during an incident that is listed in the Daily Crime and Fire Log will be included in the log's disposition category. The names of crime victims will not be listed on the Daily Crime and Fire Log.

Unless the disclosure is prohibited by law or would jeopardize the confidentiality of the victim, newly reported crimes or incidents within the college's Clery geography and updated information regarding previously reported crimes are entered onto the Daily Crime and Fire Log within two business days of when it is reported to the Department of Campus Safety and Security. It is important to note that DCSS has no expanded patrol jurisdiction outside of its identified Clery geography.

PREPARATION OF ANNUAL DISCLOSURE OF CRIME STATISTICS & CLERY COMPLIANCE

The following information provides context for the crime statistics reported as part of compliance with the Clery Act. The Geneva College Department of Campus Safety and Security is primarily responsible for preparing the Annual Security and Fire Safety Report. This responsibility is specifically designated to the Director of Campus Safety and Security or designee. The procedures for preparing the annual disclosure of crime statistics include reporting statistics to the College community obtained from the following sources: the Geneva College Department of Campus Safety and Security (DCSS), the City of Beaver Falls Police Department (BFPD), the Pennsylvania State Police (PSP), the Beaver County Sheriff's Office (BCSO), the Beaver County District Attorney's Office (DA), the Pennsylvania State Liquor Control Enforcement (LCE), law enforcement agencies with jurisdiction for international and domestic non-campus property locations, and non-police or Campus Safety and Security personnel who have been designated as Campus Security Authorities or CSAs. The Office of Student Life, Title IX Office and Human Resources Department are key offices from which drug, liquor, and weapon offense referral data is obtained along with sexual offenses and potential reports of other Clery crimes.

Final report preparation is coordinated by the Director of Campus Safety and Security with Human Resources, Student Life, and Title IX Coordinator.

A written request for statistical information is made at least on an annual basis to all Campus Security Authorities or CSAs (as defined by federal law). CSAs are also informed in writing or through training to report crimes to DCSS in a timely manner so those crimes can be evaluated for timely warning purposes. A Campus Security Authority or CSA is a Clery-specific term that encompasses four groups of individuals and organizations associated with an institution:

- A campus police department or a campus security department of an institution
- Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department (e.g., an individual who is responsible for monitoring the entrance into an institutional property)
- Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses

An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings. An **Official** is defined as any person who has the authority and the duty to act or respond to issues on behalf of the institution.

Statistical information is not requested from, nor is it provided by, Professional Counselors of the Counseling Center or Pastoral Counselors who are performing that function and role as their employment with the College. Professional Counselors and Pastoral Counselors are not required by law to provide statistics for this compliance document. Counseling and Pastoral Professionals, as defined by the Federal law, who act in such capacities, have been advised that, while they are not obligated to report crimes for the purpose of compiling these statistics, they are encouraged, when they deem it appropriate, to inform the persons they are counseling of their ability to report any crimes to DCSS for inclusion in the annual statistics. The Counseling Center and Pastoral Counselors facilitate anonymous reporting, as outlined earlier in this Annual Security and Fire Safety Report.

All statistics are gathered, compiled, and reported to the college community via this report, entitled the "Annual Security and Fire Safety Report," which is published by DCSS no later than October 1st of each year. DCSS submits the annual crime statistics published in this brochure via a web-based reporting system to the Department of Education (ED). The statistical information gathered by the Department of Education is available to the public through the ED website. Table One of the crime statistics satisfies the reporting requirements described by Pennsylvania Statutes, as outlined by the Pennsylvania Uniform Crime Reporting Act; and Table Two satisfies the requirements outlined by the Clery Act.

NOTICE OF AVAILABILITY OF THE ANNUAL SECURITY AND FIRE SAFETY REPORT

DCSS sends an email to every enrolled student and current employee on an annual basis informing them of the availability of the Annual Security and Fire Safety Report. Additionally, notification letters (via campus mail) are sent to individual campus departments. The email and letter include a summary of the contents of this report. The email and letter also include the address for the DCSS website where the Annual Security and Fire Safety Report (ASF SR) can be found online at: <https://www.geneva.edu/student-life/services/security/>; and notification that a physical copy may be obtained by making a request to DCSS by calling 724.846.9632, or in person at the Campus Safety and Security office in the lower level of Rapp Technical and Design Center.

The availability of the ASF SR is also posted on the Admissions application website and included on all Human Resources employment application forms informing prospective students and employees how to access the ASF SR and obtain a copy.

SPECIFIC INFORMATION ABOUT CLASSIFYING CRIME STATISTICS

The statistics in this brochure are published in accordance with the definitions and many of the standards and guidelines used by the FBI Uniform Crime Reporting (UCR) Handbook, National Incident-Based Reporting System (NIBRS), relevant Federal law (the Clery Act), and applicable State law (the Pennsylvania Uniform Crime Reporting Act).

THE PENNSYLVANIA UNIFORM CRIME REPORTING ACT (TABLE ONE)

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 rates are 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 statistics in Table One reflect the number of incidents reported to the College's Department of Campus Safety and Security (but do not include reports from other campus security authorities, referrals from campus disciplinary authorities, or reports from local law enforcement, as required for Clery reporting in Table Two). They do not indicate actual crime prosecution or student disciplinary action, or the outcome of either. These State crime classification statistics are reported to the Pennsylvania State Police on an annual basis for publication in the Crime in Pennsylvania (Uniform Crime Report).

CLERY ACT REPORTING (TABLE TWO)

For Clery Act reporting purposes (Table Two), the number of victims involved in a particular incident is indicated in the statistics column for the following crime classifications: Murder/Non-Negligent Manslaughter, Manslaughter by Negligence, Sex Offenses, and Aggravated Assault. For example, if an aggravated assault occurs and there are three victims, this would be counted as three aggravated assaults in the crime statistics chart. The number reflected in the statistics for the following crime categories includes one offense per distinct operation: Robbery, Burglary, Larceny, Vandalism, and Arson. For example, if five students are walking across campus together and they are robbed, this would count as one instance of robbery in the crime statistics chart. In cases of Motor Vehicle Theft, each vehicle stolen is counted as a statistic. In cases involving Liquor Law, Drug Law, and Illegal Weapons Law violations, the statistics indicate the number of people arrested by law enforcement or referred to the Office of Student Life or Human Resources for possible disciplinary action for violations of those specific laws.

Hate crimes are reported in narrative form and are separated by category of prejudice. A hate crime is not a separate, distinct crime, but is the commission of a criminal offense that was motivated by the offender's bias. For example, a subject assaults a victim, which is a crime. If the facts of the case indicate that the offender was motivated to commit the offense because of their bias against the victim's race, sexual orientation, gender, religion, ethnicity, national origin, gender identity, or disability, the assault is then also classified as a hate crime. For Clery Act Purposes, Hate Crimes include any of the following offenses that are motivated by the offender's bias: Murder and Non-negligent Manslaughter, Sexual Offenses (rape, fondling, incest, and statutory rape), Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Larceny-Theft, Simple Assault, Intimidation, and Destruction/Damage/Vandalism of Property.

Campus SaVE was signed into law on March 7, 2013, as part of the reauthorization of the Violence Against Women Act (VAWA); it covers students and staff of institutions of higher education and amends the Jeanne Clery Act to include new reporting requirements for Domestic Violence, Dating Violence, and Stalking and additional policy statements and training requirements.

Please note that the State crime classifications for which the college is reporting these statistics in Table One vary from the crime classifications under Federal law, as reported in accordance with the Clery Act reflected in Table Two published in this Annual Report. Because of these differing crime classifications and definitions, with only a few exceptions, the State crime statistics will rarely match the Federal crime statistics.

GEOGRAPHY DEFINITIONS FROM THE CLERY ACT

On-Campus *defined as:* (1) Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to the institution’s educational purposes, including residence halls; and (2) Any building or property that is within or reasonably contiguous to the area identified in paragraph (1), that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or retail vendor).

Non-Campus Building or Property *defined as:* (1) Any building or property owned or controlled by a student organization that is officially recognized by the institution (i.e. privately owned fraternity); or (2) Any building or property owned or controlled by an institution that is used in direct support of or in relation to the institution’s educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

The **Non-Campus geography** definition includes buildings or properties under temporary control during institutionally sponsored short-stay-away domestic or international trips for students of more than one night, or buildings or properties under temporary control during institutionally sponsored domestic or international trips for students to repeated locations.

For example, students in the debate club take a trip to Washington, D.C. and stay at the same hotel every year. In this example, the institution must include in their Clery Act crime statistics any Clery Act crimes that occur in the rooms used by the students and any common areas used to access those rooms, including the lobby, elevator, and staircases.

Public Property *defined as:* All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus or on-campus property/facilities. The Geneva College crime statistics do not include crimes that occur in privately-owned homes or businesses within or adjacent to the campus boundaries.

On-campus Student Housing Facility *defined as:* Any student housing facility that is owned or controlled by the institution or is located on property that is owned or controlled by the institution and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility. This category is considered a subset of the On-Campus category.

Reasonably Contiguous *is defined in as:* Any building or property an institution owns or controls that is in a location that students consider to be, and treat as, part of the “campus.” Geneva College considers locations within one mile from the core or main campus border to be reasonably contiguous with the campus.

THE PENNSYLVANIA UNIFORM CRIME REPORTING ACT (TABLE ONE)

CALENDAR YEARS 2019 – 2021

The Pennsylvania Uniform Crime Reporting Act requires the release of crime statistics and crime rates to students and employees, and it requires that those statistics be available to applicants and new employees upon request. The rate is based on the actual number of Full Time Equivalent (FTE) students, faculty, and staff calculated according to a state-mandated formula. The index in the table below is based on incidents per 100,000 FTEs (Full Time Equivalent). The crime rates for 2019, 2020, and 2021 are established using population figures for the fall 2020/2021 academic semester: 1145 total members of the community (standard rounding rules are applied).

Calendar Years	2019		2020		2021	
	ACTUAL	INDEX	ACTUAL	INDEX	ACTUAL	INDEX
Part One Offenses						
Murder & Non-Negligent Manslaughter	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0
Rape	0	0	0	0	2	175
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	1	87
Burglary	0	0	0	0	2	175
Theft - Larceny	0	0	0	0	3	262
Motor Vehicle Theft	0	0	0	0	0	0
Human Trafficking	0	0	0	0	0	0
Arson	0	0	0	0	0	0
TOTAL	0	0	0	0	8	697
Part Two Offenses						
Other Assaults – Not Aggravated	0	0	0	0	0	
Forgery and Counterfeiting	0	0	0	0	0	
Fraud	0	0	0	0	0	
Embezzlement	0	0	0	0	0	
Stolen Property	0	0	0	0	0	
Vandalism	0	0	0	0	1	87
Weapons	3	262	0	0	0	
Prostitution	0	0	0	0	0	
Other Sex Offenses	0	0	1	87	0	
Drug Abuse Violations	7	611	2	175	3	262
Gambling	0	0	0	0	0	
Family Offenses	0	0	0	0	0	
Driving Under the Influence	0	0	0	0	0	
Liquor Law	13	1,135	5	437	6	524
Drunkenness	0	0	0	0	0	
Disorderly Conduct	0	0	0	0	5	437
Vagrancy	0	0	0	0	0	
All Other Offenses (Except Traffic) **	0	0	0	0	0	
TOTAL	20	1,747	8	697	15	1,310

Hate Crime Statistics	
2019	Zero (0) Hate Crimes for calendar year 2019.
2020	Zero (0) Hate Crimes for calendar year 2020
2021	Zero (0) Hate Crimes for calendar year 2021

CAMPUS CRIME STATISTICS FOR GENEVA COLLEGE (TABLE TWO)

(Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act)

CALENDAR YEARS (CY) 2019 – 2021

Criminal Offenses or Primary Crimes (Crimes Reported by Hierarchy)	Calendar Year	On Campus (Including Residential)	Non- Campus	Public Property	Total	On Campus (Residential Only)
Murder & Non-Negligent Manslaughter	2019	0	0	0	0	0
	2020	0	0	0	0	0
	2021	0	0	0	0	0
Manslaughter by Negligence	2019	0	0	0	0	0
	2020	0	0	0	0	0
	2021	0	0	0	0	0
Rape	2019	0	0	0	0	0
	2020	0	0	0	0	0
	2021	2	0	0	2	2
Fondling	2019	0	0	0	0	0
	2020	1	0	0	1	1
	2021	0	0	0	0	0
Incest	2019	0	0	0	0	0
	2020	0	0	0	0	0
	2021	0	0	0	0	0
Statutory Rape	2019	0	0	0	0	0
	2020	0	0	0	0	0
	2021	0	0	0	0	0
Robbery	2019	0	0	0	0	0
	2020	0	0	0	0	0
	2021	0	0	0	0	0
Aggravated Assault	2019	0	0	0	0	0
	2020	0	0	0	0	0
	2021	1	0	0	1	1
Burglary	2019	0	0	0	0	0
	2020	0	0	0	0	0
	2021	2	0	0	2	2
Motor Vehicle Theft	2019	0	0	0	0	0
	2020	0	0	0	0	0
	2021	0	0	0	0	0
Arson	2019	0	0	0	0	0
	2020	0	0	0	0	0
	2021	0	0	0	0	0

VAWA Offenses; and Arrests and Referrals for Disciplinary Action for Weapons, Drug Abuse, and Liquor Law Violations (Crimes Not Reported by Hierarchy)	Calendar Year	On Campus (Including Residential)	Non-Campus	Public Property	Total	On Campus (Residential Only)
Domestic Violence	2019	0	0	0	0	0
	2020	0	0	0	0	0
	2021	0	0	0	0	0
Dating Violence	2019	0	0	0	0	0
	2020	0	0	0	0	0
	2021	2	0	0	2	2
Stalking	2019	0	0	0	0	0
	2020	0	0	0	0	0
	2021	1	0	0	1	1
Liquor Law Violation Arrests	2019	13	0	0	13	13
	2020	5	0	0	5	5
	2021	6	0	0	6	6
Drug Law Violation Arrests	2019	7	0	0	7	7
	2020	2	0	0	2	2
	2021	3	0	0	3	3
Weapons Law Violation Arrests	2019	3	0	0	3	3
	2020	0	0	0	0	0
	2021	0	0	0	0	0
Liquor Law Violations Referred for Disciplinary Action	2019	13	0	0	13	13
	2020	5	0	0	5	5
	2021	6	0	0	6	6
Drug Law Violations Referred for Disciplinary Action	2019	7	0	0	7	7
	2020	2	0	0	2	2
	2021	3	0	0	3	3
Weapons Law Violations Referred for Disciplinary Action	2019	3	0	0	3	3
	2020	0	0	0	0	0
	2021	0	0	0	0	0

“Reported crimes” are allegations of crimes reported in good faith to CSAs. These crimes do not have to be investigated or adjudicated in order to count as a reported crime statistic in the ASFSR. Reported crimes may involve individuals not associated or affiliated with Geneva College. Reported Crimes may include information received from an anonymous reporting source.

Residential Facility crime statistics are a subset of the On Campus category, i.e., they are counted in both categories.

The Non-campus Clery geography category also includes domestic and international short stay-away and repeated use trips with students where Geneva College controlled the location during the trip in support of the institution’s educational purposes.

Hate Crime Statistics	
2019	Zero (0) Hate Crimes for calendar year 2019.
2020	Zero (0) Hate Crimes for calendar year 2020.
2021	Zero (0) Hate Crimes for calendar year 2021.

Unfounded Crimes	
2019	Zero (0) unfounded crimes for calendar year 2019.
2020	Zero (0) unfounded crimes for calendar year 2020.
2021	Zero (0) unfounded crimes for calendar year 2021.

NOTE: The College made a reasonable and good faith effort to request and retrieve statistics from all local law enforcement agencies with jurisdiction over the College's identified Clery geography. Reportable Clery crime data received from agencies who responded to these requests are included in the Table Two crime statistics noted above. Not all these agencies responded to these requests for crime statistics.

UNFOUNDED CRIMES

If a Clery Act crime is reported as occurring in any of the College's Clery Act geographic categories and the reported crime is investigated by law enforcement authorities and found to be false or baseless, the crime is "unfounded." Only sworn or commissioned law enforcement personnel may unfind a crime after a thorough investigative process.

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

EMERGENCY PREPAREDNESS

Geneva College Provides Information to help all students, staff and faculty be prepared for emergency situations. This information is available on the College's website at <https://www.geneva.edu/emergency/>. The emergency response and evacuation protocols and procedures outlined within this Annual Report are reflective for both on-campus and non-campus buildings, facilities, and residence halls.

EMERGENCY RESPONSE

The college's offices and departments are responsible for developing emergency response and continuity of operations plans for their areas and staff. The Campus Emergency Response Team (CERT) provides resources and guidance for the development of these plans. Emergencies occurring on campus should be reported to DCSS on-campus extension 5678, or by dialing 911 for outside emergency responders.

In conjunction with other emergency agencies, the college conducts emergency response drills and exercises each year, such as tabletop exercises, field exercises, and tests of the emergency notification systems on campus. These tests, which may be announced or unannounced, are designed to assess and evaluate the emergency plans and capabilities of the institution. Evacuation of Residence halls is conducted twice every semester and evaluated by Residence Life for effectiveness.

EMERGENCY EVACUATION PROCEDURES

The emergency evacuation procedures are tested at least twice each year. Students and employees learn the locations of the emergency exits in the residence halls, as well as the academic and administrative buildings, and are provided guidance about the direction they should travel when exiting each facility for a short-term building evacuation. Residence Life do not tell building occupants in advance about the designated locations for long-term evacuations, because those decisions are affected by time of day, location of the building being evacuated, the availability of the various designated emergency gathering locations on campus, and other factors such as the location and nature of the threat.

In both cases, Residence Life staff on the scene will communicate information to students and employees regarding the developing situation or any evacuation status changes.

The purpose of evacuation drills is to prepare building occupants for an organized evacuation in case of a fire or other emergency. At Geneva College, evacuation drills are used to educate and train occupants on fire safety issues specific to their building. During the drill, occupants 'practice' drill procedures and familiarize themselves with the location of exits and the sound of the fire alarm.

Residence Life shall be responsible for the safe evacuation of all persons utilizing the College's facilities in the event of natural disasters, civil disturbances, and active threats. The level of necessity will determine the response by Residence Life. If large-scale events occur that are beyond the resource capabilities of Residence Life and the College, officials will request assistance from outside emergency resources, such as the City of Beaver Falls Police and Fire, State Police, Beaver County Emergency Management, or state departments of emergency management. The need to implement evacuation from a campus building or the entire campus shall be based upon information received by or furnished to Geneva College.

The information may be in the form of instructions or advice from the Beaver County Emergency Management Agency, the Governor's Office, or other officially recognized agencies. Full or partial evacuations may be necessary as a protective action to reduce campus community members' exposure to a hazard. Protective actions reduce TIME of exposure, create DISTANCE, or provide SHIELDING from a specific hazard. Hazards that may require an evacuation include:

- Fire
- HAZMAT release
- Bomb threat or suspicious device/package
- Hostile intruder
- Massive utility failure
- Severe weather conditions
- Hazard that renders facilities uninhabitable

Exercise of Judgment and Contingencies: The actions described are standard by nature. When situations arise for which the procedures to be followed are not fully prescribed in the College's Emergency Operations Plan (EOP), responsible personnel will be expected to exercise good judgment, make appropriate decisions, and provide any support necessitated by the situation.

As part of the decision-making process relative to an evacuation, the evacuation must be able to be completed well before the arrival of a hazard. When there is little to no warning time, a shelter-in-place decision/order may be more appropriate. Additional factors to consider beyond warning time when deciding on whether to evacuate include:

- Size and geographical area affected
- Population density of the surrounding area
- Capacity and condition of the road network
- Are sufficient transportation resources available – college transportation, public transportation, and private transportation?
- Are there safe alternatives?
- Ability of campus facilities to provide shielding from the hazard
- Ability of facilities to support the population
- Local considerations and local police and emergency resources support

Scope of an Evacuation: The scope of an evacuation can include a single building, a group of buildings, or a large geographical area. The scope could go beyond the borders of the institution, or the college may be impacted by an evacuation initiated by the local authorities. Size and scope considerations must be included in the overall decision-making process.

Building Evacuation

- All building occupants are required to evacuate when the fire alarm sounds or upon the order of an authorized College official, such as a Campus Safety and Security officer, RA, RD, or other college official.
- If time permits, stabilize lab procedures, turn off stoves and ovens, and unplug or disable any device that could make a dangerous situation even worse.
- Move to the closest exit and proceed down the EXIT stairwell in a safe and orderly manner. Take personal belongings with you. Do NOT use elevators.
- Remain at least three hundred (300) feet outside of the building and await further instructions. Keep roadways open and beware of approaching emergency vehicles. Notify emergency responders of anyone trapped, especially anyone with a physical disability.

Large-scale Campus Evacuation

- If evacuation of part or all the campus is necessary, monitor text message/voice alert system, email, and the College's website for additional information.
- Those in need of transportation will be directed to areas to await transport to an off-campus site.

General Evacuation Procedures

At the sound of a fire alarm or if you are instructed to evacuate, leave your work area immediately and proceed to the nearest exit, and leave the building. If you are the first to recognize a fire situation, activate the alarm, evacuate to a safe location using the nearest exit, and notify DCSS by dialing Beaver County, or on-campus extension 5678, or by dialing 911 for outside emergency responders.

- Remain Calm
- Do NOT use Elevators, Use the Stairs.
- Assist the physically impaired. If they are unable to exit without using an elevator, secure a safe location near a stairwell, and immediately inform DCSS or the responding Fire Department of the individual's location.
- Proceed to a clear area at least 150 feet from the building. Keep all walkways clear for emergency vehicles.
- Make sure all personnel are out of the building.
- Do not re-enter the building.

Shelter-in-Place Procedures –What It Means to “Shelter-in-Place”

College authorities may instruct campus community members to "shelter-in-place" if a condition exists that is potentially life threatening and has an immediate threat to the health and personal safety of the campus community. Immediate threats would include, but are not limited to; active shooter incidents, mass acts of

violence, tornadoes, terrorist attacks, or hazardous materials incidents. Thus, to “shelter-in-place” means to make a shelter of the building that you are in, and with a few adjustments this location can be made even safer and more comfortable until it is safe to go outside. Community members should remain in a shelter-in-place status until the all-clear is communicated by emergency response personnel via an emergency rapid communications systems.

Basic “Shelter-in-Place” Guidance

If an incident occurs and the building you are in is not damaged, stay inside an interior room until you are told it is safe to come out. If your building is damaged, take your personal belonging (purse, wallet, access card, etc.) and follow the evacuation procedures for your building (close your door, proceed to the nearest exit, and use the stairs instead of the elevators). Once you have evacuated, seek shelter at the nearest college building quickly. If police or fire department personnel are on the scene, follow their directions.

How You Will Know to “Shelter-in-Place”

A shelter-in-place notification may come from several sources, DCSS, Residence Life, other college employees, local law enforcement or outside emergency services, or other authorities utilizing the college’s emergency communications tools, such as Geneva Alerts.

How to “Shelter-in-Place”

No matter where you are, the basic steps of shelter-in-place will remain the same. Should the need ever arise, follow these steps, unless instructed otherwise by local emergency personnel:

- If you are inside, stay where you are. Collect any emergency shelter-in-place supplies and a telephone to be used in case of emergency. If you are outdoors, proceed into the closest building quickly or follow instructions from emergency personnel on the scene.
- Locate a room to shelter inside. It should be:
 - An interior room;
 - Above ground level; and
 - Without windows or with the least number of windows. If there is a large group of people inside a particular building, several rooms may be necessary.
- Shut and lock all windows (tighter seal) and close exterior doors.
- Turn off air conditioners, heaters, and fans.
- Close vents to ventilation systems as you are able. Geneva College staff will turn off the ventilation as quickly as possible.
- Make a list of the people with you and ask someone (hall staff, faculty, or other staff) to call the list in to Residence Life so they know where you are sheltering. If only students are present, one of the students should call in the list.
- Turn on a radio or TV and listen for further instructions.
- Make yourself comfortable.

Off-campus Emergencies

DCSS and other College officials often receive emergency information from the Beaver County 911 Center regarding incidents in Beaver County that could imminently impact the safety of the Geneva College community. When appropriate, Geneva College notifies the campus community of off-campus threats that could also represent a threat to the health or safety of students or employees.

EMERGENCY/IMMEDIATE NOTIFICATION

Geneva College has developed a process to notify the campus community in cases of emergency. While it is impossible to predict every significant emergency or dangerous situation that may occur on campus, the following identified situations are examples which may warrant an emergency (immediate) notification after confirmation:

- armed/hostile intruder
- bomb/explosives (threat)
- communicable disease outbreak
- severe weather; terrorist incident
- civil unrest
- natural disaster
- hazardous materials incident and structural fire

Emergencies occurring on or within any of the College's Clery geography (as defined in the "[Geography Definitions](#)" elsewhere in this Annual Report) should be reported to DCSS by dialing 724.846.9632, or on-campus extension 5678, or by dialing 911 for outside emergency responders.

In the event of an emergency, an effective Campus-wide communications process is vital to provide the greatest safety possible for the College community. As part of its Emergency Management Operations, the College has adopted a formalized procedure for issuing emergency/immediate notifications to the campus community, via GC Alerts.

The emergency/immediate notification capability of GC Alerts is designed to assist the College in immediately notifying the campus community upon confirmation of a significant emergency or dangerous situation occurring on or near the campus that involves an immediate threat to the health or safety of students or employees. A threat is imminent when the need for action is instant, overwhelming, and leaves no moment for deliberation. Such situations would include, but are not limited to, a hazardous materials incident requiring shelter-in-place or evacuation, an armed intruder on or near campus, an approaching tornado, or a fire actively raging in a campus building.

The College will, without delay, and considering the safety of the community, determine the content of the notification and initiate GC Alerts to the appropriate segment or segments of the campus community, 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 an emergency.

Immediate notification to the campus can be accomplished through a variety of communications methods. Notification will be made by using some or all the following multi-modal notification methods depending on

the type of emergency: GC Alerts, College’s Emergency Mass Notification System (EMNS) – which contains email, cell phone text, voice message alert; fire alarm (where available); social media; digital signage (where available), local media, and webpage. If any of these systems fail or the College deems it appropriate, in-person communication may be used to communicate an emergency. Confirmation of the existence of an emergency typically involves the response and assessment of DCSS officers, sometimes in conjunction with campus administrators and other college officials, local police and first responders or the national weather center.

When on-duty Campus Safety and Security officers become aware of a situation that may warrant the issuing of an immediate notification, the on-duty Campus Safety and Security Officer confirms (through response, investigation, or collaboration with emergency responders) that there is a significant emergency and then immediately contacts the Director of Campus Safety and Security or designee, who quickly evaluates the situation to determine if an alert is warranted. In turn the Director will notify the Provost, VP of Student Development, or the VP of Business to make the final determination regarding the dissemination of the message.

Notification message content is determined based on the type of incident, the context with which it is occurring, and the immediate danger or threat to the campus community and the need to advise campus community members to act. The College will endeavor to make such notification sufficiently specific to enable recipients to take an appropriate response to the threat. Pre-canned messages have been prepared as part of the emergency notification system to aid in rapid communication processes. In situations lacking the presence of an imminent threat, the Director of Campus Safety and Security or designee consults with the Provost, Vice President of Student Development/Dean of Students, or VP of Business, prior to an alert being issued.

Follow-up notices/communications will be provided as necessary during an active incident and may be provided by the Provost, VP of Student Development, or VP of Business. When a threat is neutralized or effectively removed, campus community members will be appropriately informed via all or some of the communications methods. Additionally, updates regarding a prolonged and ongoing emergency such as a health emergency (norovirus, serious illness, pandemic, etc.) can be provided by creating a banner (webpage) at the top of the College’s homepage that would contain specific status update information along with links to public health agencies (for example) or other relevant entities.

When the emergency mass notification system (EMNS) is fully activated using GC alerts, email, and cell phone text/voice messaging, college officials will notify campus community members of the emergency, its exact location, and will request community members to protect themselves by evacuating the affected area if it is safe to do so and/or by employing the “shelter-in-place” concept. Local police, emergency responders, will be notified via 911.

If there is an immediate threat to the health or safety of students or employees occurring on campus, an institution must follow its emergency notification procedures. An institution that follows its emergency notification procedures is not required to issue a timely warning based on the same circumstances; however, the institution must provide adequate follow-up information to the community as needed.

Emergency/Immediate Notification Distribution Matrix

PRIMARY METHODS	Primary Message Creator	Backup Message Creator	Authority to Approve/Send	Primary Message Sender	Backup Message Sender
Mass Email	Provost, VP of Student Development, or VP of Business w/ consultation of the Director, DCSS	Provost, VP of Student Development, or VP of Business w/ consultation of the Director, DCSS	Provost, VP of Student Development, or VP of Business	Provost, VP of Student Development, or VP of Business	Provost, VP of Student Development, or VP of Business w/ consultation of the Director, DCSS
GC Alerts	Provost, VP of Student Development, or VP of Business w/ consultation of the Director, DCSS	Provost, VP of Student Development, or VP of Business w/ consultation of the Director, DCSS	Provost, VP of Student Development, or VP of Business w/ consultation of the Director, DCSS	Provost, VP of Student Development, or VP of Business	Provost, VP of Student Development, or VP of Business

SECONDARY METHODS	Primary Message Creator	Backup Message Creator	Authority to Approve/Send	Primary Message Sender	Backup Message Sender
College Website	Provost, VP of Student Development, or VP of Business w/ consultation of the Director, DCSS	Provost, VP of Student Development, or VP of Business w/ consultation of the Director, DCSS	Provost, VP of Student Development, or VP of Business	Communications & Marketing Office designee	Communications & Marketing Office designee
Digital Signage	Provost, VP of Student Development, or VP of Business w/ consultation of the Director, DCSS	Provost, VP of Student Development, or VP of Business w/ consultation of the Director, DCSS	Provost, VP of Student Development, or VP of Business	Communications & Marketing Office designee	Communications & Marketing Office designee
Social Media Platforms	Provost, VP of Student Development, or VP of Business w/ consultation of the Director, DCSS	Provost, VP of Student Development, or VP of Business w/ consultation of the Director, DCSS	Provost, VP of Student Development, or VP of Business	Communications & Marketing Office designer	Communications & Marketing Office designee
College Website	Provost, VP of Student Development, or VP of Business w/ consultation of the Director, DCSS	Provost, VP of Student Development, or VP of Business w/ consultation of the Director, DCSS	Provost, VP of Student Development, or VP of Business	Communications & Marketing Office designee	Communications & Marketing Office designee
Face-to-Face Communication and Alarm Systems	Provost, VP of Student Development, or VP of Business w/ consultation of the Director, DCSS	Provost, VP of Student Development, or VP of Business w/ consultation of the Director, DCSS	Provost, VP of Student Development, or VP of Business	DCSS Administrator; or Campus Safety and Security staff	Communications & Marketing Office; <i>or</i> , Any member of the CERT Team

Emergency Mass Notification System (EMNS) Testing and Registration

The Emergency Mass Notification System (EMNS) GC Alerts will be tested at least each academic semester to ensure that all systems are working properly and that emergency managers maintain a working knowledge of the system. These tests will also be educational moments for the campus community to remind them that this system does exist, and that it is a working and functioning system that they can rely upon. In conjunction with at least one of the annual EMNS test notifications, information is shared with the campus community related to the campus' emergency response and evacuation procedures.

Students, staff, and faculty are informed of the College's EMNS program and evacuation processes annually during training and through written notification. This includes dissemination of information about how to respond during the activation of the EMNS in response to a significant incident on campus or within the immediate area of the campus that potentially directly impacts the safety of campus community members. These information sessions have been built into first-year orientation, Residential & First Year Programs student staff training, and new employee/faculty orientations. Residence Life RDs and RAs additionally test evacuation procedures for all residence halls, at least once each semester.

The EMNS, GC Alerts, processes are tested once each semester –These tests are usually announced tests, but they may be unannounced. Available student cell phone numbers are loaded into the cell/text notification system upon their registration for classes.

The College's primary and secondary means of communicating during an emergency include those addressed above. The following, although not all these methods are always employed – modalities include primary, secondary, and tertiary methods of notification that are decided upon based on the segment or segments of the campus community that require notification and the best method(s) determined to maximize that notification.

The communications method used would depend on the type of emergency:

- Cell phone Text/Voice Messaging
- All Campus Email Alerts
- Voicemail
- Computer Instant Pop-Up Emergency Screen Messages
- Emergency Website, Facebook, and Twitter Accounts
- Telephone Trees
- Public Media (TV, radio, news websites)
- Fire Alarm System Notification
- Public Address Systems
- Flyers posted throughout Campus
- Direct On-foot and In-person Notifications

ALCOHOL/DRUG POLICIES

In accordance with the federal Drug-Free Workplace Act of 1988, the federal Drug-Free Schools, and Communities Act (DFSCA) of 1989, and State policies on Alcohol and Other Drugs, Geneva College prohibits the unlawful or unauthorized possession, use, sale, manufacture, distribution, or dispensation of alcohol

and other drugs by employees and students in the workplace, on college property, or as part of any campus activity. Employee or student violators are subject to disciplinary action, up to and including termination of employment and expulsion.

Alcohol Policy - Possession, Use, Sale, and Enforcement

The College's Department of Campus Safety and Security reports violations of law to the appropriate college department and works in collaboration with the state and local police, who are responsible for enforcing the laws of the Commonwealth of Pennsylvania, including laws relative to the possession, use, and sale of alcoholic beverages. This includes the enforcement of State underage drinking laws and Federal and State drug laws. Student violations of the policies and guidelines pertaining to alcohol and drugs specified in the Geneva College Handbook of Student Rights and Responsibilities will result in sanctions appropriate to the degree of the violation. Sanctions will increase in severity for repeated violations. Student sanctions will include, but are not limited to, fines, education, referrals for counseling, community service, probations, residence hall separation, or suspension or expulsion from the college.

Commonwealth law states that a person who is under 21 years of age and who attempts to purchase, purchases, consumes, possesses, or who knowingly and intentionally transports any alcohol, liquor, or malt beverages commits a summary offense. A person who is under 21 who misrepresents their own age to a licensed dealer or other persons who sell or furnish intoxicating liquor constitutes a summary offense for a first violation, and a misdemeanor of the third degree for any subsequent violation. Any person who misrepresents on behalf of a person under 21 to be of legal age to cause a licensed dealer or other person to sell or furnish intoxicating liquors to the underage person commits a misdemeanor of the 3rd degree on the first violation. A person also commits a third-degree misdemeanor for selling or providing alcoholic beverages to a known minor.

There are also serious legal repercussions for driving under the influence of alcohol. Drivers under the age of 21 with a BAC of .02 or higher will be charged with Driving Under the Influence. Drivers 21 and over with a BAC of .08 or higher will be charged with Driving Under the Influence. Locally, there are Borough open container and noise ordinances.

Drug Policy – Possession, Use, Sale, and Enforcement

The use of narcotics and controlled substances without a prescription on college premises, as elsewhere, is illegal. Illegal possession, use, or sale of drugs or narcotics by students, employees, or guests constitutes unacceptable and illegal conduct. The College's Department of Campus Safety and Security reports violations of law to the appropriate college department and works in collaboration with state and federal law enforcement and local police, who are responsible for enforcing the laws of the Commonwealth of Pennsylvania, including laws relative to the possession, use, and sale of narcotics and controlled substances. When students are receiving Federal Title IV financial aid (including Federal Pell Grants and Federal Direct Student Loans), it is their responsibility to inform the Financial Aid Office within five days of any criminal illegal drug statute conviction. Students also agree to abide by the conditions of the drug-free workplace certifications.

Students will meet with the appropriate student conduct administrator or hearing body to determine if a violation of policy did occur. Once this determination is made, required sanctions will be assigned. Students will receive this information from the student conduct administrator in writing.

The Student Handbook also specifies the prohibitions and penalties for violations of these prohibitions and is part of the Handbook of Student Rights and Responsibilities, which is published under a separate cover and is available through the Office of Student Development.

Drug Free Schools and Communities Act (DFSCA) Compliance

Geneva College's Drug and Alcohol Abuse Prevention Program is initiated if a student is referred to counseling due to policy infractions and through sanctions issued by the college.

Additional alcohol and drug policies, standards of conduct, applicable disciplinary sanctions, health risks, counseling and treatment, and processes, can be found on this website.

ALCOHOL AND OTHER DRUGS (AOD) EDUCATION AND OUTREACH

- The College prohibits all alcohol on campus
- All College Housing and property is alcohol and drug free
- Periodically programs are presented discussing the dangers of Alcohol and drug activity.

VIOLENCE AGAINST WOMEN (VAWA) REAUTHORIZATION

POLICY ON SEXUAL HARRASSMENT, SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE AND STALKING (GC POLICY DEFINITIONS INCLUDED)

Sexual Misconduct

State law defines various violent and/or non-consensual sexual acts as crimes. While some of these acts may have parallels in criminal law, Geneva College has defined categories of sex discrimination as sexual misconduct, as stated below, for which action under this policy may be imposed. The College considers Non-Consensual Sexual Intercourse violations to be the most serious of these offenses, and therefore typically imposes the most severe sanctions, including suspension or expulsion for students and termination for employees. However, the College reserves the right to impose any level of sanction, ranging from a reprimand up to and including suspension or expulsion/termination, for any act of sexual misconduct or other sex-based offenses, including intimate partner (dating and/or domestic) violence, non-consensual sexual contact and/or stalking based on the facts and circumstances of the allegation. Acts of sexual misconduct may be committed by any person upon any other person. Violations include:

Sexual Harassment

The Department of Education's Office for Civil Rights (OCR), the Equal Employment Opportunity Commission (EEOC) and the Commonwealth of Pennsylvania regard sexual harassment as a form of sex discrimination and, therefore, as an unlawful discriminatory practice. Geneva College has adopted the following definition of sexual harassment, to address the special environment of an academic community, which consists not only of employer and employees, but of students as well. Sexual harassment is any unwelcome sexual advance, request for sexual favors, or other unwanted visual, verbal, written, online, and/or physical conduct of a sexual nature which is directed toward a person because of his/her sex. Anyone experiencing sexual harassment in any College program is encouraged to report it immediately to

the Title IX Coordinator. Remedies, education and/or training will be provided in response. Sexual harassment creates a hostile environment, and may be disciplined when it is:

- Sufficiently severe or pervasive, and objectively offensive, such that it:
 - It has the effect of unreasonably interfering with, denying, or limiting employment opportunities or the ability to participate in or benefit from the College's educational, employment, social and/or residential program.
 - Is based on power differentials (quid pro quo), creates a hostile environment or retaliation.

A hostile environment may be created by harassing verbal, written, graphic, or physical conduct that is severe or persistent, and objectively offensive such that it interferes with, limits, or denies the ability of an individual to participate in or benefit from educational programs or activities or employment access, benefits, or opportunities. The College reserves the right to address offensive conduct and/or harassment that 1) does not rise to the level of creating a hostile environment, or 2) that is of a generic nature not based on a protected status. Addressing such behaviors may not result in the imposition of discipline under college policy, but may be addressed through respectful confrontation, remedial actions, education, and/or effective conflict resolution mechanisms. For assistance with conflict resolution techniques, employees should contact the Department of Human Resources and students should contact the Director of Residence Life.

Non-Consensual Sexual Intercourse

Non-Consensual Sexual Intercourse is any sexual intercourse, however slight, with any object by a person upon another person that is without consent and/or by force. Sexual intercourse includes: Vaginal or anal penetration by a penis, tongue, finger or object, or oral copulation (mouth to genital contact) no matter how slight the penetration or contact.

Non-Consensual Sexual Contact

- Non-Consensual Sexual Contact is any intentional sexual touching, however slight, with any object by a person upon another person that is without consent and/or by force. Sexual touching includes:
- Intentional contact with the breasts, groin, or genitals, mouth or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; or
- Any other bodily contact in a sexual manner.

Sexual Exploitation

Sexual Exploitation refers to a situation in which a person takes non-consensual or abusive sexual advantage of another, and that behavior does not otherwise fall within the definitions of Sexual Harassment, Non-Consensual Sexual Intercourse or Nonconsensual Sexual Contact.

Consent, Force, and Incapacitation

As a Christian college and consistent with the position of the Reformed Presbyterian Church of North America, the college lifts the Christian ideal of marriage between a man and a woman and contends that all

sexual intimacy shall be within the bounds of such marriage. Faculty, staff, or students that choose to engage in a consensual sexual relationship outside the bounds of such a marriage could be subject to discipline or termination of employment. In adherence to federal guidelines and for the safety of our students, the following definitions are provided.

Consent: Consent is knowing, voluntary, and clear permission by word or action to engage in mutually agreed upon sexual activity. Since individuals may experience the same interaction in different ways, it is the responsibility of each party to make certain that the other has consented before engaging in the activity. For consent to be valid there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct. Consent can be withdrawn once given, if the withdrawal is clearly communicated. Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). A current or previous dating relationship is not sufficient to constitute consent. The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred and any similar previous patterns that may be evidenced.

NOTE: Silence or the absence of resistance alone is not consent. There is no requirement for a party to resist the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of consent is not demonstrated by the absence of resistance. Sexual activity that is forced is by definition non-consensual, but non-consensual sexual activity is not by definition forced.

Force: Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcome resistance or produce consent (“Have sex with me or I’ll hit you.” “Okay, don’t hit me, I’ll do what you want.”). Coercion is an unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

Incapacitation: A person cannot consent if they are unable to understand what is happening or is disoriented, helpless, asleep, or unconscious for any reason, including due to alcohol or other drugs. An individual who engages in sexual activity when the individual knows, or should know, that the other person is physically or mentally incapacitated has violated this policy. It is not an excuse that the responding party was intoxicated and, therefore, did not realize the incapacity of the reporting party.

Incapacitation is defined as a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing/informed consent (e.g., to understand the “who, what, when, where why or how” of their sexual interaction). This policy also covers a person whose incapacity results from mental disability, involuntary physical restraint and/or from the taking of incapacitating drugs.

Note: A lack of consent or the act of force can present itself between members of the opposite sex as well as between members of the same sex.

Intimate Partner Violence

Intimate partner violence (also known as relationship, dating, or domestic violence) is a pattern of behavior in an intimate relationship used to establish power and control over another person through fear and intimidation. Relationship violence can be verbal, emotional, and/or physical.

Stalking

The Commonwealth of Pennsylvania defines stalking as the course of conduct or repeated acts without authorization with intent to place in reasonable fear or cause substantial emotional distress. The College considers the effect upon a victim and categorizes stalking in two forms:

- Stalking 1:
 - A course of conduct
 - Directed at a specific person
 - Based on actual or perceived membership in a protected class
 - That is unwelcome, AND
 - Would cause a reasonable person to feel fear

- Stalking 2:
 - Repetitive and Menacing
 - Pursuit, following, harassing and/or interfering with the peace and/or safety of another

The Clery Act defines the crimes of domestic violence, dating violence, sexual assault and stalking as follows:

- **Domestic Violence:**
 - A Felony or misdemeanor crime of violence committed by—
 - a current or former spouse or intimate partner of the victim;
 - a person with whom the victim shares a child in common;
 - a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
 - a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
 - any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
 - For the purposes of complying with the requirements of this section and §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.
- Definition of a **Crime of Violence:** According to Section 16 of Title 18 of the United States Code, the term "crime of violence" means:
 - An offense that has an element of the use, attempted use, or threatened use of physical force against the person or property of another; or
 - Any other offense that is a felony and that, by its nature, involves a substantial risk that physical force against the person or property of another may be used in the course of committing the offense.

- **Dating Violence: Violence** committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.
 - The existence of such a relationship shall be based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
 - For the purposes of this definition—
 - Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
 - Dating violence does not include acts covered under the definition of domestic violence
 - For the purposes of complying with the requirements of this section and §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

- **Sexual Assault:** An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting (UCR) program. Per the National Incident-Based Reporting System User Manual from the FBI UCR Program, a sex offense is "any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent."
 - Rape** is defined as the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
 - Fondling** is defined as the touching of the private parts of another person for the purposes of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental incapacity.
 - Incest** is defined as sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
 - Statutory Rape** is defined as sexual intercourse with a person who is under the statutory age of consent.

- **Stalking:**
 - Engaging in a course of conduct directed at a specific person that would cause a reasonable person to—
 - Fear for the person's safety or the safety of others; or,
 - Suffer substantial emotional distress.
 - For the purposes of this definition—
 - *Course of Conduct* means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property.

- *Reasonable Person* means a reasonable person under similar circumstances and with similar identities to the victim.
- *Substantial Emotional Distress* means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
- For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of the Clery Act reporting.

Jurisdictional Definitions of Domestic Violence, Dating Violence, Sexual Assault, and Stalking

- **Sexual Assault:** The state of Pennsylvania defines Sexual Assault (Pa 18 CS 3124.1) as engaging in sexual intercourse or deviate sexual intercourse with a person without the person's consent. The crimes defined under Pennsylvania law as rape (Pa 18 CS §3121) and involuntary deviate sexual intercourse (Pa 18 CS §3123) are not included in this definition and are considered separate crimes.
- **Domestic Violence/Abuse:** Pennsylvania law (Pa 23 CSA §6102) defines domestic abuse as knowingly, intentionally, or recklessly causing bodily injury of any kind, causing fear of bodily injury of any kind, assault (sexual or not sexual), rape, sexually abusing minor children, or knowingly engaging in a repetitive conduct toward a certain person that puts them in fear of bodily injury. These acts can take place between family or household members, sexual partners or those who share biological parenthood in order to qualify as domestic abuse.
- **Dating Violence:** The state of Pennsylvania does not have a definition of Dating Violence.
- **Stalking:** Pennsylvania law (Pa 18 CS § 2709.1) defines Stalking when a person either:
 - engages in a course of conduct or repeatedly commits acts toward another person, including following the person without proper authority, under circumstances which demonstrate either an intent to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person; or
 - engages in a course of conduct or repeatedly communicates to another person under circumstances which demonstrate or communicate either an intent to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person.

Consent: The state of Pennsylvania defines Ineffective Consent as (Pa 18 CS §311 (c):

- **Ineffective consent — Unless otherwise provided by this title or by the law defining the offense, assent does not constitute consent if:**
 - it is given by a person who is legally incapacitated to authorize the conduct charged to constitute the offense;
 - it is given by a person who by reason of youth, mental disease or defect or intoxication is manifestly unable or known by the actor to be unable to make a

reasonable judgment as to the nature or harmfulness of the conduct charged to constitute the offense;

- it is given by a person whose improvident consent is sought to be prevented by the law defining the offense; or
- It is induced by force, duress or deception of a kind sought to be prevented by the law defining the offense.

The state additionally provides descriptors commonly associated with Consent as part of its full definition when describing the offense of Rape (Pa 18 CS §3121):

- **Rape Offense** defined — A person commits a felony of the first degree when the person engages in sexual intercourse with a complainant:
 - By forcible compulsion;
 - By threat of forcible compulsion that would prevent resistance by a person of reasonable resolution;
 - Who is unconscious or where the person knows that the complainant is unaware that sexual intercourse is occurring;
 - Where the person was substantially impaired the complainant's power to appraise or control his or her conduct by administering or employing, without the knowledge of the complainant, drugs, intoxicants or other means for the purpose of preventing resistance;
 - Who suffers from a mental disability which renders the complainant incapable of consent.

Further, under Clery and UCR (Uniform Crime Reporting) definitions, the Pennsylvania Crimes Code sections relating to sexual assault (PA 18 CS § 3124.1), involuntary deviate sexual intercourse (PA 18 CS § 3123) and aggravated indecent assault (PA 18 CS § 3125) are considered rape for the purposes of Clery and PA UCR reporting.

The Pennsylvania Uniform Crime Reporting Act requires that institutions classify, count, and submit to the Pennsylvania State Police statistics on the above defined Pennsylvania crimes as follows:

- **Rape** — Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. Statutory offenses (no force used - victim underage of consent) are excluded.
- **Sex offenses (except rape, prostitution, and commercialized vice)** — Statutory rape, offenses against chastity, common decency, morals, and the like. Attempts are included.

How to Be an Active Bystander

Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.

Bystanders play a critical role in the prevention of sexual and relationship violence. They are “individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved

but have the choice to intervene, speak up, or do something about it.”¹ We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. Below is a list² of some ways to be an active bystander. If you or someone else is in immediate danger, call DCSS at 724.846.9632, or the local police by dialing 911. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

- Watch out for your friends and fellow students or employees. If you see someone who looks like they could be in trouble or need help, ask if they are ok.
- Be direct, delegate responsibility, or cause a distraction when you see a person secludes, hits on, tries to make out with, or has sex with people who are incapacitated.
- Intervene when someone discusses plans to take sexual advantage of another person.
- Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
- Refer people to on- or off-campus resources listed in this document for support in health, counseling, or with legal assistance.

Risk Reduction

With no intent to victim blame and recognizing that only abusers are responsible for their abuse, the following are some strategies to reduce one’s risk of sexual assault or harassment (taken from Rape, Abuse, & Incest National Network, www.rainn.org)

- **Be aware** of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
- Try to **avoid isolated areas**. It is more difficult to get help if no one is around.
- **Walk with purpose**. Even if you don’t know where you are going, act like you do.
- **Trust your instincts**. If a situation or location feels unsafe or uncomfortable, it probably isn’t the best place to be.
- **Try not to load yourself down** with packages or bags as this can make you appear more vulnerable.
- Make sure **your cell phone is with you and charged** and that you have cab money and/or an on-demand driver app loaded.
- **Don't allow yourself to be isolated** with someone you don’t trust or someone you don’t know.
- **Avoid putting music headphones in both ears** so that you can be more aware of your surroundings, especially if you are walking alone.
- When you go to a social gathering, **go with a group of friends**. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
- **Trust your instincts**. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).

¹ Burn, S.M. (2009). A situational model of sexual assault prevention through bystander intervention. *Sex Roles*, 60, 779-792

² Bystander intervention strategies adapted from Stanford University’s Office of Sexual Assault & Relationship Abuse
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- **Don't leave your drink unattended** while talking, dancing, using the restroom, or making a phone call. If you have left your drink alone, just get a new one.
- **Do not accept drinks from people you don't know or trust.** If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, do not drink from punch bowls or other large, common open containers.
- **Watch out for your friends, and vice versa.** If a friend seems out of it, is way too intoxicated for the amount of alcohol they have had, or is acting out of character, get them to a safe place immediately.
- If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.). Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).
- If you need to get out of an uncomfortable or scary situation, here are some things that you can try:
 - Remember that being in this situation is not your fault. You did not do anything wrong; it is the person who is making you uncomfortable that is to blame.
 - Be true to yourself. Do not feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
 - Have a code word with your friends or family so that if you do not feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
 - Make up a reason to leave. If you do not want to hurt the person's feelings it is better to make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
 - Try to think of an escape route. How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
 - If you and/or the other person have been drinking, you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

Programs to Prevent Domestic Violence, Dating Violence, Sexual Assault, and Stalking

The College engages in comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault, and stalking that:

- Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research, or assessed for value, effectiveness, or outcome; and
- Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels.

Geneva College's educational programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students that:

- Clearly communicate that the institution prohibits the crimes of domestic violence, dating violence, sexual assault, and stalking (as defined by the Clery Act)
- Provide the definitions of domestic violence, dating violence, sexual assault, and stalking according to any applicable jurisdictional definitions of these terms
- Define consent and describe what behaviors and actions constitute consent, in reference to sexual activity as defined by the student and employee codes of conduct
- Provide a description of safe and positive options for bystander intervention. Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene
- Provide information on risk reduction. Risk reduction means options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims to promote safety and to help individuals and communities address conditions that facilitate violence
- Provide an overview of information contained in the Annual Security and Fire Safety Report in compliance with the Clery Act
- Provide information regarding procedures victims should follow if a crime of domestic violence, dating violence, sexual assault, or stalking occurs (as described in “Procedures Victims Should Follow if a Crime of Domestic Violence, Dating Violence, Sexual Assault and Stalking Occurs” elsewhere in this Annual Report)
- How the institution will protect the confidentiality of victims and other necessary parties (as described in “**Assistance for Victims: Rights and Options**” elsewhere in this Annual Report)
- Existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both in the institution and in the community (as described in “**Assistance for Victims: Rights and Options**” elsewhere in this Annual Report); and
- Options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures (as described in “**Assistance for Victims: Rights and Options**” elsewhere in this Annual Report);
- Procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking (as described in “**Adjudication of Violations**” elsewhere in this Annual Report).

Primary Prevention and Awareness Programs

The College provides primary prevention and awareness information to all incoming students and employees that involves the distribution of educational materials to new students, participating in and presenting information and materials during new student and employee orientations, providing programs by invitation at staff meetings or academic programs. According to the college's website the college provides:

- Clearly articulated statements that the College prohibits the crimes of domestic violence, dating violence, sexual assault, and stalking;

- The Federal and State definitions of domestic violence, dating violence, sexual assault, and stalking;
- The College and State definitions of consent;
- A description of safe and positive options for bystander intervention;
- Information on specific risk reduction strategies.

Ongoing Prevention and Awareness Campaigns

The following are some specific examples of annual programs currently offered by the college. This list is not all inclusive:

- **Orientation Programing:** Incoming first year students participate in a series of information regarding the Clery Act and Title IX information, in addition to information about the Sexual Misconduct Policy, bystander intervention, and resources available on campus and in the community. New faculty and employees receive Clery Act and Title IX information during their orientation programs.
- **Online Information:** All students have access to Violence Prevention/Consent information each semester. These programs include, consent education, bystander intervention training, self-defense workshops, and other interactive educational workshops geared to providing personal tools to reduce and prevent violence.

Procedures Victims Should Follow if a Crime of Domestic Violence, Dating Violence, Sexual Assault, or Stalking Occurs

After an incident of sexual assault, dating violence, or domestic violence, the victim should consider seeking medical attention as soon as possible at the Beaver Valley Emergency Department. Examiners at the hospital are trained and certified in physical evidentiary recovery kit collection. Evidence may be collected, even if the victim chooses not to make a report to law enforcement.

Beaver County, PA, which includes the city of Beaver Falls and surrounding area, has established an anonymous reporting protocol for victims of sexual assault. The purpose of this protocol allows Beaver County, PA, to develop an alternative to standard reporting procedures for sexual assault victims. If a sexual assault victim does not currently wish to involve police, there is still an option to have the forensic evidence collected in a timely manner. As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. By providing victims with the opportunity to preserve evidence, gather information, solidify their support system, and establish rapport with first responders, the county hopes to create an environment that encourages reporting, even for those victims who initially feel unable, unwilling, or unsure about doing so. Victims may report a sexual assault anonymously at the Beaver Valley Hospital and have forensics evidence collected during the exam. The Beaver County District Attorney's Office manages the anonymous reporting protocol.

It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours, so that evidence may be preserved that may assist in proving that the alleged criminal offense occurred or is occurring, or may be helpful in obtaining a protection order. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to

address concerns of pregnancy and/or sexually transmitted infections. Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs, or other copies of documents, if they have any, that would be useful to college adjudicators, investigators or local police.

Involvement of Law Enforcement and Campus Authorities

Although the college strongly encourages all members of its community to report violations of this policy to Campus Safety and Security and the City of Beaver Falls Police, it is the victim's choice whether to make such a report. Furthermore, victims have the right to decline to notify law enforcement.

However, the Department of Campus Safety and Security will assist any victim with notifying law enforcement if the victim so desires. The City of Beaver Falls Police Department may also be reached directly by calling 724.846.7000 during normal business hours, or 911 during off hours or in emergency situations; or in person at the City of Beaver Falls Office located at 650-698 11th St, Beaver Falls, PA 15010.

NOTE: In the State of Pennsylvania, employees of institutions of higher learning who suspect incidents of child abuse (including incidents of suspected child sex abuse) must report such incidents to the Department of Public Welfare's Child Line (800.932.0313), the police having jurisdiction, and then to their supervisor.

Pennsylvania recognizes matriculated students under the age of 18 as "children" for purposes of this law and, as such, the college is mandated to report a criminal complaint of abuse or sexual abuse involving any student victim under the age of 18 immediately to ChildLine and the police having jurisdiction. Law Enforcement authorities may notify the victim's parents or guardians as stipulated by law. The obligation to report applies when the subject of suspected abuse is under the age of 18, regardless of whether the person is an employee, matriculated student, participant in youth camp or overnight guest.

Reporting Incidents of Domestic Violence, Dating Violence, Sexual Assault, and Stalking

If you have been the victim of domestic violence, dating violence, sexual assault, or stalking, you should report the incident promptly to the Title IX Coordinator (office: Student Center, Office of Student Development, phone: 724.847.6136) by calling, writing, or coming into the office to report in person. You may also use the online reporting form at:

[https://my.geneva.edu/ICS/Report_Sexual_Harassment_or_Discrimination_\(Title_IX\).jnz?portlet=J1_FormFlow_-_Forms&screen=FormView&form=92a08507-0fb3-4b70-938d-9aff76e67819](https://my.geneva.edu/ICS/Report_Sexual_Harassment_or_Discrimination_(Title_IX).jnz?portlet=J1_FormFlow_-_Forms&screen=FormView&form=92a08507-0fb3-4b70-938d-9aff76e67819). Reports of all domestic violence, dating violence, sexual assault, and stalking made to Campus Safety and Security will automatically be referred to the Title IX Coordinator for review. The Title IX Coordinator is not a confidential reporting entity and is required to report criminal incidents to Campus Safety and Security.

Procedures the College Will Follow When a Crime of Domestic Violence, Dating Violence, Sexual Assault, or Stalking is Reported

The College has procedures in place that serve to be sensitive to victims who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges; as well as the availability of counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, and other services on- and/or off-campus; as well as additional remedies to prevent contact between a complainant and an accused party, such as housing, academic, transportation and working accommodations, if reasonably available. The College will make such

accommodations, if the victim requests them and if they are available, regardless of whether the victim chooses to report the crime to local law enforcement. Students and employees should contact the Title IX Coordinator (office: Student Center, Office of Student Development 724.847.6136) by calling, writing, or coming into the office to report in person. The Title IX Coordinator will collaborate and coordinate with the Director of Human Resources for employee cases.

If a report of domestic violence, dating violence, sexual assault, or stalking is reported to the College, below are the procedures that the College will follow.

Incident Being Reported	Procedures Institution Will Follow
Sexual Assault	<ol style="list-style-type: none"> 1. Depending on when reported (immediate vs delayed report), the institution will provide victims with access to medical care. 2. Institution will assess immediate safety needs of victims. 3. Institution will assist victims with contacting local police if complainant requests AND provide the victim with contact information for local police department. 4. Institution will provide victims with referrals to on- and off-campus mental health providers. 5. Institution will assess the need to implement interim or long-term protective measures, if appropriate. 6. Institution will provide the victim with a written explanation of the victim’s rights and options. 7. Institution will provide a “No trespass” or “No Contact” directive to accused party if deemed appropriate. 8. Institution will provide written instructions on how to apply for Protective Order. 9. Institution will provide a copy of the policy applicable to Sexual Assault to the victim and inform the victim regarding timeframes for inquiry, investigation, and resolution. 10. Institution will inform the victim of the outcome of the investigation, whether the accused will be administratively charged, and what the outcome of the hearing is, if an investigation and formal resolution are requested by the victim. 11. Institution will enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for reporting sex-based discrimination or for assisting in the investigation.
Stalking	<ol style="list-style-type: none"> 1. Institution will assess immediate safety needs of victims. 2. Institution will assist victims with contacting local police if complainant requests AND provide the victim with contact information for local police department. 3. Institution will provide written instructions on how to apply for Protective Order. 4. Institution will provide written information to victims on how to preserve evidence. 5. Institution will assess the need to implement interim or long-term protective measures to protect the victim, if appropriate. 6. Institution will provide the victim with a written explanation of the victim’s rights and options. 7. Institution will provide a “No trespass” or “No Contact” directive to accused party if deemed appropriate.

Incident Being Reported	Procedures Institution Will Follow
Dating Violence	<ol style="list-style-type: none"> 1. Institution will assess immediate safety needs of victims. 2. Institution will assist victims with contacting local police if victim requests AND provide the victim with contact information for local police department. 3. Institution will provide written instructions on how to apply for Protective Order. 4. Institution will provide written information to victims on how to preserve evidence. 5. Institution will assess the need to implement interim or long-term protective measures to protect the victim, if appropriate. 6. Institution will provide the victim with a written explanation of the victim's rights and options. 7. Institution will provide a "No trespass" or "No Contact" directive to accused party if deemed appropriate.
Domestic Violence	<ol style="list-style-type: none"> 1. Institution will assess immediate safety needs of victims. 2. Institution will assist victims with contacting local police if victim requests AND provide the victim with contact information for local police department. 3. Institution will provide written instructions on how to apply for Protective Order. 4. Institution will provide written information to victims on how to preserve evidence. 5. Institution will assess the need to implement interim or long-term protective measures to protect the victim, if appropriate. 6. Institution will provide the victim with a written explanation of the victim's rights and options. 7. Institution will provide a "No trespass" or "No Contact" directive to accused party if deemed appropriate.

Facilitated Anonymous Reporting through the Counseling Center/Pastoral Counselors/Victim Services Advocates

Professional Counselors assigned to the Counseling Center, Victim Services Advocates who are trained as sexual assault counselors, and practicing pastoral counselors are confidential resources and do not report incidents. In their capacity and function, they do not make identifiable reports of incidents to the official on-campus resources unless the student specifically requests them to do so; however, the College encourages counselors to inform students that they can report incidents of crime to DCSS, which can be done directly or anonymously (as described in "[Anonymous and Confidential Reporting](#)" elsewhere in this Annual Report). Students may request the Counseling Center to facilitate anonymous reporting using an internal form designed to capture general details about the incident (date, time, location, and brief description of the incident type) for inclusion in the College's Annual Security and Fire Safety Report.

Anonymous Online Reporting

Students and employees of the college may additionally file a report about sexual misconduct anonymously through the college's online reporting system (as described in "[Anonymous and Confidential Reporting](#)" elsewhere in this Annual Report), but note, while anonymous reports are accepted, the College's ability to address the misconduct reported in this manner is significantly limited. The amount of detail provided in these reports may enable the College to initiate an investigation into the circumstances surrounding the report. Such an investigation may jeopardize the anonymity of the reporting person or complainant.

Employee Assistance Program

Geneva College refers employees that need assistance to the college's Health and Counseling Services. The Counseling Services is available to provide full-time employees assistance with such problems as sexual or physical abuse, depression, marital and relationship conflict, stress, grief, critical incident stress, anxiety, and other personal matters. All full-time employees, regardless of performance, are eligible. All information relating to an employee's Counseling participation is strictly confidential.

Assistance for Victims - Rights & Options

Regardless of whether a victim elects to pursue a criminal complaint or whether the offense is alleged to have occurred on or off campus, the College will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights and options.

Such written information will include:

- the procedures victims should follow if a crime of dating violence, domestic violence, sexual assault, or stalking has occurred;
- information about how the institution will protect the confidentiality of victims and other necessary parties;
- a statement that the institution will provide written notification to students and employees about victim services in the institution and in the community;
- a statement regarding the institution's provisions about options for, available assistance in, and how to request accommodation and protective measures; and
- an explanation of the procedures for institutional disciplinary action.

Rights of Victims and the Institution's Responsibilities for Orders of Protection, No-Contact Orders, Restraining Orders, or Similar Lawful Orders Issued by a Criminal, Civil, or Tribal Court or by the Institution

Geneva College complies with Pennsylvania State law in recognizing orders of protection.

Any person who obtains an order of protection from Pennsylvania or any reciprocal state should provide a copy to the Department of Campus Safety and Security and the Office of the Title IX Coordinator. A complainant may then meet with Campus Safety and Security to develop a Safety Action Plan, which is a plan for Campus Safety and Security and the victim to reduce the risk of harm while on campus or coming and going from campus. This plan may include, but is not limited to: escorts, special parking arrangements, providing a temporary cellphone, changing classroom/work site location, or working with Academic Advising on alternative class possibilities, allowing a student to complete assignments from home, allowing an employee to develop a flexible work schedule, etc. The College cannot apply for a legal order of protection, No Contact order, or restraining order for a victim from the applicable jurisdictions.

In Pennsylvania, a victim of domestic violence, dating violence, sexual assault, or stalking has the right to file a petition with the courts requesting protection through PFAs, SVPOs, and/or PFIs, which could include the following:

- An order restraining the abuser from further acts of abuse;
- An order directing the abuser to leave the victim's household/place of residence;
- An order directing the abuser to refrain from stalking or harassing the victim or other designated persons;

Other protections are based on issues related to cohabitation, residency, employment, and child custody.

When an abuser is not a present or past member of the victim's household or family, adults and minors can petition for a Sexual Violence Protection Order (SVPO). For example, a SVPO could be granted for a victim who is sexually assaulted by a coworker and who has no other relationship with the coworker – is not now or never was a family relation, spouse, dating partner, or member of the same household.

Protection from Abuse (PFA)

A protection from abuse order is a paper that is signed by a judge that tells or informs the abuser to stop the abuse or face serious legal consequences. It offers civil legal protection from sexual or relationship violence to both female and male victims. In Pennsylvania, there are a few different types of protection from abuse orders (PFA). These include:

- **Emergency Order** – Immediate protection when the courts are closed. A victim can contact the local police by dialing 911, and the police will connect the victim with the on-call magisterial district judge. The judge may grant an emergency order through this emergency process based on the facts of the case.

- **Ex Parte Temporary Order** – “Ex parte” means the judge will decide regarding a PFA, based only on the information provided by the victim, without the abuser being in court.
- **Final PFA** – A judge can grant a final protection from abuse order after a hearing involving the victim, abuser, witnesses, testimony, and evidence.

Protection of Victims of Sexual Violence or Intimidation (PSVI) Act

The Protection of Victims of Sexual Violence or Intimidation (PSVI) Act defines sexual violence as conduct between persons who are not family or household members that constitutes one of the following crimes:

- Sexual offenses
- Endangering the welfare of children if the offense involved sexual contact with the victim
- Corruption of minors
- Sexual abuse of children
- Unlawful contact with minor
- Sexual exploitation of children

Sexual Violence Protection Order (SVPO)

An SVPO is a civil order designed to protect victims of sexual violence from further abuse and/or intimidation, regardless of whether criminal charges have been filed against the perpetrator. Adults and minors (with a parent or guardian to file on their behalf) can petition for an SVPO. Similar in many ways to a Protection from Abuse order or PFA, the key difference is that there is no relationship requirement between the alleged perpetrator and the victim. (While PFAs require an intimate or household relationship between the two parties, an SVPO does not, and is available to all victims of sexual violence.) Examples of situations where the SVPO may be appropriate relief:

- A victim is sexually assaulted by a co-worker (not related or in a relationship; not household members)
- A student is sexually assaulted by another student
- A tenant is fondled by a landlord
- A college student (an adult) who was sexually assaulted experiences harassment from the perpetrator’s friends after reporting the assault

Protection from Intimidation (PFI) Order

Definition of intimidation under the PSVI Act can be described as harassment or stalking (according to statutes) of a minor (under the age of 18) by an adult (18 or older), when there is no family, dating, intimate, or household relationship between them. The PFI order was created to protect minors who have experienced harassment or stalking when the offender is 18 or older. An adult (parent or guardian) must petition for the PFI order on the minor’s behalf. Examples of situations where the PFI order may be the appropriate relief:

- A child victim whose offender repeatedly drives by the bus stop
- A teen athlete is stalked by an adult coach
- A teen is harassed online by a teacher

Both SVPOs and PFIs prohibit an offender from having any contact with the victim. Protections can include preventing the offender from entering the victim’s home, workplace, or school. Both orders can also be expanded to prevent intimidation/contact from a third party on behalf of the offender, or extend protection to related parties, such as parents, siblings, or children of the victim. The SVPO and PFI orders may be entered for up to 36 months.

DCSS will help put victims who are interested in pursuing a PFA, PSVI, or SVPO in contact with local courts or the local advocacy center. Any student who obtains a protection order from Pennsylvania or any reciprocal State should provide a copy to DCSS and the Office of Student Life. DCSS will help facilitate the reporting of PFA violations to the local police.

While different from a state-mandated protection order, the College can issue a No Contact Directive. This includes, but is not limited to, communication that is written, verbal, or physical. Written communication is understood to include all electronic means of communication, including, but not limited to; email, instant messaging, and text messaging. Verbal communication is understood to include phone calls and voice mail messages. A No Contact order may include additional restrictions and terms.

If the College receives a report that such an institutional No Contact order has been violated, the College will initiate disciplinary proceedings appropriate to the status of the accused (student, employee, etc.) and will impose sanctions if the accused is found responsible for violating the No Contact order.

Accommodation and Protective Measures Available for Victims

Upon receipt of a report of domestic violence, dating violence, sexual assault, or stalking, Geneva College will provide written notification to students and employees about accommodations available to them, including academic, living, transportation, and working situations. The written notification will include information regarding the accommodation options, available assistance in requesting accommodations, and how to request accommodations and protective measures (i.e., the notification will include the name and contact information for the individual or office that should be contacted to request the accommodations).

At the victim's request, and to the extent of the victim's cooperation and consent, College offices will work cooperatively to assist the victim in obtaining accommodations. If available, a victim may be offered changes to academic, living, working, or transportation situations regardless of whether the victim chooses to report the crime to law enforcement.

Examples of options for a potential change to the academic situation may be to transfer to a different section of a class, withdraw and take a class at another time if there is no option for moving to a different section, etc. Potential changes to living situations may include moving to a different room or residence hall. Changes to work situations may include changing working hours. Changes in transportation may include having the student or employee park in a different location, assisting the student or employee with a safety escort, etc. Issuance of a full, partial, or modified persona non grata (PNG) to the respondent may also be appropriate.

To request changes to academic, living, transportation, and/or working situations, or protective measures, a victim should:

- **Students:** Contact the Title IX Coordinator and/or Director for Student Rights and Responsibilities for assistance.
- **Employees/Faculty:** Contact the Office of Human Resources and/or Provost Office (depending upon employment status).

If the victim wishes to receive assistance in requesting these accommodations, the victim should contact the Title IX Coordinator and/or the Department of Campus Safety and Security.

Confidentiality

Victims may request that directory information on file with the College be withheld by request. This request can be made to the Registrar's Office in person by visiting the Old Main or by calling 724.847.6600. Employees can contact the Office of Human Resources to make a similar request regarding directory information at 724.847.6560.

Regardless of whether a victim has opted-out of allowing the College to share "directory information," personally identifiable information (PII) about the victim and other necessary parties will be treated as confidential and only shared with persons who have a specific need-to-know; i.e., those who are investigating/adjudicating the report or those involved in providing support services to the victim, including accommodations and protective measures. By only sharing personally identifiable information with individuals on a need-to-know basis, the institution will maintain as confidential any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

The College does not publish the name of crime victims or other identifiable information regarding victims in the Daily Crime and Fire Log or in the annual crime statistics that are disclosed in compliance with the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*. Furthermore, if a Campus Safety Alert is issued based on a report of domestic violence, dating violence, sexual assault, or stalking, the name of the victim and other personally identifiable

information about the victim will be withheld; this could include the specific location where an incident is reported to have occurred when reporting the location could inadvertently identify the victim.

On- and Off-campus Services for Victims

Upon receipt of a report of domestic violence, dating violence, sexual assault, or stalking, Geneva College will provide written notification to students and employees about existing assistance with and/or information about obtaining resources and services, including counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and assistance in notifying appropriate local law enforcement. If a sexual assault or rape should occur on campus, staff on-scene, including DCSS, will offer the victim a wide variety of services. This information regarding “resources” is not provided to infer that those resources are “crime reporting entities” for Geneva College.

These resources include the following:

ON CAMPUS	Employees	Students
Counseling/ Mental Health		Geneva College Counseling Office Phone: 724.847.4081 *Confidential Resource <i>(Can make recommendations for local confidential counseling and psychiatric services in the local area)</i>
Health Services		Geneva College Health Services Office Phone: 724.847.6667 *Confidential Resource
Title IX Director	Title IX: 724.847.6136, Human Resources: 724.847.6560	Title IX: 724.847.6136
Victim Services Advocate (VSA)	Beaver County Sexual Assault Services 724.775.0131	Beaver County Sexual Assault Services 724.775.0131
Visa and Immigration Assistance/ International Student Support and Services	Pennsylvania Immigration Resource Center Phone: 717.600.8099 Pennsylvania Department of Community and Economic Development (Immigration) https://dced.pa.gov/business- assistance/international/investment/immigration/	Director of Crossroads Phone: 724.847.6894
Student Financial Aid		Financial Aid Office Phone: 724.847.6532
Counseling/Mental Health		Health and Counseling Center Phone: 724.847.4081
Pastoral Counseling		
Department of Campus Safety and Security	Non-Emergency Phone: 724.847.5678 Emergency Phone: 724.846.9632	Non-Emergency Phone: 724.847.5678 Emergency Phone: 724.846.9632
Dean of Students		VP/Dean of Student Development 724.847.6136
Sexual Misconduct Resource Site	www.geneva.edu/about-geneva/titleix/sexual- misconduct-policy	www.geneva.edu/about-geneva/titleix/sexual-misconduct- policy
Facilitated Anonymous Reporting		A student can go to Health and Counseling, the amount of detail provided in an anonymous report will determine the College’s ability to investigate or respond.

OFF CAMPUS	Employees	Students
Counseling/ Mental Health	Employee Assistance Program (EAP) General Assistance: 866.227.6527 Critical Situations: 800.673.2496 <i>*Confidential Resource</i>	
Health Services	Heritage Beaver Valley Phone: 877.771.4847	Heritage Beaver Valley Phone: 877.771.4847
Victim Advocacy	Women’s Center of Beaver County Hotline: 724.775.0131 Victim Witness Services of Beaver County Phone: 724.775.2032.	Women’s Center of Beaver County Hotline: 724.775.0131 Victim Witness Services of Beaver County Phone: 724.775.2032.
Legal Assistance	PA Coalition Against Rape Sexual Violence Legal Assistance Project: 717.901.6784	PA Coalition Against Rape Sexual Violence Legal Assistance Project: 717.901.6784
Visa and Immigration Assistance	Pennsylvania Immigration Resource Center Phone: 717.600.8099 Pennsylvania Department of Community and Economic Development (Immigration) https://dced.pa.gov/business-assistance/international/investment/immigration/https://dced.pa.gov/business-assistance/international/investment/immigration/	U.S. Citizenship and Immigration Services (USCIS) Phone: 800.375.5283 Penn Center East Building 7 777 Penn Center Boulevard Suite 600 Pittsburgh, PA 15235
Beaver Fall Police Department	Beaver County Emergency Center, Phone: 911	Beaver County Emergency Center, Phone: 911

Other resources available to persons who report being the victim of sexual assault, domestic violence, dating violence, or stalking, include:

- <http://www.rainn.org> – Rape, Abuse, and Incest National Network
- <https://www.thehotline.org> – National Domestic Violence Hotline
- <https://www.justice.gov/ovw/sexual-assault> - Department of Justice
- <http://www2.ed.gov/about/offices/list/ocr/index.html> - Department of Education, Office of Civil Rights

Adjudication of Violations

The College’s disciplinary process includes a prompt, fair, and impartial investigation, and resolution process. In all instances, the process will be conducted in a manner that is consistent with the institution’s policy and that is transparent to the accuser and the accused. College officials involved in the investigation or adjudication of domestic violence, dating violence, sexual assault, and stalking complaints are trained annually on the issues related to domestic violence, dating violence, sexual assault, and stalking, as well as how to conduct an investigation and hearing process that protects the safety of the victim and promotes accountability. Furthermore, each policy provides that:

1. The complainant and the respondent will have timely notice for meetings at which the complainant or respondent, or both, may be present;
2. The complainant, the respondent, and appropriate officials will have timely and equal access to any information that will be used during formal and informal disciplinary meetings and hearings;

3. The institutional disciplinary procedures will not be conducted by officials who have a conflict of interest or bias for or against the complainant or the respondent;
4. The complainant and the respondent will have the same opportunities to have others present during any institutional disciplinary proceeding. The complainant and the respondent each have the opportunity to be advised by an advisor of their choice at any stage of the process and to be accompanied by that advisor to any related meeting or proceeding. The College will not limit the choice of advisor or presence for either the complainant or the respondent in any meeting or institutional disciplinary proceeding. An Advisor is someone who acts as an advisor to the Complainant or Respondent involved in an investigation or disciplinary proceeding under the College's policies. The Advisor is permitted to be a part of any meetings their student may have. The Advisor can be, but does not have to be, an attorney. College employees who provide confidential support services (Counseling/Health Services staff and pastoral counselors) or have an actual or perceived conflict of interest (the Title IX Coordinator, Department of Campus Safety and Security, and the Dean of Students, for example) may not serve as Advisors. A student or employee should select as an advisor a person whose schedule allows attendance at the scheduled date and time for any meetings, because delays will not normally be allowed due to the scheduling conflicts of an advisor.
5. Under the College's Sexual Misconduct Policy, the Advisor may not speak aloud during meetings involving the student and an investigator/adjudicator but may confer quietly or by means of written notes with their advisee. The Student Conduct Administrator keeps a list of trained Advisors. Although the Parties are not required to select a trained Advisor, because knowledge of the disciplinary process is important to the Advisor's role, it is highly recommended that they do so. The Complainant and Respondent are not obligated to accept the counsel of an Advisor.
6. Under the College's Title IX Policy, the Advisor may not speak aloud during meetings involved with the student and the investigator but may confer quietly or by means of written notes with their advisee. During the live hearing under the College's Title IX Grievance Process, the Advisors of the complainant and the respondent will present cross examination questions to the other parties. This cross examination must be conducted by an Advisor and cannot be conducted by the Complainant or Respondent. If either party does not have an Advisor at the time of the live hearing under the Title IX Grievance process, then the College will provide an Advisor to the Party.
7. The complainant and the respondent will be notified simultaneously, in writing, of any initial, interim, and final decision of any disciplinary proceeding; and,
8. Where an appeal or grievance is permitted under the applicable policy, the complainant and the respondent will be notified simultaneously in writing of the procedures for the accused and the victim to appeal the result of the institutional disciplinary proceeding. When an appeal or grievance is filed, the complainant and the respondent will be notified simultaneously in writing of any change to the result prior to the time that it becomes final, as well as of the result once the appeal is resolved.

If the Victim Does Not Wish to Pursue Resolution

All reported cases of sexual misconduct will be referred to the Title IX Coordinator for a preliminary assessment. In cases where the Victim does not wish to become a Complainant, the College has two (2) options:

1. The College may attempt to resolve the complaint in a manner consistent with the Victim's request. This may include holding the report for action at a later date.
2. The College may pursue a judicial hearing against the Respondent named in the investigation. Under these circumstances, the College would take into consideration the nature of the assault, the safety of the Victim and the campus community, as well as the previous disciplinary history and previous allegations of sexual misconduct.

Whether or not criminal charges are filed, the College or a person may file a complaint under the sexual misconduct and grievance procedures outlined in the following section, depending upon the status of the accused (student or employee).

Under the College's Title IX Policy, if the complainant does not wish to pursue a resolution, the College may dismiss a formal complainant or any allegations therein, if at any time during the investigation, the complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the Formal Complaint or any allegations therein. The Title IX Coordinator may sign a Formal Complaint to initiate the Title IX Grievance Process against a respondent if doing so is not unreasonable considering the known circumstances.

Student and Employee Disciplinary Proceedings Utilized in Cases of Alleged Domestic Violence, Dating Violence, Sexual Assault, and Stalking

Organizational Behavior

Student groups are subject to the conduct expectations detailed throughout this policy. Any behavior, patterns of behavior, or information suggesting patterns of behavior that creates or contributes to the creation of hostile environment, retaliation, discrimination, or harassment will be investigated and could result in organizational and/or individual charges.

Any member of the College community may bring allegations against a student group/organization for violation of the Sexual Misconduct and Relationship Violence Policy. The College will conduct a preliminary investigation into an incident. These cases may be referred to the VP and Director of Student Development.

An investigation will be conducted to determine if the allegations have merit and have met the threshold (defined below) to move forward with charges. The College is responsible for determining if the organization and/or individuals will be charged and the process for adjudication. All sections of this policy apply to groups and organizations.

Statement on Privacy

The College will protect the identity of persons who report having been victims of sexual assault, domestic violence, dating violence, or stalking (to the fullest extent of the law). Additionally, the College will take all reasonable steps to investigate and respond to the complaint consistent with any request for privacy or request not to pursue an investigation. However, its ability to do so may be limited based on the nature of the request by the Complainant. If the Victim requests anonymity or that the College not pursue an investigation, the College must balance this request in the context of its responsibility to provide a safe

environment for all College community members. In cases where the College cannot respect the wishes of the Victim, the College will consult with the Victim and keep them informed about the College's course of action.

If the report of misconduct discloses an immediate threat to the College campus community, where timely notice must be given to protect the health or safety of the community, the College will maintain the privacy of the Victim or Respondent's identities, understanding that in a small community a Campus Safety Alert may make members of the community feel known or singled out.

The College will assess any barriers to proceeding, including retaliation, and in cases where informal or formal resolution will take place, the College will inform the Respondent that Title IX prohibits retaliation, and the College will take strong responsive action to protect the Complainant.

The College has designated individuals to evaluate requests for privacy once the College is aware of alleged sexual violence. That process is coordinated by the Title IX Coordinator.

Investigation of Reports of Sexual Misconduct Not Covered Under Title IX Grievance Process (Student Sexual Misconduct Policy)

The Sexual Misconduct Grievance process will be used in cases where a student engaged in sexual misconduct that does not fall within the sexual harassment definition under Title IX or the jurisdiction of Title IX. For allegations where a faculty member or employee engaged in sexual misconduct that does not fall within the sexual harassment definition under Title IX or the jurisdiction of Title IX, the Employee Standards of Conduct will be used.

After the Complainant meets with the Title IX Coordinator to learn about their procedural options and what supportive measures are available to them, the Complainant can decide to move forward with an investigation of the reported behavior.

The College will take prompt action to investigate and adjudicate the complaint. A written notice of investigation will be given to the Complainant and the Respondent informing them of the allegations, policy violation, resources, supportive/interim measures, and their rights in the process at least five (5) business days prior to the investigation meeting.

After statements are provided to the Investigator by the Complainant and the Respondent, there will be an initial assessment of the information collected by the Investigator. The initial assessment will proceed to the point where a reasonable assessment of the safety of the individual and of the campus community can be made, and the College has sufficient information to determine the best course of action. The Title IX Coordinator will determine the appropriate manner of resolution, which may include Informal Resolution or Formal Resolution. The College does respect and consider the wishes of the Complainant regarding how and if to move forward with a Formal Resolution. In some circumstances, the College will need to move forward with a different process. If a decision is made as to how to resolve the matter that is different from what the Complainant prefers, the Title IX Coordinator will inform the individual(s) as appropriate. The Title IX Coordinator has the discretion to determine which method of resolution is appropriate.

The Title IX Coordinator may also dismiss the report if it is determined that the report does not allege facts that, if substantiated, would constitute a violation(s) of the College Sexual Misconduct policy.

Should it be determined that the complaint is resolved through a formal resolution, the investigation will continue. If it is determined that an informal resolution would be a more appropriate process for the complaint, then the Title IX Coordinator will meet with the Complainant to discuss that process. See Section VI for Informal Resolution for Sexual Misconduct.

During the investigative process, all Parties will have an opportunity to review the draft investigative report prior to it going to the Title IX Coordinator. The Parties will have ten (10) business days to review the draft of the investigative report and submit in writing comments about content, requests for additional meetings with the investigator to conduct further investigation or questions. The draft of the investigative report can be reviewed in its entirety by both Parties. The draft report should not be copied or shared beyond the Complainant and Respondent and their advisor of choice. Should there be a violation of this expectation, the alleged Party that copied or shared the documents may be held accountable through the Student Code of Conduct. This information will be included in the final documents that will be reviewed by the Title IX Coordinator and adjudicator(s); if applicable.

The Parties may request one (1) extension that may be granted, if reasonable, at the discretion of the investigator. Any extension granted to one Party will be granted to the other Party. Failure to make submissions within ten (10) business days or any approved extension will result in a forfeiture of the right to do so later. Both Parties will be provided with the final report, statements, and equal access to all evidence prior to the adjudication process.

If the Party wishes to participate in a police investigation, the College may wait a reasonable amount of time (usually 7 to 10 business days but could be extended at the request of the Police Chief or District Attorney or their designee) to allow the police to conduct initial fact finding and the gathering of evidence in the criminal investigation. The Department of Campus Safety and Security Director or designee and the Police Chief or designee may regularly confer on the status of an active investigation to ensure compliance with federal requirements while maintaining the integrity of any active criminal process.

The College will conduct a prompt, fair, impartial investigation in a timely manner designed to provide all Parties with resolution. However, there may be times when the process may take longer and the College will communicate on an on-going basis with the Parties a realistic timeline, and the circumstances regarding the same. In every investigation conducted under this policy, the burden is on the College—not on the Parties—to gather sufficient evidence to reach a fair, impartial determination as to whether sexual misconduct has occurred and, if so, whether a hostile environment has been created that must be redressed.

Investigations will be conducted by one or more of the following: the Department of Campus Safety and Security (DCSS), the Title IX Coordinator, an external investigator, or another investigator designated by the Dean of Students or Title IX Coordinator. This designee may be an employee of the College, an external investigator, or both. All reasonable efforts will be made to keep information private during the College's investigation and adjudication of a complaint. Investigators receive annual training on the issues related to dating violence, domestic violence, sexual assault, and stalking and on how to conduct an objective and impartial investigation and hearing processing that protects the safety of Complainants, promotes accountability, and ensures investigative techniques do not apply sex stereotypes and generalizations. Should a Complainant or Respondent feel that the investigator assigned to the report would not be able to be objective or impartial throughout the investigation, they must contact the Title IX Coordinator to request a different investigator be assigned to the report. The Title IX Coordinator will

determine based on the concerns from the Complainant or the Respondent, if there is enough cause to have a different investigator assigned to the report.

The investigation is designed to provide a fair and reliable gathering of the facts. The investigation will be thorough, impartial, and fair. The DCSS staff members who are responsible for these investigations have been trained in investigation, Title IX, trauma informed training and are aware of this policy. As described in the confidentiality section of this Policy, the investigation will be conducted in a manner that is respectful of individual privacy concerns.

The investigation is a process that involves obtaining and evaluating information given by people having personal knowledge of the events or circumstances concerning the reported incident. This may include the collection of all statements (both oral and written), pertinent facts, and/or evidence. This process will be exhaustive and is likely to include the interviewing and re-interviewing of involved Parties to ensure as much clarity around conflicting or differing statements as may be possible. The Dean of Students, Title IX Coordinator, or their designees may refer an investigative report back to the investigator for further follow-up pending the availability of added information, for additional clarity regarding conflicting or inconsistent information/reports, or for any other reason necessary to ensure further clarity or strengthen the final report.

At the conclusion of the investigation, the investigator will prepare the final report setting forth the facts gathered. The report will provide the scope of the reported incident, statements from the Parties involved in the incident, evidence provided to the investigator by the Parties involved, and an overview of facts in agreement and facts in contention.

Supportive Measures Overview

During the investigation and prior to the final determination, the College may take appropriate Supportive Measures to protect the Parties involved; after a fair assessment to determine the need for such Supportive Measures. Supportive Measures will be individualized and appropriate based on the initial information gathered by the Title IX Coordinator. A Complainant or Respondent may request a Supportive Measure, or the College may impose Supportive Measures at its discretion, to ensure the safety of all Parties, the College community, and/or the integrity of the process. Supportive Measures will be individualized and appropriate based on the information gathered by the Title IX Coordinator. These actions are not a presumption of responsibility for violation of the Sexual Misconduct and Relationship Violence Policy. Supportive Measures may be imposed whether formal disciplinary action is sought by the Complainant or the College.

Supportive Measures may prevent a Party from attending class and other College activities. Student Life will communicate with Academic Advising and a Party's faculty instructors and/or advisors at the request of the Party to determine if alternate arrangements can be made to support a student's completion of academic assignments.

The College will try to provide academic support where necessary. Academic support means that Student Life will communicate with Academic Advising or faculty on a Party's behalf. Faculty, however, work at their own discretion and therefore, Student Life can make no guarantees that a Party will receive the support they may desire. The Complainant and Respondent will be notified in writing of any or all Supportive Measures.

Supportive Measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complainant or where no formal complainant has been filed. Supportive Measures are designed to restore or preserve equal access to the College's educational program or activity without unreasonably burdening the other Party, including measures designed to protect the safety of all Parties or the College's educational environment or deter sexual harassment.

Supportive Measures may include accessing counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restriction on contact between the Parties, changes in work or housing locations, leaves of absence, increased security, and monitoring of certain areas of campus, and other similar measures. Supportive Measures may also include any measure that can be arranged by the College, to the extent where available to ensure the safety and wellbeing of the Party affected by the prohibited conduct under this policy.

The implementation of Supportive Measures is coordinated by the Title IX Coordinator and are kept as confidential to the extent possible without impairing the ability for Supportive Measures to be implemented.

Types of Supportive Measures

Academic measures: Assistance in changing sections of a course, assistance in requesting a withdrawal or incomplete in a course, assistance in requesting alternative measures of completing coursework, and providing notice to faculty for flexibility during a certain time. Academic measures may also include leaves of absences or withdrawals from the College.

Housing measures: Relocating a student's College housing assignment pending the outcome of the Grievance Process. Housing measures may also include facilitating changes within on-campus options or exploring alternative housing options.

Restrictions from College activities and/or facilities. A Party may be denied, on a temporary basis, participation in a college activity or privilege for which they may be otherwise eligible as determined to be appropriate. A Party may also be prohibited from certain facilities including, but not limited to, academic buildings, fraternities, athletic facilities and/or practice and competition spaces, and transportation services.

Work or job assignment changes: Changes to a Party's work or job assignment (including internships) may be made on a temporary basis.

No-Contact Directive: All No-Contact Directives are mutual in nature, and both Parties receive written notification of when a No-Contact Directive is implemented. Generally, No Contact is defined as having no direct or indirect contact with another Party or Parties at any time. This includes, but is not limited to, communication that is written, verbal, or physical. Written communication is understood to include all electronic means of communication; including, but not limited to, email, instant messaging text messaging, and all forms of social media. Verbal communication includes phone calls and voice mail messages. A No-Contact Directive may include additional restrictions and terms. Violations of the No-Contact Directive will result in disciplinary action.

Emergency Removal: If there is an immediate threat to the physical health or safety of any student or other individual arising from an allegation of Title IX Sexual Harassment, the College may initiate emergency removal of the Respondent from the campus community.

For an emergency removal to take place, the College assesses the information that they have available to complete an individualized safety and risk analysis. This analysis includes determining if there is an immediate threat to the physical health and safety of an individual. Emotional or mental harm to a Complainant is not enough to warrant an emergency removal, and supportive measures can be provided to the Complainant. If the Respondent threatens their own physical health, that does warrant the ability to institute an emergency removal.

The Respondent is provided with notice of the removal and is provided with an opportunity to change the decision. The Respondent is provided five (5) business days to respond if they are challenging the emergency removal. The challenge may occur after the removal takes place and does not require a full hearing; the challenge/appeal will be submitted, and the Respondent will meet with the Dean of Students to be heard as to why they are challenging/appealing the emergency removal.

Informal Resolution for Sexual Misconduct Grievance Process

A Complainant may elect to pursue an informal resolution to a sexual misconduct complaint. The Title IX Director or VP/Dean of Student Development has the discretion to determine if it would be appropriate to resolve a complaint under the Sexual Misconduct Policy through informal resolution. An informal resolution is designed to officially resolve complaints promptly, and with mutual approval of all parties involved. Informal resolution process is voluntary and intended to be flexible while providing a range of outcomes.

Informal resolutions include, but are not limited to, online education courses, counseling sessions, other educational remedies or mediation of the complaint conducted by a trained facilitator of mediation and/or restorative conferencing, a Student Conduct Administrator and/or an Associate Dean for College Life.

Both the Complainant and Respondent must agree to engage in informal resolution. Either party can end the informal resolution process at any time, for any reason, and begin the formal resolution process. Formal resolution may not be initiated after the conclusion of informal resolution.

Outcomes of Informal Resolution

To initiate an informal resolution, both the complainant and the respondent must first meet with the Title IX Coordinator or designee to learn more about the resolution process prior to participating. The request for an informal resolution can be made at any time before, during, or after the start of an investigation. The request must be made in writing to the Title IX Coordinator. The informal resolution process may include, but is not limited to, the following outcomes:

- Facilitated agreement between the complainant and the respondent
- Formal restorative conference
- Informal restorative conference
- Counseling sessions
- Alcohol education
- Extension of No Contact Order
- Completion of education plan

The College reserves the right to stop the informal resolution process at any time and revert back to the investigation. Agreements that are reached during the informal resolution process are documented, signed by the complainant and the respondent, and approved by the Title IX Coordinator. If no agreement is reached the matter may be referred to the Title IX Coordinator for further action.

Election of Formal Resolution

The College, Complainant, or the Respondent may, **at any time prior to the conclusion** of the Informal Resolution, elect to end such proceedings and initiate Formal Resolution instead. In such cases, statements or disclosures made by the parties during the Informal Resolution may be considered in the subsequent Formal Resolution.

Formal Resolution for Sexual Misconduct Grievance Process

The college will ensure an investigation, process and proceeding that is balanced, impartial, and fair and provides a guarantee of fundamental fairness to all parties involved without a presumption of responsibility until the completion of an administrative process or hearing. This fairness includes advanced notification of the allegations and charges, notice of all rights and responsibilities under a proceeding, and advanced and equal access to all material evidence and information.

Please note that the following process is used in student-on-student conduct that does not fall within the Title IX Grievance Process.

Pre-Hearing Process: After the Student Conduct Administrator, usually the Title IX Coordinator in such cases, charges a student with a potential violation of policy:

- The Student Conduct Administrator or Title IX Coordinator will contact the Complainant and Respondent where applicable, to go over details of the case, their rights for the hearing, and answer any questions concerning the process, this pre-hearing meeting will take place at least seven (7) days before the scheduled hearing.
- The Complainant and Respondent will be permitted to submit a written list of questions for consideration at the hearing. These questions must be submitted to the Student Conduct Administrator five (5) business days before the hearing. The Hearing Panel Chair/Adjudicator will approve all questions or topics that are relevant and that are not: 1) prohibited by these procedures or applicable laws, 2) unduly prejudicial, or 3) or questions previously answered by the investigative report. Questions around prior sexual history, mental health treatment and/or diagnosis, sensitive personal identifying information and medical records will not be permitted. The approved questions provided by the parties will be asked by the Hearing Panel Chair/Adjudicator during the live administrative hearing.
- The Complainant and Respondent will be asked to provide the Student Conduct Administrator with a list of witnesses (if there are any). Character witnesses are not permitted as part of the hearing process. Anonymous witnesses are not permitted as part of the hearing process.
- The Student Conduct Administrator will request the names of the Complainant's and Respondent's advisors. The advisors will be contacted by the Student Conduct Administrator to be certain that they understand their role in the hearing process. It is the student's

responsibility to meet with the advisor and to provide the advisor with hearing materials if they so desire.

- In the event of a hearing panel, the Complainant and the Respondent will be provided with the hearing panel member names and be provided the opportunity to request a different panel member, should they believe that a panel member would have a bias that would not allow for a neutral approach to the hearing.
- The Student Conduct Administrator will be available to speak with the parent(s)/guardian(s) of the Complainant and Respondent to answer any questions about the process.

Hearing Procedures

- The Title IX Coordinator will produce notification of charges to be delivered to the Complainant and Respondent. The charge letter should indicate the elements of this policy that are alleged to have been violated. The Complainant and Respondent will have five (5) calendar days from receipt of the charge letter and statements to submit an additional response to the Title IX Coordinator to be shared with the panel or the Vice President of Residential Life/ Dean of Students.
- Adjudication of the Sexual Misconduct and Relationship Violence Policy will be conducted by a panel, or the Vice President of Residential Life/ Dean of Students based on availability. The investigative report will be provided to the panel or the Vice President of Residential Life/ Dean of Students (from here on referred to as Adjudicator).
- The Adjudicator will base their decision on the information available in the written report. The Adjudicator will meet with both the Complainant and the Respondent during the scheduled live hearing, to ask any additional questions of the parties involved. If the Adjudicator has insufficient information, they may follow-up with the investigator to get additional information from the Complainant, Respondent, witnesses, and any other information that is deemed relevant and pertinent to the case. The live hearing will be conducted either in person or by video conference, where all parties will be able to see and hear each other during the live hearing. If either the Complainant or the Respondent submitted questions as part of the pre-hearing process, they will be asked by the Adjudicator during the live hearing.
- The standard of proof that the Adjudicator will utilize is preponderance of the evidence. The preponderance standard means that the Adjudicator finds it is more likely than not the Respondent is responsible or not responsible for a violation of this policy based on the information presented to the Adjudicator.
- The Respondent and Complainant will be notified in writing of the decision made by the Adjudicator. This notification to both Respondent and Complainant(s) will be done at the same time or as close to the same time as possible. If the Complainant is deceased, the next of kin will receive results of disciplinary proceedings.
- The Adjudicator will audio-record the hearing, but not the deliberations of the hearing panel members. The audio recording is created for limited purposes only. The audio recording can be used as reference by the hearing panel during deliberations and for review by the appeals board or Vice President and Dean of Students (or designee) in connection with an appeal. The audio recording is a record of the college and is destroyed ten (10) days after all appeal options are exhausted. After this point the audio recording will be destroyed by the Title IX Coordinator.

- A student found responsible for violating this policy may be assigned sanctions that include, but are not limited to, expulsion, suspension, or probation. A full list of sanctions is described in "[Sanctions](#)," elsewhere in this Annual Report.

The imposition of sanctions will take effect immediately and will not be delayed pending the resolution of the appeal.

Appeal Process

Reasons for Appeal: The Respondent or Complainant may appeal a decision in a case for the following reasons:

Bias: The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that affected the outcome of the matter;

Procedural Error: To determine procedural error or absence of conformity with proscribed procedures during the investigative stage or any stage of the process (including an error during the hearing) preventing either the Complainant or Respondent a reasonable opportunity to prepare and present information to the investigator; and

New Information: To determine if added information is discovered which was not available at the time of the investigative process and could have affected the outcome of the case.

Appeals: Appeals will be heard by the VP/Dean of Student Development or their designee.

Parties wishing to appeal should submit their written appeal to the College Life Office within five (5) calendar days of receipt of the decision by the Adjudicator. Appeals are due by 5:00 p.m. on the fifth day following the original decision. The Title IX Coordinator or Title IX Deputy shall determine if the grounds for appeal were met. If grounds are not met, the appeal will not move forward to the Vice President of Residential Life/ Dean of Students or their designee. Common reasons why an appeal may be rejected, or not accepted for consideration, include the following:

- Where a remedy has been requested that is not available through the appeal
- Where the appeal does not fit within the definition of any of the relevant grounds for appeal

If the Respondent or Complainant submits an appeal and the appeal is granted, both parties will be informed by the Title IX Coordinator that an appeal has been granted.

Once all parties have been notified that an appeal has been granted, the Complainant or Respondent will have the option to submit a response to the appeal in writing. This response must be received by 5:00pm on the third calendar day following the receipt of the appeal notification.

If being heard by the VP/Dean of Student Development: the original appeal letter and any response will be submitted to the VP/Dean of Student Development.

Appeals with Vice President/Dean of Student Development

The VP/Dean of Student Development or their designee will have access to reports, statements made by the Complainant, Respondent, witness, and any other materials gathered during the investigation.

The VP/Dean of Student Development or their designee will determine whether the original sanction(s) should be amended. Amendment of the sanctions may include an increase or decrease in severity.

The VP/Dean of Student Development or their designee may, in their sole discretion, meet with the Complainant, Respondent, others involved in the process, or the Adjudicator to determine whether the original sanction(s) should be amended. During any meeting with the Complainant, Respondent and/or other individuals, the Vice President for College Life and Deans of Students will not revisit the entire matter but limit their discussion to whether the sanction is unreasonable as previously identified. The decision of the VP/Dean of Student Development or their designee is final.

Records under the Sexual Misconduct Policy

All resolution proceedings, whether informal or formal, are conducted in compliance with the requirements of FERPA and College policy. No information shall be released from such proceedings except as required or permitted by law and College policy.

- A. Other than College expulsion, disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's disciplinary record:
 - 1. Disciplinary records are maintained by the VP/Dean of Student Development's Office.
 - 1. Within 45 days of graduation, all hard copies of student disciplinary records shall be destroyed for students involved in disciplinary matters resulting in sanctions other than College suspension or College expulsion. Personal identifiers are removed from electronic disciplinary records. However, the College maintains numeric identifiers which are discoverable if the College receives a subpoena or search warrant.
 - 2. Disciplinary records of students involved in a pending College disciplinary proceeding, criminal matter, or civil matter related to a Clery Act specific crime (Rape, Fondling, Statutory Rape, Incest, Stalking, Domestic Violence or Dating Violence) requiring retention of the record may be retained for seven years from the date of the initial report to the College.
 - 3. Disciplinary records of students who have been suspended will be retained for at least seven years after graduation or withdrawal. "Suspension" will be noted on the transcript for the duration of the suspension.
 - 4. Disciplinary records of students who have been expelled will be retained indefinitely in addition to a permanent notation on the student's transcript.
 - 5. Disciplinary records of students who have withdrawn from the College and have not been suspended, expelled, involved in a pending criminal matter, or those found responsible for a violation of the Sexual Misconduct and Relationship Violence policy, specifically, sexual assault, domestic violence, dating violence, stalking, and sexual harassment will be retained for at least seven years after the date of the incident.
- B. Information and disciplinary records are not released to third Parties without the student's permission. There are two primary areas of exception:
 - 2. For cases involving reported conduct where: (A) a student is alleged to have committed acts that would, if proven, constitute the following offenses or attempts to commit the following offenses including Arson, Assault Offenses, Burglary, Criminal Homicide- manslaughter by negligence, Criminal homicide- murder and non-negligent manslaughter, Destruction/Damage/Vandalism of property, Kidnapping/abduction, Robbery, or Forcible Sex Offenses; and, (B) the allegations have

been addressed through the procedures set forth in this Policy; and (C) through those procedures, the student has been determined to have violated this Policy, the College will notify the student's parent(s) or guardian(s) of the final result of the disciplinary proceeding. The disclosure of the result will only include the name of the student, the violation committed, and any sanction imposed by the College against the student.

3. Information and/or records may be produced in response to a subpoena, warrant, or court order.
 - C. In situations involving both a Respondent(s) and a student Complainant who is the victim or target of another student's conduct, the records of the process and of the sanctions imposed, if any, shall be the records of the Respondent and Complainant students.
 - D. For cases involving a report, complaint, investigation, or informal conduct resolution, or formal conduct resolution under the purview of the Sexual Misconduct and Relationship Violence Policy, specifically for students found responsible for sexual assault, domestic violence, dating violence, stalking and sexual harassment, the Dean of Students Office will retain a record of the report, complaint, investigation, informal, and/or formal conduct resolution for a period of no less than seven years after graduation or withdrawal. Personal identifiers will be removed from all records in accordance with the disciplinary records retention policy. These cases are discoverable by search warrant, subpoena, or federal audit.

Affirmative findings of responsibility in matters resolved through formal conduct resolution are part of a student's conduct record. Such records shall be used in reviewing any further conduct or in developing sanctions and shall remain a part of a student's conduct record until graduation.

- E. Students seeking transfer to other schools or participation in off-campus study programs may also be requested or required to release their disciplinary records. Graduate schools, medical schools, law schools and some governmental agencies may also request disclosure of student disciplinary records.
- F. Regarding students who withdraw from Geneva with outstanding charges of a violation of the Sexual Misconduct and Relation Violence Policy: Upon receiving the appropriate release of information form signed by the student or former student, institutions, and agencies (e.g., Common Application) inquiring as to a student's conduct record and/or eligibility to return or re-enroll at Geneva College may be provided with information regarding the outstanding charges.

Title IX Student and Employee Grievance Process (includes cases of Sexual Assault, Dating Violence, Domestic Violence, and Stalking)

<https://www.geneva.edu/about-geneva/titleix/>

For addressing formal complaints of sexual harassment, as defined by the Department of Education, that allege that sexual harassment occurred within the College's educational program or activity within the United States the following grievance process will be used. For the grievance process to begin the College must have a signed formal complaint by the complainant or the Title IX Coordinator for the grievance process to be initiated.

Note that this grievance process is applied equally to both parties, and as such the College will provide remedies to a Complainant where a determination of responsibility for sexual harassment has been made against the Respondent, and by following the grievance process that complies with the process outlined below before any disciplinary sanctions or other actions that are not supportive measures are made against the Respondent.

Both parties will have the opportunity to review all relevant evidence that is collected during the investigation, both inculpatory and exculpatory, and not have any credibility determinations made based on a parties' status as Complainant, Respondent, or witness. As with the sexual misconduct formal administrative process, the Respondent is not found responsible for a violation of any policy until the decision-maker(s) makes the determination for responsible or not responsible for a violation of policy.

The College strives to complete the grievance process within a reasonably prompt time frame. Both Parties will be notified of the time frames allotted to them throughout the process. The Title IX Grievance Process ordinarily takes 90 days, not including when the College is not in session, to be completed, from the receipt of the Formal Complaint through the investigation and hearing and concluding with a determination of responsibility. The College may extend this period for good cause by providing notice to the Parties. Should there be a request for a temporary delay in the grievance process or the limited extension of time frames, written notice will be provided to the Complainant and the Respondent of the reason for the delay. Requests for a delay will be considered for good cause considerations, such as the absence of a Party, a Party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities. Requests for delays from either Party need to be sent to the Title IX Coordinator in writing via email stating the reason for the request and the amount of time that is being requested.

When the decision-maker(s), after all applicable processes, finds a Respondent responsible, the decision-maker(s) will assign appropriate sanctions (as described in "Sanctions" elsewhere in this Annual Report). The decision-maker(s) uses the preponderance of the evidence standard when determining if the Respondent is responsible or not responsible for a violation of policy. **Preponderance of the evidence means the adjudicator(s) finds it is more likely than not the respondent is responsible or not responsible for a violation of this policy based on the information presented to the adjudicator.**

At the conclusion of the hearing process both parties will have the ability to appeal the outcome provided by the decision-maker(s), for the following reasons:

- Procedural irregularity that affected the outcome of the matter.
- New evidence that was not readily available at the time the determination regarding responsibility or dismissal was made, that could have affected the outcome of the matter.
- The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that affected the outcome of the matter.

Notice of Allegations for Title IX Grievance Process

When the College has a formal complaint signed by the Complainant, the College will provide written notice to the parties that includes the following:

- Notice of the College's grievance process, including any informal resolution process.

- Notice of the allegations potentially constituting Title IX Sexual Harassment, including sufficient details known and sufficient time (not less than 7 days) to prepare a response before any initial interview. The details will include the identities of the Parties involved in the incident, the conduct that is in violation of the policy, and the date and location of the incident, if known. The written notice will also include a statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process. Both Parties will also be notified of their right to have an Advisor.
- If during the investigation, the College determines that there are additional allegations that will need to be investigated, that were not included in the initial notice of allegations, the College will provide notice of the additional allegations in written form.

Dismissal of a Formal Complaint for Title IX Grievance Process

If the conduct alleged in a formal complaint would not constitute sexual harassment as defined by the Department of Education for Title IX or did not occur with the College's educational program or activity or did not occur against a person in the United States, then the College must dismiss the formal complaint regarding that conduct for purposed of sexual harassment under Title IX. When the dismissal of a formal complaint under Title IX occurs, the Complainant may still be able to move forward with a formal process under the sexual misconduct policy as described elsewhere in this Annual Report; or the Student Code of Conduct, found in the Student Handbook or the Employees Code of Conduct.

Formal complaints may also be dismissed during the investigation or hearing process for the following reasons; the Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the formal complaint or any allegations therein; the Respondent is no longer enrolled or employed by the College; or specific circumstances prevent the College from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Should there be a dismissal of a formal complaint the College will promptly send written notice of the dismissal and reason for the dismissal to both parties. Both parties will have the right to appeal if the College dismisses the formal complaint prior to a hearing.

Consolidation of Formal Complaints for Title IX Grievance Process

The College may consolidate formal complaints as to allegations of sexual harassment against more than one Respondent, such as with an organization or team, or by more than one Complainant against one or more Respondents, or where the allegations of sexual harassment arise out of the same fact pattern or circumstances.

Investigation of Formal Complaint for Title IX Grievance Process

The burden of gathering evidence sufficient to reach a determination regarding responsibility shall rest with the College. Both Parties shall have an equal opportunity to meet with the Investigator, provide any witnesses, including expert witnesses, and submit any evidence they wish to provide to the Investigator. The Investigator will conduct the investigation in an appropriate manner considering the circumstances of the case, which will typically include interviews with the Complainant, the Respondent, and any Witnesses. The Investigator will provide advance written notice to Parties of the date, time, location, participants, and

purpose of any requested meeting(s). Investigation interviews will be conducted in a thorough, impartial, and fair manner; all involved individuals will be treated with appropriate sensitivity and respect.

Interviews will be supplemented by the gathering of any physical, documentary, and other evidence, as appropriate and available. The burden of gathering relevant, admissible information sufficient for the College to reach a determination of whether a violation of this Policy has occurred rests on the College.

The Investigator will decide which individuals to interview based on the information the Investigator gathers as part of the investigation and, with respect to Witnesses offered by a Party, the Investigator may ask the Witnesses to describe the information the Party expects the Witness to provide. The Title IX Coordinator may direct those additional interviews be conducted.

The Investigator will not ask questions or gather information or documents protected by a legally recognized privilege, including treatment records of a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in a professional capacity, without written consent to use such documents in the Grievance Process from the person protected by the privilege. The Investigator will not seek information about a Complainant's sexual predisposition and will only allow submission of or pursue information about a Complainant's prior sexual behavior if such questions and evidence: (1) are offered to prove that someone other than the Respondent committed the alleged misconduct; or (2) concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to establish Consent.

The investigation will be conducted in a manner that is respectful of individual privacy concerns. To be clear, however, confidentiality cannot be promised during an investigation because, for example, the Investigator may need to speak with Witnesses and others to gather evidence. The Parties are not restricted from discussing the allegations under investigation or from gathering and presenting relevant evidence. However, where the investigation reveals intentional efforts by a Party to fabricate or alter information they submit or to influence the information a Witness provides to the Investigator, conduct charges may result.

Each Party can have their Advisor attend any related meeting or proceeding related to the investigation and the formal grievance process.

Prior to the conclusion of the investigation, the Parties and their Advisors will be provided the opportunity to review and inspect all evidence, including all statements collected from the Parties and any witnesses, that was obtained as part of the investigation. Both Parties and their advisors will be provided with copies, either electronic or hard copies, of all evidence that has been collected through the investigation for their review and inspection. The Parties and their Advisors will have ten (10) calendar days to inspect and review the evidence and submit a written response to the Investigator. The Parties' written response can include any comments, feedback, additional documents, evidence, requests for additional investigative steps, names of additional witnesses, or any other information they deem relevant.

The Investigator will evaluate the Parties' responses and conduct any additional investigative steps based on the written response provided by the Parties. Upon completion of any additional investigative steps, the Investigator shall issue an investigative report to the Parties and their Advisors. The investigative report will summarize all the relevant, admissible information obtained during the investigation, including inculpatory evidence and exculpatory evidence. The Investigator may include an assessment of part and witness credibility, but credibility decisions will not be based upon a person's status as Complainant, Respondent, or Witness.

The investigative report will be provided to the Parties and their Advisors, and they will have 10 business days to submit a written response to the investigative report. Any additional response to the investigative report that is timely submitted to the Investigator will be included as part of the final investigative report. The final investigative report and all evidence will be available at any hearing. Any hearing on the allegations investigated will not be held sooner than ten (10) business days after the final investigative report is provided to the Parties and their Advisors.

Live Hearings for Title IX Grievance Process

After the investigation is complete, a live hearing will be held, where the Decision-Maker will ask relevant questions of both Parties and will allow for each Party's advisor to ask the other Party and any witnesses all relevant questions and follow-up questions, including those that challenge credibility.

At the request of either Party, the College will provide for the live hearing to occur with the Parties in separate rooms with technology allowing for the Parties and the Decision-Maker to all see and hear the Party or witness answering questions. The College can also make the decision to have a virtual hearing without the request from either Party. Cross examination will be conducted directly, orally and in real time, by the party's advisor of choice and never by the party personally. If a party does not have an Advisor at the time of the hearing, then the College will provide an Advisor to that party for the purpose of asking cross-examination questions to the other Party. The decision-maker(s) will first determine if the question is relevant before a party or witness answers the question. If the decision-maker(s) excludes a question, they will provide an explanation of why the question is being excluded. If a party does not have an advisor at the time of the hearing, then the College will provide an advisor to that party for the purpose of asking cross-examination questions to the other party. A party is not permitted to question the other party directly at the live hearing. Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the Complainant's prior sexual behavior are provided to prove that someone other than the Respondent committed the alleged conduct, or if the questions and evidence regarding the prior sexual behavior with respect to the Respondent are offered to prove consent.

The hearing will be recorded, and the recordings will be made available to the parties for inspection and review.

Determination Regarding Responsibility for Title IX Grievance Process

After the conclusion of the live hearing, the decision-maker(s) will issue a written determination regarding responsibility at the conclusion of the live hearing. This notification must be provided to both parties simultaneously, and the determination regarding responsibilities becomes final either (i) at the time the Parties are provided with a written determination of any appeal, if an Appeal is filed, or (ii) the date that time for the filing of the appeal passes without the filing of an Appeal.

The written determination must include:

- Identification of the allegations potentially constituting sexual harassment as defined by the Department of Education under Title IX.
- The procedural steps taken from the initial formal complaint through the determination, including notifications to parties, when interviews took place, site visits, methods used to gather evidence, and hearings held.

- Finding of fact supporting the determination
- Conclusion regarding the application of the College's Policies to the facts
- A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the College imposes on the Respondent, and whether remedies designed to restore or preserve equal access to the College's educational program or activity will be provided by the College to the Complainant.
- The procedures and permissible bases for and appeal afforded to both parties.

Appeals for Title IX Grievance Process

The College will offer to both parties the opportunity to appeal a determination regarding responsibility and if there is a dismissal of a formal complaint or any allegations, on the following basis:

- Procedural irregularity that affected the outcome of the matter,
- New evidence that was not reasonable available at the time the determination regarding responsibility or dismissal was made, that could have affected the outcome of the matter; and
- The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that affected the outcome of the matter.

Both parties will have five (5) business days to submit a written explanation of their appeal to the Title IX Coordinator. When an appeal is received the Title IX Coordinator will notify both parties that an appeal was received and provide notice of the appeal procedures. The appeal will be heard by a decision maker(s) who did not serve in the role of decision-maker(s) during the live hearing. Both parties will have the opportunity to submit a written statement in support of, or challenging the outcome, that will be considered by the decision-maker(s) for the appeals process. Both parties will be provided with a written decision simultaneously that describes the result of the appeal and the rationale for the result.

Informal Resolution Under Title IX Grievance Process

After a Formal Complaint has been signed and before the determination of responsibility has been provided to the Parties, either Party may request informal resolution as an alternative to formal resolution of the complaint. Both the Complainant and the Respondent must voluntarily agree to the informal resolution before the College facilitates an informal resolution. Informal resolution will not be allowed where the Formal Complaint alleges that an employee sexually harassed a student.

An informal resolution does not involve a full investigation and adjudication. During the informal resolution process, a facilitator will attempt to help the Parties come to an agreement about how to resolve a Formal Complaint. The Grievance Process will pause for a period of fifteen (15) business days, unless a longer or shorter time is set by the Title IX Coordinator, to allow the Parties to pursue informal resolution. The College will provide the Parties with written notice that discloses the allegations, the requirements of the informal resolution process, and that at any time prior to agreeing to a resolution, any Party has the right to withdraw from the informal resolution process and resume the formal grievance process with respect to the Formal Complaint, and any consequence resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.

Outcomes of Informal Resolution

The informal resolution process may include, but is not limited to, the following outcomes:

- Facilitated agreement between the Complainant and the Respondent
- Formal restorative conference
- Informal restorative conference
- Counseling sessions
- Alcohol education
- Extension of No Contact Order
- Completion of education plan

Records for Violations under the College's Title IX Policy

The College will maintain the records identified in this section of this Policy for a period of seven (7) years. The records maintained shall be kept confidential and not disclosed, except as permitted or required by law. The records may be maintained on paper or digital files.

In connection with each Report and each Formal Complaint, the College will maintain the following records, to the extent they exist:

- documentation of any Report of alleged Title IX Sexual Harassment
- documentation of any Supportive Measures or if no Supportive Measures are provided, the reasons why and an explanation of how the College's response was not clearly unreasonable
- the Formal Complaint
- documentary evidence gathered during an investigation and photographs or descriptions of nondocumentary evidence gathered during an investigation
- written responses of the Parties provided prior to the finalization of the investigation report
- the Investigative Report
- the recording of any Live Hearing
- Written Determination
- any Appeal and written decision of any Appeal
- records of the sanctions and/or remedies
- records of any other steps taken to restore or preserve equal access to the College's Education Program or Activity
- any written agreement of an informal resolution
- a statement documenting the basis for the college's conclusion that its response to a report or formal complaint was not deliberately indifferent.

The College shall also maintain all materials used to train its Title IX Coordinators, Investigators, Decision-Makers, and facilitators of informal resolutions, and a copy of each version of its Title IX Policy.

For cases involving reported conduct where: (A) a student is alleged to have committed acts that would, if proven, constitute the following offenses or attempts to commit the following offenses including Arson, Assault Offenses, Burglary, Criminal Homicide- manslaughter by negligence, Criminal homicide- murder and non-negligent manslaughter, Destruction/Damage/Vandalism of property, Kidnapping/abduction, Robbery, or Forcible Sex Offenses; and, (B) the allegations have been addressed through the procedures set forth in

this Policy; and (C) through those procedures, the student has been determined to have violated this Policy, the College will notify the student's parent(s) or guardian(s) of the final result of the disciplinary proceeding. The disclosure of the result will only include the name of the student, the violation committed, and any sanction imposed by the College against the student.

College-initiated Range of Protective Measures

In addition to those protective measures previously described, the Title IX Coordinator or designee will determine whether interim interventions and protective measures should be implemented, and, if so, take steps to implement those protective measures as soon as possible. Examples of interim protective measures include, but are not limited to:

- College order of No Contact
- Safety escort
- Academic, employment, living or transportation arrangements
- Leave of absence
- Reassignment to a different supervisor or position
- Emotional support
- Emergency removal - to provide for the safety of any person or the broader campus community, or for any other lawful purpose, the College may remove a Respondent from a Geneva education program or activity on an emergency basis. The College will undertake an individualized safety and risk analysis to determine whether an immediate threat to the physical health or safety of any community member or other individual arising from the allegation of sexual misconduct justifies the removal. The College will provide the Respondent with notice and an opportunity to challenge the decision immediately following the decision.

These remedies may be applied to one, both, or multiple parties involved. Violations of the Title IX Coordinator's directives and/or protective measures will constitute related violations that may lead to additional disciplinary action. Protective measures imposed may be temporary pending the results of an investigation or may become permanent as determined by the Title IX Coordinator, Co-Directors of HR, and/or Provost.

Sanctions for Sexual Misconduct and Title IX Grievance Processes

Below is a list of all sanctions that may be assigned by the college. If a party is found responsible for a violation of policy, the following sanctions may be imposed upon any party found to have violated the Student Handbook the Employee Standards of Conduct, or Title IX Policy. Additionally, the sanctions below can be assigned when there is a finding of responsibility, by the decision-maker(s), for violations of policy under the Title IX Grievance Process. The listed sanctions are provided for purposes of notice as to the range of sanctions and does not reflect the probability that any particular outcome will occur.

When determining the appropriate sanctions, the conduct administrator, hearing panel, or decision-maker(s) may consider the following factors considered when determining a sanction/responsive action may include:

- The nature, severity of, and circumstances surrounding the violation
- An individual's disciplinary history

- Previous allegations or allegations involving similar conduct
- Any other information deemed relevant by the investigators
- The need for sanctions/responsive actions to bring an end to the discrimination, harassment and/or retaliation;
- The need for sanctions/responsive actions to prevent the future recurrence of discrimination, harassment and/or retaliation
- The need to remedy the effects of the discrimination, harassment and/or retaliation on the reporting party and the community.

Student Sanctions Examples

The following are the usual sanctions that may be imposed upon students or organizations singly or in combination:

- **Warning:** A formal statement that the behavior was unacceptable and a warning that further infractions of any College policy, procedure or directive will result in more severe sanctions/responsive actions.
- **Probation:** A written reprimand for violation of the Student Handbook, providing for more severe disciplinary sanctions if the student or organization is found in violation of any College policy, procedure, or directive within a specified period of time. Terms of the probation will be specified and may include denial of specified social privileges, exclusion from co-curricular activities, non-contact orders and/or other measures deemed appropriate.
- **Suspension:** Termination of student status for a definite period not to exceed two years, and/or until specific criteria is met. Students who return from suspension are automatically placed on probation through the remainder of their tenure at Geneva College. This sanction may be noted as a Conduct Suspension on the student's official transcript, at the discretion of the Title IX Coordinator.
- **Expulsion:** Permanent termination of student status, revocation of rights to be on campus for any reason or attend Geneva College-sponsored events.
- **Withholding Diploma:** Geneva College may withhold a student's diploma for a specified period and/or deny student participation in commencement activities if the student has an allegation pending or as sanction if the student is found responsible for an alleged violation.
- **Revocation of Degree:** Geneva College reserves the right to revoke a degree awarded from the College for fraud, misrepresentation or other violation of college policies, procedures, or directives in obtaining the degree, or for other serious violations committed by a student prior to graduation.

Organizational Sanctions:

- **Deactivation:** de-recognition, loss of all privileges (including College registration), for a specified period.
- **Other Actions:** In addition to or in place of the above sanctions, the College may assign any other sanctions as deemed appropriate.

Employee Sanctions may include but are not limited to:

Responsive actions for an employee who has engaged in harassment, discrimination and/or retaliation include:

- Warning – Verbal or Written
- Performance Improvement Plan Required Counseling
- Required Training or Education
- Probation
- Loss of Annual Pay Increase
- Loss of Oversight or Supervisory Responsibility
- Demotion
- Suspension with pay
- Suspension without pay
- Termination
- Other Actions: In addition to or in place of the above sanctions, the College may assign any other sanctions as deemed appropriate.

NOTIFICATION OF VICTIMS OF CRIMES OF VIOLENCE

In accordance with the Higher Education Opportunity Act (HEOA), the College will, upon written request, disclose to the alleged victim of a crime of violence or a non-forcible sex offense the report on the results of any disciplinary proceeding conducted by the College against a student or employee who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as the result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

SEX OFFENDER REGISTRY AND ACCESS TO RELATED INFORMATION

Section 121 of the Adam Walsh Child Protection and Safety Act of 2006 (42 U.S.C. 16921) provides for the registration and tracking of sex offenders. Institutions of higher education are required to issue a statement advising the campus community of where to obtain law enforcement agency information provided by a state concerning registered sex offenders. The law also requires sex offenders already required to register in a State to provide notice, as required under State law, of each institution of higher education in that State at which the person is employed, carries on a vocation, or is a student.

In the Commonwealth of Pennsylvania, information regarding registered sex offenders who are subject to community notification may be obtained from a community member's respective local municipal police agency and/or the Pennsylvania State Police. In the City of Beaver Falls, information regarding registered sex offenders who are subject to community notification may be obtained at the City of Beaver Falls Police Department, located at: 650-698 11th St (phone: 724.846.7000); or at the Pennsylvania State Police – Beaver Barracks, located at 3800 Dutch Ridge Rd (phone: 724.773.7400). This information can also be obtained by visiting the Pennsylvania State Police's Megan's Law website at:

<http://www.pameganslaw.state.pa.us/>

RESIDENCE HALL ROOM OPTIONS/ROOM ASSIGNMENTS

On-Campus Residence Requirement

Geneva College desires students to have the opportunity to experience the developmental value of college community living and relationship development. All full-time undergraduate students between the ages of 17 and 23 are required to live in college housing. (there are some exceptions). Any student younger than 17 years of age (as of the first day of orientation) must be interviewed by the Director of Residence Life before he/she will be assigned college housing. Please note, students older than 26 years of age at the time of their enrollment may not be permitted to live in college housing.

Students who are part-time must seek approval with Residence Life to live on campus. Part-time status does not apply to May term. Students who are registered for May courses should expect their housing status to carry over. If a current residential student wishes to switch to a commuting status for May term, the student is responsible for applying to commute and meeting off-campus living criteria. Roommates must be selected from students presently enrolled and registered for the fall semester or a student that has been readmitted for the fall semester. After Housing Selection Day, students still needing a housing assignment for the subsequent semester will be able to sign-up for housing on a first come, first serve basis.

The Residence Life Office reserves the right to change a student's room assignment at any time during the academic year.

Room or Roommate Changes

The proper time to make room, roommate, and/or residence hall changes is at the end of each semester. Room sign-up is coordinated by the Residence Life staff who will post information regarding the process for each hall. Students are encouraged to work together with their roommate(s) and/or RA to resolve roommate conflicts in good faith. In extreme situations, students may request permission to change rooms midsemester.

The College reserves the right to place additional residents in student rooms. The College also reserves the right to move any student or group of students to another room/apartment for disciplinary or other reasons.

GUESTS/VISITORS

Students may have an occasional overnight guest of the same sex; no overnight guest of the opposite gender is permitted at any time in student housing. If the guest is a minor (under the age of 18), there must be a letter of consent from the parent(s)/guardian(s) of the guest that is submitted in advance to the RD or Student Development Office. A student must register any overnight guest with the RD. All guests are expected to observe the regulations of the College, and the host or hostess will be held responsible for the behavior of guests. Meals may be purchased for guests at the dining hall or Flex Dollars may be used. Students with any of the block meal plans may also use these meals to feed up to four guests at any one meal.

All guests should be the student's peers, family, and friends. Students may not rent out their rooms or use their on-campus living spaces as an Airbnb option.

Guests must register their vehicle at the Department of Campus Safety and Security.

TRAINING OF RESIDENCE HALL STAFF

The Office of Student Development provides annual security and life safety training. This training minimally includes an introduction to the Department of Security and Safety, and a description of services offered. They are also trained on fire safety hazards and building evacuation, instruction on the emergency operations plan and emergency notification system, training related to the Clery Act and Campus Security Authorities (CSA), Title IX Awareness training, and general information on requesting emergency assistance from Campus Safety and Security.

Training also includes: Attendance and participation at all Spring RA Training Classes, participate in semester staff retreat (fall and/or spring semester), Residence Life end-of-year gathering, TREK team-building trip during RA Fall Training, RA Fall Training (August), Convergence Conference, Diversity and Inclusion Programs, RA Winter Training, these trainings encompass Safety awareness and various other relevant topics around security.

WEAPONS POLICY

Possession or carrying of any weapon by any person, except by those approved in writing by the Director of Security, is prohibited on college property in any buildings or any outdoor areas to which access is restricted to members of the college community and invited guests, or while attending any college events or college sanctioned events. Entry upon college property in violation of this prohibition is expressly forbidden.

A weapon is any instrument or device designed primarily for use in inflicting death or injury upon a human being or animal, and which is capable of inflicting death or injury when used in the manner for which it was designed. Additionally, any instrument or device of any sort whatsoever which is actually used in such a manner as to indicate that the possessor intends to inflict death or injury upon another, and which, when so used, is capable of inflicting death or injury upon another, is a weapon.

Weapons include any pistol, revolver, shotgun, machine gun, rifle or other firearm, BB or pellet gun, taser or stun gun, bomb, grenade, mine, or other explosive or incendiary device, ammunition, archery equipment, dagger, stiletto, switchblade knife, or knife having a blade exceeding five inches in length. Residents on campus may possess knives having a blade exceeding five inches for cooking purposes.

A “weapon” also means an object that is not an instrument capable of inflicting death or injury but closely resembles such an instrument (e.g., a realistic toy, replica, imitation weapon or look-a-like gun that is reasonably capable of being mistaken for a real weapon) or the student used the object in a manner that created the impression that the object was such an instrument (e.g., wrapping a hand in a towel to create the appearance of a gun).

Geneva College DCSS officers are unarmed and do not carry firearms. The Director of Security may be armed as long as they are Pennsylvania Act 235 (Lethal Weapons Training Act), and all security officers carry Kimber Pepper Blasters. Outside law enforcement personnel who are authorized to possess weapons may do so within the scope of their authority. No other persons are permitted to possess weapons on college property, even if such weapons are legally registered.

COMMUNITY COMPLAINTS/FEEDBACK

The Department of Campus Safety and Security encourages community members to bring forward legitimate grievances regarding misconduct by employees. Any member of the Department will receive complaints courteously, and they will be handled efficiently. All complaints will be taken seriously and thoroughly investigated by the Director of Campus Safety and Security or designee. Additionally, the Department occasionally conducts community surveys to receive feedback regarding its operations and services. The Director of Campus Safety and Security uses this feedback as part of the Department's strategic planning process. Students are an integral part of the Department's operations and strategic planning process. Regular feedback regarding the Department's performance is received from a variety of student groups and organizations. Complaints against DCSS can also be filed through the https://www.geneva.edu/student-life/services/security/security_crime_reporting community

concern form with the Vice President / Dean of Student Development or their designee, by dialing 724.847.6136 or on-campus extension 6136, or in person at the Student Development Office Suite located in The Student Center off Skye Lounge; or with the Human Resources Department, by dialing 724.847.6560 or on-campus extension 6560, or in person at the HR office located on the main floor of Old Main.

MISSING STUDENT POLICY

When anyone suspects that a student is missing, and the student lives on campus, they shall immediately inform the Department of Campus Safety and Security (DCSS) at 724.846.9632, or in person at the office in the lower level of Rapp Technical Design Center. The DCSS will immediately forward that report to The Office of Student Development. The report may also be made to The Office of Student Development through notifying the RD at the student's residence hall or directly at the Office of Student Development located off Skye Lounge in the Student Center. This report can be made at any time, but officially becomes a Missing Student upon having been missing for 24 hours.

Students should make reports of Missing Students to one of the following subjects:

- Department of Campus Safety and Security: by dialing Beaver County, or in person at the Department of Campus Safety and Security office in the lower level of Rapp Technical Design Center
- Resident Director of the specific missing student's residence hall
- VP/Dean of Student Development 724.847.6136, or on-campus extension 6136; or in person at the Student Development Office Suite located in the Student Center off Skye Lounge
- Director of Residence Life 724.847.6643, or on-campus extension 6643; or in person at the Student Development Office Suite located in the Student Center off Skye Lounge

The Department of Campus Safety and Security with the cooperation of the Office of Student Development will investigate each Missing Student report and if they determine the student is missing, the DCSS will notify local law enforcement immediately of the missing student, and no later than 24 hours from receiving a report of a missing student. The Department of Campus Safety and Security does not have to wait a full twenty-four (24) hours after receiving a Missing Student report to notify local law enforcement.

Students who live in on-campus student housing, regardless of age, may register one or more individuals to be notified if the student is reported missing. The College will provide an opportunity for students to provide a confidential contact. This will be provided each year and updated when the student registers for classes. The College will keep missing student contact information confidential, making that information only available to authorized campus officials, and law enforcement personnel if the student is believed to be missing. Within 24 hours of a Missing Student report being confirmed, the Office of Student Development will notify the student's missing person contact(s), unless the student is located within that 24-hour period. If a missing student is under 18 years of age and not emancipated, the Office of Student Development will notify the parent or guardian of the missing student, as well as other listed contacts. The Vice President of Student Development, or designee, may also initiate whatever action deemed appropriate in the best interest of the missing student. This may include notifying the student's instructors.

The Director of Marketing and Public Relations will be responsible for interacting and releasing information to media outlets on behalf of the College regarding any missing student. The Director of Marketing and Public Relations will consult with The Vice President of Student Development; the Director of Campus Safety and Security; the provost or the local law enforcement agency responsible for the investigation prior to any information release from the College, so as not to jeopardize the investigation.

The local law enforcement agency will provide media releases procuring public assistance in the search for the missing student.

GENERAL EMERGENCY INFORMATION

If an emergency occurs, appropriate emergency personnel should be contacted. If appropriate, students should contact 9-1-1, then contact the Department of Campus Safety and Security. Students may also contact DCSS first who will in turn contact any appropriate emergency personnel. In the event of a campus emergency, alerts and updates will be provided by the campus text alert system, GC Alerts, and on the home page of the college website.

CRIME PREVENTION, FIRE SAFETY, AND SAFETY AWARENESS PROGRAMMING

Geneva College at various events and times and through blast email inform students and employees about campus safety and security procedures and practices and the prevention of crimes. A common theme of all awareness and crime prevention programs is to encourage students and employees to be responsible for their own safety and for the safety of others on campus.

Throughout the year, general crime prevention and security awareness is stressed through public information releases, such releases have addressed, alcohol abuse, sexual assault awareness and prevention, relationship violence awareness and prevention, bystander intervention, fire safety, emergency response and evacuation procedures, crime and risk reduction strategies and theft prevention. Campus Safety and Security, Residence Life, Center for Student Engagement and others, and the Title IX Coordinator participate sharing these messages, meetings, and programs to explain College security, campus safety, campus policies, and expectations related to student conduct and behavior and fire safety measures and procedures at Geneva College with all incoming students during the fall orientation program.

These crime prevention and security awareness themes are additionally reviewed as part of Campus Safety and Security's community policing liaison program with first-year residents, and other key student groups and organizations. New-employee orientation includes the distribution of crime prevention and fire safety materials to all new employees during scheduled orientation sessions throughout the year.

Additional safety awareness and crime prevention training/programming occurs at the end of each fire/evacuation drill, during RA, and RD training, and during other special campus events and safety forums throughout the year.

NOTE: Due to COVID 19 restrictions and mitigation strategies, in-person programming was limited during the 2020/2021 academic year and moved to social media and virtual platforms.

PENNSYLVANIA ANTIHAZING LAW

Geneva College considers hazing in any form a serious offense and does not differentiate in terms of degree. The College reserves the right to determine the violation of college anti-hazing regulations in terms of the College's definition of the anti-hazing law, civil prosecution notwithstanding.

Anti-hazing Law (Title 24; §5352). In 1986, Pennsylvania adopted the Anti-hazing Law, Title 24; §5375. The law defines hazing as follows: Any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization operating under the sanction of or recognized as an organization by an institution of higher education.

The term shall include, but not be limited to: any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity which could adversely affect the physical health and safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property. For purposes of this definition, any activity as described in this definition upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be "forced" activity, the willingness of an individual to participate in such activity notwithstanding.

Bullying & Cyber-bullying

Geneva College affirms the dignity and worth of every student and employee. There is no place within our community for bullying or cyber-bullying (including, but not limited to: cell phone calls and text messages, websites, social media, instant messages, and email).

Bullying has been defined as any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. causing a substantial detrimental effect on the student's or students' physical or mental health;
3. substantially interfering with the student's or students' academic performance; or
4. substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Examples of bullying behavior may include but are not limited to direct or indirect relational aggressive behavior such as rumor-spreading, name-calling, or belittling; ignoring, isolating, or segregating a person; physical acts of aggression; damage to another's property.

Bullying should be reported to the Office of Student Development. Reported complaints of bullying or cyber-bullying will be investigated and resolved promptly. Where the accused is a student, any potential disciplinary proceeding will be resolved using the College's Student Conduct Process.

The Timothy J. Piazza Antihazing Law was signed into Pennsylvania law in October of 2021. The law requires primary and secondary schools along with institutions of higher education (IHE) in the State of Pennsylvania to publish an annual hazing report twice each year; on January 1st and August 1st. The law also requires schools to issue antihazing policies and develop and implement antihazing awareness and education programs.

The law defines hazing as: A person or persons who intentionally, knowingly, or recklessly, for the purposes of initiation, admitting or affiliating a minor or student into or with an organization, or for the purposes of continuing or enhancing a minor or student's membership or status in an organization causes, coerces, or forces a minor or student to do any of the following items:

- Consume any food, liquid, alcoholic liquid, drug, or other substance which subjects the minor or student to a risk of emotional or physical harm;
- Ensure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment;
- Endure brutality of a sexual nature; and/or
- Endure any other activity that creates a reasonable likelihood of bodily injury to the minor or student.

ANNUAL FIRE SAFETY REPORT (AY 2022/2023)

Fire Safety Report Overview

The Higher Education Opportunity Act of 2008 (HEOA) requires all academic institutions with on-campus student residential facilities to develop and publish an annual fire safety report. The following report includes the information required by the HEOA, as it relates to the Geneva College campus.

DCSS publishes this Fire Safety Report as part of its annual Clery Act Compliance document, via this annual report, which contains information with respect to the fire safety practices and standards for Geneva College. The compliance document is available for review 24 hours a day on the DCSS website, and a physical copy may be obtained by making a request to DCSS by calling 724.847.5678, or by visiting the DCSS office in person in the lower level of Rapp Technical Design Center.

The Fire Safety Report contains the following information:

- Fire statistics for each on-campus student housing facility.
- Description of the fire safety system for each on-campus student housing facility.
- Number of fire drills held during the previous calendar year.
- Institutional policies/rules regarding portable electrical appliances, smoking, and open flames in on-campus student housing facilities.
- Procedures for student housing facility evacuation.
- Policies for fire safety education and training programs provided to students and employees, including procedures students and employees should follow in case of a fire.
- List of the titles or organizations to which fires should be reported.
- Plans for future improvements.

Definition of Terms (the following terms are defined in CFR 668.49(a)):

Cause of Fire: The factor or factors that give rise to a fire. The causal factor may be, but is not limited to, the result of an intentional or unintentional action, mechanical failure, or act of nature.

Fire: Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

Fire Drill: The supervised practice of a mandatory evacuation of a building for a fire.

Fire-related Injury: Any instance in which a person is injured because of a fire, including an injury sustained from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of the fire. The term “person” may include students, faculty, staff, visitors, firefighters, or any other individuals.

Fire-related Death: Any instance in which a person is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire; or dies within one year of injuries sustained as a result of the fire.

Fire Safety System: Any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire. This system may include sprinkler systems or other fire extinguishing systems; fire detection devices; standalone smoke alarms; devices that alert one to the presence of a

fire, such as horns, bells, or strobe lights; smoke-control and reduction mechanisms; and fire doors and walls that reduce the spread of a fire.

Value of Property Damage: The estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity. This estimate should include contents damaged by fire, and related damages caused by smoke, water, and overhaul; however, it does not include indirect loss, such as business interruption.

General Residence Hall Fire Safety

With exceptions as noted below, Geneva College's on-campus residential student housing facilities are covered by integrated automatic sprinkler and hard-wired addressable fire alarm systems, which are monitored twenty-four hours a day, seven days a week by Guardian Security and relayed to Campus Safety and Security.

In addition, on-campus residential facilities have the following life safety systems: portable fire extinguishers, emergency lighting, emergency exit signs and doors, and fire tower stairways. A quality control program ensures that each building is inspected by trained building inspectors on a regular basis to ensure that these systems are in working condition and includes a yearly fire alarm systems test and inspection. In addition, the sprinkler systems are tested and inspected quarterly.

Each resident has access to the Geneva Student Handbook at: <https://www.geneva.edu/student-life/vp/student-handbook>. This Handbook includes information on fire safety and appropriate actions to take during a fire alarm or fire emergency. Every student room has an emergency evacuation map installed on the inside of the front door as well, to direct occupants to primary and secondary exits. Fire drills are conducted each semester by the Department of Campus Safety and Security.

Reporting a Fire for Inclusion in the Fire Statistics

If a fire occurs in a Geneva College-owned, -rented, -leased, or otherwise controlled building, community members should immediately notify the local fire department by dialing 911. DCSS can be contacted at 724.846.9632. DCSS will initiate a response to all fire alarms or reports it receives. Upon confirmation of a fire, DCSS will immediately summon the local fire department for assistance by contacting the 911 Beaver County Emergency Center.

Fires should be immediately reported to the Department of Campus Safety and Security (DCSS). If a member of the Geneva College community finds evidence of a fire that has been extinguished, and the person is not sure whether DCSS has already responded, the community member should immediately notify DCSS to investigate and document the incident. For example, if a housekeeper finds evidence of a fire in a trashcan in the hallway of a residence hall, they should not touch the trashcan, and should report the incident to DCSS immediately and wait for an officer's response. The officer will document the incident prior to removing the trashcan.

Fire alarms alert community members of potential hazards, and community members are required to heed their warning and evacuate buildings immediately upon hearing a fire alarm in a facility. Use the nearest stairwell and/or exit to leave the building immediately. Do not use the elevator. Community members should familiarize themselves with the exits in each building.

DCSS can work with other College offices to levy fines and penalties upon individuals who fail to evacuate a building promptly – but a more important reason for evacuating is for safety! When a fire alarm is

activated, the elevators in most buildings will stop automatically. Occupants should use the stairs to evacuate the building.

Procedures for Students and Employees in the Event of a Fire

Find the nearest pull station and sound the central alarm, or call 911, or contact DCSS directly at 724.846.9632.

- Shut all doors and windows in the vicinity of the fire
- If the fire is small, use fire extinguishers to put it out
- Exit by nearest safe stairway
- Do not use the elevators
- Do not run
- If there is smoke in the room, keep low to the floor
- Try to exit the room, feel the doorknob
 - If it is hot, do not open the door
 - If the doorknob is not hot, brace yourself against the door and crack it open
 - If there is heat or heavy smoke, close the door and stay in your room

Do not panic

- Seal up the cracks under the door with sheets, or towels
- If there is smoke in the room, crack the windows at the bottom and at the top, if possible, to allow for ventilation
- Hang a sheet or towel from the window to announce that you are in your room
- Call DCSS at: 724.846.9632; be sure to give your room number and your location
- If you can exit the room, put on shoes (and if necessary, a coat). If smoke is evident, get a wet towel to cover your face
- Close all doors
- If, in exiting the building you are blocked by fire, go to the safest fire-free area or stairwell. If a phone is available, call DCSS; or find a window, and signal that you are still in the building.

Student Residence Hall Fire Evacuation Procedures in Case of a Fire

- The fire alarm system may be used to evacuate a building(s) if there is a potential threat to the health and safety of that segment of the community.
- Activate the building fire alarm if it is not already sounding. Pull a fire alarm station on the way out.
- Leave the building by using the nearest exit.
- Crawl if there is smoke. Cleaner, cooler air will be near the floor. Get Low and Go.
- Before opening any doors, feel the metal knob. If it is hot, do not open the door. If it is cool, brace yourself against the door, open it slightly, and if heat or heavy smoke are present, close the door and stay out of the room.

- Go to the nearest exit or stairway. If the nearest exit is blocked by fire, heat, or smoke, go to another exit.
- Always use an exit stairway, not an elevator. Elevator shafts may fill with smoke, or the power may fail, leaving you trapped. Stairway fire doors will keep out fire and smoke, if they are closed, and will protect you until you get outside.
- Close as many doors as possible as you leave. This helps to confine the fire. Total and immediate evacuation is safest.
- Only use a fire extinguisher if the fire is very small and you know how to do it safely. Do not delay calling emergency responders or activating the building fire alarm.
- If you cannot put out the fire, leave immediately. Make sure the fire department is called—even if you think the fire is out.
- If you get trapped, keep the doors closed. Place cloth material (wet, if possible) around and under door to prevent smoke from entering.
- Be prepared to signal your presence from a window.
- Signal for help. Hang an object at the window (jacket, shirt) to attract the fire department’s attention. If there is a phone in the room, call 911 or 724.846.9632, and report that you are trapped. Be sure to give your room number and location. If all exits from a floor are blocked, go back to your room, close the door, seal cracks, open the windows if safe, wave something out the window, and shout or phone for help.
- If you are on fire, stop, drop and roll, wherever you are. Rolling smothers fire.
- Cool burns. Use cool tap water on burns immediately. Do not use ointments. If skin is blistered or charred, call for an ambulance.
- Be aware of obstacles. Storage of any items in the corridors, such as bicycles, chairs, desks, and other items is prohibited in all exit ways, including stairwells. Blocked exits and obstacles impede evacuation, especially during dark and smoky conditions.
- If you are a person with a disability (even temporarily), you should do the following:
 - Learn about fire safety
 - Plan ahead for fire emergencies
 - Be aware of your own capabilities and limitations

Plans for Future Improvements in Fire Safety

We strive to constantly improve and expand our in-service training sessions for all Residential Life, DCSS staff, and other housing staff. This training includes basic fire safety topics and hands-on fire extinguisher training courses.

The College continues to assess and upgrade fire safety equipment as an ongoing process, to ensure that all equipment meets National Fire Safety standards. Future improvements will be made as needed as part of the ongoing assessment, budget, and strategic planning process.

Life Safety Inspections and Violations

The Department of Campus Safety and Security performs residence hall Health and Safety (H&S) inspections yearly. Regular walk throughs occur throughout the academic year. Not all common area

inspections are announced. The walk throughs are primarily designed to find and eliminate safety violations. Students are required to read and comply with the Residential Guidelines, which include life and fire safety rules and regulations for residential buildings.

The walk throughs provide a visual examination of electrical cords, sprinkler heads, smoke detectors, fire extinguishers, and other life safety systems. In addition, each room will be examined for the presence of prohibited items (e.g., sources of open flames, such as candles; non-surge protected extension cords; halogen lamps; portable cooking appliances in non-kitchen areas; etc.) or prohibited activity (e.g., smoking in the room, tampering with life safety equipment, possession of pets, etc.). This inspection will also include a general assessment of food and waste storage and the cleanliness of the room. Those inspections done by RAs and RDs.

NOTE: Due to COVID-19 restrictions and mitigation strategies, Life Safety Inspections of residential rooms were limited to the winter break period only.

Prohibited Items and Prohibited Conduct

If a student's behavior does not meet College community expectations or is in violation of the policies outlined in the Residence Hall Housing License Agreement or the Handbook of Student Rights and Responsibilities, they may expect conduct action. Geneva College expects students, as adults, to maintain a standard of personal discipline that is in harmony with the educational goals of the institution, federal, state, and local laws, and to respect the rights, privileges, and property of fellow students, faculty, staff, and administrators.

Students are responsible for the items contained in their rooms and the events that occur in their rooms. Special surveillance resources may be utilized by the College when conduct issues become chronic or disruptive.

The following items are prohibited in residence halls:

- Candles or incense (lit or unlit)
- Room-heating devices, including all space heaters, kerosene or oil lamps, and alcohol burners
- Grills of any type
- Fireworks, smoke bombs, sparklers, etc.
- Live Christmas trees
- The following electrical appliances and corded items are prohibited in residence halls (**Note:** all cords and permitted appliances must be UL Listed):
 - Portable electrical appliances (including toasters, toaster ovens, hot plates, etc.)
 - Halogen lamps
 - Overloaded electrical receptacles
 - Extension cords
 - Open Flame Candles, and incense.
 - Air conditioners (except for a certified disability)

NOTE: The preceding list is not all inclusive; any item that is a threat to Campus Safety and Security may be removed. In addition to confiscation, violators may pay a monetary fine and may be subject to Conduct action.

Room Inspections for Safety Standards

Rooms and apartments will be inspected weekly by the RAs or RDs to determine whether proper standards of sanitation and safety are being observed. Guidelines are as follows:

- Beds are not to be used without sheets. Sheets should be changed on a regular basis.
- Heating appliances constitute a serious fire hazard. Therefore, electrical appliances such as irons, curling irons, hair dryers and popcorn poppers are to be in proper working condition and should be used with caution. Use of such devices must be limited to one per outlet by order of the Beaver Falls Fire Department.
- Due to extreme fire hazards, no deep fat frying is permitted in any residential facility. This includes stove-top frying and the use of commercially available deep fryers. Extreme caution should be exercised when cooking with any type of oil.
- Because of health code concerns, all cooking appliances (except those prohibited by this handbook) are to be used only in-residence hall lounge and apartment kitchens. Students are not permitted to process animals in any College facility.
- All extension cords or multi-plug adapters are prohibited within college housing. Students should use only grounded power strips to plug in multiple items.
- The use of electric heaters, halogen lamps, and five bulb multi-lamp lights are prohibited due to the potential electrical circuit overload and related fire hazards. Should a loss of heat situation arise, the Residence Life staff may provide space heaters for use on a temporary basis only. All air conditioners are prohibited.
- As a matter of general safety, any open flames, candles with burnt wicks, incense, etc. are strictly prohibited.
- Refrigerators must be kept clean and should be defrosted as needed. Students are required to defrost refrigerators prior to the semester break and at the end of the academic year. Refrigerators may not be defrosted in common bathrooms. Personal refrigerators must not exceed five (5) cubic feet in size.
- Due to fire hazards, live Christmas trees, personal curtains, and the hanging or posting of any material on ceilings are prohibited in all student housing.
- No more than three strings of decorative or Christmas lights may be used in any student room. It is recommended that students not sleep with any such lights on. Christmas lights are also not attached to any bed frame.

EMERGENCY BUILDING EVACUATION DRILLS

Fire/emergency building evacuation drills are conducted each semester in residence halls. Emergency Building Evacuation Drills are conducted to familiarize occupants with emergency egress from a building and to establish conduct of the drill to a matter of routine. Drills will include suitable procedures, such as potential room-to-room checks, to ensure that all persons subject to the drill participate. Any person who fails to participate in a drill will be subject to disciplinary action by the appropriate authority. In the conduct of drills, emphasis should be placed on orderly evacuation rather than speed.

Drills shall be held at expected and unexpected times, and under varying conditions to simulate the unusual conditions that can occur in an actual emergency. Participants shall relocate to a safe location outside the building and remain at such location until a recall signal is given or further instruction.

NOTE: Due to COVID-19 restrictions and mitigation strategies, in-person fire drills for fall 2021 and spring 2022 academic year were not conducted. Virtual messaging (emails and social media) around building evacuations in the event of a fire were sent to resident students and student leaders by the Life and Fire Safety Team.

FIRE INVESTIGATIONS/ARSON

Every fire that is not known to be accidental (such as a cooking fire) is investigated by the Director of Safety and Security. Fires determined through investigation to be willfully or maliciously set are classified as arsons for Clery reporting purposes.

DESCRIPTION OF ON-CAMPUS STUDENT HOUSING FIRE STATISTICS

Fire statistics must be collected and reported annually in both the Annual Fire Safety Report and the U.S. Department of Education's web-based data collection system. The following fire statistics must be reported for each on-campus student housing facility:

- Number of fires

- Cause of each fire

- Number of persons who received fire-related injuries that resulted in treatment at a medical facility

- Number of deaths related to a fire

- Value of property damage caused by a fire

Following the fire safety systems tables are the fire-related statistics for each on-campus student housing facility for the three most recent calendar years (2019, 2020, and 2021). For Geneva College's fire statistics, data is collected from multiple sources, including DCSS, Residence Life, Student Conduct, Human Resources, Facilities Management, and local Beaver Falls Fire Department (during an active incident when responding to campus).

FIRE SAFETY SYSTEMS IN GENEVA COLLEGE ON-CAMPUS RESIDENTIAL FACILITIES (2021)

Current Fire Safety Systems in place within On-Campus Residential Facilities as of Calendar Year 2021							
Facility	Clery Classification	Fire Alarm Monitoring Done on Site by DCSS	Fully Sprinklered	Smoke Detection	Fire Extinguisher Devices	Evacuation Plans & Placards	Number of Evacuation (fire) Drills Each Calendar Year
Clarke Residence Hall	On-Campus	xxx	xxx	xxx	xxx	xxx	2
Kerr House	On-Campus	xxx		xxx	xxx	xxx	
McKee Residence Hall	On-Campus	xxx	xxx	xxx	xxx	xxx	2
Memorial Residence Hall	On-Campus	xxx	xxx	xxx	xxx	xxx	2
Pearce Residence Hall	On-Campus	xxx	xxx	xxx	xxx	xxx	2
Richardson House	On-Campus	xxx		xxx	xxx	xxx	
School House	On-Campus	xxx		xxx	xxx	xxx	
Arms Apartment	On-Campus	xxx		xxx	xxx	xxx	2
Young Apartments	On-Campus	xxx		xxx	xxx	xxx	2

FIRE SAFETY SYSTEMS IN GENEVA COLLEGE ON-CAMPUS RESIDENTIAL FACILITIES (2020)

Current Fire Safety Systems in place within On-Campus Residential Facilities as of Calendar Year 2020							
Facility	Clery Classification	Fire Alarm Monitoring Done on Site by DCSS	Fully Sprinklered	Smoke Detection	Fire Extinguisher Devices	Evacuation Plans & Placards	Number of Evacuation (fire) Drills Each Calendar Year
Clarke Residence Hall	On-Campus	xxx	xxx	xxx	xxx	xxx	2
Kerr House	On-Campus	xxx		xxx	xxx	xxx	
McKee Residence Hall	On-Campus	xxx	xxx	xxx	xxx	xxx	2
Memorial Residence Hall	On-Campus	xxx	xxx	xxx	xxx	xxx	2
Pearce Residence Hall	On-Campus	xxx	xxx	xxx	xxx	xxx	2
Richardson House	On-Campus	xxx		xxx	xxx	xxx	
School House	On-Campus	xxx		xxx	xxx	xxx	
Arms Apartment	On-Campus	xxx		xxx	xxx	xxx	2
Young Apartments	On-Campus	xxx		xxx	xxx	xxx	2

FIRE SAFETY SYSTEMS IN GENEVA COLLEGE ON-CAMPUS RESIDENTIAL FACILITIES (2019)

Current Fire Safety Systems in place within On-Campus Residential Facilities as of Calendar Year 2019							
Facility	Clery Classification	Fire Alarm Monitoring Done on Site by DCSS	Fully Sprinklered	Smoke Detection	Fire Extinguisher Devices	Evacuation Plans & Placards	Number of Evacuation (fire) Drills Each Calendar Year
Clarke Residence Hall	On-Campus	xxx	xxx	xxx	xxx	xxx	2
Kerr House	On-Campus	xxx		xxx	xxx	xxx	
McKee Residence Hall	On-Campus	xxx	xxx	xxx	xxx	xxx	2
Memorial Residence Hall	On-Campus	xxx	xxx	xxx	xxx	xxx	2
Pearce Residence Hall	On-Campus	xxx	xxx	xxx	xxx	xxx	2
Richardson House	On-Campus	xxx		xxx	xxx	xxx	
School House	On-Campus	xxx		xxx	xxx	xxx	
Arms Apartment	On-Campus	xxx		xxx	xxx	xxx	2
Young Apartments	On-Campus	xxx		xxx	xxx	xxx	2

ANNUAL FIRE SAFETY REPORT/FIRE STATISTICS ON-CAMPUS RESIDENTIAL FACILITIES (2019, 2020, 2021)

FIRE SAFETY SYSTEMS IN GENEVA COLLEGE ON-CAMPUS RESIDENTIAL FACILITIES (2021)

Statistics and Related Information Regarding Fires in On-Campus Residential Facilities (CY 2021)						
Residential Facilities	Total Fires in Each Building	Fire Number	Cause of Fire	Number of Injuries that Required Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire
Clarke Residence Hall	0	0	N/A	0	0	N/A
Kerr House	0	0	N/A	0	0	N/A
McKee Residence Hall	0	0	N/A	0	0	N/A
Memorial Residence Hall	0	0	N/A	0	0	N/A
Pearce Residence Hall	0	0	N/A	0	0	N/A
Richardson House	0	0	N/A	0	0	N/A
School House	0	0	N/A	0	0	N/A
Arms Apartment	0	0	N/A	0	0	N/A
Young Apartments	0	0	N/A	0	0	N/A

FIRE SAFETY SYSTEMS IN GENEVA COLLEGE ON-CAMPUS RESIDENTIAL FACILITIES (2020)

Statistics and Related Information Regarding Fires in On-Campus Residential Facilities (CY 2020)						
Residential Facilities	Total Fires in Each Building	Fire Number	Cause of Fire	Number of Injuries that Required Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire
Clarke Residence Hall	0	0	N/A	0	0	N/A
Kerr House	0	0	N/A	0	0	N/A
McKee Residence Hall	0	0	N/A	0	0	N/A
Memorial Residence Hall	0	0	N/A	0	0	N/A
Pearce Residence Hall	0	0	N/A	0	0	N/A
Richardson House	0	0	N/A	0	0	N/A
School House	0	0	N/A	0	0	N/A
Arms Apartment	0	0	N/A	0	0	N/A

Statistics and Related Information Regarding Fires in On-Campus Residential Facilities (CY 2020)

Residential Facilities	Total Fires in Each Building	Fire Number	Cause of Fire	Number of Injuries that Required Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire
Young Apartments	0	0	N/A	0	0	N/A

FIRE SAFETY SYSTEMS IN GENEVA COLLEGE ON-CAMPUS RESIDENTIAL FACILITIES (2019)

Statistics and Related Information Regarding Fires in On-Campus Residential Facilities (CY 2019)

Residential Facilities	Total Fires in Each Building	Fire Number	Cause of Fire	Number of Injuries that Required Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire
Clarke Residence Hall	0	0	N/A	0	0	N/A
Kerr House	0	0	N/A	0	0	N/A
McKee Residence Hall	0	0	N/A	0	0	N/A
Memorial Residence Hall	0	0	N/A	0	0	N/A
Pearce Residence Hall	0	0	N/A	0	0	N/A
Richardson House	0	0	N/A	0	0	N/A
School House	0	0	N/A	0	0	N/A
Arms Apartment	0	0	N/A	0	0	N/A
Young Apartments	0	0	N/A	0	0	N/A

CLERY Crime Definitions

The following definitions are to be used for reporting the crimes listed in the Clery Act, in accordance with the Federal Bureau of Investigation's Uniform Crime Reporting (UCR) Program.

- The definitions of murder/non-manslaughter by negligence, rape, robbery, aggravated assault, burglary, motor vehicle theft, weapons: carrying, possessing, etc., law violations, drug abuse violations, and liquor law violations are from the “Summary Reporting System (SRS) User Manual” from the FBI's UCR Program.
- The definitions of fondling, incest, and statutory rape are excerpted from the “National Incident-Based Reporting System (NIBRS) User Manual” from the FBI's UCR Program.
- The definitions of larceny-theft (except motor vehicle theft), simple assault, intimidation, and destruction/damage/vandalism of property are from the “Hate Crime Data Collection Guidelines and Training Manual” from the FBI's UCR Program.

Crime Definitions from the Summary Reporting System (SRS) User Manual from the FBI's UCR Program

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

Criminal Homicide—Manslaughter by Negligence: The killing of another person through gross negligence.

Criminal Homicide—Murder and Nonnegligent Manslaughter: The willful (nonnegligent) killing of one human being by another.

Rape: The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

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

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

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

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned—including joyriding.)

Weapons: Carrying, Possessing, etc.: The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

Drug Abuse Violations: The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance. Arrests for violations of State and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.

Liquor Law Violations: The violation of State or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.

Unfounded Crime Reports: According to Uniform Crime Report (UCR) guidelines, a reported offense can be cleared as unfounded by a sworn law enforcement authority “if the investigation shows that no offense occurred nor was attempted.” These cases thus remain as official crime reports and are included in the

departmental statistics; however, they are explicitly labeled as “unfounded” cases within UCR reports on the various index crimes. According to UCR guidelines, the statistics on unfounded cases should include crime reports that are either: False or Baseless.

Crime Definitions from the National Incident-Based Reporting System (NIBRS) User Manual from the FBI's UCR Program Sex Offenses

Any sexual act directed against another person without the consent of the victim, including instances where the victim is incapable of giving consent.

- G. **Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- H. **Incest:** Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- I. **Statutory Rape:** Sexual intercourse with a person who is under the statutory age of consent.

Crime Definitions from the Hate Crime Data Collection Guidelines and Training Manual from the FBI's UCR Program

Hate Crimes: any of the above offenses, and any other crime involving bodily injury, reported to local police agencies or campus security authority that manifest evidence that the victim was intentionally selected because of the perpetrator’s bias, or the perpetrator perceived the person to be in one of the protected group categories. Additionally, on August 14, 2008, the Clery Act was amended to include larceny/simple assault, intimidation, and destruction/damage/vandalism (except arson) as reportable categories of hate crimes. These new reporting categories are only reported if motivated by bias as determined by one of the designated bias categories. The types of bias categories include; race, gender, religion, sexual orientation, ethnicity, national origin, gender identity, and disability.

Hate Crime Definitions: To ensure uniformity in reporting nationwide, the following definitions have been adopted for use in hate crime reporting:

Bias: a preformed negative opinion or attitude toward a group of persons based on their race, religion, disability, sexual orientation, or ethnicity/national origin.

Bias Crime: a criminal offense committed against a person or property that is motivated, in whole or in part, by the offender’s bias against a race, religion, disability, sexual orientation, or ethnicity/national origin; also known as Hate Crime.

Note: Even if the offender was mistaken in their perception that the victim was a member of the group the offender was acting against, the offense is still a bias crime because the offender was motivated by bias against the group.

Larceny-Theft (Except Motor Vehicle Theft): The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Attempted larcenies are included. Embezzlement, confidence games, forgery, worthless checks, etc., are excluded.

Simple Assault: An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Intimidation: To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

Destruction/Damage/Vandalism of Property: To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

Unfounded Crime Reports: According to Uniform Crime Report (UCR) guidelines, a reported offense can be cleared as unfounded by a sworn law enforcement authority “if the investigation shows that no offense occurred nor was attempted.” These cases thus remain as official crime reports and are included in the departmental statistics; however, they are explicitly labeled as “unfounded” cases within UCR reports on the various index crimes. According to UCR guidelines, the statistics on unfounded cases should include crime reports that are either: False or Baseless.

Domestic Violence, Dating Violence, and Stalking Additions from the 2014 VAWA Negotiated Rulemaking Final Consensus Language

The Federal definition (from VAWA) of **Domestic Violence:** a felony or misdemeanor crime of violence committed:

- by a current or former spouse or intimate partner of the victim;
- by a person with whom the victim shares a child in common;
- by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;

by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred

The Federal definition (from VAWA) of **Dating Violence:** the term “dating violence” means violence committed by a person:

- who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- The existence of such a relationship shall be determined based on the reporting party’s statement with consideration of:
 - the length of the relationship;
 - the type of relationship;
 - the frequency of interaction between the people involved in the relationship

Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse

Dating violence does not include acts covered under the definition of domestic violence

The Federal definition (from VAWA) of **Stalking**: engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- fear for the person’s safety or the safety of others; or
- suffer substantial emotional distress

For the purposes of this definition:

Course of Conduct: means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person’s property

Reasonable Person: means a reasonable person under similar circumstances and with similar identities to the victim

Substantial Emotional Distress: means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling

UNIFORM CRIME REPORTING (UCR) DEFINITIONS

Under the Pennsylvania Uniform Crime Reporting Act, Geneva College is required to report crime statistics as defined by the Uniform Crime Reporting Program for the following crimes if the crimes are reported and occur on the property owned, controlled, leased, recognized, or operated by the college.

The Uniform Crime Reporting (UCR) program divides offenses into two groups, Part I and Part II crimes. Each month the Geneva College Department of Campus Safety and Security (DCSS) submits information on the number of Part I and Part II offenses known to DCSS, and those offenses cleared by arrest or exceptional means, to the Pennsylvania State Police.

For the purposes of PA UCR reporting, Geneva College’s Clery Act Geography is used as our UCR reporting jurisdiction. This excludes non-campus locations located outside of the borough of Geneva where DCSS does not patrol or respond to incidents.

Crimes ruled unfounded by the investigation of a sworn or commissioned law enforcement officer are omitted from PA UCR statistics tables.

Part I Offenses

Criminal Homicide:

Murder and Non-negligent Manslaughter: the willful (non-negligent) killing of one human being by another. Deaths caused by negligence, attempts to kill, assaults to kill, suicides, and accidental deaths are excluded. The program classifies justifiable homicides separately, and limits the definition to:

- the killing of a felon by a law enforcement officer in the line of duty; or
- the killing of a felon, during the commission of a felony, by a private citizen.

Manslaughter by Negligence: the killing of another person through gross negligence. Traffic fatalities are excluded.

Rape: Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. Statutory offenses (no force used victim underage of consent) are excluded.

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

Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. Simple assaults are excluded.

Burglary (Breaking or Entering): The unlawful entry of a structure to commit a felony or a theft. Attempted forcible entry is included.

Larceny: Theft (except Motor Vehicle Theft) – The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Examples are thefts of bicycles or automobile accessories, shoplifting, pocket-picking, or the stealing of any property or article that is not taken by force and violence or by fraud. Attempted larcenies are included. Embezzlement, confidence games, forgery, worthless checks, etc., are excluded.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle. A motor vehicle is self-propelled and runs on land surface and not on rails. Motorboats, construction equipment, airplanes, and farming equipment are specifically excluded from this category.

Human Trafficking:

Involuntary Servitude: The obtaining of a person(s) through recruitment, harboring, transportation, or provision, and subjecting such persons by force, fraud, or coercion into involuntary servitude, peonage, debt bondage, or slavery (excludes Commercial Sex Acts).

Commercial Sex Acts: inducing a person by force, fraud, or coercion to participate in commercial sex acts, or in which the person induced to perform such act(s) has not attained 18 years of age.

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

Part II Offenses

Other Assaults (Simple): Assaults and attempted assaults which are not of an aggravated nature and do not result in serious injury to the victim. Includes subjecting a person to unlawful physical attack or in fear of bodily harm by word or action.

Forgery and Counterfeiting: The altering, copying, or imitating of something, without authority or right, with the intent to deceive or defraud by passing the copy or thing altered or imitated as that which is original or genuine; or the selling, buying, or possession of an altered, copied, or imitated thing with the intent to deceive or defraud. Attempts are included.

Fraud: The intentional perversion of the truth for the purpose of inducing another person or other entity in reliance upon it to part with something of value or to surrender a legal right. Fraudulent conversion and

obtaining of money or property by false pretenses, confidence games and bad checks, except forgeries and counterfeiting, are included.

Embezzlement: The unlawful misappropriation or misapplication by an offender to his/her own use or purpose of money, property, or some other thing of value entrusted to his/her care, custody, or control.

Stolen Property; Buying, Receiving, Possessing: Buying, receiving, possessing, selling, concealing, or transporting any property with the knowledge that it has been unlawfully taken, as by burglary, embezzlement, fraud, larceny, robbery, etc. Attempts are included.

Vandalism: To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law. Attempts are included.

Weapons; Carrying, Possessing, etc.: The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons. Attempts are included.

Prostitution and Commercialized Vice: The unlawful promotion of or participation in sexual activities for profit, including attempts.

Sex Offenses (except forcible rape, prostitution, and commercialized vice): Statutory rape, offenses against chastity, common decency, morals, and the like. Includes the offense of Fondling, Incest and non-forcible statutory offenses. Attempts are included.

Drug Abuse Violations: The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The following drug categories are specified: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics — manufactured narcotics that can cause true addiction (Demerol, Methadone); and dangerous non-narcotic drugs (Barbiturates, Benzedrine).

Gambling: To unlawfully bet or wager money or something else of value; assist, promote, or operate a game of chance for money or some other stake; possess or transmit wagering information; manufacture, sell, purchase, possess, or transport gambling equipment, devices, or goods; or tamper with the outcome of a sporting event or contest to gain a gambling advantage.

Offenses Against the Family and Children: Unlawful nonviolent acts by a family member (or legal guardian) that threaten the physical, mental, or economic well-being or morals of another family member and that are not classifiable as other offenses, such as Assault or Sex Offenses. Attempts are included.

Driving Under the Influence: Driving or operating a motor vehicle or common carrier while mentally or physically impaired as the result of consuming an alcoholic beverage or using a drug or narcotic.

Liquor Laws: The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness. Federal violations are excluded.

Drunkenness: To drink alcoholic beverages to the extent that one's mental faculties and physical coordination are substantially impaired. Excludes driving under the influence.

Disorderly Conduct: Any behavior that tends to disturb the public peace or decorum, scandalizes the community, or shocks the public sense of morality.

Vagrancy: The violation of a court order, regulation, ordinance, or law requiring the withdrawal of persons from the streets or other specified areas; prohibiting persons from remaining in an area or place in an idle or aimless manner; or prohibiting persons from going from place to place without visible means of support.

All Other Offenses: All violations of state or local laws not specifically identified as Part I or Part II offenses, except traffic violations.

This information is provided as a part of Geneva College's continuing commitment to safety and security on campus in compliance with the Pennsylvania Uniform Crime Reporting Act and the Jeanne Clery Act. Concerns, questions, or complaints related to this document, or the applicable statutes should be directed to the Director of Campus Safety and Security either by mail at Geneva College, 3200 College Ave., Beaver Falls, PA 15010; or by telephone by telephone at 724.847.5678.



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