

2023 Albright College Campus Security and Fire Report



SEPTEMBER 28

Albright College
Authored by: Public Safety



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Affirmative Action Statement

Albright College does not discriminate on the basis of race, creed, color, religion, marital status, gender orientation, age, national origin, and disabled status. This includes Title VI of the Civil Rights Act of 1964, the Civil Rights Act of 1991, Title IX of the Educational Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. This policy extends to all educational, service and employment programs of the College. For questions and concerns, faculty, administrators, staff and student employees should contact the Director of Human Resources at 610-921- 7629.

Albright College is an Affirmative Action, Equal Opportunity Employer and is actively committed to diversity within its community. In pursuit of that, we actively encourage diversity among applicants.

2023 Public Safety Annual Report

The Campus Security Act – Legal Requirements

The Campus Security Act requires an annual report every year by October 1st that contains 3 years' worth of campus crime and fire statistics and certain security policy statements, including sexual assault policies, and disclose crime statistics for the campus, unobstructed public areas immediately adjacent to or running through the campus, College-owned neighborhood homes where our students live, and remote classrooms. The statistics must be gathered from campus police or security, local law enforcement, and other College officials who have "significant responsibility for student and campus activities." Provide "timely warnings" notices of those crimes that have occurred and pose an ongoing "threat to students and employees." Disclose in a public crime log "any crime that occurred on campus ... or within the patrol jurisdiction of the campus police or the campus security department and is reported to the campus police or security department."

Albright College Mission and Vision

A mission statement describes *why we do what we do*.

A vision statement describes *what we aspire to do*.

Mission: As a diverse community of learners, we cultivate integrity, curiosity, connection, and resilience.

Vision: Albright College endeavors to be an equitable, sustainable, inclusive learning community and a leader in advancing lives in our dynamic world.

A Brief History of Albright College

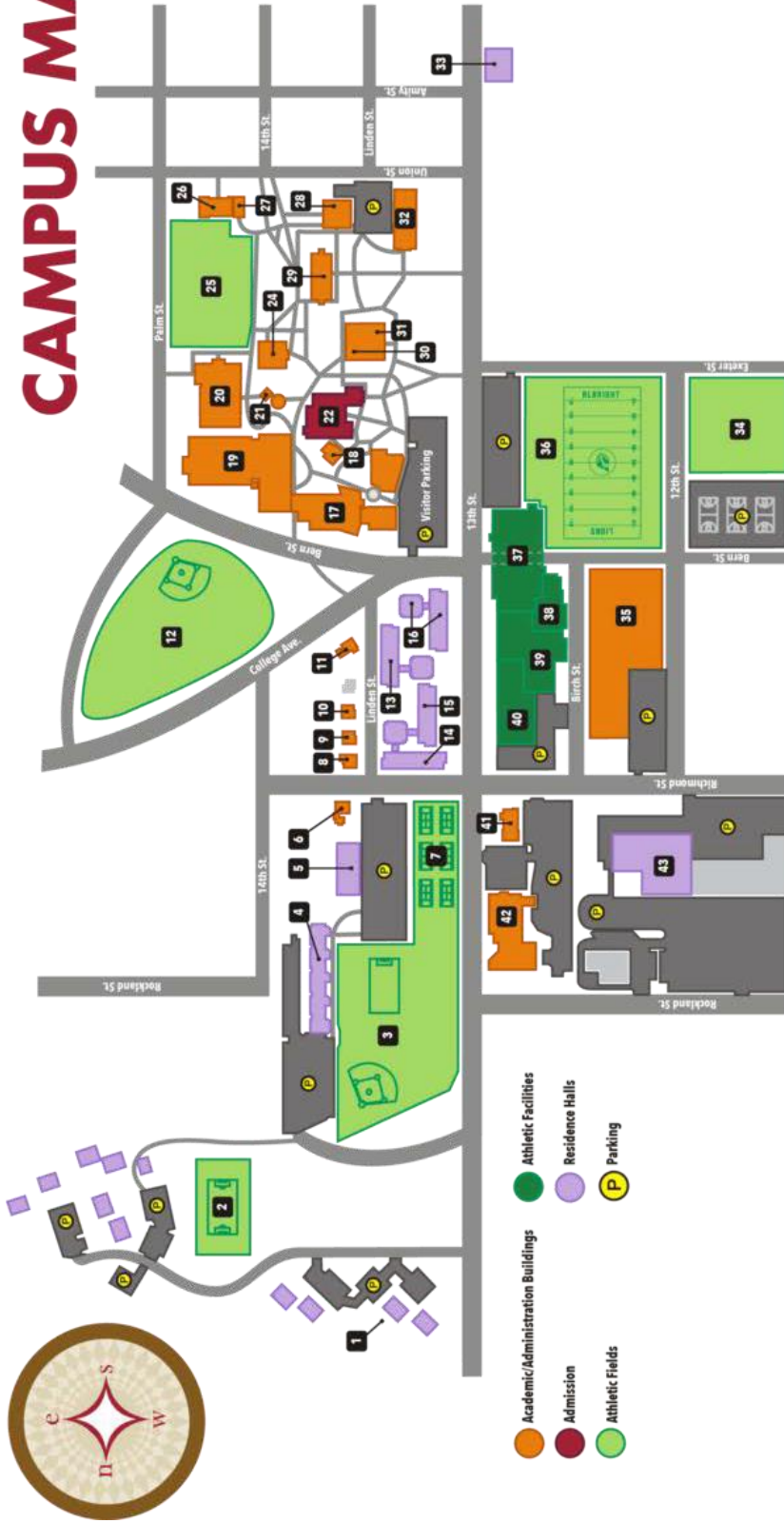
The College dates its beginning to the founding of Union Seminary in 1856. The present Albright College was formed by a series of mergers with other institutions of higher learning founded in the 19th century by the Evangelical Association and the United Evangelical Church. Union and Schuylkill Seminaries were not theological seminaries, but were three-year collegiate institutes. Albright moved from its campus in Myerstown, Pa., to Schuylkill College's location on the present Albright campus.

Albright College is the oldest institution of higher learning in Berks County and is located on a 118-acre suburban campus nestled at the foot of Mount Penn in Reading, Pa., a city of 95,000, about 60 miles west of Philadelphia. Today, Albright College is a nationally ranked, private college with a rigorous liberal arts curriculum with an interdisciplinary focus.

The College's hallmarks are connecting fields of learning, collaborative teaching and learning, and a flexible curriculum that allows students to create an individualized education. Two-thirds of students graduate with dual/individualized majors in more than 200 different combinations. Albright enrolls about 1,230 undergraduates in traditional programs, another 109 adult students in accelerated degree programs, and 282 students in the master's program in education.

Jacob Albright, after whom the College is named, was a Pennsylvania German evangelical preacher and the founder of the Evangelical Association (later the Evangelical United Brethren Church). He was born in 1759 as Johannes Jacob Albrecht. His family changed their name to Albright after his death in 1808.

CAMPUS MAP



- 31 Academic Affairs (Administration Building)
- 31 Academic Learning Center (Administration Building)
- 42 School of Professional Studies (Roessner Hall)
- 31 Administration Building
- 22 Admission (Selwyn Hall North)
- 33 Albright Court
- 1 Albright Woods
- 24 Alumni Memorial Hall
- 18 Alumni & Donor Engagement (Pushman Cottage)
- 34 Athletic Practice & Intramural Field
- 3 Athletic Practice & Intramural Field
- 40 Athletics Office
- 41 Berks Community Media Center, WXAC/BCTV
- 39 Bollman Center
- 19 Bookstore (McMillian Student Center)
- 35 Cashier (Camp Building)
- 35 Camp Building
- 17 Center for the Arts
- 42 Center for Excellence in Local Government (Roessner Hall)
- 28 Center for Computing & Mathematics
- 35 Communications (Camp Building)
- 35 Conferences Office
- 35 Controller
- 15 Crowell Hall
- 19 Dining Hall (McMillian Student Center)
- 9 Experiential Learning & Career Development Center (Geiser House)
- 35 Facilities (Camp Building)
- 22 Financial Aid (Selwyn Hall South)
- 17 Freedman Gallery (Center for the Arts)
- 9 Geiser House
- 29 Graduate Division (Masters Hall)
- 8 Gable Health & Counseling Center
- 6 Residential Life
- 35 Human Resources (Camp Building)
- 22 International Students' Office (Selwyn Hall South)
- 27 Kachel Chapel (Teel Hall)
- 12 Kelchner Field
- 17 Klein Lecture Hall (Center for the Arts)
- 13 Krause Hall
- 30 Library
- 19 Mailroom (McMillian Student Center)
- 29 Masters Hall
- 19 McMillian Student Center
- 32 Merner-Pfeiffer-Klein Memorial Chapel
- 5 Mohn Hall
- 10 Multifaith Center
- 4 North Hall
- 31 President's Office (Administration Building)
- 11 Public Safety
- 18 Pushman Cottage (Alumni & Donor Engagement)
- 22 Registrar (Selwyn Hall South)
- 43 Rockland Hall
- 42 Roessner Hall
- 2 Roessner Field
- 17 Roof Hall (Center for the Arts)
- 37 Scholl LifeSports Center
- 40 Schumo Center for Fitness & Well-Being
- 20 Science Center
- 25 Science Field
- 22 Selwyn Hall
- 36 Shirk Stadium
- 14 Smith Hall
- 3 Softball Field
- 31 Student Accessibility & Advocacy Office (Administration Building)
- 22 Student Affairs (Selwyn Hall South)
- 38 Swimming Pool & Pool Terrace
- 21 Sylvan Chapel & Pond
- 26 Teel Hall
- 7 Tennis Courts
- 17 Wachovia Theatre (Center for the Arts)
- 16 Walton Hall
- 31 Writing Center (Administration Building)



Department of Public Safety Mission

The Department of Public Safety is committed to providing a safe and secure environment by extending care and assistance to our students, faculty, staff, guests and other members of the community-at-large. Our department works around the clock by providing frequent patrols throughout campus and the surrounding areas, 24 hours a day, 7 days a week, 365 days a year.

Our officers are dedicated to protecting all College community members, the physical assets of the College, and to fostering an attitude of cooperation with those with whom we come in contact.

The department employs a complement of both full- and part-time officers, as well as a contingency of student security officers. We strive for excellence in providing a safe, secure environment and we promote and support the success of Albright students and the community.

Meet the Director of Public Safety



Requirements and responsibilities for College Public Safety Departments is a complex, multi-faceted task to provide for today's college campuses. We are responsible for ensuring the safety and well-being of students, faculty and staff while acting in a variety of other capacities serving our community. Public Safety is often the lone entity open 24 hours a day in time of need for those dealing with an issue. This requires a staff that is versatile and able to multi-task when needed. Albright Public Safety Officers meet the challenge of providing a variety of services to our community.

The department is professionally trained and has expertise and certification in numerous job-related functions. Numerous staff members have experience from prior law enforcement or similar related career fields that assist in maintaining a safe environment. Safety is also provided with card access control, a video surveillance system, emergency call boxes, the POMCO personal safety device (available for student purchase), transportation services, and emergency and risk management policies that enhance safety.

Providing a culture that integrates communication, safety, education, and social activities is the focus of our department. Our purpose for being here is the success of your college experience. We wish you the best during your time at Albright.

The Clery Report is an annual requirement for institutions of higher education that receive Title IV funding. The report provides statistics for crimes committed in residence halls, campus property, public property, and non-campus property. Albright's Clery Report and other useful information regarding public safety can be found on the Albright web at www.albright.edu/student-life/campus/safety/.

Michael L. Gross, Director
Department of Public Safety

About the Officers

The Department of Public Safety is located at the corner of College Avenue and Linden Street. The main telephone number is 610-921-7670. In the event of a campus wide power outage, the emergency telephone number is 610-921-2227.

The Department of Public Safety employs 16 full-time staff members and 16 auxiliary officers. Five full-time and five auxiliary officers have previous law enforcement experience totaling approximately 150 years of police experience. In addition to the Director, the administrative staff consists of an Assistant Director, a Captain, a Lieutenant and a Coordinator of Administrative Duties.

Select staff are trained to carry and use an expandable baton and hand cuffs. All staff members carry and are trained for use of chemical mace. This training is reviewed every six months.

Auxiliary officers are available for special events and any other needs the College may have. During significant experiences on campus, auxiliary officers are notified and deployed.

The personal safety and the security of our campus community are of vital concern. We are a caring community where we expect students, faculty, and staff to take responsibility for each other and for the campus as a whole. The department works closely with Student and Campus Life, Residential Life, the Gable Health and Counseling Center, Facilities Services & Operations, and Student Involvement and Leadership to facilitate regular monitoring of the buildings and grounds.

While we do not have a formal Memorandum of Understanding with the Reading Police Department and the Muhlenberg Township Police Department, our office has a strong relationship with both departments. We have access to the Berks County Communication Center's police radio that monitors city police calls. As a result, negative activities that could affect the campus community are known quickly and provide an opportunity to secure the campus. A countywide system was installed and allows us to not only hear city police communications, but also those in several municipalities in close proximity as well. The Director is a member of the Berks County Chiefs of Police Association.

Albright College Private Police Officers

Three officers with prior law enforcement experience have been appointed as private police officers for the College under Pennsylvania statute 22 P.S. § 501. They were sworn in by oath through the deputy officer in the Recorder of Deeds Office in Berks County; all have Act 120 certification or its equivalent. These officers possess and can exercise all the powers of a police officer in the Commonwealth of Pennsylvania. When on duty, the officers will wear a metallic shield with the words "special officer" and "Albright College" inscribed on it.

Under this Private Police Act, officers can exercise their police powers as an Albright Police Officer "in and upon, and in the immediate and adjacent vicinity of, the property of Albright." Those areas would include the various College-owned properties, whether the officer is actually on or is within the immediate adjacent vicinity of, such properties. This initiative started at Albright College to ensure that the police officers have the authority to take those who come onto campus into custody when criminal acts might occur. This authorization comes from the Board of Trustees, the College President and the Dean of Students.

National Campus Safety Awareness Month (NCSAM)

NCSAM received the unanimous support of Congress in 2008. Each September, the Clery Center for Security on Campus partners with colleges, universities, and other agencies to offer campus safety programs. "The first few weeks of college are critical," says Amy Guthrie, Program Coordinator for the Clery Center. "National Campus Safety Awareness Month is an



opportunity to start dialogue about campus safety early in the school year, a time when we typically see an increase in crime.”

The Department of Public Safety hosts a number of events recognizing Safety Awareness Month. Albright students have many opportunities to learn about the varied services that are available to them through the Department of Public Safety. Refer to the event list on the following page. Some of the events include sign-up sheets for students to enroll in CPR/First Aid Classes and female students to enroll in RAD (basic self-defense) classes. A representative from the Pennsylvania State Police Liquor Control Enforcement (LCE) will address various groups of students on the dangers of alcohol and its consequences on your future if you do not think before you drink. Theft prevention drills are held in the residence halls by a team of staff and students. A note is placed on each door that is locked and students are welcome to stop by Public safety for some candy! If a door is unlocked, a note is placed on the door to encourage the practice of always locking the door when no one is in the room. A caveat is included on this note: “By the way, we locked your door for you.” Other events include the annual Wellness Fair, a roundtable session on the Campus SaVE Act/Title IX with the Student Affairs team, parking registration, transportation/shuttle schedules, and students have the opportunity to sign up for Omnilert (e2Campus), our free emergency messaging system.

Safety Awareness Month Calendar of Events

Training sessions of ALICE active/hostile intruder training were held during the month in addition to messaging ensuring the campus community is aware of and signed up for our emergency message provider, e2 campus.

Student Services Offered on Campus

Dean of Students

Selwyn Hall South

Phone: 610-921-7611 – **Fax:** 610-921-7855

The office is available to assist students from the time they decide to attend Albright College until their graduation day. Services include, but are not limited to personal difficulties, such as hospitalization, injury, extended illness, family problems or mental health concerns that affect one's academic success. The Dean is the Title IX Coordinator for the College.

Counseling Center

Rear of Gable Health Center at 1829 Linden Street

Phone: 610-921-7532 – **Fax:** 610-921-7590

The Albright College Counseling Center was formed to be a place where students are helped to grow as individuals and ultimately become more effective in everyday life. The counseling processes provided are designed to help students address concerns that may be interfering with their personal growth, development or academic potential, including, but not limited to, adjusting to college life, stress and time management, anxiety, depression, family and relationship problems, crisis intervention and addiction.

The Counseling Center provides a variety of services and programming that are available to all currently enrolled full-time day students, undergraduate, graduate, and SPS students at the Reading site and are free and confidential. Topics include dealing with stress, creating and developing healthier relationships and lifestyles, protecting oneself from sexual assault, learning how to communicate effectively, coping with depression, stress management, among others. A campus-wide mental health screening day is accessible to all students in the fall semester and focuses on depression, anxiety, and suicide prevention. Alcohol awareness information and screenings are available in the spring semester.

Gable Health Center

1829 Linden Street

Phone: 610-921-7532 – **Fax:** 610-921-7590

Hours: Monday to Friday 8:30 a.m. to 4:30 p.m.

Emergencies: After business hours or on weekends/holidays, call Public Safety @ 610-921- 7670

At the Gable Health Center, the employees empower students to make healthy choices for their lives. The caring and confidential patient-centered healthcare facility encourages and educates students to become engaged consumers of their healthcare. In a respectful manner, the employees advocate healthy behaviors and lifestyle choices to help our students in the pursuit of their academic goals and personal development. The employees are here for our students and are the providers of their care. Through education, the Center supports attainment, maintenance, and a life-long commitment to optimal wellness.

The Gable Health Center provides comprehensive care to students. The Physician and Nurse Practitioner are available by appointment for counseling, evaluation, and treatment of common medical problems. Any medical problem you would normally see your primary care provider for would be something that can be seen by the Health Center staff. For complex problems beyond our scope of care, students are referred to a specialist, with guidance and coordination of care provided by the Gable Health Center staff.

Office of Community Standards

Selwyn Hall South

Phone: 610-921-7795 – **Fax:** 610-921-7659

The Albright College Office of Community Standards values an educative approach to sanctioning students who are found to be in violation of the Student Code of Conduct. The Community Standards process is grounded on the concepts of respect, civility, integrity, justice, and accountability to promote learning outcomes. The primary goal is to ensure due process so that students can achieve their academic goals through educational outreach. A restorative justice model is often used to facilitate self-reflection and rebuild community relationships that have been harmed.

Crime Prevention Measures

The climate in colleges and universities has changed dramatically in the past decade. Consequently, the responsibilities for those in Police and Public Safety Departments on campuses throughout the country encompass much more than those of the previous “keeper of the keys,” unlocking/locking buildings and classrooms, and enforcing existing parking regulations. Because of the changes in the culture of our society, it is imperative that colleges have a far more alert and professional department, which is ready not only to meet the day-to-day needs of the college community, but also be able to respond to and handle any emergency situation that could erupt.

Anything of a suspicious nature should immediately be reported to the Department of Public Safety. The department has been assisted in this way in the recent past. Several incidents involving trespassing, vandalism, and theft were negated resulting from our response to incidents reported by staff and students in the community. Always be aware of anyone trying to gain access to a building when those on campus do not know the person(s). No one should ever prop open locked doors. We depend on everyone to help us with this security effort.

The Department of Public Safety is responsible for issuing timely warnings in compliance with the Jeanne Clery Act 20 U.S.C. 1092(f). Timely warnings will be issued in response to reported crimes committed either on campus or in the immediate surrounding area that in the judgment of the College constitutes an ongoing or continuing threat to students and employees. This mandate has been part of the Clery Act since its inception in 1990. Refer to Email Notifications and e2Campus Text Messaging below.

Albright College is comprised of a student, faculty and staff population of approximately 1,230 full- time day students, 109 SPS (School of Professional Studies) students, 282 master’s degree candidates, and 103 full-time faculty and 336 staff members. We enjoy a significant number of visitors to many campus programs and special events as well. No campus is free of crime; however, we know the Albright campus is as safe as any other college or university and, in many ways, safer. We can make such a claim by providing the following safety initiatives and services:

ALICE (Alert, Lockdown, Inform, Counter, Evacuate) **Training** – provides preparation and a plan for individuals and organizations on how to more proactively handle the

threat of an aggressive intruder or active shooter event. The ALICE Training option based tactics have become the accepted response, versus the traditional “lockdown and hide only” approach.

Bicycle Patrol – Officer’s must successfully complete the IPMBA (International Police Mountain Bike Association) bicycle training to perform patrols of the campus and immediate surrounding areas. These patrols have proven to be an invaluable tool for favorable response and communication with the Albright community.

Camera Surveillance – There are currently several dozen cameras located at entrance ways, lobbies, and parking lots around campus. Frequent video patrols are conducted in the Public Safety Office by the officers and/or the on-duty student dispatcher. The Video Surveillance System has been invaluable in solving crimes and increasing the overall safety of our campus community. Additional cameras are added to the system each academic year.

Campus Safety Walk – At the beginning of the fall semester, members of the Department of Public Safety, students, and appropriate administrators conduct a safety walk after darkness throughout the campus. The purpose of this walk is to determine if any area is felt to be unsafe. Necessary changes are made as appropriate suggestions are made.

Contracted Patrols – The Department of Public Safety has partnered with the Reading Police Department (RPD) patrol unit to provide dedicated coverage to our campus and the immediate surrounding area on many Friday and Saturday nights during designated time frames. Undercover officers assigned to the High Crime Unit are also available, when and if needed.

Email Notifications – Used for notification during all emergencies and advisories on and around campus. Emails are also transmitted for severe weather, such as severe thunderstorms and tornados, as well as for campus and road closures.

Emergency Telephones – There are 48 yellow emergency phones strategically placed throughout the campus. They are located in the Main and Shirk Stadium Parking Lots, various walking areas, and at the entrances to residence halls. By activating the red call button on the face of the unit, it will instantly connect the user to the Public Safety Office and officers are immediately dispatched to the site.

Fire Safety – Fire drills are mandated by the fire department and are conducted twice a semester. One of these is conducted early in the semester to familiarize

students/occupants of the residence halls and staff members across campus with procedures in the event of an emergency. Public Safety officers enter the residence hall to make sure all occupants have evacuated the building. (See complete Fire Safety Annual Report beginning on page 64.)

Golf Carts – The department has 3 golf carts that are used for regular patrols throughout our campus and at various College events when there is a need to transport our elderly and/or disabled patrons to and from the parking lots.

Local Law Enforcement – The department has a strong relationship with the Reading Police Department (RPD) and the Muhlenberg Township Police (MTP), both of whom have partial jurisdiction of the College. The department uses a county-wide portable radio that provides for immediate contact with the police. All major criminal incidents are reported to the RPD and the MTP.

Medical Assistance – On the weekends or evening hours when the Health and Counseling Center is closed, Public Safety officers will transport students to the hospital or to a physician’s office for non-emergency related medical needs. There is a charge of \$25 for this service. The fee is attached to the individual’s Student Account records

Omnilert Text Messaging (e2Campus) – This is a FREE service for the entire Albright community. Text messages and emails regarding emergencies are sent by Public Safety to cell phones, Blackberries, wireless PDAs, pagers, and smart or satellite phones. It is also used to send bulletins on weather-related issues. Participants must register for the emergency notification system.

Emergency Notification – An emergency notification is triggered for any significant emergency or dangerous situation occurring on the campus involving an immediate threat to the health or safety of students and employees. Adequate follow-up information is provided to the community as needed.

Timely Warning – The College must, in a manner that is timely and will aid in the prevention of similar crimes, provide information to the campus community about Clery Act crimes that have been reported to campus security authorities or state or local police and are considered to represent a serious or continuing threat to the College community. These warnings, which the Department of Public Safety (DPS) issues as “Campus Safety Alerts”, shall be issued in accordance with the procedures described below.

The following procedures shall be followed when initiating Campus Safety Alerts:

-
- 1) **Criteria for a Campus Safety Alert**- Campus Safety Alerts are generally written and distributed to the campus community by the Director of Public Safety. The Director of Public Safety has the authority to issue a Campus Safety Alert without such consultation if consultation time is not available. Should the Director be directly impacted and involved in an incident response or otherwise unavailable, any member from the Communications and Marketing Office could write and send a Campus Safety Alert with the approval and advice of the Director of Public Safety. Timely Warning Campus Safety Alerts are sent to the college community to notify members of the community about specific Clery Act crimes (as described below) that have been reported to DPS and that have occurred on campus or on non-campus property or public property, where it is determined that the incident may pose a serious or ongoing threat to members of the College community. Such timely warnings provide an opportunity for individuals to take reasonable precautions for their own safety.
- a. Campus Safety Alerts (timely warnings) may be distributed for any of the following Clery Act crime categories/classifications: murder and non-negligent manslaughter, sex offenses (rape, fondling, incest, and statutory rape), robbery, aggravated assault, burglary, arson, hate crimes, motor vehicle theft, domestic violence, dating violence, stalking, or arrests and referrals for liquor law, weapons law, and drug law offenses.
 - b. Alerts for the crimes of aggravated assault, motor vehicle theft, burglary, sex offenses, domestic violence, dating violence, stalking, and arrests or referrals for liquor, drug, and weapons offenses are considered on a case-by-case basis and depend upon a number of factors. These include the nature of the crime, the timeliness of the report, and the continuing or ongoing danger to the campus community—such as whether the perpetrator was apprehended—and the possible risk of compromising law enforcement efforts. For example, if an assault occurs between two students who have a disagreement, there may be no ongoing threat to other Albright College community members and a timely warning Campus Safety Alert would not be distributed.
 - c. In cases involving sex offenses that can be typically reported long after the incident occurred, there is no necessity to distribute a timely warning Campus Safety alert to the community. Sex offenses will be considered on a case-by- case basis depending on when and where the incident

occurred, when it was reported, and the amount of information known by the Department of Public Safety.

- a. Typically, alerts or warnings are not issued for any incidents reported that are older than 10 days from the date of occurrence as such a delay in reporting has not afforded the College an opportunity to react or respond in a timely manner.
- b. The Director of Public Safety reviews all criminal and/or serious incidents to determine if there is an ongoing threat to the community and if the distribution of a Campus Safety Alert is warranted.
- c. Campus officials not subject to the timely reporting requirement are those with significant counseling responsibilities who were providing confidential assistance to a crime victim, such as pastoral counselors and professional/certified counselors.

- 2) **Preparation of a Campus Safety Alert.** Shift supervisors/senior officers are responsible for notifying the Director or his or her designee of any reported incident that may necessitate the issuance of a Campus Safety Alert.

Campus Safety alerts are generally written and distributed to the campus community by the Director of Public Safety or a designee.

The Director of Public Safety has the authority to issue a Campus Safety Alert without such consultation if consultation time is not available.

The Campus Safety Alert must include information with sufficient specificity to allow recipients to take an appropriate response and to aid in the prevention of similar crimes. This may include:

- a. Title of the crime reported;
 - a. Date and time the Campus Safety Alert was released;
 - b. Accurate date, time and area of the incident;
 - c. A description of the incident;
 - d. Physical description of the suspect, if known;
 - e. Information about possible connection to previous incidents;
 - f. Tips for maintaining personal safety; and
 - g. A request for information and where to direct information

- 3) **Dissemination of the Campus Safety Alert-** the Director of Public Safety or designee has primary responsibility for the distribution of Campus Safety Alerts. All campus-wide Campus Safety Alerts will be sent by the Director of Public Safety or his/her designee through the campus alert system, Omnilert (e-2Campus), and the campus email system. Additional supplemental methods for

disseminating Campus Safety Alerts include, but are not limited to, the following means: posting of flyers, text messaging, the campus newspaper (the Albrightian), and related news media announcements. The method or methods used will depend on the severity, location, and type of incident, and the ongoing nature of the threat. However, Omnilert (e-2) and the blast campus email is the primary and preferred method of distribution. Campus Safety Alerts may be issued for other crime classifications as deemed necessary. When deemed necessary, Campus Safety Alerts are distributed to the campus community as soon as possible following the receipt of a Clery Act crime reported in good faith to Public Safety that is properly assessed, as outlined within this policy, and deemed to be a possible ongoing or continuing threat to the campus community.

- 4) **Non-Emergency Public Safety Bulletin**- The Director of Public Safety or designee may send a Public Safety Bulletin to the campus community for general crime prevention purposes, to inform the community of crimes and/or incidents that are not generally time sensitive but important to be aware of, and/or to inform the campus of incidents occurring on, around, or even off campus that do not rise to the level warranting a Campus Safety Alert, as outlined above. A Public Safety Bulletin may be sent to the electronic campus community via blast email to all students and employees on campus. A Public Safety Bulletin is generally written and distributed to the campus community by the Director of Public Safety or a designee. These bulletins could also be sent by any member of the campus emergency response team (CERT).

Panic Phones – In addition to the emergency telephones located across campus, various areas are equipped with panic buttons to be used during any type of emergency when Public Safety assistance is needed. When pressed, a signal is sent to the dispatcher’s desk indicating where the alarm is; an officer is immediately dispatched to that location.

Parking Registration – Parking is permitted on designated campus parking lots for all students with a current hang tag. Students who use Albright parking lots are required to register their vehicles with the Department of Public Safety and pay the \$40 fee each year. Registration is completed online at the department’s web site. When

students register their vehicles, the fees are attached to the individual's Student Account records.

Patrols – Officers patrol the campus and surrounding area by foot, vehicle, golf cart, and bicycles.

Photo Identification Cards – The Department of Public Safety issues every student a personal ID/access card with photograph upon enrollment at Albright. This card allows students access to their assigned residence hall, the library, dining hall, book store, Schumo Center, and sporting events. Students are required to carry the card at all times while on campus. This requirement is a security measure to ensure that only those who are authorized to be on campus can be identified. If the card is lost, a replacement fee of \$20 is attached to the individual's Student Account records. The College uses encrypted MiFare technology. Cards are more easily deployed as contactless ("tap") readers throughout campus, eliminating the need to rely on the old magnetic swipe technology. This access card supports expiration dates, allowing the cards to be used as Voter ID in Pennsylvania.

POM CO (Peace of Mind Company) – Another safety measure that Albright College has implemented to our students for a fee is the POM – a hand-held device that requires one push of the button that will instantly connect the caller with the Department of Public Safety. They know where you are, who you are, and can talk to the student directly. The POM operates within Albright College property and the immediate area.

Resident Assistants – Every year, each residence assistant (RA) receives First Aid training from a certified Public Safety trainer.

Residence Halls – Public Safety officers make routine and periodic rounds through all residence halls and they regularly communicate with student RAs. Residence halls are locked 24 hours a day, with entry requiring an access identification card. All residence halls have a fire monitoring system and/or sprinkler system and smoke alarms that are checked regularly. Propping of doors or allowing access to the building to non-registered or unauthorized persons jeopardizes the safety and integrity of the building and its occupants. Violators are subject to a fine and/or disciplinary hearing.

Safety Escort Service – An escort may be requested any time after dark. An officer will respond to the location as quickly as possible. Occasionally, there may be times when an immediate response is not an option, due to other responsibilities or emergencies that would require the officers' attention. The escort service usually arrives within 20

minutes. This amenity is not available for service to Wawa and Weis Markets; the Extended Shuttle services these locations.

Self-Defense Classes: Rape Aggression Defense System (RAD) is one of the best women’s self-defense courses available. It is a comprehensive self-defense course specifically designed for women whose objective is “to develop and enhance the options of self-defense, so they may become viable considerations to the woman who is attacked.” It is not a martial arts program, but instead teaches women defensive concepts/techniques against various types of assaults by utilizing easy, effective and proven self-defense tactics.

Working Relationship with Other Law Enforcement Agencies

In addition to our partnership with the Reading Police Department, the department has also partnered when needed with the Pennsylvania State Police Bureau of Liquor Control Enforcement (LCE) to help reduce consumption and intoxication. The detail includes undercover RPD officers, marked RPD units, and LCE undercover and age compliance details. As part of the College’s Safety Awareness Month (September), a representative from LCE spends one day on campus for group presentations; students also have the opportunity to speak with him one-on-one. Due to COVID- 19 restrictions, many presentations like this were altered or moved online. Our Director of Public Safety has a good working relationship with members of the Reading Police Department and the Muhlenberg Township Police.

Crime Statistics

How Crime Statistics Are Compiled

A department administrator reviews the entries on a regular basis to ensure that the statistics are appropriately classified and inserted into the correct crime category. The department administrator also examines the data to ensure that all crimes have been recorded in accordance with the crime definitions outlined in the FBI Uniform Crime Reporting (UCR) Handbook.

Clery Reporting and Statistics

In accordance with The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f)), the landmark federal law originally known as the Campus Security Act, that requires colleges and universities across the United States to disclose information annually about crime on and around their campuses, the department administrator contacts all “Campus Security Authorities” (includes club advisors and athletic coaches) to inquire whether they are aware of any offenses that had not been reported to the Department of Public Safety. For reporting purposes, it is necessary to know the offense and the area on campus or off-campus location, if known, where the offense occurred. When disclosing the number of reported crimes, the report prohibits personally identifiable information from being included in the disclosure of crime statistics.

Clery statistics for the years 2019, 2020 and 2021 are available below via the use of hyperlinks. Statistics for Albright College’s main campus located in Reading, PA are available via [Crime Data \(1\)](#).

SPS School of Professional Studies, satellite campuses were closed in the year of 2020. To view the previous years information for the satellite campuses, please go the [Albright Public Safety Webpage](#).

Clery Act – Campus Security Authority

The **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act** (20 USC § 1092(f)) is the landmark federal law, originally known as the Campus Security Act, that requires colleges and universities across the United States to disclose information about crime on and around their campuses. One very important step in this process is to reach out to all athletic coaches and club advisors with the letter and its enclosure on the following pages to ascertain whether any of their student members may have given details of an incident of crime in confidence to any one of them that occurred on campus, in residence facilities, in non-campus property or on public property instead of reporting it to the Department of Public Safety. The victim remains anonymous in all communications with the Department of Public Safety.



September 22, 2023

RE: Clery Act – Campus Security Authority

Albrightians,

Because many Albright faculty, administrators, and staff members advise or discipline students, most are defined by the Clery Act as Campus Security Authorities (CSAs). Therefore, it's important for all CSAs to understand the different kinds of offenses and statistics that you are required to report, in order for the college to submit proper statistics for our upcoming annual security and fire safety report in compliance with the Clery Act. See the Clery Act's definition of a CFA and reportable offenses [here](#).

Have an incident to report? Please use this form below to report any offenses that occur on campus, in residence facilities, in non-campus properties, on public property and contiguous to campus property.

Thank you for taking the time to familiarize yourself with this important Clery Act compliance information. If you have any questions related to the Clery Act or reporting requirements, please feel free to reach out to me.

Sincerely,



Michael L. Gross '11 Director

**ALBRIGHT COLLEGE
DEPARTMENT OF PUBLIC SAFETY
Clery Act – Campus Security Authority**

Date of Incident: _____

Time of Incident: _____

Location of Incident: _____

Offense Type: _____

Brief Description of the Incident:

-
- death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)
3. Assault, Simple is 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.
 4. Burglary is the unlawful entry of a structure to commit a felony or a theft. For reporting purposes, this definition includes: unlawful entry with intent to commit a larceny or felony, breaking and entering with intent to commit a larceny, housebreaking, safecracking, and all attempts to commit any of the aforementioned.
 5. Dating Violence is committed by a person who is or has been in a social or intimate nature with the victim, and where the existence of such relationship shall be determined based on a consideration of length of the relationship and the frequency of interaction between the persons involved in the relationship.
 6. Domestic Violence is a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; a person with whom the victim shares a child in common; a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies (under VAWA); or any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
 7. Drug Law Violations are defined as the violation of State or local laws relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs. The relevant substances include opium or cocaine and their derivatives (morphine, heroin, and codeine), marijuana, synthetic narcotics, manufactured narcotics (Demerol, methadone) and dangerous non-narcotic drugs (barbiturates, Benzedrine).
 8. Liquor Law Violations are defined as the violation of State or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages. Classifications also include maintaining unlawful drinking places, bootlegging, furnishing liquor to a minor or intemperate person, underage possession, using a vehicle for illegal transportation of liquor or all attempts to commit any of the aforementioned.

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9. Motor Vehicle Theft is the theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned, including joyriding.)
 10. Murder/Negligent Manslaughter is defined as the killing of another person through gross negligence.
 11. Murder/Non-negligent Manslaughter is defined as the willful (non-negligent) killing of one human being by another.
 12. Robbery is the taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
 13. Sex Offenses-Forcible – Any sexual act directed against another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).
 - a. Forcible Rape is the carnal knowledge of a person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth). This offense includes the forcible rape of both males and females.
 - b. Forcible Sodomy is oral or anal sexual intercourse with another person; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).
 - c. Sexual Assault With an Object is the use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
 - d. Forcible Fondling is the touching of the private body parts of another person for the purpose of sexual gratification forcibly and/or against that person’s will; or, not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.
 - e. Involuntary Deviate Sexual Intercourse is when a person engages in deviate sexual intercourse with a complainant by forcible compulsion or by threat of forcible compulsion that would prevent resistance by a person of reasonable resolution; the complainant is unconscious or where

the person knows the complainant is unaware that sexual intercourse is occurring; where the person has substantially impaired the complainant's power to appraise or control his/her conduct by administering or employing, without the knowledge of the complainant, drugs, intoxicants or other means for the purpose of preventing resistance; or who suffers from a mental disability which renders him/her incapable of consent.

14. Sex-offenses-Non-forcible is definite as unlawful, non-forcible sexual intercourse.
15. Incest is non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
16. Statutory Rape is non-forcible sexual intercourse with a person who is under the statutory age of consent.
17. Stalking means engaging in a course of conduct directed at a specific person that would cause reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress.
18. Vandalism (Destruction/Damage) of Property is 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.
19. Weapons Possession/Illegal is defined as the violation of State or local laws prohibiting the manufacture, sale, or possession of deadly weapons, carrying deadly weapons, concealed or openly; using, manufacturing, etc., of silencers; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

Hate Crimes

Hate/Bias – A hate crime is a criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their race, gender, religious, disability, sexual orientation or ethnicity/national origin.

Ethnic Intimidation – The Pennsylvania Crimes Code 2710 defines this offense: A person commits the offense of ethnic intimidation if, with malicious intention toward the actual or perceived race, color, religion, national origin, ancestry, mental or physical disability, sexual orientation, gender or gender identity of another individuals or group of individuals, he commits an offense under any other provision of this article or under Chapter 33 (relating to arson, criminal mischief and other property

destruction) exclusive of section 3307 (relating to criminal trespass) with respect to such individual or his or her property or with respect to one or more members of such group or to their property.

- Race – A preformed negative attitude toward a group of persons who possess common physical characteristics (e.g., color of skin, eyes, and/or hair; facial features, etc.) genetically transmitted by descent and heredity, which distinguish them as a distinct division of humankind (e.g., Asians, blacks, whites).
- Gender – A preformed negative opinion or attitude toward a group of persons because those persons are male or female.
- 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 (e.g., Catholics, Jews, Protestants, atheists).
- 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 (e.g., gays, lesbians, heterosexuals).
- Ethnicity – The cultural characteristics (such as language, history, values and customs) that are shared by and distinctive of a group of people.
- National Origin – A lawful prejudice against an employee or job applicant in some aspect of employment, solely on the basis of his or her nationality, country of birth, ancestry, ethnicity or foreign accent.
- Disability – A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

Albright College holds the members of its community to a higher standard than the Pennsylvania Crimes Code. The College is committed to protecting individual freedoms, as long as they are not inflammatory or harmful toward others, whether it is intentional or not. Violation of the norms of civility and other accepted rules of behavior, whether or not covered by specific regulations, subjects a student to disciplinary action. (On-line Compass)

Preponderance of the Evidence

During campus disciplinary action proceedings, the standard required in determining the outcome is information showing that it is more likely than not that a policy violation occurred.

Institutional Security Policies & Services

We have taken additional precautions at public events held on campus. In student events during which the general public are admitted, all patrons are wanded before they gain entrance to the event. Events hosted by student organizations require college identification from non-Albright students to gain admittance to the event. Public safety officers always have a presence during athletic events. Routine patrols occur throughout the facility.

Administrative Search and Seizure Policy (info from on-line Compass)

Albright College respects the privacy of members of the College community. However, the College reserves the right for the appropriate officials to conduct searches if reasonable cause exists to believe that (a) activity is taking place in a student's room or on College premises that is detrimental to the health, safety or welfare of individuals; or (b) substances are contained in the room or on the property of the College or on a person that would constitute a violation of the Student Code of Conduct. A search involves the close physical examination of all areas, which may include, but are not limited to, thoroughly going through an individual's personal belongings.

Determination of what constitutes "a reasonable cause to believe" that a search is necessary will be made by the Director of Public Safety (or designee). Rooms may be entered without the student present. If this occurs, a notification of entry is placed in the room, "Room Search (Unoccupied) Form," signed by s Public Safety Officer involved in the search. If any items are seized, a Property Record form needs to be completed with a copy accompanying the room search form.

Adopt-An-Officer

A Public Safety Officer is assigned to a residence hall to serve as a liaison between the Department of Public Safety and the students and Resident Assistants (RAs) in the hall. It is a collaborative method to build trust between the students and the Department

and provides the students an opportunity to get to know individual officers in their respective residence halls. By allowing our students to get to know the officers on a personal level, we are hopeful our students will feel comfortable in reporting suspicious activities or individuals on campus before a crime occurs. Officers traverse each hallway in the building at least one time during his/her shift and interact with the students they see along the way.

Prior to the beginning of the semester, the officer and the Resident Assistants will formulate topics for presentations for the residents. A “Meet and Greet Session” is scheduled at the beginning of the fall semester to introduce the officer to the students. The officer will explain the purpose of the Adopt-An-Officer program, announce future presentations, and then give the students an opportunity to ask questions regarding the Department of Public Safety. By listening to our students and RAs, it brings to the forefront the concerns that matter most to them.

Alcohol Policy (info from on-line Compass)

Students are reminded that the laws of the Commonwealth of Pennsylvania prohibit the purchase, possession, or consumption of alcoholic beverages by persons under the age of 21. Furthermore, any person 21 years of age or older is subject to charges of contributing to the delinquency of a minor for providing someone under the age of 21 with any alcoholic beverages. Violators are subject to prosecution by state law enforcement officials.

Albright College alcohol policies follow the laws of the Commonwealth of PA that limit involvement with alcoholic beverages to persons 21 years of age or older (refer to offenses listed below).

Section 6301: Corruption of Minors

Section 6307: Misrepresentation of Age to Secure Liquor

Section 6308: Purchase, Consumption, Possession or Transportation of Liquor or Malt or Malt Brewed Beverages

Section 6309: Representing to Liquor Dealers that Minor is of Age

Section 6310: Inducement of Minors to Buy Liquor

Section 493 (1): Furnishing liquor or Malt or Brewed Beverages to Certain Persons

Section 6310.1 Selling or furnishing liquor or malt or brewed beverages to minors

Open containers containing alcohol are not permitted in the hallways and common areas of residence halls or in public areas of the campus. Any containers of beer or wine that are being transported must be sealed and covered while on College premises. Common-source containers of alcohol (e.g., party balls, punch bowls, kegs, etc.) are prohibited anywhere on campus.

If it is determined by a Public Safety Officer that a student has consumed alcohol that renders him/her to be in significant physical harm, the student will be transported by ambulance to the hospital. If a student has consumed alcohol and his/her physical well-being is in question, an Auxiliary Officer will be called in to monitor the student's condition until he/she is considered safe. The cost of the Auxiliary Officer's salary will be passed on to the student.

Bicycle Policy (info from on-line Compass)

The College is not responsible for lost, stolen, or damaged bicycles. Bicycle owners are responsible for removing their bicycles from campus at the end of every semester. Bicycles left after the end of the academic semester will be considered abandoned, confiscated by the Department of Public Safety and held by the College until the bicycle is claimed. Bicycles stored by Public Safety for more than one full semester will be deemed a gift to the College, to be disposed of through appropriate College channels. Bicycles, when not in use, must be securely locked to approved bicycle racks that are placed in appropriate locations around campus. Bicycles that are locked to any device, railing, or structure other than an approved bicycle rack will be issued a warning. A subsequent violation will result in removal by Public Safety and may result in disciplinary action.

Buildings and Grounds

Routine patrols are conducted throughout the campus and the surrounding areas 24 hours a day, 365 days a year. In addition to making sure there are no suspicious persons in or around our campus and the immediate surrounding area, officers are responsible for reporting such data as faulty or inadequate lighting, a broken window

and its location, a door lock that is difficult to lock and its location, etc. Officers relay information to the office dispatcher for inclusion in the Daily Activity Log. A work order will then be generated to Facilities. In the event of an emergency, the on-call Facilities responder will be contacted immediately.

Campus Camera Monitoring System

Albright College aims to provide its community with a secure environment, which is enhanced by using Video Surveillance Systems (VSS) technology to monitor its campus. The College VSS continues to be expanded and updated. The VSS is subject to regular patrols and has proven to be invaluable to many of our efforts in promoting Albright safety. The VSS operates in a manner that maximizes the potential of this technology while maintaining sensitivity to the privacy and freedoms of expression and assembly of members of its community.

Community Standards Procedures & Processes (info from on-line Compass)

The Office of Community Standards works to ensure that the standards of the community and College policies are upheld. While students have the right to enjoy their freedoms, they are also responsible for their behavior in this environment. To maintain the optimal learning environment, everyone within the Albright College community has the responsibility to familiarize themselves with and adhere to the Code of Conduct. The Office of Community Standards is responsible for responding to issues that may be in violation of the Student Code of Conduct. The Office of Community Standards will impose sanctions for those who have violated College policy.

Any student, student group, faculty member, staff member, or administrator may bring a complaint against any student or student group by contacting the Department of Public Safety, the Office of Community Standards, or the Vice President for Student Affairs and Dean of Students. The complainant, through the Department of Public Safety, must fill out an incident report. This is a formal complaint and requires a signed, written statement that describes the alleged incidents, as well as identification of any witnesses to that incident. Public Safety personnel may also give students a Notice to Appear for Student Code of Conduct violations.

A mandatory informational meeting is scheduled between the accused student and the director of community standards or designee to discuss the charges, the Notice to Appear form, the student's rights, and the hearing proceedings. Students will have the right to accept, or deny, responsibility for their actions. Family members, friends, and attorneys are not permitted to sit in on hearing proceedings. If necessary, procedures for administrative and board hearings may also be discussed at the informal meeting. All hearings are confidential.

The Community Standards Hearing Board is intended to handle very serious offenses, repeated offenses, and/or offenses that have five or more students involved. Only the hearing officer, complainant, accused student(s), witnesses, and members of the Office of Community Standards are allowed in the hearing room. The board consists of only faculty and administrators. Board hearings are taped with those records and hearing tapes maintained in the file within the Office of Community Standards.

Contractor/Vendor Access to Campus-Wide Buildings

Contractors and vendors appearing on campus and needing access to a campus-wide building must report to the Department of Public Safety and produce proper identification before being issued a key or access card. The issued key or access card is logged with name, company and time of issue provided. Follow up is done at the beginning and ending of shifts to ensure all keys and access devices are returned in the appropriate time format.

Daily Activity Log

An electronic daily log is created for every date of the year with a running list of duties performed by officers on and around the immediate area surrounding the College campus. This log is kept for three years after the calendar year ends.

Dangerous Items (info from on-line Compass)

Dangerous Items: Possession, distribution, knowledge of, and presence of firearms, fireworks, and other dangerous weapons or items that are dangerous to the College

Community. This includes, but is not limited to fireworks, firearms, firecrackers, BB guns, knives, and/or other weapons. Possession of an illegal or restricted items is considered a violation. Participation in events off campus such as paintball tag, laser tag, etc., as sanctioned and supervised by Albright College is permitted and students may participate at their own risk.

Discrimination (info from on-line Compass)

Diversity is one of the strengths of a society as well as one of the hallmarks of a college campus. Albright College recognizes and values the perspectives molded by different cultures and backgrounds. Albright College recognizes and supports the idea that colleges protect the academic environment and encourage freedom of expression, and the responsibility that it entails. While members of the Albright community reserve the right of freedom of expression, the members of the community must also recognize they have a duty to be responsible. Members of our community have the right not to be discriminated against by any agent, organization or member of the Albright College community.

Emergency Notifications

The Department of Public Safety is responsible for issuing emergency notifications and timely warnings in compliance with the Jeanne Clery Act, 20 U.S.C. 1092(f). This mandate has been part of the Clery Act since its inception in 1990. In case of an emergency that will directly affect the health, safety and/or operations of the College, the department will forewarn our campus community of impending danger via email, e2Campus messaging and community-wide voice mail notifications.

An emergency response expands the definition of timely warnings as it includes both Clery Act crimes and other types of emergencies (i.e., a fire, weather or infectious disease outbreak). These timely warnings will be issued in response to crimes committed either on campus or in the surrounding area that in the judgment of the College constitutes an ongoing or continuing threat to students and employees.

Emergency Response Plan

The Albright College Emergency Response Plan is designed to serve as a guideline for college personnel in response to an emergency situation or potential disaster that may

affect the college. The ERP is applicable to numerous man-made and natural disasters. The ERP sets forth a plan of action for response and operational procedure that directs those responding to emergency situations. The ERP is a procedural document for organizing, coordinating, and directing available resources toward the mitigation, preparedness, response and recovery in the event of an emergency. As is with any document of this nature, the plan should be viewed as a living text, subject to changes, updates, and revisions as the college environment changes.

During any emergency on campus, Public Safety will likely be the first to respond. Their initial responsibilities include: secure and oversee the scene; contact the Emergency Response Team; determine injuries; assist in transport and provide first aid; evacuate the premises when necessary; assist responding police and medical personnel; set up a command post; communicate and update the Crisis Leadership Team.

The primary purpose of the ERP is to preserve and protect the lives of Albright College students, faculty, and staff by initiating, coordinating, and sustaining an effective College response to any emergency situation in order to maintain the continuity of mission-essential functions.

The ERP is designed to: 1. Identify planning assumptions and develop policies; 2. Establish a concept of operations built on interdepartmental coordination in order to facilitate a timely and effective College response; 3. Assign specific functional responsibilities to the appropriate offices and departments.

The scope of the ERP is as follows: 1. Identify all offices, departments, personnel, buildings, and grounds owned and operated by Albright College located in the city of Reading and township of Muhlenberg, PA. Particular departments are charged with the responsibility to provide response and recovery actions in an emergency or disaster situation. 2. Response activities include those actions that support the efforts of College, local, state and federal agencies in their efforts to save lives, protect public health and safety, protect property and mitigate damage.

Golf Carts

In addition to using golf carts for regular campus patrols and assistance to our elderly and/or disabled visitors, there are infrequent occasions when another department

requests use of a golf cart. The assigned driver must complete online utility cart training as mandated by the college for safe operation of the golf cart.

Guest Responsibility (info from on-line Community Living Guide)

All overnight guests, 16 years or older, must be registered by seeing the RA for that residence hall and completing a Guest Registration Form. Affinity Housing residents must also register any guests. Guests should keep their guest pass with them at all times and be prepared to show it to any College official who requests to see it. The host student is responsible to ensure that his/her guest is aware of College rules and residence hall policies. The host/resident must be present with the guest for the duration of the visit. Neither room keys nor door access cards will be provided for guests. Students whose guests violate the Student Code of Conduct will be held accountable for the actions of their guests, unless the guest can be identified and is an Albright College student. Guests may not move from one host's room to another in order to extend their stay in the residence halls. Individuals found in the building who are not residents or guests of residents are considered to be trespassing. Roommates are never required to leave the room when a guest is present. Albright College reserves the right to disallow guests from returning to campus property.

Hazing Policy

Albright College is in compliance with the Timothy J. Piazza Anti-Hazing Law Act that was signed into law on November 18, 2018.

“Hazing” is defined as “intentionally, knowingly or recklessly” coercing or forcing a minor or student to do any of the following for the purposes of either admission to, or continuing or enhancing membership with, an “organization” (broadly defined to include any group at the school consisting primarily of minors, students or alumni, including fraternities):

- violate federal or state criminal law
- consume any food, drink, alcoholic liquid, drug or other substance that subjects the minor or student to a risk of emotional or physical harm
- endure brutality of a physical nature, including whipping, beating, branding, calisthenics or exposure to the elements
- endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment

-
- endure brutality of a sexual nature
 - endure any other activity that creates a reasonable likelihood of bodily injury to the minor or student.

Hazing can occur on or off campus. The statute also includes a “safe harbor” that provides protection from criminal prosecution to individuals who make an immediate report of hazing to obtain medical attention for the victim.

The Act makes any form of hazing a summary offense and makes hazing a misdemeanor of the third degree if the conduct results in, or creates a reasonable likelihood of, bodily injury. The Act makes “aggravated hazing” a felony when the hazing results in serious bodily injury or death and (1) the actor acts with reckless indifference to the health or safety of the victim or (2) the actor causes, coerces or forces the victim to consume alcohol or drugs. The Act also subjects organizations in which hazing occurs to fines when the organization intentionally, knowingly or recklessly promotes or facilitates hazing.

Of particular note for colleges and universities, the Act creates a new offense of “institutional hazing” for when a college or university “intentionally, knowingly or recklessly promotes or facilitates” a hazing violation. An instance of institutional hazing may result in fines up to \$5,000 for hazing and \$15,000 for aggravated hazing.

The existing Pennsylvania anti-hazing law already required schools to have policies and procedures in place that prohibit, and provide for punishment of, hazing and to post those policies on the school’s website. The new law, however, also requires colleges and universities to ensure that their policies and procedures regarding hazing are provided to every organization at the school. The law provides that penalties issued by a school for hazing can include fines, withholding diplomas for failure to pay fines, and probation, suspension and expulsion. Under the prior law, a school could provide for the penalty of rescinding an organization’s recognition when the organization authorized hazing in “blatant disregard” of the institution’s rules. The new law removes the “blatant disregard” language and simply provides rescission of recognition as another possible punishment.

The Act creates a new recordkeeping and reporting requirement for colleges and universities. Colleges and universities must maintain data for all hazing violations that are “reported” to the institution, and, for each such report, the institution must include the following: (1) the name of the subject of the report; (2) the date the subject was charged with a violation of the institution’s anti- hazing policy or federal or state laws related to hazing; (3) a general description of the violation, any investigation

and findings by the institution and, if applicable, penalties; and (4) the date on which the matter was resolved.

On January 15, 2019, colleges and universities will be required to make an initial report of hazing violations reported to the institution in the five consecutive years prior to the 2018-2019 academic year “to the extent that the institution has retained information concerning the violations.” This initial report must be posted to the publicly accessible portion of the school’s website, and, while the report must disclose the name of the organization involved, it must not contain personal identifying information of any individual. Going forward, colleges and universities will be required to update their reports twice a year, on January 1 and August 1 of each year. Records must be kept for five years.

One area of uncertainty is what constitutes a “report” to the institution of a hazing violation for purposes of the recordkeeping and reporting requirements. The term “report” is not defined in the Act. While one could argue that the statute requires disclosure of all good faith reports made to the institution (in a way similar to how the Clery Act works), the fact that the report must include the “date when the subject was charged with a violation” suggests that only cases that actually result in a charge being filed need to be disclosed. To be conservative, and absent additional guidance, colleges and universities should consider disclosing all good faith reports that are received by their campus safety or student disciplinary offices.

Health Services (info from on-line Compass)

Medical attention is available on campus through the Gable Health and Counseling Center. The office is open Monday through Friday, and patients are seen by appointment. The center is staffed with a medical doctor, a nurse practitioner, and two medical assistants. The Department of Public Safety will transport any student in need of medical treatment to the local hospital or to a physician’s office. A fee is charged for this service. Charges will be billed to the student account or the student may pay the charge directly to the campus cashier. Students wishing to seek insurance reimbursement may request a receipt and then the student may submit that receipt to the insurance company directly. If it is determined that a student needs transportation to a hospital or a medical/dental specialist off-campus and an appointment has been made, a written request will be forwarded to the Public Safety Office for assistance.

Should a medical emergency occur when the health center is closed, the Department of Public Safety will assist in arranging for transportation to a local hospital.

In the event that guests are in need of special attention or consideration, arrangements should be made through the Department of Public Safety, which will assist in any way possible.

Key Policy

The Department of Public Safety distributes keys to the campus community in conjunction with the Facilities Department. The keys are maintained and locked in a controlled environment in the Facilities Service Center. Strict guidelines are maintained when a key is issued to a member of the College community. Residential Life maintains and distributes keys and lock combinations for all of our resident students.

Maintenance & Security of Campus Facilities

The Albright College Facilities Service Center, located on the second floor of the Camp Building at 1801 North 12th Street, is open Monday through Friday 8:30 a.m. to 4:30 p.m. The preferred method for submitting service requests for routine maintenance (i.e. change a light bulb, fix a drawer, it's too hot/it's too cold, leaky faucet, etc.) is to complete one of their Online Service Request Forms; however, individuals may also call the Service Center during normal business hours or leave a voice mail message 24 hours a day by dialing 610-921-7520. After hours problems/emergencies requiring immediate attention should be directed to the Department of Public Safety at 610-921-7670 and an Officer will then activate the Facilities on-call system.

Facilities Services and Operations also maintain landscaping in a manner that minimizes hazardous conditions. During the Department of Public Safety's regular patrols, malfunctioning lights, door locks, and other unsafe conditions are reported to Facilities for correction via the Daily Activity Log and/or electronic work orders. When the on-call Facilities person is contacted by telephone in an after-hours emergency situation, the call is also reported on the daily log. If the Fire Marshall believes an egress area is partially obstructed by any foliage, it is immediately conveyed to Facilities for correction.

Missing Student Notification (info from on-line Compass)

The Higher Education Opportunity Act of 2008 (HEOA) requires institutions participating in a Title IV federal student financial aid program, and maintains on-campus housing facilities, to establish an effective missing student notification policy and related procedures. All students are strongly encouraged to provide the College with a confidential contact whom the College will notify in the event that the student is determined to be missing. This information, which will be maintained in the Dean of Student's office and a copy filed with the Department of Public Safety, will be accessible only to authorized campus officials and law enforcement authorities and will be used only in connection with responding to a report that a student is missing. The confidential contact does not have to be a parent of a student. This is the individual who will be contacted by police in the event the student is reported missing. This individual will be updated as to the progress of the investigation into the missing person. In the event a student is under 18 years of age, and has not been legally emancipated, the student's parents will also be contacted.

Suzanne's Law is section 204 of PL 108-21, the Protect Act, signed by President Bush in 2003. Suzanne's Law amends Section 3701 (a) of the Crime Control Act of 1990 so there is no waiting period before a law enforcement agency initiates an investigation of a missing person under the age of twenty-one and that law enforcement agency is required to report the missing person to the National Crime Information Center (NCIC) of the Department of Justice, as part of the national "Amber Alert" bill. Any person under the age of 21 is considered a missing child.

Albright College takes student safety very seriously. Any member of the Albright Community, including parents, who believes that a student is missing, whether or not the student resides on campus, may be deemed missing if it is reported to appropriate college officials (Public Safety and Residential Life, resident assistant, lead RA, assistant director or director, Gable Health and Counseling Center personnel, or the Dean of Students Office) that the student has been unreachable via personal contact, telephone, email, or other means of electronic communication. Any member of the student affairs team that receives the call will immediately refer the information directly to the leadership of Public safety (director, associate director or assistant director). All investigative procedures will be governed by Student Affairs policy and procedures and federal, state and local laws. When information is received by the Department of Public Safety, there will be no waiting period before an investigation is initiated. The director or designee will immediately notify the Vice President for

Student Affairs/Dean of Students and together will coordinate efforts to begin immediate attempts to locate the student. Initial investigations, prior to any formal police investigation, will include a thorough review of the student's recent activity on campus which may include, but not be limited to:

1. Interviewing the person making the complaint in order to determine the reason the complainant is reporting the missing person;
2. Gathering all essential information about the person including clothing description, where/when subject was last seen, who he/she may be with, vehicle description, etc.;
3. Questioning the student's roommate(s) and friends;
4. Visiting the student's room;
5. Speaking with professors to determine the last time he/she attended class;
6. Reviewing of the student's recent use of his/her ID card;
7. Reviewing surveillance video, based upon the student's class schedule and usage of his/her ID card;
8. Speaking to his/her supervisor, if student is employed, to find out the last time he/she reported to work.
9. Seek answers to the following questions:
 - a. What are some of the places the student most frequents? Have we contacted anyone at those locations?
 - b. What is the student's academic status? Has the student been experiencing any academic or financial problems?
 - c. Is the student taking any medications that would pose a life-threatening risk to him/her if any dosages were missed?
 - d. Has the student been despondent or struggling with mental health issues? Has the student been receiving any personal counseling?
 - e. Does the student have a known substance abuse problem?
 - f. Do we know if the student has received any threats?
 - g. Does the student have a conduct record? If so, does this record suggest any pattern of behavior that may be helpful to the investigation?
 - h. If the student has a cell phone, do we know the name of the provider? Have we considered an open tracking application on the phone or the assistance of police-requested court ordered tracking of the phone?

An updated photo may also be obtained to aid in the search. A quick, but thorough, search will be conducted in all campus buildings, grounds, and parking lots.

Staff should document the situation and create a factual written report from all investigative parties involved. In creating the written report, only record pertinent facts and not speculative information.

If the student is not located as the result of an active investigation by College officials, the Vice President for Student Affairs/Dean of Students will contact the person(s) listed on the student's Emergency Contact form to inquire about his/her whereabouts and/or alert that person his/her child is missing. Once this occurs, a College official will make an official missing report to the appropriate law enforcement agency within the jurisdiction of the College. The local police then become the authority in charge. The Department of Public Safety and the Dean of Students will assist them in any way necessary.

Parking Regulations and Vehicle Registration (info from on-line Compass)

In order to park on campus, all students, including commuters, and employees must register their vehicles with the Department of Public Safety. Individuals are encouraged to register their vehicle(s) by completing the on-line application located on the Department of Public Safety web site. Students will receive their parking hang tags via campus mail. Employees will be issued parking stickers at the Public Safety Office. Both forms of identification must be placed on the rearview mirror, facing out. It allows for easy identification of a vehicle in situations where the Department of Public Safety must contact the owner.

It is necessary to obtain a temporary parking permit from the Department of Public Safety and to have it displayed on the dashboard when students have visitors or when a particular vehicle will be parked on campus for a brief period of time, not to exceed the three-day on-campus housing rule.

Prohibited Items (info from on-line Compass)

Hover boards are not permitted on the Albright College Campus due to fire safety and operator safety concerns. Hover boards include but are not limited to self-balancing scooters, battery- operated scooters, hands-free Segways, and electronic-powered skateboards. In-line skates, skateboards, and roller blades are also not permitted to be used in any College-owned facility. Drones are also strictly prohibited on campus.

Devices found on campus grounds will be confiscated and the user/owner will be referred to Community Standards for violation of College policy.

Other prohibited items: Any items that are prohibited to be possessed, consumed, or used within the United States are in effect at Albright College. Some items may be returned to students upon request, but only at the end of each semester, if it is not against PA laws. Students must make arrangements with the Department of Public Safety prior to departure from campus. Not all items will be returned. Any prohibited items that reappear on campus will be confiscated and will not be returned.

Reporting Procedures

Community members, students, faculty, staff, and guests are encouraged to accurately and promptly report all crimes, emergencies, and public safety related incidents to the Albright Public Safety Department (APSD). This publication focuses on APSD because it patrols the entire Albright campus and immediate neighborhood.

To report a crime or an emergency on Albright College campus, call APSD at extension #7670 or from outside the College phone system, dial 610-921-7670. To report a non-emergency security or public safety related matter, call APSD at extension #7671 or from outside the College phone system, dial 610-921-7671.

Crimes should be reported to the APSD for purposes of assessing the crime for distributing a potential timely warning notice and for disclosure in the annual crime statistics.

Safety Escort (info from on-line Compass & our web site)

The Department of Public Safety offers an escort service to any student from dusk to dawn, seven days per week. This transport allows students to travel to any location on campus. Depending on other commitments by the department members, the escort usually occurs within 20 minutes.

Students are encouraged not to walk alone at night and to utilize the escort provided by the Department of Public Safety.

Student Accessibility and Advocacy (SAA)

Albright College ensures that people with disabilities have equal opportunity to participate in its programs and activities, in compliance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act Amendments Act (ADAAA) and encourages qualified students to request impairment-related accommodations for which they qualify. Impairment-related academic adjustments, auxiliary aids, and services are offered through the Student Accessibility & Advocacy office, which handles all requests for academic accommodations and makes referrals to other college units as needed.

The Director of Student Accessibility & Advocacy is committed to providing individual assessment of student needs and promotes self-advocacy and intentional learning among students with disabilities. The department endeavors to foster independent learning by students with disabilities through a strengths-based approach and by providing faculty with consultation and resources. Impairment-related accommodations are provided to students with disabilities, while maintaining the academic standards of the college. Students, including prospective students, are encouraged to use their strengths and develop a growth mindset to nourish their commitment to lifetime learning.

Residence Halls

Residential Life Information

The Office of Residential Life is located at 1331 Richmond Street (next to Mohn Hall) and is open Monday through Friday, 8:30 a.m. to 4:30 p.m. The office is staffed by the director, assistant director, an area coordinator, and the administrative assistant.

Housing administration is the business operation of the office and is involved with room assignments, room moves, and the cancellation of the housing contract. Residential learning involves staff recruitment and selection and the training of

resident assistants, who are responsible for developing a positive living experience and learning environment for resident students, and for supervising residence hall programming.

In the Residential Life Office, a student can find information regarding housing policies and procedures, general living conditions of the residence hall, or any other issues regarding residence hall life. Students should feel free to contact a resident assistant or assistant director for answers to questions or clarification of College policy. Its mission is to create a safe, supportive, and inclusive living-learning community that fosters the academic success and personal growth each resident student through purposeful programs and services that complement the educational experience at Albright College.

Residential Life Office Staff

The Office of Residential Life is supported by administrative personnel who provide oversight of day-to-day office operations and act as a point of service of referrals for students, parents, and guests. Office staff are implemental in the success of Residential Life and student support.

Director

The director of residential life is the primary administrator of the College's residential program. The director oversees all administrative processes pertaining to the residence halls and directs the development of a residential community that embodies the values of the College.

Assistant Director

The assistant director is a full-time professional staff member providing leadership in housing operations, student staff training and recruitment, campus-wide programming, and the supervision of a residential area.

Area Coordinators

The area coordinator is a full-time professional staff member responsible for implementing a comprehensive residential program by overseeing residential areas, coordinating programs and activities, and promoting a positive living and learning environment.

Resident Assistants and Lead Resident Assistants

Resident assistants are student staff members selected on the basis of their skills, interests and activities, which enable them to effectively assist and advice students. Each resident assistant is trained to refer students with academic and personal concerns, provide an engaging, educational environment, and enforce College and housing policies. Lead Resident Assistants provide leadership to each RA staff, act as liaison for building concerns, and serve on duty for the residence halls

Residence Hall Repairs (info from on-line Compass)

The Facilities Operations and Services Department is responsible for keeping the facilities of the College in good repair. Requests for service should be made by completing a facility work order, copies of which are available in the service center. Service requests may also be submitted online through the College’s website at www.albright.edu/facilities.

The cost to repair vandalism to a residence hall and its furnishings will be charged to the responsible party. The party may be subject to further disciplinary action.

If such damage occurs and the responsible party cannot be determined, repair costs will be prorated and assessed to all students living on/in that particular floor, suite or apartment. Other items will be assessed as damage occurs. Punitive charges may be applied when damage occurs but total replacement is not practical (i.e., burn holes or stains in flooring).

Exterior damage at the Albright Woods Apartments (laundry, fences, lights, signs, lawn, driveways, parking lots) will be assessed and “charged back” to all residents of the complex unless the individuals responsible for the damage are identified.

Sexual Misconduct (info from on-line Compass)

Rape, sexual assault, and sexual misconduct are crimes that will not be tolerated at Albright College. The nature of these types of incidents causes immense difficulty to the individuals involved and offends the educational mission of the institution. Those identified as being responsible for such acts may expect to be criminally prosecuted and held accountable under the College’s Sexual Misconduct Policy procedure.

For reporting a sexual misconduct incident that involves a student under the age of 18, the PA Child Line Abuse Registry will be contacted to report the offense. The PA Child Line Abuse Registry will then get in touch with the Berks County District Attorney's Office for any necessary follow up and/or investigation.

Although not in the Compass, it is a good practice, in order to prevent a complaint of sexual misconduct, that individuals must be unmistakably sure of each other's intentions and consent. A model of affirmative consent (or yes-means-yes) where both parties must express affirmative desire to engage in sexual activity is the best model for healthy relationships.

1. Steps to take if you are a victim of sexual misconduct:

- a. Go to a safe place.
- b. Preserve all physical evidence of the assault. Do not shower, bathe, douche, or brush your teeth. If possible, do not change your clothing.
- c. Call a friend, family member, your RA, Assistant Director of Residential Life, or someone else you trust and ask her or him to stay with you.
- d. Report the assault to the Gable Health Center (ext. 7532) and the Albright Public Safety Department (ext. 7670).
- e. Go to Penn St. Health St. Joseph or the Reading Hospital for emergency medical care.
- f. Get emotional support by scheduling an appointment with the Albright College Gable Health and Counseling Center (ext. 7532) or Berks Women in Crisis 610-372-9540.
- g. **Always remember to take care of yourself! This is not your fault!**
- h. If the assault happens between 8:30 a.m. and 4:30 p.m., Monday-Friday, call the Albright College Gable Health and Counseling Center at Albright College (ext. 7532).
- i. After hours, call the Department of Public Safety at Albright College (ext. 7670) whether you are interested in filing a police report or not. You may be transported to the hospital at your request by Public Safety.
- j. Even if you think that you do not have any physical injuries, you should still have a medical examination and discuss with a health care provider the risk of exposure to sexually transmitted infections and the

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- possibility of pregnancy. A medical examination is extremely important even if you are unsure if you are interested in pursuing a police report.
- k. If your clothing has been removed place it in a paper shopping bag or grocery bag. Do not use plastic bags. Do not disturb anything in the area where the assault occurred.
 - l. If you suspect that you may have been given a date rape drug, ask the hospital emergency department to test for date rape drugs.
 - m. Write down as much as you can remember about the circumstances of the assault, including a description of the assailant.

Reporting an Indecent Assault

A student who believes that she or he has been the victim of an indecent assault should report the assault to the Public Safety Office of Albright College and the Gable Health and Counseling Center even if you may not want further action taken. The victim will never be pressured into making any decisions that they do not desire.

Public Safety will assist you in reporting the incident to either the Muhlenberg Police Department or the Reading Police Department, as appropriate. If a report is completed with both the Reading Police Department and the Office of Public Safety simultaneously, the adjudication processes will be separate and distinct from one another. Once a student files an incident report of sexual misconduct, there will be an investigation of the incident. The accused may be charged criminally by local law enforcement authorities. The case also may be dealt with as a violation of Albright College's Sexual Assault/Rape and Harassment Policy if the accused is a student at Albright College. The student will appear before the Community Standards Hearing Board for a hearing. If the accused is found in violation of the Student Code of Conduct, sanctions will be assessed that could include suspension or expulsion

Sexual Misconduct Resources

Equal access to resources is available to both the reporting party and to the responding party.

For emergencies, please call Public Safety at 610-921-7670 or call 911.

- Public Safety: 610-921-7670

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- Gable Health and Counseling Center: 610-921-7532 (can provide both medical attention and emergency contraception)
 - Dean of Students and Title IX Coordinator 610-921-7795
 - Senior Vice President of Student & Campus Life and Chief Health Officer 610-921-7611

Confidential Support WITHIN Albright

- Chaplain: 610-921-7611
- Licensed counselors at the Gable Health and Counseling Center: 610-921-7532

Confidential Support OUTSIDE of Albright

- Safe Berks is a 24/7 support system for victims of domestic violence and sexual assault: 844-789-SAFE (7233)
- Licensed therapists and leaders in most faith traditions are confidential resources who can help you consider options and manage your well-being.

Other Resources

- For after-hours/weekend crisis counseling needs, call Public Safety at 610-921-7670.
- For housing relocation, call Residential Life at 610-921-7641.
- For academic adjustments, call Academic Affairs at 610-921-7643.
- For no-contact orders, call Public Safety at 610-921-7670.

Note Regarding the Responding Party

Respondent will receive written notification when a complaint of sexual misconduct has been filed, prior to the first interview by any investigator on Albright College's campus. The following template is utilized for the notification:

Dear Responding Party,

A complaint was filed alleging your involvement in an incident that violated the Student Code of Conduct, which can be located online at

<https://www.albright.edu/student-life/compass/student-behavior-code-conduct-policies/>. Below is a summary of the alleged incident:

- Complainant Name
- Respondent Name
- Code of Conduct General Offense
- It was alleged that you engaged in (Offense)
- The date and location of the alleged incident

Please be advised that an investigation may be necessary to resolve this complaint. Furthermore, you may be contacted by the Department of Public Safety or the Office of Community Standards to provide information. You will be required to fully participate in the investigation and adjudication processes, if applicable. Please contact the Dean's Office at 610-921-7795 if you have questions. Sincerely,

Michael Gross
Director of Public Safety

Becki Achey
Dean of Students, Director of Community Standards, Title IX Coordinator

SAFE Berks Partnership

Morgan Driggs— is a SAFE Berks advocate. Morgan provides FREE and CONFIDENTIAL services to students on campus who have been victims of sexual assault, harassment, stalking, or dating/domestic violence. Some of these services include one-on-one counseling, legal representation and advocacy in obtaining a Protection from Abuse (“PFA”) Order, or Sexual Violence Protection Order (“SPVO”), and serving as an advisor for on campus hearing proceedings. Due to COVID-19 restrictions, appointments may be moved online.

Sexual Harassment Policy

1. Sexual Harassment: Albright College believes that its students, faculty, and staff living and working in the College community should be free from sexual

harassment. Sexual harassment is unlawful and contrary to the best interests of the College, its students and its employees.

- a. Scope: It is the policy of Albright College to provide a learning community and workplace or campus community free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications deemed to constitute sexual harassment. Sexual harassment is considered to be a very serious matter and is prohibited in the workplace by any person and in any form. It is the responsibility of all students, faculty, and staff to ensure compliance with this policy. Any student, faculty, staff, or person who has a workplace or campus/community sexual harassment complaint shall report the matter to a student personnel official, supervisor or vice president, or directly to the associate vice president and director of personnel.
- b. Policy: Sexual harassment of any Albright College employee or student in the workplace or campus/community by any employee or other person, both directly or indirectly, is not tolerated and is prohibited. No student, faculty or staff member shall be threatened or made to feel threatened, either explicitly or implicitly, neither by sexual harassment nor by the reporting of sexual harassment. A student, faculty or staff member's refusal to submit to unwelcome sexual advances or conduct or the reporting of such advances will not adversely affect the employee's or the student's performance, evaluation, wages, advancements, academic standing or retention, career development or any other condition of employment. Sexual harassment in the workplace or campus/community is strictly prohibited. This includes, but it is not limited to, unwelcome and offensive sexual flirtations, unwelcome advances or propositions, verbal abuse of a sexual nature, offensive displays in the workplace or campus/community of sexually suggested objects or materials, and any other activity that could be interpreted as creating a sexually hostile work or campus/community environment. Any student, faculty or staff member who believes that he or she has been sexually harassed should report the act immediately to the employee's supervisor or student personnel official or to the associate vice president and director of human resources, who serves as the affirmative action officer. The complaint will be investigated, and the student, faculty or staff member will be advised of the findings and conclusions. While there are no express time limits for initiating complaints, every effort should be made to file a complaint as soon as possible. Once a complaint is made, the College will conduct an investigation and take appropriate actions as indicated by the

findings of the investigation. The complaining individual may file an informal complaint, which involves a meeting to discuss the alleged incidents, or a formal complaint, which includes a written statement by the complaining individual. All complaints will be promptly investigated. To the extent possible, confidentiality and privacy will be respected in handling such harassment complaints.

The Title IX Coordinator or Deputy Coordinator will be responsible for overseeing the investigation and maintaining the documents of the investigation and ensuring that the appropriate action is taken. There will be no discrimination or retaliation against any student, faculty or staff member for making a sexual harassment complaint. Any student, faculty, staff member or person who is found to have engaged in sexual harassment will be subject to appropriate corrective or disciplinary action up to and including immediate termination, suspension or expulsion. This policy applies to students, faculty, staff and non-employees who come into contact with College students and employees. Any sexual harassment by a non-employee, such as a vendor or contractor, shall be reported immediately to the employee's immediate supervisor or to the affirmative action officer.

- c. Process for Addressing Complaint of Sexual Harassment: The Sexual Harassment Policy requires action and confidential record keeping as a means of protecting the entire Albright College community of faculty, administrators, staff and students. Immediate and, if necessary, corrective action shall be taken on all complaints of sexual harassment. Members of the Albright College community should encourage individuals who experience sexual harassment to come forward. In addressing complaints of sexual harassment, the individual should speak directly to the harasser, identifying the incident and what was objectionable and stating the remedy sought. Or, the individual can write to the harasser, identifying the incident and what was objectionable and stating the remedy sought. On the assumption that the remedy sought is to have the action cease, this could end the matter. Failing that, or alternatively, the individual should report the incident directly to one of the following individuals, who are responsible for helping resolve the problem either informally or formally: 1) If the individual is a student, he/she should report the incident to the Department of Public Safety; 2) If the individual is faculty, administrator or support staff, he/she should report the incident to his/her immediate supervisor; 3) If the individual is not comfortable reporting the incident to his/her supervisor or wants to take it further, then he/she should report the incident to the

affirmative action officer, who also serves as the Associate Vice President and Director of Human Resources.

The individual should keep records documenting all incidents and conversations that involve sexual harassment, including the date, time, place, and witnesses, if available. After informal or formal intervention is complete and there is evidence of inappropriate actions that violate the College Sexual Harassment Policy, disciplinary action against the harasser may follow. Disciplinary action should be commensurate with the scope and severity of the occurrence. Effort will be made to provide appropriate relief in the form of sanctions that may include reprimand, warning, probation, suspension, demotion, expulsion or termination. All employees and students should be aware that the College is prepared to take action to prevent and remedy such behavior, and individuals who engage in such behavior are subject to disciplinary action. Appeals with regard to this process should be made to the president.

Title IX Statement

Albright College is committed to providing a learning, working and living environment that promotes personal integrity, civility and mutual respect in an environment free of sex discrimination and sexual misconduct. Title IX of the Educational Amendment Act of 1972 states 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 education program or activity receiving Federal assistance. Sex discrimination violates an individual's fundamental rights and personal dignity. Albright College considers sex discrimination in all its forms to be a serious offense. This policy includes all forms of sex discrimination, including: sexual harassment, sexual assault, and sexual violence by employees, students, or third parties. This policy has been developed to reaffirm individual rights and responsibilities and to provide recourse for those individuals whose rights have been violated. It should serve as a guide for you on the expectations we have for sexual communication, sexual responsibility and sexual respect.

All College employees, including student employees in certain roles, are mandated reporters of sexual misconduct and discrimination. Mandated reporters must ensure that any sexual misconduct or discrimination that they become aware of is reported to

the College's Title IX Coordinator or deputy coordinators. Reports may also be made to the College's Department of Public Safety at 610-921-7670. This policy applies to all sexual misconduct, discrimination, or harassment regardless of the gender, gender identity or sexual orientation of the complainant or respondent.

A note from our Title IX Coordinator & Dean of Students:

Dear Albright students,

I would like to remind you of Albright's commitment to Title IX. Each year, campus personnel pursue grants, strengthen partnerships, attend training and certification courses, review and update policies and procedures, develop resources and respond to incidents of discrimination, harassment and sexual misconduct. Some important resources include:

- A new, anonymous [online form](#) for reporting discrimination, harassment or sexual misconduct.
- A visual flowchart to help students and staff understand support and reporting options for harassment, discrimination or sexual misconduct
- Updated [Title IX and Title IX Notification statements](#).
- Updated Title IX policy and procedures, effective August 14, 2020
 - See [2023 TIX Regulations Resource Center- aTIXA](#)
 - See a [comprehensive list of all Title IX programs, events, trainings and grant funding](#)
- [Albright's Discrimination Policy](#)
- Information about [Albright Mandated Reporters](#)
- [SAFE Berks](#) Hotline/Campus Advocate: [LaTisha Baker](#), SAFE Berks advocate and paralegal, provides free and confidential services to students on campus who have been victims of sexual assault, harassment, stalking, or dating/domestic violence. Some of these services include one-on-one counseling, legal representation and advocacy in obtaining a Protection from Abuse (PFA) Order, or Sexual Violence Protection Order (SPVO). LaTisha's campus office hours are Tuesdays and Wednesday's 1:00pm-4:30 p.m. Email LaTisha at LaTishaB@safeberks.org, call or text 484-651-9745.

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- [Campus SAVE](#) (Sexual Violence and Elimination Act) training and Bystander Intervention training.
 - Albright is a member of the [Student Conduct Institute](#):
 - Faculty, staff and students can attend free, online certification for all VAWA regulations. View a list of all compliance trainings
 - Find more student resources and responsibilities in the [Compass - Student Handbook](#).

Albright holds a memorandum with the Reading and Muhlenberg Police Departments and SAFE Berks in conjunction with the Dept. of Justice Grant, pertaining to campus awareness, prevention, education and response to sexual violence. The college's Athletic Department sponsors NCAA compliance programs and continues to partner with campus colleagues to provide education and support for student-athletes. [Watch Albright athletes speak out against sexual violence.](#)

Over the past several years, Albright and other colleges across the country have intentionally heightened vigilance on issues of sexual misconduct. Albright leadership has chosen to seek transformational change through grant and programming opportunities and collaborative arrangements that address campus-wide safety and Title IX related concerns. In 2016, Albright College was the first institution in Berks County to develop a collaborative relationship with Berks Women in Crisis (now known as SAFE Berks). Today, a SAFE Berks representative retains office space on campus to make it easier for students to access services.

Albright College Student Preferred Name Policy

Albright College recognizes that students might opt to use a preferred first name rather than their legal first name and has a Student Preferred Name Policy to provide this option to students. Examples of where a preferred name might be used include international students wishing to use an alternate name, or transgender students wishing to use a name that represents their gender identity. Students considering use of a preferred name should use good judgement in their selection; all campus preferred name requests are subject to review and approval. Your legal last name must appear with your preferred first name.

The goal of the Albright College Preferred Name Policy is to provide students a consistent preferred name across all college systems wherever a legal name is not required by law. Your legal name is required, for example, in financial aid and student account records, employment and tax related documents, transcripts, immigration and visa documents, and enrollment documents used for certification or licensure.

If you wish to declare a preferred name, do so by completing the Albright College Student Preferred Name Request Form available in Self-Service under: My Profile-Personal Information-Preferred Identity Information. If you have questions regarding the policy or the process for updating your records with a preferred name, please contact the Albright College Student Services Center at 610-921-7515.

Thank you for taking the time to read this important email. I wish you a safe and productive semester.

Compass Student Handbook: Title IX Sexual Harassment Policy (Revised August 2023)

The policies and procedures stated herein shall control how Albright handles all matters of sexual harassment under Title IX for incidents involving students. These policies and procedures should be interpreted to incorporate any changes needed to make them consistent with Title IX.

Definitions of Sexual Harassment, Complainant, Respondent

- 1) Albright follows 34 C.F.R § 106.30(a) (1)-(3) in defining sexual harassment. Sexual harassment means conduct on the basis of sex, which includes discrimination on the basis of sexual orientation and gender identity, and which satisfies one or more of the following:
 - a) An Albright employee conditioning the provision of an aid, benefit, or service of the college on an individual's participation in unwelcome sexual conduct.

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- b) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the college's education program or activity.
- c) Sexual assault. Sexual assault is an offense classified as a forcible or nonforcible sex offense under either the Summary Reporting System (SRS) or the National Incident-Based Reporting System (NIBRS) of the Uniform Crime Reporting (UCR) system of the Federal Bureau of Investigation (FBI). Per the UCR, examples of sexual assault include, but are not limited to, the following:
- Forcible Rape (Except Statutory Rape): The carnal knowledge of a person, forcibly and/or against that person's will or not forcibly or against the person's will in instances where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity.
 - Sexual Assault With An Object: To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will or not forcibly or against the person's will in instances where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
 - Forcible Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will or not forcibly or against the person's will in instances where the victim is incapable of giving consent.
 - Statutory Rape: Nonforcible sexual intercourse with a person who is under the statutory age of consent.
- d) Dating Violence. Dating Violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined

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- based on a consideration of the following factors: (a) The length of the relationship, (b) the type of relationship, and (c) the frequency of interaction between the persons involved in the relationship.
- e) Domestic Violence. Domestic Violence includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of Pennsylvania, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of Pennsylvania.
 - f) Stalking. Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety, or the safety of others, or suffer substantial emotional distress.
- 2) A Complainant is an individual who is alleged to be the target of conduct that could constitute sexual harassment.
 - 3) A Respondent is an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

B. Filing a Report with the Title IX Coordinator/Compliance Officer or a Deputy Coordinator

Any person may report sexual harassment to the Title IX Coordinator/Compliance Officer or a Deputy Coordinator. These individuals can be reached in person, by mail, by telephone, by email, or by any other means that results in them receiving a verbal or written report. A report can be made at any time of day, including during non-business hours.

Ms. Becki Achey is Albright's Title IX Coordinator/Compliance Officer and can be contacted at:

Becki Achey
Dean of Students, Albright College
Selwyn Hall

Reading, PA 19612
610-921-7663
bachey@albright.edu

Additionally, any person can make an anonymous report of sexual harassment via the Albright College website here:

<https://www.albright.edu/academic/college-catalog/student-life/discrimination-harassment-or-sexual-misconduct-anonymous-complaint-form/>

Please note that any reports made to a Deputy Coordinator are not considered formal complaints. As described further below in Section D, formal complaints must be filed with the Title IX Coordinator/Compliance Officer.

Albright requires that its Title IX Coordinator/Compliance Officer and its Deputy Coordinator have no conflict of interest or bias for or against Complainants or Respondents generally, as well no conflict of interest or bias for or against any individual Complainant or Respondent.

C. Supportive Measures

Supportive measures are not punitive, and they are free services that Albright offers to a Complainant or a Respondent before or after the filing of a formal complaint or even without a formal complaint.

Supportive measures may include, but are not limited to: no contact orders, counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, changes in work or housing locations and leaves of absence.

Upon notice of allegations of sexual harassment, Albright is committed to treating Complainants and Respondents equitably. Even before the filing of any formal complaint, when the college receives a report of allegations involving sexual harassment, the Title IX Coordinator/Compliance Officer will contact the Complainant to discuss possible supportive measures and the process for filing a formal complaint. Similarly, to treat the Respondent equitably, no disciplinary sanctions or other actions that are not supportive measures will be applied against a Respondent prior to the conclusion of Albright's grievance process.

D. Filing a Formal Complaint

A Complainant may file a formal complaint only with the Title IX Coordinator/Compliance Officer. At the time of filing a formal complaint, the Complainant must be participating in or attempting to participate in an educational program or activity offered by Albright.

A formal complaint is a document or electronic submission from the Complainant to the Title IX Coordinator/Compliance Officer that 1) alleges sexual harassment against a Respondent(s), 2) requests that Albright investigate the allegation, and 3) includes the Complainant's physical or digital signature or otherwise indicates that the Complainant is the person filing the complaint. When filing a complaint, a Complainant may, but need not, identify a Respondent(s). Please note that there are precise requirements that must be followed to submit a formal complaint, and a failure to follow any of the requirements will result in no formal complaint being filed.

A Complainant may file a formal complaint with the Title IX Coordinator/Compliance Officer in person, by mail, or by electronic mail. Given that a formal complaint must be a document or an electronic submission (such as an email), it is not possible to file a formal complaint with the Title IX Coordinator/Compliance Officer by telephone.

At any time after filing a complaint, a Complainant may notify the Title IX Coordinator/Compliance Officer in writing that they would like to withdraw the complaint or any allegations contained in it.

If the Title IX Coordinator/Compliance Officer has notice of allegations of sexual harassment, the Title IX Coordinator/Compliance Officer may choose to file a formal complaint even if a Complainant chooses not to file one.

E. Written Notice after a Formal Complaint

After a formal complaint is filed, and before any initial interviews, Albright will provide a written notice to the parties who are known.

The written notice will contain:

- An overview of how Albright investigates and adjudicates formal complaints, rights regarding an appeal, and any applicable informal resolution process that may be available.

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- Sufficient details surrounding the allegations of sexual harassment. These details will include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known.
 - Notice that the Respondent is presumed not responsible for the alleged conduct until a determination is made at the end of Albright’s grievance process.
 - Notice that the parties may have an advisor of their choice, who may be, but is not required to be, an attorney.
 - Notice that, after its investigation, Albright will provide both parties, and if they have any advisors their advisors, any evidence obtained that is directly related to the allegations raised so that the parties can inspect and review it.
 - Notice of Albright’s provision on Acts of Dishonesty in its Code of Conduct which prohibits the parties from knowingly making false statements or knowingly submitting false information throughout the grievance process.

F. Notice to Appear

Along with the written notice issued after the filing of a formal complaint, both the Complainant and the Respondent will receive a “Notice to Appear.”

The Notice to Appear is delivered by Public Safety and requires the Complainant’s and the Respondent’s signatures.

The Notice to Appear is not an admission of responsibility or an acceptance of the charged violation; it is an acknowledgement and a requirement to attend an Informational Meeting.

No Informational Meeting will be scheduled earlier than 7 business days after Public Safety delivers the Notice to Appear to both the Complainant and the Respondent so that the parties have sufficient time to prepare a response.

G. Informational Meeting

Informational meetings are scheduled separately with both the Complainant and the Respondent.

The Title IX Coordinator/Compliance Officer will be present at the informational meeting.

As a part of the official records that Albright maintains regarding its investigation of incidents involving allegations of sexual harassment, the college may record the informational meeting. It will give notice to the parties when doing so. Given the college's duty to ensure the confidentiality of incidents involving allegations of sexual harassment, neither the Complainant nor the Respondent is allowed to record the informational meeting.

At the informational meeting, there will be discussion of the charges, the notice to appear form, and the student's rights. Any applicable supportive measures will also be discussed with the Complainant and the Respondent. At the informational meeting, students will have the opportunity to ask all necessary questions. Family members, friends, advisors, and attorneys are not allowed at the informational meeting. Procedures for Board hearings will also be discussed at the informational meeting.

Further, at the informational meeting, if the Complainant or the Respondent does not already have an advisor, there will be discussion of any advisors available through the college. Moreover, when it comes to the Complainant and the Respondent, there will be a discussion of the consequences of not selecting an advisor when it comes to any hearing. These consequences include being unable to conduct cross examination of the other party, as well as being unable to cross examine the other party's witnesses.

It is the student's responsibility to attend the informational meeting when notified. If the student should encounter difficulties attending the informational meeting, it is the student's responsibility to notify the Office of Community Standards within 24 hours and reschedule the meeting.

During the informational meeting, students will be able to review documents pertinent to the charges. The Respondent will have the right to accept, or deny, responsibility for the actions the Complainant alleges. If the Respondent accepts

responsibility for their alleged actions, the Office of Community Standards will issue an appropriate sanction. The Respondent will sign the charge form indicating that they accept full responsibility for the charges and will be required to fulfill any sanctions imposed for their actions. Students who accept responsibility during the informational meeting waive their rights to an investigation, a hearing, and the appeal process.

If the student does not accept responsibility for violation of the charges, then a Board hearing will be scheduled after Albright completes its Investigative Report.

Student rights include:

- 1) The right to review relevant documents included in his/her disciplinary file.
- 2) The right not to be subjected to duress or threats or any form of coercion in order to gain an admission of accepting responsibility from the accused student.
- 3) Meeting to review the outcome of a hearing and the institutional appeal process at the student's request.
- 4) The right to confidentiality during disciplinary proceedings. Information will only be shared within the campus community on a need to know basis and generally in consultation with the student.
- 5) When there is a good cause, students have the right to temporarily delay the grievance process or receive limited extensions. When this occurs, Albright will provide written notice to the Complainant and the Respondent of the delay or extension and the reasons for it.
- 6) Albright will not use questions or evidence that seek the disclosure of information protected under a legally recognized privilege unless a person waives their privilege.
- 7) Throughout the grievance process, Albright will not make credibility determinations based solely on a person's status as a Complainant, Respondent, or witness.

H. Investigation and Investigative Report

When investigating a formal complaint, Albright bears the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility, and it will consider, objectively, all relevant evidence. Albright also requires that its Investigators have no conflict of interest or bias for or against Complainants or Respondents generally, as well as that Investigators have no conflict of interest or bias for or against any individual Complainant or Respondent.

Throughout its investigation, Albright will provide both parties an equal opportunity to present witnesses, including fact and expert witnesses, as well as other inculpatory or exculpatory evidence. Moreover, Albright will not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.

Any party or witness whose participation is invited or expected at any investigative interview or other meeting will be given written notice of the date, time, location, participants, and purpose of interviews or meetings, as well as sufficient time to prepare to participate in any interviews or meetings.

In conducting its investigation, Albright will develop an Investigative Report. In developing its Investigative Report, the Investigator(s) will not make any final determination regarding responsibility.

Prior to the completion of the Investigative Report, the college will send both parties and, if they have any advisors at this time, their advisors any evidence the Investigator(s) obtained that is directly related to the allegations raised, and the parties will have at least 10 business days to submit a written response. The Investigator(s) will consider any written responses from the parties before completing the Investigative Report.

Related, at least 10 business days prior to a hearing, Albright will send both parties, and if they have any advisors at this time, their advisors an electronic or hardcopy of the final Investigative Report, and the parties will have the opportunity to submit a written response to this evidence. When the college sends a copy of the final Investigative Report to the parties, it will also send a copy of the final Investigative Report to the Community Standards Board.

Furthermore, any evidence that Albright obtains as a part of its investigation will be available at the hearing so that both parties can inspect it, review it, and refer to it during the hearing. Parties will also be able to inspect, review, and refer to this evidence during the hearing for purposes of cross-examination.

Finally, the Investigator(s) will be present at the Community Standards Hearing as a witness. As a witness, at any hearing, the Investigator(s) will not make any recommendations regarding a final determination regarding responsibility. The Investigator(s) role at hearings is described further below in Section K "Board Hearings."

I. Community Standards Board Hearing

The Community Standards Board hears any Title IX matters involving sexual harassment.

Parties have the right to an advisor at a Community Standards Board Hearing. This advisor may be any person of a student's choice, and it may include, but is not limited to, a family member, a friend, a faculty member, or an attorney.

The Community Standards Hearing Board is composed of faculty, staff and administrators. It is vested with the responsibility of resolving matters related to alleged violations of the Student Code of Conduct. Hearing Board members are trained specifically on matters that may be brought to Board hearings. Training happens regularly once per academic year and then on an ongoing basis as necessary and/or as mandates require.

The purpose of the Board is to be educative by redirecting behavior and increasing student awareness of the behavioral expectations of the Albright College community; however, the Board needs to weigh the rights of the Respondent against the welfare of the Albright College community.

Albright College and the policy of the Board require that all hearings before it be completely closed and confidential. The names of all parties in a case, including names of all witnesses, and information, both written and verbal, pertaining to the case, whether pending or completed, must not be revealed to any person other than Board Members responsible for hearing the case or Albright College employees designated in the Student Code of Conduct as participants in the Albright College Student Conduct Process. Members of the various Boards or panels are obliged to refrain from discussing cases with anyone other than fellow members. At no time should a Board member be involved in the decision-making process when they have a vested interest in the outcome of the case. Any prior knowledge about the case or personal

involvement with the reporting party, responding party, or a witness that would give cause for the Board member to be biased or prejudiced in the decision-making process is sufficient justification for removing oneself, or for being removed, from the deliberations. Related, if any Board member has any bias for or against Complainants or Respondents generally, then that provides sufficient justification for removing oneself, or for being removed, from the deliberations.

It is the responsibility of every member to consider, objectively, all relevant evidence to reach a fair and just decision. The confidential nature of the hearings pertains not only to the testimony presented but also to decisions rendered. The vote of each member is confidential and should not be discussed outside the executive session. Decisions of a Board are assumed to be that of the Board as a whole.

Unless the person is an advisor, family members, friends and attorneys are not permitted to sit in on hearing proceedings. Only the public safety director or designee/officer(s), Board members, Investigator(s), Complainant, Respondent, witnesses, advisors, members of the Office of Community Standards, or any other individuals that the college deems appropriate, are allowed in the hearing room.

Hearings will be digitally recorded or, at the Board's discretion, recorded by a court reporter, and parties have a right to inspect and review the digital recording or transcript of the hearing. The Dean of Students Office, as well as the Office of Community Standards, must maintain records for the safety and protection of the college community as a whole. Disciplinary records will be maintained, including those that result in a finding of "not responsible". Disciplinary records are expunged seven years after the student's graduation from Albright College, if all sanctions are completed. Disciplinary records are maintained indefinitely for non-graduates to protect the college community.

J. Board Membership

Each member of the Board shall bear equal responsibility for service at the call of the Chairperson.

The Chairperson is a voting member of the Board. The Chair will guide the hearing along in an orderly fashion. All relevancy determinations will be made by the Board as a whole, and the Chair will serve as the public spokesperson on behalf of the Board's

determinations. If the Chairperson cannot serve for a particular case, they can appoint a temporary Chairperson.

Community Standards Hearings may not commence unless a minimum of three Board members are present with at least one representative from each of two constituency groups. The presence of the Chair counts towards the minimum of the three Board members that must be present. The other two constituency groups that must be represented are:

- Faculty membership consists of full-time faculty members who complete training. A minimum of one member will be assigned to hear a particular case.
- Administrative and staff membership consists of administrative/staff members from any administrative division on campus who complete training. A minimum of one administrative/staff member will be assigned to hear a particular case.

In order to avoid tie-votes, all Community Standards Hearings must have an odd number of Board members, and all Board members must vote on all issues before the Board including on issues of relevancy at hearings. The Board will have either three or five members.

Finally, please note that Albright requires that, at a Community Standards Hearing, no Board Member can be a Title IX Investigator(s) or Albright's Title IX Coordinator/Compliance Officer.

K. Board Hearings

Hearings Process

- 1) Hearings will not occur any earlier than 10 business days after the completion of the Investigative Report.
- 2) Hearings will begin exactly on time. Students should notify the Office of Community Standards of any difficulties they may have getting to the hearing at the designated time and place.
- 3) If witnesses are to give statements at the hearing, both the Complainant and the Respondent must provide a list of witnesses (with contact information for each witness) to the Office of Community Standards 7 business days prior to the scheduled hearing. Further, upon receipt of the Complainant and the

Respondent's witness lists, the Office of Community Standards will provide any witness who is invited to attend a hearing with a written notice of the date, time, location, participants, and purpose of the hearing, as well as sufficient time to prepare to participate in any hearing.

Finally, after receiving the Complainant and the Respondent's list of witnesses, the Office of Community Standards will also provide the Community Standards Board with these lists.

- 4) Albright will make recordings or transcripts of all hearings and maintain all records on file within the Office of Community Standards. Tapes or digital recordings or transcripts may be reviewed by college personnel external to the hearing if the decision is appealed. Albright's recording of the hearing will be available to the parties for their inspection and review.
- 5) Hearings are confidential.
- 6) Any student or group referred to the Board is requested to appear at the time set for the hearing. If the student or group or its representative fails to appear without providing a good cause beforehand, the case shall be heard without the person(s) present.
- 7) The Complainant, Respondent, and witnesses will be administered an oath by the Chair. The giving of false information by a student, faculty member, administrator/staff personnel to the Board is a serious matter and will lead to appropriate disciplinary action. All persons appearing before the Board shall be informed of this fact.
- 8) If a party attends a hearing without an advisor, Albright will offer to provide one free of charge. [At the Informational Meeting, students are requested to state if they need the college to appoint an advisor.]
- 9) At the hearing, each party's advisor will be permitted to ask the other party and any witnesses, including expert witnesses, all relevant questions, including follow-up questions. Each party's advisor will also be permitted to cross-examine the other party and the other party's witnesses.
- 10) There are only two situations where questions and evidence about a Complainant's sexual predisposition or prior sexual behavior are relevant:
 - a. Where the questions and evidence are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant
 - b. Where the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with the Respondent and are offered to prove consent. Beyond these two situations, questions about a

Complainant's sexual predisposition or prior sexual behavior are not relevant.

- 11) While, at a hearing, the Board can ask questions aimed to elicit information from parties and witnesses; unlike the Complainant and Respondent's advisors, they cannot ask questions that challenge someone's plausibility, credibility, reliability, motives, or consistency.
- 12) If a party or witness does not answer any questions, in making its final determination, the Board will not make any inference regarding responsibility based solely on a party or witness's refusal to answer questions. Similarly, if a party or a witness is absent from the hearing, in making its final determination, the Board will not make any inference regarding responsibility based solely on a party or witness's absence.
- 13) The Title IX Coordinator, or an Investigator, will have available at the hearing a written statement regarding the procedural steps that Albright took prior to the start of the hearing. This statement will include a description of any notifications made to the parties, interviews that were conducted with parties and witnesses, site visits, and methods used to gather other evidence. At the hearing, this written statement will be provided to the Board and a copy will be given to the parties. [Please note, that after a hearing, in its written determination, the Board will discuss not only the procedural steps taken prior to a hearing, but, in its discussion of procedural steps, the Board will also add a discussion reviewing the hearing held.]
- 14) At Albright's discretion, any or all parties, witnesses, and other participants may appear at the hearing virtually through technology that enables all participants to simultaneously see and hear each other.
- 15) At the request of either party, Albright will provide for a live hearing to occur with the parties located in separate rooms with technology that enables the decision-maker(s) and parties to hear and see each other.
- 16) Upon receipt of the Complainant and the Respondent's witness lists prior to a hearing, the Board may ask the Office of Community Standards to request that other witnesses be present at the hearing that are not called by the Complainant or the Respondent. Upon receiving such a request, the Office of Community Standards will provide any witness who is invited to attend a hearing with a written notice of the date, time, location, participants, and purpose of the hearing, as well as sufficient time to prepare to participate in any hearing. The Board also recognizes that anyone that it requests to be present at the hearing has the right to refuse to participate. Moreover, Albright will not intimidate, threaten, coerce, punish, retaliate against, or discriminate against

anyone that exercises their right to refuse to participate in a hearing. To the extent that it is possible and practical for it to do so, if the Board request any witnesses to be present at a hearing that are not called by the Complainant or the Respondent, the Office of Community Standards will notify the Complainant and the Respondent, and their advisors, of such requests prior to a hearing.

- 17) At the hearing, both the Complainant and the Respondent will be given the opportunity to challenge the participation of a specific hearing Board member on that grounds that a Board member has a bias against Complainants or Respondents generally or against the Complainant or Respondent individually.
- 18) During a hearing, if the Board believes that it would benefit from hearing from a witness not called by either the Complainant or the Respondent, the Board may either temporarily delay the hearing or schedule a continuation of the hearing at a future date so that the Board can ask the Office of Community Standards to request that this witness be present. Upon receiving such a request, the Office of Community Standards will provide any witness who is invited to attend a hearing with a written notice of the date, time, location, participants, and purpose of the hearing, as well as sufficient time to prepare to participate in any hearing.

The Board also recognizes that anyone that it requests to be present at the hearing has the right to refuse to participate. Moreover, Albright will not intimidate, threaten, coerce, punish, retaliate against, or discriminate against anyone that exercises their right to refuse to participate in a hearing. In the event that the Board temporarily delays a hearing or schedules a continuation of a hearing at a future date in an attempt to hear from a witness not requested by the Complainant or the Respondent, the Complainant and the Respondent and any necessary participants in a hearing will receive a written notice from the Office of Community Standards explaining the reason for the delay in the hearing process and stating when the hearing will reconvene.

- 19) During a hearing, the Board has the right to temporarily delay a hearing or schedule a continuation of a hearing when there is good cause to do so. In the event that the Board temporarily delays a hearing or schedules a continuation of a hearing at a future date for good cause, the Complainant and the Respondent and any necessary participants in a hearing will receive a written notice from the Office of Community Standards explaining the reason for the delay in the hearing process and stating when the hearing will reconvene.

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- 20) During a hearing, the Board reserves the right to have its own attorneys or counsel present on its behalf.

Hearing Decorum

Albright is committed to the respectful treatment of all individuals involved in a Community Standards Hearing. To that end, the following rules of decorum are to be followed at any hearing.

- 1) Everyone involved in a hearing must treat the other individuals present with dignity and respect.
- 2) All questions asked should be asked with a respectful tone.
- 3) Parties and advisors will refer to other parties, witnesses, advisors, and institutional staff using a person's preferred name and gender and shall not intentionally misname or mis-gender that person in communication or questioning.
- 4) After a question is asked by an advisor, before answering, the Complainant, the Respondent, and any witnesses should pause to see if the Board raises relevancy objections. The Board will make a determination regarding the relevancy of any questions asked, and the Complainant, the Respondent and any witnesses must follow the Board's directions when it comes to answering any questions deemed irrelevant.
- 5) No individual present at a hearing may act abusively or disrespectfully during the hearing toward any other individual.
- 6) During cross-examination, an advisor:
 - a. May not yell, scream, badger, or physically "lean in" to a party or witness's personal space;
 - b. May not approach the other party or witnesses without first obtaining permission from the Board;
 - c. May not use profanity or make irrelevant ad hominem attacks upon a party or witness;

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- d. May not continue to try to ask questions that the Board has already deemed irrelevant;
 - 7) Advisors may not ask questions out of turn.
 - 8) To avoid disruption to the hearing, no one should leave the hearing room or any virtual meeting unless they first receive permission from the Board or unless the Board calls for a temporary break.
 - 9) No one is allowed to wear any intimidating or harassing apparel or clothing to a hearing.
 - 10) Those present at a hearing should remain silent unless they are called upon to speak by the Board or unless they are answering questions from a party's advisor. During a hearing, no party or witness or individual present is allowed to engage in disruptive activities including, but not limited to, loud whispering, applause, heckling, outbursts, the use of profanity, or other disruptive behavior.
 - 11) Any cellular telephones or smartphones brought into a hearing room must be turned to the "OFF" setting during proceedings. Even phones on a "vibrate" setting can be disruptive.
 - 12) The Respondent, the Complainant, any witnesses, and any advisors should not engage in any text messaging during a hearing.
 - 13) Unless permission is granted by the Board, during a hearing, the Respondent, the Complainant, any witnesses, and any advisors should not engage in any communications of any sort with any individuals not present at the hearing.
 - 14) Beyond the official transcript or recording of the hearing conducted by Albright, no individual is authorized to record a hearing.

If the Complainant, the Respondent, any witnesses, or any advisor violates any rules of decorum, the Board may exercise their discretion to issue what they deem to be an appropriate sanction. These sanctions may include, but are not limited to, a verbal warning, a pause in the hearing process, or asking the Complainant, the Respondent, any advisors, or any witnesses to leave a hearing. If the Board asks the Complainant,

the Respondent, any advisors, or any witnesses to leave the hearing, the Board may continue the hearing in the absence of the disruptive individual. Alternatively, the Board, at their discretion, may temporarily adjourn the hearing. In such an event, the participants in a hearing will receive a written notice from Albright explaining the reason for the delay in the hearing process and stating when the hearing will reconvene.

Not only may the Board ask any advisor to leave a hearing for violating any rules of decorum, but the Board reserve the right to require a party to use a different advisor. In the event that the Board asks an advisor to leave a hearing, or requires a party to use a different advisor, the Board may temporarily adjourn the hearing. In such an event, the participants in a hearing will receive a written notice from Albright explaining the reason for the delay in the hearing process and stating when the hearing will reconvene.

Furthermore, in the event that the Board requires a party to use a different advisor, the Board will make note of this, and the reasons for their decision, in their written determination of responsibility.

Finally, in the event that the Board requires a party to use a different advisor, the Board has the right to make a recommendation to Albright to forbid that advisor from serving as an advisor at any future hearings, and, moreover, the college reserves the right to act upon such a recommendation from the Board.

Hearing Procedures

- 1) Call to order by the Chairperson.
- 2) Verification of a minimum of three Board members, as well as an odd number of Board members.
- 3) The Chairperson will read the complaint against the Respondent. After reading the complaint, the Chairperson will remind everyone present that the Respondent is presumed not responsible for the alleged conduct until a determination of responsibility is made at the end of this grievance process. Moreover, the Chair will remind everyone that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rests on Albright College, not the Respondent or the Complainant. After making these reminders, the Chair

will give the Respondent the opportunity to plead “responsible” or “not responsible” for each charge.

- 4) If the Complainant or the Respondent fails to attend the hearing without providing good cause beforehand, the hearing will continue in his/her absence.
- 5) The Investigator(s) will make brief remarks on the following topics:
 - a. The date and time regarding when the Complainant first contacted Public Safety.
 - b. The actions Public Safety took after being contacted by the Complainant (i.e. transporting the Complainant from a dormitory to Public Safety, taking the Complainant to a hospital or the Gable Health Center, contacting any police departments, etc.).
 - c. The evidence acquired by Public Safety during its investigation (i.e. clothing, text-messages, etc..).
 - d. The names of any individuals interviewed as a part of its Investigation, as well as the date and times for those interviews.
- 6) Complainant proceeds as follows.
 - a. Complainant or Complainant’s advisor makes opening statements.
 - b. The Complainant presents factual testimony supporting the charges, or the Complainant through questioning from the Complainant’s advisor, presents factual testimony supporting the charges.
 - c. The Respondent’s advisor may question the Complainant.
 - d. After the Respondent’s advisor questions the Complainant, the Board may question the Complainant.
 - e. After the Board questions the Complainant, the Complainant’s advisor will be given a final opportunity to question the Complainant.
 - f. After the Complainant’s advisor is given a final opportunity to question the Complainant, the Respondent’s advisor will be given a final opportunity to cross-examine the Complainant.
- 7) Complainant’s advisor calls witnesses one-by-one.

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- a. Immediately after a witness is called and questioned by the Complainant's advisor, the Respondent's advisor will be given the opportunity to cross-examine that witness.
 - b. After the Respondent's advisor cross-examines a witness, the Board will be given the opportunity to ask questions of that witness.
 - c. After the Board asks questions of a witness, the Complainant's advisor will be given a final opportunity to question that witness.
 - d. After the Complainant's advisor has a final opportunity to question a witness, the Respondent's advisor will be given a final opportunity to cross-examine that witness.
 - e. Process (a)-(d) will repeat for each of the Complainant's witnesses until all of the Complainant's witnesses are questioned and cross-examined.
- 8) Respondent proceeds as follows.
- a. Respondent or Respondent's advisor makes opening statements.
 - b. The Respondent presents factual testimony supporting the charges, or the Respondent through questioning from the Respondent's advisor, presents factual testimony supporting the charges.
 - c. The Complainant's advisor may question the Respondent.
 - d. After the Complainant's advisor questions the Respondent, the Board may question the Respondent.
 - e. After the Board questions the Respondent, the Respondent's advisor will be given a final opportunity to question the Respondent.
 - f. After the Respondent's advisor is given a final opportunity to question the Respondent, the Complainant's advisor will be given a final opportunity to cross-examine the Respondent.
- 9) Respondent's advisor calls witnesses one-by-one.
- a. Immediately after a witness is called and questioned by the Respondent's advisor, the Complainant's advisor will be given the opportunity to cross-examine that witness.
 - b. After the Complainant's advisor cross-examines a witness, the Board will be given the opportunity to ask questions of that witness.
 - c. After the Board asks questions of a witness, the Respondent's advisor will be given a final opportunity to question that witness.

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- d. After the Respondent's advisor has a final opportunity to question a witness, the Complainant's advisor will be given a final opportunity to cross-examine that witness.
 - e. Process (a)-(d) will repeat for each of the Respondent's witnesses until all of the Respondent's witnesses are questioned and cross-examined.
 - 10) The Board will call and question any witnesses that it requested come to the hearing that were not requested by either the Complainant or the Respondent. These witnesses will be called and questioned one-by-one.
 - a. After the Board calls and questions a witness, the Complainant's advisor will be given the opportunity to cross-examine that witness.
 - b. After the Complainant's advisor is given the opportunity to cross-examine that witness, the Respondent's advisor will be given the opportunity to cross-examine that witness.
 - 11) The Investigator(s) will serve as the last witness. As a witness, the Investigator(s) will not make any recommendations regarding a final determination regarding responsibility.
 - a. Complainant's advisor may question the Investigator(s).
 - b. Respondent's advisor may question the Investigator(s).
 - c. The Board may question the Investigator(s).
 - d. The Complainant's advisor will be given a final opportunity to question the Investigator(s).
 - e. The Respondent's advisor will be given a final opportunity to question the Investigator(s).
 - f. If there are multiple Investigators, process (a)-(e) will repeat for each Investigator until all of the Investigators are questioned and cross-examined.
 - 12) Summary by Complainant.
 - 13) Summary by Respondent.
 - 14) The Chairperson excuses all witnesses, advisors, the Complainant and the Respondent so that the Board can go into deliberations (confidential). The Director of Community Standards shall not be present at deliberations but

shall remain available to the Board to provide information after a verdict for the purposes noted below in paragraph (18).

- 15) The Board shall review and evaluate, objectively, all relevant evidence under the standard of “preponderance of the evidence.”
- 16) The Board shall vote on each charge separately “responsible” or “not responsible.”
- 17) Voting shall be by open ballot.
- 18) If the Respondent is found “responsible,” the Director of Community standards shall report to the Board any past disciplinary matters and sanctions in the accused student’s file.
- 19) The Board shall recommend sanctions within the progressive discipline model.
- 20) The Board has seven business days to render their decision and notify the Title IX Coordinator/Compliance Officer.
 - a. Upon the receipt of the decision, the Title IX Coordinator/Compliance Officer will notify, simultaneously, both parties of its decision, in writing, within two business days.
 - b. The Complainant and the Respondent will then meet with the Title IX Coordinator/Compliance Officer if necessary to discuss the results of the case.
 - c. Follow-up meetings may occur if necessary.

L. Written Notification of Hearing Outcomes

The written determination will include:

- An identification of the allegations that potentially constituted sexual harassment.
- A description of the procedural steps that Albright took starting from the time it received the Complainant’s formal complaint and ending with the period at which the Board reached its determination. This description of the procedural steps that Albright took will include a review of any notifications it made to the parties,

interviews that were conducted with parties and witnesses, site visits, methods used to gather other evidence, and a review of hearings held.

- Findings of fact that support the determination reached.
- Conclusions that Albright reached by applying its code of conducts to the facts.
- A statement and an explanation regarding the result reached for each allegation made by a Complainant.
- A determination regarding responsibility.
- A statement regarding any sanctions Albright will impose on the Respondent.
- A discussion regarding whether any of the remedies offered to the Complainant will be provided by Albright.
- An overview of the procedures and permissible reasons for either the Complainant or the Respondent to seek an appeal.

The Title IX Coordinator/Compliance Officer will bear the responsibility for the effective implementation of any remedies that are provided.

If the Respondent is found responsible and a sanction is assessed, the Respondent will be given a deadline for completion.

If the Respondent fails to complete sanctions by the assigned deadline, the Respondent will be found “responsible” for not complying. Consequences may include, but are not limited to:

- i. Accounts will be held so that students may not register for their next classes and no activity can be made with the account.
- ii. Students who are in their last year will have their diplomas withheld until all outstanding sanctions have been completed.
- iii. Fines
- iv. Removal from housing

v. Suspension/expulsion

The Senior Vice President of Student and Campus Life must maintain records for the safety and protection of the college community as a whole. Disciplinary records will be maintained, including those that result in a finding of “not responsible” for a violation through graduation and then will be expunged seven years after a student’s graduation.

Disciplinary records are maintained indefinitely for non-graduates and for students who have not completed their sanctions to protect the college community.

M. Informal Resolutions

After the filing of a formal complaint, parties are never required to agree to an informal resolution process. Moreover, Albright will not explore an informal resolution process in cases involving sexual assault or rape, and it will not be offered to resolve allegations that an employee sexually harassed a student. However, when appropriate, Albright may explore pursuing an informal resolution. Prior to pursuing an informal resolution, both parties must voluntarily agree, in writing, to enter the informal resolution process.

When pursuing an informal resolution, Albright will provide written notice to the parties disclosing:

- The allegations
- The requirements of the informal resolution, including any circumstances under which it precludes a party from resuming a formal complaint arising from the same allegations.

Please note that, prior to agreeing to enter any informal resolution process, both parties have the right, at any time, to withdraw from the informal resolution process and resume the formal investigation and adjudication that commences upon filing a complaint.

Finally, those that oversee any informal resolution process will have no conflict of interest or bias for or against Complainants or Respondents generally, as well no conflict of interest or bias for or against any individual Complainant or Respondent.

N. Sanctions

At times, there may be one or more sanctions imposed if the student is found “responsible.” A student who has the sanction off campus is required to pay for their own travel expenses or any other additional expenses that may occur.

Student Sanctions (defined in Student Handbook) include but are not limited to:

- Warning
- No Contact Order
- Probation
- Required Counseling
- Removal from or Relocation of Housing Assignment
- Suspension
- Expulsion
- Withholding Diploma
- Revocation of Degree
- Organizational Sanctions
- Other Actions

O. Remedies

The Title IX Coordinator (or designee) may provide interim remedies intended to address the short-term effects of harassment, discrimination and/or retaliation, i.e., to redress harm to the alleged victim and the community and to prevent further violations. The college will keep interim remedies and actions as private as possible.

Remedies may include but are not limited to:

- Referral to counseling and health services
- Education to the community

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- Altering the housing situation of the responding party or reporting party (resident student or resident employee (or the alleged victim, if desired))
 - Exclusion from education or extracurricular activities as may be necessary for the safety and welfare of the reporting party or the campus community
 - Altering work arrangements for employees
 - Providing campus escorts
 - Providing transportation accommodations
 - Implementing contact limitations between the parties
 - Offering adjustments to academic deadlines, course schedules, etc.
 - A Timely Warning to the College community may be communicated

Pursuant to 34 C.F.R 106.44(c) and (d), the College may interim suspend or place on administrative leave a student, employee or organization pending the completion of an investigation and resolution, particularly when in the judgment of the appropriate College Official in consultation with the Title IX Coordinator, the safety or well-being of any member(s) of the campus community may be jeopardized by the presence on-campus of the responding party or the ongoing activity of a student organization whose behavior is in question. In all cases in which an interim suspension or administrative leave is imposed, the student, employee or student organization will be given the opportunity to meet with the Title IX Coordinator prior to such suspension being imposed, or as soon thereafter as reasonably possible, to show cause why the suspension should not be implemented. The College through the appropriate official has sole discretion to implement or stay an interim suspension under any applicable policies, and to determine its conditions and duration. Violation of an interim suspension under this policy is grounds for expulsion (student) or termination (faculty member or employee).

During an interim suspension or administrative leave, a student or employee may be denied access to college housing and/or the college campus/facilities/events. As determined by the appropriate administrative officer, Title IX Coordinator or designee, this restriction can include classes and/or all other college activities or privileges for which the student might otherwise be eligible. At the discretion of the appropriate administrative officer, Title IX Coordinator or designee, alternative coursework options may be pursued to ensure as minimal an impact as possible on the responding party.

The institution will maintain as confidential any accommodations or protective measures, provided confidentiality does not impair the institution's ability to provide the accommodations or protective measures.

P. Dismissal or Consolidation of Formal Complaints

Albright will investigate the allegations in a formal complaint, but, for purposes of Title IX, after its investigation, Albright must dismiss formal complaints in the following circumstances:

- When the conduct alleged in the formal complaint would not constitute sexual harassment even if proved.
- When the conduct alleged, even if proved, did not occur in Albright’s education program or activity.
- When the conduct alleged, even if proved, did not occur against a person in the United States.
- For purposes of Title IX, at any time during an investigation or hearing, Albright may dismiss formal complaints in the following circumstances:
 - When a Complainant notifies the Title IX Coordinator/Compliance Officer in writing that the Complainant would like to withdraw the formal complaint or any allegations in it.
 - When the Respondent is no longer enrolled or employed by Albright.
 - When specific circumstances prevent Albright from gathering evidence sufficient to reach a determination as to the formal complaint or its allegations.

Upon any dismissal required or permitted for the purpose of Title IX, Albright will send a written notice of the dismissal, along with the reasons for it, simultaneously to both parties.

For purposes of Title IX, when the allegations of sexual harassment arise out of the same facts or circumstances, Albright may consolidate formal complaints:

- That involve allegations of sexual harassment against more than one Respondent.

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- That involve allegations of sexual harassment by more than one Complainant against one or more Respondents.
 - That involves allegations of sexual harassment by one party against the other party.

Q. Appeals

Both a Complainant and a Respondent may appeal a hearing decision. Likewise, students have a right to appeal decisions Albright makes to dismiss a formal complaint.

The student must file a written appeal directly to the Senior Vice President of Student and Campus Life (or designee) within seven business days of receipt of the decision.

The basis of appeal must meet one of the following criteria:

- i. A procedural irregularity that affected the outcome of the matter;
- ii. New evidence becomes available that was not reasonably available at the time the determination or dismissal was made that could affect the outcome of the matter; or
- iii. The Title IX Coordinator/Compliance Officer, Investigator(s), or decision-makers(s) had a conflict of interest or bias against Complainants or Respondents generally or against the individual Complainant or Respondent that affected the outcome of the matter.

Please note that, at the hearing, both parties will be given the opportunity to challenge the participation of a specific hearing Board member on that grounds that a Board member has a bias against Complainants or Respondents generally or against the Complainant or Respondent individually. If, when given the opportunity to challenge the participation of a specific hearing Board member, a party fails to raise any known concerns in these regards, then that party may waive their right to raise those same concerns as a ground for an appeal.

When one party makes an appeal, the other party will be notified in writing of the appeal filed.

The decision-maker(s) for the appeal will not be the same individual(s) that made a determination regarding responsibility or that decided to dismiss a formal complaint.

Likewise, the decision-makers for an appeal will not be an Investigator or the Title IX Coordinator/Compliance Officer. Also, the decision maker for an appeal will not have a conflict of interest or bias for or against Complainants or Respondents generally or for or against the individual Complainant or Respondent.

On appeal, a written determination will be made within 15 business days that describes the result of the appeal as well as the rationale behind it. Both parties will be notified simultaneously of the appeal decision in writing. The appeal decision is final, but, upon receiving the appeal decision, both parties will have 7 business days to submit a written statement supporting the outcome of the appeal or challenging it.

R. Records

For at least seven years, Albright will maintain records of:

- Any informational meetings recorded as a part of the Title IX grievance process.
- Each sexual harassment investigation and any determination regarding responsibility.
- The recording or transcript of any Board hearing.
- Sanctions imposed on any Respondent.
- Remedies provided to any Complainant.
- Any appeal regarding a determination of responsibility, as well as the results of the appeal.
- Any informal resolution, as well as the results of any informal resolution.
- All materials used to train Title IX Coordinators, Investigators, decision-makers, and any person who facilitates an informal resolution process.
- A record of any actions, including supportive measures taken, in response to a report or formal complaint of sexual harassment.

S. Delays for Good Cause

Throughout the grievance process, Albright has the right to institute temporary delays for good cause. Good cause may include, but is not limited to, considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity, or the need for language assistance or accommodation of disabilities. Upon instituting any delay in the grievance process, the Office of Community Standards will provide the Complainant and the Respondent with written notice of the delay and the reasons for it.

T. Retaliation

Albright prohibits any retaliation against any individual for the purpose of interfering with any right or privilege secured by Title IX or because an individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing. Retaliation includes, but is not limited to, intimidation, threats, coercion, punishment, or discrimination. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX or this part, constitutes retaliation. Any complaints involving retaliation may be submitted to Title IX Coordinator/Compliance Officer so that they can be handled in an appropriate manner.

U. Albright's Affirmative Consent Policy:

Consent to engage in sexual activity involves a knowing, free, and ongoing decision on the part of an individual to engage in that activity. Consent is demonstrated through mutually understandable words and/or actions that clearly indicate a willingness to engage freely in sexual activity. Consent is assessed based upon the totality of the circumstances (including relevant previous patterns that may have been evidenced) and by considering whether a reasonable, sober person in the same circumstances knew or should have known that the other party could or could not and/or did or did not consent to the sexual activity.

Important points regarding consent include:

- Prior to initiating any sexual activity, the person(s) initiating the sexual activity is expected to obtain consent.
- Consent must exist from the beginning to end of each instance of sexual activity and for each form of sexual contact.

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- Silence, passivity, lack of resistance, or a lack of verbally refusing sexual activity does not, by itself, necessarily indicate consent.
 - If at any time during sexual activity, any confusion or ambiguity arises, individuals should pause and seek clarification regarding consent.
 - Consent to one form of sexual activity (such as kissing) does not necessarily constitute consent to engage in other forms of sexual activity (such as intercourse).
 - Consent to previous sexual activity, even in the context of an intimate relationship, does not necessarily presume consent is given to further sexual activity in any subsequent sexual encounter. For example, just because, on one occasion in the past, an individual consented to sexual intercourse, it does not necessarily follow that this one instance of past consent necessarily implies consent to a future instance of sexual intercourse on a different occasion.
 - Consent is not effective if it results from the use or threat of physical force, intimidation, or coercion (i.e. words or actions involving threats or implied threats), or any other factor that would eliminate an individual's ability to exercise their own free will.
 - Significant age or perceived power differentials can impact an individual's capacity to provide consent.
 - Consent cannot be obtained from an individual who is incapacitated. Further, consent is automatically withdrawn when a party reaches a state of incapacitation wherein that individual is no longer capable of continuing to consent to any sexual activity. Incapacitation is a state wherein an individual cannot make a knowing, free, and deliberate choice to engage in or continue engaging in sexual activity. Incapacitation is assessed based upon the totality of the circumstances and by considering whether a reasonable, sober person initiating sexual activity would have known or reasonably should have known that the individual was incapacitated or reached a state of incapacitation. Individuals who are asleep, unresponsive or unconscious are incapacitated. An individual who is under the influence of alcohol and/or other drugs may be incapacitated. Other indicators that an individual may be incapacitated include, but are not limited to, the inability to communicate coherently, inability to

dress/undress without assistance, inability to walk without assistance, slurred speech, loss of coordination, vomiting, or inability to perform other physical or cognitive tasks without assistance. An individual may also be incapacitated due to a temporary or permanent disability or physical or mental health condition (including, but not limited to, mental health issues involving anxiety or depression), as well as due to the failure to take any medications associated with any sort of disability or physical or mental health condition.

- Either party may withdraw consent at any time. Once withdrawal of consent has been expressed, sexual activity must cease immediately.
- Consent cannot be provided where the person has substantially impaired the complainant's power to appraise or control his or her conduct by administering or employing, without the knowledge of the complainant, drugs, intoxicants or other means for the purpose of providing resistance.

V. Definitions

Advisor: An individual who has agreed to assist a Respondent or Complainant during a Community Standards Hearing. Parties are entitled to an advisor of their choice, and their advisor may be, but is not required to be, an attorney. At a hearing, a party's advisor questions the other party, witnesses, and conducts cross examination. Unless they are an advisor, attorneys, friends, parents, and family members are not permitted to sit in the hearing room.

Business Day: A business day includes all days the college is in session as well as regular workdays even if the college is not in session.

Chairperson: For Board hearings, the Chairperson convenes the Board for meetings and hearings. The Chairperson is a voting member of the Board. At a hearing, the Chair publicly communicates the Board's decisions regarding relevancy determinations. If the Chairperson cannot serve for a particular case, they can appoint a temporary Chairperson.

College Official: Includes any person employed by the college, performing assigned administrative or professional responsibilities.

College Premises: Buildings or grounds owned, leased, operated, controlled or supervised by the college.

Complainant: A Complainant is an individual who is alleged to be the target of conduct that could constitute sexual harassment.

Consent: See Albright’s Affirmative Consent Policy in Section U.

Evidence: Complainants and Respondents may bring evidence or exhibits to a Board hearing. The Board will consider, objectively, all relevant evidence when deliberating a case.

Hearings: College hearings are not criminal or civil proceedings. They are processes administered by the college to find whether a student violated a college policy. The information gathered to find the student “responsible” or “not responsible” is based on the preponderance of evidence standard.

Informational Meeting: Meeting to discuss incident and to answer any questions the Complainant or the Respondent may have.

Preponderance of the Evidence: Standard of proof used to determine responsibility for charges. The standard asks is it more likely than not, based on the evidence and documentation presented, that the policy violation occurred.

Public Areas: Outside the residential hall room or within the room with the door open, includes lobby, main lounge, restroom, etc. Any area open to the public on the Albright College campus or at branch campus locations.

Respondent: An individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

Student: Includes all persons taking courses at Albright College, both full-time and part-time, degree-seeking or non-degree-seeking.

Witnesses: A witness is anyone who was present during the incident, observed the policy violation, or has direct knowledge of the incident. The Complainant and the Respondent’s list of witnesses must be submitted to the Office of Community Standards 7 business days prior to a hearing.

Student Code of Conduct (info from on-line Compass)

1. The Albright College Student Code of Conduct was created by the Albright College community and is implemented by the vice president for student affairs and dean of students in an effort to support a community of mutual respect and cooperation. This Code of Conduct is designed to explain the rights and responsibilities inherent in membership in this academic community. Students are expected to familiarize themselves with all applicable policies and regulations. Ignorance of policies regarding expected behavior will not be accepted as a defense or excuse.
2. From matriculation through commencement, students acknowledge that they are fully and personally responsible for their actions and the consequences of their actions, whether on or off campus. The Albright College community recognizes that responsibilities of good citizenship extend beyond the confines of the Albright College campus and include adherence to local, county, state and federal laws. The College's jurisdiction in disciplinary matters extends to conduct that occurs on the premises of the College and to any conduct that adversely affects the College community, the College's reputation and/or the pursuit of its mission and objective regardless of where it occurs. Violation of local, county, state, or federal laws, even if not explicitly stated in the Code of Conduct, may subject the student to disciplinary action by the College. Students will enjoy freedoms of speech, peaceful assembly, the right to petition, freedom of expression, and personal choice on and off campus so long as it does not infringe upon the rights of others or the policies of the campus. Albright students are expected to understand and live up to the highest expectations of an academic community.
3. The student conduct policy is designed to be a progressive disciplinary procedure to help students meet the conduct expectations of Albright College. Progressive discipline means that the consequences become more severe with each successive violation. Major incidents, such as cases involving assault, sexual assault, felonies, arson, drug violations and other serious cases, may be referred to the Community Standards Hearing Board by the Vice President for Student Affairs and Dean of Students. These violations may have more severe sanctions that may include, but are not limited to, expulsion, suspension, large fines, or referral to outside agencies such as counseling or law enforcement. Failure to complete all sanctions by the posted deadlines will be considered a failure to complete graduation requirements.

The Community Standards hearing board is specially trained to deal with these violations and receives specific training regarding sexual misconduct.

4. Albright College disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and this Code of Conduct (that is, if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this Code of Conduct may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the director of community standards. Pending proceedings may be suspended at any time at the discretion of the Director of Community Standards. Conduct violations in the category of sexual assault, harassment, domestic violence or stalking must be adjudicated within sixty (60) days on campus regardless of criminal or civil charges off campus. Determinations made or sanctions imposed under this Code of Conduct shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of College rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.
5. Violation of the norms of civility and other accepted rules of behavior, whether or not covered by specific regulations, subjects a student to disciplinary action. The College, through the Vice President for Student Affairs and Dean of Student's office, reserves the right to exercise any disciplinary action deemed necessary when a student has engaged in activities that are inconsistent with the mission and policies of the College. Violations of the Student Code of Conduct shall be dealt with in a manner that is respectful to all parties and contributes to a safe living and learning environment. There may be instances where a formal adjudication process is not followed but a student must interact with the Director of Community Standards or designee. At the discretion of the Director of Community Standards, principles of conflict resolution and social justice may be incorporated to resolve misconduct issues in an informal setting. Albright College reserves the right to discipline students for infractions not specifically stated in the handbook in order to protect the general well-being of the Albright community and to address a wide variety of circumstances. It is the responsibility of Albright College officials to initiate action to restrain or prohibit behavior that threatens the purposes or the property of the College or the rights, freedoms, privileges and safety of the personnel of the academic community.

For offenses including sexual misconduct or other gender based violence, which typically include the crimes of domestic violence, dating violence, sexual harassment, sexual misconduct, and stalking, sanctions range from warning to expulsion. Serious

and violent incidents and acts of non-consensual sexual intercourse (the policy equivalent to the crime of rape) usually result in suspension, expulsion, or termination of employment. Lying to investigators (and/or failing to participate in an investigation) can result in additional consequences under the Code of Student Conduct.

<https://www.albright.edu/student-life/compass/>

Procedurally, when the College receives a report of sexual misconduct, gender-based violence, or other sex or gender discrimination, the campus Title IX Coordinator is notified. If the victim wishes to access local community agencies and/or law enforcement for support, the College will assist the victim in making these contacts. The Title IX Coordinator will offer assistance to victims in the form of interim or long-term measures such as opportunities for academic accommodations; changes in housing for the victim or the responding student; visa and immigration assistance; changes in working situations; and other assistance as may be appropriate and available on campus or in the community (such as no contact orders, campus escorts, transportation assistance, targeted interventions, etc.). If the victim so desires, that individual will be connected with a counselor on- or off-campus, as well as an on- or off-campus victim's advocate. No victim is required to take advantage of these services and resources, but the College provides them in the hopes of offering help and support without condition or qualification. A summary of rights, options, supports, and procedures, in the form of this document, is provided to all victims, whether they are students, employees, guests, or visitors.

When appropriate upon receipt of notice, the Title IX Coordinator will cause a prompt, fair, and impartial process to be initiated, commencing with an investigation, which may lead to the imposition of sanctions based upon a preponderance of evidence (what is more likely than not), upon a responding student or other accused individual. Procedures detailing the investigation and resolution processes of the College can be found on line here:

<https://www.albright.edu/student-life/compass/>

The Coordinator is ultimately responsible for assuring in all cases that the behavior is brought to an end, the College acts to reasonably prevent its recurrence, and the effects on the victim and the community are remedied. The Coordinator is also responsible for assuring that training is conducted annually for all advocates, investigators, hearing officers, panelists, and appeals officers that encompass a hearing process that protects the safety of victims and promotes accountability. Training will

focus on sexual misconduct, domestic violence, dating violence, sexual assault, stalking, sexual harassment, retaliation, and other behaviors that can be forms of sex or gender discrimination covered by Title IX and Clery Act. Training will help those decision-makers in the process of protecting the safety of victims and promoting accountability for those who commit offenses.

The investigation and records of the resolution conducted by the College are maintained confidentially. Information is shared internally between administrators who need to know, but a tight circle is kept. Where information must be shared to permit the investigation to move forward, the person bringing the accusation will be informed. Privacy of the records specific to the investigation is maintained in accordance with PA State law and the federal FERPA statute. Any public release of information needed to comply with the open crime logs or timely warning provisions of the Clery Act will not include the names of victim or information that could easily lead to a victim's identification. Additionally, the College maintains privacy in relation to any accommodations or protective measures afforded to a victim, except to the extent necessary to provide the accommodations and/or protective measures. Typically, if faculty members or administrators are asked to provide accommodations for a specific student, they are told that such accommodations are necessary under Title IX or the Clery Act, but they are not given any details of the incident, or what kind of incident it is. Irrespective of state law or public records access provisions, information about victims is maintained privately in accordance with Title IX and FERPA.

In any complaint of sexual misconduct, sexual assault, stalking, dating violence, domestic violence, or other sex or gender-based discrimination covered under the federal law, Title IX, the person bringing the accusation and the responding party are entitled to the same opportunities for a support person of their choice throughout and to fully participate in the process, including any meeting, conference, hearing, appeal, or other procedural action. The role of advisors is described in detail here <http://www.albright.edu/compass/15-16-The-Compass.pdf>. Once complete, the parties will be informed, in writing, of the outcome, including the finding, the sanctions (if any), and the rationale therefor. Delivery of this outcome to the parties will occur without undue delay between notifications. All parties will be informed of the College's appeal processes, and their rights to exercise a request for appeal. Should any change in outcome occur prior to finalization, all parties will be timely informed in writing, and will be notified when the results of the resolution process become final.

Both Title IX and the Clery Act provide protections for whistleblowers who bring allegations of non-compliance with the Clery Act and/or Title IX to the attention of appropriate campus administrators. The College does not retaliate against those who raise concerns of non-compliance. Any concerns should be brought to the immediate attention of the campus Title IX Coordinator, Amanda Hanincik, and/or to officials of the U.S. Department of Education.

Campus SaVE Act (The Campus Sexual Violence Elimination Act)

The Campus SaVE Act is a 2013 amendment to the federal Jeanne Clery Act, signed into law by President Obama on March 7, 2013 as part of the Violence Against Women Reauthorization Act of 2013 and is to be implemented no later than October 1, 2014. It serves as a companion to Title IX that helps bolster the response to and prevention of sexual violence in higher education. Albright College fully supports Campus SaVE by educating all community members regarding the prevention of and supporting our community members in issues surrounding domestic violence, dating violence, sexual assault, stalking, options for bystander intervention, recognizing warning signs of abusive behavior and how to avoid potential attacks that could take place on-campus, on public property within and adjacent to campus, and at non-campus properties such as off-campus student organization housing and remote classrooms. Sexual Violence and Elimination Act and Bystander Intervention training programs for new students was held during Welcome Weekend in late August. Assistance for victims is available on-campus or through referrals off-campus should the need arise. For more information, contact the Title IX Coordinator, the Dean of Students, the Director of Community Standards, the Director of Public Safety or the Chief Health Officer of the Gable Health and Counseling Center.

VAWA

(Violence Against Women Reauthorization Act)

On March 7, 2013, President Obama signed the act (Pub. Law 113-4). Implementation of changes to the Clery Act made by the VAWA of 2013 requires institutions to begin reporting incidents of dating violence, domestic violence or stalking in accordance with section 40002(a) of the Violence Against Women Act of 1994, by October 1, 2014. Specific definitions of the three new incidents to be reported can be found under “Definitions Used for Reportable Crimes” on page 18 of this report. Guidance to

institutions regarding their responsibility to comply with Section 485(f) of the Higher Education Act (HEA) of 1965, as amended by VAWA, has been distributed before final regulations are effective. Institutions must make a good-faith effort to comply with the statutory provisions as written until final regulations are issued.

VAWA did not affect in any way Title IX of the Education Amendments of 1972 (Title IX), its implementing regulations, or associated guidance issued by the Department's Office for Civil Rights (OCR). Nothing in the Clery Act, as amended by VAWA, alters or changes an institution's obligations or duties under Title IX as interpreted by OCR (see OCR's web site for more information and resources).

For the offenses of domestic violence, dating violence, and stalking, such statistics shall be compiled in accordance with the definitions used in section 40002(a) of the Violence Against Women Act of 1994 (42 U. S. C. 13925(a)). Such statistics shall not identify victims of crimes or persons accused of crimes.

The National Association of Clery Compliance Officers and Professionals (NACCOP) and D. Stafford & Associates present training sessions for institutions to maintain their compliance with federal laws during a three-day seminar. Dolores Stafford is a nationally recognized expert on compliance with the Clery Act. Two of our officers have completed their training about how to conduct an investigation and the hearing process that protects the safety of the victim and promotes accountability in order to maintain their certification.

2022 VAWA Clery Statistics

The 2022 VAWA statistics are listed on page 24 via the links for Clery statistics.

Sexual Assault Response Team (SART) Policy (info from on-line Compass)

Members and Contact Information

Samantha Wesner, DNP, CRNP, WHNP-BC

- Senior Vice President of Student Affairs & Campus Life, Chief Health Officer
- swesner@alright.edu
- Office 610-921-7611; 610-921-7532

Dr. Brenda Ingram-Wallace, Director of Counseling Center

- bingramwallace@albright.edu
- Office 610-921-7585

Becki Achey, M.S., Dean of Students and Title IX Coordinator

- bachey@albright.edu
- Office 610-921-7795

Michael Gross, Director of Public Safety

- mgross@albright.edu
- Office 610-921-7672

*The SART will meet on a quarterly basis or more frequently if needed and shall report its progress, findings, and policy discussions to the Vice President for Student and Campus Life. The Vice President of Student and Campus Life will ensure that all policies and procedures are consistent with Commonwealth of Pennsylvania and federal statutes including but not limited to the Violence Against Women Act, Clery, and Title IX.

1. Partner Agencies

- a. Reading Police Department
- b. Muhlenberg Police Department
- c. Berks County District Attorney's Office
- d. SAFE Berks (formerly Berks Women in Crisis)
- e. Tower Health System (formerly Reading Hospital & Medical Center)
- f. Penn State Saint Joseph's Regional Health Network

2. Goals

- a. The primary goal of the Albright Sexual Assault Response Team (SART) is to provide assistance to the victims of a sexual assault. Sexual assault and rape are crimes that will not be tolerated at Albright College. The nature of these types of incidents causes immense difficulty to the individuals directly involved and offends the educational mission of the College. Our SART is designed to ensure the necessary care and services (legal, medical, psychological) needed to navigate the aftermath of an assault.
- b. This policy is communicated to all students, administrators, faculty, staff and vendors. This policy of Albright is to utilize all available investigative resources in the fact finding of a sexual assault. The use of disciplinary procedures would be consistent and would include those cases shown to be falsely reported.
- c. The SART policy encompasses administrators, staff, faculty, students and visitors. The Albright SART provides the same level of assistance to anyone regardless of age, sex, gender or sexual preference. Our campus culture regards sexual assault as a very important factor in how our College is

perceived. Our campus culture is intolerant of sexual assault; it promotes and supports reporting of sexual assault; our culture transmits to everyone inside and outside of the institution that top administrators, staff, faculty and students will not tolerate, nor conceal or shy away from addressing sexual assault.

3. Jurisdiction

- a. For Sexual Misconduct/Title IX Cases, there is an expectation that the College has some jurisdiction over off campus incidents.

4. Confidentiality (Albright College) Agreement

- a. Individuals employed in an administrative or academic office of the College may be exposed to, or have access to, verbal and/or written information regarding the official business of the College relating to students, alumni, faculty, staff and trustees which is both sensitive and confidential.
- b. No information regarding the professional operations of the office or information regarding an individual student, faculty or staff member is to be discussed with anyone outside the department or office without the knowledge and approval of your supervisor and, if it deals with an individual, the written consent of the person or persons involved. Unauthorized release of confidential information relating to students, faculty or staff is both a violation of College policy and state and federal laws regarding individual and family rights to privacy.

Discussion about confidential information is limited to those individuals who by their position and/or responsibilities are easily classified as authorized to know.

Conversations outside the department or office are inappropriate and therefore prohibited.

Unauthorized disclosure or use of confidential information will result in disciplinary action up to and including dismissal on the first offense. Depending on the nature of the offense, such unauthorized disclosure would also expose the individual to civil or criminal charges that may be brought by the aggrieved party.

Should questions arise as to whom information should be discussed with or released to, it is the individual's responsibility to discuss the question or request with his/her supervisor immediately.

Sexual Misconduct

Albright College's Student Code of Conduct prohibits sexually violent acts, termed "Sexual Misconduct" by the College, which can be crimes as well. Sexual misconduct

includes non- consensual sexual intercourse, non-consensual sexual contact, sexual exploitation, interpersonal/relationship violence, sex/gender-based stalking, and sexual harassment. While Albright College utilizes different standards and definitions than the PA Code, sexual misconduct often overlaps with the crimes of rape, sexual assault, sexual harassment, stalking, dating violence, and domestic violence. Victims of these behaviors are protected by federal laws, specifically Title IX (www.albright.edu/title-ix-notification.html), and the Clery Act, which mandates the contents of this report.

It is the policy of Albright College not to notify local law enforcement when sexual misconduct occurs, unless a victim wishes or there is an emergency threat to health or safety. Victims have the option to notify law enforcement directly, or to be assisted in doing so by campus authorities. If requested, campus officials can facilitate reporting to campus or local law enforcement, but may also respect a victim's request not to do so.

In an effort to reduce the risk of sexual misconduct as well as the crimes of rape, sexual assault, sexual harassment, stalking, dating violence, and domestic violence occurring among its students, Albright College utilizes a range of campaigns, strategies, and initiatives to promote awareness, educational, risk reduction, and prevention programming.

It is the policy of the Albright College to offer programming to identify and prevent domestic violence, dating violence, sexual assault (including stranger and known offender assaults), and stalking each year. Educational programs are offered to raise awareness for all incoming students and employees, and are often conducted during new student and new employee orientation and throughout an incoming student's first semester. Programs and other campaigns offered throughout the year to all students and employees include strong messages regarding not just awareness, but also primary prevention (including normative messaging, environmental management, and bystander intervention), and discuss institutional policies on sexual misconduct as well as the PA definitions of domestic violence, dating violence, sexual assault, stalking, and consent in reference to sexual activity. Programs also offer information on risk reduction that strives to empower victims, how to recognize warning signals and how to avoid potential attacks, and do so without victim-blaming approaches.

Programs presented annually to both new and returning students, as well as special sessions for our International students include: Sex and the Law / Campus SaVE presentation; Bystander

Intervention training; campus-wide employee completion of the online “Eliminate Campus Sexual Violence” certification; separate programming is provided for Greek organizations and the various Athletic teams. The Gable Health & Counselor Center sponsor related programming throughout the year, culminating in April – Sexual Awareness Month.

Programs are informed by evidence-based research and/or are assessed for their effectiveness. Bystander engagement is encouraged through safe and positive intervention techniques and by empowering third-party intervention and prevention such as calling for help, using intervention-based apps, identifying allies, and/or creating distractions. Bystander empowerment training highlights the need for those who intervene to ensure their own safety in the intervention techniques they choose, and motivates them to intervene as stakeholders in the safety of the community when others might choose to be bystanders.

In the event that sexual misconduct, gender-based violence, or the crimes of sexual assault, stalking, dating violence, or domestic violence do occur, Albright College takes the matter very seriously. The College employs interim protection measures such as interim suspensions and/or no contact orders in any case where a student’s behavior represents a risk of violence, threat, pattern, or predation. If a student is accused of sexual misconduct, other gender-based violence, or the crimes of rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence, s/he is subject to action in accordance with the Student Code of Conduct in the student handbook. A student wishing to officially report such an incident may do so by contacting the Department of Public Safety, Dean of Students Office, Title IX Coordinator or a Deputy Coordinator, and or the Gable Health and Counseling Center. Anyone with knowledge about sexual misconduct, gender-based violence, or the crimes of rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence is encouraged to report it immediately. Protective measures for victims are available from the campus whether a victim chooses to report to local and/or campus law enforcement, and irrespective of whether a victim pursues a formal complaint through Albright College’s resolution process.

If you are the victim of sexual misconduct, gender-based violence, or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence, some or all of these safety suggestions may guide you after an incident has occurred:

1. Go to a safe place and speak with someone you trust. Tell this person what happened. If there is any immediate danger, contact Public Safety at 610-921-7670 if you are on campus or call 911 if you are off campus.
2. Consider securing immediate professional support (e.g., counseling, victim advocacy, medical services, etc.) to assist you in the crisis.
 3. If you are on campus during regular business hours, you may go to Gable Health and Counseling Center, as well as the campus Ombudsman for support and guidance. These are both confidential resources. After regular business hours, or in any situation where a victim wishes, local resources are also available and may be able to provide confidential assistance through SAFE Berks.
 4. For your safety and well-being, immediate medical attention is encouraged. Further, being examined as soon as possible, ideally within 120 hours, is important in the case of rape or sexual assault. The hospital will arrange for a specific medical examination at no charge or can work with you to arrange state reimbursement.
 - To preserve evidence, it is recommended that you do not bathe, shower, douche, eat, drink, smoke, brush your teeth, urinate, defecate, or change clothes before receiving medical attention. Even if you have already taken any of these actions, you are still encouraged to have prompt medical care, and evidence may still be recoverable.
 - Typically, if police are involved or will be involved, they will obtain evidence from the scene, and it is best to leave things undisturbed until their arrival. They will gather bedding, linens or unlaundered clothing, and any other pertinent articles that may be used for evidence. It is best to allow police to secure items in evidence containers, but if you are involved in transmission of items of evidence, such as to the hospital, secure them in a clean paper bag or clean sheet to avoid contamination.
 - If you have physical injuries, photograph or have them photographed, with a date stamp on the photo.

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- Record the names of any witnesses and their contact information. This information may be helpful as proof of a crime, to obtain an order of protection, or to offer proof of a campus policy violation.
 - Try to memorize details (e.g., physical description, names, license plate number, car description, etc.), or even better, write notes to remind you of details, if you have time and the ability to do so.
 - If you obtain external orders of protection (e.g., restraining orders, injunctions, protection from abuse), please notify Public Safety or the campus Title IX Coordinator so that those orders can be observed on campus.
5. Even after the immediate crisis has passed, consider seeking support from Gable Health and Counseling Center, the Ombudsman, and/or SAFE Berks.
 6. Contact the Director of Public Safety, Mike Gross, if you need assistance with concerns, such as no-contact orders or other protective measures. The Title IX Coordinator Becki Achey will also assist in any needed advocacy for students who wish to obtain protective or restraining orders from local authorities. The College is able to offer reasonable academic supports, changes to living arrangements, transportation resources or modifications, escorts, no contact orders, counseling services access, and other supports and resources as needed by a victim. The College is able to offer information about legal assistance, visa/immigration assistance, and student financial aid considerations for victims.

Rape is generally defined by states as forced sexual intercourse. It may also include situations where the victim is incapable of giving consent due to incapacitation by means of disability or alcohol or other drugs. Many rapes are committed by someone the victim knows, such as a date or friend.

Under PA law, rape is defined as [Example: sexual intercourse against the will of the victim that can occur under a variety of circumstances, including]:

- Where the victim is prevented from resisting due to alcohol or drugs.
- Where the assailant uses physical force or the threat of force to overpower and control the victim.
- Where the victim fears that s/he or another will be injured if the victim does not submit.

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- Where the victim is at the time unconscious of the nature of the act, and this is known to the assailant.
 - Where the victim is incapable of giving legal consent due to a mental disorder or developmental or physical disability, and this is known or reasonably should be known to the assailant.
 - Where the act is accomplished by threatening to use the authority of a public official to incarcerate, arrest, or deport the victim or another person.
 - Where the assailant uses duress, such as a direct or implied threat of hardship or retribution, to coerce the victim.
 - Where the assailant uses force, fear, or threats to accomplish sexual intercourse against the will of the spouse. This provision of the law is known as the “spousal rape law.”]

The complete PA State Law rape and sexual assault offense definitions are:

3121. Rape

- A. Offense defined.--A person commits a felony of the first degree when the person engages in sexual intercourse with a complainant:
1. By forcible compulsion.
 2. By threat of forcible compulsion that would prevent resistance by a person of reasonable resolution.
 3. Who is unconscious or where the person knows that the complainant is unaware that the sexual intercourse is occurring.
 4. Where the person has substantially impaired the complainant's power to appraise or control his or her conduct by administering or employing, without the knowledge of the complainant, drugs, intoxicants or other means for the purpose of preventing resistance.
 5. Who suffers from a mental disability which renders the complainant incapable of consent.
 6. Deleted by 2002, Dec. 9, P.L. 1350, No. 162, § 2, effective in 60 days.
- B. Additional penalties.--In addition to the penalty provided for by subsection (a), a person may be sentenced to an additional term not to exceed ten years' confinement and an additional amount not to exceed \$100,000 where the person engages in sexual intercourse with a complainant and has substantially impaired the complainant's power to appraise or control his or her conduct by administering or employing, without the knowledge of the complainant, any

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- substance for the purpose of preventing resistance through the inducement of euphoria, memory loss and any other effect of this substance.
- C. Rape of a child.--A person commits the offense of rape of a child, a felony of the first degree, when the person engages in sexual intercourse with a complainant who is less than 13 years of age.
 - D. Rape of a child with serious bodily injury.--A person commits the offense of rape of a child resulting in serious bodily injury, a felony of the first degree, when the person violates this section and the complainant is under 13 years of age and suffers serious bodily injury in the course of the offense.
 - E. Sentences.--Notwithstanding the provisions of section 1103 (relating to sentence of imprisonment for felony), a person convicted of an offense under:
 - 1. Subsection (c) shall be sentenced to a term of imprisonment which shall be fixed by the court at not more than 40 years.
 - 2. Subsection (d) shall be sentenced up to a maximum term of life imprisonment.

3122.1. Statutory Sexual Assault

- A. Felony of the second degree.--Except as provided in section 3121 (relating to rape), a person commits a felony of the second degree when that person engages in sexual intercourse with a complainant to whom the person is not married who is under the age of 16 years and that person is either:
 - 1. four years older but less than eight years older than the complainant; or
 - 2. eight years older but less than 11 years older than the complainant.
- B. Felony of the first degree.--A person commits a felony of the first degree when that person engages in sexual intercourse with a complainant under the age of 16 years and that person is 11 or more years older than the complainant and the complainant and the person are not married to each other.

3123. Involuntary Deviate Sexual Intercourse

- A. Offense defined.--A person commits a felony of the first degree when the person engages in deviate sexual intercourse with a complainant:
 - 1. by forcible compulsion;
 - 2. by threat of forcible compulsion that would prevent resistance by a person of reasonable resolution;
 - 3. who is unconscious or where the person knows that the complainant is unaware that the sexual intercourse is occurring;

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4. where the person has substantially impaired the complainant's power to appraise or control his or her conduct by administering or employing, without the knowledge of the complainant, drugs, intoxicants or other means for the purpose of preventing resistance;
 5. who suffers from a mental disability which renders him or her incapable of consent; or
 6. Deleted by 2002, Dec. 9, P.L. 1350, No. 162, § 2, effective in 60 days.
 7. who is less than 16 years of age and the person is four or more years older than the complainant and the complainant and person are not married to each other.
 - a. Involuntary deviate sexual intercourse with a child.--A person commits involuntary deviate sexual intercourse with a child, a felony of the first degree, when the person engages in deviate sexual intercourse with a complainant who is less than 13 years of age.
 - b. Involuntary deviate sexual intercourse with a child with serious bodily injury.--A person commits an offense under this section with a child resulting in serious bodily injury, a felony of the first degree, when the person violates this section and the complainant is less than 13 years of age and the complainant suffers serious bodily injury in the course of the offense.
 - c. Sentences.--Notwithstanding the provisions of section 1103 (relating to sentence of imprisonment for felony), a person convicted of an offense under:
 - B. Subsection (b) shall be sentenced to a term of imprisonment which shall be fixed by the court at not more than 40 years.
 - C. Subsection (c) shall be sentenced up to a maximum term of life imprisonment.
 - a. Definition.--As used in this section, the term "forcible compulsion" includes, but is not limited to, compulsion resulting in another person's death, whether the death occurred before, during or after the sexual intercourse.

Except as provided in section 3121 (relating to rape) or 3123 (relating to involuntary deviate sexual intercourse), a person commits a felony of the second degree when that person engages in sexual intercourse or deviate sexual intercourse with a complainant without the complainant's consent.

D. Offenses defined.--Except as provided in sections 3121 (relating to rape), 3122.1 (relating to statutory sexual assault), 3123 (relating to involuntary deviate sexual intercourse) and 3124.1 (relating to sexual assault), a person who engages in penetration, however slight, of the genitals or anus of a complainant with a part of the person's body for any purpose other than good faith medical, hygienic or law enforcement procedures commits aggravated indecent assault if:

1. the person does so without the complainant's consent;
2. the person does so by forcible compulsion;
3. the person does so by threat of forcible compulsion that would prevent resistance by a person of reasonable resolution;
4. the complainant is unconscious or the person knows that the complainant is unaware that the penetration is occurring;
5. the person has substantially impaired the complainant's power to appraise or control his or
6. her conduct by administering or employing, without the knowledge of the complainant, drugs, intoxicants or other means for the purpose of preventing resistance;
7. the complainant suffers from a mental disability which renders him or her incapable of consent;
8. the complainant is less than 13 years of age; or

E. The complainant is less than 16 years of age and the person is four or more years older than the complainant and the complainant and the person are not married to each other.

1. Aggravated indecent assault of a child.--A person commits aggravated indecent assault of a child when the person violates subsection (a)(1), (2), (3), (4), (5) or (6) and the complainant is less than 13 years of age.

Grading and sentences.--

- (1) An offense under subsection (a) is a felony of the second degree.
- (2) An offense under subsection (b) is a felony of the first degree.

3126. Indecent Assault

A. Offense defined.--A person is guilty of indecent assault if the person has indecent contact with the complainant, causes the complainant to have indecent contact with the person or intentionally causes the complainant to come into

contact with seminal fluid, urine or feces for the purpose of arousing sexual desire in the person or the complainant and:

1. the person does so without the complainant's consent;
2. the person does so by forcible compulsion;
3. The person does so by threat of forcible compulsion that would prevent resistance by a person of reasonable resolution;
4. The complainant is unconscious or the person knows that the complainant is unaware that the indecent contact is occurring;
5. The person has substantially impaired the complainant's power to appraise or control his or her conduct by administering or employing, without the knowledge of the complainant, drugs, intoxicants or other means for the purpose of preventing resistance;
6. The complainant suffers from a mental disability which renders the complainant incapable of consent;
7. The complainant is less than 13 years of age; or
8. The complainant is less than 16 years of age and the person is four or more years older than the complainant and the complainant and the person are not married to each other.

B. Grading.--Indecent assault shall be graded as follows:

1. An offense under subsection (a)(1) or (8) is a misdemeanor of the second degree.
2. An offense under subsection (a) (2), (3), (4), (5) or (6) is a misdemeanor of the first degree.
3. An offense under subsection (a) (7) is a misdemeanor of the first degree unless any of the following apply, in which case it is a felony of the third degree:
 - a) It is a second or subsequent offense.
 - b) There has been a course of conduct of indecent assault by the person.
 - c) The indecent assault was committed by touching the complainant's sexual or intimate parts with sexual or intimate parts of the person.
 - d) The indecent assault is committed by touching the person's sexual or intimate parts with the complainant's sexual or intimate parts.

3127. Indecent Exposure

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- A. Offense defined.--A person commits indecent exposure if that person exposes his or her genitals in any public place or in any place where there are present other persons under circumstances in which he or she knows or should know that this conduct is likely to offend, affront or alarm.
 - B. Grading.--If the person knows or should have known that any of the persons present are less than 16 years of age, indecent exposure under subsection (a) is a misdemeanor of the first degree. Otherwise, indecent exposure under subsection (a) is a misdemeanor of the second degree.

3131. Unlawful dissemination of intimate image

- A. Offense defined.--Except as provided in sections 5903 (relating to obscene and other sexual materials and performances), 6312 (relating to sexual abuse of children) and 6321 (relating to transmission of sexually explicit images by minor), a person commits the offense of unlawful dissemination of intimate image if, with intent to harass, annoy or alarm a current or former sexual or intimate partner, the person disseminates a visual depiction of the current or former sexual or intimate partner in a state of nudity or engaged in sexual conduct.
- B. Defense.--It is a defense to a prosecution under this section that the actor disseminated the visual depiction with the consent of the person depicted.
- C. Grading.--An offense under subsection (a) shall be:
 - 1. A misdemeanor of the first degree, when the person depicted is a minor.
 - 2. A misdemeanor of the second degree, when the person depicted is not a minor.
 - 3. Territorial applicability.--A person may be convicted under the provisions of this section if the victim or the offender is located within this Commonwealth.
 - 4. Non-applicability.--Nothing in this section shall be construed to apply to a law enforcement officer engaged in the performance of the law enforcement officer's official duties.
 - 5. Concurrent jurisdiction to prosecute.--In addition to the authority conferred upon the Attorney General by the act of October 15, 1980 (P.L. 950, No. 164), known as the Commonwealth Attorneys Act, the Attorney General shall have the authority to investigate and to institute criminal proceedings for any violation of this section or any series of violations involving more than one county of this Commonwealth or another state. No person charged with a violation of this section by the Attorney General shall have standing to challenge the authority of the Attorney General to

investigate or prosecute the case, and, if a challenge is made, the challenge shall be dismissed, and no relief shall be made available in the courts of this Commonwealth to the person making the challenge.

6. Definitions.--As used in this section, the following words and phrases shall have the meanings given to them in this subsection unless the context clearly indicates otherwise:

“Law enforcement officer.” Any officer of the United States, of the Commonwealth or political subdivision thereof, or of another state or subdivision thereof, who is empowered to conduct investigations of or to make arrests for offenses enumerated in this title or an equivalent crime in another jurisdiction, and any attorney authorized by law to prosecute or participate in the prosecution of such offense.

“Minor.” An individual under 18 years of age. “Nudity.” As defined in section 5903(e). “Sexual conduct.” As defined in section 5903(e). “Visual depiction.” As defined in section 6321.

Other sexual offenses include the following: sodomy (forced anal intercourse); oral copulation (forced oral-genital contact); rape by a foreign object (forced penetration by a foreign object, including a finger); and sexual battery (the unwanted touching of an intimate part of another person for the purpose of sexual arousal).

Campus Policy Definitions of Sex Offenses

Sexual Misconduct: Rape, sexual assault, and sexual misconduct are violations that will not be tolerated at Albright College. The nature of these types of incidents causes immense difficulty to the individuals directly involved and offends the educational mission of the institution. To prevent a complaint of sexual misconduct, individuals must be unmistakably sure of each other’s intentions and consent. A model of affirmative consent (or yes-means-yes) where both parties must express affirmative desire to engage in sexual activity is the best model for healthy relationships.

1. Definition: Deliberate physical contact of a sexual nature (or threats or attempts thereof), that is against the person’s will or without their consent or

cognizance. It may be by forcible compulsion, or threat of forcible compulsion that would prevent resistance by a person of reasonable resolution, or with an individual who is unconscious or where the person knows that the complainant is unaware that the sexual contact is occurring, or where the person has substantially impaired the complainant's power to appraise or control his or her conduct by administering or employing, without the knowledge of the complainant, drugs, intoxicants or other means for the purpose of preventing resistance, or if the complainant is intoxicated, undergoing emotional trauma, or drug-induced weakened mental state, or with someone who suffers from a mental disability or other factor that may make the complainant incapable of giving consent to the sexual contact

2. Sexual misconduct also includes but is not limited to:
 - i. Rape;
 - ii. Nonconsensual touching or fondling
 - iii. Lewd comments;
 - iv. Penetration with an inanimate or animate object; (v) Threats of physical harm.

<https://www.albright.edu/student-life/compass/>

Sexual Harassment

Sexual harassment is any form of unwelcome sexual advances, requests for sexual favors or other verbal, written or physical conduct of a sexual nature. These actions shall constitute harassment when (i) submission of such conduct is either implicitly or explicitly a term or condition of an individual's employment, enrollment or academic standing; (ii) submission to or rejection of such conduct is used as a basis for employment, academic standing or retention decisions affecting such individual; or (iii) such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic/co-curricular performance or creating an intimidating, hostile or offensive work/College environment. The College prohibits such conduct as sexual innuendoes, sexually derogatory remarks, physical touching, or graphic displays of sexually oriented materials.

Any complaints or inquiries regarding sexual harassment of a student by an officer, faculty member, or staff member should be brought to the immediate attention of the Title IX Coordinator or a Deputy Coordinator. Any complaints or inquiries regarding

sexual harassment of a student by another student should be brought to the immediate attention of Title IX Coordinator or a Deputy Coordinator. The College will investigate such claims promptly and thoroughly. If, for any reason, a student wishes to complain or inquire regarding sexual harassment, but feels it would not be appropriate to raise such issues with the [positions named above], the student may inquire or complain to any Department Chair or any officer of the College at the level of Vice President or above, and such inquiries or complaints will receive a prompt and thorough investigation. If harassment is established, the College will discipline the offender. Disciplinary action for violations of this policy can range from verbal or written warnings, up to and including immediate termination from employment or dismissal from the College for serious or repeated violations.

Sex Offenders

In accordance to the Campus Sex Crimes Prevention Act of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, the College is providing a link to the PA State Sex Offender Registry, as well as the link to the Adam Walsh Child Protection & Safety Act of 2006. All sex offenders are required to register in the state of PA and to provide notice of each institution of higher education in PA at which the person is employed, carries out a vocation, or is a student.

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

<https://www.congress.gov/bill/109th-congress/house-bill/4472>

In addition to the above notice to the State of PA, all sex offenders are required to deliver written notice of their status as a sex offender to the College's Title IX Coordinator or a Deputy Coordinator no later than three (3) business days prior to their enrollment in, employment with, volunteering at, or residence in the College. Such notification may be disseminated by the College to, and for the safety and well-being of, the College community, and may be considered by the College for enrollment and discipline purposes.

Reporting of statistics under the Clery Act uses federal offenses definitions that allow comparability across campuses, regardless of the state in which the campus is located. These definitions are as follows:

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

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

Statutory Rape: Sexual intercourse with a person who is under the statutory age of consent.

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

- A. For the purposes of this definition:
 - 1. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
 - 2. Dating violence does not include acts covered under the definition of domestic violence.
- B. For the purposes of complying with the requirements of this section and § 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Domestic Violence: A felony or misdemeanor crime of violence committed:

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

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- D. By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
 - E. By any other person against an adult or youth victim who is protected

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- A. Fear for the person's safety or the safety of others; or
- B. Suffer substantial emotional distress.
- C. For the purposes of this definition, course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

Title IX

In incidents where someone is the victim of sex discrimination, sexual harassment or sexual violence, victims and third parties should contact Albright College's Title IX Coordinator.

Victims' Options

Consideration will be given to assisting victims of dating violence, domestic violence, sexual assault and stalking relative to changing academic, living, transportation, and working situations if requested and reasonably available. This is available regardless if the victim chooses to report the crime to campus public safety and or to local law enforcement.

To inquire regarding available options, the victim should inquire through the Dean of Students.

Personal Safety Tips

Whether you're a freshman or a seasoned senior, being conscious about campus safety can be an easy thing to forget when you start getting distracted by classes, extracurricular activities and your social life. While it is unlikely that you will be the

victim of any criminal acts during your college years, it is always necessary that you be prepared. Practice these safety tips to get the most out of your time in college.

Be aware of your surroundings:

- Do not walk alone after the hours of darkness. If you must do so, tell a friend or roommate where you are going before venturing out.
- Walk in well-lighted and well-traveled areas after dark; walk with a friend, or call Public Safety for an escort.
- Use campus shuttle services.
- Immediately report all suspicious persons, vehicles, or activities to Public Safety.
- Know the locations of the emergency call boxes on campus.
- Immediately report all crimes, security problems, or hazardous conditions to Public Safety.
- Never work alone in a campus building at night and especially stay away from isolated areas; always use the buddy system.
- If someone makes you uncomfortable, walk to a well-populated area. Trust your instincts contact Public Safety immediately by hitting the red button on campus emergency phones or contact us at 610-921-7670.

Outdoor exercise:

- Wear an ID tag or write your name, phone number on the inside of your athletic shoe.
- Vary your route.
- Stay alert at all times – do not lose track of what is going on around you.
- If possible, don't walk alone during late-night hours. Walk in groups whenever you can— there is always safety in numbers.
- Let a family member or friend know your destination and your estimated time of arrival or return. That way, the police can be notified as quickly as possible if there is a problem.
- Stay in well-lit areas as much as possible. Avoid alleys, vacant lots, wooded areas, and other short-cuts or secluded areas. They are usually not well-lit or heavily traveled.
- Walk on the sidewalk whenever possible. Walk close to the curb, avoiding doorways, bushes, and other potential hiding places.

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- If you have to walk in the street, walk facing traffic. A person walking with traffic can be followed, forced into a car, and abducted more easily than a person walking against traffic.
 - Walk confidently, directly, and at a steady pace. Don't stop to talk to strangers.
 - Wear clothing and shoes that give you freedom of movement. And don't burden yourself with too many packages or items.
 - Always be aware of your surroundings. If you are wearing headphones, don't turn up the volume so high that you cannot hear outside noises.
 - Never hitchhike or accept rides from strangers.
 - Report any suspicious activity or person immediately to the Public Safety Department at 3-1-1. Or, if it is an emergency, dial 9-1-1.
 - Avoid carrying large sums of cash, or displaying expensive jewelry in public.
 - When using Uber, ensure you verify your driver's identity before getting into the vehicle. The Uber application provides riders with driver details for the trip (driver name, make, model of vehicle). In addition, Uber's GPS feature allows riders to track the driver on the way to picking you up as well as the trip to your destination.
 - Pedestrian Safety is essential in any urban area. Cross in areas with crosswalks, stop signs, and traffic signals only. Ensure you check all directions before crossing.

Residence Hall Living:

1. Get acquainted with your neighbors on your floor and in the building as quickly as possible. Every resident has a role to play in security.
2. Do not share your room combination with friends.
3. Do not hold a common door open to a residence hall for someone you do not know; this includes delivery persons. Do not admit anyone not known to you into residence halls. If someone is attempting to gain entrance into a residence hall, contact Public Safety immediately.
4. Do not prop exterior doors of a residence hall or leave ground-floor windows open.
5. Report any locks or doors that appear to be malfunctioning to Facilities.
6. Do not yank on locked doors; eventually they may lose their integrity.
7. Lock your residence hall door when you leave, even if you're leaving for "only for a minute." It simply takes a thief 10 seconds to take something from your room.
8. Do not leave notes on your door announcing you are not "home."
9. Do not leave your clothes unattended in the laundry room.

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10. Never leave your valuables out in the open or unattended.
 11. Become familiar with the Adopt-an-Officer in your residence hall.
 12. Scams are on the rise through communication by phone and online. Any calls received that involve a request for money should be reported to Public Safety. Never provide private or financial information to a caller. Any suspicious messages received online through Albright resources should be report to the Digital Strategies Help Desk.

Vehicle Safety:

- Keep your car in good running condition. Make sure there's enough gas to get where you're going and back.
- Have your keys ready before getting into your vehicle.
- Lock the doors immediately upon entering your vehicle.
- Always roll up the windows and lock car doors, even if you're coming right back. Check inside and out before getting inside.
- Avoid parking in isolated areas. Be especially alert in parking lots. Park in well-lit areas and check the area thoroughly before exiting your vehicle.
- If your vehicle breaks down, turn on your flashers and call for help on a cell phone. Lock all windows and doors and don't open the vehicle for anyone until help arrives.
- Never leave valuables in plain view. Lock valuables in the glove box or trunk.
- Do not leave your house and car keys together with an attendant at a public parking lot. Your house/room key can be quickly duplicated and your address obtained from your plate number.
- Never leave your vehicle unattended while it is running.
- Never pick up hitchhikers.

Public Safety Advisory Board

The board is an oversight committee to guide policies toward keeping our campus safe. It is important to see how our customers perceive the Department of Public Safety. We need to know what our stakeholders think about Public Safety. Our responsibility is to communicate with the campus community. Board members include representatives from our student body, faculty, and staff.

Reasons why the Board exists:

- To provide updated information from the Department to Board members as it relates to crime, safety, and security;
- To receive/relay information from various departments represented by the members at it pertains to public safety;
- To receive/discuss concerns received by Board members from the campus community and assist in problem solving as issues are identified;
- To offer community perspective (may not necessary be Advisory Board members' perspective) from various Board members as they pertain to public safety issues;
- To assist in the valuation of present policies and procedures instituted by the Department of Public Safety and recommend changes, when appropriate; and,
- To act as ambassadors for the Department of public Safety by providing accurate information for the betterment of the Albright community.

Fire Safety Annual Report

Albright College, in accordance with the Higher Education Opportunity Act of 2008, prepares an annual fire safety report that contains, at a minimum, the following information:

- Fire statistics for each on-campus student housing facility for the three most recent years for which data are available.
- The number of fire drills held during the previous calendar year.
- An Emergency Response Manual is secured at the Department of Public Safety that outlines the evacuation locations in the case of fire.

Residential Building	Sprinkler System	Smoke Alarms	Extinguishers	Evacuation Placards	Drills per Year	Fires 2019-2021
Albright Court	Full	X	X	Hallways Only	2	1
Albright Woods	None	X	X	None	2	1
North Hall	Full	X	X	Hallways Only	2	0
Mohn Hall	None	X	X	Hallways Only	2	0
Crowell Hall	None	X	X	Hallways Only	2	0
Krause Hall	None	X	X	Hallways Only	2	0

Smith Hall	None	X	X	Hallways Only	2	0
Walton Hall	Basement Only	X	X	Hallways Only	2	0
Rockland Hall	Full	X	X	Individual Rooms	2	0

The College must also report statistics for each on-campus student housing facility, for the three most recent calendar years for which data are available concerning:

1. The number of fires and the causes of each fire.
2. The number of persons who received fire related injuries that resulted in treatment at a medical facility, including the on-campus health center.
3. The number of deaths related to a fire.
4. The value of property caused by a fire.

These statistics must be submitted to the secretary of the Pennsylvania Department of Education on an annual basis.

Fire Safety

Throughout the years, Albright College has taken the initiative to update many facility systems in order to provide a safe environment for students and staff.

There are electrical smoke detectors in each student room, which alarm locally. The smoke detectors in the common areas are connected to the central alarm system (Johnson Controls), which in turn, is directly connected to the Reading City and Muhlenberg Township Fire Departments, in addition to the Department of Public Safety. The local fire departments require two fire drills (evacuations) throughout the academic year.

Each residence hall has an assigned Resident Assistant. These individuals receive training during the year and are required to conduct inspections of the residence halls, communicate safety concerns to hall residents during regularly scheduled meetings and to participate in scheduled fire drills.

The Reading City and Muhlenberg Township Fire Departments support various campus activities and works closely with the College for the continued improvements in the

area of fire prevention. The College does require the complete evacuation of buildings during any alarm event and will discipline/fine students for noncompliance.

During Orientation, students must participate in presentations on fire safety and prevention. The presentations cover a variety of topics, including:

1. Personal safety.
2. Residence hall fire prevention and quick reporting.
3. Emergency response.

What You Need to Know Ahead of Time ...

1. Several exit routes from your floor/area.
2. The location of at least 2 pull stations.
3. Individuals in your area that may need assistance in getting to a safe area during an emergency.

If You Discover a Fire ...

1. Yell out “FIRE” as you are going to the pull station to alert others in the area.
2. Call the Albright College Department of Public Safety at X311 from a campus telephone.

If You Hear the Alarm Sounding in Your Building ...

Fire safety experts stress the importance of practicing escape plans in case of fire cannot be ignored. Students **MUST** get out of the building immediately and stay out until given permission to re-enter the building.

1. Start evacuation procedures immediately.
2. If you can do so without putting yourself at risk, rescue any injured individuals who may need assistance. (Certain individuals in your building may need assistance with evacuation or getting to a safe location.)

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3. Close all doors behind you. (This action helps to contain the fire to as small of an area as possible.) Never prop open fire doors.
 4. Never use the elevator – take the exit stairwells instead.
 5. Assemble outside of the building in the pre-determined location for your floor/building. Never go to another location during an evacuation.
 6. Move away and remain a safe distance from the building. Do not reenter the building until permitted by the fire department officials.

If You are Trapped in Your Room ...

1. Keep door closed.
2. Call 911.
3. Open the window and wave a bright cloth or flashlight to signal for help.

Cooking Safety Tips

Cooking fires are the number one cause of home fires and home injuries. The leading cause of fires in the kitchen is unattended cooking. It is important to be alert to prevent cooking fires. (Unattended cooking is the cause of most of our preventable campus fire alarms.)

Cooking is the leading cause of residential fires in the U.S.

ACTION STEPS

Stand by your pan!

If you leave the kitchen, turn the burner off.

Keep an eye on what you fry!

Fires start when the heat is too high. If you see any smoke or the grease starts to boil, turn the burner off.

Just smother it!

Use a lid to cover the pan if it catches fire. This will put out the fire by smothering it.

Turn pot handles toward the back of the stove!

Then no one can bump them or pull them over.

Take these steps to reduce your risk of a fire. Just a few safety tips can protect you and your friends from a potentially devastating fire.

Michael H. Minger Foundation

~Cook only in designated areas~

1. Be on alert! If you are sleepy or have consumed alcohol (or have taken medicine that makes you drowsy), don't use the stovetop or oven.
2. Stay in the kitchen while you are frying, grilling, or broiling food. If you leave the room while food is cooking, use a timer to remind you that you are cooking.
3. Keep anything that can catch fire – oven mitts, wooden utensils, food packaging, towels or curtains – away from your stovetop. (Keep the burner pans and oven clean!)
4. Avoid wearing loose clothing and sweaters with flowing sleeves that can hang down onto stove burners. Keep long hair tied back from the face and avoid dangling jewelry.
5. If you are simmering, baking, roasting or boiling food, check it regularly. If you leave the room, use a timer to remind you that you are cooking.
6. Steam can burn just as easily as boiling liquid. Be careful when lifting lids from hot food (including that hot bag of microwave popcorn!). Remember to use hot pads when lifting a cover off of a boiling pot; pull the lid toward you so you don't get burned by the steam.

If you have a cooking fire

1. Just get out! When you leave, close the door behind you to help contain the fire.
2. Call 9-1-1 or the local emergency number after you leave.
3. If you try to fight the fire, be sure others are getting out and you have a clear way out.
4. Keep a lid or baking sheet nearby when you're cooking to smother small grease fires. Using hot pads, smother the fire by sliding the lid or baking sheet over the pan and turn off the stovetop. Leave the pan covered until it is completely cooled.
5. For an oven fire, turn off the heat and keep the door closed.
6. If a fire starts in a microwave, keep door closed and unplug the unit.

Prohibited Items

1. Candles (burned or unburned), candle warmers, incense (burned or unburned), scented oil burners, and any open flames are prohibited in Albright College residence halls and apartments.
2. Electrical appliances with exposed heating elements, such as toasters, crock pots, rice cookers, and sandwich makers are prohibited. The George Foreman grill is also prohibited.
3. Charcoal grills are prohibited for use on balconies.
4. Halogen lamps and multi-color/multi-bulb floor lamps exceeding three bulbs are strictly forbidden.

Smoking Safety

1. Smoking is prohibited in all campus buildings. Smokers must be at least 25-feet away from buildings.
2. Make sure cigarettes/cigars and ashes are fully extinguished before discarding in a proper receptacle.
3. Never toss hot cigarette/cigar butts or ashes in trash cans or in mulch surrounding foliage.
4. Avoid smoking when drowsy or drinking.
5. Always check chairs and sofas for cigarette/cigar butts after parties because furniture is very combustible.

When a Fire Occurs

1. "Get low and go" under the smoke to the nearest safe exit, assisting people who require help.
2. Carefully feel a closed door for heat before opening. If it's hot, find another.

3. If possible, put a wet towel or piece of clothing down under the door to keep the smoke out of the room.
4. Open a window and wave a bright cloth or flashlight to signal for help.

Fire Alarms 2022

Date	Time	Location	Cause	Fire Dept.
1/6/2022	3:28PM	Rockland 520	unknown - No Flame	RFD
	12:43P			
1/15/2022	M	Woods I-4	Smoke from Cooking - No Flame	MFD
	11:05P			
1/15/2022	M	Rockland 222	unknown - No Flame	RFD
1/17/2022	1:08AM	Science Hall 3rd floor	Broken Sprinkler - No Flame	RFD
1/24/2022	8:49PM	Albright Court 1st floor	unknown - No Flame	RFD
	12:01P			
1/25/2022	M	Rockland 313	Smoke from Cooking - No Flame	RFD
1/25/2022	1:26AM	Rockland 309	Smoke from Cooking - No Flame	RFD
		Jake's Place Mechanical Room		
2/1/2022	2:59PM		Smoke from cooler - No Flame	RFD
2/1/2022	7:30PM	Walton North 3rd floor	unknown - No Flame	RFD
2/3/2022	6:06PM	Woods D-4	Smoke from Cooking - No Flame	MFD
	11:00P			
2/6/2022	M	Walton North 3rd floor	unknown - No Flame	RFD
	11:27A			
2/10/2022	M	Woods J	Smoke from Cooking - No Flame	MFD
	12:08P			
2/10/2022	M	North E Pod	Sprinkler Flow Alarm - No Flames	RFD
2/13/2022	1:09AM	Walton North 3rd floor	unknown - No Flame	RFD
2/19/2022	5:40PM	Woods B-2	Smoke from Cooking - No Flame	MFD
	12:10A			
2/20/2022	M	Walton 302	Steam from hot water - No Flame	RFD
	11:48P			
3/1/2022	M	Walton 3rd floor N stairs	unknown - No Flame	RFD
3/4/2022	2:08PM	Woods H-4	Smoke from Cooking - No Flame	MFD
	12:30P			
3/5/2022	M	Woods G-2	Smoke from Cooking - No Flame	MFD
3/6/2022	3:20AM	Woods D-4	unknown - No Flame	MFD
3/6/2022	7:16PM	Walton 1st floor	unknown - No Flame	RFD

3/7/2022	3:11PM	Walton Basement	Pull Station activated - No Flame	RFD
3/7/2022	3:19PM	Krause 1st floor	Pull Station activated - No Flame	RFD
	11:22P			
3/7/2022	M	Walton 1st floor	Pull Station activated - No Flame	RFD
	11:27P			
3/7/2022	M	Krause 1st floor	Pull Station activated - No Flame	RFD
3/7/2022	1:00AM	Walton 2nd floor	Pull Station activated - No Flame	RFD
	10:48P			
3/8/2022	M	Walton 2nd floor	Pull Station activated - No Flame	RFD
	10:47P			
3/9/2022	M	Woods A-2	Smoke from Cooking - No Flame	MFD
3/11/2022	9:37PM	Rockland 318	Smoke from Cooking - No Flame	RFD
	10:23P			
3/15/2022	M	Rockland 218	Smoke from Cooking - No Flame	RFD
4/1/2022	1:52AM	Krause 1st floor	Pull Station activated - No Flame	RFD
4/3/2022	4:37AM	Woods D-4	unknown - No Flame	MFD
4/5/2022	1:22PM	Krause Basement	dryer vents - No Flame	RFD
	11:58P			
4/5/2022	M	Rockland 520-D	Space Heater - No Flame	RFD
	11:29P			
4/8/2022	M	Woods J-1	Smoke from Cooking - No Flame	MFD
4/13/2022	9:12PM	Rockland 309-B	Candle possible cause	RFD
4/21/2022	7:51PM	Woods C-4	Smoke from Cooking - No Flame	MFD
5/5/2022	8:20PM	Crowell 217	unknown - No Flame	RFD
5/20/2022	3:09PM	Rockland 511	Smoke from Cooking - No Flame	RFD
5/24/2022	2:29PM	Camp Building	Pull Station activated - No Flame	RFD
	10:30A			
7/20/2022	M	North E Pod	cleaning spray in detector	RFD
	11:47A			
7/28/2022	M	Jake's Place hood	cleaning of hood	RFD
8/4/2022	3:44AM	Albright Court room 425	bad smoke detector	RFD
8/4/2022	4:27AM	Albright Court room 426	bad smoke detector	RFD
8/10/2022	7:29AM	Woods H-3	Smoke from Cooking - No Flame	MFD
8/13/2022	9:37PM	Rockland 413	unknown - No Flame	RFD
8?14/2022	1:03PM	Rockland 318	Air Fryer smoke and flame	RFD
	10:57A			
8/15/2022	M	Rockland 313	Smoke from Cooking - No Flame	RFD
	10:31P			
8/22/2022	M	Rockland 116	Smoke from Cooking - No Flame	RFD
8/23/2022	9:04PM	Woods I-1	Smoke from Cooking - No Flame	MFD
8/30/2022	8:57PM	Jake's Place Kitchen	Hood Ventilation Issue	RFD
	10:43A			
8/31/2022	M	hallway outside 308	unknown - No Flame	RFD

8/31/2022	8:43PM	Sage House	Smoke from Cooking - No Flame	RFD
	12:38A			
9/1/2022	M	Rockland 416	unknown - No Flame	RFD
9/1/2022	9:03PM	Rockland 521	Candle possible cause	RFD
9/6/2022	8:19PM	CCM room 215	Tea Kettle Steam - No Flame	RFD
9/8/2022	8:38PM	Smith Lead RA room	Smoke from Cooking - No Flame	RFD
9/10/2022	9:44PM	Rockland 518	unknown - No Flame	RFD
	10:37A			
9/13/2022	M	Selwyn 315	smoke detector - no actual alarm	
9/15/2022	4:37PM	Woods H-2	Smoke from Cooking - No Flame	MFD
9/18/2022	1:35AM	Rockland 223	Smoke from Cooking - No Flame	RFD
	11:58P			
9/20/2022	M	Rockland 220	Smoke from Cooking - No Flame	RFD
9/25/2022	1:15AM	Woods I-1	Unknown Smoke - No Flame	MFD
			Steam from hair straightener - No Flame	
9/26/2022	8:27AM	Crowell 217		RFD
10/1/2022	5:42PM	Rockland 513	Smoke from Cooking - No Flame	RFD
	11:48P			
10/1/2022	M	Rockland 211	Smoke from Cooking - No Flame	RFD
10/2/2022	9:14PM	Woods D-4	Smoke from Cooking - No Flame	MFD
10/3/2022	2:30PM	Rockland 321	Smoke from Cooking - No Flame	RFD
	10:06P			
10/4/2022	M	Rockland 107	Smoke from Cooking - No Flame	RFD
10/5/2022	2:31AM	Crowell 213	Hairdryer - No Flame	RFD
10/5/2022	1:02PM	Jake's Place	Smoke from French Fryer - No Flame	RFD
0/8/2022	7:25PM	Rockland 418	Smoke from Cooking - No Flame	RFD
	10:12A			
10/9/2022	M	Crowell ground floor Mech.	no cause found	RFD
10/9/2022	8:33PM	Crowell ground floor Mech.	no cause found	RFD
10/20/2022	11:44A			
2	M	Rockland 209	Smoke from Cooking - No Flame	RFD
10/24/2022	10:40P			
2	M	Rockland 209	Smoke from Cooking - No Flame	RFD
10/25/2022	12:07P			
2	M	Rockland 413B	Smoke from Cooking - No Flame	RFD
10/25/2022				
2	1:40PM	Rockland 107	Smoke from Cooking - No Flame	RFD
10/25/2022				
2	8:29PM	Rockland 423	Smoke from Cooking - No Flame	RFD
10/31/2022				
2	7:05PM	Woods A-1	Smoke from Cooking - No Flame	MFD
11/2/2022	1:07AM	Rockland 522	Smoke from Cooking - No Flame	RFD
	10:45A			
11/6/2022	M	Woods H-2	Smoke from Cooking - No Flame	MFD

11/7/2022	7:55AM	Crowell 2d floor	Steam Leak	RFD
11/7/2022	7:21PM	Woods H-3	Smoke from Cooking - No Flame	MFD
11/7/2022	8:53PM	Jake's Place	Smoke from Fryer - No Flame	RFD
11/10/2022	10:55P			
2	M	Rockland 114	unknown - No Flame	RFD
11/14/2022				
2	7:33PM	Rockland 524	unknown-No Flame	RFD
11/17/2022	11:29A			
2	M	Schumo	Dust from Construction	RFD
11/17/2022	10:16P			
2	M	Jake's	Smoke from Fryer - No Flame	RFD
11/20/2022				
2	9:30AM	North Hall	water surge - No Flame	RFD
11/20/2022				
2	9:30AM	Rockland	water surge - No Flame	RFD
	12:55A			
12/2/2022	M	Walton 3rd floor N stairs	unknown-No Flame	RFD
11/25/2022				
2	2:14pm	North Hall	water surge - No Flame	RFD
11/25/2022				
2	2:14PM	Rockland	water surge - No Flame	RFD
12/12/2022	11:07A			
2	M	Mohn	CO2 alarm	RFD
12/13/2022				
2	8:58AM	Mohn 115	Smoke from Cooking - No Flame	RFD
12/23/2022	12:02A			
2	M	Rockland and North	water surge - No Flame	RFD
12/24/2022				
2	3:25PM	Science Hall 3rd floor	Frozen pipes, sprinkler heads	RFD

[Clery Fire Data for 2023.](#)

Any questions regarding the content provided in the 2023 Annual Security and Fire Safety report can be directed to the Director, Michael Gross at mgross@albright.edu. Thank you for taking the time to review this important document.

Michael Gross Director Public Safety Albright College