

# Campus Security Plan

## Annual Security Report

8/26/2009

Central Pennsylvania Institute of Science and Technology  
Todd Taylor, Director – Adult and Post Secondary Education

It is the policy of Central Pennsylvania Institute of Science and Technology (CPI) to provide for the safety and security of all members of its campus community. The School believes that academic freedom can only flourish in an environment that is free of criminal or other disruptive activity and unsafe conditions. The School is committed to maintaining the campus community as a place of study, work and residence that is free from abuse, intimidation and harassment and where everyone is treated with respect and courtesy. The School will not tolerate criminal activity and will actively pursue internal discipline, criminal prosecution, or both, for all offenders.

The School works with the Spring Township Police Department (proximity: .6 miles) to provide a safe and secure environment for campus community members. Spring Township police officers enforce federal, state, and local laws and assist official school policies. The School insists that police officers treat all subjects as individuals and use their access to both school discipline and the criminal justice system to benefit individuals and the community as a whole. Other law enforcement agencies can access the School Discipline System at their discretion.

Central Pennsylvania Institute of Science and Technology (CPI) is a publicly funded career and technology center with a fully accredited post-secondary program. The school is located within Spring Township, Centre County, Pennsylvania. CPI is operated by a Joint Operating Committee (JOC) consisting of members from the supporting school districts: Bellefonte Area, Penns Valley, and Bald Eagle Area School Districts. There are no school recognized fraternity or sorority houses on or off campus.

CPI enrolls approximately 530 secondary students and approximately 1000 adult students on an annual basis.

A paper copy of the annual security report is available upon request in the Adult Education Office of CPI, located at 540 N. Harrison Road, Pleasant Gap, PA 16823.

### **Reporting of Criminal Activities or Emergencies**

The Spring Township Police Department, in partnership with the campus community, is responsible for public safety, security, campus parking enforcement, after-hours emergency maintenance, and response to law enforcement and emergency incidents. The Spring Township Police Office is located at 1309 Blanchard Street, Bellefonte, PA. The Department has officers available 24 hours a day and can be reached by calling (814) 355-7543 x 3 or 911 for emergencies. The Police Department responds to all campus incidents reported by students, faculty, staff, and members of the general public.

Emergency response for fire, ambulance, or hazardous materials is the responsibility of the Pleasant Gap Fire Department with assistance from the Bellefonte and Milesburg Fire Departments as well as the Spring Township and State Police.

## TO REPORT A CRIME OR EMERGENCY

All students, staff, and visitors should promptly report criminal incidents, accidents, and other emergencies to the Spring Township Police Department by dialing 911. Individuals may also report incidents in person at Spring Township PD office – 1309 Blanchard Street.

Members of the campus community are encouraged to report any activity, situation, or conduct that disrupts, adversely affects, or interferes with the function of the School and the pursuit of its educational purpose.

Should an individual choose not to report directly to the Spring Township Police Department as noted above, they may report the incident to one of the following school administrators:

- Executive Director – (814) 359-2793 x 221
- Director of Adult and Post-Secondary Education - (814) 359-2793 x 217
- Director of Secondary Education – (814) 359-2793 x 240
- Business Manager – (814) 359-2793 x 258

Individuals may report crimes anonymously through Centre County Crime Stoppers. If information leads to an arrest, up to \$1,000.00 may be rewarded to the caller. Individuals may provide information about a crime or suspect by calling (877) 99-CRIME.

For the purpose of making timely warnings and annual statistical disclosures, a voluntary confidential report of any crime can be made to the Director of Adult and Post Secondary Education or the Director of Secondary Education. The intent CPI and the Spring Township Police Department is to provide information that is as accurate as possible and encourage pastoral and professional mental health counselors to refer persons that they are counseling to report crimes on a voluntary, confidential basis for inclusion in the annual crime statistics.

### **Spring Township Police Department Authority**

The Spring Township Police Department has the authority to enforce all federal, state, and local laws, as well as official policies of Central Pennsylvania Institute of Science and Technology. The authority of police officers is limited to the boundaries of Spring Township or anywhere when in fresh pursuit of an offender.

The Spring Township Police Department maintains close relations with all federal, state, and local law enforcement entities. Criminal cases are filed into the Centre County Court System. Central Pennsylvania Institute of Science and Technology amplifies its available resources through this cooperative effort in order to support a safe, secure environment on campus.

## **Timely Warnings**

A condition or incident that could compromise the safety and well-being of any member of the CPI campus community will result in an appropriate timely warning being issued. Depending on the nature of the condition or incident, the warning may be limited to a particular location, cohort or the entire community. The Executive Director, in collaboration with the Spring Township Police Department, will issue the warning.

Since the Spring Township Police Department is the responsible security personnel for the campus, any situation that occurs off campus but poses a threat to the campus will be known immediately and a timely warning can be issued if warranted.

Any member of the community who is aware of an incident or emergency should notify an employee of the school who will in turn notify either the Executive Director or the Spring Township Police Department Command Sergeant immediately so a timely warning can be issued if need be.

## **Security and Access to Campus Facilities**

The Central Pennsylvania Institute of Science and Technology campus is an open campus with facilities available to students and the public. All academic buildings are unlocked during normal academic hours. Admission to any non-residential facility after hours is limited to authorized persons with a building key or with an after-hours "Building Use Permit." Buildings are secured by custodial personnel, and parking lots and buildings are periodically patrolled by police officers 24 hours a day 7 days a week.

## **Residence Halls**

CPI does not currently have or maintain residence halls for students.

## **Maintenance Security**

All mechanical problems that could cause physical harm to the public or members of the campus community are given a priority status. Maintenance personnel may be contacted through CPI's phone system: (814) 359-2793 x 219.

Central Pennsylvania Institute of Science and Technology incorporates environmental security design practices in the planning, building and maintenance stages of all physical structures and grounds keeping on the Central Pennsylvania Institute of Science and Technology campus.

## **Responsibility for Preparation of this Report**

CPI administration makes a report of all crimes reported to them that occur on and near the campus. Administration compiles and classifies all of the statistics pertinent to the Campus Security Act for the purpose of making a report. Additional information on crimes committed on or near the CPI campus is available at the Spring Township Police Department.

CPI statistics and the Student Discipline Statistics are compiled by the Secondary and Adult Directors. A draft of the report is then sent to appropriate members of the school community to update information from their individual areas. After all updates are made, the report is made available for review, and students and staff are made aware of it and its location upon enrollment.

## **Sexual Assault and Sexual Harassment Policies**

### **School Standards of Conduct**

Central Pennsylvania Institute of Science and Technology attempts to provide a safe, comfortable academic and social environment. However, the campus is a part of society and is subject to the same concerns and problems inherent to that reality. All incidents of sexual assault are condemned by the School and will be dealt with immediately to the fullest extent of the law and the policies of the School.

Central Pennsylvania Institute of Science and Technology is a community consisting of students, faculty, support staff, and administrators. The School does not attempt to define all "student conduct." It relies on students to assume the responsibility and obligation of conducting themselves in a manner compatible with the purpose of the School as an educational institution and the community as a place of residence. In addition to school rules and regulations, all students are subject to the same local, state, and federal laws as non-students and are beneficiaries of the same safeguards of rights as non-students. The academic community has a long and cherished tradition of expecting its members to conduct themselves in accordance with the highest standards of personal behavior.

### **Definitions**

Sexual Assault -- Inflicting sexual contact or sexual intrusion upon or engaging in sexual penetration with any person without that person's consent. Such conduct is "without consent" when no clear consent is given; when inflicted through force, threat of force, or coercion; or when inflicted upon a person who is unconscious or otherwise without the physical or mental capacity to consent, e.g., when someone is under the influence of alcohol or drugs.

Sexual Harassment -- either from a supervisor, co-worker, faculty, staff or fellow student, when:

1. Submission to such conduct is made either explicitly or implicitly a term of an individual's employment or academic status;
2. Submission to or rejection of such conduct by an employee is used as the basis for employment decisions affecting such individual;
3. Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, offensive work or academic environment;

4. Such conduct stereotypes a gender into a degrading, less than desirable status within the work place, creating an intimidating, hostile or offensive environment;
5. Any deliberate, unwanted or unwelcome behavior of a sexual nature or sexual stereotyping, whether verbal, non-verbal or physical;
6. The behavior must satisfy these three (3) legal requirements:
  1. Unwanted
  2. Unsolicited (prior behavior and dress are not indications of solicitation)
  3. Deliberate (It is important to understand that sexual harassment need not be repeated. A one-time-only offense may constitute harassment.)

Sexual Harassment may include:

1. Verbal harassment or abuse.
2. Subtle pressure for sexual activity.
3. Sexist remarks about a person's clothing, body or sexual activities.
4. Unnecessary touching, patting, or pinching.
5. Leering at a person's body.
6. Constant brushing against a person's body.
7. Demanding sexual favors accompanied by implied or overt threats concerning one's job, promotions, performance evaluation, grades, etc.
8. Physical assault.
9. That which comes from a person of either sex against a person of the same or opposite sex, from peers, supervisors, or subordinates, or which is directed toward any of these.

### **What To Do If You Are Assaulted**

**DO:** Victims of a sexual assault are encouraged to seek medical help, report the crime, and tell someone such as a counselor, friend, authority figure, parent or a campus security authority.

**DO NOT:** Medical help is important for your safety after a sexual assault. Until you are examined by a medical professional do not douche, bathe, shower, or throw away or wash clothing or bedding.

Remember, it is critical to preserve medical and criminal evidence for a future judicial case.

The decision is up to you to pursue criminal and/or school disciplinary charges. All information taken from a victim of a sexual assault is kept confidential.

### **Referrals**

Any person may refer a victim or a student suspected of sexual assault and/or sexual harassment to any campus security authority for assistance in filing an incident report with the appropriate authority. In cases of sexual assault/sexual harassment, which involve student-to-student misconduct, the same processes as other violations of the Student Code of Conduct will be followed. Where sexual assault and/or sexual harassment involve staff to student misconduct, the incident will be investigated by the Affirmative Action Officer.

### **Sexual Assault and Sexual Harassment Educational Programming**

Educational programs to promote awareness of rape and other sex offenses and to comply with the Drug-Free Schools and Campuses Act:

Centre County Human Services provides sexual assault/date rape educational programs for preventative purposes, as well as programs on personal safety and workplace violence. Students can contact Human Services by calling: Centre County Can Help: 1-800-643-5432.

### **Medical, Legal, Counseling and Supportive Resources for Victims**

#### **Medical**

Mount Nittany Medical Center is located within a 15 mile radius of the campus 1800 East Park Avenue, State College, PA (814-231-7000). Mount Nittany Medical Center is a full acute care facility with emergency facilities open 24 hours/day. Assault counseling is available by calling Centre County Can Help: 1-800-643-5432.

#### **Law Enforcement**

Legal options for victims of sexual assault include filing a criminal complaint with the Spring Township Police Department or civil action against the accused through an attorney. Legal options for victims of sexual harassment include all criminal and civil remedies, as well as filing complaints with school administration. Information about community legal services for victims can be obtained by calling Centre County Can Help: 1-800-643-5432.

#### **Adult Clearances**

CPI requests clearance from all adult students enrolled in full-time training in which they will be on the premises concurrently with minors. Adults with a record of child/minors offenses are not permitted enrollment at CPI.

## **Emergency Contact Service**

The Executive Director will serve as the primary referral point for students who need to be contacted due to an emergency. Although any campus personnel are free to deliver emergency messages to students when expedient, school directors would like to be informed in order to assure appropriate follow up and documentation.

Determining messaging for "emergencies" while students are in class will be handled on a case by case basis. It is important to note that we cannot guarantee contact with any student due to their highly mobile behavior, but a good faith effort will be made. Keep in mind that we will not become a messaging service for non-emergent situations. Depending on the type of emergency, a message will be delivered to the faculty member or work supervisor asking for the student to be dismissed and to:

1. Immediately contact the source of the message or;
2. Immediately proceed to the Director's office for pertinent information.

## **Alcohol and Drug Policy**

In the Commonwealth of Pennsylvania it is illegal for any person under the age of twenty-one years to possess, consume, or purchase any alcoholic beverage. The Central Pennsylvania Institute of Science and Technology strictly prohibits the possession of alcoholic beverages on campus-controlled property at all times.

## **Illegal Drugs on Campus**

Post-secondary students found in possession of illegal drugs on campus will be subject to immediate removal from their program. CPI's Gross Misconduct Policy applies to illegal drug sale, use, or possession. Secondary policy towards illegal drug use, sale, or possession follows sending school and local CPI policy.

## **Procedures for Addressing a Bomb Threat**

Outlined below are the procedures to follow if a bomb threat is received by telephone.

1. Upon receiving the call determine if the call was placed from within or outside of the building. Call switchboard operator immediately.
2. Try to determine the time frame associated with the threat. Make a written notation as to when the caller stated that the bomb will go off. This information will assist in determining how fast the building must be evacuated.

3. Notify Executive Director or Director of Adult & Post Secondary Education if the Executive Director or Director of Adult is not in the office notify Business Manager.
4. The person in charge will pull the fire alarm and also have a PA announcement made instructing the faculty, staff and students to evacuate the building immediately.
5. The person in charge will notify the emergency agencies by calling 911.

### **Student Evacuation Procedures**

1. Students will evacuate the building following the same procedures as a routine fire drill. All persons must leave the building. There are no exceptions!
2. Individual teachers will be responsible for student attendance. All teachers must take their attendance sheets or grade book to the evacuation site so that the taking of attendance can be conducted in an orderly and rapid matter.
3. Secondary students must be kept together at the evacuation site until the order is given to return to the building or buses are secured to return students to the home school.
4. If the weather is threatening the evacuation sites will be changed to the heavy equipment building once this area is cleared by the emergency agencies.

### **Weapon on School Property or Shots Fired – Staff Procedures**

1. Contact the office – Identify yourself and the location of the weapon/shots.
2. The office will make an announcement that \_\_\_\_\_ is to report to the office.  
NOTE: Programs will radio communication will switch to channel 2.
3. Lock down all shops/staff and administration areas.
4. Account for all students-staff is to remain in the shops. **DO NOT LEAVE THE BUILDING.**
5. Turn the lights off, lock doors and locate the students out of visual sight of doorways and windows. (hallway wall, if possible).
6. The staff and student will remain in shops/rooms until released by police.
7. When released, bring the class to the evacuation point which will be Supelco, Inc.
8. Students will be released from the evacuation point. (Record how students left area, i.e: parents, school bus, etc, and will need to be signed out.)

9. Teachers and staff will be released from the evacuation point with the clearance of the police department.

10. The administration will complete all necessary reporting and speak with media.

### **Campus Disciplinary Process**

The Secondary and Post-Secondary offices have separate procedures for handling disciplinary matters with students. See the appropriate Director for information on the disciplinary process.

### **Campus Crime Statistics**

#### **Criminal Offenses Occurring on Campus:**

	<b>2003</b>	<b>2004</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>
Murder	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Rape	0	0	0	0	0	0
<b>Arrests for:</b>						
Liquor Law Violations	0	0	0	0	0	0
Drug Abuse Violations	2	3	2	2	0	0
Weapons Possession	0	0	0	0	0	0