



CAMPUS SECURITY AND FIRE SAFETY

ANNUAL REPORT



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ABOUT THE DEPARTMENT

MISSION

The mission of the Campus Security and Public Safety Department (the Department) of Pittsburgh Technical College (PTC) is to protect and serve the college community. The members of the Department are committed to being a caring and sensitive professional service organization that dedicates itself to the concepts of personal excellence at the highest levels, uncompromising integrity, continuous improvement, productive teamwork, and efficient public service.

The Department maintains a partnership with our community by sharing community-oriented protection responsibilities and facilitating public safety and crime prevention through education and law enforcement. To contribute to the continuing improvement of the quality of life in our community by providing understanding, compassionate, and effective policing, and security services.

PURPOSE AND SCOPE

Because no campus is totally crime-free, it is incumbent upon each of us to do all we can do to identify, control, and combat campus crime. Common sense and good judgment should be used when making your way around the campus as well as off-campus locations. Be watchful and alert and do not hesitate to ask for help, call 911, or contact the Department at 412-809-5300 if you need help anywhere or at any time. When in any of the parking lots (main campus or on-campus housing) there are seven (7) Code Blue Stations and six emergency panic buttons that can be activated in case of emergency. If there is an emergency press the button, a call center is notified, and Campus Public Safety personnel will be dispatched to your location. PTC Community members are encouraged to report all crimes and public safety related incidents to the Department in a timely manner by using one of the following means:

- The Department office is in room 203 of the Academic Building (Second Level).
- If on a campus phone, dial ext. 5300 and report it directly to the Campus Public Safety Officers on duty.
- From any phone, dial 412-809-5300. It will connect you directly to the Department and the Officer(s) on duty 24 hours a day.
- Call 911 or 724-693-8400 and report it to the North Fayette Police Department (NFPD)
- Off-campus at Hawthorne call 911 or 724-693-8400 and report it to the North Fayette Police Department (NFPD).
- Email to Campus Public Safety

- If a crime is reported to the North Fayette Police Department (NFPD) they will dispatch PTC
- Public Safety Officers to the scene while simultaneously dispatching other required emergency response equipment to resolve the situation.

MEMORANDUM OF UNDERSTANDING

North Fayette Police Department is the policing agency that responds to all calls for service to the North Fayette campus, and the Hawthorne off-campus housing complex. They are police first responders and investigate all crimes that occur on those properties. The PTC community works together in a coordinated manner leveraging the resources that each organization brings to the process.

AUTHORITY OF PUBLIC SAFETY OFFICERS

PTC Campus Public Safety Officers have the authority to ask any person on any PTC property for identification and to determine whether individuals have lawful business at Pittsburgh Technical College's Academic Building, on-campus, or off-campus housing units. Campus Public Safety Officers are armed for their protection and the protection of the PTC community against rapidly evolving violent encounters. Campus Public Safety Officers may accompany housing staff on complaints and housing inspections. The PTC Department of Public Safety and Campus Security is responsible for all aspects of campus safety, public safety, and security. The department falls under the supervision of the Vice President of Administration and Chief Financial Officer and is administered to by the Director of Public Safety.

ACCOUNTABILITY OF PUBLIC SAFETY OFFICERS

The overall accountability for managing campus security and public safety resides with the Vice President for Facilities and Services. The day-to-day responsibility for this function has been delegated to the Public Safety Director and the Public Safety Department. The Public Safety Department encompasses security, risk management, risk reduction, risk abatement, organization-wide continuity planning, and law enforcement services. Officers are responsible for on-campus and off-campus building and housing safety and overall security of the PTC community.

The responsibilities of the Public Safety Department are to:

- Protect all persons lawfully utilizing the facilities, including but not limited to faculty, staff, students, licensees, visitors, and outside service providers.
- To provide services and promote good student, guest, and employee relations.
- To protect the school's interests, property, and assets from theft and/or loss.

- The Public Safety Department shall have a Director who is accountable for all functions of the Public Safety Department. The Public Safety Department shall be staffed by employees who are certified under PA Act 49, Act 2, Act 120, and Act 235 and meet the minimum qualifications as defined in the position description and listed in section titled Personnel.
- The Public Safety Department is staffed 24 hours per day, every day, and can be reached by calling (412)-809-5300. If there are any concerns, questions, or comments concerning the Public Safety Department, please contact the Director of Public Safety at (412) 809-5349 or by email.
- The North Fayette Police Department services the PTC North Fayette campus, the Community at Hawthorne and can be contacted directly through the regular emergency number 911, (724)-693-8400 or non-emergency @ (412)-787-8900.

PERSONNEL

Officers in the Public Safety Department are either full-time or part-time employees of PTC. All officers must be certified under PA Act 235. The Public Safety department will contract additional security if needed. The officer's primary responsibility is to respond to all types of situations that require a security presence. The aspect of PTC officers being armed is for their response to any rapidly evolving deadly force encounter. They are to stabilize the situation, neutralize or eliminate the threat, and turn over the scene to the responding local police department.

The Campus Public Safety Officers are armed as follows:

WEAPONS AND AMMUNITION:

- 9 MM or .40 or .45 cal. Semi-automatic pistols with a level 3 retention holster
- OC Spray
- Baton
- Handcuffs
- Electronic Control Devices

UNIFORMS

The uniform for the Department is navy blue or black pants with navy blue long or short-sleeved shirts. The Department patch will be worn on the sleeve and the officer's name embroidered over the right breast with the badge on the left breast. A white polo shirt and/ or white shirt are also authorized for special occasions.

Shoes will be black. Jackets will be dark blue or black. A florescent jacket is also approved. Duty gear will be carried on a leather or nylon belt with holders. Officers are hired by the Director of the Department. The jurisdiction of the Department includes all of PTC's property on-campus and off-campus.

OFFICER DOCUMENTATION ON FILE

- PTC Public Safety Officers must have on file the following documentation:
- Current Certification(s) (PA. Acts 120-49-235-2 and any other type of training certifications)
- Current Firearms qualification
- Criminal Background check
- Driving Record check and copy of license.
- Current CPR/AED/First Aid

All PTC Public Safety Officers attend mandatory annual in-service training sessions, which address a range of topics relating to law enforcement and the handling of students, staff, faculty, and guests and that are updated annually. Officers are required to be trained and certified in the use of firearms, OC, Baton, and/or Electronic Control Devices by qualifying annually and have current certificates in their training files. Newly assigned officers will spend 10 days/shifts with a Field Training Officer (FTO) who will provide on-the-job training in order for them to learn about the PTC community, its culture, history, the campus footprint, equipment they will use, and their duties and responsibilities.

STAFFING AND PATROLS

In addition to the Director, the department consists of full-time Public Safety Officers, supplemented by part-time/casual officers. Campus Public Safety Officers are on duty conducting random foot and vehicle patrols, 24 hours a day, seven days a week of the main campus, on-campus housing areas, and off-campus housing, as necessary. Campus Public Safety Officers also conduct vehicle patrols of the streets adjoining the buildings of the campus, all parking lots, athletic venues and conduct random patrols of the buildings during hours of operation as well throughout the night.

GENERAL SECURITY

Situations reportable to and under the control of the Public Safety Department include, but are not limited to, the following:

- Theft, damage, or loss of any property belonging to PTC, as well as faculty, staff, students, visitors, or any other persons or organizations lawfully on PTC property no matter the cause.

- The presence of unidentified or unauthorized person on PTC property.
- Suspicious persons or actions on or near PTC property.
- Improper or unlawful conduct by any person or group on PTC property. This includes.
- actions by any person or group that could be detrimental to PTC or a member of our community.
- Investigation of criminal activity on PTC property.
- Investigate the smell or visible smoke, or any fire in any and all buildings.
- Respond to all emergency related incidents on campus.
- NOTE: PTC Property includes all property owned or leased by PTC, no matter where it is geographically located.
- Daily Operations Logbook

All activities reported to the Department are entered into the daily logbook located in the office of the Department, Room 203 of the Academic Building. Posting of an incident may be delayed if it would jeopardize the safety of an individual, or an ongoing investigation, cause a suspect to flee or evade detection, or result in the destruction of evidence. Crimes committed off campus that involve a student and are reported to the Public Safety Department are also entered into the crime log. The log is available upon request. All incidents are recorded in a data base called "Incident Tracker." The POC for Incident Tracker is the Residence Life Director, Gloria Ritchie.

RESPONSES

All criminal incidents occurring on PTC property, in on-campus or off-campus housing units, are to be referred to the local Police. All incidents occurring on, and off campus property must be documented, and records kept for Clery compliance reporting requirements. All incidents including accidents and medical are to be reported on PTC's Incident Tracker system.

CLERY ACT REQUIREMENTS & UNIFORM CRIME REPORTING

THE CLERY ACT REQUIREMENTS

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, signed into law in 1990, is a federal law that requires colleges and universities to disclose information about campus crime activity and security policies in an annual report. The Clery Act also requires that campuses make “timely warnings” to campus community members about specific types of criminal activity when an ongoing threat to persons may exist.

Information disseminated in accord with the Clery Act guidelines serves to inform the personal safety and college selection decisions of current and prospective campus community members. All post-secondary public and private institutions participating in federal student aid programs must adhere to Clery regulations.

Howard and Connie Clery championed The Clery Act after the murder of their daughter, Jeanne, at Lehigh University in 1986.

| Clery Act Requirements – The Basics | |
|---|---|
| <ul style="list-style-type: none"> • Collect, classify, and count crime reports and statistics | |
| <ul style="list-style-type: none"> • Issue campus alerts and warning notices | <ul style="list-style-type: none"> • Publish an Annual Security Report (Due date: October 1) |
| <ul style="list-style-type: none"> • Disclose missing student notification procedures, when applicable | <ul style="list-style-type: none"> • Submit crime and fire statistics to the Department, when applicable |
| <ul style="list-style-type: none"> • Disclose procedures for institutional disciplinary actions | <ul style="list-style-type: none"> • Provide educational programs and campaigns |
| <ul style="list-style-type: none"> • Keep a daily crime log, when applicable | <ul style="list-style-type: none"> • Disclose fire safety information, when applicable |

The Department, in conjunction with the Director of Resident Life and with the cooperation of local law enforcement, prepares the yearly Crime Statistics Report to comply with the Clery Act. Campus crime statistics, arrests, and referral statistics include those reported to the Department, designated campus officials and the local law enforcement agencies.

The college sends an email notification to all community members annually to provide information on accessing the PTC website and crime statistics report. All prospective employees may obtain a copy of the report by contacting the Director of Human Resources or the Director of Public Safety.

To view a full copy of the Security and Safety Report, please visit [Consumer Information](#).

The Department also maintains a daily crime log to record by the date the incident was reported, all crimes and other serious incidents that occur on campus, in or on non-campus owned or controlled buildings or property, or on public property that is immediately adjacent to and accessible from the

campus. The Daily Crime Log is available for public inspection at the department located on the second floor. The Daily Crime Log includes the nature, date, time, and general location of each crime reported to PTC, as well as the disposition of the complaint if that is known at the time the log is created. The department posts all incidents in the daily crime log within five business days of receiving a report of an incident. The department reserves the right to exclude crime report information from the log in certain circumstances.

DEFINITIONS

- **Clery Geography** is defined as areas that meet the definitions of “campus,” “non-campus building or property,” or “public property.” In addition, this may include, for the purpose of maintaining a daily crime log, areas within the patrol jurisdiction of the Department.
- **Federal Bureau of Investigation’s Uniform Crime Reporting** (FBI UCR) is defined as a nationwide, cooperative statistical effort in which city, university and college, county, state, tribal, and federal law enforcement agencies voluntarily report data on crimes brought to their attention.
- **Hierarchy Rule** is a requirement in the FBI’s UCR program that, for purposes of reporting crimes in that system, when more than one criminal offense is committed during a single incident, only the most serious offense is to be included in the institution’s Clery Act statistics.
- **Hate Crime** is a criminal offense that manifests evidence that the Victim/Survivor was intentionally selected because of the perpetrator’s bias against the Victim/Survivor. For the purposes of the Clery Act, the categories of bias that may serve as the basis for a determination that a crime is a hate crime would include the Victim/Survivor’s actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, or disability.
- **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 or African Americans, Caucasians.
- **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 nonexistence of a supreme being, e.g., Catholics, Jews, Protestants, atheists.
- **Gender** – A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender, e.g., male or female.

- **Gender Identity** – A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender non-conforming individuals.
- **Sexual Orientation** – A preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation.
- **Ethnicity** – A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry.
- **National Origin** – A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth.
- **Disability** - A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital, or acquired by heredity, accident, injury, advanced age, or illness.
- **Reasonably Contiguous** refers to a building or property PTC owns or controls that is in a location considered to be and treated as an integral part of PTC and has the same security policies as on-campus.

LIST OF CLERY REQUIREMENTS

The Clery Act requires colleges and universities to do the following.

- Publish an annual report by October 1 that contains three years of campus crime statistics and certain campus security policy statements.
- Disclose crime statistics for the campus and public areas immediately adjacent to or running through the campus, and certain non-campus facilities. PTC gathers the statistics from the Department, local law enforcement, and designated campus security authorities.
- Provide timely warning notices of crimes that have occurred and pose an ongoing threat to students and employees.
- Disclose crimes that occur on campus or within the patrol jurisdiction of the Department in a public crime log.
- Uniform Crime Reporting

GEOGRAPHIC AREA RELATED TO REPORTABLE CRIMES

On-campus includes any building or property owned or controlled by Pittsburgh Technical College that is within a reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes.

On-campus includes the main academic building, the Energy Tech Center, on-campus student housing, softball field, volleyball, and basketball courts, parking lots, sitting areas, campus roads, sidewalks, and remaining property within the PTC campus area.

Pittsburgh Technical College
1111 McKee Road
Oakdale, PA 15071

Off-campus is any building or property owned, controlled, or leased by PTC and used in direct support of, or in relation to PTC's educational purposes, frequently used by students, and not within the same reasonably contiguous area of the university is considered a non-campus building or property. In addition, all locations used by students during a multi-night PTC sponsored trip, which are controlled by the institution during the trip and used to support educational purposes, are treated as off-campus property for the purpose of reporting Clery Act crimes.

The non-campus geography includes buildings and properties, which are part of PTC's school-sponsored housing and includes the following.

Hawthorne Communities
900 Hawthorne Circle
Oakdale, PA 15071

MainStay Suites
1000 Park Lane Drive
Pittsburgh, PA 15275

TRAVEL

In the event that PTC sponsors a field trip, which includes travel and a stay of more than one night for students, all locations controlled by PTC during the trip will be included in the campus crime statistics as non-campus property.

PUBLIC PROPERTY

Public property includes thoroughfares, streets, sidewalks, and parking facilities, immediately adjacent to and accessible from the campus and recognized as public. This consists of the roadway, sidewalks, and public property adjacent to McKee Road between the borough of Oakdale and Steubenville Pike, and Gamble Road from Pinkerton Run Road to McKee Road in North Fayette Township.

The public property also includes the parking lots, sidewalks, roadways, and adjacent property within the vicinity of Westpointe Apartments, Hawthorne Communities, and Mainstay Suites when PTC students are in residence.

REPORTABLE CRIMES UNDER THE CLERY ACT

In accordance with the Clery Act, PTC's annual security report includes statistics for the previous three calendar years concerning reported crimes that occurred on and surrounding the campus. The college obtains statistics from campus crime documentation, the Student Affairs office, campus security authorities, and local police.

The Clery Act requires colleges to disclose three general categories of crime statistics, which include criminal offenses, hate crimes, and arrests and referrals for disciplinary action. In addition, PTC will disclose the total number of crimes reports that were determined to be unfounded in each of the three most recent calendar years.

The list of categories and the reportable criminal offenses that fall under them are listed below.

CRIMINAL OFFENSES

CRIMINAL HOMICIDE

- **Murder and Non-negligent Manslaughter** is defined as the willful (non-negligent) killing of one human being by another.
- **Manslaughter by Negligence** is defined as the killing of another person through gross negligence.

SEXUAL ASSAULT

- **Rape** is the penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the Victim/Survivor. This offense includes the rape of both males and females.
- **Fondling** is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the Victim/Survivor, including instances where the Victim/Survivor is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- **Incest** is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape** is sexual intercourse with a person who is under the statutory age of consent.

VIOLENCE AGAINST WOMEN ACT (VAWA)

- **Dating Violence** is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the Victim/Survivor; where the existence of such a relationship is determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.
- **Domestic Violence** a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the Victim/Survivor; or by a person with whom the Victim/Survivor shares a child in common; or by a person who is cohabitating with, or has cohabitated with, the Victim/Survivor as a spouse or intimate partner; or by a person similarly situated to a spouse of the Victim/Survivor under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or by any other person against an adult or youth Victim/Survivor who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
- **Stalking** is engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others; or suffer substantial emotional distress.

OTHER CRIMINAL OFFENSES

- **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/survivor in fear.
- **Aggravated assault** is an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. this type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.
- **Burglary** is the unlawful entry of a structure to commit a felony or a theft.
- **Motor vehicle theft** is the theft or attempted theft of a motor vehicle.
- **Arson** is any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

HATE CRIMES

All criminal offenses listed above, and

- **Larceny** is the unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.
- **Simple assault** is an unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim/survivor suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.
- **Intimidation** is to unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim/survivor to actual physical attack.
- **Destruction/damage/vandalism 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.

ARRESTS, LIQUOR LAW VIOLATIONS, AND REFERRALS FOR DISCIPLINARY ACTION

- **Weapons:** carrying, possessing, etc., is defined as the violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature.
- **Drug abuse violations** are defined as the violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.
- **Liquor law violations** are defined as the violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.

UNFOUNDED CRIMES

- A crime is considered unfounded for Clery act purposes only if sworn or commissioned law enforcement personnel make a formal determination that the report is false or baseless.

CLERY CRIME STATISTICS

CRIMINAL OFFENSES

| CRIMINAL OFFENSE | YEAR | NORTH FAYETTE CAMPUS (1) | ON CAMPUS RESIDENTIAL FACILITIES (2) | PUBLIC PROPERTY (3) | NON- CAMPUS PROPERTY (4) | NON- CAMPUS PROPERTY (5) | NON- CAMPUS PROPERTY (6) |
|---------------------------------------|------|--------------------------------|---|---------------------------|-----------------------------------|-----------------------------------|-----------------------------------|
| MURDER/NON- NEGLIGENT MAN | 2022 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 | 0 | 0 |
| MANSLAUGHTER BY NEGLIGENCE | 2022 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 | 0 | 0 |
| RAPE | 2022 | 2 | 2 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 1 | 0 | 0 |
| FONDLING | 2022 | 1 | 1 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2020 | 1 | 1 | 0 | 0 | 0 | 0 |
| INCEST | 2022 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 | 0 | 0 |
| STATUTORY RAPE | 2022 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 | 0 | 0 |
| ROBBERY | 2022 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 1 | 0 | 0 |
| AGGRAVATED ASSAULT | 2022 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 | 0 | 0 |
| BURGLARY | 2022 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 | 0 | 0 |
| MOTOR VEHICLE THEFT | 2022 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 | 0 | 0 |
| ARSON | 2022 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 | 0 | 0 |

| | | | | | | | |
|---|------|---|---|---|---|---|---|
| LIQUOR LAW ARRESTS | 2022 | 3 | 3 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2020 | 3 | 3 | 0 | 0 | 0 | 0 |
| DRUG LAW ARRESTS | 2022 | 1 | 1 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 | 0 | 0 |
| ILLEGAL WEAPONS POSSESSION ARRESTS | 2022 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 | 0 | 0 |

- (1) North Fayette Campus
- (2) On Campus Housing: data reported here is a subset of data for NFC (1)
- (3) Public Property: Oakdale to Rt 22-30, along McKee Road in North Fayette Twp.
- (4) Non-Campus Property: school sponsored housing (Westpointe, Hawthorne) - 1/20-3/16/20
- (5) Non-Campus Property: Interim Housing (MainStay Suites) dates of occupancy: 12/1/2019-02/28/2020;
Microtel Dates of Occupancy 12/1/2019-1/31/2020
- (6) Non-Campus Properties: Overnight Stays - school sponsored trip location(s) *see attached documentation for dates/times/locations.

UNFOUNDED CRIMES: 2022-0 2021-0 2020- 0

REVISED 09/27/2023

HATE CRIMES

| HATE CRIMES | YEAR | COUNT | RACE | RELIGION | SEXUAL ORIENTATION | GENDER | DISABILITY | ETHNICITY/ NATIONALITY |
|--|------|-------|------|----------|--------------------|--------|------------|---------------------------|
| MURDER/NON-NEGLIGENT MANSLAUGHTER | 2022 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| MANSLAUGHTER BY NEGLIGENCE | 2022 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| RAPE | 2022 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| FONDLING | 2022 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| INCEST | 2022 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| STATUTORY RAPE | 2022 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| ROBBERY | 2022 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| AGGRAVATED ASSAULT | 2022 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| BURGLARY | 2022 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| MOTOR VEHICLE THEFT | 2022 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| ARSON | 2022 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| SIMPLE ASSAULT | 2022 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| LARCENY-THEFT | 2022 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

| | | | | | | | | |
|---|------|---|---|---|---|---|---|---|
| INTIMIDATION | 2022 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| DESTRUCTION/ DAMAGE/ VANDALISM OF PROPERTY | 2022 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

The incident will be numerically listed in the appropriate category with a caveat relating to the crime committed.

REVISED 09/27/2023.

VIOLENCE AGAINST WOMEN ACT (VAWA) CRIMES

| CRIMINAL OFFENSE VAWA | YEAR | NORTH FAYETTE CAMPUS (1) | ON CAMPUS RESIDENTIAL FACILITIES (2) | PUBLIC PROPERTY (3) | NON-CAMPUS PROPERTY (4) | Non-Campus PROPERTY (5) | NON-CAMPUS PROPERTY (6) |
|---------------------------------|------|--------------------------|--------------------------------------|---------------------|-------------------------|-------------------------|-------------------------|
| DOMESTIC VIOLENCE - VAWA | 2022 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 2 | 0 | 0 |
| DATING VIOLENCE - VAWA | 2022 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 | 0 | 0 |
| STALKING - VAWA | 2022 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 | 0 | 0 |

- (1) North Fayette Campus
- (2) On Campus Housing: data reported here is a subset of data for NFC (1)
- (3) Public Property: Oakdale to Rt 22-30, along McKee Road in North Fayette Twp.
- (4) Non-Campus Property: school sponsored housing (Westpointe, Hawthorne) - 1/20-3/16/20
- (5) Non-Campus Property: Interim Housing (MainStay Suites) dates of occupancy: 12/1/2019-02/28/2020; Microtel Dates of Occupancy 12/1/2019-1/31/2020
- (6) Non-Campus Properties: Overnight Stays - school sponsored trip location(s) *see attached documentation for dates/times/locations.

Revised 9/27/2023.

DISCIPLINARY ACTIONS

| OFFENSE | YEAR | NORTH FAYETTE CAMPUS (1) | ON CAMPUS RESIDENTIAL FACILITIES (2) | PUBLIC PROPERTY (3) | NON-CAMPUS PROPERTY (4) | NON-CAMPUS PROPERTY (5) | NON-CAMPUS PROPERTY (6) |
|--|------|--------------------------|--------------------------------------|---------------------|-------------------------|-------------------------|-------------------------|
| LIQUOR LAW VIOLATIONS REFERRED FOR DISCIPLINARY ACTION | 2022 | 21 | 21 | 0 | 0 | 0 | 0 |
| | 2021 | 4 | 4 | 0 | 0 | 0 | 0 |
| | 2020 | 16 | 16 | 0 | 22 | 0 | 0 |
| DRUG LAW VIOLATIONS REFERRED FOR DISCIPLINARY ACTION | 2022 | 31 | 30 | 0 | 0 | 0 | 0 |
| | 2021 | 13 | 13 | 0 | 0 | 0 | 0 |
| | 2020 | 14 | 14 | 0 | 16 | 0 | 0 |
| ILLEGAL WEAPONS POSSESSION VIOLATIONS FOR DISCIPLINARY ACTION | 2022 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 | 0 | 0 |

- (1) North Fayette Campus
- (2) On Campus Housing: data reported here is a subset of data for NFC (1)
- (3) Public Property: Oakdale to Rt 22-30, along McKee Road in North Fayette Twp.
- (4) Non-Campus Property: school sponsored housing (Westpointe, Hawthorne) - 1/20-3/16/20
- (5) Non-Campus Property: Interim Housing (MainStay Suites) dates of occupancy: 12/1/2019-02/28/2020; Microtel Dates of Occupancy 12/1/2019-1/31/2020

- (6) Non-Campus Properties: Overnight Stays - school sponsored trip location(s) *see attached documentation for dates/times/locations.

Revised 9/27/2023.

CAMPUS POPULATION DATA

ENROLLMENT (as of fall 2022 unless otherwise noted)

- 1066 students (83% full time)
- 143 undergraduate transfer-in enrollment
- 75% of students are 24 and under; 25% are 25 and over.
- 53% male, 47% female
- 92% of students are from in-state while 8% represent 7 other states.
- **Student race/ethnicity:**
 - 0% American Indian
 - 1% Asian
 - 9% Black or African American
 - 2% Latinos
 - 0% Native Hawaiian
 - 72% White
 - 4% two or more races
 - 12% race/ethnicity unknown
 - 0% non-resident alien

FACULTY AND STAFF*

- 45 full-time, 57 part-time faculty
- 116 full-time staff, 11 part-time staff*

* Source: PTC Human Resources, June 2023

NOTIFICATION OF CRIMES & OTHER EMERGENCIES

EMERGENCY RESPONSE TEAM

Consistent with the Department of Education Handbook for Campus Safety and Security Reporting, PTC adopts the following emergency notification procedures.

PTC's Emergency Response Team (ERT) is a group of trained staff and faculty members who assist Campus Public Safety in response to a critical incident.

The ERT has a primary and secondary team configuration and can provide 24-hour, seven days per week coverage.

TRAINING

The training team members receive the following:

1. Critical response using NIMS (National Incident Management System)
2. Responsibility of position
3. Function during emergency
4. Annual table-top exercise

The ERT includes an Incident Commander, On-Scene Commander, Communications (Public Information), Logistics, and Support. Although structured in a hierarchy, the ERT operates at the peer level. When emergency first responders (fire, police, EMT, etc.) arrive on the scene, the Incident or On-scene Commander will brief them on the situation, turn over the situation to them, and stand by to assist.

Only the Incident Commanders or a designated ERT member (as defined in the Emergency Response Policy) will dispatch notifications. Campus Public Safety classifies notification events into two categories of emergency events and timely warning events. Each category depends on the nature of the activity or event and level of threat to the campus community. Both categories are Clery Act reportable.

EMERGENCY EVENTS

An emergency event is actively occurring criminal conduct that poses an immediate and serious physical threat to persons in the campus community. Examples include active and ongoing shooting, violent physical assault, riots, kidnapping, robbery, an armed intruder, bomb threat, violent weather event, gas leak, terrorist activity, nearby fire, or nearby toxic spill.

EMERGENCY NOTIFICATION PROCEDURE

Once made aware of an emergency event, the on-scene responder notifies the Incident Commander. The Incident Commander will then dispatch electronic emergency notifications through the Blackboard Connect (alert system).

Emergency notifications include extended means of notice such as mass email, intercom, and written notification. The Incident Commander uses the appropriate means of communication based on the circumstances. The emergency notifications will be brief, contain the facts as reasonably known, and any advice necessary for the community to take specific protective measures, including lockdown, if necessary.

The on-scene responder follows these procedures:

1. Immediately respond to the emergency
2. Notify an Incident Commander of the emergency and initiate the emergency notifications process.
3. If no Incident Commanders are reachable, the on-scene responder will function as the Incident Commander and initiate the process.
4. The on-scene responder will continue trying to reach an Incident Commander

The person initiating the emergency notifications process will follow these procedures:

1. Immediately issue and dispatch an electronic Blackboard Connect emergency notification.
2. Verify that the notification was successful by checking his/her phone or verifying with another individual.
3. Re-send the notification if the initial dispatch cannot be verified.
4. Initiate any extended methods of notification, as appropriate to the circumstances.
5. Issue a timely warning to follow-up, as necessary.

TIMELY WARNING EVENTS

A timely warning event is an incident that is occurring or has occurred in the campus area. It includes criminal conduct, which may occur as an isolated incident or continue as a series of events. It may be an activity not involving crime, which is occurring on or near the college grounds, which poses a threat to persons or property in the campus community. These include emergency events, crimes not actively occurring but that pose a threat to persons or property, conditions that may cause injury to persons or property - such as severe weather conditions, or fire, gas leak, and power outages.

FOLLOW-UP NOTIFICATIONS

1. Upon learning of a timely warning event, or if a timely warning is required as a follow-up to emergency notification, the Incident Commander shall follow this procedure.
2. Compose a timely warning notice that describes the known facts and circumstances.
3. Dispatch the timely warning through the Blackboard Connect emergency notifications system.
4. Initiate any extended methods of notification that are appropriate to the circumstances.

The Incident Commander or designated representative will send follow-up alerts to emergency notifications or timely warnings. Follow-up notifications will inform the community of the resolution of an event, provide updates and further instruction of an ongoing event, or provide additional details of an ongoing occurrence that is non-criminal but poses a threat to persons or property.

ANNUAL TEST OF THE SMS SYSTEM

The Director of Security shall conduct a yearly test of the Blackboard Connect system and evaluate, test, and review the extended methods of notification and the emergency response procedures in place at PTC. The tests will involve the participation of all associated PTC personnel, the Emergency Response Team, the North Fayette Police Department, and fire and emergency medical personnel.

The Department and the Vice President of Academic Affairs maintains a file of the yearly tests and evaluations.

SIGNING UP FOR PTC ALERTS AND EMERGENCY NOTIFICATIONS

1. From the drop-down, choose PTC Alert
2. Enter cell phone number.
3. Receive confirmation text.
4. Follow directions and respond to the confirmation text.
5. Membership is now confirmed.

Students, faculty, and staff may sign up for PTC Alerts by visiting <http://www.ptcollege.edu/about/current-students/text-alert-signup> and entering their cell phone number.

REPORTING AN INCIDENT

HOW TO REPORT AN INCIDENT OR EMERGENCY

Members of the PTC community can enhance the safety of all and assist the responding agencies by cooperating fully with instructions given by authorities before, during, and following an emergency.

Violent incidents can occur anywhere with little or no warning. Individual members of the PTC community should be aware of their surroundings and notify Campus Public Safety or emergency first-responders of any criminal event that they witness. For the safety and security of PTC students, faculty, staff, and visitors, all incoming calls to the Campus Public Safety Office are recorded.

IMMEDIATE ACTION

When an individual, group or organization notifies the Campus Public Safety Department of an emergency, they will alert the ERT and initiate the Emergency Action Plan. The Incident Commander, if necessary, uses Blackboard Connect to alert and inform the PTC community of the developing situation. Campus Public Safety may use other forms of mass notification in the primary stages of the emergency (i.e., bullhorn, phone, etc.)

Take the time to provide detailed information when reporting an incident to the Department as it can improve the response to the emergency. The dispatchers and responders may then be able to handle the matter more effectively.

REPORTING OPTIONS

All students, faculty, staff, and guests are encouraged to report criminal incidents, accidents and other emergencies to the Campus Public Safety Department, Title IX Coordinator and/or a Campus Security Authority.

TITLE IX COORDINATOR

Title IX of the Education Amendments of 1972 protects people from sex discrimination in education programs or activities that receive Federal financial assistance. Title IX states:

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 financial assistance.

The Title IX Coordinator serves as a resource for members of the PTC community who have questions or concerns regarding behavior that may be sexual harassment or sexual violence. All members of the college community are encouraged to contact the Title IX Coordinator if they observe, or encounter conduct that may be in violation of PTC's Sexual Harassment and Sexual Violence Policy or if they feel that their Title IX rights were violated.

The responsibilities of the Title IX Coordinator include, but may not be limited to, the duties listed below.

1. Coordinate with other responsible departments to ensure that PTC offers and provides sexual harassment and sexual violence prevention education and training programs.
2. Disseminate the Sexual Misconduct Policy (the Policy) widely to the college community.
3. Provide educational materials to promote compliance with the Policy and familiarity with reporting procedures.
4. Train college employees responsible for reporting or responding to reports of sexual harassment and sexual violence.
5. Provide prompt and effective response to reports of sexual harassment or sexual violence in accordance with the Policy.
6. Maintain records of reports of sexual harassment and sexual violence and actions taken in response to reports, including records of investigations, voluntary resolutions, and disciplinary action, as appropriate
7. Identify and address any patterns or systemic problems that arise during the review of sexual harassment and sexual violence complaints.

The Title IX Coordinator, Lindsay Seal, may be reached at 412-809-5311, or seal.lindsay@ptcollege.edu, or online using the [Title IX Discrimination Grievance Form](#) to submit a formal complaint.

The Title IX office is located on floor three of the main Academic Building. For more information view the [Sexual Misconduct Policy](#) and [Title IX Discrimination Grievance Procedures](#).

SECURITY & ACCESS TO CAMPUS FACILITIES

SECURITY AND CAMPUS ACCESS

Campus Public Safety officers have the authority, responsibility, and obligation to ask anyone, at any time, for their PTC ID if they question a person's authorization to be on campus or in a particular area of the property. The officer also has the authority to ask a person to vacate the college campus and to call the local Campus Public Safety for assistance if needed.

ACCESS AND KEY MANAGEMENT

The Campus Public Safety Department, in conjunction with the Information Technology Department and the Vice President of Business Affairs, approves all access card and key authorization levels.

MISSING ACCESS/KEY CARDS

During business hours, staff, faculty, or students who lose their access/key/identification cards must notify the Campus Store on level four of the academic building to stop access to their card. The store can then issue a new card and reestablish card access.

After business hours, those who lose their access/key/identification cards must go to the Campus Public Safety Department in Room 203 of the academic building for assistance. They will not issue a new card. It is still the cardholders' responsibility to notify the Campus Store to stop card access, have the store issue a new card, and reestablish card access.

When a student reports a key missing, the Campus Public Safety officer will decide on an appropriate course of action.

SECURITY CONCERNS IN THE MAINTENANCE OF CAMPUS FACILITIES

Members of the college community are encouraged to report any safety, security, or maintenance issues to the Department or to facilities maintenance to correct or mitigate. PTC has a number of procedures to follow in identifying security and safety violations.

Campus Public Safety officers will identify security and safety violations during patrols. They will report the violations immediately via the help desk or by phone/radio to request repairs or follow-up.

The maintenance, housekeeping, and housing staff look for any security, safety, or maintenance issues in the course of their duties and may correct them on the spot or submit a work order for correction.

The Resident life staff checks their areas of responsibility for any safety and security issues and reports any repairs/corrections needed to Maintenance or the Department.

Resident Assistants, who are students, will report problems to the Resident Life Office, Facility Maintenance, or the Department.

SAFETY AND SECURITY FOR RESIDENT LIFE AND STUDENT HOUSING

PTC houses students both on-campus in North Fayette Township and off-campus at Hawthorne Apartments in North Fayette Township, and Westpointe Apartments in Robinson Township. It may become necessary to contract temporary bed space with local hotel chains based on enrollment. Temporary housing locations include Mainstay Suites in North Fayette Township and Extended Stay America in Carnegie.

In addition to a full-time Director, Assistant Director, and Administrative Assistant, the Resident Life Department employs resident life staff members who live in the apartment communities where PTC students reside.

The college carefully screens resident life staff for employment and trains staff to follow specific procedures in handling emergencies. Resident life staff must pass the PA State Campus Public Safety and PA Child Abuse History Clearances. Subsequent to hire, they receive first aid, CPR, and AED training, which include periodic updates. Staff also receive safety and security awareness training as part of their in-service training from the Campus Public Safety Department. On a yearly basis, they are informed of campus crime statistics and given information on prevention. There is an emphasis on closing and locking all entrance and exit doors to ensure the safety of residents.

PTC does not have officially recognized student organizations with off-campus locations.

SUBSTANCE ABUSE POLICIES

POSSESSION, USE, AND SALE OF DRUGS OR ALCOHOL

POLICY ON ALCOHOL USAGE

Pennsylvania Act 31 governs all matters relating to alcohol. Every member of the PTC community is required to observe Pennsylvania law. No person under the age of 21 shall purchase, consume, transport, or possess alcoholic beverages. PTC will confiscate alcoholic beverages from students who are under 21 years of age and notify the North Fayette Police Department of the matter for disposition. No matter the situation, institutional disciplinary action may result.

When a person over the age of 21 gives alcohol to a minor, they violate Pennsylvania law. Authorities may impose a fine of up to \$2,500.00 for the first offense. If the fine is not paid, authorities may sentence the violator to incarceration for up to three months. The fines and prison terms for repeat offenders increase exponentially. No matter the situation, institutional disciplinary action will result.

The College discourages the use of alcohol by its students and does not permit alcoholic beverages in on- or off-campus housing. Violations of this policy may lead to disciplinary action up to and including temporary or permanent dismissal from school. The college will be responsible for any violation that may occur during a college-sponsored event that includes alcoholic beverages. PTC will be subject to all sanctions in accordance with the disciplinary code.

PTC does not permit guests of resident students to transport alcoholic beverages into any college property, regardless of age. Campus Public Safety will immediately remove any guest of resident students found to be drinking alcohol in the student apartments.

POLICY ON ILLEGAL DRUGS

PTC strictly adheres to federal and state laws that prohibit the possession, distribution, sale, or use of controlled substances. Students illegally possessing, distributing, or using any controlled substance or paraphernalia will be subject to immediate disciplinary action. The "odor of marijuana" is grounds for disciplinary action.

The college strongly supports the Drug-Free Workplace Act of 1988. PTC prohibits the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, as listed in the Schedules I through IV of Section 202 of the Controlled Substances Act (21 U.S.C. 812), on PTC property. Violations of such prohibitions, on- or off- campus, while conducting college-related business can result in disciplinary action up to and including temporary or permanent dismissal of students or termination of employees. The Campus Public Safety Department will turn over to proper authorities any quantity of an illegal drug discovered in the course of performing its duties. Although the Campus Public Safety officers do not have arrest powers, members of the PTC community have no

immunity from enforcement of the law. The college does not and cannot deny law enforcement agents who are seeking to uphold federal, state, and local drug laws access to college property. The disciplinary policy of the college permits acting beyond, or separate from, any action by civil authorities.

Distribution and use of prohibited drugs may threaten the physical and mental health of the user as well as the welfare of other students and the academic community. PTC encourages any individual facing a drug or alcohol problem to seek prompt treatment.

AMNESTY POLICY

FOR THOSE WHO OFFER ASSISTANCE AND FOR VICTIMS/SURVIVORS

In cases of intoxication and/or alcohol poisoning and/or drug overdose, the primary concern is the health and safety of the individual(s) involved. Individuals are strongly encouraged to call for medical assistance for themselves or for others who are dangerously intoxicated. No student seeking medical treatment for themselves or others for an alcohol or other drug-related overdose will be subject to college discipline for the sole violation of using or possessing alcohol and/or drugs.

SAFE HARBOR

PTC has a Safe Harbor rule for students. PTC believes that students who have a drug and/or alcohol addiction problem deserve help. If any PTC student brings their own use, addiction, or dependency to the attention of PTC officials outside the threat of drug and/or alcohol tests or conduct sanctions and seeks assistance, a conduct complaint will not be pursued. A written action plan may be used to track cooperation with the Safe Harbor program by the student. Failure to follow the action plan will nullify the Safe Harbor protection, and campus conduct processes will be initiated. Some academic programs (Nursing, etc.) have policies that may take precedence over this policy due to accreditation standards and/or health and safety concerns in clinical or similar settings.

DRUG AND ALCOHOL ABUSE POLICY

DRUG AND ALCOHOL ABUSE

Counseling and referrals are available for members of the PTC community. The phone number to reach PTC Counseling services is 1-800-647-3327.

PTC retains the right to regularly or periodically search individuals and their personal effects to ensure compliance with this policy, with the understanding that such searches are not an indication of someone's guilt.

The college recognizes alcohol and drug dependence as a major health and/or behavior problem. Individuals who need help in dealing with alcohol or drug dependency should contact Student

Services, their Academic Chair, or counseling service. PTC employees who wish to seek help can consult Human Resources for confidential assistance in finding a suitable rehabilitation and counseling program.

FINANCIAL AID PENALTIES POLICY

FINANCIAL AID PENALTIES FOR DRUG LAW VIOLATIONS

In accordance with the Higher Education Opportunity Act Sec. 408, each college is required to provide notification to students upon enrollment "that a conviction for any offense, during a period of enrollment for which the student was receiving Title IV HEA Program funds will result in the loss of eligibility for any Title IV HEA grant, loan or work-study assistance."

| | Possession of Illegal Drugs | Sale of Illegal Drugs |
|-------------------------------|---------------------------------------|---------------------------------------|
| 1st Offense | One year from date of conviction | Two years from the date of conviction |
| 2nd Offense | Two years from the date of conviction | Indefinite period |
| 3rd Offense | Indefinite period | |

DRUG AND ALCOHOL SCREENING

DRUG AND ALCOHOL SCREENING

An employee who is involved in an auto accident while driving a PTC owned vehicle may be required to undergo a drug or alcohol screening. If an employee exhibits questionable behavior, or if there is any reason to suspect drug or alcohol abuse during working hours, PTC may request the employee undergo screening. If the suspected employee is a member of the Campus Public Safety Department, a senior member of the PTC staff will accompany the individual to a medical facility.

The Drug-Free Workplace Act of 1988 requires that all personnel notify the College of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction. PTC is then required to notify the appropriate federal agency within ten (10) days after such notification.

SECURITY AWARENESS PROGRAMS

SECURITY PROGRAMS FOR FIRST YEAR STUDENTS

PTC schedules security awareness presentations for each new student orientation session. The information presented in the presentations relates to crime and crime prevention and includes discussion of locations both on- and off-campus. PTC hosts presentations with family members to familiarize them with the Campus Public Safety Department and to address any questions or concerns that they may have.

A member of the Campus Public Safety team meets with first-quarter students to discuss parking policies, how to report an emergency, the emergency mass-notification system, emergency events and smoking on- and off-campus.

All first-year students are required to complete the MyStudentBody (until December 2021, after that [Vector Solutions](#) will provide the learning modules) courses. The courses teach students about alcohol, drugs/addictive substances, and sexual violence awareness. The goal of these courses is to increase students' knowledge, decrease harmful behaviors, and provide information to help students make good decisions. Students receive information on MyStudentBody (or Vector Solutions) during their orientation session, as well as in their designated first-quarter class where the instructor assigns the online modules.

ONGOING SECURITY AWARENESS PROGRAMS

At the beginning of each move-in term, the resident life staff, and Campus Public Safety staff hold presentations for the resident student population. The presentations focus on safety, safety awareness, theft, the Sexual Harassment & Rape Prevention Program (SHARP), and fire safety. Presentation topics include, but are not limited to, staying safe on-campus, mental and emotional well-being, surviving an active threat, identity theft, rape prevention, defensive tactics, bystander intervention, sexual health and personal awareness, social issues, and alcohol and drug abuse awareness.

Every month, the Resident Life and Campus Public Safety Departments host a variety of awareness programs for on- and off-campus residents. Program themes include College Life, Life Skills, Relationships, Alcohol & Drug Abuse, Community Engagement, Sexual Health and Personal Awareness, Diversity, Stress Management, Healthy Living, Social Issues, Arts and Recreation, and Transitions. Interwoven in the themes are several safety and security modules, including but not limited to, alcohol and drug education, Internet safety, sexual education, bystander intervention, healthy relationships, quit-the-habit, racism, sexism, homophobia, and preventing sexual harassment and violence.

A common theme of all awareness and crime prevention programs is to encourage students and employees to take responsibility for their security and the security of others.

CRIME PREVENTION

Various organizations present crime prevention programs on personal safety and theft prevention throughout the year. Security personnel facilitates programs for students, parents, staff, and faculty, emphasizing crime prevention and the protection of personal property. Campus Public Safety and resident life staff conduct awareness sessions during student orientation and periodically throughout the year. The ongoing awareness programs include:

- **Bullying** – Students watch video clips that focus on bullying, and the Resident Advisors follow up with a discussion on bullying and its impact. Resident Advisors ask students how they would handle, report, and stop bullying.
- **New Student Orientation** – This event occurs three times per year in each of the on- and off-campus student housing facilities. New and returning students gather to discuss the rules and regulations of living in PTC housing. Resident life staff review policies and procedures with students, including a variety of best practices to maintain personal safety, theft prevention, how to report suspicious activity, what to do in an emergency, and common practices to avoid (i.e., loaning out an ID or key, propping the apartment door open, letting in strangers).

ALCOHOL AND DRUG PREVENTION PROGRAMS

Campus Public Safety and Resident Life offer various crime, alcohol, and drug prevention programs throughout each quarter that students may attend. The programs may include but are not limited to the following.

- **Mocktails** – During this event, Resident life staff serves students non-alcoholic beverages and hors-d'oeuvres while presenting students with information relating to alcohol, the associated risk factors, and federal and state laws regarding it.
- **Good, Bad or Other? Healthy Relationships** – Students discuss various relationship issues, including drama, cultural differences, and violence.
- **Addiction** – Resident Life shows students several clips from films referencing addiction. After viewing a clip, students discuss the actions, consequences, and next steps in reference to that film segment.
- **PONG** – Students have fun engaging in a water pong tournament and receive information on positive ways to relieve stress. Resident Life Staff also discusses the pitfalls of turning to alcohol or drugs to deal with stress, and how drugs and alcohol can contribute to it by means of health issues and legal/judicial concerns.

- **The Century Club** – Students each receive a “shot” of soda. After drinking the “shot,” the students learn binge drinking statistics, general facts, legalities, and policies relating to alcohol consumption.

ANNUAL NOTIFICATIONS

Notifications are sent in October to inform students of the annual safety and security report, campus crime statistics, drug-free workplace policy, drug and alcohol policies, penalties and prevention, campus safety information, missing person and fire safety report, Family Educational Rights and Privacy Act (FERPA), and PA state voter registration information.

SECURITY AWARENESS PROGRAMS FOR FACULTY AND STAFF

SEXUAL MISCONDUCT

PTC offers programs focusing on sexual harassment awareness at new hire orientation and then annually for all faculty and staff. The Title IX Coordinator explains the laws governing sexual harassment and sexual violence, which includes information in reference to the Pennsylvania Human Relations Act, Pennsylvania Fair Educational Opportunities Act, Title IX, Violence Against Women Reauthorization Act of 2013 (VAWA), and the Campus Sexual Violence Elimination (SaVE) Act. Included in this training are topics such as defining sexual harassment, which includes quid pro quo harassment, hostile environment harassment, sexual violence, sexual coercion, and sexual conduct. In addition, topics include understanding Title IX, clarifying non-discrimination policies, knowing complainant rights, incorporating bystander intervention, addressing confidentiality concerns, and responding to retaliation are presented.

RUN, HIDE, FIGHT

PTC airs the Run, Hide, Fight video, funded by the Department of Homeland Security, to faculty and staff annually. The video presents active shooter information simply and concisely to better prepare individuals who might encounter such a situation. Following the video, the Department holds a question-and-answer session with employees to address concerns and provide additional information.

OFFICIAL WITH AUTHORITY

Faculty and staff, who are Officials with Authority, are required to receive training at the time of hire and on an annual basis thereafter. This training provides an overview of the Jeanne Clery Act and Title IX. Faculty and staff will learn how to receive and file a Clery Act crime report. Topics included in this training are how to define a CSA, how to listen when receiving a report, how to respond to a report, how to document and report a Clery Act crime to Campus Public Safety or the Title IX Coordinator, and how information is used under the Jeanne Clery Act.

OWAs will also learn about their roles and responsibilities, and the roles and responsibilities of confidential resources, both on- and off-campus, whom the OWA may refer the student to if necessary.

RESIDENT LIFE

The annual training for Resident life staff includes a variety of security awareness presentations. These presentations inform staff of campus crime and train them on crime prevention. There is an emphasis made on closing and locking all doors to the residence halls, handling emergency situations, drugs, and alcohol, assisting students in need, sexual harassment, and violence, and reporting suspicious activity.

EMERGENCY RESPONSE GUIDE

During new hire orientation, the Department gives an Emergency Response Guide to each new employee. Campus Public Safety intends this document to provide guidance on actions to take in an emergency. The Guide works in conjunction with PTC's Emergency Action Plan, PTC's Policy and Procedure Manual, and as always, common sense.

The following information is included in the Emergency Response Guide:

1. Information on PTC's mass notification system
2. How to report crimes and emergencies
3. The locations of on- and off-campus rally points
4. Reporting a disruption of service (such as air conditioning, heating, or electricity)
5. Steps to take during a weather emergency.
6. What to do during various medical emergencies
7. How to file a kidnapping or missing person's report
8. Reporting a death on PTC property
9. How to report a physical and sexual assault
10. Reporting a psychological or suicide emergency
11. How to respond to a confrontational person or intruder
12. Steps to take in an active shooter incident.
13. Alarms and Evacuation procedures
14. Reporting a bomb threat or exploding devices

OTHER AWARENESS PROGRAMS

At the beginning of each move-in term, the resident life staff, Campus Public Safety staff, and local law enforcement hold presentations for the resident student population. The presentations focus on safety, safety awareness, theft, Title IX, Clery security, and fire safety. Presentation topics include, but are not limited to, staying safe on-campus, mental and emotional well-being, surviving an active threat, identity theft, reducing the risk of domestic violence, dating violence, sexual assault and stalking, bystander intervention, defensive tactics, sexual health and personal awareness, social issues, and alcohol and drug abuse awareness.

Every month, Resident Life and the Departments host a variety of awareness programs for on- and off-campus residents. Program themes include College Life, Life Skills, Relationships, Alcohol & Drug Abuse, Community Engagement, Sexual Health and Personal Awareness, Diversity, Stress Management, Healthy Living, Social Issues, Arts and Recreation, and Transitions. Interwoven in the themes are several safety and security modules, including but not limited to, alcohol and drug education, Internet safety, sexual education, bystander intervention, healthy relationships, quit-the-habit, racism, sexism, homophobia, and reducing the risk of dating violence, domestic violence, sexual assault, and stalking.

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A common theme of all awareness and crime prevention programs is to encourage students and employees to take responsibility for their own security and the security of others.

The college promotes awareness of sexual harassment and sexual violence by periodically distributing information on reducing the risk of sexual violence, domestic violence, dating violence, and stalking. Additionally, PTC includes material on this topic via the college website and as part of college awareness campaigns.

REDUCING THE RISK OF SEXUAL MISCONDUCT

PTC provides information on suggestions and practices that may reduce the risk of sexual assault, as well as immediate steps one may take if an assault occurs. This information is provided in the [Title IX Handbook](#) published on the Consumer Information page of the college website.

VICTIMS/SURVIVORS OF ASSAULT

Immediately after an assault, the Victim/Survivor may be in a state of shock. Victims/Survivors react in different ways, sometimes hysterically, angrily, or calmly. In this state, the Victim/Survivor will make better decisions by talking with someone that they trust or speaking with a professional crisis intervention worker. It may help them understand their options.

The Victim/Survivor, at this time, may want to bathe or shower. It is not advised to do this. Instead, the Victim/Survivor should wrap himself or herself in something warm, such as a blanket or coat and then call emergency services for immediate assistance.

After an assault, the Victim/Survivor should avoid taking a shower or bath, brush or comb their hair, douche or go to the bathroom, change clothes or bedding, eat or drink, brush or rinse teeth or touch anything at the crime scene. Doing any of this may damage or destroy important evidence. The Victim/Survivor should consider having a rape kit done at the hospital. If deciding to press charges, the preservation of evidence is very important to the successful prosecution of cases involving sexual violence. All medical procedures are confidential.

Area hospitals that collect evidence include, but are not limited to, Magee Women's Hospital, 412-647-4933; Mercy Hospital, 412-232-8222; Ohio Valley General Hospital, 412-777-6161; Sewickley Hospital, 412-741-6600; or St. Clair Hospital 412-942-4000; Pittsburgh Action against Rape, 888-363-7273; Resolve Crisis Center, 888-796-8226. In addition, the Victim/Survivor may seek medical attention and evidence preservation help from PTC Counseling services at 1-800-647-3327.

Information on sexually transmitted diseases is available on the [Allegheny County Health Department's website](#).

If an individual reports to the college that s/he has been a Victim/Survivor of domestic violence, dating violence, sexual assault, or stalking, s/he shall be provided with a written explanation of the individual's rights and options whether the offense occurred on- or off-campus.

This written explanation includes the *Federal Campus Sexual Assault Victims/Survivors' Bill of Rights*, which was signed into law in 1992. It outlines a Victim/Survivor's rights after an incident. The bill states that survivors shall be notified of their options to notify law enforcement, the accuser and accused must have the same opportunity to have others present, that both parties shall be informed of the outcome of any disciplinary proceeding, that Survivors shall be notified of counseling services,

and that survivors shall be notified of options for changing academic and living situations. These rights exist as a part of the campus security reporting requirements, commonly known as the Jeanne Clery Act.

Sexual violence is comprised of a number of crimes, and Victims/Survivors have the opportunity to press charges. The Victim/Survivor is the only one who can decide to file charges against the perpetrator. All who are involved in the reporting of the crime, including those at PTC, will respect any decisions made. If the Victim/Survivor chooses, the Department or other personnel may assist in filing a report. Because sexual violence is a crime, the college will confer with local authorities regarding the sex offense even if the Victim/Survivor decides not to press charges.

RESOURCES

1. PTC Counseling Services: 1-800-647-3327
2. Pittsburgh Action Against Rape (PAAR), 412-431-5665
3. Not Alone @ <https://www.notalone.gov/>
4. Violence Against Women Reauthorization Act (VAWA) of 2013, @ <http://www.justice.gov/ovw/legislation-0>
5. Title IX @ http://www2.ed.gov/about/offices/list/ocr/docs/tix_dis.html
6. Clery Act @ <http://clerycenter.org/>
7. Identification of Sexual Offenders ([MEGAN'S LAW](#))

Members of the Department scan the Megan's Law website on a monthly basis in order to monitor convicted sexual offenders in the area, including the communities of Oakdale, North and South Fayette, Robinson Township, and McKees Rocks.

If an offender is a student, Campus Public Safety will immediately bring it to the attention of the VP of Academic Affairs, and Associate VP of Student Services. The campus community can visit to view any registered sex offenders from the communities within the geographic areas most affecting PTC.

FIRE SAFETY AND EMERGENCY EVACUATION PLAN

FIRE SAFETY (on-and off-campus housing)

Each on-campus residence hall is equipped with smoke detectors, and all residence halls have fire alarm systems and sprinkler systems. There are also fire extinguishers available throughout each building.

PROCEDURES

If students detect a fire, they should use the following procedures:

1. Activate the nearest fire alarm.
2. Call **911**
3. Evacuate the building and go to the nearest rally point.
4. Notify Campus Public Safety about the nature and the location of the fire.
5. Treat a fire alarm as though a serious condition exists. There may be no indication of what a real alarm is and what a drill is. Failure to leave the building for any reason when a fire alarm goes off may result in disciplinary action.
6. Close and lock doors when exiting
7. Evacuated students must leave the building and should stand at a designated rally point.
8. Students should not return to the building until instructed to do so by Resident Life, Police, or PTC administration.

FIRE SAFETY IN ACADEMIC BUILDINGS

Each academic building is equipped with smoke detectors or fire alarm systems or sprinklers. There are also fire extinguishers available throughout each building.

1. Sound the building alarm system or call reception "0" from any campus landline phone.
2. Alert reception by dialing "0" or call Campus Public Safety on x5300.
3. If no response, call 911.
4. Evacuate everyone according to routes posted in rooms to posted rally points.
5. Close all classroom and office doors (do not lock)
6. Instructors are responsible for accounting for all students.
7. On-scene commander to meet the responders
8. Building re-entry can only occur when authorized by a fire official

EVACUATION

Upon activation of the fire alarm or discovery of smoke or fire, all persons will evacuate in accordance with the evacuation plan. The ERT and Campus Public Safety force will remain in the building to perform necessary functions such as ensuring the evacuation is taking place, check for disabled, check restrooms. ERT, faculty, and staff will also assume rally point responsibilities as required.

EVACUATION OF PEOPLE WITH DISABILITIES

In the academic building the ERT, faculty, and staff will ensure disabled are cared for and evacuated to a rallying point. In off-campus housing, the Resident Coordinators and Assistants will ensure disabled are cared for and evacuated to a rallying point. In on-campus housing, the Emergency Response Team (ERT), Police, resident coordinators and assistants will ensure that disabled students reach the designated areas.

1. Number and cause(s) of each fire
2. Number of injuries related to a fire that resulted in medical treatment at a medical facility.
3. Number of deaths related to fires.
4. Value of property damage caused by a fire.
5. A description of each on- and off-campus fire safety and sprinkler system in student housing
6. The number of regular supervised fire drills

RELOCATION OF STUDENTS

Should a fire or other emergency cause the building to be uninhabitable, the ERT, Student Services, and Housing teams in conjunction with the ERT will determine where to house the students.

INSTRUCTORS

1. Go over evacuation plan with students.
2. Signal students to evacuate, using the closest exit, and get to a rallying point and stay there, upon hearing the fire alarm or seeing smoke or fire.
3. Are accountable for students at the rally point.
4. Keep students off the road, so responders have a clear lane to get to the facility.
5. Report missing students to ERT, Police or on-scene commander.

STAFF

1. Evacuate the building from the closest exit.
2. Assist people with disabilities.
3. ERT/Police/Maintenance will assist with evacuation.
4. Move people as needed.
5. Attend to people with disabilities.
6. Meet on-coming responders.

7. Act as the liaison with responders
8. Provide access as required.

FIRE SAFETY EQUIPMENT AND CODES

Tampering with fire safety equipment, activating a false alarm, or discharging extinguishers poses an immediate safety risk for residents and is subject to criminal prosecution as well as being a violation of student conduct and fire safety code.

Individuals found responsible for such activities may face immediate dismissal from housing and/or the college and criminal prosecution.

FIRE CODE OCCUPANCY LIMITS

In order to ensure student safety in the case of fire, and in compliance with fire code, occupancies in community areas and lounges should not exceed the limits of the occupancy permits designated for those areas.

FIRE REPORTING

Campus Public Safety issues an annual fire safety report that includes statistics for each off-campus student housing facility, and includes the following:

The college maintains an annual fire safety report that includes statistics for each on- and off-campus student housing facility as well as the institution's main instructional facility.

FIRE SAFETY AND INCIDENT REPORT FOR JANUARY-DECEMBER 2022

| Location | # of Fires | Type of Fire | # of Injuries | # of Deaths | Value of Property Damage | # of Supervised Fire Drills |
|------------------------|-------------------|---------------------|----------------------|--------------------|---------------------------------|------------------------------------|
| Steel Hall | 1 | | | | N/A | 3 |
| Keystone Hall | 1 | | | | N/A | 3 |
| Independence Hall | 1 | | | | N/A | 3 |
| SSH Hawthorne | | | | | N/A | 0 |
| Main Academic Building | | | | | N/A | 0 |
| Energy Tech Center | | | | | N/A | 3 |

EVACUATION PLANNING

Every incident has the potential for an evacuation, and it is important for Campus Public Safety to meet the needs of the PTC community during such an occurrence.

In the event of an off-campus incident in the surrounding community, which includes PTC off-campus housing and McKee Elementary School, those affected can go to PTC for temporary emergency shelter. PTC is a designated Red Cross warming and cooling shelter that has the capability of housing up to one hundred dislocated residents.

The Department maintains a detailed Emergency Response Policy in coordination with the Vice President of Business Affairs and the Emergency Response Team.

MISSING PERSONS

POLICY FOR HANDLING MISSING PERSON SITUATIONS

Every student has an opportunity to register a contact person for PTC to notify in the case of emergency. PTC stores contact information for all dependent students and will use this for notification purposes. Contact information will be registered confidentially and is accessible only to PTC campus officials but may be disclosed to law enforcement in furtherance of a missing person investigation. For independent students, PTC stores the emergency contacts provided by the student and applies the same confidentiality standard as that of dependent student contact information.

Contact the Public Safety Department, Student Services, or a member of the PTC community to report the disappearance of a PTC student.

Upon notification of a missing person, the Department will collect necessary information. This includes the name of the missing person, the name of the person filing the report, the last place and time the person was accounted for, who the person was with, the activity the person engaged in, and other anecdotal or substantiated information.

The North Fayette Police Department has authority over the PTC campus and Hawthorne housing situations, and the Robinson Township Department has authority for situations arising at Westpointe.

The college will do a preliminary investigation and reach out to the designated emergency contact. The college will notify local law enforcement and the parents or guardians of non-emancipated students less than 18 years of age within 24 hours of the determination that the student is missing. If there are questions of parental/guardian notification, the Director of Resident Life or the Director of Campus Public Safety will decide as to who should be contacted.

PTC's the Department, the local policing agency, and the student's emergency contact(s) will work together to locate the student and resolve the situation.

MISSING PERSONS REPORT

The college maintains an annual missing persons' report that includes statistics for on- and off-campus student housing facilities.

MISSING PERSON(S) REPORT FOR JANUARY - DECEMBER 2021

| | On Campus | Off-Campus |
|--|-----------|------------|
| Number of Missing Persons' Reported | 0 | 0 |