

POINT PARK UNIVERSITY



2024 Annual Security and Fire Safety Report



From the President

To the University Community:

Point Park University is committed to providing for the safety and security of all members of our university community as we offer learning and extracurricular opportunities in beautiful Downtown Pittsburgh. We have an outstanding and dedicated University Police and Public Safety Department, which takes the lead in these efforts. Although, without everyone's participation and cooperation, we cannot succeed in maintaining the safe campus of which we are all so proud. I urge everyone to review the information about campus safety measures, reporting crimes, and other emergencies, as well as the policies contained in this Annual Security Report. This information is designed to protect our campus, including you. We have no higher priority than the safety of our students, faculty, staff, and guests, but a truly safe campus can only be achieved through the cooperation of the entire community. Thank you for your attention to this very important matter.

Dr. Chris W. Brussalis

Table of Contents

University President	2
Why an Annual Campus Security and Fire Safety Report?	5
Department of Public Safety	6
Authority	6
Interagency Cooperation	6
Reporting Crimes and Other Emergencies	6
Campus Security Authorities (CSAs)	7
Public Safety Division/Non-Sworn Personnel	8
Staffing and Patrol	8
Desk Attendants	8
Security Considerations in the Maintenance of Campus Facilities	8
Criminal Activity Off Campus	8
Residence Life/Student Housing	9
Residence Hall Access and Security	9
Residence Hall Security Measures	9
Campus Access	9
Timely Warnings	10
Crime Alerts	10
Missing Student Policy	11
Daily Crime Statistics	12
Procedures for Reporting a Crime or Emergency	13
Confidential Crime Reporting	14
Mental Health Counseling	15
Reporting Medical Emergencies	15
Security Awareness Programs	15
Crime Prevention Programs	15
Policy on Weapons	18
Policy on Students with Criminal Records	18
Policy on Employees with Criminal Records	18
Policy on Alcoholic Beverages	18
Alcohol and Other Drug Education	18
Pennsylvania and Federal Laws	18
Policy on Illegal Drugs	19

Drug Free Workplace Policy 19

Policy Prohibiting Sexual Harassment, Relationship Violence & Stalking 20

Title IX Notice of Nondiscrimination 20

Risk Reduction Tips 23

Confidential Reporting and Resources 28

Investigation Procedures and Protocols..... 26

Rights of the Complainant and Respondent..... 32

Sexual Harassment and Misconduct Policy..... 33

Sexual Offender Registration 37

Laws Governing This Report 38

Crimes Monitored and their Definitions 38

Campus Map..... 42

Crime Offenses 43

Hate Crimes on Campus 44

University Population 44

Annual Fire Safety Report..... 45

2023 Fire Statistics 45

2022 Fire Statistics 46

2021 Fire Statistics 46

What to do in case of fire..... 46

What to do in case of fire alarm..... 47

Daily Fire Log 49

Student Housing Fire Safety Systems..... 50

Preparation of the Annual Campus Security and Fire Safety Report? Federal Legal Requirements – The Clery Act

Enacted in 1990, the Jeanne Clery Disclosure of Campus Security Policy and Crimes Statistics Act (“Clery Act”) was designed to assist students in making decisions that affect their personal safety and to make sure institutions of higher education provide students, prospective students, faculty and staff with the information they need to avoid becoming victims of campus crime.

The Point Park University Public Safety Department gathers policy and crime information and prepares this report to help keep you safe and to provide information required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. This report is compiled using information reported to the Point Park University Police Department and all campus security authorities and information provided by other University offices such the Division of Student Affairs; Office of Compliance, Office for Equity, Diversity, and Inclusion; Office of Residence Life; Office of Student Conduct; Operations Department; and uses services and crime information provided by the city of Pittsburgh Bureau of Police. Each of these offices provides updated policy information and/or crime data.

This report provides statistics for the previous three years concerning reported crimes that occurred on campus, in certain non-campus buildings or property owned or controlled by Point Park University, and on public property located on-campus or adjacent to the campus. This report also includes institutional policies concerning campus safety, such as policies regarding sexual assault and harassment, stalking, domestic and dating violence, alcohol and other drugs.

Point Park University distributes the Annual Security and Fire Safety Report by October 1 of each year to every member of the University community. The Annual Security and Fire Safety Report also is available online. The following pages provide an overview of security facts and information that will be helpful to you. Everyone on campus should be safety conscious and follow security procedures. If you have any questions or need additional information, you may contact any of the departments mentioned in this report.

State Legal Requirements – The College & University Security Information Act

The Pennsylvania Uniform Crime Reporting Act (18 P.S. § 20.101 et. seq.), requires colleges and universities to:

- Report to the Pennsylvania State Police on an annual basis crime statistic for publication in the FBI’s Uniform Crime Report, which collects data on additional categories of felony and misdemeanor crime.
- Report crime rates for all reportable offenses.
- Provide the numbers of enrolled students and employees.
- Disclose information and security policies on the types of available student housing, admission of visitors to housing facilities, measures to secure entrances and standard features to secure room doors.

This report provides statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings and on property owned, leased or controlled by Point Park University. This report also includes institutional policies concerning campus security, such as policies regarding sexual assault, alcohol, and other drugs. By the deadline imposed by the U.S. Department of Education, the University distributes a notice of the availability of this Annual Security Report/Annual Security and Fire Safety Report to every member of the University community. Anyone, including prospective students and employees, may obtain a paper copy of this report by contacting University Police 412-392-3960 or visiting <http://www.pointpark.edu/about/admindepts/universitypolice/asr/2021annualsecurityreport.pdf>

Point Park University Department of Public Safety & Police Department

Authority

The University Police Department is a fully state accredited campus police agency, made up of sworn commissioned police officers and non-sworn dispatchers who do not have any arrest authority. The sworn police officers derive their law enforcement authority from the Constitution of the Commonwealth of Pennsylvania, Article 6 and from Act 501 of 1972, 22 Pa. C.S. § 50, Section 501 of the Act of November 15, 1972, P.L. 1063 No. 271 (also known as Act 501). Act 501 gives university police officers “. . . all the powers of a police officer in the Commonwealth, in and upon, and in the immediate and adjacent vicinity of, the property of the corporation.” All police officers are fully trained and required to maintain their training.

Point Park University police officers are fully authorized officers, armed and with arrest powers. The primary responsibilities of the Point Park University Police are to serve and protect the Point Park University community on property used, owned, or occupied by the University. Officers patrol Point Park's property from Fort Pitt Blvd – Forbes Ave & from Smithfield Street – Stanwix Street and surrounding areas by foot, bicycle, and vehicle to proactively reduce crime and apprehend offenders as necessary, while preserving the peace and ensuring the Point Park community's compliance with all federal, state and local laws, as well as with internal Point Park University policies. Point Park police officers have full authority to ask persons for identification to determine whether individuals have lawful business at Point Park.

Interagency Cooperation

The University Police maintains a cooperative relationship with The Pittsburgh Bureau of Police, the Allegheny County Police Department and the Pennsylvania State Police are major elements in a crime-prevention network that includes the campus police departments of all Pittsburgh colleges and universities. This includes interoperative radio capability and training programs, special events coordination, and, at times, joint investigation of serious incidents.

Students attending Point Park University benefit from the cooperative relationship that University Police enjoy with federal, state, county, and city police agencies. The University Police Department relies on these relationships for support on several levels. In addition to passing critical information to one another, the University Police Department has immediate contact with the Pittsburgh Emergency Operations/911 Center. This arrangement allows unfettered access to mutual aid agreement and support from the Pittsburgh Police, the Pittsburgh Bureau of Fire and the Pittsburgh Emergency Medical Service as well as participating in the agreement under the Pittsburgh Council on Higher Education (PCHE) are Carlow University, Carnegie Mellon University, Chatham University, Duquesne University, University of Pittsburgh University. The agreement also allows for investigating crimes, joint training and cooperation on other matters, such as pre-planned largescale special events, among the participating agencies. In addition, the Pittsburgh city officers regularly patrol the city streets that border, pass through campus, and often work at large annual and special events that occur on campus.

Reporting Criminal Incidents and Other Emergencies

It is critically important that all crimes occurring on campus or in/on university owned or leased off-campus buildings and property be immediately reported to University Police. For each incident reported, an investigation is conducted, and a file is created. Crimes can be reported at any time of day or night seven days a week:

- In person, at the University Police office at 201 Wood Street, Frontier Hall 3rd floor, OR
- By calling University Police at ext. 2222 /412-392-3960 or by using one of the many emergency phones on campus.
- Using the anonymous tips portion of the Point Park Police Department website at <http://www.pointpark.edu/incidentreport>.
- Contacting the resident assistant, resident director, or other residence life staff member in the residence halls; desk attendants; or any University official who will then contact the Point Park Police, if desired.

All students, faculty, staff, and guests are encouraged to promptly, and accurately report criminal incidents, accidents and other emergencies to the University Police Department. Anyone, but not limited to witnesses and victims of a criminal incident are encouraged to independently report, crimes to University Police or appropriate law enforcement agencies, including when a victim of a crime elects to report or is unable to make such a report due to physical or mental incapacitation. University Police take reports of all crimes that occur within their jurisdiction, with two exceptions: homicides and forcible sexual assaults where the perpetrator is a stranger will be reported to the Pittsburgh Police and investigated jointly with University Police. University Deputy Chief will assist the City's Homicide and Sexual Assault Units with the investigation and be a liaison between the city detective, the victim and/or the victim's family. University Police will conduct follow-up investigations of all acquaintance/date rapes.

The Point Park University Police also maintain a highly professional working relationship with the Pennsylvania State Police. Among other things, the Point Park University Police furnish the State Police with crime data on a monthly basis.

Campus Security Authorities (CSA)

Responsibilities and Resources

The CSA

The law defines four categories of CSAs: University Police; non-police security staff responsible for monitoring University property; people/offices designated under university policy as those to whom crimes should be reported and "officials with significant responsibility for student and campus activities." It doesn't matter whether the individuals involved in the crime, or reporting the crime, are associated with the institution.

If a CSA receives the crime information and believes it was provided in good faith, he or she must document it as a crime report. In "good faith" means there is a reasonable basis for believing that the information is not simply a rumor or hearsay. That is, there is little or no reason to doubt the validity of the information. Because official responsibilities and job titles vary significantly on campuses, a list of specific titles is not provided in the regulations.

Some examples of CSAs include, but are not limited to: University Police staff, Student Affairs staff, Residence Life staff, Sexual Assault and Peer Education Advisors, Athletic Director and coaches, Student Activities Coordinators, Student Conduct Officer, Resident Educators (Residence Life) and Faculty Advisors to student organizations. University Vice Presidents, Directors, Department Heads and other Administrators, based on their position's responsibilities, will often meet the definition of a CSA. If a university staff member has "significant responsibility" for students and campus activities outside of the classroom, and students potentially could report a crime / incident to that staff member, then they are a CSA. CSAs are defined by function, not title.

CSAs will assist students and others in the University community in making crime reports to police agencies that have jurisdiction. Reports made to CSAs will be routed to the Point Park police for documentation and follow-up. In some instances, information reported may be used to generate a campus warning (Timely Warning) to the University community. Confidential or anonymous reports of Clery-qualifying crimes will be entered into Clery statistics. As part of the federal Clery Act, qualifying incidents reported to University Police from various sources, including CSAs, are required to be published annually and made available to the campus community.

Part of the main focus of the Clery Act, and one of the desires of the PPPD, is to encourage the reporting and ensure the collection of accurate campus crime statistics to promote crime awareness and enhance campus safety. The intent of including non-law enforcement personnel in the CSA role is to acknowledge that some campus community members and students in particular, may be hesitant about reporting crimes to the police, but may be more inclined to report incidents to other campus-affiliated individuals.

While the University has identified many CSAs at Point Park University, we officially designate the following offices as places where campus community members should report crimes:

- Vice President of Student Affairs
412-392-3840, 7th Floor, Student Center
- Dean of Student Life
412-392-8027, 7th Floor, Student Center
- Director of Student Life
412-392-8028, First Floor Pioneer Hall
- Director, Student Conduct
412-392-8029, Room 715, Student Center
- Vice President, Human Resources
412-392-4727, Room 709, Frontier Hall
- Associate Provost, 412-392-3983, 2nd Floor Thayer Hall
- Assistant Vice President of Equity & Inclusion, Title IX
412-392-3980, Room 104D, Student Center

Who is NOT a CSA?

The Clery Act allows individuals working at the University as professional and/or pastoral counselors to be exempt from reporting crimes for Clery Act purposes, allowing these individuals to keep reports confidential. Counselors working at the University Counseling Center (UCC) are encouraged to inform those they are counseling of their reporting options through the institution.

Monitoring and Recording Off-Campus Criminal Activity

Point Park University monitors criminal activity at some noncampus locations, and they are included in the collection of crime data. However, Point Park University does not recognize any off-campus housing or student facilities. When a Point Park University student is involved in an off-campus offense or is a victim of a crime off campus near the University, PPPD may assist with the investigation in cooperation with local, state, or federal law enforcement. Pittsburgh Police routinely work and communicate with PPPD on any serious incidents occurring on-campus or in the immediate areas surrounding the campus. In addition, the PPPD has a mutual notification agreement with the University of Pittsburgh, Carlow University, Duquesne University, Carnegie Mellon University and Chatham University police departments. If a Point Park student is involved in an offense at one of these schools, they will notify the PPPD of the incident. Point Park University does not recognize any off-campus housing or off-campus student organization facilities, so no criminal activity is monitored at these locations.

Professional Counselors

Point Park University provides a personal counselor for any student seeking the opportunity to talk privately about personal, academic, or other concerns in a safe, confidential setting. This service includes individual sessions with the University counselor, as well as referral and, where appropriate, coordination of care with outside providers. Also, students have the ability to call the Resolve Hotline at 1-888-796-8226, which is available twenty-four hours a day. Under the Clery Act, "Professional Counselors," are not considered to be campus security authorities when acting in their professional capacity and are not required to report crimes for inclusion into the annual disclosure of crime statistics. The university has procedures for professional counselors to encourage patients to voluntarily and confidentially report crimes for inclusion in the crime statistics.

Public Safety Division/Non-Sworn Personnel:

The Public Safety Department employs non-sworn public safety officers, who serve as dispatchers who do not have any arrest authority. All dispatchers have Pennsylvania certification in APCO, CPR, AED, and first aid. These dispatchers communicate with the police officers to direct officers to received calls and maintain high police visibility throughout the area. They do not patrol the campus.

Staffing and Patrols

The Command Staff includes an Associate Vice President of Public Safety/Chief of Police, Lieutenant, Sergeant, & a Corporal. We have full-time sworn Police Officers who patrol the campus as well as non-sworn dispatchers. There are 8 contracted Desk Attendants dedicated to providing Point Park University with community service-oriented professionals at campus building entrances. Desk Attendants do not patrol the campus and do not have any arrest authority.

Point Park University uses Outside Contractors for Desk Attendants

Desk Attendants receive training that includes security procedures and University policies before being placed at Point Park. The University provides ongoing mandatory trainings for desk attendants bi-annually. A desk attendant is assigned to the entrances of the Academic Hall, Boulevard Apartments, Conestoga Hall & Lawrence Hall. These desk attendants provide access control and monitor the intrusion detection and fire alarm systems for the residence halls only. However, the Desk Attendants do not patrol or have the authority to make an arrest.

If you have any concerns, questions, or comments concerning the PPPD, please contact Jeffrey D. Besong, Associate Vice President of Public Safety/Chief of Police, jbesong@pointpark.edu, / (412) 392-3960.

Security Considerations in the Maintenance of Campus Facilities

Police Officers make note of any security issues such as broken locks, doors that will not shut, and lighting while they patrol the campus. Any problems noted are reported to the Physical Plant for immediate correction. The Physical Plant staff also looks for any maintenance issues in the course of their duties and either corrects them on the spot whenever possible or submits a work order for their correction. Members of the University community are encouraged to report any security maintenance issues to the PPPD or the Physical Plant so they can be corrected. Residence Life staff also check their areas of responsibility for any security issues and report any repairs/corrections needed to the Physical Plant. Resident students who notice any problems may report them to the Student Life office or PPPD.

Residence Life/Student

Housing

Residence Hall Access

Access to the Residence Halls is limited to Point Park University students, their escorted guests, and authorized representatives of the University. Guests of students residing in residence halls must sign in at the security desk located in the lobbies of those buildings. Guests must produce a valid photo ID when signing in.

Residence Hall Security Measures

All Point Park University residence entrances are locked 24 hours per day. A swipe card is required to enter the residence floors in Lawrence and Thayer Halls. A swipe card is needed to enter the main entrance of Conestoga Hall. A key is required for entry into individual rooms in these buildings. A swipe card and access code are required to enter the residence suites in the Boulevard Apartments, and Conestoga residence halls. Each student's room within the suites is accessed by key. The windows in the Residence Halls have "stops" placed on them, limiting the opening to six inches. All hallway doors have viewing holes. Only persons authorized to enter the residence areas are issued swipe cards or keys.

All Point Park University ID cards, including those for the residence halls, are controlled and issued by Physical Plant and Student Life departments control the issuance of keys to the Residence Halls.

Resident Educators, student staff of Point Park Student Life, live among the students in every Residence Hall and disseminate security and enforcement policies and information at the beginning of every semester and to any incoming resident who arrives off-cycle.

Any criminal activity in the area surrounding the University or at University owned properties that present a danger to campus residents will result in the issuance of a "Crime Alert" bulletin posted in all residence halls, in addition to other timely warning notices issued to the University Community by campus police.

The PPPD conducts a safety/security workshop open to all students once per semester.

Campus Access and Security Measures

All academic and administrative buildings on campus are locked 24x7 Monday through Sunday except for Academic Hall during business hours. Academic Hall is open during business hours Monday through Sunday from 8:00am-4:30 pm. A valid Point Park University ID card is required for campus access during 24 x 7 Monday through Sunday. Access to the University Center and Student Center is limited to those who possess a valid Point Park University ID or guests of the University. Access to the University Center and the Playhouse is restricted to the posted hours of operation. These hours vary according to the time of the year. All guests must sign in with the desk attendant and show identification and reason for the visit.

Point Park University police officers are fully authorized officers, armed and with arrest powers. The primary responsibilities of the Point Park University Police are to serve and protect the Point Park University community on property used, owned, or occupied by the University. Officers patrol Point Park's property from Fort Pitt Blvd – Forbes Ave & from Smithfield Street – Stanwix Street and surrounding areas by foot, bicycle, and vehicle to proactively reduce crime and apprehend offenders as necessary, while preserving the peace and ensuring the Point Park community's compliance with all federal, state, and local laws, as well as with internal Point Park University policies. Point Park police officers have full authority to ask persons for identification to determine whether individuals have lawful business at Point Park.

PPPD and Desk Attendants have the authority and the responsibility to ask anyone, at any time, for their Point Park University ID if they question a person's authorization to be on campus or in a particular area of any of the buildings.

Crime Alerts - Timely Warning

In the event of a reported crime, the chief of police or their designee is responsible for:

- 1) determining whether a Crime Alert is required,
- 2) approving the content of the Crime Alert, and
- 3) coordinating the distribution of the Crime Alert as promptly as reasonably possible to aid in the prevention of similar occurrences.

Determination

Point Park Police will issue an On-Campus Crime Alert whenever the following three criteria are met: 1) a Clery Act Crime is reported; 2) the crime occurred within University Clery Geography; and 3) there is a serious or ongoing threat to the University community because of that crime. If these three criteria are met and it is determined by Point Park Police that a serious or ongoing threat exists, a notice will be drafted using crime-specific templates and will be issued by Point Park Police as soon as pertinent information is available.

Content

Crime Alerts will include the nature, date, time, and general location of the crime; and the type of precautions that individuals should take to prevent similar occurrences. Crime alerts do not contain identifying information about the victim(s). At the discretion of the Chief of Police or their designee, crime alerts may include a description of the alleged actor(s).

Distribution

Several methods are used to notify the community about crime alerts. All faculty, staff and students will receive crime alerts through their Point Park email address. Faculty, staff, and students also can register to receive crime alerts via text message by signing up using the Point Alert system.

In addition, crime alerts will be posted on the Point Park Police website. A link to the posted crime alert will be placed on the Point Park Police Facebook and X (Twitter) pages. Crime alerts also may be posted at various University buildings, on university bulletin boards, and may be reported to the campus media relations office. In the event these communication media are unavailable, alternate distribution may be made through the University's voicemail system or other modes of communication.

The issuance of a Timely Warning is the judgment of the Chief of Police or designee and in consultation with the Senior Vice President of Finance and Operations (SVPFO) of the Board.

Emergency Response and Evacuation Procedures

Point Park University tests its emergency response and evacuation procedures on an annual basis and publicizes the emergency response and evacuation procedures in conjunction with at least one test per calendar year. Documentation related to testing of the Emergency Notification System is maintained by the Department of Public Safety.

In conjunction with other emergency agencies, the University conducts emergency response drills and exercises each year, such as tabletop exercise with the Board and tests of the emergency notification systems on Campus. These tests, which may be announced or unannounced, are designed to assess and evaluate the emergency plans and capabilities of the institution. Documentation related to testing of the Emergency Notification System is maintained by the Department of Public Safety. Each test is documented and includes a description of the exercise, the date and time of the exercise, and whether it was announced or unannounced.

Members of the Point Park Community are encouraged to report an incident or help with the identification of those responsible for criminal activities. You can contact the Police Department by calling extension 2222 from Campus or (412) 392-3960 from an Off-Campus location. You can also forward information to Public Safety anonymously using a web-based form. The form is available <https://www.pointpark.edu/about/admindepts/universitypolice/psr/reportingcrimes/submitatip>

Point Park University is proactive in planning and preparing for emergency situations and has developed Emergency Management Guidelines to provide a basic procedural framework for responding to any type of emergency at Point Park. Please review the information on emergency response and other emergency-related information found at <https://www.pointpark.edu/about/admindepts/universitypolice/emergencyprocedures/index>.

Point Park police officers have received training in incident command and participate in emergency procedures annually. Members of the police department provide educational programs on community response to an active threat situation and other safety issues to students, staff, and faculty members.

Each fall and spring term, the University's Emergency Notification System (Point Alert) is tested with an evaluation and documentation of the test, including whether the test was announced or unannounced, and maintained at the police department.

Evacuation and/or shelter-in-place exercises are conducted in both academic and residential buildings; at least one unannounced emergency evacuation exercises are conducted for each University- owned buildings and residence halls, during every school year. Evacuation exercises are used as a way to educate and train building occupants on issues specific to their building. During the exercises, building occupants practice emergency procedures and familiarize themselves with the location of exits and the sound of the emergency alarm. A description of each exercise, date and time of exercise, and evaluation of the exercise is maintained by police and environmental health and safety officials. The University has a Safety Manager to enhance preparedness of the Point Park community through the careful conduct and tracking of drills and exercises.

Each year, members of the University Board conduct a tabletop exercise that test and evaluate the University's emergency response and evacuation procedures. At the conclusion of the exercises, Point Park produces a summary of its emergency tabletop.

Confirming an Emergency

The Point Park Board or their designee will confirm emergencies through in-person evaluation of the situation by University Police, phone call or electronic communications with first responders and emergency response officials and/or other methods deemed appropriate by the Board or their designee for the situation. Through these communications, the Board or their designee, in collaboration with the Chief of Police or their designee, will determine if the emergency poses an immediate threat to the health or safety of the University community. If it is determined that an immediate threat exists, the Board and the Chief of Police or their designees will authorize University Police dispatchers to send an Emergency Notification (ENS) message to the campus community, which will contain the type and location of the emergency and instructions community members need to follow. Pre-scripted ENS messages will be maintained by University Police for use in appropriate situations. Emergency officials involved in confirming and/or monitoring the emergency will assist the Chief of Police or their designee in developing specific content for ENS messages. Depending on the type, size, and severity of the emergency, ENS distribution may be limited to university members that are affected by the Emergency. The Chief of Police or their designee, in coordination with the Board or their designee, will determine which segments of the community need to be notified. Follow-up ENS messages will be distributed as the situation develops.

ENS messages are distributed to faculty, staff and students through their Point Park email address. Faculty, staff and students also can sign up to receive ENS messages through text and/or voicemail. Instructions for registering for these services can be found at www.pointpark.edu.

The ENS system is one aspect of a layered approach to notification. Other notification methods such as officer presence, website alerts, and local television and radio broadcasts may be used depending upon the circumstances. The University will use these other notification methods to keep the broader community informed of the emergency.

Emergency Notification Service (ENS)

Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students and/or employees, Point Park's Emergency Notification Service (ENS) will be activated without delay, unless activation will—in the professional judgment of responsible authorities—compromise efforts to assist victims, or to contain, respond to, or otherwise mitigate the emergency.

Missing Student Policy

In compliance with the Missing Person Procedures, 20 U.S.C. § 1092 C (Section 488 of the Higher Education Opportunity Act of 2008), it is the policy of Student Life and the Point Park Police to investigate any report of a missing student who resides at Point Park University. Any community member may contact the University Police or Dean of Student Life's Office to report concern that a student may be missing for more than 24 hours. If the report did not originate through University Police, the information will be immediately conveyed to University Police to begin an investigation. Point Park University's practice, procedures, and policy are as follows:

Practice:

- A resident student shall be deemed missing when he or she is reportedly absent from the University for more than 24 hours without any known reason.
- All reports of missing students shall be directed to the Point Park Police at 412-392-3960. The Point Park Police will work with Student Life to determine whether the student is "missing" in accordance with this policy. All police officers are properly trained and clearly understand the requirements and how to handle the reports. Students are advised that their missing person contact information is registered and confidential.
- Students residing in Campus housing will be informed annually that each student will have the opportunity to identify an individual to be contacted by the University throughout the year in case the student is determined to be missing.
- If the University Police investigation determines that the student is missing, the university will notify the student's Confidential Contact no later than 24 hours after the determination that the student is missing. If the missing student is under the age of 18 and not emancipated, the university will contact a custodial parent or guardian, in addition to the Confidential Contact. The university will also notify the appropriate local law enforcement agency within 24 hours of the determination that the student is missing. Any notification to parents, guardians, or designated contacts will be made by the Dean of Students.
- Missing student contact information is registered confidentially. This information is private and only accessible to Point Park employees who are authorized campus officials. This information will not be disclosed to others, with the exception to law enforcement personnel in the furtherance of a missing student investigation.

Notifying Law Enforcement

Point Park will also notify the appropriate local law enforcement agency of the missing student unless the local law enforcement agency was the entity that made the determination that the student was missing. This notification will include any missing student who lives in on-campus housing regardless of age or status, and regardless of whether he or she has registered a confidential missing student or general emergency contact person. This notification will be made no later than twenty-four hours after the time that the student is determined missing.

Procedure:

- Any report of a missing student should immediately be directed to PPPD.
- PPPD will notify Student Life and the two departments will work in conjunction to do the following:
- Attempt to contact the student reported missing by calling the student's cell phone number on file, going to the student's room (keying in if no answer), interviewing roommate(s) and floormate(s) concerning the last time the student was seen and find any known plans
- Check the student's card access log to determine when they last entered a building, used their meal plan, etc.
- Check class schedule and look for student in a classroom—if applicable
- Contact faculty member regarding attendance if appropriate
- Determine a timeline of when the student was last accounted for
- Student Life will notify the Dean on Duty who in conjunction with the Dean of Students and VP of Student Affairs will initiate whatever action deemed appropriate under the specific incident's circumstances.

- If it is determined that 24 hours have passed with no known whereabouts, the Dean of Students or designee will notify the missing student’s designated contact, or if the student is under 18, their custodial parent or guardian, and PPPD will notify the Pittsburgh Police — both within 24 hours of making the determination.
- If it has been less than 24 hours and the student’s absence does not appear irregular or suspicious, a note will be left at the student’s room requesting that they contact PPPD immediately upon their return. If at the 24-hour mark the student still has not returned, then the above stated actions will take place.
- Students under 18 and not emancipated should be aware that parents will be contacted within 24 hours of being determined missing.

Notification to Residential Students Concerning the Missing Student Policy:

- At check-in to the residence halls and apartments;
- Discussed during the mandatory hall meetings with Police officers and Residence Educators;
- Included in the annual Campus Security Report; and
- Published on the Student Life webpage.

Daily Crime Statistics

The University Police Department maintains a daily crime log that records, by the date the incident was reported, all crimes and other serious incidents that occur on campus, in a non-campus university owned or controlled building or property and on public property that is within campus or immediately adjacent to and accessible from campus.

The Daily Crime Statistics—also known as the Student Right to Know Report—is available for public inspection at the PPPD Administration offices located in Frontier Hall 2nd floor. The Daily Crime Statistics includes the nature, date, time and general location of each crime reported to the department, as well as the disposition of the complaint, if that is known at the time the log is created. The department posts specific incidents in the daily crime statistics within two 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.

Procedures for Reporting a Crime or Emergency

The University has a number of ways for campus community members and visitors to report crimes, serious incidents, and other emergencies to law enforcement and to appropriate University officials. Regardless of how and where you decide to report these incidents, it is critical for the safety of the entire Point Park University community that you immediately and accurately report all incidents so that the University Police can investigate the situation and determine if follow-up actions are required, including issuing a Timely Warning notification.

All students, faculty, staff, and guests are encouraged to promptly report criminal incidents, accidents and other emergencies to the PPPD. PPPD takes reports of all crimes that occur within our jurisdiction with one exception: reports of stolen motor vehicles are immediately referred to the Emergency Operations Center of the Pittsburgh Bureau of Police. University Police will take an internal report of the incident, but Pittsburgh Police will be responsible for entering the specifics about a stolen vehicle into the FBI’s National Criminal Information Center (NCIC) computer system and conducting any follow-up investigation.

Forcible sexual assaults where the perpetrator is a stranger will also be reported to the Pittsburgh Police and investigated jointly with University Police.

Sexual assault is a crime, and accusers have the opportunity to press charges. The decision regarding prosecution must be made by the accuser and will be respected by all members of the University community. However, if the accuser chooses to file charges, the Point Park Police Department (412) 392-3960 and other University personnel will assist in this endeavor. If the assault happened on campus, the accuser could contact University Police. If an assault occurred off campus, community members can contact the Sexual Assault Unit of the Pittsburgh Police at 412-323-7141 directly or report to the PPPD for assistance in contacting the Pittsburgh Bureau of Police

To report a crime or an emergency at the:

Main Campus (Academic, Thayer and Lawrence Halls, Conestoga Suites, University Center, Student Center, Boulevard Apartments, Frontier Hall, Student Center, West Penn Hall, 101 Wood Street, and Playhouse): Call: 412-392-3960 (PP PD Dispatch Center) or Extension 2222 from any campus phone. The call will be answered at the PP PD Dispatch Center, which is staffed 24 hours a day, seven days a week, 365 days a year. Reports can also be made to the Pittsburgh Police, Allegheny County Police & PA State Police.

All students, faculty, staff, and guests are encouraged to promptly and accurately report criminal incidents, accidents and other emergencies to the University Police Department. Witnesses to a criminal incident are encouraged to independently report crimes to University Police or appropriate law enforcement agencies when the victim of the crime elects or is unable to make a report. University Police take reports of all crimes that occur within their jurisdiction.

The PPPD Dispatcher at the Dispatch Center will take the required action, either dispatching a patrol officer to the location or asking the victim to report to the dispatch center to file an incident report. When a serious crime is involved, PPPD Dispatcher will call 911 for the Pittsburgh Police to assist the Point Park Police Officers.

When reporting a crime or incident please provide as much information as possible, including:

- Details of what happened;
- Specific location;
- Identity and/or description of person(s) involved; and
- Date and time of the incident.

Be as specific as possible when giving any information to the PPPD Dispatcher, such as your description of person(s) and victim(s). Police Officers will complete written reports of any incidents that occur on campus or other mandated areas. Follow-up investigations are conducted, and the Pittsburgh Police are notified, when appropriate. Reports are kept on file in the PPPD. Reports that involve violation of the Student Code of Conduct may be referred to the Director of Student Development for review and potential action.

Confidential and Anonymous Crime Reporting Progress

When a student, faculty, or staff member tells a Campus Security Authority (CSA) about a Clery Act qualifying crime or any incident that may be a crime, The CSA is obligated to report the crime to the police department. The Point Park police will investigate all complaints.

The University police recognize that some people are reluctant to report crimes directly to the police. If you request, many University personnel, particularly anyone that has significant authority over students, such as a CSA, will assist you in notifying the police. CSAs may record your complaint on a Campus Security Authority Crime & Incident Report form.

A printable version of the Campus Security Authority Crime & Incident Report form is available at: URL:
<http://www.pointpark.edu/incidentreport>.

The CSA Report Form may be faxed to 412-392-8159 or mailed to the attention of the Chief of Police, Point Park University Police Department, 201 Wood Street, Pittsburgh, Pennsylvania 15222. The reporting CSA should ensure that she/he completes all information on the form based on the information in their possession. CSAs completing the Crime Report Form should not include the name of the reporting party or other individuals in the report if the person making the report requests confidentiality. CSAs should not investigate the crime or attempt to determine whether a crime, in fact, took place.

University Police personnel may later contact the reporting CSA or others to gather additional information. If the complainant desires to remain anonymous, no attempt will be made to obtain their identity; however, a report will be made detailing the complaint.

When in doubt a report should be completed and submitted!

What is done with the Crime Report Form I Submit?

University Police will investigate all complaints relative to crime or disorder on campus. The University Police will consolidate the data from multiple sources (including CSA reported qualifying crimes), report the data to the federal Department of Education, publish an Annual Security Report, and inform the campus community where the report / data is available.

The Point Park University Annual Security Report is posted on the University Police web site at: <http://www.pointpark.edu/About/AdminDepts/PublicSafety/AnnualCampusCrimeReport>. Hard copies of this report are available directly from University Police.

Anonymous Reporting

Point Park University permits victims or witnesses to report crimes anonymously to PPPD but encourages individuals who report crime to provide identifying information. The purpose of this type of report is to comply with the reporting party's wish to keep the matter anonymous, while taking steps to contribute to future campus safety. University Police typically will not attempt to trace the origin of the person who submits this form, unless such is deemed necessary for public safety. An online version of the Anonymous Report form is available at: [URL: http://www.pointpark.edu/incidentreport](http://www.pointpark.edu/incidentreport).

Voluntary, Confidential Reporting

If crimes are never reported, little can be done to prevent other members of the community from also being victims. We encourage University community members to report crimes promptly and to participate in and support crime prevention efforts. We also encourage University community members to report crimes when the victim is unable to make the report. The University community will be much safer when all community members participate in safety and security initiatives. If you are the victim of a crime or want to report a crime you are aware of, but do not want to pursue action within the University or criminal justice system, we ask that you consider filing a voluntary, confidential report to the Vice President of Student Affairs 412-392-3840, 7th Floor, Student Center or a Campus Security Authorities (CSA). Students may call or email reports to the VP of Student Affairs or any CSA. Any staff or faculty member may email or call Humans Resources. Reports filed in this manner are counted and disclosed in the Annual Security Report and Annual Fire Safety Report. In limited circumstances, the department may not be able to assure confidentiality and will inform you in those cases. Anyone may call the University Police at 412-392-3960. Callers may remain anonymous. The University Police will assist victims in filing a Protection from Abuse Order (PFA).

Mental Health Counseling

Point Park University provides a personal counselor for any student seeking the opportunity to talk privately about personal, academic, or other concerns in a safe, confidential setting. This service includes individual sessions with the University counselor, as well as referral and, where appropriate, coordination of care with outside providers. Also, students have the ability to call the Resolve Hotline at 1-888-796-8226, which is available twenty-four hours a day. Under the Clery Act, "Professional Counselors," are not considered to be campus security authorities when acting in their professional capacity and are not required to report crimes for inclusion into the annual disclosure of crime statistics. The university does have procedures for professional counselors to encourage patients to voluntarily and confidentially report crimes for inclusion in the crime statistics.

Reporting Medical Emergencies

In the event of a medical emergency, notify the PP PD Dispatch Center at 412-392- 3960 or extension 2222. For medical non-emergencies, the University nurse, Extension 3800, can be directly contacted during normal business hours. When emergency medical treatment response is needed, a Police Officer will be dispatched to assess the situation. If emergency medical treatment is needed, the PPPD Dispatcher will call 911 and request response by Pittsburgh Emergency Medical Services.

Campus Security Policies; Crime Prevention and Safety Awareness Programs

In addition to the many programs offered by the University Police and other University offices, the University has established a number of policies and procedures related to ensuring a reasonably safe campus community. In order to enhance emergency preparedness and prevention efforts, Point Park has established a Behavioral Intervention Team (BIT). The objective of the BIT is to systematically identify, evaluate, and manage potentially threatening situations, including persons of concern, at the University. The multidisciplinary team is composed of people from across the University campus.

Security awareness presentations are made at each freshman and transfer orientation session (spring and summer) to provide information about crime and crime prevention, both on and off campus. Presentations are also conducted for family members to familiarize them with the PPPD and address any questions or concerns.

Brochures covering various crime prevention topics are also made available to the University community at the security desk in each facility.

Security awareness presentations are also conducted yearly during Resident Educator (RE) training. The REs are informed about campus crime and given information on prevention, including ensuring entrance/exit doors to the residence halls are kept shut and locked. RE training also includes information about notifying PPPD of possible crimes and/or dangerous situations.

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.

Throughout the year, the department's crime prevention officer is available to assist any individual or group in planning, presenting and coordinating programs of interest or concern, or conducting safety and security seminars in residence halls, department offices and any other setting on and off campus. These seminars can be tailored to meet the needs of the group and can be arranged by calling the University Police at 412-392-3960 or by emailing publicsafety@pointpark.edu. Listed below are some of the programs and services offered by the department.

Crime Prevention Programs

Crime prevention programs on personal safety and theft prevention are presented by various organizations throughout the year. PPPD personnel facilitate programs for students, parents, staff, and faculty emphasizing crime prevention and the protection of personal property. Human Resources provides information on safety programs during new hire orientations. Sessions are conducted during student orientation and during Freshman Orientation. Crime prevention programs are also presented, when requested, to freshman seminar classes. The Student Affairs Office and the Title IX Office offer multiple sessions and events throughout each academic year about preventing sexual assault, risk reduction, and bystander intervention. Self-defense classes are presented by the Recreation Center at least once a year. These classes teach students practical self-defense techniques. Police officers teach safety courses throughout the year.

Alcohol Awareness

This presentation focuses on the effects of alcohol and the laws and consequences. Fatal Vision goggles are used as part of this demonstration. The University prohibits the illegal possession, use, or sale of alcohol or drugs. Persons age 21 and over violate Pennsylvania law when they furnish alcohol to a minor. A fine of up to \$2,500, or imprisonment up to three months for failure to pay any fine, will be imposed. Repeat offenders will be fined at least \$300.00 and may be imprisoned for up to one year.

Point Park University upholds the standards set forth in all state and federal laws with respect to the consumption, sale, and possession of alcohol by persons under the age of 21. Behavior which abuses the lawful use of alcohol is also prohibited.

The University prohibits alcohol intoxication; the unauthorized possession, use, consumption, manufacture, sale, or distribution of alcohol; and driving while impaired due to alcohol consumption. Specifically, this includes, but is not limited to:

- Students under the age of 21 are not permitted to consume, transport, or possess alcoholic beverages.
- No Point Park student, regardless of age, may provide alcohol to anyone under 21 years of age.
- The possession of beer kegs, cases of beer, or any common source container in any University building, facility, or property, unless authorized by university administration, is prohibited. There may be no more than one (1) case quantity

of beer per room/suite/apartment.

- The consumption of alcohol in public areas on campus is prohibited unless otherwise stated by university officials.
- The possession of any apparatus used to facilitate the rapid consumption of alcohol or drinking games is prohibited.
- The possession and use of grain alcohol, outside of scholarly research activities, is prohibited.
- Students will be held responsible for the actions of their guests who fail to comply with the University Alcohol Policy.
- No Point Park student or guests, regardless of age, is permitted to be intoxicated on university property or at an off-campus University-related event.
- Students and guests exhibiting signs of excessive alcohol consumption will be transported via Emergency Medical Services (EMS) at the student's expense for medical attention. Refusal to cooperate with EMS personnel may result in a conduct complaint for disorderly conduct and/or failure to comply. (NCHERM)*

Residential Alcohol Policies

- No person, regardless of age, may consume or possess alcohol in a room, suite or apartment where all of the residents are under the age of 21.
- 21-year-old residents and their guests of legal drinking age may consume alcoholic beverages within the privacy of their room, suite, or apartment, with the door closed.
- Alcoholic beverages are not permitted in public (common) areas of the residence halls (e.g., lounge spaces) without the express, written permission of the Vice President of Student Affairs.
- Alcohol consumption is prohibited in all residence building hallways.
- Students and their guests who appear to be intoxicated will be stopped by the Public Safety and/or Student Life staff to assess any wellness or safety issues. Intoxicated, or seemingly intoxicated, guests will not be permitted access to the residence halls. Students who appear intoxicated must comply with the direction given by staff.

Drug Awareness and Recognition

This program outlines the most abused drugs on campus, warning signs of abuse and how these drugs affect students and the community. The University prohibits the illegal possession, use, or sale of drugs or alcohol. Point Park University strictly adheres to the federal and state laws that prohibit the 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.

University Drug Policy Point Park University strictly adheres to federal and state laws with respect to prohibiting the possession, use, distribution, and cultivation of illegal or controlled substances and drug paraphernalia. Per PA Senate Bill 1006 synthetic marijuana (salvia and bath salts) is illegal in Pennsylvania as well. The misuse of legal and over the counter drugs is also prohibited—this includes the misuse of one's own prescription medication and using a medication prescribed to another. Any student believed to have violated the drug policy will be referred to the Office of Student Conduct; and as permitted under FERPA, Point Park University, at its discretion, may contact parents or guardians of students under 21 in drug-related incidents.

Alcohol and other Drug Education on page 18

Effects on the body:

<https://www.niaaa.nih.gov/alcohols-effects-body>

Can be generic to include that illicit drug use causes this.

Brain:

- Interruption of communication pathways

Heart:

- Cardiomyopathy
- Arrhythmias
- Stroke
- High blood pressure

Liver:

- Steatosis (fatty liver)
- Alcoholic hepatitis
- Fibrosis

- Cirrhosis

Pancreas:

- Inflammation and swelling of blood vessels

Cancer:

- Head and neck cancer
- Esophageal cancer
- Liver cancer
- Breast cancer
- Colorectal cancer

Immune System:

- Weakened immune systems

Personal Safety in Today's Times

This program offers information and discussion about the latest in practical techniques for protecting yourself and your belongings while at home, at work, and when traveling. This program will help you to create an awareness of possible unsafe scenarios.

Refuse To Be a Victim

This program is normally a four-hour seminar that teaches methods to promote awareness, avoid dangerous situations and prevent criminal confrontations.

Sexual Assault Awareness

These programs are offered to all students through large awareness events, on-line training, and discussions. New incoming students are offered the program in the required freshman seminar, University 101. Topics covered include definitions of consent, rape and sexual assault, Pennsylvania law, alcohol information, reporting procedures, community resources, victim rights, and safety procedures (risk reduction/safety planning for students on and off-campus).

Sexual Harassment and Rape Prevention (SHARP)

This program is a unisex self-defense course that is founded on statistics-based research and focuses on what is real and what works. It offers students practical skills to use to deter attacks and measures they can take to fend off an attack.

Theft Prevention

Officers present information and precautions to be taken to minimize the risk of becoming the victim of theft.

Policy on Weapons

Weapons, or any object with the potential to cause bodily harm, are not permitted on campus (including the residence halls). Prohibited "weapons and objects" include, but are not limited to, firearms, rifles, shotguns, knives, stun guns, nunchucks, bows and arrows, swords, fireworks, explosives, martial arts equipment, and BB guns. Only sworn University Police personnel are authorized to carry weapons while on duty. While off duty, no member of the department is permitted to possess a weapon on campus property. Police training includes daylight and nighttime qualification with firearms including the legal, moral, and practical aspects of carrying a weapon.

Stage weapons are permitted to be used at the Playhouse with the permission from the Assoc. Vice President of Public Safety/Chief of Police. However, stage weapons are only used under strictly controlled conditions following established guidelines and are monitored by the Theatre Department faculty.

Policy on Students with Criminal Records

Point Park University requests that students self-disclose any prior criminal conviction prior to admission. The University recognizes its responsibility to ensure the safety of the campus community and evaluate any enrolled student's status with the University based on disclosed crimes and our student code of conduct policies.

Policy on Employees with Criminal Records

Point Park University screens potential employees by inquiring about their criminal history during the application process. In addition, the University conducts criminal background checks on candidates selected for hire. Candidates elected for hire may be rejected for employment based on their criminal records.

Policy on Alcoholic Beverages

Pennsylvania Act 31 governs all matters relating to alcohol. Each member of the University community is required to observe Pennsylvania law. No person under the age of 21 is permitted to purchase, consume, transport, or possess alcoholic beverages. Alcoholic beverages will be confiscated from students who are under 21 years of age. Failure to comply will result in further disciplinary action by either the University Police Department or the University Conduct System.

Students, faculty, and staff must abide by the terms of the policy. Furthermore, the Drug-Free Workplace Act of 1998 requires any employee to notify the Vice President of Human Resources of any conviction under a criminal drug statute for violations occurring on or off University premises while conducting University business. A report of the conviction must be made within five days following the conviction.

Persons aged 21 and over violate Pennsylvania law when they furnish alcohol to a minor. A fine of up to \$2,500, or imprisonment up to three months for failure to pay any fine, will be imposed. Repeat offenders will be fined at least \$300.00 and may be imprisoned for up to one year.

Pennsylvania/Federal Laws

All members of the Point Park University must adhere to all applicable local, state, and federal laws related to the sale and use of alcoholic beverages and other drugs and controlled substance. Failure to comply will result in disciplinary action by either the University Police Department or the University Judicial System.

PURCHASE, CONSUMPTION, POSSESSION OR TRANSPORTATION OF LIQUOR OR MALT OR BREWED BEVERAGES (18 P.S. § 6308)

A person commits an offense if he, being less than 21 years of age, attempts to purchase, purchases, consumes, possesses or knowingly and intentionally transports any liquor or malt or brewed beverages. It is not a defense that the liquor or malt or brewed beverage was consumed in a jurisdiction other than the jurisdiction where the citation for underage drinking was issued.

First Offense

Summary offense

90-day license suspension

Fine up to \$500

Potential jail time: 90 day maximum

Second Offense

Summary Offense

1-year license suspension

Fine up to \$1,000

Potential jail time: 1 year maximum

Third Offense

Misdemeanor – 3rd degree

2-year license suspension

Fine up to \$1,000

Potential jail time: 1 year maximum

Policy on Illegal Drugs

Point Park University strictly adheres to the federal and state laws that prohibit the 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. www.pointpark.edu/StudentLife/StudentConduct/StudentPlannerHandbook.

Drug-free Workplace Policy

Point Park University strongly supports the Drug-Free Workplace Act of 1988. Point Park University prohibits the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, as listed in Schedules I through IV of Section 202 of the Controlled Substances Act (21 U.S.C. 812), on the properties of Point Park.

Workplace Violence

Point Park University is committed to maintaining a safe and secure environment for students, faculty, staff and visitors. Threats or acts of violence against anyone on property owned or controlled by the university will not be tolerated. Such behavior may result in criminal arrest and prosecution and/or disciplinary action, up to and including dismissal, against the perpetrators whether they are students, faculty or staff.

Any person who makes threats or engages in violent behavior while on property owned or controlled by the university may be removed from the premises as quickly as safety permits. They may be required to remain off university premises pending the outcome of an investigation. Any university student, faculty or staff member who violates this policy will be subject to disciplinary action in accordance with university policies and procedures applicable to students, faculty and staff. Threatening behavior may include—but is not limited to: hitting, shoving, sexual assault, attacks, stalking, verbal or nonverbal threats, vandalism, arson and carrying a weapon of any type (regardless of whether the owner is licensed to carry it or not) or explosives.

Reporting

All members of the university community have a responsibility to report threatening or violent behavior, whether that behavior is exhibited by a member of the Point Park University community or by visitors to the campus. Any employee who becomes aware of or believes that he or she has witnessed an incident of violent or threatening behavior, or who is the recipient of threatening and/or violent behavior, should immediately report such incident(s) to University Police and the employee's supervisor, the supervisor's manager or Human Resources.

Individuals should also notify University Police at ext. 2222/412-392-3960 if the employee believes that someone may be in imminent danger or if the incident in question resulted in anyone being physically harmed. Such behavior should be reported regardless of the personal or professional relationship between the apparent perpetrator and victim.

In order to protect the reporting individual(s) as well as the alleged offender from possible retaliation, a report of threatening and/or violent behavior is disclosed only to those receiving the original report, to individuals with a need to know, to law enforcement and as required by law or court order.

PREVENTING AND RESPONDING TO SEXUAL HARASSMENT, SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE AND STALKING

Sexual assault crimes will not be tolerated by Point Park University.

Policy

Point Park is dedicated to the free exchange of ideas and the intellectual development of all members of its community. For this exchange and development to take place freely, the institution fosters a positive learning, working, and living environment that promotes the confidence to work, study, innovate and perform without fear of sexual harassment or sexual assault. Therefore, Point Park University prohibits all forms of sexual harassment, including sexual assault, sexual abuse, domestic violence, dating violence, and stalking. This prohibition is taught in the University's primary prevention programming and trainings for all incoming students and employees' Sexual harassment, domestic violence, dating violence, and stalking are inconsistent with the University's values and will not be tolerated. All members of the Point Park community share in the

responsibility to maintain the University's environment that supports the safety and dignity of each member of the community.

Sexual harassment, sexual assault, dating violence, domestic violence and stalking are prohibited by federal and state law and are an egregious violation of university policy. In addition to potential criminal prosecution, Point Park University community members found in violation of policy or law regarding sexual harassment, sexual assault, dating violence, domestic violence and stalking may be subject to discipline up to and including expulsion / termination, or removal from campus.

Title IX Coordinators & Office of Compliance and Integrity

The Office of Compliance and Integrity is dedicated to promoting gender equity at Point Park University, which includes coordinating the University's efforts to prevent and effectively respond to all forms of sexual harassment impacting community members (students, faculty and staff), including sexual assault, sexual harassment, dating and domestic violence, and stalking. The office is headed by Title IX Coordinator, who is responsible for overseeing the University's compliance with Title IX of the Educational Amendments of 1972, as well as Point Park's Policy Prohibiting Sexual Harassment, Relationship Violence and Stalking.

Questions or concerns may be submitted to the university's Title IX Coordinator, Stephanie Stark Poling, (412)-392-8158.

Title IX Notice of Non-Discrimination

Point Park University does not discriminate on the basis of sex in its education programs, activities, or employment practices. Title IX of the Education Amendments of 1972 (Title IX), 20 U.S.C. §§1681 *et seq.*, and its implementing regulations, 34 Part 106, prohibit discrimination on the basis of sex in education programs or activities operated by recipients of Federal financial assistance.

Sexual harassment, which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature. Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol, age, or disability.

Conduct that may be considered sexual harassment includes:

- Uninvited touching, hugging, or patting
- Pressure for sexual favors for rewards related to school or work
- Obscene phone calls, texts, pictures, gestures, or emails

Any inquiries or complaints related to Title IX can be made by contacting Stephanie Stark Poling, Title IX Coordinator at 412- 392-3980.

Point Park Policy Prohibiting Sexual Harassment, Relationship Violence and Stalking Key Definitions & Terms

Sexual Harassment is conduct on the basis of sex that satisfies one of the following:

- (1) An employee of the recipient conditioning the provision of an aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct (i.e. quid pro quo);
- (2) 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 University's education program or activity;
- (3) Sexual assault, dating violence, domestic violence or stalking as defined in VAWA.

Sexual harassment is a matter of particular concern to an academic community in which students, faculty and staff are related by strong bonds of intellectual dependence and trust.

Dating Violence is 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, taking into consideration the following factors:

- (i) The length of relationship;
- (ii) The type of relationship; and
- (iii) The frequency of interaction between the persons involved in a relationship.

Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence, for purposes of this policy, does not include emotional abuse.

Stalking means to engage in a course of conduct directed at a specific person that would cause a reasonable person to —

- (A) fear for his or her safety or the safety of others; or
- (B) suffer substantial emotional distress.

One engages in an impermissible course of conduct if one engages in two or more acts that include, but are 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 in a way prohibited as described above or interferes with a person's property.

Consent is knowing, voluntary and clear permission by word or action, to engage in mutually agreed upon sexual activity. Since individuals may experience the same interaction in different ways, it is the responsibility of each party to make certain that the other has consented before engaging in the activity. For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct.

A person cannot consent if he or she is unable to understand what is happening or is disoriented, helpless, asleep or unconscious for any reason, including due to alcohol or other drugs. An individual who engages in sexual activity when the individual knows, or should know, that the other person is physically or mentally incapacitated has violated this policy.

It is not an excuse that the individual accused of sexual harassment was intoxicated and, therefore, did not realize the incapacity of the other.

Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). A current or previous dating relationship is not sufficient to constitute consent. The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred and any similar previous patterns that may be evidenced. Silence or the absence of resistance alone is not consent. A person can withdraw consent at any time during sexual activity by expressing in words or actions that he or she no longer wants the act to continue, and, if that happens, the other person must stop immediately.

In Pennsylvania, a minor (meaning a person under the age of 16 years) cannot consent to sexual activity. This means that sexual contact by an adult with a person younger than 16 years old is a crime, as well as a violation of this policy, even if the minor wanted to engage in the act. Incapacitation is the inability, temporarily or permanently, to give consent because the individual is mentally and/or physically helpless, asleep, unconscious, or unaware that sexual activity is occurring. Incapacity may result from mental disability, involuntary physical restraint and/or from the use of alcohol or drugs. Intoxication is not necessarily the same thing as incapacitation, unless one is so intoxicated as to be incapacitated. Incapacitation of the alleged perpetrator does not excuse otherwise prohibited conduct.

Prevention and Awareness

Point Park University believes that educating its community about sexual harassment, relationship violence (including domestic violence and dating violence as defined above) and stalking is the most effective way to create a learning environment free of sexual harassment, relationship violence and stalking. To that end, the University employs a variety of active (e.g., interactive programs) and passive (e.g., poster campaigns) strategies to inform the community about how to prevent sexual harassment, relationship violence and stalking and what to do in the event they occur.

Each year the University will consider the current campus atmosphere and indicators to design and implement a campaign or activities, which address campus specific issues related to sexual harassment, relationship violence and stalking. The University may utilize outside resources for community-wide campaigns and/or secure programmatic services from local rape and trauma victim centers. Programs may focus on, but are not exclusive to, specific topics such as bystander training for incoming students and new employees, the relationship between alcohol and sexual harassment, definitions of consent, or relationship violence. Educational activities will also include information on how to report sexual harassment, relationship violence and stalking, the University investigation process, and support resources available on- or off- campus to those affected by sexual harassment, relationship violence and stalking.

Program implementation occurs throughout the academic year in a variety of forms for all members of the community, including undergraduate, graduate, and on-line students, staff, and faculty. Campus members will have multiple opportunities to participate in prevention and awareness activities through social events, on-line trainings, small-group discussions, and annual awareness events. First year students and athletes receive targeted prevention programming and training during their fall orientation. From 2019 to present, all students were assigned sexual violence prevention training through SafeColleges in addition to the other prevention programming (orientation and awareness events).

Employees also have opportunities to participate in online sessions where they may gain knowledge about how to respond to an individual who has experienced sexual harassment, relationship violence and stalking, how to report sexual harassment, relationship violence and stalking, and their rights under federal and state law to work in an environment free of sexual harassment, relationship violence and stalking.

Finally, the University makes every effort to make its Policy Prohibiting Sexual harassment, Relationship Violence and Stalking easily accessible and available to all campus members. The policy is regularly distributed to students in the fall, and new hires for staff or faculty. It is included in the annual student planner and the Administrative and Staff Handbook and Policies Manual. It is also available on the Point Park University website at www.pointpark.edu/sexual-misconduct-policy.

Risk Reduction Tips for Sexual harassment, Relationship Violence and Stalking

Risk reduction tips can often take a victim-blaming tone, even unintentionally. With no intention to victim-blame, and with recognition that only those who commit sexual violence are responsible for those actions, these suggestions may nevertheless help you to reduce your risk of experiencing sexual harassment, relationship violence and stalking. Below, suggestions to avoid committing a non- consensual sexual act are also offered:

- If you have limits, make them known as early as possible.
- Tell a sexual aggressor “NO” clearly and firmly.
- Try to remove yourself from the physical presence of a sexual aggressor.
- Take affirmative responsibility for your alcohol intake/drug use and acknowledge that alcohol/drugs lower your sexual inhibitions and may make you vulnerable to someone who views a drunk or high person as a sexual opportunity.
- Take care of your friends and ask that they take care of you. A real friend will challenge you if you are about to make a mistake. Respect them when they do.
- If you are leaving the University after dark, try to leave with someone you trust who can walk with you to your designation or contact the Campus Police for an escort.
- Change your routines, including routes to work, school, and other places regularly frequented.
- Consider getting a no contact order or a Protection from Abuse (PFA) Order. All family court proceedings occur at the Allegheny County Court of Common Pleas in Downtown, Pittsburgh. The Court of Common Pleas is located at 440 Ross Street, Room 3030. You can go directly to the court for assistance with filing a PFA, Monday through Friday from 8:30 am to 11:00 am, or 1:00pm to 3:00 pm. You can go to your local magistrate for an emergency PFA. This information is provided in the Title IX folder which includes the legal options brochure from the Women’s Center and Shelter. This process applies for all students, staff, and faculty members.
- Change your number to an unlisted phone number. Keep the previous number active and connected to voicemail. Save the messages that are explicitly abusive or threatening for law enforcement to build a stalking case.
- Document physical abuse and threats through photographs and event logs, which can be used as evidence in court proceedings.
- Create a safety plan at school and work. Share a description or a photograph of the abuser and any legal documentation, such as an order of protection.

- Utilize the USafeUS app to let your friends or roommates know when to expect you or to seek help.

If you find yourself in the position of being the initiator of sexual behavior, you owe sexual respect to your potential partner. These suggestions may help you to reduce your risk for being accused of sexual harassment:

- Clearly communicate your intentions to your sexual partner and give them a chance to clearly relate their intentions to you.
- Understand and respect personal boundaries.
- **DO NOT MAKE ASSUMPTIONS** about consent; about someone's sexual availability; about whether they are attracted to you; about how far you can go or about whether they are physically and/or mentally able to consent. If there are any questions or ambiguity, then you **DO NOT** have consent.
- Mixed messages from your partner are a clear indication that you should stop, defuse any sexual tension and communicate better. You may be misreading them. They may not have figured out how far they want to go with you yet. You must respect the timeline for sexual behaviors with which they are comfortable.
- Don't take advantage of someone's drunkenness or drugged state, even if they chose to drink/take a drug on their own.
- Realize that your potential partner could be intimidated by you, or fearful. You may have a power advantage simply because of your gender or size. Don't abuse that power.
- Understand that consent to some form of sexual behavior does not automatically imply consent to any other forms of sexual behavior.
- Silence and passivity cannot be interpreted as an indication of consent. Read your potential partner carefully, paying attention to verbal and non-verbal communication and body language.

*These risk reduction tips are included in the University's primary prevention and awareness programs, and they are also written in the Dealing with Decisions that Matter Booklet

Become an Active Bystander

We all play a critical role in identifying situations that have potential for harm, and intervening if something does not look or feel quite right:

- Be aware of events around you.
- Take responsibility for the well-being of everyone in the community.
- Step in and help others.
- Remember the three Ds -- Direct, Distract, and Delegate

DIRECT

- The direct intervention strategy involves approaching one or both of the people involved in a potentially risky situation and addressing your concerns directly.
- This approach works best when you know either one of the people involved.
- The direct approach does not work when drugs or alcohol are involved, as the person you are trying to stop is more likely to become defensive or hostile.
- You can do something as simple as give a disapproving look or say something like, "Hey, stop that" or "Are you okay?"

DISTRACT

- The distract intervention strategy involves distracting either person in the risky situation.
- This works best when the people involved are intoxicated, as they typically are easily distracted.
- Some actions you can take include engaging them in helping you look for something or say something like, "Aren't you in my writing class?"

DELEGATE

- For circumstances in which you are unsure of what to do or you are unable to intervene yourself, it's often helpful to recruit others and delegate tasks.
- Teamwork among colleagues can be a useful tool in combating sexual violence on campus.
- This strategy works best when you don't know people in the situation and you can find one of their friends to help intervene.

Training of Employees

The University takes its responsibility to train its staff, faculty and student-workers on the University's Policy Prohibiting Sexual harassment, Relationship Violence and Stalking very seriously. The University issued sexual violence prevention training online to all employees which addresses the topic of sexual violence prevention and bystander intervention strategies.

The amount of training required of an individual will depend on the level of involvement an individual may have in the reporting, investigating, and resolution process of reported sexual harassment.

All employees who interact with students, whether directly or indirectly, will receive annual training on the definition of sexual harassment, relationship violence, and stalking and the University's reporting procedures for sexual harassment, relationship violence, and stalking.

Any employee potentially involved in investigating or adjudicating a report of sexual harassment, relationship violence, or stalking will receive additional training to include, at a minimum, best practices for conducting an investigation, trauma-centered sexual assault training, and training specific to the University's reporting, investigation and resolution policies, which adhere to all legal obligations under Title IX of the Education Amendments of 1972.

Local definitions are provided to students/faculty/staff upon training and are outlined in the policy provided to students/faculty/staff.

The University utilizes external consultants, legal counsel and local rape and trauma victim centers to bolster its training. Additionally, all investigators receive training related to interviewing techniques, unconscious bias, planning an investigation and writing reports on the information gathered during an investigation. Investigators provide regular updates to the Title IX Coordinator to ensure timeliness of the investigation and/or resolution, and that all relevant parties or witnesses are allowed the opportunity to be heard. The University has also created a prevention department that will continue to provide training and awareness opportunities to the University community. Following an Incident of Sexual Harassment

Any Point Park student, faculty, or staff member who has experienced or who is aware of conduct that constitutes sexual harassment, relationship violence, or stalking is strongly encouraged to seek immediate medical assistance, to call 911 or the University's Police Department at 412.392.3960, and to preserve pertinent information and tangible materials, such as text messages, photos and clothing.

To report any non-emergency sexual harassment, please contact Stephanie Stark Poling, Title IX Coordinator, at 412.392.3980 or sstarkpoling@pointpark.edu. Reports may also be made to Student Life staff, faculty members, or any other University official.

On-line reports

On-line reports may be submitted, anonymously in writing if so desired, at www.pointpark.edu/incidentreport. This incident reporting link can be used to report multiple disciplinary actions including violations of the Policy Prohibiting Sexual Harassment, Relationship Violence and Stalking.

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To report any non-emergency sexual harassment, please contact Stephanie Stark Poling, Title IX Coordinator, at 412.392.8158 or sstarkpoling@pointpark.edu. Reports may also be made to Student Life staff, faculty members, or any other University official.

Reporting Policies and Protocols

A. Direct Reporting Options

A reporter may report sexual harassment, relationship violence, and stalking by instituting either a criminal process and/or an institutional process. The criminal process begins by calling the local police department or the University police department at 911 or 412.392.3960. The institutional process may be instituted by calling Stephanie Stark Poling, Title IX Coordinator at 412.392.3980, Assistant Director of Title IX, Equity and Inclusion, or by completing an Incident Report, which may be submitted anonymously if desired, and is located on the University website at www.pointpark.edu/incidentreport. Upon receipt of a report, the Title IX Coordinator, or designee, will contact the complainant and or reporter and provide a written explanation of their rights and options for assistance via a written copy of the policy, the options for assistance following an incident of sexual harassment brochure and the dealing with decisions that matter booklet. This is the process whether or not the Title IX matter occurred on or off-campus.

B. Indirect Reporting

Any University official who receives notice of a violation of this policy and is not listed as a confidential resource elsewhere in this policy is obligated to report that violation to the Title IX Coordinator. Additionally, any University official can assist with contacting the local police department or the University police department.

C. Protecting Complainants, Reporters and Witnesses Retaliation

The University does not tolerate retaliation and will pursue actions against those who take retaliatory measures against reporting individuals or witnesses. When an individual reports sexual harassment, relationship violence, or stalking to any campus resource, that resource will work with the Title IX Coordinator to ensure that the Complainant and reporter are protected from further harassment and from retaliation for making the report. The Title IX Coordinator or her/his designee will consult with the Complainant regarding supportive measures such as changes to University housing and/or academic schedules, changing office locations, removing the reporting individual's information from the Campus directory, and/or issuing a "no contact order." Protective measures applicable to students will be enforced under the Student Code of Conduct by the Vice President of Student Affairs. Supportive measures applicable to staff will be enforced by the Vice President of Human Resources. Supportive measures applicable to faculty will be enforced by the Provost. This is provided in writing to all parties.

Amnesty

Assisting students who are reporting sexual harassment, relationship violence, and stalking is the University's primary interest. In order to facilitate reporting, the Vice President of Student Affairs may choose not to charge students who report sexual harassment, relationship violence, and stalking and any material witnesses with Student Code of Conduct violations for behavior that would otherwise be considered violations (for example, consuming alcohol underage or consuming illegal drugs).

False Accusations

Deliberately false and/or malicious accusations of sexual harassment, relationship violence, or stalking, as opposed to complaints which, even if erroneous, are made in good faith, are just as serious as sexual harassment, relationship violence, and stalking and will be subject to appropriate disciplinary action.

Investigation Procedures and Protocols

A. Assessment and Timeline

The University strives to investigate and resolve all reports of possible violations of the Policy Prohibiting Sexual harassment, Relationship Violence and Stalking **within a reasonable time frame**.

Receipt of an Incident Report which includes allegations of sexual harassment, relationship violence or stalking will trigger an initial Title IX/VAWA assessment. This assessment will be conducted by the Title IX Coordinator, in consultation with one or more of the following, Assistant Director of Title IX, Equity and Inclusion, Director of Student Conduct, Dean of Student Life, and/or Vice President of Public Safety. All University officials involved in a University response to a report of sexual harassment, relationship violence or stalking receive annual training on conducting fair and impartial investigations and resolutions. These individuals also receive annual training on issues related to sexual harassment, relationship violence and stalking.

The assessment will determine if any immediate risk of harm to an individual or the community exists and will implement any necessary interim measures to address those risks. It will also determine whether the conduct as reported, if true, would constitute a violation of this policy. If the initial assessment finds that it is plausible that a violation of this Policy may have occurred, the University will appoint an investigator of its choosing to contact the Complainant and initiate an investigation. The extent and depth of the investigation will depend upon such factors as the Complainant's desire to pursue disciplinary action, the risk posed to the community, and the nature of the alleged behavior. If the Complainant chooses to pursue criminal charges, the University Police Department will work with the Complainant to connect him/her with the appropriate local police department (if the reported incident occurred off campus) or community resource.

If a Complainant refuses to participate in the process, the University may determine that even so, it is appropriate to move forward with an investigation and the protocols set forth in this Policy.

B. Measures & Remedies

The University's primary goal is to ensure that any victim of sexual harassment, relationship violence, or stalking is safe. Regardless of whether a Complainant chooses to pursue disciplinary action, the University will take supportive measures to protect the party(ies) involved and ensure that all safety, emotional, and physical well-being concerns are met.

Supportive measures to protect the safety of the relevant parties will be determined on a case-by-case basis. In making the determination, the University will consider, at a minimum, the relevant party's expressed need, the severity or pervasiveness of the allegations, the continuing effects on the relevant parties, the likelihood that the relevant parties will come into contact with each other through daily activities, and whether any legal steps have been taken to protect the relevant parties.

Student Remedies:

Some examples of immediate remedies the University may provide to a student include modifying class schedules, workplace schedules, and/or extracurricular activities; changing housing arrangements; providing counseling and academic support services; offering extra time to complete, re-take or withdraw from a class without academic or financial penalty; and providing escort services on campus from the campus police. If an investigation against a named Respondent occurs, the University may also initiate a no contact order, alter the housing accommodations of the Respondent; and alter the class, work or extracurricular schedule of the Respondent. Where it is deemed appropriate, the University may issue an emergency removal for a Student-Respondent. If emergency removal is required, the student Respondent will be provided notice and opportunity to promptly challenge this decision following removal. Where it is deemed appropriate, the University may issue an interim suspension for a student-Respondent.

Relevant parties may contact the Title IX Coordinator to request a no contact order, or the Title IX Coordinator may suggest that the relevant parties consider a no contact order. Once the relevant parties decide to pursue a no contact order, The Title IX Coordinator will draft and implement the order, notifying the Office of Student Conduct. The Title IX Coordinator will provide information on the steps to take to obtain a Protection from Abuse (PFA) Order. These steps include going to the Allegheny County Family and Juvenile Court facility located at 440 Ross Street Room 3030, between 8:30 a.m. -11:30 a.m. or 1:00 p.m. -3:00 p.m. Monday–Friday.

Staff Remedies:

Some examples of immediate remedies the University may provide to a staff member include: modifying work schedule or shift, workplace department or location, supervisor or direct reports if Complainant is a supervisor; assisting in obtaining counseling services through the Employee Assistance Plan or otherwise; providing escort services on campus and increasing security around Complainant. If an investigation against a named Respondent occurs, the University may initiate a no-contact order, issue a persona non grata order to prevent a person from coming on campus, and/or alter the assigned department, work schedule or work location, or the supervisory reporting structure of the Respondent.

Relevant parties may contact the Title IX Coordinator to request a no contact order, or the Title IX Coordinator may suggest that the relevant parties consider a no contact order. Once the relevant parties decide to pursue a no contact order, The Title IX Coordinator will draft and implement the order, notifying the Office of Student Conduct. The Title IX Coordinator will provide information on the steps to take to obtain a Protection from Abuse (PFA) Order. These steps include going to the Allegheny County Family and Juvenile Court facility located at 440 Ross Street Room 3030, between 8:30 a.m. -11:30 a.m. or 1:00 p.m. -3:00 p.m. Monday–Friday.

Faculty Remedies:

Some examples of immediate remedies the University may provide to a faculty member include modifying teaching schedule, workplace schedule, and/or extracurricular schedule; assisting in obtaining counseling services through the Employee Assistance Plan or otherwise; providing escort services on campus and increasing security around the Complainant. If an investigation against a named Respondent occurs, the University may initiate a no-contact order, issue a persona non grata order to prevent a person from coming on campus, and/or alter the class or work schedule of the Respondent.

Relevant parties may contact the Title IX Coordinator to request a no contact order, or the Title IX Coordinator may suggest that the relevant parties consider a no contact order. Once the relevant parties decide to pursue a no contact order, The Title IX Coordinator will draft and implement the order, notifying the Office of Student Conduct. The Title IX Coordinator will provide information on the steps to take to obtain a Protection from Abuse (PFA) Order. These steps include going to the Allegheny County Family and Juvenile Court facility located at 440 Ross Street Room 3030, between 8:30 a.m. -11:30 a.m. or 1:00 p.m. -3:00 p.m. Monday–Friday.

C. Investigation Process

Investigations into allegations of sexual harassment, relationship violence, and stalking will usually include interviews with the Complainant, Respondent, and all relevant witnesses. A thorough review of pertinent physical and documentary evidence, such as, photographs, security videos, electronic messages, including text messages, social media postings, and any other relevant resource will also occur. Complainants and Respondents will have the opportunity to present additional evidence to the investigator, and to suggest other fact witnesses with relevant information that the investigator may wish to interview. Character witnesses will not be heard.

In addition, individuals may choose an advisor of their choice to accompany them during the investigative process or any related meeting that is part of the Title IX proceedings. An advisor is any individual who provides the Complainant or Respondent support, guidance, or advice. This advisor may be a parent, a community advocate, or any other person (including an attorney). The advisor's role is purely supportive; the advisor may not speak on behalf of the Complainant or Respondent or otherwise directly participate in the investigation process.

The University aims to complete investigations under this Policy **within a reasonable time frame**. In some circumstances, an extension of this time frame may be required. Possible conditions that would extend the time needed to complete an investigation include, but are not limited to, the complexity of the reported incident, the number of witnesses involved,

related and on-going criminal investigations, school breaks and vacations or unforeseen circumstances. If a delay is necessary, the University will notify all parties of the reasons for the delay and the expected adjustment in time frames. In all cases, the University will employ a process which balances principles of thoroughness and equity with promptness.

Upon completion of the investigation, the appointed investigators will submit a Findings of Fact Report to the Title IX Coordinator. The Findings of Fact Report will include the nature of the allegations reported, a summary of the information gathered from interviews, and any physical or documentary evidence reviewed.

The Title IX Coordinator will forward the Findings of Fact Report and all other materials, including any clarifying statement provided by a party, to the appropriate adjudicator. All parties will be notified that the investigation is complete and be provided with information about next steps in the resolution process.

Resolution Process

Members of the Point Park community may choose an Informal or Formal Resolution process for resolving complaints. The Informal Resolution process is available only for reports of incidents where the reported behavior could not constitute a crime. Reports that could include crimes such as sexual assault, dating or domestic violence, or stalking cannot be resolved informally. Regardless of the resolution process chosen by the complainant, the University commits to providing all parties with a prompt, fair and impartial process from the initial investigation to the final result. This includes receiving timely notice, equal opportunities to be heard, and equal opportunities to respond to the reported behavior.

Informal Resolution

The Informal Resolution process is available for all complaints except complaints that involve a student and an employee. Reports of sexual harassment, sexual assault, dating or domestic violence, or stalking can be resolved informally if they do not involve a student and an employee. Mediation may be used for these complaints and at any time during the informal resolution process either party may request to use the formal resolution process. If a complaint is resolved through informal resolution and there is another complaint against the same Respondent, the previous informal resolution case documents may be used in the new formal complaint. This includes the informal mediation agreement and the documents gathered during the informal investigation.

The Title IX Coordinator will inform the Complainant and the Respondent if the University will move forward with the informal process. Either party may request informal resolution, up until (10) business days prior to the hearing. If the Title IX Coordinator approves and both parties agree to participate, the formal process will be adjourned while the informal resolution process is pending; if, however, during the informal resolution process, no agreement is reached, the formal grievance process will resume. Upon initiation of the informal resolution process, the Title IX Coordinator will assign the matter to a trained informal resolution mediator. The mediator will consult with each party separately in an effort to reach a resolution that best meets the interests and needs of the parties. Unless the parties mutually agree, they will not be together in the same space as part of the resolution process. Neither the Complainant nor the Respondent may appeal the final informal resolution decision. At the end of informal resolution process, the mediator will provide a copy of the mediation agreement signed by all parties.

Failure to comply with the signed informal resolution agreement may result in further disciplinary sanctions, either party may file violations of the informal resolution agreement in writing to the Title IX Coordinator for review and resolution.

Formal Resolution

Once an investigation is conducted and an Investigation Report is submitted to the Title IX Coordinator, the resolution process will begin. The University aims to complete the resolution process, including notifying all parties of the outcome of the investigation, within a reasonable time frame. The resolution phase includes the Hearing Panel, Sanction Officers, and Appeal Officers. The Hearing Panel will consist of two faculty or staff members and the Adjudicator however, the Adjudicator will make the final decision.

The Complainant and the Respondent will have the opportunity to challenge the participation of any member of the resolution phase based upon conflict of interest or bias. This challenge must be presented to the Title IX Coordinator in writing. This must be done within (2) business days of the identification of the Hearing Panel members, Sanctioning Officers, and Appeal Officers. It will be up to the discretion of the Title IX Coordinator to determine if these members can serve impartially. The Title IX Coordinator will respond to the challenge within (2) business days.

The Adjudicator is responsible for reviewing the Investigation Report and determining whether a violation of this Policy has occurred. This determination will include a full review of all relevant information and be based on a preponderance of the

evidence standard (i.e., whether it is more likely than not that a violation occurred).

Upon making a decision on whether a violation has occurred, the Adjudicator will be required to write a written report summarizing their findings and the factual bases for them. The Adjudicator will send all case documents and the hearing video to the Sanctioning Officer for review. The Sanctioning Officer will issue any sanctions in a case in which a violation has been found to occur and return the letter to the Adjudicator. The Adjudicator will issue the Outcome Letter simultaneously to both parties via email. The Outcome Letter will outline the decision made and the right to appeal the decision, taking into account any applicable privacy issues.

Upon request, the University will disclose results of the investigation and resolution to the next of kin, if the Complainant is deceased. Note, however, that a Complainant or Respondent who has refused to participate in the investigation process has no right to appeal.

If it is determined that a violation of this Policy did not occur, but the reported behavior would violate a different University policy, such as the Student Code of Conduct, the case may be referred to the appropriate office for resolution.

Prehearing Conference

The Complainant and the Respondent will be given written notice of the date and time for the prehearing conference within (5) business days of the Title IX Coordinator sharing the Investigation Report and evidence with both parties. Within (10) business days of receiving the hearing notice and before the prehearing conference, the Complainant(s) and the Respondent(s) must notify the Title IX Coordinator if they do not have an Advisor, if they have not already done so, for the Title IX virtual hearing as the University will provide an advisor of the University's choice to conduct cross-examination on behalf of that party. Additionally, the parties through their Advisors have the opportunity to send questions via email to the Title IX Coordinator for a relevancy review by the Adjudicator.

The Adjudicator will have (5) business days to complete the relevancy review before the prehearing conference. The prehearing conference should be scheduled at minimum (10) business days after the Investigation Report and evidence are shared. During the prehearing telephone conference, the parties and their Advisors will affirm that they have received the documents necessary for the hearing, resolve any current issues before the hearing, agree to any undisputed facts of the case, review the witness lists of both parties, and have the Adjudicator advise the parties of which questions have not passed the relevancy review and why. The parties and their Advisors should be prepared during the prehearing conference to identify any witnesses to whom they plan to ask questions on cross examination. The parties will also have the opportunity to request any accommodations necessary for the hearing. The accommodations will be evaluated by the Office of Disability Services for students and the Assistant Vice President of Human Resources and Insurance for employees. At the close of the prehearing conference, the Adjudicator will review the Rape Shield protections and the rules of decorum for the virtual hearing. The hearing will be scheduled at least (5) business days after the prehearing conference date.

Decisions with respect to whether to admit new or rebuttal evidence after the parties have reviewed the evidence and responded to the Investigation Report will be made by the Adjudicator. Such evidence should be brought to the attention of the Adjudicator at the prehearing conference. New evidence is evidence that was not available at the time the hearing notice was sent, could not have been available based on reasonable and diligent inquiry, and is relevant to the matter. Rebuttal evidence is evidence presented to contradict other evidence which could not have been reasonably anticipated by a party to be relevant information in the fact-gathering stage. All evidence that the Adjudicator decides is relevant will be provided to the Title IX Coordinator who will share the evidence with both parties after the prehearing conference for use at the hearing. No new and/or rebuttal evidence will be accepted at the hearing.

Virtual Hearing

The virtual hearing will occur via video and audio-conferencing technology; however, parties may be in separate rooms in person for the virtual hearing. Each party will receive a link and passcode to the hearing at least 24 hours prior to the hearing date. The witnesses will be in breakout rooms when they are not participating in the hearing process. The Adjudicator will have sole discretion in facilitating the virtual hearing and the Adjudicator will determine what steps to take in the event there are technical difficulties. The Adjudicator will record the hearing; however, no other party shall make any recording of the hearing. The recording of the hearing will be made available on request of the Complainant(s) or the Respondent(s) in accordance with the University's FERPA records request procedure.

The Outcome Letter or written findings will include: the allegations; the procedural history from receipt of the formal complaint to determination of the formal complaint, notifications to the parties, interviews with parties and witnesses, site visits (if any), methods used to gather other information, the hearing; findings of fact; conclusions regarding the policy as applied to the facts; a rationale regarding the result of each allegation, a determination regarding responsibility, disciplinary sanctions, if any, along with remedies designed to restore or preserve equal access to the University's education program or activity or working environment, and information to appeal the decision.

Corrective Action

Point Park University reserves the right to impose different methods of corrective action depending on the severity of the offense or depending on the number of violations. The sanctioning Officer in each case has sole discretion to determine appropriate corrective action, which may deviate from the guidelines set forth below.

The University will consider concerns and rights of both the Complainant and the Respondent. Additionally, the University will consider the current conduct record of a Respondent found responsible to determine the appropriate corrective measure.

Tiers and offenses pursuant of the Policy Prohibiting Sexual Harassment, Relationship Violence and Stalking are based on formal complaints or University complaints.

Tier 1: Violations of Sexual Harassment, Dating Violence, Domestic Violence, Relationship Violence, Stalking, Sexual Exploitation, Sexual Intimidation.

Tier 2: Multiple Violations of Sexual Harassment, Dating Violence, Domestic Violence, Relationship Violence, Stalking, Sexual Exploitation, Sexual Intimidation; Additionally, a single violation of Sexual Misconduct.

Tier 3: Multiple Violations of Sexual Harassment, Dating Violence, Domestic Violence, Relationship Violence, Stalking, Sexual Exploitation, Sexual Intimidation; Additionally, multiple violations of Sexual Misconduct.

Student Corrective Action

First Offense – Tier 1: Violation of Sexual Harassment, Dating Violence, Domestic Violence, Relationship Violence, Stalking, Sexual Exploitation, Sexual Intimidation, and Sexual Misconduct.

Probation Type: Minimum 1-year Disciplinary Probation to Suspension

Education or Remediation: Corrective Measures include, but are not limited to the following: Online education program assigned as appropriate to the offense, counseling as appropriate, formal letter of reprimand, housing probation and housing relocation for residents as appropriate, academic class section reassignment as appropriate, No Contact Order or Negative No Contact Order as appropriate. Point Park University reserves the right to impose corrective action steps that deviate from the tiers above based on the severity, frequency or combination of infractions when circumstances warrant immediate action.

Second Offense – Tier 1 or First Offense – Tier 2*: Violations of Sexual Harassment, Dating Violence, Domestic Violence, Relationship Violence, Stalking, Sexual Exploitation, Sexual Intimidation, and Sexual Misconduct.

Probation Type: Minimum 1-year University Probation to Expulsion

Education or Remediation: Corrective Measures include, but are not limited to the following: Online education program assigned as appropriate to the offense, counseling as appropriate, formal letter of reprimand, housing termination for residents as appropriate, academic class section reassignment as appropriate, No Contact Order or Negative No Contact Order as appropriate, persona non grata as appropriate. Point Park University reserves the right to impose corrective action steps that deviate from the tiers above based on the severity, frequency or combination of infractions when circumstances warrant immediate action.

Third Offense – Tier 1 or Second Offense – Tier 2* or Tier 3 Offenses: Violations of Sexual Harassment, Dating Violence, Domestic Violence, Relationship Violence, Stalking, Sexual Exploitation, Sexual Intimidation, and Sexual Misconduct.

Probation Type: Minimum University Suspension for 1-year to Expulsion

Education or Remediation: Corrective Measures include, but are not limited to the following: Online education program assigned as appropriate to the offense, counseling as appropriate, formal letter of reprimand, housing termination for residents as appropriate, removal from academic courses as appropriate, No Contact Order or Negative No Contact Order as appropriate campus-wide persona non grata as appropriate. Point Park University reserves the right to impose corrective action steps that deviate from the tiers above based on the severity, frequency or combination of infractions when circumstances warrant immediate action.

Individuals not affiliated with the University and Alumni

Disciplinary sanctions for individuals not affiliated with the University and alumni, may include being listed as a Persona Non Grata which will bar the individual from the University temporarily or permanently and will ban the individual from University sponsored events or activities.

Employee Corrective Action

First Offense – Tier 1: Violation of Sexual Harassment, Dating Violence, Domestic Violence, Relationship Violence, Stalking, Sexual Exploitation, Sexual Intimidation, and Sexual Misconduct.

Probation Type: Warning or Reprimand

Education or Remediation: Point Park University reserves the right to impose corrective action steps that deviate from the tiers above based on the severity, frequency or combination of infractions when circumstances warrant immediate action. Corrective action may include verbal discussion/warning(s) or reprimand, written warning(s), suspension(s) and/or termination.

Second Offense – Tier 1 or First Offense – Tier 2*: Violations of Sexual Harassment, Dating Violence, Domestic Violence, Relationship Violence, Stalking, Sexual Exploitation, Sexual Intimidation, and Sexual Misconduct.

Probation Type: Warning to Suspension

Education or Remediation: Point Park University reserves the right to impose corrective action steps that deviate from the tiers above based on the severity, frequency or combination of infractions when circumstances warrant immediate action. Corrective action may include verbal discussion/warning(s) or reprimand, written warning(s), suspension(s) and/or termination.

Third Offense – Tier 1 or Second Offense – Tier 2* or Tier 3 Offenses: Violations of Sexual Harassment, Dating Violence, Domestic Violence, Relationship Violence, Stalking, Sexual Exploitation, Sexual Intimidation and Sexual Misconduct.

Probation Type: Suspension to Termination

Education or Remediation: Point Park University reserves the right to impose corrective action steps that deviate from the tiers above based on the severity, frequency or combination of infractions when circumstances warrant immediate action. Corrective action may include verbal discussion/warning(s) or reprimand, written warning(s), suspension(s) and/or termination.

Right to Appeal

Except as noted above, both the Complainant and the Respondent of all classifications (students, staff and faculty) have the right to appeal the decision of the Title IX Coordinator to dismiss a formal complaint or the Adjudicator's final decision in the Outcome Letter. Parties have (5) business days to appeal the dismissal decision on the grounds of conflict of interest, bias, or procedural irregularity.

Parties to the case are informed of their right to appeal through the University's Policy Prohibiting Sexual Harassment, Relationship Violence and Stalking in writing and electronically. Further, the Complainant and Respondent receive written notice of their right to appeal in their Outcome Letters which provides the determination of whether the University's policy has been violated.

An appeal must be filed within ten (10) business days of the date of the Outcome Letter. An appeal may only be filed on five bases: 1) procedural irregularity that affected the outcome of the matter 2) The Title IX personnel had a conflict of interest or bias that affected the outcome of the matter that were not raised previously by the parties, 3) newly discovered evidence that could affect the outcome of the matter, 4) the appealing party believes the sanction was not proportionate to the offense, or 5) the appealing party believes the University did not follow its investigation and/or resolution process.

The appeal should be submitted in writing to the University Title IX Coordinator. The Title IX Coordinator will forward the appeal and all materials from the investigation to an Appeal Officer. The choice of the Appeal Officer is at the sole discretion of the University, provided that the Appeal Officer shall have had no involvement in the prior proceedings related to the complaint in which the appeal is made.

The Appeal Officer will review the Findings of Fact Report and related evidence, the recording of the virtual hearing, the decision by Adjudicator, and the information provided in the appeal documents in making a determination whether a violation occurred. Using a preponderance of the evidence standard, the Appeal Officer will issue an Outcome Letter to both parties detailing the decision and any applicable sanctions or remedies. Absent extenuating circumstances, the Appeal Officer will issue the Outcome Letter within fifteen (15) business days of the date the appeal is filed with the Title IX Coordinator.

Rights of the Complainant and Respondent

The University commits to providing a fair and equitable process for resolving complaints that allege violations of this policy, which includes the following:

The right to prompt investigation and appropriate resolution of all credible complaints of sexual harassment.

The right to be treated with respect by University officials.

The right of the Respondent to be presumed not responsible until the end of the resolution process and the right to not have disciplinary measures imposed unless and until a policy violation is found.

The right for all parties to be informed of and have access to campus resources for medical, counseling, and advisory services where indicated.

The right for all parties to be fully informed of the nature, rules and procedures of the investigation and resolution process, and to timely written notice of the alleged violations within the complaint, including the nature of the violations.

The right not to have irrelevant prior sexual history admitted as evidence in the Investigation Report or at any hearing.

The right to appeal dismissal of a Title IX complaint, in accordance with the standards for appeal established by the University's Policy Prohibiting Sexual Harassment, Relationship Violence and Stalking.

The right to appeal the Outcome and Corrective Action in a Title IX Complaint, in accordance with the standards for appeal established by the University's Policy Prohibiting Sexual Harassment, Relationship Violence and Stalking.

The right to an investigation and resolution process that is closed to the public.

The right to petition that the Investigators, Hearing Panel, Sanctioning Officer or Appeal Officer be removed on the basis of demonstrated bias or conflict of interest.

The right to have complaints and appeals heard by a University official who have received annual sexual harassment, adjudication training

The right to be accompanied and assisted by an advisor during the investigation process. This advisor can be anyone, including an attorney provided at the Complainant's/Respondent's own cost, but the advisor may not take part directly in the interview or investigation itself, though they may communicate with the Complainant/Respondent as necessary.

The right to be accompanied and assisted by an advisor during the resolution process. This advisor can be anyone, including an attorney or an individual provided by the University to conduct cross examination of the parties at the virtual hearing.

The right to an outcome based solely on evidence presented during the investigation and resolution process. Such evidence shall be credible, relevant, based in fact, and without prejudice. The right to timely written notice of the outcome and sanction(s).

Sexual Harassment and Misconduct Policy

Prohibition of Sexual Harassment and Misconduct

All reports will be referred to the Title IX and Diversity office. The Title IX and Diversity office will determine if the Point Park Policy Prohibiting Sexual Harassment, Relationship Violence and Stalking was violated. If the report does not fall within the scope of the Point Park Policy Prohibiting Sexual Harassment, Relationship Violence and Stalking, the Title IX and Diversity office will dismiss the complaint and refer it to the Point Park Policy on Discrimination and Harassment or to the Director of Student Conduct to initiate the complaint under this policy.

This policy prohibits sexual harassment which occurs on or off-campus and between one or more current students if the allegations do not fall within the scope of the Point Park Policy Prohibiting Sexual Harassment, Relationship Violence and Stalking. This policy also prohibits sexual misconduct, that takes place outside of University programs or activities, which includes off-campus and online conduct, but which may nonetheless impact students of the University community or the University's educational mission.

The Director of Student Conduct will determine if off-campus conduct could have an on- campus impact or an impact on the educational mission of the University, including:

1. Any action that constitutes criminal offense as defined by federal or Pennsylvania state law. This includes, but is not limited to, single or repeat violations of any local, state or federal law;
2. Any situation where it appears that the accused student may present a danger or threat to the health or safety of self or others;
3. Any action that creates or could create a hostile environment for student learning;
4. Any situation that significantly impinges upon the rights, property or achievements of others or significantly breaches the peace and/or causes social disorder;
5. Any situation that is detrimental to the educational interests of Point Park University or students of the Point Park community

Prohibition of Gender-Based Harassment

This policy prohibits unwelcome conduct that is nonsexual in nature and based upon a student's actual or perceived sex, gender identity, gender expression, or nonconformity with gender stereotypes when these allegations do not rise to the level of a potential violation of Point Park's Policy on Discrimination and Harassment.

Prohibition of Retaliation

The University does not tolerate retaliation and will pursue actions against those who take retaliatory measures against reporting individuals or witnesses.

Definitions

Sexual Misconduct is non-consensual sexual contact or non-consensual sexual intercourse (as defined below) from a current student to another current student. Sexual misconduct includes sexual contact or sexual intercourse achieved by the use or threat of force or violence, coercion, or intimidation, without consent, or where an individual is incapacitated.

1. **Consent** is knowing, voluntary and clear permission by word or action, to engage in a particular activity. Since individuals may experience the same interaction in different ways, it is the responsibility of each party to make certain that the other has consented before engaging in the activity. For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct.

A person cannot consent if he or she is unable to understand what is happening or is disoriented, helpless, asleep or unconscious for any reason, including due to alcohol or other drugs. An individual who engages in sexual activity when the individual knows, or should know, that the other person is physically or mentally incapacitated has violated this policy.

It is not an excuse that the individual accused of sexual misconduct was intoxicated and, therefore, did not realize the incapacity of the other.

Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). A current or previous dating relationship is not sufficient to constitute consent. The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred and any similar previous patterns that may be evidenced. Silence or the absence of resistance alone is not consent. A person can withdraw consent at any time during sexual activity by expressing in words or actions that he or she no longer wants the act to continue, and, if that happens, the other person must stop immediately.

In Pennsylvania, a minor (meaning a person under the age of 16 years) cannot consent to sexual activity. This means that sexual contact by an adult with a person younger than 16 years old is a crime, as well as a violation of this policy, even if the minor wanted to engage in the act.

Incapacitation is the inability, temporarily or permanently, to give consent because the individual is mentally and/or physically helpless, asleep, unconscious, or unaware that sexual activity is occurring. Incapacity may result from mental disability, involuntary physical restraint and/or from the use of alcohol or drugs. Intoxication is not necessarily the same thing as incapacitation, unless one is so intoxicated as to be incapacitated. Incapacitation of the alleged perpetrator does not excuse otherwise prohibited conduct.

2. **Non-consensual sexual contact is any sexual touching, however slight, with any part of a person or an object, by any person upon another without consent (as defined below), or by forcing any person to touch you or his/herself in a sexual**

manner. Non-consensual contact includes improper touching of intimate body parts, non-consensual removal of another's clothing, indecent contact (i.e. the unwanted touching of intimate body parts including, but not limited to, genitals, buttocks, groin, or breasts), or causing another to have indecent contact with those intimate body parts.

Non-consensual sexual intercourse is any sexual intercourse by any person upon another without consent (as defined below). It includes oral, anal and vaginal penetration, to any degree, with any part of the body or any object. Non-consensual intercourse may be accomplished by expressly or implicitly forcing or coercing another person to have intercourse against that person's will, including the use or threat of physical force, or any behavior that is designed to intimidate and induce fear in another person. Non-consensual sexual intercourse can also occur when another person is incapable of denying or giving consent.

Sexual Harassment is unwelcome conduct, from a student, of a sexual nature, including unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, graphic or physical conduct of a sexual or gender-based nature. It may be found in a

single episode, as well as in persistent behavior. Sexual harassment in any educational program or activity that is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the University's educational program or activity will be evaluated under Point Park's Policy Prohibiting Sexual Harassment, Relationship Violence and Stalking. Any allegations of sexual harassment that do not meet the severe, pervasive, and objectively offensive standard (on or off-campus) may be evaluated under this policy.

Unwelcome Conduct occurs when the target of the conduct did not request or invite it and considered the conduct to be undesirable or offensive. Unwelcome Conduct may take various forms, including, name-calling, graphic or written statements (including the use of cell phone or the Internet), or other conduct that may be physically threatening, harmful, or humiliating. Unwelcome Conduct does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Unwelcome Conduct can involve students of the same or opposite sex. Participation in the conduct or the failure to complain does not always mean that the conduct was welcome. The fact that an individual may have welcomed some conduct does not necessarily mean that the individual welcomed other conduct. Also, the fact that an individual requested or invited conduct on one occasion does not mean that the conduct is welcome on a subsequent occasion.

Relationship Violence, Exploitation & Stalking are any acts committed by one student to another student that violates one of the following provisions listed below:

Domestic Violence is committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim.

Dating violence is 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, taking into consideration the following factors:

1. The length of the relationship;
2. The type of relationship; and
3. 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, for purposes of this policy, does not include emotional abuse.

Sexual Exploitation involves:

1. Electronically recording, photographing, or transmitting intimate or sexual utterances, sounds, or images without the knowledge and consent of all parties involved;
2. Voyeurism (spying on others who are in intimate or sexual situations);
3. Distributing intimate or sexual information about another person without that person's knowledge;
4. When a student takes unjust or abusive sexual advantage of another student for their own advantage or benefit or for the benefit or advantage of anyone other than the exploited party.

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

1. Fear for his or her safety or the safety of others and/or
2. Suffer substantial emotional distress.

One engages in an impermissible course of conduct if one engages in two or more acts that include, but are 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 in a way prohibited as described above or interferes with a person's property.

Retaliation is any action taken by any individual against any person because that person was believed to have violated this policy or because that student has filed a complaint, testified, assisted, or participated in any manner in an investigation or proceeding under this policy. This includes action taken against a bystander who intervened to stop or attempted to stop sexual misconduct. Retaliation includes intimidating, threatening, coercing, or in any way discriminating against an individual because of the individual's complaint or participation. Action is generally deemed retaliatory if it would deter a reasonable person in the same circumstances from opposing practices prohibited by this policy.

Resolution Process

Point Park University students may choose an Informal or Formal Resolution process for resolving complaints, as described below. The Informal Resolution process is available only for reports of incidents where the reported behavior could **not** constitute a crime. Reports that could include crimes such as, sexual assault, dating or domestic violence, or stalking cannot be resolved informally.

A Formal Resolution process may be used for any report of behavior that may violate this policy, including reports that may involve behavior that could constitute a crime. A Formal Resolution involves a full investigation and will be adjudicated by the Director of Student Conduct.

Regardless of the resolution process chosen by the complainant, the University commits to providing all parties with a prompt, fair and impartial process from the initial investigation to the final result. This includes receiving timely notice, equal opportunities to be heard, and equal opportunities to respond to the reported behavior.

Informal Resolution

An informal resolution is a mechanism for achieving resolution between parties without a formal investigation. Once an official complaint has been filed the parties will be offered informal resolution. If this method of resolution is pursued, then each party will sign the informal resolution form and a Notice of Informal Resolution will be sent out to both parties. Parties choosing this path of resolution does not forego access to remedies needed to continue their education. Both parties must agree to informal resolution in writing. Either party may choose to end an informal resolution and begin a formal investigation at any time prior to final determination.

Either party can request an informal resolution but both parties have to agree to participate. Either party may request informal resolution, up until (10) business days prior to formal resolution process beginning. Please understand that while both parties can agree to participate, the Director of Student Conduct will ultimately decide whether this complaint is appropriate for informal resolution. If the Director of Student Conduct approves and both parties agree to participate, the formal process will be adjourned while the informal resolution process is pending. If during the informal resolution process, no agreement is reached, the formal grievance process will be resumed.

Upon initiation of the informal resolution process, the Director of Student Conduct will assign the matter to a trained, informal resolution mediator. The mediator will consult with each party separately in an effort to reach a resolution that best meets the interests and needs of the parties. Any resolution agreed to by the parties will be documented by the mediator in an informal resolution agreement to be signed by both parties. Unless the parties mutually agree, they will not be together in in the same space as part of the process. Through the informal resolution process, neither the Complainant nor the Respondent may appeal the outcome. If the Respondent is charged in a later case, the informal resolution case may be incorporated in the new case.

If the parties are unable to come to an agreement, the complaint will be taken through the formal resolution process.

Failure to comply with the signed informal resolution agreement may result in further student conduct sanctions.

Formal resolution

Upon initiation of the formal resolution process, the Director of Student Conduct will assign the matter to trained investigators. Investigations will include interviews by all relevant, involved parties. The investigation team will give its best faith effort to interview all concerned parties. During their interviews, students will have the opportunity to describe why they believe a policy violation did or did not occur. A draft of the Finding of Facts will be reviewed by the Complainant and Respondent. Each party has the ability to add comments to that document. After any comments have been submitted to the investigation team, a Final Finding of Fact Report will be submitted to the Director of Student Conduct, or designee.

The Director of Student Conduct, or their designee, is responsible for reviewing the Findings of Fact Report and determining whether a violation of the University's Sexual Harassment and Misconduct policy has occurred. This determination will include a full review of all relevant information and be based on a preponderance of the evidence standard (i.e., whether it is more likely than not that a violation occurred).

Upon deciding whether a violation has occurred, the Director of Student Conduct, or their designee will issue an Outcome Letter outlining the decision made and will also explain any imposed sanctions and remedies. This information will be provided in writing to the Complainant and the Respondent, taking into consideration any applicable privacy issues.

Possible sanctions that may be imposed upon a Respondent found in violation of the University's policy may include the following:

1. a warning letter,
2. required prevention education,
3. removal from a student program,
4. restrictions on access to certain University facilities, such as a residence hall,
5. No Contact Order,
6. restrictions on future class scheduling to avoid classes with a complainant,
7. limits on employment at the University,
8. suspension for one to four semesters,
9. suspension for the remainder of an academic year,
10. or expulsion.

The Director of Student Conduct, or their designee, will review the Outcome Letter with the Complainant and Respondent separately to ensure the reasoning of the decision is fully understood and to inform the Complainant and Respondent of the right to appeal.
Page | 75

Upon request, the University will disclose results of the investigation and resolution to the next of kin, if the complainant is deceased. Note, however, that a Complainant or Respondent who has refused to participate in the investigation process has no right to appeal.

Right to appeal

Except as noted above, both the Complainant and the Respondent have the right to appeal the decision of the Director of Student Conduct, or their designee. Parties to the case are informed of their right to appeal through the Sexual Harassment and Misconduct policy in writing and electronically. Further, the Complainant and Respondent will receive written notice of their right to appeal in their Outcome Letters which provides the determination whether the University's policy has been violated.

An appeal must be filed within ten (10) business days of the date of the Outcome Letter. An appeal may only be filed on three bases: 1) the appealing party has new information that was not included in the investigation Findings of Fact Report and could not have been provided earlier, 2) the appealing party believes the sanction was not proportionate to the offense, or 3) the appealing party believes the University did not follow its investigation and/or resolution process.

The appeal should be submitted in writing to the Vice President of Student Affairs and shall state the ground(s) for the appeal and provide any additional information or evidence. The Vice President of Student Affairs will review the Findings of Fact Report and related evidence, the decision by the Director of Student Conduct, or their designee, and the information provided in the appeal documents to determine whether the appeal should be upheld on one or more grounds. Using a preponderance of the evidence standard, the Vice President of Student Affairs will issue an Outcome Letter to the appealing party detailing the decision and any applicable modifications to previously- imposed sanctions or remedies. Absent extenuating circumstances, the Vice President of Student Affairs will issue the Outcome Letter within fifteen (15) business days of the date the appeal is filed. If any changes occur to the original decision, the non-appealing party will be made aware of the change. The decision is final with no further appeal process.

Sexual Offender Registration/Campus Sex Crimes Prevention Act

Pennsylvania's General Assembly has determined that making information about registered sex offenders available to the public through the Internet will enhance public safety. Knowing whether a person is a registered sex offender could be a significant factor in protecting yourself, your family members, or persons in your care from recidivist acts by registered sex offenders. Public access to information about registered sex offenders is intended solely as a means of public protection.

Pursuant to the provisions of Pennsylvania's Megan's Law, 42 Pa.C.S. § 9791 et seq., the Pennsylvania State Police have established a web page to provide timely information to the public on registered sex offenders residing in the Commonwealth. Megan's Law requires the State Police to create and maintain a registry of persons who have been convicted of, entered a plea of guilty to, or adjudicated delinquent of certain sex offenses listed in 42 Pa.C.S. §§9795.1 and 9795.2. Additionally, the Pennsylvania State Police are required to make certain information on registered sex offenders available to the public through an Internet website. The Pennsylvania State Police have established this website according to the requirements of 42 Pa.C.S. § 9798.1. You can view the web site at the following address: www.pameganslaw.state.pa.us.

Laws Governing the Report

Federal Legal Requirements – The Clery Act

Enacted in 1990, The Student Right to Know and Campus Security Act (pub. L. 101-542) was designed to “assist students in making decisions which affect their personal safety...” and “to make sure institutions of higher education provide students, prospective students, and faculty the information they need to avoid becoming the victims of campus crime.” The Higher Education Act of 1998 and the subsequent amendment of the implementing regulations (34 C.F.R. 668.46) significantly expanded institutions' obligations under the Act and renamed it the “Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act” (hereafter the “Clery Act”).

The Clery Act requires colleges and universities to:

- Publish an annual report every year by October 1 that contains campus crime statistics and certain campus security policy statements from the past three years;
- Disclose crime statistics for the campus, public areas immediately adjacent to or running through the campus, and certain non-campus facilities. The statistics must be gathered from campus police or security, local law enforcement, and other University officials who have “significant responsibility for student and campus activities;”
- Provide “emergency warning” notices of those crimes that have occurred and pose an ongoing “threat to students and employees;” and
- 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.”

State Legal Requirements - The Pennsylvania Uniform Crime Reporting Act

The Pennsylvania Uniform Crime Reporting Act (18 P.S. §20.101 et seq.), as implemented by Chapter 33 of the Regulations of the State Board of Education, requires colleges and universities to:

- Report to the Pennsylvania State Police annual crime statistics for publication in the FBI's Uniform Crime Report, which collects data on additional categories of felony and misdemeanor crime;
- Report crime rates for all reportable offenses;
- Provide the numbers of enrolled students and employees; and
- Disclose information and security policies on the types of available student housing, admission of visitors to housing facilities, measures to secure entrances, and standard features to secure room doors.

Crime Statistic: Crimes Monitored and Definitions

In accordance with the Clery Act, Point Park University's annual security report includes statistics for the previous three calendar years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by Point Park University; and on public property within, or immediately adjacent to and accessible from, the campus. The statistics for the report are obtained from the campus Crime Log, the Student Affairs Office, and local police

authorities. In accordance with the Clery Act, the following crime categories must be reported:

- Murder/Non-negligence Manslaughter
- Manslaughter by Negligence
- Sex Offense, Rape
- Sex Offense, Fondling
- Sex Offense, Incest
- Sex Offense, Statutory Rape
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson
- Fire
- Liquor Law Arrests
- Liquor Law Violations referred for Disciplinary Action
- Drug Law Arrests
- Drug Law violations referred for Disciplinary Action
- Illegal Weapons Possession Arrests
- Illegal Weapons Possession Violations referred for Disciplinary Action
- Domestic Violence
- Dating Violence
- Stalking

Clery Act Definitions of Reportable Crimes

Murder and Non-negligence by Manslaughter: The willful (non-negligent) killing of one human being by another.

Negligence by Manslaughter: The killing of another person through gross negligence.

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. 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.

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. This offense includes the rape of both males and females

Sodomy: Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly 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 or physical incapacity.

Sexual Assault with an Object: 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; 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 or physical incapacity.

Fondling: is 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.

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.

Robbery: 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.

Aggravated Assault: 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 a means likely to produce 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 that could and probably would result in serious personal injury if the crime were successfully completed.)

Burglary: The unlawful entry of a structure to commit a felony or 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 acts.

Fire: Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle. (All cases where persons not having lawful access to take automobiles, including joyriding, even though the vehicles are later abandoned.)

Arson: Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, or personal property of another.

Liquor Law Violations: The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned activities. (Drunkness and driving under the influence are not included in this definition.)

Drug Abuse Violations: Violations of state and 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, codeine); marijuana; synthetic narcotic drugs (enzadrines); synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs.

Weapon Law Violations: The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned acts.

How We Compile Crime Statistics

The Point Park University Police Department collects crime statistics from the campus Crime Log, the Student Affairs Office, Campus Security Authorities (CSA) and local police authorities, disclosed in the charts of this report through these methods. Police officers enter all reports of crime incidents made directly to the department through the Informant system. After an officer enters the report in Informant, a department supervisor reviews the report to confirm it is appropriately classified in the correct crime category. The department periodically examines the data to verify that all reported crimes are recorded in accordance with the crime definitions outlined in the FBI Uniform Crime Reporting Handbook, the FBI National Incident-based Reporting System Handbook (sex offenses only) and U.S. Department of Education Handbook for Campus Crime Reporting.

The University Police Department maintains a close relationship with the City of Pittsburgh Bureau of Police to facilitate notification of crime occurring on university owned property. The Crime Analysis Unit of the City of Pittsburgh Bureau of Police provides electronic copies of all crime alerts issued to city police personnel concerning crimes occurring in adjacent neighborhoods (as required by the Clery Act) on a regular basis, and provides annual statistics on all crimes required to be reported under the Clery Act and Pennsylvania Acts 73 & 180.

Geographic Areas Related to Reportable Crimes

The Clery Act requires that institutions disclose statistics for criminal offenses/referrals committed in certain geographic locations associated with Point Park.

On-Campus – The Clery Act defines on-campus to mean: (1) any building or property owned or controlled by an institution, within the same reasonably contiguous geographical area and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, including residence halls; as well as (2) any building or property that is within or reasonably contiguous to property described in part (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor). The PP PD for any Clery-reportable crime the responded to on campus canvasses the City of Pittsburgh Police Department each year.

For purposes of Clery reporting, Point Park University classifies the following locations as on-campus locations.

- *Main Campus*: This includes all buildings, outlying buildings, residential facilities, property, parking lots, and roadways on the Main campus. Incidents occurring in these areas are under the jurisdiction of the Point Park University Police Department.
- *Residence Halls and other Residential Facilities*: located on-campus and that house students: These locations are considered a subset of the on-campus category. Point Park must disclose the total number of on-campus crimes, including those in residential facilities for students on campus, and must also make a separate disclosure limited to the number of crimes occurring in student residential facilities on campus. Residence facilities included are Lawrence, Thayer, Conestoga, and Boulevard Apartments. Point Park University does not have any fraternity or sorority houses.

Non-campus - Any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by Point Park that is used in direct support of or in relation to, the institution’s educational purpose, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

For purposes of *Clery* reporting, Point Park University classifies the numerous off-campus sites where Point Park University conducts classes as non-campus locations. These off-campus course locations vary from semester to semester. Incidents occurring at these locations are under the jurisdiction of the local law enforcement agency. Each individual law enforcement agency is canvassed each year by the Point Park University Police Department for information on any Clery reportable incidents they responded to at the Point Park University off-campus course location in their jurisdiction.

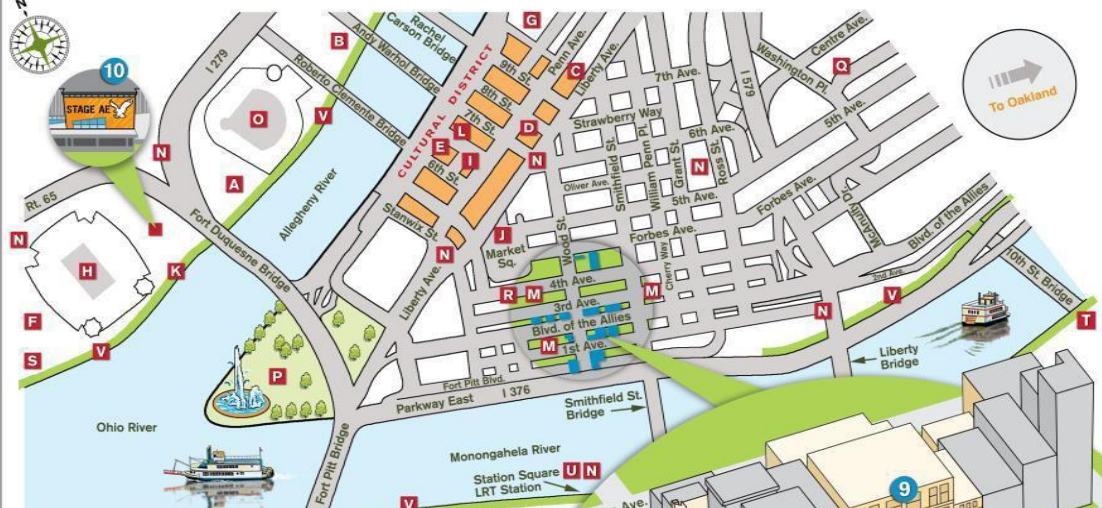
Public Property - All public property, which includes thoroughfares, streets, sidewalks, public parking facilities, and public parks, that is immediately adjacent to and accessible from the campus.

For purposes of *Clery* reporting, Point Park University counts in and adjacent to and assemble from public property locations.

All public property, which includes thoroughfares, streets, sidewalks, public parking facilities, and public parks, that is immediately adjacent to and accessible from Point Park campus. Incidents occurring at these locations are under the jurisdiction of the City of Pittsburgh Police Department. The City of Pittsburgh Police Department is canvassed each year by the PPPD for information on any Clery reportable incidents they responded to at these locations. Statistics are also included when University CSA’s report incidents as having occurred on public property.

The Clery Act does not require the disclosure of crime statistics for public property that surrounds non-campus buildings or property.

Reasonably contiguous geographic area: includes the area immediately in front of a structure, the sidewalk, the roadway, and the entire sidewalk directly across the street from the location. Residential facilities: means all residence halls, fraternity and sorority houses, and other residential facilities for students on campus.

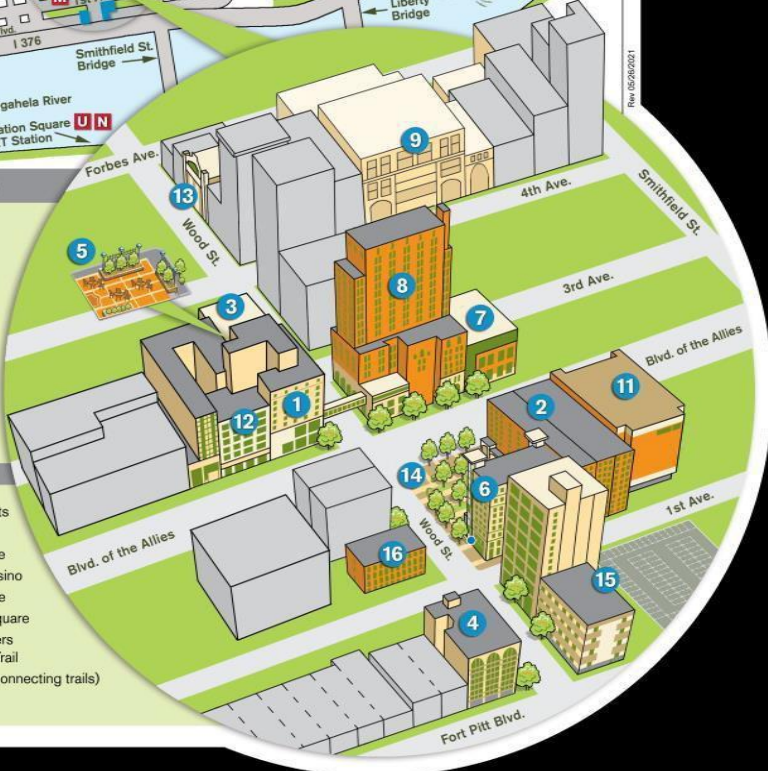


Campus Buildings / Affiliated Locations

- | | |
|---|--|
| 1 Academic Hall | 9 Pittsburgh Playhouse |
| 2 Blvd. Apartments | 10 Stage AE |
| 3 Center for Media Innovation | 11 Student Center |
| 4 Conestoga Hall and Welcome Center | 12 Thayer Hall |
| 5 F. Tracy Henderson Alumni Park | 13 University Center |
| 6 Frontier Hall | 14 Village Park
• Point Park |
| 7 George Rowland White Performance Center | 15 West Penn Hall and Admissions Parking |
| 8 Lawrence Hall | 16 101 Wood Street |

Points of Interest

- | | | |
|---|---|---|
| A Allegheny Riverfront Park | H Heinz Field | Q PPG Paints Arena |
| B Andy Warhol Museum | I Heinz Hall | R PPG Place |
| C August Wilson African American Cultural Center | J Market Square | S Rivers Casino |
| D Benedum Center | K North Shore | T South Side |
| E Byham Theater | L O'Reilly Theater | U Station Square |
| F Carnegie Science Center | M Parking Garages | V Three Rivers Heritage Trail (multiple connecting trails) |
| G David L. Lawrence Convention Center | N Pittsburgh Light Rail T-Stations | |
| | O PNC Park | |
| | P Point State Park | |



Illustrated by Kathy Rooney

Rev. 05/21/2021

Crime Statistics—Clery Act

POINT PARK UNIVERSITY

MAIN CAMPUS, PITTSBURGH, PA

CLERY ACT STATISTICS Key to Hate Crimes Notations Type of Bias or Prejudice

Race = ra Sexual Orientation = s Gender = g Ethnicity = e Religion = re Disability = d National Origin = no Gender Identity= gi

Categories of Crime	ON CAMPUS PROPERTY						NON-CAMPUS PROPERTY*						PUBLIC PROPERTY						RESIDENTIAL FACILITIES					
	2021	2021 Unfounded	2022	2022 Unfounded	2023	2023 Unfounded	2021	2021 Unfounded	2022	2022 Unfounded	2023	2023 Unfounded	2021	2021 Unfounded	2022	2022 Unfounded	2023	2023 Unfounded	2021	2021 Unfounded	2022	2022 Unfounded	2023	2023 Unfounded
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses, Forcible - Rape	1	0	0	0	0	0	2	0	9	0	0	0	2	0	2	0	1	0	1	0	1	0	0	0
Forcible Fondling	2	0	0	0	2	0	0	0	1	0	0	0	0	0	0	0	0	0	2	0	1	0	2	0
Sex Offenses, Non-Forcible - Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
- Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	1	0	1	0	0	0	12	1	17	0	13	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	15	0	13	0	5	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	8	1	13	1	3	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	1	0	1	0	0	0	5	0	7	0	1	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0	0	0	0
Liquor Law Arrests	0	0	0	0	0	0	3	0	3	0	0	0	2	0	4	0	4	0	0	0	0	0	0	0
Liquor Law Violations Referred For Disciplinary Action	12	0	22	0	24	0	2	0	2	0	0	0	1	0	0	0	0	0	12	0	22	0	24	0
Drug Law Arrests	0	0	0	0	0	0	12	0	12	0	0	0	6	0	1	0	15	0	0	0	0	0	0	0
Drug Law Violations Referred For Disciplinary Action	10	0	6	0	58	0	0	0	0	0	0	0	0	0	0	0	0	0	10	0	6	0	58	0
Illegal Weapons Possession Arrests	0	0	0	0	0	0	0	0	0	0	0	0	4	0	0	0	2	0	0	0	0	0	0	0
Illegal Weapons Possession Violations Referred for Disciplinary Action	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0
- Simple Assault	2	0	0	0	0	0	2	0	2	0	0	0	12	0	18	0	0	0	2	0	0	0	0	0
- Theft	0	0	0	0	2	0	4	0	4	0	0	0	20	0	116	0	0	0	0	0	0	0	2	0
- Vandalism	0	0	0	0	0	0	1	0	1	0	0	0	0	0	22	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	1	0	1	0	0	0	1	0	1	0	0	0	1	0	0	0	0	0	1	0	1	0	0	0

Three Year Jeanne Clery Disclosure of the Campus Security Policy and Campus Crime Statistics Act Report

Hate Crime

Hate Crimes

The University is committed to maintaining an environment free from unlawful discrimination or harassment and the reporting of incidents enables the University to assess the campus climate and promptly respond to incidents. Together, we can work to maintain an educational and work environment that is free from unlawful harassment and discrimination. Hate crimes are especially cruel, and the University will prosecute offenders under the law and/or its conduct processes.

For Clery Act reporting purposes, hate crimes include the criminal offenses described previously on this page, in addition to the four crimes listed below, that manifest evidence that the victim was intentionally selected because of the perpetrator's bias against the victim based on one or more of the following categories of bias: race, religion, sexual orientation, gender, gender identity, ethnicity, national origin, or disability.

- **Larceny/Theft:** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. This includes pocket picking, purse snatching, shoplifting, theft from building, theft from motor vehicle, theft of motor vehicle parts or accessories, and all other larceny.
- **Simple Assault:** 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.
- **Intimidation:** To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct but without displaying a weapon or subjecting the victim to actual physical attack.
- **Destruction/Damage/Vandalism to Property** (except Arson): 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.

2023:

There were no hate crimes for the calendar year 2023

2022:

There were no hate crimes for the calendar year 2022

2021:

There were no hate crimes for the calendar year 2021

Hate crime statistics are not collected or reported for Liquor, Drug, or Weapons Law Violations nor for Dating Violence, Domestic Violence, or Stalking.

University Population

Students

Fall 2023

Full-Time Headcount Undergrad: 2,110
Part-Time Headcount Undergrad: 213
Full-Time Headcount Graduate: 179
Part-Time Headcount Graduate: 797
Resident Students: 860

Staff and Faculty

Fall 2023

Full-Time Faculty: 129
Full-Time Staff: 274
Part-Time Faculty: 280
Part-Time Staff: 70
Total Non-Student Employees: 1,029
Student Workers: 273

Fall 2022

Full-Time Headcount Undergrad: 2,199
 Part-Time Headcount Undergrad: 219
 Full-Time Headcount Graduate: 141
 Part-Time Headcount Graduate: 729
 Resident Students: 891

Fall 2021

Full-Time Headcount Undergrad: 2,339
 Part-Time Headcount Undergrad: 286
 Full-Time Headcount Graduate: 151
 Part-Time Headcount Graduate: 679
 Resident Students: 878

Fall 2022

Full-Time Faculty: 131
 Full-Time Staff: 275
 Part-Time Faculty: 283
 Part-Time Staff: 73
 Total Non-Student Employees: 1,036
 Student Workers: 253

Fall 2021

Full-Time Faculty: 131
 Full-Time Staff: 252
 Part-Time Faculty: 347
 Part-Time Staff: 92
 Total Non-Student Employees: 1,097
 Student Workers: 252

Annual Fire Safety Report

The Higher Education Opportunity Act became law in August 2008 and requires all United States academic institutions to produce an annual fire safety report outlining fire safety practices, standards, and all fire related on-campus statistics. The following public disclosure report details all information required by this law as it relates to Point Park University.

The Director of Project, Safety & Risk Management working in collaboration with the Pittsburgh Bureau of Fire and Point Park University's Department of Public Safety performs fire prevention education, inspections, pre-operational reviews, fire hazard analysis, fire extinguisher training and fire evacuation training programs. These programs are required to meet or exceed all local, state, and national codes. The Safety Manager also performs all required fire drills in university owned buildings, performs periodic building inspections, reporting of all fires, and maintains all statistical data required by the Department of Education in all University owned buildings.

The Office of Student Affairs and the Safety Manager are responsible for the training and education of all incoming students and active staff of the University in their required safety programs.

Definitions

CAUSE OF FIRE: The factor or factors that give rise to a fire. The causal factor may be, but is not limited to, the result of an intentional or unintentional action, mechanical failure, or act of nature.

FIRE: Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

FIRE DRILL: A supervised practice of a mandatory evacuation of a building for a fire.

FIRE-RELATED INJURY: Any instance in which a person is injured as a result of a fire including an injury sustained from a natural or accidental cause, while involved in fire control, attempting to rescue, or escaping from the dangers of a fire. The term "person" may include students, faculty, staff, visitors, firefighters, or any other individuals.

FIRE-RELATED DEATH: Any instance in which a person is killed as a result of a fire, including death resulting from natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire; or dies within one year of injuries sustained as a result of a fire.

FIRE-SAFETY SYSTEM: Any mechanism or system related to the detection of a fire, the warning from a fire, or the control of a fire. This may include extinguishing systems; fire detection devices; stand-alone smoke alarms; devices that alert the presence of a fire such as horns, bells, or strobe lights; smoke-control and reduction mechanisms; and fire doors and walls that reduce the spread of a fire.

VALUE OF PROPERTY DAMAGE: The estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quality. This estimate should include contents damaged by fire and related damages caused by smoke, water, and overhaul; however, it does not include indirect loss, such as business interruption.

2023 Fire Statistics

Residential Facility Name/Address	Total Number of Fires	Fire Numbers	Cause of Fire	No. of injuries that required Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire
Boulevard Apts.322 Blvd. of the Allies.	0	0	0	0	0	0
Conestoga Hall 7 Wood St.	0	0	0	0	0	0
Lawrence Hall 212 Wood St.	4	4	Burnt Food & Generator	0	0	\$40
Pioneer Hall 11 Wood St.	0	0	0	0	0	0
Thayer Hall 201 Wood St.	0	0	0	0	0	0

2022 Fire Statistics

Residential Facility Name/Address	Total Number of Fires	Fire Numbers	Cause of Fire	No. of injuries that required Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire
Boulevard Apts.322 Blvd. of the Allies.	1	1	Grease	0	0	0
Conestoga Hall 7 Wood St.	1	1	Burnt Food	0	0	0
Lawrence Hall 212 Wood St.	0	0	0	0	0	0
Pioneer Hall 11 Wood St.	0	0	0	0	0	0
Thayer Hall 201 Wood St.	0	0	0	0	0	0

2021 Fire Statistics

Residential Facility Name/Address	Total Number of Fires	Fire Numbers	Cause of Fire	No. of injuries that required Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire
Boulevard Apts.322 Blvd. of the Allies.	0	0	0	0	0	0
Conestoga Hall 7 Wood St.	0	0	0	0	0	0
Lawrence Hall 212 Wood St.	2	1	Burnt Food	0	0	\$10
Pioneer Hall 11 Wood St.	0	0	0	0	0	0
Thayer Hall 201 Wood St.	0	0	0	0	0	0

What to do in case of fire

A major fire occurring on the University campus could involve areas where multiple-occupancy residences and/or facilities are clustered closely together, increasing the possibility of rapid spread of a structural fire. The causes of fires usually involve one of the following:

- Criminal acts(arson);
- Building and residential accidents (faulty insulation or connections, improper use of electrical appliances, grease fires, smoking in bed, baseboard heaters);
- Industrial accidents (hazardous materials incidents, explosions, transportation accidents).

Before a fire:

- Plan and practice an escape route.
- Post emergency numbers near telephones.
- Get training from Point Park's PP PD Department on using fire extinguishers.
- Do not store combustible materials in closed areas or near a heat source.
- Extension cords can be dangerous. Never run them under carpets, or anywhere they can be pinched under or behind furniture. Avoid overloading electrical sockets and plugging extension cords together.
- Keep all electrical appliances away from anything that can catch fire. Remember to always turn them off at the end of the day. There is no smoking, or any open flames permitted on campus.
- Pay attention to housekeeping issues. Do not clutter exits, stairways, and storage areas with wastepaper, empty boxes, and other fire hazards.

During a fire:

- Sound the alarm to notify the occupants of the building, no matter how small the fire.
- Call the PP PD at 412-392-3960.
- Get out as quickly and as safely as possible.
- Close doors in each room after escaping to delay the spread of the fire.
- Use the stairs to escape. Do not use elevators.
- When evacuating, stay low to the ground. If possible, cover mouth with a cloth to avoid inhaling smoke and gases.
- Once outside, go to the Evacuation Assembly Point designated, tell your supervisor, department floor warden or RE that you are out of the building and report injured or trapped persons and any signs of building damage you observed.

If unable to leave the building:

If you are unable to leave the building, you should create an area of refuge:

- Seal the room. Use wet cloth to stuff around cracks in doors and seal up vents to protect against smoke.
- Do not break windows. Flames and smoke can come back in from the outside. If you need air, open the window a crack.
- Stay low under smoke. The freshest air is near the floor. Keep a wet cloth over your nose and mouth, breath through your nose only.
- Signal for help. Use the telephone, or hang something in the window.

After a fire:

- Give first aid where appropriate. Seriously, injured or burned victims should be transported to professional medical help immediately.
- Stay out of damaged buildings. Return to building only when local fire authorities say it is safe.
- Look for structural damage.
- Discard food that has been exposed to heat, smoke or soot.
- Do not discard damaged goods until after an inventory has been taken. Save receipts for money relating to fire loss.

Fire Safety Education and Training Programs for Students, Faculty, and Staff

The Project Manager, in coordination with Residence Life, provides annual training to Students, Resident Educators (RE), and Administrators on Duty (AOD). Topics addressed during this training include: 1. Fire prevention in the residence hall 2. What to do in the event of a fire 3. Evacuation planning 4. How to report a fire or other emergency 5. How residence hall fire safety systems operate.

Fire Incident Reporting

Students, faculty, and staff are instructed to call 911 to report a fire emergency. Immediate notification for a non-emergency incident (e.g., fire is out, evidence that something burned, attempted intentional burning of material) shall be made to:

PPU Police.....412-392-3960

What to do in case of a fire alarm If you discover a fire or smoke condition: Remember

"RACE:"

R = Rescue anyone in immediate danger, if possible.

A = Alarm. Pull the nearest fire alarm.

C = Contain. Close doors and windows where possible.

E = Extinguish* or E = Evacuate. Follow EXIT signs.

*Do not attempt to fight a large or spreading fire with a fire extinguisher. Make sure you have activated the fire alarm before you use an extinguisher.

If you hear a fire alarm:

- STOP WHAT YOU ARE DOING AND EVACUATE THE BUILDING.
- Follow the EXIT Signs. Do not assume it is a false alarm or a fire drill!
- Use stairs. Do Not Use Elevators.
- Keep fire doors in stairways closed. Do not block the fire doors, stairways, or exits.
- Evacuate and proceed until you are outside of the building.
- Walk at a normal pace. Follow the instructions of the emergency response personnel.
- Wait outside until "All Clear" is announced by Security personnel. Do not re-enter the building until an "All Clear" is announced.

Prohibitions on Portable Electrical Appliances, Smoking, and Open Flames

All on-campus housing facilities prohibit the following activities and items. 1. Smoking is not permitted in any building. 2. The presence or use of candles, incense burners, oil lamps, and other open-flame devices is not permitted in on-campus housing facilities. 3. The presence or use of torchiere halogen floor lamps is not permitted in any building. 4. Individuals shall not obstruct or tamper with fire safety equipment (e.g., sprinklers, fire alarms, fire extinguishers). 5. The possession or use of fireworks is not permitted. 6. Occupant-provided refrigerators and microwaves are not permitted in on-campus housing facilities.

Fire Safety Policies

* Fire Alarms and Evacuation: In the event of a fire alarm, all students, employees and guests must evacuate the building(s). Failure to evacuate the building(s) during a fire alarm will result in disciplinary action by the Office of Student Development or Human Resources, as applicable, which may include a sanction of housing termination, suspension, or termination from the University. Falsely activating a fire alarm or being the cause of a false fire alarm will result in disciplinary action to include a fine of up to \$500 to cover the expense that the City of Pittsburgh assesses to Point Park University for each false alarm.

*Fire Equipment: Unauthorized use of, or tampering with, emergency safety equipment (including automatic door closers) is strictly prohibited. Illegal use of fire alarms, fire hoses, sprinkler systems, emergency phones, and fire extinguishers are a violation of state and local laws and jeopardizes the safety of all members of the campus community. Students violating this policy will be charged through the Office of Student Development. Sanctions resulting from a violation could include, but are not limited to, a charge for the repair/replacement cost, a fine of \$100, the loss of housing, and/or suspension from the University.

*Flammable Materials: flammable liquids or materials (i.e., spray paint, gasoline, kerosene, etc.) and explosives (i.e., fire crackers) are strictly prohibited in all University-owned or leased buildings. Microwaves, hotplates, electric coffee pots and halogen lamps are all forbidden in the residence halls.

Be safe, GET OUT:

You can save a life! How? Exit the building when the fire alarm sounds!

When a fire alarm sounds, all building occupants must evacuate the building. The importance of this life-saving action cannot be overemphasized. Many fire fatalities have been caused because occupants assumed the alarm was false or were busy completing a task in the building.

Your safety is the most important concern; please evacuate the building any time the fire alarm sounds. Although you may have experienced false alarms in your building or elsewhere, it is imperative that you evacuate the building upon hearing any fire alarm. If you wait to smell the smoke before leaving, you are risking your health and your life.

An emergency alarm may sound upon the release of colorless and odorless chemicals. Therefore, there may be life-threatening fire or non-fire conditions that are not immediately noticeable. Your immediate and calm evacuation is necessary during any fire alarm.

Emergency evacuation plans are posted throughout all campus buildings. Please read and practice the directions and instructions given on the emergency evacuation plans in your building. Using those plans, learn the location of all emergency exits and use or practice locating them occasionally, preferably at least twice a year. It is important to know and practice when to go, where to go, and how to go to escape a fire. In addition, buildings and departments should have a plan for designated locations for employees to meet outside the building and should be prepared to assist first-responders in identifying persons unaccounted for in actual emergency situations.

We have posted this information because in the past some occupants have not evacuated the buildings upon the sounding of a fire alarm. Their actions not only risked their own lives, but also risked the lives of emergency responders and rescuers. In addition, not evacuating in a timely manner will deplete the resources of the emergency responders, who must now rescue the occupants instead of neutralizing the cause of the emergency.

Faculty and staff should direct their students and employees to follow the evacuation procedures during any fire alarm in the building.

Point Park University is committed to a high level of fire safety, however, every individual needs to take part to maintain and improve the level of personal and building fire safety. In particular, note that good housekeeping is one of the most important elements of fire prevention. Do not allow anyone to store anything in stairwells or corridors, and never allow any fire doors to be blocked open. It is your life; you are in charge of fire safety!

Procedures for Evacuating Residence Facilities

City of Pittsburgh Ordinance and university policy require a complete evacuation of a building upon activation of the fire alarm system. All residents should know two ways out of a building, the primary escape route (the most direct and shortest distance) and a secondary escape route. Do not use the elevators as an escape route. Upon hearing a fire alarm activate, assess the viability of your primary escape route, and if it is safe to use, proceed with your evacuation in a quick and orderly fashion. In the event that your primary escape route is compromised, revert to your secondary escape route. Learn your escape routes in advance of an evacuation. Take your room key with you in case you have to return to your room during your evacuation because your escape route(s) has been compromised. When possible, close your windows and door as you exit and turn your room's light switch on as a way to indicate that you have exited your room. If you encounter an open door along your escape route, close the door when possible; however, do not deviate from your primary or secondary escape route unless it is compromised. Once you have successfully evacuated, move away from the building to the predetermined designated assembly area for an accountability check. Do not assume that once the fire alarm is silenced it is safe to re-enter the building. Instead, wait for instructions from an authorized University, Police or Fire Official that it is safe to re-enter.

Daily Fire Log

All fires on campus are entered into the Fire Log within two business days of the occurrence. Posting of a fire in the fire log may be temporarily withheld if the release of the information would jeopardize the safety of an individual, jeopardize an ongoing investigation, cause a suspect to flee or evade detection, or result in the destruction of evidence. The Fire Log is kept in the Dispatch Center in Frontier Hall. The log is available for viewing, at the Dispatch Center, upon request.

Plans for Future Improvements in Fire Safety

The Point Park University Emergency Action Plan (EAP) applies to all operations in the university where employees and students may encounter a fire. This EAP is in place at the university to control and reduce the possibility of fire. Under this plan, employees and students will be informed of the plan's purpose, preferred means of reporting fires and other emergencies, and types of evacuations to be used in various emergency situations. The EAP communicates to employees and student's policies and procedures to follow when fires erupt. This written plan is available, upon request, to employees and students, their designated representatives, and any Occupational Safety and Health Administration (OSHA) officials who ask to see it. The written program is kept in the Safety Manager's Office. The plan is periodically reviewed and updated to provide a fire-safe living environment for all students. New programs and policies are developed as needed to help ensure the safety of all students, faculty, and staff. There are no current plans for future improvements at this time.

Student Housing Fire Safety Systems

Building	Smoke and/or Heat Detectors	Partial or Full Sprinkler System	Fire Extinguisher	Fire Drills Each Year		
				2021	2022	2023
Blvd. Apartments 322 Blvd. of Allies	Yes	Full	Yes	2	2	2
Conestoga Hall 7 Wood St.	Yes	Full	Yes	2	2	2
Lawrence Hall 21 Wood St.	Yes	Full	Yes	2	2	2
Thayer Hall 201 Wood St.	Yes	Full	Yes	2	2	2

POINT PARK UNIVERSITY

Department of Public Safety
201 Wood Street
Pittsburgh, PA 15222
412-392-3960
www.pointpark.edu

Point Park University Mission Statement

Point Park University educates students in a diverse urban environment and prepares graduates to apply knowledge to achieve their goals, advance their professions, and serve their communities.

Notice of Non-Discrimination

This policy affirms Point Park University's commitment to non-discrimination, equal opportunity and the pursuit of diversity. Point Park University does not discriminate on the basis of race, color, national origin, sex, age, religion, ancestry, disability, veteran status, sexual orientation, genetic information, marital status, caregiver status, or familial status, in the administration of any of its educational programs, activities, or with respect to employment or admission to the University's educational programs and activities.

This policy is in accord with local, state and federal laws, including Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Education amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, Age Discrimination Act of 1975, and the Pittsburgh Human Relations Act. Inquiries regarding these regulations, policies, or complaints of discrimination should be referred to the Human Resources Officer, telephone number 412-392-3952. Inquiries regarding Title IX and the Title IX regulations should also be referred to the Title IX coordinator.

Information and policies are subject to change.