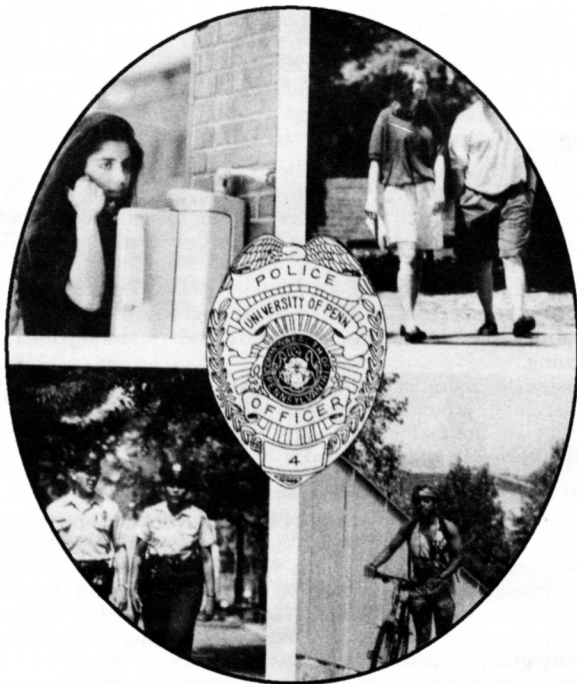


Safety and Security in the University Community

The University of Pennsylvania, as a community of scholars, depends upon mutual trust among its students, faculty, and staff, their fundamental respect for the rights, dignity and worth of each other, and their full commitment to the highest level of quality and integrity of academic work. These expectations are embodied in Penn's Non-Discrimination Statement, the Statement on General Conduct, the Policies on Harassment, and the Code of Academic Integrity. In addition to these documents, the University has issued additional policies, guidelines and procedures to make clear the expectations of students, faculty, administrators, teaching assistants, advisers, coaches and support staff in dealing with one another. These documents appear in *Policies and Procedures*, a copy of which is available from the Office of the Vice Provost for University Life, 200 Houston Hall, Philadelphia PA 19104/6306 (215) 898-6081.

At Penn, the safety of our students, faculty, and staff always is at the top of our agenda. We work hard to provide a secure campus, and we make available the information and resources that members of the campus community can rely upon to help make their environment safe. The following information is provided to you as part of the University's commitment to the safety and security of everyone on campus, in compliance with the College and University Security Information Act (Pennsylvania Act 73), adopted by the Pennsylvania State Assembly and signed by the Governor of the Commonwealth on May 26, 1988, and regulations pursuant to the Act. If you believe these are being violated, you should contact John Kuprevich, Commissioner of Public Safety, 3914 Locust Walk. If you still feel the Act is being violated you may file a complaint with the Office of the Attorney General, Strawberry Square, Harrisburg, PA 17120.

—Marna C. Whittington, Executive Vice President



Detail from the cover of the
University of Pennsylvania's Safer Living Guide

The numbers of undergraduate and graduate students enrolled for 1991-92 are:

Full-time undergraduate	9,283
Part-time undergraduate	2,028
Full-time graduate/professional	8,850
Part-time graduate/professional	2,013

Total 22,174

The number of undergraduate and graduate students living in student housing was 5,511 and 1,312, respectively.

The total numbers of non-student employees working on the campus as of December 31, 1991 were:

Administrative (A-1)	2,809
Standing faculty (A-2)	1,894
Associated faculty (A-2)	2,254
Academic support staff (A-2)	
(includes some graduate students)	4,249
Support Staff (A-3)	2,376
Permanent hourly (A-4)	1,129
Temporary (under 1000 hours— including students)	6,790

Total 21,501

Safety and Security Information Report 1991

Division of Public Safety

The administrative office responsible for security on the campus is the University of Pennsylvania Division of Public Safety reporting to the Office of the Executive Vice President.

The Division of Public Safety is comprised of the Commissioner's Office and five areas of responsibility: Administration, Victim Support and Special Services, Operations Support, Security Services, and the Police Department. The Division has a current authorized strength of 112 full-time employees, and utilizes approximately 60 work-study students and student workers.

The Police Department is comprised of patrol operations and the detective bureau. Patrol Operations has an authorized strength of 102 personnel with 100 positions being commissioned police personnel, and the remaining two positions being civilian staff. Of the 100 police positions, Patrol Operations is assigned 81 police officers, 10 police supervisors, and one police captain; and the Detective Bureau is assigned five detectives and one detective supervisor. The Police Department is managed by a Director and there are three staff personnel assigned (two civilian and one police officer).

Victim Support and Special Services is responsible for coordinating victim support efforts, crime prevention and outreach programs, community education and information affairs. This area is staffed with a Director and two staff personnel and utilizes approximately 50 students to provide walking escort services and other tasks related to building security.

The administrative, management and support areas of the Division, which include the Commissioner's Office, Operations Support, Security Services and Administration, currently have a total of seven personnel assigned.

In addition to the University of Pennsylvania police officers, 29 security guards hired through the University's Purchasing Department from independent security firms are deployed throughout campus. They are trained and supervised by these firms; however, security guard management and training responsibilities also are assigned to University staff. The guards provide interior patrols and may be used to screen admittance to residences and academic buildings. When University related athletic events are scheduled, guard services are used to screen admittance and maintain crowd control. The number of guards on campus at any one particular time varies. Normally, approximately 20 are assigned to campus facilities; however, the number can increase to as high as 70 during periods of high activity.

Students also are employed as building monitors and for Security Escort. They, along with residential advisors and desk safety monitors, receive security training. The School of Medicine also utilizes a uniformed security staff of University employees. They provide reception/screening at public entrances; constant monitoring of an electronic access control system; and, equipped with two-way radios, round-the-clock patrols of the Medical School facilities. They have been trained, and their activities overseen by a former University Police Officer. The School of Medicine security staff works closely with and is complementary to the University Police Department.

Each police officer in the University of Pennsylvania Division of Public Safety must complete the training prescribed by the Commonwealth of Pennsylvania's Act 120 (Municipal Police Officer's Training Act, 520 hours) and has full police enforcement powers. Upon successful completion of the training at a police academy, officers take part in a six-week campus orientation training session prior to assignment. They remain in a probationary status for six months after graduating from a police academy.

Each police officer receives his or her commission in accordance with P. L. 469, section 2416 of the Administrative Code of Pennsylvania and Act 149. Annual in-service training is provided by the University's Division of Public Safety. The training includes, but is not limited to, legal update, crime prevention, firearm instruction and qualification, defensive tactics, fire safety, sensitivity and human relations, stress management, CPR and first aid.

All police personnel, as part of their equipment, carry firearms when on duty. Officers may carry firearms in the Commonwealth of Pennsylvania when off duty, but must have in their possession all relevant identification pertaining to their employment as a police officer. Mandatory firearm training is held once a year for all commissioned police officers by the Department's certified firearm instructors. Whenever a firearm

is displayed or discharged, a supervisor must present him/herself at the scene and prepare a comprehensive report. The commanding officer of the Patrol Division will then conduct a follow-up investigation. With the exception of commissioned law enforcement personnel, possession or use of air rifles or pistols, firearms, ammunition, gunpowder and/or other dangerous articles is prohibited in all University buildings and on University property.

Reports of Crime

The relationship and exchange of information with city, state and federal authorities is ongoing. Incidents, commonly referred to as Part I crimes, that are reported to the University of Pennsylvania Division of Public Safety are upon receipt reported to the Philadelphia Police Department. This ensures that those agencies immediately charged with providing services are completely aware of such incidents. Additionally, the Philadelphia Police Department supplies the University's Division of Public Safety with a report of incidents that have been reported to them for the neighborhood adjoining the campus. Crimes against persons, on and off campus, are published in the daily student newspaper, and in *Almanac*, published weekly by the University. In addition, reports on property crimes that occur in various sectors of the campus are published.

The Division of Public Safety also reports all crimes within its jurisdiction to the Pennsylvania State Police. Three-year summaries of this information are published annually in *Almanac*.

The Division of Public Safety is located in the most densely student-occupied residential area of campus. It maintains staffing seven days a week, 365 days a year, 24 hours a day. Throughout the campus there are more than 250 automatic dial emergency telephones. These phones, when used, automatically tell the police operation room of the specific location of the caller. A computerized 511 phone system is also available. This allows individuals in a residential setting to dial 511 from their phones; a computerized alert is activated defining the location and identifying the occupant. All calls received via these systems are checked by the officer assigned to the sector from which the calls originated.

Criminal activity can also be reported by calling the general business numbers of the Division of Public Safety, or in person. For all reported criminal actions or emergencies on campus, a police officer(s) is immediately dispatched to the location via the Division's operation/communication center. Reports, if necessary, are then prepared by the assigned officer(s) and processed by the Records Unit. Data from these reports are entered into the Division's computer for appropriate use. Investigative and support services and follow-up reports are provided when necessary.

Special Services

The University provides free door-to-door van service to neighboring off-campus addresses every night. In addition, a free Penn commuter bus operates Monday through Friday between campus and West Philadelphia and Center City. The bus also takes students on a weekly shopping trip to area supermarkets.

As a proactive department, the Division of Public Safety continually interacts with the campus and surrounding community. Advertised presentations, safety fairs, brochures and circulars, among other efforts, are ongoing.

A designated member of the Division of Public Safety consults with the landscaping, grounds keeping and electrical departments to ensure that shrubs are maintained and appropriately located, areas are illuminated appropriately and safety hazards are corrected.

Use of Facilities

The facilities of the University of Pennsylvania exist for the primary purpose of education. Priority for the use of facilities is given first to University academic activities and second to programs of University groups. The decision to permit or restrict the use of facilities by University groups will be based first on the prior academic commitment of that facility, then on prior reservation by another University group. University groups are defined as consisting almost entirely of students, faculty, administrators, staff, or alumni of the University, or combinations thereof, whose primary activities are based at or directly related to the University. Dates that remain open after the spring calendar meeting for University groups may be assigned to approved non-University organizations upon request.

All groups using University facilities must include in their advertising promotional materials and other literature distributed on campus the name of the organization (prominently displayed) and sufficient information about the group and the activities it intends to conduct for readers to understand the group's purpose. Deceptive advertising, soliciting, and recruiting practices are prohibited. The Director of Student Activities and Facilities determines whether adequate standards of disclosure are met. Groups failing to comply with this regulation can be denied access to University facilities for as long as the director may determine. The director's decision may be reviewed by the Committee on Open Expression.

Granting of permission to use University facilities does not constitute University endorsement of the activities or purposes of the user group. Unauthorized use of the University's name other than to indicate the location of an event is prohibited.

Drug and Alcohol Policies

The University of Pennsylvania seeks to encourage and sustain an academic environment that both respects individual freedom and promotes the health, safety and welfare of all members of its community. In keeping with these objectives, the University has established a policy and guidelines governing the possession, sale and consumption of alcoholic beverages on the University campus, and conforming to applicable federal laws and laws of the Commonwealth of PA. These policies include the University's Drug and Alcohol policy and the Use of Alcohol policy. Underage possession and/or consumption of alcoholic beverages is not permitted on property owned or controlled by the University. Intentionally or knowingly selling, or intentionally or knowingly "furnishing" alcoholic beverages to persons under the age of 21, or to persons obviously inebriated, is not permitted on property owned or controlled by the University. Pennsylvania law currently defines "furnish" as "supplying, giving, or providing to, or allowing a minor to possess on premises or property owned or controlled by the person charged." Consistent with its educational mission, the University sponsors programs that promote awareness of the physical and psychological, social and behavioral effects of alcohol consumption. The University also assists its members in finding alternatives to alcoholic beverages for promoting social interaction and stress reduction, and it provides services and resources for community members who experience alcohol-related difficulties. Together, Penn's alcohol policy and programs are intended to encourage its members to make safe, responsible, and legal decisions about the use of alcoholic beverages, and to promote safe, legal, and healthy patterns of social interaction.

The use of narcotics and dangerous drugs on University premises, as elsewhere, is illegal. The University will not shield students from the possible legal consequences of individual drug use. University employees, as a condition of their employment, are required to abide by the University's Drug-Free Workplace Policy, and the Drug and Alcohol policy which prohibits the unlawful manufacture, distribution, dispensation, sale, possession or use of any drug by its employees in its workplace. When occasions arise indicating drug traffic on campus, the University will cooperate with the appropriate law enforcement agencies. The University is concerned about the possible physical, emotional, and psychological effects of drug use on the individual user, and about the impact that such use has on other members of the University community. Staff and students have developed educational programs that give information about the implications of drug use. Students are invited to consult the counseling and medical personnel of the University for confidential discussion of questions and problems encountered in this area.

Disciplinary Policies

A student convicted of a criminal offense may be disciplined under the University's General Conduct Policy, which states that failure to comply with University, city, state, or federal laws and regulations can result in appropriate disciplinary action. Among the sanctions available, after a hearing of a charge pursuant to the Charter of the University's Student Judicial System, are disciplinary probation for a specified period, withdrawal of privileges, indefinite probation, term suspension, indefinite suspension without automatic right of readmission, and expulsion. Further, in extraordinary circumstances, when a student's presence on campus is a threat to order, health or safety, the Vice Provost for University Life may suspend a student temporarily, pending a hearing.

Except for applicants to some graduate or professional schools, such as the Law School, prospective students are not asked about previous criminal records. Regarding employees with criminal records, the University's employment application asks applicants whether in the last 10 years they have been convicted of any felony, crime of violence, dishonesty, or any crime against property or involving the

threat of violence, and if so, to provide an explanation of and the dates of conviction. Prior convictions do not automatically serve to disqualify an applicant from employment. Employment decisions are made based on the overall records of the applicant pool, and a criminal record, if relevant to the job in question, is a factor which is considered. Pursuant to the University's Drug-Free Workplace Policy, and the Drug and Alcohol policy, any employee who is convicted under a criminal drug statute for a violation occurring in the workplace is subject to disciplinary procedures, and may be required to participate in a drug abuse assistance or rehabilitation program.

Residences

The University of Pennsylvania provides undergraduate and graduate student housing on-campus and in fraternities and sororities. The on campus residences provide for single, double, triple and quad configurations in traditional dormitories, suites and apartments. All buildings are coed. Families can be accommodated in the graduate residences.

First-year undergraduate housing applications received by May 1 are randomly processed by a computer program. The program attempts to assign students to one of a student's three top choices. Students applying after May 1, including transfer students, are processed in the order of their application receipt. Upperclass students are assigned through a retention, lottery or special program process (i.e., College House, First Year House or Living-Learning Program). Graduate students are assigned in the order of their application receipt.

Room changes based on availability of space are made during three scheduled periods in October, December and February. Advance notice and specific dates are provided in the campus news media and are posted in the residences. Emergency room changes (health, safety, serious roommate conflicts or violation of residential policy) can be made at any time upon the recommendation of a staff member.

Anyone without a *PENNCARD*, the University's identification, is a "visitor" to a residence. This includes University community members without their cards and all guests. Visitors must go to a building check point, show identification and wait while the receptionist obtains approval from a resident host. The resident host must be with the visitor or telephoned by the receptionist. Each approved visitor completes a pass with a security monitor.

All entrances to residences are locked or watched by security monitors. All student rooms are equipped with dead bolts or Mortis locks with anti-carding devices. Windows less than seven feet from the ground have bars or security screens.

Each residence is administered by a professional staff. Each building has residential advisors supervised by Head Residents or Administrative Fellows.

Residential security is administered through the residential services branch of the Department of Residential Living. There are 17 access points in residences that are staffed by security monitors. Security monitors consist of three categories of employees: student security marshals, professional security guards from an outside contractor, and desk receptionists. The type of security personnel placed at each location depends on a variety of factors: size of building, number of occupants, time of day and high vs. low occupancy periods. All residential security monitors receive training. Follow-up meetings are held throughout the semester. Each security monitor also receives a manual outlining specific instructions, job descriptions and expectations.

The University of Pennsylvania Division of Public Safety sponsors educational programs on safety and security each semester. Campus police officers periodically attend residential programs. The residences have Division of Public Safety lieutenants assigned to them. All residential advisors discuss safety and security at their first floor meetings. Introductory literature sent to students includes detailed summaries of security procedures and safety suggestions.

During the winter vacation between semesters the Department of Residential Living maintains three undergraduate high rises, two graduate high rises and two undergraduate/graduate low rise buildings as open residences. All other residences are closed. During this period, contract security guards monitor entrances. Students living in closed buildings may stay with friends in an open building during the winter vacation; however, most go home.

Short-term University guests sponsored by a University office or department may be accommodated in designated rooms, and these guests receive special identification. Students are permitted to have short-term overnight guests and these persons may be issued special identification; however, they must be accompanied by their host each time they enter a residence. A list of host responsibilities and guest rules is published in the Residential Occupancy Agreement and Handbook.

Three-Year Crime Report, 1989-91. next page

OF RECORD

University of Pennsylvania Division of Public Safety Three-Year Crime Report, 1989 through 1991

The Pennsylvania College and University Security Information Act 73 of 1988 mandates the release of crime statistics and rates to matriculated students and employees, and to provide similar information to prospective students and employees upon request.

The crime rate is computed as follows: the number of crimes in each category is divided by the total number of full-time equivalent (FTE) students and employees. For example, in 1989 the University had 30,651 FTE students and employees and 24 robberies. The rate is .000783 robberies per person.

Part I Crime	1989	1990	1991
Murder and Non-Negligent Manslaughter	0	0	0
Murder by Negligence	0	0	0
Forcible Rape	0	0	4
Attempted Rape	0	0	3
Robbery	24	42	26
Aggravated Assault	4	8	7
Burglary	125	96	123
Larceny—Theft (Except Motor Vehicle Theft)	1074	858	1123
Motor Vehicle Theft	36	43	45
Attempted Motor Vehicle Theft	18	17	13
Arson	0	0	0
Total Part I	1281	1064	1344
Part II Crime	1989	1990	1991
Other Assaults	31	32	29
Forgery and Counterfeiting	0	2	0
Fraud	3	2	1
Stolen Property (Receiving, Possessing, Buying)	4	3	3
Vandalism	185	179	161
Weapons (Carrying, Possessing)	1	2	1
Liquor Laws	3	4	6
Sex Offenses (Except Rape and Prostitution)	11	11	11
Drug Abuse Violations	0	1	1
Disorderly Conduct	18	36	21
All Other Offenses (Except Traffic)	180	157	187
Total Part II	436	429	421

University of Pennsylvania: Offenses Known to Police and Crime Rates

	1989		1990		1991	
	Offenses Known	Rate	Offenses Known	Rate	Offenses Known	Rate
Criminal Homicide	0	0	0	0	0	0
Forcible Rape	0	0	0	0	7	.000207
Robbery	24	.000783	42	.001280	26	.000769
Aggravated Assault	4	.000130	8	.000243	7	.000207
Simple Assault	31	.001011	32	.000975	29	.000858
Burglary	125	.004077	96	.002926	123	.003642
Theft	1074	.035032	858	.026152	1123	.033254
Motor Vehicle Theft	36	.001174	43	.001310	45	.001332
Attempted M.V. Theft	18	.000587	17	.000518	13	.000384
Arson	0	0	0	0	0	0
Forgery/Counterfeiting	0	0	2	.000060	0	0
Fraud	3	.000098	2	.000060	1	.000029
Embezzlement	0	0	0	0	0	0
Stolen Property (Buying, Receiving, Possessing)	4	.000130	3	.000091	3	.000088
Vandalism	185	.006035	179	.005455	161	.004767
Weapons Offense	1	.000033	2	.000060	1	.000029
Prostitution and Commercialized Vice	0	0	0	0	0	0
Sex Offenses (Except Rape and Prostitution)	11	.000359	11	.000335	11	.000325
Drug Abuse Violations	0	0	1	.000030	1	.000029
Gambling	0	0	0	0	0	0
Offenses Against Family	0	0	0	0	0	0
Driving Under the Influence	0	0	0	0	0	0
Liquor Laws	3	.000098	4	.000121	6	.000177
Drunkenness (Except Liquor Law Violations)	3	.000098	1	.000030	0	0
Disorderly Conduct	18	.000587	36	.001097	21	.000621
Vagrancy	0	0	0	0	0	0
All other offenses*	180	.005871	157	.004785	187	.005537

* All other offenses include harassment, harassment by communication, threats, unlawful restraint, loitering and prowling, and trespass.