



# Holy Family

U N I V E R S I T Y

**Holy Family University  
2019 Annual Security & Fire Safety Report**

**Northeast Philadelphia Campus  
Bensalem Site  
Newtown Site**

**Statistics for 2016, 2017 & 2018**

**Department of Public Safety**

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## Your Right to Know

Holy Family University prides itself on maintaining a safe and secure environment for its students, faculty, staff, and visitors. The university has been fortunate in not experiencing a significant number of serious crimes in the past. To continue this trend, a competent and professionally-trained public safety staff is responsible for a number of University programs designed to ensure that students and their possessions are protected as much as possible.

Holy Family University's Public Safety Department is committed to high standards in quality and in promoting a safe and problem-free educational environment. Honesty, service, and integrity are the department's creed in the administration of community policies and procedures.

We encourage students, faculty and staff to be alert, to take precautions, and to report crimes and suspicious activities immediately to help us reach our objective. Working together, we can improve the quality of life at Holy Family University. The best way you can help us help you is by getting involved and learning what services are available through the Public Safety Department. This annual safety report is available online and/or upon request to the Director of Public Safety.

We welcome your suggestions and comments on how to make the campus an even safer environment. To share your ideas with the Public Safety Department, please call us at 267-341-3361, email us at [PublicSafety@holyfamily.edu](mailto:PublicSafety@holyfamily.edu) or visit us at [www.holyfamily.edu/security-safety](http://www.holyfamily.edu/security-safety).

Remember, the Public Safety Department is here to serve you!!

David R. Neuman  
Director of Public Safety

Marianne Price, M.S.  
Interim Dean of Students  
Title IX Coordinator

## **Compiling the Annual Security Report**

This report is prepared in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The report is compiled collaboratively by Dave Neuman, Director of Public Safety, and Marianne Price, Interim Dean of Students, and with support of other University units and personnel. This report is prepared in cooperation with the local law enforcement agencies surrounding our main campus and each of our alternate sites, as well as the division of Student Affairs. Areas contributing to the development of this report include: Residence Life, Student Engagement, Counseling Services, Health Services, and Title IX. Each entity provides updated information on their educational efforts and programs specifically designed to comply with the Clery Act. The Office of Residence Life is also integral in the development of campus crimes and referrals, specifically related to residential students.

Campus crimes, arrests, and referral statistics include those reported to Holy Family University's Public Safety Department, designated campus officials, and local law enforcement agencies. Designated campus officials include, but are not limited to directors, academic deans, department heads, judicial hearing officers, advisors to University students, advisors to student organizations, athletic personnel and athletics coaching staff members.

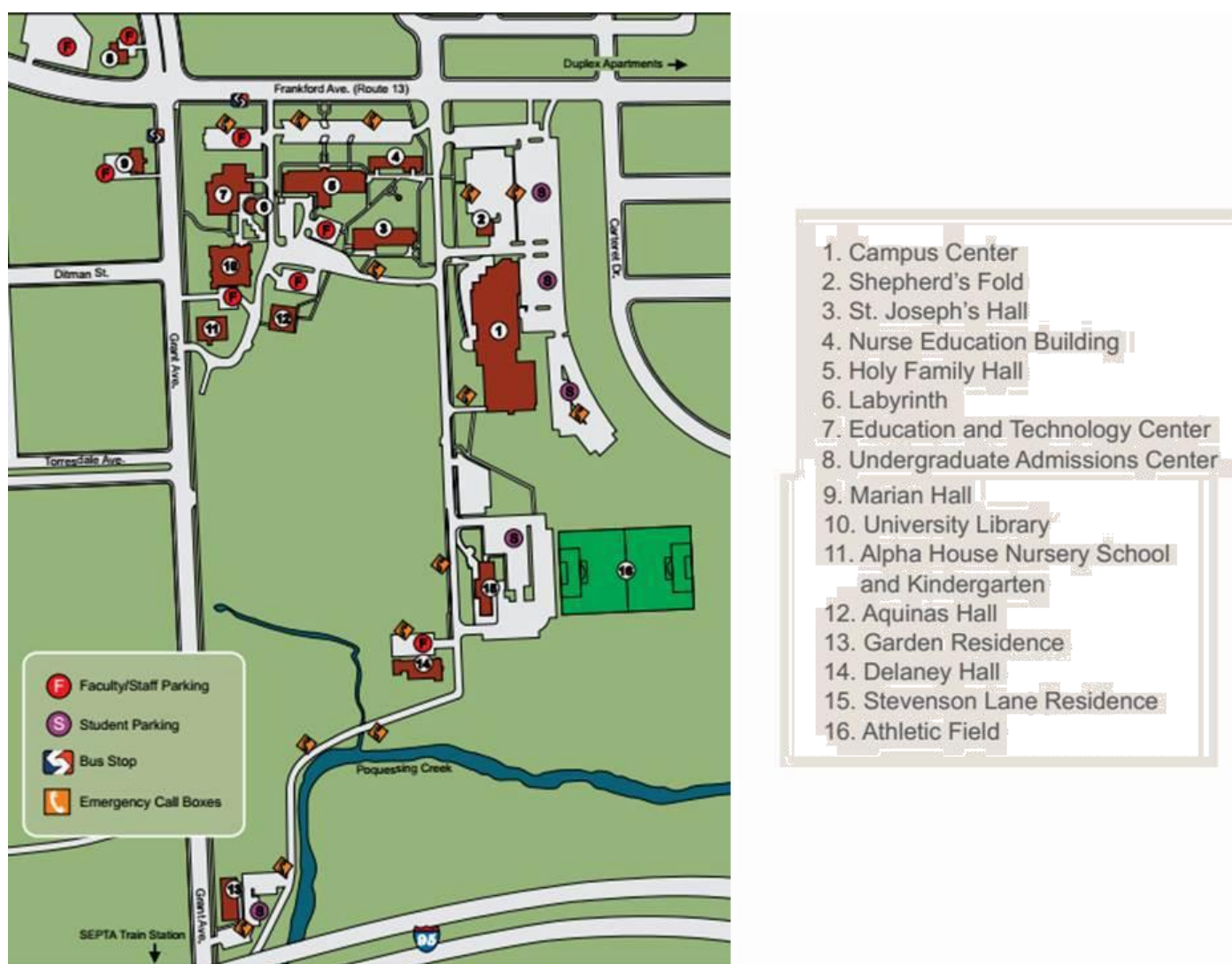
Each year, an e-mail notification is distributed to all currently enrolled students, full- and part-time faculty, and all staff members that provides information regarding how to access this report. Copies of the report may also be obtained from the Public Safety Office, located in the lobby of the Campus Center, located on the Philadelphia Main Campus, by calling 267-341-3361. All prospective students and employees may request to obtain a copy from Public Safety.

The full text of this report can be located on our website at <https://www.holyfamily.edu/about-holy-family-u/our-campuses-in-philadelphia/security-safety>.

## Security Of and Access to Campus Facilities

### Public Safety Officers

The Public Safety Department at Holy Family is maintained by Allied Universal Security Services, and reports to the Office of the Vice President for Finance and Administration. The department's management team consists of a Director of Public Safety, Assistant Director of Public Safety, and three Supervisors. Public Safety headquarters is located in the Campus Center at the Northeast campus (See building 1).



The uniformed arm of a Public Safety Department includes approximately 30 full- and part-time security officers who service the Holy Family community 24 hours a day, seven days a week. Public Safety officers follow and enforce the policies and procedures set by the University, as well as appropriate local, state, and federal laws.

Background investigations are conducted on all officers and include pre-employment criminal history checks, Department of Motor Vehicles' operator license validations, productivity profiles, education level verifications, and previous employment history checks.

All officers receive security-principles training and community-orientation training, which

includes field training prior to assignment. All officers receive cardiopulmonary resuscitation (CPR) and Automated External Defibrillation (AED) training and are required to complete a certification examination covering all aspects of security-principles training, orientation, and field training. The Public Safety Officer's knowledge is tested on such subjects as criminal law, campus and private security, patrol techniques, authority of arrest, defensive tactics, emergency safety procedures and crisis intervention.

### **Safety Policies and Procedures for Residence Halls**

Holy Family University has co-educational residence halls. The University offers residences that accommodate single and double occupancy. There is no on-campus housing for married students. Security of residence halls and campus facilities outside of residence halls is accomplished through a variety of measures to include video monitoring and random patrols by Public Safety Officers.

Members of the university's Residence Life staff live in the residence halls, and are on call 24 hours a day. All residence life staff members receive training in enforcing residence hall security policies.

Residents are expected to cooperate fully with the Security Officer in the discharge of their respective duties.

Access to each residence hall is through the front entrance. All other doors are locked from the outside and are equipped with exit alarms or card access devices that record when the door is opened. These doors are to be used only in case of emergency. Public Safety Officers are responsible for controlling access to and egress from the building through the front doors as well as for checking students' university ID cards before admitting students into the building.

Public Safety Officers also assist residents in registering guests. The resident is responsible for escorting guests at all times while they are in the residence hall and for explaining university housing rules and regulations to each guest.

Each resident is issued a key or ID that will open his or her room. If a key or ID is lost, a lock change is ordered. Also, a new key is issued.

Most university housing facilities are closed and locked during official vacation and break periods. During these times, residents are encouraged to take all valuables with them. Students who remain during these periods are given temporary residence in a designated residence hall, which will remain open and accessible during breaks.

University residence halls have fire safety features such as smoke detectors, alarmed fire exit doors, fire extinguishers and fire exit doors. Tampering with fire safety equipment, such as fire extinguishers, fire hoses, alarm pull stations, smoke detectors, heat sensors, or a sprinkler is prohibited. Making a false report, fire warning, or threat of fire by any means of communication is prohibited.

Public Safety officers are stationed inside the Stevenson Lane Residence, and surveillance cameras are in place at all residence halls that are monitored by Public Safety.

**University Building Access**

All university buildings and residences are the private property of Holy Family University and are posted as such. These buildings are opened at a designated time each morning and secured at a designated time each evening by assigned personnel. Any unauthorized person entering a university building is considered to be trespassing. After-hours access to university-owned or university-managed buildings is determined by the needs of each department. Once a building has been secured for the evening, only authorized individuals are permitted to enter.

**Off-Campus Property**

Holy Family University does not have any off-campus properties officially recognized by the University for usage by registered (official) student organizations or athletics teams.

**Weapons on Campus**

The presence and use of weapons on campus presents a potential threat to the safety of all community members. No student, staff member, faculty member or visitor shall keep, use, possess, display, or transport any rifles, shotguns, handguns, pellet or BB guns, dangerous knives, billy clubs, makeshift weapons, martial arts weapons, or any other lethal or dangerous devices capable of casting a projectile by air, gas, explosion, or mechanical means on any property or in any building owned or operated by the university or in any vehicle on campus. Realistic facsimiles of weapons are also specifically not allowed.

If attending classes on campus, Law Enforcement individuals must conceal their weapons. The university retains the right to search persons, possessions and bags, and privately-owned vehicles on university property, and to confiscate, retain and dispose of/destroy all items covered by this policy regardless of value or ownership. Law enforcement may be contacted for some violations of this policy.



## **Law Enforcement & Jurisdiction**

Holy Family Public Safety Officers have the authority to ask persons for identification and to determine whether individuals have lawful business at Holy Family University Northeast, Bensalem and Newtown Campuses. They also have the authority to issue parking tickets, which are billed to financial accounts of students, faculty, and staff on these campuses. Public Safety Officers do not have arrest power.

Criminal incidents are referred to the local police who have jurisdiction on the campus. The local police jurisdictions, with whom Holy Family Public Safety Department maintains a close working relationship with, are:

- the Philadelphia Police Department for the Northeast campus;
- the Bensalem Township Police Department for the Bensalem site;
- the Newtown Township Police Department for the Newtown site;
- as well as state and federal agencies.

The department works closely with the investigative staff of these police departments when incidents arise that require joint investigative efforts, resources, crime-related reports and exchanges of information as deemed necessary. There is no written memorandum of understanding between the university's Public Safety Department and the Philadelphia, Bensalem Township or Newtown Township Police Department.

The University learns of information regarding our campus, campus community, and students via local police through ongoing and regular contact maintained by the Director of Public Safety and the named police agencies.

All crime victims, witnesses, and any other person aware of a crime are strongly encouraged to immediately report the crime to the Director of Public Safety and/or the appropriate police department promptly if the situation warrants. Prompt reporting will assure timely warning notices on campus and timely disclosure of crime statistics. Currently, there is no policy in place for the reporting of a crime on a confidential basis.

Because Holy Family University does not have any properties officially recognized by the University for usage by official student organizations or athletics teams, Public Safety does not require the monitoring of local police agencies of any off-campus property.

## **Reporting Crimes and Other Emergencies**

### **Reporting Incidents**

All serious incidents, commonly referred to as Part 1 crimes, including murder, rape, robbery, assault, burglary, auto theft, and arson are reported to:

- Philadelphia Police Department for the Northeast campus;
- Bensalem Township Police Department for the Bensalem site;
- Newtown Township Department for the Newtown site.

Additionally, these police departments will provide Holy Family Public Safety Department with a report of incidents that have been reported to them for the neighborhoods surrounding the campus. Holy Family promptly reports these incidents to the various police departments as previously noted. Known and reported crimes against people, off and on campus, are posted on Holy Family University's security website and are available for review on a daily basis.

In addition, when circumstances warrant, the University will employ e-mail, text messaging, voicemail, the Holy Family website, Tiger Alert and other forms of Security Alerts to provide timely notice of criminal activities on and around campus. Should incidents occur that are beyond the capability of the University's Public Safety Department, the City of Philadelphia, Bensalem Township or Newtown Township Police Department will respond and assist in the proper handling of the incident. Attempts to receive crime statistics, from the jurisdiction for the respective police departments listed above, have been made by Holy Family University's Public Safety Director.

All incidents should be reported promptly to Holy Family's Public Safety Department. For each incident reported, an investigation is conducted and a file is created. If the situation warrants, local police are contacted for assistance. Any student or employee who observes an incident such as theft, substance abuse, assault or suspicious behavior, should report the activity to the Public Safety Department at Extension 3333 from a phone on any campus or 267-341-3333 from a non-campus phone.

Holy Family University encourages accurate and prompt reporting of all crimes to the campus Public Safety department and appropriate police agencies when the victim elects to or is unable to make such a report.

Students and employees should take the following steps in an emergency:

- Report the incident by calling 9-1-1 and to Holy Family's Public Safety Department by calling extension 3333 from any campus phone, 267-341-3333 from a non-campus phone, or by using the nearest emergency call box which are located throughout each campus. The emergency call boxes dial directly to the Public Safety Department.
- Communicate as much information about the incident as possible (i.e., location, type of incident, and description of those involved).

### **Campus Security Authorities**

Although Public Safety encourages the reporting of crime directly to them, members of the campus community may choose to file a report in some instances with one of the other Campus Security Authorities. They include, but are not limited to:

- Vice President for Student Affairs
- Vice President for Academic Affairs
- Dean of Students

- Associate Vice President for Human Resources
- Associate Vice President for Student Life
- Academic Deans
- Director of Career Development (formerly Director of Experiential Learning)
- Coordinator of Experiential Learning
- Career Development Coordinator
- Director of Counseling Services
- University Counselor
- Director of Health Services
- Associate Director of Residence Life
- Director of Student Success
- Coordinator of Student Engagement
- Residence Life Coordinator
- Assistant Director of Special Events, University Advancement
- Development Assistant, University Advancement
- Associate Director of Disabilities Services
- Title IX Coordinator
- Director, Campus Ministry
- Administrative Assistant, Student Affairs Division (formerly Student Life Secretaries)
- Director, Public Safety
- Assistant Director, Public Safety
- Assistant Vice President for Development
- Assistant Vice President for Equity & Diversity
- Resident Advisors
- University Athletic Administrators
- University Athletic Trainers
- University Coaching Staff Members, full-time and volunteer
- Faculty and Staff members serving as advisors to Registered Student Organizations

### **Voluntary Confidential Reporting**

It must be understood that Public Safety and Campus Security Authorities do not have confidential reporting. Campus Pastoral Counselors and Campus Professional Counselors, when acting as such, are not considered to be Campus Security Authorities, and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

The university defines these counselors as:

#### *Pastoral Counselor*

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

#### *Professional Counselor*

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

The campus community receives annual communication from the Clery Compliance Coordinator regarding where confidential reporting options are available on-campus, and how to speak to confidential resources. The names and locations of these individuals are provided to all enrolled students. Annual training of Campus Security Authorities includes this information as well.

## **Crime Statistics**

As required by the College and University Security Act of 1988 and the Student Right-to-Know and Campus Security Act of 1990, revised in October 1999, the university annually reports to its students and employees, both current and prospective, the incidence of crime on campus, the university's security procedures and policies, and the necessary steps to enhance its public safety.

If a person believes there has been a violation of one or more of the provisions of the Pennsylvania College and University Security Information Act, a person may file a complaint with the Public Safety Department. The complaint will be forwarded to the Director of Public Safety, who will respond. If a person still feels that a violation has been committed, they may appeal to the Vice President for Student Affairs, or their designee, who has the ultimate responsibility to receive and resolve such complaints. Information is available at [www.holyfamily.edu/security-safety](http://www.holyfamily.edu/security-safety) or by calling Extension 3333 from a phone on any campus or 267-341-3333 from a non-campus phone.

Below is the chart of the crime statistics on campus for the period notated as required by Pennsylvania Act 73, the College and University Security Information Act. The Clery Act, as amended, requires separate statistics for specified criminal incidents, arrests and disciplinary referrals for certain non-contiguous properties. There were no crimes reported in any of the required categories at this location. Holy Family University also has no non-campus locations used by a recognized student organization to record criminal activities.

The following statistics include reportable crime at non-contiguous properties specified for inclusion in this report from the period January 1, 2016 through December 31, 2018. These statistics conform to the specific definitions, time period, and classifications specified by federal law.

## Northeast Philadelphia Campus Statistics

<b>2018 Northeast Philadelphia Clery Crime Statistics</b>						
	<u>Campus</u>			<u>Non-Campus</u>	<u>Public Property</u>	<u>Total</u>
<b>Crime Classification</b>	<b>Residential</b>	<b>Non Residential</b>	<b>On Campus Total</b>			
Murder	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Fondling	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory Rape	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
Arson	0	0	0	0	0	0
Liquor-Law Violations	5	1	0	0	0	6
Arrest	0	0	0	0	0	0
Disciplinary Referrals	109	19	128	1	0	129
Drug-Related Violations	1	1	0	0	0	2
Arrest	0	0	0	0	0	0
Disciplinary Referrals	0	0	0	0	0	0
Weapons Possession	0	0	0	0	0	0
Arrest	0	0	0	0	0	0
Disciplinary Referrals	0	0	0	0	0	0

### 2018 Northeast Philadelphia Campus Statistics

	<u>Campus</u>			<u>Non-Campus</u>	<u>Public Property</u>	<u>Total</u>
<b>Crime Classification</b>	<b>On-Campus Residential</b>	<b>Non Residential</b>	<b>On-Campus Total</b>			
Domestic Violence	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Stalking	1	1	2	0	0	2

2018 Northeast Philadelphia Campus Hate Crime Statistics						
Crime Classification	<u>Campus</u>			Non-Campus	Public Property	Total
	On Campus Residential	Non Residential	On Campus Total			
	0	0	0	0	0	0

2017 Northeast Philadelphia Clery Crime Statistics						
Crime Classification	<u>Campus</u>			Non-Campus	Public Property	Total
	Residential	Non Residential	On Campus Total			
Murder	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Fondling	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory Rape	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
Arson	0	0	0	0	0	0
Liquor-Law Violations	3	0	3	0	0	0
Arrest	0	0	0	0	0	0
Disciplinary Referrals	0	0	0	0	0	0
Drug-Related Violations	2	0	2	0	0	0
Arrest	0	0	0	0	0	0
Disciplinary Referrals	33	0	33	0	0	0
Weapons Possession	0	0	0	0	0	0
Arrest	0	0	0	0	0	0
Disciplinary Referrals	0	0	0	0	0	0

### 2017 Northeast Philadelphia Campus Statistics

Crime Classification	<u>Campus</u>			<u>Non-Campus</u>	<u>Public Property</u>	<u>Total</u>
	<u>On-Campus Residential</u>	<u>Non Residential</u>	<u>On-Campus Total</u>			
Domestic Violence	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0

### 2017 Northeast Philadelphia Campus Hate Crime Statistics

Crime Classification	<u>Campus</u>			<u>Non-Campus</u>	<u>Public Property</u>	<u>Total</u>
	<u>On Campus Residential</u>	<u>Non Residential</u>	<u>On Campus Total</u>			
	0	0	0	0	0	0

### 2016 Northeast Philadelphia Clery Crime Statistics

Crime Classification	<u>Campus</u>			<u>Non-Campus</u>	<u>Public Property</u>	<u>Total</u>
	<u>Residential</u>	<u>Non Residential</u>	<u>On Campus Total</u>			
Murder	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Fondling	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory Rape	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
Arson	0	0	0	0	0	0
Liquor-Law Violations	0	0	0	0	0	0
Arrest	0	0	0	0	0	0
Disciplinary Referrals	22	0	22	0	0	22
Drug-Related Violations	0	0	0	0	0	0
Arrest	0	0	0	0	0	0
Disciplinary Referrals	0	0	0	0	0	0
Weapons Possession	0	0	0	0	0	0
Arrest	0	0	0	0	0	0
Disciplinary Referrals	0	0	0	0	0	0



<b>2016 Northeast Philadelphia Campus Statistics</b>						
	<u>Campus</u>			<u>Non-Campus</u>	<u>Public Property</u>	<u>Total</u>
<b>Crime Classification</b>	<b>On-Campus Residential</b>	<b>Non Residential</b>	<b>On-Campus Total</b>			
Domestic Violence	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0
<b>2016 Northeast Philadelphia Campus Hate Crime Statistics</b>						
	<u>Campus</u>			<u>Non-Campus</u>	<u>Public Property</u>	<u>Total</u>
<b>Crime Classification</b>	<b>On Campus Residential</b>	<b>Non Residential</b>	<b>On Campus Total</b>			
	0	0	0	0	0	0

### **Unfounded Crimes**

There were no crimes or reported incidents that were unfounded by investigation in 2016, 2017 and 2018.

None of the crimes listed manifested evidence of prejudice based on race, national origin, ethnicity, gender, gender identity, religion, sexual orientation or disability as prescribed by the Hate Crime Statistics Act (28 USC 54)

# Bensalem Campus Statistics

2018 Bensalem Clery Crime Statistics						
	<u>Campus</u>			<u>Non-Campus</u>	<u>Public Property</u>	<u>Total</u>
<b>Crime Classification</b>	<b>Residential</b>	<b>Non Residential</b>	<b>On Campus Total</b>			
Murder	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Fondling	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory Rape	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
Arson	0	0	0	0	0	0
Liquor-Law Violations	0	0	0	0	0	0
Arrest	0	0	0	0	0	0
Disciplinary Referrals	0	0	0	0	0	0
Drug-Related	0	0	0	0	0	0
Arrest	0	0	0	0	0	0
Disciplinary Referrals	0	0	0	0	0	0
Weapons Possession	0	0	0	0	0	0
Arrest	0	0	0	0	0	0
Disciplinary Referrals	0	0	0	0	0	0
2018 Bensalem Statistics						
	<u>Campus</u>			<u>Non-Campus</u>	<u>Public Property</u>	<u>Total</u>
<b>Crime Classification</b>	<b>On-Campus Residential</b>		<b>On-Campus Total</b>			
Domestic Violence	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0





Dating Violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0
<b>2016 Bensalem Hate Crime Statistics</b>						
	<u>Campus</u>			Non-Campus	Public Property	Total
<b>Crime Classification</b>	<b>On Campus Residential</b>		<b>On Campus Total</b>			
	0	0	0	0	0	0

### Unfounded Crimes

There were no crimes or reported incidents that were unfounded by investigation in 2016, 2017 & 2018.

None of the crimes listed manifested evidence of prejudice based on race, national origin, ethnicity, gender, gender identity, religion, sexual orientation or disability as prescribed by the Hate Crime Statistics Act (28 USC 54)

## Newtown Campus Statistics

2018 Newtown Clery Crime Statistics						
	<u>Campus</u>			<u>Non-Campus</u>	<u>Public Property</u>	<u>Total</u>
<b>Crime Classification</b>	<b>Residential</b>	<b>Non Residential</b>	<b>On Campus Total</b>			
Murder	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Fondling	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory Rape	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
Arson	0	0	0	0	0	0
Liquor-Law Violations	0	0	0	0	0	0
Arrest	0	0	0	0	0	0
Disciplinary Referrals	0	0	0	0	0	0
Drug-Related Violations	0	0	0	0	0	0
Arrest	0	0	0	0	0	0
Disciplinary Referrals	0	0	0	0	0	0
Weapons Possession	0	0	0	0	0	0
Arrest	0	0	0	0	0	0
Disciplinary Referrals	0	0	0	0	0	0
2018 Newtown Statistics						
	<u>Campus</u>			<u>Non-Campus</u>	<u>Public Property</u>	<u>Total</u>
<b>Crime Classification</b>	<b>On-Campus Residential</b>		<b>On-Campus Total</b>			
Domestic Violence	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0

2018 Newtown Hate Crime Statistics						
	<u>Campus</u>			Non-Campus	Public Property	Total
Crime Classification	On Campus Residential		On Campus Total			
	0	0	0	0	0	0

2017 Newtown Clery Crime Statistics						
	<u>Campus</u>			Non-Campus	Public Property	Total
Crime Classification	Residential	Non Residential	On Campus Total			
Murder	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Fondling	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory Rape	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
Arson	0	0	0	0	0	0
Liquor-Law Violations	0	0	0	0	0	0
Arrest	0	0	0	0	0	0
Disciplinary Referrals	0	0	0	0	0	0
Drug-Related Violations	0	0	0	0	0	0
Arrest	0	0	0	0	0	0
Disciplinary Referrals	0	0	0	0	0	0
Weapons Possession	0	0	0	0	0	0
Arrest	0	0	0	0	0	0
Disciplinary Referrals	0	0	0	0	0	0

2017 Newtown Statistics						
Crime Classification	<u>Campus</u>			<u>Non-Campus</u>	<u>Public Property</u>	<u>Total</u>
	On-Campus Residential		On-Campus Total			
Domestic Violence	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0
2017 Newtown Hate Crime Statistics						
Crime Classification	<u>Campus</u>			<u>Non-Campus</u>	<u>Public Property</u>	<u>Total</u>
	On Campus Residential		On Campus Total			
	0	0	0	0	0	0

2016 Newtown Clery Crime Statistics						
Crime Classification	<u>Campus</u>			<u>Non-Campus</u>	<u>Public Property</u>	<u>Total</u>
	Residential	Non Residential	On Campus Total			
Murder	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Fondling	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory Rape	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
Arson	0	0	0	0	0	0
Liquor-Law Violations	0	0	0	0	0	0
Arrest	0	0	0	0	0	0
Disciplinary Referrals	0	0	0	0	0	0
Drug-Related Violations	0	0	0	0	0	0
Arrest	0	0	0	0	0	0



Disciplinary Referrals	0	0	0	0	0	0
Weapons Possession	0	0	0	0	0	0
Arrest	0	0	0	0	0	0
Disciplinary Referrals	0	0	0	0	0	0

### 2016 Newtown Statistics

Crime Classification	<u>Campus</u>		On-Campus Total	<u>Non-Campus</u>	<u>Public Property</u>	<u>Total</u>
	On-Campus Residential					
Domestic Violence	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0

### 2016 Newtown Hate Crime Statistics

Crime Classification	<u>Campus</u>		On Campus Total	<u>Non-Campus</u>	<u>Public Property</u>	<u>Total</u>
	On Campus Residential					
	0	0	0	0	0	0

### Unfounded Crimes

There were no crimes or reported incidents that were unfounded by investigation in 2016, 2017 and 2018.

None of the crimes listed manifested evidence of prejudice based on race, national origin, ethnicity, gender, gender identity, religion, sexual orientation or disability as prescribed by the Hate Crime Statistics Act (28 USC 54)

## **Timely Warnings & Emergency Notification and Evacuation**

To ensure the security of Holy Family University, the university utilizes a Public Safety alert system. Dubbed "Tiger Alert", the system utilizes university e-mail, text messaging, electronic signage, and will be used for timely warnings and emergency notifications affecting the Northeast, Bensalem and/or Newtown Campus. The system is not used to distribute advertising or any other unsolicited content. Subscribers pay no fees for the service, other than the regular fees associated with text-messaging services. Up to two cell phone numbers and one email address may be registered to one person. Registration by any member of the University or campus community may register at [www.holyfamily.edu/security-safety](http://www.holyfamily.edu/security-safety).

### **Timely Warnings**

Timely Warnings are triggered by crimes that already occurred but represent an ongoing threat. In the event that a crime occurs on or near the Northeast, Bensalem or Newtown campus, or on designated non-campus property, that in the judgment of the Department of Public Safety, constitutes a serious or continuing threat to members of the University community, the department may issue a Timely Warning notice that withholds the names of the victims as confidential and that will aid in the prevention of similar occurrences.

Timely warnings will be issued for the following crimes if the crimes are reported to Campus Security Authorities (CSA) or the Philadelphia, Bensalem or Newtown Police Department and if they are considered by the University to represent a serious or continuing threat to students and employees and occur on or near the Northeast, Bensalem and Newtown Campuses:

- Murder and non-negligent manslaughter
- Negligent manslaughter
- Forcible and non-forcible sex offenses
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson

Any person with information warranting a timely warning should report the circumstances to the university's Public Safety Department by phone at any campus by calling Extension 3333, or 267-341-3333 from a non-campus phone, or in person at the Public Safety CommandCenter, Campus Center Main Lobby, Philadelphia Main Campus.

Members of the campus community who suspect a crime is in progress or suspect a crime posing an imminent or serious threat should contact Public Safety immediately so a campus warning can be sent, if warranted. If community members report crimes or serious incidents to other University administrators, those administrators should notify Public Safety. The department will collaborate with these administrators to issue a timely warning, if warranted.

### **Emergency Notifications**

The Tiger Alert Emergency Notification System enables the University to quickly notify the Holy Family University community of critical information during a major emergency that affects the Northeast, Bensalem and/or Newtown campuses. This is performed without delay once a serious incident is confirmed by law enforcement and is accomplished through use of email, text

messaging and digital displays. The Public Safety Department may also post a notice on the campus-wide electronic bulletin boards and the Holy Family University website, [www.holyfamily.edu](http://www.holyfamily.edu), providing the university community with more immediate notification.

The Public Safety Director will, upon receipt of notification of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students and employees of the Northeast, Bensalem and/or Newtown Campus, contact the appropriate jurisdiction to confirm the situation. The Tiger Alert Emergency Notification System is only activated for significant emergencies that are confirmed by law enforcement personnel and with the approval of the University's senior leadership. The Emergency Notification System is not activated if in the professional judgment of the responsible authorities such a notification would compromise efforts to resolve the emergency. When an Emergency Alert is sent the proper message is selected from several pre-scripted messages and sent to the appropriate audience. An Emergency Alert can only be sent by one of several initiators who are trained by the Division of Public Safety.

Some examples when an Emergency Alert may be issued include:

- Outbreak of meningitis, norovirus or other serious illness
- Approaching serious weather
- Earthquake
- Gas leak
- Terrorist incident
- Armed intruder
- Bomb threat
- Civil Unrest
- Explosion

Furthermore, the Emergency Notification System is tested annually to ensure all faculty, staff and students are familiar with emergency alerts and what their individual roles are during an actual situation. The testing can be announced or unannounced. Results are documented by the Director of Public Safety and made public to the community through campus email. The Director of Public Safety is responsible for the initiation of Emergency Alerts, as well as managing the lists of who receives them.

### **Campus Assessment, Response, Evaluation (CARE) Team**

The CARE Team has the ability to set into motion interventions to mitigate behaviors. The CARE team has direct authority to take action and coordinate intervention, without university delay. Direct authority may include the ability to enact recommendation for timely warnings or to enact recommendation for emergency notification. If at any time, the CARE Team makes a recommendation for a timely warning or emergency notification, the Director of Public Safety is notified for dissemination of such alert.

### **Safety Information**

The Public Safety website provides current security and safety-related information to the Holy Family community. The website allows for instant access to policies and procedures, security tips, daily crime log, Safety Alerts, security email and information related to the Student Right to Know and Campus Security Act. The website is: [www.holyfamily.edu/security-safety](http://www.holyfamily.edu/security-safety).

**Daily Incident Journal**

Holy Family's Public Safety Department maintains an incident journal in its office. This is a chronological listing of all crimes and significant incidents responded to and documented by Public Safety Officers. It also includes the names of persons arrested, if known, and charged in criminal situations. It is open for review by any member of our community.

**Emergency Drills, Testing and Evacuation Procedures**

The Public Safety Department conducts emergency drills and procedures on an annually basis. The drills are assessed to ascertain the effectiveness of the policy and safety of the campus community. These findings are published electronically through the campus email system after the annual drills.

## **Security Awareness & Crime Prevention Programs**

### **Installation of Panic Buttons**

As a multi-unit program, the division of Student Affairs, Informational Technology, and Public Safety have worked collaboratively in support of the installation of immediate assistance buttons located in offices across campus.

### **Maintenance of Campus Safety**

The Public Safety Department does a daily evaluation of all potential safety concerns such as campus lighting, parking lot safety, and access points. All safety concerns are reported to the Director of Public Safety, who in turn contacts the appropriate campus department for repair or replacement.

### **Emergency Call Boxes**

The university provides emergency call boxes throughout the campus for safety and convenience. These emergency call boxes, when activated, automatically contact a Public Safety Officer and notify him or her of the caller's exact location. Students, faculty and staff are encouraged to learn the location of the emergency call boxes and to use them for all security-related and emergency communications. Security Officers respond 24 hours a day, every day. Any problems regarding the condition and/or use of the emergency call boxes should be forwarded to the Director of Public Safety immediately by calling 267-341-3361.

### **Walking Escorts**

Upon request, the Public Safety Department is available to provide walking escorts to all Holy Family students, faculty, staff and visitors, 24 hours a day, every day to any location on campus. Call 267-341-3361.

### **Identification Cards**

All current Holy Family students, faculty, and staff are issued identification cards for entering campus buildings and events, as well as for access to many university services. All university faculty, staff, and students may be required to produce a proper Holy Family ID upon request from Public Safety Officer or a university official when present on any university-owned property.

### **Bike Registration**

The Public Safety Department, as part of its Campus Security Awareness program, offers members of the Holy Family community the opportunity to register their bikes. Although the program is not specifically designed to prevent the theft of bikes from campus, it should heighten the awareness of the university community, while deterring would-be-thieves.

### **Crime Prevention**

Crime Prevention seminars and orientations are conducted at the start of each semester and periodically throughout the year for all students and employees. Some of the prevention seminars include: personal safety, awareness of surroundings, securing personal property in the workplace, as well as trainings on proper use of the university identification cards in order to access locations on campus. Crime Prevention publications are available from the Public Safety Department and distributed to the campus community periodically throughout the year.

### **Campus Safety Policies**

Throughout the year, members of the Public Safety staff speak to faculty, staff, commuters and residents on topics including sexual assault, date rape, theft prevention, personal safety,

victim services and alcohol and drug awareness. The Director of Public Safety conducts seminars periodically through New Hire Orientation, as well as Worksite Wellness Week and Open Enrollment.

## **Drug, Alcohol & Substance Abuse**

### **Alcohol and Other Drugs**

Holy Family University's educational concern is for our students to achieve the greatest level of personal and academic success by creating an environment for growth by and among its community and its commitment to the physical and emotional health and well-being of all those who work, study, or congregate at the University. The possession, use, distribution, or sale of narcotics or drugs other than those medically prescribed, and stored in the original container, by students, faculty, staff, or visitors on university grounds or while on University business is prohibited. Off-campus possession, use, distribution, or sale of narcotics or drugs by students, faculty or staff is inconsistent with the university's policies and goals, and is therefore prohibited. Any and all types of drug paraphernalia, including, but not limited to, bongos, pipes, and any items modified or adapted so they can be used to consume drugs, are not permitted on university property. It applies to all members of the University including students, faculty and staff, alumni, friends and guests on the University campus. The University reserves the right to take disciplinary action against any member of the University community for off-campus behavior that violates this policy.

Students are expected to immediately report conduct or activity which poses a danger to the community or its members. This is most important in medical emergencies due to drug or alcohol use. Students should not hesitate to seek help because of fear of disciplinary action. An individual person who actively seeks help for an intoxicated or under the influence will not, in most circumstances, be charged under the University Judicial Process for seeking help, as determined within the discretion of the University. If applicable, an investigation into the event may be deemed necessary. While Holy Family reserves the right to follow its own judicial process, Holy Family University works in collaboration with the applicable law enforcement agencies when any federal, state, or local laws are violated.

### **State Law of Pennsylvania on Alcoholic Beverages**

The following information is included in all University Policy and Procedural Handbooks, specifically in relation to alcohol on campus:

In addition to violations of University policies, there are state and local laws including, but not limited to, Title 18 (Pennsylvania Crimes Code) and Title 75 (the Pennsylvania Vehicle Code) that impose significant criminal penalties if violated. Title 18: Note, in particular, Sections 5505 (Public Drunkenness); 6307 (Misrepresentation of Age to Purchase Liquor or Malt Policies, Regulations, Statements and Guidelines Brewed Beverages (Beer)); 6308 (Purchase, Consumption, Possession or Transportation of Liquor or Malt or Brewed Beverage by a Minor); 6310.1 (Selling or Furnishing Liquor or Malt or Brewed Beverages to Minors); 6310.7 (Selling or Furnishing Non-Alcoholic Beverages to Persons Under 21); 6310.2 (Manufacture or Sale of False Identification Card); 6310.3 (Carrying a False ID); and, 3809 (Restriction on Alcoholic Beverages (Open Container)). Title 75: Note, in particular, Sections 3718 (Minor Prohibited from Operating with Any Alcohol in System); 3802 (Driving Under the Influence of Alcohol or Controlled Substance); 3802(a) (General Impairment); 3802(b) (High Rate of Alcohol); 3802(c) (Highest Rate of Alcohol); 3802(d) (Controlled Substances); 3802 (e) (Minors); 3802(f) (Commercial or School Vehicles); 3735 (Homicide by Vehicle While Driving under the Influence); and, 3735.1 (Aggravated Assault by Vehicle while Driving under the Influence).

### **Pennsylvania Liquor Laws**

The following information is included in all University Policy and Procedural Handbooks, specifically in relation to alcohol on campus:

It shall be unlawful for a person less than twenty-one (21) years of age to attempt to purchase, consume, possess, or knowingly and intentionally transport an alcohol or malt or brewed beverage within the commonwealth. The penalty for the second or third violations is a fine no greater than \$500.00. It is unlawful to misrepresent your age, or transfer a registration card for the purpose of falsifying age to secure malt or alcoholic beverages. The penalty for the second or third violations is a fine no greater than \$500.00. It is unlawful to sell, furnish, or give any minor under twenty-one (21) years of age any malt or alcoholic liquor. The penalty for the second or third violations is a fine no greater than \$500.00.

### **Alcohol Policy**

The University prohibits students to consume or possess alcohol under any circumstances. The possession, use, distribution of alcohol, or possession of paraphernalia by members of the University community may result in disciplinary action. Intoxication, disorderliness, or offensive behavior that may be related to alcohol will also result in disciplinary action. The policy also extends to University-related events conducted off campus. The University, under strict approval of the President, may conduct specialized events where alcohol is served; these events must be properly registered and steps must be taken to prevent under-age consumption.

It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under 21 years of age in a public place is illegal. It is also a violation of the Holy Family University policy for anyone to consume or possess alcohol in any public or private area of campus without prior University approval.

Members of the University community are expected to be aware of and obey state and municipal laws or ordinances regulating the use, possession or sale of alcoholic beverages and federal and state laws regarding controlled substances. Those who are cited for violations of laws or ordinances by state, federal, or municipal authorities may also face University disciplinary proceedings and may be required to pursue counseling, an educational program, or treatment. Resident students should reference the Residence Life Policies outlined in the Student Handbook for specific information regarding expectations of resident students with regard to the alcohol policy.

Examples of alcohol violations include, but are not limited to:

1. Possession and/or consumption of alcohol;
2. Knowingly furnishing, transporting, and/or allowing minors to consume alcohol;
3. Use of alcohol resulting in involuntary, erratic and/or abusive behavior;
4. Possession of a keg, beer ball or other common source alcohol containers;
5. Involvement in the high-risk use of alcohol;
6. Persons observed in a residence on campus or off-campus when an open container of alcohol is present;
7. Open container of alcohol in a public area.

### **State Law of Pennsylvania on Drugs**

State law prohibits the unauthorized manufacture, sale, delivery and possession of controlled substances. Persons may be subject to 30 days imprisonment and a \$500 fine for simple possession of a small amount of marijuana (misdemeanor), a maximum of 15 years imprisonment and a \$25,000 fine for manufacture, delivery or possession of a Schedule I or II controlled narcotic drug such as cocaine, PCP, and LSD (felony).

Sentences can be doubled for second and subsequent convictions. Sentences can also be doubled for distribution of controlled substances to persons under the age of 18. Penalties range from mandatory minimum sentence of one year and a \$5,000 fine for the first conviction or to a



mandatory minimum sentence of seven years and a \$50,000 fine for subsequent convictions for the manufacture, delivery or possession of 100 grams or more of a Schedule I or II controlled narcotic drug.

Holy Family University students are subject to prosecution under the Pennsylvania Controlled Substance; Drug, Device and Cosmetic Act for drug abuse and unlawful drug use and unlawful drug sales. The following state and federal laws concerning specific illicit drugs are drawn from the Controlled Substance, Drug, Device and Cosmetic Act, 35 p.s. section 107 708-113 et, seq. of the Commonwealth of Pennsylvania and from the Federal Drug Abuse Prevention and Control Act, 2 U.S.C.A. 801, et, seq., (specifically, the penalties for manufacturing, distributing, dispensing or possessing a controlled substance are found in section 84I of the Act).

### **Other Drugs Policy**

The use, possession, or distribution of illegal narcotics or other controlled substances except as expressly permitted by federal, state and/or local law is prohibited. The misuse of prescription drugs is also prohibited. Drug paraphernalia such as bongos, hookahs, roach clips, pipes, and other drug paraphernalia, which may indicate illegal drug use, are prohibited on campus and possession may result in disciplinary action. Students present in an incident involving drugs who have taken no action to remove themselves from, seek help for, or prevent the behavior could be subject to the same repercussions as those actively involved.

Examples of drug violations include, but are not limited to:

1. Illegal or improper use, possession, cultivation, distribution, manufacture, or sale of any drug(s), including prescribed medications;
2. Illegal or improper use of solvents, aerosols, or propellants;
3. Administration or employment of drugs or intoxicants causing another person to become impaired without his or her knowledge.

### **Disciplinary Process**

A student who is alleged to have engaged in an alcohol or drug violation receives communication of the alleged violation and is scheduled for a meeting with an Administrative Hearing Officer or Judicial Hearing Board, as outlined in the Student Handbook.

If a student is found in a hearing to violate a policy, a sanction shall be imposed on the responsible person or party. Potential sanctions for students violating the Alcohol and other Drug Policy may include:

- Warning: Written or verbal notice given that is kept on file
- Program Attendance or Facilitation: Expectation to attend or facilitate an educational program(s)
- Writing Assignment: Requirement to complete a relevant research and/or reflection paper
- Discretionary Sanctions: Requirement to complete and or participate in work assignments, community service, University services or programs, or other related discretionary assignments
- Loss of Privileges: Denial of specific privileges for a defined period of time (e.g., guest, computer, housing selection, visitation, dining services, University representation, co-curricular activities, athletic participation, work study position, leadership role)
- Counseling Assessment/Meetings: Complete a number of counseling or assessment sessions
- Fines: Requirement to pay a specified monetary fee to the University
- Restitution: Requirement to make payment to the University, other persons, groups, or organizations for damage

- Administrative Relocation in University Housing: Requirement to be placed in an assigned or relocated space in University Housing
- Disciplinary Probation: A period of fixed duration, during which the status of a student at the University may be evaluated. This includes the possibility of more severe sanctions if the student is found responsible for violating University policy during the probationary period.
- Deferred Suspension: A designated period of time during which a student is given the opportunity to demonstrate the ability to abide by University policies. If the student is found in violation of any University policy during the time of deferred suspension, a suspension may take effect immediately without further review. Additional sanctions appropriate to the new violation may also be issued.
- Removal from University Residence: Separation from the residence halls for a defined period of time. The student may be prohibited from participating in the University dining program. The student will be barred from entering all residences within the University residential community during the time of removal from campus housing.
- Suspension: Separation from the University for a specified period of time. The student shall not participate in any University-sponsored activity and may be banned from the University premises. The University will not accept any credits earned from another institution during this period towards a University degree. In case of residence hall groups, this sanction may include the disbanding of a living unit, and in the case of student organization, this may include the removal of recognition. Reinstatements shall require the approval of the Vice President for Student Affairs, or other Senior-level Administrator, as designated.
- Expulsion: Permanent separation from the University and University facilities.
- Revocation of Admission and/or Degree: Admission to or a degree awarded from the university may be revoked at any time of fraud, misrepresentation, or another violation of the Code of Conduct in obtaining the degree, or for other serious violations committed prior to graduation or admission.
- Withholding Degree: University may withhold awarding a degree otherwise earned until the completion of the process set forth in the Judicial Process, including the completion of all sanctions imposed, if any.

#### Suggested Sanctions for alcohol violations

- 1st incident: Administrative hearing, written warning, and fine.
- 2nd Incident: Administrative hearing, increase of fines, educational program/ reflection paper, or Counseling Assessment.
- 3rd Incident: Administrative hearing, increase of fines, Counseling Assessment, educational program/ reflection paper, parental involvement, or probationary status.
- 4th Incident or more: Administrative hearing/ Judicial Hearing Board, increase of fines, removal from housing, suspension, or expulsion.

#### Suggested sanctions for low-level drug violations (copied from the Hearing Office Manual)

- Drug 1: education, disciplinary probation
- Drug 2: suspension (considered for higher-level drug violations)

A complete report can be found on the Higher Education Opportunity Act website, <http://www.holyfamily.edu/about-holy-family-u/general-info/339-heoa>

#### **Alcohol and Other Drug Abuse Prevention**

Research on the abuse of alcohol and the use of other drugs by college students indicates that these behaviors pose a serious threat to the educational environment, which includes not only the

campus but the surrounding community as well. Therefore, the efforts of the University are primarily directed toward educating students about the effects of alcohol and other drug use and helping them learn to make healthy choices.

Health risks associated with the use of illicit drugs and alcohol abuse may include but not limited to heart problems, malnutrition, convulsions, cancer, hepatitis, liver damage, coma and death. Related and equally serious risks include: impaired judgment, sexual assault, unplanned pregnancy, inability to manage academic stress, and academic failure. Recognizing that students may need to seek support for addressing difficulties that can arise from alcohol and/or other drug use, Holy Family University encourages them to visit the Counseling Center, University Health Services, or Campus Ministry. Confidentiality will be strictly enforced as required by the code of ethics of the individual professional.

All students are encouraged to seek early help if they feel they have a problem with alcohol and/or other drugs, and to learn how to assist others with substance abuse problems. It is less likely that serious consequences will result from an alcohol or other drug problem with early assistance. Through the Counseling Services, students have free access to licensed counselors on campus for initial screening/consultation in regards to a concern around substance use, with possible referral to an outside agency. A Resource Room has been established and maintained by the Counseling Services which provide literature and a directory of available local organizations and agencies.

Other resources which are available within the community for assistance include:

- Alcoholics Anonymous – [www.aa.org](http://www.aa.org);
- College and Universities Alcoholics Anonymous - [www.jeremyfrankphd.com/college-and-university-alcoholics-anonymous-meetings](http://www.jeremyfrankphd.com/college-and-university-alcoholics-anonymous-meetings);
- Southeastern Pennsylvania Intergroup Association of Alcoholics Anonymous - [www.sepennaa.org](http://www.sepennaa.org);
- Al-Anon – [www.pa-al-anon.org](http://www.pa-al-anon.org);
- Narcotics Anonymous – [naworks.org](http://naworks.org);
- ULifeline - [www.ulifeline.org/](http://www.ulifeline.org/)
- Friends Hospital CRC – 1- (800) 889-0548 or (215) 831-2600
- Bucks County Mental Health Delegate - 1-800-499-7455

Referrals to a community agency are provided if a student's behavioral history, objective assessment, and individual and/or family interviews indicate more appropriate services are needed than can be provided by the Counseling Center. Counseling is available to students who have successfully completed a rehabilitation program and wish to return. Students may remain on campus if they are capable of maintaining a satisfactory level of performance while participating in a substance rehabilitation program that provides confidential communication to the counseling or health services. Students taking prescription drugs that may affect their class performance or behavior on campus should report this fact to the Counseling Center and Health Services.

### **Support Services for Employees**

Holy Family University recognizes that many factors can have a negative effect on an employee's job performance; therefore, provides assistance to employees and their families in resolving personal problems. Alternate resources are often preferable to handling issues alone or with only supervisory assistance. This allows for increased confidentiality and greater variety of available assistance.

Should Holy Family University employees or their families need assistance in resolving life's concerns, employees can call "First Call for Help" which is United Way's free confidential referral service by calling 211, or online [211SEPA.ORG](http://211SEPA.ORG) for Southeastern Pennsylvania, or [NJ211.ORG](http://NJ211.ORG) for

New Jersey.

If there is a need for Substance Abuse or Mental Health assistance, SAMHSA (Substance Abuse and Mental Health Services Administration) National Helpline is 1-800-662- HELP (4357), or TTY: 1-800-487-4889. SAMHSA is a free, 24-hour-a-day, 365-day-a-year, information service, in English and Spanish, for individuals and family members facing mental and/or substance use disorders. This service provides referrals to local treatment facilities, support groups, and community-based organizations.

In addition, the University Campus Minister is available at 267-341-3261 or the Associate Vice President for Human Resources at 267-341-3479 for confidential guidance. Finally, FT regular employees can take advantage of the confidential mental health benefits available through their health insurance coverage.

### **Student Notification**

Emails are delivered to all enrolled students regarding a variety of topics around safety, as well as rights and responsibilities. These emails are circulated by the Director of Public Safety, the Director of Counseling, and University Wellness Offices in an effort to assure students are knowledgeable about issues around drug and alcohol safety, and prevention resources.

Students are also made aware of the university's biennial report focusing on drug and alcohol-abuse programs sponsored by Holy Family University, which is required by the Drug-Free Schools and Communities Act. The complete document can be found at: <https://www.holyfamily.edu/images/about/HEOA/biennial-report.pdf>.

Students have free access to licensed counselors on campus for initial screening/consultation in regards to a concern around substance use, with possible referral to an outside agency.

### **First Year Students**

First Year Students are high at risk for alcohol and drug use and abuse due to the transitional issues they face. These students also enter the University community without much knowledge of the policies and procedures that will impact their lives. In order to combat this, Holy Family University has developed a program to reach the students where they are. The First Year Experience Course is designed to help students with their transition to the University, and allows an opportunity to focus on many topics students may face throughout their college career. During this course, students will be required to attend a Wellness Session with the Counseling Center. This workshop is designed to increase knowledge regarding state laws and university policy, increase understanding of how alcohol and other drugs affect them, increase knowledge of healthy decision making, increase awareness of bystander intervention, and offers information on where to get help and resources for alcohol and substance use issues.

### **Student Athletes**

Every August, prior to the beginning of the academic year, student athletes are required to read through the Department of Athletics' policies that offer information on random/suspicious

drug testing.

The topic areas covered are as follows:

1. Department of Athletics Random / Suspicious Drug Testing Policy
2. Department of Athletics Reinstatement Policy
3. Department of Athletics Missed Class Policy
4. Department of Athletics Mandatory Athletic Department Meetings Policy
5. Department of Athletics Mandatory Study Hall Policy for All Freshman and At-Risk Student Athletes
6. Department of Athletics Online Social Networking Websites Policy

Other alcohol and drug-related initiatives occur during both the academic and calendar year. Drug-testing is done randomly in-house (or based upon suspicion) throughout the academic year. Drug testing is also conducted through the NCAA via Drug-Free Sport on a random basis throughout the calendar year.

The Student Athlete Advisory Committee (SAAC) discusses drug-related policies and legislation at conference meetings in September and March during the calendar year. Such drug policy discussions occur institutionally at each SAAC meeting which is held bi-weekly. SAAC addressing drug policies and related legislation is vital as they have a direct impact on the creation or amending of NCAA drug policy legislation.

At the Department of Athletics' opening meeting in September of each academic year, information is relayed regarding drug-testing policies.

Furthermore, each head coach, at the beginning of the academic year, implements specific team policies that set policies for consequences associated with drug use and drug testing. The team policies are in line with the Department of Athletics' policy regarding drug use and testing.

As a community engagement initiative, they conduct their Build-A-Library program in November and April of the academic year. During the presentation of the collected books to the respective school in which the department is donating to, student-athletes speak to the young students about avoiding the perils associated with drug use and having the courage to not engage in drug use. Messages delivered by student athletes touch upon avoiding drugs, studying hard, and pushing toward continuing their education to attend college.

### **Residential Students**

Residence Life conducts an extensive training each fall and winter with all Resident Advisors to discuss personal responsibility, as well as how to talk with their residents about alcohol and other drug issues. Working with the Counseling Center, Public Safety, Title IX, and Health Services, workshops are focused on how to spot the signs of abuse, overdose and possible addiction. Resident Advisors are trained with necessary skills needed to mentor their residents. Throughout the year, Resident Advisors are given access to the Counseling Center for questions, information, and other resources.

Resident Advisors are required to provide educational bulletin boards on topics related to alcohol, drugs and wellness education, and support alcohol-free alternative events.

### **Campus-wide Programming Efforts**

Every student on campus will come in contact with alcohol at some point and will have to

make decisions whether to drink or not. To help our students make appropriate decisions, it is our responsibility to educate students about the impact of alcohol and other drugs, as well as, how to make responsible choices. Holy Family University uses a variety of platforms to reach all students where they live, work and socialize. All resources available for designated student populations are available to the entire campus.

Campus organizations partner to provide collective activities for Awareness Weeks or Awareness Days during the year. Each Awareness Week or Day has some outreach event and education surrounding the issues at hand.

Suicide Prevention: October  
Campus Safety Month: October  
Domestic Violence Awareness Month: October  
Alcohol Awareness Month: March  
Sexual Assault Awareness Month: April

#### Late nights and Weekends

Student Government Association has committees dedicated to providing weekend nighttime programming. Each weekend there is an on-campus event or an off-campus trip to provide an alcohol-free alternative to students. The Campus Center is open every night until midnight. Students have access to basketball courts (when not in use by athletics), pool tables, ping pong, as well as the Upper and Lower Level of the Campus Center Commons.

#### Campus Clubs and Organizations

There are currently 27 clubs and organizations who plan events throughout the week for students to get involved.

#### Alternative Spring Break

Students are selected for an opportunity to work with Habitat for Humanity and utilize their spring break as a way to dedicate their time to service for others. The group meets regularly working on leadership workshops, fundraising opportunities, service awareness opportunities as well as local project "build days" throughout the year leading up to the trip.

#### **Environmental Approaches Off-Campus and 8th Police District Advisory Council**

The Vice President for Student Affairs and Director of Public Safety sit on a standing monthly council board to discuss the safety concerns of the police district. This is a council to address and hear the concerns of the district and its constituents in the area as well as for the 8th Police District report on local crime in the area.

## **Sexual Assault, Domestic Violence, Dating Violence, and Stalking**

### **Sexual Misconduct Policy**

Members of the Holy Family University community have the right to be free from sexual misconduct, including sexual harassment, sexual violence, intimate partner violence and stalking. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. Holy Family University believes in a zero-tolerance policy for sex- and gender-based misconduct.

Consistent with these values and applicable law, including Title IX Education Amendments of 1972, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, and the Violence Against Women Reauthorization Act of 2013 (VAWA), Holy Family University maintains a comprehensive policy and program designed to protect members of the university community from sexual misconduct and to provide recourse for those individuals whose rights have been violated. This policy is also intended to define community expectations and to establish a mechanism for determining when those expectations have been violated. This policy applies equally to all students, faculty and staff at Holy Family University.

### **Title IX**

Title IX provides that: “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance.” Title IX has been further interpreted through implementing regulations and subsequent guidance from the Department of Education.

### **Title IX Coordinator**

The Title IX Coordinator oversees the University’s process in regard to review, investigation, and resolution of reports of sexual misconduct, and coordinates compliance with Title IX.

The contact information for the University Title IX Coordinator is as follows:

Marianne Price, M.S.  
Title IX Coordinator  
Section 504/ADA Coordinator and Clery Compliance Coordinator  
Campus Center, Second Floor, Philadelphia Main Campus  
267-341-3204  
mprice@holyfamily.edu  
titleix@holyfamily.edu

The Title IX Coordinator is:

- responsible for oversight of the investigation and resolution of all reports of sexual misconduct;
- knowledgeable and trained in relevant state and federal laws and University policy and procedure;
- available to advise any individual, including a complainant, a respondent, or a third party, about the courses of action available at the University, both informally and formally;
- available to provide assistance to any University community member regarding how to respond appropriately to reports of sexual misconduct;
- responsible for education and prevention efforts for Title IX training, and skill-specific training for investigators and hearing board members;

- available to review appropriate University policy to ensure institutional compliance;
- responsible for the coordination and monitoring of the University's compliance with the Americans with Disabilities act (ADA); and
- responsible for monitoring full compliance with all requirements as outlined by state, federal, and agency law.

The Title IX Coordinator may delegate responsibilities under this policy to designated administrators, who will be appropriately trained.

The Title IX Coordinator may delegate responsibilities under University policy to designated administrators, who are appropriately trained. The University has designated individuals to serve as Deputy Title IX Coordinators for the campus.

Their contact information is as follows:

Jennifer Luling, SPHR, SHRM-SCP  
Assistant Vice President for Human Resources  
Holy Family Hall, Human Resources  
267-341-3479  
[jluling@holyfamily.edu](mailto:jluling@holyfamily.edu)

Dr. Patricia Griffin  
Faculty - Criminal Justice  
Newtown Campus  
267-341-4035  
[pgriffin@holyfamily.edu](mailto:pgriffin@holyfamily.edu)

Robin Arnold  
Associate Director of Athletics  
Campus Center, University Athletics  
267-341-3675  
[rarnold1@holyfamily.edu](mailto:rarnold1@holyfamily.edu)

### **Title IX & Civil Rights Investigators**

Under the direction of the Title IX Coordinator, Title IX & Civil Rights Investigators investigate complaints filed by students involving civil rights and discrimination issues, as well as serve as for student cases related to sex and gender-based discrimination, including sexual harassment, sexual and intimate partner violence, sexual misconduct, stalking and retaliation. Investigators complete in-depth and ongoing training, and assist the University in ensuring a timely response and resolution of complaints.

### **Prohibited Conduct**

Sexual misconduct is a broad, non-legal term that encompasses a wide range of behaviors including but not limited to, sexual harassment, sexual violence, intimate partner violence and stalking. It is a violation of University policy, as well as applicable law, to commit or to attempt to commit these acts.

### **Sexual Harassment**

Sexual Harassment is unwelcome conduct of a sexual nature that has the effect of creating a hostile or stressful living, learning, or working environment, or whenever toleration of such conduct or rejection of it is the basis for an academic or employment decision affecting an individual. Conduct is considered unwelcome if the person did not request or invite it and considered the



conduct to be undesirable or offensive.

### **Sexual Harassment**

Sexual harassment includes any conduct or incident that is sufficiently serious that it is likely to limit or deny a student's ability to participate in or benefit from the University's educational programs or a faculty or staff member's ability to work, which may include a single incident of sexual assault or other serious sexual misconduct.

### **Sexual Assault**

Sexual assault is actual or attempted sexual contact with another person without that person's consent.

Sexual assault includes, but is not limited to:

- Intentional touching of another person's intimate parts without that person's consent;
- Other intentional sexual contact with another person without that person's consent; or
- Coercing, forcing, or attempting to coerce or force a person to touch another person's intimate parts without that person's consent; or
- Rape, which is penetration, no matter how slight, of (1) the vagina or anus of a person by any body part of another person or by an object, or (2) the mouth of a person by a sex organ of another person, without that person's consent.

### **Intimate Partner Violence**

Intimate Partner Violence includes, but is not limited to: dating violence, domestic violence, and relationship violence, including any threat or act of violence against a person who is or has been involved in sexual dating, domestic or intimate relationship with another person. It may involve one act or an ongoing behavior. Behaviors include, but are not limited to: physical violence, sexual violence, emotional violence and/or economic abuse. Intimate Partner Violence may also include: threats, assault, property damage, or violence or threat of violence to one's self, one's sexual or romantic partner, or to the family members or friends of the sexual or romantic partner. Intimate Partner Violence affects individuals of all genders, gender identities, gender expressions, and sexual orientations and does not discriminate by racial, social, or economic background.

### **Stalking**

Stalking is a course of conduct directed at a specific person that would cause a reasonable person to feel fear. Course of conduct is defined as "a pattern of actions composed of more than one act over a period of time; however, evidencing a continuity of conduct."

Stalking is a crime in Pennsylvania and is subject to criminal prosecution. Stalking includes any behaviors or activities occurring on more than one occasion that collectively instills fear in a victim and/or threatens their safety, mental health, or physical health. Such behaviors and activities may include, but are not limited to, the following:

- Non-consensual communication, including face-to-face communication, telephone calls, voice messages, emails, written letters, gifts, or any other communications that are undesired and place another person in fear; pursuing, following, waiting, or showing up uninvited at or near a residence, workplace, classroom, or other places frequented by the victim;
- Use of online, electronic, or digital technologies, including:
  - Posting of pictures or information in chat rooms or on websites
  - Sending unwanted/unsolicited email or talk requests; and/or
  - Posting private or public messages on Internet sites, social networking sites, and/or school bulletin boards;
- Installing spyware on a victim's computer;

- Using Global Positioning Systems (GPS) or location determination services to monitor a victim;
- Surveillance or other types of observation, including staring or “peeping”;
- Trespassing;
- Vandalism;
- Non-consensual touching;
- Direct verbal or physical threats;
- Gathering information about an individual from friends, family, and/or co-workers;
- Threats to harm self or others; and/or
- Defamation – lying to others about the victim.

### **Hostile Environment**

A hostile environment is created when harassment is severe or pervasive or persistent and unreasonably interferes with a person’s academic or work performance, or creates an intimidating, hostile or offensive work or educational environment.

### **Consent**

Consent is defined by the University as an action that is:

- clear, knowing and voluntary;
- active, not passive; and
- words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity.

Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity. Consent can be withdrawn at any time. Sexual activity as a result of coercion is non-consensual.

Consent cannot be given under certain conditions. These conditions include: while asleep, unconscious, physically or mentally helpless, disoriented or unable to understand what is happening for any reason, including due to alcohol or drug use, or being under the age of 16, the legal age of consent in Pennsylvania.

A person will be considered unable to give consent if they cannot understand the specifics of the sexual interaction, (i.e. who, what, when, where, and how). A person under the influence of alcohol or drugs is not relieved of their responsibility to appreciate another’s inability to consent. A person who engages in sexual activity with another when that person knows, or should know, that the other person does not, or is unable to, consent has violated this policy.

### **Incapacitation**

Incapacitation is a mental or physical state in which an individual is unable to make rational, reasonable decisions because they lack the ability to understand and comprehend potential consequences of their actions. A person cannot give consent if they cannot understand what is happening. A person will be considered unable to give consent if they cannot understand the specifics of the sexual interaction, (i.e. who, what, when, where, and how). A person under the influence of alcohol or drugs is not relieved of their responsibility to appreciate another’s inability to consent. Sexual activity as a result of coercion is non-consensual.

### **Sexual Misconduct Education and Prevention**

#### **Sexual Misconduct Resource Guide**

All members of the community are provided access to a community resource guide. This guide outlines University sexual misconduct policies and related adjudication procedures. Additionally, the

guide includes risk reduction tips, bystander intervention knowledge, and how to support victims of sexual violence.

### **Risk reduction tips are outlined below.**

#### Risk Reduction: Staying Safe

- Consider Safety Planning: If you are being affected by sexual violence, current and long-term safety can be a concern. Safety planning is about brainstorming ways to stay safe, and thinking about ways to reduce the risk of future harm.
- Social Media Safety: What you choose to share on social media is always your decision, but what others choose to do with your information is not always in your control. Take charge of your personal safety by: using privacy settings, considering what you post before you post, turning off your location settings, and using private internet connections only.
- Using Technology to Hurt Others: Some people use technology, such as digital photos, videos, apps, and social media, to engage in harassing, unsolicited, or non-consensual sexual interactions.
- Think about Prevention: The only person responsible for committing sexual assault is a perpetrator, but all of us have the ability to look out for each other's safety. Whether it's giving someone a safe ride home or directly confronting a person who is engaging in threatening behavior, anyone can help prevent sexual violence.
- Visit <https://www.rainn.org/safety-prevention> for useful tools in staying safe and protecting others.

#### Risk Reduction: Consent Matters

- Consent is about communication. It's important to clearly communicate what you are comfortable with, and the best way to ensure all parties respect each other's boundaries is to talk about it. Consent is an agreement between participants to engage in an intimate activity, and it should happen every time.

#### Bystander Intervention Strategies

- Directly approach the situation and attempt to prevent the situation from escalating further.
- Disrupt the situation through distraction of the harasser or insert yourself into their interaction to help the targeted person get out of the situation.
- Create a distraction and potentially prevent a situation from escalating.
- Don't act alone, and call upon others to help to assure your safety.
- Step up, set an expectation, and say something when you hear or see something by commenting that a behavior is unacceptable and show others it will not be tolerated.
- Use your privilege positions to create change. Your age, race, sex or gender may make it safer for you to speak up and be vocal about harassment – especially when you are not the target or representative of the target group.

#### If You Have Experienced Sexual Violence

- Remain calm and alert.
- Find a safe location as soon as possible. Get to a place that you feel is with persons you trust: your home, a friend's home, a residence hall room.
- If you have been assaulted or raped, get medical attention as soon as possible. The Philadelphia Sexual Assault Response Center (PSARC) located at 300 E. Hunting Park Avenue in Philadelphia is a free medical resource. Contact PSARC at 215-425-1625.
- Preserve physical evidence. Collect tissue and fluid samples on towels, sheets, clothing, etc. Avoid showering or bathing until you have been examined. If you change your clothing, collect relevant evidence in a paper bag.

- Contact Public Safety at 267-341-3361 for 24/7 assistance.
- Call the local police to report an act of violence or assault.
- Contact the Title IX Coordinator at 267-341-3204 to report your incidence of sexual violence. Public Safety can contact the Title IX Coordinator at any time for 24/7 assistance.
- If you are seeking a Confidential Resource, visit the University Counseling Center, Health Services, or Campus Ministry for support.
- Students are urged to seek free, confidential counseling at the University Counseling Center by calling 267-341-3232 or visiting the Campus Center Room 204.

#### Helping Someone Who Has Experienced Sexual Violence

- Listen carefully.
- Provide a private and safe space.
- Let them know that what they have experienced is not their fault.
- Help connect them to campus resources.
- Support their choice in regard to their reporting options.
- Provide the information for the University Counseling Center.
- If you are a University faculty or staff member, share your requirement to report, and offer to guide the person to the appropriate University personnel. A person has the option not to report their instance of violence to law enforcement. While the Title IX Coordinator will help support a student in their reporting to local law enforcement, the University is not required to report to law enforcement on behalf of a student.

#### **Tigers that ROAR: Reach Out and Recognize. Respond. Report.**

At Holy Family University, our goal is simple – engage our entire campus community in the conversation around sexual violence. We want our students, faculty, and staff to have the knowledge to recognize instances of sexual violence. We want to empower our campus community to respond. We strive to encourage an active bystander approach to make sexual violence each person’s responsibility. Through knowledge and education and a call to action, we look to foster a safe and supportive community in any effort or level of reporting on our campus.

#### Tigers that ROAR: Reach Out and Recognize.

Bystanders play a critical role in the prevention of sexual violence. At Holy Family University, we encourage our campus community members to take responsible and comfortable actions to prevent or stop an act of sexual violence. The first step is to recognize the behavior.

Preventing sexual harassment is every person’s responsibility. An active bystander is someone who lives up to that responsibility by intervening before, during, or after a situation when they see or hear behaviors that threaten, harass, or otherwise encourage sexual violence.

#### Tigers that ROAR: Reach Out and Respond.

Taking action might look different to each person. Bystanders are encouraged to directly intervene, call Public Safety or law enforcement, or seek advice from a person of authority at the University. Community members who choose to exercise a moral obligation such as this will be supported by the University. It may not be safe or effective to directly confront the harasser in every case, but there are a range of ways can be involved before, during, or after a situation when they see or hear behaviors that promote sexual violence.

#### Tigers that ROAR: Reach Out and Report.

Holy Family University is committed to supporting the rights of a person reporting an incident of sexual violence. We encourage your ability to make informed choices and decision by providing you with the resources and information to make such decisions. The Title IX Coordinator can help guide you through your options, resources, rights, and support services.

## **Assistance Following an Incident of Sexual Misconduct**

Holy Family University offers on-campus support services even if an individual chooses not to report the incident. The Counseling Center provides services and advocates, and provides information for victims in a safe, supportive and confidential setting. Contact the Holy Family University Counseling Center at 267-341-3232.

### **On-Campus Resources**

- Campus Ministry: 267-341-3261, Campus Center Second Floor
- Counseling Center: 267-341-3232, Campus Center Second Floor
- Dean of Students: 267-341-3432, Campus Center Second Floor
- Health Services: 267-341-3262, Campus Center Ground Floor
- Public Safety
- Philadelphia: 267-341-3361, University Campus Center
- Newtown: 267-341-4011
- Bensalem: 267-341-5011
- Title IX: 267-341-3204, Campus Center Second Floor  
Support Services
- The Anti-Violence Project: 212-714-1124
- Aria Hospital Crisis Center: 215-949-5252
- GLBTQ Domestic Violence Project Hotline: 800-832-1901
- GLBT National Help Center: 800-246-7743
- Love is Respect: 1-866-331-9474
- National Sexual Assault Hotline: 800-656-4673
- Women's Law Project: 215-928-9801
- Women Organized Against Rape (WOAR): 215-985-3333

### **Philadelphia**

- Philadelphia Commission on Human Relations: 215-686-4692
- Philadelphia Domestic Violence Hotline: 866-723-3041
- Philadelphia Sexual Assault Response Center (PSARC),  
300 E. Hunting Park Avenue, Philadelphia, Hotline: 215-425-1625
- Philadelphia Special Victims Unit: 215-685-3251

## **Training**

Holy Family University has developed a comprehensive, annual training plan that includes information for all currently enrolled students, faculty, and staff.

All University faculty and staff are required to complete annual Title IX Training. This training includes information on Clery Act requirements, Responsible Employee designation, and information regarding VAWA. The annual training is completed utilizing a Canvas Learning Module and is assessed by the Title IX Office. All Campus Security Authorities are required to review an additional training Module, and confirm understanding of requirements as a CSA.

During the AY17-18, the University purchased an online training system, SafeColleges, that will be utilized to manage annual training moving forward. This applies to all faculty, staff, and students. This training program was fully implemented in calendar year 2018.

All University Freshman (via the FEXP course), Campus Leaders, Student Athletes are required to complete an in-person training workshop through the Title IX Office. This

workshop reviews the following:

- Identify domestic violence, dating violence, sexual assault and stalking as prohibited conduct;
- Define what behavior constitutes domestic violence, dating violence, sexual assault, and stalking;
- Define what behavior and actions constitute consent to sexual activity;
- Provide a description of safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault, or stalking against a person other than the bystander
- Provide information on risk reduction so that students and employees may recognize warning signs of abusive behavior and how to minimize the risk of potential attacks;
- Provide an overview of information contained in the Annual Security Report in compliance with the Clery Act.
- Identify key ways in which student leaders can engage the campus community in discussions on these topics.
- Provide an understanding of why heightened roles on campus may be utilize for support and reporting.

### **Programming**

Holy Family University is committed to providing opportunity for discussion and exposure to topics and concepts related to sexual violence and prevention. The University Title IX Office is the primary host and sponsor for educational programming on topics of consent, bystander intervention, risk reduction, identification of prohibited conduct, and healthy relationships.

Annual programming includes:

- Summer Orientation Workshop
- Domestic Violence Awareness Month
- Spring Orientation Workshop
- Sexual Assault Awareness Month

The Title IX Office frequently partners in collaboration with Student Engagement, Residence Life, Public Safety and the Counseling Center to provided wellness-based programming opportunities for students.

### **Reporting**

Holy Family University encourages all members of the community to report any incident of sexual misconduct as promptly as possible so that the University can respond effectively. The University recognizes, however, that not every person will choose to make a formal report with the University or with local law enforcement. When consulting campus resources, community members should be aware of confidentiality and mandatory reporting in order to make informed choices. On campus, some resources can offer confidentiality, sharing options and advice without any obligation to tell anyone unless the Complainant wants them to do so. Other resources are expressly required to report incidents of sexual misconduct to the Title IX Coordinator.

Reporting options:

- Title IX Coordinator, 267-341-3204, [titleix@holyfamily.edu](mailto:titleix@holyfamily.edu). Located at the Philadelphia Campus, Campus Center Second Floor.
- Public Safety, 267-341-3361.
- Local law enforcement, 911.

- Resident Advisors/Residence Life Staff.
- University online reporting form, [www.holyfamily.edu/title-ix](http://www.holyfamily.edu/title-ix).

The Title IX Coordinator and their designees are responsible for the enforcement of the University's policies and regulations. Any member of the University community may file a complaint against another member of the University community alleging violations of the Sexual Misconduct Policy. An incident report should be completed by a University Official (e.g., Public Safety or Residence Life) and directed to Title IX Coordinator to process. A complaint shall be submitted as soon as possible after the incident occurred, preferably within one week; however, the timeliness of the complaint shall be determined by the Title IX Coordinator based on facts and circumstances presented.

Holy Family University is committed to supporting the rights of a person reporting an incident of sexual violence. We encourage students with the ability to make informed choices and decisions by providing them with the resources and information to make such decisions.

### **Reporting to Responsible Employees - Administrators, Faculty, Staff**

The University defines a responsible employee to include supervisors, officials, and employees with significant responsibility for student and campus activities including, but not limited to: academics, student residences, athletics, discipline, campus life and public safety. All employees of the University, including faculty and staff members, are deemed responsible employees and are required to report incidents of sexual misconduct to the Title IX Coordinator. When a Complainant tells a responsible employee about an incident of sexual violence, the Complainant has the right to expect Holy Family University to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably. A responsible employee must report to the Title IX Coordinator all relevant details about the alleged sexual violence shared by the Complainant. To the extent possible, information reported to a responsible employee will be shared only with people responsible for handling the University's response to the report.

### **Reporting to Law Enforcement**

The Complainant has the absolute right to decide whether an incident of sexual violence, intimate partner violence, or stalking is reported to law enforcement. If the Complainant decides to report the incident to law enforcement, the University is committed to assisting all involved parties.

### **Confidential Resources**

The University provides confidential professional and pastoral counseling. These resources may be utilized to talk to someone about an incident of sexual misconduct in a confidential manner whether or not you decide to make an official report, or to participate in the University resolution process. Conferring with confidential resources will not trigger an investigation by the University or local law enforcement. The University encourages accused students to reach out to a University support service for assistance, as needed.

Confidential reporting options:

- Counseling Services
- Campus Ministry
- Health Services

Confidential, professional and pastoral counselors can:

- Explain the reporting and resolution process.
- Provide support while the University or criminal processes are ongoing and/or pending.

- Explain options for obtaining additional support from the University and off-campus resources.
- Arrange for medical care.

Should the Complainant decide to file a complaint with the University or law enforcement, these individuals will direct the Complainant to the appropriate individuals to do so. Professional counselors who provide mental-health counseling to members of the school community (and including those who act in that role under the supervision of a licensed counselor) are not required to report any information about an incident to the Title IX Coordinator without a student's permission. A Pastoral Counselor is an employee of an institution, who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling, and who is functioning within the scope of that recognition as a pastoral counselor. A student may seek assistance and support from individuals who work or volunteer in the Campus Health Services. While these individuals must report that an incident occurred to the Title IX Coordinator, they are not required to reveal any personally identifying information about an incident to the University.

### **Reports to a Non-Confidential Resource – Request for Confidentiality**

Title IX requires Holy Family University to balance the needs of an individual who has reported an incident of sexual misconduct to a responsible employee that may request confidentiality or that no action be taken, with its obligation to end the harassment and ensure the well-being of the community at large. The University has designated the Title IX Coordinator to evaluate these requests. In such cases, the Title IX Coordinator will weigh the request against the University's obligation to provide a safe, non-discriminatory environment for all students, including the complainant. The University handles complaints of sexual misconduct with due regard for the parties' concern for confidentiality. However, if occurrences of sexual misconduct pose a general threat to the University community, Holy Family University personnel will take affirmative steps to notify students, faculty, and staff of the potential danger. If students are concerned about confidentiality, they are encouraged to discuss this issue first with the University's confidential counselors, who will be able to explain various options students may take, and the implications for each option, and direct students to other on- or off-campus resources as appropriate.

### **Support Services**

Holy Family University offers services on and off campus to survivors even if they choose not to report the incidents. The Counseling Center provides services, advocates and provides information for victims in a safe, supportive and confidential setting. Contact the University Counseling Center at 267-341-3232 or make an appointment online for immediate assistance.

The University offers resources for both students and employees, whether as Complainants or Respondents, to provide support and guidance throughout the investigation and resolution of a report of Sexual Misconduct.

### **Interim Measures/Accommodations**

The University reserves the right to take whatever measures it deems necessary in response to an allegation of sexual misconduct in order to protect students' rights and personal safety.

Holy Family University is committed to supporting victims of the various forms of violence by providing the necessary safety and support services. Student, faculty and staff victims of sexual misconduct are entitled to reasonable and appropriate measures to protect the Complainant and access to Holy Family's employment or education programs and activities, which may include protective measures before the final outcome of an investigation. Such protective measures and accommodations, which may be temporary or permanent,



may include:

- no-contact order;
- services of a victim advocate;
- change in an academic schedule;
- transportation modification;
- work modification;
- provision of alternative housing opportunities;
- the imposition of an interim suspension on the accused; and/or
- provision of resources for medical and/or psychological support.

A Complainant may wish to seek an order of protection from a court of appropriate jurisdiction against the alleged perpetrator in some circumstances. A Complainant may also seek restriction of access to Holy Family University by non-students or non-employees in certain circumstances. If safety is an immediate concern, the complainant is encouraged to contact local law enforcement for assistance as well.

## **Investigation and Adjudication Procedures**

### **Making a Report**

The Title IX Coordinator will speak directly to the Complainant, take any statements wishing to be made, and will provide access to wellness resources. All choices regarding rights and reporting options will be reviewed. Should the reporting party wish to move forward with a formal report, the Title IX Coordinator will review next steps in the process.

### **Interim Measures and Accommodations**

The University reserves the right to take whatever measures it deems necessary in response to an allegation of sexual misconduct in order to protect students' rights and personal safety. The University Title IX Coordinator and the Dean of Students have the ability to offer protective measures that may be put in place. These measures and access to accommodations are available regardless of whether a reporting party wishes to move forward with formal reporting and resolution services.

### **Meeting of Rights**

The Title IX Coordinator will meet with all parties involved, and make a determination regarding the allegations and whether to move forward to a formal investigation. Parties will be provided an opportunity to review all rights afforded to them. The Complainant and Respondent are entitled to the same opportunities to present relevant statements and witnesses during all procedures, and may have an advisor of their choice present for any proceeding.

### **Investigations**

Trained investigators will provide an investigation that is committed to being prompt, thorough, reliable, equitable, fair and impartial. Investigators will interview the reporting and responding parties, necessary witnesses, and any individuals identified as necessary through the investigation process. Investigators will provide the Title IX Coordinator with a complete report of findings.

### **Determination of Actions**

The written report will be reviewed, and the Title IX Coordinator will make a determination of whether or not to refer the actions to a Sexual Misconduct Hearing Board for review and determination.

### **Sexual Misconduct Hearing Board**

A Board of three trained professionals will review the allegations, related investigation report, and recommendations as issued by the Investigators. Both the reporting and responding parties will be requested to meet with the Board. The Board will make a final determination of responsible or not responsible related to alleged violations. Should a student be found responsible for violating University policy or Code of Conduct, sanctions will be imposed and may include suspension or expulsion. Both the Complainant and Respondent will be informed in writing of the final determination.

### **Standard of Evidence**

The University uses a preponderance of evidence standard. Using this standard, decision makers consider if, using the information and evidence given, it is more likely than not that a violation has occurred.

### **Notice of Determination**

The University will simultaneously notify both the Complainant (or to the complainant's next of

kin if the victim dies as a result of a crime or offense) and Respondent of the result of the disciplinary proceedings in writing, where possible in the form of an email to the students' Holy Family University email account, in most cases, within three business days after a hearing. The proper University authorities shall be notified of any sanction. In some cases, as consistent with application considerations, parents of dependent students may be notified of the outcome of a hearing or scheduled for a meeting with staff regarding the student's status at the University. The final results of these proceedings may also be disclosed to the University Community.

### **Appeals**

All parties involved in these proceedings have access to appeal, may request a reconsideration, and will have equal rights to participation.

### **Sanctions**

When an allegation of misconduct is brought to an appropriate administration's attention, and a person is found to have violated this policy, serious sanctions will be used to reasonably ensure that such actions are never repeated. Sanctions for students include, but not limited to, reprimand, suspension, and expulsion.

### **Understanding Rights**

Holy Family University strives to provide members of the campus community with fair and equitable resolution processes. We are committed to a treatment of care and support, and students will be encouraged to speak with the University Counseling Center in an effort to help navigate the process. The University has a list of available off-campus support services and resource agencies that are provided to students. The University will consult with students before moving on to a formal investigation. The University will do its best to support a students' decision, if they choose to request to report anonymously. University officials must evaluate requests for confidentiality with our obligation to provide a safe environment for all community members. The University is committed to remedying any situation brought to its attention, ending discriminatory behaviors, and in limiting impact to our campus community.

The University strives to be fair in the handling of allegations of sexual misconduct. All students have the right to due process, meaning they have the right to be notified of the allegations and an opportunity to respond to them. We also assure that our students' understand their right to information regarding the university's investigation and adjudication process. Questions concerning these procedures can be addressed to the Title IX Coordinator.

## **Sex Offender Registration Policy**

The federal Campus Sex Crimes Prevention Act went into effect on October 28, 2002. The law requires institutions of higher education to issue a statement advising the campus community where state law-enforcement agency information concerning registered sex offenders may be obtained. It also requires that sex offenders already registered in a state provide notice to each institution of higher education in the state as to where the person is employed, carries on a vocation, or is a student.

Information regarding registered sex offenders on campus of Holy Family University may be obtained from the following:

Philadelphia Police Department  
1 Franklin Square  
Philadelphia, PA 19106  
(215) 686-1776

Bensalem Township Police Department  
2400 Byberry Road  
Bensalem, PA 19020  
(215) 633-3700

Newtown Township Police Department  
100 Municipal Drive  
Newtown, PA 18940  
(215) 598-7121

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

## Hate Crimes

The law requires the release of statistics by category of prejudice concerning the occurrence of hate crimes in the crime classifications listed in the “Clery Act” and for other crimes involving bodily injury to any person in which the victim is selected because of the actual or perceived race, gender, gender identity, religion, sexual orientation, ethnicity, national origin or disability of the victim.

In August of 2008, HEOA S 488, 20 U.S.C.S 1092 (f) (1) F (iii) modified the above hate crimes to include the following additional crimes under the hate crime category:

- Larceny Theft: The unlawful taking, carrying, leading, or riding away of property from the possession, or constructive possession;
- Threat: To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without display of a weapon or subjecting the victim to actual physical attack;
- Intimidation: To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack;
- Destruction/Damage/Vandalism of Property: To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it;
- Simple Assault: An unlawful physical attack by one person upon another where neither the offender displays a weapon nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

As stated in the *Student Handbook*:

*Hate crimes occur when a perpetrator targets a victim because of his or her perceived membership in a certain social group, usually defined by race, age, color, religion, national origin, ethnic origin, sex/gender, sexual orientation, disability, marital status, military leave, veteran status and any other status protected by law, which unreasonably disrupts or interferes with another’s academic performance, or which creates an intimidating, offensive or hostile environment.*

The law requires the release of statistics by category of prejudice concerning the occurrence of hate crimes in the crime classifications listed in the Clery Act such as race, gender, religion, sexual orientation, ethnicity or national origin, disabilities and for other crimes involving bodily injury to any person. Definitions listed in the *Handbook for Campus Safety and Security Reporting* includes:

- Race: A preformed negative attitude toward a group of persons who possess common physical and hereditary characteristics;
- Gender: A preformed negative opinion or attitude toward a group of persons because those persons are male or female;
- Gender Identity: A preformed negative opinion or attitude toward a group of persons based on their actual or perceived gender identity, e.g. bias against transgender or gender non-conforming individuals;
- Religion: A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or non-existence of a supreme being;
- Sexual Orientation: A preformed negative opinion or attitude toward a group of persons

based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex;

- Ethnicity: A preformed negative opinion or attitude toward a group of persons whose members identify with each other through common heritage, often consisting of a common language common culture (often including a shared religion) and/or ideology that stresses common ancestry. The concept of ethnicity differs from the closely related term race in that “race” refers to grouping based mostly upon biological criteria, while “ethnicity” also encompasses additional cultural factors.
- National Origin: A preformed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs and/or traditions;
- Disability: A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/challenges, whether such a disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

## **Missing Student Notification Procedure**

The Holy Family University Department of Public Safety thoroughly investigates all persons, including students reported as missing whether they reside on or off campus. Students and employees are instructed to report a missing person, dial 3333 from a campus phone, use one of the blue light emergency phones on campus, or call (267) 341-3333 from off-campus/cell phones. They can also report a missing person in person at the Department of Public Safety in the Campus Center building, which is staffed with professional personnel, 24/7. Additionally, all persons may request assistance from a Public Safety Officer on patrol or call 911. Personal information will be kept confidential.

If the missing person is a student, Public Safety will follow these procedures:

- The Director of Public Safety or Shift Supervisor, upon confirmation that a student is missing and cannot be located, shall notify the Associate Vice President for Student Life and the Dean of Students.
- If the missing student resides in on-campus housing, the Public Safety Director will notify the Associate Director for Residence Life. If the missing student residing on campus has been missing for more than 24 hours, the student's designated emergency and/or confidential contact if so designated will be notified. All information is maintained in the university's Datatel System and is held confidential and is only accessible by authorized campus officials. The Philadelphia, Bensalem or Newtown Police Department will also be notified.
- If a student is under 18, the Associate Vice President for Student Life and/or Dean of Students will immediately notify the custodial parent or legal guardian. The missing student will be reported to the appropriate Police Department within 24 hours.
- If a student over 18 has not designated an emergency contact, the law enforcement agency where the student's primary residence is located will be notified. All notifications as mentioned in this section will be made by the Dean of Students or Associate Vice President for Student Life, or their designee.

## Annual Fire Safety Report

The Higher Education Opportunity Act (HEOA) requires two (2) safety-related requirements of institutions that participate in federal student financial aid programs which follow:

- **Fire Log:** Institutions must keep a fire log that states the nature of the fire, date, time and general location of each fire in on-campus student housing facilities. On-campus student housing facilities are only available at the Northeast Philadelphia campus. Holy Family University complies with this rule by including all fire-related incidents in the Daily Crime and Fire Log. To view the most recent seven days of information, please visit the Public Safety Department Command Center. Requests for information older than 60 days must be directed to the Director of Public Safety. Information will be made available within two business days of a request for public inspection.
- **Annual Fire Safety Report:** Institutions with on-campus student housing facilities must annually publish a fire safety report that provides information on campus fire safety practices and standards. Holy Family University complies with this regulation by including all fire-related incidents at on-campus student housing facilities as part of the Annual Security and Fire Safety Report. Periodically throughout the academic year, each residential living facility practices two Fire Evacuations per semester. Public Safety Officers educate the residential students during annual new student orientations as well as during various Residential All-Hall/Floor meetings. Commuter students and employees are notified via the campus email regarding policies and locations for fire/building evacuations during each academic semester. Safety of the campus community is upheld through the various university policies regarding electronic appliances, smoking, and open flames within residential housing and the entire campus community.

Information contained in this annual fire safety report includes: number and cause of fires at all on campus student housing facilities; number of fire-related deaths; related injuries; value of fire-related property damage; information on evacuation procedures; fire safety education and training programs; fire safety systems in each student housing facility; number of regular mandatory supervised fire drills; and policies on portable electrical appliances; smoking; and open flames.

In the event of a fire, the university expects that all campus community members will evacuate by the nearest exit, closing doors and activating the fire alarm (if one is present) as they leave. Once safely outside a building, it is appropriate to contact 911 and the Public Safety Department. Students and/or staff are informed where to relocate to by staff if circumstance warrants at the time of the alarm. In the event the fire alarm sounds, university policy is that all occupants must evacuate from the building and closing doors as they leave. No training is provided to students or employees in firefighting or suppression activity as this is inherently dangerous. Each community member's only duty is to exit safely and quickly, shutting doors along the exit path. At no time should the closing of doors or the activation of the alarm delay the exit from the building.

Per federal law, Holy Family University is required to annually disclose statistical data on all fires that occur in on-campus student housing facilities. Listed below are the non-emergency numbers to call to report fires that have already been extinguished in on-campus student housing. These are fires for which you are unsure whether the Public



Safety Office may already be aware. If you find evidence of such a fire, or if you hear about such a fire, please contact one of the following:

- Holy Family University Public Safety Department – 267-341-3333
- Holy Family University Residence Life Office – 267-341-3204

When calling, please provide as much information as possible about the location, date, time, and cause of the fire.

#### NORTHEAST FIRE SAFETY REPORT

Name of Facility	Categories	2018 CY	2017 CY	2016 CY	# of injuries	# of Deaths	Value of Property
St. Joseph's Hall	Fires	0	0	0	N/A	N/A	N/A
	Injuries	0	0	0	N/A	N/A	N/A
	Deaths	0	0	0	N/A	N/A	N/A
Stevenson Lane Residence	Fires	0	0	0	N/A	N/A	N/A
	Injuries	0	0	0	N/A	N/A	N/A
	Deaths	0	0	0	N/A	N/A	N/A
Garden Apartments	Fires	0	0	0	N/A	N/A	N/A
	Injuries	0	0	0	N/A	N/A	N/A
	Deaths	0	0	0	N/A	N/A	N/A
Totals	Fires	0	0	0	N/A	N/A	N/A
	Injuries	0	0	0	N/A	N/A	N/A
	Deaths	0	0	0	N/A	N/A	N/A

THE ADDRESS FOR ALL BUILDINGS IS 9801 FRANKFORD AVE. PHILA. PA. 19114

No residential facilities are offered at the Bensalem or Newtown site.

#### NORTHEAST CAMPUS FIRE SAFETY SYSTEMS IN RESIDENTIAL FACILITIES

Facility	Fire Alarm Monitoring Done on Site by Public Safety	Partial #1 Sprinkler System	Full #2 Sprinkler System	Smoke Detection	Fire Extinguisher Devices	Evacuation Plans & Placards	Number of Evacuation (Fire) Drills Each Calendar Year
Stevenson Lane Residence	Yes	N/A	Yes	Yes	Yes	Yes	2
St. Joseph's Hall	Yes	N/A	Yes	Yes	Yes	Yes	2
Garden Apartments	Yes	N/A	Yes	Yes	Yes	Yes	2

#### Evacuation Chair

If a student/staff is on a level of a building in which s/he does not have direct outside access and must use the stairs, an evacuation chair will be used. Instructions are as follows: go to the stored location of the evacuation chairs and bring chair to student in need. Evacuation chairs are located in various campus buildings (with more than one floor) in the following areas:

#### **Northeast Campus**

Holy Family Hall: 4<sup>th</sup> Floor, south stairwell

Education & Technology Center: 4<sup>th</sup> Floor, north stairwell

Library: 2<sup>nd</sup> Floor, south stairwell

Nursing Education Building: 4<sup>th</sup> Floor, south stairwell  
St. Joseph's Hall: 3<sup>rd</sup> Floor, north stairwell  
Stevenson Lane Residence: 4<sup>th</sup> Floor, east stairwell

**Newtown Site**  
2<sup>nd</sup> Floor, stairwell

### **Evacuation Plan for Students/Staff with Physical Disabilities**

#### **Northeast Campus**

Upon Alarm Sounding

Student Staff Response:

Dial 911 from an on-campus phone, which will connect directly with a dispatcher from the local emergency services department. A red phone may also be used, but the red phone will only connect the student/staff with Holy Family University Public Safety. If the student/staff is not able to get to a University-issued phone, the student/staff may use a cell phone to call 911.

Contact and inform Holy Family Public Safety at 267-341-3333 of student/staff's position and give information on the emergency (e.g., fire alarm, a serious fall, etc.) and any immediate danger in which the student/staff finds him/herself. The student/staff will be instructed as to where to meet the Public Safety Officer/appropriate emergency services personnel.

If able, the student/staff will go to the designated spot that the emergency personnel have identified and await emergency response. If unable, the student/staff shall remain at the present location and await emergency personnel.

#### **Newtown Site**

Upon Alarm Sounding

Student Staff Response:

Dial 911 from an on-campus phone, which will connect directly with a dispatcher from the local emergency services department. A red phone may also be used, but the red phone will only connect the student/staff with Holy Family University Public Safety. If the student/staff is not able to get to a University-issued phone, the student/staff may use a cell phone to call 911.

Contact and inform Holy Family Public Safety at 267-341-4011 of student/staff's position and give information on the emergency (e.g., fire alarm, a serious fall, etc.) and any immediate danger in which the student/staff finds him/herself. The student/staff will be instructed as to where to meet the Public Safety Officer/appropriate emergency services personnel.

If able, the student/staff will go to the designated spot that the emergency personnel have identified and await emergency response. If unable, the student/staff shall remain at the present location and await emergency personnel.

#### **Bensalem Site**

Upon Alarm Sounding

Student Staff Response:

Dial 911 from an on-campus phone, which will connect directly with a dispatcher from the local emergency services department. A red phone may also be used, but the red phone will only connect the student/staff with Holy Family University Public Safety. If the student/staff is not able to get to a University-issued phone, the student/staff may use a cell phone to call 911.

Contact and inform Holy Family Public Safety at 267-341-5011 of student/staff's position and give information on the emergency (e.g., fire alarm, a serious fall, etc.) and any immediate danger in which the student/staff finds him/herself. The student/staff will be instructed as to where to meet the Public Safety Officer/appropriate emergency services personnel.

If able, the student/staff will go to the designated spot that the emergency personnel have identified and await emergency response. If unable, the student/staff shall remain at the present location and await emergency personnel.

### **Holy Family University Response**

Answer and determine location of call from student/staff. Direct student/staff on where to meet the designated officer – please be specific. Go to designated area and meet student/staff.