

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 on-going commitment to the safety and security of everyone on campus in compliance with the *Federal Student Right-To-Know and Campus Security Act of 1990*, and regulations pursuant to the Act. If you have any concerns, questions or comments related to this Act or this document contact Mr. John Kuprevich, Commissioner of Public Safety, 3914 Locust Walk, Philadelphia, PA 19104-6192 (215) 898-7515.

—Marna C. Whittington, Executive Vice President

University of Pennsylvania

Federal Student Right-to-Know and Campus Security Act of 1990

Report of September 1992

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 Offices of the Division of Public Safety are located at 3914 Locust Walk and in the Annex directly behind 3914 Locust Walk. The Division has two mini-stations located at 3927 and 3401 Walnut Street. To contact the Division of Public Safety in an *emergency*: campus phone dial 511; blue light emergency phone or off campus dial 573-3333. For general information dial 898-7297; and for business purposes dial 898-7515.

The Commissioner of Public Safety oversees the operations of the Division of Public Safety which includes the University Police Department, and the Victim Support and Special Services Section. Public Safety also has responsibility for the coordination of security services on the campus. The Division has a current authorized strength of 112 full-time employees and utilizes approximately 60 student assistants.

University Police

The University Police Department is comprised of patrol operations and the detective bureau. Patrol operations has an authorized strength of 100 commissioned police personnel and the detective bureau has five police personnel. Uniformed officers patrol the campus on foot, on bike and in vehicles in order to maintain high visibility within our community. These officers work very closely with the Philadelphia Police Department in patrolling and responding to the University and the community adjacent to the University. The detective bureau is responsible for conducting investigations, coordinating follow up investigations with Philadelphia Police and other law enforcement entities, and for providing coordination of dignitary protection details.

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). Police officers have full enforcement powers, including the authority to arrest individuals for criminal violations. Upon successful completion of the training at a police academy and prior to individual assignment, officers take part in a sixteen week field officers training program developed and coordinated through the Division of Public Safety. They remain in a probationary status for one year 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, diversity training, 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 respond to the scene and prepare a comprehensive report. The commanding officer of Patrol Operations 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.

Victim Support

The Victim Support and Special Services Section is responsible for coordinating victim support efforts, crime prevention and outreach programs, community education and information affairs. This area is staffed with a Director, two staff personnel and two police officers. This section also employs approximately 60 students to provide walking escort services and to assist with other tasks related to building security.

The University of Pennsylvania has a comprehensive and coordinated Victim Support program. Public Safety personnel assigned to the Victim Support Section conduct follow up contacts with the victims of all crimes. Especially in cases of crimes against persons, they offer immediate assistance and support at the scene, provide information, accompany the victim for medical treatment or to the Philadelphia Police, and provide referral to all of the health related support entities of the University. They maintain contact with the victim throughout the investigation and any court proceedings. With permission of the victim they may intervene with their school or department to coordinate support for continuing their educational program. The objective of this effort is to allow the victim to continue to live in this academic community, to pursue and achieve their academic goals, and to do so without fear or intimidation. Victim support is a critical component of this University's efforts to provide for a safe and comfortable environment for all of our community members.

Campus Security Operations

In addition to the University of Pennsylvania police officers, security personnel are hired by the University's schools and departments from

independent security firms and deployed throughout campus. They are trained and supervised by these firms; however, security management and training responsibilities are also assigned to University staff. Security personnel conduct interior patrols and may be used to screen admittance to residences and academic buildings. When University related athletic events are scheduled, these personnel are used to assist in screening admittance and maintaining crowd control. The number of security officers 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.

The School of Medicine utilizes a separate uniformed security staff of University employees. They provide reception/screening at public entrances; constant monitoring of an electronic access control system; and are equipped with two-way radios maintaining around-the-clock patrols of the Medical School facilities.

Students, who work with the Division of Public Safety along with residential advisors, desk safety monitors and security personnel receive security training from the Division of Public Safety. All of these security entities work very closely with Public Safety to coordinate efforts toward a safer environment.

Reporting of Crime

The Division of Public Safety maintains a 24 hour a day, 7 day a week police patrol and response operation. Through brochures and instruction, the Division of Public Safety requests that all criminal incidents occurring in the University community be reported to this agency for response and documentation. 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.

Criminal activity can be reported by telephone or in person to the Division of Public Safety. Telephone notification of a criminal or emergency situation can be done by using an outside blue light emergency phone: by dialing "511" from any University phone or by dialing 573-3333 from outside of the University phone system. All three of these systems terminate at The Division of Public Safety Communication Center at 3914 Locust Walk where requests for services are documented and officers dispatched. The Communication Center is staffed seven days a week, 365 days a year, 24 hours a day to meet the needs of our community.

There are more than 200 automatic dial blue light emergency telephones located on the campus and in the campus community area. These phones, when used, automatically identify to the Communication Center personnel the specific location of the caller. The computerized "511" phone system installed on campus allows a caller to utilize any University phone to reach the Public Safety Communication Center where an alert is activated automatically identifying the location of the caller. All calls received via these systems are checked by the officer assigned to the sector from which the calls originated.

For all reported criminal actions or emergencies on campus, an officer(s) is immediately dispatched to the location via the Division's Communication Center. Reports, if necessary, are then prepared by the assigned officer(s) and processed by the Records Unit. Incidents are assigned to an investigator who is responsible for conducting the follow up investigation or will coordinate with Philadelphia Police if they are the primary responsible unit. Depending upon the circumstance, Victim Support personnel either respond at the time of the incident or do follow up contacts with victims of crimes to check on their well-being, and to inform and make available to them the support services of the University. If court appearances occur, Victim Support will provide court accompaniment until adjudication is completed. If an incident involves a student who has violated policies, procedures, codes of conduct or the law then information is shared with the University Judicial Inquiry Office or the responsible University office for review and action. Information on any person arrested and charged with a criminal offense is identifiable to the University community.

Processing by the Records Unit includes placing data from reports into the division's computer for appropriate use. The Division of Public Safety maintains a computerized data base of all crimes and incidents reported to them. This includes those occurring on University property and those occurring in the community area adjacent to it. Investigative and support services and follow-up reports are provided when necessary. This data

becomes the basis for all criminal statistical reports including submission to the FBI Uniform Crime Reporting System; annual reports for compliance with the Pennsylvania College and University Security Information Act, and our Campus Community Crime Report.

The Communication Center at the Division of Public Safety and all University police vehicles monitor the Philadelphia Police radio frequency covering the University community. Officers respond to assist Philadelphia in certain situations and respond to those specific addresses or locations either owned by the University or associated with a recognized student organization for response and documentation purposes.

University detectives additionally conduct follow up with the local Philadelphia Police district in order to obtain any reports of incidents provided to Philadelphia Police, but not reported to University Police or captured by one of the above mechanisms, involving University-owned property or non-University owned properties associated with a recognized student organization as defined by this Act.

Dissemination of Criminal Information

Crimes against persons, on and off campus, are published in the daily student newspaper, and in the Almanac, a staff and faculty weekly publication. In addition, reports on property crimes that occur in various sectors of the campus are provided and published by both of these media. Building administrators and departments receive weekly reports on incidents occurring in their facility.

The Division of Public Safety maintains an Incident Journal in its Communication Center at 3914 Locust Walk. This Journal is a chronological listing of all crimes and significant incidents responded to and documented by University Police. This Journal includes the names of persons arrested and charged in criminal situations, and is open at anytime for review by any member of our community. Incident logging is completed on a shift by shift basis.

In cases of serious crimes where immediate notification of our community is advised in order to prevent additional incidents, Public Safety develops and distributes a "Crime Alert". This document normally provides facts about the incident including date, time, location, type of incident and any relevant description or composite of suspects which may be available. Readers are advised to contact University Police with any information pertaining to the incident; and safety tips are provided as a prevention mechanism. Similar information can also be provided over a computerized electronic bulletin board existing within the University environment.

Acquaintance Rape & Sexual Violence Policy

(Developed by Penn's Acquaintance Rape Task Force 1991)

The University of Pennsylvania seeks a safe and healthy environment for all community members and visitors. Thus Penn has developed the following policy on acquaintance rape/sexual violence to set forth definitions, to reaffirm Penn's commitment to providing resources and processes for prevention, education, support, reporting, adjudication, protection from retaliation, and to identify the range of sanctions. The University will also provide multiple access points for dissemination of acquaintance rape/sexual violence statistics to the community.

The University needs a specific policy on rape and sexual violence because the prevalence of rape and sexual violence on college campuses is alarming.

Statistics compel universities throughout the country to acknowledge that significant numbers of their members have been raped or will be raped. Given Penn's history of providing national leadership with respect to rape and sexual assault education and counseling, it is timely for Penn to continue this role by adopting a specific policy on acquaintance rape and sexual violence. The personal trauma experienced by the victims/survivors and the nature and consequences of this crime undermine the trust essential to the process of education and the mission of the University. This crime also conflicts with our very basic standards of behavior. Indeed, this form of sexual violence is particularly damaging to our community because victims/survivors often are acquainted with and must continue to interact with their assailants. Moreover, for many men and women it is difficult to define this behavior as rape.

Definition

Acquaintance rape is a form of sexual violence. For the purpose of this policy, acquaintance rape/sexual violence is defined as any act in which a member of the university community forces another with whom he or she is acquainted to engage in sexual activity against her or his will or without her or his consent. Assent shall not constitute consent

if it is given by a person who because of youth, mental disability or intoxication is unable to make a reasonable judgment concerning the nature of or harmfulness of the activity. This policy applies to groups as well as individuals.

Intervention

The University of Pennsylvania will provide resources to support victims/survivors, will utilize University fact-finding and disciplinary procedures with appropriate jurisdiction, will publish annual statistics on incidents of acquaintance rape and other forms of sexual violence, and will provide comprehensive education for the prevention of sexual violence including acquaintance rape at the University of Pennsylvania. Incidents reported to the appropriate departments will be addressed promptly and will be treated confidentially. In addition, the University will, as appropriate, inform members of the Penn community when an incident has been so reported. The procedures which implement this policy will take into account the need to investigate charges which may be filed and the right to confidentiality to all involved parties. When appropriate, after an incident occurs, outreach and support to faculty, students and staff affected by the particular incident will be part of Penn's response. This support may include release time, leaves or other accommodations.

Sanctions

University sanctions will be imposed in accordance with appropriate University processes upon persons found to have violated this policy. These sanctions can include but are not limited to suspension, expulsion, and/or separation from the University. In addition, an individual charged may be subject to prosecution by the Office of the District Attorney under Pennsylvania Criminal Statutes.

Safety and Security Related Programs

The University has a comprehensive safety-related Transit system for all members of our community. This system incorporates a walking escort system with a driving system including a loop service for around campus, and an escort service which provides for safe movement from an off campus location to campus and vice versa. There are additional transit services including a Handivan for persons with disabilities and a scheduled shopping shuttle. These services are provided by the Department of Transportation and Parking and closely coordinate with Public Safety in providing for a safer environment.

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.

Safety Everyone's Right, Everyone's Responsibility has long been the motto of the Division of Public Safety. It is our belief that every community needs the support, cooperation and active involvement of its members in order to be truly effective in adding to the safety of our community. In light of this standard, the Division of Public Safety continually interacts with the campus and surrounding community in an effort to be proactive in reducing the incidents of crime. The Division sponsors and conducts advertised presentations and safety fairs; develops and distributes crime awareness and crime prevention brochures and circulars; conducts security orientation programs for new students and employees; conducts related workshops throughout the year which are open to all members of the community; and develops and implements specific crime prevention programs. Most of these efforts are developed in the Victim Support and Special Services Section and implemented with the assistance of all Public Safety personnel.

During this past year, the Division of Public Safety in conjunction with the Department of News and Public Affairs established a Public Safety Communications Coordinating Group. This group was made up of persons from offices on campus representing different university populations, and it began as an effort to provide consistent and accurate Public Safety information to all members of the community. The "*Penn For A Safe City*" program was initiated by the PSCCG to educate our community about specific Public Safety messages or services. The way in which the program works is to identify a specific message, which is then advertised throughout the campus community for a defined period of time. Some of the advertisement efforts are, published media; food tray liners in dining halls; table tents; posters; and even paycheck stubs carrying identical messages. This program has continued throughout the summer and has become an integral part of our crime prevention programming for the campus.

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 Uni-

versity 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 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. Access to residential facilities is allowed after photo verification via the PENNcard and is done electronically through a card access system. 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 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. They 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/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.

— University of Pennsylvania Division of Public Safety

Federal Student Right-to-Know and Campus Security Act of 1990 University of Pennsylvania Campus Crime Statistical Data

The Federal Student Right-To-Know and campus Security Act of 1990 mandates the release of specific crime and arrest statistics which occur on campus to all students, employees and to all prospective students and employees upon request. This document is being released in compliance with the specific time periods, crime classifications and arrest data mandated.

Crime Report, 1989 through 1992

	*January 89 to July 89	*August 89 to July 90	*August 90 to July 91	August 91 to July 92
Murder	0	0	0	0
Rape	0	0	3	4
Robbery	9	42	23	44
Aggravated Assault	5	6	7	7
Burglary	75	104	113	135
Motor Vehicle Theft	35	60	50	65
Total	124	212	196	255

Campus Arrest Data January through December 1991*

Weapons Offense Violation	1
Drug Abuse Violations	0
Liquor-Law Violations	9
Total	10

* The Federal Law mandated the reporting of on campus arrest data for only the most recent calendar year, January through December 1991.

* The Federal Law mandated for this first annual report that the twelve-month period to be reported shall be an "academic year," August to July; and from January 1989 (if available) to July 1992. You will notice that the first column contains only seven months of data; this was done to allow the following three years to be displayed for the same twelve-month period. This will provide you with a consistent base for comparison and evaluation of these reported crimes.

The above statistics are compiled in the months and year required by the Federal Act for this first year of reporting. Please note that beginning with the September 1993 report the Act has mandated the reporting of all statistics on a **calendar year** basis.