

# 2016 Annual Security & Fire Safety Report for the University of Pennsylvania

Statistics for 2013, 2014, 2015

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## Important Numbers:

### All Emergencies

(215) 573-3333  
511 (from campus phone)

### University of Pennsylvania Division of Public Safety

General Information	(215) 898-7297	
Office of the Vice President and Superintendent of Police	(215) 898-7515	
Special Services	(215) 898-4481	(215) 898-6600 (off-hours)
Fire & Emergency Services	(215) 573-7857	
Security Technology	(215) 898-4484	
PennComm & Emergency Communications	(215) 573-6687	
Finance & Administration	(215) 898-6696	
Security Services	(215) 573-0644	
Penn Police Detective Unit	(215) 898-4485	
Penn Police Records Department	(215) 898-4482	

### Other University of Pennsylvania Departments

Counseling & Psychological Services (CAPS) Office	(215) 898-7021	(215) 349-5490 (off-hours)
Employee Assistance Program (EAP)	1 (888) 321-4433	
Human Resources	(215) 898-7281	
Office of Alcohol & Other Drug Program Initiatives	(215) 573-3525	
Office of the Chaplain	(215) 898-8456	
Office of Student Affairs	(215) 898-6533	
Office of Student Conduct	(215) 898-5651	
Penn Women's Center	(215) 898-8611	
Sexual Violence Investigative Officer	(215) 898-2887	
Student Health Service	(215) 746-3535	
Title IX Coordinator/Office of Affirmative Action	(215) 898-6993	
Vice Provost for University Life (VPUL)	(215) 898-6081	
Student Intervention Services (SIS)	(215) 898-6081	

### Hospitals

Presbyterian Hospital Security	(215) 662-8238
Hospital of the University of Pennsylvania Security	(215) 662-2677

## University of Pennsylvania Nondiscrimination Statement

The University of Pennsylvania values diversity and seeks talented students, faculty and staff from diverse backgrounds. The University of Pennsylvania does not discriminate on the basis of race, color, sex, sexual orientation, gender identity, religion, creed, national or ethnic origin, citizenship status, age, disability, veteran status or any other legally protected class status in the administration of its admissions, financial aid, educational or athletic programs, or other University-administered programs or in its employment practices. Questions or complaints regarding this policy should be directed to the Executive Director of the Office of Affirmative Action and Equal Opportunity Programs, Sansom Place East, 3600 Chestnut Street, Suite 228, Philadelphia, PA 19104-6106; or (215) 898-6993 (Voice) or (215) 746-7088 (FAX).

## Campus Safety & Security: “A Shared Responsibility”

Campus safety and security at the University of Pennsylvania is a shared responsibility. Clearly, the best protection against campus crime is an aware, informed, alert campus community—students, faculty and staff who use reason and caution—along with a strong law-enforcement presence.

The vast majority of our students, faculty, staff and visitors do not experience crime at the University of Pennsylvania. However, despite our best efforts, crimes may occur. This information is provided because of our commitment to campus safety and security and in compliance with the federal law, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (The Clery Act), the Pennsylvania Uniform Crime Reporting Act (UCR, formerly known as the College and University Security Information Act) and the amendments to the VAWA (Violence Against Women Act) of March 7, 2013. It is meant to be useful to you. If you have concerns, questions or comments about federal or state law requirements or Penn’s compliance with these laws, please contact the Vice President for Public Safety and Superintendent of Police at (215) 898-7515.

## The University of Pennsylvania Campus

The University of Pennsylvania main campus is located just west of Center City Philadelphia and encompasses 302 acres. The core of the Penn campus, between Walnut and Spruce Streets from 33rd to 40th Streets, is connected by a network of pedestrian walkways. Locust Walk, running from College Green to Hamilton Village, acts as both a major pedestrian thoroughfare and a hub of campus life for the entire Penn community. The specific perimeters of the Penn campus change from time to time. As such, the preceding description is meant to provide an approximation of the boundaries of the campus, but is in no way intended to detail the specific contour of the campus’s frequently changing boundaries.

Due to our Division’s growth we now have a co-located emergency back-up facility with Drexel University’s Division of Public Safety at the Penovation Works, purchased by the University in 2011.

In addition, there are six satellite campuses:

- New Bolton Center Hospital for Large Animals, 382 West Street Road, Kennett Square, PA 19348, which covers 700 acres;
- Morris Arboretum, a historic public garden and educational institution, 100 East Northwestern Avenue, Philadelphia, PA 19118, which covers 92 acres;
- Wharton San Francisco, 2 Harrison Street, 6th Floor, San Francisco, CA, which operates Monday-Friday 9 a.m.-5 p.m., and Saturday 9 a.m.-4 p.m. on class weekends, which covers 35,000 square feet;
- Wharton, 2401 Walnut Street, 8th Floor, Philadelphia, PA 19103, summer hours: Monday-Friday 4 p.m.-8 p.m., Saturday and Sunday 10 a.m.-8 p.m.; academic year: Monday-Friday 5 p.m.-2 a.m., Saturday and Sunday 10 a.m.-12 a.m., which covers 19,613 square feet;
- Glenolden Research Center, 500 South Ridgeway Avenue, Glenolden, PA 19036, which covers 17 acres;
- University Boathouse, 11 Kelly Drive, Philadelphia, PA 19130, utilized by Penn Athletics for sculling events on the Schuylkill River, which covers 8,500 square feet.

## The Division of Public Safety (DPS)

The Division of Public Safety is committed to enhancing the quality of life of the campus community, integrating the best practices of public and private policing with state-of-the-art security technology. Its 176 full-time employees and more than 550 contract employees work in seven departments that report to the Office of the Vice President and Superintendent of Police: University Police, Special Services, Fire & Emergency Services, Security Technology, PennComm & Emergency Communications, Security Services and Finance & Administration.

## Office of the Vice President (VPO) and Superintendent of Police

Under the leadership of Vice President Maureen S. Rush, the Office of the Vice President and Superintendent of Police, along with the Division’s seven directors, facilitates the strategic and operational mission of the Division of Public Safety.

The Office of the Vice President and Superintendent of Police manages all internal and external communication in conjunction with Penn’s Office of University Communications. The office also designs, brands and distributes all safety and security collateral.

The Vice President and Superintendent of Police is the chief liaison

officer for city, state, and federal public safety agencies and collaborates daily with these agencies in an effort to ensure the highest level of safety and security for the University community.

## University of Pennsylvania Police Department (UPPD)

The University of Pennsylvania Police Department (UPPD) maintains 24/7 police patrols on campus—by foot, car, motorcycle and bicycle. With a police force of 117 sworn officers, the UPPD is the largest private police force in the Commonwealth of Pennsylvania. The UPPD also works closely with the Philadelphia Police Department (PPD), as both agencies patrol and respond within the Penn patrol zone, from 30th Street to 43rd Street and from Market Street to Baltimore Avenue. UPPD officers have full law enforcement powers, including the authority to make arrests for criminal violations. University police officers are authorized by the Commonwealth of Pennsylvania Municipal Police Officers Act to carry firearms when on duty, and they do so. Otherwise, the possession of air rifles, pistols, firearms, ammunition, gunpowder or other dangerous articles or substances is strictly prohibited on Penn property or at University-sponsored events. Any exception to this rule must be approved by the Vice President for Public Safety and Superintendent of Police.

UPPD officers have completed rigorous training prescribed by the Commonwealth of Pennsylvania under the Municipal Police Officers’ Education and Training Commission. Once an officer has completed police academy training, he or she participates in a Field Training Program, developed and coordinated through the Division of Public Safety. Officers remain in probationary status following graduation from the police academy and an annual in-service training is provided in accordance with established standards for continuing professional education for municipal police officers. The UPPD received international accreditation from the Commission on Accreditation for Law Enforcement Agencies (CALEA) on March 1, 2001. On March 23, 2013 the UPPD was reaccredited for the fourth time and due to the overwhelming success of the December 2012 on-site visit the Department was designated as “Accreditation with Excellence,” which is the highest award that can be granted to an agency by CALEA.

The Vice President for the Division of Public Safety and Superintendent of Police serves as UPPD’s law enforcement liaison with city, state and federal law enforcement officials and neighborhood town watch organizations, community and civic groups and the Police Athletic League. An existing Memorandum of Understanding (MOU) between the UPPD and the Philadelphia Police Department clarifies the Penn Patrol boundaries as well as the roles and responsibilities of the UPPD. The UPPD conducts investigations in cases with the exception of homicides, sexual assaults, narcotics in excess of district level arrests, barricaded individuals and hostage situations, police involved shootings, arson, hate crimes, labor issues, juvenile offenders, civil disobedience and fatal automobile accidents.

The existing MOU provides for radio interoperability and data interoperability between the UPPD and the Philadelphia Police Department. This includes access to the Philadelphia Computer Aided Dispatch (CAD) system and Philadelphia crime reports. The ability to access city crime data ensures that all Clery Act & UCR crimes reported to city police are included in this annual safety report.

The UPPD maintains a full-service detective unit headed by the department’s Deputy Chief of Investigations. Criminal incidents are assigned to a detective within the detective unit, who is responsible for the investigation of the crime or coordination with the Philadelphia Police Department. If the incident involves a student who has violated policies, procedures, codes of conduct, or the law, the Penn Police will advise the victim or complainant of the option to report the incident to the Office of Student Conduct or the responsible University office. Consistent with legal requirements, information regarding persons arrested by University Police is available to the public.

## Security Technology

The Department of Security Technology is responsible for the design, installation and maintenance of a state-of-the-art electronic security infrastructure for the University. This includes over 500 emergency phones connected directly to our PennComm emergency radio dispatch center, over 129 pan-tilt-zoom closed-circuit television (CCTV) cameras, and hundreds of fixed CCTV cameras throughout campus. Electronic access control card readers, burglar and door alarms, sensors, and duress alarms installed in restrooms are the other key features of the security technology program located in Penn-owned buildings throughout campus.

## **PennComm & Emergency Communications**

All of our security technology reports back to our PennComm Communications Center. The PennComm operations team provides emergency communications and response between all members of the Penn and University City communities and police, fire and medical emergency responders 24 hours a day, 7 days a week. Over 103,000 calls for service were processed directly by the PennComm Center in 2014, including calls for Walking Escort services. The dispatching center utilizes a state-of-the-art Computer Aided Dispatch (CAD) system to record all requests for service from the Penn Community, and is responsible for monitoring all alarms throughout campus, including burglar alarms, duress alarms and fire alarm systems. The Dispatchers can also see the City of Philadelphia's 911 calls and respond quickly to any calls within the Penn patrol zone.

PennComm operators, like the police officers assigned to various sectors for active walking, bike, and vehicle patrol, are trained to view the Penn patrol zone using the CCTV cameras through virtual patrol on a 24/7 basis for the purposes of crime prevention and abatement.

## **Special Services**

The Special Services Department, in conjunction with the University of Pennsylvania Detective Unit, provides over 200 safety workshops and forums each year to student groups and members of the faculty and staff. Self-defense clinics and other workshops or special presentations can be designed to meet the particular needs of the group requesting services. Special Services personnel are available to consult with individuals or departments regarding crime prevention and safety issues and are available to offer assistance and support to victims of crime. Additionally, schools and centers may request safety presentations from members of Special Services by submitting a request on the DPS website at [www.publicsafety.upenn.edu](http://www.publicsafety.upenn.edu)

The department is headed by a Director, who serves as the University coordinator for support services for "sensitive crimes," such as rape or attempted rape, sexual assault, dating and domestic violence, stalking and harassment. The Director serves on various University committees that review and develop policies on these and related issues. The Director also interacts with academic departments, College Houses, Housing and Conference Services, and many other divisions across the University, given the individual's authorization, to coordinate victim support services. Every effort is made to protect the confidentiality of all victims and/or complainants.

To contact the Special Services Department during normal business hours, call (215) 898-4481. For emergency support 24 hours a day, 7 days a week, call (215) 898-6600. On evenings or weekends, PennComm will answer all calls to (215) 898-6600 and will notify Special Services personnel.

## **Fire & Emergency Services (FES)**

The Department of Fire & Emergency Services (FES) manages the University's fire and emergency services programs, working in collaboration with the City of Philadelphia Departments of Fire and Licenses and Inspections to monitor and enhance compliance with local, state and federal codes through periodic building inspections. Under the direction of a Chief, FES serves as the lead agency for the University's crisis and emergency planning functions by preparing people to respond appropriately in the event of an emergency and to oversee the readiness of all campus building life safety systems and equipment. In addition to its planning functions, FES liaisons with governmental agencies, organizations in University City, the schools and centers at Penn and all members of the Division of Public Safety to prevent, prepare for, respond to and recover from crisis events on or near the campus.

The department provides numerous additional services, including monitoring emergency drills, safety training to new students and employees, acting as the liaison with the University's property insurance carrier and developing building-specific crisis management action plan books. FES specialists work with the University's real estate partners, University City Associates (UCA) and the Office of Off-Campus Services, to help promote safety in off-campus residences.

To contact the Department of Fire & Emergency Services during normal business hours, call (215) 573-7857. To contact the department in an emergency, dial 511 from a campus telephone, or dial (215) 573-3333 from off-campus/cell phones.

## **Security Services**

The University of Pennsylvania contracts with AlliedBarton Security Services to provide comprehensive security services for the University of Pennsylvania and the University City District. AlliedBarton is an acknowledged leader in the contract security industry in terms of trainings, management, technology and procedures. Over 550 AlliedBarton Security Officers managed under Security Services provide coverage in academic buildings and all residential buildings as well as highly visible foot, bicycle and motorized patrol including 24/7 walking escorts.

## **Report A Crime, Fire, Hazardous Condition or Suspicious Behavior**

All criminal and fire-related incidents should be reported to the Division of Public Safety for response and documentation. Incidents commonly known as Part I crimes that are identified by the Division of Public Safety are reported to the Philadelphia Police Department (PPD). We do this to ensure that all agencies charged with providing services are aware of these incidents.

The relationship and exchange of information with city, state and federal authorities are extremely important, and are ongoing processes. The Philadelphia Police Department alerts the Division of Public Safety of reported criminal incidents and calls for service made to the city 911 Center in the neighborhoods that are jointly patrolled by both University Police and the Philadelphia Police Department. Any incidents involving any member of the Penn community at non-campus locations that fall within the Penn patrol zone, including incidents involving members of student organizations affiliated with the University, are brought to the attention of the Division of Public Safety by the Philadelphia Police Department directly by contacting Penn Police over the city police radio system to which Penn Police have access. Our PennComm center monitors all calls for service made directly to the city 911 Center 24/7 as well as information shared directly during weekly crime meetings held between the Division of Public Safety with Police Supervisors from the Philadelphia Police Department. On a daily basis the DPS Crime Analysis Unit reconciles all crime reported to the Philadelphia Police Department, which may involve members of the Penn Community who live in the surrounding neighborhoods. UPPD has online access to the Philadelphia Police Incident Transmittal System, which captures the location, date, time, type of incident and reporting party information.

## **Report a Crime 24/7 to trained dispatchers and security personnel**

### *University City Campus*

#### **• By Phone:**

Dial Penn Police: 511 from any campus phone or 215-573-3333

Dial Philadelphia Police: 911

Pick up any Bluelight emergency phone

#### **• In Person:**

To any Security Officer

To any Penn Police Officer

At UPPD Headquarters, 4040 Chestnut Street, Philadelphia PA 19104

At the Public Safety Annex, 108 South 40th Street, Philadelphia, PA 19104

#### **• Online:**

<http://www.publicsafety.upenn.edu/clery/report-a-crime>

### *Other Campus Locations:*

• Wharton, 2401 Walnut Street, 8th Floor; Dial Philadelphia County Police at 911

• Morris Arboretum; Dial Philadelphia County Police at 911

• University Boathouse; Dial Philadelphia County Police at 911

• Wharton San Francisco; Dial San Francisco police at 911

• New Bolton Center; Dial Chester County Police at 911

• Glenolden Research Center; Dial Delaware County Police at 911

## **Campus Security Authority (CSA)**



A Campus Security Authority (CSA) is an individual who is an official of the institution that has significant responsibility for student and campus activities, including but not limited to:

- Penn Police Officers
- AlliedBarton Security Officers
- Student Housing Staff
- Office of Student Conduct Staff
- Campus Judicial Proceeding Staff
- Directors of Athletics and Team Coaches
- Faculty Advisor to a student group
- Academic Advisors
- Coordinator of Greek Affairs
- Physicians in Campus Health Center
- Dean of Students overseeing Student Housing, a Student Center or student extra-curricular activities
- Student Resident Advisor (RA) or a Graduate Assistant (GA) who monitors access to resident halls
- Victim Advocate or a Sexual Assault Response Team in a campus Rape Crisis Center

Under the Clery Act, a crime is reported when a victim, witness, other third party or even the offender brings it to the attention of a CSA or local law enforcement personnel. It does not matter whether or not the individual/s 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 should document it as a crime report and provide this report to the Division of Public Safety, UPPD. In "good faith" means there is a reasonable basis for believing that the information is not simply rumor or hearsay. CSAs are not responsible for investigating crimes. Their role is to report all incidents immediately, no matter how minor an incident may seem. All investigations and crime classifications are the responsibility of sworn law enforcement personnel.

An in-person training session for CSAs is conducted annually; those who cannot attend complete an online training module. All CSAs are provided a web link to a form to report crimes to the Division of Public Safety. In addition all newly hired security officers receive CSA training as part of orientation, while all security officers receive annual CSA training.

There are two classifications of individuals who, although they have significant responsibilities for student and campus activities, are not considered CSAs under the Clery Act. They are pastoral counselors and professional counselors. A pastoral counselor is defined as a person who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling and is functioning within the scope of that recognition as a pastoral counselor. A professional counselor is defined as a person whose official responsibilities include providing mental health counseling to members of the institution's community and who is functioning within the scope of his or her license or certification. This definition also applies to professional counselors who are not employees of the institution but are under contract to provide counseling at the institution.

Although pastoral counselors and professional counselors do not have to report crimes that are brought to their attention while serving in an official capacity, they are encouraged to inform their client/s of the procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

### Confidential Crime Reporting

Except for communication made to pastoral counselors and licensed professional counselors, all University Campus Security Authorities (CSAs) have the obligation to report all offenses to the Penn Police. It is important for University employees to report statistical information, which may not include personal identifiers. Confidential reports that provide sufficient detailed information for classification of the offense by law enforcement officials using FBI Uniform Crime Reporting Guidelines will be included in crime statistics.

Reported crimes are entered into a UPPD computerized database, including those that occur on campus, those that occur in the surrounding neighborhood and those that occur well beyond the campus community. This data serves as the basis for crime statistics reported to the FBI Uniform Crime Reporting System, for compliance with the Clery Act and the Pennsylvania Uniform Crime Reporting Act and for reporting crime statistics to the campus community. Our annual report also includes data from non-police sources, including certain school officials.

### Timely Warnings

When the DPS becomes aware of criminal incidents that in the judgment of DPS and the University's senior leadership constitute an ongoing or continuing threat to the campus community, DPS issues a timely warning to notify the community. Depending on the particular circumstances, a timely warning may be disseminated by using one or a combination of the following: email distribution; various campus publications; the Public Safety and University website; crime alerts; flyers posted at various locations on campus; and/or activation of the UPennAlert system, which employs personal electronic devices, Penn Siren Outdoor System (Penn SOS) and/or digital displays to advise the community of the situation.

Timely warnings are considered on a case-by-case basis. Any timely warning issued shall not contain the names of any victim/s or other identifying information on a victim such as their residence.

### Emergency Preparedness

Emergency preparedness at the University of Pennsylvania is managed under the PennReady program. Being PennReady means to prevent, prepare for, respond to and recover from any and all emergencies that could affect the Penn and University City communities. It means having a comprehensive plan extending from all levels of emergency personnel down through the individuals that make up our community to prevent situations that cause emergencies; preparing people on the procedures to follow should a crisis occur; having a well collaborated response approach from University officials and city, state and federal agencies to effectively mitigate any crisis; and being ready and able to recover quickly from emergency events to keep Penn's mission actively moving forward.

Following the direction of the University of Pennsylvania Crisis Management Plan, the Blue Book Program was developed and put into action in the spring of 2006. Blue Books are building-specific crisis management action plans (C-MAP) examining all emergency preparedness aspects of campus buildings in the pre-emergency environment. These books document the readiness of the Penn community's response in an all-hazards approach to emergency management and provide information for emergency responders to manage a crisis event as it unfolds.

To view the Blue Book specific to your building contact your Building Administrator or Emergency Team Leader. Additionally, Emergency Procedures Bulletins are located on the Division of Public Safety website at [www.publicsafety.upenn.edu](http://www.publicsafety.upenn.edu)

Various drills and exercises are conducted throughout the year to familiarize students, faculty and staff with emergency procedures and individual roles.

Each year FES facilitates four emergency evacuation drills targeting all residence halls, fraternities and sororities. In accordance with the Philadelphia Fire Code all academic and administrative buildings undergo the required number of emergency evacuation drills each year. In addition any building that does not fall under the Philadelphia Fire Code requirements also undergoes a minimum of one emergency evacuation drill each year.

Additionally, all University buildings are required to participate in an annual Shelter-In-Place Awareness Drill. The entire Penn community is notified of the purpose of this drill via a campus-wide email. All drills and tests are documented by staff assigned to Fire and Emergency Services, noting the date of the drill, location, and time each drill was conducted. This information is maintained by DPS in a database.

To learn more about the University's comprehensive PennReady Emergency Preparedness Program, visit [www.publicsafety.upenn.edu/pennready](http://www.publicsafety.upenn.edu/pennready)

### Emergency Notification System

#### UPennAlert and Penn Siren Outdoor System (PennSOS)

The UPennAlert Emergency Notification System enables the University to quickly notify the Penn and surrounding Philadelphia community of critical information during a major emergency. This is performed without delay once a serious incident is confirmed by law enforcement and is accomplished through three (3) key delivery methods: Personal Electronic Devices; Siren and Public Address Systems; and Digital Displays.

Currently the University can notify all Penn faculty, staff and students via personal electronic devices (e.g., cell phones, smart phones, etc.) through text messaging and email.

The University also has Siren and Public Address systems in place to send a UPennAlert. The Penn Siren Outdoor System (PennSOS) is comprised of 22 speakers transmitting voice intelligible emergency messages and alert tones to the outdoor campus environment. Furthermore, the University started a program to interface the PennSOS with building

fire alarm panels in 2012, which enables emergency messages to be broadcasted inside buildings. PennSOS is not designed to penetrate buildings, but will be audible above normal street noise.

When a UPennAlert is sent, the Division of Public Safety uses its website to provide current and continuous updates acting as a central reference point for accurate information. This method is useful for those both on and off campus.

UPennAlert is an additional layer of security and protection in emergency response, in conjunction with Penn's already well-established emergency communication methods, such as University-wide broadcast emails, online updates via the Penn homepage, coordinated use of public media outlets and public address systems within all College Houses.

The UPennAlert is only activated for significant emergencies that are confirmed by law enforcement personnel and with the approval of the University's senior leadership. The UPennAlert is not activated if, in the professional judgment of the responsible authorities, such a notification would compromise efforts to resolve the emergency. When a UPennAlert is sent, the proper message is selected from several pre-scripted messages and sent to the appropriate audience. A UPennAlert can only be sent by one of several initiators who are trained by the Division of Public Safety.

## University Policy on Rape and Sexual Violence, Relationship Violence, and Stalking

Sexual violence, relationship violence, and stalking in any form, including sexual assault and rape, is prohibited by the University's Sexual Violence, Relationship Violence and Stalking Policy. Sexual violence includes a range of behaviors in which an act of a sexual nature is taken against another person without his or her consent or when he or she is unable to consent. The policy can be found in multiple locations, including at <https://provost.upenn.edu/policies/pennbook/2013/02/15/sexual-violence-relationship-violence-and-stalking-policy> and in *Almanac* at <http://www.upenn.edu/almanac/between/2016/070116-of-record.html>

### Defining Sexual Assault/Rape, Domestic Violence, Dating Violence, and Stalking

*Sexual assault* (including but not limited to rape) is defined as having committed any of the following acts:

- Any physical sexual contact that involves the use or threat of force or violence or any other form of coercion or intimidation;
- Any physical sexual contact with a person who is unable to consent due to incapacity or impairment, mental or physical. "Incapacity" or "impairment" includes but is not limited to being under the influence of alcohol or drugs or being too young to consent.

*Rape* is defined as sexual assault involving an act of penetration and includes acquaintance rape (assailant and victim know each other).

*Non-forcible sex acts* include unlawful sex acts where consent is not relevant, such as sexual contact with an individual under the statutory age of consent as defined by Pennsylvania law.

*Consent* is an affirmative decision to engage in mutually agreed upon sexual activity and is given by clear words or actions. Consent may not be inferred from silence, passivity, or lack of resistance alone. Furthermore, consent to one form of sexual activity does not imply consent to other forms of sexual activity, and the existence of a current or previous dating, marital, or sexual relationship is not sufficient to constitute consent to additional sexual activity. Assent shall not constitute consent if it is given by a person who because of youth, disability, intoxication or other condition is unable to lawfully give his or her consent.

*Relationship Violence*, also commonly known as dating violence, is defined as a pattern of abuse committed by a person, past or present, involved in a social, sexual or romantic relationship with the victim. Relationship violence can encompass a broad range of behaviors that may include physical violence, sexual violence, emotional violence, and economic violence.

*Domestic Violence* is defined as abuse committed against an adult who is a spouse or a former spouse, cohabitant or someone with whom the abuser has a child, has an existing dating or engagement relationship, or has had a former dating or engagement relationship.

*Stalking* means engaging in a course directed at a specific person(s) 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.

### Policy Against Retaliation

University policy expressly prohibits retaliation against faculty, staff, or students who in good faith make reports of violations of this policy. In addition, knowingly and intentionally making a false report of a violation of this policy is prohibited. Members of the Penn community who take

Furthermore, the UPennAlert is tested annually to ensure all faculty, staff and students are familiar with emergency alerts and what their individual roles are during an actual situation. The annual UPennAlert, PennSOS and Shelter-in-Place test for 2015 occurred on October 2, 2015.

The annual test was successful and resulted in the following metrics:

*Within 5 minutes 86,483 total messages were sent successfully (received by students, staff and faculty via SMS text, email, or both).*

Penn has also developed an optional process using the UPennAlert to notify parents, guardians, and significant others in an actual situation. Should the need occur to notify the City of Philadelphia and the surrounding neighborhoods of an emergency at the University, our UPennAlert system notifies the Managing Director's Office, which is responsible for sharing this information with appropriate city officials and neighborhoods.

When appropriate, the Division of Public Safety notifies the University community of off-campus threats that could also represent a serious or continuing threat to students, employees and visitors, based on information from our law enforcement partners. For additional instructions on how to register your emergency contact information, please visit the DPS website at [www.publicsafety.upenn.edu](http://www.publicsafety.upenn.edu)

adverse action against someone who reports a violation of this policy, intimidates, threatens or otherwise engages in retaliation is subject to disciplinary action, up to and including termination of their employment or expulsion from the University Sources: <http://provost.upenn.edu/policies/pennbook/2013/02/15/sexual-violence-relationship-violence-and-stalking-policy> and the Human Resources Policy Manual at [www.hr.upenn.edu/myhr/resources/policy/other/retaliation](http://www.hr.upenn.edu/myhr/resources/policy/other/retaliation)

### Support Services

Penn provides a number of support resources for victims of rape and sexual violence, relationship violence and stalking, and is committed to providing resources and processes for prevention, education, reporting, adjudication, and protection from retaliation and sanctions.

The Director of Special Services in the Penn Division of Public Safety is the designated coordinator of support services for all members of the Penn community who have experienced sexual violence, relationship violence, or stalking. Members of the Penn community who experience any form of interpersonal violence are encouraged to contact Special Services to learn about support and reporting options. Any member of the community who is a victim of sexual violence is encouraged to seek support and assistance and to report the incident. When a victim of a sexual assault or other interpersonal crime contacts the Special Services Department, the individual will be advised verbally and in writing of health, legal and other support services available on and off-campus and the victim will be assisted in accessing these services. Special Services collaborates with Student Intervention Services in the Office of the Vice Provost for University Life to coordinate support such as academic, transportation, working and housing accommodations if requested.

Students are encouraged to contact the Special Services Department, which is available 24 hours a day, 365 days a year, at (215) 898-6600 to report an incident and receive support services.

Additional options that provide reporting, counseling and support services are listed below:

Department	Phone Number
Special Services Department	(215) 898-6600
Penn Police	(215) 573-3333
or from any campus phone	511
Counseling and Psychological Services (CAPS)	(215) 898-7021
Sexual Violence Investigative Officer	(215) 898-2887
Penn Women's Center	(215) 898-8611
Office of Student Sexual Violence Prevention & Education	(215) 898-6081
VPUL	(215) 898-6081
Student Health Services	(215) 746-3535
The Office of the Chaplain	(215) 898-8456
Title IX/ Office of Affirmative Action	(215) 898-6993
African-American Resource Center	(215) 898-0104
Employee Assistance Program	(888) 321-4433
LGBT Center	(215) 898-5044
Office of the Ombudsman	(215) 898-8261
Philadelphia Police Department	911
Women Organized Against Rape (WOAR) Office:	(215) 985-3315
Hotline:	(215) 985-3333
Women Against Abuse (WAA)	(866) 723-3014

## Reporting Options

A person who would like to report an incident of sexual violence, relationship violence, or stalking has the right to pursue criminal charges through the City of Philadelphia (or the local governance in which the incident occurred) and/or to pursue disciplinary action through the University of Pennsylvania.

Although the University strongly encourages all members of its community to report violations of the Sexual Violence, Relationship Violence and Stalking Policy to law enforcement, it is the victim's choice whether or not to make such a report, and victims have the right to decline involvement with the police. Whether a victim reports the crime to the police, or not, if the alleged offender is a member of the University community, the victim has a right to proceed to seek University discipline against the offender.

For support and assistance in pursuing criminal charges, victims are encouraged to contact Special Services, regardless of how long it has been since the incident occurred.

Incidents that are reported to the appropriate departments at Penn will be addressed promptly and will be treated as discreetly as possible. The procedures that govern the investigation of sexual assault and other interpersonal crimes will take into account both the need to gather the facts and the rights of all parties involved in the incident.

Those within the campus community who are found responsible for rape or other sexual violence, relationship violence or stalking, are subject to University sanctions which 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.

To pursue criminal options, it is important to preserve evidence. After an incident of sexual assault, it is important to seek medical attention as soon as possible. In Pennsylvania, evidence may be collected even if a victim chooses not to make a report to law enforcement. It is important that victims of sexual assault be advised not to bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted so that evidence, as may be necessary to the proof of criminal activity, may be preserved. In circumstances of sexual assault, if victims do not opt for

forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted disease.

Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, or other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to University hearing boards/investigators or police.

If the victim elects to go through the criminal justice system and/or receive medical treatment, personnel from Special Services will accompany the victim to the Philadelphia Sexual Assault Response Center (PSARC) at 300 E. Hunting Park Avenue, Philadelphia, PA 19124 for evaluation, treatment and/or evidence collection by a Sexual Assault Nurse Examiner (SANE).

Whether the victim chooses to report an incident of rape or sexual violence to the Special Services Department, the UPPD, Office of the Sexual Violence Investigative Officer, the Office of Affirmative Action or another resource office within the campus community, the victim will be informed of reporting options, including the right to report the incident fully and completely to the Philadelphia Police Department, or the right to file no report. If requested, University personnel will assist the individual in notifying appropriate authorities or assist in obtaining a Protection from Abuse order (PFA) or a private criminal complaint.

The victim is encouraged to make a report of a crime to the UPPD (Penn Police). Campus Security Authorities (CSAs) may also take reports of crimes while keeping the name of the victim confidential. This allows the CSA to comply with the victim's wishes, while taking steps to ensure the future safety of the victim and the community. With such information, the University can keep accurate records of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method or assailant, and alert the campus community to potential danger. To preserve the identity of all victims, at no time will the names of victims or the location of any sexual assault, domestic violence, dating violence or stalking incident be included in the Daily Crime Log.

## Procedures for Investigating Sexual Assaults, Relationship Violence, and Stalking reported on and off campus

### Office of the Sexual Violence Investigative Officer

Ensuring the safety and wellbeing of all students is among the University's highest priorities, and properly responding to complaints of Sexual Violence, Relationship Violence and Stalking on campus is central to that aim. The Office of the Sexual Violence Investigative Officer is responsible for managing and investigating complaints against faculty and enrolled Penn students alleging violations of the University's Sexual Violence, Relationship Violence and Stalking policy.

The Sexual Violence Investigative Officer works with the Penn community to implement the Amendment to the Student Disciplinary Charter, which applies to all twelve schools and became effective on February 1, 2015. This office also works with the Penn community to educate students, faculty and staff about the new process for responding to these complaints and assists in educational efforts to prevent sexual violence. Throughout the disciplinary process, the Sexual Violence Investigative Officer ensures that those making complaints and those responding to complaints are treated fairly and respectfully.

The Office of the Sexual Violence Investigative Officer is located at 3901 Walnut Street, Suite 320, Philadelphia, PA 19104-6106, phone: (215) 898-2887 and is open Monday through Friday from 9 a.m. to 5 p.m.; visit on the web for up to date information: [www.upenn.edu/SVIO](http://www.upenn.edu/SVIO)

### Internal Student Disciplinary Procedures for Resolving Complaints of Sexual Assault, Sexual Violence, Relationship Violence & Stalking

The University of Pennsylvania is committed to providing a safe and healthy environment, free of gender-based misconduct, to all members of our community and visitors to our community. As such, sexual assault, sexual violence, relationship violence, and stalking will not be tolerated. In order to ensure the creation of a climate where students are able to thrive and achieve their full potential, the University has developed a wide range of policies, educational programs, broad-based resources, support, and reporting systems. On February 1, 2015 the Council of Deans ap-

proved an amendment to the Student Disciplinary Charter for handling complaints of sexual misconduct against enrolled Penn students who allege a violation of the University's Policy on Sexual Violence, Relationship Violence and Stalking Policy ("Sexual Violence Policy").

The following is the Student Disciplinary Procedures for Resolving Complaints of Sexual Assault, Sexual Violence, Relationship Violence and Stalking approved by the Council of Deans on February 1, 2015 as an amendment to the Student Disciplinary Charter. A copy of the procedure was published in *Almanac* on January 27, 2015 and is located at <http://www.upenn.edu/almanac/volumes/v61/n20/pdf/012715supplement.pdf>

### Student Disciplinary Procedures for Resolving Complaints of Sexual Assault, Sexual Violence, Relationship Violence and Stalking

*Effective Date: February 1, 2015*

#### Introduction

The University of Pennsylvania is committed to providing a safe and healthy environment, free of gender-based misconduct, to all members of our community and visitors to our community. As such, sexual assault, sexual violence, relationship violence, and stalking will not be tolerated. In order to ensure the creation of a climate where students are able to thrive and achieve their full potential, the University has developed a wide range of policies, educational programs, broad-based resources, support, and reporting systems. This amendment to the Student Disciplinary Charter<sup>1</sup> supplements these other policies and initiatives, addressing the process by which complaints against an enrolled University student for a violation of the Sexual Violence, Relationship Violence and Stalking Policy ("Sexual Violence Policy") will be adjudicated and resolved.

#### Confidentiality

Confidentiality is of critical importance in ensuring that these sensitive matters are handled appropriately. The University has an obligation to address complaints with respect to the violation of the Sexual Violence



Policy as fairly and expeditiously as possible as soon as it becomes aware of an allegation that the Policy has been violated. To that end, if any University official is informed of an allegation that the Policy has been violated, the University is required to respond, unless the informed official is serving in a privileged capacity (designated confidential resource, therapists, clergy, or medical providers).

The response to the complaint, however, including seeking a resolution under this procedure, should be treated as confidential, to the extent consistent with the requirements of law. University staff and faculty may share information with others who have a legitimate need to know in order to fairly and effectively address complaints, but the information should be considered confidential and should be protected to the extent possible consistent with legal obligations. Such administrators may include, for example, the Office of the Vice Provost for University Life, the Office of the Sexual Violence Investigator, the Title IX Officer, Public Safety, the Office of General Counsel, Counseling & Psychological Services, Student Health and academic advising offices.

## **I. Reporting Complaints of Violation of the Sexual Violence Policy**

### **A. Office of the Sexual Violence Investigative Officer**

The Office of the Sexual Violence Investigative Officer (IO) will be responsible for managing all complaints made against faculty or an enrolled University student alleging a violation of the Sexual Violence Policy.

Complaints must either be presented in writing or based upon information provided by the complainant to the IO who will then memorialize the allegations in writing and have the allegations confirmed by the complainant. Complainants may include University students or others both within and outside the community alleging a violation against a faculty member or University enrolled student.

### **B. Office of the District Attorney and Office of Civil Rights**

Complainants may also choose to file a report with the District Attorney or with the Office of Civil Rights of the US Department of Education. The University system and the legal system work independently from one another, but will coordinate efforts to the extent possible. The University will not unilaterally defer its proceeding pending the outcome of any criminal process, nor will the outcome of any legal process be determinative of the University result. Rather, the University has its own interest in, and responsibility for, ensuring the enforcement of its Sexual Violence Policy<sup>2</sup>. The University will, however, comply with reasonable requests by law enforcement for cooperation, and will upon reasonable request temporarily suspend its fact-finding process in a sexual assault investigation so as not to impede the law enforcement process.

### **C. Support, Counseling and Advice**

In making a decision about how to proceed with a complaint, complainants may seek support, counseling, and advice from other offices on campus, including the Special Services Unit in the Division of Public Safety, the Sexual Violence Educator, the Office of the Chaplain, the Penn Women's Center, Counseling and Psychological Services, Student Intervention Services, and the Lesbian Gay Bisexual and Transgender Center. A list of these offices is provided in Section III below. Should the complainant decide to proceed with an on campus disciplinary process against a faculty member or an enrolled University student, the Office of the Sexual Violence Investigative Officer will be the single place to initiate the process<sup>3</sup>.

### **D. Timeframe for Submitting a Complaint**

The University does not limit the timeframe for filing a report of a violation of the Sexual Violence Policy. Reports may be filed at any time, although the University's ability to investigate or take any action may be limited by the passage of time or the matriculation status of the alleged respondent.

### **E. Complainant Request for Confidentiality**

The University is required by Title IX to weigh the complainant's request for confidentiality/privacy with the University's commitment to provide a reasonably safe and nondiscriminatory environment. In situations where a complainant requests privacy, the University's ability to investigate and respond to the allegations may be limited.

The IO will notify the complainant if the University cannot, in unusual cases, maintain the complainant's confidentiality/privacy. The complainant's and respondent's identities will only be revealed to those individuals who need to know their names in order to investigate or adjudicate the

complaint or provide interim measures.

In situations where the University becomes aware of a pattern of behavior by one or more respondents, the University will take appropriate action in an attempt to protect the University community.

## **II. Investigation and Resolution of Complaints**

### **A. Timely Resolution**

The process of resolving complaints, exclusive of any appeal, should be completed, unless there are special circumstances, within 60 business days of the filing of the written complaint. The appeal should be completed, absent special circumstances, within 30 business days of the filing of the appeal.

In the event that a Hearing Panel is convened, the complainant and the respondent will both be provided with a copy of the decision of the Panel and given 10 business days to file an appeal.

### **B. Rights and Protections for Complainant and Respondent**

1. The complainant and respondent have the right to a process that is fundamentally fair and free of bias or prejudice.

2. The complainant and respondent have the right to be treated with respect, dignity, sensitivity and fairness throughout the entire process. They are both entitled to seek support from the University and to be informed about the process both before the process is initiated and throughout the process as it unfolds.

3. Both parties have the right to participate in the process, or to refrain from participation. The failure to participate will not be used as evidence against either party, but also will not prevent the process from proceeding unless the complainant determines to withdraw the complaint and the University determines to abide by that request.

4. Both parties may have a lawyer or other advisor present when being interviewed by the Investigative Team and the Hearing Panel, but the lawyer or other advisor will not be permitted to present statements, seek the production of evidence, or question any witnesses.

5. Evidence of prior sexual conduct by the complainant or respondent with other partners will not be considered in the process, and any evidence of a prior sexual relationship between the parties will not be determinative of the issue of consent. If there is credible evidence of a pattern of violations of the Sexual Violence Policy, that evidence may be considered by the Hearing Panel.

6. While the process is underway, the Vice Provost for University Life (VPUL) will work with the complainant and respondent, ensuring support is provided to both parties. VPUL will also be responsible for implementing interim measures to protect the parties, or any of the witnesses, consistent with principles of fairness, including implementing measures regarding housing, academic accommodations and scheduling changes, no contact orders, and any other appropriate actions to protect the parties or any of the witnesses.

### **C. Preliminary Determination**

Upon receiving a complaint, the IO will make a preliminary determination as to whether the complaint falls within the purview of the Sexual Violence Policy and whether, on its face, there appears to be a sufficient basis to conduct a full investigation. In making this determination, the IO may interview the complainant and the respondent and conduct whatever preliminary investigation the Officer deems necessary to determine if the actions alleged in the complaint would, if true, constitute a violation of the University's Sexual Violence Policy and there is a reasonable basis for investigating the charges. If the IO concludes there is insufficient basis to proceed, the matter will be concluded and the parties so advised.

### **D. Investigation**

If the IO makes the determination that there is a sufficient basis to proceed, the Officer will issue a Statement of Charge Letter, based on the complaint and any preliminary investigation conducted. The Charge Letter will be provided to the complainant and the respondent. The respondent will be provided the opportunity to respond in writing to the Charge, and any response will be shared with the complainant.

The IO will lead a thorough and fair investigation, assisted by one or more co-investigators who may come from the school of the complainant or respondent or from elsewhere in the University (the "Investigative Team"). The co-investigator(s) will be University administrators or faculty members appropriately trained as investigators in handling sexual violence cases, and will be selected for individual cases by the IO. The

investigation will include interviews of the complainant and respondent, interviews of witnesses, and review of documentation, physical evidence, and any other relevant evidence.

Prior to interviews, the complainant, the respondent, and any relevant witnesses will be informed by the IO that statements they make during the process may be admissible in concurrent or subsequent civil or criminal court proceedings, and will accordingly also be informed of their rights as outlined in Section B above. They will also be reminded of the consequences of making false statements to the IO under the Code of Student Conduct and the Charter of the University of Pennsylvania Student Disciplinary System. The complainant and respondent may have their advisors<sup>4</sup> and/or outside counsel present for their interviews, but the advisors or outside counsel will not be permitted to participate in the interview other than to provide advice to the student, and they may be excluded from the interview for disruptive behavior.

In conducting the investigation, the Investigative Team may, as appropriate, also consult with other campus officials including but not limited to administrators in the relevant School, Public Safety, the Title IX Officer, or the Vice Provost for University Life. The Investigative Team may also consult with the Office of General Counsel, who may determine in particular cases to engage outside counsel to assist the University throughout this process. The Investigative Team may engage forensic and other experts as needed.

## **E. Investigative Report**

At the conclusion of the investigation, the Investigative Team will prepare a draft factual investigative report, including assessments of credibility, a recommended finding as to responsibility, and recommended sanctions, if appropriate. In making the responsibility determination, the Investigative Team will use a “preponderance of the evidence” standard. In other words, to find a student responsible for violating the Sexual Violence Policy, the Investigative Team must be convinced that it is more likely than not that a violation of the Sexual Violence Policy has occurred.

### **1. Opportunity for Review and Comment**

The draft investigative report will be provided to both the complainant and respondent for review and comment, under strict instructions that the draft report is confidential, and not to be shared with anyone other than their families and advisors, who must be members of the University community and/or outside counsel, as described above. Sharing of the report by either party, their families, advisors or outside counsel with any addition persons will be strictly prohibited. The complainant and respondent will also be provided the opportunity to review the underlying evidence and witness statements with their advisors, but they will not be provided copies.

### **2. Final Report**

As a result of the response and comments received, the Investigative Team may conduct a further investigation and/or amend the draft report, if the Team determines either action to be warranted. A final investigative report will be prepared, incorporating any changes, and shared with the complainant and the respondent. The complainant and respondent may submit formal objections or comments to the final report, which will become part of the final report of the matter.

## **F. Resolution Without a Hearing**

The matter may be resolved at this stage if both parties agree to the recommendations of the Investigative Team with respect to responsibility and, if applicable, sanctions, or if the parties otherwise reach a mutually acceptable resolution. The University, however, will not compel either the complainant or the respondent to engage in face-to-face mediation or to accept the recommendations of the Investigative Team.

## **G. Hearing Panel**

If the matter is not resolved at this stage in a mutually acceptable manner, the IO will present the final investigative report, together with any comments provided by the complainant and/or respondent, to a Hearing Panel (“Panel”).

### **1. Panel Membership**

The Panel will be comprised of three (3) faculty members and the Disciplinary Hearing Officer (DHO), who will be a non-voting member. The DHO will make all decisions about the organization of the Panel, including decisions regarding the admissibility of evidence, witnesses to appear before the panel, or any additional decisions regarding the administration of the hearing process<sup>5</sup>.

Membership of the Panel, including the DHO, will observe the following guidelines:

i. Members will be selected from a pool of faculty who have agreed to serve for a term of one or more years.

ii. Only mixed-gender panels that have training and experience in handling complaints involving sexual misconduct will hear sexual misconduct cases.

iii. Faculty comprising the Panel should be from academic departments in which neither of the parties is enrolled in a course of study, and no faculty member should serve on the Panel who has a mentoring relationship or other personal relationship with either of the parties.

iv. Faculty asked to serve should recuse themselves or be dismissed if they have any personal ties to either of the parties or to individuals with whom the parties are closely associated. Nor may they have prior personal knowledge of the alleged incident of sexual misconduct.

v. The University will train members of the pool to fulfill their responsibilities as adjudicators according to the procedures and policies outlined here and to ensure compliance with Title IX and other applicable state and federal guidelines. In addition, the Panel will be provided with “just in time” training on adjudicating sexual violence cases.

vi. The IO may not serve on the Panel, however the IO may be interviewed before the Panel regarding his or her investigation and may assist the DHO as needed in organizational and administrative matters related to the Panel.

vii. The complainant and respondent will be notified of the membership of the Panel in advance of the Hearing. Any challenges for cause against individual Panel members must be made promptly so as not to delay the conduct of the Hearing, and will be given serious consideration by the DHO to ensure impartiality of the proceedings.

All proceedings must be kept strictly confidential among the parties, witnesses and members of the panel. All individuals involved in such hearings must agree to such conditions of confidentiality.

### **2. Hearing Procedures**

Hearings must be prompt, fair, and impartial, affording the complainant’s allegations and the respondent’s defenses all due consideration and protecting the rights of both parties. The Panel will review the Investigative Team’s final report, including any response, objections, or comments provided by the complainant or respondent. The Panel will also carefully review the evidentiary record, including witness statements, documents, and physical evidence.

#### *i. Hearing Panel Interviews*

The Panel will interview separately the IO (and co-investigator(s) if the Panel so chooses), the complainant, and the respondent. The Panel will, whenever possible, provide the complainant and respondent with at least five business days advance notice of the Hearing. If reasonably possible, interviews will be conducted on one day, but if such scheduling would require an unreasonably long day, or if such scheduling would unreasonably delay the proceeding, the hearing may be scheduled over multiple days.

The Panel may seek additional evidence from the IO and interview key witnesses on whom the IO relied in drawing his or her conclusions, as well as request additional evidence from the IO to clarify the evidentiary record, provided that it can do so without unreasonably delaying the process. In the event that a new witness comes forward during the Hearing who was not originally interviewed by the IO, or new evidence discovered after the IO has issued his or her report, the DHO may allow that witness to be interviewed or admit the evidence to the hearing, but only if the DHO judges the new witness or evidence to be highly relevant to an accurate and fair determination of the outcome.

a. The Hearing will be held in private, and only the Panel may conduct interviews. Only the person interviewed (and that person’s advisor or outside counsel, as applicable) will be present at the Hearing during interviews. The complainant or respondent (and their advisor or outside counsel, as applicable) will be able to view testimony from separate rooms, upon request, via closed-circuit television or similar video transmission.

b. Subject to the protections set forth in Section B above, the Panel has wide latitude when questioning the complainant, the respondent and any witnesses in order to determine the accuracy of the report.

c. The complainant and respondent may propose witnesses and provide specific questions in advance that they believe important to ask of other parties or witnesses. The DHO, in consultation with the Panel, will determine the relevance as well as the appropriateness of witnesses and questions, and may accordingly place restrictions on, include, or exclude witnesses or other information.

d. When the Panel is conducting the interview of the complainant and



respondent, each student may bring an advisor or outside counsel with them to provide advice and support, but the advisor or outside counsel will not be permitted to participate in the interview other than to provide advice to the student and may be excluded from the interview by the DHO for disruptive behavior.

e. The interviews by the Panel will be recorded (audio only). No observers will be permitted to make any audio or video recordings.

### 3. Hearing Panel Decision

After the Hearing concludes, the Panel will immediately deliberate in private to decide whether a preponderance of the evidence shows that the respondent is responsible for a violation of the University's Sexual Violence Policy. Preponderance of the evidence means that the Panel must be convinced based on the evidence that it is more likely than not that a violation has occurred in order to find a student is responsible for violation the policy. A finding of responsibility requires a majority vote of the members of the Panel.

i. If the respondent is found responsible, the Panel will also determine the appropriate sanction, by majority vote, based upon the facts of the case and University precedent, with a presumption in favor of the sanction recommended by the IO.

ii. The Panel will arrive at its conclusion as expeditiously as possible, and will promptly advise both the complainant and the respondent in writing of its decision with respect to responsibility and, if applicable, sanctions. In keeping with guidelines for timely resolution as provided in Section A above, the written decision will be provided as soon after the conclusion of the proceeding as is possible.

iii. Decisions made by the Panel are considered final, subject only to appeal as outlined in Section H.

### H. Appeal of Hearing Panel Decision

The Panel decision is subject to appeal by either party in writing to a Disciplinary Appellate Officer (DAO), a faculty member with exclusive jurisdiction to decide appeals. In keeping with guidelines for timely resolution as provided in Section A above, appeals should be submitted within 10 business days after the decision of the Panel. Letters of appeal should specifically state whether the objection is to the judgment of responsibility, the sanction, or both, and explain in detail the grounds for appeal.

1. The DAO will review the report of the Investigative Team and supporting evidence, the audio record from the Panel Hearing in the discretion of the Appellate Officer, and any other material the DAO deems relevant, in addition to the decision of the Panel in order to ensure that the process was consistent with University policy and that the result was not arbitrary or capricious.

2. After considering the appeal, the DAO will promptly issue his or her decision in writing and will provide copies to the DHO, the Provost, the Vice President for Institutional Affairs, the respondent(s) and other appropriate parties.

## III. Resource Offices

### A. Confidential Resources

The following can be contacted for support, counseling, and advice:

#### Special Services Department, Division of Public Safety

24-hour Helpline: (215) 898-6600

4040 Chestnut Street

<http://www.publicsafety.upenn.edu/special-services/>

#### Counseling & Psychological Services

Main Number: (215) 898-7021

After hours emergency number: (215) 349-5490

3624 Market Street, 1st Floor, West

<http://www.vpul.upenn.edu/caps/>

#### Sexual Trauma Treatment Outreach and Prevention:d

<http://www.vpul.upenn.edu/caps/sttop.php>

#### Penn Women's Center

(215) 898-8611

3643 Locust Walk

<http://www.vpul.upenn.edu/pwc/>

#### Student Health Service

(215) 746-3535

3535 Market Street, Suite 100

<http://www.vpul.upenn.edu/shs/>

#### Lesbian Gay Bisexual Transgender Center

(215) 898-5044

3901 Spruce Street

<http://www.vpul.upenn.edu/lgbtc/>

#### Office of the Chaplain

(215) 898-8456

240 Houston Hall, 3412 Spruce Street

<http://www.upenn.edu/chaplain/>

#### Director, Sexual Violence Prevention & Education

(215) 898-6081

#### VPUL

3611 Locust Walk

<http://www.vpul.upenn.edu/pwc/pvp.php>

### B. Official Reporting Offices

The following are official reporting offices for violations of the Sexual Violence Policy:

#### Office of the Sexual Violence Investigator

(215) 898-2887

3600 Chestnut Street, Sansom Place East, Suite 227

#### Office of Affirmative Action & Equal Opportunity Programs

(215) 898-6993

3600 Chestnut Street, Sansom Place East, Suite 228

<http://www.upenn.edu/affirm-action/>

#### Title IX Officer

(Executive Director, Affirmative Action & Equal Opportunity Programs)

(215) 898-6993

3600 Chestnut Street, Sansom Place East, Suite 228

<http://www.upenn.edu/affirm-action/titleix.html>

#### Student Intervention Services

(215) 898-6081

Nights/Weekends: (215) 768-6527

3611 Locust Walk

<http://www.vpul.upenn.edu/>

#### Office of Student Conduct

(215) 898-5651

207 Duhring Wing

<http://www.upenn.edu/oscl/>

#### Staff and Labor Relations Division of Human Resources

(215) 898-7281

3401 Walnut Street, Suite 527A

<https://www.hr.upenn.edu/myhr/payandperform/staffandlaborcontacts>

### Footnotes

1. This procedure amends and supersedes the Charter of the University of Pennsylvania Student Disciplinary System with respect to violations of the University policy on Sexual Violence, Relationship Violence, and Stalking as those terms are defined in that policy ("Sexual Violence Policy"). It applies to each of the 12 schools, notwithstanding the existence of separate procedures that individual schools may have adopted for violations of laws or policies other than the University Sexual Violence Policy. If a complaint involves allegations of violations of the Sexual Violence Policy as well as other University policies, the matter can either be fully resolved using this process, or divided into two separate proceedings, as appropriate in any particular case.

2. The University recognizes that should it be proceeding in cases where criminal charges are pending, the respondents may choose not to participate in the disciplinary process in order to protect their Fifth Amendment rights. Such decision will not be used as evidence against any respondent and the Hearing Panel will be instructed not to draw any adverse inference from the failure to participate.

3. While the Investigative Officer will be responsible for managing the complaint investigation and resolution process, as described above, the IO will work with other appropriate University offices, including the Vice Provost for University Life, to determine if interim measures are appropriate before a final resolution is reached.

4. The University will provide a list of advisors from the Penn community to complainants and respondents. Advisors will be trained by the University to support both complainants and respondents in this process. The parties need not select an advisor from this list, but may select any faculty or administrative member of the community to advise them. The parties may also retain outside counsel in addition to, or instead of, using an advisor. The role of the outside counsel, however, will be limited to an advisory role and will not be permitted to have an active role in the proceedings.

5. In carrying out these responsibilities, the DHO may consult with the IO, the Office of General Counsel and other appropriate offices such as the Office of Student Conduct and the Vice President for Institutional Affairs. University officers thus consulted will respect the confidentiality conditions of the proceedings.

## Procedures for Resolving Complaints Against Faculty of Sexual Assault, Sexual Violence, Relationship Violence and Stalking<sup>1</sup>

*Effective Date: March 1, 2016*

### Introduction

The University of Pennsylvania is committed to providing a safe and healthy environment, free of gender-based misconduct, to all members of our community and visitors to our community. As such, sexual assault, sexual violence, relationship violence and stalking will not be tolerated. In order to ensure the creation of a climate where members of the community are able to thrive and achieve their full potential, the University has developed a wide range of policies, educational programs, broad-based resources, support and reporting systems. These procedures supplement these other policies and initiatives, addressing the process by which complaints against a University faculty member for a violation of the Sexual Violence, Relationship Violence and Stalking Policy ("Sexual Violence Policy") will be adjudicated and resolved.

### Confidentiality

Confidentiality is of critical importance in ensuring that these sensitive matters are handled appropriately. The University has an obligation to address complaints with respect to the violation of the Sexual Violence Policy as fairly and expeditiously as possible as soon as it becomes aware of an allegation that the Policy has been violated. To that end, if any University official or other responsible person at the University is informed of an allegation that the Policy has been violated, the University is required to respond, unless the informed official is serving in a privileged capacity (for example, a designated confidential resource, a therapist, clergy or a medical provider).

The response to the complaint, however, including seeking a resolution under this procedure, should be treated as confidential to the extent permitted by law. University staff and faculty may share information with University administrators and others who have a legitimate need to know in order to address complaints fairly and effectively, but the information should be considered confidential and should be protected to the greatest extent possible. Such administrators may include, for example, the applicable Dean or Department Chair, the Office of the Vice Provost for Faculty, the Office of the Vice Provost for University Life, the Office of the Sexual Violence Investigative Officer, the Title IX Officer, Public Safety, the Office of General Counsel, Counseling and Psychological Services, Student Health Service and academic advising offices.

### I. Reporting Complaints of Violation of the Sexual Violence Policy

#### A. Office of the Sexual Violence Investigative Officer

The Office of the Sexual Violence Investigative Officer (SVIO) will be responsible for managing all complaints made against a University faculty member alleging a violation of the Sexual Violence Policy. All SVIO responsibilities as described in these procedures may be performed directly by the SVIO or by his or her designee, in consultation with the appropriate Dean or the Vice Provost for Faculty.

Complaints must either be presented in writing, or based upon information provided by the complainant or another individual making the report to the SVIO who will then memorialize the allegations in writing and ask the complainant to confirm the allegations. Complainants may include University students, staff or faculty members, as well as others both within and outside the University community, alleging a violation against a University faculty member.

#### B. Office of the District Attorney and Office of Civil Rights

Complainants may also choose to file a report with the District Attorney or with the Office of Civil Rights of the U.S. Department of Education. The University system and the legal system are independent of one another, and the University has its own interest in, and responsibility for, the enforcement of its Sexual Violence Policy.<sup>2</sup> Therefore, the University will not unilaterally defer its proceeding pending the outcome of a criminal process, nor will the outcome of any legal process be determinative of the University result. The

University will, however, comply with reasonable requests by law enforcement for cooperation, and may temporarily suspend its fact-finding process in a sexual assault investigation so as not to impede the law enforcement process.

### C. Support, Counseling and Advice

In making a decision about whether to file a complaint, complainants may seek support, counseling and advice from other offices on campus. A list of these offices is provided in Section III. A (page 13). Should the complainant determine to proceed with an on-campus complaint investigation and resolution process against a University faculty member, the Office of the Sexual Violence Investigative Officer will be the single place to initiate the process.<sup>3</sup>

### D. Timeframe for Submitting a Complaint

The University does not limit the timeframe for filing a report of a violation of the Sexual Violence Policy. Reports may be filed at any time, although the University's ability to investigate or take action may be limited by the passage of time, or by changes in the employment relationship of the alleged respondent at the time the report is made.

### E. Complainant Request for Confidentiality

The University is required by Title IX to weigh the complainant's request for confidentiality/privacy with the University's commitment to provide a reasonably safe and nondiscriminatory environment. In situations where a complainant requests privacy, the University's ability to investigate and respond to the allegations may be limited.

The SVIO will notify the complainant if the University cannot, in unusual cases, maintain the complainant's confidentiality/privacy. The complainant's and respondent's identities will only be revealed to those individuals who need to know their names in order to investigate or adjudicate the complaint or provide interim measures.

In situations where the University becomes aware of behavior or a pattern of behavior by one or more respondents, the University will take appropriate action in an attempt to protect the University community.

## II. Investigation and Resolution of Complaints

### A. Timely Resolution

The process of resolving complaints, exclusive of any appeal, should be completed, unless there are special circumstances, within 60 business days of the filing of the written complaint. The appeal should be completed, absent special circumstances, within 30 business days of the filing of the appeal.

In the event that a Hearing Panel is convened, the complainant and the respondent will both be provided with a copy of the decision of the Panel and given 10 business days from the date of the transmittal of the Hearing Panel's decision to file an appeal.

### B. Rights and Protections for Complainant and Respondent

1. The complainant and respondent have the right to a process that is fundamentally fair, and free of bias or prejudice.

2. The complainant and respondent have the right to be treated with respect, dignity, sensitivity and fairness throughout the entire process. They are both entitled to seek support from the University and to be informed about the process both before the process is initiated and throughout the process as it unfolds.

3. Both parties have the right to participate in the process, or to refrain from participation. The failure to participate will not be used as evidence against either party, but also will not prevent the process from proceeding unless the complainant determines to withdraw the complaint and the University determines to abide by that request.

4. Both parties may have a lawyer or other advisor present when being interviewed by the Investigative Team and the Hearing Panel, but the lawyer or other advisor will not be permitted to present statements, seek the produc-

<sup>1</sup> Where applicable, this procedure supplements the procedures described in the *Faculty Handbook's* section regarding Procedure Governing Sanctions Taken Against Members of the Faculty (Section II.E.16). It applies to both Standing and Associated faculty members in each of the 12 schools. If a complaint involves allegations of violations of the Sexual Violence Policy as well as other University policies, the matter can either be fully resolved using this process, or divided into separate proceedings, as appropriate in any particular case.

<sup>2</sup> The University recognizes that should it be proceeding in cases where criminal charges are pending, the respondents may choose not to participate in the process described in these procedures in order to protect their Fifth Amendment rights. Such decision will not be used as evidence against any respondent and the Hearing Panel will be instructed not to draw any adverse inference from the failure to participate.

<sup>3</sup> While the Investigative Officer will be responsible for managing the complaint investigation and resolution process, as described below, the SVIO will work with other appropriate University offices, including the Vice Provost for University Life and the Vice Provost for Faculty, to determine if interim measures are appropriate before a final resolution is reached.

tion of evidence, or question any witnesses. A non-lawyer advisor must be a member of the University community.

5. Evidence of prior sexual conduct by the complainant or respondent with other partners will not be considered in the process, and any evidence of a prior sexual relationship between the parties will not be determinative of the issue of consent. If there is credible evidence of a pattern of violations of the Sexual Violence Policy, evidence that helps to establish such a pattern may be considered by the Hearing Panel.

6. While the process is underway, appropriate interim measures will be taken to protect the parties. If both the complainant and the respondent are faculty members, the Dean(s) of the school(s) to which the faculty members have appointments—or the Dean(s)' designee(s)—would work with the complainant and respondent, ensuring support is provided to both sides, and implementing interim measures to protect the parties, consistent with principles of fairness. In the event that the complainant is a staff member or a student, the Dean of the school to which the respondent has an appointment—or the Dean's designee—will work with Human Resources (for staff members) and the Vice Provost for University Life (for students) to implement interim measures.

### C. Preliminary Determination

Upon receiving a complaint, the SVIO will make a preliminary determination as to whether the complaint falls within the purview of the Sexual Violence Policy and whether, on its face, there appears to be a sufficient basis to conduct a full investigation. In making this determination, the SVIO may interview the complainant and the respondent and conduct whatever preliminary investigation the Officer deems necessary to determine if the actions alleged in the complaint would, if true, constitute a violation of the University's Sexual Violence Policy and there is a reasonable basis for investigating the charges. If the SVIO concludes there is insufficient basis to proceed, the matter will be concluded and the parties so advised.

### D. Investigation

If the SVIO makes the determination that there is a sufficient basis to proceed, the Officer will issue a Statement of Charge Letter, based on the complaint and any preliminary investigation conducted. The Charge Letter will be provided to the complainant and the respondent. The respondent will be provided the opportunity to respond in writing to the Charge, and any response will be shared with the complainant. The Dean of each school to which the respondent faculty member has an appointment will also receive a copy of the Charge Letter.

The SVIO will lead a thorough and impartial investigation, assisted by one or more co-investigators who may come from the school of the complainant or respondent or from elsewhere in the University (the "Investigative Team"). The co-investigator(s) will be University staff or faculty members appropriately trained as investigators in handling sexual violence cases, and will be selected for individual cases by the SVIO. The investigation will include interviews of the complainant and respondent, interviews of witnesses, and review of documentation, physical evidence and any other relevant evidence.

Prior to interviews, the complainant, the respondent and any relevant witnesses will be informed by the SVIO that statements they make during the process may be admissible in concurrent or subsequent civil or criminal court proceedings, and will accordingly also be informed of their rights as outlined in Section B above. The parties will be advised of the seriousness of the proceeding and the expectation that the information they provide is both accurate and complete. Any false or misleading statements may subject the party making such statements to proceedings under the applicable University policy, handbook, code and/or charter. The complainant and respondent may have their advisors<sup>4</sup> and/or outside counsel present for their interviews, but the advisors or outside counsel will not be permitted to participate in the interview other than to provide advice to the person they have accompanied, and they may be excluded from the interview for disruptive behavior.

<sup>4</sup>The University will provide a list of advisors from the Penn community to complainants and respondents. Advisors will be offered training by the University to support both complainants and respondents in this process. The parties need not select an advisor from this list, but may select any faculty or administrative member of the community to advise them, but they will not have an active role in the proceedings. The parties may also retain outside counsel in addition to, or instead of, using an advisor. The role of the outside counsel, however, will be limited to an advisory role and he or she will not be permitted to have an active role in the proceedings.

In conducting the investigation, the Investigative Team may, as appropriate, also consult with other campus officials including but not limited to administrators in the relevant school(s), Public Safety, the Title IX Coordinator, the Vice President for Institutional Affairs, the Vice Provost for Faculty or the Vice Provost for University Life. The Investigative Team may also consult with the Office of General Counsel, who may determine in particular cases to engage outside counsel to assist the University throughout this process. The Investigative Team may engage forensic and other experts, as needed.

### E. Investigative Report

At the conclusion of the investigation, the Investigative Team will prepare a draft factual investigative report, including assessments of credibility, a recommended finding as to responsibility, and recommended sanctions, if appropriate. In making the responsibility determination, the Investigative Team will use a "preponderance of the evidence" standard. In other words, to find a faculty member responsible for violating the Sexual Violence Policy, the Investigative Team must be convinced that it is more likely than not that a violation of the Sexual Violence Policy has occurred.

#### 1. Opportunity for Review and Comment

The draft investigative report will be provided to both the complainant and respondent for their prompt review and comment, under strict instructions that the draft report is confidential, and not to be shared with anyone other than their families and advisors, who must be members of the University community and/or outside counsel, as described above. Sharing of the report by either party, their families, advisors or outside counsel with any additional persons will be strictly prohibited. The complainant and respondent will also be provided the opportunity to review the underlying evidence and witness statements with their advisors, but they will not be provided, or permitted to make, copies.

#### 2. Final Report

As a result of the response and comments received, the Investigative Team may conduct a further investigation and/or amend the draft report, if the Team determines either action to be warranted. A final investigative report will be prepared, incorporating any changes, and shared with the complainant and the respondent. The complainant and respondent may submit formal objections or comments to the final report, which will become part of the final report of the matter.

### F. Resolution Without a Hearing

The matter may be resolved at this stage if both parties agree to the recommendations of the Investigative Team with respect to responsibility and, if applicable, sanctions, or if the parties otherwise reach a mutually acceptable resolution. The University, however, will not compel either the complainant or the respondent to engage in face-to-face mediation or to accept the recommendations of the Investigative Team.

### G. Hearing Panel

If the matter is not resolved at this stage in a mutually acceptable manner, the SVIO will present the final investigative report, together with any comments provided by the complainant and/or respondent, to a Hearing Panel ("Panel").

#### 1. Panel Membership

The Panel will be comprised of three (3) faculty members and the Designated Hearing Officer (DHO), who will be a non-voting member. The DHO will make all decisions about the organization of the Panel, including decisions regarding the admissibility of evidence, witnesses to appear before the panel, or any additional decisions regarding the administration of the hearing process.<sup>5</sup>

Membership of the Panel, including the DHO, will observe the following guidelines:

- i. Members will be selected from a pool of faculty who have agreed to serve for a term of one or more years.
- ii. Only Panels that have training in handling complaints involving sexual misconduct will hear sexual misconduct cases.
- iii. Faculty comprising the Panel should be from academic departments in which neither of the parties is affiliated (e.g., has a faculty appointment or is enrolled in a course of study), and no faculty member may serve on the Panel who has a professional, academic or personal

<sup>5</sup>In carrying out these responsibilities, the DHO may consult with the SVIO, the Office of General Counsel and other appropriate offices such as the Vice Provost for Faculty and the Vice President for Institutional Affairs. University officers thus consulted will respect the confidentiality conditions of the proceedings.



relationship with either of the parties.

iv. Faculty asked to serve must recuse themselves or be dismissed if they have any personal ties to either of the parties or to individuals with whom the parties are closely associated. Faculty with personal knowledge of the alleged incident of sexual misconduct also must recuse themselves or be dismissed.

v. The University will train members of the pool to fulfill their responsibilities as adjudicators according to the procedures and policies outlined here and to ensure compliance with Title IX and other applicable state and federal guidelines. In addition, the Panel will be provided with “just in time” training on adjudicating sexual violence cases, unless the Panel members have recently been trained.

vi. The SVIO may not serve on the Panel; however, the SVIO may be interviewed by the Panel regarding his or her investigation and may assist the DHO as needed in organizational and administrative matters related to the Panel.

vii. The complainant and respondent will be notified of the membership of the Panel in advance of the Hearing. Any challenges for cause against individual Panel members must be made promptly so as not to delay the conduct of the Hearing, and will be given serious consideration by the DHO to ensure impartiality of the proceedings.

viii. All proceedings must be kept strictly confidential among the parties, witnesses and members of the Panel. All individuals involved in such hearings must agree to such conditions of confidentiality.

## 2. Hearing Procedures

Hearings must be prompt, fair and impartial, affording the complainant’s allegations and the respondent’s defenses all due consideration and protecting the rights of both parties. The Panel will review the Investigative Team’s final report, including any responses, objections or comments provided by the complainant and/or respondent. The Panel will also carefully review the evidentiary record, including witness statements, documents and physical evidence.

### 1. Hearing Panel Interviews

The Panel will interview separately the SVIO (and co-investigator(s) if the Panel so chooses), the complainant and the respondent. The Panel will, whenever possible, provide the complainant and respondent with five days advance notice of the Hearing. If reasonably possible, interviews will be conducted on one day, but if such scheduling would require an unreasonably long day, or if such scheduling would unreasonably delay the proceeding, the Hearing may be scheduled over multiple days.

The Panel may seek additional evidence from the SVIO and interview key witnesses on whom the SVIO relied in drawing his or her conclusions, as well as request additional evidence from the SVIO to clarify the evidentiary record, provided that it can do so without unreasonably delaying the process. In the event that a new witness comes forward during the Hearing who was not originally interviewed by the SVIO, or new evidence is discovered after the SVIO has issued his or her report, the DHO may allow that witness to be interviewed or admit the evidence to the hearing, but only if the DHO judges the new witness or evidence to be highly relevant to an accurate and fair determination of the outcome.

a. The Hearing will be held in private, and only the Panel may conduct interviews. Only the person interviewed (and in the case of the parties, that person’s advisor or outside counsel) will be present at the Hearing during interviews. The complainant or respondent (and their advisor or outside counsel, as applicable) will be able to view testimony from separate rooms, upon request, via closed-circuit television or similar video transmission.

b. Subject to the protections set forth in Section B above, the Panel has wide latitude when questioning the complainant, the respondent and any witnesses in order to determine the accuracy of the report.

c. The complainant and respondent may propose witnesses and provide specific questions in advance that they believe important to ask of other parties or witnesses. The parties also may submit questions during the Hearing that they wish to have asked. The DHO, in consultation with the Panel, will determine the relevance as well as the appropriateness of witnesses and questions, and may accordingly place restrictions on, include or exclude witnesses or other information.

d. When the Panel is conducting the interview of the complainant and respondent, each may bring an advisor or outside counsel with them to provide advice and support, but the advisor or outside coun-

sel will not be permitted to participate in the interview other than to provide advice to the complainant or respondent and may be excluded from the interview by the DHO for disruptive behavior.

e. The interviews by the Panel will be recorded (audio only). No observers will be permitted to make any audio or video recordings.

## 3. Hearing Panel Decision

After the Hearing concludes, the Panel will immediately deliberate in private to decide whether a preponderance of the evidence shows that the respondent is responsible for a violation of the University’s Sexual Violence Policy. Preponderance of the evidence means that the Panel must be convinced based on the evidence that it is more likely than not that a violation has occurred in order to find a faculty member responsible for violation of the policy. A finding of responsibility requires a majority vote of the members of the Panel.

i. If the respondent is found responsible, the Panel will also recommend an appropriate sanction, by majority vote, based upon the facts of the case and University precedent, with a presumption in favor of the sanction recommended by the SVIO.

ii. The Panel will arrive at its conclusion as expeditiously as possible, and will promptly advise both the complainant and the respondent in writing of its decision with respect to responsibility and, if applicable, recommended sanctions. In keeping with guidelines for timely resolution as provided in Section A above, the written decision will be provided as soon after the conclusion of the proceeding as is possible.

iii. Decisions made by the Panel are considered final, subject only to appeal as outlined below.

## H. Appeal of Hearing Panel Decision

The Panel decision is subject to appeal by either party in writing to the Vice Provost for Faculty (or his or her designee), who has exclusive jurisdiction to decide appeals. In keeping with guidelines for timely resolution as provided in Section A above, appeals should be submitted within 10 business days of transmission of the decision of the Panel. Letters of appeal should specifically state whether the objection is to the judgment of responsibility, the recommended sanction or both, and explain in detail the grounds for appeal.

1. The Vice Provost for Faculty (or his or her designee) will review the report of the Investigative Team and the decision of the Panel to ensure that the process was consistent with University policy and that the decision was not arbitrary or capricious. The audio record from the Panel Hearing, the supporting evidence and any other relevant materials may also be reviewed by the Vice Provost for Faculty (or his or her designee) at his or her discretion.

2. After considering the appeal, the Vice Provost for Faculty (or his or her designee) will promptly notify the parties in writing as to whether the Panel’s decision is upheld or modified.

## I. Sanctions

After a final decision has been rendered (either by the Panel or, if an appeal is filed, by the Vice Provost for Faculty (or his or her designee)), the matter is presented to the Dean of the school to which the respondent has an appointment for procedures related to sanctions. The Dean is provided the investigative report, along with the Panel’s decision and the appellate decision (if any).

1. If the respondent is a member of the Standing Faculty, the Dean will follow the procedures described in the Faculty Handbook’s section regarding Procedure Governing Sanctions Taken Against Members of the Faculty (Section II.E.16) starting at Subsection 3 (for Minor Sanctions) or Subsection 4 (for Major Sanctions), as appropriate, to determine what, if any, sanction should be imposed against the respondent based on the determination rendered by the Investigative Team, as well as the Panel and the appellate decision by the Vice Provost for Faculty (or his or her designee), if applicable, and following the Dean’s consultation with the Vice Provost for Faculty.

2. If the respondent is a member of the Non-Standing Faculty, the Dean will consider the determination rendered by the Investigative Officer, as well as the Panel and the appellate decision by the Vice Provost for Faculty (or his or her designee), if applicable, and consult with the Vice Provost for Faculty before implementing an appropriate sanction.

The matter will be referred to the Provost for sanctions purposes in lieu of the Dean in the event that the Dean is the respondent or if referral to the Dean would create an actual or apparent conflict of interest.

### III. Resource Offices

#### A. Confidential Resources

The following is a list of confidential resources that can be contacted for support, counseling and advice. The information shared with these resources generally will be held in confidence, consistent with the University's obligation to address complaints of sexual violence, unless the person sharing the information gives his or her consent to the disclosure of that information. The commitment to confidentiality does not preclude the sharing of information among responsible University administrators as needed, including to keep members of the University community safe.

##### **Special Services Department, Division of Public Safety**

24-hour Helpline: (215) 898-6600

4040 Chestnut Street

<http://www.publicsafety.upenn.edu/special-services/>

##### **Counseling & Psychological Services**

Main Number: (215) 898-7021

After-hours emergency number: (215) 349-5490

3624 Market Street, 1st Floor, West

<http://www.vpul.upenn.edu/caps>

Sexual Trauma Treatment Outreach and Prevention:

<http://www.vpul.upenn.edu/caps/sttop.php>

##### **Penn Women's Center**

(215) 898-8611

3643 Locust Walk

<http://www.vpul.upenn.edu/pwcl>

##### **Student Health Service**

(215) 746-3535

3535 Market Street, Suite 100

<http://www.vpul.upenn.edu/shs/>

##### **Lesbian Gay Bisexual Transgender Center**

(215) 898-5044

3907 Spruce Street

<http://www.vpul.upenn.edu/lgbtc/>

##### **African American Resource Center**

(215) 898-0104

3643 Locust Walk

<http://www.upenn.edu/aarc/>

##### **Office of the Chaplain**

(215) 898-8456

240 Houston Hall, 3417 Spruce Street

<http://www.upenn.edu/chaplain/>

##### **Office of the Ombudsman**

(215) 898-8261

113 Duhring Wing, 236 S. 34th Street

<http://www.upenn.edu/ombudsman/>

##### **Employee Assistance Program, Penn Behavioral Health**

(888) 321-4433

<http://www.pennbehavioralhealth.org/services-eap.aspx>

##### **Office of Sexual Violence Prevention & Education**

(215) 898-6081

VPUL, 3611 Locust Walk

<https://secure.www.upenn.edu/vpul/pvp/gethelp>

#### B. Official Reporting Office

The following is the official reporting office for violations of the Sexual Violence Policy.

##### **Title IX Coordinator (Executive Director, Affirmative Action and Equal Opportunity Programs)**

(215) 898-6993

3600 Chestnut Street, Sansom Place East, Suite 228

<http://www.upenn.edu/affirm-action/titleix.html>

#### C. Official Office for Sexual Violence Complaints and Investigation

The following is the official office for initiating a formal complaint and investigation for violations of the Sexual Violence Policy.

##### **Office of the Sexual Violence Investigative Officer**

(215) 898-2887

Suite 320, 3901 Walnut Street

<http://www.upenn.edu/sviol>

<http://www.upenn.edu/almanac/volumes/v62/n23/pdf/021616-supplement.pdf>

### Procedures for Investigating Reports of Alleged Sexual Violence, Relationship Violence and Stalking Against Staff

Consistent with the University of Pennsylvania's commitment to non-discrimination and diversity, the University has a robust Sexual Harassment Policy that not only prohibits sexual harassment—including sexual violence, relationship violence and stalking—but also includes information regarding resources as well as mechanisms for complaint reporting and resolution. The current Sexual Harassment Policy is available at <http://www.upenn.edu/almanac/volumes/v58/n08/policy.html> and is updated from time to time.

Complaints of sexual harassment—including sexual violence, relationship violence and stalking—against staff members may be made using the mechanisms identified in the Sexual Harassment Policy for receiving such complaints, and these complaints are investigated as described in the Policy.

For more information on procedures for investigating reports of alleged sexual violence, relationship violence and stalking against staff, please visit the Office of Affirmative Action and Equal Opportunity website on Complaint Resolution, which is available at: <http://www.upenn.edu/affirm-action/resolcomplaint.html>

#### Prevention and Education

For over 40 years, the University of Pennsylvania has proactively addressed sexual harassment, rape, sexual violence, relationship violence (dating violence and domestic violence), and stalking by providing ongoing outreach, education, and support through University-wide collaborations. Penn policies and protocols include extensive information for students, faculty, staff and visitors regarding campus and community resources available to provide counseling and support and/or to investigate complaints. The University's Sexual Harassment Policy as well as the Sexual Violence, Relationship Violence and Stalking Policy (<http://www.upenn.edu/almanac/between/2016/070116-supplement.pdf>) and the Code of Student Conduct (<https://provost.upenn.edu/policies/pennbook/2013/02/15/code-of-student-conduct>) include important definitions (including sexual assault, relationship violence, stalking, and consent) and prohibit retaliation. Information regarding policies, procedures, and educational programs is available on the Penn Violence Prevention website, discussed more fully below.

#### Programs for Faculty/Staff

Special Services collaborates with the Director of Sexual Violence Prevention and Education, the Penn Women's Center (PWC), the Title IX Coordinator, and other campus and community partners to conduct training programs for employees who interact with students, including but not limited to University police officers, coaches, student affairs staff in the Division of University Life and Penn's 12 schools, and the Chaplain's Office. This includes a 15-hour Anti-Violence Advocate (AVA) training that is offered annually to faculty/staff members. AVA educates participants on how to recognize and respond to students' experiences with interpersonal violence, and broadens the campus network of support. In addition, customized workshops and educational programs are offered by request to program coordinators and other key staff members who aid in supporting Penn's commitments to providing a safe and welcoming environment. The Sexual Violence, Relationship Violence and Stalking Policy was published in *Almanac*, Penn's journal of record, in May, July and September of 2014 along with the University's Sexual Harassment Policy. Links to access both policies digitally are distributed during New Staff Orientation sessions.

#### Programs for Students

Information about policies, resources, and support is disseminated to students before they arrive on campus through the online Penn Alcohol Module (a new program will be provided beginning in 2015). Freshmen are required to attend a mandatory program during New Student Orientation called *Speak About It* that discusses issues of consent, boundaries, and healthy relationships. A new online program has also been developed for graduate and professional students on sexual violence that provides information about campus resources for support and addressing complaints. All Penn students have access to a yearlong educational media campaign, sponsored by the Penn Women's Center, *Call It What It Is* ([www.vpul.upenn.edu/pwc/files/PVP\\_IPV\\_Guide\\_Booklet\\_Spread.pdf](http://www.vpul.upenn.edu/pwc/files/PVP_IPV_Guide_Booklet_Spread.pdf)), to raise awareness about different forms of violence and support options.

In 2014 a new office was established to oversee the University's efforts to educate students about interpersonal violence. The Director of Sexual Violence Prevention and Education manages Penn Violence Prevention (PVP), a collaborative program that aims to engage the Penn community in the prevention of sexual violence, relationship violence, and stalking on campus. The goal of PVP is to provide preventative education focused on building healthy relationships, understanding consent, reaching out to friends in need, and being an active bystander.

Penn Violence Prevention programs, in collaboration with the Penn Women's Center and Special Services, include:

- Hosting trainings and workshops throughout the academic year for teaching assistants, graduate and resident assistants, and staff in the Office of Fraternity and Sorority Life that cover a wide range of topics related to interpersonal violence.
- Facilitating the Student Anti-Violence Advocates (SAVA) training designed to help students recognize and respond to interpersonal violence as bystanders, responders and potential victims.
- Advising student groups 1 in 4 and ASAP (Abuse and Sexual Assault Prevention) who present peer education workshops and sponsor awareness raising events across campus such as Penn's annual Take Back the Night program.
- Assisting with the presentation of the educational production *The Vagina Monologues*.
- Managing the Penn Violence Prevention website (launched spring 2015) which provides a comprehensive overview of support and education.
- Coordinating the Penn Violence Prevention Committee comprised of over 50 staff and faculty who meet bi-annually to discuss outreach and prevention efforts.
- Coordinating the Sexual Assault Response Team comprised of the core offices responsible for providing immediate support for student victims of interpersonal violence.

For further information and suggestions on how to help, how to recognize warning signs, or obtaining help for sexual violence, dating violence, domestic violence and stalking please refer to the guide to sexual violence, dating violence and stalking at <https://secure.www.upenn.edu/vpul/pvp/definitionsandpolicies>

### **Campus Sex Crime Prevention:**

#### **Pennsylvania Sex Offenders Information (Megan's Law)**

The Campus Sex Crimes Prevention Act, a federal law, requires institutions of higher education to advise the campus community where information concerning registered sex offenders may be obtained. In Pennsylvania, information about sexually violent predators is accessible at: [www.pamsganslaw.state.pa.us](http://www.pamsganslaw.state.pa.us)

### **Weapons Policy**

#### **Possession of Dangerous Articles**

Irrespective of any license or authority, University of Pennsylvania faculty, students, staff, whether working or not, and visitors and members of the University community, may not possess or use air rifles, pistols, firearms, weapons, ammunition, gunpowder, fireworks, explosives, gasoline and other dangerous articles and substances in University buildings or on University property. Normal laboratory materials are excluded from this policy when used in a laboratory setting.

Possession and distribution of items mentioned above may be governed by specific federal, state and local regulations.

An individual who violates this policy should be reported to the University of Pennsylvania Police Department immediately. Violators of this policy may be subject to disciplinary action under University policy and/or civil or criminal action. The Policy can be found at:

Students: Pennbook Code of Conduct Policy Manual: <http://provost.upenn.edu/policies/pennbook/2013/02/15/code-of-student-conduct>

Staff and Faculty: Human Resources Policy Manual: [www.hr.upenn.edu/myhr/resources/policy/performance/dangerousarticles](http://www.hr.upenn.edu/myhr/resources/policy/performance/dangerousarticles) and the Faculty Handbook: <http://provost.upenn.edu/policies/faculty-handbook>

#### **University of Pennsylvania Police Officers**

Sworn officers employed by the University of Pennsylvania Police Department may be given authorization to carry, keep and handle pistols, firearms and ammunition.

#### **Other University Employees**

Specific classifications of employees may be required to utilize dangerous article or hazardous materials on campus to carry out their job duties. Each school or department is responsible for monitoring the use of dangerous articles or hazardous materials in its areas.

### **Alcohol and Drugs Policy**

Federal law requires that the University of Pennsylvania notify all faculty, staff, and students of certain information pertaining to unlawful possession, use, or distribution of illicit drugs and alcohol on its property or as part of its activity. The following information complies with the notification requirements of the Drug-Free Schools and Communities Act and its implementing regulations.

The University of Pennsylvania and its programs and policies, regarding the possession, sale and consumption of alcoholic beverages, encourages all within the campus community to make safe, responsible decisions about alcohol that are consistent with existing state and federal law. The possession or consumption of alcoholic beverages on campus by persons under the age of 21 is strictly prohibited by Penn and by the laws of the Commonwealth of Pennsylvania. Consistent with its educational mission, Penn provides programs that promote awareness of the physical, psychological, social and behavioral effects of alcohol consumption and drug use.

The use, sale or possession of narcotics and dangerous drugs is illegal and is strictly prohibited on campus.

Employees are required to adhere to the University's Drug-Free Workplace Policy, which can be found at: [www.hr.upenn.edu/myhr/resources/policy/performance/drugfreeworkplace](http://www.hr.upenn.edu/myhr/resources/policy/performance/drugfreeworkplace) and its Alcohol and Drug Policy, which can be found at: <http://provost.upenn.edu/policies/pennbook/2013/02/13/alcohol-drug-policy> which strictly prohibit the unlawful manufacture, distribution, dispensation, sale, possession or use of drugs by its employees in the workplace. Those who violate these policies may be subject to disciplinary procedures or may be required to participate in alcohol or other drug rehabilitation programs.

#### **Medical Attention**

Medical attention is warranted whenever there is serious injury or illness related to alcohol consumption and/or drug use. The University Alcohol and Drug Policy Section II, paragraph A3, states:

In cases of intoxication and/or alcohol poisoning, the primary concern is the health and safety of the individual(s) involved. Individuals are strongly encouraged to call for medical assistance [511 on-campus, (215) 573-3333 from a cellphone, or 911 off-campus] for themselves or for a friend/acquaintance who is dangerously intoxicated. No student seeking medical treatment for an alcohol or other drug-related overdose will be subject to University discipline for the sole violation of using or possessing alcohol or drugs. This policy shall extend to any other student seeking help for the intoxicated student.

In addition to medical attention, students, faculty and staff may benefit from professional counseling. Faculty/staff members seeking confidential counseling for alcohol or drug use should contact the Employee Assistance Program (EAP) by calling 1 (888) 321-4433 to speak with a Penn Behavioral Health professional.

Students seeking confidential counseling for alcohol or drug use should contact the University's Counseling and Psychological Services (CAPS) office at (215) 898-7021 to make an appointment. These services adhere to all applicable laws governing the confidentiality of patient information.

#### **Questions Regarding Alcohol and Drugs**

Students who have questions or concerns about alcohol or other drugs are encouraged to use the medical and counseling resources provided by the University of Pennsylvania. The University provides brief intervention and educational services to students through the Office of Alcohol and Other Drug Program Initiatives (215) 573-3525. Any student can make a confidential appointment to talk about their concerns regarding alcohol, drugs and subsequent consequences.

In addition, all incoming undergraduate students are required to participate in a 60-minute online alcohol and violence education module. Information about this module can be provided by the Office of Alcohol and Other Drug Program Initiatives (215) 573-3525.

The Alcohol & Drug Policy is stated in the Pennbook, which is available online at <http://provost.upenn.edu/policies/pennbook/2013/02/13/alcohol-drug-policy-1>

#### **Commonwealth Law**

**Alcohol:** A person less than 21 years of age commits a summary offense if he or she attempts to purchase, purchases, consumes, possesses or knowingly and intentionally transports any alcoholic beverage. A person who is convicted of violating this section may be subject to a fine, jail and/or license suspension.

**Drugs:** State law prohibits the unauthorized manufacture, sale, delivery and possession of controlled substances. Persons may be subject to



30 days' imprisonment and a \$500 fine for simple possession of a small amount of marijuana (misdemeanor), a maximum of 15 years imprisonment and a \$25,000 fine for the manufacture, delivery or possession of a Schedule I or II controlled narcotic drug such as cocaine, PCP and LSD (felony). Sentences can be doubled for second and subsequent convictions. Sentences can also be doubled for distribution of controlled substances to persons under the age of 18. Penalties range from a mandatory minimum sentence of one year and a \$5,000 fine for the first conviction or to a mandatory minimum sentence of seven years and a \$50,000 fine for subsequent convictions for the manufacture, delivery or possession of 100 grams or more of a Schedule I or II controlled narcotic drug.

### Disciplinary Policies

Any student who fails to comply with University policies or local, state or federal laws may be subject to discipline under the University Code of Student Conduct. Sanctions can include, but are not limited to, a reprimand, disciplinary probation, and withdrawal of privileges, suspension, and expulsion. When a student's presence on campus is considered a threat to order, health or safety, the Provost or his or her designee may impose a mandatory leave of absence or conditions on the student's attendance.

Generally, prospective students are asked about previous criminal records. Employees are also required to disclose any and all convictions for a felony, crime of violence, dishonesty or crime against property or involving the threat of violence. A criminal record, if relevant to the position in question, is a factor considered in the employment process.

The University's student disciplinary procedures are described in the *PennBook*, which is available online at [provost.upenn.edu/policies/pennbook/2013/02/15/charter-of-the-university-of-pennsylvania-student-disciplinary-system](http://provost.upenn.edu/policies/pennbook/2013/02/15/charter-of-the-university-of-pennsylvania-student-disciplinary-system)

### Missing Persons

In the event that a student, faculty or staff member is reported as missing, the UPPD follows specific steps, described below, to investigate that person's location. For the University of Pennsylvania's full Missing Person policy through the Vice Provost for University Life (VPUL) consult the *PennBook* at <http://provost.upenn.edu/policies/pennbook/2013/02/15/missing-students-notification-policy>

The University of Pennsylvania strongly recommends all students to register confidential contact information in the event that a student over the age of 18 years is determined missing for a period of more than 24 hours. To register a contact person on Penn InTouch please follow the instructions below:

1. Start at the Penn Homepage at: <http://www.upenn.edu>
2. On the center top of the screen, click on the link for "Current Students" which will take you to the Penn Portal.
3. Click on the tab for Penn InTouch, which is located in the center along the top of the Portal page. It will prompt you for your login information.
4. Log into the Penn Portal using your PennKey; this will take you to your Penn InTouch homepage.
5. Once here, on the left column above your photo select the link "Profile, privacy & emergency" which will display the link for Emergency Contact.
6. Clicking this link will take you to the Emergency Contact page where you will see two tabs: "Student emergency contact" and "Emergency or Missing Person Contact."
7. Choose the tab titled "Emergency or Missing Person Contact" to fill in emergency contact information which is optional and used only to contact the person you list if you are reported missing.

This information will be kept confidential and will be accessible only to authorized campus and law enforcement officials.

### Reporting Missing Persons

The University of Pennsylvania Police Department thoroughly investigates all persons including students reported as missing whether they reside on or off-campus. To report a missing person, dial 511 from a campus telephone, use one of more than 500 emergency and bluelight telephones on campus and in the surrounding neighborhood or dial (215) 573-3333 from off-campus/cell phones. You also can report a missing person in person at the Division of Public Safety, 4040 Chestnut Street, which is staffed with professional personnel 24/7. Additionally, you can also request assistance from an AlliedBarton Security Officer or uniformed police officer on patrol or dial 911.

If the missing person is a student, Public Safety will follow these procedures:

- The PennComm Police Supervisor, upon confirmation that a student is missing and cannot be located, shall notify the Office of the Vice Provost

for University Life.

- If the missing student resides in on-campus housing, the PennComm Police Supervisor will notify the Resident Advisor (RA) or the House Dean for the area in which the student is housed. The RA should be directed to contact neighbors and friends in the immediate vicinity of the student's room and report any findings to UPPD.
- If the missing student residing on-campus has been missing for more than 24 hours, UPPD will notify the student's designated emergency contact which is maintained in the University Management Information Services (UMIS) database.
- If the student is under 18 years old, the UPPD will immediately notify a custodial parent or legal guardian; and the missing student will be entered into the National Crime Information Center by the UPPD Detective Unit.
- If a student over 18 years old has not designated an emergency contact, the law enforcement agency where the student's primary residence is located will be notified. All notifications as mentioned in this section will be made by the Director of Special Services or his/her designee.
- If the student lives at a fraternity or sorority, the PennComm Police Supervisor will contact the Office of Fraternity and Sorority Affairs for assistance in obtaining information about the person's possible whereabouts.
- For international students, the PennComm Police Supervisor will contact the Office of International Programs for assistance.
- The PennComm Police Supervisor will also check hospital admissions and the Philadelphia Police Department for further information regarding the missing person. Further, the PennComm Police Supervisor will also contact Counseling and Psychological Services (CAPS) in the event that the student has been receiving counseling, as well as Student Health Service and Out Patient Emergency Rooms in area hospitals.
- If the student lives off-campus, the PennComm Police Supervisor will contact the Director of Off-Campus Living, who will contact the landlord of the property to obtain the names of neighbors or fellow residents, assuming this information is not already known. The landlord shall be asked to accompany UPPD officers to the apartment of the missing student.
- If the student has not been located within a reasonable amount of time, the Office of the Vice Provost for University Life (VPUL) may contact the student's parents or others for additional assistance.

### Student Residences

The University of Pennsylvania offers a variety of housing options on campus, ranging from the undergraduate College House system to graduate apartments. Fraternities and sororities are located both on and off campus. Penn's College House system is designed to enhance the undergraduate experience for all residents through faculty-directed, academically supportive environments that promote intellectual, social and recreational opportunities. Sansom Place East and Sansom Place West house undergraduate, graduate and professional students.

### Security of Residence

Access to residential facilities is limited to students and authorized personnel between certain hours. All visitors must be signed in by a host with a valid PennCard. Those without a valid PennCard are considered visitors and will be admitted only after the presentation of valid identification and with the approval of their hosts. The University has a comprehensive access control system in place that includes both automated and manual locks. Most student rooms are equipped with dead bolt or mortise locks with anti-carding devices. Residential Services maintains three College Houses (Harnwell, Harrison, and Rodin) and Sansom Place East and West as open residences during the winter break between semesters.

### Use of Facilities

The facilities at the University of Pennsylvania exist to house or support the tripartite mission of the institution: teaching, research and service. The use of these facilities is given to University groups and approved non-University organizations under certain circumstances. Permission to use these facilities does not constitute University endorsement of the activities held in the facilities. The policy on Use of Facilities is stated in the *PennBook*, which is available online at <http://provost.upenn.edu/policies/pennbook/2013/02/15/use-of-facilities>

If you have questions on the use of facilities at Penn, please contact the Executive Director of the Office of Student Affairs at (215) 898-6533.

### Lighting Maintenance

The Division of Public Safety has regular contact with those responsible for the campus grounds and lighting to ensure that the shrubs, bushes and greenery throughout the campus are appropriate and well maintained and that campus lighting is appropriate.

## **Housing Occupancy**

*2015-2016 Academic Year*

Undergraduate Student Enrollment: 10,406

Graduate & Professional Student Enrollment: 11,035

Undergraduate Students in Campus Housing: 5,623

Graduate & Professional Students in Campus Housing: 562

Non-student Employees including the Health System: 37,240

All first year undergraduate students, including freshmen, transfer, and exchange, are required to live on campus and participate in a meal plan. Freshmen may submit housing preferences. Students requesting residential programs are assigned first by the House Dean based on information provided in the required essay. All other freshmen, and those not accepted into a Residential Program, are then assigned by a computer program, which considers housing preferences if space is available in the preferred room types. The priority deadline is May 1; those not submitting preference forms by June 30 are assigned to any available space. Preference forms for transfer and exchange students are due by June 15 for priority placement. Preferences are considered in the assignment process to the extent possible. Returning upperclass students are assigned housing through a room selection process in January and February.

Returning graduate students apply to renew their housing in March. New graduate and professional students are assigned housing in order of the receipt of their application. Room changes are made during designated periods each semester if space is available. The dates are posted on Housing's website (<http://www.upenn.edu/housing>). Emergency room changes can be made at any time upon the recommendation of a member of the College House staff. If you have questions on room assignments or rent charges, call (215) 898-8271; questions or concerns about residential services, call (215) 898-3547; or questions about the College House programs, call (215) 898-5551.

## **The Hospital of the University of Pennsylvania (HUP)**

The Hospital of the University of Pennsylvania (HUP) maintains a proprietary security department that is committed to providing a safe and secure environment in hospital facilities, and for its patients, staff and visitors. All HUP Security Officers are Pennsylvania Act 235 certified; this 40-hour accreditation process is the only recognized professional training curriculum in the Commonwealth of Pennsylvania for private security. Security officers are stationed at the major entrances to the hospital and engage in regular patrols of the facilities. Officers respond to all requests for assistance, whether routine or emergency. An Operations Center of the Security Department is maintained 24/7, answering calls for service, monitoring the CCTV/Controlled Access System, as well as safety and security alarms. In an emergency, please contact the HUP Security Department by dialing 2677 (COPS) from a hospital telephone or (215) 662-2677 from outside the hospital.

### **Security Department at HUP**

HUP, the Perelman Center for Advanced Medicine and the Smilow Translational Research Center share a security department. Security Administration consists of the Director of Security, who is responsible for all functions of the HUP Security Department, as well as Security Operation Managers, Shift Supervisors, Training and Compliance Coordinator, Badge Center Coordinator, and a Badge Center Clerk who manages the Photo ID/Controlled Access System. Security Operations consists of uniformed officers on three shifts, all of whom are supervised by a sergeant with support by a corporal. Security Operations, located on the ground floor of Silverstein Pavilion, just inside the entrance to the Emergency Department, is responsible for providing safety and security services 24/7 and responding to requests for routine and emergency services. The HUP Security Department, when necessary, coordinates its activities with the University of Pennsylvania Police Department and the Philadelphia Police Department.

At all entrances to the Emergency Department, all visitors are required to pass through a metal detector. Illegal or potentially harmful items are confiscated. Firearms without appropriate permits are turned over to Penn Police. Other potentially harmful items that are not illegal to possess are returned when leaving the premises.

### **Reporting Crime at HUP**

All criminal incidents and requests for assistance should be reported to the Security Operations Center. The HUP Security Department reports all criminal activity as well as other data to the Hospital's Environment of Care Committee, which reports data to the Health System Board of Trustees on a quarterly basis. The HUP Security Department also reports all

criminal incidents to the University of Pennsylvania Police Department. To report a criminal incident at HUP, dial 2677 (COPS) from a hospital telephone or call (215) 662-2677 from outside the hospital.

### **Access to HUP**

Security monitors all major entrances to HUP during normal hours. After hours entrance to HUP is restricted to the Emergency Department entrance.

### **Security Education at HUP**

Crime prevention programs and security awareness education are presented annually to the HUP staff, and, when necessary, on a departmental basis.

## **Penn Presbyterian Medical Center (Presbyterian or PPMC)**

Presbyterian Medical Center (Presbyterian or PPMC) is committed to providing a safe and secure environment for the hospital faculty, patients, visitors, and staff. To that end, Presbyterian maintains a Security Department comprised of two sections:

Security Administration, consisting of the Director of Security, who is responsible for all functions of the Presbyterian Security Department and managing all security officers and Information Desk Receptionists, and an Operations Manager, who assists the director.

Security Operations, consisting of uniformed officers divided into three (3) shifts. All PPMC Security Officers are Pennsylvania Act 235 certified; this 40-hour accreditation process is the only recognized professional training curriculum in the Commonwealth of Pennsylvania for private security. The Security Command Center is located in the Wright/Saunders Building at the Powelton Avenue Entrance, adjacent to the Emergency Department. Security Operations is responsible for providing security and safety services 24/7, and responds to all security and safety related requests for both routine and emergency services. The Security Command Center operates 24/7. The officer assigned to the Command Center monitors the CCTV/Controlled Access System as well as safety and security alarms. University of Pennsylvania Police Officers are assigned to the Trauma Center located in the Pavilion for Advanced Care at PPMC. Bike Officers patrol the campus at various times, 7 days a week. The Director of Security and the Security Operations Manager have day-to-day responsibility for the Operations Center.

To contact Presbyterian Security in an emergency or to request assistance, dial extension 8238 from a hospital telephone or (215) 662-8238 from outside the hospital.

### **Reporting Crime at Presbyterian**

All criminal incidents, suspicious activity, safety issues and requests for assistance should be reported to the Security Command Center at the Powelton Avenue entrance to the Wright/Saunders Building, which is in operation 24/7. Security reports all incidents (criminal, safety, and violations of hospital policies and procedures) as well as other data and statistics to the Environment of Care Committee on a monthly basis.

### **Access to Presbyterian**

Security officers monitor all entrances during normal hours and restrict entry into the hospital after normal hours to the Cupp Pavilion entrance and the Wright/Saunders Building, Powelton Avenue entrance.

### **Security Education for Presbyterian**

Security Awareness and Crime Prevention training programs are presented to all hospital staff at New Employee Orientation sessions, annually as required, as well as on a departmental basis as requested.

### **Services Provided**

Presbyterian Photo Identification and Card Access Control: Penn Presbyterian Medical Center provides all employees, faculty and staff with photo identification cards that are also used as card keys to access and travel throughout the campus. The Photo Identification Center is located in the Wright/Saunders Building, Room W120. The hours of operation are Monday through Friday, 8 a.m. until midnight. There is a replacement charge of \$10 for any lost ID cards.

Assistance and escorts to and from facility parking areas for employees is available upon request. Employees, faculty and staff may also utilize escort services provided by the University at (215) 898-RIDE (7433) or (215) 898-WALK (9255).

## **Crime Prevention Education and Awareness**

The Division of Public Safety is available to provide seminars, forums and other presentations on campus safety and security to those living in student residences. Campus safety and security is discussed as a matter of course at College House meetings. These programs include, but are not limited to, the following:

### **Rape Aggression Defense (RAD)**

The Rape Aggression Defense (RAD) System is a program of realistic self-defense tactics and techniques. The RAD System is a comprehensive course for women that begins with awareness, prevention, risk reduction and avoidance, and progresses to the basics of hands-on defense training. RAD is not a martial arts program. Courses are taught by certified RAD instructors and participants are provided with a workbook/reference manual. This manual outlines the entire physical defense program for reference and continuous personal growth. The RAD system of physical defense is currently being taught at many colleges and universities across the nation. The growing, widespread acceptance of this system is primarily due to the ease, simplicity and effectiveness of the tactics, solid research, legal defensibility and unique teaching methodology. The system of realistic defense is intended to provide a woman with the knowledge to make an educated decision about resistance.

To learn more about RAD and see the current schedule visit: [www.publicsafety.upenn.edu/rad](http://www.publicsafety.upenn.edu/rad) or contact Special Services at (215) 898-4481.

### **Resisting Aggression with Defense (RAD for Men)**

Resisting Aggression with Defense classes, (RAD for Men), are also offered and taught by certified RAD instructors. For information regarding these clinics, contact Special Services at (215) 898-4481.

### **Self-Defense Awareness & Familiarization Exchange (S.A.F.E.)**

S.A.F.E. is an unparalleled 2-hour educational awareness crime-victim prevention program—encompassing strategies, techniques, options, and prevention—that provides teenaged and adult women with information that may reduce their risk of exposure to violence and introduces them to the physical aspects of self-defense. For information regarding these clinics, contact Special Services at (215) 898-4481.

### **UPPD Liaison Program**

For the Penn community in particular, UPPD commanders, supervisors and detectives have institutionalized a liaison relationship with various resource centers and divisions, in which assigned members of the UPPD meet regularly with academic and administrative leaders to provide support, answer questions, and function as a first responder to problems and concerns associated with each respective entity.

### **PennReady and Emergency Preparedness Training**

PennReady and Emergency Preparedness Training information appears under the Emergency Preparedness Section of this report.

### **Walking Escort Services 215-898-WALK (9255)**

Walking escort services are available 24 hours a day, 365 days a year, from 30th Street to 43rd Street and Market Street to Baltimore Avenue. Escorts are also available from 10 a.m. until 3 a.m. from 30th to 50th Streets and Spring Garden Street to Woodland Avenue via the University's partnership with the University City District Ambassador Program. Getting a walking escort is easy and available to anyone. Simply do any one of the following:

- Ask any Public Safety Officer on patrol or inside a building.
- Call (215) 898-WALK (9255) or 511 (from a campus phone).
- Use one of the many emergency and Bluelight phones located on and off-campus.

### **The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (The Clery Act)**

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act [The Clery Act 20 U.S.C. § 1092(f)] requires Penn to provide students and employees with information on its security policies and procedures and specific statistics for certain criminal incidents, arrests and disciplinary referrals and to make the information and statistics available to prospective students and employees upon request. This information is available by calling the Division of Public Safety Special Services Department at (215) 898-4481 or visiting [www.publicsafety.upenn.edu/clery](http://www.publicsafety.upenn.edu/clery)

The Division of Public Safety maintains close relationships with all police departments where the University of Pennsylvania owns or controls property. Crimes reported to local police departments that involve University property are brought to the attention of DPS. In addition to collecting Clery crime statistics from local police departments, all reports of crime incidents made directly to DPS through Penn Police Officers, the PennComm Dispatch Center, and Allied Barton Security, as well as all incidents reported to Campus Security Authorities are entered into an integrated computer-aided dispatch/records management system. All entries are recorded in the system in accordance with crime definitions outlined in the FBI Uniform Crime Reporting handbook. Incidents involving sex offenses are entered in accordance with the FBI National Incident Based Reporting System.

### **Penn Transit Ride Services 215-898-RIDE (7433)**

The Penn Transit Ride Service, operated by Business Services, is available from 6 p.m. until 3 a.m. daily (on-call for emergencies, 3 a.m. until 7 a.m.), from 50th to 20th Streets and Spring Garden Street to Woodland Avenue. Penn Transit has nine Transit Stops and Pickup Points on-campus. A Transit Stop is a campus building where passengers can wait indoors and consult Penn Transit schedules and maps. A Pickup Point is an outdoor campus location more like a regular bus stop. You can find all of these Transit Stops and Pickup Points by visiting the Penn Transit website at: <http://cms.business-services.upenn.edu/transportation>

### **Special Checks**

Special Checks are conducted by Penn Police and AlliedBarton Security personnel on all properties that are registered with Public Safety as being vacant for an extended period of time both on and off campus. The purpose of the Special Check is to ensure that the residence is properly secured and there is no sign of any forcible entry. Visit our website and complete the online form to request a special property check: <https://secure.www.upenn.edu/publicsafety/forms/propertycheck>

### **Operation Theft Awareness**

Operation Theft Awareness is an educational campaign, launched in collaboration with the Undergraduate Assembly (UA), Graduate and Professional Student Assembly (GAPSA), United Minorities Council (UMC) and the Medical Emergency Response Team (MERT) to further promote the idea that "Safety & Security is a Shared Responsibility."

Learn more about Operation Theft Awareness by visiting: [www.publicsafety.upenn.edu/theft-awareness](http://www.publicsafety.upenn.edu/theft-awareness)

### **Penn Guardian**

Penn Guardian is a free and optional service that is available to anyone with a valid Penn email address, using the Guardian app from a registered cell phone.

Penn Guardian allows students, staff and faculty to voluntarily provide information about themselves to the Division of Public Safety which may be helpful to know during an emergency, such as a medical condition. Penn Guardian can also provide police with GPS coordinates from a student's cell phone, which can decrease response time and allow first responders to locate them if they are not able to provide their location.

To use the service you have to register and sign up.

You can do so by visiting this URL: [www.publicsafety.upenn.edu/pennguardian](http://www.publicsafety.upenn.edu/pennguardian)

### **Bait Bike Recovery Program**

To assist in the recovery of bicycles that are illegally removed from the control of rightful owners, DPS implemented a program in November of 2014 wherein a global positioning system (GPS) tracking device is concealed in several bicycles positioned throughout campus. Once a bike is tampered with, a radio signal is received in PennComm and the bike's location is tracked in real time by dispatchers who use CCTV cameras to monitor the movement of the bike. Information is then provided to uniformed officers who respond to the GPS location, recover the bike and arrest the involved suspects.

To validate that all reports are classified according to the proper crime category, a police supervisor reviews every police report and all reports received from Campus Security Authorities. Personnel assigned to the Records Unit and Police Patrol Commanders periodically audit reports to ensure that information is being collected and entered properly according to crime classifications. On a daily basis, Crime Analysts compare crimes reported directly to the Philadelphia Police 911 system against all crimes reported to DPS. This process ensures that crimes reported to local police that occur within the Penn patrol boundary are made known to DPS and are accounted for in crime statistics, as well as in the Daily Crime Log.

Statistics reported for subcategories on liquor laws, drug laws and weapon offenses represent the number of people arrested or referred to campus judicial authorities.

It is important to note that the crime classifications for which colleges and universities must provide statistics differ under state and federal law. Statistics for certain crime classifications might appear to be different. For example, the federal statistics for motor vehicle theft differ from the state statistics for the same category because the federal classification includes attempted motor vehicle thefts, while state law requires institutions to separately report attempted motor vehicle thefts.



## Definitions of Crimes Reportable Under The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, as Amended by the Higher Education Opportunity Act & the Violence Against Women Act

### Criminal homicide

**Murder:** The willful (non-negligent) killing of one human being by another.

#### Manslaughter

**Non-negligent Manslaughter [Murder]:** The willful (non-negligent) killing of one human being by another.

**Manslaughter by Negligence [Criminal Homicide]:** The killing of another person through gross negligence.

### Sex offenses

**Rape:** The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration of a sex organ of another person, without the consent of the victim.

**Fondling:** The touching of the private body parts of another 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 temporary or permanent mental or physical incapacity.

**Incest:** Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

**Statutory rape:** Sexual intercourse with a person who is under the statutory age of consent. In Pennsylvania, it is illegal for an adult (someone 18 or older) to have sex with a minor (someone younger than 16), even if the sex is consensual.

**Robbery:** The taking or attempting to take anything 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 attack is usually assault accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury results from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)

**Burglary:** The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

**Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle. (Classify as a motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned, including joyriding.)

**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, personal property of another, etc.

**Domestic Violence:** A pattern of abusive behavior in any relationship that is used by one partner to gain or maintain power and control over another intimate partner. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone.

**Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim is dating violence. The existence of such a relationship shall be determined based on a consideration of the length of the relationship; the type of relationship and the frequency of interaction between the persons involved in the relationship.

**Stalking:** A pattern of repeated and unwanted attention, harassment, contact, or any other course of conduct directed at a specific person that would cause a reasonable person to feel fear.

**Hate Crimes:** Includes all of the crimes listed above, where the law requires the release of statistics by category of prejudice where the victim was intentionally selected because of the perpetrator's bias against the

victim based on one of the Categories of Prejudice listed below, plus the following crimes:

**A. Larceny Theft:** The unlawful taking, carrying, leading, or riding away of property from the possession, or constructive possession, of another.

**B. 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.

**C. Destruction/Damage/Vandalism of Property:** 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.

**D. Simple Assault:** An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Categories of Prejudice under Hate Crimes are as follows:

**A. Race:** A preformed negative opinion or attitude toward a group of persons who possess common physical characteristics genetically transmitted by descent and heredity that distinguish them as a distinct division of humankind.

**B. Gender:** A preformed negative opinion or attitude toward a group of persons because those persons are male or female.

**C. Religion:** A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being.

**D. Sexual Orientation:** A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex.

**E. Ethnicity/national origin:** A preformed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs, and traditions.

**F. Disability:** A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age, or illness.

**G. Gender Identity:** A preformed negative opinion or attitude toward a group of persons because the perceived gender of those persons may be different from the gender traditionally associated with their gender at birth.

**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.

**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 narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

**Liquor Law Violations:** The violation of laws or ordinances prohibiting: the manufacture, sale, transportation, furnishing, or 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. (Public Drunkenness and Driving Under the Influence are not included in this definition.)

\* Referrals for Disciplinary Actions by Student Conduct must be reported to the Penn Police for the following: Illegal Weapons Possession; Violations of Drug Laws; Violations of Liquor Laws

## Campus Crime Statistics for the University of Pennsylvania

The law requires statistics for an expanded area beyond the campus and it requires these statistics to be shown in specific geographic categories. (Note that incidents shown in the On-Campus Residential category are also included in the statistics shown in the Campus\* category.) The following statistics are provided in compliance with the specific time periods, crime classifications, geographic categories and arrest data mandated by federal law.

\*The Clery Act defines *Campus* as “any building or property owned or controlled by an institution of higher education within the same reasonably contiguous geographic area of the institution and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, including residence halls; and property within the same reasonably contiguous geographic area of the institution and is owned by the institution but controlled by another person, is used by students, and supports the institutional purposes, such as a food or other retail vendor.” *On-Campus Residential* is a sub-category of Campus showing the number of on-campus incidents that occur “in dormitories or other residential facilities for students on campus.” The law defines *Non-Campus Building or Property* as “any building or property

owned or controlled by a student organization recognized by the institution; and any building or property, other than a branch campus, owned or controlled by an institution of higher education that is used in direct support of, or in relation to, the institution’s educational purposes, is used by students, and is not within the same reasonable contiguous geographic area of the institution.” It defines *Public Property* as “all public property that is within the same reasonably contiguous geographic area of the institution, such as a sidewalk, a street, other thoroughfare or parking facility, and is adjacent to a facility owned or controlled by the institution if the facility is used by the institution in direct support of, or in a manner related to the institution’s educational purposes.”

<b>CAMPUS CRIME REPORT</b> January 1, 2013 through December 31, 2013					
Note that incidents shown in the On-Campus Residential category are also included in the statistics shown in the Campus* category.					
Crime Classification	CAMPUS		Non-Campus	Public Property	TOTAL
	On-Campus Residential	On-Campus Total			
Murder	0	0	0	0	0
Manslaughter	0	0	0	0	0
Rape	6	8	1	0	9
Fondling	3	9	0	3	12
Incest	0	0	0	0	0
Statutory Rape	0	0	0	0	0
Robbery	0	6	0	23	29
Aggravated Assault	0	3	0	8	11
Burglary	5	12	2	0	14
Motor Vehicle Theft	0	1	0	5	6
Arson	0	0	0	0	0
Liquor-Law Violations					
Arrest	9	11	0	18	29
Disciplinary Referrals	118	137	3	56	196
Drug-Related Violations					
Arrest	0	2	0	29	31
Disciplinary Referrals	21	21	0	0	21
Weapons Possession					
Arrest	0	1	0	4	5
Disciplinary Referrals	0	0	0	0	0

Hate Crimes	CAMPUS		Non-Campus	Public Property	TOTAL
	On-Campus Residential	On-Campus Total			
Vandalism (Religious Bias)	1	1	0	0	1

	CAMPUS		Non-Campus	Public Property	TOTAL
	On-Campus Residential	On-Campus Total			
Domestic Violence	0	5	0	2	7
Dating Violence	1	3	0	1	4
Stalking	0	0	0	0	0

Note: Domestic Violence, Dating Violence and Stalking were added to the report in 2013 in accordance with the 3/7/13 VAWA amendments.

<b>CAMPUS CRIME REPORT</b> January 1, 2014 through December 31, 2014					
Note that incidents shown in the On-Campus Residential category are also included in the statistics shown in the Campus* category.					
Crime Classification	CAMPUS		Non-Campus	Public Property	TOTAL
	On-Campus Residential	On-Campus Total			
Murder	0	0	0	1	1
Manslaughter	0	0	0	0	0
Rape	9	9	0	0	9
Fondling	3	4	0	3	7
Incest	0	0	0	0	0
Statutory Rape	0	0	0	0	0
Stalking	2	9	0	4	13
Domestic Violence	0	1	0	0	1
Dating Violence	0	0	0	1	1
Robbery	0	6	0	19	25
Aggravated Assault	3	8	0	5	13
Burglary	19	29	1	0	30
Motor Vehicle Theft	0	2	0	4	6
Arson	0	2	0	0	2
Liquor-Law Violations					
Arrest	6	7	1	11	19
Disciplinary Referrals*	458	473	2	75	550
Drug-Related Violations					
Arrest	0	1	0	3	4
Disciplinary Referrals*	332	337	0	1	338
Weapons Possession					
Arrest	0	0	0	1	1
Disciplinary Referrals	0	0	0	0	0

\*Due to changes in reporting procedures, the referral numbers have increased this year.

Hate Crimes	CAMPUS		Non-Campus	Public Property	TOTAL
	On-Campus Residential	On-Campus Total			
Vandalism (Bias: Ethnicity)	0	0	0	1	1

## CAMPUS CRIME REPORT

January 1, 2015 through December 31, 2015

Note that incidents shown in the On-Campus Residential category are also included in the statistics shown in the Campus\* category.

Crime Classification	Campus	Non-Campus	Public Property	Total	Unfounded
	On-Campus Residential	On-Campus Total			
Murder	0	0	0	0	0
Manslaughter	0	0	0	0	0
Rape	4	10	1	11	0
Fondling	1	3	0	4	0
Incest	0	0	0	0	0
Statutory Rape	0	0	0	0	0
Stalking	3	4	0	4	0
Domestic Violence	1	6	1	11	0
Dating Violence	0	0	0	0	0
Robbery	0	5	0	25	30
Aggravated Assault	0	4	1	6	11
Burglary	4	8	2	0	10
Motor Vehicle Theft	0	2	0	17	19
Arson	1	1	0	0	1
Liquor-Law Violations					
Arrest	1	2	0	14	16
Disciplinary Referrals	482	494	2	62	558
Drug-Related Violations					
Arrest	0	2	0	9	11
Disciplinary Referrals	174	174	0	1	175
Weapons Possession					
Arrest	0	1	0	4	5
Disciplinary Referrals	0	0	0	0	0
Hate Crimes	Campus	Non-Campus	Public Property	Total	
	On-Campus Residential	On-Campus Total			
Assault	0	1	0	0	1
Race					

## Daily Crime and Fire Log

The Division of Public Safety (DPS) maintains a combined Daily Crime and Fire Log of all incidents reported to the Division of Public Safety. This includes all crimes, fire-related incidents and other serious incidents that occur on campus, including areas jointly patrolled by the University Police and the Philadelphia Police Department, in non-campus buildings or properties, on public property or within the Penn Patrol Zone.

The Daily Crime and Fire Log includes the incident type, date incident is reported, date and time of occurrence, and general location of each reported incident type, as well as the disposition of the incident, if this information is known. The Division of Public Safety posts specific incidents in the Daily Crime and Fire Log within two business days of receiving a report of an incident and reserves the right to exclude reports from a log in certain circumstances as permitted by law.

The most current 60 days of information is available on a kiosk in the lobby of the Division of Public Safety headquarters, located at 4040 Chestnut Street. In addition, a 60 day Daily Crime and Fire Log is available for public inspection online at [www.publicsafety.upenn.edu](http://www.publicsafety.upenn.edu). The Division of Public Safety also maintains a seven year archive of the Daily Crime and Fire Log. Requests for information older than 60 days must be directed to the Vice President of the Division of Public Safety. Information will be made available within two business days of a request for public inspection.

The Division of Public Safety also submits the Daily Crime and Fire Log to the University of Pennsylvania's journal of record, *Almanac*, to be published weekly. It is also available online at [www.upenn.edu/almanac/crimes-index.html](http://www.upenn.edu/almanac/crimes-index.html). Upon request, the Daily Crime and Fire Log, including incident descriptions, is provided weekly to *The Daily Pennsylvanian*, which can be viewed online at [www.thedp.com/](http://www.thedp.com/)

## Annual Fire Safety Report

The Higher Education Opportunity Act (HEOA) requires a firelog and Annual Fire Safety Report be maintained by institutions that participate in federal student financial aid programs, descriptions of which follow:

1. **Fire Log:** Institutions must keep a fire log that states the nature of the fire, date, time, and general location of each fire in on-campus student housing facilities. The University of Pennsylvania complies with this rule by including all fire-related incidents in the Daily Crime and Fire Log. The most current 60 days of information is available on a kiosk in the lobby of the Division of Public Safety headquarters, located at 4040 Chestnut Street. In addition, a 60 day Daily Crime and Fire Log is available for public inspection online at <http://www.publicsafety.upenn.edu>. The Division of Public Safety also maintains a seven year archive of the Daily Crime and Fire Log.

Requests for information older than 60 days must be directed to the Vice President of the Division of Public Safety. Information will be made available within two business days of a request for public inspection.

2. **Annual Fire Safety Report:** Institutions with on-campus student housing facilities must publish annually a fire safety report that provides information on campus fire safety practices and standards. The University of Pennsylvania complies with this regulation by including all fire-related incidents at on-campus student housing facilities as part of the Annual Security & Fire Safety Report. Information contained in this annual fire safety report includes number and cause of fires at all on-campus student housing facilities; number of fire-related deaths; related injuries; value of fire-related property damage; information on evacuation procedures; fire safety education and training programs; fire safety systems in each student housing facility; number of regular mandatory supervised fire drills; and policies on portable electrical appliances, smoking and open flames. The Annual Security & Fire Safety Report must include three years of data.

If a fire occurs in any University building, community members should immediately notify Public Safety by dialing 511 from any land line phone or (215) 573-3333 from any cell phone. Members of the Penn Health System should dial 911 from a landline or call Public Safety at (215) 573-3333. Public Safety will initiate a response as the department has a direct dial phone line to the Philadelphia Fire Department and can summon the fire department quickly through this method of communication. If a member of the Penn community finds evidence of a fire that has been extinguished, and the person is not sure whether Public Safety has already responded, the community member should immediately notify Public Safety to investigate and document the incident.

The campus fire alarm systems alert community members of potential hazards. Community members are required to heed an activated fire alarm system, and evacuate a building immediately. Use the nearest available exit to evacuate the building. Gather outside at either the primary or secondary Building Area of Refuge (BAR) as noted on the building's Emergency Procedures Bulletin. Community members should familiarize themselves with the exits in each building.

When a fire alarm is activated, the elevators in most buildings will automatically recall to a pre-designated fire safe floor. Occupants should use the stairs to evacuate the building. If you are caught in the elevator, push the emergency phone button. The emergency phones in elevators on campus ring to a dispatcher working inside of the PennComm Center within DPS. Penn Community members who self-identify as needing additional assistance in emergency situations are provided instructions on how to safely evacuate a building by Fire Emergency Services during special training sessions and are assigned an assistant who is a member of their building's Penn Emergency Team.

## Fire Alarm, Detection and Suppression Systems

All University buildings, including residential halls and fraternities and sororities, are equipped with fire alarm systems with fire detection components and are monitored by PennComm at the Division of Public Safety Headquarters, 24/7. Non-Penn owned fraternities and sororities are monitored by independent fire alarm companies, which are required to immediately call the Philadelphia Fire Department and PennComm during the receipt of a fire alarm, 24/7.

All residential halls, fraternities and sororities, including non-Penn owned fraternities and sororities, are equipped with automatic fire sprinkler systems monitored by the building fire alarm system.



## Health and Safety Inspections

The Departments of Fire and Emergency Services and Residential Services perform residential inspections at mid-year, usually during the winter break. Residents are notified beforehand of the inspection process. The inspections are conducted to identify safety violations as well as conditions that may be detrimental to the health or well being of the wider residential community.

The inspections include a visual examination of electrical cords, sprinkler heads, smoke detectors and other life safety systems. In addition, each room is examined for the presence of prohibited items such as candles, halogen lamps, open coiled appliances, pets, etc. Rooms are also examined for evidence of prohibited activity such as smoking in the room, removal of door closers, unauthorized door locking or alarm mechanisms, removal of security screens or other equipment, tampering with life safety equipment, etc. This inspection also includes a general assessment of cleanliness of the room, including food and waste storage.

Safety inspection violations are reported to the residential program staff and are pursued by Residential Services or College House staff. Those residential staff members are expected to communicate concerns with involved residents, informing them of possible sanctions ranging from fines to expulsion from housing, and to document such follow up.

The resident's signature on the Housing Services Occupancy Agreement, required in order to take occupancy, signifies their acceptance of and responsibility for abiding by residential and University policies as provided through all printed publications, web sites, email and other vehicles. Specific Health and Safety policies and procedures are outlined in the Residential Handbook as well as the Occupancy Agreement. Per the agreement, Housing Services may enter any room at any time for the purposes of inspection, establishment of order, maintenance, extermination, inventory correction, cleaning, or in case of emergency or other reasonable purposes.

### Fire Definitions

**Fire:** Rapid oxidation of combustible material accompanied by heat, light and smoke of combustible material, which is found outside of its normal appliance, whether or not it is extinguished prior to arrival of emergency personnel.

**Fire-related Deaths:** Number of persons who were fatalities because of a fire incident, including death resulting from a natural or accidental cause while involved in fire control, attempting a rescue, or persons escaping from the fire scene (an individual who dies within one (1) year of injuries sustained as a result of a fire).

**Fire-related Injuries:** Number of persons receiving injuries from fire-related incidents, including an injury from a natural or accidental cause who received medical treatment at a local medical facility. This includes first responders attempting to control the fire or attempting a rescue, or persons escaping from the fire scene. Persons may include students, faculty, staff, visitors, firefighters, or any other individuals.

**Estimated U.S. Dollar Loss Related to Fire Incidents:** Estimated total U.S. dollar loss of both contents and structure or property destroyed because of a fire incident, not loss of business.

**Evacuation Procedures Posted:** When a fire alarm is activated, evacuation is mandatory. DO NOT use elevators; evacuate the building using the nearest available exit and proceed to the Building Area of Refuge (B.A.R.) to begin an accountability and assessment process.

**Fire Alarms Monitored by PennComm:** Fire alarms are monitored 24 hours a day, seven days a week, 52 weeks a year within the Division of Public Safety by PennComm Dispatchers.

**Fire Safety Training Programs Delivered:** Number of training programs delivered by Fire and Emergency Services or other responsible persons of authority within the University or city of Philadelphia to occupants of residence halls, fraternities and sororities concerning fire prevention and emergency preparedness.

**Buildings Equipped with Fire Alarm Systems and Smoke Detectors:** Buildings that have functional fire alarm systems and smoke detectors installed. Please note, all residence halls, fraternities and sororities are equipped with a functional fire alarm system and smoke detectors.

**Buildings Protected with Automatic Sprinkler System Throughout:** Indicates an automatic sprinkler system protects all areas of a building. Please note, all residence halls, fraternities and sororities are equipped with sprinkler systems throughout. Residence halls have wet-pipe automatic sprinkler systems and all fraternity and sororities have automatic sprinkler systems with a combination of wet and dry pipe sprinkler systems.

**Emergency Evacuation Drills (formerly known as Fire Drills):** The number of supervised scheduled drills or actual events at campus residence halls, fraternities or sororities that are facilitated and certified by the Division of Public Safety's Fire & Emergency Services (FES) department in cooperation with assigned University building personnel. Various drills are conducted throughout the year to familiarize students, faculty and staff with emergency procedures and individual roles. Each year FES facilitates four (4) emergency evacuation drills targeting all residential halls, fraternities and sororities. In accordance with the Philadelphia Fire Code all academic and administrative buildings undergo the required number of emergency evacuation drills each year. Any building that does not fall under the Philadelphia Fire Code requirements also undergoes a minimum of one (1) emergency evacuation drill each year. Additionally, all University buildings are required to participate in an annual Shelter-In-Place Awareness Drill.

## Fire Policies for On-Campus Student Housing Facilities

**Portable Electrical Appliances:** Hot plates, halogen lamps, immersion coils, air conditioners, freezers, dishwashers, washing machines, and open-coil appliances are prohibited in University residences as they pose a threat of electrical overload and/or fire.

Space heaters may only be used when installed by Facilities Services.

Microwaves, computers, stereos, televisions, radios, irons, non-commercial hairdryers, and other similar appliances are permitted, unless specifically prohibited by the residence staff. All appliances must have a manufacturer's label that show the electrical ratings and listing by a nationally recognized testing laboratory (e.g., ETL, UL, etc). We strongly recommend the use of surge protectors.

Microfridges may be rented from Campus Services Incorporated; see the Housing website for contact information. No more than one refrigerator may be installed per room or apartment, not including those provided by the University.

Caution should be taken to prevent fire hazards resulting from excessive use of appliances and over-dependence on power strips and extension cords.

**Lamps:** A Special Safety Advisory: The use of halogen lamps is prohibited.

Carefully read all safety instructions and warnings that accompany any lamp.

Never use bulbs of a higher wattage or of a different style than is recommended by the manufacturer's instruction.

Never remove or discard a bulb that is hot to the touch; don't try to operate a lamp that has damaged or missing parts.

Do not place lamps near clothing, draperies, or bedding, as incidental contact with the lamp bulb could ignite the material. Keep lamps away from windows, bunk beds, and closets.

Never place materials such as towels or clothing on top of lamps.

Avoid placing lamps in location where they may be knocked over.

Always remember to turn off or unplug any lamp when changing bulbs or when leaving your room/apartment.

Taking proper precautions and guarding against potential hazards posed by lamps will help ensure community safety.

**Smoking:** Smoking, including hookahs and other smoking paraphernalia, is prohibited in all residential buildings, and outdoors within 20 feet of windows and doors. Some houses have additional restrictions. Those who violate this policy may face disciplinary actions, fines, and possible termination of their Housing Agreement.

**Open Flames:** Fire or smoke producing articles, such as Bunsen burners, portable stoves, kerosene lamps, cut trees, incense and candles are prohibited in residence. Possession of hibachis, barbecue grills, smokers, potpourri burning units or other fire-starting devices/substances is prohibited in residences, as is their use in residential areas or adjacent outdoor space without staff supervision. Violators are subject to judicial action and criminal prosecution. Exceptions are made for religious observances, only when pre-approved and in a monitored public area.

In the few areas where there is a functional fireplace, students must obtain approval for use. Before starting a fire, remove all combustible materials from the area and be sure the flue is open. Keep a screen in front of the fireplace while the fire is burning. Do not use liquid fuel starter and when using paper, limit the amount to avoid quick acceleration that could cause a flare up.

# OF RECORD

## The Pennsylvania Uniform Crime Reporting Act

The Pennsylvania Uniform Crime Reporting Act requires the release of crime statistics and rates to students and employees, and it requires that those statistics be available to applicants and new employees upon request. The rate is based on the actual number of Full Time Equivalent (FTE) students and employees, calculated according to a state-mandated formula. The index in the table below is based on incidents per 100,000 FTEs. The University's FTE population for for 2013 was 48,107, for 2014 was 48,804 and for 2015 was 49,883.

**NOTE:** The statistics reflect an expanded geographic area beyond the campus.

	2015		2014		2013	
OFFENSES	Offenses Known	Index 100,000	Offenses Known	Index 100,000	Offenses Known	Index 100,000
Criminal Homicide	0	0	1	2.049	0	0
Forcible Rape	17	34	7	14.343	11	22.858
Robbery	35	70	32	65.568	35	72.73
Aggravated Assault	46	92	17	34.833	19	39.482
Simple Assault	13	26	42	86.058	42	87.276
Burglary	31	62	78	159.822	46	95.588
Theft	492	984	696	1426.104	678	1408.884
Motor Vehicle Theft	20	40	6	12.294	6	12.468
Attempted M.V. Theft	0	0	0	0	0	0
Arson	1	2	2	4.098	0	0
<b>TOTAL PART I</b>	<b>655</b>		<b>881</b>		<b>837</b>	
Forgery/Counterfeiting	0	0	3	6.147	0	0
Fraud	70	140	54	110.646	34	70.652
Embezzlement	7	14	3	6.147	3	6.234
Stolen Property (Buying, Receiving and Possessing)	0	0	0	0	0	0
Vandalism	32	64	41	84.009	34	70.652
Weapons Offense	3	6	2	4.098	3	6.234
Prostitution and Commercialized Vice	0	0	0	0	0	0
Sex Offenses (except Rape and Prostitution)	8	16	8	16.392	22	45.716
Drug Abuse Violations	9	18	5	10.245	25	51.95
Gambling	0	0	0	0	0	0
Offenses Against Family	1	2	0	0	1	2.078
Driving Under Influence	38	76	32	65.568	34	70.652
Liquor Laws	30	60	27	55.323	63	130.914
Drunkenness (except Liquor Violation Laws)	23	46	23	47.127	24	49.872
Disorderly Conduct	18	36	31	63.519	26	54.028
Vagrancy	0	0	0	0	0	0
*All Other Offenses	197	394	155	317.595	175	363.65
<b>TOTAL PART II</b>	<b>436</b>		<b>384</b>		<b>444</b>	
<b>GRAND TOTALS</b>	<b>1091</b>		<b>1265</b>		<b>1281</b>	
* All other offenses include harassment, harassment by communication, threats, unlawful restraint, loitering, prowling and trespass.						

**Reported Fires for calendar year 2015 by Building Location  
Including Date/Time Reported/Cause of Fire/Number of Injuries  
Number of Deaths/ Value of Property Damage  
University of Pennsylvania/ All on Campus Residence Halls, Fraternities & Sororities**

Reported Fires at Penn Calendar Year 2015	Total Fires In Each Building	Fire Number	Date	Time	Cause of Fire	Number of Injuries That Required Treatment At A Medical Facility	Number of Deaths Related To Fire	Value of Property Damage Caused By Fire	Case Number
<b>Residential Dorm Name</b>									
Quadrangle, 3700 Spruce St	1	1	3/18/15	9:50 PM	Smoking	0	0	100.00	1727
Harnwell Hse (HRE), 3820 Locust Walk	1	1	9/11/15	7:04 PM	Cooking	0	0	10.00	7011
Dubois, 3900 Walnut St	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Mayer Hall, 3817 Spruce St	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Sansom East, 3600 Chestnut St	1	1	12/24/15	6:41 PM	Undetermined	0	0	0.00	10014
Sansom West, 3650 Chestnut St	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Rodin(HRN), 3901 Locust Walk	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Harrison (HRS),3910 Irving St	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Class of '25 (Low Rise West) 3941 Irving St	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Van Pelt Manor (Low Rise South), 3909 Spruce St	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Stouffer Commons, 3715 Woodland Walk	1	1	8/10/15	3:23 PM	Cooking	0	0	6,200.00	5934
Hill House, 3333 Walnut St	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Kings Court, 3565 Sansom St	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
English House, 3565 Sansom St	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Fraternities</b>									
Alpha Chi Rho, 219 S. 36 <sup>th</sup> St	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Alpha Tau Omega, 225 S. 39 <sup>th</sup> St	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Beta Theta Pi, 3900-3902 Spruce St	1	1	2/7/15	1:09 AM	Open Flame	0	0	100.00	0871
Delta Kappa Epsilon, 307 S. 39 <sup>th</sup> St	1	1	4/4/15	5:29 AM	Electrical	0	0	0.00	2205
Delta Phi, 3627 Locust Walk	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Delta Psi, 3637 Locust Walk	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Delta Upsilon*, 3829 Walnut St	1	1	5/2/15	1:38 AM	Incendary	0	0	0.00	3265
Kappa Alpha Society, 124 S. 39 <sup>th</sup> St	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Kappa Sigma, 3706 Locust Walk	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Lambda Chi Alpha, 128 S. 39 <sup>th</sup> St	1	1	10/9/15	12:31 AM	Undetermined	0	0	0.00	7837
Phi Delta Theta, 3700 Locust Walk	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Phi Gamma Delta, 3619 Locust Walk	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Phi Kappa Psi, 3934 Spruce St	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Pi Kappa Phi, 4040-4042 Walnut St.	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Pi Kappa Alpha, 3916 Spruce St	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Pi Lambda Phi, 3914 Spruce St	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Psi Upsilon, 250 S. 36 <sup>th</sup> St	1	1	10/23/15	4:04 AM	Incendary	0	0	45,000.00	8266
Sigma Alpha Epsilon, 3908 Spruce St	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Sigma Alpha Mu, 3817 Walnut St	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Sigma Chi, 3809 Locust Walk	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Sigma Nu, 3819 Walnut St	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Sigma Phi Epsilon, 4028 Walnut St	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Tau Epsilon Phi, 3805-07 Walnut St	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Theta Xi, 4035 Walnut St	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Zeta Beta Tau, 235 S. 39 <sup>th</sup> St	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Zeta Psi, 3337 Walnut St	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Sororities</b>									
Alpha Chi Omega, 3906 Spruce St	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Alpha Delta Pi- NEW 4032 Walnut St	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Alpha Phi, 4045 Walnut St	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Chi Omega, 3926 Spruce St	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Delta Delta Delta, 4042-4044 Spruce St	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Kappa Alpha Theta, 130-132 S. 39 <sup>th</sup> St	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Sigma Delta Tau, 3833 Walnut St	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Sigma Kappa, 3928 Spruce St	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Zeta Tau Alpha, 4027 Walnut St	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A

\*Delta Upsilon not recognized after 5/31/15



# OF RECORD

## Reported Fires for 2014 by Building Location for All University of Pennsylvania On Campus Residence Halls, Fraternities & Sororities

Reported Fires At Penn Calendar Year 2014	Total Fires In Each Building	Fire Number	Date	Time	Cause Of Fire	Number Of Injuries That Required Treatment At A Medical Facility	Number Of Deaths Related To Fire	Value Of Property Damage Caused By Fire	Case Number
<b>Residential Dorm Name</b>									
Quadrangle, 3700 Spruce St	1	1	5/12/14	1:14 AM	Electrical	0	0	50.00	3352
Harnwell (HRE) 3820 Locust Walk	2	1	3/8/14	7:00 PM	Cooking Equipment	0	0	10.00	1652
Du Bois, 3900 Walnut St		1	4/18/14	4:29 PM	Electrical	0	0	300.00	2772
Mayer Hall, 3817 Spruce St	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Sansom East, 3600 Chestnut St	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Sansom West, 3650 Chestnut St	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Rodin (HRN), 3901 Locust Walk	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Harrison (HRS), 3910 Irving St	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Class of '25 (Low Rise West) 3941 Irving St	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Van Pelt Manor (Low Rise South) 3909 Spruce St	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Stouffer Commons 3715 Woodland Walk	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Hill House, 3333 Walnut St	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Kings Court, 3565 Sansom St	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
English House, 3565 Sansom St	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Fraternities</b>									
Alpha Chi Rho, 219 S. 36th St	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Alpha Tau Omega, 225 S. 39th St	1	1	9/6/14	8:15 PM	Incendiary	0	0	0.00	6284
Beta Theta Pi, 3900 Spruce St	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Delta Kappa Epsilon, 307 S. 39th St	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Delta Phi, 3627 Locust Walk	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Delti Psi, 3637 Locust Walk	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Delta Upsilon, 3829 Walnut St	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Kappa Alpha Society 124 S. 39th St	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Kappa Sigma, 3706 Locust Walk	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Lambda Chi Alpha, 128 S. 39th St	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Phi Delta Theta, 3700 Locust Walk	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Phi Gamma Delta, 3619 Locust Walk	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Phi Kappa Psi, 3934 Spruce St	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Pi Kappa Alpha, 3916 Spruce St	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Pi Kappa Phi, 4040-4042 Walnut St	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Pi Lambda Phi, 3914 Spruce St	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Psi Upsilon, 250 S. 36th St	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Sigma Alpha Epsilon, 3908 Spruce St	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Sigma Alpha Mu, 3817 Walnut St	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Sigma Chi, 3809 Locust Walk	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Sigma Nu, 3819 Walnut St	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Sigma Phi Epsilon, 4028 Walnut St	1	1	4/13/14	8:11 PM	Incendiary	0	0	0	2643
Tau Epsilon Phi, 3805 Walnut St	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Theta Xi, 4035 Walnut St	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Zeta Beta Tau, 235 S. 39th St	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Zeta Psi, 3337 Walnut St	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Sororities</b>									
Alpha Chi Omega, 3906 Spruce St	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Alpha Delta Pi, 4032 Walnut St	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Alpha Phi, 4045 Walnut St	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Chi Omega, 3926 Spruce St	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Delta Delta Delta, 4044 Spruce St	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Kappa Alpha Theta, 130 S. 39th St	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Sigma Delta Tau, 3833 Walnut St	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Sigma Kappa, 3928 Spruce St	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Zeta Tau Alpha, 4027 Walnut St	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>TOTALS</b>	<b>5</b>	<b>5</b>				<b>0</b>	<b>0</b>	<b>360.00</b>	

The final version of this document is posted on Public Safety's website: [www.publicsafety.upenn.edu/clery/report](http://www.publicsafety.upenn.edu/clery/report)

**Reported Fires for 2013 by Building Location  
for All University of Pennsylvania On Campus Residence Halls, Fraternities & Sororities**

Reported Fires At Penn Calendar Year 2013	Total Fires In Each Building	Fire Number	Date	Time	Cause Of Fire	Number of Injuries That Required Treatment At A Medical Facility	Number Of Deaths Related To Fire	Value Of Property Damage Caused By Fire	Case Number
<b>Residential Dorm Name</b>									
Quadrangle, 3700 Spruce St	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Harnwell (HRE) 3820 Locust Walk	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Du Bois, 3900 Walnut St	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Mayer Hall, 3817 Spruce St	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Sansom East, 3600 Chestnut St	2	1	9/15/13	3:36 PM	Cooking Equipment	0	0	0.00	6678
		1	11/19/13	8:08 PM	Cooking Equipment	0	0	0.00	8677
Sansom West, 3650 Chestnut St	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Rodin (HRN), 3901 Locust Walk	1	1	7/17/13	6:35 PM	Cooking Equipment	0	0	121,834.00	5102
Harrison (HRS), 3910 Irving St	1	1	8/27/13	1:46 PM	Electrical	0	0	100.00	6173
Class of '25 (Low Rise West) 3941 Irving St	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Van Pelt Manor (Low Rise South) 3909 Spruce St	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Stouffer Commons 3715 Woodland Walk	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Hill House, 3333 Walnut St	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Kings Court, 3565 Sansom St	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
English House, 3565 Sansom St	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Fraternities</b>									
Alpha Chi Rho, 219 S. 36th St	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Alpha Epsilon Pi, 4035 Walnut St	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Alpha Tau Omega, 225 S. 39th St	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Beta Theta Pi, 3900 Spruce St	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Delta Kappa Epsilon, 307 S. 39th St	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Delta Phi, 3627 Locust Walk	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Delti Psi, 3637 Locust Walk	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Delta Upsilon, 3829 Walnut St	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Kappa Alpha Society, 124 S. 39th St	1	1	2/13/13	5:12 AM	Heater: Portable Electric	0	0	50.00	1046
Kappa Sigma, 3706 Locust Walk	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Lambda Chi Alpha, 128 S. 39th St	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Phi Delta Theta, 3700 Locust Walk	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Phi Gamma Delta, 3619 Locust Walk	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Phi Kappa Psi, 3934 Spruce St	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Pi Kappa Alpha, 3916 Spruce St	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Pi Kappa Phi, 4040-4042 Walnut St	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Pi Lambda Phi, 3914 Spruce St	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Psi Upsilon, 250 S. 36th St	1	1	4/22/13	10:55 PM	Smoking	0	0	35.00	2894
Sigma Alpha Epsilon 3908 Spruce St	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Sigma Alpha Mu, 3817 Walnut St	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Sigma Chi, 3809 Locust Walk	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Sigma Nu, 3819 Walnut St	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Sigma Phi Epsilon, 4028 Walnut St	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Tau Epsilon Phi, 3805 Walnut St	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Zeta Beta Tau, 235 S. 39th St	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Zeta Psi, 3337 Walnut St	1	1	1/28/13	10:30 PM	Undetermined	0	0	0.00	685
<b>Sororities</b>									
Alpha Chi Omega, 3906 Spruce St	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Alpha Phi, 4045 Walnut St	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Chi Omega, 3926 Spruce St	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Delta Delta Delta, 4044 Spruce St	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Kappa Alpha Theta, 130 S. 39th St	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Sigma Delta Tau, 3833 Walnut St	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Sigma Kappa, 3928 Spruce St	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Zeta Tau Alpha, 4032 Walnut St	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>TOTALS</b>	<b>7</b>	<b>7</b>				<b>0</b>	<b>0</b>	<b>122,019.00</b>	
Phi Sigma Sigma, 4027 Walnut St*									

\*Phi Sigma Sigma was suspended in 2013 and is no longer recognized as a fraternity

# OF RECORD

## Residential Fire Safety Amenities by Building Location for 2015, 2014 and 2013 by Building Location for All University of Pennsylvania On Campus Residence Halls, Fraternities & Sororities

Residential Fire Safety Amenities	Fire Alarms Monitored By Public Safety 24/7/365	Bldg Equipped With Full Sprinkler System	Bldg Has Fire Alarms & Smoke Detectors	Evacuation Plans Posted & Fire Safety Training Conducted	Number of Evacuation Drills Conducted Each Academic Year		
Residential Dorm Name					2015	2014	2013
Quadrangle, 3700 Spruce St	YES	YES	YES	YES	5	5	5
Harnwell (HRE), 3820 Locust Walk	YES	YES	YES	YES	5	5	5
Du Bois, 3900 Walnut St	YES	YES	YES	YES	5	5	5
Mayer Hall, 3817 Spruce St	YES	YES	YES	YES	5	5	5
Sansom East, 3600 Chestnut St	YES	YES	YES	YES	5	5	5
Sansom West, 3650 Chestnut St	YES	YES	YES	YES	5	5	5
Rodin (HRN), 3901 Locust Walk	YES	YES	YES	YES	5	5	5
Harrison (HRS), 3910 Irving St	YES	YES	YES	YES	5	5	5
Class of '25 (Low Rise West), 3941 Irving St	YES	YES	YES	YES	5	5	5
Van Pelt Manor (Low Rise South), 3909 Spruce St	YES	YES	YES	YES	5	5	5
Stouffer Commons, 3715 Woodland Walk	YES	YES	YES	YES	5	5	5
Hill House, 3333 Walnut St	YES	YES	YES	YES	5	5	5
Kings Court, 3565 Sansom St	YES	YES	YES	YES	5	5	5
English House, 3565 Sansom St	YES	YES	YES	YES	5	5	5
<b>Fraternities</b>							
Alpha Chi Rho, 219 S. 36th St	YES	YES	YES	YES	5	5	2
Alpha Tau Omega, 225 S. 39th St	YES	YES	YES	YES	5	5	2
Beta Theta Pi, 3900 Spruce St	YES	YES	YES	YES	5	5	2
Delta Kappa Epsilon, 307 S. 39th St	YES	YES	YES	YES	5	5	2
Delta Phi, 3627 Locust Walk	YES	YES	YES	YES	5	5	2
Delti Psi, 3637 Locust Walk	YES	YES	YES	YES	5	5	2
Delta Upsilon, 3829 Walnut St	YES	YES	YES	YES	5	5	2
Kappa Alpha Society, 124 S. 39th St	YES	YES	YES	YES	5	5	2
Kappa Sigma, 3706 Locust Walk	YES	YES	YES	YES	5	5	2
Lambda Chi Alpha, 128 S. 39th St	YES	YES	YES	YES	5	5	2
Phi Delta Theta, 3700 Locust Walk	YES	YES	YES	YES	5	5	2
Phi Gamma Delta, 3619 Locust Walk	YES	YES	YES	YES	5	5	2
Phi Kappa Psi, 3934 Spruce St	YES	YES	YES	YES	5	5	2
Phi Kappa Sigma*, 3539 Locust Walk	YES	YES	YES	YES	5	5	2
Pi Kappa Alpha, 3916 Spruce St	YES	YES	YES	YES	5	5	2
Pi Kappa Phi, 4040-4042 Walnut St	YES	YES	YES	YES	5	5	2
Pi Lambda Phi, 3914 Spruce St	YES	YES	YES	YES	5	5	2
Psi Upsilon, 250 S. 36th St	YES	YES	YES	YES	5	5	2
Sigma Alpha Epsilon, 3908 Spruce St	YES	YES	YES	YES	5	5	2
Sigma Alpha Mu, 3817 Walnut St	YES	YES	YES	YES	5	5	2
Sigma Chi, 3809 Locust Walk	YES	YES	YES	YES	5	5	2
Sigma Nu, 3819 Walnut St	YES	YES	YES	YES	5	5	2
Sigma Phi Epsilon, 4028 Walnut St	YES	YES	YES	YES	5	5	2
Tau Epsilon Phi, 3805 Walnut St	YES	YES	YES	YES	5	5	2
Theta Xi, 4035 Walnut St	YES	YES	YES	YES	5	5	2
Zeta Beta Tau, 235 S. 39th St	YES	YES	YES	YES	5	5	2
Zeta Psi, 3337 Walnut St	YES	YES	YES	YES	5	5	2
<b>Sororities</b>							
Alpha Chi Omega, 3906 Spruce St	YES	YES	YES	YES	5	5	2
Alpha Delta Pi, 4032 Walnut St	YES	YES	YES	YES	5	5	2
Alpha Phi, 4045 Walnut St	YES	YES	YES	YES	5	5	2
Chi Omega, 3926 Spruce St	YES	YES	YES	YES	5	5	2
Delta Delta Delta, 4044 Spruce St	YES	YES	YES	YES	5	5	2
Kappa Alpha Theta, 130 S. 39th St	YES	YES	YES	YES	5	5	2
Sigma Delta Tau, 3833 Walnut St	YES	YES	YES	YES	5	5	2
Sigma Kappa, 3928 Spruce St	YES	YES	YES	YES	5	5	2
Zeta Tau Alpha, 4027 Walnut St	YES	YES	YES	YES	5	5	2
<b>TOTALS</b>					<b>245</b>	<b>245</b>	<b>140</b>

Phi Kappa Sigma was suspended in 2013 and is no longer recognized as a fraternity.



**2013, 2014 and 2015  
Residential Fire Safety Amenities by Building Location for  
University of Pennsylvania New Bolton Center Campus Residence Halls, Kennett Square, PA**

Location	Fire Alarms Monitored by Public Safety	Bldg Equipped with Full Sprinkler System	Bldg Has Fire Alarms & Smoke Detectors	Evacuation Plans Posted & Fire Safety Training Conducted	Number of Evacuation Drills Conducted Each Academic Year
<b>On-Campus Residence Halls</b>					
New Bolton Tech (694 Byrd Rd.)	YES	NO	YES	YES	1
New Bolton Alumni Hall (161 S. Brook Lane)	YES	YES	YES	YES	1
<b>TOTALS</b>					<b>2</b>

**Reported Fires for 2015  
University of Pennsylvania/New Bolton Center Campus Residence Halls, Kennett Square, PA**

Location	Total Fires In Each Building	Fire Number	Date	Time	Cause of Fire	Number of Injuries That Required Treatment At A Medical Facility	Number of Deaths Related To Fire	Value of Property Damage Caused By Fire	Case Number
<b>On-Campus Residence Halls</b>									
New Bolton Tech Dorm 694 Byrd Rd.	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
New Bolton Alumni Hall 161 S. Brook Lane	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>TOTALS</b>	<b>0</b>	<b>0</b>				<b>0</b>	<b>0</b>	<b>0.00</b>	

**Reported Fires for 2014  
University of Pennsylvania/New Bolton Center Campus Residence Halls, Kennett Square, PA**

Location	Total Fires In Each Building	Fire Number	Date	Time	Cause of Fire	Number of Injuries That Required Treatment At A Medical Facility	Number of Deaths Related To Fire	Value of Property Damage Caused By Fire	Case Number
<b>On-Campus Residence Halls</b>									
New Bolton Tech Dorm 694 Byrd Rd Kennett Sq, PA	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
New Bolton Alumni Hall 161 S. Brook Ln Kennett Sq, PA	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>TOTALS</b>	<b>0</b>	<b>0</b>				<b>0</b>	<b>0</b>	<b>0.00</b>	

**Reported Fires for 2013  
University of Pennsylvania/New Bolton Center Campus Residence Halls, Kennett Square, PA**

Location	Total Fires In Each Building	Fire Number	Date	Time	Cause of Fire	Number of Injuries That Required Treatment At A Medical Facility	Number of Deaths Related To Fire	Value of Property Damage Caused By Fire	Case Number
<b>On-Campus Residence Halls</b>									
New Bolton Tech Dorm 694 Byrd Rd Kennett Sq, PA	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
New Bolton Alumni Hall 161 S. Brook Ln Kennett Sq, PA	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>TOTALS</b>	<b>0</b>	<b>0</b>				<b>0</b>	<b>0</b>	<b>0.00</b>	

**Crime Statistics for Non-contiguous Properties of the University of Pennsylvania, 2013, 2014, 2015**

In 2013 there was one robbery reported at the Morris Arboretum and one robbery reported at the Glenolden Research Center.

There were no crimes reported at the University Boathouse, New Bolton Center or Wharton's 2401 Walnut Street location.

