



Community College of Philadelphia

2023 Annual Security Report
Community College of Philadelphia
1700 Spring Garden Street
Philadelphia, PA 19130

Regional Centers:

Northeast Regional Center
Northwest Regional Center
West Regional Center¹

12901 Townsend Rd, Philadelphia, PA 19154
1300 W Godfrey Ave, Philadelphia, PA 19141
4725 Chestnut St, Philadelphia, PA 19139

¹ The West Regional Center includes the new Career and Advanced Technology Center (CATC) which opened in Fall 2022.

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COMMUNITY COLLEGE OF PHILADELPHIA MISSION STATEMENT AND OVERVIEW²

Community College of Philadelphia is an open-admission, associate-degree-granting institution which provides access to higher education for all who may benefit. Its programs of study in the liberal arts and sciences, career technologies, and basic academic skills provide a coherent foundation for college transfer, employment, and life-long learning. The College serves Philadelphia by preparing its students to be informed and concerned citizens, active participants in the cultural life of the city, and enabled to meet the changing needs of business, industry and professions. To help address broad economic, cultural and political concerns in the city and beyond, the College draws together students from a wide range of ages and backgrounds and seeks to provide the programs and support they need to achieve their goals. Community College of Philadelphia seeks to create a caring environment which is intellectually and culturally dynamic and encourages all students to achieve:

- Greater insight into their strengths, needs, and aspirations, and greater appreciation of their own cultural background and experience;
- Increased awareness and appreciation of a diverse world where all are interdependent;
- Heightened curiosity and active interest in intellectual questions and social issues;
- Improved ability to pursue paths of inquiry, to interpret and evaluate what is discovered, and to express reactions effectively;
- Self-fulfillment based on service to others, preparation for future work and study, and enjoyment of present challenges and accomplishments.

During the 2022-2023 academic year, the College served approximately 11,639 students. The College employed approximately 1,730 individuals.

² Community College of Philadelphia is committed to the principles of equal employment and equal educational opportunity and does not discriminate on the basis of race, color, ancestry, creed, national origin, age, sexual preference, religion, sex/gender, individuals with disabilities, protected veterans, marital status, genetic information or any other protected category under the applicable local, state or federal law. The individual responsible for handling inquiries regarding the College's non-discrimination policies is the College's Director, Diversity, Equity and Inclusion, Community College of Philadelphia, 1700 Spring Garden Street, Room M2-7, Philadelphia, PA 19130, (215) 751-8036.

A MESSAGE FROM THE DIRECTOR OF PUBLIC SAFETY & SECURITY

Dear Community:

On behalf of Community College of Philadelphia's Department of Public Safety, I thank you for taking the time to read the 2023 Annual Security Report.

I encourage you to read this report in its entirety. In this report, Community College of Philadelphia may be abbreviated as "CCP" or "the College" and the Philadelphia Police Department as "PPD." This Annual Security Report has been produced in accordance with the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the Clery Act) and provides information you can use to keep you and your property safe.

All campus crime statistics required under the Clery Act are provided, including the number of persons referred for campus disciplinary action for certain offenses. In addition, this report includes statistical and crime rate information required under the Pennsylvania Uniform Crime Reporting Act. Information about campus crime prevention and safety awareness programs is also provided.

Maintaining a safe and secure campus is a **community** effort. I encourage you to become familiar with this guide. Read it and learn how you can be more aware of your surroundings, prevent crime and report suspicious incidents to the police. When on campus, please help us maintain a safe environment for the entire campus community: report criminal activity immediately, exercise crime prevention techniques, remain vigilant with your personal safety and please use our Security Escort Program.

It is my hope that you will find this report informative and useful and that your time at the College will be enjoyable and safe.

Sincerely,

Colleen L. Stanford
Director of Public Safety & Security

PREPARATION OF THIS ANNUAL SECURITY REPORT

The Department of Public Safety prepares this report in compliance with applicable federal and state laws including the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act) and the Pennsylvania Uniform Crime Reporting Act. This report includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by Community College of Philadelphia; and on public property within, or immediately adjacent to and accessible from, the campus. For more information see the *Annual Disclosure of Crime Statistics* section of this Annual Security Report.

This report also includes institutional policies related to campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters. The full text of this report is available online at <https://www.myccp.online/departments-public-safety/annual-security-report>.

This report is prepared in cooperation with the Philadelphia Police Department, and the College's Division of Academic and Student Success, Athletics and Student Activities Offices. Each of these departments provide updated information on their educational efforts and programs to comply with the Clery Act and other applicable laws. Campus crime, arrest and referral statistics include those reported to the Department of Public Safety, Campus Security Authorities, and local law enforcement agencies.

Campus crime information is disseminated using several communications channels including the College web site, campus email, and hard copy distribution. The College distributes a notice of the availability of this Annual Security Report by October 1 every year to every member of the College community. You can get copies of this report at the Department of Public Safety by calling the Department of Public Safety at (215) 751-8111.

OVERVIEW OF COMMUNITY OF COLLEGE OF PHILADELPHIA PUBLIC SAFETY

Security of Campus and Campus Facilities

The Department of Public Safety operates a 24-hour-a-day, seven-days-a-week schedule. The Director of Public Safety, Managers of Public Safety, Coordinator of Public Safety Operations, Shift Supervisors, Site Supervisors and Specialists oversee the day-to-day operations. The Main Campus and the Regional Centers are staffed with public safety shift supervisors, plus stationary and roving patrol public safety officers. Public safety officers patrol the interior and exterior of these sites. The roving patrols include the parking lots and other parking areas located on campus.

In addition to roving patrols, the College utilizes surveillance cameras throughout our sites. The surveillance cameras are monitored by public safety supervisors 24 hours a day. As an added security measure, seven emergency phones (Blue Lights) are located strategically in the Career for Business Industry (CBI) parking garage. Twenty-one (21) emergency phones are in the College's primary stacked Parking Garage on 17th and 18th Streets. When the emergency button is activated, the caller immediately contacts the Department of Public Safety. In addition to providing voice contact with the Department of Public Safety, Blue Light phones enable dispatchers to pinpoint the caller's location. Additionally, red telephones, which are located in the hallways of buildings at the Main Campus and the Regional Centers, can be used by anyone to report an emergency (Dial **5555** for direct access to the Main Campus Department of Public Safety). An escort service provided by Public Safety Officers is also available.

Additional resources and technology added to enhance the Department of Public Safety include alert emergency notification boxes (Alertus) strategically deployed throughout the campuses, Voice over IP telephone address systems, Computer terminal pop-up emergency messages (Duress alarm), and social media monitoring services (through the Division of Enrollment Management & Strategic Communications).

Security Considerations Used in the Maintenance of Campus Facilities

Security at the College is the responsibility of the Office of the Vice President of Business and Finance. The Director of Public Safety oversees all staff and ensures that all policies and procedures are followed. Because the College is situated in an urban environment, a primary consideration in any new construction or renovation planning is the use of higher intensity lighting levels combined with low-lying shrubbery and a minimum of trees to afford safe walkways. The Department of Public Safety advises the Facilities Management Department via a work order system when lighting levels are inadequate. Safety hazards are noted for action and eliminated or corrected via Facilities & the Department of Public Safety. Electronic condition reports are submitted to the appropriate managers.

Access to Facilities

Most campus buildings and facilities are accessible to members of the campus community, guests, and visitors during normal hours of business, Monday through Friday (Monday through Thursday in the summer), and for limited designated hours on Saturday, Sunday, and holidays.³ Facilities are maintained, and their security monitored, in the interest of students, staff, and faculty. Many cultural and athletic events held in College facilities, such as the Athletic Center and the Auditorium, are open to the public. Other facilities such as the bookstore, library, and cafe are also open to the public. Access to academic and administrative facilities on campus is limited to students, employees, and visitors for study, work, teaching, and conducting other College business. After-hours access may be obtained by using the intercom located by the entry door on Sixteenth Street by the Visitor's lot. Advanced notice of the need for after-hours access is appreciated when possible. The College currently does not have any student housing facilities.

ID Cards and Access Control

The College community includes all visitors, vendors, guests, students, faculty, and staff at all Main Campus buildings and all Regional Centers. Everyone entering any College building must swipe a College ID card or follow the posted "Visitor Sign-In" procedure if an individual does not have a College ID card.

During peak times, lines may develop. We ask for your patience during this time. This procedure fortifies our safety and security measures and offers additional peace of mind.

If you invite a guest to campus, you must meet that individual at a public safety desk or provide their name to the public safety desk in advance. Guests must bring their ID with them to present to public safety officers. When a department or club hosts an external event, it should sign in visitors and help manage access to the event. Any student or employee who does not have an ID card must obtain one from Public Safety. Students may go to Public Safety at:

³ While classes are in session during the spring and fall, the College is open from 7 a.m. to 10 p.m., Monday through Thursday, 7 a.m. to 6 p.m. on Friday and 7:00 a.m. to 5:00 p.m. on Saturday. During the summer (mid-May to mid-August), the College is open from 7 a.m. to 10 p.m., Monday through Thursday, and closed Friday through Sunday.

- Main Campus: MG-12, Monday-Friday, 7:00 a.m.-10:00 p.m.; Saturday 8:00 a.m.-5:00 p.m.
- Each Regional Center: Main Public Safety Station, Monday-Friday, 7:00 a.m.-3:00 p.m.

ID cards are also required to enter certain offices and services such as the Library, Learning Labs, Student Academic Computing Centers, Athletics Center, and Career Services.

CAMPUS LAW ENFORCEMENT

Location

The Department of Public Safety, including the Operations Center and staff offices, is located in room MG-12 in the Mint Building, 1700 Spring Garden Street. Serving as the radio-dispatching center and monitoring point for alarms and CCTV (Closed Circuit Television) systems, this facility can be reached at any time by dialing 215-751-8111 from any phone or 5555 from campus phones only.

Personnel

The College currently has a public safety staff of sixty-nine (69). Nineteen (19) of the officers are College employees, and fifty (50) are provided through a private contract security firm. There is always a public safety officer at each of the College sites to oversee all public safety-related matters. Important contact information for the Department of Public Safety is listed below:

Colleen Stanford Director of Public Safety Room MG-12F Phone: (215) 751-8188 email: cstanford@ccp.edu	Julian Fields Manager of Public Safety Room MG-12E Phone: (215) 751-8369 email: jfields@ccp.edu
Rasheed Williams Manager, Public Safety Operations Room MG-12B Phone: (215) 751-8940 rawilliams@ccp.edu	Public Safety Desk West Philadelphia Regional Center Phone: (267) 299-5863
Account Manager Allied Universal Security Room MG-12C Phone: (267) 299-5939	Public Safety Desk Northeast Regional Center Phone: (215) 972-6219

Authority and Jurisdiction

The College's Public Safety Officers receive in-service training in such areas as proper handling of incidents, investigation, and reporting of incidents, fire safety procedures, first aid, CPR and customer relations. Public Safety Officers do not have arrest power, are not authorized to carry or discharge weapons on campus, and do not receive training for certification under Pennsylvania Act 120. Should incidents arise beyond the College's Public Safety Officers' capability, Philadelphia's Police Department will respond and assist in the proper handling of an incident. In addition, when circumstances warrant their use, the College will employ closed circuit TV, bulletin

boards, voice mail and printed flyers to provide timely notice of criminal activity on and around the campus. [For additional information see the “Timely Warning” and “Emergency Notification System” Sections of this Annual Security Report.]

State and Local Law Enforcement Agencies

Although there is no written memorandum of understanding between the College and the state or local law enforcement agencies, the Department of Public Safety recognizes that accurate reporting is essential in determining time frames and locations of occurrences on campus, which, in turn, affects the assignments of officers’ patrol areas. The College’s Public Safety Officers follow and enforce the policies and procedures set by the College, as well as appropriate local, state and federal laws. All serious incidents commonly referred to as Part I crimes, including murder, rape, robbery, assault, burglary, auto theft, and arson are reported to the Philadelphia Police Department. Additionally, the Philadelphia Police Department supplies the College’s Department of Public Safety with a report of incidents reported to them for the neighborhoods surrounding the College’s Main Campus and Regional Centers.

Philadelphia Police Department Partnership

The College relies on its close working relationships with the Philadelphia Police Department to receive information about incidents involving College students and recognized student organizations off campus. (Currently, however, there are no officially recognized College student organizations with noncampus locations or housing facilities.) If a student is charged with an off-campus violation of federal, state, or local laws, the College reserves the right to take disciplinary action and impose sanctions against the student. Proceedings under the Student Code of Conduct may be carried out before, simultaneously with, or following civil or criminal proceedings off-campus.

GENERAL PROCEDURES FOR REPORTING A CRIME OR AN EMERGENCY

Community members, students, faculty, staff, and guests are encouraged to report all crimes, emergencies, and public safety related incidents to the College’s Department of Public Safety and/or local law enforcement in an accurate and prompt manner, particularly when the victim of crime elects to, or is unable to, make such a report. Such accurate and prompt reporting will assist the Department of Public Safety in determining if follow-up actions are required, including issuing a Timely Warning or emergency notification. For detailed information regarding reporting sexual misconduct, relationship violence, and stalking, refer to the Policies Against Sexual Misconduct, Relationship Violence and Stalking beginning on page 16 of this report.

Reporting to the Department of Public Safety

All crimes, emergencies, or public safety related incidents occurring on campus should be reported to the Department of Public Safety. To report a crime, emergency, or public safety related incident to the Department of Public Safety dial 5555 from an **on-campus** phone or (215) 751-8111 from an **outside phone**. The College’s Public Safety Officers respond to all requests for service. The Philadelphia Police Department, upon notification to respond, is the investigating authority for all crimes on campus.

When calling the College’s Public Safety Officers for either emergency or non-emergency service, be prepared to:

- Clearly identify yourself;
- State where you are calling from; and
- State briefly the nature of your call.

If possible, stay on the line unless otherwise advised by the officer. If assistance is required from off campus, the officer will summon the appropriate police, fire and/or medical service.

Reporting to the Local Law Enforcement

To report a crime that occurs at an off-campus location, contact the appropriate local police department by calling 911. In the case of an emergency that occurs off the campus property, it is always best to dial 911 and follow the procedures outlined above.

Reporting to Other Campus Security Authorities (CSA)

While the College encourages all campus community members to promptly report all crimes and other emergencies directly to the Department of Public Safety, the College recognizes that some may prefer to report to other individuals or College offices. In compliance with the Clery Act, the College designates certain College officials and offices as “Campus Security Authorities” (CSA) to whom the campus community may report crimes. A [full list of CSAs](https://www.myccp.online/departments-public-safety/campus-security-authorities) may be found at the end of this report or at <https://www.myccp.online/departments-public-safety/campus-security-authorities>. All CSA’s must share crime reports they receive with the Department of Public Safety. While the College has a number of CSAs, the College recommends that crimes be reported to the following offices designated as CSAs:

Office	Location	Phone Number
Department of Public Safety	Mint Building, MG-12	Campus Phone: 5555 Other: 215.751.8111
Office of the Dean of Students	Winnet Student Life Bldg., S1-10	215.751.8161
Division of Academic and Student Success	Mint Building, M2-37	215.751.8160
Office of Diversity and Equity	Mint Building, M2-7	215.751.8876
Department of Human Resources	Annex, A7-142	215.751.8035

Voluntary Confidential Reporting

Anyone who is the victim of or witness to a crime on campus is encouraged to promptly report the incident to the Department of Public Safety. Anyone can make an anonymous report of safety violations or other misconduct as provided in [the College's Whistleblower Policy, Memorandum No. 314](#), via telephone at 1-888-261-1669 or at www.ethicspoint.com.

Pastoral and Professional Mental Health Counselors

Under the Clery Act, Pastoral or Professional Counselors (as defined below) are not considered Campus Security Authorities when they are acting in that counseling role.

- Pastoral counselor: A person who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling, and is functioning within the scope of that recognition as a pastoral counselor.
- Professional counselor: A person whose official responsibilities include providing mental health counseling to members of the institution's community and who is functioning within the scope of the counselor's license or certification. This definition applies even to professional counselors who are not employees of the institution, but are under contract to provide counseling at the institution.

When acting within their official capacity, professional and pastoral counselors are not required to report crimes for inclusion in the annual disclosure of crime statistics. The College does not currently employ any pastoral or professional counselors in a counseling capacity. Counselors in the Counseling Center performing Counseling Center duties do not fall into this category.

POLICY REGARDING STUDENTS AND EMPLOYEES WITH CRIMINAL RECORDS

The College is an open-admissions institution and does not ask students about their criminal background as part of the general admissions process. Entrance into some specific programs in the College requires students to submit to criminal background checks and/or child abuse clearances. Certain results on these background checks may prevent a student from entering one of these programs, depending upon the nature of the result and program requirements. Decisions are made on a case-by-case basis. Students who commit crimes while enrolled at the College may be subject to disciplinary action, up to and including expulsion, depending on the nature of the crime.

Employees may be required to submit to background checks which are appropriate to their position. Certain results on these background checks may prevent an employee from being employed with the College, depending upon the position and the nature of the crime. Decisions are made on a case-by-case basis. Employees who commit crimes while enrolled at the College may be subject to disciplinary action, up to and including termination of employment.

The College also complies with the Pennsylvania Child Protective Services Law and requires all employees, volunteers, and contractors who will have direct contact with children to submit to Pennsylvania State Police criminal background checks, Pennsylvania child abuse history clearances, and fingerprint-based Federal Bureau of Investigation criminal history reports. Certain results on any of these background checks may prevent an employee, volunteer, or contractor from engaging in activities at the College that involve direct contact with children. Employees,

volunteers, and contractors having direct contact with children are also required to provide written notification to the College within seventy-two (72) hours of being arrested or convicted of an offense which would disqualify them from having direct contact with children under the Pennsylvania Child Protective Services Law, or of receiving notice that they have been named as a perpetrator of child abuse in the Pennsylvania Child Abuse database.

TIMELY WARNINGS

The College will issue a Timely Warning to the campus community for Clery-reportable crimes occurring on the College's Clery Act geography that are reported to Campus Security Authorities or local police agencies, and that are considered by the College to represent a serious or continuing threat to students and employees. Whether an incident constitutes a serious or continuing threat to students and employees is a case-by-case determination.

Decision Criteria for a Timely Warning

The Director of the Department of Public Safety, or their designee, reviews all reports to determine whether a timely warning will be issued. The decision whether to issue a timely warning is decided on a case-by-case basis in light of all the facts surrounding a crime, including, but not limited to, the possible risk of compromising law enforcement efforts.

Typically, timely warnings will be issued for major incidents of arson, murder/nonnegligent manslaughter, and robbery. Cases of aggravated assault and sex offenses are considered on a case-by-case basis, depending on the facts of the case and the information known by the Department of Public Safety. For example, if an assault occurs between two students who have a disagreement, there may be no ongoing threat to other College community members and a timely warning would not be distributed. As another example, incidents may be reported long after the incident occurred. Consequently, in those situations, the College may be unable to distribute a "timely" warning to the College community. Sex offenses will be considered on a case-by-case basis depending on when and where the incident occurred, when it was reported, and the amount of information known by the Department of Public Safety. Cases involving property crimes will be assessed on a case-by-case basis and a timely warning will be issued if there is a discernible pattern of crime.

Content for a Timely Warning

The amount and type of information presented in a timely warning will vary depending on the circumstances of the crime. If there is certain information that could compromise law enforcement efforts, it may be withheld from the timely warning notice. The warning will specify the type of crime reported, the time and location at which the reported crime occurred, and specific advice to the campus community regarding steps to take to avoid becoming a victim. The Director of the Department of Public Safety, or their designee, will determine the content for each timely warning.

Timing for a Timely Warning

Although the Clery Act does not define "timely," the intent of a warning is to enable our College community to protect itself. This means that a warning is issued as soon as pertinent information is available so that it can be used as a preventive tool, and not solely constitute a description of the incident.

How Timely Warning Notices are Issued/Disseminated

Timely warning notices will be made to the entire campus community through the use of the campus-wide e-mail system. The Department of Public Safety (or designee) also has the discretion to issue the warning, via others tools, as necessary (including the emergency text messaging system

if practical). When issuing a timely warning, some specific information may be withheld if there is a possible risk of compromising law enforcement efforts to investigate and/or solve the crime.

In certain circumstances, an incident may not meet the criteria of a Clery-reportable crime occurring in a Clery-reportable location but may constitute a potential threat to the College community. For instances in which a timely warning is not required, the Director of the Department of Public Safety, or their designee, may choose to issue a “community alert” notifying the College community of the threat. The content of a community alert may vary depending on the type of incident reported and the location in which it occurred.

DAILY CRIME LOG

The Department of Public Safety & Security maintains a daily crime log of all crimes and incidents reported to the Department of Public Safety & Security. This includes all crimes, fire-related incidents and other serious incidents that occur on campus, including areas jointly patrolled by the Department of Public Safety & Security and the Philadelphia Police Department, in non-campus buildings or properties, on public property or within the Community College of Philadelphia patrol zone. The daily crime log includes the incident type, date incident is reported, date and time of occurrence, and general location of each reported incident type, as well as the disposition of the incident, if this information is known. The Department of Public Safety & Security posts specific incidents in the daily crime log within two business days of receiving a report of an incident and reserves the right to exclude reports from a log in certain circumstances as permitted by law. The Daily Crime Log for the most current sixty days is available for viewing during regular business hours at the office for the Department of Public Safety located in the Mint Building in MG-12. Any portion of the Daily Crime Log that is older than 60 days will be made available within two business days of a request for public inspection.

EMERGENCY RESPONSE AND EVACUATION PROCEDURE

Department of Public Safety Officers are trained as campus first responders and are prepared to take action in any emergency situation that may arise on campus. An Emergency Management Team (EMT) is in place to allow the immediate response by individuals performing specific roles and functions already predefined. An Emergency Operations Plan has been developed by the Emergency Management Team as part of the College’s ongoing effort to protect Community College of Philadelphia students, faculty, and staff. The College’s emergency response and evacuation procedures are available on [the Public Safety website](#). The development of this plan is based on a realistic assessment of potential incidents that could affect our community and the capabilities to react to those situations. It is a comprehensive approach following the Incident Command and National Incident Management System and may effectively be applied to any critical incident.

A key component of the emergency response and evacuation procedures is the College’s emergency notification system, which permits the near simultaneous distribution of broadcast e-mails, voice and text messages. Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus, the system is used to distribute emergency notifications. The emergency notification system is tested twice a year at the beginning of each semester. At least one of those tests is conducted in conjunction with the publicization of a link to the College’s emergency response and evacuation procedures. The tests may be announced or unannounced. The College documents the description of the test; date; time, send rate; any issues (e.g., unsuccessful deliveries); and resolution. **All members of the College community are reminded to update their contact information on a regular basis.** Additionally, the College may send emergency

messages via voice over internet phones which are located in all classrooms and office suites. Messages may also appear on monitors in public areas throughout College sites.

Emergency Notification System

Emergency notifications are issued to the campus community upon the confirmation of a significant emergency or dangerous situation that involves an immediate (imminent or impending) threat to the health or safety of students or employees. The Director of Public Safety, along with other appropriate individuals determines whether circumstances warrant the issuance of an emergency notification. Upon such confirmation, the College will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgement of responsible College authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. The decision to issue an emergency notification is made by the Director of Public Safety or his/her designee on a case-by-case basis. The content of the emergency notification will be determined by the Director of Public Safety or his/her designee, who will determine how much information is appropriate to disseminate at different points in time, and to whom such information should be disseminated.

Emergency notifications are disseminated with the goal of notifying as many people as possible, as rapidly as possible. (*i.e.*, active threats, bomb threats, a dangerous chemical spill, etc.) These alerts are sent via email, and also by text messages from the campus emergency notification system. All students, faculty, and staff are automatically enrolled into the College's emergency notification system based on the contact information available for that employee or student in Banner. Individuals who wish not to be enrolled in emergency notifications can send a request to publicsafety@ccp.edu. Individuals with disabilities are encouraged to contact either the Center on Disability at (215) 751-8307 or the IT Help Desk at (215) 751-6000 for assistance in accessing the Campus Alert system. Additionally, a broadcast message may be made utilizing voice over internet phones that are located in all classrooms and office suites. For situations that may require notice to the surrounding community, such as situations that may require the College to be closed, see the notifications procedures in the *Evacuation* section of this Annual Security Report.

Evacuations

Evacuations are rare events and occur most typically in the circumstance of a fire or bomb threat situation. While an evacuation order requires a timely exit from the area, it is still important, if possible, to secure personal property, lock offices and take any other measures that are possible in quick order to ensure the safety of personal and College property. If an evacuation of an area is ordered, it is essential that all employees, students, and staff participate in the evacuation. Critical minutes and essential security resources can be wasted if there is not complete cooperation with the evacuation process. All faculty and staff should view themselves as assisting agents in an emergency circumstance. All faculty and staff should be familiar with the required emergency procedures and coach students and visitors through the required steps necessary to ensure the safety of property and people during the emergency.

During an emergency, the College's public safety staff, floor wardens, building captains and the EMT are empowered to take immediate action to ensure the safety of all students, staff and visitors. It is essential that individuals follow the directions issued by public safety staff, floor wardens, building captains and the EMT staff and not countermand their orders or fail to follow their requested actions. It is particularly important in an evacuation situation that students, faculty, and staff not attempt to reenter an area which has been evacuated until an all-clear signal has been

provided. **Keep in mind that an evacuation may only involve one floor or one building and not the entire site.**

It is essential that fire and safety hazards are not created during a College closing or evacuation situation. In each work or instructional area, clear responsibilities must be established to turn off all heating devices in laboratories and offices and shut down all devices involving gas or other potentially hazardous emissions. In the process of evacuating an office, files that are open on computer systems should be saved and office systems powered down if time permits. Many emergencies are accompanied by a temporary loss of power, which means that electronic files can be lost if not saved at the onset of an emergency.

Instructions to evacuate will be issued by Public Safety, police or College officials. Faculty, students and staff are to evacuate quickly, but in a calm and orderly fashion to a safe area-either an Area of Refuge (fire tower) or an assembly area away from the buildings. If necessary, First Responders will direct individuals to an on-campus evacuation/relocation site as determined by the nature of the emergency. Remain calm and, if able, assist disabled persons or those in need. If you observe something unusual or suspicious, handle it and notify first responders. Remain in a safe area until receiving notification to return to the facility.

For situations that require the College to be closed, Public Safety Officers will not allow individuals to enter the facilities. Announcements of closing will be announced via the College's emergency notification system. Other methods of notification are as follows:

Campus website:

www.CCP.edu

Department of Public Safety website:

<https://www.myccp.online/departement-public-safety>

A message will be placed on the College's internal voicemail system. To access the message from your home, employees should call (215) 751-8999. You will then be prompted to enter your voicemail number and your voicemail identification number.

An e-mail communication will be sent to each employee and student with a Community College of Philadelphia e-mail account.

A message will be placed on Cable Channel 53. This channel is only available to Philadelphia residents.

The College will provide closing information to radio and television stations. The KYW College weather closing numbers are 238 for day classes and 2238 for evening classes.

The establishment of phone chains within work groups is encouraged to facilitate information sharing during an emergency situation.

The College, through its Division of Enrollment Management & Strategic Communications, also uses social media channels including [Twitter](#) and [Facebook](#) to communicate campus closings or any other emergency notification to the College and the surrounding community.

If the emergency occurs on a day and time before the start of classes, notification of all members of the College community will occur according to normal weather closing policies and

procedures. Also, notification of all department heads will be made. Additional Public Safety personnel will be called in and assigned as needed to maintain order.

It is important to remember that closings can affect one building or the entire campus. For example, a campus-wide closing may affect all sites and all buildings (i.e., city-wide emergency). A building closing may only affect that particular building (i.e., building fire). A regional site closing may affect one site but would have no effect on the other sites or Main Campus operations.

Persons with Disabilities Evacuation Procedure

At the sound of the evacuation alarm (a constant ringing of the bells and strobe lights), a faculty or staff member should take the following steps:

Assign two (2) individuals (faculty, staff or students) to accompany anyone who needs help due to a disability to the nearest fire tower landing. Upon entering the tower:

- One assistant will remain with the disabled individual.
- One assistant will note the landing location (this information and these instructions have been placed at the landing) and proceed down the tower, exiting the building.
- If officials are on-site, report the location needing assistance to them.
- If officials are not on-site, report to a Public Safety Officer or Reception Desk the location needing assistance.
- Individuals with impairment, but who are otherwise ambulatory, will wait at the landing and descend after the foot traffic clears.

ALCOHOL AND ILLEGAL DRUGS AND SUBSTANCE ABUSE

The use, possession or sale of alcoholic beverages and/or illegal drugs by any student, staff member, faculty member, visitor or vendor is forbidden in any of the facilities of the College. These policies are further addressed in the [Student Handbook](#), the [Employee Handbook and/or Collective Bargaining Agreements](#), and in [Policy 310, Drug and Alcohol Free Workplace and other Substance Abuse Prevention Programs](#).

In addition to College disciplinary actions and applicable sanctions, any student who violates these alcohol and drug policies may be subject to criminal prosecution and penalties under applicable local, state, and federal laws. Where appropriate or necessary, College officials will cooperate with local, state, and federal authorities to ensure compliance with laws for unlawful use, possession manufacture, distribution or sale of illicit drugs or alcohol and will advise employees and students that convictions or violations of these laws can lead to fines and/or imprisonment. For a brief review of the legal sanctions under local, state, and federal law for the unlawful possession or distribution of illicit drugs and alcohol see [Policy 310, Drug and Alcohol Free Workplace and other Substance Abuse Prevention Programs](#).

Health risks associated with alcohol and other drug consumption include impaired judgment, vision, speech, coordination, memory, sensation, and perception. Long-term use of alcohol and other drugs can negatively impact many of the body's systems and cause physical and psychological dependence. In accordance with the Drug-Free Schools and Communities Act, Amendments of 1989 (PL101- 226 20 U.S.C. sec. 1145g), College regulations, state laws pertaining to alcoholic beverages (including state laws pertaining to underage drinking), and state and federal laws prohibiting the possession, use, distribution and sale of illicit drugs shall be strictly and consistently enforced. Any violation of the College's Student Code of Conduct, the

Employee Handbook and/or applicable collective bargaining agreement or violation of federal, state or local laws shall subject the offender to the College disciplinary process and/or criminal prosecution. It is the policy of the Community College of Philadelphia to maintain a drug-free workplace, in compliance with the Drug-Free Workplace Act of 1988.

An Employee Assistance Program (EAP) has been established to provide professional counseling and rehabilitation programs for employees in need of these services due to alcohol and/or substance abuse. For more information regarding the EAP, employees can call 1(800) 437-0911. Counselors are available for students at the College's campuses to respond to student needs and concerns related to drug and alcohol use. Information about counseling services is available by contacting the Counseling Center at (215) 751-8169 (Main Campus), (267) 299-5980 (Northeast Regional Center), (267) 299-5982 (Northwest Regional Center), or (267) 299-5981 (West Regional Center).

CAMPUS SECURITY, CRIME PREVENTION AND SAFETY AWARENESS PROGRAMS

In an effort to provide our students, faculty, staff and community with information about the campus security procedures and practices, crime prevention, and safety awareness tips to keep themselves and others safe, the College provides a variety of educational programs. All programs are offered to faculty and staff as requested. Some of the available programs available are outlined below. If you or your organization would like to request a specific program, please contact, the Director of Public Safety, Colleen Stanford at (215) 751-8188.

- **Active Shooter Response Training (AKA Hostile Intruder Response Training).** The Department of Public Safety aims to enhance preparedness through a "whole community" approach by providing tools and resources to help you prepare for and respond to an active shooter incident. Active Shooter Response Training is offered to staff and faculty on a regular basis and upon request.
- **Emergency Communications Awareness and Response Training (E-CART).** The Department of Public Safety provides training for campus emergency communications and response. The training is offered to staff and faculty on a regular basis and upon request.
- **Personal Safety Awareness:** The Department of Public Safety offers orientation training to the College and provides useful tips on how to best be prepared for personal safety awareness while on campus. The training is offered to staff and faculty on a regular basis and upon request.
- **Campus Security Authority:** A Campus Security Authority (CSA) is an individual designated by the College who has significant responsibility for student and campus activities. A training session for CSAs is conducted annually; those who cannot attend live complete a virtual training session. All newly hired security officers receive CSA training as part of orientation, while all security officers receive annual CSA training.

POLICIES AGAINST SEXUAL MISCONDUCT, RELATIONSHIP VIOLENCE, AND STALKING

Community College of Philadelphia is committed to maintaining an academic and working environment free of unlawful discrimination and harassment, including sexual harassment or sexual misconduct, which includes but is not limited to dating violence, domestic violence, sexual assault, and stalking, whether such conduct arises under Title IX, the Violence Against Women Act

(VAWA), under state law or regulations, or otherwise. The College will address claims of sexual harassment or misconduct, including dating violence, domestic violence, sexual assault or stalking pursuant to the [Policy Against Non-Title IX Sexual Misconduct, Relationship Violence and Stalking](#) (“Non-Title IX Policy”) or the [Policy Against Title IX Sexual Harassment](#) (“Title IX Policy”). Each policy sets forth relevant procedures which are available to employees and students and which the College will follow when it receives reports of sexual misconduct, including dating violence, domestic violence, sexual assault, and stalking. The Non-Title IX policy is broader than the Title IX policy and applies to sexual misconduct that although not rising to the level of Title IX sexual misconduct, is likely to have a substantial effect on an individual College community member, on College life or activities, or that poses a threat of danger to any member of the College community. Which policy applies to an incident of dating violence, domestic violence, sexual assault or stalking will depend on several factors including but not limited to the facts alleged, the parties involved, and where the incident occurred.

Below is a summary of the [Title IX Policy](#) and the [Non-Title IX Policy](#) as applicable to reports of dating violence, domestic violence, sexual assault, and stalking. The College encourages students and employees to review each policy in full [on the College's Policy Website](#). These policies set forth the College’s processes for handling reports of dating violence, domestic violence, sexual assault, stalking and other forms of sexual harassment or misconduct. These policies also provide notice to employees and students who have been victims of dating violence, domestic violence, sexual assault, stalking or other forms of sexual harassment or misconduct with a list of available resources within the College and the community, including but not limited to counseling and mental health resources, victim advocacy resources, and student or employee services available on campus to assist students with their educational or workplace needs.

Definitions

As set forth in the Title IX and Non-Title IX Policies, dating violence, domestic violence, sexual assault, and stalking are defined as follows:

Dating Violence: Dating violence is 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 determined 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. 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.

Domestic Violence: Domestic Violence is 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 Commonwealth of Pennsylvania; 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 Commonwealth of Pennsylvania.

Sexual Assault: Sexual assault includes any forcible or non-forcible sexual act directed against another person without the consent of said person, including instances where the person is incapable

of giving consent. Sexual assault includes the offenses of rape, fondling, incest, statutory rape, forcible sodomy (oral or anal sexual intercourse), and sexual assault with an object. These terms and other forms of sexual assault are further defined by the Code of Federal Regulations and the Pennsylvania Crimes Code.

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.

Stalking as defined by the Pennsylvania Crimes Code is also prohibited conduct.

Consent: The College defines consent as words or actions that show a knowing and voluntary agreement to engage in mutually agreed sexual activity. Consent must be ongoing throughout sexual activity and can be revoked at any time. Silence or absence of resistance will not necessarily imply consent. Assent (an affirmative statement or action) shall not constitute consent if it is given by a person who is unable to make a reasonable judgment concerning the nature or harmfulness of the activity because of their intoxication, unconsciousness, youth, mental deficiency or incapacity (also known as “**Incapacitation**”), or if the assent is the product of threat, force, or coercion. Consent to prior sexual activities does not constitute consent to future acts. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another person.

Reporting Allegations of Dating Violence, Domestic Violence, Sexual Assault, or Stalking

Employees or students who are victims of dating violence, domestic violence, sexual assault, or stalking are encouraged to seek immediate medical attention if necessary and report the incident to law enforcement as soon as possible. Seeking medical attention and reporting the incident to law enforcement as soon as possible will also enable timely preservation of evidence, which may be critical to proving that a crime occurred or may be helpful in obtaining a protective order. In the event of an emergency, individuals should dial 911 or contact the Department of Public Safety at (215) 751-8111 or X5555 (for on-campus emergencies only).

Under both the Title IX and Non-Title IX Policies, incidents of dating violence, domestic violence, sexual assault, or stalking can also be reported to:

Title IX Coordinator Mint Building, Room M2-7 1700 Spring Garden Street Philadelphia, PA 1913 (215) 751-8036 titleix@ccp.edu	Department of Public Safety Mint Building, Room MG-12 1700 Spring Garden Street Philadelphia, PA 19130 (215) 751-8111 or Ext. 5555 publicsafety@ccp.edu
Students may also report to: Office of the Dean of Students Winnet Student Life Building, Room S1-10 1700 Spring Garden Street Philadelphia, PA 19130 (215) 751-8161 judicial@ccp.edu	

Reports of dating violence; domestic violence; sexual assault or stalking under the Title IX Policy may also be made to employees designated as “***Persons With Authority.***” ***Persons With Authority*** include the following College employees: President and Vice-Presidents; Deans and Associate Deans; Directors; Department Heads and Associate Department Heads; and Managers.

Aside from Persons with Authority, all other employees who receive a report of dating violence, domestic violence, sexual assault, or stalking must report to the Title IX Coordinator. All reports will be shared with the Director of Public Safety.

Lastly, although the College encourages individuals to provide identifying information when making reports to maximize the College’s ability to effectively investigate and respond to the report. The College will, however, accept anonymous reports via [EthicsPoint](#), the College’s confidential reporting system, or via the Department of Public Safety’s [confidential online reporting system](#). Please note that anonymous complaints will limit the College’s ability to fully investigate and respond to complaints.

The Complainant May Also Report to Law Enforcement

A Complainant has the right to pursue criminal action against the Respondent, including seeking a protective order. Whether or not the Complainant chooses to pursue criminal action is within the discretion of the Complainant and the Complainant has the option to decline notification to law enforcement. If requested by the Complainant, the College will provide reasonable assistance or other support in notifying law enforcement of the report. The College will cooperate with a criminal investigation to the extent permitted by law. An individual may choose to pursue criminal action at any time. The College encourages individuals contemplating pursuing criminal action to consult with law enforcement as soon as possible after the alleged incident in order to ensure that any physical and other forms of evidence are preserved in as timely a fashion as possible. The College will conduct its own investigation regardless of whether an individual files a criminal complaint, subject to any requests by law enforcement to delay or temporarily postpone its investigation. The College reserves the right to notify law enforcement of reports of dating violence, domestic violence, sexual assault, or stalking if the College determines that such notification is necessary to protect the health and safety of the College community or the public.

When a complaint of dating violence, domestic violence, sexual assault, or stalking is made, the College will provide both parties with written notice of their rights and options, as described in the Non-Title IX and Title IX Policies.

Investigation and Hearing Process

The investigation and hearing process which applies to complaints of dating violence, domestic violence, sexual assault, or stalking will depend upon whether the claim arises under the Title IX Policy or the Non-Title IX Policy. The Title IX Coordinator carries ultimate responsibility for determining which policy applies to a particular complaint. In all cases, the investigation and hearing process is carried out in a prompt, fair, and impartial manner by College officials who do not have a conflict of interest or bias for or against either party.

Title IX Investigation and Hearing Process

For claims under [Title IX Policy](#), the Title IX Coordinator will contact the Complainant to explain the process for filing a formal complaint. The Title IX Coordinator will review the allegations to

determine if they constitute prohibited conduct under the Title IX Policy. Whether or not the Complainant decides to file a formal complaint, the Title IX Coordinator will still explain and offer supportive measures to the Complainant as explained below.

The Title IX Coordinator will explain that informal resolution procedures are available to resolve formal complaints if both parties agree in writing to participate in informal resolution. Either party may withdraw from the informal resolution process at any time. Informal resolution is not available for reports involving an employee as the Respondent and a student as the Complainant.

If a formal complaint is filed, the Title IX Coordinator will provide both parties with simultaneous written notice that a formal complaint has been filed. The written notice will explain the investigation process and advise both parties that they may select an advisor of their choice who may participate in any meetings or hearings related to the investigation. The advisor may or may not be an attorney, and may or may not be selected from the list of advisors maintained by the College.

If the Respondent is a student, the Judicial Affairs Officer, within the Office of the Dean of Students, will be responsible for investigating the report. The investigation and disciplinary process for Title IX claims will be in accordance with the Title IX Policy's Investigation and Hearing Procedures and Protocols.

If the Respondent is an employee, the Title IX Coordinator will investigate the report. The investigation and disciplinary process will be in accordance with the Title IX Policy's Investigation and Hearing Procedures and Protocols, the Employee Handbook, and any applicable Collective Bargaining Agreement.

If the Respondent is a third party, the Title IX Coordinator will determine if the College has jurisdiction to investigate the report under the Title IX Policy, and if so, the Title IX investigator will investigate the report. Although the College cannot pursue disciplinary action against a third party Respondent, the College will make reasonable efforts to assist the Complainant in other ways, including providing supportive measures to the Complainant.

The burden of proof and responsibility for gathering evidence for the investigation rests with the College. The investigator will conduct interviews with the Complainant, Respondent and relevant witnesses; and collect and review relevant documents. The investigator will draft an investigation report that fairly summarizes the relevant evidence. Both parties will have equal opportunity to review the gathered evidence at least 10 days before the investigation report is finalized, and an equal opportunity to submit written responses to the evidence. Both parties will then have equal opportunity to review the finalized investigation report at least 10 days prior to the hearing and submit additional responses to the investigation report.

The College will conduct a live hearing, either in person or via video conference. If the Respondent is a student, the Hearing Officers will be appointed in accordance with the Student Code of Conduct. If the Respondent is an employee, the Hearing Officer will be appointed by the College's President. Both parties will have an advisor of their choice present the relevant evidence and conduct cross-examination of the parties and witnesses. The standard of evidence used at the hearing will be a preponderance of the evidence standard, that is, the Hearing Officers will determine whether it is more likely than not that the alleged conduct occurred.

Both parties will receive simultaneous written notice of the outcome of the hearing and any disciplinary sanctions. The written notice will include the standard of evidence used; the procedural

history of the process; the findings of fact supporting the determination; a written analysis of each allegation and the determination; any disciplinary sanctions for the Respondent; any remedies for the Complainant; and will specify when the outcome of the hearing becomes final. The written notice will also provide instructions for either party to file an appeal.

The College seeks to resolve Title IX complaints within 90 days, and will advise the parties in writing if resolution is expected to take longer and the reason for the delay.

Non-Title IX Investigation and Hearing Process

For claims under the [Non-Title IX Policy](#), if the Respondent is a student, then the Judicial Affairs Officers, within the Office of the Dean of Students, will be responsible for investigating the report. The investigation and disciplinary process will be in compliance with the Student Code of Conduct.

If the Respondent is an employee, the Title IX Coordinator will investigate the report. The investigation and disciplinary process will be in accordance with the procedures set forth in the Anti-Discrimination and Harassment Policy, the Employee Handbook, and any applicable Collective Bargaining Agreement.

If the Respondent is a third party, the Title IX Coordinator will investigate the report according to the procedures set forth in the Anti-Discrimination and Harassment Complaint Policy. Although the College will not be able to pursue disciplinary action against a third-party Respondent, the College will make reasonable efforts to assist the Complainant in other ways including providing interim measures to the Complainant.

The Non-Title IX investigation process will include conducting interviews of the parties and any witnesses, and reviewing any relevant documents. The College will use a preponderance of the evidence standard (i.e., more likely than not) to determine whether the alleged conduct occurred. Both parties will have an equal opportunity to present relevant witnesses and other evidence. Both parties will have equal right to an advisor of their choice at the hearing, although the advisor may not participate in the hearing. The College will seek to resolve Non-Title IX matters within sixty (60) days, and will advise the parties in writing if resolution is expected to take longer and the reason for the delay. Both parties will receive simultaneous notice of the outcome, and any sanctions imposed upon the Respondent to the extent those sanctions relate to the Complainant. The notice will also set forth each party's appeal rights. Although informal resolution procedures may be available to resolve certain Non-Title IX complaints, informal resolution will not be appropriate for allegations of sexual assault.

Training

Title IX and Non-Title IX investigators and hearing officers are trained annually on handling sexual misconduct complaints including complaints of dating violence, domestic violence, sexual assault, and stalking in a way that protects the safety of victims and promotes accountability.

Sanctions

Violations of the Non-Title IX or Title IX Policy may result in disciplinary action subject to the relevant policies and procedures governing the disciplinary process applicable to the alleged Respondent. For students, possible sanctions include counseling, training, verbal written warning, written warning, suspension, and expulsion. For employees, possible sanctions include counseling, training, verbal written warning, written warning, suspension, and termination.

Protective Measures

When the College receives a report of dating violence, domestic violence, sexual assault, or stalking under the Title IX or Non-Title IX Policy, the College will provide written notice to the parties that upon request, it will provide reasonably available supportive or interim measures (collectively “protective measures”)⁴ pending the outcome of the investigation and hearing process. Protective measures may include changes to academic, living, or working situations, such as a “no contact” directive pending the outcome of the investigation, provision of a security escort, modifications of class schedules or deadlines, emergency removal from the College’s education program and activity or other protective measures which the College deems reasonable. The College may make certain protective measures permanent measures to be applied even after the investigation and/or disciplinary process is complete, when appropriate under the circumstances. Protective measures are available regardless of whether the Complainant chooses to report the crime to law enforcement, and regardless of whether the Complainant chooses to pursue a formal complaint. Requests for protective measures may be made by the Complainant or the Respondent and should be directed to the Title IX Coordinator.

Support Services

Individuals who have been victims of violations of the Title IX or Non-Title IX policy may also seek other supportive measures both on- and off-campus. Upon becoming aware of a report of a potential violation of the Title IX policy, the Title IX Coordinator must promptly contact the potential Complainant to discuss the availability of supportive measures and services, consider the Complainant’s wishes with respect to supportive measures and services, and inform the Complainant of the availability of supportive measures and services, with or without the filing of a formal complaint. In addition, the College’s Women’s Outreach and Advocacy Center (WOAC) will provide written information and resources regarding the availability of counseling, health, mental health, advocacy, legal assistance, visa and immigration assistance, and other services and assistance within the community. Individuals seeking on-campus support services should be aware that all College employees are designated as Responsible Employees who must report allegations of violations of the Title IX policy to the Title IX Coordinator, therefore, they cannot guarantee confidentiality.

Confidentiality

The College is committed to protecting the privacy of all parties involved in a report of dating violence, domestic violence, sexual assault, or stalking, to the extent permitted by applicable law and subject to the College’s reporting obligations. The College will treat all reports with sensitivity, and reports, investigations and findings of hearing proceedings will only be shared in compliance with the Title IX or Non-Title IX Policy, as applicable. Protective measures will be kept confidentially to the extent possible, and shared only on a need to know basis. Information pertaining to reports made under the Title IX or Non-Title IX Policy will be kept in a secure manner.

EDUCATIONAL PREVENTION AND AWARENESS PROGRAMS TO PREVENT SEXUAL MISCONDUCT, RELATIONSHIP VIOLENCE AND STALKING

⁴ The Non-Title IX Policy refers to these measures as interim measures, while the Title IX Policy refers to these measures as supportive measures.

The College engages in comprehensive educational programming to prevent sexual misconduct, including domestic violence, dating violence, sexual assault and stalking. Educational programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for the campus community that:

- Identify domestic violence, dating violence, sexual assault, and stalking as prohibited conduct
- Define what behavior constitutes domestic violence, dating violence, sexual assault, and stalking including how those terms are defined
- Define what behavior and actions constitute consent to sexual activity
- Provide safe and positive options for bystander intervention
- Provide information on risk reduction so that students and employees may recognize warning signs of abusive behavior and how to minimize the risk of potential attacks
- Provide support for survivors of dating violence, domestic violence, sexual assault, and stalking

Sexual Violence and Awareness and Prevention programs are overseen by the Director of the College's Women's Outreach and Advocacy Center (WOAC) (Winnet Building, Room S1-19) and the Title IX Coordinator (Mint Building Room M2-7). The Title IX Coordinator and the Director of the WOAC are responsible for the College's primary sexual misconduct prevention and awareness programs which include bi-annual training for new students on sexual misconduct at New Student Orientation, as well as bi-annual sexual harassment training for employees. The Title IX Coordinator conducts six trainings per year (three in the fall and three in the spring during the College's bi-annual Professional Development Weeks) on Title IX, and has conducted Title IX training for the College's Extended Cabinet. The College also offers ongoing online training to all employees and students on preventing sexual misconduct throughout the year, as well as various workshops and conferences for employees and students regarding issues of sexual misconduct.

In furtherance of the College's education, prevention, and support efforts, the College has established and maintains memorandums of understanding ("MOUs") with WOAR Philadelphia Center Against Sexual Violence ("WOAR"), a local rape crisis center, and Lutheran Settlement House ("LSH"), a local provider of domestic violence services. The MOUs establish partnerships with WOAR and LSH, respectively, for the provision of services to survivors of sexual assault and domestic violence, as well as collaboration with the College on the development of education and prevention programs and activities. Both WOAR and LSH offer free, confidential, off-campus services for the College's students and employees, including, but not limited to, short- to longer-term counseling, assistance with access to legal services, and providing additional intervention, information, and referral services. In addition, under the MOUs, WOAR and LSH provide training to appropriate College departments on topics related to sexual, dating and domestic violence. These initiatives are part of the College's participation in It's On Us PA, a statewide campaign affirming a commitment to combat sexual violence. Information about WOAR's and LSH's services and offerings may be obtained from the WOAC.

Bystander Intervention

Bystander intervention is when a bystander takes steps to intervene in an act of violence or the acts leading up to the violence. By safely using bystander intervention tools, bystanders can help de-escalate situations, give victims the chance to remove themselves from the situation or seek help, and contribute to preventing sexual violence on campus. Some methods that bystanders could consider using to intervene include:

- Causing a distraction – doing something to cause the aggressor to focus on something else
- Using humor – making a joke to distract someone who may be creating a risky situation so the person at risk has an opportunity to leave
- Calling for help – calling Public Safety or the police to intervene if you do not feel safe doing so yourself
- Getting others involved with you to intervene – finding another person who might be able to intervene or that can intervene with you
- Using code words – using code words to alert someone you feel uncomfortable or to help someone at risk
- Showing support – offering support to the person saying no to an aggressor by standing with them and reiterating what they have said until the other person leaves

Risk Reduction

Below are some tips to help reduce the risk of becoming a victim of sexual violence. Please note that regardless of any risk reduction methods, victims are never to blame for being assaulted or abused.

- Know the signs - Recognize the warning signs or red flags of an abusive partner or relationship
- Use the buddy system – Look out for your friends and ask them to look out for you
- Stay alert – Be aware of your surroundings when moving around campus
- Get a protective order - Get a protective order against a past abuser
- Know your resources – Know who you can contact for help both on and off campus; know where emergency phones or other communications are
- Protect your drink – when out in social settings, be sure not to leave your drink unattended
- Trust your instincts – if something does not feel right, it likely is not right
- Empower yourself and others – empower victims to tell their stories and take a stand against sexual misconduct

INFORMATION REGARDING REGISTERED SEX OFFENDERS

Pennsylvania's Megan's Law requires the Pennsylvania State Police to create and maintain a registry of persons who reside in, are employed in, or are a student in the Commonwealth, or are a transient, and who have either been convicted of, entered a plea of guilty to, or have been adjudicated delinquent of certain sexual offenses in Pennsylvania or another jurisdiction. Members of the public, including members of the College community, may search for registered Sex Offenders or Sexually Violent Predators living, working, or studying in their community through the web site maintained by the Pennsylvania State Police, Megan's Law Section at <http://www.pameganslaw.state.pa.us>.

PREPARATION OF THE ANNUAL DISCLOSURE OF CRIME STATISTICS

As required by federal law, Community College of Philadelphia's yearly crime statistics for this report are compiled on a calendar-year basis in accordance with the definitions of crimes provided by the FBI for use in the Uniform Crime Reporting (UCR) system. The report includes statistics for the previous three years concerning crimes that occurred on campus reported to the Office of Public Safety, or to Campus Security Authorities. In addition, these statistics also include persons referred for campus disciplinary action for categories required under the Clery Act, including liquor law and

drug abuse violations, and illegal weapons possession. Statistical information for certain off-campus locations or property owned or controlled by the College as well as public property within or immediately adjacent to and accessible from the campus are collected or requested from the Philadelphia Police Department. For statistical purposes, crime statistics reported to any of these sources are recorded in the calendar year during which the crime was reported. All Public Safety Officers both in-house and contract are trained on the Clery Act and its requirements.

The crime statistics tables located at the end of this report are reflective of the requirements mandated by Federal law. The statistics reported also include those required by the Pennsylvania Uniform Crime Reporting Act.

STUDENT RIGHT TO KNOW

In accordance with the Federal Campus Safety and Security Act of 1990 and the Pennsylvania College and University Security Act of 1988, all incidents are tabulated and recorded in the College's Annual Security Report. The document is available at the [College's Consumer Information website](#). Copies are also available in the Office of Public Safety. The statistics which appear under the heading "Campus Crime Statistics" show the number, and types of incidents reported for the most recent calendar years at each campus. Calendar years extend from January 1st through December 31st.

Community College of Philadelphia reports its statistics annually to the Pennsylvania State Police and U.S. Department of Education. The Office of Student Life and the Office of Public Safety work closely regarding any situation involving students that might require emergency response or law enforcement intervention. Reports are shared between the offices regarding any student arrested or accused of a serious violation of the *Student Code of Conduct*, which could have an impact on the College Community. Additionally, the College will, upon written request, disclose to the alleged victim of a crime of violence (as defined by section 16 of title 18 of the United States Code) or non-forcible sex offense, the results of any disciplinary proceeding against a student who is the alleged perpetrator, or if the alleged victim is deceased as a result of the crime or offense, to the next of kin of the alleged victim.

SPECIFIC INFORMATION ABOUT CLASSIFYING CRIME STATISTICS

The following statistics are published in accordance with the standards and guidelines used by the Federal Bureau of Investigation Uniform Crime Reporting Handbook and the Clery Act.

The **number of victims** involved in a particular incident is indicated for the following crime classifications: Murder/Non-Negligent Manslaughter, Negligent Manslaughter, Rape, Fondling, Incest, Statutory Rape, 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 of incidents** involving a particular offense is indicated for the following crime categories (includes one offense per distinct operation): Robbery, Burglary, 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.

In cases involving Liquor Law, Drug Abuse, and Weapons violations, each person who was arrested is indicated in the arrest statistics. If an arrest includes offenses for multiple liquor or drug abuse violations, it is only counted as a Drug Abuse Violation as that is the more egregious offense. The statistics captured under the "Referred for Disciplinary Action" section for Liquor Law, Drug Abuse, and Weapons violations indicate the number of students referred to the Dean

of Students Office for disciplinary action for violations of the law. Incidents involving employees are reported to the Office of Human Resources. If an individual is both arrested and referred for disciplinary action for an offense, the statistics include the arrest only.

Hate Crime statistics include any of the following offenses that are motivated by the perpetrator's bias against the victim: murder and non-negligent manslaughter, sexual assault (rape, fondling, incest, or statutory rape), robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny theft, simple assault, intimidation, and destruction/damage/vandalism of property. Hate crimes must be recorded by the category of bias that motivated the crime: race, gender, gender identity, religion, sexual orientation, ethnicity, national origin, or disability.

Geography Definitions as Defined by 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 (Note: The College currently does not have any residence halls); and
2. Any building or property that is within or reasonably contiguous to the area identified in paragraph (1) of this definition, 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; 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.

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.

Clery Reportable Offense Crime definitions as Set Forth in the Uniform Crime Reporting Handbook

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.

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.

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 a 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.

Murder and Non-Negligent Manslaughter: The willful (non-negligent) killing of one human being by another.

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

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.

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.

Sex Offenses Defined per the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Program

Sex Assault (Sex Offenses): Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent (includes Rape, Fondling, Incest, and Statutory Rape as defined below).

- A. **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. This offense includes the rape of both males and females.
- B. **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 or physical incapacity
- C. **Incest:** Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- D. **Statutory Rape:** Sexual intercourse with a person who is under the statutory age of consent.

VAWA Offenses as Defined by the Clery Act

Stalking⁵: 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.

Dating Violence⁶: 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 determined 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.

Domestic Violence⁷: 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.

Offenses Reportable Only if they are Hate Crimes

Larceny-Theft: the unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another.

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.

⁵ Under Pennsylvania law, stalking occurs when a person either: (1) 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 (2) 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. **For purposes of the annual crime statistics, however, the VAWA definitions above control.**

⁶ "Dating Violence" is not defined under Pennsylvania law.

⁷ "Domestic Violence" is not defined under Pennsylvania law.

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.

CAMPUS CRIME REPORT:

January 1-December 31 for the years 2020, 2021, 2022

Main Campus – Clery Crimes

<i>Crime Category</i>	<i>Crime</i>	<i>Year</i>	<i>On Campus</i>	<i>Noncampus</i>	<i>Public Property</i>
Primary Crimes	Murder/Non-Negligent Manslaughter	2020	0	0	0
		2021	0	0	0
		2022	0	0	0
	Negligent Manslaughter	2020	0	0	0
		2021	0	0	0
		2022	0	0	0
	Robbery	2020	0	0	0
		2021	0	0	2
		2022	0	0	0
	Aggravated Assault	2020	0	0	0
		2021	0	0	0
		2022	0	0	5
	Burglary	2020	0	0	1
		2021	0	0	0
		2022	0	0	5
	Motor Vehicle Theft	2020	0	0	0
		2021	0	0	0
		2022	0	0	0
	Arson	2020	0	0	0
		2021	0	0	0
		2022	0	0	0
Sex Offenses	Rape	2020	0	0	0
		2021	0	0	0
		2022	0	0	0
	Fondling	2020	0	0	0
		2021	0	0	0
		2022	1	0	0
	Incest	2020	0	0	0
		2021	0	0	0
		2022	0	0	0
	Statutory Rape	2020	0	0	0
		2021	0	0	0
		2022	0	0	0

Main Campus – Clery Crimes

<i>Crime Category</i>	<i>Crime</i>	<i>Year</i>	<i>On Campus</i>	<i>Noncampus</i>	<i>Public Property</i>
VAWA Offenses	Dating Violence	2020	0	0	0
		2021	0	0	0
		2022	1	0	0
	Domestic Violence	2020	0	0	0
		2021	0	0	0
		2022	0	0	0
	Stalking	2020	0	0	0
		2021	0	0	0
		2022	2	0	0
Arrests	Liquor Law Violations	2020	0	0	0
		2021	0	0	0
		2022	0	0	0
	Drug Abuse Violations	2020	0	0	0
		2021	0	0	0
		2022	0	0	0
	Illegal Weapons Possession	2020	0	0	0
		2021	0	0	0
		2022	0	0	0
Disciplinary Referrals	Liquor Law Violations	2020	0	0	0
		2021	0	0	0
		2022	0	0	0
	Drug Abuse Violations	2020	0	0	0
		2021	0	0	0
		2022	0	0	0
	Illegal Weapons Possession	2020	0	0	0
		2021	0	0	0
		2022	0	0	0

There were no hate crimes reported in 2020, 2021, or 2022.

The Philadelphia Police Department did not report that any of the crimes reported during the relevant periods were found to be false or baseless and therefore were “unfounded.”

CAMPUS CRIME REPORT
JANUARY 1-DECEMBER 31 for the years 2020, 2021, 2022

Northeast Regional Center – Clery Crimes

<i>Crime Category</i>	<i>Crime</i>	<i>Year</i>	<i>On Campus</i>	<i>Noncampus</i>	<i>Public Property</i>
Primary Crimes	Murder/Non-Negligent Manslaughter	2020	0	0	0
		2021	0	0	0
		2022	0	0	0
	Negligent Manslaughter	2020	0	0	0
		2021	0	0	0
		2022	0	0	0
	Robbery	2020	0	0	0
		2021	0	0	0
		2022	0	0	0
	Aggravated Assault	2020	0	0	0
		2021	0	0	0
		2022	0	0	0
	Burglary	2020	0	0	0
		2021	0	0	0
		2022	0	0	0
	Motor Vehicle Theft	2020	0	0	0
		2021	0	0	0
		2022	0	0	1
	Arson	2020	0	0	0
		2021	0	0	0
		2022	0	0	1
Sex Offenses	Rape	2020	0	0	0
		2021	0	0	0
		2022	0	0	0
	Fondling	2020	0	0	0
		2021	0	0	0
		2022	0	0	0
	Incest	2020	0	0	0
		2021	0	0	0
		2022	0	0	0
	Statutory Rape	2020	0	0	0
		2021	0	0	0
		2022	0	0	0

Northeast Regional Center – Clery Crimes

<i>Crime Category</i>	<i>Crime</i>	<i>Year</i>	<i>On Campus</i>	<i>Noncampus</i>	<i>Public Property</i>
VAWA Offenses	Dating Violence	2020	0	0	0
		2021	0	0	0
		2022	0	0	0
	Domestic Violence	2020	0	0	0
		2021	0	0	0
		2022	0	0	0
	Stalking	2020	0	0	0
		2021	0	0	0
		2022	0	0	0
Arrests	Liquor Law Violations	2020	0	0	0
		2021	0	0	0
		2022	0	0	0
	Drug Abuse Violations	2020	0	0	0
		2021	0	0	0
		2022	0	0	0
	Illegal Weapons Possession	2020	0	0	0
		2021	0	0	0
		2022	0	0	0
Disciplinary Referrals	Liquor Law Violations	2020	0	0	0
		2021	0	0	0
		2022	0	0	0
	Drug Abuse Violations	2020	0	0	0
		2021	0	0	0
		2022	0	0	0
	Illegal Weapons Possession	2020	0	0	0
		2021	0	0	0
		2022	0	0	0

There were no hate crimes reported in 2020, 2021, or 2022.

The Philadelphia Police Department did not report that any of the crimes reported during the relevant periods were found to be false or baseless and therefore were “unfounded.”

CAMPUS CRIME REPORT

JANUARY 1-DECEMBER 31 for the years 2020, 2021, 2022

Northwest Regional Center – Clery Crimes

<i>Crime Category</i>	<i>Crime</i>	<i>Year</i>	<i>On Campus</i>	<i>Noncampus</i>	<i>Public Property</i>
Primary Crimes	Murder/Non-Negligent Manslaughter	2020	0	0	0
		2021	0	0	0
		2022	0	0	0
	Negligent Manslaughter	2020	0	0	0
		2021	0	0	0
		2022	0	0	0
	Robbery	2020	0	0	1
		2021	0	0	0
		2022	0	0	0
	Aggravated Assault	2020	0	0	0
		2021	0	0	0
		2022	0	0	0
	Burglary	2020	0	0	1
		2021	0	0	0
		2022	0	0	0
	Motor Vehicle Theft	2020	0	0	0
		2021	0	0	0
		2022	0	0	0
	Arson	2020	0	0	0
		2021	0	0	0
		2022	0	0	0
Sex Offenses	Rape	2020	0	0	0
		2021	0	0	0
		2022	0	0	0
	Fondling	2020	0	0	0
		2021	0	0	0
		2022	0	0	0
	Incest	2020	0	0	0
		2021	0	0	0
		2022	0	0	0
	Statutory Rape	2020	0	0	0
		2021	0	0	0
		2022	0	0	0

Northwest Regional Center - Clery Crimes

<i>Crime Category</i>	<i>Crime</i>	<i>Year</i>	<i>On Campus</i>	<i>Noncampus</i>	<i>Public Property</i>
VAWA Offenses	Dating Violence	2020	0	0	0
		2021	0	0	0
		2022	0	0	0
	Domestic Violence	2020	0	0	0
		2021	0	0	0
		2022	0	0	0
	Stalking	2020	0	0	0
		2021	0	0	0
		2022	0	0	0
Arrests	Liquor Law Violations	2020	0	0	0
		2021	0	0	0
		2022	0	0	0
	Drug Abuse Violations	2020	0	0	0
		2021	0	0	0
		2022	0	0	0
	Illegal Weapons Possession	2020	0	0	0
		2021	0	0	0
		2022	0	0	0
Disciplinary Referrals	Liquor Law Violations	2020	0	0	0
		2021	0	0	0
		2022	0	0	0
	Drug Abuse Violations	2020	0	0	0
		2021	0	0	0
		2022	0	0	0
	Illegal Weapons Possession	2020	0	0	0
		2021	0	0	0
		2022	0	0	0

There were no hate crimes reported in 2020, 2021, or 2022.

The Philadelphia Police Department did not report that any of the crimes reported during the relevant periods were found to be false or baseless and therefore were “unfounded.”

CAMPUS CRIME REPORT:

January 1 – December 31 for the years 2020, 2021, 2022

West Regional Center – Clery Crimes

<i>Crime Category</i>	<i>Crime</i>	<i>Year</i>	<i>On Campus</i>	<i>Noncampus</i>	<i>Public Property</i>
Primary Crimes	Murder/Non-Negligent Manslaughter	2020	0	0	0
		2021	0	0	0
		2022	0	0	0
	Negligent Manslaughter	2020	0	0	0
		2021	0	0	0
		2022	0	0	0
	Robbery	2020	0	0	0
		2021	0	0	0
		2022	0	0	10
	Aggravated Assault	2020	0	0	0
		2021	0	0	0
		2022	0	0	8
	Burglary	2020	0	0	0
		2021	0	0	0
		2022	0	0	8
	Motor Vehicle Theft	2020	0	0	0
		2021	0	0	0
		2022	0	0	1
	Arson	2020	0	0	0
		2021	0	0	0
		2022	0	0	2
Sex Offenses	Rape	2020	0	0	0
		2021	0	0	0
		2022	0	0	0
	Fondling	2020	0	0	0
		2021	0	0	0
		2022	0	0	0
	Incest	2020	0	0	0
		2021	0	0	0
		2022	0	0	0
	Statutory Rape	2020	0	0	0
		2021	0	0	0
		2022	0	0	0

<i>Crime Category</i>	<i>Crime</i>	<i>Year</i>	<i>On Campus</i>	<i>Noncampus</i>	<i>Public Property</i>
VAWA Offenses	Dating Violence	2020	0	0	0
		2021	0	0	0
		2022	0	0	0
	Domestic Violence	2020	0	0	0
		2021	0	0	0
		2022	0	0	0
	Stalking	2020	0	0	0
		2021	0	0	0
		2022	0	0	0
Arrests	Liquor Law Violations	2020	0	0	0
		2021	0	0	0
		2022	0	0	0
	Drug Abuse Violations	2020	0	0	0
		2021	0	0	0
		2022	0	0	0
	Illegal Weapons Possession	2020	0	0	0
		2021	0	0	0
		2022	0	0	3
Disciplinary Referrals	Liquor Law Violations	2020	0	0	0
		2021	0	0	0
		2022	0	0	0
	Drug Abuse Violations	2020	0	0	0
		2021	0	0	0
		2022	0	0	0
	Illegal Weapons Possession	2020	0	0	0
		2021	0	0	0
		2022	0	0	0

There were no hate crimes reported in 2020, 2021, or 2022.

The Philadelphia Police Department did not report that any of the crimes reported during the relevant periods were found to be false or baseless and therefore were “unfounded.”

The Pennsylvania Uniform Crime Reporting Act

Crime Statistics and State Mandated Calculations

The Pennsylvania Uniform Crime Reporting Act requires the release of crime statistics and rates to students and employees, and it requires that those statistics be available to applicants and new employees upon request. For Uniform Crime Reporting purposes, offenses are classified as either Part I or Part II offenses. Part I offenses constitute Crime Index offenses, which are crimes that are considered by law enforcement to be the most serious crimes that readily come to the attention of police and occur with a frequency great enough to be reported as a separate classification. Crime Index offenses are used nationally as a basis for comparison of criminal activity. The offenses of murder and nonnegligent manslaughter, rape, robbery, aggravated assault, burglary, larceny-theft, motor vehicle theft, and arson comprise the Crime Index. The rate for Index crimes is based on the actual number of Full Time Equivalent (FTE) students and employees, calculated according to a state-mandated formula. The indexes in the tables below are based on incidents per 100,000 FTEs, based on location.

Part II offenses encompass all other reportable classifications outside those defined as Part I. Part II offenses are not included in the Crime Index, but the statistics for these offenses for the Main Campus and Regional Centers, as tracked for UCR purposes, are included in the additional tables below.

Crime Rate Calculation for State Compliance and Statistical Reference

Crime rates for Crime Index offenses are indicators of reported crime activity and are standardized by population. An offense rate, defined as the number of offenses per 100,000 population, is derived by first dividing the College's population by 100,000 and then dividing the number of offenses by the resulting figure.

For example: On the Main Campus in 2022, there were a total of 15,091 FTE faculty, staff and students and there were 6 "Larceny-Theft" incidents.

- $15,091 \text{ divided by } 100,000 = 0.1509$
- $\text{Divide } 6 \text{ ("Larceny-Thefts")} \text{ by } .1509 = 39.76$
- The rate for "Larceny-Theft" offenses in 2022 for Main Campus was 39.76 per 100,000 people.

Please note: Due to the COVID-19 pandemic, the majority of students and employees were working or taking classes remotely during the period used to calculate the FTE for the 2021 reporting period. As such, the College did not record students or employees being on campus for this time period. For calculating the 2021 Crime Index, the College included all students and employees in the FTE calculation for Main Campus only.

Pennsylvania Uniform Crime Statistics

Main Campus – Pennsylvania UCR Crimes

PART I/CRIME INDEX OFFENSES – MAIN CAMPUS

Crime	2020 Total		2020 Crime Index	2021 Total		2021 Crime Index	2022 Total		2022 Crime Index
	On-Campus	Public Property		On-Campus	Public Property		On-Campus	Public Property	
Murder & Non-Negligent Manslaughter	0	0	0.00	0	0	0.00	0	0	0.00
Manslaughter by Negligence	0	0	0.00	0	0	0.00	0	0	0.00
Rape	0	0	0.00	0	0	0.00	0	0	0.00
Fondling	0	0	0.00	0	0	0.00	1	0	6.63
Incest	0	0	0.00	0	0	0.00	0	0	0.00
Statutory Rape	0	0	0.00	0	0	0.00	0	0	0.00
Robbery	0	0	0.00	0	2	12.51	0	0	0.00
Aggravated Assault	0	0	0.00	0	0	0.00	0	5	33.13
Burglary	0	1	8.61	0	0	0.00	0	5	33.13
Larceny-Theft	14	13	232.54	5	5	62.51	6	0	39.76
Motor Vehicle Theft	0	0	0.00	0	0	0.00	0	0	0.00
Arson	0	0	0.00	0	0	0.00	0	0	0.00
FULL TIME EQUIVALENT	11611			15990			15091		

Main Campus Demographics Data	2020	2021	2022
Student Population (FTE)	10133	14601	13819
Faculty and Staff (FTE)	1478	1389	1272
Total	11611	15990	15091 ⁸

Year	Rate per/100000
2020	0.11611
2021	0.1599
2022	0.1509

⁸ As was the case for 2021, because of both fully remote and hybrid modalities employed during portions of 2022 due to the COVID-19 pandemic, the College included distance learning students and remote working employees in the FTE calculations for the Main Campus.

PART II OFFENSES – MAIN CAMPUS

<i>Crime</i>	<i>Year</i>	<i>On Campus</i>	<i>Noncampus</i>	<i>Public Property</i>
Simple Assault	2020	0	0	0
	2021	0	0	0
	2022	3	0	0
Forgery	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Fraud	2020	30	0	0
	2021	2	0	0
	2022	4	0	0
Vandalism	2020	16	0	0
	2021	4	0	0
	2022	3	0	0
Disorderly Conduct	2020	0	0	0
	2021	23	0	5
	2022	12	0	0
Embezzlement	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Receiving Stolen Property	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Prostitution	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Sex Assault (Other)	2020	0	0	0
	2021	1	0	0
	2022	1	0	0
Gambling	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Offenses Against Family	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Driving Under Influence	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Drunkenness	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Vagrancy	2020	0	0	0
	2021	50	0	0
	2022	4	0	0
All Other Offenses	2020	0	0	0
	2021	0	0	0
	2022	0	0	0

Northeast Regional Center – Pennsylvania UCR Crimes

PART I/CRIME INDEX OFFENSES – NORTHEAST REGIONAL CENTER

Crime	2020 Total		2020 Crime Index	2021 Total		2021 Crime Index	2022 Total		2022 Crime Index
	On- Campus	Public Property		On- Campus	Public Property		On- Campus	Public Property	
Murder & Non-Negligent Manslaughter	0	0	0.00	0	0	0.00	0	0	0.00
Manslaughter by Negligence	0	0	0.00	0	0	0.00	0	0	0.00
Rape	0	0	0.00	0	0	0.00	0	0	0.00
Fondling	0	0	0.00	0	0	0.00	0	0	0.00
Incest	0	0	0.00	0	0	0.00	0	0	0.00
Statutory Rape	0	0	0.00	0	0	0.00	0	0	0.00
Robbery	0	0	0.00	0	0	0.00	0	0	0.00
Aggravated Assault	0	0	0.00	0	0	0.00	0	0	0.00
Burglary	0	0	0.00	0	0	0.00	0	0	0.00
Larceny-Theft	0	1	44.29	1	1	0.00	1	7	2605.86
Motor Vehicle Theft	0	0	0.00	0	0	0.00	0	1	325.73
Arson	0	0	0.00	0	0	0.00	0	1	325.73
FULL TIME EQUIVALENT	2258			0			307		

NERC Demographics Data	2020	2021	2022
Student Population (FTE)	1999	0	304
Faculty and Staff (FTE)	259	0	3
Total	2258	0	307

Year	Rate per/100000
2020	0.02258
2021	0.00000
2022	0.00307

PART II OFFENSES – NORTHEAST REGIONAL CENTER

<i>Crime</i>	<i>Year</i>	<i>On Campus</i>	<i>Noncampus</i>	<i>Public Property</i>
Simple Assault	2020	0	0	0
	2021	0	0	1
	2022	0	0	0
Forgery	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Fraud	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Vandalism	2020	0	0	0
	2021	0	0	0
	2022	1	0	0
Disorderly Conduct	2020	0	0	0
	2021	2	0	0
	2022	2	0	0
Embezzlement	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Receiving Stolen Property	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Prostitution	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Sex Assault (Other)	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Gambling	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Offenses Against Family	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Driving Under Influence	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Drunkenness	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Vagrancy	2020	0	0	0
	2021	1	0	0
	2022	0	0	0
All Other Offenses	2020	0	0	0
	2021	0	0	0
	2022	0	0	0

Northwest Regional Center – Pennsylvania UCR Crimes

PART I/CRIME INDEX OFFENSES – NORTHWEST REGIONAL CENTER

Crime	2020 Total		2020 Crime Index	2021 Total		2021 Crime Index	2022 Total		2022 Crime Index
	On-Campus	Public Property		On-Campus	Public Property		On-Campus	Public Property	
Murder & Non-Negligent Manslaughter	0	0	0.00	0	0	0.00	0	0	0.00
Manslaughter by Negligence	0	0	0.00	0	0	0.00	0	0	0.00
Rape	0	0	0.00	0	0	0.00	0	0	0.00
Fondling	0	0	0.00	0	0	0.00	0	0	0.00
Incest	0	0	0.00	0	0	0.00	0	0	0.00
Statutory Rape	0	0	0.00	0	0	0.00	0	0	0.00
Robbery	0	1	120.48	0	0	0.00	0	0	0.00
Aggravated Assault	0	0	0.00	0	0	0.00	0	0	0.00
Burglary	0	1	120.48	0	0	0.00	0	0	0.00
Larceny-Theft	0	4	481.93	0	0	0.00	0	0	0.00
Motor Vehicle Theft	0	0	0.00	0	0	0.00	0	0	0.00
Arson	0	0	0.00	0	0	0.00	0	0	0.00
FULL TIME EQUIVALENT	830			0			42		

NWRC Demographics Data	2020	2021	2022
Student Population (FTE)	738	0	39
Faculty and Staff (FTE)	92	0	3
Total	830	0	42

Year	Rate per/100000
2020	0.0083
2021	0.00000
2022	0.00042

PART II OFFENSES – NORTHWEST REGIONAL CENTER

<i>Crime</i>	<i>Year</i>	<i>On Campus</i>	<i>Noncampus</i>	<i>Public Property</i>
Simple Assault	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Forgery	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Fraud	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Vandalism	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Disorderly Conduct	2020	0	0	0
	2021	1	0	1
	2022	0	0	0
Embezzlement	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Receiving Stolen Property	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Prostitution	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Sex Assault (Other)	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Gambling	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Offenses Against Family	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Driving Under Influence	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Drunkenness	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Vagrancy	2020	0	0	0
	2021	1	0	0
	2022	0	0	0
All Other Offenses	2020	0	0	0
	2021	0	0	0
	2022	0	0	0

West Regional Center – Pennsylvania UCR Crimes

PART I/CRIME INDEX OFFENSES – WEST REGIONAL CENTER

Crime	2020 Total		2020 Crime Index	2021 Total		2021 Crime Index	2022 Total		2022 Crime Index
	On-Campus	Public Property		On-Campus	Public Property		On-Campus	Public Property	
Murder & Non-Negligent Manslaughter	0	0	0.00	0	0	0.00	0	0	0.00
Manslaughter by Negligence	0	0	0.00	0	0	0.00	0	0	0.00
Rape	0	0	0.00	0	0	0.00	0	0	0.00
Fondling	0	0	0.00	0	0	0.00	0	0	0.00
Incest	0	0	0.00	0	0	0.00	0	0	0.00
Statutory Rape	0	0	0.00	0	0	0.00	0	0	0.00
Robbery	0	0	0.00	0	0	0.00	0	10	22,727.28
Aggravated Assault	0	0	0.00	0	0	0.00	0	8	18,181.82
Burglary	0	0	0.00	0	0	0.00	0	8	18,181.82
Larceny-Theft	0	3	5172.41	2	2	0.00	0	0	0.00
Motor Vehicle Theft	0	0	0.00	0	0	0.00	0	1	2,272.73
Arson	0	0	0.00	0	0	0.00	0	2	4,545.45
FULL TIME EQUIVALENT	38			0			44		

WPRC Demographics Data	2020	2021	2022
Student Population (FTE)	20	0	44
Faculty and Staff (FTE)	18	0	0
Total	38	0	44

Year	Rate per/100000
2020	0.00038
2021	0.00000
2022	0.00044

PART II OFFENSES – WEST REGIONAL CENTER

<i>Crime</i>	<i>Year</i>	<i>On Campus</i>	<i>Noncampus</i>	<i>Public Property</i>
Simple Assault	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Forgery	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Fraud	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Vandalism	2020	0	0	0
	2021	0	0	1
	2022	1	0	0
Disorderly Conduct	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Embezzlement	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Receiving Stolen Property	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Prostitution	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Sex Assault (Other)	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Gambling	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Offenses Against Family	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Driving Under Influence	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Drunkenness	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Vagrancy	2020	0	0	0
	2021	2	0	0
	2022	1	0	0
All Other Offenses	2020	0	0	0
	2021	0	0	0
	2022	0	0	0

Appendix: Campus Security Authorities

The College encourages all campus community members to promptly report all crimes and other emergencies directly to the Department of Public Safety. However, the College recognizes that some may prefer to report to other individuals or College offices. The College has designated those individuals in the following positions as Campus Security Authorities ("CSAs") to whom reports may be made. Crimes reported to CSAs will be reported to the Department of Public Safety.

- Assistant Dean, Business and Technology
- Assistant Dean, Liberal Studies
- Assistant Dean, Math, Science and Health Careers
- Assistant Dean, of Students
- Assistant Director, Center for Male Engagement/Lead Support Coach
- Assistant Director, Gateway to College
- Assistant Director, K-16 Partnerships
- Assistant Vice President, Workforce and Economic Innovation
- Associate Director, Academic Records
- Associate Director, Catto Scholarship
- Associate Director, Customer Service and Retention
- Associate Provost, Academic Affairs and Workforce Development
- Associate Vice President, Strategic Initiatives and Community Engagement
- Associate Vice President, Enrollment Management
- Associate Vice President, Facilities and Construction Management
- Associate Vice President, Human Resources
- Community Engagement Specialist
- Coordinator, Athletics
- Coordinator, English Language Learner Student Services
- Coordinator, LGBTQ Center
- Coordinator, User Support Services
- Coordinator, Veteran Programming
- Dean of Business and Technology
- Dean of Educational Support Services
- Dean of Liberal Studies
- Dean of Math, Science and Health Careers
- Dean of Students
- Department Chairs
- Director, Admissions and Enrollment Management
- Director, Athletics
- Director, Career Connection
- Director, Center on Disability
- Director, Communications
- Director, Corporate Solutions Program Development
- Director, Employee Benefits
- Director, Events and Community Relations
- Director, Financial Aid
- Director, Human Resources
- Director, Information Technology Support
- Director, Institute for Community Engagement and Civic Leadership
- Director, Non-credit and CTE Recruitment
- Director, Northeast Regional Center
- Director, Office of Collegiate Recovery
- Director, Power Up Your Business
- Director, Public Safety
- Director, Single Stop and Student Care Network
- Director, Student Engagement
- Director, Student Records and Registration
- Director, Student Success Initiatives
- Director, Student Tuition Services
- Director, TRiO Upward Bound Program

- Director, Women's Outreach and Advocacy Center
 - Executive Director, Career Advanced Technology Center (CATC)
 - Executive Director, Catto Scholarship
 - Executive Director, Division of Access & Community Engagement
 - Executive Director, Enrollment Operations and Compliance
 - Executive Director, Goldman Sachs 10,000 Small Business Grant
 - Executive Director, Student Transition Success Programs
 - Lead Officers, Public Safety
 - Manager, Accounts Receivable
 - Manager, Adult and Community Education
-
- Managers, Apprenticeships and Workforce Initiatives
 - Manager, International Student Services
 - Manager, ITS User Support Services
 - Manager, Pre-College STEM Programs
 - Manager, Program Development
 - Managers, Public Safety
 - Manager, Student Outreach and Recruitment
-
- Officers, Public Safety
 - Provost and Vice President for Academic and Student Success
 - Student Success Navigator, Catto Scholarship - NERC
 - Vice President, Business & Finance and Treasurer
 - Vice President, Enrollment Management and Strategic Communications
 - Vice President, Strategic Initiatives and Community Engagement