

Annual Security Services Report

2018



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2018 Peirce College Security Services Report

Introduction

The *2018 Peirce College Security Services Report* is made available to all students and employees because of our commitment to campus safety and security and our compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and the Pennsylvania Uniform Crime Reporting Act and Chapter 33 of the Pennsylvania Code. Please carefully review the information provided in this document, which reports on policies and data relating to the safety and security of the Peirce College Community.

Peirce College is a private, four-year institution in the business of transforming lives. We do so by making the benefits of higher education accessible and attainable to non-traditional college students of all ages and backgrounds. We educate, empower, and inspire our students and one another in a highly professional, career-focused academic environment defined by trust, integrity, and mutual respect. We are passionate about equipping our students to make a difference in their communities, workplaces, and the world. Since 1865, Peirce has emphasized practical learning in support of workforce and economic development. For years, the vast majority of students resided in the Greater Philadelphia area (Pennsylvania, New Jersey, and Delaware). Today, Peirce has a regional, national, and international reach through web-based distance learning.

In 2017, Peirce College enrolled 2,071 students in master, bachelor, and associate degree programs and employed 335 full-time and part-time faculty and staff. Peirce College is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104, 267-284-5000.

The College's urban campus consists of two buildings located along Pine, Waverly, and South Carlisle Streets in Philadelphia, Pennsylvania. The College's address is 1420 Pine Street, Philadelphia, PA, 19102-4603.

Current and prospective students and employees are entitled to receive a print copy of this report upon submitting a request to the Assistant Dean, Student Support Services at 215-670-9251 or Chief Auxiliary Services Officer at 215-670-9297.

**To report a crime or other emergency:
On campus, please dial 215-670-9444.**

Deliverance Evangelist Church, please dial 267-324-5913.

Community Education Building, please dial 302-660-4800 Monday-Friday from 6am to 6pm. After hours and on weekends contact the Wilmington Police Department at 302-654-5151.

Harcum College, please dial 610-526-6099.

Students, faculty, and staff are asked to report off-campus crime and emergencies by dialing 911.

Peirce College Health, Safety, and Security Policies

Policies are established for the safety of everyone on our campus. Although we cannot eliminate every possibility that violence or other troubling disturbances may occur at Peirce College, with your help we can minimize the possibility that these types of events will happen. In this regard, the College has established policies to minimize everyone's exposure to acts and threats of violence. The full text of College policies is available online in the following documents:

Peirce College Catalog, 2018-2019 at www.peirce.edu/college-catalogs

Handbook for the Employees of Peirce College at my.peirce.edu (Intranet tab, HR link, Login required)

The guidelines and prohibitions set forth in the Health, Safety, and Security sections of these documents apply to students, officers, faculty members, managers, supervisors, employees, and alumni of the College, as well as all other persons doing business with and/or associated with the College and persons linked to these individuals (for example, members of a student's or employee's family).

Violations of safety and security policies may be punishable by any of the following penalties: legal action, expulsion, suspension, reporting of the incident to police or other authorities, or other penalties deemed appropriate by the College. Alumni found in violation of policies may have their alumni privileges revoked. For complete details, please refer to the full text of our policies found at the links above.

Campus Law Enforcement and Security at Peirce College

On Campus

The office responsible for security on campus is Security Services, under the management of the Chief Auxiliary Services Officer, who can be reached at 215-670-9297.

The Campus Security Authority (CSA) is under the direction of the Chief Auxiliary Services Officer and/or designee(s) such as campus security officers, members of the College Emergency Response Team including but not limited to the Assistant Dean, Student Support Services, Title IX Coordinator, or anyone who has significant responsibility for student and campus activities.

Peirce College places a high priority on your personal safety. Security Services consists of five full-time and four part-time security officers who are trained and staffed by Allied Universal, King of Prussia, PA, and supported by state-of-the-art security technologies. Our security staff monitors the campus 24 hours a day, seven days a week. Whether on the Peirce campus as student, faculty member, staff, or visitor, you can be assured that Security Services is working to keep you and the College secure.

Security Services is responsible for reporting, following up, and resolving all security incidents on campus by following policies and procedures located in the *Peirce College Procedures Manual*. Security Services officers do not have authority to arrest individuals independently. However, Security Services fully cooperates with the Philadelphia Police Department's efforts to arrest individuals for criminal violations. Any incident requiring arrest on campus will be transferred to the jurisdiction of the Philadelphia Police Department.

Peirce College has a working relationship with State and local police agencies; however, the College does not have a memorandum of understanding with State or local police.

To contact Security Services in non-emergency situations, please call ext. 9284 from any telephone located in College Hall or Alumni Hall, or call 215-670-9284 from any non-campus phone.

Off-Campus

Security Services does not monitor criminal activity occurring off-campus. Any criminal activity occurring off-campus, whether in the vicinity of 1420 Pine Street, or near our remote locations, is under the jurisdiction of local police departments and should be reported by dialing 911.

Peirce College does not have any officially recognized student organizations with off-campus locations.

Reporting Crimes and other Emergencies

Security intercoms, located on the walls adjacent to the elevators on each floor of College Hall, can be used to contact Security Services directly, or you can use any phone located in College Hall or Alumni Hall, by dialing ext. 9444. Please call 215-670-9444 to report crimes or emergencies from any non-campus phone. Students, faculty, and staff at any site other than the 1420 Pine Street campus should immediately contact the local Police Department by dialing 911.

The College strongly encourages the accurate and prompt reporting of all crimes to Security Services. Peirce students, faculty members, staff, or visitors who observe a security incident or problem are encouraged to notify Security Services, but may also report criminal offenses to the Philadelphia Police Department and to members of the College's Emergency Response Team:

Chief Auxiliary Services Officer	215-670-9297
Vice President, Academic Affairs and Provost	215-670-9265
Vice President, Student Services & Retention Management	215-670-9210
Assistant Dean, Student Support Services	215-670-9423
Vice President, Integrated Marketing, Communications & Recruitment Strategies	215-670-9127
Chief Information Officer	215-670-9235
Dean, Academic Operations & Faculty Support	215-670-9359
Vice President, Human Resources & Chief Diversity/Inclusion Officer	215-670-9328
Chief Employee Services and Risk Management Officer	215-670-9277
Supervisor, Auxiliary Services	215-670-9272
Supervisor, Physical Plant	215-670-9299
Deliverance Evangelist Church In-house Security	267-324-5913
Community Education Building (CEB) Security Department Monday-Friday from 6am to 6pm	302-660-4800
Harcum College Security Department	610-526-6099

Security Services maintains and stores a Daily Crime Log, which tracks the date crimes are reported, the date and time the crime occurred, the nature of the crime, the general location of the crime, and the status of each complaint in the log. The crime log for the most recent 60-day period is available for public inspection upon request to Security Services at 215-670-9284 during normal business hours.

Confidential Reporting Policy

All reports of criminal activity will be investigated. Peirce College encourages anyone who is the victim or witness to any crime to promptly report the incident to the local police by dialing 911. Because police reports are public records under state law, Peirce College cannot hold reports of crime in confidence, as required by federal, state, and local laws. Confidential reports for the purposes of inclusion in the annual disclosure of crime statistics can generally be made to campus Security Services. Students may contact

campus security by using the telephones located by the elevator on each floor of College Hall, dialing extension 9444 from any telephone on campus, or dialing 215-670-9444 or 215-670-9284 from any other telephone. Confidential reports of crime may also be made to the Chief Auxiliary Services Officer; the Assistant Dean, Student Support Services; or the Vice President, Academic Affairs and Provost. The College prohibits retaliation against a student who, in good faith, registers a complaint or brings such information to the College's attention. Violations of the law will be referred to law enforcement agencies and, when appropriate, to the Assistant Dean, Student Support Services or the Vice President, Human Resources & Chief Diversity/Inclusion Officer for review. In the event that a situation arises, either on or off campus, that, in the judgment of the College, constitutes an ongoing or continuous threat, a [campus wide] "timely warning" will be issued to students, faculty, and staff. This warning will be issued through the College email system, student portal, public address system, www.peirce.edu website, and/or other means deemed appropriate by the College.

Emergency Response and Evacuation Procedures

Peirce College values the safety of its students, faculty, administration, and staff. In the event of an emergency, Peirce College will respond immediately and appropriately by using timely warning, lock down, shelter in place, and/or evacuation procedures. Emergency procedures are available on the Peirce College website at www.peirce.edu/about/consumer-information and the student portal at my.peirce.edu (Student Services tab).

Emergency Procedures

Under the direction of the Chief Auxiliary Services Officer, campus security, and/or other designated College personnel, emergency response procedures will be enacted. If emergency procedures are enacted, the College will provide timely and ongoing updates to the College community as appropriate.

Emergency Notification

Once a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, faculty, administration, and/or staff has been confirmed by the Chief Auxiliary Services Officer or designee through various notifications and alerts received, the College will use the following procedures:

1. Notifications will be sent to the entire campus community
2. Under the direction of the Chief Auxiliary Services Officer, the Vice President, Integrated Marketing, Communications & Recruitment Strategies, and/or the Assistant Dean, Student Support Services, will determine the content of the notification. Content of notifications is determined based on the type of emergency. Notifications contain basic information specific to each situation.
3. The Vice President, Integrated Marketing, Communications & Recruitment Strategies or designee will:
 - a. Initiate the notification through the College email system, student portal, public address system, www.peirce.edu website, and/or other means deemed appropriate by the College
 - b. Provide detailed follow-up information through any of the means listed in the timely warning section
 - c. Document the use of emergency procedures (date, time, description of procedures enacted will be kept on file in the Office of the Chief Auxiliary Services Officer)

Individuals and/or organizations outside of the campus community are notified of emergencies via information posted on our website, portal, text messages¹, and/or our voicemail messages. In situations

¹ For students to sign up for text messages, login at my.peirce.edu, click on the My Info tab, enter the cell phone number and select the desired preference, and click Save when complete. For employees to sign up for text messages, login at my.peirce.edu, click on the Intranet tab, enter the cell phone number and select the desired preference, and click Save when complete.

where our web servers are down, we use Facebook to communicate. If required, a press statement or release is prepared and shared with the media.

Although there is no formal agreement with our neighboring institution, University of the Arts, we do alert each other of any security issues on our campuses.

Timely Warnings

The College's Emergency Response Team, comprised of senior managers and key personnel from across the campus, develops emergency response procedures, including timely warning and evacuation procedures; monitors critical events; and assists the community in responding to and communicating emergency situations. Members of this team are listed on page 2 along with their contact information.

If a situation arises, either on or off campus, that, in the judgment of the College, constitutes an immediate, ongoing, or continuous threat, a campus wide "timely warning" will be issued without delay while taking into account the safety of students, faculty, and staff. The only exception is if a warning, in the professional judgment of responsible authorities, will compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. This warning will be issued through the College email system, student portal, public address system, www.peirce.edu website, and/or other means deemed appropriate by the College. Depending on the particular circumstances of the crime or threat, especially in situations that could pose an immediate threat to the community and individuals, additional notices may be posted within and outside of the premises of the College, including any site other than the 1420 Pine Street campus.

Anyone with information warranting a timely warning should report the circumstances to Security Services by dialing 215-670-9444. Security intercoms, located on the walls adjacent to the elevators on each floor of College Hall, as well as telephones located in each classroom, can be used to connect directly to Security Services. Students, faculty, and staff at any site other than the 1420 Pine Street campus should immediately contact the local Police Department by dialing 911.

Emergency Testing

Under the direction of the Chief Auxiliary Services Officer, the College will conduct testing on a biannual basis of the emergency response and evacuation procedures. Notification of scheduled testing of the emergency response and evacuation procedures will be shared with the College community through the College email system, student portal at my.peirce.edu and the College website at www.peirce.edu. Documentation of the testing of emergency response and evacuation procedures will be placed on file in the Office of the Chief Auxiliary Services Officer and will encompass a description of the exercise, date, time, announcement of the exercise, and meeting notes assessing the test.

Summary of results in 2017

DATE	DESCRIPTION OF EXERCISE	START TIME	END TIME	ANNOUNCED/UNANNOUNCED
2/25/2017	Shelter in Place/Lock out	10:am	10:03am	Announced
5/31/2017	Evacuation Drill	10:00AM	10:05AM	Announced
9/19/2017	Fire Drill	10:00AM	10:03 AM	Announced
9/19/2017	Shelter in Place/Lock out	6:00PM	6:02 PM	Announced
11/13/2017	Fire Drill	10:AM	10:05 AM	Announced
11/13/2017	Lock Down Drill	6:00PM	6:07 AM	Announced

Access to Peirce College

Identification Cards

To enhance the security of our premises, the College requires all students, officers, employees (including faculty members, administration, and staff), alumni, and visitors (including, but not limited to, contractors and vendors) to possess and display while on College property, as well as to access College services and events, a valid College-issued Identification Card (ID Card). In addition, all current students, officers, employees (including faculty members, administration, and staff), alumni, and visitors (including, but not limited to, contractors and vendors) may be required to produce proper photo identification upon request from Security or a College official upon entering any Peirce facility. Further, when deemed necessary by Security, periodic identification checks may be made for the safety of the campus community.

Biometric hand recognition readers are installed in high-security areas throughout the College. Employees are required to record their handprints to gain access to restricted areas electronically.

Students needing a new College-issued ID must produce proper photo identification and a current roster. There is a \$15.00 replacement fee for any lost ID card. New ID Cards may be obtained between 8:00 a.m. and 10:00 p.m., Monday through Friday, by request at the College Hall Customer Service Desk. Students who are unable to visit the Peirce campus should contact their Academic Advisor to obtain a Peirce ID Card.

A graduate of Peirce College wishing to access the College premises will be asked to exchange his/her student ID card for an updated Alumni ID. If the graduate is no longer in possession of his or her student ID card, he/she must identify himself/herself as a graduate to the Customer Service Desk at the College Hall entrance and produce a photo ID that includes the graduate's name and address. Security reserves the right to make a copy of the photo ID. If a photo ID is not available or the photo ID does not contain the graduate's name and address, that graduate will not be permitted in the building. Security personnel will also contact the Office of Institutional Advancement to confirm alumni identification. College issued identification badges (ID cards) are available to all graduates.

Any student or employee wishing to enter the buildings after hours will be required to show a proper ID card and sign in at the Customer Service Desk: after 10:00 p.m., Monday through Friday; after 5:00 p.m., Saturday; and anytime, Sunday.

Visitors

Any visitor to campus, including but not limited to contractors and vendors, must be escorted by a member of the host department from the Customer Service Desk to the scheduled meeting place.

Prospective students entering College Hall via the Pine or Carlisle Street entrances must sign in at the Customer Service desk. They will be permitted to enter only the Admissions Office without an escort. Someone from the host department must escort prospective students going to any other College location.

It is understood that there will be times when a prospective student, current student, or graduate brings a guest or child on campus. Nonetheless, children are not permitted in the buildings unless they are accompanied at all times by their parent or guardian. Under no circumstances are guests or children permitted in learning environments, including but not limited to classrooms, computer labs, and the Library.

Security Searches

To protect our students and the College community, the College reserves the right to search at any time any person or property on the College's premises, including, but not limited to a student's personal

possessions, handbag, backpack, briefcase, packages, belongings, files, or any other bag or container that the College deems necessary to search.

In addition, the College reserves the right to monitor, access, search, block, copy, review, and disclose at any time (both in real-time and after the fact) messages or documents created, sent, stored, or received, as well as any websites visited on any of the College's communication systems, including, but not limited to: telephone system, fax machines, computer software and hardware, email system, voicemail system, and Internet server. The College's rights extend to all College systems regardless of whether accessed remotely or on-premises. By using the College's communication systems (with respect to which users have no expectation of privacy), individuals consent to the College's rights regarding use of its communications systems.

The College also reserves the right to hand search individuals entering the building or use mechanical devices such as a magnetometers and X-ray equipment for heightened screening. Further, periodic unannounced searches are the sole discretion of the College. Anyone refusing to have their person or property searched will either be escorted out of the building or not be permitted to enter the building. Furthermore, any student who fails to submit to a search, as required, will be subject to disciplinary action, up to and including expulsion from the College. For purposes of this Policy, the College's premises include all College owned or leased facilities, buildings, parking areas, campus, and surrounding grounds, and motor vehicles.

Additional Security Measures

Physical security is continually under review to further enhance the security of the campus and safety of the College's students, faculty, staff, and administration.

Students, alumni, and visitors entering the Pine or Carlisle Street entrances of College Hall will be required to access the lower level only by way of the elevators at all times. Unusual or suspicious parcels or incoming mail will not be delivered.

Security considerations used in the maintenance of the campus facilities include exterior and interior cameras and outdoor lighting.

Should you have any questions, please contact the Chief Auxiliary Services Officer at 215-670-9297.

Alcohol and Illegal Drugs

Peirce College maintains a strong commitment to programs that promote the health, well-being, and safety of its students and employees and the security of its premises. Consistent with this commitment, the College has established policies governing the unlawful use, consumption, possession, selling, distribution, dispensing, and manufacture of alcoholic beverages and illegal drugs. Please see the *Alcohol and Illegal Drugs Policy* in the *College Catalog* and the *Substance Abuse Policy* in the *Handbook for the Employees of Peirce College*.

Peirce College complies with all federal, state, and local laws, which regulate the sale, possession, and use of **alcohol** while on the premises of the College and while off campus participating in any College-sponsored activity or event. The College neither condones nor shields from prosecution any individual found in violation of the Pennsylvania liquor control laws.

With regard to alcoholic beverages, students of Peirce College are prohibited from the following:

- Using, consuming, possessing, selling, distributing, dispensing, or manufacturing alcoholic beverages while on the premises² of the College and while off-campus participating in any College-sponsored activity or event.
- Storing any alcoholic beverages in a locker, automobile, or other repository on College premises.
- Being under the influence of alcoholic beverages while on the premises of the College or while off-campus participating in any College-sponsored activity or event.

According to state law, those under the age of 21 are prohibited to possess, consume, purchase, and furnish alcohol.

Peirce complies with all federal, state, and local laws, which prohibit the use, possession, and sale of **illegal drugs**. The College neither condones nor shields from prosecution students, faculty, staff, or visitors found in violation.

With regard to illegal drugs, Peirce College prohibits its students and employees from the following:

- Using, consuming, possessing, selling, distributing, dispensing, or manufacturing illegal drugs while on the premises of the College and while off-campus participating in any College-sponsored activity or event. For the purposes of this policy, the term illegal drugs includes the following:
 - Any chemical substance the manufacture, use, possession, or sale of which is prohibited by law as listed in Schedules I through V of Section 202 of the federal Controlled Substance Act (21 U.S.C. § 812) or any controlled substance the possession, manufacture, distributions, sale, or acquisition by misrepresentation of which is prohibited under the Pennsylvania Controlled Substance, Drug, Device, and Cosmetic Act (35 Pa. C.S.A. 780-101 et seq.).
 - Any legally-dispensable controlled substance, or prescription (medications available only as prescribed by a licensed physician) obtained through fraud, deceit, misrepresentation, subterfuge, forgery, or alteration of a prescription, or used by any individual other than the person for whom it was prescribed.
 - Any over-the-counter medication capable of impairing one's alertness and/or physical or mental reflexes that is taken for purposes of abuse or misuse.
 - Inhalants, such as chemical thinners, aerosol lacquers, and certain types of glues that can impair mental faculties and produce medical problems.
- Storing any illegal drug in a locker, automobile, or other repository on College premises.
- Being under the influence of illegal drugs while on the premises of the College or while off-campus participating in any College-sponsored activity or event.

Members of the College community (including former students or graduates) while on College premises or while off campus participating in any College-sponsored activity or event are expected to conduct themselves in compliance with College policies, as well as conduct themselves in a manner in which they do not cause harm to themselves or others, and that they neither break laws nor contribute to the negligence of others. The College reserves the right to revoke College privileges in such circumstances.

Members of the College community violating alcohol/substance policies or laws may be subject to sanctions by the College, disciplinary action, criminal prosecution, fines, and imprisonment.

² For purposes of this policy, the "premises" of the College *includes all buildings within which the College provides educational and related student services and/or conducts its business operations, whether owned, leased, or provided without charge for use, the campus as well as surrounding grounds and parking areas adjacent to these buildings, and vehicles owned or leased by Peirce College.*

Substance Abuse Education, Counseling, and Information

The College is committed to providing educational programs and counseling to students (including alumni) and employees concerning the risks associated with alcohol and illegal drug use and/or abuse.

The Mary W. Walker '33 Center for Academic Excellence (215-670-9251, 2nd Floor Alumni Hall) and the Human Resources Department (215-670-9217, 3rd Floor Rear, Alumni Hall) provide drug and alcohol prevention information and programming. The *Peirce College Catalog* and the *Handbook for the Employees of Peirce College* contain the College's **substance abuse policies**, information about **drug and alcohol awareness, health risks**, and resources on where to receive **help and counseling**, as well as **College disciplinary actions**. Please see the College's Community Calendar on the main page of the College portal, my.peirce.edu, for specific workshops and programs related to substance abuse.

Alcohol, Drug Use, and Legal Sanctions

The following is a summary of significant legal sanctions under local, state, and federal law for the unlawful possession or distribution of illegal drugs and alcohol. In addition, any student who is convicted under state or federal law involving the possession or sale of a controlled substance will be ineligible for federal student financial aid for specific periods of time, depending on the nature and number of the offense(s).

The Pennsylvania Vehicle Code as well as the Pennsylvania Crimes Code provides penalties pertaining to the **possession and distribution of alcohol**. Prohibitions include, among other things:

The Pennsylvania Vehicle Code, 75 Pa. C.S.A. § 3101 et seq.:

Pennsylvania has set .08% Blood Alcohol Content (BAC) as the legal limit for driving under the influence convictions.

This law prohibits, among other things, a driver in any vehicle from consuming any controlled substance in the vehicle while the vehicle is in operation on any highway in Pennsylvania. Any person who causes the death of an individual while driving under the influence will be guilty of a felony and shall be ordered to serve a minimum term of imprisonment of not less than three years. Any person who negligently causes serious bodily injury to another person while driving under the influence will be guilty of a felony of the second degree.

The Pennsylvania Crimes Code, 18 Pa. C.S.A. § 5505:

Public Drunkenness - A person is prohibited from appearing in public manifestly under the influence of alcohol to the degree that he may endanger himself or herself or other persons or property or annoy other persons in the vicinity. Penalties range from a fine of up to \$500 (first violation) to imprisonment for up to 90 days.

The Pennsylvania Crimes Code, 18 Pa. C.S.A. § 6307 et seq.:

Misrepresentation of Age - Individuals are prohibited from misrepresenting one's age knowingly and falsely, in order to obtain liquor or malt or brewed beverages. Penalties range from a fine of up to \$500, imprisonment for up to one year and include suspension of license from 90 days to two years. It is also a crime to knowingly, willfully, and falsely to represent that another is of legal age to obtain liquor or malt or brewed beverages. Penalty is a minimum fine of \$300 and imprisonment for up to one year.

Purchase, Consumption, Possession or Transportation of Liquor or Malt or Brewed Beverages by A Minor

Minors are prohibited from an attempt to purchase, consume, possess or knowingly transport such beverages. Penalties range from fines of up to \$500, imprisonment of up to 90 days and license suspension of 90 days for first offenses; penalties for three or more offenses are up to \$1000 in fines, imprisonment of up to 90 days, and license suspension for up to two years.

Prohibited Sale to Minors - It is a crime to intentionally and knowingly sell, furnish or purchase with intent to sell or furnish, any liquor, malt, or brewed beverages to minors. Penalty for a first violation is a minimum of \$1,000; \$2,500 for each subsequent violation; imprisonment for up to one year for any violation.

False Identification Cards - It is a crime intentionally, knowingly or recklessly to manufacture, make, alter, sell, or attempt to sell an identification card falsely representing the identity, birth date, or age of another. Minimum fine is \$1,000 for the first violation; minimum of \$2,500 for subsequent violations; imprisonment for up to two years for any violation. It is also a crime to possess a false identification card or for a minor to obtain or attempt to obtain liquor or malt or brewed beverages by using a false identification card. Penalties range from a fine of up to \$500, imprisonment for up to one year and include suspension of license from 90 days to two years.

Supplemental information may also be found at the website for the Pennsylvania Liquor Control Board, www.lcb.state.pa.us.

Numerous laws pertain to the **distribution and possession of illegal drugs**. These include:

The Controlled Substance, Drug, Device and Cosmetic Act, 35 Pa. Cons. Stat. § 780-101 et seq., prohibits, among other things, the manufacture, sale, distribution, or possession of any controlled substance. Penalties under the Act range in severity depending on the act committed and the controlled substance involved. First-time violators may be sentenced to imprisonment for up to one year, ordered to pay a fine up to \$5,000, or both. Repeat offenders may be sentenced to imprisonment for up to three years, ordered to pay a fine up to \$25,000, or both.

The Pharmacy Act, 63 Pa. Cons. Stat. § 390-8, prohibits any person from, among other things, procuring or attempting to procure any drug through fraud, deceit, misrepresentation, subterfuge, by forgery or alteration of a material fact, or by the use of a false statement in any prescription. Any person who violates the Act may be sentenced to imprisonment for up to one year, ordered to pay a fine up to \$5,000, or both. For each subsequent offense, an individual may be sentenced to imprisonment for up to three years, ordered to pay a fine up to \$15,000, or both.

The Federal Controlled Substances Act, 21 U.S.C. § 801 et seq., prohibits, among other things, the manufacture, distribution, dispensing, or possession, with intent to manufacture, distribute, or dispense, of a controlled substance. Penalties under the Act range in severity depending on the type and quantity of the controlled substance involved. The maximum penalties are life imprisonment, a fine of \$4,000,000, or both. Penalties are increased for repeat offenders. Double penalties apply when the violation of the law takes place within one thousand feet of the property of a school or college. The penalty for simple possession is a sentence of a term of imprisonment for up to one year, a minimum fine of \$1,000, or both.

Weapons and Nonviolence Policy

All students, as well as all officers, faculty members, managers, supervisors, employees and alumni, contractors, vendors, and suppliers of Peirce College, are prohibited from the following:

- **Possessing or concealing a weapon while on the premises of the College or while participating in any off-campus College-sponsored activity or event.** For the purposes of this policy, a weapon is defined to include guns, rifles, fireworks, firearms, knives, explosives, bombs, including recreational and non-recreational fireworks, and any and all other similar items. In the case of guns, rifles, and “fireworks” and other firearms, it is irrelevant and no defense that the gun, rifle, and “fireworks” and other firearms is not loaded and/or that the person in possession of the firearms or “fireworks” has a license to carry such objects.

Further, you may not convert to a weapon any instrument, tool, or other item regularly used at the College, and such a conversion constitutes a violation of this rule. This policy will be enforced regardless of whether the weapon is in any way licensed. Any weapon or firearm discovered on Peirce College property or at a Peirce College off-campus activity will be promptly confiscated and turned over to the local Police Department. Having a weapons permit does not give you the right to possess or conceal any type of weapon on campus or at an off-campus College-sponsored activity or event at any time.

- **Threatening to harm any student, officer, faculty member, manager, supervisor, employee, or graduate of the College or any other person doing business with and/or associated with the College.** Such threats may be written or oral, expressed, or implied. The fact that a threatening comment may have been made “in jest” is no defense to behavior prohibited by this policy.
- **Physically assaulting, attacking, or otherwise intentionally causing injury to any student, officer, faculty member, manager, supervisor, employee, or graduate of the College or any other person doing business with and/or associated with the College.** As a narrow exception to this rule, an individual may use physical force in self-defense under circumstances in which he/she cannot withdraw safely from a dangerous or threatening situation without the use of such force.
- **Sexually assaulting any student, officer, faculty member, manager, supervisor, employee, or graduate of the College or any other person doing business with and/or associated with the College.** For related information, please refer to the *Sexual Assault Awareness, Prevention, and Response Policy*, which appears in the *College Catalog* and the *Workplace Health, Safety, and Security* section of the *Handbook for the Employees of Peirce College*.
- **Threatening to cause damage to property belonging to the College, to any student, officer, faculty member, manager, supervisor, employee, or graduate of the College, or to any other person doing business with and/or associated with the College.** Again, the fact that a threatening comment may have been made “in jest” is no defense.
- **Intentionally damaging or destroying property belonging to the College, to any student, officer, faculty member, manager, supervisor, employee, or graduate of the College, or to any other person doing business with and/or associated with the College, regardless of when or where this prohibited behavior occurs.**

The prohibitions set forth above apply to actions directed not only toward students, officers, faculty

members, managers, supervisors, employees, and alumni of the College, as well as all other persons doing business with and/or associated with the College, but also toward persons associated with these individuals (for example, members of a student's or employee's family).

Any student who violates any of the prohibitions set forth above will be subject to disciplinary action under the Student Disciplinary System. Violations of the College's Health, Safety, and Security policies may be punishable by any of the following penalties: expulsion, suspension, monetary penalty, mandatory counseling, community work, required education program, or other penalties deemed appropriate by the College. In addition, students should be aware that violations may result in the reporting of incident to police or other authorities as well as action. Alumni found in violation of any provisions of this policy may have their alumni privileges revoked.

An employee who violates any of the prohibitions set forth above may be subject to immediate discharge, suspension of pay, and criminal prosecution.

Because the responsibility for ensuring the safety and security of the College's environment is something that is shared, the College needs to be alerted to potential problems. Students should speak immediately with faculty during class or with the College's Chief Auxiliary Services Officer; the Vice President, Student Services & Retention Management; or the Vice President, Academic Advancement if any of the following happens:

- Students feel intimidated or threatened, verbally or physically, by a fellow student, officer, faculty member, manager, supervisor, employee, graduate of the College, or any person doing business with or associated with the College.
- Students feel intimidated or threatened, verbally or physically, by an individual independent of your relationship with the College but feel that this individual may look for you at the College.
- Students are aware of the presence on or near our premises of an individual who they believe has no appropriate reason for being there.
- Students are aware of any other action, situation, or occurrence in which they believe may threaten personal safety or the well-being of others.
- Students have ideas as to ways to make the College's environment safer.

The College will disclose information reported and which is related to the situations described above to the extent necessary to conduct an adequate investigation and/or to take appropriate corrective measures. Moreover, the College prohibits retaliation against a student who, in good faith, registers a complaint or brings such information to the College's attention.

Sexual Violence Policy (Awareness, Prevention, and Response)

Peirce College does not tolerate any form of sexual violence or sexual harassment including, but not limited to, domestic violence, dating violence, rape, stalking or any other form of sexual offense. These behaviors are more generally addressed in the College's *Policy Prohibiting Sexual Harassment*, set forth under the *Equal Opportunity Policy* found in Section VI of the *College Catalog* and in Section D of the *Handbook for the Employees of Peirce College*. Information provided in this *Sexual Violence Policy* is intended to supplement and reinforce the College's *Policy Prohibiting Sexual Harassment*.

The College is committed to preventing the occurrence of such sexual offenses which includes any sexual act directed at another person, forcibly and/or against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent. The College is also committed to offering educational programs to promote awareness of rape, acquaintance rape, domestic and dating violence, stalking, and forcible and non-forcible sex offenses, as well as taking appropriate actions in the event a sexual assault is reported. Such offenses may also violate federal, state, and local laws and those who

engage in such acts may be subject to criminal prosecution.

Definitions:

Domestic Violence - The term “domestic violence” includes felony or misdemeanor crimes 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, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, 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.

Domestic violence is defined as the US Department of Justice as, “a pattern of abusive behavior in any relationship that is used by one partner to gain or maintain power and control over another intimate partner”. It can be physical, sexual, emotional, economic, and psychological. If you or someone you know is experiencing domestic abuse, there is help out there. Call the National Domestic Violence Hotline: 1-800-799-SAFE (7233).

Dating Violence - The term “dating violence” means violence committed by a person:

- (A) Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- (B) Where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - (i) The length of the relationship.
 - (ii) The type of relationship.
 - (iii) The frequency of interaction between the persons involved in the relationship.

Stalking - The term “stalking” means engaging in a course of conduct directed a specific person that would cause a reasonable person to:

- (A) Fear for his or her safety or the safety of others; or
- (B) Suffer substantial emotional distress

Rape - The term rape means a sexual assault involving an act of penetration and includes acquaintance rape (assailant and victim know each other).

Non-forcible sex acts - Includes unlawful sex acts where consent is not relevant, such as sexual contact with an individual under the statutory age of consent as defined by Pennsylvania law.

Consent - Consent is an affirmative decision to engage in mutually acceptable sexual activity, and is given by clear words or actions. It is an informed decision made freely and actively by all parties. Consent may not be inferred from silence, passivity, or lack of resistance alone. Furthermore, consent to one form of sexual activity does not imply consent to other forms of sexual activity and the existence of a current or previous dating, marital, and /or sexual relationship is not sufficient to constitute consent to additional sexual activity. Consent cannot be obtained from someone who is asleep, unconscious, or otherwise mentally or physically incapacitated, whether due to alcohol, drugs, or some other condition. Consent cannot be obtained by threat, coercion, intimidation, isolation, confinement, or force. Agreement given under such conditions does not constitute consent.

Prevention and Awareness Programs

Peirce College is committed to providing on-campus and online educational programs to promote the prevention and awareness of sexual violence or sexual harassment including, but not limited to, domestic

violence, dating violence, rape, acquaintance rape, stalking or any other form of sexual offense. Such educational programs also address risk reduction and the role of active bystanders in preventing such offenses.

Educational programs include but are not limited to: information provided in orientation courses and new student orientation programming, awareness, risk reduction, and prevention workshops provided during Sexual Assault Awareness and Prevention month, a community awareness day, and resource materials available throughout the campus. Other educational programs are offered by the Mary W. Walker Center '33 for Academic Excellence throughout the year as well as are available to students upon request.

In addition, literature on preventing and awareness of dating and domestic violence, risk reduction, and off-campus counseling and mental health services is available through the Mary W. Walker Center '33 for Academic Excellence, located at the main campus, 2nd Floor Alumni Hall. Students may also contact the Center at 888.GO.PEIRCE, ext. 9251 or at WCAE@peirce.edu.

Risk Reduction

Risk reduction involves utilizing strategies to reduce one's risk of sexual assault or harassment.

The Rape, Abuse, & Incest National Network, www.rainn.org provides the following helpful information on its website:

Avoiding Dangerous Situations:

While you can never completely protect yourself from sexual assault, there are some things you can do to help reduce your risk of being assaulted.

- **Be aware** of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
- **Try to avoid isolated areas.** It is more difficult to get help if no one is around.
- **Walk with purpose.** Even if you don't know where you are going, act like you do.
- **Trust your instincts.** If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
- **Try not to load yourself down** with packages or bags as this can make you appear more vulnerable.
- **Make sure your cell phone is with you** and charged and that you have cab money.
- **Don't allow yourself to be isolated** with someone you don't trust or someone you don't know.
- **Avoid putting music headphones in both ears** so that you can be more aware of your surroundings, especially if you are walking alone.
<https://rainn.org/get-information/sexual-assault-prevention/avoiding-dangerous-situations>

Handling Social Situations

While you can never completely protect yourself from sexual assault, there are some things you can do to help reduce your risk of being assaulted in social situations.

- **When you go to a social gathering, go with a group of friends.** Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
- **Trust your instincts.** If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).
- **Don't leave your drink unattended** while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, just get a new one.

- **Don't accept drinks from people you don't know or trust.** If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
- **Watch out for your friends, and vice versa.** If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.
- **If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).** Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others). <https://rainn.org/get-information/sexual-assault-prevention/social-situations>

In addition, the RAINN website has other important information on preventing sexual assault in social situations: <https://rainn.org/get-information/sexual-assault-prevention/social-situations>.

The RAINN website also has other important information on safety planning, responding to pressure and computer safety: <https://rainn.org/get-information/sexual-assault-prevention>.

Active Bystander

Active Bystanders play a critical role in the prevention of sexual violence and other sexual offenses. These are individuals who observe violence or conditions that may perpetuate violence and follow the appropriate reporting procedures, such as, calling 911, informing campus security and/or college officials. It is understandable that in many circumstances, the active bystander may be uncomfortable intervening or communicating concerns; however, conveying potential risks to individuals or the college community will help the College maintain a safe environment. As a support to employees, the Walker Center for Academic Excellence provides information on the role of active bystanders. The RAINN website also has other important information on the role bystanders can play in preventing and responding to acts of sexual violence: <https://rainn.org/get-information/sexual-assault-prevention/bystanders-can-help>

Confidentiality

The College does not currently offer confidential on-campus pastoral, counseling or mental health services for victims of sexual violence and other offenses. However, victims/survivors are encouraged to seek off-campus counseling in order to speak confidentially with a professional and begin the recovery period. A member of the College community may contact any number of local community resources for these counseling services. A list of off-campus counseling, mental health, and other related services is provided within this document, **See Community Resources: Counseling, Mental Health, and Related Services.**

The College respects the rights of victim confidentiality and will honor victims' requests to keep reports confidential to the extent permitted by law, and to the extent consistent with the College's obligation to investigate allegations. Victims are encouraged to inquire about confidentiality when seeking assistance and support from the varying offices.

The College understands and appreciates that, at times, an individual who reports an act of sexual violence or other sexual offense may wish to remain anonymous and may not wish to pursue the internal disciplinary process. In such instances, consistent with its Title IX obligations, if the College has credible notice of a report of an act of sexual violence or other sexual offense against a member of the College community, the College will take immediate and appropriate steps to evaluate what occurred and determine if further action is required as well as prevent any further recurrence. Any response to such notice may be limited if the events giving rise to such notice cannot be verified by independent facts.

Under the **Clery Act**, federal and state law mandates the disclosure of certain statistics regarding sexual

violence that occurs within the geographic boundaries of an institution of higher education. In accordance with both the Clery Act, as well as the **Campus Sexual Violence Elimination Act (“SaVE Act”)** provisions of the **Violence Against Women Reauthorization Act of 2013 (“VAWA”)**, Clery Act reports do not include the names of anyone involved, or any other information that identifies an individual. In addition, consistent with applicable law, the College will take appropriate steps to protect the identify of a victim in connection with any publicly available recordkeeping.

Consistent with applicable law, in connection with issuing a Timely Warning involving an incident of sexual violence, the College will withhold the name of the victim.

Responsible Employees/Campus Resources

There are a number of resources available to assist members of the Peirce College community and visitors to the campus who have been, or know someone who has been, the victim of sexual violence.

In addition, all College employees have a duty to report any incident and/or disclosure of sexual violence (including but not limited to domestic violence, dating violence, stalking or rape and other sexual offenses) as well as unlawful sexual discrimination, harassment, and/or retaliation to those designated as Responsible Employees. Responsible Employees must report complaints of sexual violence as well as unlawful sexual discrimination, harassment, and/or retaliation to the Title IX Coordinator or Deputy Title IX Coordinators.

Responsible Employees serve as campus resources to assist members of the Peirce College community and visitors to the campus who have been, or know someone who has been, the victim of such incidents. In response to receiving a complaint, Responsible Employees will provide information regarding options for pursuing a complaint, making a confidential complaint consistent with applicable law, which will be considered by the College, as well as well as providing counseling, medical, and support resources. The Responsible Employees who serve as campus resources are designated as follows:

- Vice President, Academic Affairs and Provost*
- Vice President, Finance & Administration
- Vice President, Human Resources/Chief Diversity & Inclusion Officer*
- Vice President, Institutional Advancement & Strategic Partnerships
- Vice President, Integrated Marketing, Communications & Recruitment Strategies*
- Vice President, Student Services & Retention Management*
- Dean of Graduate Studies
- Dean, Academic Operations & Faculty Support*
- Dean, Academic Advising & Registrar
- Assistant Dean, Student Support Services*
- Assistant Professor, Health Programs
- Chief Auxiliary Services Officer*
- Chief Employee Services & Risk Management Officer*
- Chief Information Officer*
- Manager, Employment & Employee Services
- Manager, Payroll & Employee Services
- Director, Undergraduate Admissions
- Director, Student Financial Services
- Manager, Faculty Recruitment & Professional Development
- Supervisor, Auxiliary Services*
- Director, Marketing & Communications

- Supervisor, Physical Plant*
- Facilitator, Perkins Grant/Student Disability Services Coordinator

(*The College's Emergency Response Team serves as the Campus Security Authorities for the purposes of the Clery Act reporting.)

Community Resources: Counseling, Mental Health, and Related Services

Although the College does not currently offer on campus counseling or mental health services for victims of sexual violence and other sexual offenses, there are a number of off-campus educational, counseling, and mental health services available and students are encouraged to utilize these resources.

These educational and counseling services include:

- Philly SAO'S. Emergency Room Sexual Assault Services
100 E. Lehigh Avenue
Philadelphia, PA 19125
Phone: 215-707-0800
Description: Provides initial emergency medical treatment and crisis counseling services for sexual assault victims.
- Family Based Services: Sexual Abuse
1315 Windrim Avenue
Philadelphia, PA 19141
Phone: 215-456-2626
Description: Provides intensive individual, family, and group sexual abuse therapy with on-call crisis response available 24 hours a day, 7 days a week.
- RAINN (Rape, Abuse & Incest National Network)
Phone: 1.800.656.HOPE
Website: <http://www.rainn.org>
Description: The Rape, Abuse & Incest National Network is the nation's largest anti-sexual assault organization. RAINN operates the National Sexual Assault Hotline and carries out programs to prevent sexual assault, help victims, and ensure that rapists are brought to justice.
- Sexual Assault Center
10th and Sansom Street
Philadelphia, PA 19107
Phone: 215-955-6840
Description: Provides medical care for injuries, documentation and evidence collection for legal purposes, prevention and treatment for possible sexually transmitted infections and pregnancy. Medical follow up is offered in our Sexual Assault Follow Up Clinic along with referral for counseling to reduce emotional trauma.
- New Jersey Coalition Against Sexual Assault (NJCASA)
2233 Whitehorse Mercerville Road, Suite J
Trenton, New Jersey 08609
Phone: 1-800-601-7200 (24-hour hotline)
Website: <http://www.njcasa.org>
Description: NJCASA programs provide the following free, confidential services: Twenty-four hour hotline and crisis intervention, information and referral services, short-term crisis counseling, advocacy, accompaniment to the hospital, police department and/or court, support groups, emergency client needs. There are rape crisis centers in 21 New Jersey counties.

- Women Organized Against Rape (WOAR)
One Penn Center
1617 John F Kennedy Blvd.
Suite 1100
Philadelphia, PA 19103
Phone: 215-985-3333 (24-hour hotline)
Description: Counseling and information about sexual violence are available twenty-four hours a day, seven days a week, through WOAR's hotline. WOAR's staff and experienced volunteers provide counseling and support for victim/survivors receiving medical treatment in the emergency rooms at Episcopal Hospital in North Philadelphia and Thomas Jefferson University Hospital in Center City, Philadelphia.

Any student needing assistance in contacting any of these off-campus programs or counseling services related to sexual assault and/or prevention may contact the Mary W. Walker Center '33 for Academic Excellence at 888.GO.PEIRCE, ext. 9251 or [WCAE@ Peirce.edu](mailto:WCAE@Peirce.edu).

For more information about sexual assault awareness and counseling services, please refer to these other organizations for additional information and support:

- Philadelphia Domestic Violence Hotline: 1-866-723-3014
- Pennsylvania Coalition Against Rape (PCAR): www.pcar.org
- National Sexual Violence Resource Center: www.nsvrc.org
- National Center for Victims of Crime: www.victimsofcrime.org
- Information on male sexual abuse: www.malesurvivor.org
- Philadelphia Special Victims Unit: 215-685-3251
- Office of Emergency Shelter & Services: 215-686-7150

Title IX Coordinator

Complaints of sexual violence, including but not limited to domestic violence, dating violence, stalking or rape and other sexual offenses, as well as sexual harassment can also be communicated to the Title IX Coordinator. The Title IX Coordinator is responsible for ensuring the College's compliance with Title IX and overseeing the College's review, investigation and resolution of allegations of sexual violence and other sexual offenses. The Title IX Coordinator is the Vice President, Human Resources/Chief Diversity and Inclusion Officer and can be reached at 215-670-9328, hsgolen@peirce.edu and is located in Human Resources Department, 3R Alumni Hall.

What to do in the Event of a Sexual Assault

If you believe that you have been a victim of a sexual assault, misconduct, or harassment, or believe that a sex offense has occurred, you should, as soon as possible:

- If possible, find a safe place away from the perpetrator or from any other potential danger
- Report the incident immediately to campus Security Services using any of following methods:
 - Use the telephones located by the elevator on each floor of College Hall;
 - Dial extension 9444 from any telephone on campus; or
 - Dial 215-670-9444 or 215-670-9284 from any other telephone.
 - Call 911 to contact local police authorities
- For staff and students at the following locations should immediately contact:
 - Community Education Building in Wilmington, DE - Security office 302-660-4800, or the Wilmington Police Department at 302-6545151 or dial 911.

- Harcum College in Bryn Mawr, PA - contact Campus Security at 610-526-6099 or the Lower Merion Police Department at 610-649-1000 or dial 911.
- Deliverance Evangelist Church in Philadelphia, PA - Building Security at 267-324-5913 or the Philadelphia Police Department by dialing 911.
- Seek medical attention as soon as possible and preserve any evidence (do not shower, bath, eat, drink, smoke or change clothing prior to a medical or legal examination). It is important to have a forensic medical exam to check for internal injuries, receive medication for sexually transmitted infections, discuss options for HIV and pregnancy prevention, and gather forensic evidence. Victims can receive a Forensic Medical Examination at the Philadelphia Sexual Assault Response Center, and can be transported there by campus Security Services. Additional information on the PSARC is available at <http://drexel.edu/medicine/about/departments/emergency-medicine/forensic-emergency-medicine/#Center>
- Seek additional support by meeting with the Title IX Coordinator or the Assistant Dean, Student Support Services, or his or her designee who will provide information on the availability of Counseling, Mental health and Related Services, Options for Reporting Sexual Violence, Interim Measures and Changes in Academic, Support Services, and Work-Study Arrangements.

Options for Reporting Sexual Violence

A victim of sexual violence has the right to notify the Philadelphia Police Department (or other local law enforcement office) and pursue criminal charges through the City of Philadelphia (or the local governance in which the incident occurred) and/or to pursue disciplinary action through the College's Student Disciplinary System.

A victim of sexual violence is encouraged to contact Security Services; Vice President, Human Resources/Chief Diversity & Inclusion Officer who also serves as the Title IX Coordinator; or the Assistant Dean, Student Support Services who will provide information on reporting options. Security Services, the Title IX Coordinator, and/or the Assistant Dean, Student Support Services, or his or her designee, will assist a victim in notifying local police authorities, if the victim wishes to do so. However, a victim retains the right to decline to notify local law enforcement authorities.

Interim Measures/Changes in Academic, Support Services, and Work Study Arrangements

The College will provide written notification to a student who has been a victim of sexual violence of the options to change his or her academic, support services, and work study situations if those changes are requested by the victim and are reasonably available, the College will make such changes for the student. These changes will be made regardless of whether the victim chooses to report the crime to campus police or local law enforcement. Such changes may include, but are not limited to arranging for excused absences, extended periods of time to make up examinations, tutoring or changes in class schedule.

Because the College does not provide residential housing, the College does not have the ability to require either party to change their housing or transportation arrangements, but will assist a victim in identifying alternative off-campus housing or travel arrangements if requested by the victim.

The College will also take such other interim measures so as to protect the victim and the community, such as imposing no contact orders between the respondent and the victim.

Campus Disciplinary Action

Allegations of sexual offenses, sexual violence, including but not limited to rape, acquaintance rape, stalking, dating violence, domestic violence, and non-forcible sex offense, are subject to disciplinary action under the Student Disciplinary System. For employees, such allegations are subject to disciplinary action under the College's Equal Employment Opportunity Policy, which appears in Section D of the

Handbook for the Employees of Peirce College.

The procedures of the Student Disciplinary System are more fully detailed under *the Code of Student Conduct and Student Responsibility policies* in the *College Catalog*. In the case of claims involving sexual offenses, sexual violence, including but not limited to rape, acquaintance rape, stalking, dating violence, domestic violence, and non-forcible sex offense both the accused and the victim will each be allowed to choose one person who has had no formal legal training to accompany them throughout the disciplinary process. In addition, both the victim and the accused will be informed in writing of the outcome of the disciplinary proceedings, specifically, the College's final determination with respect to the alleged sex offense, and any sanctions imposed within 30 calendar days of the decision unless extenuating circumstances as well as the procedures for appeal of the determination. For information on the right to appeal, please refer to the *Code of Conduct policy* found in *Section I* of the *College Catalog*.

The standard of proof utilized during an investigation of sexual violence, including but not limited to rape, acquaintance rape, stalking, dating violence, and domestic violence, and other sexual offenses proceeding shall be "preponderance of the evidence". The investigation shall proceed in a timely manner and every effort will be made to conclude the investigation within 60 days of the College's receipt of the complaint.

Sanctions

A student found to have engaged in a sexual offense, sexual violence, including but not limited to rape, acquaintance rape, stalking, dating violence, and domestic violence, may be suspended and/or expelled for the first offense. The student may also be required to attend mandatory counseling or educational programs or such other penalties deemed appropriate by the College. In addition, students should be aware that, independent of any action taken by the College, perpetrators may be subject to both civil and criminal authorities (including local police) and may be subject to both civil and criminal prosecution.

No Retaliation

The College will neither engage in nor tolerate unlawful retaliation of any kind against any individual who makes a complaint of sexual violence or other sexual offenses, serves as a witness, or otherwise participates in the investigatory process.

Sex Offender Registration

In accordance with the Jeanne Clery Act and the Family Rights and Privacy Act of 1974, the College is required to issue information advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already obligated to register in a State to provide notice to each institution of higher education in that State at which the person is employed, carries a vocation, or is a student. Students and employees of Peirce College seeking law enforcement agency information concerning registered sex offenders can visit www.pameganslaw.state.pa.us, an online listing established by the Pennsylvania State Police to provide timely information to the public on Sexually Violent Predators residing in the Commonwealth. Students and employees may also refer to sex offender registries for Delaware and New Jersey:

- Delaware: <https://sexoffender.dsp.delaware.gov/#>
- New Jersey: <http://www.njsp.org/sex-offender-registry/index.shtml>

Unlawful use of the information for purposes of intimidating or harassing another is prohibited.

If you suspect that a child is being abused or neglected, please contact your local child protective services office or local law enforcement agency. Many States have a toll-free number to report suspected child abuse or neglect. To find out where to call, visit

<https://www.childwelfare.gov/topics/responding/reporting/how/>

Criminal Records

Peirce College conducts a criminal background check on all new hires during the application process. There is no policy for inquiring if students have a criminal record during the admission process. Students enrolled in the Health Information Technology program are required to submit to a criminal background check and other clearances prior to participating in the Professional Practice Experience (PPE).

Crime Prevention & Security Awareness Programs

Campus safety and security at Peirce College is a shared responsibility. The best protection against crime is an aware and informed campus community of students, faculty, staff, and visitors who exercise good judgment and caution.

The vast majority of our students, faculty, staff, and visitors do not experience crime at the College. Despite everyone's preventive efforts, unfortunately, crime sometimes occurs. As part of our commitment to campus safety and security, and in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and the Pennsylvania Uniform Crime Reporting Act, we have provided Security Services and safety tips in the brochure, *Public Safety Awareness*, available at security stations and numerous locations around the campus. Additional crime prevention information is offered during College orientations and throughout the year.

- Do not be passive about security at Peirce College or anywhere else. If you have any questions about campus safety and security, please feel free to contact a member of Security Services at 215-670-9284.
- Feel free to call upon Security Services at any time. Our professionals are here to serve you. If an emergency should arise or you are in need of assistance, call the Peirce College Security Services at 215-670-9444, 7 days a week, from any College office or security intercom (located on the wall near each elevator of every floor in College Hall).
- Security Services provides a Walking Escort Service for students, staff, faculty, and administration, Monday-Friday from 8:00 a.m. to 11:00 p.m. This service is provided within a two-block radius of the 1420 Pine Street campus. Certain restrictions apply; contact Security Services for details. Students may request this service by dialing 215-670-9284 or by making a request at the Customer Service Desk in College Hall.

The following is an overview of programs and community awareness activities that the College provides on an ongoing basis:

Campus Safety Training/Professional Development

This training is to review procedures and best practices in response to a campus emergency. The training focuses on ways to best respond when there is a threat to the safety of members of the Peirce Community. Sexual Harassment & Assault Prevention/ Clery Act/Title IX training sessions were facilitated by the College's legal counsel for faculty, administration, and staff during 2016. Safety & Security training initiatives via online independent study provided by FEMA were identified for consideration during 2016 for implementation in 2017 for the Peirce community.

Timeframe: Every two years

Testing of Emergency Response Procedures

Although only required annually, the College participates in the testing of emergency response procedures on a biannual basis. Notification of scheduled testing of the emergency response procedures is shared with the College community through the College email system, student portal and/or College website. Documentation of the testing of emergency response and evacuation procedures includes the description of the exercise, date, and time, a copy of the announcement, and meeting notes after assessing the test which are placed on file in the Office of the Chief Auxiliary Services Officer.

Timeframe: Twice a year

Safety/Awareness Messages to the Peirce College Community

Informing the College community about safe practices on an ongoing basis is helpful in educating individuals on ways to protect themselves. The College sends email messages at least three times a year to inform and remind the community (includes faculty, staff, students, and administrators) about preventive and/or proactive measures they can take. The 2016 schedule for seasonal eblasts associated with "Safety Tips" and monthly plasma messaging were developed and communicated to employees and students to reflect national event programming.

Timeframe: Periodic

New Student Orientation Programming

New Student Orientations are scheduled on an on-going basis throughout the academic year. As part of the agenda, a member of the Peirce College Security Team discusses campus safety with new students.

Timeframe: Three times a year

Peirce College Crime Reporting and Statistics

- The statistics in this report are published in compliance with the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* and the *Pennsylvania Uniform Crime Reporting Act* and *Chapter 33 of Pennsylvania Code*.
- The report is prepared through Institutional Research with cooperation from Security Services and the Vice President, Academic Affairs and Provost.
- The crime statistics listed in the report include the categories of criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, and arson. Security Services requests crime statistics from the Philadelphia Police Department's Office of Public Affairs for the crimes reported on and around the campus at 1420 Pine Street.
- The College reports criminal incidents to State police agencies on a monthly basis and to local police agencies whenever there is an incident that requires legal authorities.
- Students and employees of the College are notified annually about the availability of the security report, published by October 1 each year. The report is available on the web at www.peirce.edu/security-info and the student portal at my.peirce.edu (Security tab). Current and prospective students and employees are entitled to receive a print copy of this report upon submitting a request to the Assistant Dean, Student Support Services at 215-670-9251 or the Chief Auxiliary Services Officer at 215-670-9297.
- The College's urban campus consists of two buildings located along Pine, Waverly, and South Carlisle Streets in Philadelphia, Pennsylvania. The College's address is 1420 Pine Street,

Philadelphia, PA, 19102-4603.

- Per the *Clery Act* definition, there is no non-campus or residential property associated with Peirce College and, therefore, no non-campus or residential crime to be reported.
- Public Property offenses reflect the statistics provided by the Philadelphia Police Department, 9th District, Sector 1.
- In addition to its campus at 1420 Pine Street, Philadelphia, PA, Peirce College holds courses at the locations listed below.

Deliverance Evangelist Church, 2001 W. Lehigh Ave., Philadelphia, PA 19132
Community Education Building, 1200 North French Street, Wilmington, DE 19801
Harcum College, 750 Montgomery Avenue, Bryn Mawr, PA 19010-3476

Additional Helpful Information

The College encourages you to use the resources available on the following websites to learn more about substance abuse and campus safety.

Department of Justice Office of Violence Against Women www.usdoj.gov/ovw

Pennsylvania Liquor Control Board www.lcb.state.pa.us

The Pennsylvania State Police Megan's Law website www.pameganslaw.state.pa.us

The U.S. Department of Health & Human Services Center for Substance Abuse Prevention (CSAP)
<http://www.samhsa.gov/prevention/>

To request a print copy of this document, please contact the Assistant Dean, Student Support Services at 215-670-9251 or the Chief Auxiliary Services Officer at 215-670-9297.

PEIRCE COLLEGE CRIME STATISTICS FOR FEDERAL REPORTING PURPOSES – 2015 - 2017

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

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires the release of statistics for certain criminal incidents, arrests and disciplinary referrals on campus to all students and employees, and, upon request, to prospective students and employees. The law requires that these statistics be shown in specific geographic categories. The following statistics are provided in compliance with the specific time periods, crime classifications, geographic categories, and arrest data mandated by federal law. Please note that these statistics use federal crime classifications, which vary from the crime classifications under state law, which are also published in this report. The statistics reported below reflect the number of incidents reported to the College's Security Services. They do not indicate actual criminal prosecution or student judicial action, or the outcome of either.

	On-Campus 1420 Pine St.			Public Property			Deliverance Evangelist Church			Community Education Building			Harcum College		
	15	16	17	15	16	17	15	16	17	15	16	17	15	16	17
Criminal Offenses															
Criminal Homicide	0	0	0	0	0	0			0			0			0
Sex Offenses	0	0	0	0	0	0			0			0			0
Robbery	0	0	1	0	4	0			0			0			0
Aggravated Assault	0	0	0	4	0	0			0			0			0
Burglary	0	0	0	3	0	0			0			0			2
Motor Vehicle Theft	0	0	0	0	0	0			0			0			0
Arson	0	0	0	0	0	0			0			0			0
Hate Crimes															
Murder and Non-negligent Manslaughter	0	0	0	0	0	0			0			0			0
Sexual Assault (Sex Offenses)	0	0	0	0	0	0			0			0			0
Robbery	0	0	0	0	0	0			0			0			0
Aggravated Assault	0	0	0	0	0	0			0			0			0
Burglary	0	0	0	0	0	0			0			0			0
Motor Vehicle Theft	0	0	0	0	0	0			0			0			0
Arson	0	0	0	0	0	0			0			0			0
Larceny/Theft	0	0	0	0	0	0			0			0			0
Simple Assault	0	0	0	0	0	0			0			0			0
Intimidation	0	0	0	0	0	0			0			0			0
Destruction/Damage/Vandalism of Property	0	0	0	0	0	0			0			0			0
VAWA Offenses															
Dating Violence	0	0	0	0	0	0			0			0			0
Domestic Violence	0	0	0	1	0	0			0			0			0
Stalking	1	0	0	0	0	0			0			0			0
Arrests and Referrals for Disciplinary Action															
Weapons Possession – Arrests	0	0	0	0	0	0			0			0			0
Drug Abuse Violations – Arrests	0	0	0	0	0	0			0			0			0
Liquor Law Violations – Arrests	0	0	0	0	0	0			0			0			0
Weapons Possession – Referrals	0	0	0	0	0	0			0			0			0
Drug Abuse Violations – Referrals	0	0	0	0	0	0			0			0			0
Liquor Law Violations – Referrals	0	0	0	0	0	0			0			0			0

Notes: 1. NA means not available

2. Criminal Homicide category includes murder, non-negligent manslaughter, and negligent manslaughter.

3. Sex Offenses category includes rape, fondling, incest, and statutory rape.

4. 2017 is the first year of reporting for Deliverance Evangelist Church, Community Education Building, and Harcum College.

**PEIRCE COLLEGE CRIME STATISTICS
FOR PENNSYLVANIA REPORTING PURPOSES – 2015 - 2017**

The Pennsylvania Uniform Crime Reporting Act

The Pennsylvania Uniform Crime Reporting Act mandates the release of crime statistics and rates to matriculated students and employees, and, upon request, to new employees and applicants for admission. The index rate is calculated by multiplying the actual number of reported offenses by 100,000 (a theoretical population for comparison purposes) and dividing that product by the number of the College's Full Time Equivalent (FTE) students and employees. The FTE is calculated using a state required formula. The College's FTE Population was 1170 in 2015, 1135 in 2016, and 1107 in 2017. The statistics reported below reflect the number of incidents reported to the College's Security Services. They do not indicate actual criminal prosecution or student judicial action, or the outcome of either. Please note that the state crime classifications for which the College is reporting these statistics varies from the crime classifications under federal law, which are also published in this document.

	2015		2016		2017	
Part I Offenses	ACTUAL	INDEX	ACTUAL	INDEX	ACTUAL	INDEX
Murder	0	0.00	0	0.00	0	0.00
Manslaughter	0	0.00	0	0.00	0	0.00
Rape	0	0.00	0	0.00	0	0.00
Robbery	0	0.00	0	0.00	1	90.33
Aggravated Assault	0	0.00	0	0.00	0	0.00
Other Assault	0	0.00	0	0.00	0	0.00
Burglary	0	0.00	0	0.00	0	0.00
Theft	0	0.00	0	0.00	0	0.00
Vehicle Theft	0	0.00	0	0.00	0	0.00
Arson	0	0.00	0	0.00	0	0.00
TOTAL	0	0.00	0	0.00	1	90.33
	2015		2016		2017	
Part II Offenses	ACTUAL	INDEX	ACTUAL	INDEX	ACTUAL	INDEX
Forgery and Counterfeiting	0	0.00	0	0.00	0	0.00
Fraud	0	0.00	0	0.00	0	0.00
Embezzlement	0	0.00	0	0.00	0	0.00
Stolen Property	0	0.00	0	0.00	0	0.00
Vandalism	0	0.00	0	0.00	0	0.00
Weapons	0	0.00	0	0.00	0	0.00
Prostitution	0	0.00	0	0.00	0	0.00
Sex Offenses	0	0.00	0	0.00	0	0.00
Narcotics	0	0.00	0	0.00	0	0.00
Gambling	0	0.00	0	0.00	0	0.00
Family Offenses	0	0.00	0	0.00	0	0.00
Driving Under the Influence	0	0.00	0	0.00	0	0.00
Liquor Law	0	0.00	0	0.00	0	0.00
Drunk	0	0.00	0	0.00	0	0.00
Disorderly	0	0.00	0	0.00	0	0.00
Vagrant	0	0.00	0	0.00	0	0.00
All Others	0	0.00	0	0.00	0	0.00
TOTAL	0	0.00	0	0.00	0	0.00